APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Date and Time
Thursday January 17, 2019 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, Richard Hronek, Suzanne McFarland, Teri Harrison

Directors Absent
None

Non Voting Members Present
Stacy Stuhldreher

Guests Present
Barbee Thomas, Dave Massa, Jeff Jaroscak, Melissa McCarthy

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 Jan 17, 2019 at 6:02 PM.

II. Public Comments

A. Public Comments

It is National School Board Month.

III. Board Meeting Minutes Approval

A. Minutes - 6/25/18 Special Meeting

Carol Ryan made a motion to table the approval of the minutes.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Minutes - 11/15/18 Regular Meeting

Fraser Hamilton Sr made a motion to approve minutes from the Board Meeting on 11-15-18 with amendments stated below Board Meeting on 11-15-18.
Carol Ryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Minutes - 12/3/18 Working Session

Carol Ryan made a motion to table the approval of the minutes.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Minutes - 12/13/18 Regular Meeting

Carol Ryan made a motion to approve minutes from the Board Meeting on 12-13-18 pending editorial changes from Teri Harrison. Board Meeting on 12-13-18.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Minutes - 1/3/19 Working Session

Carol Ryan made a motion to approve minutes from the Board Working Session on 01-03-19 Board Working Session on 01-03-19.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Sponsor Update

A. Sponsor Update

The second annual SPED review was completed on Monday 1/14/19 and no major issues or areas of concern were found. The Financial and Enrollment Review Report found no red flags or areas of concern or follow up required.

V. Treasurer Report

A. Monthly Financials

The FTE continues to grow slowly. The school is showing positive net income through the first quarter of the year. The FY18 audit should be wrapped up by the end of the month. The calendar year audit of the west 53rd group should be starting in April.
Fraser Hamilton Sr made a motion to acknowledge receipt of the December Financial reports.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. School Director Report

A. Monthly Report

Every Third grader passed the Third grade reading guarantee. We are supporting those students who although they have passed have lower scores.

B. Proposal-MPA Summer HS Math Classes

Suzanne McFarland made a motion to approve the summer math proposal as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
The budget for the teacher benefits need to be increased to reflect 26%. The budget does not cover any student who may qualify for free or reduced fees.

C. Operations Manager/Facilities Coordinator

The Facilities Coordinator job description reflects what is currently needed and the work being currently done.
Carol Ryan made a motion to approve the Facilities Coordinator job description pending edits from Fraser Hamilton.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Stipend Request

Carol Ryan made a motion to approve a bonus for Lauren Barker in the amount of $1000.00.
Fraser Hamilton Sr. seconded the motion.
The Board Voted unanimously to approve the motion.

E.

Club Applications

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

VII. Systems Manager Report

A. Monthly Report

Barbee Thomas presented an update on the new Chromebook roll out.

B. Monthly Enrollment Verification

Suzanne McFarland made a motion to acknowledge receipt of the Monthly Address Verification for December.
Carol Ryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Operations Reports

D. Fundraising Report

A report on current fundraising efforts was presented.

E. Proposed Clerical Hires

The need for a new clerical hire was presented.

VIII. Executive Management Team

A. 2019-20 Staffing

Carol Ryan is working on a job description of the Director of Communications.

IX. Marketing

A. EGOP Execution Report

EGOP report was presented.

X. Fund Development

A. Plan Execution Reports

No report.

XI. Program Excellence

A. Assurance Reports

No report.

B. Conference Planning

The PEC committee is beginning to plan a Gifted conference hosted by Menlo Park Academy

C. Advocacy Update

XII. Executive Session

A. Executive Session

Fraser Hamilton Sr made a motion to go into executive session to discuss a pending or imminent court action.
Carol Ryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Richard Hronek	Aye
Teri Harrison	Aye
Fraser Hamilton Sr	Aye
Carol Ryan	Aye
Suzanne McFarland	Aye

Entered into Executive Session at 8:39 p.m. Exited Executive Session at 8:56 p.m.

XIII. Closing Items

A. Adjourn Meeting

Fraser Hamilton Sr 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 9:10 PM.

Respectfully Submitted,
Teri Harrison