

**Mendon Community Schools  
Board of Education  
Regular Meeting Minutes  
August 18, 2025**

**I. General Business**

**A. Call to Order**

Board President, Regina Schinker, called the meeting to order at 5:30 pm in the Middle/High School library.

**B. Roll Call**

- Members Present: Roger Cupp(arrived at 5:34pm), Jesse King, Sonya Moyle, Jeremy Palmer, Regina Schinker, DyAnn Steinberger, and Norma Switalski
- Members Absent: Jesse King
- Administrative Staff Present: Leasa Griffith-Mathews and Lisa VanZoest
- Others Present:

**C. Pledge of Allegiance**

**D. Approval of Minutes, Closed Session Minutes, Bills, Receipts, and Financial Report**

Motion was made by Steinberger and supported by Moyle to approve the Regular Board Meeting Minutes and Closed Session Minutes for July 21, 2025 as well as the Bills, Receipts, and the Financial Report as presented.

Motion Carried: 6 ayes; 0 nays, 1 absent

**II. Communication**

**A. Oral**

**B. Written**

**C. Board Communication**

**I. Consent Agenda**

Approval of:

a. 2025 -2026 Coaching Appointments:

i. Football:

Varsity Head Coach - Robert Kretschman

Varsity Assistant - Glen Samson

JV Head Coach - Zachary Higgins

JV Assistant - Braxton Samson

MS Head Coach - Brandon Wenzel

MS Assistant - Chris Nightingale

Volunteer Positions:

Varsity Football Mitch Ulrich and Michael Malmborg

All Levels: Matt Gorham, Lincoln Klinger and Carson Cupp

ii. Volleyball:

Varsity Co-Head Coaches - Ken Herbert and Aubrey Wiswell

JV Head Coach - Arika Ware

8th gr. Head Coach - Wendy Rasmussen (pending background)

Volunteer Positions:

Mikayla Shell

iii. Cross Country:

Varsity and MS Head Coach - MaKenzie Oatley

iv. Cheerleading:

Head Coach - Kylie Tyler

Volunteer Positions:

Becky Bakeman and Karlie Batten

v. Basketball:

Boys Varsity Head Coach - Matt Gorham

JV Head Coach - Carson Cupp

Girls Varsity Co-Head Coaches - Glen Samson and Zachary Higgins

vi. Wrestling:

Varsity Head Coach - Lincoln Crotser

Junior High Head Coach - Travis Allen

vii. Softball:

Varsity Head Coaches - Mike Smith and Steve Butler

JV Head Coach - Steve Schabes

Junior High Head Coach - Christopher Nightingale

viii. Baseball:

Varsity Head Coach - Glen Samson

JV Head Coaches - Michael Ketwich and Braxton Samson

ix. Track:

Girls Head Coach - Brandon Wenzel

Boys Head Coach - Victor Wilczynski

Junior High -

x. Golf:

Varsity Head Coach - Michael Malmborg

b. Sydney Griffith, Middle School Language Arts Teacher

c. Zachary Higgins, Middle School Special Education Teacher

Motion was made by Palmer and supported by Moyle to approve the items on the Consent Agenda as presented.

Motion Carried: 6 ayes; 0 nays; 1 absent

## II. Board Reports

### A. Superintendent Report

#### a. Bond Update


Griffith-Mathews indicated that there is one more inspection to take place at the elementary building this week regarding fire alarm pulls that had to be added. The air conditioning is running in most rooms, and teachers are putting their rooms in order this week. In the high school building, she indicated that the fire marshal would be in for one last check in the locker rooms. In the girls' locker room, tile is being removed in one of the showers due to a leak, so that locker room will not be ready for the first week of school. In addition, Griffith-Mathews stated that conversations have taken place with Tower Pinkster regarding several issues that we have encountered during this phase. She will keep the Board posted.


#### b. Legislative Update

Griffith-Mathews stated that the State has not finalized its budget. This means that we are only guaranteed free breakfast and lunch for all through September. She went on to inform the Board that there is a bill which would limit class sizes to no more than 19 students in grades K-3. A grant is available to larger school districts to help with the costs, but we do not qualify. In addition, a bill will likely pass through the legislature allowing parents to opt their junior student out of the ACT Work Keys test.

#### c. Superintendent Growth Goal

Griffith-Mathews shared her Growth Goal for '25-'26. The goal addresses communication and media relations.

Administrator Personal Growth Plan			
			
Personal Growth Plan For: Leisa Griffith Mathews			
Position: Superintendent			
Date Developed: 8/18/25		Date Approved by Supervisor: Supervisor Name:	
Domain: 4 - Processes			
Factor: A. Community Building			
Characteristic 4. Communications and Media Relations			
Current Performance Level: Low end of Effective			
Target Performance Level: High end of Effective			
Personal Growth Target (goal per 380.1249): Communicate with stakeholders regarding celebrations, our district's story, and upcoming events through various media.			
Growth Activity	Timeline for Activity	Resources Needed	Support from Others (who/what)
1. Create a District Newsletter twice a year	1st to be mailed end of January 2026. 2nd to be mailed early July 2026.	Mailing costs, program for creating the newsletter, and addresses for all families with students outside of Jordan	Administrative team, secretaries, teachers, and coaches for info. Janis for help with putting the bulletin together.
School Advance™ Administrator Growth Plan ©, Reeves, R. & McNeil, R. 2021; R. Reeves Version 2.0 – April 2023			

Administrator Personal Growth Plan			
			
2. Work with Admin team to create radio advertisements for the district to run through March.	September through March	Cost of program is \$400 per month. WDET will help produce the commercial and run during athletic events, during the day throughout each month, and during Detroit Lions games.	Tom Duha, WDET - help with the commercial Admin - voice of Jordan
Evidence of Meeting Growth Target: Successful mailing of newsletter			
Date Target Met:	Supervisor Confirmation:	New Performance Level:	
School Advance™ Administrator Growth Plan ©, Reeves, R. & McNeil, R. 2021; R. Reeves Version 2.0 – April 2023			

## V. Discussion Items

**A. Strategic Plan and Goals for 2025-2026**

Griffith-Mathews discussed the above as a second reading.

**VI. Action Items**

**A. Approval of Annual School Loan Revolving Fund Loan Application and Worksheet. Loan will be a total of \$998,110.44.**

Motion was made by Cupp and supported by Palmer to approve the Annual School Loan Revolving Fund Loan Application and Worksheet as presented.

Motion Carried: 6 ayes; 0 nays; 1 absent

**B. Approval of the 2025-2026 Strategic Plan**

Motion was made by Moyle and supported by Switalski to approve the 2025-2026 Strategic Plan as presented.

Motion Carried: 6 ayes; 0 nays; 1 absent

**C. Approval Triangle PayApp #12 for \$674,691.91.**

Motion was made by Cupp and supported by Switalski to approve Triangle Pay App #12 in the amount of \$674,691.91.

Motion Carried: 6 ayes; 0 nays; 1 absent

**VII. Good of the Order**

Schinker wanted to thank the community for their continued support of Mendon Schools. Griffith-Mathews stated that the efforts of Lisa VanZoest were key in getting the information out in a timely manner as absentee ballots are mailed home very early. Board members indicated that some people did not receive their absentee ballots which is concerning.

**VIII. Adjournment**

Motion was made to adjourn the meeting at 6:09 pm by Palmer and supported by Switalski.

Motion Carried: 6 ayes, 0 nays, 1 absent

Respectfully Submitted by,

Regina Schinker  
Board President

Leasa Griffith-Mathews  
Superintendent



# Mendon Community Schools



## 25-26 Strategic Plan

### Vision:

We believe all students of the school district, regardless of age, race, creed, sex, or environment are entitled to educational opportunities commensurate with their abilities and will provide such opportunities to the extent the school district is financially able to supply the physical and human resources required to meet those needs.

### Mission:

Our mission is to provide a comprehensive curriculum and a positive learning environment. We are committed to the process of instilling in our students: a desire to learn, a sense of self awareness of their needs and abilities, respect and understanding of themselves and others, responsibility for decisions and actions, competence in problem solving, and the development of essential skills and talents to become contributing members of our changing society.

### 3-5 Year Targets

- Community - The school community will develop and maintain strong relationships with parents, students, businesses and community members.
- Communication - Members of the school community will communicate positively, frequently and effectively with parents, students and community.
- Curriculum - Data will be used to drive instruction and as a tool to address failures and celebrate successes.
- Responsibility - The school community takes on the responsibility of providing a safe, positive learning environment that is well -maintained and fiscally responsible.

### 3-5 Year Priorities

- Positive communications throughout the community
- Effective collaboration
- Efficient and appropriate operation of finances
- Expand opportunities for all students
- Maintain and improve facilities
  - Determine needs for adequate custodial staff in both buildings
- Attract new families and students
- Develop a method to determine how to keep families happy and in -district while maintaining integrity
- Close analysis and focus on improving salaries and/or benefits for all employee groups (keeping the budget in mind).



# Mendon Community Schools



## Board of Education

### 1 Year Priorities

- Find ways to Promote Mendon.
- Finance/Budget Balanced
- Positive School Culture (Staff, Students, Community)
- Inform Community regarding 2025 series of work & upcoming 2027 scope.

### Opportunities

- Social Media/Website
- Newspaper Articles
- Radio Coverage
- Sporting Events
- Surveys

### Challenges

- Low Enrollment
- Parent/Community Involvement
- Unstable Funding

### 1 Year Goals (25-26)

- Increase Communication with community stakeholders.
- Conduct surveys of all stakeholders including: community, parents, staff, and students yearly
- Develop/Implement positive PR for Mendon Schools - Brainstorm at Admin Meetings

### Indicators of Success

- |  |                                       |                       |   |
|--|---------------------------------------|-----------------------|---|
| - Steady Enrollment results on surveys | Retain at least 98% of Fall '24 Count | - Financial Stability | - Positive                                  |
| - Newspaper/Social Media Articles      | Radio Coverage                        | - Teacher Retention   | - Retain at least 90% of Certified Teachers |