



Muskegon Maritime Academy  
571 East Apple Avenue  
Muskegon MI 49442  
August 28, 2025  
Time: 4:30 p.m.  
Regular Board Meeting Minutes

1. **Call to Order:** The meeting was called to order by Mr. Hood, President at 4:41 PM
2. **Roll Call**  
Present: Eric Hood, President, Melvin Burns, Treasurer; Henrietta Hadley Portia Kidd, Virtually  
Absent: Britney Buchholz  
Others Present: Jessica Owens; Principal, Elizabeth Campos, Office Manager Frank Patterson, Teachers-First, Annie Fowler, Teachers-First  
Attending Virtually: Jennifer Gerback, Teachers-First
3. **Consent Motion** - Approval of all Action Items from July 31, 2025  
Mr. Burns motioned to approve, seconded by Ms. Hadley, Board unanimously voted in favor.
4. **Approval of Agenda** -  
Ms. Hadley motioned to approve the agenda with amendments to New Business to include item e. Proposal for Radio Ad Marketing Campaign and item f. Review of Board Applicant. Mr. Burns seconded, Board unanimously voted in favor.

**5. Approval of ReOrganizational Meeting Minutes - July 31, 2025**

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

6. **Public Comment** (Agenda items only) No public comment

7. **Financials**

- a. Approval of Monthly Financials - July 2025  
Mr. Burns motioned to approve the July 2025 Financials, seconded by Ms. Hadley. Board unanimously voted in favor.
- b. Financial Excellence Plan - discussion
- c. Open Sea Cadet Bank Account  
Motion made by Ms. Hadley to approve, Mr. Burns seconded, Board unanimously voted in favor.
- d. SAAN Resolution for Independent Bank  
Mr. Burns motioned to approve, seconded by Ms. Hadley, Board unanimously voted in favor.

8. **Reports:**

- a. Principal Jessica Owens Report to the Board  
Ms. Owens reported on current enrollment numbers, new procedures, Teacher Professional Development, social media campaigns and new students expected to start school after Labor Day
- b. Teachers First report to the Board  
Annie Fowler, Teachers-First spoke about PLC School leader, 1:1 leadership meeting, HR recruitment, bus repairs, IFF tour, Powerschool, Grants, Title I funds were released, Title II and IV are a separate application, all compliance are up to date, Special Education compliance and training and reported that she, Michelle Kyles and Stacy Hengehold will be onsite to coach staff

9. **Old Business** - None

10. **New Business**

- a. Approval of Reorganizational Resolution - Agreement to Comply with All Applicable Laws, Rules and Regulations.  
Ms. Hadley motioned to approve, seconded by Mr. Burns, Board unanimously voted in favor.
- b. Discussion/Approval of Midwest Substitute Staffing Contract  
Mr. Burns motioned to approve, seconded by Ms. Hadley, Board unanimously voted in favor.

c. MAISD Powerschool Agreement for 2025-2026 School Year

Mr. Burns motioned to approve, Ms. Hadley seconded, Board unanimously voted in favor.

- d. NWEA contract for 2025-2026 School Year  
Ms. Hadley motioned to approve, seconded by Mr. Burns, Board unanimously voted in favor.
- e. Proposal for Radio Ad Marketing Campaign  
Ms. Hadley motioned to approve, seconded by Mr. Hood, Board unanimously voted in favor.  
Note: Mr. Burns abstains from vote due to affiliation with the radio station
- f. Review of new Board applicant - Discussion

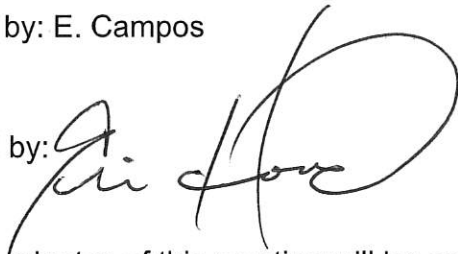
**11. Extended Public Comment - None**

**12. Adjournment - Next Regular Meeting - September 25, 2025**

Ms. Hadley motioned to adjourn, seconded by Mr. Burns. Board unanimously voted to adjourn at 5:57PM

Prepared by: E. Campos

Approved by:



Date:

9/25/25

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