

May 1, 2025 - Regular Board Meeting
Thursday, May 1, 2025 5:00 PM Eastern

Mill Creek Academy Library
9039 Old State Hwy 72
Williamsburg, MI 49690

Kyle Arnold: Present
Lorraine Berak: Absent
Kwin Morris: Present
Kaitlyn Pasik: Present
Carey Tafelsky: Present
Present: 4, Absent: 1.

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

Board of Education:

President Kwin Morris
Vice President Kaitlyn Pasik
Secretary Kyle Arnold
Treasurer Carey Tafelsky
Trustee Lorraine Berak

Central Staff:

Interim Principal Nate Plum
Executive Assistant Kortni Huron
Director of Finance Laurie McCann

II. **CHANGES AND ADDITIONS TO THE AGENDA:**

III. **CONSENT AGENDA:**

APPROVAL OF MINUTES

- April 3, 2025 - Regular Meeting Minutes

IV. **APPROVAL OF BILLS**

- General Fund - \$38,255.80

V. **COMMUNICATIONS FROM THE PUBLIC ON ANY TOPIC:**

Time limitations: Fifteen minutes per item, three minutes per speaker per item.

VI. **ACTION ITEMS:**

VI.A. **31-25 APPROVAL OF OPEN ENROLLMENT PLAN**

RESOLVED: To approve the Open Enrollment Plan for the 2025-26 school year, as presented.

VI.B. **32-25 APPROVAL OF MILL CREEK ACADEMY 2025-26**

CALENDAR

RESOLVED: That the 2025-26 school calendar for Mill Creek Academy be approved, as presented.

VII. **DISCUSSION ITEMS:**

- Principal Status Update
- Non-Homestead Reminder
- May 20, 2025 - Authorization Visit

- Board Seat/Timeline
- 25-26 Curriculum

VIII. **PRINCIPAL REPORT:**

- 5th Grade Transition
- Class Assignments 25-26
- Kindergarten Screening Day
- State Assessments
- CKLA Walk Through

IX. **CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION:**

X. **SCHEDULED ACTIVITIES/FUTURE MEETINGS:**

- May 3, 2025 - We Are ER Dinner Auction
- May 6, 2025 - Kindergarten Screening Day
- May 6, 2025 - Non-Homestead Restoration Election
- May 13, 2025 - 1-Hour Delayed Start for Students
- May 20, 2025 - Authorization Visit
- May 26, 2025 - No School, Memorial Day
- June 5, 2025 - Regular Board Meeting
- June 6, 2025 - Last 1/2 Day of School

XI. **ADJOURNMENT:**

April 3, 2025 - Regular Board Meeting
Thursday, April 3, 2025 5:00 PM Eastern

Mill Creek Academy Cafeteria
9039 Old State Hwy 72
Williamsburg, MI 49690

Kyle Arnold: Present
Lorraine Berak: Absent
Kwin Morris: Present
Kaitlyn Pasik: Present
Carey Tafelsky: Present
Present: 4, Absent: 1.

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

Board of Education:

President Kwin Morris
Vice President Kaitlyn Pasik
Secretary Kyle Arnold
Treasurer Carey Tafelsky
Trustee Lorraine Berak

Central Staff:

Interim Principal Nate Plum
Executive Assistant Kortni Huron
Director of Finance Laurie McCann

II. CHANGES AND ADDITIONS TO THE AGENDA:

To approve the agenda with the addition of Action Item 31-25 Approval to add BMO to Mill Creek Academy's account. This motion, made by Carey Tafelsky and seconded by Kaitlyn Pasik, Carried.

Lorraine Berak: Absent, Kyle Arnold: Yea, Kwin Morris: Yea, Kaitlyn Pasik: Yea, Carey Tafelsky: Yea
Yea: 4, Nay: 0, Absent: 1

III. CONSENT AGENDA:
APPROVAL OF MINUTES

- March 6, 2025 - Regular Meeting Minutes

APPROVAL OF BILLS

- General Fund - \$19,664.56

DONATIONS

None.

To approve the Consent Agenda as presented. This motion, made by Kyle Arnold and seconded by Carey Tafelsky, Carried.

Lorraine Berak: Absent, Kyle Arnold: Yea, Kwin Morris: Yea, Kaitlyn Pasik: Yea, Carey Tafelsky: Yea

Yea: 4, Nay: 0, Absent: 1

IV. COMMUNICATIONS FROM THE PUBLIC ON ANY TOPIC:

Time limitations: Fifteen minutes per item, three minutes per speaker per item.

None.

V. ACTION ITEMS:

V.A. 29-25 APPROVAL OF MILL CREEK ACADEMY STRATEGIC PLAN

RESOLVED: That the Mill Creek Academy Strategic Plan be approved, as presented.

To approve the resolution as presented. This motion, made by Kaitlyn Pasik and seconded by Carey Tafelsky, Carried.

Lorraine Berak: Absent, Kyle Arnold: Yea, Kwin Morris: Yea, Kaitlyn Pasik: Yea, Carey Tafelsky: Yea

Yea: 4, Nay: 0, Absent: 1

V.B. 30-25 APPROVAL OF OPEN ENROLLMENT WINDOW DATES

RESOLVED: That the Open Enrollment Window Dates, be approved as presented:

- May 5 - 16, 2025, for Kindergarten only
- May 27 - June 10, 2025, for Grades 1-5

To approve the resolution with the slight change: May 27 - June 10, 2025 for Grades K-5. This motion, made by Carey Tafelsky and seconded by Kaitlyn Pasik, Carried.

Lorraine Berak: Absent, Kyle Arnold: Yea, Kwin Morris: Yea, Kaitlyn Pasik: Yea, Carey Tafelsky: Yea

Yea: 4, Nay: 0, Absent: 1

VI. DISCUSSION ITEMS:

- Financial Update - Laurie McCann
- Non-Homestead Update - Bryan McKenna & Laurie McCann
- MCA 1-Year Term Board Seat - Bryan McKenna
- Personnel Update - Bryan McKenna
- Summer School Update - Bryan McKenna
- 5th Grade Matriculation to Cherryland Middle School - Bryan McKenna

- Financial Update - Uploaded document to view
- Non-Homestead Update - Uploaded document to view
- MCA 1-Year Term Board Seat - Uploaded document to view
- Personnel Update - There has been a recent nurse vacancy and one MCA parent has applied for the position. Cherryland Middle School has a new Library Media Center paraprofessional opening with the newly occupied space in the opened wing, and one MCA paraprofessional is interested in applying. If hired, the transfer will not occur until the MCA position has been filled.

- Summer School Update - The 23g grant has instructed the district to move forward with Summer School as we've known it for the last few years. It will start on June 16th and bussing will be available and all will be housed at MCA. Summer Kids' Club will be housed at Lakeland.
- 5th Grade Matriculation to Cherryland Middle School - Both Josh Haggerty and Nate Plum have met with Bryan McKenna to ensure that this transition will be as smooth as possible. The enrollment form will be similar to those who attended Mill Creek Elementary and transitioned/enrolled in Mill Creek Academy.

VII. PRINCIPAL REPORT:

- Kindergarten Update
- State Testing
- Variety Show
- Kindergarten Update - The screening day will occur on May 6, 2025. As of right now, we expect at least 40 Kindergarten students for the Fall of 2025.
- State Testing - MSTEP testing opens next Monday, April 7, 2025. This is an online test and is a very big process from start to finish. CKLA walkthroughs have occurred again and the process was much smoother than the fall.
- Variety Show - Next Friday, April 11th at Peterman Auditorium MCA will host the Variety Show. Principal Plum reported that there are a lot of exciting things that happen in the spring: concerts, robotics competitions, and teachers attending conferences. He reported that MCA now has two 3-D printers. He also reported that thanks to the grant that was written by Mrs. Kramer, there is a brand new greenhouse at MCA and the district is working on how to best use it.

VIII. CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION:

None.

IX. SCHEDULED ACTIVITIES/FUTURE MEETINGS:

- April 8, 2025 - Delayed Start Tuesday for Students
- May 1, 2025 - Regular Board Meeting

X. ADJOURNMENT:

To adjourn at 6:23p.m. This motion, made by Kyle Arnold and seconded by Carey Tafelsky, Carried.

Lorraine Berak: Absent, Kyle Arnold: Yea, Kwin Morris: Yea, Kaitlyn Pasik: Yea, Carey Tafelsky: Yea

Yea: 4, Nay: 0, Absent: 1

Mill Creek Academy
 General Fund
 4/4/25 thru 5/1/25

Ck Number	Ck Status	Vendor Name	Amount	Ck Date
1052	Printed	Allen Supply	24,073.00	4/9/2025
1053	Printed	Axium Services	6,740.48	4/9/2025
1054	Printed	DTE Energy	1,460.74	4/9/2025
1055	Printed	Elk Rapids Food Service	2,330.00	4/9/2025
1056	Printed	Lewis Bunting	629.25	4/9/2025
1057	Printed	X-Cel Chemical Specialties North, LLC	1,328.81	4/9/2025
1058	Printed	Northwest Education Services	1,575.00	4/16/2025
1059	Printed	Ricoh	118.52	4/16/2025
		Total	38,255.80	

**Mill Creek Academy
Open Enrollment Plan
2025-2026**

Grade Level Summary (Approximate as of 5/1/25)

	Recommended Class Size Caps	Enrollment Projections 25-26	Slots Available
1st Grade	50	28	22
2nd Grade	50	36	14
3rd Grade	50	44	7
4th Grade	50	43	7
5th Grade	50	32	Waitlist

Open Enrollment/Lottery Process

- Notice posted in local media: Monday, May 20, 2025
- Open Enrollment Dates: May 27-June 10, 2025
- Review of Applications: June 17, 2025
- Selection/Lottery: June 18, 2025 (in grades that exceed available slots)
 - a. Superintendent, Principal, and 1 other staff member present
 - b. Certify that each name is entered into the lottery
 - c. Draw names until every name is drawn, forming a waitlist of names if the number of applicants exceeds the number of open slots
 - d. Selected applicants will be contacted via email & phone. Applicants will have until June 30, 2025, to complete all enrollment paperwork and submit to the Mill Creek Academy Office. Failure to do so will result in a loss of opportunity to enroll. Special circumstances will be considered for extension.
 - e. Remaining names on the waitlist will be informed at the beginning of July if they are not selected.

MILL CREEK ACADEMY | 2025-2026 CALENDAR

JULY 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-4 Winter Break
 5 School Resumes
 15 AM Students/PM Teacher Records Day
 16 AM Students/End of First Semester/PM Teacher Records Day
 19 No School, Martin Luther King Jr. Day, District PD
 26 Elementary Report Cards Sent Home

27 Staff Opening Day & District PD
 28 AM Building PD/PM Work Day
 28 Open House

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

13 AM Students/PM Building PD
 16 No School President's Day, District PD

1 Labor Day
 2 AM Students/PM Building PD

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Week of 2 District -Wide PT Conferences
 6 AM Students
 28-31 Spring Break

13 - No School, District PD
 Indigenous People's Day
 Week of 27 District-Wide PT Conferences
 31 AM Students

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1-5 Spring Break
 6 School Resumes

4 No School - RSDD PD for Staff
 26-30 Thanksgiving Break

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 AM Students/PM Building PD
 23-25 Memorial Day Weekend

20-31 Winter Break

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

5 - AM Students/End of Second Semester/PM Teacher Records Day, Potential Last Half Day (Possible 10-12 Make up Days)
 8 Elementary Report Cards Sent Home

Mill Creek Academy Board Seat Policy/Timeline

Schedule 1B: Method of Selection Resolution

Method of Selection and Appointment

The Board shall prescribe the method of appointment for members of a public school academy's board of directors ("PSA Board") subject to its jurisdiction. The Superintendent is authorized to develop and administer a PSA Board selection and appointment process in accordance with this resolution and the District's Policy on Public School Academies, that shall include at least an Application for Public School Academy Appointment and Annual Conflicts of Interest Disclosure and is in accord with these policies:

- A. The Board shall appoint the initial and subsequent PSA Board by resolution, except as prescribed by subparagraph D. The Superintendent shall recommend qualified individuals to the Board.
- B. The PSA Board, by resolution and majority vote, shall nominate its subsequent members, except as provided otherwise. The PSA Board shall recommend to the Elk Rapids Schools Superintendent at least one nominee for each vacancy. Nominees shall submit the *Application for Charter School Board Appointment* for review by the Elk Rapids School Superintendent. The ERS Superintendent may or may not recommend the appointment of the nominee(s) submitted by the PSA Board. If the Superintendent does not recommend the appointment of a nominee submitted by the PSA Board, s/he may select and recommend another nominee or may request the PSA Board submit a new nominee for consideration.
- C. An individual appointed to fill a vacancy created other than by expiration of a term shall be appointed for the unexpired term of that vacant position.
- D. Under exigent conditions, and with the approval of the Board's President, the Superintendent may appoint a qualified individual to an Academy Board. All appointments made under this provision must be presented to the Board for final determination at its next regularly scheduled meeting. The Board reserves the right to review, rescind, modify, ratify, or approve any appointments made under this provision.

Suggested Timeline:

Action	Suggested Timeline
PSA nominates an individual to the Authorizing Agent (ERS Superintendent)	One month before the end of the term (June)
Nominee fills out the board application packet	ASAP after nomination
Resolution to recommend the nominee	One month before the end of the term (June)
The Authorizing Agent (ERS Superintendent) takes recommendation to the ERS BOE for Approval	One month before the end of the term (June)
ERS Board Approvals	One month before the end of the term (June)
Nominee takes board oath and begins new term	July