APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Date and Time
Wednesday June 22, 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
Amanda Ross, Cathy Aldrich, Dawn Doran, Fraser Hamilton Sr, Suzanne McFarland, Teri Harrison

Directors Absent
Allen Mix, Andrew Hudak, Jehad Deir

Directors who left before the meeting adjourned
Dawn Doran

Guests Present
Amber Oxley, Beverley Veccia, Doug Thompson, Jeff Jaroscak, Latha Srinivasan, Melissa Miavez, Paul O'Neill

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 Wednesday Jun 22, 2016 at 6:09 PM.

C. Approve Minutes-5/5/16

Dawn Doran made a motion to approve minutes from the Board Meeting on 05-05-16 Board Meeting on 05-05-16.
Amanda Ross seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes-5/19/16

Dawn Doran made a motion to approve minutes from the Board Meeting on 05-19-16, pending correction for error in roll call vote for J. Keirn-Swanson as being absent - need to delete. Board Meeting on 05-19-16.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Public Comments

A. Public Comments

None.

III. Treasurer Report

A. Monthly Financial Reports

Teri Harrison made a motion to Table approval of the monthly financial reports.
Dawn Doran seconded the motion.
The board **VOTED** unanimously to approve the motion.
Financial reports were uploaded late and not all Board members had a chance to review.

B. Monthly Expenditures

The monthly expenditures were circulated for Board signature.

IV. Sponsor Update

A. Monthly Update

Opening assurances have been completed and we are ready to open in the fall.

V. School Update

A.

School Reports

VI. Development & Community Relations

A. DCRC Update

A. Ross presented the uploaded written report of the latest fundraising numbers for the year. Browns concession stand, winter concert and grants were over goal. Walk-a-thon, Spring concert, and annual appeal under goal. Need to raise just under $10k to reach annual appeal goal by 6/30.
Things going well with consultants. Have determined focus areas and are moving forward.
Thrilled to report that we were awarded a $15,000 grant from the Chuck and Char Fowler Family Foundation to make outreach to low-income families.We are extremely grateful for their generous gift.
T. Harrison spearheaded the OFCC High Performing Community School Facilities Grant application that was due 6/15. Many thanks to the volunteers and staff who assisted in this tremendous effort.

B. Capital Campaign Committee Charter

Paul O'Neill arrived.
Recommending that the Capital Campaign become an ad hoc committee of the Board.
Amanda Ross made a motion to Table approval of the committee charter for the Capital Campaign.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Browns Agreement

A. Ross presented the concessions agreement for Browns Stadium. Nothing different from last year.
Amanda Ross made a motion to Authorize T. Harrison to sign the Concessions Subcontract agreement for the 2016-17 season, pending legal team review.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Facility Expansion

A. Project Update

Value engineering is ongoing. Fraser Hamilton provided an update. State historic tax credits scheduled to be announced next week.
Guest MaryAnn Houghton arrived late at 6:27pm.

B. Consent to Sublease

MPA already signed a sublease agreement for the current location for one year but this is a separate agreement to allow them to sublease.
Cathy Aldrich made a motion to authorize Board Chair Teri Harrison to execute the agreement as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Governance Committee

A. Board Governance Documents

C. Aldrich presented a summary of what the committee did at their last meeting. She presented proposed changes to the Board Handbook. Main item: recommend taking "Role of School Director" section out because that is covered in other documents. Other items: re-worded relationship section to include Operations. T. Harrison suggested changing to just "Board Direct Report(s)". C. Aldrich will continue to revise the Handbook and will bring it back to the Board at the next meeting.
Fraser Hamilton Sr made a motion to approve the Board Handbook as presented. Motion withdrawn.
Dawn Doran seconded the motion.
The motion did not carry.
C. Aldrich - discussed a process for becoming a committee member.
Discussed Board goals, July retreat
Cathy Aldrich made a motion to table the action.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board on Track Renewal

C. Aldrich presented services offered by BoardOn Track.
Fraser Hamilton Sr made a motion to Renew BoardOn Track services in an amount up to $10,000.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Board Evaluation

C. Aldrich reported that the Board will be receiving a survey regarding goals for this past year. We will use those results to measure against community survey and in setting goals at the July retreat for the upcoming year.

IX. HR

A. BVU Encore Fellow

D. Doran, S. McFarland, and C. Aldrich met with the head of the Encore Fellow program at BVU and had an informative meeting. Board asked that the process continue.

B. Revised Admin Job Descriptions

Fraser Hamilton Sr made a motion to Approve the administrative job descriptions as uploaded, with Amber Oxley serving as the Director of Institutional Advancement.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. 2016-17 Org. Chart

Fraser Hamilton Sr made a motion to Approve the new organizational chart as presented.
Cathy Aldrich seconded the motion.
The motion did not carry.
B. Veccia voice a concern that there will be a vote without the Academic Project Assistant position listed. T. Harrison discussed the role from a historical perspective. Discussion of role in light of new roles.
Sponsor recommended that Jim Kennedy should not be listed as a Guidance Counselor unless he is a licensed guidance counselor. B. Veccia confirmed that this is the case.
Suggestion from T. Harrison to add a box with "TBD" position as a place holder to address support for academic projects. Discussions will be ongoing to determine how or if that role exists moving forward based on organizational needs.
Cathy Aldrich made a motion to Amend the previous Motion to add a box for "TBD" position for Administrative Support under School Director.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Executive Session

Dawn Doran made a motion to enter into Executive Session to discuss the performance of school personnel at 7:20pm. A roll call vote was taken. J. Jaroscak was invited to join the session.
Amanda Ross seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Cathy Aldrich	Aye
Fraser Hamilton Sr	Aye
Suzanne McFarland	Aye
Teri Harrison	Aye
Amanda Ross	Aye
Dawn Doran	Aye

Dawn Doran made a motion to enter into Executive Session to discuss the performance of a public official at 7:50pm. A roll call vote was taken. J. Jaroscak was invited to join the session.
Amanda Ross seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Cathy Aldrich	Aye
Dawn Doran	Aye
Amanda Ross	Aye
Teri Harrison	Aye
Suzanne McFarland	Aye
Fraser Hamilton Sr	Aye

Dawn Doran made a motion to approve a yearly salary of $65,000 to the position of Director of Institutional Advancement.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.
Dawn Doran left.

X. Program Excellence

A. Charter Modification & Attachment 11.6

S. McFarland presented the 11.6 Goals/Modifications which need to be made to the charter agreement due to statutory changes.
J. Jaroscak reportated that MPA already complies with the requirements.
T. Harrison will need to sign the modification. J. Jaroscak said we will give time for the school to make modifications.
Fraser Hamilton Sr made a motion to authorize Board Chair Teri Harrison to sign charter modification as presented.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Dress Code Revision

Amanda Ross made a motion to Approve the new dress code policy as presented pending a minor change to #2 in the "Not Allowed" section to read "no undergarments shall be visible.".
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. SPED Reports

S. McFarland provided an update on this item. The requirements should be complete by the next meeting. A final update will be presented at that time.

D. Child Find Policy

Cathy Aldrich made a motion to table.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

E.

Restraint & Seclusion Policy

Suzanne McFarland made a motion to Table.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

XI. Other Business

A. 16-17 Board Meeting & Deliverable Calendar

Board meetings will stay on third Thursday of each month.
Deliverables schedule presented.
Each committee should have a map of committee goals and calendar.
Cathy Aldrich made a motion to Approve Board calendar and deliverables as presented.
Amanda Ross seconded the motion.
The board **VOTED** unanimously to approve the motion.

XII. Closing Items

A. Adjourn Meeting

Fraser Hamilton Sr made a motion to adjourn the meeting.
Suzanne McFarland 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 8:58 PM.

Respectfully Submitted,
Latha Srinivasan