APPROVED

# Menlo Park Academy Governing Board

# Minutes

## Working Session

**Date and Time**
Wednesday December 6, 2017 at 6:00 PM

**Location**
Menlo Park Academy-3rd Floor Conference Room

OUR MISSION: Menlo Park Academy is a public school that develops the potential of gifted learners through an exemplary program of rewarding experiences that nurtures the whole child.

**Directors Present**
Cathie Leimbach, Fraser Hamilton Sr, Melissa Vlasak, Richard Hronek, Suzanne McFarland (remote), Teri Harrison

**Directors Absent**
*None*

**Non Voting Members Present**
Stacy Stuhldreher

**Guests Present**
David Pannell, Jeff Jaroscak, Latha Srinivasan, Marc Strauss

### I. Opening Items

#### A. Record Attendance and Guests

### B. Call the Meeting to Order

Teri Harrison called a meeting of the board of directors of Menlo Park Academy Governing Board to order on Wednesday Dec 6, 2017 at 6:10 PM.

## II. New Business

### A. Housing Opportunity

Marc Strauss of Walworth Real Estate LLC shared the plans for a development across the street from MPA with 14 town homes. The exterior of the buildings will coordinate with MPA's exterior architecture. He hopes the sidewalks and street lights can be a joint project with MPA to have a coordinated, partnership relationship and image. He is offering a $5,000 donation to MPA for every unit he sells to someone connected with MPA or referred by someone connected with MPA.

## III. Staff Updates

### A. Winter Camps

Richard Hronek made a motion to authorize Stacy Stuhldreher to proceed with a full-cost recovery winter camp during the first week of January 2018.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

### B. London Trip Final Plans

Melissa Vlasak made a motion to approve the final plans for the London trip.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

### C. Snow Removal Service Agreement

Cathie Leimbach made a motion to authorize Stacy Stuhldreher to execute an agreement for snow removal for this winter.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.
Melissa Vlasak abstained due to not having access to the proposed contract to review it.

### D. Landscaping Service Agreement

Fraser Hamilton Sr made a motion to authorize Stacy Stuhldreher to execute an agreement for landscape maintenance.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

### E. SY16-17 Annual Report

Fraser Hamilton Sr made a motion to delegate approval of the MPA 2016-2017 Annual Report to the Executive Committee.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

### F. Professional Development in Gifted Education

Suzanne reported that Ashland University will be offering a gifted education course to interested MPA faculty. The faculty have two options regarding this course. For $50 they can take it as a professional development course by attending and participating in the contact hours. At a cost of about $1,500 they can take it for graduate credit towards a gifted endorsement; this would require their attendance and participation in the classes as well as completing out-of-class reading and assignments. The board needs to determine whether we are going to require our teachers to work towards their gifted endorsement, are satisfied if they just take professional development courses in gifted education, or are satisfied if during their first year at MPA they take professional development in gifted education but still wish them to obtain their gifted endorsement within a few years of starting to teach at MPA. The Board asked Suzanne to discuss this further with the PEC and come back to the board with an explanation of the different options and the implications of each for MPA.

## IV. Audit & Finance

### A. SY17-18 Updated Budget

Work is still being done towards having an accurate revised budget. Teri asked Dave Massa if he could have an accurate budget report by the December 21 meeting.

There were questions about how well some contractors are fulfilling MPA's expectations.

## V. DCRC

### A. Event Agreement

Melissa Vlasak made a motion to table the vote on the spring venue agreement.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

## VI. Governance Committee

### A. Approve Committee Members

Cathie Leimbach made a motion to approve Rich Hronek and Carol Ryan as Governance Committee members for 2017-2018.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

## VII. Executive

### A. Administrative Staff Needs

Teri Harrison made a motion to promote Jamie Kinnett to Development Manager at an annual salary of $40,000 effective January 1, 2018.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Let the record reflect the board's appreciation for Jamie's efforts regarding Giving Tuesday donations.
Melissa Vlasak made a motion to hire Nadia Dreger as Marketing and Admissions Manager at an annual salary of $50,000 pending reference checks and appropriate background checks.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr made a motion to hire Mary Beth Pelc as Administrative Manager at an annual salary of $45,000 pending reference checks and appropriate background checks.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
Richard Hronek made a motion to hire Nina Calderon as Front Office Coordinator at an hourly rate of $16 pending reference checks and appropriate background checks.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.
Cathie Leimbach made a motion to move Melissa McCarthy to the position of Registrar at her current hourly rate.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

## VIII. Other Business

### A. Staff Bonus

Melissa Vlasak made a motion to pay end-of-year bonuses to MPA staff as presented.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

### B. Enrollment Reports

Stacy Stuhldreher was asked to ensure that a weekly enrollment report is sent to all board members.

## IX. Closing Items

### A. Adjourn Meeting

Richard Hronek made a motion to adjourn the meeting at 9:07 pm.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:07 PM.

Respectfully Submitted,
Cathie Leimbach