APPROVED

Menlo Park Academy Governing Board

Minutes

Facility Expansion Committee Meeting

Date and Time
Thursday April 7, 2016 at 6:30 PM

Location
Menlo Park Academy, Science Lab or Art 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.

Committee Members Present
Beverley Veccia, Erika Coble, Nick Zambo, Teri Harrison

Committee Members Absent
Fraser Hamilton Sr, Mike Robellard

Guests Present
Branka O'Neill, Brian Krohn, Jeremiah Tangen, Laura Bala, Melissa Vlasak, Paul O'Neill, Rikki Urban, Sean O'Neill

I. Opening Items

A. Record Attendance and Guests

12 attendees. See recorded list.

B.

Call the Meeting to Order

Teri Harrison called a meeting of the Facility Expansion Committee of Menlo Park Academy Governing Board to order on Thursday Apr 7, 2016 at 6:36 PM.

C. Approve Minutes

Melissa Vlasak made a motion to approve minutes from the Facility Expansion Committee Meeting on 02-04-16 Facility Expansion Committee Meeting on 02-04-16.
Sean O'Neill seconded the motion.
The committee **VOTED** to approve the motion.

II. Facility Expansion

A. Owner's Rep Agreement

As Fraser Hamilton was not in attendance, Teri Harrison provided an update on the Owner's Rep. We hired MCM company (Rochelle and Missy). At the 3/17 Board meeting, they approved a spend of $5,000 for 30 days of work.

- They are working with builder on value engineering piece.
- There was a meeting with the Owner's Rep and Geis yesterday, 4/6. They reviewed suggestions of what to remove from the design to bring down the costs.
- NEXT STEP: Receive proposal for extension of contract with MCM, including a "not to exceed" clause.

B. IT Update

Began at 7:09pm:

- Not having a raised floor (as noted in the value engineering piece) is a concern for the IT team..
- Need to know where electrical, plumbing, HVAC, copper, IT, etc. Bids have been based on having a raised floor.
- Setup a meeting with Geis and IT folks on what the plans are.
- Discussed eRate (Government program for schools and libraries, supporting technology infrastructure). Amber Oxley provided additional info.
- We have applied & received funds for Category 1.
- Category 2 – Would pay for infrastructure: cabling, access points, routers, etc.
    - Its very competitive; geared toward lower income areas.
    - Funding is based on formula; if we request $55K, could receive $22K.
- NEXT STEP: We will have a formal bidding process with 4 vendors. There will be a walk-through with Geis and the 4 vendors, the week of 4/11.
- NEXT STEP: Amber will provide Nick Zambo the MPA Technology Plan for review with the IT sub-group.
- This summer, the IT Volunteer group will provide inventory & IT move plan.

C.

Upcoming Needs

Upcoming Needs were provided by Teri and Melissa:

- **Landscaping** (Erika Coble)
  - Budget currently showing around $50K.
  - Need to know site plan from Geis.
  - Fence was removed from the last plan estimates, but we let them know we need some type of fencing.
    - Fencing will need to be approved by landmark commission, since it's a historic site
  - NEXT STEPS:
    - Send Darren Hamm's (Refugee Response) contact info to Erika Coble
    - Erika can begin considering alternative funding opportunities. OSU could be helpful in identifying what grants are available, (suggested by Paul O, then Nick Z)
- **Community Forum**, scheduled on 4/25; start @ 6:30pm
  - Update on timeline for new facility (Geis): after financing, explain their plan
  - Answer concerns on graffiti, during construction
  - Capital Campaign – Kelly
  - For the Fall, new teaching methods in new space - need to seek proposals for PD
- **Inventory Lead** - Amber "owns" the inventory; could use help.
  - Amber to provide description of what this person would do
- **Move Lead** – Work with Amber to coordinate what those needs;
- **FF&E** (Furniture, Fixtures & Equipment)
  - Need volunteer to work with Bev and team; "use it" part.
  - Plan for transitioning faculty; what do they need to implement that plan.
- **Curriculum Integration** – Ask Bev if she needs help with this; brainstorm on let us know;

D. Marketing & Development Update

Skipped - no report.

III. Other Business

A. General Update on Builder, Asbestos Removal, Environmental Work, etc.

Skipped - no report.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:13 PM.

Respectfully Submitted,
Melissa Vlasak