

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

**December 9, 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  
Brad Backus, Trustee

Board Members Absent: Margo Damoose, Trustee  
Mike Vandermus, Trustee

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

## **Regular Meeting**

### **I. Call to Order**

President Fairbairn called the regular meeting to order at 6:05pm.

### **II. Pledge of Allegiance**

President Fairbairn requested everyone take a moment of reflection.

### **III. Approval of Agenda**

*Superintendent Plackemeier amended the agenda to add Item XI. F. Approval of Staff Bonus. A motion was made by Novak, seconded by Morse, to approve the agenda as amended. Motion carried unanimously.*

### **IV. Board President's Report – none at this time**

### **V. Superintendent's Report**

Robert Stempien from Plante Moran was present and gave a brief update on the bond project, roofing bid, GMP's for the middle school and high school, lighting changes, MS/HS furniture and renovation at the HS auditorium curtains and soundboard.

### **VI. Committee Reports**

#### **A. Finance**

Honeysette reported:

- Review of invoices
- Personnel/staffing
- 5G/Cellular Update
- Demonstration by Chris Cerrudo for the new website/app

- Project planning
- Pay rates/subs

#### B. Communications

Morse reported:

- Athletic report
- Personnel update
- 5G/Cellular update and testing
- Project planning
- Report from Chris Cerrudo on the website update/app

#### C. Facilities

No report – Meeting was cancelled due to the weather.

### VII. Administrative Reports

High School Principal Inglehart reported:

- Thank you to Gary Morse for all he's done
- Winter sports well underway
- Gimi Keller was named to the 2024 MIVCA Division 3 honorable mention all-state list
- Quiz bowl is doing well
- Mama Mia auditions starting with performances in March
- Jazz band will be opening act for MS band concert along with Holiday band concerts
- Key Club is working with Kiwanis Club to host an event at the Lyric in the spring

Middle School Principal Keiser reported:

- Echoed the earlier comment with thanks to Gary
- 5<sup>th</sup> grade food drive successful – over 1000 food items donated
- 7<sup>th</sup> & 8<sup>th</sup> grade played their last basketball game along with the Ram team
- Band concert coming up
- Video was shown with 6<sup>th</sup> grade chemical reaction lab – elephant toothpaste
- MYIG – went very well and thank you to Ms. Kilar and Mr. Erdmann for leading it

Elementary Principal Fairbanks reported:

- Same sentiments to Gary
- Elementary students attended the basketball day game, had fun cheering both ways
- I-Ready assessments started
- Swim lessons
- Skiing at Boyne
- Rescheduled Christmas concert
- Mrs. Bowerman working with tribe and planning for meetings with the author of braiding sweet grass
- Mrs. Mills – business lessons/involving downtown businesses
- Recess before lunch
- Talking about moving morning bus drop off/supervision/safety
- ELA best practices

### VIII. General Announcements

Backus echoed previous comments for Gary and has been an honor serving on the board with him.

President Fairbairn thanked Gary for his service and mentoring over the years.

Novak enjoyed serving on committees with Gary and thanked him for his mentoring.

### IX. Public Input - none

### X. Consent Agenda Items

#### A. Approval of Invoices

1. General Fund - \$1,194,907.08
2. Community Schools Fund - \$11,938.98
3. Food Service Fund - \$28,508.75
4. Building & Site Fund - \$7,743.45
5. Fiber Build Project Fund - \$369.20
6. 2022 Bond Project Fund - \$89,998.78
7. 2024 Bond Project Fund - \$269,305.89

#### B. Approval of Minutes

1. Regular Meeting - November 11, 2024

*A motion was made by Backus, seconded by Novak, to approve the consent agenda as follows: General Fund - \$1,194,907.08; Community Schools Fund - \$11,938.98; Food Service Fund - \$28,508.75; Building & Site Fund - \$7,743.45; Fiber Build Project Fund - \$369.20; 2022 Bond Project Fund - \$89,998.78; 2024 Bond Project Fund - \$269,305.89, along with the minutes from the Regular Meeting – November 11, 2024. Motion carried unanimously.*

### XI. Recommended for Action - New Business

#### A. Approval of Recommendation for Roofing Contractor

*A motion was made by Backus, seconded by Morse, to approve the recommendation of engaging Summit Point Roofing based upon their project experience, staff, no exceptions to the RFP draft contract and fee expectation for this engagement. The recommended amount for this engagement is \$2,059,290 plus a not to exceed reimbursable project contingency expense of 10% (\$205,929) of the overall contract cost. The total recommended amount for this engagement is \$2,265,219. The total fee for Summit Point Roofing will be fixed for the duration of the project unless HSPS changes the scope of work identified in the RFP. Motion carried unanimously.*

#### B. Approval of District Substitute/Health Instructor

*A motion was made by Morse, seconded by Backus, to approve the hiring of Josephine Johnston as the district substitute/health teacher. Motion carried unanimously.*

#### C. Approval of School Nurse

*A motion was made by Backus, seconded by Honeysette, to approve the hiring of Jennifer Wedge as the HSPS District Nurse at MA20, Step 20 of the salary schedule for the 2024-25 year. The salary will be prorated for the remainder of the 2024-25 school year. Motion carried unanimously.*

#### D. Approval of Overnight Trip - 8th Grade Chicago

*A motion was made by Honeysette, seconded by Morse, to approve the overnight trip for the 8<sup>th</sup> Grade class to Chicago departing on May 28, 2025 and returning to Harbor Springs on May 30, 2025. Motion carried unanimously.*

**E. Approval of Letter of Understanding - Support Staff Dock Days**

*A motion was made by Backus, seconded by Morse, to approve the Letter of Understanding for the 2024-2027 Support Staff contract as follows:*

*If a support staff member has exhausted all available leave time, in addition to not receiving pay for this time, that support staff member will also be docked the value of their fringe benefits.*

*Total fringe benefits (Health, Cash in Lieu, Dental, Vision) per year will be divided by total contracted days or scheduled workdays to establish amount of fringe benefits to be docked per day. The amount will be deducted from the employees next available pay.*

*If an employee takes any dock days, they are not eligible for the wellness benefit described in Article 17.7.*

*Motion carried unanimously.*

**F. Approval of Staff Bonus**

*A motion was made by Backus, seconded by Novak, to approve a \$500 bonus for full time staff in a December payroll with part time staff receiving a proportinate share. Motion carried unanimously.*

**XII. Information & Proposals**

**A. Miller Johnson Policy Manual and Administrative Regulations Update - 1st Reading**

The provided revisions and updates to the policy manual and administration regulations were attached in Board Book for review.

**XIII. Public Input**

Superintendent Plackemeier presented Gary with a Gold Athletic Pass and gift. Morse said it was an honor to serve for almost 19 years and he is excited for his replacement – Charlie Hollerith.

**XIV. Adjournment**

*A motion was made by Morse, seconded by Novak, to adjourn the regular meeting at 6:39pm. Motion carried unanimously.*

Respectfully submitted,

Diane Novak  
Secretary