

November 6, 2025 - Regular Board Meeting
Thursday, November 6, 2025 5:00 PM Eastern

Mill Creek Academy Library
9039 Old State Hwy 72
Williamsburg, MI 49690

Kyle Arnold: Present
Lorraine Berak: Present
Kwin Morris: Present
Kaitlyn Pasik: Present
Carey Tafelsky: Present
Present: 5.

- I. **CALL TO ORDER: ROLL CALL/PLEDGE OF ALLEGIANCE**
Board of Education:
President Kwin Morris
Vice President Kaitlyn Pasik
Secretary Kyle Arnold
Treasurer Carey Tafelsky
Trustee Lorraine Berak

Central Staff:
Principal Nate Plum
Executive Assistant Kortni Huron
Director of Finance Laurie McCann
- II. **CHANGES AND ADDITIONS TO THE AGENDA:**
- III. **CONSENT AGENDA:**
APPROVAL OF MINUTES
 - October 2, 2025 - Regular Meeting Minutes
- IV. **APPROVAL OF BILLS**
 - General Fund - \$ 154,233.71
 - Trust & Agency - \$53.19
- V. **COMMUNICATIONS FROM THE PUBLIC ON ANY TOPIC:**
Time limitations: Fifteen minutes per item, three minutes per speaker per item.
- VI. **DISCUSSION ITEMS:**
 - MDE Budget Update
- VII. **ACTION ITEMS:**
 - VII.A. **06-25 APPROVAL OF 2025-26 MILL CREEK ACADEMY GENERAL FUND BUDGET**
RESOLVED: To approve the 2025-26 Mill Creek Academy General Fund Budget as presented.
- VIII. **PRINCIPAL REPORT:**
 - NWEA Data
 - Teacher Evaluation Process Update
 - Professional Development Overview

- Veterans Day
- Parent Teacher Conference Overview

IX. **AUTHORIZER REPORT:**

- 31aa Update
- Assurance Verification Report

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

XI. **SCHEDULED ACTIVITIES/FUTURE MEETINGS:**

- November 11, 2025 - Veterans' Day Assembly
- November 19, 2025 - Way to Grow Tumble Time, 10am
- November 26-28, 2025 - No School, Thanksgiving Break
- December 4, 2025 - Regular Board Meeting, 5pm

XII. **ADJOURNMENT:**

October 2, 2025 - Regular Board Meeting
Thursday, October 2, 2025 5:00 PM Eastern

Mill Creek Academy Library
9039 Old State Hwy 72
Williamsburg, MI 49690

Kyle Arnold: Present
Lorraine Berak: Present
Kwin Morris: Present
Kaitlyn Pasik: Present
Carey Tafelsky: Present
Present: 5.

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

Board of Education:

President Kwin Morris

Vice President Kaitlyn Pasik

Secretary Kyle Arnold

Treasurer Carey Tafelsky

Trustee Lorraine Berak

Central Staff:

Principal Nate Plum

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 Lorraine Berak and seconded by Carey Tafelsky, Carried.

Kyle Arnold: Yea, Lorraine Berak: Yea, Kwin Morris: Yea, Kaitlyn Pasik: Yea, Carey Tafelsky: Yea

Yea: 5, Nay: 0

III. CONSENT AGENDA:
APPROVAL OF MINUTES

- September 4, 2025 - Regular Meeting Minutes

APPROVAL OF BILLS

- General Fund - \$13,756.79

To approve the Consent Agenda as presented. This motion, made by Carey Tafelsky and seconded by Kaitlyn Pasik, Carried.

Kyle Arnold: Yea, Lorraine Berak: Yea, Kwin Morris: Yea, Kaitlyn Pasik: Yea, Carey Tafelsky:

Yea

Yea: 5, Nay: 0

IV. COMMUNICATIONS FROM THE PUBLIC ON ANY TOPIC:

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

None.

V. ACTION ITEMS:

VI. 05-25 APPROVAL OF MILL CREEK ACADEMY PARENT/STUDENT HANDBOOK

RESOLVED: That the 2025-2026 Parent/Student Handbook for Mill Creek Academy, be approved as presented.

To approve the resolution as presented. This motion, made by Lorraine Berak and seconded by Kyle Arnold, Carried.

Kyle Arnold: Yea, Lorraine Berak: Yea, Kwin Morris: Yea, Kaitlyn Pasik: Yea, Carey Tafelsky: Yea

Yea: 5, Nay: 0

VII. PRINCIPAL REPORT:

- 4-Week Review
- Teacher Evaluation/Focuses
- MSTEP Data

- Mr. Plum reported that the 1st lockdown drill went well. There are some areas to improve on that the staff will work through on future drills.
- Mr. Plum reported that he held pre-meetings with teachers who are being evaluated this year. There are 3 elements of focus: 1. Helping students process new content. 2. Establishing/Maintaining relationships and 3. Teacher's Choice
- Mr. Plum reported that the MSTEP Data is a screening to find the overall health of the district curriculum.

VIII. AUTHORIZER REPORT:

- MDE Budget Update
- October 8 - Assurance/Verification Feedback Report
- October 13 - Kwin/Nate Report to ERS Board

- Mr. McKenna reported that districts are hearing of more positives in the proposed budget from the state, but that everything is still uncertain until the budget is signed.
- Ms. McCann and Mr. McKenna have had a meeting with MDE to find out how Mill Creek Academy is doing. The district will get a report that goes to the Elk Rapids School Board.
- Mr. Morris & Mr. Plum will report to the Elk Rapids School Board on October 13th. The focuses will be enrollment data and the overall board makeup.

IX. CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION:

None.

X. SCHEDULED ACTIVITIES/FUTURE MEETINGS:

- October 3, 2025 - Jog-A-Thon
 - October 8, 2025 - MDE Review
 - October 13, 2025 - No School for Students/Staff Professional Development
 - October 13, 2025 - Kwin/Nate Report to ERS Board
 - October 31, 2025 - Half Day for Students and Staff
 - November 4, 2025 - No School for Students/Staff RSDD Professional Development
 - November 6, 2025 - Regular Board Meeting
- To add Parent Teacher Conferences - the week of October 28-30, 2025.

XI. ADJOURNMENT:

To adjourn at 5:27 p.m. This motion, made by Lorraine Berak and seconded by Kaitlyn Pasik, Carried.

Kyle Arnold: Yea, Lorraine Berak: Yea, Kwin Morris: Yea, Kaitlyn Pasik: Yea, Carey Tafelsky: Yea

Yea: 5, Nay: 0



Check Register

Mill Creek Academy

Bank Account AP, From 10/03/2025 to 11/03/2025

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
001112	10/08/2025	Default	Check	Open	000045	Axium Services	September 2025	8,846.88
001113	10/08/2025	Default	Check	Open	000004	Jennifer Haggerty	Garden Club	354.67
001114	10/08/2025	Default	Check	Open	000016	Jessica Lawrence	Teaching supplies	99.01
001115	10/15/2025	Default	Check	Open	000069	Nate Plum	reimburse office supplies	87.75
001116	10/15/2025	Default	Check	Open	000049	PowerSchool Group LLC	Nov 11, 2025- Nov 10, 2026	1,923.76
001117	10/15/2025	Default	Check	Open	000019	X-Cel Chemical Specialties Nort.	MCA Custodial Supplies	773.14
001118	10/15/2025	Default	Check	Open	000066	Elk Rapids Schools	PCMI	695.75
001119	10/15/2025	Default	Check	Open	000032	Ricoh	Copier September 2025	130.47
001120	10/22/2025	Default	Check	Open	000066	Elk Rapids Schools	9/25 waste removal	481.50
001121	10/29/2025	Default	Check	Open	000028	Amplify Education, Inc	Textbooks MCA	50,746.00
001122	10/29/2025	Default	Check	Open	000066	Elk Rapids Schools	3% Management Fee	73,796.90
001123	10/29/2025	Default	Check	Open	000002	Grand Traverse Band	6/27-9/26/25	839.08
001124	10/29/2025	Default	Check	Open	000030	ESS Midwest, Inc.	10/24/25	5,158.80
001125	10/30/2025	Default	Check	Open	000064	SchoolsOPEN	Subscription July1- June 30, 2026	1,900.00
001126	10/30/2025	Default	Check	Open	000064	SchoolsOPEN	Conversion of SF	8,400.00
Total of All Checks								154,233.71
Less Voids								0.00
Grand Total								154,233.71

Check Summary

Check Status	Count	Amount
Open	15	154,233.71
Cleared	0	0.00
Void	0	0.00
Total	15	154,233.71



Check Register

Mill Creek Academy

Bank Account TRUST, From 10/03/2025 to 11/03/2025

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
000002	10/15/2025	Default	Check	Open	000050	Lisa Zipser	Guinea pig supplies	53.19
Total of All Checks								53.19
Less Voids								0.00
Grand Total								53.19

Check Summary

Check Status	Count	Amount
Open	1	53.19
Cleared	0	0.00
Void	0	0.00
Total	1	53.19


Budget Status by Level

Mill Creek Academy

Balances as of 11/30/2025

Fund General Fund - Asset, Liability, Equity, Revenue, Expense Accounts

Account	Description	Budget	MTD Amount	FYTD Amount	Encumbered	Remaining	% Used
11-0-151-0000-000-0000-04470-0000	MCA Interest	10,000.00	0.00	5,846.49	0.00	4,153.51	58.46
11-0-199-0000-000-0000-04470-0000	MCA MISC Local Revenue	500.00	0.00	0.00	0.00	500.00	0.00
11-0-311-0010-000-1010-00000-0000	22b/51e MCA Discretionary Pay..	1,073,334.00	0.00	97,566.10	0.00	975,767.90	9.09
11-0-311-0010-100-1010-00000-0000	22b PSA Protected	1,187,212.00	0.00	107,917.57	0.00	1,079,294.43	9.09
11-0-311-0010-200-1010-00000-0000	22e Charter School Per Pupil Pa..	0.00	0.00	0.00	0.00	0.00	
11-0-311-0510-000-2760-00000-0000	29 (6) Enrollment Stabalization P..	45,577.00	0.00	4,142.93	0.00	41,434.07	9.09
11-0-312-0000-000-2490-04470-0000	31aa Mental Health Grant	26,384.00	0.00	0.00	0.00	26,384.00	0.00
11-0-312-0000-000-3480-00000-0000	104h S/A Benchmark Assessme..	3,346.00	0.00	0.00	0.00	3,346.00	0.00
11-0-312-0000-000-3700-00000-0000	MCA Headlee Obligation For Dat..	6,873.00	0.00	599.26	0.00	6,273.74	8.72
11-0-312-0010-000-2940-00000-0000	35M Literacy Supports	50,746.00	0.00	50,746.00	0.00	0.00	100.00
11-0-312-0020-000-3030-00000-0000	MCA At Risk	94,990.01	0.00	8,632.45	0.00	86,357.56	9.09
11-0-312-0120-000-0000-00000-0000	51c Spec Ed Headlese Obligation	57,101.00	0.00	0.00	0.00	57,101.00	0.00
11-0-414-0000-000-4470-00000-0000	21.027 Filter First (EGLE/MDE) ..	0.00	0.00	-13,300.00	0.00	13,300.00	
11-0-414-0000-000-7530-00000-0000	MCA Title IV - Student Support	10,000.00	0.00	-10,000.00	0.00	20,000.00	-100.00
11-0-414-0140-000-6010-00000-0000	Title 1	18,135.00	0.00	-19,983.23	0.00	38,118.23	-110.19
11-0-414-0210-000-7660-00000-0000	Title 2 - MCA	3,407.00	0.00	-1,789.92	0.00	5,196.92	-52.54
11-0-519-0000-000-0000-00000-0000	Medicaid - Outreach	500.00	0.00	527.33	0.00	-27.33	105.47
11-0-519-0000-000-2250-00000-0000	31N Grant From TAISD	73,806.00	0.00	0.00	0.00	73,806.00	0.00
11-0-519-0000-100-0000-00000-0000	ERS to MCA - 2024-25 Reimbur..	162,767.00	162,796.90	162,796.90	0.00	-29.90	100.02
Total for Revenue	Revenue	2,824,678.01	162,796.90	393,701.88	0.00	2,430,976.13	13.94



Budget Status by Level

Mill Creek Academy

Balances as of 11/30/2025

Fund General Fund - Asset, Liability, Equity, Revenue, Expense Accounts

Account	Description	Budget	MTD Amount	FYTD Amount	Encumbered	Remaining	% Used
11-1-111-3110-000-0000-04470-0000	C/S ERS Teachers	839,000.00	0.00	249,990.14	0.00	589,009.86	29.80
11-1-111-3110-010-0000-04470-0000	C/s Teacher Benefits	753,926.00	0.00	276,507.06	0.00	477,418.94	36.68
11-1-111-3110-070-0000-04470-0000	Teacher Subs	0.00	0.00	1,113.21	0.00	-1,113.21	
11-1-111-3110-210-0000-04470-0000	Contracted Services, Sub Para	2,100.00	0.00	954.65	0.00	1,145.35	45.46
11-1-111-3110-400-0000-04470-0000	Contracted Services - Parapro - ..	2,000.00	0.00	0.00	0.00	2,000.00	0.00
11-1-111-3110-450-0000-04470-0000	C/S Scheudle B Benefits	8,850.00	0.00	0.00	0.00	8,850.00	0.00
11-1-111-3110-600-0000-04470-0000	C/S Schedule B Benefits	3,332.00	0.00	0.00	0.00	3,332.00	0.00
11-1-111-3110-720-0000-04470-0000	C/S ERS Parapros	2,000.00	0.00	0.00	0.00	2,000.00	0.00
11-1-111-3450-000-0000-04470-0000	Website Licenses/App-MCA	7,202.00	0.00	0.00	0.00	7,202.00	0.00
11-1-111-4120-000-0000-04470-0000	Copy Machine - MCA	2,500.00	0.00	381.44	0.00	2,118.56	15.26
11-1-111-5110-000-0000-04470-0000	Teaching Supplies - MCA	10,000.00	0.00	951.97	0.00	9,048.03	9.52
11-1-111-5110-000-3480-04470-0000	Benchmark Testing Supplies	3,346.00	0.00	2,916.00	0.00	430.00	87.15
11-1-111-5110-200-0000-04470-0000	Art Supplies - MCA	250.00	0.00	0.00	0.00	250.00	0.00
11-1-111-5110-300-0000-04470-0000	Physical Education - MCA	250.00	0.00	0.00	0.00	250.00	0.00
11-1-111-5110-400-0000-04470-0000	Music Supplies - MCA	250.00	0.00	0.00	0.00	250.00	0.00
11-1-111-5210-000-0000-04470-0000	TEXTBOOKS - MCA	24,000.00	0.00	5,680.00	0.00	18,320.00	23.67
11-1-111-5210-000-2940-04470-0000	35M Literacy Curriculum	50,746.00	0.00	50,746.00	0.00	0.00	100.00
11-1-111-5990-000-0000-04470-0000	Miscellaneous Supplies - MCA	500.00	0.00	0.00	0.00	500.00	0.00
11-1-111-7910-000-0000-04470-0000	Miscellaneous Expense - MCA	500.00	0.00	200.62	0.00	299.38	40.12
11-1-122-3110-000-0000-04470-0000	C/S ERA SPED Teachers	77,555.00	0.00	7,400.48	0.00	70,154.52	9.54
11-1-122-3110-100-0000-04470-0000	C/S ERS SPED Parapros	20,319.00	0.00	0.00	0.00	20,319.00	0.00
11-1-122-3110-200-0000-04470-0000	SPED Teacher Subs	1,000.00	0.00	0.00	0.00	1,000.00	0.00
11-1-122-3110-300-0000-04470-0000	Contracted Service - PCMI	1,200.00	0.00	139.15	0.00	1,060.85	11.60
11-1-122-3110-500-0000-04470-0000	C/S ERS Benefits	79,897.00	0.00	12,936.23	0.00	66,960.77	16.19
11-1-122-3450-000-0000-04470-0000	Online Application For Students	3,500.00	0.00	2,782.50	1,400.00	-682.50	119.50
11-1-122-5110-000-0000-04470-0000	SPED Supplies - MCA	250.00	0.00	62.04	0.00	187.96	24.82
11-1-122-5310-000-0000-00000-0000	Special Education Textbooks	127.00	0.00	0.00	0.00	127.00	0.00
11-1-125-3110-000-3030-04470-0000	C/S Parapro At-Risk	19,220.00	0.00	720.00	0.00	18,500.00	3.75
11-1-125-3110-000-6010-04470-0000	C/S ERS Parapro Title I	11,330.00	0.00	0.00	0.00	11,330.00	0.00
11-1-125-3110-000-7530-04470-0000	Title IV To Title I Para	6,500.00	0.00	0.00	0.00	6,500.00	0.00
11-1-125-3110-000-7660-04470-0000	Title IIA ERS Parapro Wages	2,215.00	0.00	0.00	0.00	2,215.00	0.00
11-1-125-3110-100-3030-04470-0000	C/S ERS At-Risk Benefits	16,138.00	0.00	0.00	0.00	16,138.00	0.00
11-1-125-3110-100-6010-04470-0000	C/S ERS Benefits Title 1	6,005.00	0.00	0.00	0.00	6,005.00	0.00
11-1-125-3110-100-7530-04470-0000	Title IV To Title 1 Empl Benefits	3,500.00	0.00	0.00	0.00	3,500.00	0.00
11-1-125-3110-100-7660-04470-0000	C/S Title IIA to Title 1 Para Benef..	1,192.00	0.00	0.00	0.00	1,192.00	0.00



Budget Status by Level

Mill Creek Academy

Balances as of 11/30/2025

Fund General Fund - Asset, Liability, Equity, Revenue, Expense Accounts

Account	Description	Budget	MTD Amount	FYTD Amount	Encumbered	Remaining	% Used
11-1-125-3190-100-3030-04470-0000	At-Risk ESL Contracted Service ..	4,725.00	0.00	0.00	0.00	4,725.00	0.00
11-1-213-3130-000-3030-04470-0000	C/S Mental Health Grief	613.00	0.00	0.00	0.00	613.00	0.00
11-1-216-3140-000-2250-04470-0000	C/S ERS 31N Social Worker	42,807.00	0.00	4,091.23	0.00	38,715.77	9.56
11-1-216-3140-000-2490-04470-0000	31aa Social Worker	10,702.00	0.00	0.00	0.00	10,702.00	0.00
11-1-216-3140-100-2250-04470-0000	C/S 31n Social Worker - Benefits	30,749.00	0.00	8,274.55	0.00	22,474.45	26.91
11-1-216-3140-100-2490-04470-0000	Social Worker Benefits	5,820.00	0.00	0.00	0.00	5,820.00	0.00
11-1-216-5990-000-2250-04470-0000	31N Grant Supplies	250.00	0.00	75.00	0.00	175.00	30.00
11-1-221-3110-100-0000-04470-0000	PD Benefits	300.00	0.00	0.00	0.00	300.00	0.00
11-1-221-3110-200-0000-04470-0000	PD Sub Wages	838.00	0.00	0.00	0.00	838.00	0.00
11-1-221-3110-300-0000-04470-0000	GF PD - Contracted Services PC..	2,194.00	0.00	0.00	0.00	2,194.00	0.00
11-1-221-3110-400-0000-04470-0000	Contracted Services PCMI - GF ..	1,200.00	0.00	0.00	0.00	1,200.00	0.00
11-1-221-3120-000-0000-04470-0000	Contracted Services - 31N	120.00	0.00	0.00	0.00	120.00	0.00
11-1-221-3220-000-0000-04470-0000	GF - Workshop - Training - Conf..	335.00	0.00	0.00	0.00	335.00	0.00
11-1-222-3190-000-0000-04470-0000	C/S ERS - Parapro	13,200.00	0.00	513.55	0.00	12,686.45	3.89
11-1-222-3190-100-0000-04470-0000	C/S ERS Benefits	7,200.00	0.00	463.46	0.00	6,736.54	6.44
11-1-222-5310-000-0000-04470-0000	MCA - Library Supplies	400.00	0.00	303.87	0.00	96.13	75.97
11-1-222-7410-000-0000-04470-0000	District Library Membership Fees	1,000.00	0.00	0.00	0.00	1,000.00	0.00
11-1-231-3150-100-0000-04470-0000	C/S Management/Board Policy	6,600.00	0.00	0.00	0.00	6,600.00	0.00
11-1-231-3180-000-0000-04470-0000	Audit - MCA	20,000.00	0.00	0.00	0.00	20,000.00	0.00
11-1-231-5910-000-0000-04470-0000	BOE - Supplies - MCA	1,000.00	0.00	0.00	0.00	1,000.00	0.00
11-1-231-7410-000-0000-04470-0000	Dues and Memberships	5,804.00	0.00	1,243.00	0.00	4,561.00	21.42
11-1-231-7910-000-0000-04470-0000	Miscellaneous - BOE	3,500.00	0.00	3,000.00	0.00	500.00	85.71
11-1-231-7910-100-0000-04470-0000	BOE - Miscellaneous	500.00	0.00	0.00	0.00	500.00	0.00
11-1-232-3430-000-0000-04470-0000	Postage	1,500.00	0.00	0.00	0.00	1,500.00	0.00
11-1-241-3190-000-0000-04470-0000	C/S ERS Principal	89,767.00	0.00	9,234.26	0.00	80,532.74	10.29
11-1-241-3190-100-0000-04470-0000	C/S ERS Principal Benefits	73,957.00	0.00	13,334.57	0.00	60,622.43	18.03
11-1-241-3190-150-0000-04470-0000	C/S ERS Lead Admin Assistant	33,648.00	0.00	1,509.46	0.00	32,138.54	4.49
11-1-241-3190-200-0000-04470-0000	C/S ERS Office Asst	19,845.00	0.00	351.66	0.00	19,493.34	1.77
11-1-241-3190-300-0000-04470-0000	Substitute Principal	300.00	0.00	0.00	0.00	300.00	0.00
11-1-241-3190-400-0000-04470-0000	C/S ERS Benefits	48,568.00	0.00	4,161.79	0.00	44,406.21	8.57
11-1-241-4910-000-0000-04470-0000	Other Purchased Services-Powe..	2,704.00	0.00	1,923.76	0.00	780.24	71.14
11-1-241-5910-000-0000-04470-0000	Office Supplies, Mill CreekOther ..	1,700.00	0.00	622.23	0.00	1,077.77	36.60
11-1-241-7410-000-0000-04470-0000	Dues & Memberships - MCA	1,000.00	0.00	0.00	0.00	1,000.00	0.00
11-1-241-7910-000-0000-04470-0000	Miscellaneous - Mill Creek	1,000.00	0.00	245.35	0.00	754.65	24.54
11-1-261-3190-000-0000-04470-0000	Contracted Service Custodians	80,000.00	0.00	17,693.76	0.00	62,306.24	22.12

Fund General Fund - Asset, Liability, Equity, Revenue, Expense Accounts

Account	Description	Budget	MTD Amount	FYTD Amount	Encumbered	Remaining	% Used
11-1-261-3410-000-0000-04470-0000	Telephone	3,000.00	0.00	0.00	0.00	3,000.00	0.00
11-1-261-3830-000-0000-04470-0000	MCA- Water	0.00	0.00	839.08	0.00	-839.08	
11-1-261-3830-100-0000-04470-0000	Water - MCA	3,500.00	0.00	0.00	0.00	3,500.00	0.00
11-1-261-3840-000-0000-04470-0000	Waste Removal	4,500.00	0.00	481.50	0.00	4,018.50	10.70
11-1-261-3840-100-0000-04470-0000	Snow Removal	15,000.00	0.00	0.00	0.00	15,000.00	0.00
11-1-261-3891-000-0000-04470-0000	Electric - Consortium-Provided/M..	23,000.00	0.00	2,827.00	0.00	20,173.00	12.29
11-1-261-3910-000-0000-04470-0000	Building Insurance	11,136.00	0.00	11,136.00	0.00	0.00	100.00
11-1-261-4110-000-0000-04470-0000	C/S Contracted Services	3,000.00	0.00	2,344.01	0.00	655.99	78.13
11-1-261-4120-000-0000-04470-0000	Repair Equipment - MCA	14,200.00	0.00	0.00	0.00	14,200.00	0.00
11-1-261-5510-000-0000-04470-0000	Heating Fuel	15,000.00	0.00	3,828.00	0.00	11,172.00	25.52
11-1-261-5990-000-0000-04470-0000	Custodial Supplies	9,000.00	0.00	954.96	0.00	8,045.04	10.61
11-1-261-7910-000-0000-04470-0000	MCA Misc Expense	4,500.00	0.00	0.00	0.00	4,500.00	0.00
11-1-284-3450-000-0000-04470-0000	School Finance Software	10,300.00	0.00	10,300.00	0.00	0.00	100.00
11-1-284-6910-000-0000-04470-0000	Technology Equipment	3,080.00	0.00	3,080.00	0.00	0.00	100.00
11-1-361-4910-000-3030-04470-0000	At Risk Rquired Food Service Br..	500.00	0.00	-1,760.00	0.00	2,260.00	-352.00
11-1-361-5990-000-6010-04470-0000	Title 1 Homeless Student Assista..	900.00	0.00	0.00	0.00	900.00	0.00
Total for Expense	Expense	2,595,162.00	0.00	714,553.54	1,400.00	1,879,208.46	27.59
Grand Total for Fund 11	General Fund	229,516.01	0.00	-228,631.28	0.00	458,147.29	-99.61
Total for Selected Funds		229,516.01	0.00	-228,631.28	0.00	458,147.29	



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

September 2, 2025

Mr. Bryan McKenna, Superintendent
Elk Rapids Public Schools
308 Meguzee Point Road
Elk Rapids, MI 49629

Dear Superintendent McKenna:

This letter and the enclosed document provide feedback on the Assurance and Verification (A&V) Visit from the Public School Academies Unit (PSAU) representatives, Eric Lipinski, Neil Beckwith, and Tom English, conducted virtually with the team on August 6, 2025.

As the report indicates, Elk Rapids Schools (ERS) was to assure the Michigan Department of Education (MDE) that 16 critical public school academy oversight processes are being performed. Prior to the meeting, the PSAU requested copies and documents evidencing the current processes and procedures utilized by ERS. During the visit, MDE staff had productive and clarifying conversations with staff and reviewed documents.

In terms of systems and procedures, the attached report indicates that ERS has mostly Under Development processes with some indicators Consistent. All indicators can be strengthened to increase ERS's authorizer oversight. The addition of an enhanced procedure manual may be an opportunity to improve authorizer practices. It is always our hope that these processes lead to enhanced student and school performance. The PSAU has enclosed the feedback report for review.

Please plan to discuss your feedback on the report on October 8, 2025, from 10:00 a.m. to 11:00 a.m. (or the date/time that may be alternatively scheduled via a Microsoft Teams meeting). I appreciate your willingness to open your busy schedule to work with us. Please share the attached report with your staff and other interested parties.

Appropriate oversight of PSAs by authorizers is an important component of maintaining/creating great schools and your staff. We support your efforts to date and encourage continual growth. The team looks forward to meeting with you to discuss this report and would be pleased to answer any questions or concerns you

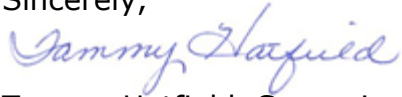
STATE BOARD OF EDUCATION

PAMELA PUGH – PRESIDENT • ELLEN COGEN LIPTON / TIFFANY D. TILLEY – CO-VICE PRESIDENTS
JUDITH PRITCHETT – SECRETARY • MARSHALL BULLOCK II – TREASURER
MITCHELL ROBINSON – NASBE DELEGATE • TOM MCMILLIN • NIKKI SNYDER

Page 2
September 2, 2025

may have. Please feel free to contact me at hatfieldt@michigan.gov, Neil Beckwith at beckwithn@michigan.gov, Eric Lipinski at lipinskie@michigan.gov, or Tom English at englisht2@michigan.gov.

Sincerely,

A handwritten signature in blue ink that reads "Tammy Hatfield". The signature is written in a cursive, flowing style.

Tammy Hatfield, Supervisor, PSAU

Enclosure

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**

Authorizer Team: Bryan McKenna, Supt., Laurie McCann, Dir. of Finance

MDE PSAU: Neil Beckwith, Eric Lipinski, Tom English

Date: August 6, 2025, 9:00 AM

ELK RAPIDS SCHOOLS (ERS) authorizes the following:

PSA	Overall Index	SUPPORT
Mill Creek Academy 7/1/2024 - 6/30/2029 Elk Rapids Schools - ESP	N/A	Universal

Under development means something substantive is missing, or there's evidence it's not working

Complete means it covers everything in statute, and there isn't any evidence the policy is not working

Clear means the process has been described in writing and made available for others to understand

Consistent means we've reviewed files and see evidence that the policy has been followed; any evidence to the contrary is noted and discussed

Improved means the authorizer can describe improvements to the process that have been implemented as a result of early rounds of using it.

N/A designates not applicable

ERS designates the authorizer's self-description

ERS/MDE indicates that MDE's staff observations confirm the authorizer's self-description

MDE designates MDE's staff observations

ELK RAPID PUBLIC SCHOOLS ASSURANCE & VERIFICATION FEEDBACK REPORT August 6, 2025

1. Overseeing Application, Authorization and Contracting

1.1 The Authorizer has a process in place for issuing charters, including open solicitation, evaluation of multiple applicants, and consistent application of criteria, including statutory requirements.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
MDE ▾	ERS ▾		MDE ▾	

Authorizer’s description of the process:

Elk Rapids Schools has completed the appropriate process and paperwork to authorize Mill Creek Academy as a public school academy, beginning with the 2024-2025. Elk Rapids Schools will work to maintain this authorization and subsequent re-authorization, and there is no desire to expand beyond authorization of MCA at this time.

From 11.20.23 Elk Rapids Schools BOE Meeting Minutes (Linked in Folder): Superintendent’s Report: PSA Authorization Consideration - Superintendent McKenna shared that one application was received within the timeline posted on the district website. The application was submitted to Thrun Law Firm and was reviewed prior to the recommendation to move forward with it at tonight’s meeting.

Uploaded 12/24:

- *Schedule 1A - Resolution Authorizing MCA and Appointing Board Members*
- *Schedule 1B - Method of Selection Resolution*
- *MCA Terms & Conditions*
- *MCA Charter Application*
- *MCA Charter Contract Checklist*
- *ERS Board Meeting Minutes from 5.6.24 and 4.15.24 board approval to authorize MCA*
- *ERS Board Meeting Minutes from 11.6.23 Sup Report that MCA charter application has been posted to district website with application window slated to close 11.10.23*
- *ERS Board Meeting Minutes from 11.20.23 Sup Report stating 1 MCA charter applicant, moving forward with applicant to Thrun Law for further review.*

The Authorizer uploaded eight documents for review:

- Elk Rapids Schools - April 15, 2024 - Regular Board Meeting.pdf
- Elk Rapids Schools - May 6, 2024 - Regular Board Meeting.pdf
- Elk Rapids Schools - November 6, 2023 - Regular Board Meeting.pdf
- ERS November 6, 2023 - Regular Board Meeting (1).pdf
- ERS November 20, 2023 - Special Board Meeting.pdf
- MCA Schedule 1A - Resolution Authorizing MCA and Appointing BOE
- MCA Schedule 1B - Method of Selection Resolution
- MCA Terms and Conditions

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**

MDE Comments

Elk Rapids Schools (ERS) indicated it is not actively seeking additional projects to charter. While this is the current position, it is recommended that the authorizer consider developing a standardized process for advertising, receiving, and evaluating applications on a competitive basis. This would include adopting an application that includes the elements required in [MCL 380.502\(3\)](#) and describing the process for evaluating the application, which might include associated rubrics and a scoring mechanism.

1.2 The Authorizer has a process in place to ensure that PSAs obtain and properly maintain Michigan's nonprofit incorporation status.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
MDE ▾	ERS ▾			






Authorizer's description of the process:

All contract documents filed with original application checklist to MDE for initial approval; transparency report and board policies posted on website.

Uploaded 2/25:

- *Schedule 1A- MCA Authorization Resolution*
- *Transparent Reporting Page (from www.millcreekpsa.com)*
- *24-25 Proposed Budget*
- *May 6, 2024 ERS Board Minutes with board approval to authorize MCA as a public school academy*
- *School Board home page (from www.millcreekpsa.com)*

The Authorizer uploaded 5 documents for review:

-  **MCA_BYLAWS**
-  **MCA Articles of Incorporation**
-  **MCA Charter App Checklist**
-  **MCA Charter Application**
-  **MCA LARA Certificate of Good Standing**

MDE Comments

ERS authorized MCA to begin programming as a charter school in the 2024-2025 school year. [Articles of incorporation](#) were filed in accordance with statute. At the time of the visit, an annual report was not yet due for MCS due to the timing of incorporation. To ensure that nonprofit annual reports are completed in a timely manner moving forward, the authorizer should consider including an annual check, as part of a Master Calendar of Reporting Requirements (MCRR), to ensure that MCA is on track with submitting all required paperwork to the state.

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**

1.3 The Authorizer has a process in place to ensure that the required documents (including contracts, amendments, and reauthorizations) submitted to MDE are complete, accurate, timely, and updated.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
ERS/MDE ▾				

Authorizer’s description of the process:

All contract documents filed with original application checklist to MDE for initial approval; transparency report and board policies posted on website.

Uploaded 2/25:

- Schedule 1A- MCA Authorization Resolution
- Transparent Reporting Page (from www.millcreekpsa.com)
- 24-25 Proposed Budget
- May 6, 2024 ERS Board Minutes with board approval to authorize MCA as a public school academy
- School Board home page (from www.millcreekpsa.com)

The Authorizer uploaded 5 documents for review:

-  Transparency Report Homepage - Mill Creek Academy.pdf
-  Elk Rapids Schools - May 6, 2024 - Regular Board Meeting.pdf
-  MCA Proposed Budget_Transparency Report.pdf
-  MCA Schedule 1A - Resolution Authorizing MCA and Appointing BOE
-  School Board Home Page - Mill Creek Academy.pdf
-  MCA board minutes November 12, 2024 - Regular Board Meeting.pdf

MDE Comments

It is recommended that ERPS develop a process that will ensure the reauthorized contract is submitted to the MDE in a timely manner if they decide to offer another contract prior to the end of the contract term (June 30, 2029). The Authorizer may want to coordinate with counsel to update the terms, conditions, goals, etc., to ensure compliance with the [standard contract checklist](#). The authorizer should adopt a procedure to ensure all documents are submitted to the MDE, via [GEMS](#). This would include timelines and responsible individuals. This is important if amendments are made to the current contract over the following years or if changes need to be made to the [Educational Entity Master \(EEM\)](#).

1.4 The Authorizer has a process in place for determining and communicating reauthorizations, revocations, and non-renewals of charters.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
ERS/MDE ▾				

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**


Authorizer’s description of the process:

Basic information on authorizer’s responsibilities to re-authorize and/or revoke listed in oversight agreement and terms & conditions, but would be beneficial to add into board policy and/or clearly articulate the process with stakeholders via website, board policy or transparency report.

Uploaded 2/25:

- Schedule 4B Oversight Agreement
- MCA Terms & Conditions

The Authorizer uploaded 1 document for review:

 **MCA Terms and Conditions**

MDE Comments

MDE staff had a conversation with ERS about the development of a policy/procedure to manage the reauthorization process. The charter contract provides few details as to the required steps to be followed during this process. It is recommended that ERS develop a plan and procedures for the potential renewal of its charter school contract. The development of evaluation and criteria managing reauthorization provides clarity for both the academy board and the authorizing board on whether to renew a contract. This process should have a clear timeline with what is required from the Academy verifying success for all students, along with the expectation that student achievement for all subgroups will be the primary indicator for reauthorization. MDE recommends that this process begin 12-18 months prior to the reauthorization date with a notice that the Academy is nearing the end of the contract term. This can be assisted by having a yearly evaluation or reporting process to the Academy Boards on meeting these expectations outlined in the contract.

1.5 The authorizer has a process in place for conducting oversight or supervisory visits to the PSAs it authorizes.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
ERS/MDE ▾				

Authorizer’s description of the process:

Elk Rapids Superintendent (managing company) and Finance Director attend monthly board meetings, featuring staff and student spotlights and conduct intermittent site visits. Teacher leadership team and head of school reports are shared at board meetings and with Superintendent McKenna after benchmarking data reviews and monthly tiers 2 and 3 data reviews are completed by teaching staff in partnership with our ISD itinerant support team.

Under Development (KK 12.24): Documentation of oversight visits and related feedback; A visitation template form and folder will be created after discussing with authorizer/ ERS Superintendent McKenna of what should be included on the form.










Uploaded 12/24:

- Board minutes that include sharing of School-wide NWEA Data for Fall 2024 with attached reports for Reading and Math
- ERS/ MCA Oversight Agreement

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**

- Schedules 7.1-7.5 (referenced in Oversight Agreement)

The Authorizer uploaded 10 documents for review:

-  20241220104538791_Schedule 7-2 Curriculum Summary.pdf
-  20241220104701281_Schedule 7-4 _ Methods of Assessment.pdf
-  ERS/ MCA Oversight Agreement
-  MCA Fall 2024 NWEA Reading Data .pdf
-  MCA Fall 2024 NWEA School Profile Data.pdf
-  MCA Schedule 7-1 - _Ed Goals & Related Measures
-  MCA Schedule 7-3 Part 2 - ESP Agreement
-  MCA Schedule 7-5 Part 1 - Academies Admission Policies and Criteria
-  MCA Schedule 7-5 Part 2 _ Matriculation Agreement.pdf

MDE Comments

MCA is in a unique situation as it was previously an LEA School within ERS, so many connections exist already as it relates to oversight. The ERS administration, in the role of authorizer, provides counsel and sets expectations with MCA administration and also helps to facilitate a strong relationship between the ISD and MCA. The authorizer strives to have visibility through presence at the academy and through conversations with community and parents, while respecting the differences between the roles of authorizer, academy school board, and academy administration.

The oversight agreement strongly describes a list of comprehensive authorizer oversight responsibilities and compliance and reporting duties required of MCA. ERS representatives attend MCA board meetings on a regular basis and work with the board to encourage training through the Michigan Association of School Boards (MASB).

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**

2. Overseeing PSA Governance

2.1 The Authorizer has a Board Appointment Process in place for ensuring that PSA Board vacancies are filled in a timely manner and member files are accurate and available, including evidence of Oaths of Office, U.S. citizenship, conflict of interest statements, etc.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
ERS/MDE ▾				

Authorizer’s description of the process:

Processes and policies for filling board vacancies have been uploaded. Oaths of office and ERS BOE meeting minutes recording process (10 initial applicants) and 5 board selected board candidates’ applications have been uploaded. Schedule 1B- Methods of Selection Resolution and Governance Structure- describe the process of Superintendent/authorizer conducting initial interviews and recommendations for inaugural Board members, then subsequent board members selected by board majority vote.

Under Development (KK 12/24): A template has been uploaded to reference for board member conflict of interest forms to be completed during the organizational meeting on January 8, 2025.

Uploaded 12/24:

- Board Oaths of Office
- December 2023 ERS BOE meeting minutes- discussion item addresses 10 MCA Board applicants
- 5 Board Members selected- Original applications (with local addresses and connection to MCA) uploaded.
- Schedule 1B- Methods of Selection Resolution and Governance Structure

The Authorizer uploaded 14 documents for review:

- PDF MCA Schedule 1B_Method of Selection Resolution
- PDF MCA oaths of office_SCHOOL BOARD MEMBER.pdf
- PDF MCA Governance Structure.pdf
- PDF MCA Board Candidate Lorraine Berak app
- PDF MCA Board Candidate Kyle Arnold app
- PDF MCA Board Candidate Kwin Morris app
- PDF MCA Board Candidate Kaitlyn Pasik app
- PDF MCA Board Candidate Interview Questions
- PDF MCA Board Candidate Carey Tafelsky app
- PDF MASB_Neola Board of Education Guidance Doc
- PDF Elk Rapids Schools - December 4, 2023 - Regular Board Meeting.pdf
- PDF Conflict of Interest Disclosure Form.pdf
- PDF CA_Sample_Conflict_of_Interest_Disclosure_Form.pdf
- ☰ CA_Sample_Conflict_of_Interest_Disclosure_Form

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**

MDE Comments

ERS provided sections of the charter contract that include documentation regarding the selection, appointment, and removal of board members. Documentation included annual conflict of interest forms, NEOLA Board of Education Guidance, applications for prospective board members, and oath of office templates. Board members are also listed on the Academy website.

In addition to these effective board oversight practices, it is recommended the authorizer develop a formal procedure to document all steps that need to occur to ensure future board vacancies are filled promptly and according to contract and legal requirements and annual conflict-of-interest forms are completed in a timely manner. It would also benefit the authorizer to provide onboarding/training to new board members to ensure they are aware of their responsibilities.

2.2 The Authorizer has a process in place for ensuring that PSAs comply with all applicable law, and for following up on allegations to the contrary.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
MDE ▾		ERS ▾	MDE ▾	

Authorizer’s description of the process:

Three examples of authorizer processes (uploaded to folder link)

1. Certificate of Occupancy and Lease Agreement between Elk RapidsSchools and MCA
2. Completion of background checks and unprofessional conducts checks can be verified by both [Elk Rapids Schools board policies](#) and [MCA board policies](#) and [EREA contract](#) (staff are contracted through Elk Rapids Schools). Volunteers and Board Members also underwent iCHAT screenings per [board policy 3121](#); no criminal backgrounds identified for the 24-25 school year.

“3000 BP - Staff EDUCATIONAL PROVIDER STATEMENT

Adopted September 17, 2024

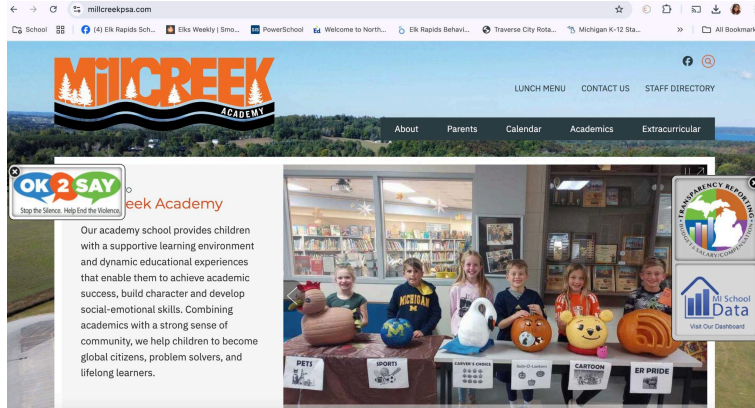
All staff of the Mill Creek Academy are employees of Elk Rapids Schools, the employer, as per the contractual agreement between the Mill Creek Academy Board of Directors and Elk Rapids Schools. All employees, therefore, are subject to all personnel policies and regulations established by Elk Rapids Schools.

It shall be the responsibility of Elk Rapids Schools to ensure that all Federal and State employment regulations are in full compliance. Further, Elk Rapids Schools shall respond to any inquires or complaints promptly in full accordance with law.

© National Charter School Institute”

3. PSA website Transparency compliance (Website: MillCreekPSA.com linked in photo)- transparency page leads to 24-25 proposed budget (uploaded in folder link)

ELK RAPID PUBLIC SCHOOLS ASSURANCE & VERIFICATION FEEDBACK REPORT August 6, 2025



The Authorizer uploaded 7 documents for review:

- MCA Schedule 6C - Certificate of Occupancy.pdf
- MCA LEASE AGREEMENT.pdf
- MCA Board Policy 3000 Educator Provider Statement.pdf
- July-November 2024 MCA Board Minutes.pdf
- ERS Board Policy 3121 CRIMINAL HISTORY RECORD CHECK
- ERS Board Policy 3120 Employment of Professional Staff.pdf
- EREA Contract 23-26.pdf

MDE Comments

ERS works in close collaboration as a partner with MCA. This relationship allows the authorizer to have many anecdotal interactions relative to the oversight of adherence to all applicable laws.

ERS representatives attend MCA board meetings which allows valuable insight into the actions of the Academy Board. MDE shared that oversight of this indicator is a point of emphasis that is vital to work completed by all authorizers. The oversight process could be strengthened by adopting an MCRR and developing some procedures to identify how adherence to the calendar will be monitored and by whom. Typically, compliance with all applicable laws is one of the areas included in the annual performance evaluation provided by the authorizer to the academy.

[Transparency Guidance](#) [OMA Handbook](#)

2.3 The Authorizer has a process in place for ensuring that PSA Boards establish reasonable governing policies, properly record, and publish minutes, and ensure policies and minutes are readily available.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
MDE ▾		ERS ▾	MDE ▾	

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**








Authorizer’s description of the process:

Mill Creek Academy Pupil Accounting procedures are tended to using Northwest Ed’s forms and templates according to the PAM (linked below).

Uploaded 2/25:

- BP 8330 Student Records- Mill Creek Academy
- BP 5000 Student TOC- Mill Creek Academy
- July-November 2024 Board Meeting Minutes
- December & January 2025 Board Meeting Minutes and January 2025 Organizational Board meeting minutes
- MCA Bylaws

The Authorizer uploaded 9 documents for review:

-  BP 5000 Student TOC- Mill Creek Academy BoardDocs® PL.pdf
-  BP 8330 Student Records- Mill Creek Academy BoardDocs® PL.pdf
-  BP6850 Pupil Reporting - Mill Creek Academy BoardDocs® PL.pdf
-  December 3, 2024 at 5_00 PM - December 3, 2024 - Regular Board Meeting.pdf
-  January 8, 2025 at 5_15 PM - January 8, 2025 - Regular Board Meeting (1).pdf
-  January 8, 2025 at 5_15 PM - January 8, 2025 - Regular Board Meeting.pdf
-  July-November 2024 MCA Board Minutes.pdf
-  MCA_BYLAWS
-  School Board Home Page - Mill Creek Academy.pdf

MDE Comments

[Student Academic Records](#) [Public School Retention Schedules](#)

(see [MCL 380.503\(6\)\(m\)\(ixi\)](#)).

A review of the MCA website showed Board policies and bylaws were available on the site. MCA board minutes/agendas did not appear to have active links. As aforementioned, authorizer representation at every board meeting contributes to success with satisfying this indicator.

It would be useful for the authorizer to adopt the proposed MCRR to determine time frames to review the MCA website periodically to verify compliance with these oversight items. While not required, it is highly recommended as a best transparency practice, that the authorizer require the charter contract and education service provider agreement to be posted on the MCA website.

2.4 The Authorizer has a process in place for ensuring that PSAs operate an open application/enrollment process, properly noticed, which employs random selection if necessary to allocate limited slots.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
MDE ▾		ERS/MDE ▾		

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**



Authorizer’s description of the process:

Clear guidelines and processes are articulated in board policy 5111 and in MCA Schedule 7-5 pt. 1 entitled “Academies Admission Policies & Criteria.” I would recommend publishing the admission policies on the website or linking into board policy once updates become available.

Uploaded 2/25:

- Board Policy 5111- Student Admissions
- MCA Schedule 7-5 Part 1 - Academies Admission Policies and Criteria

The Authorizer uploaded 2 documents for review:

-  **BP5111 Student Admission- Mill Creek Academy BoardDocs® PL.pdf**
-  **MCA Schedule 7-5 Part 1 - Academies Admission Policies and Criteria**

MDE Comments

It is recommended ERS establish an annual process to be informed about the enrollment status at the school, whether it is full, and if a random selection lottery will be required. The authorizer should know current enrollment numbers, enrollment windows, whether any caps have been established, the enrollment forms and timelines, evidence of advertisements, etc.

This could be one component of an [MCRR](#) where the authorizer may require Mill Creek Academy to update them periodically on the enrollment status and notify them if any grade levels will be subject to a random selection process.

2.5 The Authorizer has a process in place for ensuring that PSAs that engage ESPs perform sufficient due diligence, employ independent legal counsel, and negotiate “arms-length” agreements that are available for public review.


UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
ERS/MDE ▾				

Authorizer’s description of the process:

Process/procedure for services agreement has been uploaded, but is not published on MCA website for transparency. Documentation of individual contracts (i.e. legal counsel, food service, custodial) has not yet been published separately from Elk Rapids Schools (authorizer).

Uploaded 2/25: Schedule 7-3 Part 2 - ESP Agreement (SERVICES AGREEMENT)

The Authorizer uploaded 3 documents for review:

-  **ESP 7.3.pdf**
-  **MCA Chartwells ESA_SECOND ADDENDUM.pdf**
-  **MCA LEASE AGREEMENT.pdf**

ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025

MDE Comments

If a PSA employs an Educational Service Provider (ESP), the contract that the Academy has with the ESP must be reviewed by the authorizer and “not disapproved” for any legal reason. The situation with MCA is unique because it has no formal relationship with an ESP, and the Authorizer employs the staff, so no third-party human resources manager is necessary. This situation is also unique because the authorizer provides many services to the Academy that are considered management services. If fees are charged for these services, the authorizer should provide a contract to the academy that defines the charges and portrays they are at or below current market rates.

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**

3. Overseeing Facilities

3.1 The Authorizer has a process in place to ensure that all required occupancy and facility approvals have been issued and that local health and safety citations are documented and followed up on as they are identified.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
MDE ▾	ERS ▾			

Authorizer’s description of the process:

Use of existing building (formerly Mill Creek Elementary), which is now leased to Mill Creek Academy. Lease agreement, certificate of occupancy, and filter first grant (compliance) have been linked in folder.

Uploaded 12/24:

- Certificate of occupancy and lease agreement between ERS and MCA
- [Filter First Grant documentation](#)

The Authorizer uploaded 3 documents for review:

-  **MCA Drinking-Water-Management-Plan.docx**
-  **MCA LEASE AGREEMENT.pdf**
-  **MCA Schedule 6C - Certificate of Occupancy.pdf**

MDE Comments

It was discussed that all applicable licensing and occupancy permits are posted in the MCA building. It is recommended that the authorizer develop a site visit form that allows for review of safety/health requirements, including a review of posted permits. This form can be coordinated with a procedure outlining the review elements (occupancy permits, HVAC, security systems, food service etc.) using the proposed MCRR. Feedback can be provided back to MCA as feedback for improvement.

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**

4. Overseeing Quality of Learning

4.1 The Authorizer has a process in place for ensuring that a PSA has established goals aligned to state, federal, and authorizer requirements, has identified methods of assessment (including M-STEP/MME) that are rigorous and measurable, and has in place a process that monitors a PSA’s student progress (growth) in achieving those goals.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
ERS/MDE ▾		ERS ▾		

Authorizer’s description of the process:

Mill Creek Academy’s Board recently approved its strategic plan (uploaded 4/25)

Uploaded 2/25: **Annual Education Reports**

- [District Cover Letter](#)
- [MCA Cover Letter](#)
- [District Annual Education Report](#)
- *Uploaded 4/25: MCA Strategic Plan*

The Authorizer uploaded 3 documents for review:

-  mc_data_report_24-25_1.pdf
-  mca_24-25_aer_cover_letter.pdf
-  mca_aer_cover_letter_24-25_2.pdf

MDE Comments

ERS is responsible for considering Mill Creek Academy's progress toward accomplishing the educational goals identified in the charter contract during reauthorization for all students. To accomplish this, an authorizer must know the goals in the contract and evaluate the school's progress toward accomplishing the goals on an annual basis. Metrics should be identified and methods upon which data will be gathered to measure goals. It is recommended the authorizer develop an annual, standardized procedure to close the feedback loop in writing by explicitly stating where the Academy stands relative to their performance on the goals in the contract. These goals should include student achievement, financial stability, and compliance with all legal requirements. It is best to do this on an annual basis and coordinated with the reauthorization process.

4.2 The Authorizer has a process in place for ensuring that PSAs employ teachers (or that the contracted educational services provider employs teachers on behalf of the PSA) who are certificated/highly qualified according to state board rule or who qualify under Section 505(2), and who have undergone criminal history background and unprofessional conduct checks.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
	ERS/MDE ▾	MDE ▾	MDE ▾	

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**

Authorizer's description of the process:

Please refer to MCA's REP data submission for HQ status of all contracted, certified teaching staff.

Uploaded 12/24: MCA REP data submission

The Authorizer uploaded 1 document for review:

 **MCA REP data submission_Fall 2024**

MDE Comments

As the local school district for the Academy and as the entity who hires staff, ERS has a high degree of knowledge about teacher certification and pupil accounting at the district. The charter contract includes all position descriptions and requires qualifications for staff. The Authorizer indicates it has many informal discussions with the Academy regarding staffing and teacher contracts and receives a file periodically of all teachers and their certifications. MDE review files that demonstrate the authorizer verifies all teachers have background checks and are certified for their current assignments. No additional recommendations.

[Michigan Department of Education's Online Education Certification System](#)

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**

5. Overseeing Financial Accountability

5.1 The Authorizer has a process in place for ensuring that PSAs obtain an annual financial audit and submit it to ISD/MDE and for monitoring PSA response to any audit exceptions, including identified related party transactions or other issues identified in the management letter.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
ERS/MDE ▾				

Authorizer’s description of the process:

Still under development, as we have not had to close out our first fiscal year yet. Budget hearing scheduled for June 19, 2025 for 25-26 school year budget. Final amendment for 24-25 school year also scheduled on June 19th, 2025.

Uploaded 4/25: MCA Bylaws (pages 9-12); Charter Agreement Schedule 4B (Oversight & Fiscal Responsibility), April 2, 2025 BOE minutes (budget/ fiscal review)

The Authorizer uploaded 4 documents for review:

-  **MCA 24_25 Proposed Budget (Transparency Reporting).pdf**
-  **MCA April BOE meeting minutes- April 3, 2025 - Regular Board Meeting.pdf**
-  **MCA_BYLAWS**
-  **Sschedule 4B- MCA Oversight Agreement.pdf**

MDE Comments

ERPS handles financial management for MCA. MCA’s first audit was not yet completed at the time of the A/V visit but is scheduled for September of 2025 and is scheduled to be finalized within statutory deadlines.

5.2 The Authorizer has a process and standards in place to determine financial stability.

UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
ERS/MDE ▾				

Authorizer’s description of the process:










Monthly correspondence with the MCA board regarding financial updates, approval of bills, and revision approvals have been established, yet a financial statement is not yet provided to MCA. Monthly financial progress reports in progress and slated for financial committee BOE meetings going forward.

Uploaded 4/25: MCA Bylaws (pages 9-12); Charter Agreement Schedule 4B (Oversight & Fiscal Responsibility), April 2, 2025 BOE minutes (budget/ fiscal review) including revised budget attachment; proposed budget; Axium contract & Chartwells amendment, Proposed budget

ELK RAPID PUBLIC SCHOOLS ASSURANCE & VERIFICATION FEEDBACK REPORT August 6, 2025

(transparency reporting), screenshot of Transparency reporting as shown on millcreekpsa.com website

The Authorizer uploaded 9 documents for review:

-  20250319095734535_SERVICES, IIMC.pdf
-  elk_rapids_schools_proposal.pdf
-  Image 4-16-25 at 12.12 PM.jpeg
-  MCA 24_25 Proposed Budget (Transparency Reporting).pdf
-  MCA April BOE meeting minutes- April 3, 2025 - Regular Board Meeting.pdf
-  MCA Proposed Budget_Transparency Report.pdf
-  MCA_BYLAWS
-  Public Meeting Minutes: April 3, 2025 at 5:00 PM - April 3, 2025 - Regular Board Meeting - Boar...
-  Sschedule 4B- MCA Oversight Agreement.pdf

MDE Comments

It is recommended the authorizer develop procedures to have consistent conversations with the Academy regarding its financial stability in order to monitor and evaluate the Academy’s fiscal stewardship and use of public resources. This should include specific expectations about the content of quarterly financial submissions to the authorizer and feedback to the Academy at least annually as to if the Academy is meeting financial management expectations. This information could be included as part of the [MCRR](#) mentioned in the previous sections of this report. Additionally, this information should be considered as part of the reauthorization process.

5.3 The Authorizer has a process in place to assist PSAs in avoiding or resolving any potential conflicts of interest, related party transactions, and/or in determining fair market value when it cannot be established by ordinary means.



UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
	MDE ▾	ERS ▾	MDE ▾	

Authorizer’s description of the process:

Elk Rapids Schools (authorizer) oversees fiscal responsibilities, including fair market evaluation. Processes articulated in current board policy (see 6460; 6350, 6700, 6420)

Uploaded 4/25: MCA Bylaws (pages 9-12); Charter Agreement Schedule 4B (Oversight & Fiscal Responsibility), MCA Board Policy Finance TOC

The Authorizer uploaded 3 documents for review:

-  Sschedule 4B- MCA Oversight Agreement.pdf
-  MCA_BYLAWS
-  MCA BoardDocs® PL Finance TOC.pdf

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**

MDE Comments

Oversight related to this indicator asks the Authorizer to assist the Academy Board as they manage contracts with vendors, especially those involving the educational service providers and any RFPs, and function free from any conflicts. Other support often focuses on shared lease space, contracts with other vendors for any educational services, and ensuring fee structures are at a fair market value. It is recommended the Authorizer collect annual conflict-free statements from board members at its academy.

Summary of ELK RAPIDS SCHOOLS Self-Rating w/MDE ratings:

Ind ica tor	UNDER DEVELOPMENT	COMPLETE	CLEAR	CONSISTENT	IMPROVED
1.1	MDE ▾	ERS ▾		MDE ▾	
1.2	MDE ▾	ERS ▾			
1.3	ERS/MDE ▾				
1.4	ERS/MDE ▾				
1.5	ERS/MDE ▾				
2.1	ERS/MDE ▾				
2.2	MDE ▾		ERS ▾	MDE ▾	
2.3	MDE ▾		ERS ▾	MDE ▾	
2.4	MDE ▾		ERS/MDE ▾		
2.5	ERS/MDE ▾				
3.1	MDE ▾	ERS ▾			
4.1	ERS/MDE ▾		ERS ▾		
4.2		ERS/MDE ▾	MDE ▾	MDE ▾	
5.1	ERS/MDE ▾				
5.2	ERS/MDE ▾				
5.3		MDE ▾	ERS ▾	MDE ▾	

ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025

MDE SUMMARY

ERS has taken positive steps in its new role as authorizer, including close collaboration with MCA, attendance at board meetings, and monitoring compliance with laws and board governance. ERS recently completed its first year as a charter authorizer and has a great deal of momentum and potential as it relates to enhancing the initial oversight practices. However, many oversight functions currently rely on informal practices which provide ERS with the opportunity to formalize policies and procedures across reauthorization, compliance, financial oversight, and board governance to ensure consistency, transparency, and accountability. While listed throughout the report, the following key recommendations are as follows:

● **Charter Applications & Contracts**

- Develop a standardized, competitive application process aligned with [MCL 380.502\(3\)](#)
- Create clear procedures and rubrics for evaluating applications
- Establish processes to ensure timely contract submissions, renewals, and amendments to MDE via GEMS

● **Master Calendar of Reporting Requirements (MCRR)**

- Adopt an MCRR covering all statutory and compliance deadlines (e.g., nonprofit annual reports, enrollment reporting, conflict-of-interest forms, safety/health permits, financial submissions)
- Define timelines and responsible parties to ensure accountability

● **Reauthorization Process**

- Create a clear policy and timeline for charter renewal beginning 12–18 months before contract expiration
- Base reauthorization primarily on student achievement across all subgroups, with financial and legal compliance as supporting indicators
- Provide annual written performance evaluations tied to contract goals

● **Board Governance**

- Formalize procedures for filling board vacancies, onboarding/training new members, and collecting annual conflict-of-interest statements
- Continue encouraging training for board members
- Maintain transparency by ensuring the posting of contracts, ESP agreements, and board documents on MCA's website

ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025

- **Oversight & Compliance**

- Conduct regular site visits using a standardized form to review safety, health, and facility compliance
- Require MCA to periodically report enrollment status and notify ERS if a lottery is needed
- Ensure all service contracts and fees are documented, conflict-free, and market-rate

- **Financial Oversight**

- Establish structured, quarterly financial reporting with defined expectations
- Provide written feedback to MCA on fiscal health annually
- Integrate financial monitoring into the MCRR and reauthorization process

The MDE considers it a best practice when the authorizer establishes requirements to maintain a robust PSA website inclusive of governing policies, Notices of public meetings, approved meeting minutes, and the elements as enumerated in [MCL 380.503\(6\)\(m\)](#). Specifically, the statute identifies

“(m) A requirement that the board of directors of the public school academy shall collect, maintain, and make available to the public and the authorizing body, in accordance with applicable law and the contract, at least all of the following information concerning the operation and management of the public school academy:

- (i) A copy of the contract issued by the authorizing body for the public school academy.*
- (ii) A list of currently serving members of the board of directors of the public school academy, including name, address, and term of office; copies of policies approved by the board of directors; board meeting agendas and minutes; a copy of the budget approved by the board of directors and of any amendments to the budget; and copies of bills paid for amounts of \$10,000.00 or more as they were submitted to the board of directors.*
- (iii) Quarterly financial reports submitted to the authorizing body.*
- (iv) A current list of teachers and school administrators working at the public school academy that includes their individual salaries as submitted to the registry of educational personnel; copies of the teaching or school administrator’s certificates or permits of current teaching and administrative staff; and evidence of compliance with the criminal background and records checks and unprofessional conduct check required under sections 1230, 1230a, and 1230b for all teachers and administrators working at the public school academy.*
- (v) Curriculum documents and materials given to the authorizing body.*
- (vi) Proof of insurance as required by the contract.*
- (vii) Copies of facility leases or deeds, or both, and of any equipment leases.*
- (viii) Copies of any management contracts or services contracts approved by the board of directors.*
- (ix) All health and safety reports and certificates, including those relating to fire*

**ELK RAPID PUBLIC SCHOOLS
ASSURANCE & VERIFICATION FEEDBACK REPORT
August 6, 2025**

safety, environmental matters, asbestos inspection, boiler inspection, and food service.

- (x) Any management letters issued as part of the annual financial audit under subdivision (g).*
- (xi) Any other information specifically required under this act.”*

In addition to a continued focus on [Transparency Guidance](#) and oversight, the ERS should consider reviewing the [Open Meetings Act](#) with emphasis on [Section 15.269](#) (meeting minutes) and consider phasing in requirements for each PSA to update their website to include items i – xi above.

Another area of opportunity for ERS is to provide professional learning and assistance in the area of [Student Records and Retention](#).

Tammy Hatfield, MDE PSA Supervisor
Neil Beckwith, MDE PSA Consultant
Eric Lipinski, MDE PSA Consultant
Jill Thompson, MDE PSA Analyst
Tom English, MDE PSA Consultant