APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Date and Time
Thursday October 25, 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
Fraser Hamilton Sr, Richard Hronek, Suzanne McFarland, Teri Harrison

Directors Absent
Carol Ryan

Non Voting Members Present
Stacy Stuhldreher

Guests Present
Dave Massa, Jeff Jaroscak, Melissa McCarthy, Michelle Sayer, Tiffany Dux

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 Oct 25, 2018 at 6:12 PM.

II. Public Comments

A. Public Comments

No public comments.

III. Board Meeting Minutes Approval

A. Minutes of the 9/20/18 Regular Meeting

Fraser Hamilton Sr made a motion to table the minutes until the 11/1/18 board meeting.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Minutes of the 10/4/18 Working Session

Fraser Hamilton Sr made a motion to table the minutes until the 11/1/18 board meeting.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Sponsor Update

A. Sponsor Update

Financial over site call had no issues. The October site visit was good. Jeff Jaroscak interviewed a group of children about their experience at Menlo.

V. Treasurer Report

A. Monthly Financials - September

Septembers financials were based on last years enrollment of 417. In October we received payment of 491 fte's. There were some flags that needed to be fixed. For November's payment we will be funded for all currently enrolled children including all of the special ed and economically disadvantaged.
Fraser Hamilton Sr made a motion to acknowledge receipt of the financial reports.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Policy Update

Fraser Hamilton Sr made a motion to approve the policy updates as presented.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
The following policies were approved with the following changes:

Policy 144 - Reporting Requirements - no changes
Policy 203.2 Title I and Parent's Right to know - no changes
Policy 204.13 - College Credit Plus - Advanced Standing Program - no changes
Policy 206 -General notice of nondiscrimination - add school director phone number and address
Policy 221 - Access to Equal Educational Opportunity - no changes
Policy 222 - Title IX Coordinator - no changes
Policy 241.2 - Records Upon Enrollment - no changes
Policy 241.5 - Enrollment and Residency Policy - The school admits students statewide. The school serves grades K-9 and/or ages 4-15.
Policy 251 - Attendance/Truancy/Withdrawal - Track tardiness and early dismissal times based on the precise amount of missed instruction
Policy 271 - Student code of conduct - no changes
Policy 273 - Expulsion and suspension policies - The board does authorize students to receive instructional services from the school,the board will hear the appeal of the suspension, the board will hear the appeal of an expulsion.
Policy 454.1 - Illness Exposure Management of Food Service Employees
Policy 455 - Food Standards Policy
Fraser Hamilton Sr made a motion to approve the ODE Special Education Model Policies and Procedures.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. October Budget Update

The budget is a break even budget. Students who have identified English as not their primary language will be screened for ESL. This can be another source of revenue to help with the cost of their services. PSI would be able to provide services to those who need it.

Richard Hronek made a motion to approve the annual budget October update.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. 5-Year Forecast

Every October the 5 year forecast is updated.
Richard Hronek made a motion to approve the updated 5 year forecast.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Subsidiary Report

The bridge loan was partially paid off from the State tax credits. We are waiting for the Federal tax credits to be paid out from PNC and that will cover the rest of the bridge loan.

The bridge loan is due soon. Menlo was able to get an extension until PNC releases the funds..

F. CMSD Partnership Agreement Renewal

Fraser Hamilton Sr made a motion to authorize Terri Harrison to sign the CMSD Partnership Agreement Renewal.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Wellness Policy

There was a meeting held at Menlo with Innovation Foods to get ready for the state review of our food program. The review will be on 11/8/18. There are a few items that need to be addressed. One of these is a Wellness policy. Any school district that is part of the federally funded food program must adopt a Wellness Policy.
Fraser Hamilton Sr made a motion to approve the school wellness policy, changing the name Par Excellence Academy to Menlo Park Academy.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Staff Reports

A. Monthly Report

The board did not have any questions about the monthly report.

B. Field Trips

5th and 6th grade teachers are still picking field trips for later in the year. The core teachers would like to work with the encore teachers to plan trips.
The proposed Italy and Costa Rica trips have been updated for the board to review and come back with questions.

Field trips should be driven by curriculum and grades should be combined.

C. Parent / Student Handbook

Fraser Hamilton Sr made a motion to table the approval of the Parent/Student handbook until 11/1/18.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
Dave Massa left.

D. CQC Policy

Suzanne McFarland made a motion to approve the changes to the CQC policy with the changes written in the comments.

Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
A 75% on the whole teacher framework may need to be higher.

Changes to the policy will be: increasing the percentages to 75% on 1st level, 80% for 2nd level, 85% for 3rd level and above.

E. Middle School Electives

Each student was able to pick their electives and they have 2 per week.

F. Calendars

A representative of the board will commit to be at each staff meeting.

G. Stipends

Fraser Hamilton Sr made a motion to approve the stipend policy as presented.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Safety Grant

Fraser Hamilton Sr made a motion to authorize Stacy Stuhldreher to sign the Ohio School Safety Training Grant Application.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
The money from the grant can be used to safety improvements including social-emotional safety.

VII. Marketing

A. EGOP Execution Report

No reports were uploaded.

B. Recruitment & Retention Plans

No plan was uploaded.

C. Marketing & Enrollment KRAs & Goals

No report was uploaded.

VIII. Fund Development

A. Plan Execution Reports

No reports were uploaded

B. 18-19 Development Plan Revisions

No plan was uploaded

C. Committee Charter Update

No update was uploaded.

IX. Executive

A. 2018-19 Goals

Suzanne McFarland made a motion to approve the objectives and key results as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Sponsor Agreement Modification

House Bill 21 made changes that require Menlo to make changes to the modification.
Fraser Hamilton Sr made a motion to approve the Sponsor Agreement Modifications 11.6, 6.12, 6.13, 6.7, Mod 9 as presented.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Program Excellence

A. Assurance Reports

B. Club Policy Update

Suzanne McFarland made a motion to table the vote for the club policy until the 11/1/18 meeting.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

XI. Executive Session

A. Executive Session

No executive session

XII. Closing Items

A. Adjourn Meeting

Fraser Hamilton Sr made a motion to adjourn the meeting.
Suzanne McFarland 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 8:14 PM.

Respectfully Submitted,
Teri Harrison