APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Date and Time
Thursday July 19, 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, Richard Hronek, Suzanne McFarland, Teri Harrison

Directors Absent
Fraser Hamilton Sr

Directors who arrived after the meeting opened
Carol Ryan

Non Voting Members Present
Stacy Stuhldreher

Guests Present
Dave Massa, Jeff Jaroscak, Jeremiah Tangen, Latha Srinivasan, Melissa McCarthy, Nadia Dreger, Sarah Grady, Tiffany Dux, Tina Pasatta

I. Opening Items

A.

Record Attendance and Guests

B. Call the Meeting to Order

Teri Harrison called a meeting of the board of directors of Menlo Park Academy Governing Board to order on Thursday Jul 19, 2018 at 6:06 PM.

II. Public Comments

A. Public Comments

No Public Comments

III. Board Meeting Minutes Approval

A. Minutes of the 4/19/18 Regular Meeting

Suzanne McFarland made a motion to table the minutes from the Regular Board Meeting on 04-19-18.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Minutes of the 5/17/18 Regular Meeting

Suzanne McFarland made a motion to table the minutes from the Regular Board Meeting on 05-17-18.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Minutes of the 5/19/18 Special Meeting

Suzanne McFarland made a motion to table the minutes from the Strategic Planning Session on 05-19-18.
Richard Hronek seconded the motion.
The motion did not carry.

D. Minutes of the 5/22/18 Special Meeting

Suzanne McFarland made a motion to table the minutes from the Special Meeting on 05-22-18.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Minutes of the 6/5/18 EOY Meeting

Suzanne McFarland made a motion to table the approve minutesof the 6/5/18 EOY Meeting.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Minutes of the 6/7/18 Working Session

Suzanne McFarland made a motion to table the minutes from the Working Session on 06-07-18.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Minutes of the 6/13/18 Special Meeting

Suzanne McFarland made a motion to table the minutes from the Special Board Meeting on 06-13-18.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Minutes for the 6/21/18 Regular Meeting

Suzanne McFarland made a motion to table the minutes for the 6/21/18 regular meeting.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Minutes for the 6/25/18 Meeting

Suzanne McFarland made a motion to table the minutes for he 6/25/18 Meeting.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Sponsor Update

A. Sponsor Update

There was no monthly update from the sponsor. There were no questions for Jeff Jaroscak.

V. Treasurer Report

A. Monthly Financials

These are preliminary June Financials as they are the year end financials. We ended the year at 417 and will be funded at that number for July/Aug/Sep.
Richard Hronek made a motion to table the acceptance of June Financial statements.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
Carol Ryan arrived.

B. Outstanding Material Fees

The outstanding previous materials fee amount is pretty small. For the incoming school year 53% of all students have paid the deposit. With the registration forms going out, more payments are expected.
Carol Ryan made a motion to table any action regarding collecting previous material fees.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. PTO Management Plans

The Adp system is confusing with how it calculates pto time, as it calculates by hours not days and it is often wrong. We are looking into using Aesop or a google docs form.

D. Stipend Policy & Agreement

The stipend needs to have a separate written signed contract with deliverables to remove any confusion about what is owed.

VI. Staff Reports

A. Monthly Report

The teachers spent one of their professional development days at the Rock and Roll Hall of Fame. The topic was including more creativity in the lessons and the teachers were introduced to the resources available. The teachers were very excited about the information they learned and excited about bringing the information into their lessons.

B. Stipend Payouts

C. Administrative Staff Performance Reviews & Recommended Salary Increases

Suzanne McFarland made a motion to increase Janie Zell's hours up to 39 hours per week.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
Richard Hronek made a motion to table the admin staff performance reviews and recommended salary increases.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. MobileTek Agreement

Richard Hronek made a motion to table the Mobile Tek agreement.
Carol Ryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. 17-18 Assessment Results

The students did very well on the spring air tests.

VII. Marketing

A. EGOP Execution Report

Carol Ryan and Nadia Dreger met with Lyman: Tours need to be emphasized, direct mailing piece will be initiated. Social media adds have been increased. August 2nd will be an info session for new parents and will generate last minute testing for the new school year.

Parent ambassador group will be launched.

A new parent info session or open house will be developed once a month and tied into a testing date.

The Crocker Park event has been very successful. We have received at least 50 inquires from that alone.

Testing results from 7/19/18
49 registered
26 attended
7 qualified
10 came very close and will be offered to return to take the Nagliari

476 students are enrolled as of right now.
120 are new students

Possibilities to look into: Teacher referral bonuses and Parent referral bonuses.
Possible carpool parent bonuses

To succeed Nadia needs more professional looking materials to present to parents

B. Marketing Intern Projects & Pay

Carol Ryan made a motion to table the marketing intern projects and pay.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Fund Development

A. Plan Execution Reports

B. 18-19 Development Plan Revisions

Carol Ryan made a motion to table the 18-19 development plan revision.
Richard Hronek seconded the motion.

The board **VOTED** unanimously to approve the motion.

IX. Executive

A. Board Policy Updates to Align MPA Preferences to current policies

Carol Ryan made a motion to table the board policy updates to align MPA preferences to current policies.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Revised Committee Charters

Carol Ryan made a motion to approve the revised PEC committee charter.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Committee Membership

Carol Ryan made a motion to table committee membership.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Program Excellence

A. Assurance Reports

B. Club Policy

Carol Ryan made a motion to table the club policy as presented.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

XI. Executive Session

A. Executive Session

No Executive session needed

XII. Closing Items

A. Adjourn Meeting

Carol Ryan made a motion to adjourn the meeting.
Richard Hronek seconded the motion.
The board **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 7:46 PM.

Respectfully Submitted,
Teri Harrison