APPROVED

Menlo Park Academy Governing Board

Minutes

Board Working Session

Working Session - Virtual

Date and Time
Thursday September 3, 2026 at 6:00 PM

The working session of MPA's governing board will be held virtually

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Directors Present
Jeffrey Sugalski (remote), Sam Sherwood (remote), Teri Harrison (remote), Tiffany Randle (remote), Vipin Shankar Chelakkot (remote)

Directors Absent
None

Directors who arrived after the meeting opened
Sam Sherwood

Guests Present
Deborah Zeffren (remote), Jessica Esway (remote)

I. Opening Items

A. Record Attendance

Sam Sherwood arrived.

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 3, 2026 at 6:29 PM.

II. Resolutions for Consideration: Operations

A. Storage Container Rental Agreement

B. New Hires

Jeffrey Sugalski made a motion to Hire marketing person.
Teri Harrison seconded the motion.
The board **VOTED** to approve the motion.
Jeffrey Sugalski made a motion to Add four people.
Vipin Shankar Chelakkot seconded the motion.
The board **VOTED** to approve the motion.
Jeffrey Sugalski made a motion to Add people to sub list pending application and references.
Vipin Shankar Chelakkot seconded the motion.
The board **VOTED** to approve the motion.

III. Resolutions for Consideration: Academic

A. Development Contract

Jeffrey Sugalski made a motion to Allow Jessica Esway to execute the contract with Lisa Paul Serek Consulting as presented.
Vipin Shankar Chelakkot seconded the motion.
Jeff mentioned she does a great job and is an excellent value.
The board **VOTED** to approve the motion.

B. General Service Agreement - Branding Materials

Jeffrey Sugalski made a motion to Approve Jessica Esway to sign the General Services Agreement with Laura Woyt.
Vipin Shankar Chelakkot seconded the motion.
The board **VOTED** to approve the motion.

C. Club Stipends

Jeffrey Sugalski made a motion to Approve the proposed stipend rate in the 2026-2027 club supplemental contract stipends as presented.
Teri Harrison seconded the motion.
The board **VOTED** to approve the motion.

D.

Change Order - Furnishing Deliveries

Teri Harrison made a motion to Approve Deborah Zeffren to sign the change order with Meteor Education as presented.
Jeffrey Sugalski seconded the motion.
The board **VOTED** to approve the motion.

E. Contract - House Social

Jeffrey Sugalski made a motion to Sign the agreement with Zelma Watson-George Skate Facility as presented.
Vipin Shankar Chelakkot seconded the motion.
The board **VOTED** to approve the motion.

F. Parent/Student Handbook - Update

Teri Harrison made a motion to Approve an update to the Parent/Student Handbook specific to charges for late pickup.
Jeffrey Sugalski seconded the motion.
The board **VOTED** to approve the motion.

IV. Goal Planning

A. Board Committees

Discussed board committee interest form submissions and next steps, including thoughts on volunteer team leads.

Follow up to gauge interest among proposed team leads and individuals qualified for committee participation.

B. Board Goals

Touch lightly on board goals and direction to review with input by next meetup.

C. OKRs

Discussion of OKR format and how the primary document functions across Objectives as a dashboard.

Discussion of measurability and original goals.

V. Funding Priorities

A. Funding Priority List

Discussion to review the priority list and provide ideas before the next board meeting. Examples: transportation being added or representing the internal refresh more fully.

B.

Master Plan - Indoor Phase 2

Reviewing over-winter break items for improvement (e.g., gym, cafeteria), with nothing finalized yet.

VI. 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 9:13 PM.

Respectfully Submitted,
Sam Sherwood

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.