

APPROVED



Menlo Park Academy Governing Board

Minutes

Board Meeting

Regular Meeting

Date and Time

Thursday November 21, 2024 at 6:00 PM

Location

Menlo Park Academy
2149 West 53rd St.
Cleveland, OH 44102

The regular meeting of MPA's governing board will be held on Thursday November 21, 2024 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, Shruti Aring, Teri Harrison, Tiffany Randle, Twana Rogers

Directors Absent

None

Guests Present

Allison Lentz, Amber Tripphahn (remote), Beth Gray (remote), Brittain Lamoureux (remote), Brittan Berry (remote), Casey Graham (remote), Christin Swingle, Deborah Zeffren, Eli Setty, Erin Wicks (remote), Jacqui Lee Ivey (remote), Jennifer Nowakowski (remote), Jessica Esway, Joanne Hilden (remote), Karen Sacco (remote), Kelly Baughman (remote), L. Mikaella Smith

Tiffany Randle

Signed by Tiffany Randle on 6/10/2025

(remote), LaTasha Goodall (remote), Martin Hebrank, Michael Crudder, Michelle Hudak (remote), Misty Sager, Rebecca Setty, Renee Dornan (remote), Rita Nelson, Ryan Fisher, Xavier Swingle

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 Nov 21, 2024 at 6:03 PM.

C. Public Comments for Items on the Agenda

Ryan Fisher spoke regarding Menlo's sponsorship of the Boy Scouts.

D. Approve Minutes-10/17/24

Teri Harrison made a motion to Table the approval of the Board Meeting Minutes from October 17, 2024.

Twana Rogers seconded the motion.

Motion to table the meeting minutes from October 17th for revisions.

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

Roll Call

Sam Sherwood Aye

Tiffany Randle Aye

Jeffrey Sugalski Aye

Shruti Aring Aye

Teri Harrison Aye

Twana Rogers Aye

II. Sponsor Update

A. Update

Sponsor representative A. Lentz reviewed attendance initiative and annual performance reports; discussed October site visit and meeting with J. Esway and L. Goodall; reviewed the SPED report from H. Tester.

III. Financials

A. Monthly Financial Report

Tiffany Randle

Signed by Tiffany Randle on 6/10/2025

Teri Harrison made a motion to acknowledge receipt of the October financial reports as presented.

Sam Sherwood seconded the motion.

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

Roll Call

Teri Harrison Aye

Tiffany Randle Aye

Shruti Aring Aye

Sam Sherwood Aye

Twana Rogers Aye

Jeffrey Sugalski Aye

IV. Education/Program Report

A. Education/Program Report

J. Esway reviewed the Education Director board report. Winter Benefit confirmed for Monday, December 16, 2024 at Lakewood High School. Teachers meeting on Math data coursework, WIN timelines for intervention in progress. Report card preparation in progress. Honor and Merit Roll Assembly confirmed for December 18, 2024.

V. Admissions, Enrollment, & Marketing Report

A. Admissions, Enrollment, & Marketing Report

J. Esway reviewed the Enrollment Report. We are seeing an increase in enrollment with new admission testing in place. The next testing dates are scheduled for November 15, 2024 and December 7, 2024 for Pre-K enrollees.

VI. Operations Report

A. Operations Report

D. Zeffren reviewed the Operations Director report. She will follow-up with the Boy Scouts to discuss Menlo Park Academy procedures.

VII. Board Committees

A. Audit & Finance

J. Sugalski reviewed the committee report. Met on November 12, 2024 to revise and review the community finance report for FY24. Will be uploaded for approval at the next board meeting. Continuing work on the financial dashboard to share with the board and the recruitment of two new members to work with on the financial dashboard.

B.

Tiffany Randle
Signed by Tiffany Randle on 6/10/2025

Development

T. Harrison reviewed the committee report. To date raised \$10,000 of the \$130,000 goal. Looking into volunteer recruiting, community engagement, and establishing event leads. Staff is working on defining database processes and reporting needs for integrating this with our accounting system. Discuss the structure of establishing meeting cadence with the planning process.

Teri Harrison made a motion to Approve Jeff Sugalski and Lisa Sierk as members of the development committee.

Twana Rogers seconded the motion.

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

Roll Call

Tiffany Randle Aye

Jeffrey Sugalski Aye

Shruti Aring Aye

Teri Harrison Aye

Twana Rogers Aye

Sam Sherwood Aye

C. Diversity, Equity & Inclusion

T. Rogers reported that the committee recently had a meeting to review the data of the school to improve on ways to service our student body. Develop techniques to track performance, comparisons, and population, and include more specifics in reporting student demographics. The next committee meeting will be on Friday, January 3, 2025 at 5pm.

D. Enrollment Task Force

S. Sherwood reported that an onboarding meeting occurred earlier this month to perform an audit to identify gaps. Working on identifying processes and procedures that could be streamlined.

E. Program Excellence Committee

S. Aring reviewed the committee goals for SY2024-25 for grades K-5 on languages and culture program. Discussion on the Trimester 1 Parent Survey in progress. MAP scores and report cards under review. Classroom communication is good with 4 out of 5 rating. The suggestion was made to measure the House Program using student behavior data and a student survey.

VIII. Resolutions for Consideration: Academic

A. Boy Scouts Agreement

Ongoing discussions about Boy Scouts agreement with Menlo Park Academy and the club's desire for continued sponsorship.

Tiffany Randle

Signed by Tiffany Randle on 6/10/2025

B. Stipends

\$300 Floor Lead Stipend for Erin Peters, Joel Black, Loren Koppenhaver, and Kelley Baughman.

\$166.66 Club Stipend for Near West Theatre; Megan Dolar - Mad Science; Shannon Tagliarina - Quiz Bowl; Karen Sacco for Mock Trial; Liz Mindala and Starr Coulsonfor - Dungeons and Dragons; Michelle Hudak - Progress with Chess.

Teri Harrison made a motion to authorize payment of stipends in the amount of \$166.66 to M. Dolar, S. Tagliarina, K. Sacco.

Shruti Aring 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
Shruti Aring	Aye
Twana Rogers	Aye

C. Field Trips

Jeffrey Sugalski made a motion to table the field trip proposal.

Teri Harrison seconded the motion.

Submit again with more details, including student numbers, chaperone numbers, room numbers, stipends for staff member chaperones, etc.

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

Roll Call

Tiffany Randle	Aye
Twana Rogers	Aye
Shruti Aring	Aye
Jeffrey Sugalski	Aye
Sam Sherwood	Absent
Teri Harrison	Aye

IX. Resolutions for Considerations: Operations

A. New Hire

Jeffrey Sugalski made a motion to hire Cheyenne Bryant as an Edison Club staff member at a pay rate of \$17.50 per hour. Hours not to exceed 3.5 hrs per day.

Shruti Aring seconded the motion.

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

Tiffany Randle

Signed by Tiffany Randle on 6/10/2025

Roll Call

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

Shruti Aring made a motion to approve Pamela Rita Nelson as the Executive Assistant for an annual salary of \$48,000 with effective date November 18, 2024.

Twana Rogers seconded the motion.

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

Roll Call

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

B. Contract Modifications

Twana Rogers made a motion to table the contract modifications from the ESC.

Teri Harrison seconded the motion.

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

Roll Call

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

C. Annual Report FY24

Jeffrey Sugalski made a motion to modify the expenses section on the annual report and re-publish.

Teri Harrison seconded the motion.

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

Roll Call

Sam Sherwood Absent

D. Winter Benefit- Auctioneer

Jeffrey Sugalski made a motion to authorize Deborah Zeffren to execute the agreement for auctioneer services for the winter benefit as presented.

Tiffany Randle

Signed by Tiffany Randle on 6/10/2025

Twana Rogers seconded the motion.

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

Roll Call

Tiffany Randle Aye

Jeffrey Sugalski Aye

Sam Sherwood Aye

Shruti Aring Aye

Twana Rogers Aye

Teri Harrison Aye

E. Edison Program

Teri Harrison made a motion to table to the agreement for the Edison Club vendor.

Jeffrey Sugalski seconded the motion.

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

F. Donations

Jeffrey Sugalski made a motion to accept the donation for Rubik's Cubes from the Kalal family.

Shruti Aring seconded the motion.

The board shares its appreciation to this family for their generous donation.

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

Shruti Aring made a motion to accept the donation for Tubelox from the Koppi family.

Teri Harrison seconded the motion.

The board shares its appreciation to this family for their generous donation.

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

G. Coverall

Jeffrey Sugalski made a motion to authorize D. Zeffren to execute the agreement with Coverall for preventative maintenance on the floors in the amount of \$4,420.

Shruti Aring seconded the motion.

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

Roll Call

Sam Sherwood Aye

Shruti Aring Aye

Teri Harrison Aye

Twana Rogers Aye

Jeffrey Sugalski Aye

Tiffany Randle Aye

H. Painting and Wall Protection

Shruti Aring made a motion to table.

Sam Sherwood seconded the motion.

Tiffany Randle

Signed by Tiffany Randle on 6/10/2025

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

I. Contract- Winter Benefit

Jeffrey Sugalski made a motion to authorize D. Zeffren to execute the agreement with Lakewood High School for use of the auditorium for the winter benefit. Cost not to exceed \$4,500.

Shruti Aring seconded the motion.

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

X. Other Business

A. Old Business

T. Harrison and T. Randle reviewed the progress on the building refinance. Closing is planned for next month. There will be items to vote on for the next meeting.

B. New Business

Brainstorm experiences for the Board leaders to donate to the winter benefit. T. Harrison asked for these experiences to be sent over by the end of day tomorrow (11/22).

C. Public Comments for Items Not on the Agenda

No public comments.

XI. Executive Session

A. Executive Session

Teri Harrison made a motion to enter into Executive Session to consider the appointment, employment, dismissal, discipline, demotion, promotion or compensation of a public employee.

Twana Rogers seconded the motion.

A. Lentz was invited to join the session. A roll call vote was taken. Session began at 8:58 PM.

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

Roll Call

Teri Harrison Aye

Shruti Aring Aye

Jeffrey Sugalski Aye

Twana Rogers Aye

Sam Sherwood Aye

Tiffany Randle Aye

The board exited the Executive Session at 9:27 PM.

Tiffany Randle

Signed by Tiffany Randle on 6/10/2025

XII. Closing Items

A. Adjourn Meeting

Teri Harrison made a motion to adjourn the meeting.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:28 PM.

Respectfully Submitted,
Rita Nelson

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.

Tiffany Randle
Signed by Tiffany Randle on 6/10/2025