APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Regular Meeting

Date and Time
Thursday January 15, 2026 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 January 15, 2026 VIRTUALLY. 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 (remote), Sam Sherwood (remote), Teri Harrison (remote), Tiffany Randle (remote), Twana Rogers (remote)

Directors Absent
None

Guests Present
Adam Schira (remote), Allison Lentz (remote), Amber Tripphahn (remote), Caitlin Gessner (remote), Deborah Zeffren (remote), Elaine Beegly (remote), Jessica Esway (remote), Karen Sacco (remote), Kelly Daugherty (remote), Liana Wiemels (remote), Nicole D Amico (remote),

Sara Porras (remote), Shannon Tagliarina (remote), Susan Dornan (remote), michelle Hudak (remote)

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 Jan 15, 2026 at 6:01 PM.

C. Public Comments

No public comments.

D. Minutes Approval: Regular Board Meeting December 18

Jeffrey Sugalski made a motion to approve the minutes from Board Meeting on 12-18-25.
Sam Sherwood seconded the motion.
The board **VOTED** to approve the motion.

II. Sponsor Report

A. Sponsor Report

Verified that we have a tobacco policy. Met 6 meetings for the year. Have 5 board members. Proper meeting noticed shared. Another training on april 18. meeting 80-90% goal.
No questions.

III. Financial Report

A. Report

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

IV. Education Report

A. Education Report

Lots of resources shared for NAGC. Interest in NAGC for 2026 - due Feb 2. Evaluations in progress. Field trips scheduled or being planned. Planning for intersessions. Events coming up: spelling bee, friendship dance, AMC 8 math comp. No school Monday.

Comment from Tiffany.

V. Admissions Report

A. Admissions Report

Shared updated for re-enrollment and enrollment numbers. Testing date in December - 9 qualifications. Shared tour info from 1/13. Lots of events - info session, cookie drops to preschools to invite families in.

T. Randle commented on reminding about Let's Talk. T. Rogers also reinforced that. J. Esway said would go out in Digest.

VI. Operations Report

A. Operations Report

TruPortal system stopped working, 8 doors done, things lock, spacebound working hard to fix entire system. Highlighted being able to stay open, commended staff being able to be helpful.
NSLP starts Feb 2. Email going out to parents. System for payments up and running. Highlight parents accessing powerschool for NSLP and registration.
SafeSchool up for vote.

S. Sherwood kudos to communications team.
D. Zeffren highlights order number for NSLP.

VII. Board Committees

A. Audit & Finance

Under budget. FY25 financial in. Report being brough to board by feb. meeting. acknowledged members service. Parents excited about breakfast and lunch.

B. Development

Full board support. exceeded read-a-thon goal. stoller 4203 of 5000. Winterbenefit 23653 of 30000 goal. Push for annual apeal. Push trivia in bloom. Reach out to businesses we know - short on sponsorships for trivia in bloom. Lisa's been amazing at keeping eye on grants.

C. Enrollment Committee

Materials upload. Kinder enrollment is low. at 62% for enrollment. for re-enrollment close to goal. Handful of openings on each floor - possibility of ending up on waitlist. Push re-enrollement to secure spots.

Outreach to preschools, expanding. Thank you to parent volunteers for outreach. Preschool PTA list in progress.

Enrollment growth and outreach plan - specifics about what needs to happen and when in progress. social media plan being updated. Goal of 3 community events - movie night, cavs game, adding math night.

D. Program Excellence

Met on 23rd of Dec. meeting again after next working session. taking advantage of resources. Touched on one book one day. SEL curriculum expansion touched on. J.Esway confirmed it was a good session.

VIII. New Hires

A. New Hires

Sam Sherwood made a motion to hire skylar bridgeforth as the marketing and admissions coordinator at a salary of 41,000 effective January 28, 2026.
Twana Rogers seconded the motion.
The board **VOTED** to approve the motion.

IX. Resolutions for Consideration: Academic

A. Floor Lead Stipend

Jeffrey Sugalski made a motion to Approve floor lead stipend of $300 for Erin Peters, Ali Elmore, Shannon Tagliarina, Jodell Ward, and Karen Sacco.
Sam Sherwood seconded the motion.
The board **VOTED** to approve the motion.

X. Resolutions for Consideration: Operations

A. Food Service Policies and Appendices Approval

Motion to approve food service appendices, policies, appliction w/ fee waivers, and public release forms for NSLP.
Twana Rogers seconded the motion.
Friendly amendment to the motion - Fill in $20.00 in policy blank
The board **VOTED** to approve the motion.

B. Safety Training Contract Renewal

Jeffrey Sugalski made a motion to approve Deborah Zeffren to execute agreement with Vector Solutions as presented.
Twana Rogers seconded the motion.
The board **VOTED** to approve the motion.

C. Policy Updates

Sam Sherwood made a motion to approve policy updates as presented.
Teri Harrison seconded the motion.
Friendly amendment - approve Procurement and Naloxone policies as presented

Jeff motioned
Twana second
The board **VOTED** to approve the motion.

D. Extreme Network Renewal

Motion to authorize D. Zeffren to sign the contract as presented. S. Sherwood MOVED.
Jeffrey Sugalski seconded the motion.
The board **VOTED** to approve the motion.

E. Caterer Contract

Jeffrey Sugalski made a motion to authorize D. Zeffren to sign and execute the agreement for Italian Creations for catering for trivia in bloom as presented.
Sam Sherwood seconded the motion.
The board **VOTED** to approve the motion.

XI. Old Business

A. Old Business

J. Sugalski had city planning out and funding was granted to fix sidewalk. Update to come on timeline. also raised concerns with ODOT on blind-spot and found someone that is trying to find someone to add curb bump-out.
S. Sherwood asked about qualifying for street flashers and signage.

XII. Executive Session

A. Executive Session

Tiffany Randle made a motion to enter executive session to discuss the appointment of a public employee or official.
Twana Rogers seconded the motion.
The board **VOTED** to approve the motion.

Jeffrey Sugalski made a motion to Discuss employment of a public employee.
Twana Rogers seconded the motion.
In at 7:36 PM
Out at 8:23 PM

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

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 8:24 PM.

Respectfully Submitted,
Jessica Esway

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.