

APPROVED



# Menlo Park Academy Governing Board

## Minutes

### Board Meeting

Regular Meeting

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#### Date and Time

Thursday September 18, 2025 at 6:00 PM

#### Location

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

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The regular meeting of MPA's governing board will be held on September 18, 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>.

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#### Directors Present

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

#### Directors Absent

None

#### Guests Present

Allison Lentz, Amber Tripphahn (remote), Caitlin Gessner, Deborah Zeffren, Doug Thompson (remote), Elaine Begelhy, Jessica Esway (remote), Joel Black (remote), Karen Sacco (remote),

*Tiffany Randle*

Signed by Tiffany Randle on 12/30/2025

Kelly Baughman (remote), L.Mikaella Nowakowski (remote), Liana Wiemels (remote), Michelle Hudak (remote), Natacha Didytch (remote)

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## **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 Sep 18, 2025 at 6:02 PM.

### **C. Public Comments**

NONE

## **II. Sponsor Report**

### **A. Sponsor Report**

A. Lentz gave report regarding Menlo goals. Goal to have 11.6 items finalized before 10.1 to satisfy the 11.30 deadline for the contract modification. The board needs to review our mission statement as it should align with 11.6 goals

## **III. Financial Report**

### **A. Report**

Teri Harrison made a motion to motion to acknowledge August financials.  
Sam Sherwood seconded the motion.  
The board **VOTED** to approve the motion.

## **IV. Education Report**

### **A. Education Report**

J. Esway gave report on the many field trips underway. First round of Social emotional learning with Dr. Rimm. Book fair upcoming. In service coming up on September 22.  
Principal gave report on House program and on going improvements on the program.  
Picture day and High school is up coming.

## **V. Admissions Report**

### **A. Admissions Report**

*Tiffany Randle*  
Signed by Tiffany Randle on 12/30/2025

J Esway gave report regarding admissions and marketing initiatives. WKYP station relationship with Menlo is on going to continue marketing efforts. Menlo movie night is being planned. Trunk or Treat is upcoming.

## **VI. Operations Report**

### **A. Operations Report**

D. Zefferen gave report on operations. Artist is prepping to start water tower painting. Read a thon is a success. Raised over 17,000 dollars so far, we will collect 13,155.00 dollars of that amount, last day is September 29th. All IT items damaged in January's flood has been replaced. MAT fee collections are in a positive state everyone either paid or on a payment plan.

## **VII. Board Committees**

### **A. Audit & Finance**

J. Sugalski gave report from the last Audit and Finance Committee meeting held on August 26th. July financials are positive. Review is state level education funding legislation changes. Plan to discuss 5 year projection at October 5th strategic planning session.

### **B. Development**

T. Rogers gave report on September 16th development committee kick off meeting. Development plan is being executed accordingly. The committee plans to have monthly tracking of fundraising goals. Lisa will conduct some philanthropic training for the board. Plans underway to build out volunteer teams and structure. Discussed free and reduced support and logging hours for volunteerism

### **C. Enrollment Committee**

T. Harrison and S. Sherwood gave report for enrollment committee. State Report cards came out and Menlo has made improvement. Discussed messaging surrounding not teaching specifically to state tests. Parent ambassador info session planned. Need better reporting on marketing initiatives. Initiatives to create more relationships with preschools.

### **D. Program Excellence**

J. Esway and S. Sherwood met to discuss handoff of PEC committee to T. Harrison. Grant writing, meeting structure and volunteer organization was discussed.

## **VIII. Resolutions for Consideration: HR**

### **A. Employee Referral**

*Tiffany Randle*

Signed by Tiffany Randle on 12/30/2025

Teri Harrison made a motion to approve employee referral payment to D. Pannell for referral of Kelly Bullock Daugherty.

Sam Sherwood seconded the motion.

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

#### **IX. Resolutions for Consideration: Academic**

##### **A. School Supply List 26-27**

Jeffrey Sugalski made a motion to authorize J. Esway to sign commitment form for the 26/27 school supply vendor.

Sam Sherwood seconded the motion.

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

#### **X. Resolutions for Consideration: Operations**

##### **A. FY25 MAT Fee Consideration**

Sam Sherwood made a motion to waive 24/25 mat fees for family 1 in the amount of 250.00.

Jeffrey Sugalski seconded the motion.

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

Jeffrey Sugalski made a motion to waive 24/25 mat fees for family 2 in the amount of 375.00.

Sam Sherwood seconded the motion.

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

##### **B. E-Rate**

Teri Harrison made a motion to authorize D. Zeffren to execute agreement with Erate as presented.

Sam Sherwood seconded the motion.

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

##### **C. Summer Policy Updates**

additional policies from attorneys need board to review and fill out form. will vote at the October 5th strategic planning session.

##### **D. Sponsor Contract**

Sam Sherwood made a motion to Motion to table T. Randle and D. Zefferen to sign ESCLEW modification agreement for vote at the October 5, 2025 strategic planning session.

Teri Harrison seconded the motion.

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

*Tiffany Randle*

Signed by Tiffany Randle on 12/30/2025

## **XI. Resolutions for Consideration: Admissions**

### **A. Website Contract**

Teri Harrison made a motion to allow J. Esway to execute contract with spark creative.  
Jeffrey Sugalski seconded the motion.  
The board **VOTED** to approve the motion.

### **B. Billboard Contract**

Jeffrey Sugalski made a motion to Authorize J. Esway to sign contract with Lamar for billboard as presented.  
Sam Sherwood seconded the motion.  
The board **VOTED** to approve the motion.

### **C. Science of Reading Stipend**

Sam Sherwood made a motion to approve 1 time stipends for the Science of reading training, pending full confirmation of completion.  
Jeffrey Sugalski seconded the motion.  
The board **VOTED** to approve the motion.

## **XII. Old Business**

### **A. Old Business**

no old business

## **XIII. New Business**

### **A. New Business**

no new business

## **XIV. Executive Session**

### **A. Executive Session**

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

#### **Roll Call**

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

*Tiffany Randle*  
Signed by Tiffany Randle on 12/30/2025

## XV. Closing Items

### A. Adjourn Meeting

Sam Sherwood made a motion to adjourn meeting.

Jeffrey Sugalski seconded the motion.

The board **VOTED** 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 8:20 PM.

Respectfully Submitted,  
Tiffany Randle

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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 12/30/2025