APPROVED

Menlo Park Academy Governing Board

Minutes

Development & Community Relations Committee Meeting

Date and Time
Friday November 10, 2017 at 6:00 PM

Location
Menlo Park Academy

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.

Committee Members Present
Jeff Kirschman, Melissa Vlasak, Ron Ziegler, Teri Harrison

Committee Members Absent
None

Committee Members who arrived after the meeting opened
Jeff Kirschman

Guests Present
Jamie Kinnett, Lisa Sierk

I. Opening Items

A. Record Attendance and Guests

B.

Call the Meeting to Order

Melissa Vlasak called a meeting of the Development Committee of Menlo Park Academy Governing Board to order on Friday Nov 10, 2017 at 6:11 PM.

C. Approve Minutes - Sep 29, 2017

Ron Ziegler made a motion to approve minutes from the September DCRC Meeting on 09-29-17 September DCRC Meeting on 09-29-17.
Teri Harrison seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Development & Community Relations

A. Key Result Areas: SY 2017-2018

Jeff Kirschman arrived.
We reviewed and discussed the KRA's that were recently approved by the board, specifically, "Objective 3: Institutional Advancement (Development and Community Relations Committee with the Administrative Director as the operational lead" section.

Melissa will revise KRA 1 to include the execution of the EGP. This will need to be approved by the board.

B. Enrollment Growth Plan (EGP) Update

There are 418 students enrolled, as of Nov 10, 2017.

Potential families have toured the building and testing of potential students has been scheduled.

Teri requested weekly reports of the enrollment growth data, either from Stacy Stuhldreher or Melissa McCarthy.

C. Development Plan Update

We reviewed, and discussed details, on the uploaded Development Plan Update.

We also reviewed the Winter Concert event form. The team is working on obtaining donations for the silent and live auctions. Melissa will send Jamie a detailed spreadsheet to outline the budget.

For the Annual Fund, we may pursue parent leads by grade, instead of an overall lead. Jamie will follow-up.

D. Capital Campaign Update

Updated documents were uploaded, for the committee members to review. Teri and Fraser provided the data, which was shared at the Oct 19 regular board meeting.

E. Menlo Volunteer Program (MVP) Update

No update.

F. Communications Plan Implementation Update

No update.

G. Community Relations Update

The Fenwick Block Club met at Menlo on Wednesday, Nov 8. They will be having their monthly meetings, the 2nd Wednesday of the month, at Menlo. Melissa Vlasak, or a staff member, will be present at these meetings.

Melissa V will also work on an agreement for non-profit and for-profit organizations that would like to use our facility for various purposes. Jeff recommended that we also create a policy for the types of organizations that request to use our facility.

Lisa Sierk will follow-up with party planners.

III. Closing Items

A. Adjourn Meeting

Jeff Kirschman made a motion to adjourn the meeting.
Teri Harrison seconded the motion.
The committee **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 8:13 PM.

Respectfully Submitted,
Melissa Vlasak