APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Date and Time
Thursday April 21, 2016 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
Allen Mix, Amanda Ross, Andrew Hudak, Cathy Aldrich, Dawn Doran, Fraser Hamilton Sr, Suzanne McFarland, Teri Harrison

Directors Absent
Jehad Deir

Directors who arrived after the meeting opened
Dawn Doran

Guests Present
Amber Oxley, Beverley Veccia, Dave Massa, Gretchen Woods, Jeff Jaroscak, Jim Kennedy, Latha Srinivasan, Melissa Vlasak, Rochelle Gamiere, Samantha Peddicord, Susan Zambo, Toby Oster

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 Apr 21, 2016 at 6:00 PM.

C. Approve Minutes-2/18/16

Cathy Aldrich made a motion to approve minutes from the Board Meeting on 02-18-16 Board Meeting on 02-18-16.
Andrew Hudak seconded the motion.
The board **VOTED** unanimously to approve the motion.
Dawn Doran arrived.

D. Approve minutes-2/20/16

Cathy Aldrich made a motion to approve minutes from 02-20-16 meeting. Board Retreat on 02-20-16.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve minutes-3/3/16

Cathy Aldrich made a motion to approve minutes from the Board Meeting on 03-03-16 Board Meeting on 03-03-16.
Allen Mix seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Approve Minutes-3/17/16

Cathy Aldrich made a motion to approve minutes from the Board Meeting on 03-17-16 Board Meeting on 03-17-16.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Approve Minutes-4/2/16

Cathy Aldrich made a motion to approve minutes from the Other on 04-02-16 Board Strategic/Goal Review Meeting on 04-02-16.
Allen Mix seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Public Comments

No comments.

II. Sponsor Report

A. Monthly Report

ESC of Lake Erie West is working with staff on the 11.6 modifications for goal reporting that are due 5/31/16.

III. Treasurer Report

A. Monthly Financial Statements

Amanda Ross made a motion to approve the March Financial Statements.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Treasurer reports that the 2016-1017 Registration will capture who's eligible for Title I funds.

B. Monthly Expenditures

Treasurer reports they track expenses month by month to ensure the (monthly) budget accurately reflects the school's expenses. Board requested reporting showing budget to actual totals overall, as well as by month.
The expenditure document was passed around for board members to sign.

IV. School Report

A. Admin Reports

Board requested that the Director upload the sponsor's required monthly director's report to the board portal each month.

B. E-Rate Information

A. Oxley reported that the final vendor selection is due in mid-May.
Cathy Aldrich made a motion to delegate selection of an E-Rate vendor to T. Harrison and F. Hamilton in consultation with N. Zambo (FEC member), for a cost up to $60,000 dependent on financing. F. Hamilton motioned to approve a friendly amendment - selection also dependent on E-Rate approval.
Allen Mix seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Development & Community Relations

A. Capital Campaign Update

A. Ross reported that a Capital Campaign announcement to stakeholders was sent by video via Parent Square. The committee is identifying stakeholders to approach first. Goal is to personally ask all stakeholders for a financial commitment.

B.

Foundation Visit-Grant Application

A. Ross reported that the site visit at MPA by the potential granting organization went well. Thank you to A. Oxley, T. Harrison and L. Sierk for hosting our visitors.

C. FY2016 Operating Fundraising Update

A. Ross reported that the DCRC is closing out the Annual Appeal with a final push. There are two remaining fundraisers: Walk-a-Thon and Spring Concert.
Dave Massa left.

D. Development Consultant

Amanda Ross made a motion to authorize Development and Community Relations Committee to engage with a development consultant for a cost of up to $5,000 between now and June 30th.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. High Performing Community School Facility Grant Opportunity

Amanda Ross made a motion to Authorize DCRC to move forward with the application for the High Performing Charter Schools Facility Grant from OFCC.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Outreach & Enrollment Growth Plan

A. Ross reported that the DCRC is working on developing a dashboard to be used to report progress monthly to the Board on the Outreach and Enrollment Growth plan.

VI. Executive Committee

A. Sponsor Modification

S. McFarland reported that the Program Excellence Committee will collaborate with the administrative team regarding the modifications to the 11.6 goals as required by the sponsor.

B. Board Goals

C. Aldrich and D. Doran will work on creating a base document that will provide a framework mapping out timelines and action plans to implement previously approved Board Goals.

VII. Facility Expansion

A. Owner's Representative

Fraser Hamilton Sr made a motion to authorize the Board Chair to sign the agreement with MCM to serve as the Owners Rep. for the building project. at a cost not to exceed $150,000.
Amanda Ross seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Facility Update

Rochelle Gamiere from MCM discussed the value engineering exercise is being conducted by MCM and Geis to bring the project inline with the budget. The budget gap is currently at $400,000.
F. Hamilton reported that asbestos remediation is complete and MPA is waiting on the Closeout Report (documentation of disposal).
Ohio EPA vapor intrusion new requirements - an additional assessment is needed.

C. Manick Smith Group

Fraser Hamilton Sr made a motion to authorize payment of $8,678.25 for work completed
T. Harrison motioned to table until next months' board meeting - A. Mix seconded.
Andrew Hudak seconded the motion.
The board **VOTED** to approve the motion.
More information will be provided at the next meeting.

VIII. Finance

A. Audit Update

A. Mix updated the Board on the Audit process.

B. FY2017 Budget

A. Mix reported that the Finance Committee is focused on 2016-2017 salaries, using proforma as a reference to ensure alignment with the budget.

C. 5-Year Forecast

Finance Committee is meeting next Monday (April 25th) to discuss.
Amanda Ross made a motion to table this item until the May Board meeting.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Finance & Audit Committee Charter

Fraser Hamilton Sr made a motion to approve the combined committee charter (Finance & Audit) as presented.
Andrew Hudak seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Governance Committee

A. Board Elections Policy

Amanda Ross made a motion to approve Board Member & Officer Elections policy as presented.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Annual board survey

No report at this time.

C. Annual meeting and board elections

Cathy Aldrich made a motion to postpone annual meeting and board elections from April meeting to May meeting.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. HR

A. Faculty Renewals

Teacher Agreement (employment contract) - administrative staff members recommended adding specificity regarding participation expectations in Open House attendance, community events, and school concerts/performances and legal recommendation regarding incapacitation.
Amanda Ross made a motion to approve revised Teacher Agreement as presented.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Admin Evaluations

C. Aldrich motioned to approve salaries as presented, D. Doran second. Discussion regarding CQC and merit increases ensued. Too many unanswered questions.
C. Aldrich withdrew motion. C. Aldrich motioned to delegate salary increases to Executive Committee, A. Ross seconded.
A. Ross - approve
A. Hudak - approve
A. Mix - approve
F. Hamilton - approve
T. Harrison - approve
C. Aldrich - opposed
S. McFarland - opposed
D. Doran - opposed

J. Deir - absent
Motion passes.

XI. Program Excellence

A. SY2016-17 Courses

S. McFarland reported that the Program Guide is currently under revision. Will be a high priority for staff's summer work items.

B. SY2015-16 Annual School Survey

S. McFarland reported that a survey is in process.

C. SY 15-16 Uniform Policy

S. McFarland reported that the parameters of the proposed changes to the student dress code policy (uniforms) are still in discussion.

D. Other -

Suzanne McFarland made a motion to nominate C. Ryan as a member of the Performance Excellence Committee.
Amanda Ross seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Jehad Deir	Absent
Suzanne McFarland	Aye
Teri Harrison	Aye
Dawn Doran	Abstain
Andrew Hudak	Aye
Cathy Aldrich	No
Amanda Ross	Aye
Fraser Hamilton Sr	Aye
Allen Mix	Aye

XII. Old Business

A. Accept Member Resignations

The board acknowledged the resignations of two former board members (Melanie Monnette - effective 11/2015 and Suzanne Hansleman - effective 2/2016) and thanked them for their years of service to MPA.

XIII. Executive Session

A.

Executive session

Teri Harrison made a motion to enter into Executive Session to discuss matters which are the subject of pending or imminent court action. A roll call vote was taken.
Amanda Ross seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Amanda Ross	Aye
Teri Harrison	Aye
Fraser Hamilton Sr	Aye
Andrew Hudak	Aye
Cathy Aldrich	Aye
Allen Mix	Aye
Dawn Doran	Aye
Jehad Deir	Absent
Suzanne McFarland	Aye

Dawn Doran made a motion to authorize Menlo Park Academy's legal counsel to negotiate settlement agreement under the authority of the insurance company.
Amanda Ross seconded the motion.
The board **VOTED** unanimously to approve the motion.
The board exited executive session at 9:39pm.

XIV. Closing Items

A. Adjourn Meeting

Cathy Aldrich made a motion to adjourn the meeting at 9:41 PM.
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 9:41 PM.

Respectfully Submitted,
Cathy Aldrich