

## **February 9, 2026 - Regular Board Meeting**

Monday, February 9, 2026 5:30 PM

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:**

|  |                          |
|--|--------------------------|
| <b>President Jennifer Brown<br/>Moore</b>      | <b>Trustee Scott</b>     |
| <b>Vice-President Tara Kribs<br/>Wojtowicz</b> | <b>Trustee Shana</b>     |
| <b>Secretary Sherry Steffen</b>                | <b>Trustee Jeff Hill</b> |
| <b>Trustee _____</b>                           |                          |

#### **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. 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.**

### **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.**

**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.

**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.

**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.

IX. **DISCUSSION ITEMS**

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

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

XI. **SUPERINTENDENT REPORT**

- Bond Update
- 31aa Update
- School Resource Officer Grant
- Student Activities
  - Basketball Districts
  - ERHS/CMS Musical
  - MSBOA Band Festival

XII. **BOARD OF EDUCATION CELEBRATING SUCCESSES**

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**

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 # | 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+   |
|         |            |     |       |        |        |                              | <b>Check Total</b>                     | 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+   |
|         |            |     |       |        |        |                              | <b>Check Total</b>                     | 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+    |
|         |            |     |       |        |        |                              | <b>Check Total</b>                     | 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+   |
|         |            |     |       |        |        |                              | <b>Check Total</b>                     | 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+    |

| 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+                           |
|         |            |     |       |        |        |                              | <b>Check Total</b>                          | <b>777.42=</b>                    |
| 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<br>quarterly                            | 44.00+<br>405.00+                 |
|         |            |     |       |        |        |                              | <b>Check Total</b>                          | <b>449.00=</b>                    |
| 080998  | 01/14/2026 | AP  | Check | Open   | 094614 | Ricoh USA, Inc               | balance due<br>LL print cartridge           | 77.40+<br>11.50+                  |
|         |            |     |       |        |        |                              | <b>Check Total</b>                          | <b>88.90=</b>                     |
| 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<br>G. Basketball                  | 411.40+<br>261.60+                |
|         |            |     |       |        |        |                              | <b>Check Total</b>                          | <b>673.00=</b>                    |
| 081001  | 01/14/2026 | AP  | Check | Open   | 091322 | Thrun Law Firm P.C           | 11/20/25<br>12/18/25<br>annual retainer fee | 466.00+<br>1,045.00+<br>2,500.00+ |
|         |            |     |       |        |        |                              | <b>Check Total</b>                          | <b>4,011.00=</b>                  |
| 081003  | 01/14/2026 | AP  | Check | Open   | 092885 | ESS Midwest, Inc.            | 1/2/26<br>1/2/26                            | 5,209.08+<br>11,866.42+           |
|         |            |     |       |        |        |                              | <b>Check Total</b>                          | <b>17,075.50=</b>                 |
| 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<br>ERS Mirror               | 4,008.32+<br>101.00+              |
|         |            |     |       |        |        |                              | <b>Check Total</b>                          | <b>4,109.32=</b>                  |
| 081009  | 01/21/2026 | AP  | Check | Open   | 000051 | Andrea Reffitt               | Mileage GSRP 12/12                          | 36.40                             |

| 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<br>ERHS maintenance<br>CMS maintenance<br>CMS repair freezer<br>LL fridge repair<br>MCA PM Maintenance | 321.30+<br>251.30+<br>533.40+<br>926.54+<br>35.00+<br>356.30+ |
| <b>Check Total</b> |            |     |       |        |        |                                  |  | <b>2,423.84=</b>  |
| 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<br>HS Custodial Supplies<br>Maintenance Garage`<br>Maintenance Garage<br>Maintenance Garage             | 430.82+<br>490.07+<br>332.31+<br>475.00+<br>834.62+           |
| <b>Check Total</b> |            |     |       |        |        |                                  |  | <b>2,562.82=</b>  |
| 081052             | 01/28/2026 | AP  | Check | Open   | 093331 | CDW Government                   | Bond - Panoramic Cameras<br>Bond - Panoramic Cameras   | 15,648.00+<br>610.00+   |
| <b>Check Total</b> |            |     |       |        |        |                                  |  | <b>16,258.00=</b>   |
| 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   |

| Check #            | Date       | Run | Type  | Status | Vendor | Name                           | Invoice Description  | Amount   |
|--------------------|------------|-----|-------|--------|--------|--------------------------------|--|--|
| 081056             | 01/28/2026 | AP  | Check | Open   | 094439 | Krista Taylor                  | Reimburse Science Supplies<br>TPT Lesson                                       | 90.97+<br>3.49+  |
| <b>Check Total</b> |            |     |       |        |        |                                |  | 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<br>Reimburse Reusable grocery bags<br>Reimburse Bag on wheels | 222.84+<br>106.27+<br>201.15+  |
| <b>Check Total</b> |            |     |       |        |        |                                |  | 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<br>January 2026 Janitorial Service                   | 3,580.88+<br>24,214.82+  |
| <b>Check Total</b> |            |     |       |        |        |                                |  | 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<br>1/30/26  | 2,574.29+<br>7,332.04+   |
| <b>Check Total</b> |            |     |       |        |        |                                |  | 9,906.33=  |
| 081071             | 02/04/2026 | AP  | Check | Open   | 001618 | Gill-Roy's Complete Hardware   | ELK027<br>ELK027<br>ELK027<br>ELK027<br>ELK027<br>ELK027<br>ELK027<br>ELK027   | 1.48+<br>5.79+<br>11.99+<br>29.25+<br>51.96+<br>15.99+<br>49.15+<br>18.67+ |
| <b>Check Total</b> |            |     |       |        |        |                                |  | 184.28=  |
| 081072             | 02/04/2026 | AP  | Check | Open   | 092254 | GRAMMER, ANN E                 | reimburse "Grinch Day"   | 42.86  |

| 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+    |
| <b>Check Total</b>         |            |     |       |        |        |                                   |  | 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+    |
| <b>Check Total</b>         |            |     |       |        |        |                                   |  | 1,329.00=  |
| <b>Total of All Checks</b> |            |     |       |        |        |                                   |  | 431,658.96 |
| <b>Less Voids</b>          |            |     |       |        |        |                                   |  | 0.00       |
| <b>Grand Total</b>         |            |     |       |        |        |                                   |  | 431,658.96 |

### Check Summary

| Check Status | Count     | Amount            |
|--------------|-----------|-------------------|
| Open         | 73        | 431,658.96        |
| Cleared      | 0         | 0.00              |
| Void         | 0         | 0.00              |
| <b>Total</b> | <b>73</b> | <b>431,658.96</b> |



# Check Register

Elk Rapids Schools

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

| 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 |
|         |            |     |       |        |        |                            | <b>Total of All Checks</b> | 242,404.12 |
|         |            |     |       |        |        |                            | <b>Less Voids</b>          | 0.00       |
|         |            |     |       |        |        |                            | <b>Grand Total</b>         | 242,404.12 |

## Check Summary

| Check Status | Count | Amount     |
|--------------|-------|------------|
| Open         | 2     | 242,404.12 |
| Cleared      | 0     | 0.00       |
| Void         | 0     | 0.00       |
| <b>Total</b> | 2     | 242,404.12 |

December 19, 2025

Bryan McKenna  
707 E 3<sup>rd</sup> 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

**Mill Creek Academy**

|   |                    |
|---|--------------------|
| Material Total:                         | \$8,130.00         |
| License Total:                          | \$5,580.00         |
| <b>Bid Total with 5-year licensing:</b> | <b>\$13,710.00</b> |

**Lakeland Elementary**

|  |                    |
|--|--------------------|
| Material Total:                          | \$18,090.00        |
| License Total:                           | \$13,280.00        |
| <b>Bid Total with 10-year licensing:</b> | <b>\$31,370.00</b> |

**Bus Garage**

|  |                   |
|--|-------------------|
| Material Total:                          | \$4,050.00        |
| License Total:                           | \$3,020.00        |
| <b>Bid Total with 10-year licensing:</b> | <b>\$7,070.00</b> |

**Elk Rapids High School**

|  |                    |
|--|--------------------|
| Material Total:                          | \$17,570.00        |
| License Total:                           | \$18,620.00        |
| <b>Bid Total with 10-year licensing:</b> | <b>\$36,190.00</b> |

**Auxiliary Buildings**

|  |                    |
|--|--------------------|
| Material Total:                          | \$12,930.00        |
| License Total:                           | \$11,630.00        |
| <b>Bid Total with 10-year licensing:</b> | <b>\$24,560.00</b> |

**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

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**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

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### 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.

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#### **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
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#### **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.

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**How many students in total?**

21 students

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**How many students are currently experiencing academic problems?**

None

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

Tim Hibbard, Robotics Coach

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**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.

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

No other ERHS staff members will be attending.

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**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.

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**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                                  |

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

None. No school days will be missed.

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

Not applicable.

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**School Work****How will missed work be made up?**

Not applicable.

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**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
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**Itinerary****What is the destination?**

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

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**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

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

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

Phone: (989) 837-2700

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**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.

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**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
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**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?

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

**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

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**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

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**Communications**

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

**Prior to the Trip:**

- Parent information meeting Thursday, Feb 12<sup>th</sup>
- 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

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**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      |

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**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

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**Signatures**

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

**Approved:**

Principal:  Date: 2/9/26

Board of Education: \_\_\_\_\_ Date: \_\_\_\_\_

