

May 22, 2025 - Special Board Meeting  
Thursday, May 22, 2025 8:30 AM Eastern

Elk Rapids High School - Central Office  
Conference Room  
308 Meguzee Point Dr  
Elk Rapids, MI 49629

Darryl Antcliff: Present  
Jennifer Brown: Present  
Jeff Hill: Absent  
Tara Kribs: Present  
Scott Moore: Absent  
Sherry Steffen: Present  
Shana Wojtowicz: Present  
Present: 5, Absent: 2.

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 Tara Kribs and seconded by Darryl Antcliff, Carried.

Jeff Hill: Absent, Scott Moore: Absent, Darryl Antcliff: Yea, Jennifer Brown: Yea, Tara Kribs: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea  
Yea: 5, Nay: 0, Absent: 2

III. **COMMUNICATIONS FROM THE PUBLIC ON ANY TOPIC**

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

IV. **ACTION ITEMS**

IV.A. **111-25 APPROVAL OF RESOLUTION TO DESIGNATE THE DISTRICT'S ELECTORAL BODY REPRESENTATIVE AND FIRST BALLOT CANDIDATE CHOICE FOR THE JUNE 2, 2025 BIENNIAL ELECTION**

**RESOLVED:** That the resolution to designate the district's electoral body representative and first ballot candidate choice for the June 2, 2025, biennial election be approved as presented by Thrun Law Firm.

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

Jeff Hill: Absent, Scott Moore: Absent, Darryl Antcliff: Yea, Jennifer

Brown: Yea, Tara Kribs: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea  
Yea: 5, Nay: 0, Absent: 2

V. **ADJOURNMENT**

To adjourn at 8:41 a.m. This motion, made by Tara Kribs and seconded by Darryl Antcliff, Carried.

Jeff Hill: Absent, Scott Moore: Absent, Darryl Antcliff: Yea, Jennifer Brown:  
Yea, Tara Kribs: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea  
Yea: 5, Nay: 0, Absent: 2



NOTICE OF BIENNIAL ELECTION OF THE BOARD OF EDUCATION OF  
NORTHWEST EDUCATION SERVICES, TRAVERSE CITY, MICHIGAN  
TO BE HELD MONDAY, JUNE 2, 2025

TO: Secretary, Board of Education (Certified Mail)

FROM: Nick Ceglarek, Ed.D., Superintendent and Rachael Birgy, Secretary

DATE: May 9, 2025

RE: Meeting of Electoral Body to Elect ISD Board Members

In accordance with Section 614 of 1976 PA 451, as amended (the "Revised School Code"), you are hereby notified that the biennial election of the ISD Board by an electoral body composed of one (1) person designated by each of the ISD's constituent school districts will be held on Monday, June 2, 2025, at 5:30 o'clock, p.m. in-person at the ISD Administration building, Board Room at 1101 Red Drive, Traverse City, Michigan. One ballot will be distributed on June 2 for the three seats open on the ISD Board of Education as follows.

Three seats are open for the (6) six-year terms. These candidates have filed:

	NAME	HOME DISTRICT
Seat 1:	Rachael Birgy	Kalkaska
Seat 2:	Burt Thompson	Mancelona
Seat 3:	Rick Schmitt	Frankfort-Elberta

Please be reminded that your board of education cannot adopt the resolution to cast their vote until on or after May 12, 2025 (21 days before the election). We have enclosed a copy of that resolution for you.

To be eligible to vote on June 2, a certified copy of the resolution of the constituent school district designating its representative and first ballot vote on behalf of the district must be filed with the Secretary of the ISD prior to the meeting of the electoral board.

C: Superintendent

**RESOLUTION DESIGNATING DISTRICT'S ELECTORAL BODY  
REPRESENTATIVE AND FIRST BALLOT CANDIDATE CHOICE**

[To be adopted on or after May 12, 2025]

\_\_\_\_\_ (the "District")

A \_\_\_\_\_ meeting of the board of education of the District (the "Board") was held in the \_\_\_\_\_, within the boundaries of the District, on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_\_ o'clock in the \_\_.m. (the "Meeting").

The Meeting was called to order by \_\_\_\_\_, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS:**

1. The biennial election of the board of Northwest Education Services, Michigan (the "ISD Board") will be held on Monday, June 2, 2025; and

2. \_\_\_\_\_ ISD Board seat(s) will be filled by an election conducted by an electoral body composed of one (1) person designated by the board of each of the constituent school districts; and

3. In accordance with Revised School Code Section 614(2), MCL 380.614(2), this Board desires to designate \_\_\_\_\_ as its representative and \_\_\_\_\_ as an alternate designated representative in the event the designated representative is unable to attend and further desires to direct said representative and alternate to vote on behalf of this Board for a specific candidate or candidates; and

4. The Board previously considered this resolution at its public meeting on \_\_\_\_\_, 2025.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. This Board does hereby approve the designation of \_\_\_\_\_ as the representative of this Board to the electoral body, which body will elect [click here and insert number of vacancies (words and figures)] (\_\_\_\_) candidate(s) to the vacancy(ies) on the ISD

Board on Monday, June 2, 2025, and \_\_\_\_\_ as an alternate in the event the designated representative is unable to attend.

2. The designated representative and alternate are further directed to cast a vote on at least the first ballot on behalf of this Board for [click here and insert candidate names equal to the number of vacancies].

3. The Secretary of this Board is hereby further directed to promptly file a certified copy of this resolution with the ISD Board Secretary.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

\_\_\_\_\_  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of \_\_\_\_\_, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act (Act 267, Public Acts of Michigan, 1976, as amended).

\_\_\_\_\_  
Secretary, Board of Education