

MANCELONA PUBLIC SCHOOLS

Board of Education Minutes of Public Meeting June 24, 2025

Public Hearing

Present: Clark, Bisson, Macquarrie, Derrer, Ross, Musselman
Absent: Thompson

Central Office Staff: Frollo, Meeder, Phillips,

Vice President Derrer called the hearing to order at 4:15 p.m. in the Middle School Media Center.

Shelly Meeder to the Board of Education Members, outlines proposed budget amendments for the 2024-2025 school year and initial budget proposals for the 2025-2026 school year. Key points include:

2024-2025 Budget Amendments

1. **General Fund:**
 - Projected year-end balance increase of \$6,996.
 - Revenue increases due to higher interest earnings, transportation funding, and Medicaid reimbursements.
 - Expenditure increases for construction, furniture, fencing, and security systems.
2. **Daycare Fund:**
 - Deficit of \$24,665 due to the cancellation of the Head Start partnership.
 - Increased expenses from hiring staff and meeting licensing requirements.
3. **Food Service Fund:**
 - Projected deficit of \$41,141, with improvements expected from federal grants and summer meal programs.
4. **Special Revenue - School Activity Fund:**
 - Revenues of \$193,000 and expenditures of \$190,000, with a balanced fund.

2025-2026 Budget Proposals

1. **General Fund:**
 - Projected decrease of \$44,735 in fund balance.
 - Assumptions include enrollment of 770 students, a \$10,000 per-pupil foundation allowance, and pending legislative guidance on retirement offsets.
2. **Daycare Fund:**
 - Projected deficit of \$46,075, with plans to expand preschool enrollment to offset losses.
3. **Food Service Fund:**

- Anticipated deficit of \$30,800, with ongoing efforts to secure grants and enhance revenue.

4. Special Revenue - School Activity Fund:

- Balanced revenues and expenditures of \$200,000.

Musselman/Clark

adjourns at 4:22 p.m.

YES: 5

NO: 0

Motion carried.

Respectfully submitted,



Shelly Meeder
Business Manager



Kim Musselman
Secretary

MANCELONA PUBLIC SCHOOLS
Board of Education
Minutes of Regular Meeting
June 24, 2025

Present: MacQuarrie, Clark, Musselman, Derrer, Ross. Bisson
Absent: Thompson

Central Office Staff: Frolo, Meeder, Phillips

Vice President Derrer called the meeting to order at 4:30 p.m. in the Middle School Media Center

Approval of Agenda

Musselman/MacQuarrie approve the agenda as presented

YES: 6

NO: 0

Motion carried.

Citizens Comments **None**
Consent Agenda

Bisson/Ross

to approve the Consent Agenda Items:

A. Minutes of the regular meeting held on May 14, 2024

B. Monthly Finance:

Approve Accounts Payable checks for the dates and amounts of: **GENERAL FUND:** 5/20/2025 - \$65,934.91; 6/3/2025 - \$102,646.78; 6/17/2025 - \$105,265.76 **BOND FUND:** 6/3/2025 - \$212,125.26

C. Accept the resignation from Crystal McDowell as an elementary assistant.

D. Accept the resignation from Manual Tipton as a bus driver.

E. Accept the retirement letter from Joe Campbell as a high school teacher.

F. Accept the retirement letter from Karen VonOppen as a middle school teacher.

G. Accept the recommendation to hire Braeden Clark as the K-12 band teacher.

H. Accept the recommendation to hire Shelby Scott as the Middle /High school art teacher.

I. Accept the recommendation to hire Melanie Michaels as an elementary teacher.

J. Accept the recommendation to hire Heather Cunningham as an elementary teacher.

K. Reestablish board committees.

Tina Frolo welcomed Shelby Scott to Mancelona schools.

YES: 6

NO: 0

Motion carried.

Administrator Report: Trent Naumcheff discussed the bond construction taking place at the high school. Mr. Naumcheff acknowledged veteran staff that will be retiring. **Bernadette Pletcher**

announced that many bond constructions projects are taking place at the elementary. Mrs. Pletcher discussed events that took place at the end of the school year. **Jake Murray** reviewed events that took place at the end of the school year. Mr. Murray discussed future plans for the upcoming school year.

Superintendent's report: Attendance and NWEA data for MES and MMS will be shared in July, while MSTEP results are still being tracked and are embargoed until mid to late August. Staffing needs remain significant, with vacancies in multiple teaching and support positions, including first and fifth grade teachers, middle school science, high school social studies, special education teachers, and assistants. Interviews are ongoing in hopes of being fully staffed by fall. A brief overview of board policies was shared, with NEOLA providing support in this area.

Director updates include union meetings with assistants and secretaries on June 18 and upcoming teacher meetings scheduled for July 22 and 28. No bus driver negotiation dates have been set, though all contracts expire August 31. Early childhood programs are running on summer schedules, with a temporary daycare closure from June 30 to July 4 for construction and professional development. The daycare is also renewing its Quality Improvement Rating, managing past-due balances, and preparing for fall enrollment.

In bussing, new drivers are being recruited and trained. Food service is preparing for the next year's caterings, offering various meal options for summer school and childcare students. Custodial staff are working from a checklist system, and collaboration is going well. Technology upgrades include the installation of a new camera system (Verkada) at several locations, with completion expected this week.

Education and bond projects continue with the track demolition complete and final work expected by mid-August. New signage has received positive feedback, and construction is ongoing for bathrooms, roofing, a new pavilion, and fencing. Loose ends from earlier projects are being addressed with the help of outside contractors. Efforts are also underway to hire an Assistant Maintenance Director, and three high school students have been hired to help maintain grounds.

At the central office, work is being done on the upcoming November elections regarding the 18 mill and sinking funds. Contract reviews, staff hiring, year-end reporting, audit preparation, and budget planning for 2025–2026 are also in progress.

Citizens Comments on Action Items- None

Action Items

Ross/Clark Approve the MHSAA Resolution for 2025-2026

YES: 6

NO: 0

Motion carried.

Musselman/MacQuarrie	Accept the Resolution to amend the 2024-2025 General Fund Budget, Daycare Budget and Food Service Budget and School Activities Budget
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Yes: 6

No: 0

Motion Carried.

Derrer/Bisson Accept Resolution to adopt the 2025-2026 General Fund Budget, Day Care Budget, the Food Service Budget and the School Activities Budget

YES: 6
NO: 0
Motion carried.

Musselman/Bisson Approve the Superintendent Evaluation

Yes: 6
No: 0
Motion carried.

Ross/MacQuarrie Approve the Superintendent contract for Mrs. Frolo

YES: 6
No: 0
Motion carried.

Ross/Bisson Extend the Middle School Principal contract one year to a two-year revolving contract.

Yes: 6
No: 0
Motion carried.

MacQuarrie/Ross Adopt the Resolution call the election

Yes: 6
No: 0
Motion carried,

Musselman/Derrer Approve the professional Development advisory committee

Support staff: Laurie Phillips, Donna Conway; Administrator: Tina Frolo; Teachers: Amy Bird, Joel Collins, Melanie Griffore, Ben Tarbutton, Rachel Davis; Special Education: Katelyn Schoenith

Yes: 6
No: 0
Motion carried.

Clark/Bisson Closed session for contract negotiations parameters

5:58 Return to open session

The board met with Mrs. Frolo to discuss parameters of all contracts being negotiated, Secretary, Assistants, Bus Drivers and Teacher.

Items for Future Consideration: Schedule a special board meeting for July 29, 2025 at 4:30.

Derrer/Ross

Adjourn the meeting at 6:01 p.m.

Yes: 6

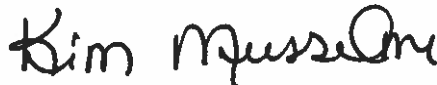
No: 0

Motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Laurie Phillips".

Laurie Phillips, Administrative Assistant

A handwritten signature in cursive script that reads "Kim Musselman".

Kim Musselman, Secretary