

## **MUSKEGON HEIGHTS PUBLIC SCHOOL ACADEMY SYSTEM**

### **Board of Directors Meeting**

May 19, 2025, 6:00 p.m.

Muskegon Heights Public School Academy  
2441 Sanford Street, Muskegon Heights, MI 49444

#### **I. Call To Order**

The Muskegon Heights Public School Academy System Board of Directors, conducted at the Muskegon Heights Academy, 2441 Sanford Street, Muskegon Heights, MI 49444, was called to order by **Vice President Kapteyn** @ 6:05 pm.

#### **II. Roll Call**

##### **Board of Directors**

President- Vacant

Vice President Kapteyn-Present

Secretary Sanders-Present

Treasurer Bryant-Present

Trustee Bankhead- Present

##### **Administrative Staff**

Superintendent Holmes-Present

Dr. Hicks-Square 1 Strategy Group-Present

#### **III. Approval of May 19, 2025 Agenda** *(If items are added, include under Other Business)*

**Vice President Kapteyn** moved for the Approval of the May 19, 2025 Agenda with the exception to correct Item A in New Business to include MHPSAS Checks.

**Trustee Bankhead** motioned for the Approval of the May 19, 2025 Agenda with the exception to correct Item A in New Business to include MHPSAS Checks.

**Treasurer Bryant** seconded motion. No discussion had and the motion was carried by majority vote and adopted.

#### **IV. Approval of Meeting Minutes**

##### **a. Approval of the April 21, 2025 Regular Board Meeting Minutes**

**Vice President Kapteyn** moved to Approve the April 21, 2025 Regular Board Meeting Minutes.

**Treasurer Bryant** motioned for the Approval of April 21, 2025 Regular Board Meeting Minutes.

**Trustee Bankhead** seconded the motion. No Discussion and the motion was carried by majority vote and was adopted.

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**b. Approval of the April 24, 2025 Special Board Meeting Minutes**

**Vice President Kapteyn** moved to Approve the April 24, 2025 Special Board Meeting Minutes.

**Secretary Sanders** motioned for the Approval of April 24, 2025 Special Board Meeting Minutes.

**Trustee Bankhead** seconded the motion. No Discussion and the motion was carried by majority vote and was adopted.

**Roll Call Taken: Vice President Kapteyn-I, Treasurer Bryant-I, Secretary Sanders-I, Trustee Bankhead-I.**

**c. Approval of the April 29, 2025 Special Board Meeting Minutes**

**Vice President Kapteyn** moved to Approve the April 29, 2025 Special Board Meeting Minutes.

**Treasurer Bryant** motioned for the Approval of April 29, 2025 Special Board Meeting Minutes.

**Trustee Bankhead** seconded the motion. No Discussion and the motion was carried by majority vote and was adopted.

**d. Approval of the May 5, 2025 Special Board Meeting Minutes**

**Vice President Kapteyn** moved to Approve the May 5, 2025 Special Board Meeting Minutes.

**Secretary Sanders** motioned for the Approval of May 5, 2025 Special Board Meeting Minutes.

**Trustee Bankhead** seconded the motion. No Discussion and the motion was carried by majority vote and was adopted.

**e. Approval of the May 9, 2025 Special Board Meeting Minutes**

**Vice President Kapteyn** moved to Approve the May 9, 2025 Special Board Meeting Minutes.

**Trustee Bankhead** motioned for the Approval of the May 9, 2025 Special Board Meeting Minutes.

**Secretary Sanders** seconded the motion. No Discussion and the motion was carried by majority vote and was adopted.

**V. Financial Report**

**Peter Mitchell**, Finance Manager, provided the monthly financial packet to the Board including the Bank reconciliation, YTD budget, and the monthly check report.

**VI. Approval of Checks for Payments**

**Vice President Kapteyn** moved for the Approval of checks for April Payments.

**Trustee Bankhead** motioned for the Approval of Checks for April Payments.

**Treasurer Bryant** seconded the motion. No Discussion had and the motion was carried by majority vote and was adopted.

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## **VII. Superintendent Report**

**Mr. Reedell Holmes** presented his monthly report packet to the Board with updates on MHPSA Schools and the upcoming graduating events and grant scholarships.

- Congratulations to Kiyell Plummer, 8th grade student at MHA who placed 4th in Muskegon County Law Day Essay Writing Contest. Congrats to D`marion Buchanan who received a scholarship from Musk Area Kiwanis Club. Congrats to our very own Ms. Ja`Liyah Walker-School Social Worker received her MSW degree from Wayne State Univ. A celebration luncheon was held for the winners, teachers and their family.
- The GYO program is going strong and the end of the year report will be due to all participating College Universities. Updates for all testing has been completed and hats off to all staff and personnel for their hard work reaching a 95% overall student testing score.
- The 40 million dollar grant for the schools building construction was not awarded to MHPSAS, 3 other school districts were awarded the grant.

## **VIII. Square 1 Management Report**

**Dr. Hicks** presented her monthly management report to the Board along with a packet of all three school end of year event activities being held for the students.

- **Academic Updates** that all state assessments have been completed (M-Step, SAT, PSAT, Work-keys). NWEA will conclude at all schools on Friday, May 23, 2025. Final Exams for MHA will be June 10th-12th, makeup day is on June 13th, 2025 (excluding seniors) Last day of school for students: June 16th, 2025 and Staff is June 17th, 2025.
- **Operational Update:** An attached report was given to the Board Members of all schools year end upcoming activities and graduation dates.
- **Financial Update** was given by Mr. Peter Mitchell-Finance Manager
- **Human Resources:** No current vacancies as of today

## **IX. Old Business**

### **a. Teacher's First/MM1 Update**

**Vice President Kapteyn** gave an update on the progress that MM1 was voted as the HR Management Company and the Board has the finalized contract as of today for review. The Board will now be able to move forward quickly with specific deadlines and with staff re-applying. The discussions thus far with MM1 have gone great.

## **X. New Business**

### **a. Approval of the removal and addition of name(s) of persons eligible to sign for Checks**

**Vice President Kapteyn** moved for the approval to remove Joseph Warren from MHPSAS and add Vice President Kapteyn in addition to the Board Treasurer to sign MHPSAS Checks.

**Trustee Bankhead** motioned for the Approval to remove Joseph Warren from MHPSA and add Vice President Kapteyn in addition to Board Treasurer as authorized signers for MHPSAS Checks.

**Secretary Sanders** seconded the motion. No Discussion had and the motion was carried by majority vote and was adopted.

**Roll Call Taken: Vice President Kapteyn-I, Treasurer Bryant-I, Secretary Sanders-I, Trustee Bankhead-I.**

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**b. Approval of the removal and addition of name(s) of persons authorized to act as signatories for funds and accounts through ChoiceOne Bank.**

**Vice President Kapteyn** moved for the approval to remove Joseph Warren from MHPSA as a signatory for funds and accounts through ChoiceOne Bank and add Vice President Kapteyn in addition to the Board Treasurer as signatories for MHPAS Checks.

**Trustee Bankhead** motioned for the Approval to remove Joseph Warren from MHPSA as a signatory for funds and accounts through ChoiceOne Bank and add Vice President Kapteyn in addition to the Board Treasurer as signatories for MHPAS Checks.

**Treasurer Bryant** seconded the motion. No Discussion and the motion was carried by majority vote and was adopted.

**Roll Call Taken: Vice President Kapteyn-I, Treasurer Bryant-I, Secretary Sanders-I, Trustee Bankhead-I.**

**c. Building Maintenance and Repairs**

**Vice President Kapteyn** asked Superintendent Holmes to provide a maintenance overview on some of the issues MHPSA is facing right now. Mr. Holmes gave a maintenance update for MHA, as after the recent power surge at MHA caused the pump that operates the sprinkler system burned out and repair cost is covered under Insurance and not out of pocket for repair. The hot water boiler is leaking and 2 bids (Seaman's & Hurst) have been received to replace/repair. The boiler repairs are set for this summer break to be replaced at Edgewood Elementary as funds are available for that. The Board did request the two bids to be sent to the Board for final review/approval.

**d. 2025-2026 Budget Review & Hearing**

**Vice President Kapteyn** did send an overview email to Board members as we are working on a tight schedule. The Board cannot move forward until all information needed is received. The process and procedure must be complete by June 30th 2025 and the Board will need to know what the 25/26 school budget is and the actual student count. A strategic plan is quickly needed to assist with the implementation of the budget hearing. Dr. Hicks stated that she is working with **Mark Graham** to get this done.

**e. Presentation by Paul Allen, 103.7 The Beat Radio** to address the June 2025 Africa Trip and the MHA students that will be attending. Paul Allen asked the Board if they can provide a donation for travel of \$1,500 per student to help offset some additional student cost. A Short video clip was presented to the Board and Vice President Kapteyn stated that funds are not available in the current MHPSA budget but would love to personally donate to the cause as it is an incredible gift to the students.

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**XI. Public Comments** *(limited to 2 minutes per person)*

None

**XII. Comments from the Board of Directors**

None

**XIII. Next Meeting**

The next Regular Board of Directors meeting will be **Monday June 16, 2025, at 6 pm** at Muskegon Heights Public School Academy, 2441 Sanford St. Muskegon Heights, MI 49444

**XIV. Adjournment**

**Vice President Kapteyn** adjourned the meeting at: 6:55 pm.

A handwritten signature in black ink, appearing to read 'Kesha Sanders', written over a horizontal line.

**Kesha Sanders-Board Secretary**

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