

**Official Meeting Minutes**

The Special 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, Superintendent Steven Head.

Absent: Rebecca Harvey, Sarah Roth, Brandon Woods

The Agenda was approved by Tindall, support by Schoenfeld. Roll call vote: All yes (4-0)

**COMMUNICATION**

A. Public Questions/Comments - None

OLD BUSINESS - None

**NEW BUSINESS**

A. 2024-2025 Amended Budget Resolutions - Presentation provided by Shannon Cajic.

- a. General Appropriations Resolution - Resolution for Adoption by the Board of Education Manchester Community Schools (Capital Projects Millage Fund) was accepted as presented for the 2024-2025 school year. Motion by Schoenfeld, support by Tindall. Roll call vote: All yes (4-0)
- b. General Appropriations Resolution - Resolution for Adoption by the Board of Education Manchester Community Schools (Capital Projects Fund) was accepted as presented for the 2024-2025 school year. Motion by Tindall, support by Caszatt. Roll call vote: All yes (4-0)
- c. General Appropriations Resolution - Resolution for Adoption by the Board of Education Manchester Community Schools Food Service Fund was accepted as presented for the 2024-2025 school year. Motion by Tindall, support by Cazatt. Roll call vote: All yes (4-0)
- d. General Appropriations Resolution - Resolution for Adoption by the Board of Education Manchester Community Schools Community Services Fund was accepted as presented for the 2024-2025 school year. Motion by Schoenfeld, supported by Caszatt. Roll call vote: All yes (4-0)
- e. General Appropriations Resolution - Resolution for Adoption by the Board of Education Manchester Community Schools General Fund was accepted as presented for the 2024-2025 school year. Motion by Wiitala, support by Tindall. Roll call vote: All yes (4-0)
- f. General Appropriations Resolution - Resolution for Adoption by the Board of Education Manchester Community Schools Student Services Fund was accepted as presented for the 2024-2025 school year. Motion by Tindall, support by Schoenfeld. Roll call vote: All yes (4-0)

B. 2025-2026 Budget Resolutions

- a. General Appropriations Resolution - Resolution for Adoption by the Board of Education Manchester Community Schools (Capital Projects Millage Fund) was accepted as presented for the 2025-2026 school year. Motion by Tindall, support by Schoenfeld. Roll call vote: All yes (4-0)
- b. General Appropriations Resolution - Resolution for Adoption by the Board of Education Manchester Community Schools (Capital Projects Fund) was accepted as presented for the 2025-2026 school year. Motion by Schoenfeld, support by Tindall. Roll call vote: All yes (4-0))
- c. General Appropriations Resolution - Resolution for Adoption by the Board of Education Manchester Community Schools Food Services Fund was accepted as presented for the 2025-2026 school year. Motion by Wiitala, support by Caszatt. Roll call vote: All yes (4-0)
- d. General Appropriations Resolution - Resolution for Adoption by the Board of Education Manchester Community Schools Community Services Fund was accepted as presented for the 2025-2026 school year. Motion by Wiitala, support by Tindall. Roll call vote: All yes (4-0)

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- e. General Appropriations Resolution - Resolution for Adoption by the Board of Education Manchester Community Schools General Fund was accepted as presented for the 2025-2026 school year. Motion by Tindall, support by Wiitala. Roll call vote: All yes (4-0)
- f. General Appropriations Resolution - Resolution for Adoption by the Board of Education Manchester Community Schools Student Services Fund was accepted as presented for the 2025-2026 school year. Motion by Wiitala, support by Tindall. Roll call vote: All yes (4-0)
- C. Tax Levy Memo was reviewed by the Board.
- D. L-4029 - The Board accepted the 2025 Tax Rate Request form authorizing the townships in the district to levy taxes for the 2024-2025 school year as presented. Motion by Caszatt, support by Tindall. Roll call vote: All yes (4-0)

PUBLIC PARTICIPATION - None

OTHER - Wiitala thanked Board members Caszatt and Schoenfeld for their involvement in the MASB classes that they have sought out.

ADJOURNMENT

Motion by Caszatt, support by Schoenfeld to adjourn meeting at 7:24pm. Roll call vote: All yes (4-0)

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