

MANCELONA PUBLIC SCHOOLS
Board of Education
Minutes of Regular Meeting
December 19, 2025

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

Central Office Staff: Frolo, Phillips, Meeder

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

Approval of Agenda

Musselman/Bisson approve the agenda

YES: 5

NO: 0

Motion carried.

Citizens Comments - None

Consent Agenda

Musselman/MacQuarrie to approve the Consent Agenda Items:

A. Minutes of the regular meeting held on November 11, 2025.

B. Monthly Finance

Approve Accounts Payable checks for the dates and amounts of: **GENERAL FUND:** 11/28/2025 - \$113,023.15; 12/2/2025 - \$152,010.90 **SINKING FUND:** 12/2/2025 - \$2,980.00; 12/3/2025 - \$49,003.44

C. Accept the recommendation to hire Ben Tarbutton as the middle school 7th grade girls' basketball coach.

D. Accept the recommendation to hire Megan McIntosh as the middle school 8th grade volleyball coach.

E. Accept the recommendation to hire Kennedy Case as an elementary assistant.

F. Accept the resignation from Tom Ross as a Board of Education Trustee.

G. Accept the retirement of Michelle Dingman as the high school guidance counselor.

H. Accept the resignation from Allen Musall as the 7/8 grade football coach.

YES: 5

NO: 0

Motion carried.

Burt Thompson recognized Tom Ross as an asset to Mancelona Public Schools in many capacities for 36 years. Tina Frolo stated Tom was hired in 1986 and Michelle Dingman was hired in 1993.

Administrators Report: Trent Naumcheff recognized Michelle Dingman's retirement stating she has a calm persona in the classroom that carried over to her counseling position. There are just 8 days until the Holiday break. Teachers are wrapping up writing exams. The high school is transitioning to the traditional exam schedule. Ben Tarbutton is organizing a trip to the Bellaire Theater as a reward to those students who have missed 3 or less days of school. Mr. Tarbutton is

also organizing the Holiday meal that will take place Thursday, December 18. The Holiday Concert was amazing. **Jake Murray** acknowledged the resignation from Tom Ross stating he worked with Tom in Alba and he was a big influence. The Holiday Concert was awesome, lots of growth, and doing great things. Attendance letters are being sent out. Staff is being proactive, speaking with parents about testing and summer programs. Restorative Practices being utilized with students on how to behave on field trips. A field trip to the Yak farm is scheduled for Monday, December 15. Friday, December 19, the student council will host an assembly in the 7/8 gym. Mr. Murray distributed and reviewed a Year to Date Behavior Referrals presentation. This reviewed strategies, violations, disruptions, and compared all referrals. **Bernadette Pletcher** revisited the Parent/Teacher conferences stating that 91.4% attended. The Halloween parties went great. A dance party was held for 18 students that had perfect attendance. The band concert was very good. The book fair was well received, 420 books were sold and approximately \$1,000 was raised for the library. Winter concerts are scheduled for December 16 and December 17 at the elementary school.

Superintendent Report: **Mrs. Frollo** reported Mancelona Public Schools is preparing for a series of holiday renovation projects funded by sinking dollars, including new flooring and paint in staff bathrooms across the district, as well as updates to the 5/6 locker rooms and Central Office copy room. After extensive review with attorneys and partner groups, the district opted in to 31aa funding but retains the ability to opt out without penalty if legal developments shift. All direct report staff completed pre-evaluation meetings with goal setting, and the district is responding to the Michigan Department of Education's designation of Mancelona Middle School as a Targeted Support and Improvement school—likely based on MSTEP performance of special education students—by collaborating with Northwest Ed to create an improvement plan. Staff have also been invited to share feedback on district performance through a survey, with results to be shared by January.

Department updates reflect strong activity across the district. Early Childhood programs donated complete Thanksgiving meals to families, hosted a successful family engagement event, prepared for an upcoming maternity leave with staff stepping into leadership roles, and continue to see gradual daycare enrollment growth and improved budget performance. The daycare will remain open through winter break to support families needing care. Mrs. Frollo stated she has ridden all AM and PM route rides. Brian is working to streamline communication with families while preparing to bring on additional drivers. Food Service has several December community events planned, and Chartwells' catering revenue is already \$7,679 higher than last year. Custodial staffing is fully in place and performing well. Technology staff closed 94% of help desk requests from August to November and implemented the MI Cloud backup system through 2028, strengthening cybersecurity.

Maintenance teams are coordinating Christmas and spring break work schedules, partnering with a new snow-removal vendor, and have completed updated entrance and room number signage with feedback from local law enforcement. Central Office reports strong Open Enrollment participation, completion of state reporting requirements, onboarding of new hires, and series 2 bond preparation, MEF grant purchasing support, and tax collection coordination with township offices.

Shelly Meeder, Business Manager: Mancelona Public School begins its annual summer tax collection process each December, a system established by the Board in 2003. The district contacts treasurers in six townships—Coldsprings and Rapid River in Kalkaska County, and Helena, Mancelona, Custer, and Chestonia in Antrim County—to request collection of school taxes for the following summer. Each township proposes a per-parcel fee, which ranges from no charge in Mancelona Township to \$3.90 in Coldsprings. The district typically pays about \$12,000 per year for these services, 10% of which is reimbursed by the ISD. Through summer tax collection, townships collect the district's 18 mills on non-homestead properties, along with sinking fund and debt millages. This year, the district will receive approximately \$4.8 million for operating (about 40% of the general fund budget), \$180,000 for sinking fund, and \$1.2 million for bond debt payments.

Summer tax collection is beneficial because it provides early revenue, improving cash flow and allowing the district to invest funds immediately to generate interest earnings across its accounts—more than offsetting collection costs.

Citizens Comments on Action Items: None

Action Item

Appoint Anthony Day to the Board of Education

Clark/Musselman Yes: 5
 No: 0
 Motion carried.

Items for future consideration: None

Musselman/Bisson adjourn the meeting at 5:04

Yes: 5
No: 0
Motion carried.

Respectfully submitted,



Laurie Phillips, Administrative Assistant



Kim Musselman, Secretary