

**Mancelona Public School - Board of Education**  
**Minutes of the Organizational and Regular Meeting**  
**January 16, 2024**

Present: Ackler, Ross, Musselman, Thompson, MacQuarrie, Derrer, Clark

Amy Derrer left at 4:55

Central Office Staff: DiRosa, Meeder, Phillips

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

**Reorganization**  
**Election of Officers**

Mr. DiRosa asked for nominations for Board President.

Derrer nominated Burt Thompson for President  
No further nominations were made

Musselman/Clark Motion and support to elect Burt Thompson as President

Yes: 6  
No: 0  
Motion carried

President Thompson asked for nominations for Vice-President.

Musselman nominated Amy Derrer for Vice-President  
No further nominations were made

Musselman/Derrer Motion and support to elect Amy Derrer for Vice-President

Yes: 6  
No: 0  
Motion carried

President Thompson asked for nominations for Secretary.

Ross nominated Kim Musselman for Secretary  
No further nominations were made

Ross/Ackler Motion and support to elect Kim Musselman for Secretary

Yes: 6  
No: 0  
Motion carried

President Thompson asked for nominations for Treasurer

Ross nominated Dale Ackler for Treasurer

No further nominations were made

Ross/Musselman Motion and support to elect Dale Ackler as Treasurer

Yes: 6  
No: 0  
Motion carried

**Approval of Agenda**

Musselman/Ross approve the agenda

Yes: 7  
No: 0  
Motion carried

**Citizens Comments:** None

**Consent Agenda**

Musselman/Ross to approve the consent amended agenda items:

- A. Minutes of the regular meeting held on December 12, 2023
- B. Monthly Finance  
Approve Accounts Payable checks for the dates and amounts of:  
**GENERAL FUND:** 12/19/23 - \$25,368.74; 1/2/24 - \$149,924.01  
**BOND:** 12/6/23 - \$520,275.27; 12/19/23 - \$26,812.80; 12/22/20 - \$899,072.68  
**SINKING FUND:** 12/22/23 - \$28,200.88
- C. Appoint Laurie Phillips as recording secretary
- D. Designate school depositories and credit cards
- E. Designate persons authorized to sign checks, contracts agreements and purchase orders
- F. Designate legal counsel
- G. Reestablish board committees
- H. Set meetings for February 2024 – January 2025
- I. Accept the resignation from Kelly Wood as an elementary teacher.
- J. Accept the letter of retirement from Jeffery DiRosa as Superintendent effective July 31, 2024
- K. Accept the recommendation to hire Dustin Melvig as the middle school wrestling coach

Yes: 7  
No: 0  
Motion carried

**Communities in Schools of NWMI:** Amy Burk stated school year priorities for the elementary include behavior support, family engagement, and social emotional development. All students at the elementary received books through the partnership with Power Books. Mrs. Burk announced six students and the middle school Site Coordinator planned and implemented a Family Passport Party in December with 75 attendees, food was provided by Chartwells. Middle school priorities included social emotional learning, family engagement and mentoring. At the high school, 22 students were assisted in

completing their FAFSA id's in preparation for the new and updated FAFSA launch. Juniors and seniors toured Ferris State University and North Central Michigan College campuses. This evening a FAFSA family completion will take place from 5:30 to 7:30. Manufacturing Day visit to Lanzen will be on January 22, 2024. CIS will be hosting Under the Stars adult prom fundraising event January 27, 2024 at 7:00 at the Helena Township Hall.

**Administrators Report – Tina Frollo** thanked the board for their dedication to our district, community and students. Mrs. Frollo stated she has been meeting with Mr. DiRosa and Shelly Meeder on the Michigan Kids Back on Track grant for summer school programs. Curriculum maps are due this Friday and will be posted on the website. Mrs. Frollo stated her ISD Professional Development has been beneficial. March 8<sup>th</sup> will be district professional development with a focus on Formative Assessment and instructional techniques. **Bernadette Pletcher** thanked the school board for their dedication to the district. Mrs. Pletcher stated once the AimsWeb, NWEA and iReady testing completes, we can move student interventions accordingly. January 9<sup>th</sup> students enjoyed popcorn with police. Daily announcements include students with perfect attendance in the classroom. The elementary has two long-term substitute teachers; we are still in search of an assistant and a 4<sup>th</sup> grade teacher. GSRP has changed to 4 days a week. GSRP teachers will meet on Fridays for training and planning. Rotary members will reading books, mentoring and tutoring 3<sup>rd</sup> grade students. Mrs. Pletcher stated she is looking forward to the summer events. **Enos Bacon** thanked the board members for their dedication to the district. Mr. Bacon announced that Trooper Hebner has offered a presentation on Social Media Awareness. NWEA testing is taking place. Student celebrations to the Bellaire movie theater took place prior to the holiday break. Due to the bond construction in the 7<sup>th</sup> and 8<sup>th</sup> grade wing, classrooms have been moved and teachers are settling in. Mr. Bacon introduced Shandra Sweet, intern. Mr. Bacon stated Shandra is great with our students. **Trent Naumcheff** thanked the board and Mr. DiRosa for their service to the district. Mr. Naumcheff announced the semester is wrapping up and exams will be taken at the end of the week. Exams will have a 10% value on the semester grades. **Enos Bacon** introduced Joel Collins and the middle school Student Council. Mr. Collins thanked the board for their service and support. Lila Rider, student, thanked the board for all they do.

**Forestry Update:** **Lynn Stephens** reviewed the harvest operation that was completed in December. The gross revenue from the Helena School Forest harvest was \$39,927.41. The contract for this harvest at the Helena Township forest was presented on November 13, 2023 and approved the same day. Overall, the project was satisfactorily completed. The Professional Forest Care has a pending offer from Biewer Lumber to purchase wood on the Hawk Lake forest.

**Superintendent's Report-** **Mr. DiRosa** thanked Mr. Stephens for his forestry update. Mr. DiRosa stated he is working with the village to secure a School Resource Officer using grant money. Mr. DiRosa thanked the board for their support and guidance; it has been a wonderful year.

**Citizens Comments on Action Items:** None

**Action Items:**

Scott Jernberg from Triangle reviewed the High School Bid Pack stating this is the last packet for the bond work. We received and accepted 6 contractors in conjunction with the middle school and athletic package. The baseball and softball concession buildings to be completed spring of 2024. Anticipated completion of middle school is Thanksgiving or early December and the high school should complete in early August.

**Approve the High School Bid Pack**

Ross/Musselman              Yes: 6  
    No: 0  
    Motion carried

**Items for Future Consideration-** Burt Thompson thanked Mr. DiRosa for his 16 years of service; we appreciate your time here. Mr. Thompson stated he has been in contact with Mike Washburn regarding the search for a new Superintendent. Mr. Thompson asked the board for a Special Meeting on January 25<sup>th</sup>. Tom Ross asked if there would be public comment. Mr. Thompson stated yes. Mr. Thompson asked everyone to stay and have some snacks provided by Lindsey Newland, Food Service Director.

**Adjournment**

Musselman/Ackler    to adjourn the meeting at 5:09

Yes: 6  
No: 0

Respectfully submitted,



Laurie Phillips  
Recording Secretary



Kim Musselman  
Board Secretary

**MANCELONA PUBLIC SCHOOLS**

**Board of Education  
Minutes of Special Meeting  
January 25, 2024**

Present: Derrer, Thompson, Clark, Musselman, Ross, Ackler, MacQuarrie

Central Office Staff: Meeder

President Thompson called the meeting to order at 5:30 p.m. in the Middle School Media Center

Citizens Comments: None

Discussion with Michael Washburn on Superintendent Search: Mike Washburn from Michigan Association of School Boards (MASB) discussed alternative ways to conduct a Superintendent search upon Mr. DiRosa's July 31, 2024 retirement. Burt Thompson and Tom Ross agreed an internal search with the assistance of Mr. Washburn would be the best way to proceed. Mr. Washburn reviewed the process of the traditional search, internal search and internal/external search. Mr. Thompson stated the external search would require hiring either MASB or Michigan Leadership Institute (MLI), the internal search would be done with the help of Mr. Washburn. Mr. Washburn asked if there are potential candidates internally. Mr. Thompson replied there are a couple, Dale Ackler and Gerald Clark agreed. Mr. Washburn stated to post the position internally for one week. The board should share priorities of the position and come up with 7 or 8 important qualities the candidate should possess. The candidate should have interviews with any employees who want to meet with them and get their reactions. The process should be open and transparent. The candidate should shadow Mr. DiRosa and give them an opportunity to meet other support staff and unions. The interview should take place prior to spring break. Tom Ross stated the main thing right now is to put together a posting with a profile, including qualifications together. This can be placed on the website. Lori Derrer stated she supports the candidate meeting with different groups of people.

Process for Superintendent Search: Internal Search  
Ross/Derrer

Yes: 7  
No: 0  
Motion carried

**Items for Future Consideration- None**

Derrer/Clark to adjourn at 6:37 p.m.

YES: 7  
NO: 0  
Motion carried.

Respectfully submitted,

  
Shelly Meeder, Business Manager

  
Kim Musselman, Secretary