

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

VII. **APPROVAL OF BILLS**

- General Fund - \$813,901.11
- Bond - \$10,000.00
- Daycare - \$276.20
- Lunch Fund - \$80,007.28
- Trust - \$4,021.23

VIII. **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

IX. **ACTION ITEMS**

IX.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

IX.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

X. **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.

XI. **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.

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

None.

XIII. **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.

XIV. **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.

XV. **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

XVI. **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

December 8, 2025 - Regular Board Meeting
Monday, December 8, 2025 5:30 PM Eastern

Elk Rapids High School Library
308 Meguzee Point Dr
Elk Rapids, MI 49629

Darryl Antcliff: Absent
Jennifer Brown: Present
Jeff Hill: Present
Tara Kribs: Present
Scott Moore: Present
Sherry Steffen: Present
Shana Wojtowicz: Present
Present: 6, Absent: 1.

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

Board of Education:

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 the change to move Action Item 83-25 to after the Special Presentation - Gene & Dean Veliquette Soccer Complex Dedication. This motion, made by Sherry Steffen and seconded by Scott Moore, Carried.

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

III. SPECIAL PRESENTATION

- Gene & Dean Veliquette Soccer Complex Dedication

Many Veliquette family members were present for the dedication.

IV. SPECIAL PRESENTATIONS

- Fall Athletics - Brett Graham

Presented by Brett Graham

V. 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.

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

- November 10, 2025 - Regular Meeting Minutes

APPROVAL OF BILLS

- General Fund - \$408,240.52
- Bond - \$290,716.91
- Capital - \$22,160.00
- Daycare - \$2,795.50
- Lunch Fund - \$96,428.74
- Trust - \$30,663.87

PERSONNEL

67-25 APPROVAL OF RESIGNATION OF CARRIE PARKS AS A PARAPROFESSIONAL

RESOLVED: That the resignation of Carrie Parks as a paraprofessional at Lakeland Elementary be approved as of December 1, 2025.

68-25 APPROVAL OF BEANIE SEND AS A PARAPROFESSIONAL

RESOLVED: That Beanie Send be approved as a paraprofessional at Mill Creek Academy. Mrs. Send will be assigned to 17 hours per week and placed at Step 4 of the wage scale.

69-25 APPROVAL OF LAUREN MERENDINO AS A PARAPROFESSIONAL

RESOLVED: That Lauren Merendino be approved as a paraprofessional at Mill Creek Academy. Mrs. Merendino will be assigned to 35 hours per week and placed at Step 4 of the wage scale.

70-25 APPROVAL OF STEPHANIE EWING AS A COACH

RESOLVED: That Stephanie Ewing be approved as the cheerleading coach for Cherryland Middle School. Ms. Ewing will be placed at Step 1 of the Schedule B section of the Master Agreement.

71-25 APPROVAL OF RESIGNATION, FOR THE PURPOSE OF RETIREMENT, OF ROXANNE SARASIN AS A COOK

RESOLVED: That the resignation, for the purpose of retirement, of Roxanne Sarasin as head cook for Lakeland Elementary as of January 1, 2026.

72-25 APPROVAL OF NATHAN BUTTE AS FACILITIES/OPERATIONS SUPERVISOR

RESOLVED: That Nathan Butte be approved as Facilities/Operations Supervisor for Elk Rapids Schools. Mr. Butte will be placed at Step 5 of the administrative salary schedule and will begin on December 15, 2025.

73-25 APPROVAL OF KATHRYN VEITH AS INTERIM LAKELAND ELEMENTARY PRINCIPAL

RESOLVED: That Kathryn Veith be approved as the Interim Lakeland Elementary Principal. Mrs. Veith will be placed at Step 1 of the administrative salary schedule and began on December 1, 2025.

74-25 APPROVAL OF MELISSA BOCARDO AS ADMINISTRATIVE ASSISTANT

RESOLVED: That Melissa Bocardo be approved as Administrative Assistant at Lakeland Elementary. Mrs. Bocardo will be placed at Step 1 of the wage scale.

75-25 APPROVAL OF ELAINE DIGIOVANNI AS LEAD ADMINISTRATIVE ASSISTANT

RESOLVED: That Elaine DiGiovanni be approved as Lead Administrative Assistant at Lakeland Elementary. Mrs. DiGiovanni will receive the Grandfathered hourly rate of \$22.28/hour.

DONATIONS

- The Bellaire Professional Centre LLC - \$1,000
 - Elk Rapids Band Boosters

To approve the Consent Agenda as presented. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

Darryl Antcliff: Absent, Sherry Steffen: Abstain (With Conflict), Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea
Yea: 5, Nay: 0, Absent: 1, Abstain (With Conflict): 1

VII. DISCUSSION ITEMS

- Board Policy Update 39-2 First Reading:
 - 1430 - Leaves of Absence
 - 3430 - Leaves of Absence
 - 4430 - Leaves of Absence
- Board Policy Update 40-1 Discrimination First Reading:
 - 1422 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment
 - 1422.02 - Nondiscrimination Based on Genetic Information of the Employee

- 1623 - Section 504/ADA Prohibition Against Disability Discrimination in Employment
- 1662 - Anti-Harassment
- 2260 - Nondiscrimination and Access to Equal Educational Opportunity
- 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability
- 3122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment
- 3122.02 - Nondiscrimination Based on Genetic Information of the Employee
- 3123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment
- 3362 - Anti-Harassment
- 4122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment
- 4122.02 - Nondiscrimination Based on Genetic Information of the Employee
- 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment
- 4362 - Anti-Harassment
- Board Policy Update 40-1 First Reading:
 - 2210 - Curriculum Development
 - 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities
 - 2412 - Homebound Instruction Program
 - 4162 - Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees who Perform Safety-Sensitive Functions
 - 5120 - Assignment within District
 - 5460 - Graduation Requirements
 - 5517.01 - Bullying and Other Aggressive Behavior Toward Students
 - 7540.02 - Digital Content and Accessibility
 - 7541 - Electronic Data Processing Disaster Recovery Plan
 - 8300 - Continuity of Organizational Operations Plan
 - 8305 - Information Security

VIII. ACTION ITEMS

VIII.A. 76-25 APPROVAL OF CORRECTION TO THE PROBATIONARY STATUS OF THE FOLLOWING TEACHERS

RESOLVED: That the completion of the probationary period of employment for the following teachers be approved as presented.

- Katherine Theisen
- Erin Paxson
- Lindsey McCarty

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

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

VIII.B. 77-25 APPROVAL OF SUPERINTENDENT SALARY INCREASE RESOLUTION

RESOLVED: That the superintendent salary increase resolution be approved as presented. To approve the resolution as presented. This motion, made by Sherry Steffen and seconded by Scott Moore, Carried.

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

VIII.C. 78-25 APPROVAL OF ELK RAPIDS HIGH SCHOOL FALL 2026 COACHES

RESOLVED: That the following Elk Rapids High School Fall 2026 Coaches be approved as presented.

School Year: 2026-2027		
Season	Sport	Coach Recommendation
Fall: Girls	Girl's Cross Country	Remi King
	Girl's Golf	Mike Newhouse
	Girl's Volleyball: Varsity	Katie Placek
	Girl's Volleyball: JV	Post: Ashlee Friess Resigned
	Girl's Volleyball: F	Post: Ashlee Crissman Resigned.
Fall: Boys	Boy's Cross Country	Remi King
	Boy's Football: Varsity	Nate Butte
	Boy's Football: Assistant Varsity	Ken Johnston
	Boy's Football: JV	Mark Schaub
	Boy's Football: Assistant JV	Chris O'Connell
	Boy's Soccer: Varsity	Nate Plum
	Boy's Soccer: JV	Eric Cole
	Boy's Tennis: Varsity	Brad Sullivan
Fall: Co-Ed	Equestrian	Sandy Jenson
	Cheerleading	Jackie Paulosky

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

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

VIII.D. 79-25 APPROVAL TO WAIVE THE TWO-READING POLICY UNDER POLICY 0301.1 FOR THE FOLLOWING POLICY UPDATES:

RESOLVED: That the approval to recognize that there is a compelling reason to adopt NEOLA Updates 39-2 ESTA, 40-1 Discrimination, and 40-1 Update after one reading under Bylaw 0131.1 eo ensure the Board's policies comply with revisions, technical corrections, and rescinded policies.

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

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

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

VIII.E. 80-25 APPROVAL OF BOARD POLICY AMENDMENTS - SECOND READING

- Board Policy Update 39-2 Second Reading:
 - 1430 - Leaves of Absence
 - 3430 - Leaves of Absence
 - 4430 - Leaves of Absence
- Board Policy Update 40-1 Discrimination Second Reading:
 - 1422 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment
 - 1422.02 - Nondiscrimination Based on Genetic Information of the Employee
 - 1623 - Section 504/ADA Prohibition Against Disability Discrimination in Employment
 - 1662 - Anti-Harassment
 - 2260 - Nondiscrimination and Access to Equal Educational Opportunity
 - 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability
 - 3122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment
 - 3122.02 - Nondiscrimination Based on Genetic Information of the Employee
 - 3123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment
 - 3362 - Anti-Harassment
 - 4122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment
 - 4122.02 - Nondiscrimination Based on Genetic Information of the Employee
 - 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment
 - 4362 - Anti-Harassment
- Board Policy Update 40-1 Second Reading:
 - 2210 - Curriculum Development
 - 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities
 - 2412 - Homebound Instruction Program
 - 4162 - Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees who Perform Safety-Sensitive Functions
 - 5120 - Assignment within District
 - 5460 - Graduation Requirements
 - 5517.01 - Bullying and Other Aggressive Behavior Toward Students
 - 7540.02 - Digital Content and Accessibility
 - 7541 - Electronic Data Processing Disaster Recovery Plan
 - 8300 - Continuity of Organizational Operations Plan
 - 8305 - Information Security

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

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

Yea: 6, Nay: 0, Absent: 1

VIII.F. 81-25 APPROVAL OF THE ADMINISTRATIVE CONTRACT FOR KATHRYN VEITH

RESOLVED: That the administrative contract for Kathryn Veith be approved as presented. To approve the resolution as presented. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

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

Yea: 6, Nay: 0, Absent: 1

VIII.G. 82-25 APPROVAL OF ADMINISTRATIVE CONTRACT FOR NATHAN BUTTE

RESOLVED: That the administrative contract for Nathan Butte be approved as presented. To approve the resolution as presented. This motion, made by Scott Moore and seconded by Sherry Steffen, Carried.

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

Yea: 6, Nay: 0, Absent: 1

VIII.H. 83-25 APPROVAL OF SOCCER COMPLEX OFFICIAL DEDICATION AND NAME CHANGE OF THE FIELD

RESOLVED: That the name of the Elk Rapids High School Soccer Complex now be named the "Dean & Gene Veliquette Soccer Complex".

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

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

Yea: 6, Nay: 0, Absent: 1

IX. 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.

X. CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION

None.

XI. SUPERINTENDENT REPORT

- 31aa
- Bond Update

- Winter Concerts
- 31aa - Superintendent McKenna reported that there is no update from the special board meeting that was held last week. An update is supposed to come out on December 9th, and he will share as appropriate.
- Bond Update - McKenna reported that CMS is still moving along with the construction, with the plan to move into the new wing after Winter Break. The final projects with landscaping and the playground is still at least a year out.
- Winter Concerts - Superintendent McKenna gave a special shout-out to the Performing Arts teachers for organizing and sharing the students' work with our community at the concerts.

XII. MONTHLY BOARD OF EDUCATION FINANCIAL REPORT

- November 2025

Laurie McCann was excused from the meeting, so Bryan McKenna presented the financial report.

XIII. BOARD OF EDUCATION CELEBRATING SUCCESSES

Wojtowicz and Hill shared that they attended the Fall Play directed by Rob Bachi, and wanted to celebrate its success.

XIV. SCHEDULED ACTIVITIES/FUTURE MEETINGS

- December 11, 2025 - CMS Band Concert
- December 17, 2025 - Lakeland Holiday Concert
- December 18, 2025 - Mill Creek Holiday Concert
- December 20, 2025 - January 4, 2026 - Winter Break
- January 5, 2026 - School Resumes
- January 12, 2026 - Organization & Regular Board Meetings
- **To add: December 15, 2025 - ERHS Band/Choir Concert at Peterman Auditorium**

XV. ADJOURNMENT

To adjourn at 6:08 p.m. This motion, made by Scott Moore and seconded by Sherry Steffen, Carried.

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

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
080886	12/09/2025	AP	Check	Open	001017	Allen Supply	Transportation Bldg locks HS gym door/MCA	1,927.00+ 400.00+
							Check Total	2,327.00=
080887	12/09/2025	AP	Check	Open	095006	Aventric Technologies	AED Pads	286.00
080888	12/09/2025	AP	Check	Open	094601	Axium Services, Inc.	extra hrs basketball coverage	84.78
080889	12/09/2025	AP	Check	Open	092325	Blue Water Ink And Toner, LLC	black toner	110.00
080890	12/09/2025	AP	Check	Open	000169	Casey Rohring	Reimburse for winter sports fee	75.00
080891	12/09/2025	AP	Check	Open	094571	Christian Anderson	Drill Design 2025	800.00
080892	12/09/2025	AP	Check	Open	000021	Crystal Flash Inc	12/4/25 diesel fuel buses	3,214.75
080893	12/09/2025	AP	Check	Open	003111	David Vanderploeg	CPR training	198.00
080894	12/09/2025	AP	Check	Open	001303	Dean Boiler, Inc.	MCA Boiler false flame failures	632.43
080895	12/09/2025	AP	Check	Open	001526	Elk Rapids Food Service	NJHS Induction Ceremony	100.00
080896	12/09/2025	AP	Check	Open	001618	Gill-Roy's Complete Hardware	elk040 elk040 elk040 elk040 elk040	0.90+ 42.98+ 7.98+ 54.38+ 3.98+
							Check Total	110.22=
080897	12/09/2025	AP	Check	Open	094924	Katherine Theisen	NJHS/Classroom reimbursement	163.15
080898	12/09/2025	AP	Check	Open	091730	KLM Water Treatment	water treatment services	908.00
080899	12/09/2025	AP	Check	Open	095241	Law Offices Of Dennis Pollard ..	Sept 1-2025- Nov 30, 2025	55.88
080900	12/09/2025	AP	Check	Open	000171	MSBOA District 2 Treasurer	District II band festival	225.00
080901	12/09/2025	AP	Check	Open	091937	Pro-Image Design, Inc.	Door Wrap and weight room signs	1,364.09
080902	12/09/2025	AP	Check	Open	094614	Ricoh USA, Inc	staples	51.82
080903	12/09/2025	AP	Check	Open	094614	Ricoh USA, Inc	Printers All Schools	548.54
080904	12/09/2025	AP	Check	Open	095171	Sara Sams	2% dance	135.00
080905	12/09/2025	AP	Check	Open	001314	Tim Dietlin	tuned piano	200.00
080906	12/09/2025	AP	Check	Open	094287	Wex Bank	Fuel For White van	89.64
080907	12/09/2025	AP	Check	Open	094694	X-Cel Chemical Specialties Nort..	LL Custodial Supplies	955.40
080908 Check Missing								
080909	12/17/2025	AP	Check	Open	000175	Bellaire Lanes & Games, LLC	ER Bowling Nov/Dec 2025	935.00
080910	12/17/2025	AP	Check	Open	094364	Brandon Hubbell	Mileage 9/9-12/11/25	206.50
080911	12/17/2025	AP	Check	Open	094715	Bryce Tebos	Reimburse Batteries	22.23
080912	12/17/2025	AP	Check	Open	091715	Central Michigan Paper Corpor..	LL paper	1,320.00
080913	12/17/2025	AP	Check	Open	093361	Christy Britton	Reimburse Choir	80.00

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
080914	12/17/2025	AP	Check	Open	092885	ESS Midwest, Inc.	12/19/2025 12/19/25	5,590.21+ 9,099.35+
Check Total								14,689.56=
080915	12/17/2025	AP	Check	Open	000176	Follett Software, LLC	Destiny Migration Solution	3,329.00
080916	12/17/2025	AP	Check	Open	001618	Gill-Roy's Complete Hardware	ELK055	14.99
080917	12/17/2025	AP	Check	Open	002866	Karen Sniegowski	Mileage 8/19-12/11/2025	198.66
080918	12/17/2025	AP	Check	Open	000171	MSBOA District 2 Treasurer	District band and Orchestra	450.00
080919	12/17/2025	AP	Check	Open	002532	The Place, LLC	name plate acrylic award Choir Shirt	32.50+ 220.80+ 504.00+
Check Total								757.30=
080920	12/17/2025	AP	Check	Open	000046	UHY advisors, Inc	Consultation work November 2025 MCA Consultation work November 2025 ERS	3,375.00+ 7,860.00+
Check Total								11,235.00=
080921	12/17/2025	AP	Check	Open	003105	Village of Elk Rapids	SRO August1- November 30, 2025	32,521.36
080922	12/17/2025	AP	Check	Open	095059	Wesley Moulton	CMS Rehearsals/performances	450.00
080923	12/17/2025	AP	Check	Open	000177	Oliver and Company Property S.	Snow Removal Nov 30-Dec 14	20,550.00
080924	12/18/2025	AP	Check	Open	000128	Messa	01/2026	124,574.90
080943	12/18/2025	AP	Check	Open	094649	Owen-Ames-Kimball Company	November CMS Bond	505,216.01
080946	01/05/2026	AP	Check	Open	000102	Aflac	F7L09	159.48
080947	01/07/2026	AP	Check	Open	001022	Antrim County Treasurer	Taxes	512.52
080948	01/07/2026	AP	Check	Open	000184	Anytime Towing Services, Inc	Bus towing	500.00
080949	01/07/2026	AP	Check	Open	000183	Architectural Systems Group	ESPN Box Scoreboard	600.00
080950	01/07/2026	AP	Check	Open	000168	AVI Systems, Inc DBA Forte	TT-6524QP Newline 65# Q zzpro series	7,526.00
080951	01/07/2026	AP	Check	Open	094601	Axium Services, Inc.	December 2025 Janitorial December Food Service	24,214.82+ 3,580.88+
Check Total								27,795.70=
080952	01/07/2026	AP	Check	Open	090428	Bay Hockey Association	25/26 Bay Reps Co-op Hockey Fee	500.00
080953	01/07/2026	AP	Check	Open	093949	Brett Graham	Reimburse Master Dry Cleaners	108.60
080954	01/07/2026	AP	Check	Open	093643	Bulls-I, Inc.	Trophies Baseball, Softball, soccer MHSAA plates HOF Plaques	118.50+ 48.00+ 608.20+

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
Check Total								774.70=
080955	01/07/2026	AP	Check	Open	000096	Cassidy Mogford	Reimburse Dance Squad Speaker	211.99
080956	01/07/2026	AP	Check	Open	000021	Crystal Flash Inc	12/17/25	2,056.54
080957	01/07/2026	AP	Check	Open	000174	DP Tire & Car Care	Bus parts	869.62
080958	01/07/2026	AP	Check	Open	001526	Elk Rapids Food Service	Nov 2025 snacks preschool MCA	378.00
080959	01/07/2026	AP	Check	Open	001618	Gill-Roy's Complete Hardware	elk040	42.87+
							elk040	22.99+
Check Total								65.86=
080960	01/07/2026	AP	Check	Open	090498	Grand Traverse County	Sept-Dec 2025	8,603.04
080961	01/07/2026	AP	Check	Open	000181	Harbor Springs Ski Boosters	Ski Entry Fee January 5, 2026	125.00
080962	01/07/2026	AP	Check	Open	094609	Holly Schlicker	Reimburse HOF Food	342.99
080963	01/07/2026	AP	Check	Open	094924	Katherine Theisen	Reimburse Fun Friday	31.86
080964	01/07/2026	AP	Check	Open	093448	Kevin Ball	Reimburse Pizzas	138.24+
							Team Lunch 1/2/26	108.07+
Check Total								246.31=
080965	01/07/2026	AP	Check	Open	094602	Kimberly Rice	Reimburse NHS	55.69
080966	01/07/2026	AP	Check	Open	094327	Nathan Plum	reimburse Boys Soccer	636.00
080967	01/07/2026	AP	Check	Open	000108	Northwest Education Services	Technology services 25/26 Q3	25,755.75
080968	01/07/2026	AP	Check	Open	095185	Paul Hresko	Reimburse Concession Stand	45.32
080969	01/07/2026	AP	Check	Open	091937	Pro-Image Design, Inc.	Gym Sign	215.79
080970	01/07/2026	AP	Check	Open	000182	Teresa Freundl	Reimburse fuel 12/18/25	20.02
080971	01/07/2026	AP	Check	Open	095063	Timothy Hibbard	Reimburse Robotics	1,266.51+
							Flint Competition Reimbursement	100.00+
							Pellston competition fees/food	154.00+
							Robotics Supplies	148.36+
Check Total								1,668.87=
080972	01/07/2026	AP	Check	Open	000173	TruckAlign Inc	Bus alignment	534.63
080973	01/07/2026	AP	Check	Open	094694	X-Cel Chemical Specialties Nort..Lakeland		972.35+
							High School	1,479.03+
							CMS	1,168.24+
Check Total								3,619.62=
080974	01/07/2026	AP	Check	Open	001526	Elk Rapids Food Service	GSRP Nov 2025 Snacks	756.00



Check Register

Elk Rapids Schools

Bank Account AP, From 12/08/2025 to 01/07/2026

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
Total of All Checks								813,901.11
Less Voids								0.00
Grand Total								813,901.11

Check Summary

Check Status	Count	Amount
Open	68	813,901.11
Cleared	0	0.00
Void	0	0.00
Total	68	813,901.11



Check Register

Elk Rapids Schools

Bank Account BOND, From 12/08/2025 to 01/07/2026

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
001015	12/09/2025	AP	Check	Open	091122	Windemuller Electric, Inc.	CMS	10,000.00
Total of All Checks								10,000.00
Less Voids								0.00
Grand Total								10,000.00

Check Summary

Check Status	Count	Amount
Open	1	10,000.00
Cleared	0	0.00
Void	0	0.00
Total	1	10,000.00

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
001019	12/17/2025	AP	Check	Open	095172	Bellany Miller	Reimburse preschool supplies	55.00
001020	12/17/2025	AP	Check	Open	091232	Linda Dart	GSRP Mileage 12/12/26	36.40
001021	12/17/2025	AP	Check	Open	095153	Rachael Birgy	Mileage Nov-December	184.80
							Total of All Checks	276.20
							Less Voids	0.00
							Grand Total	276.20

Check Summary

Check Status	Count	Amount
Open	3	276.20
Cleared	0	0.00
Void	0	0.00
Total	3	276.20



Check Register

Elk Rapids Schools

Bank Account Lunch Fund, From 12/08/2025 to 01/07/2026

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
000024	12/09/2025	AP	Check	Open	094431	Compass Groups USA, Inc.	Nov 1-30, 2025	63,069.28
000025	12/09/2025	AP	Check	Open	094420	Grand Traverse Refrigeration, I..	New Make Up air unit, roof	16,938.00
							Total of All Checks	80,007.28
							Less Voids	0.00
							Grand Total	80,007.28

Check Summary

Check Status	Count	Amount
Open	2	80,007.28
Cleared	0	0.00
Void	0	0.00
Total	2	80,007.28

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
001064	12/09/2025	AP	Check	Open	095052	Carrie Parks	Gold Spoon Awards Materials Reimburs..	32.29
001065	12/09/2025	AP	Check	Open	094407	Courtney Poniatoski	Reimburse for Book in Library	490.06
001066	12/09/2025	AP	Check	Open	000219	Elk Rapids Schools	MYIG Transportation	1,071.50
001067	12/09/2025	AP	Check	Open	002532	The Place, LLC	Boys basketball	314.20+
							Boys Baseketball	656.80+
							b Soccer	665.04+
							Check Total	1,636.04=
001068	12/09/2025	AP	Check	Open	094007	Tyler Wilson	MYIG Gas	20.00
001069	12/17/2025	AP	Check	Open	001526	Elk Rapids Food Service	snacks	265.00
001070	12/17/2025	AP	Check	Open	094929	Ellie Kirkpatrick	Backpack Program reimbursement	235.83
001071	12/17/2025	AP	Check	Open	094144	Melinda Smith	Backpack Program Reimbursement	270.51
							Total of All Checks	4,021.23
							Less Voids	0.00
							Grand Total	4,021.23

Check Summary

Check Status	Count	Amount
Open	8	4,021.23
Cleared	0	0.00
Void	0	0.00
Total	8	4,021.23

FIELD TRIP REQUEST FORM

Teacher Mike Anderson School/Class HS Jazz Lab

Request Date _____ Trip Date _____ Destination _____

Number of Students _____ Number of Staff/Chaperones _____

Purpose of Trip _____

Course of Study _____

Specific Learning Objectives to be Accomplished:

Student Behaviors that will Confirm Achievement of the Learning Objectives:

Course Objectives Related to the Learning Objectives:

Pre-Trip Lessons/Activities to be Done in the Classroom:

Post Trip Activities/Lessons to Reinforce/Extend Learning:

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3).

Field Trip Approval

Trip Approved: Trip Disapproved: _____ Principal: Sam Long Date: 1/5/2026

Trip Approved: _____ Trip Disapproved: _____ Superintendent: _____ Date: _____

(Over)

Proposal for Overnight Student Trip

Type of trip: 1 night, 2 day trip to Mount Pleasant, Michigan for their annual Central Michigan University Jazz Weekend Festival

Proposed Departure Date: February 5, 2026 Return Date: February 6, 2025

Proposer: Nick Anderson Position: Band Director

Proposal Date: Monday, January 8, 2026 Date by which response is needed: January 13, 2026

1. Purpose

- a. What is the major place to be visited or event to be attended? We are performing and attending performances at Central Michigan University's Jazz Weekend Festival in Mount Pleasant, Michigan
- b. How is the trip related to the educational program of the District? The students will continue to build on their knowledge of performance concepts, fine tune fundamentals and techniques, learn about recording a performance.
- c. In what ways will the students benefit? Students will have an opportunity to not only build their performance skills but also build on their connection as a team of musicians. Students will also have the opportunity to listen and critique other jazz ensembles that are similar in age (of their peers).
- d. How will the trip be evaluated to determine the extent to which these benefits were realized? We will be able to not only use notes taken by the adjudicators at the Festival, but the recording of the performance and reflection by the students to assist in the evaluation of the experience.

2. Student and Staff

- a. Which students (grade, class or organization) will be going? The students attending will be Jazz Lab students, who at the time of the trip will be 8th-12th grade students.
- b. Total number of students? 15 students total
- c. Which staff member will be in charge? Nick Anderson, ER Band Director
- d. What previous experience has the staff member had in conducting overnight field trips? Nick has been involved with planning and staffing the music departments Chicago/New York trip, Washington DC, Disney World, and our off-campus summer band camp.

- e. What other staff members will be going? Sandy Jansen
- f. How many chaperones, in addition to staff members, will be going? There is the possibility of another chaperone attending the trip.
- g. What are their names and affiliations with the students? None at this time
- h. How many school days will be missed? Students will miss 2 days of school. Thursday, February 5, and Friday, February 6.
- i. How will teachers be advised in advance that students will be out of school? Mr. Anderson will email teachers a list of students attending the trip. Students and parents will take responsibility for collecting homework assignments.

3. School Work

- a. How will missed work be made up? Students will have the responsibility to communicate with their teachers to collect missed work or makeup tests and/or collect notes missed from other students.
- b. What special assistance will be provided to students with academic problems? Students can seek out the academic support services that are provided by the school (Lunch lab and tutoring). We will support those students with 504 plans as needed.

4. Itinerary

- a. What is the destination? Central Michigan University, Mount Pleasant, Michigan.
- b. What will be the mode of transportation? What liability insurance does the carrier have? We will be transporting students using Elk Rapids Public Schools' busing.
- c. Where will the group be housed and fed? We will be housed at a hotel close to the campus of CMU. Breakfast will be provided by the hotel, and will have at least two meals provided by the Elk Rapids Band Boosters.
- d. What en route or supplementary activities are planned? We will have rest stops and food stops to allow for movement and stretching while en route to the destination, if needed.
- e. What arrangements have been made for dealing with emergency situations? We will at all times have a first aid kit on hand and any medication for the kids. Mr. Anderson will each have a copy of all student medical information on hand. Mr. Anderson will also communicate with parents if there is an emergency. If a child becomes ill, we will have

a designated chaperone stay with that child and keep in contact with parents and Mr. Anderson.

- f. If tour guides are involved, what liability insurance do they carry? We will not be using a tour guide/tour company.

5. Finances

- a. What is the estimated total? The estimated cost for the trip will be around \$600
- b. What will the cost per student be? The estimated cost for the students will be approximately \$25 - \$40; this is for one lunch and if they want to purchase items at the CMU Bookstore.
- c. What is the source of the funds? This trip is paid through a fundraiser by the Elk Rapids Band Boosters.
- d. How will funds be collected and safeguarded? Students can hang on to their own cash or can ask Mr. Anderson and the chaperone to hang on to it for safe keeping. Money will be labeled in a sealed envelope.
- e. How will any shortfall be made up or excess funds used? If a shortfall occurs, band boosters will make up the difference.
- f. What provision has been made for students who are financially unable to pay any necessary costs? Band boosters have provided ample fundraising opportunities to make trips/activities possible for our band students.

6. Communications

- a. How will you communicate to parents prior to, during and after the trip? Mr. Anderson will communicate when the trip is approved and to hand out all information (via email), and discuss it in detail. An email reminder will be sent 1 week prior to the trip for any final details/reminders. Updates will also be sent via email, Band App, or social media updates. During the trip we will allow students to phone home when needed, we will post videos and pictures on our Elk Rapids Band social media pages. After the trip we will share out any photos/videos with parents and stakeholders.
- b. List telephone numbers at destination and where the group will be housed? I currently do not have phone numbers of our hotel as I will reserve it once the trip has been approved.