APPROVED

Menlo Park Academy Governing Board

Minutes

Development & Community Relations Committee Meeting

Date and Time
Friday April 13, 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

Guests Present
Jamie Kinnett, Shaun Matthews

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 Apr 13, 2018 at 6:20 PM.
We met in the 2nd floor teacher's lounge.

C. Approve Minutes - March 5, 2018

Jeff Kirschman made a motion to approve minutes from the Development & Community Relations Committee Meeting on 03-05-18 Development & Community Relations Committee Meeting on 03-05-18.
Teri Harrison seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Development & Community Relations

A. Key Result Areas: SY 2017-2018

We reviewed the progress and updates on the KRA's.

Stacy and Jamie will add document numbers in the "Assurance" column.

B. Enrollment Growth and Outreach Plan (EGP) Update

We reviewed and discussed the updates on the EGOP, including plans over the summer and the detailed enrollment process.

C. Development Plan Update

We reviewed and discussed the development updates in detail.

We decided that an updated process for the Aramark concession stands is needed. Ron will work with Jamie on it.

D. Capital Campaign Update

We reviewed and briefly discussed the update.

E. Menlo Volunteer Program (MVP) Update

The Menlo Volunteer appreciation date has been changed to May 17.

Over the last month, five more families and 16 more volunteers recorded their hours in ParentSquare. 67% of families have posted volunteer hours, so far this year.

Other than that, there are no MVP updates since last month.

F. Communications Plan Implementation Update

No update.

Stacy plans to present a Communication outline at the May DCRC meeting.

G. Community Relations Update

The Fenwick Block Club continues to meet monthly, on the 2nd Wednesday of the month, at our school.

The Fenwick neighborhood cleanup is on Saturday, April 14, from 10:00 am to Noon.

III. Other Business

A. Proposed Development Plan for SY 2018-2019

Jeff Kirschman made a motion to recommend Option #3 of the proposed Development Plan for the school year 2018-2019, with an event name change of the "Menlo Birthday Party" to "Founders Day".
Ron Ziegler seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call	
Teri Harrison	Aye
Jeff Kirschman	Aye
Ron Ziegler	Aye
Melissa Vlasak	No

IV. Closing Items

A. Adjourn Meeting

Jeff Kirschman made a motion to adjourn the meeting.
Ron Ziegler 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 8:38 PM.

Respectfully Submitted,
Melissa Vlasak