APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Regular Meeting

Date and Time
Thursday December 18, 2025 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 December 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.

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

Directors Absent
None

Guests Present
Allison Lentz, Deborah Zeffren, Jessica Esway, Karen Sacco, Vipin Chelakkot

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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 Dec 18, 2025 at 6:06 PM.

C. Public Comments

K. Sacco made positive comments about the Principal and Dean of Curriculum in regard to their work with teachers this school year.

D. Meeting Minutes December Working Session 12/4

Twana Rogers made a motion to approve the minutes from Board Working Session - Virtual on 12-04-25.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Meeting Minutes Board Meeting 11/20

Twana Rogers made a motion to approve the minutes from Board Meeting on 11-20-25.
Sam Sherwood seconded the motion.
The board **VOTED** to approve the motion.

F. Meeting Minutes Oct Strategic Planning 10/5

Twana Rogers made a motion to approve the minutes from Strategic Planning Board Meeting on 10-05-25.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Meeting Minutes September Board Meeting 9/18

Twana Rogers made a motion to approve the minutes from Board Meeting on 09-18-25.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Meeting Minutes May Working Session 5/1

Twana Rogers made a motion to approve the minutes from Board Working Session on 05-01-25.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Sponsor Report

A.

Sponsor Report

A. Lentz to presented poster to hang in the school as MPA received 4.5 stars by sponsor. All Board engagement is positive and all goals are being met and in compliance.

III. Financial Report

A. Report

Sam Sherwood made a motion to approve November financials.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Education Report

A. Education Report

J. Esway gave report regarding grade 4/5 upcoming dance/movement class to start in February.
collaboration with author of one book one day to implement with students. Teacher reviews to be conducted. Jan 5th is next PD day. Winter break starts next week. Last day of students in the building is December 19th.

V. Admissions Report

A. Admissions Report

Preschool initiatives to fuel Kindergarten enrollment. December 11th testing was very successful with the number of children who qualified.
Key dates include:
● 12/15/25-12/19/25 - Spirit Week ● 12/19/25 - Winter Parties ● 12/22/25-1/2/26 - Winter Break - Closed ● 1/5/26 - In Service - No School for Students ● 1/8/26 - Picture Retake Day ● 1/19/26 - MLK Day Closed ● 1/23/26 - All School Spelling Bee ● 2/10/26 - Friendship Parties ● 2/11/26 - In Service - No School for Students ● 2/12 & 13 - No School for Students - Parent Teacher Conferences

VI. Operations Report

A. Operations Report

D. Zeffern gave report regarding the positive outcome of the winter benefit

VII. New Hires

A. New Hires

Teri Harrison made a motion to to add Noel Williams to the daily sub list at an amount of 130.00 per day.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Resolutions for Consideration: Academic

A. STEM Curriculum Grant

Jeffrey Sugalski made a motion to allow J. Esway to sign the grantee proposal for project lead the way and execute the program.
Sam Sherwood seconded the motion.
Mr. Black and Elane were very helpful in this initiative.
The board **VOTED** unanimously to approve the motion.

B. STEM Program Grant

Jeffrey Sugalski made a motion to for J. Esway to sign and acknowledge our acceptance for the 2500.00 grant from the Lennon Charitable Trust.
Sam Sherwood seconded the motion.
Grant to be used for the laser cutter. Connection made by Mr. Black.
The board **VOTED** unanimously to approve the motion.

IX. Resolutions for Consideration: Admissions

A. Testing Stipend

Jeffrey Sugalski made a motion to approve testing stipend for in the amount of 100.00 for the 11/18 testing event for: Shannon Tagliarina Kare Sacco Abigail McMaster.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.
Jeffrey Sugalski made a motion to approve testing stipend for in the amount of 100.00 for the 12/11 testing event for: Megan Dolar Karen Sacco Abigail McMaster.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Job Description

Teri Harrison made a motion to approve job description for Admissions Coordinator as presented.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Resolutions for Consideration: Operations

A. Lunch Vendor Proposal

Jeffrey Sugalski made a motion to approve D. Zeffern to execute the Lunch Vendor Proposal with Arlene's Cuisine for NSLP.
Teri Harrison seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Point of Sale System Proposal

Jeffrey Sugalski made a motion to approve D. Zeffern to execute POS agreement as presented.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

XI. Resolutions for Consideration: HR

A. Position Approval

Jeffrey Sugalski made a motion to add an addition building sub for school year 2026.
Teri Harrison seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. EOY Bonus - Instructional

Sam Sherwood made a motion to approve end of year bonus for the entire instructional staff with the caveat of pending union approval.
Teri Harrison seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. EOY Bonus - Admin

Jeffrey Sugalski made a motion to approve end of the year bonus for the entire administrative team.
Teri Harrison seconded the motion.
The board **VOTED** unanimously to approve the motion.

XII. Prospective Board Member Q&A

A. Prospective Board Member Q&A

Prospective board member was given opportunity to ask questions and learn more why to join the Board. the Board was also able to ask questions.

XIII. Old Business

A. Old Business

viewed conceptual designs for the development of the MPA campus. Plans are ongoing. state of the school address planned for February 5th. Board Beacon to come.

XIV. New Business

A. New Business

none

XV. Executive Session

A. Executive Session

none

XVI. 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 7:58 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.