



Muskegon Maritime Academy  
571 East Apple Avenue  
Muskegon MI 49442  
September 25, 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 4:32 PM
2. **Roll Call**  
Present: Eric Hood, President, Melvin Burns, Portia Kidd, Britney Buchholz  
Portia Kidd, Britney Buchholz  
Henrietta Hadley - attending virtually  
  
Others Present: Jessica Owens; Principal, Elizabeth Campos, Office Manager,  
Nakia Moody, Lynn Walters, Ken Tesauro, SVSU, Paul Kaliszewski, Teachers-First  
  
Attending virtually: Frank Patterson, Teachers-First, Annie Fowler, Teachers-First,  
Michelle Kyles, Teachers-First, Kristen Haines, Teachers-First, Leslie Walters
3. **Approval of the Agenda**  
Ms. Kidd motioned to approve the agenda. Mr. Burns seconded, Board unanimously voted  
In favor.
4. **Approval of Regular Meeting Minutes - August 28, 2025**  
Mr. Burns motioned to approve the regular meeting minutes with a correction to item #5 -  
to spell out Re-Organizational, Ms. Kidd seconded the motion, Board unanimously voted  
in favor.
5. Public Comment (Agenda items only) None

**6. Financials**

**a. Approval of Monthly Financials - August 2025**

Mr. Burns motioned to approve the Financials for August 2025, seconded by Ms. Kidd, Board unanimously voted in favor.

**7. Reports:**

**a. Principal Jessica Owens Report to the Board**

Ms. Owens reported on enrollment, truanancies - none, CKLA, Professional Development Completed, Anchor Time, Martial Arts, STEM- robots, upcoming field trips, count day preparation, staffing changes due to lower than expected enrollment, social media and radio ad campaigns and Screeners - identifying student needs

**b. Teachers First report to the Board**

Annie Fowler, Teachers-First spoke about PLC School leader, 1:1 leadership meeting, HR recruitment - bus driver interviews being held, Maintenance - boiler passed inspection, Fire extinguisher inspection, Fresh food and vegetable program, Power School tracking participation, Grants - no state, 35M modified, Title 1 application submitted, Title 2 and 4 are waiting for state, new company credit card policy, School compliance, curriculum - Michelle Kyles observed, NWEA testing, Special Education accountability and compliance \*see report submitted.

**8. Old Business**

**a. Approval of Fall 2024 and Spring 2025 NCSI Board Policies & Sign Disposition Form**

-Mr. Burns motioned to adopt the deletion of item #1000 ESP Statement New, seconded by Ms. Buchholz, Board unanimously voted in favor.

-Mr. Burns motioned to adopt the deletion of policy #1130, seconded by Ms. Kidd Board unanimously voted in favor

-Mr. Burns motioned to adopt the deletion of policy #1217, seconded by Ms. Buchholz Board unanimously voted in favor

-Mr. Burns motioned to adopt the deletion of policy #1240, seconded by Ms. Kidd Board unanimously voted in favor

-Mr. Burns motioned to adopt the deletion of policy #1400 seconded by Ms. Kidd Board unanimously voted in favor

-Mr. Burns motioned to adopt the deletion of policy #1420 seconded by Ms. Kidd Board unanimously voted in favor

-Mr. Burns motioned to adopt the deletion of policy #1421 seconded by Ms. Kidd Board unanimously voted in favor

-Mr. Burns motioned to adopt the deletion of policy #1422 seconded by Ms. Kidd Board unanimously voted in favor

-Mr. Burns motioned to adopt the deletion of policy #1422.01 seconded by Ms. Buchholz Board unanimously voted in favor

-Mr. Burns motioned to adopt the deletion of policy #1439 seconded by Ms. Kidd Board unanimously voted in favor

- Mr. Burns motioned to adopt the deletion of policy #1616 seconded by Ms. Kidd  
Board unanimously voted in favor
- Mr. Burns motioned to adopt the deletion of policy #1623 seconded by Ms. Buchholz  
Board unanimously voted in favor
- Mr. Burns motioned to adopt the deletion of policy #1662 seconded by Ms. Kidd  
Board unanimously voted in favor
- Mr. Burns motioned to adopt the #3000 ESP seconded by Ms. Kidd  
Board unanimously voted in favor
- Mr. Burns motioned to adopt the deletion of policy #3121 seconded by Ms. Kidd  
Board unanimously voted in favor
- Mr. Burns motioned to adopt the deletion of policy #3122 seconded by Ms. Kidd  
Board unanimously voted in favor
- Mr. Burns motioned to adopt the deletion of policy #3123 seconded by Ms. Kidd  
Board unanimously voted in favor
- Mr. Burns motioned to adopt the deletion of policy #3220 seconded by Ms. Kidd  
Board unanimously voted in favor
- Mr. Burns motioned to adopt the deletion of policy #3362 seconded by Ms. Kidd  
Board unanimously voted in favor
- Mr. Burns motioned to adopt policy #2340 seconded by Ms. Buchholz  
Board unanimously voted in favor

## **9. New Business**

- a. Approval of SVSU Contract Amendment - Request for all grades 6th-8th  
Ms. Buchholz motioned to approve the request for grades 6th-8th, seconded by Ms. Kidd. Board unanimously voted in favor.
- b. Approval of Office Machines Company Inc. maintenance agreement.  
Ms. Buchholz motioned to approve, seconded by Ms. Kidd, Board unanimously voted in favor.

## **10. Correspondence**

- a. Property Insurance Inspection Report  
Information presented by Paul Kaliszewski, discussion followed.

## **11. Closed Session - Student Disciplinary Hearing**

Mr. Burns motioned to enter a closed session at 5:18, Ms. Kidd seconded. Board Member roll call to approve the motion:

Buchholz - Yes

Kidd - Yes

Burns - Yes

Hood - Yes

Mr. Burns motioned to return to the regular open session at 5:38, Ms. Buchholz seconded. Board Member roll call to approve the motion:

Buchholz - Yes

Kidd - Yes

Burns - yes  
Hood - yes

In regards to the disciplinary hearing, Mr. Burns motioned to accept Principal Owens' Recommendation not to expel or suspend the student, seconded by Ms. Buccholz. Board Member roll call to approve the motion:

Buchholz - Yes  
Kidd - Yes  
Burns - Yes  
Hood - Yes

**12. Extended Public Comment - None**

**13. Adjournment - Next Regular Meeting - October 30, 2025**

Mr. Burns motioned to adjourn the meeting at 5:44pm, seconded by Ms. Kidd  
Board unanimously voted in favor.

Prepared by: E. Campos

Approved by: 

Date: 10/30/25

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 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.