

January 8, 2026 - Organizational Meeting  
Thursday, January 8, 2026 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:**

**Trustee Robert Morris**  
**Trustee Carey Tafelsky**  
**Trustee Kaitlyn Pasik**  
**Trustee Kyle Arnold**  
**Trustee Lorraine Berak**

**Central Staff:**

**Principal Nate Plum**  
**Executive Assistant Kortni Huron**  
**Director of Finance Laurie McCann**

II. **ELECTION OF BOARD OFFICERS**

- **Board President**
- **Vice President**
- **Secretary**
- **Treasurer**

**\*Additional nominations may be made for each office, using the same procedure.**

III. **CHANGES AND ADDITIONS TO THE AGENDA**

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

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

V. **ACTION ITEMS**

V.A. **08-26 APPROVAL OF SIGNATURES FOR MILAF/FIFTH THIRD BANK**

**RESOLVED:** That the Board President, Board Vice President, Board Treasurer, Board Secretary, Director of Finance, and Assistant Business Manager be approved as signatories for MILAF/Fifth Third Bank.

V.B. **09-26 APPROVAL TO AUTHORIZE DIRECTOR OF FINANCE & EXECUTIVE ASSISTANT TO RECEIVE, RECORD, AND DEPOSIT SCHOOL FUNDS**

**RESOLVED:** That the Director of Finance & Executive Assistant be approved to receive, record, and deposit school funds.

V.C. **10-26** APPROVAL FOR THE BOARD PRESIDENT/PRINCIPAL TO SERVE AS LIAISON

**RESOLVED:** That the Board President and/or Principal be approved to serve as liaisons in representing the Board at official community or state functions.

V.D. **11-26** APPROVAL TO HAVE THE EXECUTIVE ASSISTANT POST NOTICES OF MEETINGS

**RESOLVED:** That the Executive Assistant be responsible for posting notices of Board meetings.

V.E. **12-26** AUTHORIZE THE DIRECTOR OF FINANCE TO APPROVE AND SIGN CONTRACTS AND AGREEMENTS ON BEHALF OF THE DISTRICT UP TO BUT NOT TO EXCEED \$100,000

**RESOLVED:** That the Director of Finance be authorized to approve and sign contracts and agreements on behalf of the district up to but not to exceed \$100,000.

V.F. **13-26** APPROVAL OF AUTOMATED CLEARING HOUSE (“ACH”) TRANSACTIONS AND WIRED TRANSFERS

**RESOLVED:** That the Director of Finance be authorized to process ACH transactions and wired transfers on behalf of the district.

V.G. **14-26** APPROVAL OF UPDATED COMPETITIVE BID THRESHOLD FOR THE 2025-26 SCHOOL YEAR

**RESOLVED:** That the updated competitive bid threshold of \$31,321 be approved as presented.

V.H. **26-25** APPROVAL OF BOARD MEETING DATES TO COMPLETE 2026 YEAR

**RESOLVED:** That the following board meeting dates be approved up to the Organizational Meeting in January 2027.

**February 12, 2026 – Regular Board Meeting**

**March 12, 2026 – Regular Board Meeting**

**April 9, 2026 – Regular Board Meeting**

**May 14, 2026 – Regular Board Meeting**

**June 11, 2026 – Regular Board Meeting**

**June 25, 2026 – Budget Hearing**

**July 9, 2026 – Regular Board Meeting**

**August 13, 2026 – Regular Board Meeting**

**September 10, 2026 – Regular Board Meeting**

**October 8, 2026 – Regular Board Meeting**

**November 12, 2026 – Regular Board Meeting**

**December 10, 2026 – Regular Board Meeting**

**January 14, 2027 – Organizational/Regular Board Meeting**

VI. **DISCUSSION ITEMS:**

- Board Meeting Dates/Times
- Board Member Stipend Donation of Time and Effort

- Annual Conflicts of Interest Disclosure Form

VII. **ESTABLISHMENT OF BOARD COMMITTEES AND OTHER APPOINTMENTS BOARD COMMITTEES**

- Policy Committee:

Chair:

VIII. **ADJOURNMENT:**



## **BOARD OF EDUCATION MEETINGS**

July 3<sup>rd</sup>, 2025 – Regular Board Meeting, 8:30 a.m.  
August 7<sup>th</sup>, 2025 – Regular Board Meeting  
September 4<sup>th</sup>, 2025 – Regular Board Meeting  
October 2<sup>nd</sup>, 2025 – Regular Board Meeting  
November 6<sup>th</sup>, 2025 – Regular Board Meeting  
December 4<sup>th</sup>, 2025 – Regular Board Meeting  
January 8<sup>th</sup>, 2026 – Organizational/Regular Board Meetings

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\*All meetings will start at 5:00p.m. unless otherwise noted.



**CONFLICTS OF INTEREST - ANNUAL DISCLOSURE FORM**

**MILL CREEK ACADEMY (the "District")**

Please complete and return this completed form to the District Clerk of the District by August 1 of each fiscal year.

**School Year 2025 - 2026**

**1. Name, Address, Office / Title:**

Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

District Officer or District Employee Title: \_\_\_\_\_

**2. Spouse and Dependent Children: NO SPOUSE** (circle if appropriate) Provide the name of your spouse (if married) and/or the names and ages of any dependent children:

Spouse \_\_\_\_\_ Child/Age \_\_\_\_\_

Child/Age \_\_\_\_\_ Child/Age \_\_\_\_\_

**3. Financial Interests.**

a. **Business Positions.** List any office, trusteeship, directorship, partnership or other position in any business, association, proprietary, or for profit organization for you (and/or your spouse and/or dependent children), and indicate whether any of these businesses are involved with the District in any manner.

**NONE** (circle if appropriate)

Name of Family Member Position Name of Business Work with District \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. **Employment.** Describe any occupation, employment, trade, business or profession providing more than \$1,000.00 per year for you (and/or your spouse and/or dependent children), and indicate whether such work is in any way connected to the District.

**NONE** (circle if appropriate)

Name of Family Member Position Organization Connection to District \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**NAME:** \_\_\_\_\_

c. **Past Employment.** Identify the source and nature of any income in excess of \$1,000.00 per year from any prior employer, including deferred income, and Address of Income Source to a pension or retirement fund, profit sharing plan, severance pay, or payments under a buy-out agreement, and indicate whether such work was in any way connected to the District.

**NONE** (circle if appropriate)

**Name and Address of Source of Income Description of Income (i.e. pension, deferred, etc.)**

_____	_____
_____	_____
_____	_____
_____	_____

d. **Investments.** Itemize and describe all investments in excess of \$5,000.00 or five percent (5%) of the value in any business, corporation, partnership, or other assets including stocks, bonds, loans, pledged collateral, and other investments, for you (and/or your spouse and/or dependent children).

**NONE** (circle if appropriate)

**Name and Address of Family Member Name/Address of Business Description of Investment**

_____	_____	_____
_____	_____	_____
_____	_____	_____

e. **Other Income.** Identify the source and nature of any other income in excess of \$1,000.00 per year from any source not described above, including teaching income, lecture fees, consultant fees, contractual income, or other income of any nature, for you (and/or your spouse and/or dependent children).

**NONE** (circle if appropriate)

**Name and Address of Family Member Name and Address of Income Source Nature of Income**

_____	_____	_____
_____	_____	_____
_____	_____	_____

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**NAME:** \_\_\_\_\_

**4. Gifts and Honorariums.** List the source of all gifts aggregating in excess of \$75.00 received during the last year by you (and/or spouse and/or dependent children) excluding gifts from a relative. The term “gifts” includes gifts of cash, meals, event tickets, property, personal items, payments to third parties on your behalf, forgiveness of debt, honorariums, or any other payments that are not reportable income.

**NONE** (circle if appropriate)

**Name and Address of Family Member      Name and Address of Donor**

_____	_____
_____	_____
_____	_____

**5. Third-Party Honorariums.** Identify and describe the source of any third-party disbursement for travel-related expenditures in excess of \$250.00 for any matter that relates to you official duties. The term “reimbursement” includes any travel-related expenses provided by anyone other than the District to speaking engagements, conferences, or fact finding events that relate to your School District duties.

**NONE** (circle if appropriate)

**Source Description**

_____	_____
_____	_____
_____	_____

**6. Interest in Contracts.** Describe any interest you (and/or spouse and/or dependent children) have in any contracts involving the District or any New York State Boards of Cooperative Educational Services (BOCES).

**NONE** (circle if appropriate)

**Name of Family Member      Contract Description**

_____	_____
_____	_____
_____	_____

**PAGE 4 CONFLICTS OF INTEREST - ANNUAL DISCLOSURE FORM**

**NAME:** \_\_\_\_\_

**7. Certification:**

I hereby certify, under penalty of perjury, that the information disclosed on this form is true and complete to the best of my knowledge.

I have received a copy and read the District's Board of Education Policy "Code of Ethics." I hereby acknowledge my continuing responsibility to disclose any conflicts of interest or potential conflict of interest and/or reclude myself from any act or action as required by New York State Law and the School District Code of Ethics. I certify that I will undertake and carry out this responsibility to the best of my ability.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please complete and return this completed form to the District Clerk by August 1 of each fiscal year.