



# Comstock Board of Education

July 14, 2025

6:00 PM

## Regular Meeting

Comstock Administration Building

6138 King Hwy

Kalamazoo, MI 49048

269-250-8900

Welcome to the meeting of the Comstock Board of Education. This public meeting of the Board of Education is for conducting the School District's business. In the spirit and intent of Michigan's Open Meetings Act, this meeting will be conducted in person while live streaming on our district's YouTube channel, [www.youtube.com/comstockps/live](http://www.youtube.com/comstockps/live).

Anyone who would like to participate in the "Call to the Audience Public Comment" will have to be in person and complete the form available at the entrance of the in-person meeting. You are asked to adhere to the following guidelines when addressing the Board: 1) State your name and group affiliation, if appropriate 2) Keep comments to three (3) minutes 3) No participant may speak more than once on the same topic 4) Participants shall direct all comments to the Board and not to staff or other participants 5) The presiding officer may terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.

The posted notice of this meeting, meeting agenda, and information on how to access the live stream are posted on the District's homepage, [www.comstockps.org](http://www.comstockps.org).

### 1. CALL TO ORDER

Pamela Dickinson, President

### 2. PLEDGE / MOMENT OF SILENCE

Pamela Dickinson, President

### 3. MISSION, VISION, VALUES

Richard Hathaway, Trustee

### 4. ROLL CALL

Megan Amsbury, Recording Secretary

BOARD MEMBER	TITLE
Brown, Saralyn	Secretary
Hathaway, Richard	Trustee
Lamphear, Paul	Treasurer
Cook, Hillary	Trustee
Poulson, Kristie	Trustee
Schreiner, Matt	Vice President
Dickinson, Pamela	President

### 5. AGENDA CHANGES

### 6. AGENDA APPROVAL (Action)

### 7. RECOGNITIONS & PRESENTATIONS (Discussion: 5 Minute limit/item)

A. Overnight Field Trip Request - Cross Country Team (Discussion)

Tyler Ford, Head Cross Country Coach

### 8. CALL TO THE AUDIENCE

Per District Policy 2504 the Board has a **three (3) minute limit** per registered speaker.

### 9. CELEBRATIONS & COMMUNICATIONS

A. Comstock Celebrations & Superintendent's Update  
Dr. Jeff Thoenes, Superintendent  
[http://www.comstockps.org/news/comstock\\_celebrations](http://www.comstockps.org/news/comstock_celebrations)

B. Board Member Comments (**Discussion: 5 Minute limit/item**)

C. President's Update  
Pamela Dickinson, President

## 10. **CONSENT AGENDA**

A. Meeting Minutes

- a. Monday, June 23, 2025 Annual Budget Hearing
- b. Monday, June 23, 2025 Regular Board Meeting

B. Personnel

a. New Hires

1. Sophia Carinci, 1st Grade Teacher, CES

b. Resignations

1. Ryan Cousins, Tech Teacher, CMS/CHS
2. Jaelynne Richardson, SE Teacher Consultant
3. Becky Turner, SE Resource Room Teacher, CES

C. Consent Agenda Approval (**Action**)

## 11. **OLD BUSINESS (Discussion: 5 Minute limit/item)**

A. 2025-26 Superintendent Compensation Proposal (**Action**)  
Pamela Dickinson, President

## 12. **NEW BUSINESS (Discussion: 5 Minute limit/item)**

## 13. **CLOSED SESSION**

The board will move into closed session for the purpose of conducting a student discipline hearing.

## 14. **CLOSED SESSION**

The board will move into closed session to finalize the discipline of a board member.

## 15. **RECORDING SECRETARY UPDATE**

## 16. **ANNOUNCEMENTS & INFORMATION**

July 28 - Regular Board Meeting  
6:00 pm, Comstock Administration Building

August 11 - Regular Board Meeting  
6:00 pm, Comstock Administration Building

August 21 - Bus Garage Open House  
4:00 pm, Transportation

August 25 - Regular Board Meeting  
6:00 pm, Comstock Administration Building

## 17. **ADJOURNMENT**

Pamela Dickinson, President

The mission of Comstock Public Schools is to serve our community by empowering, inspiring, and challenging every person within the school district to reach their full potential, and to ensure all students learn and thrive in a safe and healthy environment.

The vision of Comstock Public Schools is to be an inclusive, high performing learning community where we foster dreams, explore possibilities, and create futures.

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting or hearing, please contact Megan Amsbury, Executive Assistant/Board Secretary at 269.250.8907 at least 72 hours prior to the meeting or as soon as possible.

# COMSTOCK PUBLIC SCHOOLS

## PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS



Type of Trip: Sports  
Proposed Departure Date: August 11th 2025  
Return Date: August 13th 2025

Proposer: Tyler Ford  
Position: Head Cross Country Coach

Date by which response is needed: August 1st  
2025 Proposal Date: June 26 2025

### A. Purpose:

1. Are you planning on staying overnight, or will this be a same-day trip?

Staying overnight at the barracks 3 day , 2 nights

2. What is the major place to be visited or event to be attended?

We will be spending our time on base at Fort Custer to host an overnight Cross Country camp.

3. How is the trip related to the educational program of the District?

Sports/leadership related

4. In what ways will the students benefit?

Conducting 2 runs and one lift per day along with team bonding experiences and leadership training

- 
5. In what ways will the District benefit?

We will become a stronger Cross Country team while also showing the student base that Cross Country is more than just practices involving running, we want to make it fun and build a new culture for the program

6138 King Highway | Kalamazoo, MI 49048 | 269-250-8907 | 269-250-8908 fax

- 
6. How will the trip be evaluated to determine the extent to which these benefits were realized?

Developing leadership skills and enhancing the performance of the Cross Country team

B. Students and Staff:

1. Which students, (grade, class, or organization), will be going?

All 9-12 grade students who are participating in Cross Country for the 2025 season.

2. How many total students will be on the trip?

8 Students in total

4

3. How many students are currently experiencing academic problems?

Zero due to this taking place in the summer.

4. Which staff member will be in charge?

Tyler Ford

5. What previous experience has the staff member had in conducting overnight or extended field trips?

No experience

6. What other staff members will be going?

None as of now

7. How many chaperones, in addition to staff members, will be going?

One chaperone

8. What are their names and affiliations with the students?

Dino Sivley- Former Wrestling Coach for Comstock High School, brother of one of the athletes attending.

9. How many school days will be missed?

Zero, takes place in the summer

10. How will teachers be advised in advance that the students will be out of school?

N/A

### C. School Work

1. How will missed work be made up?

N/A

2. What special assistance will be provided to students with academic problems?

N/A

### D. Itinerary

1. What is the destination?

5

Fort Custer Training Center, Battle Creek Michigan

2. What will be the mode of transportation? What liability insurance does the carrier have?

Comstock School Van

3. Where will the group be housed and fed?

The group will be housed in the barracks on base and we will handle the food. There is a mess hall next to the barracks to cook and store food

4. What en route or supplementary activities are planned?

Leadership Reaction Course  
Obstacle/Confidence Course

5. What arrangements have been made for dealing with emergencies?

Each athlete attending this event must complete an emergency and permission form before being allowed to attend this event

6. If tour guides are involved, what liability insurance do they carry?

N/A

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## E. Finances

1. What is the estimated total cost and cost per student?

\$500 for food and activities

Zero cost per student

2. What is the source of funds?

Comstock Cross Country internal account

3. How will the funds be collected and safeguarded?

Coming from the Internal account

4. How will any shortfall be made up or excess funds used?

N/A

5. What provision has been made for students who are financially unable to pay any necessary costs?

All food and supplies paid for through the internal account

## F. Communications

1. How will you communicate with parents before, during, and after the trip?

I will have a pre trip meeting with all the parents, and through text/email/call

2. List telephone numbers at the destination and where the group will be housed.

Fort Custer Training Center Barracks

SSG Bernadino Sivley (269) 808-9888

[bernardino.r.sivley.mil@army.mil](mailto:bernardino.r.sivley.mil@army.mil)

SFC Matthew Rose

[matthew.c.rose12.mil@army.mil](mailto:matthew.c.rose12.mil@army.mil)

3. What information will be provided to the media and the community?

N/A

Tyler Ford

\_\_\_\_\_  
Signature of the Requestor

06/26/2025

\_\_\_\_\_  
Date

**Approved:**

  
\_\_\_\_\_  
Principal/Administrator

6-26-25

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

7

\_\_\_\_\_  
Board of Education

\_\_\_\_\_  
Date



Comstock Board of Education  
June 23, 2025  
6:00 PM

**Annual Budget Hearing Minutes**

Comstock Administration Building  
6138 King Hwy  
Kalamazoo, MI 49048  
269-250-8900

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1. **CALL TO ORDER** - Pamela Dickinson, President – **6:00 PM**

2. **PLEDGE**

3. **ROLL CALL** - Megan Amsbury, Recording Secretary – **All Members Present**

BOARD MEMBER	TITLE
Brown, Saralyn	Secretary
Hathaway, Richard	Trustee
Lamphear, Paul	Treasurer
Cook, Hillary	Trustee
Poulson, Kristie	Trustee
Schreiner, Matt	Vice President
Dickinson, Pamela	President

4. **AGENDA CHANGES** - **None**

5. **AGENDA APPROVAL (Action) – Poulson/Brown – Motion to approve agenda – Approved 7-0**

6. **NEW BUSINESS**

A. Annual Budget Hearing (**Discussion**) - RJ Wiersema, Finance Director

Presentation of the proposed 2025-2026 budget.

- Current Year Budget
- Next Year Budget

7. **ADJOURNMENT – 6:31 pm**



Comstock Board of Education  
June 23, 2025  
6:30 PM

**Regular Meeting MINUTES**

Comstock Administration Building  
6138 King Hwy  
Kalamazoo, MI 49048  
269-250-8900

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- 1. **CALL TO ORDER** - Pamela Dickinson, President – **6:34 pm**
- 2. **PLEDGE / MOMENT OF SILENCE** - Pamela Dickinson, President
- 3. **MISSION, VISION, VALUES** - Matthew Schreiner, Vice President
- 4. **ROLL CALL** - Megan Amsbury, Recording Secretary – **All Members present**

BOARD MEMBER	TITLE
Brown, Saralyn	Secretary
Hathaway, Richard	Trustee
Lamphear, Paul	Treasurer
Cook, Hillary	Trustee
Poulson, Kristie	Trustee
Schreiner, Matt	Vice President
Dickinson, Pamela	President

- 5. **AGENDA CHANGES** – **Remove #7C**
- 6. **AGENDA APPROVAL (Action)** – **Poulson/Brown - Motion to approve the agenda with the removal of #7C – Approved – 7-0**

**7. RECOGNITIONS & PRESENTATIONS (Discussion: 5 Minute limit/item)**

- A. Science Olympiad Team - Dr. Jeff Thoenes, Superintendent
- B. Employee of the Month – Administration - Dr. Jeff Thoenes, Superintendent

- Erin Hampshire, Accounting Specialist, CAB

~~C. District Safety Team – Jay Birchmeier, Principal of COM~~

**8. CALL TO THE AUDIENCE – 5 Members spoke – No action taken**

Per District Policy 2504 the Board has a **three (3) minute limit** per registered speaker.

**9. CELEBRATIONS & COMMUNICATIONS**

A. Comstock Celebrations & Superintendent's Update - Dr. Jeff Thoenes, Superintendent

[http://www.comstockps.org/news/comstock\\_celebrations](http://www.comstockps.org/news/comstock_celebrations)

B. Committee Reports (**Discussion: 5 Minute limit/item**)

a. Finance Committee - Paul Lamphear, Treasurer/Chair

C. Board Member Comments (**Discussion: 5 Minute limit/item**)

D. President's Update - Pamela Dickinson, President

**10. CONSENT AGENDA**

A. Meeting Minutes

a. Monday, June 9, 2025 Regular Meeting

B. Consent Agenda Approval (**Action**) – **Poulson/Brown- Motion to approve consent agenda – Approved 7-0**

**11. OLD BUSINESS (Discussion: 5 Minute limit/item)**

A. Food Service Contract Renewal (**Action**) - RJ Wiersema, Finance Director – **Poulson/Brown – Motion to approve the Food Service Contract as presented – Approved 7-0**

B. Final Budget Amendment for 2024-2025 (**Action**) - RJ Wiersema, Finance Director – **Lamphear/Poulson – Motion to approve the Final Budget Amendment for 2024/2025 as presented – Approved 7-0**

C. Preliminary Budget for 2025-2026 (**Action**) - RJ Wiersema, Finance Director – **Lamphear/Poulson – Motion to approve the Preliminary Budget for 2025/2026 – Approved 6-1**

D. Application for Preliminary Qualification of Bond (2025) (**Action**) - Dr. Jeff Thoenes, Superintendent – **Poulson/Brown – Motion to approve the Application for Preliminary Qualification of Bond (2025) – Approved 7-0**

**12. NEW BUSINESS (Discussion: 5 Minute limit/item)**

**13. CLOSED SESSION – Poulson/Brown – Motion to move into closed session for the purpose of discussing a complaint against a board member – Approved 7-0**

The board will move into closed session for the purpose of discussing a complaint against a board member.

**Poulson/Brown – Motion to continue censure for Richard Hathaway for another 6 months. Censure review in December 2025 – Approved 7-0**

**14. RECORDING SECRETARY UPDATE**

**15. ANNOUNCEMENTS & INFORMATION**

- July 14 - Regular Board Meeting  
6:00 pm, CAB
- July 28 - Regular Board Meeting  
6:00 pm, CAB
- August 11 - Regular Board Meeting  
6:00 pm, CAB
- August 25 - First Day of School
- August 25 - Regular Board Meeting  
6:00 pm, CAB

**16. ADJOURNMENT - Pamela Dickinson, President – 8:57 pm**

The mission of Comstock Public Schools is to serve our community by empowering, inspiring, and challenging every person within the school district to reach their full potential, and to ensure all students learn and thrive in a safe and healthy environment. The vision of Comstock Public Schools is to be an inclusive, high performing learning community where we foster dreams, explore possibilities, and create futures. If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting or hearing, please contact Megan Amsbury, Executive Assistant/Board Secretary at 269.250.8907 at least 72 hours prior to the meeting or as soon as possible.



Shawn Mcmeekan &lt;shawn.mcmeekan@comstockps.org&gt;

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**Re: A new chapter**

1 message

**Mark Wilke** <mark.wilke@comstockps.org>

Thu, Jul 3, 2025 at 11:44 AM

To: Ryan Cousins &lt;ryan.cousins@comstockps.org&gt;

Cc: Mary Spade &lt;mary.spade@comstockps.org&gt;, Colleen Grueter &lt;colleen.grueter@comstockps.org&gt;, Michael Thiel &lt;michael.thiel@comstockps.org&gt;, Jill Ansel &lt;jill.ansel@comstockps.org&gt;, Shawn Mcmeekan &lt;shawn.mcmeekan@comstockps.org&gt;

Ryan,

While this news is sad, I do understand and wish you all the luck in your new position. Take care

Dr. Mark Wilke  
Principal, Comstock Middle School  
Comstock Public SchoolsOn Mon, Jun 30, 2025 at 9:25 AM Ryan Cousins <ryan.cousins@comstockps.org> wrote:  
Mary, Mark, Colleen, Mike,

I hope you are all finding time to enjoy this hot summer!

I need to let you know that I have accepted a position at Hastings Area Schools for the fall. I will be the HS Engineering Teacher. This is the most difficult decision I have ever made in my life. I have been at Comstock my entire adult life so this is a big change, but I feel like it is what is best for my family. I already know that I will have to find ways to come back to say hello because I already miss our crazy students so much.

I will be continuing to work with Sue at the auditorium this summer and then on limited projects going forward in some capacity so I will still be around here and there. If there is ever anything I can do to help, please let me know!

Ryan

Jaelynn Richardson  
6890 Ringling  
Kalamazoo, MI 49048

June 16th, 2025

Comstock Public Schools  
6138 King Highway  
Kalamazoo, MI 49048

Dear Mrs. Burnett,

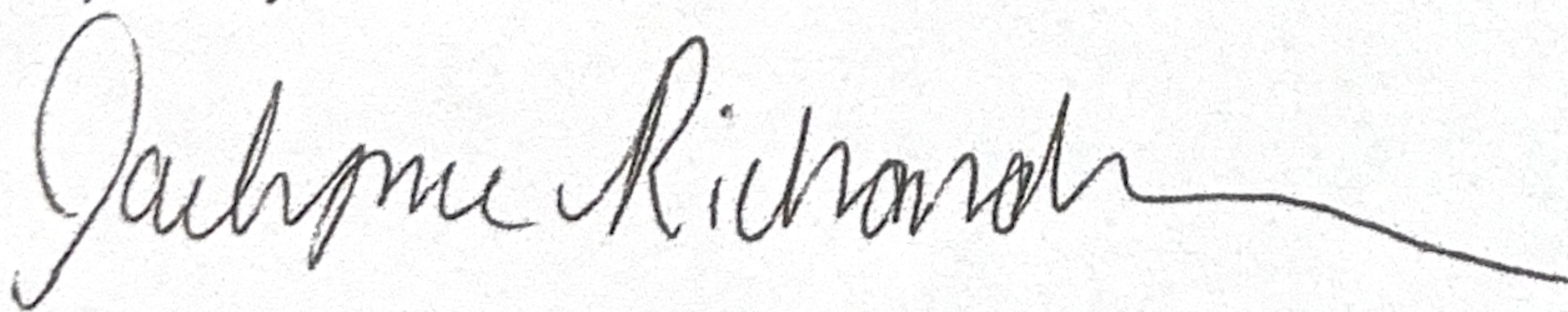
I am writing to formally resign my position as Special Education Teacher Consultant with Comstock Public Schools, effective June 30th, 2025.

I am incredibly grateful for the opportunity to have served in multiple roles within Comstock Public Schools and the knowledge and skills that I've learned in this district are invaluable. I greatly appreciate the trust and faith you had in me to help develop and implement procedures and processes in our schools. I am hopeful that the work I have started will be able to continue, I think Comstock is on the right track.

I am committed to ensuring a smooth transition and will make sure that you are in possession of all relevant documents and processes prior to June 30th. Please let me know if there is anything that I can do to make this transition easier on you and my colleagues. I am happy to assist in training my replacement or any other staff as needed until my departure date.

Thank you for your kindness and understanding in this process. I am proud to have been a part of the Comstock Public Schools special education department and I wish you all the best in the coming year!

Respectfully in education,

A handwritten signature in cursive script that reads "Jaelynn Richardson". The signature is written in black ink and has a long, horizontal flourish extending to the right.

Jaelynn Richardson

Becky Turner  
313 Lake Forest Blvd  
Kalamazoo, Michigan 49006  
214-725-8681  
[beckytturner1005@gmail.com](mailto:beckytturner1005@gmail.com)

**June 20, 2025**

Comstock Public Schools  
6138 King Highway  
Kalamazoo, MI 49048

**Dear Mrs. Caswell,**

Please accept this letter as my formal resignation from my position of Resource Teacher at Comstock Elementary for the 2025-26 school year.

I appreciate all of your support and the opportunity for professional growth in my time at Comstock. You lead an incredibly compassionate staff, and I will treasure the time that I got to be a part of it.

Please let me know if there is anything that I can do to help with the transition process. I wish you and Comstock continued success!

Sincerely,  
**Becky Turner, M.Ed.**

# COMSTOCK PUBLIC SCHOOLS

RJ Wiersema, Finance Director  
RJ.Wiersema@ComstockPS.org



DATE: July 14, 2025

TO: Comstock Public Schools Board of Education

FROM: Robert J Wiersema III, Finance Director

**SUBJECT: 2025-2026 Superintendent Salary Proposal**

In the seven years Dr. Thoenes has been employed as the Superintendent of Comstock Public Schools, he has created a culture of collaboration, inclusion, and innovative thinking. His determination to work with the administrative team to appropriately staff the district has aided in putting the district in a healthier financial position that gives us the opportunity to compensate staff in a way that keeps us competitive with other districts. Dr. Thoenes is also highly educated, holding two master's degrees and a doctorate. Retention of Dr. Thoenes's strong leadership is vital to the continued success of our district.

Please find attached last year's salary schedule and this year's extension of the schedule.

I request that the Board of Education approve an increased base salary of \$169,567.70 for Superintendent Dr. Jeffrey Thoenes. This includes a 3% increase (which substantially matches what administrators will receive in 25-26). It also includes a 1% Longevity added to raised base salary (which is in alignment with the administrator longevity schedule since Dr. Thoenes is beginning his eighth year). I also request that the superintendent annuity be maintained at 10% as an additional benefit for his service to the District.

Comstock Public Schools has been well-served by Superintendent Dr. Jeffrey Thoenes. He is an incredibly valuable asset to the District.

# COMSTOCK PUBLIC SCHOOLS

RJ Wiersema, Finance Director  
 RJ.Wiersema@ComstockPS.org



## 2025-2028 Superintendent Compensation Proposal

	Completed 24-25	Proposed 25-26	Projected 26-27	Projected 27-28
Beginning Base Salary	\$ 153,700.00	\$ 162,998.85	\$ 169,567.70	\$ 176,401.28
5% raise (all admins in 24-25)	\$ 7,685.00			
3% raise (all admins in 25-26, 26-27, and 27-28)		\$ 4,889.97	\$ 5,087.03	\$ 5,292.04
1% Longevity added to raised base (to match Admin Contracts)	\$ 1,613.85	\$ 1,678.89	\$ 1,746.55	\$ 1,816.93
<b>New Base Salary</b>	<b>\$ 162,998.85</b>	<b>\$ 169,567.70</b>	<b>\$ 176,401.28</b>	<b>\$ 183,510.25</b>
10% Annuity	\$ 16,299.89	\$ 16,956.77	\$ 17,640.13	\$ 18,351.03
<b>Total Compensation</b>	<b>\$ 179,298.74</b>	<b>\$ 186,524.47</b>	<b>\$ 194,041.41</b>	<b>\$ 201,861.28</b>
% Increase		4.03%	4.03%	4.03%
\$ Increase		\$ 7,225.74	\$ 7,516.94	\$ 7,819.87

Administrator Longevity	
Years of Service	Longevity %
0-5	0%
6-10	1%
11-15	2%
16+	3%

## Last year for reference:

## 2024-2027 Superintendent Compensation Proposal

	Current	Proposed 24-25	Projected 25-26	Projected 26-27
Beginning Base Salary	\$ 153,700.00	\$ 153,700.00	\$ 162,998.85	\$ 169,567.70
5% raise (all admins in 24-25)		\$ 7,685.00		
3% raise (all admins in 25-26 and 26-27)			\$ 4,889.97	\$ 5,087.03
1% Longevity added to raised base (to match Admin Contracts)		\$ 1,613.85	\$ 1,678.89	\$ 1,746.55
<b>New Base Salary</b>	<b>\$ 153,700.00</b>	<b>\$ 162,998.85</b>	<b>\$ 169,567.70</b>	<b>\$ 176,401.28</b>
10% Annuity	\$ 15,370.00	\$ 16,299.89	\$ 16,956.77	\$ 17,640.13
<b>Total Compensation</b>	<b>\$ 169,070.00</b>	<b>\$ 179,298.74</b>	<b>\$ 186,524.47</b>	<b>\$ 194,041.41</b>
% Increase		6.05%	4.03%	4.03%
\$ Increase		\$ 10,228.74	\$ 7,225.74	\$ 7,516.94

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