APPROVED

Menlo Park Academy Governing Board

Minutes

Board Working Session

Date and Time
Thursday November 1, 2018 at 6:00 PM

Location
Menlo Park Academy, 2149 W. 53rd Street, Cleveland, OH 44102

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
Jeff Jaroscak, Melissa McCarthy, Shruti Aring

I. Opening Items

A. Call the Meeting to Order

Teri Harrison called a meeting to order on Thursday Nov 1, 2018 at 6:09 PM.

B. Record Attendance and Guests

II. Action Items

A. Minutes from 10/25/18

Fraser Hamilton Sr made a motion to approve minutes from the Board Meeting on 10-25-18 Board Meeting on 10-25-18.
Suzanne McFarland seconded the motion.
The team **VOTED** to approve the motion.

Roll Call	
Carol Ryan	Abstain
Fraser Hamilton Sr	Aye
Dave Massa	Absent
Suzanne McFarland	Aye
Richard Hronek	Absent
Teri Harrison	Aye

B. 2018-19 Program Guide

We are currently developing a document to show the curriculum alignment throughout the whole school. The PEC will work on it further.

C. Club Policy Revision

Carol Ryan made a motion to approve the club policy as presented with the amendment that it pertains to Menlo sponsored clubs only.
Suzanne McFarland seconded the motion.
The team **VOTED** unanimously to approve the motion.
As passed, the Club policy allows for profit and not for profit vendors to set and charge fees according to the needs of their programs. Since the vendors are setting their own fees and collecting the Building Fees as part of that fee, they are responsible for paying the agreed amount to Menlo.
1. With respect to Menlo sponsored clubs (be they sponsored by a faculty member or parent volunteer) no building fees are charged. At the last Menlo board meeting, there was a suggestion to charge all club participants a fee of $25.00 To carry that idea forward, the following change to the Club policy is advanced:
(e) A one-time yearly, $25.00 Club Participation Fee paid directly to Menlo will be charged each student to participate in one or more clubs during that school year. These fees are to help defray costs associated with offering and maintaining each club. These fees would be paid directly to Menlo by parents.

D. International & Other Field Trip Approval

The information presented includes:

Costa Rica with Kelly Whittaker - Dates to be determined possibly end of March.

Italy with Dan Pernod - Dates to be determined, possibly end of March.

The international trips will happen the same week. The application process will be announced to parents and information nights will be held. Students and Chaperones will only be eligible if they do not have an outstanding fee balance.

The 7th and 8th graders will take a combined trip to either Philadelphia or Washington D.C.

Carol Ryan made a motion to authorize the trip to Costa Rica as presented.
Suzanne McFarland seconded the motion.
The team **VOTED** unanimously to approve the motion.
Carol Ryan made a motion to authorize the trip to Italy as presented.
Fraser Hamilton Sr seconded the motion.
The team **VOTED** unanimously to approve the motion.

E. Student Handbook

Edits are still being made and will be put up for approval for the next board meeting. Adding links to the end to forms referenced in the handbook will make it easier for parents.

III. Future Planning

A. 2018-19 Objectives, Key Results, Goals and Measures

The 18/19 Goal Tracking worksheet was shared. This included a due date and the measures to demonstrate that the task was completed.

B. Organizational Plan

The Memorial Park Concept Plan for the City of Euclid was presented as a model of what Menlo should be creating as a Master Concept Plan for the school. This will include maker space, play space, amphitheater. The process should include the board, the school director, teachers, parents, and students. This will be a process that will include town hall meetings and can include opinions from the community.

Brainstorming ideas:

Field House (including a full size basketball court), Makers Spaces, Outdoor Play Space, Communication Center/VR/Distance Learning Space, Outdoor learning spaces (amphitheater), Pavilion/outdoor dining area, MPA store, Parking, Signage, Acoustics,

Student Storage, STEM/Art/Music materials, FFE, Technology/drone/digital cameras/interactive communications, Maintenance.
This list is not final and not in any specific order, but a general idea of what is needed to plan for the future.

A committee of a core team will meet on a regular basis. The team will meet with various interested parties. By the end of the school year the Master Plan should be complete.
Carol Ryan made a motion to create an ad-hoc committee called Master Planning Committee.
Fraser Hamilton SR. seconded the motion.
The board VOTED unanimously to approve the motion.
Fraser Hamilton Sr. made a motion to modify committee charters to allow non-board members to serve as a committee chair but also requiring a board member to serving on the committee.
Carol Ryan seconded the motion.
The board VOTED unanimously to approve the motion
Carol Ryan nominated Fraser Hamilton Sr. to be the chair of the Master Planning Committee. Suzanne McFarland seconded the motion. The board VOTED unanimously to approve the motion.

IV. Closing Items

A. Adjourn Meeting

Carol Ryan 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 7:55 PM.

Respectfully Submitted,
Teri Harrison