



Muskegon Maritime Academy  
571 East Apple Avenue  
Muskegon MI 49442  
June 26, 2025  
Time: 4:30 p.m.  
Regular Board Meeting Minutes

1. **Call to Order:** The meeting was called to order by Mr. Burns, Treasurer at 4:46 PM
2. **Roll Call**  
Present: Melvin Burns, Treasurer; Britney Buchholz, Portia Kidd, Henrietta Hadley  
Absent: Eric Hood, President, Jessica Owens, Principal  
Others Present: Elizabeth Campos, Office Manager; Michelle Kyles, Teachers-First, Representative; Frank Patterson, Teachers-First, virtually; Annie Fowler, Teachers-First, virtually
3. **Approval of Agenda** - Ms. Hadley motioned to approve the agenda, Ms. Buchholz seconded, Board unanimously voted in favor.
4. **Approval of Meeting Minutes - May 29, 2025:**  
Ms. Buchholz motioned to approve the minutes of May 29, 2025, seconded by Ms. Hadley, Board unanimously voted in favor.
5. **Public Comment** (Agenda items only) No public comment
6. **Financials and Budget Hearing** -
  - a. **Approval of Financials - May 2025**  
Ms. Buchholz motioned to table the approval of May 2025 financials until further discussion, Ms. Kidd seconded the motion. Board unanimously voted in favor.

After further discussion Ms. Buchholz motioned to approve the May 2025 financials, Ms. Hadley seconded the motion, Board unanimously voted in favor.

b. **Public Hearing on Proposed Budgets for 2025-2026.**

Ms. Buchholz motioned to enter the Public Hearing on Proposed Budgets session at 4:58pm, seconded by Ms. Kidd, Board unanimously voted in favor. The hearing proceeded with Mr. Frank Patterson presenting the Proposed Budgets for 2025-2026. Questions from the board followed and clarifications were given by Mr. Patterson. At 5:13p Ms. Buchholz motioned to re-enter the regular meeting, seconded by Ms. Kidd, Board unanimously voted in favor.

c. **Approval of the 2024-2025 Budget Resolutions -**

Ms. Buchholz motioned to approve the 2024-2025 Budget Resolutions, seconded by Ms. Kidd, Board unanimously voted in favor.

d. **Approval of the 2025-2026 Budget Resolutions -** Ms. Buchholz motioned to approve the 2025-2026 Budget Resolution, seconded by Ms. Kidd, Board unanimously voted in favor

7. **Reports:**

a. **Principal Jessica Owens' Report to the Board - None**

b. **Teachers-First Report to the Board -** Michelle Kyles introduced Annie Fowler, Special Services Coordinator who is new to Teachers-First.

Ms. Kyles reported on the following:

- Training for leaders, teachers and GSRP
- Administrator Evaluation
- Staffing
- School bus approval
- MMA school website
- Grant updates - Available grants
- Curriculum training for summer school
- NWEA testing scores were provided in the board packets
- Board member self evaluations

8. **Old Business - None**

9. **New Business -**

a. **Approval of Board Calendar 2025-2026 -**

Ms. Buchholz motioned to approve the MMA School Board Meeting calendar for 2025-2026, Ms. Kidd seconded the motion, Board unanimously voted in favor.

b. Approval of the 2025-2026 School Year Calendar -

After some discussion, Ms. Kidd motioned to table this item for the next board meeting, Ms. Buchholz seconded, Board unanimously voted in favor.

c. Approval of Spring 2025 NCSI Board Policy -

After some discussion, Ms. Hadley motioned to table this item for the next meeting, seconded by Ms. Buchholz, Board unanimously voted in favor.

d. Approval of Great Start Readiness Program (GSRP)

Ms. Buchholz motioned to approve, seconded by Ms. Kidd, Board unanimously voted in favor.

e. Approval of 5-0-D Virtual Learning Program

Ms. Hadley motioned to approve, seconded by Ms. Kidd, Board unanimously voted in favor.

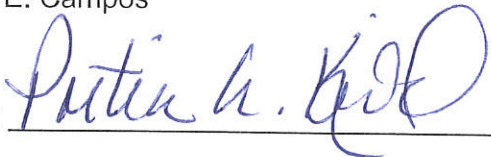
10. **Extended Public Comment (For non-agenda items) - None**

11. **Adjournment (6:30 PM)**

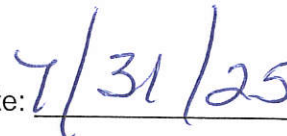
Ms. Buchholz motioned to adjourn the meeting, seconded by Ms. Hadley, Board unanimously voted to adjourn.

Prepared by: E. Campos

Approved by:



Date:



Proposed minutes of this meeting will be available for public inspection from the Principal of Muskegon Maritime Academy, Ms. Jessica Owens at 571 East Apple Avenue, Muskegon, MI 49442 no later than eight (8) business days after the meeting. Approved minutes will be available at that office no later than five (5) business days after the meeting at which they were approved (Open Meetings Act, P.A. 267). Individuals with a disability or those needing special service to participate in this meeting should contact the School Principal at 231-724-7577 at least five days prior to the meeting.