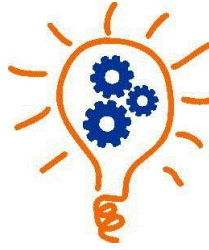


APPROVED



Menlo Park Academy Governing Board

Minutes

Board Meeting

Date and Time

Thursday April 10, 2014 at 6:00 PM

Location

MPA

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, Cathy Aldrich, Dawn Watson, Kevin Kelley, Melanie Monnette, Suzanne Hanselman

Directors Absent

Teri Harrison

Directors who arrived after the meeting opened

Suzanne Hanselman

Directors who left before the meeting adjourned

Kevin Kelley

Guests Present

Caroline Zito, Frenchye Bush (remote), Jim Kennedy, Paige Baublitz-Watkins, Shannon Waffan

I. Opening Items

A. Call the Meeting to Order

Melanie Monnette called a meeting of the board of directors of Menlo Park Academy Governing Board to order on Thursday Apr 10, 2014 at 6:09 PM.

B. Record Attendance and Guests

C. Public Comments

D. Sharing Good News

Ms. Zito-good walk-a-thon. it was fun. Mrs. B-W-lovely letter from external judge about student performance at science fair. Mr. Kennedy-kickball starts tomorrow. Mr. Kelley-Power of the Pen team is going to the state championship competition. Various other positive comments were shared.

II. Consent Agenda Items

A. Approve Minutes

Carol Ryan made a motion to approve minutes from the Board Meeting on 03-13-14.
Board Meeting on 03-13-14.

Kevin Kelley seconded the motion.

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

B. Approve Minutes

Carol Ryan made a motion to approve minutes from the Board Meeting on 03-20-14.
Board Meeting on 03-20-14.

Cathy Aldrich seconded the motion.

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

C. School Director Report

Mrs. BW shared that we should be receiving a clear report back regarding Special Ed. The Board acknowledges the hard work of Ms. Valenti in researching this area. We are well prepared for the upcoming state audit.

D. Business Manager Report

III. Treasurer Report

A. Monthly Financial Statements

Ms. Bush participated via phone. Mr. Massa reviewed the new document that gives the entire picture. He indicated that the school is stable based on state aid. Expenses have

dropped a little bit. Net income showing an additional \$413k. This shows our cash will be at \$1.64MM in June. Added almost \$200k to cash balance this year.

Dawn Watson made a motion to approve the March financial statements as presented.

Cathy Aldrich seconded the motion.

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

IV. School Director Report

A. Acceleration Policy Updates

Dawn Watson made a motion to approve the changes to the acceleration policy as presented.

Cathy Aldrich seconded the motion.

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

Mrs. Ryan asked about acceleration and HS credit. Mrs. BW indicated that we will still take parent and teacher recommendations throughout the school year. Changes will allow us to cast a bigger net. Faculty members will be recommended for a stipend.

B. Athletic Program Stipend

Kevin Kelley made a motion to award Mr. Kiddey a stipend of \$1,000 for coaching the girl's basketball team. K. Kelley made a friendly amendment to increase the amount to \$1,500 for both coaches (Mrs. Theiss & Mr. Kiddey.) C. Aldrich seconded motion. Mrs. Theiss will receive an additional \$500 stipend.

Cathy Aldrich seconded the motion.

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

C. Field Day Agreement

Mrs. BW expressed that they would like to hold Field Day at the Force Indoor Sports field this year. There are 2 fields, so they can run lower and middle school activities separately and provide a more traditional program for the older students.

Cathy Aldrich made a motion to authorize Mrs. BW to sign the agreement from Force Indoor Sports LLC for an amount not to exceed \$500.

Carol Ryan seconded the motion.

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

V. Business Manager Report

A. Expenditure Approval

The expenditure report was passed around with Board members signing for approval.

B. 2014-15 Budget

Dawn Watson made a motion to approve the 2014/15 budget as presented.

Kevin Kelley seconded the motion.

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

C. Enrollment Update

We are at maximum enrollment (381) for the 2014-15 school year with several students on the waiting list in the lower grades. Most additions were in the middle grades.

D. Policy Development

Ms. Zito reviewed the outstanding policies. There are a few that she will focus on for the May meeting.

E. Straight A Fund Grant Application

The application is still being worked on. Anticipating being completed on Tuesday. C. Aldrich and M. Monnette will review prior to submission.

VI. Human Resources

A. DCRC-Update

C. Aldrich updated on the annual appeal phone-a-thon. The walk-a-thon was a success and raised \$14,000, post expenses. The Board expressed thanks to Kimberly Finn, Amber Oxley, and Caroline Zito for executing a successful walk-a-thon.

B. FEC-Update

D. Watson reported that our proposal to lease the St. Patrick school building was refused by Bishop. Sent in an appeal letter. K. Kelley to meet with Bishop Lennon on Wednesday morning to discuss further. Still waiting to hear back from seller regarding the purchase & sale agreement for the St. Michael's property. T. Harrison met with Geis construction and architects to provide the data needed for them to put together a more solid budget to share with the finance companies. C. Zito is working on the financing options. Potential of leasing for 10 years or more. Will ensure the lease terms include that the payments don't begin until we take occupancy. M. Monnette questioned if we need to consider splitting grades to get us through next year. Suggests discussing in more detail at the upcoming strategic session.

C. HR-Candidate Recruitment Update

C. Ryan updated on the progress in recruiting a new school director. Finding Leaders has placed the advertisements and begun initial screenings. Over 30 applications have been received to date. An HR meeting will be scheduled to review the finalists so we can move to the next step in the process.

D. HR-PD Policy update

Carol Ryan made a motion to table the proposed updates to the PD policy. Cathy Aldrich seconded the motion.

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

E. HR-Personnel Policy Update

C. Ryan reviewed the vacation and sick time sections of the current policy. Recommends no roll-over sick time for non-exempt staff members. The HR committee will consider transitioning to Paid Time Off as a broader project.

Carol Ryan made a motion to approve the changes to the Personnel policy as presented. Melanie Monnette seconded the motion.

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

Kevin Kelley left.

at 7:32pm.

Suzanne Hanselman arrived.

at 7:35pm.

F. SAC-Annual Survey

Carol Ryan made a motion to to move forward with hiring American Education consultants to conduct our annual survey for an amount not to exceed \$2,500 pending legal review of the agreement.

Cathy Aldrich seconded the motion.

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

VII. New Business

A. Board Member Elections

Melanie Monnette made a motion to re-elect Dawn Watson to a 3-year term as a member of MPA's Board of Directors.

Cathy Aldrich seconded the motion.

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

Melanie Monnette made a motion to re-elect Teri Harrison to a 3-year term as a member of MPA's Board of Directors.

Dawn Watson seconded the motion.

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

Melanie Monnette made a motion to re-elect Suzanne Hanselman to a 3-year term as a member of MPA's Board of Directors.

Dawn Watson seconded the motion.

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

B. Board Officer Description Update

Dawn Watson made a motion to approve the board officer job descriptions as uploaded.

Cathy Aldrich seconded the motion.

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

VIII. Closing Items

A. Adjourn Meeting

Carol Ryan made a motion to adjourn the meeting.

Suzanne Hanselman 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,
Melanie Monnette