



Muskegon Maritime Academy
571 East Apple Avenue
Muskegon, MI 49442

September 26, 2024
Time: 4:30 p.m.
Regular Board Meeting Minutes

- 1.1 **Call to Order:** The meeting was called to order by President Hood at 4:51 PM.
- 1.2 **Roll Call**
 - Present: Eric Hood, President
Pastor Crawford, Secretary
Melvin Burns, Treasurer
 - Absent: None
 - Others: Jessica Owens, Principal
Ken Tesauro, SVSU Field Representative
Dr. Larry Muhammad, Vice Principal
Mrs. Elizabeth Campos, Office Manager
- 1.3 **Approval of the Agenda**

Mr. Burns motioned to approve the agenda, Pastor Crawford seconded, Board unanimously voted in favor.
- 1.4 **Approval of the minutes of the board meeting held September 10, 2024.**

Mr. Burns motioned to approve the minutes of September 10, 2024, Pastor Crawford seconded, Board unanimously voted in favor.
- 1.5 **Approval of the August Financial Statements**

Mr. Burns motioned to not take action to the approval of the August Financial Statements until next meeting due to financial statements not being present, Pastor Crawford seconded, Board unanimously voted in favor.
- 2.1 **Public Comment (Agenda items only)**

No public comments.
- 3 **Reports:**
 - 3.1 **Report from the Authorizer-SVSU**

Ken Tesauro introduced himself and his role with SVSU.
 - 3.2 **Principal Jessica Owens Report to the Board**

Principal Owens reported on the following items: Pupil Count, Special Education Challenges, Staffing Needs, and Requirements Plan for Support
 - 3.3 **Teachers First Report to the Board**

No representative present

4. **Old Business:**

4.1 **Completion of the ESP Evaluation**

No action taken, action taken at the September 10, 2024, meeting.

4.2 **Designate the Board President to complete the superintendent evaluation from 2023-2024**

No action taken, action taken at the September 10, 2024, meeting.

4.3 **Approval of a bus purchase from Midwest Management Group in the amount of \$17,500. Specs and details**

The Board will follow up with Teacher's First, no action taken.

4.4 **Remove Evan Tomey off the bank account and replace with David Patterson from Teachers First**

Mr. Burns motioned to remove Evan Tomey from the Academy Bank Account and to add David Patterson, Pastor Crawford seconded, Board unanimously voted in favor.

5. **New Business:**

5.1 **Approval of Internal Hiring Process**

Mr. Burns motioned to approve the Internal Hiring Process, Pastor Crawford seconded, Board unanimously voted in favor.

5.2 **Review of Budget**

Mr. Burns motioned to not take action until next meeting due to personnel not being present at meeting, Pastor Crawford seconded, Board unanimously voted in favor.

5.3 **Approval of Bus Lease**

Mr. Burns motioned to approve the bus lease, Pastor Crawford seconded, Board unanimously voted in favor.

5.4 **Approval of Teacher Evaluation (Charlotte Danielson)**

Mr. Burns motioned to approve the Charlotte Danielson Teacher Evaluation, Pastor Crawford seconded, Board unanimously voted in favor.

5.5 **Approval of Administrator Evaluation (School Advance)**

Mr. Burns motioned to approve the School Advance Administrator Evaluation, Pastor Crawford seconded, Board unanimously voted in favor.

5.6 **EEM/CEPI Documents/Assignments Update**

Principal Owens explained that the Academy is having issues with EEM and CEPI access due to prior staff being still in the system. She noted that we were working with a POC at CEPI to assist with the change.

5.7 **Correspondence from Teachers First**

Board desired to set a meeting with Teacher's First on viable options to be added to the contract.

5.8 **Approval of Teachers First - MMA Employee handbook**

Mr. Burns motioned to approve Teacher's First MMA Employee Handbook, Pastor Crawford seconded, Board unanimously voted in favor.

5.9 **Review of Staffing Requirements**

Mr. Burns motioned we go into closed session at 5:30pm to discuss individual personnel according to Section 15.268.1.f of the Open Meetings Act, Pastor Crawford seconded, Mr. Burns

approved, Board unanimously voted in favor.

Pastor Yvonne Crawford took a roll call into session: Pastor Yvonne Crawford, Mr. Melvin Burns, Mr. Eric Hood.

Pastor Yvonne called a roll call out of closed session: Pastor Yvonne Crawford, Mr. Melvin Burns, Mr. Eric Hood

Board meeting returned from closed session at 5:47

Mr. Burns motioned to approve the hire of the maintenance manager and the paraprofessional, Pastor Crawford seconded, Board unanimously voted in favor.

5.10 **Re-approve all previous actions from July 25, 2024, and September 10, 2024, Meetings**

Mr. Burns motioned to reapprove all previous actions from the July and September board meetings, Pastor Crawford seconded, Board unanimously voted in favor.

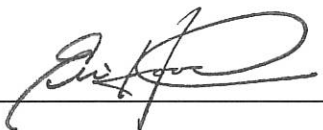
6. **Extended Public Comment** (For non-agenda items)

No public comments

7. **Adjournment**

Mr. Burns motioned to adjourn the meeting at 5:53pm, Pastor Crawford seconded, Board unanimously voted in favor.

Submitted by Jessica Owens

Approved by:  _____

Date: 11/5/24

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.