APPROVED

Menlo Park Academy Governing Board

Minutes

Strategic Planning Board Meeting

Strategic Planning

Date and Time
Sunday October 5, 2025 at 9:00 AM

Location
Menlo Park Academy
2149 West 53rd Street
Cleveland, OH 44102

The quarterly strategic planning session for Menlo Park Academy will take place on Sunday, October 5, 2025 at Menlo Park Academy, 2149 W. 53rd Street, Cleveland, OH 44102.

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

Directors Absent
Twana Rogers

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 Oct 5, 2025 at 9:30 AM.

C. Minutes June Board Meeting

Sam Sherwood made a motion to approve the minutes from Board Meeting on 06-26-25.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Minutes July Strategic Planning

Sam Sherwood made a motion to approve the minutes from Strategic Planning Board Meeting on 07-13-25.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.
Sam Sherwood made a motion to approve the minutes from Board Meeting on 08-21-25.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Minutes August Working Session

Sam Sherwood made a motion to approve the minutes from Board Working Session - Virtual on 08-07-25.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Minutes September Working Session

Sam Sherwood made a motion to approve the minutes from Board Working Session - Virtual on 09-04-25.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. New Hires

A. New Hires

Sam Sherwood made a motion to hire Amelia Lingruen as a full-time Office Coordinator for $20/hour.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Action Items Academic & Operations

A. Speech Contract

Jeffrey Sugalski made a motion to authorize Jessica Esway to execute the agreement with Speech Your Heart Out as presented.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Field Trip Agreement

Teri Harrison made a motion to authorize Jessica Esway to execute the agreement with the Beck Center for a field trip.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Drama Club Contract

Jeffrey Sugalski made a motion to authorize Jessica Esway to execute the agreement with Near West Theatre as presented.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Landscape Consulting Contract

Teri Harrison made a motion to authorize Deborah Zeffren to execute the agreement with Behnke Architects as presented to finish the master planning drawing.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. 3 year forecast

Jeffrey Sugalski made a motion to approve the 3-year forecast as presented with the potential of some minor math corrections.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. OKRs

A. 2025-2026 OKRs

Objection #1: Enrollment. Discussed targeting certain preschools, attribution, addressable market of students, rebranding of materials, more lighting/building signage.
Objective #2: Program. Discussed the pacing guide (ensure aligned with goals and competitive), Program Delivery Standards document - creating a dashboard with RYG color-code to indicate current status of areas. Defining Menlo "standards".
Objective #3: Culture. Discussed philanthropic culture - transparent communications.

V. Board Committees & Volunteer Program

A. Board Committees

Discussed Board committees. Each committee needs to define a meeting cadence (entered in Board on Track), membership drive (part of the volunteer launch), and goals for the year.

B. Volunteer Program

Discussed next steps in launching this year's program. Need documentation, secure team leads, define responsibilities (include sample projects), and choose a kickoff date.

VI. Strategic Planning

A. Strategic Planning

End goal is to publish a public-facing document and implementation plan. Focus on these six pillars: 1. Expansion, 2. Facilities, 3. Development/Foundation, 4. Awards & Accolades, 5. Menlo Model, and 6. Enrollment.

VII. Closing Items

A. Adjourn Meeting

Sam Sherwood made a motion to adjourn the meeting.
Teri Harrison seconded the motion.
The board **VOTED** unanimously 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 4:05 PM.

Respectfully Submitted,
Teri Harrison