

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

**May 10, 2021**

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

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

Staff Present:                   Michael Behrmann, Superintendent  
  Pam Zazula, Chief Financial Officer  
  Maresi Witte, Executive Secretary  
  Chris Cerrudo, Technology Director  
  Nathan Fairbanks, Elementary School Principal  
  Brad Plackemeier, High School Principal  
  Heather Keiser, Interim Middle School Principal  
  Ron Ouellette, Facilities Director

Presenters:                      Andy Fountain and Paul Wills, Plante Moran CRESA

**Regular Meeting**

**I. Call to Order**

President Davis called the regular meeting to order at 7:00 p.m.

**II. Pledge of Allegiance**

**III. Approval of Agenda**

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

**IV. Board President's Report**

President Davis commented on the succes of our spring sports.

**V. Committee Reports**

**A. Finance**

Honeysette reported that the committee reported on the following: reviewed invoices; administrative contracts; performance pay; finance handbook; resolution for debt fund transfer; athletic team funds; scholarship resolution; COVID update; Glowacki scholarship and the condition of the varsity baseball field.

**B. Communications**

Novak reported that the committee discussed the following: administrative contracts; performance pay; athletic team funds; scholarship resolution; COVID update and Blackbird sign.

**C. Facilities**

Backus reported that the committee discussed the following: administrative contracts; performance pay; High School flooring/locker project update; Blackbird sign; facilities update; debt fund transfer.

## VI. Superintendent's Report

Superintendent Behrmann reported on

- Spring sports success
- Middle School Backyard Adventures field trips
- All schools Mi Heart Safe Schools certified
- MS and HS Jazz Bands performing at waterfront
- Upcoming graduation events

## VII. Administrative Reports

- High School principal Plackemeier reported on: testing; senior events; last day of school.
- Middle School principal Keiser reported on: testing, Backyard Adventures field trips; Mi Heart Safe Schools; second AED at MS; 8<sup>th</sup> grade graduation change.
- Elementary principal Fairbanks reported on: upcoming Mackinaw Island field trip; Backyard Adventures field trips; Strider bikes for P.E. purchased from grand funds; first grade transition to third grade.

## VIII. General Announcements

Fairbairn expressed his gratitude to be part of this school district.

## IX. Public Input

Adam Mocerri, parent, complemented the district and administration and shared information regarding face masks and vaccinations.

Terra Morris, parent, thanked the district for providing online instruction for students this year.

Dennis Kelly, community member, shared information about face masks and vaccinations.

## X. Consent Agenda Items

### A. Approval of Invoices

1. General Fund - \$849,671.17
2. Community Schools Fund - \$11,338.75
3. Food Service Fund - \$14,888.32
4. Building & Site Fund - 7,511.75
5. Fiber Build Project Fund - \$200.00
6. Athletic Improvement Project Fund - \$264,374.00

### B. Approval of Minutes

1. Special Meeting - April 28, 2021

*A motion was made by Morse, seconded by Honeysette, to approve the consent agenda as follows: General Fund \$849,671.17; Community Schools Fund \$11,338.75; Food Service Fund \$14,888.32; Building and Site Fund \$7,511.75; Fiber Build Project Fund \$200.00 and Athletic Improvement Project Fund \$264,374.00; and the minutes from the April 28, 2021 special meeting. Motion carried unanimously.*

## XI. Recommended for Action - Old Business

### A. Reconfirmation of Extended COVID-19 Learning Plan

*A motion was made by Fairbairn, seconded by Novak, that the Harbor Springs Public Schools will continue to provide full day face-to-face learning as well as an online/virtual option for all students, K-12. Motion carried unanimously.*

### B. Approval of Contact Tracing Modifications

*A motion was made by Honeysette, seconded by Damoose, that the Harbor Springs Board of Education approve contact tracing requirements for exposure to positive COVID cases from 6' to 3' and the reduction of quarantine periods for exposure to positive COVID the current 14 days to 10 days moving forward. Motion carried unanimously.*

## XII. Recommended for Action - New Business

### A. Adopt Resolution to Change the Regular Board of Education Meeting Date

*A motion was made by Fairbairn, seconded by Damoose, to adopt a resolution as follows: “Be it resolved that the harbor Springs Public Schools’ Board of Education reschedule its regular June meeting from June 14, 2021 to June 7, 2021 at 7:00 p.m. in the Large Group Instruction Room at Harbor Springs Middle School, 800 State Road, Harbor Springs, MI 49740.” Motion carried unanimously.*

### B. Approval of Business Office Procedures and Federal Awards Administration Manual

*A motion was made by Morse, seconded by Damoose, to approve the Business Office Procedures and Federal Awards Administration Manual as updated in April 2021. Motion carried unanimously.*

### C. Accept Staff Resignations

*A motion was made by Fairbairn, seconded by Honeysette, to accept the resignation of Steve McDiarmid, Food Service Director; Joelle Drader, Behavioral Specialist; Heather Keiser, High School Language Arts Teacher and Rachel Jackson, Elementary Teacher, effective at the end of the 2020-21 school year. Motion carried unanimously.*

### D. Adopt Resolution for Debt Fund Transfer

*A motion was made by Backus, seconded by Fairbairn, to approve the transfer of the funds remaining in the 2015 Debt Service Fund Account to the 2017 Refunding Debt Service Fund Account. Motion carried unanimously.*

### E. Review and Acknowledge 2021-22 Char-Em ISD Budget

*A motion was made by Damoose, seconded by Morse, that the Harbor Springs Board of Education has reviewed and acknowledges the 2021-22 Char-Em ISD Budget as presented. Motion carried unanimously.*

### F. Approval of Administrative Contracts

*A motion was made by Fairbairn, seconded by Morse, to approve the administrative contracts for 2021-22 as presented. Motion carried unanimously.*

### G. Approval of Performance Pay

*A motion was made by Novak, seconded by Honeysette, to approve the performance pay for teachers for the 2020-21 school year as follows:*

- *Highly Effective with a score of 3.7 – 4.0 = \$400*
- *Highly Effective with a score of 3.6-3.69 = \$300*
- *Highly Effective with a score of 3.5 – 3.59 = \$200*
- *Below 3.5 does not qualify for performance pay*

*Motion carried unanimously.*

### H. Approval of Scholarship Fund Transfers

#### 1. Ephraim Shay Scholarship

*A motion was made by Morse, seconded by Fairbairn, to approve the resolution to transfer the Shay Scholarship to the Petoskey Harbor Springs Area Community Foundation. Motion carried unanimously.*

#### 2. MidShipman Drum and Bugle Corps Scholarship

*A motion was made by Backus, seconded by Damoose, to approve the resolution to transfer the MidShipman Drum and Bugle Corps Scholarship to the Pawlak-MidShipman Scholarship Fund to be administered by the HSPS Band Boosters. Motion carried unanimously.*

### I. Approval of Letter of Understanding for 2021-22 School Calendar

*A motion was made by Morse, seconded by Backus, to approve the Letter of Understanding regarding the revised 2021-22 School Calendar as presented:*

- *Move the ISD professional development day from November 3, 2021 to November 1, 2021.*
- *Convert half-day professional development days on October 15, 2021, February 18, 2022 and May 27, 2022 to full-day professional development days.*

*Motion carried unanimously.*

### **XIII. Information & Proposals**

#### **A. Monthly Review of Two-Way Interaction Rates**

Superintendent Behrmann reported on the two-way interaction rates for April 2021.

#### **B. Long-Range Facilities Planning Discussion - Plante Moran CRESA**

Andy Fountain and Paul Wills, from Plante Moran Cresa, joined the Board for another session as they presented updated enrollment projections, school usage maps, and an analysis of capital needs that have been recently addressed through sinking fund and other budgets. Roughly \$2 Million has been eliminated from the previous facilities audit completed in 2019. However, there are still about \$30 million in critical needs and \$10 Million in deferred needs. Next steps are for the Board to establish the debt levy rate at the June regular meeting.

### **XIV. Public Input**

Laura Backus, community member, on behalf of Mike Vandermus, read his letter of resignation as football coach. Rachel Jackson, elementary teacher, thanked the District for all the support during her years of teaching at HSPS. Adam Mocerri, parent, commented on the contact tracing modifications.

### **XV. Public Comments on Extended COVID-19 Learning Plan - None**

### **XVI. Adjournment**

*A motion was made by Fairbairn, seconded by Honeysette, to adjourn the regular meeting at 9:00 p.m. Motion carried unanimously.*

Respectfully submitted,

Diane Novak  
Secretary

## Administrative Compensation Summary 2021-22 Contracts – VERSION #3

Name	Title	YOS	Work Year or # of Days	Contract Length	Notes	TSA	2021-22 Salary	Vacation Days
Brad Plackemeier	High School Principal	4	12-month	3	12-month contract; 25 Vacation Days	\$5,000	\$113,431	25 (Payout 5 days if unused)
Nathan Fairbanks	Elementary School Principal	9	210 days	3	Step increase MA+ Step 18 – 1.22 multiplier	\$5,500	\$104,051	0
Heather Keiser	Middle School Principal	1	210 days	3	Step increase MA Step 17 – 1.22. multiplier	\$2,000	\$101,022	0
Pam Zazula	Chief Financial Officer	3	12-month	2	Step increase BA Step 20 – 1.22 multiplier	\$4,000	\$91,779	20
Victoria Ryba	Assistant Director of Child Care Programs	2	12-month	2	Increase 1.5%	0	\$41,209	15
Marcus Kurburski	Director of Transportation	5	12-month	2	Increase 1.5%	\$1,000	\$50,643	0
Christopher Cerrudo	Director of Technology	7	12-month	2	MA Step 8 – 1.13 Multiplier	\$2,000	\$78,430	20
Ron Ouellette	Director of Facilities	0.75	12-month	2	Increase 1.5%	\$1,500	\$71,050	20
Lynn VanAntwerp	Pool Director	2	12-month	2	Increase 1.5%	0	\$39,149	15
Position Open	Director of Food Service	2	11-month	2		TBD	TBD	0
Anna Rigby	Director of Athletics and Special Education	2	215 days	2	MA Step 6 – 1.13 Multiplier	\$1,500	\$71,814	0
Tina Haas	High School Executive Assistant	4	12-month	2	Increase 1.5%	0	\$43,919	20