



Muskegon Maritime Academy
571 East Apple Avenue
Muskegon MI 49442
July 31, 2025
Time: 4:30 p.m.
ReOrganizational Board Meeting Minutes

1. **Call to Order:** The meeting was called to order by Mr. Hood, President at 4:39 PM
2. **Roll Call**
Present: Eric Hood, President, Melvin Burns, Treasurer; Britney Buchholz, Portia Kidd,
Absent: Ms. Hadley
Others Present: Jessica Owens; Principal, Elizabeth Campos, Office Manager
Attending Virtually: Michelle Kyles, Teachers First Representative; Frank Patterson,
Teachers-First; Annie Fowler, Teachers-First
3. **Approval of Agenda** - Mr. Burns motioned to approve the agenda, Ms. Kidd seconded, Board unanimously voted in favor.
4. **Public Comment** (Agenda items only) No public comment
5. **Election of Officers:**

Mr. Burns motioned to nominate Mr. Hood as Board President, Ms. Kidd seconded, Board unanimously voted in favor. Mr. Hood accepts.

Ms. Kidd motioned to nominate Mr. Burns as Vice President, Ms. Buchholz Seconded. Board unanimously voted in favor. Mr. Burns accepts.

Mr. Burns motioned to nominate Ms. Kidd as Secretary, Ms. Buchholz seconded.

Board unanimously voted in favor. Ms. Kidd accepts.

Ms. Kidd motioned to nominate Ms. Buchholz as Treasurer, seconded by Mr. Burns. Board voted unanimously in favor. Ms. Buchholz accepts.

6. Resolution of authorized signature(s) for various funds and accounts.

Mr. Burns motioned to approve Mr. Hood, Mr. Burns, Ms. Buchholz and Ms. Kidd as signatories, seconded by Ms. Buchholz. Board unanimously voted in favor.

7. Resolution designating auditing firm

Mr. Burns motioned to approve Wilkerson & Associates as the auditing firm, Seconded by Ms. Buchholz. Board unanimously voted in favor.

8. Resolution designation legal representation:

Mr. Burns motioned to approve Jim Crawley as legal representative, seconded by Ms. Buchholz, Board unanimously voted in favor.

9. Resolution appointing Chief Administrative Officer (by name)

Mr. Burns motioned to approve Ms. Buchholz as Chief Administrative Officer, seconded by Ms. Kidd. Ms. Buchholz accepts.

10. Resolution Designating

a. AHERA Contact, Freedom on Information Act (FOIA) Contact, Sexual Harassment Contact, Title VI, Title IX, and Section 504 Contact, Homeless Liaison, School Safety Liaison, SVSU Oversight Compliance Designee

Mr. Burns motioned to approve Ms. Owens, seconded by Ms. Kidd, Board unanimously voted in favor. Ms. Owens accepts.

11. Approval of Proposed Regular Meeting of June 26, 2025

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

12. Approval of Monthly Financials - June 2025

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

13. Reports:

a. Principal Jessica Owens Report to the Board

Ms. Owens reported on Community engagement activities, Enrollment events, current teacher vacancies and current enrollment numbers

b. Teachers First ESP Report

Ms. Kyles reported on Board/Financials Training, Funding State and Federal, Title 1 approval, Back to School Conference, Hiring and vacancies, Grant updates, Reading/Early literacy Grants, all compliance up to date and the next training meeting with the Board

14. New Business

a. Approval of 25-26 Board Calendar

Ms. Buchholz motioned to amend the agenda as this item to read "Approval of the 25-26 School Calendar", seconded by Ms. Kidd. Board unanimously voted in favor.

Approval of 25-26 School Calendar

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

b. Approval of Course Catalog

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

c. Approval of CTC and Presence Contracts for Special Education Support Services

Mr. Burns motioned to table the Presence Contract pending further information needed, seconded by Ms. Kidd. Board unanimously voted in favor.

Mr. Burns motioned to approve the CTC Contract, seconded by Ms. Kidd, Board Unanimously voted in favor.

d. T-5 INitiative Plan; 5th graders who will stay on and transition to 6th grade after SVSU Approval.

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

15. Old Business - None

16. Correspondence - Discussion

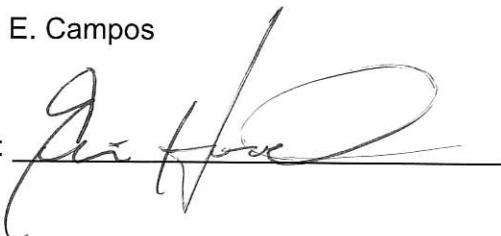
17. Extended Public Comment (for non-agenda items) - none

18. Adjournment - Next Regular Meeting - August 28, 2025

Ms. Buchholz motioned to adjourn, seconded by Ms. Kidd. Board unanimously voted to adjourn at 5:53PM

Prepared by: E. Campos

Approved by:



Date: 8/28/2025

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.