APPROVED

Menlo Park Academy Governing Board

Minutes

Strategic Planning Session

Date and Time
Sunday March 30, 2025 at 9:00 AM

The quarterly strategic planning session for Menlo Park Academy will take place on Sunday, March 30, 2025 at Menlo Park Academy, 2149 W. 53rd Street, Cleveland, OH 44102.

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

Directors Absent
None

Guests Present
Deborah Zeffren, Jessica Esway

I. Opening Items

A. Record Attendance and Guests

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 Sunday Mar 30, 2025 at 9:15 AM.

II. Action Items

A. New Hires

Shruti Aring made a motion to hire Brianna Shimandle as office coordinator at a rate of 20.00 per hour.
Jeffrey Sugalski seconded the motion.
start date is April 7th and the position is full time.
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
Shruti Aring	Aye

B. Insurance Renewal

Shruti Aring made a motion to give D. Zeffren authorization to sign necessary documents to approve employee insurance plans and to approve the Cobra plan as presented.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Transportation School Hours 2025-2026

Jeffrey Sugalski made a motion to to authorize T. Randle to sign attached resolution that states the FY26 school year hours with start time as 8:00am and end time as 3:00pm.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. NEO Parent Event

Shruti Aring made a motion to to authorize J. Esway to sign the agreement with Northeast Ohio Parent magazine for their in-person event as presented.
Jeffrey Sugalski seconded the motion.
T. Randle suggested data on perspective students/families expressing interest at the event to be collected and shared for admissions and recruitment. Event dates are May 27th 2025 and August 9th 2025
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. 25-26 Calendar

Teri Harrison made a motion to approve 2025/2026 school year calendar to be published as soon as possible pending a final review.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

III. Skip Levels

A. Teacher Skip Level Summary

Feedback on how to improve communication and incorporate teacher and staff suggestions for continued growth and improvement in the coming school year and beyond was discussed by the board members who met with teachers and staff during the skip level sessions in March.

IV. Executive Session

A. Executive Session

Tiffany Randle made a motion to enter executive session to discuss the performance of a public employee.
Sam Sherwood seconded the motion.
Roll call vote passes unanimously.

Enter executive session at 11:01am
Exit executive session at 12:20pm

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

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

V. Lunch

A. Lunch Break

Began lunch at 12:30pm
Ended lunch at 1:00pm

VI. Organization Structure

A. Org Chart

discussion and recommendations surrounding roles and responsibilities of current and future positions in the front office and administrative team.

B. Admin Roles

additional discussion on admin roles and identifying where additional support is needed for more efficient administrative operations.

VII. Current Needs

A. 2024-2025 School Year Support

discussion on additional leadership support needed for the remainder of the school year. Discussion surrounding additional support sources for J. Esway's current and additional tasks. Board members suggests delegation of development tasks under D. Zeffern's team.

VIII. New Business

A. Board Member Terms & New Members

Stronger initiatives being made by the admissions and enrollment team to increase 25/26 kindergarten enrollment. S. Sherwood presented number and discussed current sand future recruitment initiatives.

IX. Old Business

A. Contracts

Jeffrey Sugalski made a motion to approve intent to return letters as presented.
Sam Sherwood seconded the motion.
letters for teacher intent to return are planned to be sent as soon as possible.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Jeffrey Sugalski made a motion to add A. Dixon as a daily building sub for 130.00 per day.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Executive Session

A. Executive Session

Teri Harrison made a motion to enter executive session to discuss the performance of a public employee.
Shruti Aring seconded the motion.
Roll call vote passed unanimously

enter executive session at 3:33pm
exit executive session at 4:02pm
The board **VOTED** unanimously to approve the motion.

Roll Call

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

XI. Closing Items

A. Adjourn Meeting

Sam Sherwood made a motion to adjourn strategic planning session.

Jeffrey Sugalski seconded the motion.
Adjourned at 4:12pm.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:12 PM.

Respectfully Submitted,
Twana Rogers