



MINUTES
BOARD OF EDUCATION MEETING
NOVEMBER 17, 2025
5:30 PM

- 1) Call to Order – The meeting was called to order by President Mary Schaab at 5:30 p.m.
- 2) Pledge of Allegiance
- 3) Roll Call showed the following board members present: Mary Schaab, Mike Weessies, Lisa Tyler, Wanda Lee Suits

Members Absent: Craig Scott

- 4) Registration of Guests – None.
- 5) Approval of Agenda with Additional Items and Order of Priority – It was moved by Mr. Weessies and supported by Ms. Suits to approve the agenda as presented. All Ayes (4) Nays (0) Motion carried.
- 6) Consent Agenda – It was moved by Ms. Suits and supported by Ms. Tyler to approve the Consent Agenda consisting of the following items. All Ayes (4) Nays (0) Motion carried.

a) Minutes of the October 22, 2025 Regular meeting.

b) Financial Statements as of October 31, 2025

- Resolution - Board Treasurers Report
- Balance Sheet
- Budget to Actual Comparison
- Purchase Orders Over \$5,000
- Purchasing Card Transactions
- Report of Vendor Payments of \$5,000 or Greater

Total YTD General Fund Expenditures 2025-26	\$ 10,896,157
Total YTD Special Education Fund Expenditures 2025-26	\$ 7,864,623
<i>Fund Balances: October 2025</i>	
General Fund	\$ 7,643,539
Special Education Fund	\$ (547,944)
School Lunch Fund	\$ 8,649
Vocational Education Fund	\$ 3,359,806
School Activity Fund	\$ 90,500
Capital Projects Fund (General)	\$ 1,807,424
Capital Projects Fund (CTC)	\$ 4,528,785

- 7) Communications – Mr. Lindquist shared a letter from Rep. Will Snyder acknowledging receipt of our letter regarding the 32p funding.
- 8) Public Participation in the MAISD Board of Education Meeting – None.
- 9) Reports
 - a) Superintendent's Report
 - 1) Head Start Report – Mr. Lindquist noted the Head Start Program Report dated November 2025, the Head Start Financial Report for the Grant Year December 2024 – November 2025 with activity through October 2025, the End-of-Month Enrollment – October 2025 report, and the Stories From the Field – Early Math Instructional Practices.
 - b) Financial Report – Mr. Rickard provided a financial report for October 2025.
 - c) Education Update – Early On – Eve Mills & Audit Presentation – Jesse Rickard

Eve Mills, Director of Early Childhood Special Services/MMSE provided an update on the Early On/MMSE program which provides services for birth-to-three.

Paul Gilbert from Brickley DeLong presented the 2024-25 Financial Audit. He reviewed the Independent Auditor's Report, the Single Audit of Federal Financial Assistance Programs dated June 30, 2025, and the Report on Financial Statements for the year ended June 30, 2025. He commended the MAISD business office staff for their attention to detail and congratulated them on a successful audit.
- 10) Old Business – None.
- 11) New Business
 - a) It was moved by Ms. Tyler and supported by Mr. Weessies to approve the Memorandum of Understanding for the Education Advocates of West Michigan (EAWM) consisting of the Muskegon Area ISD, Kent ISD, and Ottawa Area ISD to share staffing/contracts for the Executive Director for legislative representation. The MOU is for 2025-2028. All Ayes (4) Nays (0) Motion carried.
 - b) It was moved by Mr. Weessies and supported by Ms. Suits to approve a two-year lease agreement for a replacement 2026 passenger van for \$42,063.50. All Ayes (4) Nays (0) Motion carried.
 - c) It was moved by Ms. Suits and supported by Ms. Tyler to approve a contract with David Hundt for work that will be completed between January 1, 2026 and June 30, 2026 in the amount of \$77,400. All Ayes (4) Nays (0) Motion carried.
 - d) It was moved by Ms. Tyler and supported by Mr. Weessies to approve the Out-of-State Conference Requests and Overnight Field Trip Requests as follows. All Ayes (4) Nays (0) Motion carried.

- 1) Jennifer Cihak, Executive Director of Early Childhood
2025 National Head Start Association Winter Leadership Institute
January 26-29, 2026
Washington, DC
- e) It was moved by Mr. Weessies and supported by Ms. Suits to approve the Employment of the Following Personnel. All Ayes (4) Nays (0) Motion carried.
- 1) Jacquelyn Ball – Part-Time Literacy Coach - Muskegon Heights – Effective 10/13/25
 - 2) Latosha Thomas – Head Start/GSRP Blend Classroom Teacher – Muskegon Heights – Effective 10/25/25
 - 3) Michelle Miller – RAG Coordinator – Effective 11/17/25
 - 4) Shonie Blake – Community Health Worker Instructor – Career Tech Center – Effective 11/24/25
 - 5) Alyssa Seaver – Grants Financial Specialist – Effective 12/01/25
 - 6) Amy Boucher – Instructional Assistant (One-on-One) – Wesley School – Effective 12/01/25
- f) It was moved by Ms. Suits and supported by Ms. Tyler to approve the Following New Positions/Changes. All Ayes (4) Nays (0) Motion carried.
- 1) Michele Greer - Move to Departmental Administrative Assistant - Muskegon County Virtual Academy - Effective 11/10/25
 - 2) Nichole Deters - Move to Language Facilitator - Deaf & Hard of Hearing Program - Effective 11/10/25
 - 3) Jacob Mundt - Move to Network Application Administrator - Effective 11/24/25
 - 4) Heather Nummerdor - Move to Departmental Administrative Assistant - Maintenance - Effective 12/08/25
- g) The Board acknowledged the Retirement/Resignation/Layoff/Separation of the following personnel:
- 1) Tessa LeRoux – Behavior Specialist – Resignation – Effective 10/31/25
 - 2) Treasure Belcher – Family Advocate – Resignation – Effective 10/31/25
 - 3) Andrea Alexander – Instructional Assistant – Wesley School – Resignation – Effective 11/03/25
 - 4) Daphney Kinsey – Family Service Worker – Early Childhood – Retirement – Effective 11/30/25

12) Other – None.

13) Adjournment

There being no further business, the meeting adjourned at 6:12 p.m.

Signed: _____
Wanda Lee Suits, Secretary

Mary Schaab, President

Date Approved: 12/15/25