APPROVED

Menlo Park Academy Governing Board

Minutes

Development & Community Relations Committee Meeting

Date and Time
Friday February 9, 2018 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

Non Voting Members Present
Stacy Stuhldreher

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 Feb 9, 2018 at 6:16 PM.

Meeting was held in the 2nd floor Teacher's Lounge.

C. Approve Minutes - January 16, 2018

Teri Harrison made a motion to approve minutes from the Development & Community Relations Committee Meeting on 01-16-18 Development & Community Relations Committee Meeting on 01-16-18.
Jeff Kirschman seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Development & Community Relations

A. Key Result Areas: SY 2017-2018

The committee members reviewed the tasks for the KRA's and they looked good. There were no suggested changes.

B. Enrollment Growth Plan (EGP) Update

Everyone reviewed the report, discussed the data and and upcoming plans. Melissa will forward the "Enrollment Weekly Google Sheet" (created by Nadia) to Jeff and Ron. We will review and see if this format will work for upcoming reports.

C. Development Plan Update

Development plans were discussed, including upcoming events and next steps. We also determined that a DCRC member would be a liaison for each event.

- Teri - Annual Fund
- Ron - Cavs/Browns Concessions
- Melissa - Spring Soiree (name TBD)
- TBD - "Gifted All Day 5K"

Stacy will follow-up with Jamie to determine which parents have been contacted (who have indicated interest in Development) and which parents we need to contact to assist with the remaining events for this school year.

Feedback was also provided on the Capital Campaign vs. Annual Fundraising "info graphic."

Melissa will also add "milestones" in the Event Planning form template.

Melissa reminded us that $1 dress down Friday's was suggested earlier this year. It is a relatively "easy" effort to raise money for the school.

D. Capital Campaign Update

The CC report was reviewed and briefly discussed.

E. Menlo Volunteer Program (MVP) Update

The MVP Update was reviewed and discussed. Letters will be sent to parents:

- thanking those that have fulfilled their hours and logged them (in ParentSquare)
- reminding those that have volunteered, but not yet logged their hours (in ParentSquare)
- reminding those that have not yet volunteered that opportunities are still available

It was also discussed that the volunteer groups (listed in ParentSquare) need to be reviewed and revised. (There should be less groups that the ones listed.)

Lastly, having Staff Leadership for each group will be our key to success.

F. Communications Plan Implementation Update

No update provided. It is still in progress.

Stacy will provide a verbal update at the Feb 15 board meeting.

G. Community Relations Update

As Jamie noted in the KRA # 5 tasks:

- we are hosting the monthly Fenwick Block Club (2nd Wednesday of the month)
- we hosted the Metro West Annual Celebrate, Feb 1
- we plan to host Rich Hronek's Fraternity group.

Stacy has also contacted other potential partners.

III. Closing Items

A. Adjourn Meeting

Ron Ziegler made a motion to adjourn the meeting.
Jeff Kirschman 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 8:30 PM.

Respectfully Submitted,
Melissa Vlasak