APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Regular Meeting

Date and Time
Thursday June 26, 2025 at 6:00 PM

Location
Menlo Park Academy
2149 W. 53rd Street
Cleveland, OH 44102

The regular meeting of MPA's governing board will be held on June 26, 2025 at Menlo Park Academy, 2149 W. 53rd Street, Cleveland, OH 44102. Meeting dates and times are posted in several places in building as well as online. We will endeavor to enable virtual attendance, when possible, at this meeting link – https://meet.google.com/bqx-niry-mqu.

Directors Present
Jeffrey Sugalski, Sam Sherwood, Teri Harrison, Tiffany Randle, Twana Rogers

Directors Absent
None

Guests Present
Allison Lentz, Deborah Zeffren (remote), Jessica Esway

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Tiffany Randle called a meeting of the board of directors of Menlo Park Academy Governing Board to order on Thursday Jun 26, 2025 at 6:03 PM.

C. Public Comments

II. Meeting Minutes

A. Amend Minutes- March 13, 2025

Teri Harrison made a motion to accept amended meeting minutes as presented.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Meeting Minutes - April 2025 Regular Meeting

Sam Sherwood made a motion to approve the April 2025 Regular Meeting minutes Board Meeting on 04-17-25.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Twana Rogers	Aye
Jeffrey Sugalski	Aye
Tiffany Randle	Aye
Sam Sherwood	Aye
Teri Harrison	Aye

C. Minutes Approval - May 2025 Regular Meeting

Jeffrey Sugalski made a motion to approve the May 2025 Regular Meeting minutes Board Meeting on 05-15-25.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Sponsor Report

A. Sponsor Report

Reviewed end-of-the-year benchmark data with J. Esway and D. Zeffren. We saw strengths in student achievement. S. Sherwood, T. Randle, and T. Harrison attended 8th Grade Graduation. Sponsor meeting is Friday, August 8, 2025. the Special Education summit is on Friday, August 22, 2025.

IV. Financial Report

A. May Financials

Jeffrey Sugalski made a motion to acknowledge receipt of financials.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Board Committees

A. Audit & Finance

Discussed end of year financials. Looks positive.

B. Development

Almost $19,000 short of the annual appeal. Reviewed target areas for the next year's committee. Back to school night, and what does it look like. Include a Board Committee table, volunteer table.

Discussed ideas for outdoor space, signage, mural. Next steps, facilities are a sub committee, and they will finalize the master plan and recommend to the board.
 Prioritizaton will be voted on.

C. Enrollment Task Force

Access to analytics and additional reporting around that are getting better. Increrasing some visibility into our pipeline of students. Marketing efforts are in place and looking to see what other tactics and what is actually working to get enrollment increased.

D. Program Excellence

E. School Culture

The committee did not have the most recent meeting due to end of school year activities. Another meeting will be planned for July, 2025 depanding on availability.

VI. New Board Applicants

A. New Board Member Applicant - Information

Applicants were not present.

B. New Board Member Applicant - Open Questions

Applicants were not present. However, the Board will continue to encourage others to apply.

VII. Resolutions for Consideration: HR

A. New Hires

Jeffrey Sugalski made a motion to hire Caitlin Gessner effective 7/7/25 at a rate of $20/hour for the Project assistant position.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.
Jeffrey Sugalski made a motion to hire Rita Nelson as the Office Manager effective 7/1/25 at $48,000.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resignations

Jeffrey Sugalski made a motion to acknowledge receipt of the resignation of Renee dornan effective 06/13/2025.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Org Chart

Sam Sherwood made a motion to approve the organization chart as presented.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Job Description

Twana Rogers made a motion to approve the job description of Office Manager as presented.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Teri Harrison	Aye
Twana Rogers	Aye
Jeffrey Sugalski	Aye
Tiffany Randle	Aye
Sam Sherwood	Aye

Jeffrey Sugalski made a motion to approve the job description of Office Coordinator Development and Registrar Coordinator roles as presented.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Admin Merit Increase Proposal

Jeffrey Sugalski made a motion to approve David Pannell for FY2026 year for $53,816.81.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.
Jeffrey Sugalski made a motion to approve Liana Wiemels for FY2026 for $72,100.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Employee Referral - Stipend

Jeffrey Sugalski made a motion to pay a stipend in the amount of $500 to Karen Sacco for referring Abigail McMaster.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Resolutions for Consideration: Academic

A. Stipends

Jeffrey Sugalski made a motion to approve a stipend in the amount of $100 for Shannon Tagliarina and Megan Dolar for Admissions testing on Saturday, May 31, 2025.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.
Sam Sherwood made a motion to approve a stipend in the amount of $100 for Megan Dolar, Jodell Ward, Liz Mindala for Admissions testing on Saturday, April 12, 2025.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.
Sam Sherwood made a motion to approve a stipend in the amount of $100 for Shannon Tagliarina and Megan Dolar for Admissions testing on Thursday, June 12, 2025.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.
Jeffrey Sugalski made a motion to approve a stipend in the amount of $300 for Floor Leads for the FY2025 for Lona Koppenhaver, Joel Black, Erin Peters, and Kelly Baughman.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.
Jeffrey Sugalski made a motion to approve LPDC stipend for FY2025 in the amount of $300 for Ali Elmore, Erin Peters, and $400 for Doug Thompson.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. 1st Place Spiritwear

Jeffrey Sugalski made a motion to have J. Esway to authorize the renewal agreement with 1st Place Spiritwear as presented.
Twana Rogers seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Curriculum Materials

All curriculum is within budget and changed to discussion instead of vote. Will purchase in July 2025.

D. STEM

Twana Rogers made a motion to approve the grant proposal as presented and to seek funding for the STEM program.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Planners

Jeffrey Sugalski made a motion to approve J. Esway to sign the agreement with Schoolmate as presented for planners.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Winter Benefit Location Contract

Jeffrey Sugalski made a motion to authorize J. esway to sign the agreement with the Lakewood Board of Education for the Winter Benefit.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Teri Harrison	Aye
Twana Rogers	Aye
Jeffrey Sugalski	Aye
Tiffany Randle	Aye
Sam Sherwood	Aye

G. Gifted Cohort Agreement

Twana Rogers made a motion to table to authorize J. Esway to sign the agreement with Ashland University College of Education as presented for a cohort for gifted endorsement.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Tiffany Randle	Aye
Twana Rogers	Aye
Jeffrey Sugalski	Aye
Sam Sherwood	Aye
Teri Harrison	Aye

H. Gifted Performance Indicator Form

Jeffrey Sugalski made a motion to authorize J. Esway to sign the Opt-In form for gifted performance as presented.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Jeffrey Sugalski	Aye
Sam Sherwood	Aye
Tiffany Randle	Aye
Twana Rogers	Aye
Teri Harrison	Aye

Jeffrey Sugalski made a motion to adopt the Duolingo language program proposal as presented.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Teri Harrison	Aye
Twana Rogers	Aye
Sam Sherwood	Aye
Jeffrey Sugalski	Aye
Tiffany Randle	Aye

IX. Resolutions for Consideration: Operations

A. Chair Rental

Sam Sherwood made a motion to authorize J. Esway to sign the agreement with Cleveland Tent Rental fo $573.95.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Jeffrey Sugalski	Aye
Teri Harrison	Aye
Tiffany Randle	Aye
Twana Rogers	Aye
Sam Sherwood	Aye

B. Meta

Jeffrey Sugalski made a motion to authorize D. Zeffren to sign the renewal agreement with Meta Solutions as presented.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Teri Harrison	Aye
Tiffany Randle	Aye
Jeffrey Sugalski	Aye
Twana Rogers	Aye
Sam Sherwood	Aye

C. School Photography Renewal

Jeffrey Sugalski made a motion to authorize J. Esway to sign the agreement with Ripcho Studio as presented for SY2025.26 school pictures.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Twana Rogers	Aye
Teri Harrison	Aye
Sam Sherwood	Aye
Tiffany Randle	Aye
Jeffrey Sugalski	Aye

D. Food Bank Partnership Agreement

Twana Rogers made a motion to authorize D. Zeffren to sign the agreement with the Greater Cleveland Food Bank.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Sam Sherwood	Aye
Teri Harrison	Aye
Twana Rogers	Aye
Tiffany Randle	Aye
Jeffrey Sugalski	Aye

E. RipchoStudio

Repetition-Same as school photography renewal.

X. Board Resolutions

A. Online Day Plan- Annual Adoption

Sam Sherwood made a motion to adopt the online day plan as presented.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Jeffrey Sugalski	Aye

Roll Call

Tiffany Randle	Aye
Teri Harrison	Aye
Twana Rogers	Aye
Sam Sherwood	Aye

B. FY26 Development Plan

Jeffrey Sugalski made a motion to approve the FY2026 development plan as presented.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Tiffany Randle	Aye
Teri Harrison	Aye
Sam Sherwood	Aye
Twana Rogers	Aye
Jeffrey Sugalski	Aye

C. Board Deliverables Calendar FY 26

Teri Harrison made a motion to approve the Board deliverables calendar as presented.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Tiffany Randle	Aye
Sam Sherwood	Aye
Jeffrey Sugalski	Aye
Teri Harrison	Aye
Twana Rogers	Aye

XI. Old Business

A. School Calendar - Update

Twana Rogers made a motion to approve the 2025.26 school calendar updates as presented.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Tiffany Randle	Aye
Jeffrey Sugalski	Aye
Sam Sherwood	Aye
Teri Harrison	Aye
Twana Rogers	Aye

XII. New Business

A. New Business

Jeffrey Sugalski made a motion to enter Executive Session to discuss the compensation of a public employee.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Teri Harrison	Aye
Jeffrey Sugalski	Aye
Sam Sherwood	Aye
Tiffany Randle	Aye
Twana Rogers	Aye

XIII. 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 9:00 PM.

Respectfully Submitted,
Tiffany Randle

MISSION STATEMENT: Menlo Park Academy is a public school that develops the potential of gifted children through an exemplary program of rewarding experiences that nurtures the whole child.