

February 9, 2026 - Regular Board
Meeting
Monday, February 9, 2026 5:30 PM Eastern

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

Jennifer Brown: Present
Jeff Hill: Present
Tara Kribs: Present
Steven Merchant: Present
Scott Moore: Present
Sherry Steffen: Absent
Shana Wojtowicz: Present
Present: 6, Absent: 1.

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
Trustee _____	

Central Staff:

Superintendent Bryan McKenna
Executive Assistant Kortni Huron
Director of Finance Laurie McCann
Trustee **Steven Merchant** was in attendance after being sworn in.

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 Tara Kribs, Carried.
Sherry Steffen: Absent, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea,
Steven Merchant: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea
Yea: 6, Nay: 0, Absent: 1

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.

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

- January 12, 2026 - Organizational Meeting Minutes
- January 12, 2026 - Regular Meeting Minutes
- February 4, 2026 - Special Meeting Minutes

V. APPROVAL OF BILLS

- General Fund - \$431,658.96
- Bond - \$242,404.12

VI. PERSONNEL

102-26 APPROVAL OF QUINN MAGSIG AS A COACH

RESOLVED: That Quinn Magsig be approved as Girl's Basketball Coach at Cherryland Middle School. Mr. Magsig will be placed at Step 1 of the Master Agreement.

103-26 APPROVAL OF MORRIGAN PRUYT'S REINSTATEMENT OF EMPLOYMENT

RESOLVED: That Morrigan Pruyt's reinstatement of employment be approved for the remainder of the 2025-26 school year.

104-26 APPROVAL OF LANCE VANDUSEN AS FACILITIES/OPERATIONS SUPERVISOR

RESOLVED: That Lance Van Dusen be approved as Facilities/Operations Supervisor. Mr. Van Dusen will be placed at Step 3 of the Wage Scale.

105-26 APPROVAL OF KELLY CROFTCHIK AS A COACH

RESOLVED: That Kelly Croftchik be approved as Varsity Girls Tennis Coach. Mrs. Croftchik will be placed at Step 1 of the Master Agreement.

106-26 APPROVAL OF OLIVIA ANGUILM AS A COACH

RESOLVED: That Olivia Anguilm be approved as Junior Varsity Softball Coach. Ms. Anguilm will be placed at Step 1 of the Master Agreement.

DONATIONS

None.

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

Sherry Steffen: Absent, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea

Yea: 6, Nay: 0, Absent: 1

VII. ACTION ITEMS

VII.A. 107-26 APPROVAL OF VERKADA DOOR ADD PROPOSAL

RESOLVED: That the Verkada Door Add Proposal, prepared by Windemuller, be approved as presented.

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

Sherry Steffen: Absent, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea
Yea: 6, Nay: 0, Absent: 1

VII.B. 108-26 APPROVAL OF OVERNIGHT TRIP

RESOLVED: That the overnight trip for FIRST Robotics District Event, dated March 6-8, 2026, be approved as presented.

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

Sherry Steffen: Absent, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea
Yea: 6, Nay: 0, Absent: 1

VIII. 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.

None.

IX. DISCUSSION ITEMS

- Superintendent Mid-Year Goal Review/Student Growth Data
- Perception Survey

Superintendent Mid-Year Goal Review/Student Growth Data - Handout to the board from Superintendent McKenna for their review.

Perception Survey - Bryan McKenna is working with the ISD for a Perception Survey for families in May. This survey is intended to get a pulse on where the community is at with the schools. The district will review the best questions and will bring an example in March, edits to consider in April, and hopes to send the survey to families and the community in May.

X. CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION

None.

XI. SUPERINTENDENT REPORT

- Bond Update
- 31aa Update
- School Resource Officer Grant
- Student Activities
 - Basketball Districts
 - ERHS/CMS Musical
 - MSBOA Band Festival
- Bond Update - The locker room is functional at Cherryland Middle School. The arts wing is nearing completion, with hopes to be in this wing by spring break. Landscaping will be completed this spring and summer 2026.
- 31aa Update - The district opted in to receive these funds back in December. The district, however, has not received the funds yet.

- School Resource Officer Grant - The district administration worked with the village 3 years ago, and the grant ends this summer. The district is hoping that a competitive grant opportunity becomes available. The district is also working with the village to continue the partnership if the grant isn't renewed.
- Student Activities - Bryan McKenna celebrated and shared these upcoming activities with the board.

XII. BOARD OF EDUCATION CELEBRATING SUCCESSES

Jennifer Brown stated that the board had a great pool of board vacancy applicants and extended a warm welcome to Steven Merchant.

XIII. SCHEDULED ACTIVITIES/FUTURE MEETINGS

- February 13, 2026 - 1/2 Day of School for Students, PM Building Professional Development for Staff
- February 16, 2026 - No School for Students, District Professional Development for Staff
- February 19-21, 2026 - ERHS/CMS Musical
- February 23, 25, 27, 2026 - Host Basketball Districts
- February 27, 2026 - MSBOA Band Festival
- March 9, 2026 - Regular Board Meeting, 5:30 p.m.

XIV. ADJOURNMENT

To adjourn at 6:19 p.m. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

Sherry Steffen: Absent, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea
Yea: 6, Nay: 0, Absent: 1

January 12, 2026 - Organizational
Meeting
Monday, January 12, 2026 5:00 PM Eastern

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

Darryl Antcliff: Absent
Jennifer Brown: Absent
Jeff Hill: Present
Tara Kribs: Present
Scott Moore: Present
Sherry Steffen: Absent
Shana Wojtowicz: Present
Present: 4, Absent: 3.

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

None.

III. COMMUNICATIONS FROM THE PUBLIC ON ANY TOPIC

Time limitations: Fifteen minutes per item, three minutes per speaker per item.
None.

IV. ELECTION OF BOARD OFFICERS

- **Board President**
- **Vice President**
- **Secretary**
- **Treasurer**

*Additional nominations may be made for each office, using the same procedure.

To nominate Jennifer Brown as President. Brown communicated that she would accept, if nominated. This motion, made by Tara Kribs and seconded by Shana Wojtowicz, Carried.
Darryl Antcliff: Absent, Jennifer Brown: Absent, Sherry Steffen: Absent, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea
Yea: 4, Nay: 0, Absent: 3

To nominate Tara Kribs as Vice President. Kribs accepted. This motion, made by Shana

Wojtowicz and seconded by Scott Moore, Carried.

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

Yea: 4, Nay: 0, Absent: 3

To nominate Sherry Steffen as Secretary. Steffen communicated that she would accept, if nominated. This motion, made by Scott Moore and seconded by Jeff Hill, Carried.

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

Yea: 4, Nay: 0, Absent: 3

To nominate Scott Moore as Treasurer. Moore accepted. This motion, made by Shana Wojtowicz and seconded by Jeff Hill, Carried.

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

Yea: 4, Nay: 0, Absent: 3

To close all nominations and Board Officer elections. This motion, made by Scott Moore and seconded by Jeff Hill, Carried.

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

Yea: 4, Nay: 0, Absent: 3

V. SPECIAL PRESENTATION - DISTRICT AUDIT

- 2024-25 Elk Rapids Schools District Audit
 - UHY, LLP - Zachary Fredrickson

Zachary Fredrickson was present.

VI. ACTION ITEMS

VII. 84-26 APPROVAL OF THE 2024-25 ELK RAPIDS SCHOOLS DISTRICT AUDIT

RESOLVED: That the 2024-25 Elk Rapids Schools District Audit, presented by UHY, LLP, be approved.

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

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

Yea: 4, Nay: 0, Absent: 3

VIII. 85-26 APPROVAL OF SIGNATURES FOR ALDEN STATE BANK AND MILAF/FIFTH THIRD BANK

RESOLVED: That the Board President, Board Vice President, Board Treasurer, Board Secretary, Director of Finance, Assistant Business Manager, and Superintendent be approved as signatories for Alden State Bank and MILAF/Fifth Third Bank.

To approve the resolution with the removal of Alden State Bank in the language. This motion, made by Scott Moore and seconded by Jeff Hill, Carried.

Darryl Antcliff: Absent, Jennifer Brown: Absent, Sherry Steffen: Absent, Jeff Hill: Yea, Tara

Kribs: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea
Yea: 4, Nay: 0, Absent: 3

IX. 86-26 APPROVAL TO AUTHORIZE SUPERINTENDENT & DIRECTOR OF FINANCE TO RECEIVE, RECORD AND DEPOSIT SCHOOL FUNDS

RESOLVED: That the Superintendent & Director of Finance be approved to receive, record and deposit school funds.

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

Darryl Antcliff: Absent, Jennifer Brown: Absent, Sherry Steffen: Absent, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea
Yea: 4, Nay: 0, Absent: 3

X. 87-26 APPROVAL FOR THE BOARD PRESIDENT/SUPERINTENDENT TO SERVE AS LIAISONS

RESOLVED: That the Board President and/or Superintendent be approved to serve as liaisons in representing the Board at official community or state functions.

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

Darryl Antcliff: Absent, Jennifer Brown: Absent, Sherry Steffen: Absent, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea
Yea: 4, Nay: 0, Absent: 3

XI. 88-26 APPROVAL TO HAVE THE SUPERINTENDENT OR HIS DESIGNEE POST NOTICES OF MEETINGS

RESOLVED: That the Superintendent or his designee be responsible for posting notices of Board meetings.

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

Darryl Antcliff: Absent, Jennifer Brown: Absent, Sherry Steffen: Absent, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea
Yea: 4, Nay: 0, Absent: 3

XII. 89-26 APPROVAL OF AUTOMATED CLEARING HOUSE ("ACH") TRANSACTIONS AND WIRED TRANSFERS

RESOLVED: That the Director of Finance be authorized to process ACH transactions and wired transfers on behalf of the district.

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

Darryl Antcliff: Absent, Jennifer Brown: Absent, Sherry Steffen: Absent, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea
Yea: 4, Nay: 0, Absent: 3

XIII. 90-26 AUTHORIZE THE SUPERINTENDENT TO APPROVE AND SIGN CONTRACTS AND AGREEMENTS ON BEHALF OF THE DISTRICT UP TO BUT NOT TO EXCEED \$100,000

RESOLVED: That the Superintendent be authorized to approve and sign contracts and agreements on behalf of the district up to but not to exceed \$100,000.

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

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

Yea: 4, Nay: 0, Absent: 3

XIV. 91-26 APPROVAL OF UPDATED COMPETITIVE BID THRESHOLD FOR THE 2025-26 SCHOOL YEAR

RESOLVED: That the updated competitive bid threshold of \$31,321 be approved as presented.

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

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

Yea: 4, Nay: 0, Absent: 3

XV. 92-26 APPROVAL TO DESIGNATE THE DIRECTOR OF FINANCE AND EXECUTIVE ASSISTANT TO ASSUME SPECIFIED RESPONSIBILITIES OF THE TREASURER AND THE SECRETARY

RESOLVED: That the approval to designate the Director of Finance and Executive Assistant to assume specified responsibilities of the Treasurer and the Secretary.

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

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

Yea: 4, Nay: 0, Absent: 3

XVI. 93-26 APPROVAL OF BOARD MEETING DATES

RESOLVED: That the following board meeting dates be approved as presented.

- February 9, 2026 - Regular Board Meeting
- March 9, 2026 - Regular Board Meeting
- April 13, 2026 - Regular Board Meeting
- May 11, 2026 - Regular Board Meeting
- June 8, 2026 - Regular Board Meeting
- June 22, 2026 - Budget Hearing
- July 13, 2026 - Regular Board Meeting
- August 10, 2026 - Regular Board Meeting
- September 14, 2026 - Regular Board Meeting
- October 12, 2026 - Regular Board Meeting
- November 9, 2026 - Regular Board Meeting
- December 14, 2026 - Regular Board Meeting

- January 11, 2027 - Organizational/Regular Board Meetings

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

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

Yea: 4, Nay: 0, Absent: 3

XVII. STUDY SESSION

This portion of the agenda is utilized by the Board to introduce topics for future study, to discuss school related matters, and to relate items of interest. No action is taken during this time. Occasionally closed sessions are scheduled to discuss confidential personnel, negotiations or property matters.

- Board Member Stipend Donation of Time and Effort
- Annual Conflicts of Interest Disclosure Form
- Policy 0154 - Notice of Board Meeting, No Fee Charged
- The board discussed that all members would like to donate back the stipend for time and effort.
- The annual Conflicts of Interest Disclosure forms will need to be turned into the Superintendent's office by the end of January.
- The board discussed that there would not be a fee charged for posting notices of board meetings.

XVIII. ESTABLISHMENT OF BOARD COMMITTEES AND OTHER APPOINTMENTS

BOARD COMMITTEES

- Policy Committee: Chair:
- Administrative Student Growth & Achievement/Curriculum:
- Administrative Finance & Facilities:

APPOINTMENTS

- Athletic Council:
- Class Size:
- MASB Liaison:
- Regional School Board Representative:
- Educational Foundation Representative:
- Sex Education Advisory/Health Education:
- Safety:
- Policy Committee: Steffen, Hill, & Open with Antcliff's resignation
 - Chair: Steffen
- Administrative Student Growth & Achievement/Curriculum: Wojtowicz & Open with Antcliff's resignation
- Administrative Finance & Facilities: Moore, Brown, Kribs

*Note that Hill floats between Administrative Student Growth & Achievement/Curriculum and Administrative Finance & Facilities, as needed.

- Athletic Council: Moore
- Class Size: Hill
- MASB Liaison: Steffen
- Regional School Board Representative: Steffen
- Educational Foundation Representative: McKenna
- Sex Education Advisory/Health Education: Wojtowicz
- Safety: Steffen

XIX. ADJOURNMENT

To adjourn at 5:29 p.m. This motion, made by Scott Moore and seconded by Shana Wojtowicz, Carried.

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

Yea: 4, Nay: 0, Absent: 3

January 12, 2026 - Regular Board
Meeting
Monday, January 12, 2026 5:30 PM Eastern

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

Darryl Antcliff: Absent
Jennifer Brown: Absent
Jeff Hill: Present
Tara Kribs: Present
Scott Moore: Present
Sherry Steffen: Absent
Shana Wojtowicz: Present
Present: 4, Absent: 3.

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 as presented with no changes or additions. This motion, made by Scott Moore and seconded by Shana Wojtowicz, Carried.

Darryl Antcliff: Absent, Jennifer Brown: Absent, Sherry Steffen: Absent, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea
Yea: 4, Nay: 0, Absent: 3

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.

IV. SPECIAL PRESENTATION - SCHOOL BOARD RECOGNITION MONTH

- Presented by Superintendent McKenna

Superintendent McKenna presented certificates to the board, as well as Elk Rapids Chamber gift certificates.

V. SPECIAL PRESENTATION - STAFF/STUDENT SPOTLIGHT

- Elk Rapids High School Band
 - Nick Anderson, Director
- Also in attendance for this special presentation: Jack Young, ERHS Principal, and Pierce McCarty, ERHS Freshman.

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

- December 8, 2025 - Regular Meeting Minutes

APPROVAL OF BILLS

- General Fund - \$813,901.11
- Bond - \$10,000.00
- Daycare - \$276.20
- Lunch Fund - \$80,007.28
- Trust - \$4,021.23

PERSONNEL

94-26 APPROVAL OF LIZ KELLEY AS A PARAPROFESSIONAL

RESOLVED: That Liz Kelley be approved as a paraprofessional at Lakeland Elementary. Ms. Kelley will be placed at Step 1 of the wage scale and assigned to 30 hours per week.

95-26 APPROVAL OF SARA BARTON AS A PARAPROFESSIONAL

RESOLVED: That Sara Barton be approved as a paraprofessional at Lakeland Elementary. Mrs. Barton will be placed at Step 1 of the wage scale and assigned to 35 hours per week.

96-26 APPROVAL OF RESIGNATION OF RYAN JANIS AS A COACH

RESOLVED: That the resignation of Ryan Janis as JV Baseball coach be approved as of January 4, 2026.

97-26 APPROVAL OF RESIGNATION OF NATHAN BUTTE AS FACILITIES/OPERATIONS SUPERVISOR

RESOLVED: That the resignation of Nathan Butte as Facilities/Operations Supervisor be approved as of January 6, 2026.

98-26 APPROVAL OF RESIGNATION OF KEITH SCHULTE AS A COACH

RESOLVED: That the resignation of Keith Schulte as Varsity Girls' Tennis Coach be approved as of January 4, 2026.

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

Darryl Antcliff: Absent, Jennifer Brown: Absent, Sherry Steffen: Absent, Jeff Hill: Yea, Tara

Kribs: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea

Yea: 4, Nay: 0, Absent: 3

VII. ACTION ITEMS

VII.A. 99-26 APPROVAL OF OVERNIGHT TRIP

RESOLVED: That the Jazz Lab students' overnight trip to Mount Pleasant, MI, be approved for February 5 through February 6, 2026 as presented.

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

Darryl Antcliff: Absent, Jennifer Brown: Absent, Sherry Steffen: Absent, Jeff Hill: Yea, Tara

Kribs: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea

Yea: 4, Nay: 0, Absent: 3

VII.B. 100-26 APPROVAL OF THE RESIGNATION OF DARRYL ANTCLIFF AS A BOARD MEMBER

RESOLVED: That the resignation of Darryl Antcliff, as a Board Member, be approved effective January 12, 2026.

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

Darryl Antcliff: Absent, Jennifer Brown: Absent, Sherry Steffen: Absent, Jeff Hill: Yea, Tara

Kribs: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea

Yea: 4, Nay: 0, Absent: 3

VIII. 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.

None.

IX. DISCUSSION ITEMS

- Superintendent Mid-Year Goal Review

Superintendent McKenna handed out goals to the board and reported that after their review, he will bring them back to the board in February.

X. CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION

None.

XI. SUPERINTENDENT REPORT

- Bond Update
- Professional Development Update
- Bond Update: CMS was able to get into the social studies wing over winter break and out of the portables. The portables will remain in place until everything is disconnected, power, water, etc. Structural pillars are completed and ready for the state inspection on the final arts wing at CMS.
- Professional Development Update: On January 19th, district staff will receive an overview on safety protocols. Teachers will receive a first look at Walking Foci, which allows them to observe other teachers throughout the districts.

XII. BOARD OF EDUCATION CELEBRATING SUCCESSES

Kribs - Thanked Darryl Antcliff for his dedication and years of service to the board and Elk Rapids Schools. She also wanted to note that the winter sports teams are off to a good start.

McKenna - Announced the ERHS Musical dates, February 19-21, 2026.

XIII. SCHEDULED ACTIVITIES/FUTURE MEETINGS

- January 15, 2026 - 1/2 Day for Students, Records Day for Staff
- January 16, 2026 - 1/2 Day for Students, Records Day for Staff
- January 19, 2026 - No School for Students, PD for Staff

XIV. ADJOURNMENT

To adjourn at 6:23 p.m. This motion, made by Scott Moore and seconded by Jeff Hill, Carried.

Darryl Antcliff: Absent, Jennifer Brown: Absent, Sherry Steffen: Absent, Jeff Hill: Yea, Tara

Kribs: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea

Yea: 4, Nay: 0, Absent: 3

February 4, 2026 - Special Board Meeting
Wednesday, February 4, 2026 5:30 PM Eastern

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

Jennifer Brown: Present
Jeff Hill: Present
Tara Kribs: Present
Scott Moore: Present
Sherry Steffen: Present
Shana Wojtowicz: Present
Present: 6.

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
Trustee Vacancy	

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 Sherry Steffen, Carried.

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 6, Nay: 0

III. COMMUNICATIONS FROM THE PUBLIC ON ANY TOPIC

Time limitations: Fifteen minutes per item, three minutes per speaker per item.
None.

IV. BOARD VACANCY INTERVIEWS:

- 5:35 - Tony Anderson
- 5:55 - Dani Burch
- 6:15 - Steven Merchant
- 6:35 - 10-minute break
- 6:45 - Jeremy Cannon
- 7:05 - Lacey Matthews
- 7:25 - Deliberations

- 5:35 - Tony Anderson - **Present**

- 5:55 - Dani Burch - **Present**
- 6:15 - Steven Merchant - **Present**
- 6:35 - 10-minute break
- 6:45 - Jeremy Cannon - **Present**
- 7:05 - Lacey Matthews - **Present**
- 7:25 - Deliberations

V. RANKING AND SELECTION OF APPOINTED BOARD MEMBER:

Top 2 Selections:

Steven Merchant and Jeremy Cannon

Final Rankings and Selections:

Jennifer Brown - Steven Merchant

Jeff Hill - Steven Merchant

Sherry Steffen - Steven Merchant

Tara Kribs - Jeremy Cannon

Scott Moore - Jeremy Cannon

Shana Wojtowicz - Jeremy Cannon

Tie Breaker Final Selection:

Jennifer Brown - Steven Merchant

Jeff Hill - Steven Merchant

Sherry Steffen - Steven Merchant

Tara Kribs - Steven Merchant

Scott Moore - Jeremy Cannon

Shana Wojtowicz - Jeremy Cannon

VI. ACTION ITEMS

VII. 101-26 APPROVAL OF BOARD MEMBER TO FILL OPEN SEAT

RESOLVED: Whereas a vacancy has been caused on this Board of Education by reason of the resignation of Darryl Antcliff; and Whereas this Board of Education has by law authority to fill the vacancy; Now, therefore, be it resolved by the Board of Education of the Elk Rapids School District that _____ be and hereby is, appointed to serve as member of the Board of Education of this school district for the unexpired term of Darryl Antcliff ending on December 31, 2026.

To approve the resolution with Steven Merchant to fill the open board member vacancy seat.

This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

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

Yea: 6, Nay: 0

Whereas a vacancy has been caused on this Board of Education by reason of the resignation of Darryl Antcliff; and Whereas this Board of Education has by law authority to fill the vacancy; Now, therefore, be it resolved by the Board of Education of the Elk Rapids School District that **Steven Merchant** be and hereby is, appointed to serve as member of the Board of Education of this school district for the unexpired term of Darryl Antcliff ending on December 31, 2026.

VIII. ADJOURNMENT

To adjourn at 7:33 p.m. This motion, made by Scott Moore and seconded by Sherry Steffen, Carried.

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

Yea: 6, Nay: 0



Check Register

Elk Rapids Schools

Bank Account AP, From 01/13/2026 to 02/04/2026

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Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
080982	01/14/2026	AP	Check	Open	094601	Axium Services, Inc.	ERBA extra service 12/20	302.80+
							ERBA Extra Service 12/13	289.63+
							ERBA Extra Service 12/6	269.88+
Check Total								862.31=
080983	01/14/2026	AP	Check	Open	094431	Compass Groups USA, Inc.	December 2025	62,589.22
080984	01/14/2026	AP	Check	Open	000021	Crystal Flash Inc	1/9/26	2,590.49
080985	01/14/2026	AP	Check	Open	001526	Elk Rapids Food Service	Literacy Night	875.00+
							GSRP Snacks	840.00+
							MCA Preschool Snacks	268.00+
Check Total								1,983.00=
080986	01/14/2026	AP	Check	Open	091811	Elk Rapids News, LLC	MCA open enrollment/Snow plow bid	170.50
080987	01/14/2026	AP	Check	Open	001618	Gill-Roy's Complete Hardware	elk055	0.59+
							elk027	9.29+
							elk027	27.99+
							elk027	119.96+
							elk027	8.59+
							elk027	6.28+
							elk027	13.99+
							elk027	30.46+
							elk027	7.49+
							elk027	17.99+
Check Total								242.63=
080988	01/14/2026	AP	Check	Open	094881	John E Green Company	Furnish and install drinking fountains	9,900.00
080989	01/14/2026	AP	Check	Open	094924	Katherine Theisen	Reimburse ELA SPED	15.75
080990	01/14/2026	AP	Check	Open	093904	Kimberly A. Eardley	boys basketball	424.00+
							girls basketball	424.00+
Check Total								848.00=
080991	01/14/2026	AP	Check	Open	095168	Laura Jackson	Reimbursement for gas and membership	390.80
080992	01/14/2026	AP	Check	Open	002212	Marshall Music Company	Reeds	30.00+
							Reeds	30.00+
							band supplies	18.06+
							band supplies	16.14+
							band supplies	76.00+



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Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
							band supplies	53.00+
							band supplies	45.98+
							band supplies	371.54+
							band supplies	136.70+
							Check Total	777.42=
080993	01/14/2026	AP	Check Open		092229	Mi School Energy Cooperative	Dec-2025	9,259.21
080994	01/14/2026	AP	Check Open		093505	Mischel's Greenhouses LTD	Band	1,544.50
080995	01/14/2026	AP	Check Open		094695	Neola, Inc	Update service: volume 40 number 2	1,375.00
080996	01/14/2026	AP	Check Open		002401	OTEC	18A	44.00+
							quarterly	405.00+
							Check Total	449.00=
080998	01/14/2026	AP	Check Open		094614	Ricoh USA, Inc	balance due	77.40+
							LL print cartridge	11.50+
							Check Total	88.90=
080999	01/14/2026	AP	Check Open		094614	Ricoh USA, Inc	Printers All Schools	574.54
081000	01/14/2026	AP	Check Open		002532	The Place, LLC	B. Soccer	411.40+
							G. Basketball	261.60+
							Check Total	673.00=
081001	01/14/2026	AP	Check Open		091322	Thrun Law Firm P.C	11/20/25	466.00+
							12/18/25	1,045.00+
							annual retainer fee	2,500.00+
							Check Total	4,011.00=
081003	01/14/2026	AP	Check Open		092885	ESS Midwest, Inc.	1/2/26	5,209.08+
							1/2/26	11,866.42+
							Check Total	17,075.50=
081004	01/14/2026	AP	Check Open		092163	Heinemann	Math Expressions 1 year	2,457.89
081008	01/21/2026	AP	Check Open		001017	Allen Supply	HS Locker Rooms	4,008.32+
							ERS Mirror	101.00+
							Check Total	4,109.32=
081009	01/21/2026	AP	Check Open		000051	Andrea Reffitt	Mileage GSRP 12/12	36.40



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Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
081010	01/21/2026	AP	Check	Open	000185	Cadillac Area Public Schools	Jeff McDonald Showcase	100.00
081011	01/21/2026	AP	Check	Open	001303	Dean Boiler, Inc.	ERHS boiler	679.00
081012	01/21/2026	AP	Check	Open	092885	ESS Midwest, Inc.	1/16/26	5,368.26
081013	01/21/2026	AP	Check	Open	094420	Grand Traverse Refrigeration, I..	LL KG & CES maintenance	321.30+
							ERHS maintenance	251.30+
							CMS maintenance	533.40+
							CMS repair freezer	926.54+
							LL fridge repair	35.00+
							MCA PM Maintenance	356.30+
Check Total								2,423.84=
081014	01/21/2026	AP	Check	Open	091253	Hobart Sales & Service	hot well repair	479.30
081015	01/21/2026	AP	Check	Open	094881	John E Green Company	Lakeland water line	628.00
081016	01/21/2026	AP	Check	Open	093273	Julie Greene	Reimburse SS supplies	100.81
081017	01/21/2026	AP	Check	Open	094924	Katherine Theisen	ELA Resources	6.50
081018	01/21/2026	AP	Check	Open	093570	Logisoft Computer Products, LLC	Renew Veeam and Adobe	3,415.28
081019	01/21/2026	AP	Check	Open	000128	Messa	2/2026	136,887.87
081020	01/21/2026	AP	Check	Open	000044	Mill Creek Academy	Medicaid Outreach	599.98
081021	01/21/2026	AP	Check	Open	095169	NorthPointe Christian	Girls Tennis invite 4/25/26	150.00
081022	01/21/2026	AP	Check	Open	094324	Northwest Fire, LLC	Annual MCA maintenance	183.00
081023	01/21/2026	AP	Check	Open	000046	UHY advisors, Inc	Consultation work December 2025	15,660.00
081024	01/21/2026	AP	Check	Open	003105	Village of Elk Rapids	12/1/25-12/31/25	1,645.12
081025	01/21/2026	AP	Check	Open	094694	X-Cel Chemical Specialties Nort..	CMS Custodial Supplies	430.82+
							HS Custodial Supplies	490.07+
							Maintenance Garage`	332.31+
							Maintenance Garage	475.00+
							Maintenance Garage	834.62+
Check Total								2,562.82=
081052	01/28/2026	AP	Check	Open	093331	CDW Government	Bond - Panoramic Cameras	15,648.00+
							Bond - Panoramic Cameras	610.00+
Check Total								16,258.00=
081053	01/28/2026	AP	Check	Open	002231	Karen Miller	Reimburse Costco	195.00
081054	01/28/2026	AP	Check	Open	094924	Katherine Theisen	Popcorn Supplies	70.97
081055	01/28/2026	AP	Check	Open	093448	Kevin Ball	Reimburse B. Basketball	95.29



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Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
081056	01/28/2026	AP	Check Open		094439	Krista Taylor	Reimburse Science Supplies TPT Lesson	90.97+ 3.49+
Check Total								94.46=
081057	01/28/2026	AP	Check Open		095003	Laurie McCann	Reimburse HSA 2025 refund	350.00
081058	01/28/2026	AP	Check Open		094880	Lindsey McCarty	Reimburse Drama	118.53
081059	01/28/2026	AP	Check Open		094144	Melinda Smith	Reimburse Costco Reimburse Reusable grocery bags Reimburse Bag on wheels	222.84+ 106.27+ 201.15+
Check Total								530.26=
081060	01/28/2026	AP	Check Open		094743	School Specialty LLC	HS Teaching Supplies	99.46
081061	01/28/2026	AP	Check Open		095019	Sean Wells	Reimburse Ski	140.71
081062	01/28/2026	AP	Check Open		000116	State of Michigan	Raffle License	35.00
081063	01/28/2026	AP	Check Open		000177	Oliver and Company Property S.	ERS Plowing Dec 16, 2025- Jan 27, 20..	25,775.00
081065	02/04/2026	AP	Check Open		091705	Antrim County	taxes 22-24	808.97
081066	02/04/2026	AP	Check Open		094601	Axium Services, Inc.	January 2026 food service January 2026 Janitorial Service	3,580.88+ 24,214.82+
Check Total								27,795.70=
081067	02/04/2026	AP	Check Open		093331	CDW Government	Microsoft Licenses renewal	8,245.98
081068	02/04/2026	AP	Check Open		000021	Crystal Flash Inc	1/27/26	2,340.13
081070	02/04/2026	AP	Check Open		092885	ESS Midwest, Inc.	01/30/26 1/30/26	2,574.29+ 7,332.04+
Check Total								9,906.33=
081071	02/04/2026	AP	Check Open		001618	Gill-Roy's Complete Hardware	ELK027 ELK027 ELK027 ELK027 ELK027 ELK027 ELK027 ELK027	1.48+ 5.79+ 11.99+ 29.25+ 51.96+ 15.99+ 49.15+ 18.67+
Check Total								184.28=
081072	02/04/2026	AP	Check Open		092254	GRAMMER, ANN E	reimburse "Grinch Day"	42.86



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Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
081073	02/04/2026	AP	Check Open		093273	Julie Greene	SPED Teaching supplies	300.59
081074	02/04/2026	AP	Check Open		091232	Linda Dart	Mileage January Gsrp	30.45
081075	02/04/2026	AP	Check Open		090485	MACUL	2026 Macul Conference	2,556.00
081076	02/04/2026	AP	Check Open		095184	Mancelona Lanes, LLC	December 4,11,18,30 Jan 8,15,22,29 F..	540.00
081077	02/04/2026	AP	Check Open		094144	Melinda Smith	backpack program reimbursement	839.48
081078	02/04/2026	AP	Check Open		092229	Mi School Energy Cooperative	Jan-2026	19,584.80
081079	02/04/2026	AP	Check Open		094410	Norte	Balance Bike program for GSRP/MCA/..	400.00
081080	02/04/2026	AP	Check Open		000051	REFFITT, ANDREA L	Mileage GSRP January	30.45
081081	02/04/2026	AP	Check Open		000093	Sheffield Pottery, Inc.	Bond Easy Fire Kiln - CMS	5,604.09
081082	02/04/2026	AP	Check Open		091322	Thrun, Maatsch, And Nordberg,..	January 29, 2026	350.00
081083	02/04/2026	AP	Check Open		000186	Turtle Creek Casino & Hotel	We Are ER dinner auction Deposit	400.00
081084	02/04/2026	AP	Check Open		095059	Wesley Moulton	ERHS performance	575.00
081085	02/04/2026	AP	Check Open		091122	Windemuller Electric, Inc.	Verkaka / Viking Lockdown Controllers	11,850.00
081086	02/04/2026	AP	Check Open		094694	X-Cel Chemical Specialties Nort..	ice melt maintenance garage	475.00+
							Rock salt	318.01+
							ice melt	475.00+
Check Total								1,268.01=
081087	02/04/2026	AP	Check Open		001526	Elk Rapids Food Service	GSRP Snacks January 2026	870.00+
							MCA Snacks January 2026	459.00+
Check Total								1,329.00=
Total of All Checks								431,658.96
Less Voids								0.00
Grand Total								431,658.96

Check Summary

Check Status	Count	Amount
Open	73	431,658.96
Cleared	0	0.00
Void	0	0.00
Total	73	431,658.96



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Elk Rapids Schools

Bank Account BOND, From 01/13/2026 to 02/04/2026

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Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
001016	02/04/2026	AP	Check	Open	000168	AVI Systems, Inc DBA Forte	CMS Technology Bond	6,954.05
001017	02/04/2026	AP	Check	Open	094649	Owen-Ames-Kimball Company	14104.1	235,450.07
Total of All Checks								242,404.12
Less Voids								0.00
Grand Total								242,404.12

Check Summary

Check Status	Count	Amount
Open	2	242,404.12
Cleared	0	0.00
Void	0	0.00
Total	2	242,404.12

December 19, 2025

Bryan McKenna
707 E 3rd St
Elk Rapids, MI, 49629

Dear Bryan,

PROJECT: Elk Rapids Schools
SUBJECT: Verkada AC added doors
PROPOSAL: SCH25-102R1

This proposal is for the supply of labor and material for the project referenced above.

The following equipment and services are included.

1. Provide and install a complete Verkada Access Control system for the added doors in each Elementary, Bus Garage, and High School, and Auxiliary buildings.
2. These new door locations will build off the existing Verkada wireless platform.
3. Provide and install all cabling, wireless hubs, and controllers needed.

This proposal is based on the following.

1. All work to be completed during normal business hours.
2. Windemuller will repair or replace equipment supplied by us found to be defective for one (1) year after commissioning. Warranty work will be performed as soon as possible after notification. If it is determined that warranty issues are not the responsibility of Windemuller, all time and material may be billed at our current rates.

3. Terms:

1. Windemuller Anticipated Billing Milestones

Progressive Billing

2. Our proposal is valid for 20 days.
3. Net 10 days

CORPORATE HEADQUARTERS
1176 Electric Ave., Wayland, MI 49348
616.877.8770 800.333.3641

MID MICHIGAN BRANCH
3600 Centennial Dr., Midland, MI 48642
989.631.2023

NORTHERN MICHIGAN BRANCH
1301 Business Park Dr., Traverse City, MI 49686
231.935.4800 800.891.5319

Mill Creek Academy

Material Total:	\$8,130.00
License Total:	\$5,580.00
Bid Total with 5-year licensing:	\$13,710.00

Lakeland Elementary

Material Total:	\$18,090.00
License Total:	\$13,280.00
Bid Total with 10-year licensing:	\$31,370.00

Bus Garage

Material Total:	\$4,050.00
License Total:	\$3,020.00
Bid Total with 10-year licensing:	\$7,070.00

Elk Rapids High School

Material Total:	\$17,570.00
License Total:	\$18,620.00
Bid Total with 10-year licensing:	\$36,190.00

Auxiliary Buildings

Material Total:	\$12,930.00
License Total:	\$11,630.00
Bid Total with 10-year licensing:	\$24,560.00

Total Project Base Bid:	\$112,900.00
--------------------------------	---------------------

Sincerely,

Sam Huron
Account Manager

Accepted By _____

Printed Name _____

Purchase Order _____

Date _____

Proposal for Overnight/Extended Student Trips

Type of Trip: Educational Competition – FIRST Robotics District Event

Proposed Departure Date: Friday, March 6, 2026

Return Date: Sunday, March 8, 2026

Proposer: Tim Hibbard

Position: Robotics Coach

Date by which response is needed: As soon as possible

Proposal Date: Feb 6, 2026

Purpose

What is the major place to be visited or event to be attended?

The FIM District Mt Pleasant Event presented by AT&T, a FIRST Robotics Competition (FRC) district-level tournament. The event will be held at Mt Pleasant High School, 1155 S Elizabeth Street, Mt Pleasant, MI 48858. This is an official FIRST in Michigan (FIM) district qualifying event where teams compete with robots they have designed, built, and programmed.

How is the trip related to the educational program of the District?

FIRST (For Inspiration and Recognition of Science and Technology) Robotics is a nationally and internationally recognized STEM education program that directly supports the District's educational goals in the following ways:

- **Mathematics:** Students apply algebra, geometry, trigonometry, and statistics in robot design, trajectory calculations, and strategic analysis
 - **Science:** Students apply principles of physics (mechanics, forces, motion, energy transfer) and materials science
 - **Technology:** Students gain hands-on experience with CAD software, programming languages (Java, C++, Python), electrical systems, pneumatics, and manufacturing equipment
 - **Engineering:** Students follow the engineering design process—identifying problems, brainstorming solutions, prototyping, testing, and iterating
 - **Career & Technical Education:** The program provides real-world application of CTE concepts and exposure to industry-standard tools and practices
 - **Communication Arts:** Students develop technical documentation, create presentations for judges, and practice public speaking
-

In what ways will the students benefit?

- **Academic Application:** Real-world application of STEM concepts learned in the classroom
- **Technical Skills:** Hands-on experience with mechanical engineering, electrical systems, programming, and fabrication
- **Soft Skills Development:** Teamwork, leadership, communication, time management, and problem-solving under pressure
- **Career Exploration:** Exposure to engineering, technology, and manufacturing career pathways; interaction with industry mentors and professionals

- **College & Scholarship Opportunities:** FIRST offers over \$80 million in college scholarships annually; participation strengthens college applications
 - **Networking:** Interaction with students from approximately 39 other teams, industry professionals, and college recruiters
 - **Gracious Professionalism:** FIRST's core value teaches students to compete intensely while treating others with respect
 - **Resilience & Adaptability:** Students learn to troubleshoot problems and adapt strategies in real-time competition settings
-

In what ways will the District benefit?

- **Positive Representation:** The RoboHerd will represent Elk Rapids High School at a high-profile STEM competition
 - **STEM Program Visibility:** Demonstrates the Elk Rapids School District's commitment to STEM education and career readiness
 - **Community Engagement:** Strengthens partnerships with local businesses and sponsors who support the team
 - **Student Engagement & Retention:** Robotics participation has been shown to increase student engagement and graduation rates
 - **Potential Recognition:** Awards and achievements bring positive attention to Elk Rapids School District's programs
 - **Alignment with Strategic Goals:** Supports Elk Rapids School District initiatives in career and technical education, college readiness, and 21st-century skill development
-

How will the trip be evaluated to determine the extent to which these benefits were realized?

- **Competition Performance:** Team ranking, qualification match record, and playoff advancement
 - **Awards Received:** FIRST presents awards for engineering excellence, teamwork, community outreach, and other achievements
 - **Judge Feedback:** Judges provide feedback during robot inspections and team interviews
 - **Student Reflection:** Students will complete post-event reflections documenting what they learned and how they contributed
 - **Mentor/Coach Debrief:** Staff and mentors will conduct a post-competition review identifying successes and areas for improvement
 - **Media/Community Response:** Coverage and feedback from local media and community members
 - **Advancement Tracking:** Whether the team earns qualification points toward the District Championship or State Championship
-

Students and Staff

Which students (grade, class, or organization) will be going?

Students participating in this trip are members of the RoboHerd, the school's FIRST Robotics Competition team (Team 5110). The team draws membership from all four

high school grades (freshmen through seniors) and includes students with interests in mechanical engineering, electrical systems, programming, business, and media/communications.

How many students in total?

21 students

How many students are currently experiencing academic problems?

None

Which staff member will be in charge?

Tim Hibbard, Robotics Coach

What previous experience has the staff member had in conducting overnight or extended field trips?

Tim Hibbard has 3 years of experience leading the RoboHerd Robotics Team to FIRST Robotics competitions, including 1 event requiring overnight travel. Past overnight destinations include Lake City and Saginaw. Additionally, Mr. Hibbard has experience chaperoning extended student trips, most recently accompanying the band program on a multi-day trip to Disney World.

What other staff members will be going?

No other ERHS staff members will be attending.

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

We have already identified seven Robotics parents who will act as chaperons during the event.

What are their names and affiliations with the students?

Name	Affiliation/Role
Leah and Mat Nicholson	Mentors and Parents of Audrey Nicholson
DJ Toth	Mentor and Parent of Ian Toth
Erin Quinn	Mentor and Parent of Logan Minton
Janane Rich	Mentor and Parent of Xander Rich
Randy Doctor	Mentor and Parent of Hannah Doctor
Carrie Perez	Parent of Owen Perez
Bob Chaphalkar	Mentor

How many school days will be missed?

None. No school days will be missed.

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

Not applicable.

School Work

How will missed work be made up?

Not applicable.

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

Any students with academic concerns will:

1. Meet with the lead advisor and school counselor before the trip to create a plan
2. Be required to demonstrate that they are current on assignments before departure

Itinerary

What is the destination?

Mt Pleasant High School 1155 S Elizabeth Street Mt Pleasant, MI 48858

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

Parent/volunteer drivers: All students have signed consent and release forms for transportation to events

Where will the group be housed and fed?

Housing: SpringHill Suites, 800 Joe Mann Blvd, Midland, MI 48642

Phone: (989) 837-2700

Meals: Breakfast provided at hotel; Robotics team will purchase for lunches and dinners while onsite at the event (e.g. sub sandwiches, pizza, etc) along with snacks and fresh fruit. Students with dietary restrictions will be accommodated.

What enroute or supplementary activities are planned?

- Travel time will be used for team strategy discussions, reviewing competition rules, and scouting preparation
- Students may use travel time for schoolwork during designated study periods

What arrangements have been made for dealing with emergency situations?

1. **Medical Information:** All student medical forms, emergency contacts, and medication information will be carried by the lead chaperone
2. **Emergency Contacts:** A list of parent/guardian emergency contacts will be maintained and accessible to all chaperones

3. **Local Emergency Services:** The address and phone number of the nearest hospital to the venue and hotel will be documented:
 - MyMichigan Medical Center Mt Pleasant: 1155 S Drive, Mt Pleasant, MI 48858 – (989) 772-6700
4. **Communication Chain:** In case of emergency, the lead chaperone will contact parents/guardians and school administration immediately
5. **First Aid:** A first aid kit will be maintained with the team
6. **FIRST Event Resources:** FIRST competitions have on-site medical personnel and safety protocols
7. **Adult Supervision:** Students will remain with designated chaperones at all times; a buddy system will be enforced
8. **Emergency Meeting Location:** A designated meeting point will be established at the venue and hotel

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

Not applicable – This is a robotics competition, not a guided tour. The event is organized by FIRST in Michigan, which carries event insurance.

Finances

What is the estimated total cost and cost per student?

Expense	Estimated Cost
Event Registration	\$6300.00 for season (2 events)
Transportation	0.0
Lodging (2 nights × # rooms)	\$1240.00
Meals	\$1000.00
Miscellaneous/Emergency Fund	
TOTAL	
Cost per Student	\$213.81 for away event

What is the source of funds?

- Team budget/fundraising
 - District activity funds
 - Sponsor contributions
 - Grants
-

How will the funds be collected and safeguarded?

- All funds will be managed according to District financial policies
 - Receipts will be maintained for all expenditures
 - A final accounting will be provided after the trip
-

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

- **Shortfall:** Will be covered by additional team fundraising
- **Excess Funds:** Will remain in the robotics team account to support future competitions, equipment, or team needs

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

- No student will be excluded from participation due to inability to pay

Communications

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

Prior to the Trip:

- Parent information meeting Thursday, Feb 12th
- Written permission forms and medical release forms sent home
- Detailed itinerary provided to all families
- Email updates as departure approaches
- Contact information for lead chaperone provided

During the Trip:

- Text updates via Remind app and updates posted to team Facebook/Instagram pages
- Lead chaperone available by phone: Tim Hibbard @ 650743-7028
- Live competition updates available via FIRST website/The Blue Alliance app

After the Trip:

- Summary email to parents with competition results

List telephone numbers at the destination and where group will be housed:

Location	Phone Number
Mt Pleasant High School (Venue)	
Hotel	Spring Hill Suites, Midland MI
Lead Chaperone Cell	Tim Hibbard @ 650743-7028
Secondary Chaperone Cell	Erin Quinn @ 734-386-6444

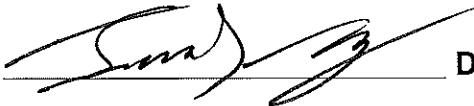
What information will be provided to the media and the community?

- Social media posts on school/team accounts
- Updates on competition results shared via school website and social media
- Post-competition recognition in school announcements/newsletter

Signatures

Signature of Requestor:  **Date:** 2/9/2026

Approved:

Principal:  Date: 2/9/26

Board of Education: _____ Date: _____
