Hillsdale Community Schools
Board of Education

REGULAR BOARD OF EDUCATION MEETING
January 19, 2026

I. Call to Order
President Hoffman called the meeting to order at 6:01 p.m. which was held in the Hillsdale High School library.

II. Pledge of Allegiance

III. Recognition of Guests

Members Present
Nicole Hoffman
Kathy Petersen
Rebecca Portteus - arrive at 6:02 p.m.
Jeff Kunkel
Dan LaRue
Chris Sumnar
Matthew Gordon

Administration Present
Ted Davis, Superintendent
Becky LaFollette, Gier Principal
Jeremy LaFollette, Maintenance Supervisor
Allison Wirick, Bailey Early Childhood Director
Katie Stebelton, DMS Principal

Guests

Jean Michael	Connie Kuenzer	Lara Baker	Doug Baker
Haylee Miller	Jennifer Miller	Shane Miller	Travis Lemar

IV. Board Organization

A. Election of Temporary Chair
Moved by Petersen, supported by Sumnar to elect Nicole Hoffman to the position of temporary chair on the Hillsdale Community Schools' Board of Education for 2026.

6 Ayes 0 Nays Motion passed

B. Election of Officers
1. President/Vice President/Secretary/Treasurer
Moved by Petersen, supported by Kunkel to elect Chris Sumnar to the position of Board President, Nicole Hoffman to the position of Board Vice President, Rebecca Portteus to the position of Board Secretary and Kathy Petersen to the position of Board Treasurer on the Hillsdale Community Schools' Board of Education for 2026.

7 Ayes 0 Nays Motion passed

C. Presidential Appointments

Moved by LaRue supported by Petersen to approve the Presidential Committee Appointments (committee assignments attached to the official minutes.)

7 Ayes 0 Nays Motion passed

D. Designation of Administrator for Public Records

Moved by Hoffman supported by Petersen that the Superintendent of Hillsdale Community Schools be designated as the District's Administrator for Public Records Disclosure and Freedom of Information Act request for 2026.

7 Ayes 0 Nays Motion passed

E. Designation of Section 504 Coordinator

Moved by Kunkel supported by Hoffman that Ted Davis be designated as the District's Section 504 Coordinator for 2026.

7 Ayes 0 Nays Motion passed

F. Regular Board Meeting Dates & Locations

Moved by Hoffman supported by Petersen that regular meetings of the Hillsdale Community Schools Board of Education be held according to the attached schedule noting the time and location of each regular meeting (copy attached to official minutes).

7 Ayes 0 Nays Motion passed

G. Retention of Legal Counsel

Moved by Kunkel supported by Petersen to extend the retainer relationship with Thrun Law Firm, P.C., as district legal counsel for one year upon its anniversary date (December 31, 2025). The retainer fee paid in January 2026 will be $2,500.00. Further moved, that other legal counsel may be retained for specific purposes as may be needed from time to time.

7 Ayes 0 Nays Motion passed

H. Depositories and Banking Resolutions

Moved by Hoffman supported by Petersen that the following financial transactions are authorized for 2026:

1. Flagstar Bank, MILAF and County National Bank be designated as depository for the following funds:

   General Fund
   Food Service Fund
   Building & Site Fund
   Payroll Account
   Activity Account

2. The President and Treasurer shall be authorized to sign the following checks on behalf of the Board of Education as bills become due and payable:

   General Fund
   Food Service Fund
   Building & Site Fund
   Payroll Account

3. The Superintendent or designee is authorized to transfer funds, including electronic transfers, from savings to checking accounts, checking to savings and checking to checking for the following funds:

   General Fund
   Food Service Fund
   Building & Site Fund
   Payroll Account
   Activity Account

4. The Superintendent or designee shall be authorized to make investments of available monies from the funds in the District in compliance with Policy 6144. This includes the authorization of the Business Manager as the Electronic Transfer Officer (ETO).

5. The following may be used as school depositories for investments for 2026:

   County National Bank
   Fifth Third Bank
   Southern Michigan Bank & Trust
   Flagstar Bank
   Huntington National Bank
   MILAF Investments
   Premier Bank
   American 1 Federal Credit Union
   Community Choice Credit Union

7 Ayes 0 Nays Motion passed

V. Consent Agenda

Moved by Petersen, supported by Hoffman to approve the consent agenda as presented

A. Approval of Minutes - December 15, 2025 – regular board meeting

B. Finance

B1. Treasurer's Receipts

Treasurer's receipts for December 2025 are as follows:

General Fund	$ 1,783,219.99
Building & Site	$ 33,028.78
Food Service	$ 119,970.73
Activity	$ 16,541.67

B2. Bills Payable

Expenditures for December 2025 are as follows:

General Fund	$ 1,631,032.55
Building & Site	$ 7,295.03
Food Service	$ 89,077.34
Activity	$ 43,709.00

7 Ayes 0 Nays Motion passed

VI. Communications

A. Written: NA
B. Public: NA

VII. Information & Proposals from Board, Superintendent & Staff

A. Committee Reports
Personnel & Finance 1/5
Building & Site 1/14

A. Superintendent's Report
- Suzanne Shepherd - FMLA family member 11/20 - one year as needed
- Mikayla Miller - DMS EA - resignation 12/19
- Ashton Bonsall - Gier EA - resignation 12/19
- Jessica Foster - DMS Teacher - FMLA 12/18-1/8
- OST Grant Award
- Building Project Update
- Non Homestead Millage Ballot Information
- Calendar Committee
- Naming Rights for facilities
- Window Project - DMS
- Asbestos Abatement Contract Information

VIII. Old/New Business

A. Personnel

A1. Haylee Miller - DMS Teacher
Moved by Kunkel supported by LaRue to hire Haylee Miller as a teacher.

7 Ayes 0 Nays Motion Passed

A2. Jessica Major - Gier EA
Moved by Hoffman supported by Portteus to hire Jessica Major as an educational assistant.

7 Ayes 0 Nays Motion Passed

A3. Lara Baker - HHS Principal
Moved by Petersen supported by Hoffman to hire Lara Baker as the high school Principal.

7 Ayes 0 Nays Motion Passed

A4. Jordan Rosenberry - DMS EA
Moved by Hoffman supported by Portteus to hire Jordan Rosenberry as an educational assistant..

7 Ayes 0 Nays Motion Passed

A5. Becky Barnett - 3.50 hr. Custodian through school year

Moved by Petersen supported by Hoffman to hire Becky Barnett as a 3.50 hr. custodian through the end of the school year.

7 Ayes 0 Nays Motion Passed

B. Board Affairs

B1. Schools of Choice Participation

Moved by Hoffman, supported by Petersen authorizing Hillsdale Community Schools as a School of Choice participant in section 105 and section 105c.

7 Ayes 0 Nays Motion Passed

B2. Travel & Reimbursement Rates

Moved by Hoffman, supported by Petersen to approve the mileage reimbursement rate to match the federal 2026 rate.

7 Ayes 0 Nays Motion Passed

B3. Overnight Track Meet

Moved by Kunkel, supported by LaRue to approve the overnight track meet 4/24-25/26 as presented.

7 Ayes 0 Nays Motion Passed

B4. Performance Services Design-Build Agreement

Moved by Hoffman, supported by Petersen to approve the Performance Services Design-Build Agreement as presented.

7 Ayes 0 Nays Motion Passed

B5. Asbestos Project Consultant

Moved by Petersen, supported by Hoffman to approve the HHS 2026 renovation project asbestos removal project consulting services proposal as presented.

7 Ayes 0 Nays Motion Passed

B6. AIA DMS Window Project

Moved by Hoffman, supported by Portteus to approve the AIA DMS Window Project as presented.

7 Ayes 0 Nays Motion Passed

B7. Building & Site Non-Homestead Operating Millage Renewal

Moved by Petersen, supported by Portteus to adopt the Building & Site Non-Homestead Operating Millage Renewal as presented.

7 Ayes 0 Nays Motion Passed

IX. Addenda

A. Public Comment – NA

B. Board Member Comment - LaRue- Ms. Miller is a great teacher
Portteus - Welcome to Mrs. Baker
Sumnar - Thank you to all the new hires for their dedication to our students and community. TY to Hoffman for the help with his transition to President, hoping all three run again in November.

C. Closed Session - Supt. Evaluation Discussion
Moved by LaRue, supported by Petersen to go into closed session for the Supt. Evaluation

Roll Call Vote
Ayes
CS, NH, KP, RB, DLR, JK, RP.

7 Ayes 0 Nays Motion Passed

Open Session
Moved by Petersen, supported by LaRue to go back into open session.

7 Ayes 0 Nays Motion Passed

X.Adjournment
President Sumnar adjourned the meeting at 8:40 p.m.

Rebecca Portteus, Secretary
Hillsdale Board of Education
JMM 1/27/26



2026 COMMITTEE APPOINTMENTS

Finance & Personnel Committee
Kathy Petersen, Chair
Rebecca Portteus
Chris Sumnar

Policy Committee
Matt Gordon, Chair
Kathy Petersen
Jeff Kunkel

Instruction & Assessment Committee
Dan LaRue, Chair
Rebecca Portteus
Matt Gordon

Building & Site
Jeff Kunkel, Chair
Chris Sumnar
Nicole Hoffman

Community Relations
Rebecca Portteus, Chair
Dan LaRue
Nicole Hoffman

Negotiating Committee
Nicole Hoffman
Jeff Kunkel
Chris Sumnar

Hillsdale Educational Foundation
Matt Gordon

Simpson Outdoor Lab Representative
Jeff Kunkel

AdvancED Representative
Dan LaRue

Enc. A

HILLSDALE COMMUNITY SCHOOLS BOARD OF EDUCATION
30 S. Norwood Ave., Hillsdale, MI 49242
(517) 437-4401

SCHEDULE OF REGULAR BOARD OF EDUCATION MEETINGS

January 19, 2026	Hillsdale High School – library 30 S. Norwood Ave.	6:00 P.M.
February 16, 2026	Hillsdale High School - library	6:00 P.M.
March 16, 2026	Hillsdale High School - library	6:00 P.M.
April 20, 2026	Hillsdale High School - library	6:00 P.M.
*May 18, 2026	Hillsdale High School - library	6:00 P.M.
*June 29, 2026	Annual Budget Hearing Hillsdale High School - library	5:30 P.M.
*June 29, 2026	Hillsdale High School - library	6:00 P.M.
July 20, 2026	Hillsdale High School - library	6:00 P.M.
August 17, 2026	Hillsdale High School - library	6:00 P.M.
September 21, 2026	Hillsdale High School - library	6:00 P.M.
October 19, 2026	Hillsdale High School - library	6:00 P.M.
November 16, 2026	Hillsdale High School - library	6:00 P.M.
*December 14, 2026	Hillsdale High School - library	5:15 P.M.
January 18, 2027	Hillsdale High School - library	6:00 P.M.

Official minutes of the School Board are stored and available for inspection at the District's Central Office, located inside Hillsdale High School at 30 S. Norwood Ave., Hillsdale, MI 49242

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting or hearing, please contact the Superintendent's office at 517-437-4401 at least one week prior to the meeting or as soon as possible.