APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday September 20, 2018 at 6:00 PM

Location
Menlo Park Academy, 3rd Floor Conference Room

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

Directors who arrived after the meeting opened
Richard Hronek

Guests Present
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 Sep 20, 2018 at 6:02 PM.

II. Public Comments

A. Public Comments

There were no public comments.

III. Board Meeting Minutes Approval

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

Suzanne McFarland made a motion to approve minutes from the Regular Board Meeting on 04-19-18 pending editorial changes Regular Board Meeting on 04-19-18.
Carol Ryan 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 approve minutes from the Regular Board Meeting on 05-17-18 pending editorial changes. Regular Board Meeting on 05-17-18.
Carol Ryan 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 approve minutes from the Strategic Planning Session on 05-19-18 pending editorial changes. Strategic Planning Session on 05-19-18.
Carol Ryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

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

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

Carol Ryan made a motion to approve minutes from the EOY Staff and Board Retreat on 06-05-18 pending editorial changes. EOY Staff and Board Retreat on 06-05-18.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

F.

Minutes of the 6/7/18 Working Session

Carol Ryan made a motion to approve minutes from the Working Session on 06-07-18 pending editorial changes. Working Session on 06-07-18.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

Carol Ryan made a motion to approve minutes from the Special Board Meeting on 06-13-18 pending editorial changes. Special Board Meeting on 06-13-18.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

Carol Ryan made a motion to approve minutes from the Regular Board Meeting on 06-21-18 pending editorial changes. Regular Board Meeting on 06-21-18.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Minutes for the 6/25/18 Meeting

Carol Ryan made a motion to approve minutes from the Special Meeting on 06-25-18 pending editorial changes. Special Meeting on 06-25-18.
Fraser Hamilton Sr seconded the motion.
The motion did not carry.

J. Minutes for the 7/19/18 Regular Board Meeting

Carol Ryan made a motion to approve minutes from the Board Meeting on 07-19- pending editorial changes. Board Meeting on 07-19-18.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. Minutes for the 7/28/18 meeting

L. Minutes for the 8/2/18 Working Session

Fraser Hamilton Sr made a motion to approve minutes from the Board Working Session on 08-02-18 pending editorial changes. Board Working Session on 08-02-18.
Carol Ryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

M. Minutes for the 8/23/18 Regular Meeting

Fraser Hamilton Sr made a motion to approve minutes from the Board Meeting on 08-23-18 pending editorial changes. Board Meeting on 08-23-18.

Carol Ryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

N. Minutes for the 9/6/18 Working Session

Fraser Hamilton Sr made a motion to approve minutes from the Board Working Session on 09-06-18 pending editorial changes. Board Working Session on 09-06-18.
Carol Ryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Sponsor Update

A. Sponsor Update

The monthly site visit will take place next week.

V. Treasurer Report

A. Monthly Financials - August

Fraser Hamilton Sr made a motion to table the vote on the August financials.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Stipend Policy & Agreement

C. Policy Update

Fraser Hamilton Sr made a motion to table the policy vote until the October meeting.
Carol Ryan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Richard Hronek arrived.

D. Monthly Financials - July

Fraser Hamilton Sr made a motion to table the vote on the July financials.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. October Budget Update

The finance committee will meet and update the budget.

F. Systems Manager Job Description

Fraser Hamilton Sr made a motion to approve the Systems Manager Job Description pending Carol Ryan's edit of the compliance statement.
Carol Ryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Staff Reports

A. Monthly Report

The School Director gave the August report. The 10 year anniversary plans were discussed.

B. Job Descriptions

Fraser Hamilton Sr made a motion to approve the job description for Guidance Counselor pending minor editorial changes.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Field Trips

Field trips were discussed.

D. Parent / Student Handbook

Jeff Jaroscak arrived.
The handbook was discussed.

E. Safety Plan

Suzanne McFarland made a motion to table the approval of the safety plan.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Annual Report

The annual report was discussed.

G. Global Learning Initiative

There are teachers that are interested in participating in a global learning initiative. Including field trips to other countries.

H. Chromebook Status

MobileTek is currently working on making sure that all of the chromebooks and Ipads are working for MAP testing next week.

I. Parent Association

. A Town Hall type meeting has been scheduled for October 3rd to gather ideas and begin to create a parent association.

J. 2018-19 Program Guide

The TBT leads met with the School Director to work on the curriculum essential understandings and concepts being taught. This moves us away from the grade level standards. The document will be embedded in the program guide and can also be used for marketing materials.

K. Clubs

Carol Ryan made a motion to approve clubs as presented (with the exception of the ski club & athletics) adding a $25 charge for participation. Science Olympiad is approved pending there being a staff adviser.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

L. CQC Feedback

The staff feedback on the CQC was discussed.

M. Faculty Gifted Endorsement Salary Increase

Fraser Hamilton Sr made a motion to increase Laura Hodge's salary by $2000 in recognition of her gifted endorsement.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
The board is very proud and excited to celebrate Laura Hodge and her achievement of her gifted endorsement!

N. Lunch Program Stats

The lunch program has launched successfully and usage has been increasing.

VII. Fund Development

A. 18-19 Development Plan Revisions

Carol Ryan made a motion to table the 18/19 development plan revisions.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Executive

A. Sponsor Agreement Modification

The sponsor updates the agreement annually.

IX. Executive Session

A. Executive Session

Suzanne McFarland made a motion to enter into executive session to discuss the performance of a public employee.
Carol Ryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

X. Closing Items

A. Adjourn Meeting

Carol Ryan made a motion to adjourn the meeting.
Fraser Hamilton Sr 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 9:00 PM.

Respectfully Submitted,
Teri Harrison