APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Date and Time
Thursday July 28, 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, Dan O'Malia, Fraser Hamilton Sr, Kelly Nelson, Suzanne McFarland, Teri Harrison

Directors Absent
Cathy Aldrich

Guests Present
ADP representative, Aaron McMillin, Amber Oxley, Amy Hogg, Beverley Veccia, Cella Gallagher, Doug Thompson, Gretchen Woods, Jeff Jaroscak, Jessica Tonsing, Jim Kennedy, Kelly Fortune-Somerville, Latha Srinivasan, Laura Lusk, Paul O'Neill, Rep for Treasurer, Sean O'Neil, Toby Oster, Veronica King

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 28, 2016 at 6:02 PM.

C. Public Comments

Kristina Johns commented on class sizes and asked whether or not there would be dedicated Teaching Assistants for each grade for Kindergarten through fourth grade. Mrs. Veccia will respond to this parent concern.

D. Approve Minutes

Fraser Hamilton Sr made a motion to approve minutes from the Board Meeting on 06-22-16 Board Meeting on 06-22-16.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Sponsor Report

A. Sponsor Report

Jeff Jaroscak arrived.
Jeff Jarosek did not have a formal report. He thanked the site staff, including Amber Oxley, Beverley Veccia, and the Board Members who helped him complete the compliance document. He was very appreciative.

III. Treasurer Report

A. May Financial Statements

Melissa Miavez from Massa Financial Services presented the monthly financials. For May, $324,900 in bank. Payable balance $53K. Net YTD positive.
Fraser Hamilton Sr made a motion to Approve May 2016 financial statement.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. June Financial Statements

Melissa Miavez from Massa Financial Services presented the financial statements. For June 2016 statement, ended cash $254,907. Ended A/P at $16K. Accrued up wages and benefits. Income statement – ended month with net income of $19K. YTD actual $28K. Over projection.
Kelly Nelson made a motion to approve June 2016 financial statement.
Dan O'Malia seconded the motion.
The board **VOTED** unanimously to approve the motion.

C.

Monthly Expenditures

Monthly expenditure spreadsheet was passed around for board members to review and sign.

IV. School Director Report

A. Monthly Report

Ms. Veccia showed information on test scores that showed that MPA's test averages were greater than state average, including high school courses.She stated that the school conducted a successful New Family Orientation last month and presented a list of staff activities.

B. Special Education Services

B. Veccia recommends renewing the agreement with TES for the 2016-17 school year. We receive intervention services through them, Mrs. Turk, and other services including school psychologist, PT, OT, and speech and language services. Mrs. Turk works with MPA full-time - other services as needed.

* ADP Rep Brian McCarthy arrived late.

Discussion was had regarding breadth and cost of agreement. Board Members asked questions regarding what services are used, questions fielded by Amber Oxley. Expect 8-12 incoming students to need services. B. Veccia stated that they expect that funding will keep pace with required services. MPA has received federal funds to help offset cost of contract in the past, but that wasn't processed properly last year. Ms. Oxley reported a separate line item for TES contract and services and for Dr Rimm's office's services. Director Harrison questioned whether some of Dr. Rimm's services as well as Reading Interventions had the federal funds applied correctly. A. Oxley reported that doesn't appear to be the case. Director Hamilton raised concerns regarding contract coverage and impending gap in costs to cover services. Director McFarland asked about the scope of Mrs.Turk's services and time spent doing what functions. Director Harrison asked if contract with TES specifies that Beth Turk is our Intervention Specialist. If she leaves, what recourse would we have? Mrs. Veccia responded that there is a verbal agreement to have Mrs. Turk remain at MPA. Mrs. Veccia stated that Beth Turk is a large part of recommendation to renew but other TES people are also good. Unclear if we can request only Ms. Turk in writing.
Amanda Ross made a motion to Authorize Beverley Veccia to execute TES Agreement.
Kelly Nelson seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Faculty Hires

Suzanne McFarland made a motion to Hire Gabriella DeValle as a teacher for the 16-17 school year at annual salary of 32K, pending receipt of information required by policy. Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Transcripts for candidates not yet received. Director McFarland stated that it is important that teachers' have substantive knowledge so transcript review is important. Important part about learning about teacher. Mrs. Veccia reported using a very thorough process. Director Nelson indicated that the transcript is a tool to help Board be consistent. There should be a policy to get everyone's transcript. But in general, defer to Bev and leadership team. Board reports that there is a clear policy that already lists these requirements.
Director Ross indicated that the Personnel policy says candidates need to bring transcripts to interview, but not that they have to have them prior to offering a position. Director Harrison clarified that the current policy requires transcripts are presented in advance and made available. That fact leads to that being a requirement prior to the offer being extended. Mrs. Veccia asked if the Board would approve the hires and she will request the transcripts to use as a tool to ensure they are the right fit before finalizing the employment. Board agreed, but in the future requests that the policy be followed in the appropriate order to all materials are available prior to the recommendation.

S. McFarland made motion to hire Sean Makinster as a teacher for the 2016-17 school year at an annual salary of $34k. F. HamiltonSr. seconded the motion. The Board VOTED unanimously to approve the motion.
A. Ross made a motion to approve the following salary adjustments and stipends:

1. Amy Kreiger - Staff in Transition from IA to Teacher Status. Increase salary to $28k/year.
2. Dennis Costa - completing special ed certification. Working with Mrs. Turk in the meantime on a sub license. Increase salary to $25k/year.
3. Jessica Smith ($500) and Cella Gallager ($250) for work as National History Day leaders.
4. Elizabeth Klipfell ($150).
5. Katie Theiss annual salary adjusted to $42,890 based on achieving her gifted endorsement.

K. Nelson seconded the motion. The Board VOTED unanimously to approve this motion.

Director Harrison questioned why these stipends were coming late instead of coming out of last fiscal year's budget. At this point the funds will come out of THIS year's budget, meaning there is less to work with for this year's activities.

The staff and Board congratulate Mrs. Theiss on her achievement,
A. Ross made a motion to hire the following people as teachers for the 2016-17 school year:

RACHEL MABE, annual salary of $32,000
JESSICA SMITH, annual salary of $32,000
ADAM TURSKI, annual salary of $32,000
MICHELLE SLACK, annual salary of $32,000

and KELLY MANN, as a teaching assistant with an annual salary of $22,000.

F. HamiltonSr. seconded the motion.
The Board VOTED to pass the motion unanimously.

D. Policy 6160 Academic Assessment and Intervention Services

Suzanne McFarland made a motion to approve the Academic Assessment and Intervention Services policy as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. 11.6 Goals

Dan O'Malia made a motion to approve the final version of the 11.6 goals.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Lower and Middle School Schedules, 2016-17 School Year

Doug Thompson:
1. This year, 7-period schedule for middle school in order to accommodate more elective choices and HS classes and maintain flex block schedules.
2. Lower School - implementing block schedule for Math and Language Arts.
3. Arrival change - students will be dismissed from the Gym to their classrooms at 8:15; those who arrive after 8:15am will go directly to their classrooms.
4. Keep MS students in Gym for morning meeting to discuss topics as needed.

G. Guidance and Counseling Updates

Reported by Jim Kennedy:
- working with Dr Rimm people finalizing schedules and group topics
- plan to boost up the groups bc of there being more students
  - more specific groups, like grief groups, divorce groups, in addition to regular groups
- tentative schedule, will meet together to finalize
- will have an intern for first half of year
- will be providing HS preparation with 7th graders, to understand upcoming deadlines, fees, etc.

F. Hamilton Sr. moved to authorize Beverly Veccia to execute the agreement with Education Assessment Services, Inc. as presented.

Discussion about cost of renewal versus what is currently budgeted. Director Ross suggested we approve up to a certain dollar amount. Director Hamilton said he would prefer to come back to it next month and see what is in the budget. Director Harrison advised that a budget update would be forthcoming to address other expenditures and alignment.

Motion amended by F. HamiltonSr.- authorize up to budgeted amount.

The Board VOTED to approve the motion unanimously.

H. Executive Assistant

Amanda Ross made a motion to Accept changes to job description as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
The Board approved an amendment to add "other duties as assigned,"

V. Director of Institutional Advancement Report

A. Monthly Report

No report.

B. FY16 Outstanding Material Fees

Ms. Oxley - reviewed material fee collections from last school year. Uncollected amount $13,153 (94% collected).
Director Harrison asked that the office continue collection efforts with a final letter and request how to proceed with remaining balance by the August board meeting.

C. Employee Handbook

Revisions not made available.

D. Health Benefits Renewal

Brian McCarthy from ADP presented a new health benefit option from ADP. Medical Mutual has offered the grandfathered plan again with a discounted cost.

Director Hamilton expressed concern around a lack of experience with charter schools in Ohio and the co-employment issue. Amber Oxley confirmed this was a concern from Dave Massa's office as well. Melissa M. confirmed that these efforts are time intensive to implement in her experience.
Fraser Hamilton Sr made a motion to renew with current plan.
Teri Harrison seconded the motion.
The board **VOTED** to approve the motion.
A. Ross voted no. K. Nelson and D. O'Malia abstained from the vote.

E. SY16-17 Event Calendar

A. Oxley presented the overall calendar for the year providing a holistic view of calendar of events. Director Harrison commended the team for investing the necessary time to coordinate and present this information.

F. Admin Merit Increases

Fraser Hamilton Sr made a motion to adjust the annual salaries per the recommend annual merit increases retroactive to 7/1/16 as follows: JIM KENNEDY - annual salary of $58,521 DOUG THOMPSON - annual salary of $53,300, CELLA GALLAGHER - salary of $45,100, HEATHER LOWE - salary of $35,875, JENNIFER INGRAHAM - salary of $35,875, MELISSA MCCARTHY - $12.30/hour.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Delinquent child policy

Fraser Hamilton Sr made a motion to Approve Delinquent Student Policy.
Amanda Ross seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Withdrawals

Amber presented a list of student withdrawals and noted the poor response rate to the survey. Board requested further analysis of the data.

VI. Development & Community Relations

A. Enrollment Growth Plan Updates

Kelly Nelson made a motion to approve revisions to the Enrollment Growth and Outreach Plan as presented.
Dan O'Malia seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Development Consultant

Dan O'Malia made a motion to authorize Amber Oxley to sign the 9-month agreement as presented, pending legal review, with the provisions that: 1) MPA will only pay for services used versus a flat monthly retainer, not to exceed $1,750 for monthly services, 2) invoices will be detailed, 3) remove billing for travel time, and 4) adding the grants work as reflected in activity calendar.
Kelly Nelson seconded the motion.
The board **VOTED** unanimously to approve the motion.
Director Ross presented the Development Consultant proposal. Director Nelson reported that they have good experience with projects of our size. Director Ross will ask that the

agreement contains a parameter indicating a cost not to exceed. Director Hamilton inquired where the money is going to come from since this was not a planned expenditure and was covered by staff members in the past. Ms. Oxley responded that it comes from the Development budget line from half from capital campaign and half from operations. Director Harrison reminded the team that the plans for other expenditures that were part of the original funding request will now be decreased by that amount and asked what the impact would be if the decision was delayed until next month so the outstanding questions could be resolved. Amber indicated that the consultants are lining up their fall work and are a small company so the need to decide is urgent. Director Nelson indicated it could have an impact on the capital campaign.

VII. Executive Committee

A. Revised Charter

Suzanne McFarland made a motion to approve changes to the executive committee charter as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Facility Expansion

A. Project Update

Fraser Hamilton presented updates on the building renovation project. Critical scope items have been incorporated back into project. Selected as a recipient in the recent round of SHTC.
Fraser: Motion to authorize MPA to create a new entity to serve as managing member of W. 53rd Holdings LLC
Second: Dan O'Malia
Motion passes unanimously.

B. Charter Amendment

Fraser Hamilton Sr made a motion to Table Charter Amendment and CC Charter.
Dan O'Malia seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Governance Committee

A. Governing Documents

Amanda Ross made a motion to Approve Board Member Handbook as presented. K Nelson abstained.
Suzanne McFarland seconded the motion.
The board **VOTED** to approve the motion.

Governance Committee member Toby Oster was in the audience so indicated that he believes there are still things to be finalized with the document. A discussion ensued regarding discrepancy between Mr. Oster's recollections and Directors Harrison and Aldrich's recollection.

Director Ross expressed a concern where a committee member has a different understanding than the committee chair. Directors Harrison and McFarland reported receiving communication from Director Aldrich indicating that the guide was ready for approval and her hopes to have it finalized at this meeting.

Mr. Oster continued to express his frustration with the lack of alignment in his understanding and the committee chair's recommendation to the board.
Suzanne McFarland made a motion to Approve officer job descriptions as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

X. Other Business

A. Capital Campaign Committee Charter

Document not ready for presentation.

B. Officer Elections

Fraser Hamilton Sr made a motion to Elect Teri Harrison Chair of the Board. Abstention: Dan O'Malia.
Suzanne McFarland seconded the motion.
The board **VOTED** to approve the motion.
Director Nelson asked about term limits. Discussion regarding term limits and verbiage in Election Policy of Board Member Handbook. Fraser suggested moving forward and having the Governance committee review the verbiage and ensure alignment between ByLaws and Policy.
Teri Harrison made a motion to Elect Suzanne McFarland as Chair-Elect. Abstention- D. O'Malia.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.
Teri Harrison made a motion to Cathy Aldrich as Secretary. Abstention-D. O'Malia.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

XI. Executive Session

A. Executive Session

At 10:12pm, director Harrison moved to enter into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of

an employee or official. Director Hamilton seconded the motion. A roll call vote was taken: Hamilton-YES, McFarland-YES, Harrison-YES; Ross-NO; Nelson-NO; O'Malia-NO. Motion fails. Director Nelson questioned nature of Executive Session and roll call vote. Director Harrison explained the requirements.

At 10:15pm, director Harrison again moved to enter into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official. Director Hamilton seconded the motion. A roll call vote was taken: Hamilton-YES, McFarland-YES, Harrison-YES; Ross-YES; Nelson-YES; O'Malia-Abstain.

Exited Executive Session at 10:38pm.

At 10:38pm, director Harrison again moved to enter into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official. Director Hamilton seconded the motion. A roll call vote was taken: Hamilton-YES, McFarland-YES, Harrison-YES; Ross-YES; Nelson-YES; O'Malia-YES.

Exited Executive Session at 11:05pm.

XII. Closing Items

A. Adjourn Meeting

Fraser Hamilton Sr made a motion to adjourn the meeting.
Teri Harrison 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 11:00 PM.

Respectfully Submitted,
Latha Srinivasan