APPROVED

Menlo Park Academy Governing Board

Minutes

Special Board Meeting

Date and Time
Friday September 1, 2017 at 8:30 AM

Location
2149 W. 53rd Street, Cleveland, OH 44102

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, Teri Harrison

Directors Absent
Richard Hronek

Directors who arrived after the meeting opened
Fraser Hamilton Sr

Directors who left before the meeting adjourned
Fraser Hamilton Sr

Guests Present
Deborah Matese, Jeff Jaroscak (remote), Melissa McCarthy, Stacy Stuhldreher, Suzanne McFarland

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Cathie Leimbach called a meeting of the board of directors of Menlo Park Academy Governing Board to order on Friday Sep 1, 2017 at 8:34 AM.

II. Personnel Hiring

A. Hiring of Intervention Specialist

Fraser Hamilton Sr arrived.
Cathie Leimbach made a motion to hire Jennifer Gali for an annual salary of $35,000.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Job Description for Business Office Coordinator

The official title of this position will be Business Office Associate.
Melissa Vlasak made a motion to approve the job description of the Business Office Associate as presented.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.
The position combines the Receptionist and the Administrative Director's Executive Assistant. Appropriate changes need to be made in the organization chart.

C. Hiring of Business Office Coordinator

Melissa Vlasak made a motion to hire Nereida Juarez as the Business Office Associate at a rate of $15.00 per hour.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Vendor Contracts

A. Contract for Janitorial Services

Fraser Hamilton Sr made a motion to authorize Debi Matese to execute an agreement with JSI not to exceed $120,000 per year.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Contract for Trash Removal

Melissa Vlasak made a motion to authorize Debi Matese to enter into an agreement with Kimble for trash removal as quoted, pending legal review.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Jeff Jaroscak arrived.

C. Pest Control

Fraser Hamilton Sr made a motion to authorize Debi Matese to enter into an agreement with Orkin for pest control as quoted, pending legal review.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. School Program Documents

A. Program Guide

Fraser Hamilton Sr made a motion to approve the Program Guide as presented.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.
The program guide will continue to be revised as the state completes the current standards revision project. There will also be revisions as MPA further clarifies its programs.

B. Staff Handbook

Cathie Leimbach made a motion to table until a later meeting.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr left.

C. Parent/Student) Handbook

Melissa Vlasak made a motion to table the vote until a later meeting.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:38 AM.

Respectfully Submitted,
Melissa McCarthy
Melissa Vlasak made a motion to adjourn the meeting.

Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.