

October 13, 2025 - Regular Board Meeting

Monday, October 13, 2025 5:30 PM

CMS library , 707 E. Third Street, Elk Rapids, Michigan 49629

I. CALL TO ORDER: ROLL CALL/PLEDGE OF ALLEGIANCE

Board of Education:

President Jennifer Brown Moore	Trustee Scott
Vice-President Tara Kribs Wojtowicz	Trustee Shana
Secretary Sherry Steffen	Trustee Jeff Hill
Treasurer Darryl Antcliff	

Central Staff:

Superintendent Bryan McKenna
Executive Assistant Kortni Huron
Director of Finance Laurie McCann

II. CHANGES AND ADDITIONS TO THE AGENDA

III. STAFF/STUDENT SPOTLIGHT

- Cherryland Middle School - Bryce TeBos
STEM presentation

IV. SPECIAL PRESENTATION

- Mill Creek Academy Update - Nate Plum &
Kwin Morris

V. COMMUNICATIONS FROM THE PUBLIC (AGENDA ITEMS ONLY)

Time limitations: Fifteen minutes per item, three minutes per speaker per item. Any citizen attending the meeting in person who wishes to address the school board on agenda items only may speak at this time. Person addressing the board are asked to register their name, address, and, if applicable, their affiliation. The Board President should recognize the citizen before speaking.

VI. CONSENT AGENDA

The purpose of the consent agenda is to expedite business by grouping routine items together to be dealt with by one board motion without discussion beyond asking questions for simple clarification. Any board member may ask that any item on the consent agenda be removed and placed elsewhere on the agenda for discussion or due to conflicts. Such requests will be granted. If an item is not removed from the consent agenda, the action noted on the agenda is approved by motions to adopt the consent agenda.

APPROVAL OF MINUTES

- September 8, 2025 - Regular Meeting Minutes

VII. APPROVAL OF BILLS

- General Fund - \$410,068.83
- Bond - \$1,080,123.26
- Capital - \$190,325.00
- Daycare - \$6,240.01
- Lunch Fund - \$16,731.54
- Trust - \$28,414.12

VIII. PERSONNEL

44-25 APPROVAL OF CASSIDY MOGFORD AS A COACH

RESOLVED: That Cassidy Mogford be approved as a Dance Coach for Elk Rapids High School. Mrs. Mogford will be placed at Step 1 of the athletic scale.

IX. 45-25 APPROVAL OF RESIGNATION OF RICH HOPKINS AS FACILITIES/OPERATIONS SUPERVISOR

RESOLVED: That the resignation of Richard Hopkins be approved as of on or about November 14, 2025.

46-25 APPROVAL OF RESIGNATION OF VERONICA HALSTEAD AS A BUS DRIVER

RESOLVED: That the resignation of Veronica Halstead be approved as of September 11, 2025.

47-25 APPROVAL OF RESIGNATION OF CARLEY LORTZ AS A PARAPROFESSIONAL

RESOLVED: That the resignation of Carley Lortz as a paraprofessional at Mill Creek Academy be approved as of October 8, 2025.

48-25 APPROVAL OF RESIGNATION OF MEGAN GREGORSKI AS A PARAPROFESSIONAL

RESOLVED: That the resignation of Megan Gregorski as a special education paraprofessional at Cherryland Middle School be approved as of November 7, 2025.

X. DONATIONS

None.

XI. ACTION ITEMS

XI.A. 49-25 APPROVAL OF 2024-25 PSA LEASE AND MANAGEMENT FEE WAIVER

RESOLVED: That the 2024-25 PSA lease and management fee waiver be approved as presented.

XI.B. 50-25 APPROVAL OF 2025-26 PSA LEASE FEE WAIVER

RESOLVED: That the 2025-26 PSA lease fee waiver

be approved as presented.

XI.C. **51-25 APPROVAL OF 2026 THRESHOLD FOR
COMPETITIVE BIDS**

RESOLVED: That the 2026 Threshold for Competitive Bids be approved, as presented.

XI.D. **52-25 APPROVAL OF CMS MYIG OVERNIGHT TRIP**

RESOLVED: That the Cherryland Middle School Michigan Youth in Government overnight trip to Lansing, MI be approved for November 23 through November 25, 2025.

XII. **COMMUNICATIONS FROM THE PUBLIC**

Time limitations: Same as above. Any citizen attending the meeting in person who wishes to address the Elk Rapids School Board on a matter not listed on this agenda may speak at this time. Persons addressing the school board are asked to register their name, address, and, if applicable, their affiliation. The Board President should recognize that the attendees wishing to speak on matters listed on the agenda will be permitted, under the same limitations, to speak when the matter is brought before the board.

XIII. **DISCUSSION ITEMS**

- Student Attendance/Performance Data
- Superintendent Goals Connected to the Strategic Plan
- ERS Assurance & Verification Feedback Report from MDE
- Monthly Board Financial Report

XIV. **CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION**

XV. **SUPERINTENDENT REPORT**

- Professional Development Update
- State Budget Update
- Bond Update

XVI. **BOARD OF EDUCATION CELEBRATING SUCCESSES**

XVII. **SCHEDULED ACTIVITIES/FUTURE MEETINGS**

- October 31, 2025 - Half Day of School for Students and Staff
- November 4, 2025 - No School for Students/RSDD for Staff
- November 10, 2025 - Regular Board Meeting

XVIII. **ADJOURNMENT**

September 8, 2025 - Regular Board Meeting
Monday, September 8, 2025 5:30 PM Eastern

Elk Rapids High School Library
308 Meguzee Point Dr
Elk Rapids, MI 49629

Darryl Antcliff: Present
Jennifer Brown: Present
Jeff Hill: Present
Tara Kribs: Present
Scott Moore: Present
Sherry Steffen: Present
Shana Wojtowicz: Present
Present: 7.

I. CALL TO ORDER: ROLL CALL/PLEDGE OF ALLEGIANCE

Board of Education:

President Jennifer Brown	Trustee Scott Moore
Vice-President Tara Kribs	Trustee Shana Wojtowicz
Secretary Sherry Steffen	Trustee Jeff Hill
Treasurer Darryl Antcliff	

Central Staff:

Superintendent Bryan McKenna
Executive Assistant Kortni Huron
Director of Finance Laurie McCann

II. CHANGES AND ADDITIONS TO THE AGENDA

To approve the agenda with no changes or additions. This motion, made by Scott Moore and seconded by Darryl Antcliff, Carried.

Darryl Antcliff: Yea, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

III. COMMUNICATIONS FROM THE PUBLIC (AGENDA ITEMS ONLY)

Time limitations: Fifteen minutes per item, three minutes per speaker per item. Any citizen attending the meeting in person who wishes to address the school board on agenda items only may speak at this time. Person addressing the board are asked to register their name, address, and, if applicable, their affiliation. The Board President should recognize the citizen before speaking.

None.

III.A. SPECIAL PRESENTATION - BACK TO SCHOOL UPDATES

- Angie Nichols - Lakeland Elementary
- Josh Haggerty - Cherryland Middle School
- Jack Young - Elk Rapids High School

- Lakeland Elementary - Mrs. Nichols thanked Rich and the team for the beautiful updates to the staff bathrooms. She also reported that the new paint and classrooms looked fresh for the new school year. She gave a special thanks to Jason Hall for his work in the Zen Den. There will be updates to the playground, including mini goal posts, new swings, and a sandbox. Principal Nichols also celebrated her new staff - Lucas DeForge (Teacher), Kate Fries (Teacher), Katelyn Jarvis (Teacher), Melissa Bocardo (Paraprofessional), and Kate Dentinger (Preschool Lead Teacher). Mrs. Nichols reported on the new Community In Schools grant for the next 3 years - Holly Schlicker is filling this role. Mrs. Nichols concluded by reporting on the new Version 3 of the CKLA curriculum, and the staff will focus on touchpoints with neuroscience and proactive discipline strategies.
- Cherryland Middle School - Mr. Haggerty reported that the construction in the building has an end in sight! There has been so much progress from the beginning of the project. CMS has new bleachers that are safer for all to use. The locker rooms, newly connected hallway, and the new carpet/paint look really nice. Principal Haggerty celebrated his new staff - Melissa Cisneros (Teacher), Jesse Kramer (Teacher/Interventionist), and Ashley Gee (Office Assistant). Mr. Haggerty gave a special thanks to the chaperones who attended the Washington D.C. trip (Katie Knust, Carissa Davis, Wes Bassett, Tyler Wilson, and Kortni Huron). Mr. Haggerty concluded his update with the statement that the pilot curriculum for math last year was a success, and that there will be a homework lab in place for students by the end of September.
- Elk Rapids High School - Principal Young reported of the smoothest start in his 5 years! His team has been a part of wonderful professional development already, including 504 and Social/Emotional Curriculum training. Mr. Young reported that there was no new staff hired for this school year, only 3 long-term subs for the teaching staff. Principal Young concluded his update by reporting on the building upgrades - everything looks so fresh and clean!

IV. CONSENT AGENDA

The purpose of the consent agenda is to expedite business by grouping routine items together to be dealt with by one board motion without discussion beyond asking questions for simple clarification. Any board member may ask that any item on the consent agenda be removed and placed elsewhere on the agenda for discussion or due to conflicts. Such requests will be granted. If an item is not removed from the consent agenda, the action noted on the agenda is approved by motions to adopt the consent agenda.

APPROVAL OF MINUTES

- August 4, 2025 - Regular Meeting Minutes

APPROVAL OF BILLS

- General Fund - \$255,827.34
- Bond - \$71,273.10
- Capital - \$375,341.55
- Daycare - \$6,304.82
- Lunch Fund - \$46,695.19

- Trust - \$18,248.29

PERSONNEL

27-25 APPROVAL OF MELISSA CISNEROS AS A TEACHER

RESOLVED: That Melissa Cisneros be approved as a teacher at Cherryland Middle School. Mrs. Cisneros will be placed at MA Step 12 of the Master Agreement.

28-25 APPROVAL OF MORRIGAN PRUYT AS A PRESCHOOL ASSISTANT

RESOLVED: That Morrigan Pruyt be approved as a preschool assistant at Mill Creek Academy. Ms. Pruyt will be placed at Step 1 of the Paraprofessional Wage Scale.

29-25 APPROVAL OF MELISSA BOCARDO AS A PARAPROFESSIONAL

RESOLVED: That Melissa Bocardo be approved as a paraprofessional at Lakeland Elementary. Mrs. Bocardo will be placed at Step 2 of the Paraprofessional Wage Scale.

30-25 APPROVAL OF CARLEY LORTZ AS A PARAPROFESSIONAL

RESOLVED: That Carley Lortz be approved as a paraprofessional at Mill Creek Academy. Ms. Lortz will be placed at Step 1 of the Paraprofessional Wage Scale.

31-25 APPROVAL OF CHRISTINA ENGMAN AS AN OFFICE ASSISTANT/PARAPROFESSIONAL

RESOLVED: That Christina Engman be approved as an office assistant and paraprofessional at Mill Creek Academy. Mrs. Engman will be placed at Step 1 of the Paraprofessional Wage Scale.

32-25 APPROVAL OF KATE DENTINGER AS A PRESCHOOL LEAD TEACHER

RESOLVED: That Kate Dentinger be approved as a preschool lead teacher at Lakeland Elementary. Ms. Dentinger will be placed at Step 4 of the Preschool Wage Scale.

33-25 APPROVAL OF ALAYNA DEAN AS A PARAPROFESSIONAL

RESOLVED: That Alayna Dean be approved as a paraprofessional at Lakeland Elementary. Mrs. Dean will be placed at Step 4 of the Paraprofessional Wage Scale.

34-25 APPROVAL OF RESIGNATION, FOR THE PURPOSE OF RETIREMENT, FOR BETH VEEDER

RESOLVED: That the resignation, for the purpose of retirement, as Lead Administrative Assistant for Lakeland Elementary, for Beth Veeder, be approved as of December 31, 2025.

35-25 APPROVAL OF BRAD SULLIVAN AS A COACH

RESOLVED: That Brad Sullivan be approved as Varsity Tennis Coach for Elk Rapids High School.

To approve the Consent Agenda as presented. This motion, made by Scott Moore and seconded by Darryl Antcliff, Carried.

Darryl Antcliff: Yea, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

V. ACTION ITEMS

V.A. 36-25 APPROVAL OF STUDENT SERVICES ADMINISTRATOR CONTRACT AMENDMENT

RESOLVED: That the Student Services Administrator Contract Amendment be approved as presented.

To approve the resolution as presented. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

Darryl Antcliff: Yea, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 7, Nay: 0

V.B. 37-25 APPROVAL OF 2025-26 STUDENT/PARENT HANDBOOKS

RESOLVED: That the 2025-26 Student/Parent Handbooks be approved as presented for:

- Lakeland Elementary
- Cherryland Middle School
- Elk Rapids High School/Sunrise Academy

To approve the resolution as presented. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

Darryl Antcliff: Yea, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 7, Nay: 0

V.C. 38-25 APPROVAL OF CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN/EMERGENCY OPERATIONS PLAN

RESOLVED: That the Continuity of Organizational Operations Plan/Emergency Operations Plan, as required by Policy 8300, be approved as presented.

To approve the resolution as presented. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

Darryl Antcliff: Yea, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 7, Nay: 0

V.D. 39-25 APPROVAL OF CURRICULUM DEVELOPMENT AS REQUIRED BY BOARD POLICY 2210 & 2231

RESOLVED: That the curriculum development be approved as required by Board Policy 2210 & 2231, as presented.

To approve the resolution as presented. This motion, made by Scott Moore and seconded by Sherry Steffen, Carried.

Darryl Antcliff: Yea, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 7, Nay: 0

V.E. 40-25 APPROVAL OF VOTING DELEGATE AND ALTERNATE FOR MASB 2025 DELEGATE ASSEMBLY

RESOLVED: That the following Board delegate and alternate be approved for the Michigan Association of School Boards on Thursday, October 23, 2025 at 7:00 p.m.:

Delegate:

Alternate:

To approve the resolution to nominate Steffen as Delegate and Kribs as Alternate. This motion, made by Tara Kribs and seconded by Darryl Antcliff, Carried.

Darryl Antcliff: Yea, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

V.F. 41-25 APPROVAL OF SUBSTITUTE STAFF PAY RATE ADJUSTMENT

RESOLVED: That the substitute staff pay rate adjustments be approved as presented.

To approve the resolution as presented. This motion, made by Darryl Antcliff and seconded by Scott Moore, Carried.

Darryl Antcliff: Yea, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

V.G. 42-25 PENDING MDE BUDGET RESOLUTION - APPROVAL OF 2025-26 BREAKFAST & LUNCH MEAL RATES

RESOLVED: That the 2025-26 Breakfast & Lunch Meal Rates be approved as presented.

To approve the resolution as presented. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

Darryl Antcliff: Yea, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

V.H. 43-25 APPROVAL OF CONDITIONAL EMPLOYMENT AGREEMENT

RESOLVED: That the Board approve the conditional employment agreement as presented.

To approve the resolution as presented. This motion, made by Scott Moore and seconded by Darryl Antcliff, Carried.

Sherry Steffen: Abstain (With Conflict), Darryl Antcliff: Yea, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea

Yea: 6, Nay: 0, Abstain (With Conflict): 1

VI. COMMUNICATIONS FROM THE PUBLIC

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None.

VII. CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION

None.

VIII. SUPERINTENDENT REPORT

- Construction/Facilities Update

- Professional Development Update
- Budget Impasse Update
- Construction/Facilities Update - Upgrades were completed for the soccer complex and pressbox. New ADA-compliant sidewalks linking CMS and ERHS, which were approved by the ERPD, have been installed. All buildings had new access controls installed over the summer, and the district is very happy with the local company that installed everything. Superintendent McKenna stated that he would share an updated related to safety in a future closed session.
- Professional Development Update - There is a plan with the ISD that correlates with the Strategic Plan, including Restorative Practices. The Cabinet was provided with the first of the year-long PCM trainings by Cathy Meyer-Looze.
- Budget Impasse Update - Still no update - the District is looking for an update from the state.

IX. BOARD OF EDUCATION CELEBRATING SUCCESSES

Brown - The facilities are looking great!

Steffen - The Unity among the district is amazing!

X. SCHEDULED ACTIVITIES/FUTURE MEETINGS

- September 26, 2025 - Homecoming
- October 13, 2025 - No School for Students, Indigenous Peoples' Day, District PD for Staff
- October 13, 2025 - Regular Board Meeting

XI. ADJOURNMENT

To adjourn at 6:12 p.m. This motion, made by Scott Moore and seconded by Darryl Antcliff, Carried.

Darryl Antcliff: Yea, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
080610	09/10/2025	AP	Check	Open	003500	Zaremba Equipment, Inc	2026 Bus 25a	152,464.00
080611	09/10/2025	AP	Check	Open	093641	24/7 Sewer & Drain Cleaning	Floor Drain	415.00
080612	09/10/2025	AP	Check	Open	091705	Antrim County	taxes 2024	2,489.80
080613	09/10/2025	AP	Check	Open	091346	Boyne City Public Schools	JV V-ball Tournament	125.00
080614	09/10/2025	AP	Check	Open	093643	Bulls-I, Inc.	Trophies XC/Volleyball	580.00
080615	09/10/2025	AP	Check	Open	095152	Cecilia McCormack	Reimburse HS Library	32.36
080616	09/10/2025	AP	Check	Open	091715	Central Michigan Paper Corpor..	teaching supplies	2,720.00
080617	09/10/2025	AP	Check	Open	001255	Copy Central, Inc.	school safe entry signage	913.95
080618	09/10/2025	AP	Check	Open	002222	DTE Energy	MCA	870.14
080619	09/10/2025	AP	Check	Open	090068	Elk Rapids Area Chamber Of C..	Membership/website	680.00
080620	09/10/2025	AP	Check	Open	092885	ESS Midwest, Inc.	9/12/25	4,167.60
080621	09/10/2025	AP	Check	Open	093601	Floor Care Concepts	CMS gym Floor	4,988.80
080622	09/10/2025	AP	Check	Open	001618	Gill-Roy's Complete Hardware	elk027	9.99+
							Elk027	136.06+
							ELK027	117.60+
							Elk027	13.98+
Check Total								277.63=
080623	09/10/2025	AP	Check	Open	093448	Kevin Ball	Reimburse CPR	37.00
080624	09/10/2025	AP	Check	Open	094251	Kortni Huron	Mileage 7/9, 7/30 and 9/8	86.80
080625	09/10/2025	AP	Check	Open	095039	Michael's Place, Inc.	25/26 bereavement center	4,278.00
080626	09/10/2025	AP	Check	Open	094749	Mt. Pleasant High School Athlet..	JV VB Oiler Invite	400.00
080627	09/10/2025	AP	Check	Open	094327	Nathan Plum	Reimburse gas for Williamston soccer	102.13
080628	09/10/2025	AP	Check	Open	094337	NWEA	ER SCHOOLS NWEA	9,235.00
080629	09/10/2025	AP	Check	Open	094337	NWEA	MAP 24/25 school year	137.50
080630	09/10/2025	AP	Check	Open	090670	Pine Hill Nursery, Inc.	30 yds pine bark football field	1,500.00
080631	09/10/2025	AP	Check	Open	093956	Profile	Shredder	75.00
080632	09/10/2025	AP	Check	Open	094614	Ricoh USA, Inc	Printers All Schools	508.44
080633	09/10/2025	AP	Check	Open	090131	Sehi Computer Products Inc.	Tech Equipment	23,703.60
080634	09/10/2025	AP	Check	Open	091228	SET SEG	7/1/25-7/1/26 Quarter 2	1,440.00
080635	09/10/2025	AP	Check	Open	094688	Summit Fire Protection	Lakeland troubleshoot fire alarm	375.00
080636	09/10/2025	AP	Check	Open	000030	Thrun Law Firm P.C	August 28, 2025	67.50
080637	09/10/2025	AP	Check	Open	091955	TruGreen Chem Lawn	MCA	828.00+
							High School	331.20+
							Practice Football	388.12+
							football field	362.25+

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
Check Total								1,909.57=
080638	09/10/2025	AP	Check	Open	003105	Village of Elk Rapids	8/1/25-8/31/25	6,717.06
080639	09/10/2025	AP	Check	Open	095160	Vork Brothers Painting LLC	CMS classroom re-paint/HS HM Frames	5,000.00
080640	09/10/2025	AP	Check	Open	094694	X-Cel Chemical Specialties Nort..	Maintenance Garage	54.00
080641	09/10/2025	AP	Check	Open	000034	Brad Sullivan	Reimburse gas/Van	66.02
080642	09/10/2025	AP	Check	Open	000018	Kendall Hunt	Anchored Science per attached quote	6,612.00
080643	09/10/2025	AP	Check	Open	000033	Transformative Engagement So..	Professional Development	3,294.32
080646	09/17/2025	AP	Check	Open	002701	All American Sports Corp	helmet decals football helmet	313.14+ 1,376.45+
Check Total								1,689.59=
080647	09/17/2025	AP	Check	Open	093643	Bulls-l, Inc.	awards	260.58
080648	09/17/2025	AP	Check	Open	000040	Chad Kopkau	Cut Down 4 trees	4,100.00
080649	09/17/2025	AP	Check	Open	001229	Crystal Flash Energy	9/8/25	1,486.85
080650	09/17/2025	AP	Check	Open	093454	Edmentum, Inc.	online enrollment	11,032.70
080651	09/17/2025	AP	Check	Open	090753	ETNA Supply Company	Murdock filter	3,107.70
080652	09/17/2025	AP	Check	Open	090381	Joe Macaluso	curriculum materials	15.00
080653	09/17/2025	AP	Check	Open	090051	Jostens	trophy inserts/ Soccer&Tennis	90.90
080654	09/17/2025	AP	Check	Open	093886	Kelly Cibik	Classroom Supplies	235.52
080656	09/17/2025	AP	Check	Open	094439	Krista Taylor	classroom supplies	91.10
080657	09/17/2025	AP	Check	Open	095168	Laura Jackson	game manager	85.00
080658	09/17/2025	AP	Check	Open	094284	Lauren Malone	Reimburse teaching supplies	29.88
080659	09/17/2025	AP	Check	Open	002213	MASB	T. Kribs 10/23-10/24-10/25	590.00
080660	09/17/2025	AP	Check	Open	091937	Pro-Image Design, Inc.	vehicle graphics- ford 350	525.00
080662	09/17/2025	AP	Check	Open	095159	Sarah Simon	School Supplies	144.87
080663	09/17/2025	AP	Check	Open	094747	Shauna Phillips	Reimburse teaching supplies	120.82
080664	09/17/2025	AP	Check	Open	001314	Tim Dietlin	music supplies/hs choir	190.00
080665	09/17/2025	AP	Check	Open	094694	X-Cel Chemical Specialties Nort..	lakeland custodial supplies ERHS CMS	756.00+ 1,095.89+ 1,275.96+
Check Total								3,127.85=
080666	09/17/2025	AP	Check	Open	094439	Krista Taylor	Reimburse supplies for project	23.96
080667	09/17/2025	AP	Check	Open	091705	Antrim County	taxes	2,222.48
080668	09/17/2025	AP	Check	Open	094013	Leiha VanAken	2% Hope Van Aken	220.00
080669	09/17/2025	AP	Check	Open	000043	Learn and Lead, LLC	PCM Leader Facilitation	17,500.00

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount	
080670 Check Missing									
080671	09/24/2025		AP	Check Open	095179	Auto Wares Group	High School	125.99	
080672	09/24/2025		AP	Check Open	093331	CDW Government	Dell Pro Max Laurie/Karen laptops	2,495.00	
080673	09/24/2025		AP	Check Open	091715	Central Michigan Paper Corpor..	LL Paper order	1,738.50	
080674	09/24/2025		AP	Check Open	001619	Ginop Sales, Inc	Kubota parts	290.55	
080675	09/24/2025		AP	Check Open	000045	Mel's Excavating, LLC	topsoil for fields	600.00	
080676	09/24/2025		AP	Check Open	092229	Mi School Energy Cooperative	Sep-2025	8,385.04	
080677	09/24/2025		AP	Check Open	000108	Northwest Education Services	Year 2 of a 3 year contract content keep..	2,366.49	
080678	09/24/2025		AP	Check Open	094324	Northwest Fire, LLC	Kitchen Hood CMS Annual Inspection	1,383.00+ 1,831.50+	
								Check Total	3,214.50=
080679	09/24/2025		AP	Check Open	002532	The Place, LLC	Name Plates LL Name Plates Friday Folders	47.50+ 55.00+ 1,801.99+	
								Check Total	1,904.49=
080680	09/24/2025		AP	Check Open	000046	UHY advisors, Inc	June-September consultation work	5,985.00	
080682	09/25/2025		AP	Check Open	000021	Crystal Flash Inc	Diesel Buses	3,305.93	
080683	09/25/2025		AP	Check Open	092885	ESS Midwest, Inc.	9/26/25	10,029.06	
080684	09/25/2025		AP	Check Open	094924	Katherine Theisen	Classroom Supplies	283.85	
080685	09/25/2025		AP	Check Open	095024	Kentwood Band Boosters	E. Kentwood Invite 2025	175.00	
080686	09/25/2025		AP	Check Open	000003	Michigan Technological Univers..	CMS Science Curriculum	800.00	
080687	09/25/2025		AP	Check Open	002220	MSBOA	MI school Band and Orchestra CMS School Memership 25/26 HS	375.00+ 375.00+	
								Check Total	750.00=
080688	09/25/2025		AP	Check Open	094532	Ottawa Area Intermediate Scho..	Delta Math	175.00	
080689	09/25/2025		AP	Check Open	092744	School Specialty, LLC	Teaching Supplies -Zatkovic Willson Tschudy Benson Morton	105.48+ 93.10+ 100.48+ 99.14+ 99.50+	
								Check Total	497.70=
080690	09/25/2025		AP	Check Open	002289	Treasurer, District II, MSBOA	2025 District 2 Thirlby Expo	50.00	

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
080691	09/25/2025	AP	Check	Open	000048	Cedar Springs Music Boosters	Red Flannel Marching Band Invite	150.00
080692	09/25/2025	AP	Check	Open	090670	Pine Hill Nursery, Inc.	Football field- grant	7,838.50
080693	09/25/2025	AP	Check	Open	091937	Pro-Image Design, Inc.	CMS windows	5,077.42
080696	10/01/2025	AP	Check	Open	002701	All American Sports Corp	football	313.14
080697	10/01/2025	AP	Check	Open	095152	Cecilia McCormack	Reimburse Meijer 9/9	74.79
080698	10/01/2025	AP	Check	Open	092026	Frank Newhouse	Van Gas for golf	116.46
080699	10/01/2025	AP	Check	Open	001618	Gill-Roy's Complete Hardware	elk040	52.16
080700	10/01/2025	AP	Check	Open	001834	Harbor Springs High School	Golf Invite	250.00
080701	10/01/2025	AP	Check	Open	090051	Jostens	metal inserts	75.95+
							metal inserts	55.05+
Check Total								131.00=
080702	10/01/2025	AP	Check	Open	094251	Kortni Huron	MPAAA Conference	207.20
080703	10/01/2025	AP	Check	Open	000108	Northwest Education Services	REMC Movie Licenses Via SWANK	1,212.00+
							xello Subscription 25-26	2,172.14+
Check Total								3,384.14=
080704	10/01/2025	AP	Check	Open	002401	OTEC	Quarterly billing	405.00
080705	10/01/2025	AP	Check	Open	091937	Pro-Image Design, Inc.	champ banners	198.13
080706	10/01/2025	AP	Check	Open	090314	Steuer Excavating, Inc.	baseball/Softball field Reno	2,500.00
080707	10/01/2025	AP	Check	Open	000030	Thrun Law Firm P.C	September 25, 2025	871.50
080708	10/01/2025	AP	Check	Open	002222	DTE Energy	MCA	127.98
080709	10/01/2025	AP	Check	Open	092885	ESS Midwest, Inc.	9/26/25	1,600.24
080710	10/01/2025	AP	Check	Open	094601	Axiom Services, Inc.	September 2025	24,478.12
080711	10/08/2025	AP	Check	Open	001526	Elk Rapids Food Service	CMS Open House	560.00
080712	10/08/2025	AP	Check	Open	092395	Elk Rapids Football	2% David Pitawanakwat	125.00
080713	10/08/2025	AP	Check	Open	000219	Elk Rapids Schools	2% Sports fees P. Pitawanakwat JV foot..	125.00+
							2% Sports passes	130.00+
Check Total								255.00=
080714	10/08/2025	AP	Check	Open	000024	Enome, Inc	SPED ED Goalbook	11,900.00
080715	10/08/2025	AP	Check	Open	093601	Floor Care Concepts	high school gym floor	8,138.18
080716	10/08/2025	AP	Check	Open	090147	Purchase Power	Postage	2,024.75
080717	10/08/2025	AP	Check	Open	094736	Sideline Sports	Bleacher Inspection	2,400.00
080718	10/08/2025	AP	Check	Open	095238	Theresa Marshall	2% Wam/Florine Football and Cheer	250.00
080719	10/08/2025	AP	Check	Open	000014	Three Oaks Groundcovers	Playground Mulch	6,800.00
080720	10/08/2025	AP	Check	Open	090749	Torch Lake Township	2025 summer property tax	3,455.00

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
Total of All Checks								410,068.83
Less Voids								0.00
Grand Total								410,068.83

Check Summary

Check Status	Count	Amount
Open	103	410,068.83
Cleared	0	0.00
Void	0	0.00
Total	103	410,068.83

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
001006	09/10/2025	AP	Check	Open	094367	GMB	CMS	813.32
001007	09/17/2025	AP	Check	Open	094649	Owen-Ames-Kimball Company	Pay App #41A	405,440.58
001008	09/17/2025	AP	Check	Open	094688	Summit Fire Protection	install booster panel	7,271.00
001009	10/01/2025	AP	Check	Open	091122	Windemuller Electric, Inc.	CMS	22,000.00
001010	10/08/2025	AP	Check	Open	094649	Owen-Ames-Kimball Company	Pay app #42A	644,598.36
							Total of All Checks	1,080,123.26
							Less Voids	0.00
							Grand Total	1,080,123.26

Check Summary

Check Status	Count	Amount
Open	5	1,080,123.26
Cleared	0	0.00
Void	0	0.00
Total	5	1,080,123.26

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
001007	09/24/2025	AP	Check	Open	000022	Gorno Ford, Inc	2025 Ford Transit Wagon	73,196.00
001008	09/24/2025	AP	Check	Open	000047	Ritsema Associates	Demolition of ceiling tile, grid and tying li..	72,425.00
001009	09/25/2025	AP	Check	Open	001017	Allen Supply	Convert locks to Mortise lock	17,204.00
001010	10/01/2025	AP	Check	Open	091122	Windemuller Electric, Inc.	Lakeland and Bus Garage High School	7,500.00+ 20,000.00+
Check Total								27,500.00=
Total of All Checks								190,325.00
Less Voids								0.00
Grand Total								190,325.00

Check Summary

Check Status	Count	Amount
Open	4	190,325.00
Cleared	0	0.00
Void	0	0.00
Total	4	190,325.00

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
001001	09/10/2025	AP	Check	Open	000035	Morrigan Pruyt	Reimburse fingerprints	65.50
001002	09/17/2025	AP	Check	Open	001526	Elk Rapids Food Service	SKC Snacks	2,194.50
001003	09/17/2025	AP	Check	Open	095153	Rachael Birgy	Reimburse Mileage 8/11-8/13	466.20
001004	09/17/2025	AP	Check	Open	000041	Tiffany Karas	Reimburse SKC	50.00
001005	09/25/2025	AP	Check	Open	001526	Elk Rapids Food Service	SKC June 2025	1,998.50
001006	10/01/2025	AP	Check	Open	000219	Elk Rapids Schools	SKC Field Trips 2025	1,362.76
001007	10/08/2025	AP	Check	Open	000051	Andrea Reffitt	GSRP Home Visits	29.40
001008	10/08/2025	AP	Check	Open	091232	Linda Dart	GSRP	18.90
001009	10/08/2025	AP	Check	Open	094424	Michelle Kurtz	GSRP Home Visits	54.25
Total of All Checks								6,240.01
Less Voids								0.00
Grand Total								6,240.01

Check Summary

Check Status	Count	Amount
Open	9	6,240.01
Cleared	0	0.00
Void	0	0.00
Total	9	6,240.01

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
000008	09/10/2025	AP	Check	Open	000032	Christopher Maxson	Fingerprints	67.50
000009	09/17/2025	AP	Check	Open	094431	Compass Groups USA, Inc.	August 1-31, 2025	7,244.67
000010	09/17/2025	AP	Check	Open	094420	Grand Traverse Refrigeration, I..	HS Maintenance	251.30+
							LL Maintenance	321.30+
							CMS Freezer	377.07+
							CMS Maintenance	533.40+
Check Total								1,483.07=
000011	09/17/2025	AP	Check	Open	094420	Grand Traverse Refrigeration, I..	MCA	356.30
000012	09/17/2025	AP	Check	Open	000219	Elk Rapids Schools	FS at risk funds	5,820.00
000013	09/17/2025	AP	Check	Open	000044	Mill Creek Academy	FS at Risk Funds	1,760.00
Total of All Checks								16,731.54
Less Voids								0.00
Grand Total								16,731.54

Check Summary

Check Status	Count	Amount
Open	6	16,731.54
Cleared	0	0.00
Void	0	0.00
Total	6	16,731.54

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
001012	09/10/2025	AP	Check	Open	095141	Alyssa Knust	Reimburse Ballin at the Bay	263.94
001013	09/10/2025	AP	Check	Open	095023	Courtney Reinhardt	Reimburse ballin at the bay	489.07
001014	09/10/2025	AP	Check	Open	091494	Elmer's Crane & Dozer, Inc.	soccer cement	1,712.15
001015	09/10/2025	AP	Check	Open	095126	Ethan Pike	G. Soccer 2024-2025	600.00
001016	09/10/2025	AP	Check	Open	000031	K-Wall	Rentals for soccer cement	669.00
001017	09/10/2025	AP	Check	Open	095189	Katie Placek	Reimburse G. Volleyball	287.61
001018	09/10/2025	AP	Check	Open	091937	Pro-Image Design, Inc.	TD club	131.73+
							TD Club	439.87+
							TD club	333.87+
Check Total								905.47=
001019	09/10/2025	AP	Check	Open	095007	Samantha Stites	girls soccer 24-25	600.00
001020	09/10/2025	AP	Check	Open	095046	State Alliance Of Michigan YMC..myig	24/25	1,350.00
001021	09/10/2025	AP	Check	Open	002532	The Place, LLC	TD club	496.64+
							TD CLUB	967.68+
							TD CLUB	700.91+
							TD CLUB	431.38+
							TD CLUB	882.96+
							TD CLUB	318.60+
							TD CLUB	354.45+
Check Total								4,152.62=
001022	09/10/2025	AP	Check	Open	094805	Zachary Kerfoot	Reimburse ballin at the bay	28.56
001023	09/17/2025	AP	Check	Open	000042	A-Ga_Ming	ER Girls Invite	3,600.00
001024	09/17/2025	AP	Check	Open	001279	Charlevoix Screen Masters, Inc.	equestrian	159.00
001025	09/17/2025	AP	Check	Open	094340	Jann Scalise	Reimburse student support	61.99
001026	09/17/2025	AP	Check	Open	095189	Katie Placek	Reimburse G. Volleyball	65.75
001027	09/17/2025	AP	Check	Open	094327	Nathan Plum	Reimburse B soccer	508.36
001028	09/24/2025	AP	Check	Open	095126	Ethan Pike	G. Soccer 2024-2025	300.00
001029	09/25/2025	AP	Check	Open	094533	Bounce Athletics, Inc	boys soccer	1,223.25
001030	09/25/2025	AP	Check	Open	001156	Britten Banners, Inc.	g. soccer	110.00
001031	09/25/2025	AP	Check	Open	094901	Master Drycleaners 8th	Band Uniforms	408.25
001032	09/25/2025	AP	Check	Open	094327	Nathan Plum	Boys soccer Reimbursment	60.00
001033	09/25/2025	AP	Check	Open	093311	Sandy Jansen	Equestrian reimbursement	850.00
001034	09/25/2025	AP	Check	Open	002532	The Place, LLC	band	519.84+
							Band	633.20+



Check Register

Elk Rapids Schools

Bank Account TRUST, From 09/09/2025 to 10/09/2025

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
							Football	190.98+
							football	898.60+
							2026	1,150.24+
							2028	1,174.00+
							b soccer	464.90+
							Check Total	5,031.76=
001036	10/01/2025		AP	Check Open	094598	Derek Morton	Reimburse Volleyball	259.71
001037	10/01/2025		AP	Check Open	000049	Evelyn Bruso	Class of 2026	38.77
001038	10/01/2025		AP	Check Open	000050	Andy Bogard	Soccer Field Reno/Fisher Memorial	4,678.86
							Total of All Checks	28,414.12
							Less Voids	0.00
							Grand Total	28,414.12

Check Summary

Check Status	Count	Amount
Open	26	28,414.12
Cleared	0	0.00
Void	0	0.00
Total	26	28,414.12

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
October 13, 2025**

FOR ACTION: PSA Lease and Management Fee Waiver

RECOMMENDATION:

The Superintendent is recommending that the Board of Education approve waiving the PSA Lease (\$89,000) and Management Fees (\$60,000) for Mill Creek Academy for the 2024-2025 school year. Elk Rapids Schools will return the \$89,000 2024-25 lease payment that Mill Creek Academy made to Elk Rapids Schools and eliminate the 2024-25 \$60,000 Accounts Receivable for the management fee. This will eliminate the MCA accounts payable for \$60,000 due to Elk Rapids Schools.

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
October 13, 2025**

FOR ACTION: PSA Lease Fee Waiver

RECOMMENDATION:

The Superintendent is recommending that the Board of Education approve waiving the payment of the 2025-26 Lease for \$89,000.



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: October 2, 2025

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Dr. Diane Golzynski, RDN, SNS Deputy Superintendent 
Division of Business, Health, and Library Services

SUBJECT: FY 2026 Thresholds for Competitive Bids, Posting Travel Expenses, and Value of Awards

The Michigan Department of Education (MDE) is providing updated information on statutory requirements that determine thresholds for competitive bids, travel expenses, and the value of awards.

Sections 623a, 1267, and 1274 (MCLs [380.623a](#), [380.1267](#), and [380.1274](#)) of Michigan's Revised School Code establish a base above which competitive bids must be obtained for school construction projects (including renovation, repair, or remodeling) and procurement of supplies, materials, and equipment. The state laws also provide for an increase in the base amount corresponding to increases in the Consumer Price Index (CPI). For fiscal year 2026, which began this week on Wednesday, October 1, the base amount for Section 1267 (pertaining to construction, renovation, repair, or remodeling) and the new base for Sections 623a and 1274 (pertaining to procurement of supplies, materials, and equipment) are each \$31,321.

Section 620(1) of the Revised School Code (MCL [380.620\(1\)](#)) establishes a base above which travel expenses paid with intermediate school district (ISD) funds must be posted to the ISD website. Section 620(1) provides for an increase in the base that corresponds with increases in the CPI. For fiscal year 2026, the base amount of \$4,995 for travel increases to \$5,128.

There are changes to the limits on the value of awards given by an ISD to an employee, volunteer, or pupil, as well as the value above which an ISD administrator may not accept a gift from a vendor or potential vendor. Section 634 of the Revised School Code (MCL [380.634](#)) places an upper limit on the

STATE BOARD OF EDUCATION

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value of awards given by an ISD to an employee, volunteer, or pupil, as well as the value above which an ISD administrator may not accept a gift from a vendor or potential vendor. The fiscal year 2024-25 cap of \$175 for awards increases to \$180 for fiscal year 2026, and the cap of \$76 for gifts increases to \$79 due to the increase in the average CPI.

Please note that all the thresholds and caps mentioned in this communication are effective as of October 2, 2025, and are in effect until the next communication revises them. A chart below summarizes the new amounts, requirements, and sections of the Revised School Code to which they pertain.

If you have any questions, please contact Phil Boone, MDE Office of State Aid and School Finance, at 517-899-0796 or BooneP2@Michigan.gov.

	Section	Requirement	Base Amount	FY 2026 Base	FY 2025 Thresholds	FY 2026 Thresholds
ISD travel expenditures	620	Posting	\$ 3,000	\$ 3,093	\$ 4,995	\$ 5,128
ISD procurement of supplies, materials, and equipment	623a	Competitive Bid	\$ 17,932	\$ 18,489	\$ 30,512	\$ 31,321
ISD award value limit	634, 1814	Award Cap	\$ 100	\$ 105	\$ 175	\$ 180
ISD gift value limit (monthly)	634	Gift Cap	\$ 44	\$ 46	\$ 76	\$ 79
School building construction, addition, renovation, or repair	1267	Competitive Bid	\$ 17,932	\$ 18,915	\$ 30,512	\$ 31,321
School district or PSA procurement of supplies, materials, and equipment	1274	Competitive Bid	\$ 17,932	\$ 18,489	\$ 30,512	\$ 31,321

cc: Michigan Education Alliance
 Confederation of Michigan Tribal Education Departments

Type of Trip: 6th – 8th grade Michigan Youth in Government trip to Lansing

Proposed Departure Date: 11/23/2025

Return Date: 11/25/2025

Proposer: Joe Macaluso

Position: Teacher

Proposal Date: 10/10/25

Date by which response is needed: ASAP

A. **Purpose:**

1. **What is the major place to be visited or event to be attended?**
State Capitol Building in Lansing, MI for the YMCA Michigan Youth in Government Conference
2. **How is the trip related to the educational program of the District?**
The trip allows a hands-on-approach to meeting the 6th - 8th grade Michigan GLCE benchmarks III.1.MS.2, III.2.MS.1, III.2.MS.3 & III.4.MS.2 for civics and government
3. **In what ways will the student benefit?**
Students will actually take part in the entire process of a bill becoming a law OR through team debate competition. By physically completing the process, students will gain a real and meaningful knowledge of government unattainable in the classroom. Other students are involved in the debate portion of the conference which allows them to practice and develop speaking, listening, and thinking skills.
4. **How will the trip be evaluated to determine the extent to which these benefits are realized?**

During & post-trip discussions will reveal the extent to which students learned our state governmental process.

B. **Students and Staff:**

1. **Which students (grade, class, or organizations), will be going?**

6th - 8th graders who express a strong interest in government or debate and fulfill our citizenship requirement to attend
2. **Total number of students?**

3. **Which staff member will be in charge?**

Joe Macaluso

4. **What previous experience has the staff member had in conducting overnight field trips?**

Nine previous trips to Washington D.C. as well as 21 trips to Lansing, Michigan as lead advisor of the MYIG trip.

5. **What other staff members will be going?**

Teachers Tyler Wilson, Bethany Wilson

6. **How many chaperones, in addition to staff members, will be going?**

1 parent

7. **What are their names and affiliations with the students?**

Daniel Smith

8. **How many school days will be missed?**

2 school days will be missed

9. **How will teachers be advised in advance that the students will be out of school?**

Email communication

C. **School Work**

1. **How will missed work be made up?**

Students will be responsible for all schoolwork. They are requested to acquire all assignments the week prior to the trip.

2. **What special assistance will be provided to students with academic problems?**

Students selected are not those who traditionally have academic difficulties. Nevertheless, additional after school help is available prior to and after the trip from paraprofessionals.

D. **Itinerary**

1. **What is the destination?**

Lansing, MI

2. **What will be the mode of transportation? What liability insurance does the carrier have?**

ER Schools Bus.

3. **Where will the group be housed and fed?**

The group will be housed at the Crown Plaza Lansing--West in Lansing. Food will be obtained from local restaurants in Lansing, grocery stores, restaurants in route, and the Crown Plaza Lansing West.

4. **What en route or supplementary activities are planned?**

None are planned for the 3 ½ hour trip.

5. **What arrangements have been made for dealing with emergency situations?**

Emergency contact information will be collected and on hand. We have a first aid kit with us, too.

6. **If tour guides are involved, what liability insurance do they carry?**

N/A

E. **Finances**

1. **What is the estimated total cost?**

\$\$13,100 -\$15,960 (based on possible ER Rotary Grant)

2. **What will the cost per student be?**

\$345-420 (based on possible ER Rotary Grant)

3. **What is the source of funds?**

The source will primarily be from parents. We are using \$1000

in reserves to reduce costs and have applied for a \$3000 Good Works Grant from Elk Rapids Rotary

4. **How will the funds be collected and safeguarded?**

A teacher will collect the funds which will be deposited into our MYIG account in the CMS office with Mrs. Bradberry.

5. **How will any shortfall be made up or excess funds used?**

Excess funds are held in our account for future trips to cover extraneous costs.

Shortfalls will be made up through our MYIG account.

6. **What provision has been made for students who are financially unable to pay any necessary costs?**

Funds in the account may be made available based on need. State of Michigan grant funding has been eliminated in the most recent State budget.

F. **Communications**

1. **How will you communicate to parents prior to, during and after the trip?**

Communications to parents will occur via emails. Students have their cell phones at all times.

2. **List telephone numbers at destinations and where the group will be housed.**

Crowne Plaza Lansing West
925 Creyts Rd.
Lansing, MI 48917
517-323-7100

Mr. Joe Macaluso
231-883-4831

For more information visit: www.myig.org



Elk Rapids Schools

GENERAL & SPECIAL EDUCATION SUMMARY

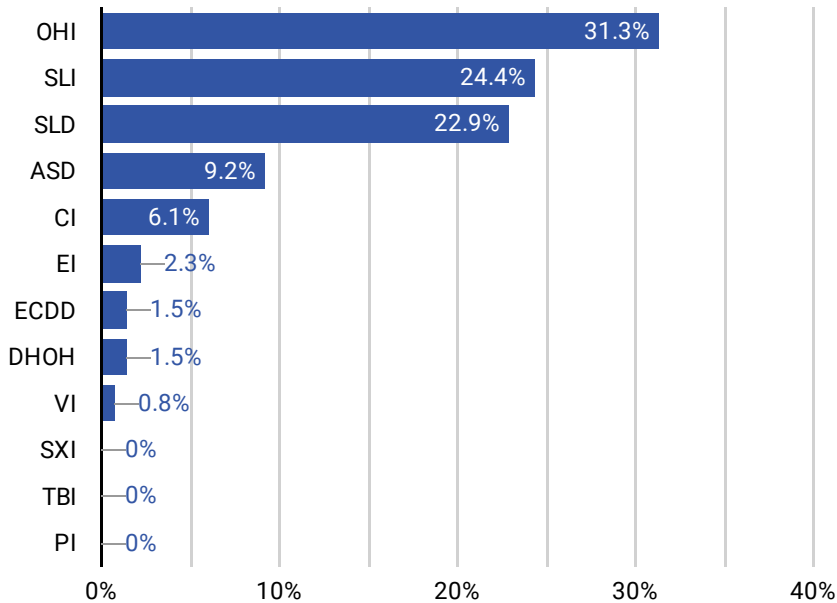
PURPOSE

This report is generated by Northwest Education Services for local school districts to establish common knowledge around student outcome data, with specific focus on students with disabilities.

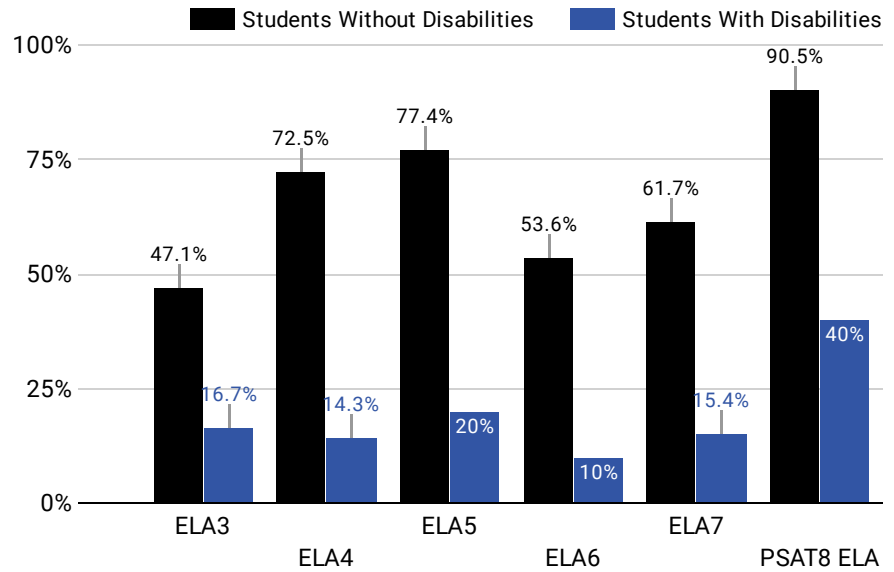
ENROLLMENT DATA: 24-25

949	All Students	
818	Students without Disabilities	86.20%
131	Students with Disabilities	13.80%

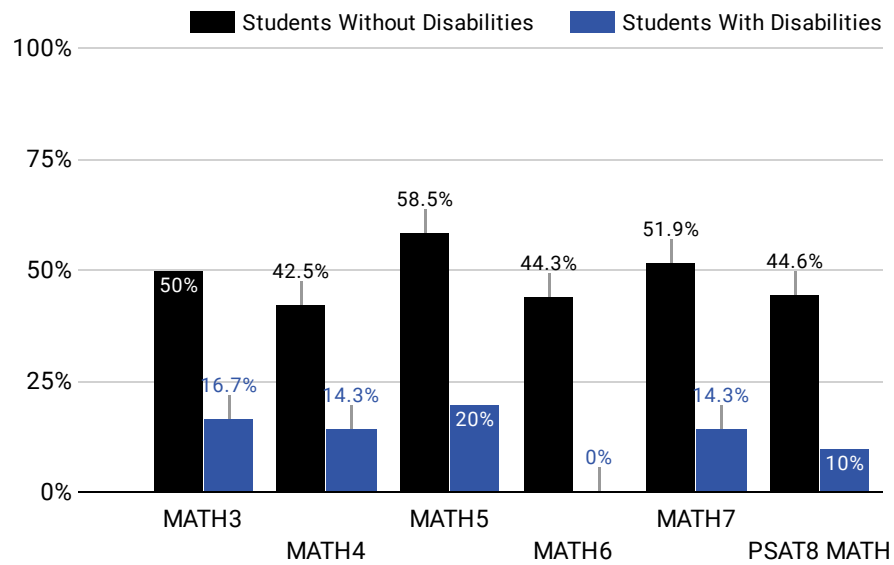
DISABILITY RATES and COUNTS: 24-25



ELA PROFICIENCY RATES: 24-25



MATH PROFICIENCY RATES: 24-25



ATTENDANCE: 24-25

Attendance Rate		% Pop. Chronic Abs.
94.28%	Students without Disabilities	13.60%
93.18%	Students with Disabilities	23.00%

COLLEGE READINESS: 24-25

EBRW		Math
72.90%	Students without Disabilities	45.90%
16.70%	Students with Disabilities	16.70%

4-YR GRADUATION & DROPOUT RATES: 23-24

Graduation Rate		Dropout Rate
100.00%	Students without Disabilities	0.00%
83.33%	Students with Disabilities	16.67%

GRADE 11 - WORKKEYS NCRC RATE: 24-25

NCRC Qualification		Cohort Count
100.00%	Students without Disabilities	82
33.33%	Students with Disabilities	6

SOURCE:



Superintendent Goals: 2025-2026

Goal 1:

Increase academic and SE growth within all student populations.

Activity:

Continue to research, evaluate, implement, and strategically update curricular resources and best instructional practices.

Action Plan:

- Implementation of math and reading intervention programs at ERHS.
- Pilot reading and math intervention programs at CMS.

Success Indicators:

- Student Proficiency Growth Indicator: Over 3 years: 6% Proficiency Increase
 - NWEA Assessment Data Grades: 6-8
 - PSAT/SAT Grade: Grades 8, 9, 10, 11
- Create ongoing budgetary and personnel support

Activity:

Continue to support and implement K-12 SEL programs throughout the district.

Action Plan:

- Work with ERHS staff and administrators to implement the TRAILS Curriculum pilot throughout the course of the school year.

Success Indicators:

- Implementation alignment at ERHS
- SSIS (6-12) and SEL-Web (TK-5) surveys indicate a 6% increase in students 'feeling connected to staff and school' at the end of 3 years

Goal 2:

Maintain a safe, inclusive, and responsive learning environment throughout the district

Activity:

Maintain a high level of safety and security for all stakeholders through proactive safety planning and targeted professional development.

Action Plan:

- Implement the Verkada Access Control system throughout the district.
- Implement Restorative Practices professional development training for all instructional and support staff.

Success Indicators:

- SSIS (6-12) and SEL-Web (TK-5) surveys indicate a 6% increase in students "feeling connected to staff and school" at the end of 3 years
- Verkada installation by March 2026



Superintendent Goals: 2025-2026

Goal 3:

Increase family and community involvement through effective communication and engagement opportunities

Activity:

Create opportunities for every parent to be engaged and involved. Increase engagement with community groups and organizations.

Action Plan:

- Work with building-level principals to increase engagement and involvement opportunities for family and community, which may include: focus groups, meetings, surveys, and community groups.

Success Indicators:

- Create stakeholder perception surveys for all buildings to understand areas of necessary improvement in the areas of communication and engagement.
- Work with local agencies, including but not limited to the Chamber of Commerce, Rotary, Library Committee, and Housing Committee, to increase connections throughout the community.

Goal 4:

Ensure facilities are well-maintained, safe, and support the needs of the community

Activity:

Create, prioritize, and share a sequential facility needs plan for the district.

Action Plan:

- Work with parents, staff, administrators, BOE facility/finance committee, facilities supervisor, and business director to implement the 3-year facility, bus fleet and technology improvement plans.

Success Indicators:

- Implementation of RFP by February focused on plan implementation

Goal 5:

Retain and develop a high-quality staff

Activity:

Retain staff by advancing a culture of support, pride, and belonging for all ERS employees

Action Plan:

- Restorative Practice professional development for all instructional staff
- Process Communication Model professional development for cabinet members

Success Indicators:

- Staff retention percentages show a positive employment trend for the district.



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

September 2, 2025

Mr. Bryan McKenna, Superintendent
Elk Rapids Public Schools
308 Meguzee Point Road
Elk Rapids, MI 49629

Dear Superintendent McKenna:

This letter and the enclosed document provide feedback on the Assurance and Verification (A&V) Visit from the Public School Academies Unit (PSAU) representatives, Eric Lipinski, Neil Beckwith, and Tom English, conducted virtually with the team on August 6, 2025.

As the report indicates, Elk Rapids Schools (ERS) was to assure the Michigan Department of Education (MDE) that 16 critical public school academy oversight processes are being performed. Prior to the meeting, the PSAU requested copies and documents evidencing the current processes and procedures utilized by ERS. During the visit, MDE staff had productive and clarifying conversations with staff and reviewed documents.

In terms of systems and procedures, the attached report indicates that ERS has mostly Under Development processes with some indicators Consistent. All indicators can be strengthened to increase ERS's authorizer oversight. The addition of an enhanced procedure manual may be an opportunity to improve authorizer practices. It is always our hope that these processes lead to enhanced student and school performance. The PSAU has enclosed the feedback report for review.

Please plan to discuss your feedback on the report on October 8, 2025, from 10:00 a.m. to 11:00 a.m. (or the date/time that may be alternatively scheduled via a Microsoft Teams meeting). I appreciate your willingness to open your busy schedule to work with us. Please share the attached report with your staff and other interested parties.

Appropriate oversight of PSAs by authorizers is an important component of maintaining/creating great schools and your staff. We support your efforts to date and encourage continual growth. The team looks forward to meeting with you to discuss this report and would be pleased to answer any questions or concerns you

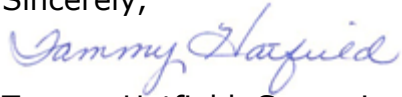
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Page 2
September 2, 2025

may have. Please feel free to contact me at hatfieldt@michigan.gov, Neil Beckwith at beckwithn@michigan.gov, Eric Lipinski at lipinskie@michigan.gov, or Tom English at englisht2@michigan.gov.

Sincerely,

A handwritten signature in blue ink that reads "Tammy Hatfield". The signature is written in a cursive, flowing style.

Tammy Hatfield, Supervisor, PSAU

Enclosure

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**

Authorizer Team: Bryan McKenna, Supt., Laurie McCann, Dir. of Finance

MDE PSAU: Neil Beckwith, Eric Lipinski, Tom English

Date: August 6, 2025, 9:00 AM

ELK RAPIDS SCHOOLS (ERS) authorizes the following:

PSA	Overall Index	SUPPORT
Mill Creek Academy 7/1/2024 - 6/30/2029 Elk Rapids Schools - ESP	N/A	Universal

Under development means something substantive is missing, or there's evidence it's not working

Complete means it covers everything in statute, and there isn't any evidence the policy is not working

Clear means the process has been described in writing and made available for others to understand

Consistent means we've reviewed files and see evidence that the policy has been followed; any evidence to the contrary is noted and discussed

Improved means the authorizer can describe improvements to the process that have been implemented as a result of early rounds of using it.

N/A designates not applicable

ERS designates the authorizer's self-description

ERS/MDE indicates that MDE's staff observations confirm the authorizer's self-description

MDE designates MDE's staff observations

ELK RAPID PUBLIC SCHOOLS ASSURANCE & VERIFICATION FEEDBACK REPORT August 6, 2025

1. Overseeing Application, Authorization and Contracting

1.1 The Authorizer has a process in place for issuing charters, including open solicitation, evaluation of multiple applicants, and consistent application of criteria, including statutory requirements.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
MDE ▾	ERS ▾		MDE ▾	

Authorizer’s description of the process:

Elk Rapids Schools has completed the appropriate process and paperwork to authorize Mill Creek Academy as a public school academy, beginning with the 2024-2025. Elk Rapids Schools will work to maintain this authorization and subsequent re-authorization, and there is no desire to expand beyond authorization of MCA at this time.

From 11.20.23 Elk Rapids Schools BOE Meeting Minutes (Linked in Folder): Superintendent’s Report: PSA Authorization Consideration - Superintendent McKenna shared that one application was received within the timeline posted on the district website. The application was submitted to Thrun Law Firm and was reviewed prior to the recommendation to move forward with it at tonight’s meeting.

Uploaded 12/24:

- *Schedule 1A - Resolution Authorizing MCA and Appointing Board Members*
- *Schedule 1B - Method of Selection Resolution*
- *MCA Terms & Conditions*
- *MCA Charter Application*
- *MCA Charter Contract Checklist*
- *ERS Board Meeting Minutes from 5.6.24 and 4.15.24 board approval to authorize MCA*
- *ERS Board Meeting Minutes from 11.6.23 Sup Report that MCA charter application has been posted to district website with application window slated to close 11.10.23*
- *ERS Board Meeting Minutes from 11.20.23 Sup Report stating 1 MCA charter applicant, moving forward with applicant to Thrun Law for further review.*

The Authorizer uploaded eight documents for review:

- Elk Rapids Schools - April 15, 2024 - Regular Board Meeting.pdf**
- Elk Rapids Schools - May 6, 2024 - Regular Board Meeting.pdf**
- Elk Rapids Schools - November 6, 2023 - Regular Board Meeting.pdf**
- ERS November 6, 2023 - Regular Board Meeting (1).pdf**
- ERS November 20, 2023 - Special Board Meeting.pdf**
- MCA Schedule 1A - Resolution Authorizing MCA and Appointing BOE**
- MCA Schedule 1B - Method of Selection Resolution**
- MCA Terms and Conditions**

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**

MDE Comments

Elk Rapids Schools (ERS) indicated it is not actively seeking additional projects to charter. While this is the current position, it is recommended that the authorizer consider developing a standardized process for advertising, receiving, and evaluating applications on a competitive basis. This would include adopting an application that includes the elements required in [MCL 380.502\(3\)](#) and describing the process for evaluating the application, which might include associated rubrics and a scoring mechanism.

1.2 The Authorizer has a process in place to ensure that PSAs obtain and properly maintain Michigan's nonprofit incorporation status.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
MDE ▾	ERS ▾			






Authorizer's description of the process:

All contract documents filed with original application checklist to MDE for initial approval; transparency report and board policies posted on website.

Uploaded 2/25:

- *Schedule 1A- MCA Authorization Resolution*
- *Transparent Reporting Page (from www.millcreekpsa.com)*
- *24-25 Proposed Budget*
- *May 6, 2024 ERS Board Minutes with board approval to authorize MCA as a public school academy*
- *School Board home page (from www.millcreekpsa.com)*

The Authorizer uploaded 5 documents for review:

-  **MCA_BYLAWS**
-  **MCA Articles of Incorporation**
-  **MCA Charter App Checklist**
-  **MCA Charter Application**
-  **MCA LARA Certificate of Good Standing**

MDE Comments

ERS authorized MCA to begin programming as a charter school in the 2024-2025 school year. [Articles of incorporation](#) were filed in accordance with statute. At the time of the visit, an annual report was not yet due for MCS due to the timing of incorporation. To ensure that nonprofit annual reports are completed in a timely manner moving forward, the authorizer should consider including an annual check, as part of a Master Calendar of Reporting Requirements (MCRR), to ensure that MCA is on track with submitting all required paperwork to the state.

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**

1.3 The Authorizer has a process in place to ensure that the required documents (including contracts, amendments, and reauthorizations) submitted to MDE are complete, accurate, timely, and updated.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
ERS/MDE ▾				







Authorizer’s description of the process:

All contract documents filed with original application checklist to MDE for initial approval; transparency report and board policies posted on website.

Uploaded 2/25:

- Schedule 1A- MCA Authorization Resolution
- Transparent Reporting Page (from www.millcreekpsa.com)
- 24-25 Proposed Budget
- May 6, 2024 ERS Board Minutes with board approval to authorize MCA as a public school academy
- School Board home page (from www.millcreekpsa.com)

The Authorizer uploaded 5 documents for review:

-  Transparency Report Homepage - Mill Creek Academy.pdf
-  Elk Rapids Schools - May 6, 2024 - Regular Board Meeting.pdf
-  MCA Proposed Budget_Transparency Report.pdf
-  MCA Schedule 1A - Resolution Authorizing MCA and Appointing BOE
-  School Board Home Page - Mill Creek Academy.pdf
-  MCA board minutes November 12, 2024 - Regular Board Meeting.pdf

MDE Comments

It is recommended that ERPS develop a process that will ensure the reauthorized contract is submitted to the MDE in a timely manner if they decide to offer another contract prior to the end of the contract term (June 30, 2029). The Authorizer may want to coordinate with counsel to update the terms, conditions, goals, etc., to ensure compliance with the [standard contract checklist](#). The authorizer should adopt a procedure to ensure all documents are submitted to the MDE, via [GEMS](#). This would include timelines and responsible individuals. This is important if amendments are made to the current contract over the following years or if changes need to be made to the [Educational Entity Master \(EEM\)](#).

1.4 The Authorizer has a process in place for determining and communicating reauthorizations, revocations, and non-renewals of charters.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
ERS/MDE ▾				

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**


Authorizer’s description of the process:

Basic information on authorizer’s responsibilities to re-authorize and/or revoke listed in oversight agreement and terms & conditions, but would be beneficial to add into board policy and/or clearly articulate the process with stakeholders via website, board policy or transparency report.

Uploaded 2/25:

- Schedule 4B Oversight Agreement
- MCA Terms & Conditions

The Authorizer uploaded 1 document for review:

 **MCA Terms and Conditions**

MDE Comments

MDE staff had a conversation with ERS about the development of a policy/procedure to manage the reauthorization process. The charter contract provides few details as to the required steps to be followed during this process. It is recommended that ERS develop a plan and procedures for the potential renewal of its charter school contract. The development of evaluation and criteria managing reauthorization provides clarity for both the academy board and the authorizing board on whether to renew a contract. This process should have a clear timeline with what is required from the Academy verifying success for all students, along with the expectation that student achievement for all subgroups will be the primary indicator for reauthorization. MDE recommends that this process begin 12-18 months prior to the reauthorization date with a notice that the Academy is nearing the end of the contract term. This can be assisted by having a yearly evaluation or reporting process to the Academy Boards on meeting these expectations outlined in the contract.

1.5 The authorizer has a process in place for conducting oversight or supervisory visits to the PSAs it authorizes.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
ERS/MDE ▾				

Authorizer’s description of the process:

Elk Rapids Superintendent (managing company) and Finance Director attend monthly board meetings, featuring staff and student spotlights and conduct intermittent site visits. Teacher leadership team and head of school reports are shared at board meetings and with Superintendent McKenna after benchmarking data reviews and monthly tiers 2 and 3 data reviews are completed by teaching staff in partnership with our ISD itinerant support team.

Under Development (KK 12.24): Documentation of oversight visits and related feedback; A visitation template form and folder will be created after discussing with authorizer/ ERS Superintendent McKenna of what should be included on the form.










Uploaded 12/24:

- Board minutes that include sharing of School-wide NWEA Data for Fall 2024 with attached reports for Reading and Math
- ERS/ MCA Oversight Agreement

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
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- Schedules 7.1-7.5 (referenced in Oversight Agreement)

The Authorizer uploaded 10 documents for review:

-  20241220104538791_Schedule 7-2 Curriculum Summary.pdf
-  20241220104701281_Schedule 7-4 _ Methods of Assessment.pdf
-  ERS/ MCA Oversight Agreement
-  MCA Fall 2024 NWEA Reading Data .pdf
-  MCA Fall 2024 NWEA School Profile Data.pdf
-  MCA Schedule 7-1 - _Ed Goals & Related Measures
-  MCA Schedule 7-3 Part 2 - ESP Agreement
-  MCA Schedule 7-5 Part 1 - Academies Admission Policies and Criteria
-  MCA Schedule 7-5 Part 2 _ Matriculation Agreement.pdf

MDE Comments

MCA is in a unique situation as it was previously an LEA School within ERS, so many connections exist already as it relates to oversight. The ERS administration, in the role of authorizer, provides counsel and sets expectations with MCA administration and also helps to facilitate a strong relationship between the ISD and MCA. The authorizer strives to have visibility through presence at the academy and through conversations with community and parents, while respecting the differences between the roles of authorizer, academy school board, and academy administration.

The oversight agreement strongly describes a list of comprehensive authorizer oversight responsibilities and compliance and reporting duties required of MCA. ERS representatives attend MCA board meetings on a regular basis and work with the board to encourage training through the Michigan Association of School Boards (MASB).

ELK RAPID PUBLIC SCHOOLS ASSURANCE & VERIFICATION FEEDBACK REPORT August 6, 2025

2. Overseeing PSA Governance

2.1 The Authorizer has a Board Appointment Process in place for ensuring that PSA Board vacancies are filled in a timely manner and member files are accurate and available, including evidence of Oaths of Office, U.S. citizenship, conflict of interest statements, etc.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
ERS/MDE ▾				

Authorizer’s description of the process:

Processes and policies for filling board vacancies have been uploaded. Oaths of office and ERS BOE meeting minutes recording process (10 initial applicants) and 5 board selected board candidates’ applications have been uploaded. Schedule 1B- Methods of Selection Resolution and Governance Structure- describe the process of Superintendent/authorizer conducting initial interviews and recommendations for inaugural Board members, then subsequent board members selected by board majority vote.

Under Development (KK 12/24): A template has been uploaded to reference for board member conflict of interest forms to be completed during the organizational meeting on January 8, 2025.

Uploaded 12/24:

- Board Oaths of Office
- December 2023 ERS BOE meeting minutes- discussion item addresses 10 MCA Board applicants
- 5 Board Members selected- Original applications (with local addresses and connection to MCA) uploaded.
- Schedule 1B- Methods of Selection Resolution and Governance Structure

The Authorizer uploaded 14 documents for review:

- MCA Schedule 1B_Method of Selection Resolution
- MCA oaths of office_SCHOOL BOARD MEMBER.pdf
- MCA Governance Structure.pdf
- MCA Board Candidate Lorraine Berak app
- MCA Board Candidate Kyle Arnold app
- MCA Board Candidate Kwin Morris app
- MCA Board Candidate Kaitlyn Pasik app
- MCA Board Candidate Interview Questions
- MCA Board Candidate Carey Tafelsky app
- MASB_Neola Board of Education Guidance Doc
- Elk Rapids Schools - December 4, 2023 - Regular Board Meeting.pdf
- Conflict of Interest Disclosure Form.pdf
- CA_Sample_Conflict_of_Interest_Disclosure_Form.pdf
- CA_Sample_Conflict_of_Interest_Disclosure_Form

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**

MDE Comments

ERS provided sections of the charter contract that include documentation regarding the selection, appointment, and removal of board members. Documentation included annual conflict of interest forms, NEOLA Board of Education Guidance, applications for prospective board members, and oath of office templates. Board members are also listed on the Academy website.

In addition to these effective board oversight practices, it is recommended the authorizer develop a formal procedure to document all steps that need to occur to ensure future board vacancies are filled promptly and according to contract and legal requirements and annual conflict-of-interest forms are completed in a timely manner. It would also benefit the authorizer to provide onboarding/training to new board members to ensure they are aware of their responsibilities.

2.2 The Authorizer has a process in place for ensuring that PSAs comply with all applicable law, and for following up on allegations to the contrary.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
MDE ▾		ERS ▾	MDE ▾	

Authorizer’s description of the process:

Three examples of authorizer processes (uploaded to folder link)

1. Certificate of Occupancy and Lease Agreement between Elk RapidsSchools and MCA
2. Completion of background checks and unprofessional conducts checks can be verified by both [Elk Rapids Schools board policies](#) and [MCA board policies](#) and [EREA contract](#) (staff are contracted through Elk Rapids Schools). Volunteers and Board Members also underwent iCHAT screenings per [board policy 3121](#); no criminal backgrounds identified for the 24-25 school year.

“3000 BP - Staff EDUCATIONAL PROVIDER STATEMENT

Adopted September 17, 2024

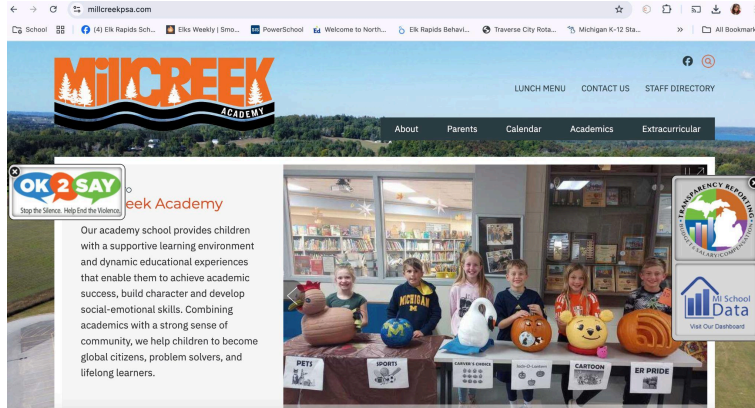
All staff of the Mill Creek Academy are employees of Elk Rapids Schools, the employer, as per the contractual agreement between the Mill Creek Academy Board of Directors and Elk Rapids Schools. All employees, therefore, are subject to all personnel policies and regulations established by Elk Rapids Schools.

It shall be the responsibility of Elk Rapids Schools to ensure that all Federal and State employment regulations are in full compliance. Further, Elk Rapids Schools shall respond to any inquires or complaints promptly in full accordance with law.

© National Charter School Institute”

3. PSA website Transparency compliance (Website: MillCreekPSA.com linked in photo)- transparency page leads to 24-25 proposed budget (uploaded in folder link)

ELK RAPID PUBLIC SCHOOLS ASSURANCE & VERIFICATION FEEDBACK REPORT August 6, 2025



The Authorizer uploaded 7 documents for review:

- MCA Schedule 6C - Certificate of Occupancy.pdf**
- MCA LEASE AGREEMENT.pdf**
- MCA Board Policy 3000 Educator Provider Statement.pdf**
- July-November 2024 MCA Board Minutes.pdf**
- ERS Board Policy 3121 CRIMINAL HISTORY RECORD CHECK**
- ERS Board Policy 3120 Employment of Professional Staff.pdf**
- EREA Contract 23-26.pdf**

MDE Comments

ERS works in close collaboration as a partner with MCA. This relationship allows the authorizer to have many anecdotal interactions relative to the oversight of adherence to all applicable laws.

ERS representatives attend MCA board meetings which allows valuable insight into the actions of the Academy Board. MDE shared that oversight of this indicator is a point of emphasis that is vital to work completed by all authorizers. The oversight process could be strengthened by adopting an MCRR and developing some procedures to identify how adherence to the calendar will be monitored and by whom. Typically, compliance with all applicable laws is one of the areas included in the annual performance evaluation provided by the authorizer to the academy.

[Transparency Guidance](#) [OMA Handbook](#)

2.3 The Authorizer has a process in place for ensuring that PSA Boards establish reasonable governing policies, properly record, and publish minutes, and ensure policies and minutes are readily available.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
MDE ▾		ERS ▾	MDE ▾	

ELK RAPID PUBLIC SCHOOLS ASSURANCE & VERIFICATION FEEDBACK REPORT August 6, 2025









Authorizer’s description of the process:

Mill Creek Academy Pupil Accounting procedures are tended to using Northwest Ed’s forms and templates according to the PAM (linked below).

Uploaded 2/25:

- BP 8330 Student Records- Mill Creek Academy
- BP 5000 Student TOC- Mill Creek Academy
- July-November 2024 Board Meeting Minutes
- December & January 2025 Board Meeting Minutes and January 2025 Organizational Board meeting minutes
- MCA Bylaws

The Authorizer uploaded 9 documents for review:

-  BP 5000 Student TOC- Mill Creek Academy BoardDocs® PL.pdf
-  BP 8330 Student Records- Mill Creek Academy BoardDocs® PL.pdf
-  BP6850 Pupil Reporting - Mill Creek Academy BoardDocs® PL.pdf
-  December 3, 2024 at 5_00 PM - December 3, 2024 - Regular Board Meeting.pdf
-  January 8, 2025 at 5_15 PM - January 8, 2025 - Regular Board Meeting (1).pdf
-  January 8, 2025 at 5_15 PM - January 8, 2025 - Regular Board Meeting.pdf
-  July-November 2024 MCA Board Minutes.pdf
-  MCA_BYLAWS
-  School Board Home Page - Mill Creek Academy.pdf

MDE Comments

[Student Academic Records](#) [Public School Retention Schedules](#)

(see [MCL 380.503\(6\)\(m\)\(ixi\)](#)).

A review of the MCA website showed Board policies and bylaws were available on the site. MCA board minutes/agendas did not appear to have active links. As aforementioned, authorizer representation at every board meeting contributes to success with satisfying this indicator.

It would be useful for the authorizer to adopt the proposed MCRR to determine time frames to review the MCA website periodically to verify compliance with these oversight items. While not required, it is highly recommended as a best transparency practice, that the authorizer require the charter contract and education service provider agreement to be posted on the MCA website.

2.4 The Authorizer has a process in place for ensuring that PSAs operate an open application/enrollment process, properly noticed, which employs random selection if necessary to allocate limited slots.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
MDE ▾		ERS/MDE ▾		

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**



Authorizer’s description of the process:

Clear guidelines and processes are articulated in board policy 5111 and in MCA Schedule 7-5 pt. 1 entitled “Academies Admission Policies & Criteria.” I would recommend publishing the admission policies on the website or linking into board policy once updates become available.

Uploaded 2/25:

- Board Policy 5111- Student Admissions
- MCA Schedule 7-5 Part 1 - Academies Admission Policies and Criteria

The Authorizer uploaded 2 documents for review:

-  **BP5111 Student Admission- Mill Creek Academy BoardDocs® PL.pdf**
-  **MCA Schedule 7-5 Part 1 - Academies Admission Policies and Criteria**

MDE Comments

It is recommended ERS establish an annual process to be informed about the enrollment status at the school, whether it is full, and if a random selection lottery will be required. The authorizer should know current enrollment numbers, enrollment windows, whether any caps have been established, the enrollment forms and timelines, evidence of advertisements, etc.

This could be one component of an [MCRR](#) where the authorizer may require Mill Creek Academy to update them periodically on the enrollment status and notify them if any grade levels will be subject to a random selection process.

2.5 The Authorizer has a process in place for ensuring that PSAs that engage ESPs perform sufficient due diligence, employ independent legal counsel, and negotiate “arms-length” agreements that are available for public review.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
ERS/MDE ▾				

Authorizer’s description of the process:

Process/procedure for services agreement has been uploaded, but is not published on MCA website for transparency. Documentation of individual contracts (i.e. legal counsel, food service, custodial) has not yet been published separately from Elk Rapids Schools (authorizer).

Uploaded 2/25: Schedule 7-3 Part 2 - ESP Agreement (SERVICES AGREEMENT)

The Authorizer uploaded 3 documents for review:

-  **ESP 7.3.pdf**
-  **MCA Chartwells ESA_SECOND ADDENDUM.pdf**
-  **MCA LEASE AGREEMENT.pdf**

ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
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MDE Comments

If a PSA employs an Educational Service Provider (ESP), the contract that the Academy has with the ESP must be reviewed by the authorizer and “not disapproved” for any legal reason. The situation with MCA is unique because it has no formal relationship with an ESP, and the Authorizer employs the staff, so no third-party human resources manager is necessary. This situation is also unique because the authorizer provides many services to the Academy that are considered management services. If fees are charged for these services, the authorizer should provide a contract to the academy that defines the charges and portrays they are at or below current market rates.

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**

3. Overseeing Facilities

3.1 The Authorizer has a process in place to ensure that all required occupancy and facility approvals have been issued and that local health and safety citations are documented and followed up on as they are identified.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
MDE ▾	ERS ▾			

Authorizer’s description of the process:

Use of existing building (formerly Mill Creek Elementary), which is now leased to Mill Creek Academy. Lease agreement, certificate of occupancy, and filter first grant (compliance) have been linked in folder.

Uploaded 12/24:

- Certificate of occupancy and lease agreement between ERS and MCA
- [Filter First Grant documentation](#)

The Authorizer uploaded 3 documents for review:

-  **MCA Drinking-Water-Management-Plan.docx**
-  **MCA LEASE AGREEMENT.pdf**
-  **MCA Schedule 6C - Certificate of Occupancy.pdf**

MDE Comments

It was discussed that all applicable licensing and occupancy permits are posted in the MCA building. It is recommended that the authorizer develop a site visit form that allows for review of safety/health requirements, including a review of posted permits. This form can be coordinated with a procedure outlining the review elements (occupancy permits, HVAC, security systems, food service etc.) using the proposed MCRR. Feedback can be provided back to MCA as feedback for improvement.

**ELK RAPID PUBLIC SCHOOLS
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August 6, 2025**

4. Overseeing Quality of Learning

4.1 The Authorizer has a process in place for ensuring that a PSA has established goals aligned to state, federal, and authorizer requirements, has identified methods of assessment (including M-STEP/MME) that are rigorous and measurable, and has in place a process that monitors a PSA’s student progress (growth) in achieving those goals.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
ERS/MDE ▾		ERS ▾		

Authorizer’s description of the process:

Mill Creek Academy’s Board recently approved its strategic plan (uploaded 4/25)

Uploaded 2/25: **Annual Education Reports**

- [District Cover Letter](#)
- [MCA Cover Letter](#)
- [District Annual Education Report](#)
- *Uploaded 4/25: MCA Strategic Plan*

The Authorizer uploaded 3 documents for review:

-  mc_data_report_24-25_1.pdf
-  mca_24-25_aer_cover_letter.pdf
-  mca_aer_cover_letter_24-25_2.pdf

MDE Comments

ERS is responsible for considering Mill Creek Academy's progress toward accomplishing the educational goals identified in the charter contract during reauthorization for all students. To accomplish this, an authorizer must know the goals in the contract and evaluate the school's progress toward accomplishing the goals on an annual basis. Metrics should be identified and methods upon which data will be gathered to measure goals. It is recommended the authorizer develop an annual, standardized procedure to close the feedback loop in writing by explicitly stating where the Academy stands relative to their performance on the goals in the contract. These goals should include student achievement, financial stability, and compliance with all legal requirements. It is best to do this on an annual basis and coordinated with the reauthorization process.

4.2 The Authorizer has a process in place for ensuring that PSAs employ teachers (or that the contracted educational services provider employs teachers on behalf of the PSA) who are certificated/highly qualified according to state board rule or who qualify under Section 505(2), and who have undergone criminal history background and unprofessional conduct checks.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
	ERS/MDE ▾	MDE ▾	MDE ▾	

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**

Authorizer's description of the process:

Please refer to MCA's REP data submission for HQ status of all contracted, certified teaching staff.

Uploaded 12/24: MCA REP data submission

The Authorizer uploaded 1 document for review:

 **MCA REP data submission_Fall 2024**

MDE Comments

As the local school district for the Academy and as the entity who hires staff, ERS has a high degree of knowledge about teacher certification and pupil accounting at the district. The charter contract includes all position descriptions and requires qualifications for staff. The Authorizer indicates it has many informal discussions with the Academy regarding staffing and teacher contracts and receives a file periodically of all teachers and their certifications. MDE review files that demonstrate the authorizer verifies all teachers have background checks and are certified for their current assignments. No additional recommendations.

[Michigan Department of Education's Online Education Certification System](#)

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**

5. Overseeing Financial Accountability

5.1 The Authorizer has a process in place for ensuring that PSAs obtain an annual financial audit and submit it to ISD/MDE and for monitoring PSA response to any audit exceptions, including identified related party transactions or other issues identified in the management letter.


UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
ERS/MDE ▾				

Authorizer’s description of the process:

Still under development, as we have not had to close out our first fiscal year yet. Budget hearing scheduled for June 19, 2025 for 25-26 school year budget. Final amendment for 24-25 school year also scheduled on June 19th, 2025.

Uploaded 4/25: MCA Bylaws (pages 9-12); Charter Agreement Schedule 4B (Oversight & Fiscal Responsibility), April 2, 2025 BOE minutes (budget/ fiscal review)

The Authorizer uploaded 4 documents for review:

-  **MCA 24_25 Proposed Budget (Transparency Reporting).pdf**
-  **MCA April BOE meeting minutes- April 3, 2025 - Regular Board Meeting.pdf**
-  **MCA_BYLAWS**
-  **Sschedule 4B- MCA Oversight Agreement.pdf**

MDE Comments

ERPS handles financial management for MCA. MCA’s first audit was not yet completed at the time of the A/V visit but is scheduled for September of 2025 and is scheduled to be finalized within statutory deadlines.

5.2 The Authorizer has a process and standards in place to determine financial stability.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
ERS/MDE ▾				

Authorizer’s description of the process:










Monthly correspondence with the MCA board regarding financial updates, approval of bills, and revision approvals have been established, yet a financial statement is not yet provided to MCA. Monthly financial progress reports in progress and slated for financial committee BOE meetings going forward.

Uploaded 4/25: MCA Bylaws (pages 9-12); Charter Agreement Schedule 4B (Oversight & Fiscal Responsibility), April 2, 2025 BOE minutes (budget/ fiscal review) including revised budget attachment; proposed budget; Axium contract & Chartwells amendment, Proposed budget

ELK RAPID PUBLIC SCHOOLS ASSURANCE & VERIFICATION FEEDBACK REPORT August 6, 2025

(transparency reporting), screenshot of Transparency reporting as shown on millcreekpsa.com website

The Authorizer uploaded 9 documents for review:

-  20250319095734535_SERVICES, IIMC.pdf
-  elk_rapids_schools_proposal.pdf
-  Image 4-16-25 at 12.12 PM.jpeg
-  MCA 24_25 Proposed Budget (Transparency Reporting).pdf
-  MCA April BOE meeting minutes- April 3, 2025 - Regular Board Meeting.pdf
-  MCA Proposed Budget_Transparency Report.pdf
-  MCA_BYLAWS
-  Public Meeting Minutes: April 3, 2025 at 5:00 PM - April 3, 2025 - Regular Board Meeting - Boar...
-  Sschedule 4B- MCA Oversight Agreement.pdf

MDE Comments

It is recommended the authorizer develop procedures to have consistent conversations with the Academy regarding its financial stability in order to monitor and evaluate the Academy’s fiscal stewardship and use of public resources. This should include specific expectations about the content of quarterly financial submissions to the authorizer and feedback to the Academy at least annually as to if the Academy is meeting financial management expectations. This information could be included as part of the [MCRR](#) mentioned in the previous sections of this report. Additionally, this information should be considered as part of the reauthorization process.

5.3 The Authorizer has a process in place to assist PSAs in avoiding or resolving any potential conflicts of interest, related party transactions, and/or in determining fair market value when it cannot be established by ordinary means.




UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
	MDE ▾	ERS ▾	MDE ▾	

Authorizer’s description of the process:

Elk Rapids Schools (authorizer) oversees fiscal responsibilities, including fair market evaluation. Processes articulated in current board policy (see 6460; 6350, 6700, 6420)

Uploaded 4/25: MCA Bylaws (pages 9-12); Charter Agreement Schedule 4B (Oversight & Fiscal Responsibility), MCA Board Policy Finance TOC

The Authorizer uploaded 3 documents for review:

-  Sschedule 4B- MCA Oversight Agreement.pdf
-  MCA_BYLAWS
-  MCA BoardDocs® PL Finance TOC.pdf

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MDE Comments

Oversight related to this indicator asks the Authorizer to assist the Academy Board as they manage contracts with vendors, especially those involving the educational service providers and any RFPs, and function free from any conflicts. Other support often focuses on shared lease space, contracts with other vendors for any educational services, and ensuring fee structures are at a fair market value. It is recommended the Authorizer collect annual conflict-free statements from board members at its academy.

Summary of ELK RAPIDS SCHOOLS Self-Rating w/MDE ratings:

Ind ica tor	UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
1.1	MDE ▾	ERS ▾		MDE ▾	
1.2	MDE ▾	ERS ▾			
1.3	ERS/MDE ▾				
1.4	ERS/MDE ▾				
1.5	ERS/MDE ▾				
2.1	ERS/MDE ▾				
2.2	MDE ▾		ERS ▾	MDE ▾	
2.3	MDE ▾		ERS ▾	MDE ▾	
2.4	MDE ▾		ERS/MDE ▾		
2.5	ERS/MDE ▾				
3.1	MDE ▾	ERS ▾			
4.1	ERS/MDE ▾		ERS ▾		
4.2		ERS/MDE ▾	MDE ▾	MDE ▾	
5.1	ERS/MDE ▾				
5.2	ERS/MDE ▾				
5.3		MDE ▾	ERS ▾	MDE ▾	

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MDE SUMMARY

ERS has taken positive steps in its new role as authorizer, including close collaboration with MCA, attendance at board meetings, and monitoring compliance with laws and board governance. ERS recently completed its first year as a charter authorizer and has a great deal of momentum and potential as it relates to enhancing the initial oversight practices. However, many oversight functions currently rely on informal practices which provide ERS with the opportunity to formalize policies and procedures across reauthorization, compliance, financial oversight, and board governance to ensure consistency, transparency, and accountability. While listed throughout the report, the following key recommendations are as follows:

● **Charter Applications & Contracts**

- Develop a standardized, competitive application process aligned with [MCL 380.502\(3\)](#)
- Create clear procedures and rubrics for evaluating applications
- Establish processes to ensure timely contract submissions, renewals, and amendments to MDE via GEMS

● **Master Calendar of Reporting Requirements (MCRR)**

- Adopt an MCRR covering all statutory and compliance deadlines (e.g., nonprofit annual reports, enrollment reporting, conflict-of-interest forms, safety/health permits, financial submissions)
- Define timelines and responsible parties to ensure accountability

● **Reauthorization Process**

- Create a clear policy and timeline for charter renewal beginning 12–18 months before contract expiration
- Base reauthorization primarily on student achievement across all subgroups, with financial and legal compliance as supporting indicators
- Provide annual written performance evaluations tied to contract goals

● **Board Governance**

- Formalize procedures for filling board vacancies, onboarding/training new members, and collecting annual conflict-of-interest statements
- Continue encouraging training for board members
- Maintain transparency by ensuring the posting of contracts, ESP agreements, and board documents on MCA's website

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- **Oversight & Compliance**

- Conduct regular site visits using a standardized form to review safety, health, and facility compliance
- Require MCA to periodically report enrollment status and notify ERS if a lottery is needed
- Ensure all service contracts and fees are documented, conflict-free, and market-rate

- **Financial Oversight**

- Establish structured, quarterly financial reporting with defined expectations
- Provide written feedback to MCA on fiscal health annually
- Integrate financial monitoring into the MCRR and reauthorization process

The MDE considers it a best practice when the authorizer establishes requirements to maintain a robust PSA website inclusive of governing policies, Notices of public meetings, approved meeting minutes, and the elements as enumerated in [MCL 380.503\(6\)\(m\)](#). Specifically, the statute identifies

“(m) A requirement that the board of directors of the public school academy shall collect, maintain, and make available to the public and the authorizing body, in accordance with applicable law and the contract, at least all of the following information concerning the operation and management of the public school academy:

- (i) A copy of the contract issued by the authorizing body for the public school academy.*
- (ii) A list of currently serving members of the board of directors of the public school academy, including name, address, and term of office; copies of policies approved by the board of directors; board meeting agendas and minutes; a copy of the budget approved by the board of directors and of any amendments to the budget; and copies of bills paid for amounts of \$10,000.00 or more as they were submitted to the board of directors.*
- (iii) Quarterly financial reports submitted to the authorizing body.*
- (iv) A current list of teachers and school administrators working at the public school academy that includes their individual salaries as submitted to the registry of educational personnel; copies of the teaching or school administrator’s certificates or permits of current teaching and administrative staff; and evidence of compliance with the criminal background and records checks and unprofessional conduct check required under sections 1230, 1230a, and 1230b for all teachers and administrators working at the public school academy.*
- (v) Curriculum documents and materials given to the authorizing body.*
- (vi) Proof of insurance as required by the contract.*
- (vii) Copies of facility leases or deeds, or both, and of any equipment leases.*
- (viii) Copies of any management contracts or services contracts approved by the board of directors.*
- (ix) All health and safety reports and certificates, including those relating to fire*

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*safety, environmental matters, asbestos inspection, boiler inspection, and
food service.*

- (x) Any management letters issued as part of the annual financial audit under subdivision (g).*
- (xi) Any other information specifically required under this act.”*

In addition to a continued focus on [Transparency Guidance](#) and oversight, the ERS should consider reviewing the [Open Meetings Act](#) with emphasis on [Section 15.269](#) (meeting minutes) and consider phasing in requirements for each PSA to update their website to include items i – xi above.

Another area of opportunity for ERS is to provide professional learning and assistance in the area of [Student Records and Retention](#).

Tammy Hatfield, MDE PSA Supervisor
Neil Beckwith, MDE PSA Consultant
Eric Lipinski, MDE PSA Consultant
Jill Thompson, MDE PSA Analyst
Tom English, MDE PSA Consultant

Function Codes for BOE Monthly Report

Instructional - Basic Programs	Function 110	School building, staff and teach costs
Instructional - Added Needs	Function 120	At Risk, Title, ESL, CIS staff and costs
Support Services - Pupil	Function 210	Counselors, Social Workers staff and costs
Support Services - Instructional	Function 220	PD, Library staff and costs
General Administration	Function 230	Board and Superintendent Office Staff and Costs
School Administration	Function 241	Principals Offices Staff and Costs
Business Services	Function 250	Business Services staff and Cost
Maintenance and Operations	Function 260	
Transportation	Function 270	
Central Support Services	Function 280	Technology and other Central Services
Athletics	Function 290	
Custody and Care of Children	Function 350	Way to go Support for Lead GSRP
Welfare Actiiviites	Function 360	Required Homeless etc
Pymts to Other Public Schools	Function 410	
Other Financing Uses	Function 600	



Budget Status by Level

Elk Rapids Schools

Balances as of 9/30/2025

Fund General Fund - Revenue,Expense Accounts

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>MTD Amount</u>	<u>FYTD Amount</u>	<u>Encumbered</u>	<u>Remaining</u>	<u>% Used</u>
Total for Revenue	Revenue	16,045,458.00	5,332,680.34	8,673,587.59	0.00	7,371,870.41	54.06

Balances as of 9/30/2025
Fund General Fund - Revenue,Expense Accounts

Account	Description	Budget	MTD Amount	FYTD Amount	Encumbered	Remaining	% Used
Totals for FUNCTION 110	Basic Program	6,797,105.00	474,105.91	613,594.83	91,656.14	6,091,854.03	10.38
Totals for FUNCTION 120	Added Needs	1,937,888.00	106,307.49	-30,172.06	99,335.88	1,868,724.18	3.57
Totals for FUNCTION 100	Instruction	8,734,993.00	580,413.40	583,422.77	190,992.02	7,960,578.21	8.87
Totals for FUNCTION 210	Support Services-Pupil	568,971.00	41,192.94	42,829.92	0.00	526,141.08	7.53
Totals for FUNCTION 220	Support Services-Instructional St..	198,884.00	38,329.01	38,608.52	1,500.00	158,775.48	20.17
Totals for FUNCTION 230	Support Services-General Admin..	488,268.00	34,001.44	86,054.18	0.00	402,213.82	17.62
Totals for FUNCTION 240	Support Services - School Admin..	797,150.00	74,198.96	128,998.22	0.00	668,151.78	16.18
Totals for FUNCTION 250	Support Services - Business	401,220.00	26,532.63	86,101.79	0.00	315,118.21	21.46
Totals for FUNCTION 260	Operations and Maintenance	1,545,933.00	117,680.41	346,024.33	0.00	1,199,908.67	22.38
Totals for FUNCTION 270	Pupil Transportation Services	933,233.00	177,747.12	186,131.52	0.00	747,101.48	19.94
Totals for FUNCTION 280	Support Services-Central	562,919.00	45,844.13	105,447.52	11,295.23	446,176.25	20.74
Totals for FUNCTION 290	Support Services-Other	370,752.00	7,994.15	31,158.49	800.00	338,793.51	8.62
Totals for FUNCTION 200	Supporting Services	5,867,330.00	563,520.79	1,051,354.49	13,595.23	4,802,380.28	18.15
Totals for FUNCTION 350	Custody and Care of Children	18,915.00	0.00	-179.11	0.00	19,094.11	-0.95
Totals for FUNCTION 360	Welfare Activities	19,277.00	0.00	0.00	0.00	19,277.00	0.00
Totals for FUNCTION 300	Community Services	38,192.00	0.00	-179.11	0.00	38,371.11	-0.47
Totals for FUNCTION 410	Pymts to Other Public Schools wi..	10,058.00	0.00	0.00	0.00	10,058.00	0.00
Totals for FUNCTION 450	Facilities Acquisition, Constructio..	500,000.00	0.00	0.00	0.00	500,000.00	0.00
Totals for FUNCTION 400	Pymts to Oth Gov, Facilities Acq,..	510,058.00	0.00	0.00	0.00	510,058.00	0.00
Totals for FUNCTION 640		500,000.00	0.00	0.00	0.00	500,000.00	0.00
Totals for FUNCTION 600	Other Financing Uses	500,000.00	0.00	0.00	0.00	500,000.00	0.00
Total for Expense	Expense	15,650,573.00	1,143,934.19	1,634,598.15	204,587.25	13,811,387.60	11.75
Grand Total for Fund 11	General Fund	394,885.00	4,188,746.15	7,038,989.44	-204,587.25	-6,439,517.19	1730.73
Total for Selected Funds		394,885.00	4,188,746.15	7,038,989.44	-204,587.25	-6,439,517.19	