



SAUGATUCK PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
MINUTES
JULY 14, 2025

This meeting is a meeting of the Board of Education in the public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda.

PLACE OF MEETING: Douglas Elementary Upper El Commons
261 Randolph Street
Douglas, MI 49406

TIME OF MEETING: 6:00 pm

1. CALL TO ORDER The meeting was called to order at 6:00 pm

2. ROLL CALL

PRESENT James Woods, Lisa Greenwood, Eric Birkholz,
Amanda Frank, Nicole Lewis, Mary Ihle, Frank Marro III

3. PUBLIC COMMENTS - there were NONE

4. ADDITIONS OR CHANGES TO AGENDA – under the Regular Meeting, remove item 8.
Superintendent Report

5. OPEN THE ORGANIZATIONAL MEETING

It was moved by Lisa Greenwood with support from Amanda Frank to open the July 14, 2025 organizational meeting.

ORGANIZATIONAL MEETING

Due to the change in the Board's Annual Election from May to November, we will hold an organizational meeting setting business matters in July and an organizational meeting in January electing officers.

1. **ADOPTION OF SCHEDULE OF REGULAR BOARD MEETING DATES FOR 2025-2026 FISCAL YEAR** The Schedule of the Regular Board Meetings for 2025-2026 will be held at the Douglas Elementary Upper Elementary Commons, 261 Randolph Street, Douglas, MI 49406, and will begin at 6 pm as outlined:

August 18, 2025	January 12, 2026 (due to MLK on 1/19)
September 15, 2025	February 16, 2026
October 13, 2025	March 16, 2026
November 17, 2025	April 13, 2026
December 8, 2025	May 18, 2026
	June 15, 2026
	July 13, 2026

It was moved by Lisa Greenwood with support from Amanda Frank to designate the dates listed to hold Regular School Board Meetings at 6 pm and designate the Douglas Elementary Upper Elementary Commons, 261 Randolph Street, Douglas, MI 49406 as the School Board Regular Meeting location. The motion carried unanimously.

2. **ADOPTION OF SCHEDULE FOR MONTHLY WORKSHOP DATES FOR 2025-2026 FISCAL YEAR** The Schedule of the Board Workshop Meetings for 2025-2026 will be held at the Douglas Elementary Upper Elementary Commons, 261 Randolph Street, Douglas, MI 49406 and will begin at 6 PM as outlined:

November 5, 2025	June 1, 2026
February 2, 2026	

It was moved by Lisa Greenwood with support from Amanda Frank to designate the dates listed to hold Board Workshop Meetings at 6 pm and designate the Douglas Elementary Upper Elementary Commons, 261 Randolph Street, Douglas, MI 49406 as the School Board Workshop location. The motion carried unanimously.

3. **DESIGNATION OF PERSON FOR POSTING PUBLIC NOTICES OF MEETINGS** – in addition to posting the entire calendar within 10 days of the organizational meeting, the board will continue to post the agenda for workshop and regular meetings the Friday prior to the date of the meeting. This is in addition to the requirements of the Open Meetings Act.

It was moved by Lisa Greenwood with support from Amanda Frank to designate the Central Office Executive Assistant as the person responsible for posting public notices of school board meetings and workshops. The motion carried unanimously.

4. **DELEGATION OF ELECTION DUTIES** – coordination of the election duties between the district's attorney and the county elections clerk.

It was moved by Lisa Greenwood with support from Amanda Frank to delegate the school board election duties to the Central Office Executive Assistant. The motion carried unanimously.

5. **ANNUAL RETAINER CONTRACTS** – the following law firms are currently on retainer with the district. Thrun Law Firm, PC (for elections, negotiations and general liability)

It was moved by Lisa Greenwood with support from Amanda Frank to approve the annual retainer contracts for Thrun Law Firm as presented. A roll call vote showed the motion carried unanimously.

6. **APPOINTMENT OF FISCAL AGENT** – the ISD acts as our fiscal agent for certain programs and federal grant funding, such as Individuals with Disabilities Education Act (IDEA).

It was moved by Lisa Greenwood with support from Amanda Frank to approve the Ottawa Area ISD as the fiscal agent for the 2025-2026 school year. A roll call vote showed the motion carried unanimously.

7. **APPOINTMENT OF BOARD MEMBER TO OTTAWA AREA SCHOOL BOARD ASSOCIATION BOARD OF DIRECTORS** – Last year Eric Birkholz was appointed delegate and Amanda Frank as the alternate. This Board meets quarterly at the ISD (beginning at 6:00 pm and the meetings were held on a Thursday evening.) The Board will need to appoint a delegate and alternate for this position for the 2025-2026 school year.

It was moved by Lisa Greenwood with support from Amanda Frank to appoint Eric Birkholz as the delegate and Amanda Frank as the alternate to the Ottawa Area School Board Association Board of Directors for the 2025-2026 school year. The motion carried unanimously.

8. **APPOINTMENT OF BOARD MEMBER TO SAUGATUCK PUBLIC SCHOOLS EDUCATIONAL FOUNDATION BOARD** – Last year, Lisa Greenwood was appointed to represent the Board on the Saugatuck Public Schools Education Foundation.

It was moved by Amanda Frank with support from Mary Ihle to appoint Lisa Greenwood as the School Board representative on the Saugatuck Public School Education Foundation for the 2025 calendar year.

9. **APPROVE ORGANIZATIONAL MEMBERSHIPS (MASB, MASB-Legal Trust Fund, MASB's and Legislative Relations Network) AND APPOINT LEGISLATIVE RELATIONS NETWORK REPRESENTATIVE** - Last year Amanda Frank was appointed as the Legislative Network Board Representative.

It was moved by Lisa Greenwood with support from Amanda Frank to approve school board membership with the Michigan Association of School Boards, Michigan Association of School Board-Legal Trust Fund, and Michigan Association of School Board's Legislative Relations Network and appoint James Woods as the Legislative Network Board Representative. The motion carried unanimously.

10. CLOSE THE ORGANIZATIONAL MEETING

It was moved by Lisa Greenwood with support from Amanda Frank to close the July 14, 2025 organizational meeting. The motion carried unanimously.

REGULAR MEETING

6. ACTION ITEMS

a. Consent Items

- i. Minutes from June 16, 2025 Regular Meeting

"Prepare students for life"

ii. Agenda for July 14, 2025 Agenda

It was moved by Lisa Greenwood with support from Amanda Frank to approve the consent items as presented. The motion carried unanimously.

- b. Administrator Contract Update – Prior to the meeting, Superintendent Mark Neidlinger provided information to the board relative to an increase in the salary of Douglas Elementary Principal, Michaelle Gust.

It was moved by Lisa Greenwood with support from Amanda Frank to approve the salary increase for Douglas Elementary Principal as presented. A roll call vote showed the motion carried unanimously.

7. BOARD OF EDUCATION

- a. General Update - President Nicole Lewis gave a general update to the Board.
- b. Legislation Update - Trustee Jay Woods updated the Board on what is happening in Lansing and how it impacts schools.

8. PUBLIC COMMENT – there were NONE

9. UPCOMING DATES – future dates were approved during the organization portion of the meeting.

10. ADJOURN – there being no further business, the Board adjourned at 7:06 pm.

A handwritten signature in blue ink, appearing to read "Mary Sue", is written in a cursive style.