

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

**January 8, 2024**

Middle School Cafeteria  
Harbor Springs Middle School  
800 State Road  
Harbor Springs, MI 49740

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

Staff Present: Brad Plackemeier, Superintendent  
Denise Knight, Administrative Assistant  
Rod Fullerton, Chief Financial Officer  
Chris Cerrudo, Technology Director  
Leigh Inglehart, High School Principal  
Heather Keiser, Middle School Principal  
Nathan Fairbanks, Elementary Principal

**Regular Meeting**

**I. Call to Order**

Superintendent Plackemeier called the regular meeting to order at 6:00pm.

**II. Pledge of Allegiance**

**III. Approval of Agenda**

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

**IV. Election of Officers**

**A. President**

*A motion was made by Morse, seconded by Honeysette, to appoint Fairbairn as president. Motion carried unanimously.*

**B. Vice President**

*A motion was made by Fairbairn, seconded by Damoose, to appoint Morse as vice president. Motion carried unanimously.*

**C. Secretary**

*A motion was made by Backus, seconded by Honeysette, to appoint Novak as secretary. Motion carried unanimously.*

**D. Treasurer**

*A motion was made by Novak, seconded by Fairbairn, to appoint Honeysette as treasurer. Motion carried unanimously.*

**V. Board Committees**

- A. Finance
- B. Communications
- C. Facilities

*A motion was made by Morse, seconded by Backus, to keep the board members appointed to the same committees they had been:*

*Finance Committee – Honeysette and Damoose  
Communications Committee – Morse and Novak  
Facilities Committee – Backus and Vandermus*

*Motion carried unanimously.*

**VI. Board Liaisons**

- A. Harbor Springs Education Foundation Representative
- B. Harbor Springs Baseball Commission Representative

*A motion was made by Backus, seconded by Novak, to keep Fairbairn as the Harbor Springs Education Foundation representative and Morse as the representative to the Harbor Springs Baseball Commission. Motion carried unanimously.*

**VII. Adopt Schedule for Regular Board Meeting Dates, Time & Place**

*A motion was made by Morse, seconded by Honeysette, to adopt the Board’s meeting dates, time and place as follows:*

*The Board of Education will meet at **6:00pm** in the Cafeteria at Harbor Springs Middle School, 800 State Road, Harbor Springs, MI 49740 on the second Monday of the month. The regular meeting schedule for 2024 shall be as follows:*

*January 8, 2024; February 12, 2024; March 11, 2024; April 8, 2024; May 13, 2024; June 10, 2024; June 24, 2024-Budget Hearing; July 8, 2024; August 12, 2024; September 9, 2024; October 14, 2024; November 11, 2024; December 9, 2024*

*Motion carried unanimously.*

**VIII. Designation for Depositories for School Funds**

- A. First Community Bank
- B. Michigan School District Liquid Asset Fund Plus
- C. Huntington Bank

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

**IX. Check Signature Authorization**

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

**X. Designation of Person for Public Notices of Meetings**

*A motion was made by Morse, seconded by Honeysette, to designate Denise Knight as the person for public notices of meetings. Motion carried unanimously.*

#### **XI. Designation of Electronic Transfer Officer**

*A motion was made by Damoose, seconded by Backus, to designate Chief Financial Officer Rod Fullerton as electronic transfer officer (ET0). Motion carried unanimously.*

#### **XII. Delegation of Election Duties**

*A motion was made by Morse, seconded by Fairbairn, to designate Chief Financial Officer Rod Fullerton for election duties. Motion carried unanimously.*

#### **XIII. Approval of Organizational Memberships**

*A motion was made by Novak, seconded by Damoose, 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; Kiwanis International. Motion carried unanimously.*

#### **XIV. School Board Recognition**

Superintendent Plackemeier thanked the board members for the work they do.

#### **XV. Board President's Report**

President Fairbairn thanked all the board members for serving and mentioned that he appreciates them.

#### **XVI. Superintendent's Report**

- Semester Change – end of first semester-Friday, January 19-half day.
- 5G/Cellular update – Michigan EMF specialist completed testing at the HS over holiday break-results will be shared once they are received.
- Bond Construction update – planning continues for the summer projects (Blackbird HVAC, HSHS parking lot/PAC addition and Ottawa stadium.
- Furniture consultants provided finalized floor plans for teacher review and the plan is to bring the final recommendation to the February meeting for approval.

#### **XVII. Committee Reports**

##### **A. Finance**

Damoose reported:

- Review of invoices
- Personnel for 2024-25 school year
- Update on 5G
- Discussion on early childhood

##### **B. Communications**

Novak reported:

- Ms. Rigby updated them on the athletic department (ski meet cancelled due to lack of snow and girls basketball opening with a rescheduled game)
- Personnel update
- 5G update
- Discussion on early childhood
- Mr. Cerrudo presented information relating to the history, need and status of the HSPS fiber build project along with future options.

### C. Facilities

#### Backus reported:

- Mr. Ouellette was present and gave a facilities report consisting of the following-
  - Boiler at the MS
  - Power installed for combi oven at the MS
  - Lights changed at MS and HS to LED
  - Cleaning schedule for HS gym floor
  - Phone installed on pool deck
  - SA Morman and access control system for doors at the HS
  - PA system moved to Kosequat for installation
- Personnel update
- 5G update
- Early childhood direction
- Bond construction (phase 1 and phase 2 projects)

### XVIII. Administrative Reports

#### High School Principal Inglehart reported:

- Thanked the board for all they do and for their support
- Winter sports having successful seasons
- Legally Blond, Jr. auditions
- Quiz bowl competed at NCMC
- Robotics had first meeting and attended a kickoff event in Boyne City
- A EVE student-thunderbay film festival
- Semester winding down with exams January 17-19
- NCMC offering new dual enrollment class-Intro to Sociology

#### Middle School Principal Keiser reported:

- Wished the board of education members a happy Board of Education month and on behalf of the MS staff, she stated-“You knock the socks off our staff, so they gifted you with an education themed pair of socks and a short acrostic poem.”
- Youth basketball teams off to a great start along with MS girls basketball season beginning next week with the PBIS game against Boyne City.
- MS ski meets delayed due to lack of snow – mock meet at Nub’s
- iReady testing begins January 22
- Classroom connections
  - 2023 HSHS graduate Nat Mills sharing experience
  - A EVE students showcasing at the Lyric

#### Elementary Principal Fairbanks reported:

- He echoes the previous comments and thanked the board members for the time and effort that they put in.
- Thanked the many volunteers that help at class parties and Graham Realty for their donations.
- iReady testing starting
- New building tour for elementary teachers was awesome

### XIX. General Announcements

Honeysette shared details for the 8<sup>th</sup> fundraiser/cookout on January 20<sup>th</sup>.

Morse requested a tour of the new elementary.

Backus thanked snow making and mother nature for the snow to help the skiers.

**XX. Public Input** – none

**XXI. Consent Agenda Items**

**A. Approval of Invoices**

1. General Fund - \$1,009,461.32
2. Community Schools Fund - \$15,213.06
3. Food Service Fund - \$27,075.10
4. Building & Site Fund - \$8,828.17
5. Fiber Build Project Fund - \$405.25
6. 2022 Bond Project Fund - \$1,349,991.55

**B. Approval of Minutes**

1. Special Meeting - December 20, 2023

*A motion was made by Backus, seconded by Vandermus, to approve the consent agenda as follows: General Fund - \$1,009,461.32; Community Schools Fund - \$15,213.06; Food Service Fund - \$27,075.10; Building & Site Fund - \$8,828.17; Fiber Build Project Fund - \$405.25; 2022 Bond Project Fund - \$1,349,991.55 and the minutes from the special meeting – December 20, 2023. Motion carried unanimously.*

**XXII. Recommended for Action - Old Business**

**A. Approval of District Year End Minimum Fund Balance Policy**

*A motion was made by Morse, seconded by Backus, to set the minimum year end fund balance policy to 40%. Motion carried unanimously.*

**B. Approval of Miller Johnson Policy Manual and Administrative Regulations Update**

*A motion was made by Novak, seconded by Vandermus, to approve the Miller Johnson Policy Updates as written. Motion carried unanimously.*

**XXIII. Recommended for Action - New Business**

**A. Approval of Staff Resignation**

*A motion was made by Backus, seconded by Damoose, to approve the resignation of Michael Mondoskin effective January 8, 2024. Motion carried unanimously.*

**B. Approval of HS MYIG Overnight Trip**

*A motion was made by Novak, seconded by Backus, to approve the High School MYIG overnight trip to Lansing in February, 2024. Motion carried unanimously.*

**XXIV. Public Input** – none

**XXV. Adjournment**

*A motion was made by Honeysette, seconded by Backus, to adjourn the regular meeting at 6:29pm. Motion carried unanimously.*

Respectfully submitted,

Diane Novak  
Secretary