

Manchester Community Schools - Board of Education Regular Meeting
November 17, 2025 - 6:00PM - In Person Jr/Sr High School Media Center & Zoom

Official Meeting Minutes

The Regular Board of Education meeting was called to order by President Sandra Wiitala at 6:00pm.

Members present: Sandra Wiitala, Michael Tindall, Jennifer Caszatt, Colleen Schoenfeld, Christine Deacons, Rebecca Harvey, Brandon Woods

The Agenda was approved as presented. Motion by Tindall, support by Caszatt. Vote: All yes (7-0)

Robert's Rules, the 6 steps of a motion were reviewed.

Motion by Caszatt support by Wiitala, to approve the minutes of:

- Regular Board of Education Meeting on October 20, 2025
- Board Operating Procedures Committee Meeting Minutes on October 28, 2025
- Capital Improvement Committee Meeting Minutes on November 12, 2025
- Finance Committee Meeting Minutes on November 13, 2025
- Policy Committee Meeting Minutes on November 13, 2025
- Board Operating Procedures Committee Meeting Minutes on November 13, 2025

Vote: All yes (7-0)

TREASURERS REPORT

The Treasures Report was approved Motion by Caszatt, support by Tindall. Vote: All yes (7-0)

COMMUNICATION

- A. Public Questions/Comments - None

OLD BUSINESS

1. Bank Michigan was approved as a depository for school district funds. Motion by Caszatt support by Wiitala. Vote: 6-1. Nay: Harvey.

NEW BUSINESS

- A. MCS Audit-The Board accepted the 2024-2025 audit for the District as presented by S. Cajic. Mr Head thanked Shannon Cajic for all the work she does for our district. Motion by Schoenfeld, support by Tindall. Vote: All yes (7-0)
- B. Interactive Gym for Klager was approved as presented by B. Bruursema. Motion by Harvey support by Woods. Vote: All yes (7-0)
- C. CTE - J Walsh presented on Career Day that was held at the Jr Sr High School, and The Field trip request for STEM to travel to New Orleans was approved by the Board. Motion by Deacons support by Tindall. Vote: All yes (7-0)
- D. Manchester Community Schools Bond Project Update- Riverside Intermediate School. The Board discussed the progress and approved the 100% Construction Document Estimate and Plans for the Riverside Intermediate School Bond Project based on the CIC Committee's recommendation, Motion by Tindall, support by Schoenfeld. Vote: (6-1) Nay: Harvey
- E. Policies - First Look were presented. The Board then discussed the First Look Policies.
1. **Revised**
- PO 1623 - Section 504/ADA Prohibition Against Disability Discrimination in Employment

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- PO 2210 - Curriculum Development
 - PO 2260 - Nondiscrimination and Access to Equal Educational Opportunity
 - PO 2260.01 - Section 504/ADA Prohibition Against Disability Discrimination in Employment
 - PO 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities
 - PO 2412 - Homebound Instruction Program
 - PO 3123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment
 - PO 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment
 - PO 4162 - Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety-Sensitive Functions
 - PO 5120 - Assignment Within District
 - PO 5460 - Graduation Requirements
 - PO 5517.01 - Bullying and Other Aggressive Behavior Towards Students
 - PO 7540.02 - Web Accessibility, Content, Apps, and Services
 - PO 8300 - Continuity of Organizational Operations Plan
 - PO 8305 - Information Security
2. ****Replacement****
- PO 1422 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment
3. ****Rescinded****
- PO 1422.02 - Nondiscrimination Based on Genetic Information of the Employee
 - PO 1622 - Anti-Harassment
 - PO 3122.02 - Nondiscrimination Based on Genetic Information of the Employee
 - PO 3362 - Anti-Harassment
 - PO 4122.02 - Nondiscrimination Based on Genetic Information of the Employee
 - PO 4362 - Anti-Harassment

PERSONNEL REPORT

1. New Hires & Position Changes - None
2. Resignations -

Department	Position	Name	Exit Date	District	3rd Party
Athletics	MS Wrestling Coach	Iain Neff	10/18/2025		X

3. Retirement - None

The Personnel Report was approved by the Board. Motion by Wiitala, support by Deacons. Vote: All yes (7-0)

DISCUSSION ITEMS/REPORTS

- A. Klager / MECC - We're so excited to be growing our STEM/STEAM initiatives here at Klager and creating new opportunities for our learning community. Manchester Jr/Sr High School students came to read with Klager students! Klager Elementary held its annual Halloween Parade, with students and staff proudly showing off their fall and Halloween costumes as they walked around the school.

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- B. Riverside - We are developing a reward system for students at Riverside, and we will start with Q2. For students who have 3 or fewer missing assignments and no behavior referrals during Q2, we will be heading over to the Jr/Sr High School to watch a movie in the auditorium on December 17. Planning for the Senior Citizen Luncheon has started! The World's Finest Chocolate Fundraiser sold 218 boxes of chocolate.
- C. Jr. - Sr. High School - On Thursday, November 20, representatives from the South & West Washtenaw Consortium (SWWC) will visit our sophomore class to share information about the wide range of Career and Technical Education (CTE) programs available to students in their junior and senior years. On Thursday, November 20, representatives from the South & West Washtenaw Consortium (SWWC) will visit our sophomore class to share information about the wide range of Career and Technical Education (CTE) programs are available to students in their junior and senior years.
- D. Athletic Department - Winter sports are starting this month. It appears we will have enough for a JV girls basketball team this year. We will be posting for a JV Girls basketball coach. We interviewed for a competitive cheer coach and chose Chelsea Kapuniai. Manchester will be hosting the MHSAA Wrestling Team Districts on 2/12 and the MHSAA Boys Basketball Districts on 2/23, 2/25, and 2/27.
- E. Special Education - We continue to experience challenges with recruiting paraprofessionals to support the students with academic and behavioral needs. This has resulted in the need to reassign staff from Klager to RIS to enhance compliance with IEP mandate services.
- F. Technology - Now that the needs for Klager Construction are done for Technology, the teams will be coming in during the Thanksgiving break to finish installing the speakers and wiring. We are working on finishing the remaining items at Klager, including some wiring that was rerouted during construction and some intercom speakers that have been identified as not functioning.
- G. Business Office - Prepared and presented audit findings and budget amendments for the 2024-2025 school year.
- H. Buildings & Grounds - None
- I. Food Service - A celebration of all things School Lunch, centred around the theme of "Taste the World: Your School Lunch Passport", was a big success and resulted in a large increase in lunch sales across all three schools. Many of the international dishes were popular and have since been requested by students as additions to our general menu! So keep your eye out for Jerk Chicken, Yakisoba Noodles, Calzones, Walking Tacos and Indian-Style Butter Chicken to be recurring features in our schools.
- J. School Nurse - Optional Flu Vaccine Clinic was October 21 for staff/students with the Washtenaw County Health Department was also a success, with more students/staff than last year. Now completed all 3 building Emergency Response Drills with dedicated assigned emergency response teams.
- K. PTSA- None
- L. PTO -None

SUPERINTENDENT REPORT - S. Head - We will be having a CTE meeting in the next month to review and update for this year. More information will be forthcoming. The buildings will develop strategies to help support the goals of Student Achievement, Climate, and Culture. Our school has had very impressive growth in test scores. We are working to get more systemic with what we do.

OTHER - Board - The Board discussed the updates from the Committees and scheduling moving forward. Caszat shared the updates from her time as a Voting Delegate and the classes that she took at the MASB Conference. She also shared that the Conferences at MASB are a valuable opportunity, and she has received the Level II Award of Merit.

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PUBLIC PARTICIPATION -

- A. Houtkier - Representing the Music Boosters. Thank you to everyone who supported the EMU field trip that allowed students to visit the EMU Band.

UPCOMING DATES

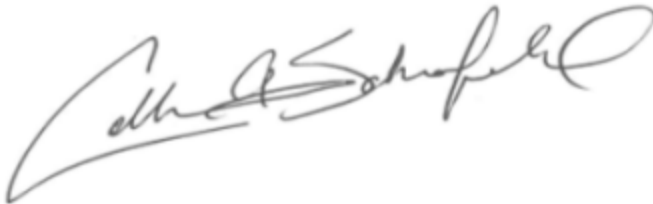
- November 24, 2025, Grandparents Day
- November 26-28, 2025: Thanksgiving Break No School
- December 3, 2025 - Senior Citizen Luncheon
- December 8-12, 2025 - Riverside Penguin Patch
- December 15, 2025 - Regular Board of Education Meeting

OTHER -

ADJOURNMENT

Motion by Caszatt, support by Tindall, to adjourn the meeting at 7:57pm. Roll call vote: All yes (7-0)

Kind regards

A handwritten signature in black ink, appearing to read 'Colleen Schoenfeld', written in a cursive style.

Colleen Schoenfeld
Board of Education Secretary
CS/dm