

**Minutes of Regular Board Meeting
Board of Education
Harbor Springs Public Schools**

January 13, 2020

7:00 pm

Large Group Instruction Room
Harbor Springs Middle School
800 State Road
Harbor Springs, MI 49740

Board Members Present: Gary Morse, President
Tim Davis, Vice President
Diane Novak, Secretary
Paul Fairbairn, Trustee
Margo Damoose, Trustee
Brad Backus, Treasurer

Board Member Absent: Bryan Lauer, Trustee

Staff Present: Michael Behrmann, Superintendent
Pam Zazula, Chief Financial Officer
Maresi Witte, Executive Secretary
Brad Plackemeier, Middle School Principal
Susan Jacobs, High School Principal
Nathan Fairbanks, Elementary School Principal
Leigh Inglehart, HSEA Co-President
Lesley Fischer, Teacher

Regular Meeting

I. Call to Order

Superintendent Behrmann called the meeting to order at 7:01 p.m.

II. Pledge of Allegiance

III. Approval of Agenda

A motion was made by Backus, seconded by Morse, to approve the agenda as presented. Motion carried unanimously.

IV. Election of Officers

A. President

A motion was made by Davis, seconded by Novak, to appoint Gary Morse as president. Motion carried unanimously.

B. Vice President

A motion was made by Backus, seconded by Fairbairn, to appoint Tim Davis as vice president. Motion carried unanimously.

C. Secretary

A motion was made by Davis, seconded by Damoose, to appoint Diane Novak as secretary. Motion carried unanimously.

D. Treasurer

A motion was made by Davis, seconded by Fairbairn, to appoint Brad Backus as treasurer. Motion carried unanimously.

V. Board Committees

A. Finance

A motion was made by Fairbairn, seconded by Backus, to appoint Tim Davis and Brad Backus to the Finance Committee. Motion carried unanimously.

B. Facilities

A motion was made by Davis, seconded by Novak, to appoint Bryan Lauer and Paul Fairbairn to the Facilities Committee. Motion carried unanimously.

C. Communications/Personnel

A motion was made by Davis, seconded by Backus, to appoint Diane Novak and Margo Damoose to the Communications/Personnel Committee. Motion carried unanimously.

VI. Board Liaisons

A. Harbor Springs Education Foundation Representative

B. Harbor Springs Baseball Commission Representative

A motion was made by Novak, seconded by Damoose, to appoint Gary Morse as representative for the Harbor Springs Baseball Commission and Paul Fairbairn to the Harbor Springs Education Foundation. Motion carried unanimously.

VII. Adopt Schedule for Regular Board Meeting Dates & Resolution for Time and Place

A motion was made by Davis, seconded by Backus, to approve the Board's meeting time, place and dates as follows: The Board of Education will meet at 7:00 p.m. in the Large Group Instruction Room at Harbor Springs Middle School, 800 State Road, Harbor Springs, MI 49740 on the second Monday of the month. The regular meeting schedule for 2020 shall be as follows: January 13, 2020; February 10, 2020; March 9, 2020; April 13, 2020; May 11, 2020; June 8, 2020; June 29, 2020 Annual Budget Hearing; July 13, 2020; August 10, 2020; September 14, 2020; October 12, 2020; November 11, 2020 and December 9, 2020. Motion carried unanimously.

VIII. Designation for Depositories for School Funds

A. First Community Bank

B. Michigan School District Liquid Asset Fund Plus

C. Chemical Bank

A motion was made by Backus, seconded by Fairbairn, to designate the following for school fund depositories: First Community Bank, Michigan School District Liquid Asset Fund Plus and Chemical Bank. Motion carried unanimously.

IX. Check Signature Authorization

A motion was made by Fairbairn, seconded by Damoose, to authorize two signatures: President and Treasurer on all fund checks and Superintendent Michael Behrmann for payroll checks. Motion carried unanimously.

X. Designation of Person for Public Notices of Meetings - Maresi Witte

A motion was made by Davis, seconded by Backus, to designate Maresi Witte for public notices. Motion carried unanimously.

XI. Designation of Electronic Transfer Officer (ETO) - Pam Zazula

A motion was made by Novak, seconded by Fairbairn, to designate Pam Zazula as electronic transfer officer (ETO). Motion carried unanimously.

XII. Delegation of Election Duties - Pam Zazula

A motion was made by Fairbairn, seconded by Backus, to designate Pam Zazula for election duties. Motion carried unanimously.

XIII. Approval of Organizational Memberships

A motion was made by Backus, seconded by Davis, to approve the following organizational memberships: MASA (Michigan Association of School Administrators), MASB (Michigan Association of School Boards), Northern Michigan Schools Legislative Association, NMASA Region II, Harbor Springs Chamber of Commerce and Kiwanis International. Motion carried unanimously.

XIV. Strategic Plan Presentation

Dr. Rick Diebold, MASB Consultant, presented the 2020-2025 Strategic Plan to the Board. He thanked the Board of Education for their service on behalf of MASB.

XV. School Board Recognition

Superintendent Behrmann read the notice of acknowledgement for Board appreciation and thanked the Board members for their service.

XVI. Board President's Report

- President Morse thanked Tim Davis for his years of service as president and Bryan Lauer for his service as treasurer. He also thanked Diane Novak for her service on the Facilities Committee.
- A moment of silence was observed in memory of Bob Bokram, long-time member of our Board of Education, who recently passed.

XVII. Superintendent's Report

Superintendent Behrmann reported on the following:

- K-12 Professional Development in February and March on 'Cultures of Thinking'
- Athletic team update; Hoops for Troops event
- Middle School Musical *Into the Woods Jr.* – January 24-26, 2020
- Superintendent's Chat this coming Wednesday, January 15, 2020 at 8:15 am
- Thanked Tim Davis for his service as Board president

XVIII. Administrative Reports

- High School principal Susan Jacobs reported on upcoming exams; High School Musical *Mamma Mia!* scheduled for May 2020.
- Middle School principal Brad Plackemeier reported on the upcoming musical *Into the Woods Jr.* scheduled for January 24-26, 2020; winter sports update; positive behavior game; PSAT information meeting for parents on Tuesday, January 14.
- Elementary School principal Nathan Fairbanks reported on start of winter testing; Blackbird swimming program; Maker Space open house; poster made by Blackbird students for BOE; presented laser engraved boards to BOE to thank them for their service to our district.

XIX. Consent Agenda Items

A. Approval of Invoices

1. General Fund - \$937,327.90
2. Community Schools Fund - \$16,945.16
3. Food Service Fund - \$11,689.06
4. Building & Site Fund - \$3,936.06
5. Fiber Build Fund - \$1,401.16
6. Athletic Improvement Project Fund - \$1,019.20

B. Approval of Minutes

1. Special Meeting - December 11, 2019

A motion was made by Novak, seconded by Fairbairn, to approve the consent agenda as follows: General Fund \$937,327.90; Community Schools Fund \$16,945.16; Food Service Fund \$11,689.06; Building & Site Fund \$3,936.06; Fiber Project Fund \$1,401.16; Athletic Improvement Project Fund \$1,019.20 and the minutes for the special meeting – December 11, 2019. Motion carried unanimously.

XX. Recommended for Action - Old Business

A. Approval of Strategic Plan

A motion was made by Davis, seconded by Backus, to approve the 2020-2025 Strategic Plan as presented. Motion carried unanimously.

B. Approval of AT&T Lease Agreement

A motion was made by Backus, seconded by Davis, to approve the Fifth AT&T Lease Agreement Amendment as presented. Motion carried unanimously.

C. Approval of NEOLA Policies Update

1. Policy 1420 - School Administrator Evaluation
2. Policy 1615 - Use of Tobacco by Administrators
3. AG 2240B - Alternate Learning Activities for Op-out Students
4. Policy 2265 - Child Care Center Staff and Volunteers
5. Policy 2410 - Prohibition of Referral or Assistance
6. Policy 2414 - Reproductive Health and Family Planning
7. Policy 2418 - Sex Education
 - a. AG 2418 - Sex Education
8. Policy 2628 - State Aid Incentives
9. Policy 3210 - Staff Ethics
10. Policy 3215 - Use of Tobacco by Professional Staff
11. Policy 3220 - Professional Staff Evaluation
12. Policy 4215 - Use of Tobacco by Support Staff
13. Policy 5230 - Late Arrival and Early Dismissal
 - a. AG 5230 - Late Arrival and Early Dismissal
 - b. Form 5230F1 - Early Release Form
14. Policy 5330.02 - Opioid Antagonists
15. Policy 5512 - Use of Tobacco by Students
16. Policy 6800 - System of Accounting

17. Policy 7300 - Disposition of Real Property
18. Policy 7434 - Use of Tobacco on School Premises
19. Policy 7440.03 - Small Unmanned Aircraft Systems
 - a. AG 7440.03 - Small Unmanned Aircraft Systems
20. Policy 8390 - Animals on District Property
21. Policy 8400 - School Safety Information
 - a. AG 8400A - Threat Assessment and Intervention
22. Policy 8462 - Student Abuse and Neglect

A motion was made by Fairbairn, seconded by Backus, to approve the NEOLA policies and administrative guidelines update as presented. Motion carried unanimously.

XXI. Recommended for Action - New Business

A. Approval of Overnight Trips

1. Ski Team Regional Competition in Marquette - February 10, 2020
2. High School Robotics Team to Traverse City - February 27-29, 2020
3. High School Robotics Team to Iron Mountain - March 5-7, 2020
4. Jazz Band to Detroit - March 20-21, 2020

A motion was made by Davis, seconded by Novak, to approve the overnight trips as follows:

1. *Ski Team Regional Competition in Marquette – 2/10-2/14 – 2/11-2/15 (exact date TBD)*
2. *High School Robotics Team to Traverse City – February 27-29, 2020*
3. *High School Robotics Team to Iron Mountain – March 5-7, 2020*
4. *Jazz Band to Detroit – March 20-21, 2020*

Motion carried unanimously.

B. Approval of Letter of Understanding for Technology Governance Committee

A motion was made by Davis, seconded by Fairbairn, to approve the Letter of Understanding for stating that the District Technology Team be reinstated as part of Schedule B payable at 1%. Motion carried unanimously.

XXII. Public Input

Lesley Fischer thanked the Board for their service to our district.

XXIII. Adjournment

A motion was made by Davis, seconded by Backus, to adjourn the regular meeting at 8:07 p.m. Motion carried unanimously.

Respectfully submitted,

Diane Novak
Secretary