

Manchester Community Schools - Board of Education Regular Meeting  
In-Person; Jr-Sr High School Media Center  
December 15, 2025 – 6:00pm

**Unofficial Meeting Minutes - Regular Meeting**

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

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

Absent: Rebecca Harvey

The Agenda was approved. Motion by Deacons, support by Tindall. Vote: Yes (6-0)

Motion by Tindall, support by Caszatt to approve the Minutes of the:

Regular Meeting on November 17, 2025

Board Operating Procedure Committee December 1, 2025

Capital Improvement Committee Meeting on December 10, 2025

Vote: Yes (6-0)

Motion by Caszatt, support by Deacons to accept the Treasurer's Report as presented. Vote: Yes (6-0)

**COMMUNICATION**

- A. Public Questions/Comments - None

**OLD BUSINESS**

- A. ALTERNATIVE FUEL BUSES EV/PROPANE PRESENTATION AND DISCUSSION led by CAJICand PRESTIA with special guests Ryan Zic and Scott Gray.

- a. The EV bus vote that took place on October 21, 2024, was rescinded by the Board. Motion by Tindall, support by Caszatt. Vote: Yes (6-0). Rebecca Harvey arrived at 6:33pm.

- B. POLICIES

- i. REVISED

- 1. [PO 1623](#) - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
    - 2. [PO 2210](#) - CURRICULUM DEVELOPMENT
    - 3. [PO 2260](#) - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
    - 4. [PO 2260.01](#) - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
    - 5. [PO 2266](#) - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES
    - 6. [PO 2412](#) - HOMEBOUND INSTRUCTION PROGRAM
    - 7. [PO 3123](#) - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
    - 8. [PO 4123](#) - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
    - 9. [PO 4162](#) - CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR COMMERCIAL MOTOR VEHICLE (CMV) DRIVERS AND OTHER EMPLOYEES WHO PERFORM SAFETY SENSITIVE FUNCTIONS
    - 10. [PO 5120](#) - ASSIGNMENT WITHIN DISTRICT
    - 11. [PO 5460](#) - GRADUATION REQUIREMENTS
    - 12. [PO 5517.01](#) - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARDS STUDENTS
    - 13. [PO 7540.02](#) WEB ACCESSIBILITY, CONTENT, APPS AND SERVICES
    - 14. [PO 8300](#) - CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN
    - 15. [PO 8305](#) - INFORMATION SECURITY

- ii. REPLACEMENT

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1. [PO 1422](#) - NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT
- iii. RESCINDEND
  1. [PO 1422.02](#) - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE
  2. [PO 1622](#) - ANTI-HARASSMENT
  3. [PO 3122.02](#) - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE
  4. [PO 3362](#) - ANTI-HARASSMENT
  5. [PO 4122.02](#) - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE
  6. [PO 4362](#) - ANTI-HARASSMENT

The Board approved the policies. Motion by Schoenfeld, support by Tindall. Vote: Yes (7-0)

**NEW BUSINESS**

- A. Manchester Community Schools Bond Project Update- Riverside Intermediate School. The Board discussed the progress and approved the construction contract recommendations for the Riverside Intermediate School Bond Project based on the CIC Committee's recommendation, Motion by Tindall, support by Deacons. Vote: (6-1) Nay: Harvey
- B. The Board discussed the 35m grant and the Committee for Literacy Achievement/HQ Literacy materials. The Board approved the grant purchase as proposed. Motion by Deacons, support by Caszatt. Vote: Yes (7-0)

**PERSONNEL**

A. New Hires / Position Changes

Department	Position	Name	Hire Date	District	EDUstaff
MECC	Assistant Teacher	Donnay Mahoney	11/10/2025		X
MECC	Toddler Lead Teacher	Aimee Adams	11/17/2025		X
Special Education	Paraprofessional - Riverside	Ella Naebecki	12/4/2025	X	
Junior/Senior High	Student Support Coordinator	Juston Lindeman	1/5/2026	X	
Transportation	Bus Driver	Shirley Venia	12/2/2025		X
Athletics	JV Girls Basketball Coach	Michele Hein	12/1/2025		X
Athletics	Middle School Boys Wrestling Coach	Ben Gautz	12/1/2025		X

B. Resignations

***Relationship to District***

Department	Position	Name	Exit Date	District	EDUstaff
Transportation	Mechanic will continue as a sub as needed/available	Michael Bemis	11/30/2025	X	Transportation

The personnel report was accepted as presented; motion by Tindall, support Deacons. Vote: Yes (7-0)

C. Open Positions - Available on website

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D. Recognition of Changes in Teacher Probationary Status

The Board approved the recognition of changes in probationary status to be accepted as presented. Motion by Schoenfeld, support from Tindall. Vote: Yes (7-0)

The status of teacher progress in steps of probation as summarized below. Effective immediately and based on the availability of employment, the following teachers and other certified staff are recognized to be at the following stage:

**2nd Year Probation**

Laura Hubbard  
Carla Freeman  
Erica Finnegan

**3rd Year Probation**

Jenna Boehlke

**4th Year Probation**

Kaitlyn Wilkins

**Continuing Employment**

Kathleen Wahl

DISCUSSION ITEMS/REPORTS

- A. Klager / MECC - This December Klager leadership presented to educational leaders across the state of Michigan at the MEMSPA Conference, sharing best leadership practices to increase productivity and success without the burnout. Grandparents Day was a huge success this year at Klager. Grandparents were warmly welcomed into the school to enjoy student songs, classroom activities, and a festive photo booth that captured special memories. Klager 2nd grade students read the story "Stone Soup" and learned the importance of community and care.
- B. Riverside - On December 3rd, we hosted the Senior Citizen Luncheon. I want to highlight the time and effort put in by Carolyn Supers for organizing the event. Mr. Schoendorff and Ms. Kezelian did a great job preparing the musical performance. Thank you to Katie Altherr with our student council group for helping with planning, preparation, and working during the event.
- C. Jr. - Sr. High School - December has been a strong and spirited month at the Jr./Sr. High School, filled with students engagement, celebration, and the continued momentum of our winter activities.
- D. Athletic Department - Winter sports have begun. Good luck to all of our winter teams and athletes.
- E. Special Education -The MDE-OSE released a new guidance document pertaining to the requirements when conducting Functional Behavioral Assessments (FBA) with the aim to ensure compliance with key obligations under IDEA to identify the function of behavior and develop effective, individualized supports and instructional strategies that promote access to general education.
- F. Technology - For continuing improvement and reviewing the existing systems, we have identified a few areas for improvement. With the holidays coming and a few other emergencies that have come up, we will be publishing these in January. This will give me more time to create more detailed planning documentation and maximize the interest from vendors.
- G. Business Office - Has been busy working on the 35m Grant Award and purchase request, and wrapping up tasks for the 2025 calendar year.
- H. Buildings & Grounds - Has been busy planning Bond work while maintaining the various needs of each building and property. As well as helping to support the various activities at each of the schools with setup and cleanup.

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- I. Food Service - Grandparents Day at Klager- Huge shout-out to our Klager team, Lynnette, and Joanne for putting on an amazing breakfast spread. All students and guests had an option of three entrees: pancakes/sausage, breakfast pizza (a student favorite!), and a mixed berry parfait, as well as access to milk, coffee, and an assortment of fruit. Senior Luncheon at Riverside (12/03)- Jill and Meghann put out a spectacular holiday meal buffet featuring turkey (roasted and carved onsite by Jill in the days leading up to the event), mashed potatoes, gravy, green beans, rolls, and cookies.
- J. School Nurse - Working on a work wellness program for staff to implement at the beginning of January. Added new students to the Manchester District MCIR records for immunization reporting
- K. Special Service - Title I Plan Training with Wesley Seeley (Education Consultant, Office of Educational Supports with the Michigan Department of Education: This training provides direction and support on Title I planning, implementation, and evaluation. I also attended Dyslexia Training as the district representative, "Dyslexia Handbook: Meeting of the Minds" hosted and provided by the Washanaw ISD. This training is critical training on how to use the Handbook, created to be used by school districts to ensure our students are provided with all support and guidance for educators.
- L. PTSA - None
- M. PTO - Will be forming subcommittees to help plan and execute the Klager Carnival, the Loved One & Me Dance and Teacher/Staff Appreciation Week. Next PTO Meeting: Friday, January 9 at 3:20 PM in Klager Cafeteria
- N. Board - The Board Operating Procedures Committee is working on an item for next month.

SUPERINTENDENT - The two district-wide goals are Student Achievement and Climate and Culture these will be driving our goals throughout the year. It's very exciting to see these implemented.

PUBLIC PARTICIPATION

- A. Carver from Adrian Mechanical talked about the positive experience of their work at Klager.

KUDOS

- Mr. Johns at Riverside was recognized for outstanding dedication and positive impact on our community.

CLOSED SESSION EXECUTIVE REVIEW

Motion to go into closed session by Schoenfeld, support Deacons. Roll call vote: All yes (7-0) 7:38pm

Motion to return to open session by Schoenfeld, support Deacons. Roll call vote: All yes (7-0) 8:45pm

Wiitalla asked that the Board share their supporting documents as soon as possible.

UPCOMING DATES

- December 20, 2025 -January 4, 2025- Winter Break-No school
- January 5, 2026- School Resumes
- January 16, 2025- End of the First Semester
- January 19, 2026- MLK Day- No School
- January 20, 2026- Organizational and Regular Board Meeting -Tuesday at 5:00pm

OTHER - none

ADJOURNMENT

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Motion by Caszatt, support by Deacons to adjourn the meeting at 8:46pm. Vote: All yes (7-0)