

January 13, 2025 - Organizational Meeting
Monday, January 13, 2025 5:00 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: Absent
Scott Moore: Present
Sherry Steffen: Present
Shana Wojtowicz: Present
Present: 6, Absent: 1.

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

Board of Education:

Trustee Jennifer Brown	Trustee Scott Moore
Trustee Tara Kribs	Trustee Shana Wojtowicz
Trustee Sherry Steffen	Trustee Jeff Hill
Trustee 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 Sherry Steffen, Carried.

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

III. ELECTION OF BOARD OFFICERS

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

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

To nominate Brown as Board President. Brown accepts. This motion, made by Darryl Antcliff and seconded by Sherry Steffen, Carried.

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

To nominate Kribs as Vice President. Kribs stated previously that she would accept given the opportunity. This motion, made by Darryl Antcliff and seconded by Scott Moore, Carried.

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

Yea: 6, Nay: 0, Absent: 1

To nominate Steffen as Secretary. Steffen accepts. This motion, made by Darryl Antcliff and seconded by Scott Moore, Carried.

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

Yea: 6, Nay: 0, Absent: 1

To nominate Antcliff as Treasurer. Antcliff accepts. This motion, made by Sherry Steffen and seconded by Scott Moore, Carried.

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

Yea: 6, 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

VI. 54-25 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 as presented. This motion, made by Scott Moore and seconded by Sherry Steffen, Carried.

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

Yea: 6, Nay: 0, Absent: 1

VII. 55-25 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 Darryl Antcliff, Carried.

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

Yea: 6, Nay: 0, Absent: 1

VIII. 56-25 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 Darryl Antcliff and seconded by Scott Moore, Carried.

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

IX. 57-25 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 Darryl Antcliff, Carried.

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

X. 58-25 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 Darryl Antcliff, Carried.

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

XI. 59-25 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 Sherry Steffen, Carried.

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

XII. 60-25 APPROVAL OF UPDATED COMPETITIVE BID THRESHOLD FOR THE 2024-25 SCHOOL YEAR

RESOLVED: That the updated competitive bid threshold of \$30,512 be approved as presented. To approve the resolution as presented. This motion, made by Darryl Antcliff and seconded by Scott Moore, Carried.

Tara Kribs: Absent, Darryl Antcliff: Yea, Jennifer Brown: Yea, Jeff Hill: Yea, Scott Moore: Yea,

Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 6, Nay: 0, Absent: 1

XIII. 61-25 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 Darryl Antcliff and seconded by Scott Moore, Carried.

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

Yea: 6, Nay: 0, Absent: 1

XIV. 62-25 APPROVAL OF BOARD MEETING DATES

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

- July 7, 2025 - Regular Board Meeting
- August 4, 2025 - Regular Board Meeting
- September 8, 2025 - Regular Board Meeting
- October 6, 2025 - Regular Board Meeting
- November 3, 2025 - Regular Board Meeting
- December 1, 2025 - Regular Board Meeting
- January 12, 2026 - Organizational/Regular Board Meetings

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

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

Yea: 6, Nay: 0, Absent: 1

XV. 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

XVI. ESTABLISHMENT OF BOARD COMMITTEES AND OTHER APPOINTMENTS
BOARD COMMITTEES

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

APPOINTMENTS

- Athletic Council:
 - Class Size:
 - MASB Liaison:
 - Regional School Board Representative:
 - Educational Foundation Representative:
 - Sex Education Advisory/Health Education:
 - Technology K-12:
 - Safety:
-
- Policy Committee: **Steffen, Moore, Hill**. Chair: **Steffen**
 - Student Growth & Achievement: **Wojtowicz**. Curriculum: **Moore**. **Hill floats on both committees**
 - Finance & Facilities Committee: **Antcliff, Brown, Kribs**. **No Chair**
-
- Athletic Council: **Moore**
 - Class Size: **Brown to start, then Hill**
 - MASB Liaison: **Steffen**
 - Regional School Board Representative: **Steffen**
 - Educational Foundation Representative: **Superintendent McKenna**
 - Sex Education Advisory/Health Education: **Wojtowicz**
 - Technology K-12: **Brown**
 - Safety: **Steffen**

XVII. ADJOURNMENT

To adjourn at 5:26p.m. This motion, made by Scott Moore and seconded by Sherry Steffen, Carried.

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

Yea: 6, Nay: 0, Absent: 1