

Unofficial Meeting Minutes - Regular Meeting

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, Sarah Roth, Brandon Woods.

Absent: Rebecca Harvey.

Agenda was approved with a motion by Tindall, support by Wiitala. Roll call Vote: All Yes; 6-0

Minutes of the Regular Board Meeting on March 17, 2025 were approved with amendment. Motion by Tindall, support by Roth. Roll call Vote: All Yes; 6-0

Minutes of the Policy Committee Meeting on March 18, 2025 were approved. Motion by Schoenfeld, support by Wiitala. Roll call Vote: All Yes; 6-0

Minutes of the Capital Improvement Committee Meeting on April 16, 2025 were approved. Motion by Tindall , support by Roth. Roll call Vote: All Yes; 6-0

TREASURER'S REPORT - Accepted as presented. Motion by Schoenfeld, support by Roth. Roll call Vote: All Yes; 6-0

COMMUNICATION

A. Public Questions/Comments

- J. Wilkins - Disappointment with possible layoffs
- K. Wilkins - Disappointment with possible layoffs

OLD BUSINESS

A. Superintendent Search Update -

- March 24 May 12-14 First round interviews conducted 5:00 p.m.
- Thurs., May 15 Finalists selected 5:30 p.m.
- May 19-21 Finalist interviews conducted; each finalist meets with stakeholder 7:00 p.m. groups prior to interview with Board Thurs.
- May 29 District tours/meet and greet Mon,
- June 2 Selection of superintendent 5:30 p.m. Week of June 16 Board action to hire new superintendent (tentative)
- July 1 New superintendent's first official work day (tentative)

B. Superintendent Evaluation Update - The Superintendent Evaluation will take place on May 15,2015 at the Regular Board Meeting in Closed Session.

1. Artifacts - Dr Bezeau will share with the Board the summary, feedback, and self evaluation of the Survey with the Board.

C. Board Protocols Review, President Wiitala - Manchester Community Schools Board of Education Protocols approved 7-17-23 were reviewed.

NEW BUSINESS

- A. Hot Rod Motorcycle Awareness & Suicide Prevention - Presented on bench donations for mental health and suicide awareness.
- B. Field Trip Request - That the Board accepted the Manchester Jr./Sr. High School Entrepreneurial STEM Field Trip Request as presented. Motion by Schoenfeld, support by Tindall. Roll call Vote: All Yes; 6-0
- C. Curriculum - First Look

1. High School Curriculum - Course Descriptions 2025-2026 - The Board will review this information for the next regular meeting.
 2. Riverside Intermediate Curriculum - Course Descriptions 2025-2026 - The Board will review this information for the next regular meeting.
 3. Klager Luther Elementary Curriculum - Course Descriptions 2025-2026 - The Board will review this information for the next regular meeting.
- D. Community Resource Center Contract Renewal - The Board accepted the contract as presented. Motion by Tindall, support by Schoenfeld. Roll call Vote: All Yes; 6-0
- E. Wiitala motioned, and was supported by Tindall, to nominate Jennifer Caszatt as the Designated Electoral Representative for the ISD Biennial Election. Nominations were closed; Motioned by Wiitala , supported by Schoenfeld. Roll Call Vote: All yes 6-0
- Sandra Wiitala - Caszatt
 - Michael Tindall - Caszatt
 - Jennifer Caszatt - Caszatt
 - Colleen Schoenfeld - Caszatt
 - Michael Tindall - Caszatt
 - Brandon Woods - Caszatt
- Wiitala motioned, and was supported by Roth, to nominate Colleen Schoenfeld as the Alternate Designated Electoral Representative for the ISD Biennial Election. Nominations were closed; Motioned by Wiitala , supported by Tindall. Roll Call Vote: All yes 6-0
- Sandra Wiitala - Schoenfeld
Michael Tindall - Schoenfeld
Jennifer Caszatt -Schoenfeld
Colleen Schoenfeld - Schoenfeld
Michael Tindall - Schoenfeld
Brandon Woods - Schoenfeld
- F. Administrative Contract Update
1. Administrative Employment Contract Extension
 - a. Joshua Lindeman - Principal
The Board approved the contract extension as presented; motion by Tindall, support by Woods.
Roll Call Vote: All yes; 6-0
 - b. Widad Luqman - Principal
The Board approved the contract extension as presented; motion by Tindall, support by Wiitala. Roll Call Vote: All yes; 6-0
 - c. John Wilkins
The Board approved the contract extension as presented; motion by Roth, support by Tindall. Roll Call Vote: All yes; 6-0
 2. Administrative Employment Contract Renewal
 - a. Ben Bruursema - Technology Director
The Board approved the contract extension as presented; motion by Schoenfeld, support by Tindall. Roll Call Vote: All yes; 6-0
 - b. Shannon Cajic - Finance Director
The Board approved the contract extension as presented; motion by Roth, support by Schoenfeld. Roll Call Vote: All yes; 6-0
 - c. Christy Corkin - GSRP Lead Teacher

The Board approved the contract extension as presented; motion by Tindall, support by Wiitala. Roll Call Vote: All yes; 6-0

d. Danielle Dettling - GSRP Teacher

The Board approved the contract extension as presented; motion by Schoenfeld, support by Tindall. Roll Call Vote: All yes; 6-0

e. Bryan Houttekier - Buildings & Grounds Coordinator

The Board approved the contract extension as presented; motion by Roth, support by Tindall. Roll Call Vote: All yes; 6-0

f. Darcy Matthies - Accounts Payable/Central Office Staff

The Board approved the contract extension as presented; motion by Schoenfeld, support by Tindall. Roll Call Vote: All yes; 6-0

g. Laura Neal - Human Resource Coordinator/Payroll

The Board approved the contract extension as presented; motion by Roth, support by Tindall. Roll Call Vote: All yes; 6-0

- G. Regular Scheduled Board Meeting Amendment - The Board approved the amendment of the Regular Board of Education meeting moving from Monday, May 19, 2025 to Thursday, May 15, 2025 at 6:00pm. Motion by Wiitala, support by Schoenfeld. Roll Call Vote: All yes; 6-0
- H. Klager Intercom and Clock System - The Board approved the proposed presentation for the Klager Intercom and Clock System. Motion by Tindall, support by Wiitala. Roll Call Vote: All yes; 6-0
- I. Klager Classroom Technology - The Board approved the proposed presentation for the Klager Classroom Technology. Motion by Wiitala, support by Tindall. Roll Call Vote: All yes; 6-0
- J. Manchester - Napoleon Soccer Cooperative Agreement - The Board approve the proposed MHSAA Manchester - Napoleon Soccer Cooperative agreement as presented. Motion by Schoenfeld, support by Wiitala. Roll Call Vote: All yes; 6-0
- K. Food Service Chartwells Renewal 2025-2026, MDE Approval - That the Board approved the Chartwells Food Service Contract Renewal as presented. Motion by Tindall, support by Wiitala. Roll Call Vote: All yes; 6-0
- L. Month End Board Report - S. Cajic Presented on options for Month End Report. 7:08pm Rebecca Harvey arrived at the meeting.
- M. 2024-2025 Proposed Budget Resolution - - That the Board approved the General Appropriations Resolution for the Capital Project Milage Fund as presented. Motion by Tindall, support by Roth. Roll Call Vote: All yes; 7-0
- N. Klager Furniture Design - The Board approved the proposed Luther C. Klager Elementary Bond Project FFE Recommendation Letter for furnishings as presented. Motion by Tindall, support by Wiitala. Roll Call Vote: All yes; 7-0
- O. Resolution - Reduction in Force/Layoffs - The Board did not approve the Resolution as proposed. Roll Call Vote: 3(Yay) - 4(Nay) Yay: Wiitala, Tindall, Schoenfeld Nay: Caszatt, Roth, Harvey, Woods.
- P. Board Policies - First Look
 - a. Revisions- First Look
 - i. 0131.1 - Bylaws and Policies
 - ii. 2340 - Field and Other District-Sponsored Trips
 - iii. 3430 - Leaves of Absence (Professional Staff)
 - iv. 4430 - Leaves of Absence (Support Staff)
 - v. 5320 - Immunization
 - vi. 5330 - Use of Medications
 - vii. 5330.01 - Epinephrine Auto-Injectors

- viii. 5350 - Student Suicide
- ix. 5460 - Graduation Requirements
- x. 8320 - Personnel FilesS
- xi. 8500 - Food Services
- xii. 8510 - Wellness
- b. New- First Look
 - i. 1430 - Leaves of Absence (Administration)
- c. Rescinded- First Look
 - i. 8640 - Transportation for Field and Other District Sponsored Trips
- d. Title IX Policies - For Immediate Action
 - i. Rescinded - 2264 - Nondiscrimination on the Basis of Sex In Education Programs or Activities (2024 version)
 - ii. Revised - 2266 - Active Nondiscrimination on the Basis of Sex In Education Programs or Activities

The Board approved the Title IX Policies 2264 (rescinded) and 2266 (revised) as presented.
Motion by Harvey, support by Roth. Roll Call Vote: All yes; 7-0

Q. Handbook Updates - First Look

- a. Jr/Sr High Student Handbook - The Board will review this information for the next regular meeting.
- b. Riverside Student Handbook - The Board will review this information for the next regular meeting.
- c. Luther C Klager Student Handbook - The Board will review this information for the next regular meeting.
- d. Employee Handbook - The Board will review this information for the next regular meeting.
- e. Athletic Handbook - The Board will review this information for the next regular meeting.

PERSONNEL REPORT

A. New Hires

Department	Position	Name	As of Date	District	Third Party
Buildings & Grounds	Custodian	April Grz	3/31/2025	X	
Admin	JSr High School Principal	Joshua Lindeman	4/17/2025	X	

The new hires were accepted as presented. Motion by Woods, supported by Harvey. Roll call Vote: All Yes; 7-0

B. Resignations

Department	Position	Name	As of Date	District	Third Party
Junior/Senior High School	Athletic Secretary & Absence Clerk	Keely Broughman - Sanders	4/11/2025	X	
Athletics	8th Grade Volleyball Coach	Jill Corwin	4/3/2025		X

Exiting personnel were accepted as presented. Motion by Wiitala, support from Tindall. Roll call Vote: All Yes; 7-0

C. Retiring

1. Karen Lorincz - Ms. Lorincz retirement from Manchester Community Schools, at the completion of the 2024-2025 school year, was accepted as presented. Dr. Bezeau recognized Ms Loincsz for being the

Transportation Director and Bus Driver helping our district. Motion by Harvey, support from Caszatt. Roll call Vote: All Yes; 7-0

Roth - Last month Ms. Birgys retirement was approved last month and she will be missed.

D. Accomplishment

Recognizing Technology Director Benjamin Bruursema's achievement of obtaining his Chief Technology Officer certification through Michigan School Business Officials certification program.

Woods - W. Luqman - Finished Kellogg Leadership

E Recognition of Changes in Teacher Probationary and Tenure Status

1. The status of teacher progress in steps of probation and tenure status is summarized below. Effective the start of the 2024-2025 school year and based on the availability of employment, the following teachers are recognized to be at the following stages.

1. The status of teacher progress in steps of probation and tenure status is summarized below. Effective the start of the 2025-2026 school year and based on the availability of employment, the following teachers are recognized to be at the following stages.

2nd Year Probation

Nicole Clark
Mark Davis
Jenna Kezelian
Patricia Koval
Nolan Peterson
Sarah Sherrick
Kylene Smither

3rd Year Probation

Jodie Boehlke
Joseph Freeman
Kayla Krioukova
Shannon Morton

4th Year Probation

Lydia Coval
Deidra LaPointe
Isabella Lehrer
Carla Zygnier

Tenure

Allyson Kristensen
Devin Girbach
Krista Scharpenberg

Continuing Employment

none at this time

The Board recognizes teacher progress towards tenure, continued employment, and tenure as outlined above. Motion by Roth, support by Wiitala. Roll call Vote: All Yes; 7-0

F. Open Positions - Please see online

DISCUSSION ITEMS/REPORTS

- A. Klager / MECC -The Y5/Kindergarten Information Night and it was a huge success. Congratulations to March's Students of the Month, we are so proud of our little leaders! Klager Elementary recently hosted another successful Kindergarten Round-Up on April 9, 2025. This event brought together excited children and their families as they prepared for the upcoming school year.

- B. Riverside - The Manchester Community Schools Summer 2025 Summer Camps, which will be held throughout Riverside Intermediate School, are now open for registration. The camps will be held June 16th through August 1st, 2025. Anyone interested in registering or has questions should contact our fantastic Summer Camp Coordinator, Katie Altherr via email at kaltherr@mc.k12.mi.us.
- C. Jr-Sr High School - One hundred presenters from throughout the country were invited to present at the National Hi Tec Conference, including Manchester's Entrepreneurial STEM Program. Here's everything you need to know about the Book Fair: Dates: 05/05/2025-05/09/2025 - Location: Jr/Sr High School Media Center. We are proud to share that the varsity girls' basketball team has received Academic All-State Honors from the Basketball Coaches Association of Michigan (BCAM)! With an impressive weighted team GPA of 3.7094. Two welding students from Manchester competed in the SkillsUSA state meet through SWWC. Congratulations to Malic Magnusson for finishing first overall in the State in TIG Welding. Zoller Industries is graciously donating a tool changer for the Manchester Industrial Arts program to help organize and utilize the Mill that WCC donated to the program. Great job Mr. Freeman for your hard work and dedication to this program.
- D. Athletics - Spring sports have started, Good luck to all of our spring sports teams!! The Hots Rods Motorcycle Awareness and Suicide Prevention Foundation have donated 2 benches with suicide prevention numbers to the school for our use. Due to the construction there will be no home track meets. Girls soccer is playing their home games on the grass practice field to the east of the high school. (We will not be taking admissions for girls' soccer this year as there is no way to control where people enter the field from. Baseball and softball home events will go on as normal, we are charging admission for those games.
- E. Special Education - As we near the conclusion of the 2024–2025 school year, I'm pleased to share that we have successfully addressed the backlog of evaluations. Several referrals are still in progress, with IEP meetings scheduled throughout April and May. Staff have been informed of the April 25, 2025, deadline for submitting any new referrals. This timeline allows special education staff adequate time to complete evaluations before the final teacher workday on June 6, 2025.
- F. Technology - None.
- G. Business Office - The budget creation for the upcoming 2025-2026 fiscal year is in progress, and meetings with admins have started to dive deeper into each department to assess the needs and review any foreseen changes. More information will be forthcoming as we continue to work on the budgets, and the Finance Committee will be meeting in May for further discussions.
- H. Buildings & Grounds - We have been working closely with the staff at Klager to remove things not needed at this time and get them to storage on site. This has been going smoothly, the plan is to have the building emptied and ready for bond work in June.
- I. Student Report - Future Decision day is coming up for seniors - Thursday, May 1st 2025. This is the day most colleges want a commitment concerning seniors' plans for this Fall. Band festival for 9th-12th graders is also May 1st, 7th and 8th grade band festival is May 2nd. Seniors' last day of school is Friday, May 16th. Walk throughs will take place at Klager, Riverside, and the Junior/Senior High School.
- J. School Nurse - Emailed all current 6th grade parents about need for updated immunization record going into 7th grade. Entered kindergarten/young 5's into MICR system for reporting immunizations. Scheduled end of year sports physicals for athletes who need them for next year, June 4th 3-5 p.m. @ high school by lockers.
- K. PTSA - Working with Mr Lindeman and the Student Council for Mayhem this year, Spring Fling for 2026 and Prom help.
- L. PTO -
 - Field trip season has begun! Teachers have been planning their events and giving the info to the PTO for reimbursement of the planned portion of the cost Teacher Appreciation Week

- The PTO is hard at work planning various treats and surprises for Staff Appreciation week, May 5-9! Loved on and Me Dance
- A request was submitted to the PTO to put on the Loved One and Me Dance this year, and the board voted yes to make sure this beloved event still happens.
- This year's dance will be Saturday, May 17th and will be for Klager and Riverside families.
- The PTO is still searching for new board members for the 2025/2026 school year! Any interested persons should please attend the next PTO meeting on Friday, May 9th at 3:20 pm, in the Klager Cafeteria. You can also email the board at pto@mcs.k12.mi.us

Kroger / Buschs:

- Any community member can help support the PTO and our schools by signing up for Kroger Community Rewards and Busch's Cash for Education. Instructions can be found on the PTO website.

Board -

President Wiitala, Small Board Robert's Rules information - Motions before discussions were discussed.

R. Harvey - Girls Soccer has won the last 4 games! Their Coach is great and amazing! My condolences to the Garrison family.

SUPERINTENDENT REPORT - Dr. Bezeau - It has been a difficult day for Manchester with Lisa Garrison's passing. She has 25 years of service. A moment of silence was taken. R. Smith will have flowers for sale beginning May 10, 2025.

PUBLIC PARTICIPATION

1. T. Herron - Disappointment with possible layoffs
2. J. Bushaw - Parent support to help grow District
3. L. Neal - Administration support
4. R. Harvey - Soccer Coach salary request to be added to schedule B

UPCOMING DATES

- Early Release - May 2, 2025
- Prom - May 3, 2025
- Regular Board Meeting - May 15, 2025
- Loved One and Me Dance - May 17, 2025
- Memorial Day, No School - May 26, 2025
- Baccalaureate - May 19, 2025
- Graduation Ceremony - June 1, 2025
- Sports Physicals - June 4, 2025
- Last Day of School is a Half Day - June 6, 2025

ADJOURNMENT

Motion by Roth, support by Wiitala to adjourn meeting at 8:33pm. Roll call Vote: All Yes; 7-0

Kind regards,

A handwritten signature in black ink, appearing to read "Colleen Schoenfeld". The signature is fluid and cursive, with a large initial "C" and a long, sweeping underline.

Colleen Schoenfeld
Board of Education Secretary
CS/dm