

Manchester Community Schools - Board of Education Regular Meeting  
Jr/Sr High School 20500 Dutch Dr. Manchester, MI 48158  
May 16, 2025 at 6:00pm In-Person & via Zoom

### **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, Rebecca Harvey, Sarah Roth,

Members absent: Brandon Woods

Agenda was approved by Tindall, supported by Roth. Roll call vote: 6-0

#### **OFFICIAL MEETINGS REPORTS**

Minutes of the Capital Improvement Committee Meeting on May 14, 2025 were approved. Motion by Tindall, support by Roth. Roll call vote: 6-0

Minutes of the Special Meeting on May 14, 2025 were approved. Motion by Roth, support by Tindall.  
Roll call vote: 6-0

#### **TREASURER'S REPORT**

The Treasurer's report was accepted as presented. Motion by Tindall, support by Caszatt. Roll call vote: 6-0

#### **COMMUNICATION**

- A. Public Questions/Comments - None

#### **OLD BUSINESS**

- A. Superintendent Search Update

- 2. Monday, May 19 - Sean Wightman
- 3. Tuesday, May 20 - Steven Head
- 4. Wednesday, May 21 - Stephen Keskes

The schedule for each day is as follows, with all meetings held in the High School media center:

##### Finalist Q & A

- 1:00 - High School student leadership group
- 2:00 - District administration & leadership team
- 3:15 - Staff members
- 4:30 - Parents & community members

##### Finalist second interview

- 6:30 - Presentation & interview question

- B. WISD Election Representatives and Vote Casting

- 1. The designated representative and alternate are future directed to cast a vote on at least the first ballot on behalf of this Board for Eric John Roberts and Mary Jane Tramontin for a 6 year term Motioned by Wiitala , supported by Tindall. Roll call vote: 6-0
- 2. The designated representative and alternate are future directed to cast a vote on at least the first ballot on behalf of this Board for Dorcas Musili for a 2 year term Motioned by Schoenfeld, supported by Caszatt. Roll call vote: 6-0

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3. The Board approved the designation of Jennifer Caszatt as the representative of this Board for the electoral body, which will elect one (1) candidate to the vacancies on the ISD Board on Monday, June 2, 2025 and Colleen Schoenfeld as an alternate. Motion by Wiitala, support by Tindall. Roll call vote: 6-0

C. Curriculum

1. Jr Sr High School Course Descriptions -First Look
2. Riverside Intermediate Course Descriptions - Course descriptions were approved as presented. Motion by Tindall, support by Caszatt. Roll call vote: All yes (6-0)
3. Klager Course Descriptions - Course descriptions were approved as presented. Motion by Roth, support by Tindall. Roll call vote: All yes (6-0)

B. Handbook Updates

1. Jr/Sr High School Student Handbook - First Look
2. Riverside Student Handbook  
The Board approved the handbook as presented. Motion by Tindall, support by Roth. Roll call vote: All yes (6-0)
3. Klager Student Handbook  
The Board approved the handbook as presented. Motion by Schoenfeld, support by Wiitala. Roll call vote: All yes (6-0)
4. Employee Handbook Update  
The Board approved the handbook as presented. Motion by Tindall, support by Roth. Roll call vote: All yes (6-0)
5. Athletic Handbook  
The Board approved the handbook as presented. Motion by Tindall, support by Wiitala. Roll call vote: All yes (6-0)

C. Board Policies

1. Revisions
  - a. 0131.1 - Bylaws and Policies  
The Board approved the policy revision as presented. Motion by Schoenfeld, support by Harvey. Roll call vote: All yes (6-0)
  - b. 2340 - Field and Other District-Sponsored Trips  
The Board approved the policy revision as presented. Motion by Roth, support by Tindall. Roll call vote: All yes (6-0)
  - c. 3430 - Leaves of Absence (Professional Staff)  
The Board approved the policy revision as presented. Motion by Tindall, support by Wiitala. Roll call vote: All yes (6-0)
  - d. 4430 - Leaves of Absence (Support Staff)  
The Board approved the policy revision as presented. Motion by Roth, support by Tindall. Roll call vote: All yes (6-0)
  - e. 5320 - Immunization  
The Board approved the policy revision as presented. Motion by Roth, support by Wiitala. Roll call vote: All yes (6-0)
  - f. 5330 - Use of Medications  
The Board approved the policy revision as presented. Motion by Tindall, support by Roth. Roll call vote: All yes (6-0)
  - g. 5330.01 - Epinephrine Auto-Injectors  
The Board approved the policy revision as presented. Motion by Schoenfeld, support by Wiitala. Roll call vote: All yes (6-0)
  - h. 5350 - Student Suicide

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The Board approved the policy revision as presented. Motion by Roth, support by Wiitala. Roll call vote: All yes (6-0)

i. 5460 - Graduation Requirements

The Board approved the policy revision as presented. Motion by Tindall, support by Schoenfeld. Roll call vote: All yes (6-0)

j. 8320 - Personnel Files

The Board approved the policy revision as presented. Motion by Wiitala, support by Tindall. Roll call vote: All yes (6-0)

k. 8500 - Food Services

The Board approved the policy revision as presented. Motion by Wiitala, support by Tindall. Roll call vote: All yes (6-0)

l. 8510 - Wellness

The Board approved the policy revision as presented. Motion by Schoenfeld, support by Roth. Roll call vote: All yes (6-0)

2. New

a. 1430 - Leaves of Absence (Administration)

The Board approved the new policy as presented. Motion by Harvey, support by Caszatt. Roll call vote: All yes (6-0)

3. Rescinded

a. 8640 - Transportation for Field and Other District Sponsored Trips

The Board approved the policy removal as presented. Motion by Schoenfeld, support by Wiitala. Roll call vote: All yes (6-0)

### NEW BUSINESS

- A. Recognition of Rebecca Clark (Student Board Representative) - Dr. Bezeau-Thank you for sharing the voice of the students.
- B. Establishment of Date and Time for Public Hearing on Proposed 2025-2026 Budget - The Board approved a Special Board Meeting at 5:15 pm June 16th, 2025 as the date and time for proposed 2025-2026 budget hearing. Motion by Wiitala, support by Tindall. Roll call vote: All yes (6-0)
- C. WISD Support of the CTE Millage -The Board approved language of the ISD's proposed CTE Millage. Motion by Tindall, support by Schoenfeld. Roll call vote: 6-0
- D. WISD Budget Resolution - The Board approved the WISD budget as presented. Motion by Caszatt, support by Tindall. Roll call vote: 6-0
- E. Manchester Community Schools Staff Reductions - The Board approved the Reductions as presented. Motion by Harvey, support by Tindall. Roll call vote: 6-0
- F. Co-Op Renewal Agreement - The Board accepted the Co-Op Agreement as presented. Motion by Roth, support by Tindall. Roll call vote: 6-0
- G. Manchester Community Schools Bond Project Update - The Board of Education approved the Schematic Design (SD) presentation and document as presented. This is the first phase of approvals, with an additional full MCS Board of Education approval needed at the Design Document (DD) and Construction Document (CD) phases as well. Motion by Tindall, support by Wiitala. Roll call vote: 6-0
- H. Board Policies - First Look
  - 1. Revisions - First Look
    - a. 3120.08 - EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR / EXTRA-CURRICULAR ACTIVITIES
    - b. 5330.02 - OPIOID ANTAGONISTS
    - c. 5340 - STUDENT ACCIDENTS
    - d. 5550 - STUDENT CONDUCT

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- e. 7440.03 - SMALL UNMANNED AIRCRAFT SYSTEMS
- f. 8321 - CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)
- g. 1130 - CONFLICT OF INTEREST
- h. 3110 - CONFLICT OF INTEREST
- i. 4110 - CONFLICT OF INTEREST
- j. 6110 - GRANT FUNDS
- k. 6111 - INTERNAL CONTROLS
- l. 6112 - CASH MANAGEMENT OF GRANTS
- m. 6114 - COST PRINCIPLES - SPENDING FEDERAL FUNDS
- n. 6325 - PROCUREMENT - FEDERAL GRANTS / FUNDS
- o. 6550 - TRAVEL PAYMENT & REIMBURSEMENT
- p. 7310 - DISPOSITION OF SURPLUS PROPERTY
- q. 7450 - PROPERTY INVENTORY

**2. NEW - First Look**

- a. 7540.09 - ARTIFICIAL INTELLIGENCE (AI) - NEW

**PERSONNEL**

A. New Hires - None

B. Resignations

| Department                |  | Position  | Name          | As of Date | District | Third Party |
|---------------------------|--|---|---------------|------------|----------|-------------|
| Junior/Senior High School |  | Jr/Sr Building Librarian/<br>Technology Assistant | Rebecca Sears | 5/16/2025  |          | X           |

The Board accepted the resignations as presented. Retiring Motion by Wiitala, support by Tindall. Roll call vote: 6-0

C. Retirement

Jill Bondy

The Board reluctantly accepted Jill Bondy's retirement as presented. The Board is sad to see her leave noting that she will be missed. Motion by Wiitala, support by Tindall. Roll call vote: 6-0

**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 2025-2026 school year and based on the availability of employment, the following teachers are recognized to be at the following stages.

3rd Year Probation

Kimberly Carey

Justin Ward

Tenure

Jodie Boehlke

The Board approved teacher progress towards tenure, continued employment, and tenure as outlined above. Motion by Wiitala, support by Schoenfeld. Roll call vote: 6-0

**E. Accomplishments**

The Board recognized that Shannon Cajic, Chief Financial Officer, received her Masters in Business Administration from Purdue University and Ellen Supers, Klager teacher, passed her MTTC exam to become MDE endorsed in Library Media.

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### DISCUSSION ITEMS/REPORTS

- A. Klager / MECC - Klager Elementary School held its first annual Great Klager Race as part of our PBIS school-wide events to celebrate Leader In Me Habit #6: Synergize! Klager students are gardening with Ruth VanBogelen and preparing for the Klager Plant Sale! Students go through 6 weeks of gardening classes that take them from seeds to harvest! The Klager Plant Sale was a great success.
- B. Riverside -The Week of May 5-9, 2025 saw the entire Manchester Community Schools celebrate and honor our Teachers and Staff with a myriad of events, recognition, and luncheons throughout the week. We particularly thank the Klager-Riverside Parent Teacher Organization, as well as the Manchester Jr./Sr. High School Parent-Teacher-Student Association for all of the love and support they showed our entire staff throughout the week! Thank you Teachers and Staff, and Thank You PTO and PTSA!
- C. Jr-Sr High School - Mrs. Boehlke and the current NHS Members did an outstanding job with their ceremony inducting the newest members of Manchester High School to the prestigious National Honor Society. Congratulations to the newest members. Mr. Davis and his marketing class invited all the seniors to attend their marketing trip to the Toledo Zoo on Thursday, April 24. The weather was beautiful and these young men and women represented Manchester well. Athletics - None
- D. Special Education - None
- E. Technology - We have collected Senior Chromebooks and a survey has been sent out to families if they would like to utilize their Chromebooks over the summer. Klager final day plan finalization. Solicitation of volunteers.
- F. Business Office -The Finance Committee will convene on Wednesday, May 21, 2025, at 11:45 a.m. to review proposed amendments to the current fiscal-year budget and to discuss the draft FY 2025-2026 budget.
- G. Buildings & Grounds - Helping to support the Bond work, Student Activities, Athletics, and maintaining the grounds.
- H. Student Report - Seniors have been busy completing the End of Year High School activities. May 22, 2025 Awards Night.
- I. Food Service - None
- J. School Nurse - June 4, 2024 - Sports Physicals at High School, 3:00pm-5:00pm \$20.
- K. PTSA -Helped with Field Day and 7th & 8th grade Dance.
- L. PTO -2025/2026 school year board positions will be:
  - o President: Karen Bearce
  - o Vice President: Amber Clark
  - o Secretary: Nicole Sadler
  - o Treasurer: Molly Branham
- M. Board  
Caszatt and Schoenfeld attended the Behind the Scenes at the Capital.

### SUPERINTENDENT REPORT - Dr. Bezeau

- May 22, 2025 - HS Awards Night
- June 1, 2025 - Class of 2024 Graduation
- Superintendent Evaluation was not required for fourth year due to previous three years effective evaluation rating.

PUBLIC PARTICIPATION - None

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#### UPCOMING DATES

- Superintendent Finalist Interviews - 6:30 p.m - May 19, 2025
- Superintendent Finalist Interviews - 6:30 p.m - May 20, 2025
- Superintendent Finalist Interviews - 6:30 p.m - May 21, 2025
- Selection of Superintendent - 5:30 p.m. - June 2, 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

OTHER - None

#### ADJOURNMENT

Motion by Roth support by Wiitala to adjourn meeting at 7:25pm. Vote: All yes