APPROVED

Menlo Park Academy Governing Board

Minutes

Board Working Session

Date and Time
Thursday August 2, 2018 at 6:00 PM

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
Carol Ryan, Fraser Hamilton Sr, Suzanne McFarland, Teri Harrison

Directors Absent
Richard Hronek

Non Voting Members Present
Stacy Stuhldreher

Guests Present
Dave Massa, Kevin Massa, Melissa McCarthy

I. Opening Items

A. Call the Meeting to Order

Teri Harrison called a meeting to order on Thursday Aug 2, 2018 at 6:13 PM.

B.

Record Attendance and Guests

Stacy Stuhldreher arrived at 6:20
Carol Ryan arrived at 7:54

II. Vision, Mission & Core Values

A. Vision, Mission & Core Values

Fraser Hamilton Sr made a motion to approve the wording changes to the vision, mission & core values statements.
Suzanne McFarland seconded the motion.
The team **VOTED** unanimously to approve the motion.

III. Operations

A. New Hires

Teri Harrison made a motion to hire Lauren Barker as the full-time Guidance Counselor (administrative position) for an annual salary of $40,000, Christine Hale as a teacher for an annual salary of $36,000 and Amanda Conti as a teacher for an annual salary of $34,000.
Carol Ryan seconded the motion.
The team **VOTED** unanimously to approve the motion.
Carol Ryan made a motion to hire Frank O'Grady as a teacher at an annual salary of $40,000.
Suzanne McFarland seconded the motion.
The team **VOTED** unanimously to approve the motion.

B. Phone System

The 8x8 phone system is not being used as effectively as it could be. Mobile Tek is suggesting a new system. This would involve purchasing all new phones

C. FY19 Health Benefit Proposals

We are grandfathered into the COSE plan and we have very low deductibles. There will be a 14% increase from last year's numbers. The net annual cost was $212,000 last year. The split is 30/70. The new plan would increase the amount the employee would pay per month depending on the plan. The health benefit proposal will be ready to approve before the August 16th meeting.

D. MHJF Grant

Menlo was awarded a $6,000 grant to cover consultants to train the staff in mindfullness and executive functioning. This includes paying for the consultants travel expenses. Parent permission forms will be distributed before the program starts. The next step is to meet with Dr. Rakow and determine the exact program that will be taught. Menlo will

submit the story of our grant program to possibly be published in the MHJF grant newsletter.

E. FY19 Spending Procedures

The purchase procedures need to be streamlined and all staff need to be aware of the system. All purchases must have a purchase order request and be approved by the School Director before being sent to the Finance Office.

Fraser Hamilton made a motion to adopt the procedures in the draft purchasing policy to merge it with the existing purchasing policy with the addition of making sure no sales tax is paid. Suzanne McFarland seconded the motion. The team voted unanimously to approve the motion.

F. Security Enhancements

The security system is being used daily. Royce's hours have been cut back to 11p-7a. Royce is offering to be a first responder in case the alarm goes off. It would cost $45.00 per call.

A quote for new security camera's is in the works. The cameras would be placed around the exterior of the building.

G. Hiram House Agreement

Fraser Hamiltion made a motion to authorize Stacy Stuhldreher to enter into an agreement with Hiram House. Carol Ryan seconded the motion. The team voted unanimously to approve the motion.

H. Capital Campaign

The Capital Campaign account is dwindling with the purchases of the furnishings for the building. The Admin building needs to be demolished and parents are passionate about having a play space. The play space is scheduled to go in the area the Admin building is currently occupying. We are working with the sewer district to opening up more green space not hard space. One suggestion is to have the parents who are passionate about the play space to help raise money for the demolition of the Admin building and the raising of the play space. Parents are also researching grants for the play space.

I. Outstanding Fees - Edison Club

$18,000 of Edison Club charges have been billed to parents. Some of these charges may not be correct as the parents may have paid through paypal and have not been credited yet due to lack of access to the paypal payments.

J.

FY19 Fees - Status

Week 1 we have collected $24,000. Payment plans are being set up and will be tracked.

K. Auditor Bid

Menlo has received the sealed bids for Auditors for our next Audit. Menlo can spend preference points if they choose. The Auditor of State will make the final decision based on their criteria.
Fraser Hamiltion makes a motion to authorize Dave Massa to enter into an agreement with the Rea & Associates when ever the agreement is presented. Carol Ryan seconded the motion. The team voted unanimously to approve the motion.

IV. Closing Items

A. Adjourn Meeting

Teri Harrison made a motion to adjourn the meeting.
Fraser Hamilton Sr seconded the motion.
The team **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 10:24 PM.

Respectfully Submitted,
Teri Harrison