

August 4, 2025 - Regular Board Meeting

Monday, August 4, 2025 8:15 AM

Elk Rapids High School Library, 308 Meguzee Point Dr, Elk Rapids, MI 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. COMMUNICATIONS FROM THE PUBLIC (AGENDA ITEMS ONLY)

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

IV. CONSENT AGENDA APPROVAL OF MINUTES

- July 7, 2025 - Regular Meeting Minutes

V. APPROVAL OF BILLS

- General Fund - \$670,509.92
- 2023 Bond - \$435,729.18

VI. PERSONNEL

15-25 APPROVAL OF KATELYN JARVIS AS A TEACHER

RESOLVED: That Katelyn Jarvis be approved as a teacher at Lakeland Elementary. Mrs. Jarvis is to be placed at BA Step 6 of the Master Agreement.

16-25 APPROVAL OF LUCAS DEFORGE AS A TEACHER

RESOLVED: That Lucas DeForge be approved as a teacher at Lakeland Elementary and Mill Creek Academy. Mr. DeForge will be placed at BA Step 3 of the Master Agreement.

17-25 APPROVAL OF RESIGNATION OF RYAN MCCHESENEY AS A TEACHER

RESOLVED: That the resignation of Ryan McChesney

as a teacher at Cherryland Middle School be approved as of July 23, 2025.

18-25 APPROVAL OF RESIGNATION OF HOLLY SCHLICHER AS OFFICE ASSISTANT

RESOLVED: That the resignation of Holly Schlicker as an Office Assistant at Mill Creek Academy be approved as of July 19, 2025.

19-25 APPROVAL OF TIM SPIERS AS FACILITIES/GROUNDS ASSISTANT

RESOLVED: That Tim Spiers be approved as Elk Rapids Schools Facilities/Grounds Assistant as of August 4, 2025.

20-25 APPROVAL OF BELLANY MILLER AS LEAD GSRP TEACHER

RESOLVED: That Bellany Miller be approved as the Lead GSRP Teacher at Mill Creek Academy. Ms. Miller will be placed at Step 1 of the Lead Preschool Teacher Wage Scale.

21-25 APPROVAL OF ANDREA REFFITT AS A PRESCHOOL PARAPROFESSIONAL

RESOLVED: That Andrea Reffitt be approved as a Preschool Paraprofessional at Lakeland Elementary. Mrs. Reffitt will be placed at Step 3 of the paraprofessional wage scale.

DONATIONS

None.

VII. ACTION ITEMS

VII.A. **22-25 APPROVAL OF PROBATIONARY AND NON-PROBATIONARY TEACHERS REQUIRED BY POLICIES 3142 & 3370**

RESOLVED: That the probationary and non-probationary teachers be approved as presented.

VII.B. **23-25 APPROVAL OF CONTRACTS/ADJUSTMENTS**

RESOLVED: That the contracts/adjustments for the following staff be approved as presented.

- Katie Knust
- Tim Spiers
- Preschool Lead Teacher

VII.C. **24-25 APPROVAL OF COURSE LIST FOR THE 2025-26 SCHOOL YEAR**

RESOLVED: That the attached Course List for 2025-26 be approved as presented.

VII.D. **25-25 APPROVAL OF STUDENT ASSESSMENT PLAN FOR THE 2025-26 SCHOOL YEAR AS REQUIRED BY POLICY**

2623

RESOLVED: That the attached Student Assessment Plan for the 2025-26 school year be approved as presented.

VII.E. **26-25 APPROVAL OF THE STUDENT ACTIVITY FUNDS FOR THE 2025-26 SCHOOL YEAR AS REQUIRED BY POLICY 6610**

RESOLVED: That the attached Student Activity Fund for the 2025-26 school year be approved as presented.

VIII. **COMMUNICATIONS FROM THE PUBLIC**

Time limitations: Same as above.

IX. **DISCUSSION ITEMS**

- **Agenda Modifications**
- **Board Self Assessments**

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

XI. **SUPERINTENDENT REPORT**

- **Construction Update**
- **State Budget**
- **Opening Week - Back to School Update**

XII. **BOARD OF EDUCATION CELEBRATING SUCCESSES**

XIII. **SCHEDULED ACTIVITIES/FUTURE MEETINGS**

- **August 27, 2025 - Staff Opening Day & District PD**
- **August 28, 2025 - CMS Open House**
- **August 28, 2025 - Elementary/High School Open Houses**
- **September 1, 2025 - No School, Labor Day**
- **September 2, 2025 - First 1/2 Day of School for Students**
- **September 8, 2025 - Regular Board Meeting, 5:30 p.m.**

XIV. **ADJOURNMENT**

July 7, 2025 - Regular Board Meeting
Monday, July 7, 2025 8:15 AM 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. SPECIAL PRESENTATIONS:

- Elk Rapids District Library - Pam Williams
- School Resource Officer - John Rice

- Aaron Hill also presented on behalf of Elk Rapids District Library with Pam Williams.
- John Rice - Presented on 2024-25 yearly recap - Strategos Training, E3 emergency app, Verkada, Emergency Operations Plan (EOP), Reunification Plan, Door Mapping System

IV. COMMUNICATIONS FROM THE PUBLIC (AGENDA ITEMS ONLY)

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

None

V. CONSENT AGENDA

APPROVAL OF MINUTES

- June 23, 2025 - Budget Hearing Minutes
- June 23, 2025 - Workshop Meeting Minutes

APPROVAL OF BILLS

- General Fund - \$1,220,954.69
- 2023 Bond - \$178,709.90

PERSONNEL

01-25 APPROVAL OF RESIGNATION OF ALYSSA LEIN AS A PARAPROFESSIONAL

RESOLVED: That the resignation of Alyssa Lein as a paraprofessional at Lakeland Elementary be approved as of June 6, 2025.

02-25 APPROVAL OF RESIGNATION OF LISA SARASIN AS A PARAPROFESSIONAL

RESOLVED: That the resignation of Lisa Sarasin as a paraprofessional at Lakeland Elementary be approved as of June 6, 2025.

03-25 APPROVAL OF JESSE KRAMER AS A TEACHER

RESOLVED: That Jesse Kramer be approved as Special Education Teacher/Interventionist at Cherryland Middle School. Mrs. Kramer will be placed at BA Step 12 of the Master Agreement.

04-25 APPROVAL OF KATE FRIES AS A TEACHER

RESOLVED: That Kate Fries be approved as a teacher at Lakeland Elementary. Mrs. Fries will be placed at BA Step 1 of the Master Agreement.

05-25 APPROVAL OF ELK RAPIDS HIGH SCHOOL SPRING 2026 COACHES

RESOLVED: That the following coaches be approved for the Spring 2026 season:

- Varsity Boys Baseball - Tim Barber
- JV Boys Baseball - Ryan Janis
- Girls Tennis - Keith Schulte
- Boys Golf - Hayden Carpenter
- Varsity Girls Softball - Erin Merchant
- JV Girls Softball - Vacant
- Varsity Girls Soccer - Andrea Krakow
- JV Girls Soccer - Vacant
- Boys Track - Cam Ward
- Girls Track - Mary Pray

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

VI. DISCUSSION ITEMS

- Board Policy Update 39-2 - First Reading
 - 0131.1 - Bylaws and Policies
 - 1430 - Leaves of Absence
 - 2340 - Field and Other District-Sponsored Trips
 - 3430 - Leaves of Absence
 - 4430 - Leave of Absence
 - 5320 - Immunization
 - 5330 - Use of Medications
 - 5330.01 - Epinephrine Auto-Injectors
 - 5350 - Student Health, Well-Being, and Suicide Prevention
 - 5460 - Graduation Requirements
 - 8320 - Personnel Files
 - 8500 - Food Services
 - 8510 - Wellness
 - 8640 - Transportation for Field and Other District-Sponsored Trips (Rescind)

To approve the addition for Resolution 14-25 Board Policy Update 39-2, Second Reading, as well. 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

Steffen made a suggestion take care of the Second Reading on these policies.

VII. ACTION ITEMS

VII.A. 06-25 APPROVAL OF ADMINISTRATIVE CONTRACT FOR NATE PLUM

RESOLVED: That the Administrative Principal Contract be approved for Nate Plum, 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

VII.B. 07-25 APPROVAL OF CONTRACT AMENDMENT FOR SUPERINTENDENT MCKENNA

RESOLVED: That the Administrative Superintendent Contract Amendment be approved for Bryan McKenna, 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

VII.C. 08-25 APPROVAL OF STUDENT FEES, FINES AND SUPPLIES AS REQUIRED BY POLICY 6152

RESOLVED: That the Student Fees, Fines and Supplies be approved as presented and required by Policy 6152.

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

VII.D. 09-25 APPROVAL OF TRAVEL PAYMENT/REIMBURSEMENT AS REQUIRED BY POLICY 6550

RESOLVED: That Travel Payment/Reimbursement be approved as presented and required by Policy 6550.

To approve the resolution 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

VII.E. 10-25 APPROVAL OF RELATIONS WITH SPECIAL INTEREST GROUPS AS REQUIRED BY POLICY 9700

RESOLVED: That Relations with Special Interest Groups be approved as presented and required by Policy 9700.

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

VII.F. 11-25 APPROVAL OF SHORT AND LONG-RANGE PLANNING AS REQUIRED BY POLICY 7100.1

RESOLVED: That Short and Long-Range Planning be approved as presented and required by Policy 7100.1.

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

VII.G. 12-25 APPROVAL OF DISTRICT USE OF CREDIT CARDS AS REQUIRED BY POLICY 6423

RESOLVED: That District Use of Credit Cards be approved as presented and required by Policy 6423.

To approve the resolution 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

VII.H. 13-25 APPROVAL OF WELLNESS REQUIRED BY POLICY 8510

RESOLVED: That the Wellness, as required by Policy 8510 be approved as presented.
To approve the resolution as presented. This motion, made by Scott Moore and seconded by Shana Wojtowicz, 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

VIII. COMMUNICATIONS FROM THE PUBLIC

Time limitations: Same as above.

None.

IX. CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION

None.

X. SUPERINTENDENT REPORT

- State Budget
- Bond and Capital Projects Update
- State Budget - Superintendent McKenna reported that there was no update from the State on the 2025-26 budget. They're on recess and not sure when they're returning. Our district is looking for direction on our current grants. An amended budget will come to the board for approval in the Fall.
- Bond and Capital Projects Update - The high school is moving along with carpet, lockers, lighting, ceiling tiles, and security updates. Mill Creek Academy is done with the first phase of security updates. CMS is on schedule with construction.

XI. BOARD OF EDUCATION CELEBRATING SUCCESSES

Wojtowicz - Celebrated the success of the Speed and Strength training that is going well.

XII. SCHEDULED ACTIVITIES/FUTURE MEETINGS

- August 4, 2025 - Regular Board Meeting, 8:15 a.m.

XIII. ADJOURNMENT

To adjourn at 9:28 a.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

Elk Rapids Schools
A/P Summary
7/8/2025 thru 8/4/2025

Ck Number	Ck Date	Vendor	Ck Date
80465	7/11/2025	Michigan State Disbursement Unit	17.70
80466	7/10/2025	Katie Placek	318.71
80468	7/10/2025	Misty Calloway	1,301.58
80471	7/22/2025	Whitewater Township	5,225.00
80472	7/22/2025	Allen Supply	10,869.00
80473	7/23/2025	Lakeshore Construction	26,825.00
80474	7/23/2025	Gill-Roy's Complete Hardware	595.99
80475	7/23/2025	Elk Rapids News, LLC	979.00
80477	7/23/2025	Vork Brothers Painting LLC	19,629.00
80478	7/23/2025	AIG Retirement C/O Chase Bank	2,158.85
80479	7/23/2025	ASpire Financial	425.00
80480	7/23/2025	Fifth Third Bank	52,953.68
80481	7/23/2025	HealthEquity, Inc.	720.00
80482	7/23/2025	MG Trust Company	100.00
80483	7/23/2025	MPSERS	99,706.64
80484	7/23/2025	Paradigm Equities Inc.	2,072.30
80485	7/23/2025	State of Michigan	8,362.14
80486	7/23/2025	Holly Schlicker	800.00
80487	7/23/2025	ESS Midwest, Inc.	5,636.65
80488	7/23/2025	Messa	124,651.51
80489	7/23/2025	Neola of Michigan	1,375.00
80490	7/23/2025	Arbitersports	815.00
80491	7/23/2025	Level Data	3,844.50
80492	7/23/2025	Intelligent Marking USA, Inc.	12,700.00
80493	7/24/2025	Village of Elk Rapids	1,656.44
80494	7/24/2025	Vork Brothers Painting LLC	19,612.00
80495	7/24/2025	DTE Energy	769.06
80496	7/24/2025	Northwest Education Services	45.00
80497	7/24/2025	Katie Placek	95.41
80498	7/24/2025	MHSAA	60.00
80499	7/23/2025	MASB	3,000.00
80500	7/23/2025	Foxbright Solutions, LLC	3,299.00

Elk Rapids Schools
A/P Summary
7/8/2025 thru 8/4/2025

80501	7/23/2025	Agile Sports Technologies, Inc.	15,000.00
80502	7/23/2025	Michigan Education Association	800.00
80503	7/23/2025	NWEA	5,032.56
80504	7/23/2025	FinalForms	2,385.00
80505	7/23/2025	All American Sports Corp	17,379.23
80506	7/23/2025	OTC Brands, Inc.	405.00
80507	7/23/2025	Airgas USA, LLC	135.65
80508	7/23/2025	Pro-Image Design, Inc.	844.34
80509	7/23/2025	Northern Monument	115.00
80510	7/25/2025	Michigan State Disbursement Unit	17.70
80511	7/28/2025	Axium Services, Inc.	143.50
80512	7/28/2025	Cadillac Garage Door Inc	237.00
80513	7/28/2025	Custer Office Equipment, Inc.	72,226.89
80514	7/28/2025	Derek Morton	37.00
80515	7/28/2025	Foundation Sets, LLC	21,600.00
80516	7/28/2025	Frank Newhouse	37.00
80517	7/28/2025	Grand Traverse County	360.96
80518	7/28/2025	Jack Dupie	1,976.35
80519	7/28/2025	John E Green Company	1,238.32
80520	7/28/2025	MASB	3,176.43
80521	7/28/2025	NMGVFC	720.00
80522	7/28/2025	Whitewater Township	5,225.00
80523	7/28/2025	Windemuller Electric, Inc.	40,000.00
80531	7/29/2025	HMH	4,032.00
80532	7/29/2025	Meal Magic Corporation	3,195.00
80533	7/29/2025	Paige Granger	177.13
80534	7/29/2025	Robert Morris	2,597.29
80535	7/29/2025	The Place, LLC	340.75
80536	7/29/2025	Tyler Technologies, Inc.	4,817.46
80538	7/29/2025	Matt Corliss	80.00
80539	7/29/2025	Rob Davis	80.00
80540	7/29/2025	Will Eubank	80.00
80542	7/29/2025	Northwest Education Services	90.00

Elk Rapids Schools
A/P Summary
7/8/2025 thru 8/4/2025

80543	7/30/2025	The Place, LLC	2,223.20
80546	7/31/2025	Jim Barbera	120.00
80547	7/31/2025	Clyde Michael Reed	140.00
80548	7/31/2025	SchoolsOPEN	19,300.00
80549	7/31/2025	Stephanie Meyer	200.00
80550	8/1/2025	Axium Services, Inc.	33,325.00
		Total	670,509.92

Elk Rapids Schools
2023 Construction Bond
7/8/2025 thru 8/4/2025

Ck Number	Ck Date	Vendor	Ck Date
80467	7/10/2025	Owen-Ames-Kimball Company	417,672.18
80537	7/29/2025	Wells Irrigation, Inc.	3,134.00
80530	7/29/2025	AJH Electric	14,923.00
		Total	435,729.18

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
August 4, 2025**

FOR ACTION: Approval of the continuation of the Probationary Period of Employment

The following Elk Rapids Schools probationary teachers have been rated Effective on their year-end evaluations:

Teacher Name	Year Hired
Sarah Simon	24-25
Remmi King	24-25
Matthew Drost	23-24
Derek Schafft	23-24
Kelly Civik	23-24
Macy Piner	23-24
Drew Pichan	23-24
Monica Malbouef	23-24
Katherine Theisen	22-23
Erin Paxson	22-23
Lindsey McCarty	22-23

The rating of Effective indicates successful completion of the 2024-2025 school year and that each teacher's performance is meeting District expectations.

RECOMMENDATION:

The administration is recommending that the Elk Rapids Board of Education approve the continuation of the probationary period of employment for each probationary teacher listed.

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
August 4, 2025**

FOR ACTION: Approval of profession teaching staff who have completed their probationary period of employment

Teacher Name	Year Hired
Brooke Willson	20-21
Ashley Weaver	20-21
Krista Taylor	20-21
Lewis Bunting	20-21
Jennifer Drewanz	20-21
Molly Abbring	20-21
Ann Grammer	20-21
Katheryn Kinery	20-21
Ashlee Friess	20-21
Bret Gutknecht	20-21
Jessica Kovacs	21-22
Bryce TeBos	21-22
Jessica Lawrence	21-22
Lisa Zipser	21-22
Jann Scalise	21-22
Shauna Phillips	21-22

RECOMMENDATION:

The administration is recommending that the Elk Rapids Board of Education approve the identified professional teaching staff who have completed their probationary period of employment as identified under PO 3142 and PO 3370.

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
August 4, 2025**

ACTION ITEM: The position of Accounts Payable/Bookkeeper (Katie Knust) be increased from \$16.97 to \$17.82 for the 2025-2026 school year.

RECOMMENDATION:

The administration recommends, based on district-wide hourly rate adjustments, that the Board of Education adjust the position of Account Payable/Bookkeeper to \$17.82 for the 2025-2026 school year.

Elk Rapids Schools Employment Contract

In accordance with the action found in the August 4, 2025 meeting minutes of the Board of Education (“Board”) of the **Elk Rapids Schools** (“District”), the Board employs, **Tim Spiers** (“employee”) as the Facilities/Ground Assistant according to the terms and conditions of this Contract as specifically described below.

1. **Term.** The employee is employed for a contract term of 1 year, beginning August 4, 2025, and ending on June 30, 2026. Any extension of this Contract requires the express approval of the Board. Should the employee work less than a full year, all wages and benefits will be prorated based on the employee’s official date of hire.
2. **Duties.** The Employee shall faithfully and diligently perform the duties of this position as well as those duties as required by law and that may be further established, modified, or amended from time to time by the Superintendent.
 - A. The Employee acknowledges the ultimate authority of the Board as to his duties and will faithfully perform those duties and diligently implement the Board’s policies and educational programs.
 - B. The Employee will comply with and fulfill all duties and tasks for which he is responsible as required by state and federal law, as well as by the Board through its policies, regulations, and directives.
3. **Assignment and Transfer.** The Employee is subject to assignment and transfer to another position at the discretion of the Board or Superintendent.
4. **Evaluation.** The Employee’s performance shall be evaluated by the Superintendent or designee at least annually.
5. **Certification/Qualifications.** The Employee represents that he possesses and will maintain the requisite certification or qualifications for the position assigned and that this Contract is terminable if it is determined by the Board, the Michigan Department of Education, or other proper authority that the Employee does not possess the requisite certification or qualifications to perform the responsibilities associated with his position.
6. **Compensation.** The position is full-time. The Employee will receive compensation for the performance of duties under this Contract at a rate of \$18.10 per hour for the 2025-2026 school year, not to exceed 40 hours/week without permission of the Superintendent. This amount is subject to any deduction required by law and will be remitted to the District’s regular payroll.
 - A. The Employee’s compensation reflects 260 work days in the Contract year.

- B. The Employee will receive the following paid Holidays: Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day and Memorial Day.
 - C. The Employee's compensation shall be paid bi-weekly based on actual hours worked by the employee.
 - D. Payroll deductions may be made as required by law or as authorized by the Superintendent.
 - E. Any adjustment to the Employee's compensation made during this Contract will be in the form of a written amendment and shall become a part of this Contract.
7. **Benefits.** The Employee is entitled to only the following benefits (or in a mutually agreeable written addendum signed by both parties):
- A. Employee only (no spouse or dependent coverage) health insurance. The District's contribution to the employee's medical benefit plan costs shall not exceed those amounts established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. As provided in that law, the District may deduct the employee's proportional cost of the medical benefit plan from compensation due to the employee.
8. **Reimbursed Expenses.** The District shall reimburse the Employee for all necessary and reasonable expenses incurred from the performance of his administrative duties, including travel, lodging, and meals, in accordance with the District's per diem expense and reimbursement procedures.
9. **Authorized Absence.** The Employee shall diligently perform his duties in a timely and professional manner. The Employee's absence from duty due to personal illness or personal business will be promptly reported to the Superintendent.
- A. The Employee shall have twelve (12) paid sick leave days per year, which may accumulate up to a maximum of ninety (90) days.
 - B. The Employee will receive 20 vacation days annually. Up to 5 unused days per year will be allowed to roll over to the next contract year. Use of vacation days is subject to the approval of the Superintendent.
 - C. The Employee shall be granted, upon request, up to three (3) paid leave days per year for personal business.
 - D. The Employee shall receive up to five (5) paid bereavement leave days for the death of a member of the Employee's immediate family, which includes: spouse, child, parent, sibling, grandparent, grandchild, father-in-law, mother-in-law, sibling-in-law, son-in-law, and daughter-in-law.

10. **No Tenure in Position.** The Employee agrees that he is not granted continuing tenure in the position or in any other capacity by virtue of this Contract or any employment assignment within the District.
11. **Suspension and Termination.** The Board is entitled to suspend or terminate the Employee's employment at any time during the term of this Contract for reasonable and just cause.
 - A. The foregoing standard for termination of this Contract during its term shall not apply to nonrenewal of this Contract at the expiration of its term.
 - B. If the Board undertakes to suspend or terminate the Employee during the term of this Contract, he shall be entitled to a hearing before the Board, which shall be scheduled no sooner than ten (10) calendar days after providing to the Employee written notice of the charges. This timeline may be waived if mutually agreed upon by the parties.
 - C. The Employee may be represented by legal counsel at this hearing, but at his expense.
 - D. If the Board terminates the Employee's employment during the term of this Contract, this Contract shall automatically terminate and the Board shall have no further contractual obligation to the Employee.
12. **Resignation.** Unless otherwise mutually agreed by the parties, the Employee shall provide a minimum notice of fourteen (14) calendar days before the effective date of his resignation.
13. **Errors and Omissions Insurance.** The Board will pay the premium amount for errors and omissions insurance coverage for the Employee while engaged in the performance of a governmental function and while the Employee is acting within the scope of his authority.
14. **Limitations Period.** The Employee agrees that any claim or suit arising out of her employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. The Employee understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by the six (6) month period of limitation set forth in this Contract and expressly waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a lawsuit, it is the parties' intent that the court should enforce this provision to the extent possible and declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

15. **Entire Agreement.** This Contract contains the entire agreement and understanding between the Board and the Employee about his employment with the District. Prior or concurrent representations, promises, contracts, or understandings (written or oral) not contained in this Contract have no effect.
- A. Any prior agreement (written or oral) pertaining to the terms of this Contract is canceled and superseded by this Contract. Provided, however, that this Contract is voidable under the Revised School Code’s provisions pertaining to unprofessional conduct and criminal history/records checks.
 - B. No change or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board as reflected in its minutes, and signed by the Employee and the President and Secretary of the Board.
 - C. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provisions of this Contract at such time or at any other time.
16. **Severability.** If any provision of this Contract becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, this Contract shall continue in full force and effect without said provision(s).
17. **Applicable Law.** This Contract shall be governed by and interpreted in accordance with the laws of the State of Michigan.

The parties agree to the above terms and conditions and affix their signatures to this Contract on August 4, 2025.

Facilities/Grounds Assistant

Tim Spiers

Board of Education of the Elk Rapids Schools

Jennifer Brown, President

Sherry Steffen, Secretary

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
August 4, 2025**

ACTION ITEM: 2025-2026 Lead Preschool Teacher Hourly Rate Adjustment

FOR ACTION:

PAY SCHEDULE

Step	2025-2026
1	21.00
2	21.42
3	21.85
4	22.28
5	22.73
6-10	23.18
11-15	23.65
16+	24.11

RECOMMENDATION:

The administration is recommending that the Board of Education adopt the 2025-2026 Lead Preschool Teacher Hourly Rate Adjustment

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
August 4, 2025**

ACTION ITEM: PO 2210: Curriculum Development

FOR ACTION:

1. The superintendent recommends the following Course List for the 2025-26 school year
[w](#) Course List for Board Approval - Fall 2025.docx

RECOMMENDATION:

The administration recommends that the Board of Education adopt the attached Curriculum Course List for the 2025-26 School Year. In addition, the Superintendent will assign the ERHS department heads to complete learning outcomes/objectives, scope/sequence, required resources, staffing, and assessment to complete the district Curriculum Development Plan. To be recommended for action at the September board meeting

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
August 4, 2025**

ACTION ITEM: PO 2623: Student Assessment

FOR ACTION:

1. The superintendent recommends the following Student Assessment plan for the 2025-26 school year [ERS Assessment Plan](#)

RECOMMENDATION:

The administration is recommending that the Board of Education adopt the attached Assessment Plan for the 2025-26 School Year.

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
August 4, 2025**

ACTION ITEM: PO 6610: Student Activity Fund

FOR ACTION:

1. The superintendent recommends the following Student Activity Funds for the 2025-26 school year Activity Account Fund.xlsx

RECOMMENDATION:

The administration recommends the Board of Education adopt the attached Student Activity Funds for the 2025-26 School Year.

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

CHANGES AND ADDITIONS TO THE AGENDA

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.

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

APPROVAL OF BILLS

PERSONNEL

DONATIONS

ACTION ITEMS

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.

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.

DISCUSSION ITEMS

CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION

SUPERINTENDENT REPORT

BOARD OF EDUCATION CELEBRATING SUCCESSES

SCHEDULED ACTIVITIES/FUTURE MEETINGS

ADJOURNMENT