Menlo Park Academy Governing Board

Minutes

Board Meeting

Date and Time
Thursday July 23, 2026 at 6:00 PM

Location
2149 W. 53rd St., Cleveland, OH 44102

The regular meeting of MPA's governing board will be held in person at **2149 W. 53rd St., Cleveland, OH 44102 on July 23rd at 6pm.** 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

Directors Absent
Twana Rogers

Guests Present
Caitlin Gessner, Deborah Zeffren, Vipin Shankar Chelakkot

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Tiffany Randle
Signed by Tiffany Randle on 8/26/2026

Tiffany Randle called a meeting of the board of directors of Menlo Park Academy Governing Board to order on Thursday Jul 23, 2026 at 6:04 PM.

C. Public Comments

II. Sponsor Report

A. Sponsor Report

Tiffany Randle noted Allison absent but pointed out link to sponsor report

III. Financial Report

A. June Financials

Teri Harrison made a motion to acknowledge receipt of june financials as presented.
Jeffrey Sugalski seconded the motion.
The board **VOTED** to approve the motion.

IV. Education Report

A. Education Report

Kelly Baughman and Kelly Daugherty noted curriculum updates and purchases of scholastic books. Noted the trip to Atlanta for the Deans was inspiring and quite the learning experience, using experiences to update our own house system. Professional development has also been a major priority.
Tiffany Randle asked about instruments and what avenue we were going with them.

V. Admissions Report

A. Admissions Report

Tiffany Randle noted enrollment numbers and Lakewood Meltdown event success.

VI. Operations Report

A. Operations Report

Deborah Zeffren noted the start of painting the water tower and WKYC coming to take footage. Pointed out the tuckpointing happening on the building, and the start of the playground phases. Orders are in for the first floor and our new cleaning crew is doing a fantastic job. Waterproofing company coming in and schoolmint has started syncing and working.

VII. Board Committees

A.

Tiffany Randle
Signed by Tiffany Randle on 8/26/2026

Audit & Finance

Jeffery Sugalski talked about last meeting going well. Reviewed financials and caught up to June and chair board report was well received. Meetin Tuesday - open invitation.

B. Development

Tiffany Randle noted development meeting happening on Tuesday. and more to come after that meeting.

C. Enrollment

Teri Harrison noted enrollment numbers. Discussion of retention goal and meeting new enrollment number goal. Continuing to increase numbers with focus on upping kindergarten numbers. Thanks to people who have volunteered at events.

D. Program Excellence

Sam Sherwood noted meeting coming up on the 28th and he will have more updates after that meeting.

VIII. Resolutions for Consideration: HR

A. New Hires

Jeffrey Sugalski made a motion to approve the hire of Hannah Downey as the office manager at the rate of 45,000 a year for FY 27.
Sam Sherwood seconded the motion.
The board **VOTED** to approve the motion.
Jeffrey Sugalski made a motion to approve the hire of Kimberley Cottrell as a school counselor at the rate of 46,000 a year for FY 27.
Sam Sherwood seconded the motion.
The board **VOTED** to approve the motion.
Jeffrey Sugalski made a motion to approve the hire of Zach Haines as a teacher at the rate of 38,000 a year for FY 27.
Sam Sherwood seconded the motion.
The board **VOTED** to approve the motion.
Jeffrey Sugalski made a motion to approve the hire of Cassandra Hightower as a Building Substitute at the rate of 35,000 a year for FY 27.
Sam Sherwood seconded the motion.
The board **VOTED** to approve the motion.
Jeffrey Sugalski made a motion to approve the hire of Brittany Johnston as an Intervention Specialist at the rate of 60,000 a year for FY 27.
Sam Sherwood seconded the motion.
The board **VOTED** to approve the motion.
Jeffrey Sugalski made a motion to approve the hire of Jennifer Ketcham as a Teacher at the rate of 45,000 a year for FY 27.

Tiffany Randle
Signed by Tiffany Randle on 8/26/2026

Sam Sherwood seconded the motion.
The board **VOTED** to approve the motion.
Jeffrey Sugalski made a motion to approve the hire of Jennifer Ketcham as a Teacher at the rate of 40,000 a year for FY 27.
Sam Sherwood seconded the motion.
The board **VOTED** to approve the motion.
Jeffrey Sugalski made a motion to approve the hire of Shannon Ford as the Office Coordinator at the rate of $20/hr start date August 3rd.
Sam Sherwood seconded the motion.
The board **VOTED** to approve the motion.

IX. Resolutions for Consideration: Operations

A. Insurance Renewal

Sam Sherwood made a motion to authorize Deborah Zeffren to renew the policies as presented.
Teri Harrison seconded the motion.
The board **VOTED** to approve the motion.

B. EMIS Representation Designation

Jeffrey Sugalski made a motion to designated Diane Smith as our EMIS rep for the 26/27 School year.
Sam Sherwood seconded the motion.
The board **VOTED** to approve the motion.

C. Seizure Action Plan Designated Employee

Sam Sherwood made a motion to designate Jessica Esway as the designated seizure response employee.
Jeffrey Sugalski seconded the motion.
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The board **VOTED** to approve the motion.

D. Administrative PTO Chart

Teri Harrison made a motion to approve the PTO chart as presented.
Jeffrey Sugalski seconded the motion.
The board **VOTED** to approve the motion.

E. 2026-27 Parent/Student Handbook

Jeffrey Sugalski made a motion to approve the 26/27 Student Parent handbook with minor adjustments as discussed.
Sam Sherwood seconded the motion.
The board **VOTED** to approve the motion.

Tiffany Randle
Signed by Tiffany Randle on 8/26/2026

F. Radio Purchase

Jeffrey Sugalski made a motion to authorize Deborah Zeffren to move forward with the purchase of radios from Western Reserve Communications as presented.
Sam Sherwood seconded the motion.
The board **VOTED** to approve the motion.

X. Resolutions for Consideration: Academic

A. GA Tax Exemption Form

Jeffrey Sugalski made a motion to authorize Jessica Esway to sign a tax exempt form for the state of georgia.
Sam Sherwood seconded the motion.
The board **VOTED** to approve the motion.

B. Virtual Learning Contract Renewal

Jeffrey Sugalski made a motion to authorize Jessica Esway to sign the agreement with edmentum as presented.
Sam Sherwood seconded the motion.
The board **VOTED** to approve the motion.

C. Near West Rec - Student Sports Sponsorship

Jeffrey Sugalski made a motion to authorize Jessica Esway to sign the sponsorship agreement with near west rec as presented.
Sam Sherwood seconded the motion.
The board **VOTED** to approve the motion.

D. Gifted Performance Indicator Opt-In

Jeffrey Sugalski made a motion to authorize Jessica Esway to sign the Gifted Performance report card.
Sam Sherwood seconded the motion.
The board **VOTED** to approve the motion.

E. Science Curriculum Renewal

Jeffrey Sugalski made a motion to authorize Jessica Esway to sign the agreement with Discovery Education as presented.
Teri Harrison seconded the motion.
The board **VOTED** to approve the motion.

F. Online Learning Plan

Sam Sherwood made a motion to reapprove our online learning day plan.
Jeffrey Sugalski seconded the motion.

Tiffany Randle
Signed by Tiffany Randle on 8/26/2026

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

G. 4th Floor Trip

FYI - note cost of DC trip and getting communications out early

XI. Resolutions for Consideration: Admissions

A. Enrollment Software Renewal

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

XII. Old Business

A. Old Business

Noted construction and such happening outside.

Sam Sherwood asked about timeline.
asked about plan for when kids come back - noted it will be gated off.

XIII. New Business

A. New Business

Tiffany Randle noted videographers in the building next week, encouraged board members to sign up. Strategic session next week. Check-in on website/information portal.

XIV. 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 7:26 PM.

Respectfully Submitted,
Caitlin Gessner

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 8/26/2026