

# **Muskegon Maritime Academy**

571 East Apple Avenue  
Muskegon, Michigan 49442

## **Board of Directors School Board Meeting**

Thursday January 25, 2024 @ 3:00 p.m.

### **Approved Minutes**

1. Call to Order
  - a. The meeting was called to order at 3:39 pm by Dr. Frank Marczak.
2. Roll Call
  - a. Present:
    - i. Dr. Frank Marczak, President
    - ii. Yvonne Crawford, Secretary
    - iii. Pastor Tyrone Rule, Treasurer
  - b. Absent
    - i. Eric Hood, Vice-President
  - c. Others:
    - i. Dr. Christopher Plum, GPS Solutions (virtual)
    - ii. Karen Pond, GPS Solutions/Board Liaison (virtual)
    - iii. Dr. David Lewis, Saginaw Valley State University (in person)
3. Approval of the Agenda
  - a. Motion to approve the agenda with the addition of item 10c was made by Tyrone Rule and supported by Yvonne Crawford. The motion passed unanimously.
4. Approval of Proposed Meeting Minutes – Thursday December 28, 2023
  - a. This item was tabled. There were no minutes presented to approve.
5. Board Governance and Training
  - a. SVSU required training
    - i. Karen Pond shared the training and learning opportunities through SVSU SUPO office. Dr. Plum and Dr. Lewis highlighted that board training is part of the school's annual report from SVSU and is part of their compliance and governance responsibilities.
6. Financial Report
  - a. Approval of December 2023 financials
    - i. Yvonne Crawford motioned to approve the financials. Tyrone Rule supported the motion. The motion passed unanimously

7. Items from Administration
  - a. CAO Report
    - i. No CAO report was presented.
  - b. Principal's Report
    - i. No principal report was presented.
  - c. Dr. Plum spoke about the following:
    - i. MMA has a scheduled Restorative Practices training on February 2, 2024.
    - ii. Angie Erwin can provide a list of sample questions that the board can/should be asking during board meetings.
8. Correspondence
  - a. SVSU Board Tidbits
9. Old Business
  - a. Yearly Conflict of Interest
10. New Business
  - a. GPS MMA Board Liaison Blueprint
    - i. Dr. Plum reviewed the GPS MMA Board Liaison Blueprint outlining the duties, responsibilities, and outcomes for the board liaison position.
  - b. Verify public board email address: [board@muskegonmaritime.org](mailto:board@muskegonmaritime.org).
    - i. Karen Pond will send a testing email to ensure public emails are going to the correct place.
  - c. New board member: Beverly Cole-Bernett
11. Comments from the Authorizer
  - a. Dr. Lewis commented that he is glad GPS Solutions is providing support to MMA with a board liaison and the system will help set MMA up for success.
12. Comments from the Board
  - a. Dr. Frank Marczak has resigned from the MMA School Board, and this will be his last meeting.
13. Public Comment\*
  - a. Dr. Plum thanked Dr. Marczak for his commitment, wisdom, passion, and empathy throughout his time as the MMA board president.
14. Confirmation of next meeting: Thursday February 22, 2024
15. Adjournment
  - a. A motion to adjourn the meeting at 4:06 pm was made by Dr. Frank Marczak and was supported by Tyrone Rule. The motion passed unanimously.

\*Individuals wishing to address the Board of Directors under number #13 above are requested to sign in with the Recording Secretary prior to the start of the meeting. Individual comments are limited to no more than three (3) minutes each and a total time allowance not to exceed thirty (30) minutes. The Board will not verbally respond to public comments but may follow up in the most appropriate and time-effective manner.

Complaints or concerns regarding Board members or school employees associated with the Academy shall first be addressed in writing and delivered to the Board President at least five (5) days prior to the Board meeting or such complaints or concerns shall not be heard by the Board.

This meeting is a meeting of the Board of Directors in public for the purpose of conducting the Academy's business and is not to be considered a meeting of the public. There is a time for public comment during the meeting as indicated on the agenda.

Individuals with special need accommodations should contact the principal's office at (*telephone number*), preferably four (4) business days prior to the meeting.


Board meeting agendas, board meeting calendars, board meeting notices, board member contacts and approved minutes can be found at <https://muskegonmaritimeacademy.org/board-of-education/>.

**Notice of Certification**

Name: Karen L. Pond

Date: 2/4/2023

**Approval of Muskegon Maritime Academy Board of Directors**

Signature  Yvonne Crawford (Feb 29, 2024 12:16 EST)

Position **Secretary**

Date **02/29/2024**