APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Date and Time
Thursday July 23, 2015 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
Amanda Ross, Andrew Hudak, Cathy Aldrich, Dawn Doran, Fraser Hamilton Sr, Jehad Deir, Suzanne Hanselman, Suzanne McFarland, Teri Harrison

Directors Absent
Melanie Monnette

Directors who arrived after the meeting opened
Fraser Hamilton Sr, Suzanne Hanselman

Directors who left before the meeting adjourned
Suzanne Hanselman

Guests Present
Amber Oxley, Anne Trakas, Arne Goldman, Beverley Veccia, Cella Gallagher, Dave Massa, Denise Hieronymous, Doug Thompson, Gretchen Woods, Jeff Jaroscak, Jeff Rausch, Jennifer

Ingraham, Jim Kennedy, Lindsey Macey, Melissa Vlasak, Michele Ray, Michelle Sayer, Nicholas Dertouzos, Nicholas Zambo, Tammi Belko, Toby Oster, Toby Oster

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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 Jul 23, 2015 at 6:08 PM.
Suzanne Hanselman arrived.
at 6:10.

C. Public Comments

Nick Zambo, Parent, spoke about the Logistics for implementation of the Blackbaud data system.

D. Approve Minutes

Fraser Hamilton Sr made a motion to approve minutes from the Board Meeting on 06-18-15 Board Meeting on 06-18-15.
Amanda Ross seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve Minutes

Amanda Ross made a motion to approve minutes from the Board Meeting on 07-09-15 Board Meeting on 07-09-15.
Dawn Doran seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Executive Session

A. Executive Session

Teri Harrison made a motion to enter into executive session to consider the appointment, employment, dismissal, discipline, demotion, promotion or compensation of a public employee or official.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.
Roll Call: T.Harrison-yes; C.Aldrich-yes; A.Ross-yes; S. McFarland-yes; A.Hudak-yes; J.Deir-yes;D.Doran-yes; S. Hanselman-yes. Invited in: A.Trakas, N.Dertouzus, D.Heironymous, M.Ray. Entered executive session at 6:10.Exited at 6:13.
Fraser Hamilton Sr arrived.

at 6:13.
Teri Harrison made a motion to enter into executive session to discuss pending or imminent court action.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Roll Call: S.McFarland-yes; C.Aldrich-yes; T.Harrison-yes; D.Doran-yes; J.Deir-yes;A.Hudak-yes; A.Ross-yes; S.Hanselman-yes;F.Hamilton-yes. Invited in: A. Trakas, J. Jaroscak, J. Callender via phone. Entered session 7:24; Exited 7:46.
Cathy Aldrich made a motion to enter into executive session to consider the appointment, employment, dismissal, discipline, demotion, promotion or compensation of a public employee or official.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Roll Call: S.McFarland-yes; C.Aldrich-yes; T.Harrison-yes; D.Doran-yes; J.Deir-yes; A.Hudak-yes; A.Ross-yes; S.Hanselman-yes; F.Hamilton-yes. Invited in: A. Trakas, J. Jaroscak, D. Heironymous, N. Dertouzos. Entered Session at 7:48, Exited at 8:05.
Suzanne Hanselman left.
at 8:06.

III. Treasurer Report

A. Monthly Financial Statements

D. Massa presented the June financials. Month is not fully closed, but it was a break even month, nothing unexpected, some categories are up in income and an updated budget will be presented at the August meeting. Currently showing about $228k in cash.
Fraser Hamilton Sr made a motion to table.
Jehad Deir seconded the motion.
The board **VOTED** unanimously to approve the motion.
Beverley Veccia arrived.
following executive session at 8:10.
Amber Oxley arrived.
following executive session at 8:10.
Jim Kennedy arrived.
following executive session at 8:10.
Doug Thompson arrived.
following executive session at 8:10.

IV. School Director Report

A. School Director Report

B. Veccia presented her report with updates on summer camps/classes, interviews, CDA, review of policies/procedures, fire alarm testing and basement update, free gifted testing,

35 families registered for Open House, compliance reports/handbooks, outstanding fees and proposed candidates for hire.

B. Hiring

Amanda Ross made a motion to hire Jamie Schaedel as a teacher with a salary of 31,000 per year pending BCI and FBI results and positive reference checks.
Andrew Hudak seconded the motion.
The board **VOTED** unanimously to approve the motion.
Suzanne McFarland made a motion to hire Laura Hodge as a teacher with a salary of $34,000 per year pending BCI and FBI results and positive reference checks.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Andrew Hudak made a motion to hire Cassandra Marusa as a teacher at a salary of $31,000 per year pending BCI and FBI results and positive reference checks.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Dawn Doran made a motion to hire Daniel Pernod as a teacher with a salary of $39,000 per year pending BCI and FBI results and positive reference checks.
Jehad Deir seconded the motion.
The board **VOTED** unanimously to approve the motion.
Amanda Ross made a motion to hire Bryant Ackley as a teacher with a salary of $41,000 per year pending BCI and FBI results and positive reference checks.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Suzanne McFarland made a motion to hire Amy Bogucki as a teacher at a salary of $31,000 per year pending BCI and FBI results and positive reference checks.
Dawn Doran seconded the motion.
The board **VOTED** unanimously to approve the motion.
Dawn Doran made a motion to change the position of Shannon Jakubczak to full time teacher at a salary of $31,000 per year.
Andrew Hudak seconded the motion.
The motion did not carry.
Fraser Hamilton made a friendly amendment, seconded by Amanda Ross to approve the change to full time pending treasurer review of the Budget shows a net positive for 2015-16 school year.
Fraser Hamilton Sr made a motion to amend the previous motion to approve the change the position of Shannon Jakubczak to full time teacher pending treasurer review of the Budget showing a net positive for the 2015-16 school year.
Amanda Ross seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr made a motion to hire Jessica Smith as Project Manager/Special Assistant at a rate of $16 per hour pending BCI/FBI results and positive reference checks.

Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
Amanda Ross made a motion to hire Judith Matsko as Marketing and Development Director with a maximum salary of $60,000 per year pending BCI/FBI results and positive reference checks.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Social / Emotional Services

Suzanne McFarland made a motion to authorize B. Veccia to execute the proposal from Dr. Sylvia Rimm for Social/Emotional Services for an amount up to $77,000.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.
J. Deir made a motion to amend. There was no second.

D. TES Agreement

Amanda Ross made a motion to authorize B. Veccia to execute the agreement with TES for special services.
Fraser Hamilton Sr seconded the motion.
The motion did not carry.
Discussion on costs of services and changes from previous years.
Jehad Deir made a motion to table.
Amanda Ross seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Watilist

B. Veccia showed the numbers on the waitlists for each grade level.

V. Committee Reports

A. Facility Expansion

F. Hamilton presented a progress report on the new facility and revisions to financing structure of the project. Ern Marous and Jeff Rausch from Marous Brothers Construction arrived to update the Board on their progress to date and to answer any questions and requested execution of a Pre-Construction Agreement.
Fraser Hamilton Sr made a motion to authorize T. Harrison to sign the Pre-Construction Agreement with Marous Brothers.
Jehad Deir seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr made a motion to authorize T. Harrison to sign the addendum to the agreement with Betsy Figgie to secure pre-development financing.
Amanda Ross seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Hamilton made two motions that were not seconded with respect to the securing of pre-development financing.
Amanda Ross made a motion to authorize T. Harrison to execute the pre-development loan application after Executive Committee review.
Andrew Hudak seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Committees

Dave Massa arrived.
at 7:03.
Amanda Ross made a motion to approve the charter for the Human Resources Committee as uploaded.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to appoint Dawn Doran as chair of the Human Resources Committee.
Amanda Ross seconded the motion.
The board **VOTED** unanimously to approve the motion.
Amanda Ross made a motion to approve the Development and Community Relations Committee charter as uploaded.
Dawn Doran seconded the motion.
The board **VOTED** unanimously to approve the motion.
Dawn Doran made a motion to approve the Executive Committee charter as uploaded.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to appoint Jehad Deir as chair of the Development and Community Relations Committee.
Dawn Doran seconded the motion.
The board **VOTED** unanimously to approve the motion.
T. Harrison reported that Paul O'Neill has resigned as he is not able to serve at this time. The Board thanks him for his service to Menlo.
C. Aldrich will begin to look for additional Board candidates, particularly with regard to finance/audit experience.
Teri Harrison made a motion to appoint Amanda Ross as Chair of the Program Excellence Committee.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Amanda Ross made a motion to appoint Suzanne McFarland as a member of the Program Excellence Committee.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to appoint Toby Oster to the Board Development Committee.

Cathy Aldrich seconded the motion.
The motion did not carry.
Motion withdrawn. T. Oster could not immediately accept and will advise the Board as soon as possible of his availability.

VI. Operations Report

A. Operations Report

A. Oxley circulated the expenditure report for signature approval. She shared the credit card statement. Discussion of best practices for handling school credit cards.

B. Blackbaud Implementation Update

A. Oxley shared update on implementation of Blackbaud system. Discussion on electronic options for Registration for this school year. A. Oxley to research options.

C. Enrollment Update

The enrollment numbers were shared.

VII. New Business

A. Board Officer Elections

Cathy Aldrich made a motion to elect T. Harrison as Chairman of the Board.
Amanda Ross seconded the motion.
The board **VOTED** unanimously to approve the motion.
Cathy Aldrich made a motion to elect Jehad Deir as Vice-Chairman of the Board.
Amanda Ross seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to elect Cathy Aldrich as Secretary of the Board.
Andrew Hudak seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to appoint Amanda Ross to the Executive Committee as an at-large member.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.
Jehad Deir made a motion to appoint Dawn Doran to the Executive Committee as an at-large member.
Amanda Ross seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. 2015-16 Action Plan

T. Harrison reported that the 2015/16 Action Plan is in progress and a draft will be emailed to the Board this week. She asked that all committees meet as soon as possible.

VIII. Executive Session

A. Executive Session

Teri Harrison made a motion to enter into executive session to discuss pending litigation or court action.
Dawn Doran seconded the motion.
The board **VOTED** unanimously to approve the motion.
Roll Call: S.McFarland-yes; C.Aldrich-yes; T.Harrison-yes; D.Doran-yes; J.Deir-yes; A.Hudak-yes; A.Ross-yes; F.Hamilton-yes. Invited in: J. Jaroscak, A. Trakas Entered Session at 10:06; Exited at 10:13.

IX. Closing Items

A. Adjourn Meeting

Fraser Hamilton Sr made a motion to adjourn.
Amanda Ross 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 10:14 PM.

Respectfully Submitted,
Cathy Aldrich