

# July 7, 2025 - Regular Board Meeting

Monday, July 7, 2025 8:15 AM

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

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

### Board of Education:

President Jennifer Brown Moore	Trustee Scott
Vice-President Tara Kribs Wojtowicz	Trustee Shana
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

### III. SPECIAL PRESENTATIONS:

- Elk Rapids District Library - Pam Williams
- School Resource Officer - John Rice

## IV. COMMUNICATIONS FROM THE PUBLIC (AGENDA ITEMS ONLY)

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

## V. CONSENT AGENDA APPROVAL OF MINUTES

- June 23, 2025 - Budget Hearing Minutes
- June 23, 2025 - Workshop Meeting Minutes

## VI. APPROVAL OF BILLS

- General Fund - \$1,220,954.69
- 2023 Bond - \$178,709.90

## VII. PERSONNEL

### 01-25 APPROVAL OF RESIGNATION OF ALYSSA LEIN AS A PARAPROFESSIONAL

**RESOLVED:** That the resignation of Alyssa Lein as a paraprofessional at Lakeland Elementary be approved as of June 6, 2025.

### 02-25 APPROVAL OF RESIGNATION OF LISA SARASIN AS A PARAPROFESSIONAL

**RESOLVED:** That the resignation of Lisa Sarasin as a paraprofessional at Lakeland Elementary be approved as of June 6, 2025.

**03-25 APPROVAL OF JESSE KRAMER AS A TEACHER**

**RESOLVED:** That Jesse Kramer be approved as Special Education Teacher/Interventionist at Cherryland Middle School. Mrs. Kramer will be placed at BA Step 12 of the Master Agreement.

**04-25 APPROVAL OF KATE FRIES AS A TEACHER**

**RESOLVED:** That Kate Fries be approved as a teacher at Lakeland Elementary. Mrs. Fries will be placed at BA Step 1 of the Master Agreement.

**05-25 APPROVAL OF ELK RAPIDS HIGH SCHOOL SPRING 2026 COACHES**

**RESOLVED:** That the following coaches be approved for the Spring 2026 season:

- Varsity Boys Baseball - Tim Barber
- JV Boys Baseball - Ryan Janis
- Girls Tennis - Keith Schulte
- Boys Golf - Hayden Carpenter
- Varsity Girls Softball - Erin Merchant
- JV Girls Softball - Vacant
- Varsity Girls Soccer - Andrea Krakow
- JV Girls Soccer - Vacant
- Boys Track - Cam Ward
- Girls Track - Mary Pray

VIII. **DISCUSSION ITEMS**

- Board Policy Update 39-2 - First Reading
  - 0131.1 - Bylaws and Policies
  - 1430 - Leaves of Absence
  - 2340 - Field and Other District-Sponsored Trips
  - 3430 - Leaves of Absence
  - 4430 - Leave of Absence
  - 5320 - Immunization
  - 5330 - Use of Medications
  - 5330.01 - Epinephrine Auto-Injectors
  - 5350 - Student Health, Well-Being, and Suicide Prevention
  - 5460 - Graduation Requirements
  - 8320 - Personnel Files
  - 8500 - Food Services
  - 8510 - Wellness
  - 8640 - Transportation for Field and Other District-Sponsored Trips (Rescind)

IX. **ACTION ITEMS**

IX.A. **06-25** APPROVAL OF ADMINISTRATIVE CONTRACT FOR NATE PLUM

**RESOLVED:** That the Administrative Principal Contract be approved for Nate Plum, as presented.

IX.B. **07-25** APPROVAL OF CONTRACT AMENDMENT FOR SUPERINTENDENT MCKENNA

**RESOLVED:** That the Administrative Superintendent Contract Amendment be approved for Bryan McKenna, as presented.

IX.C. **08-25** APPROVAL OF STUDENT FEES, FINES AND SUPPLIES AS REQUIRED BY POLICY 6152

**RESOLVED:** That the Student Fees, Fines and Supplies be approved as presented and required by Policy 6152.

IX.D. **09-25** APPROVAL OF TRAVEL PAYMENT/REIMBURSEMENT AS REQUIRED BY POLICY 6550

**RESOLVED:** That Travel Payment/Reimbursement be approved as presented and required by Policy 6550.

IX.E. **10-25** APPROVAL OF RELATIONS WITH SPECIAL INTEREST GROUPS AS REQUIRED BY POLICY 9700

**RESOLVED:** That Relations with Special Interest Groups be approved as presented and required by Policy 9700.

IX.F. **11-25** APPROVAL OF SHORT AND LONG-RANGE PLANNING AS REQUIRED BY POLICY 7100.1

**RESOLVED:** That Short and Long-Range Planning be approved as presented and required by Policy 7100.1.

IX.G. **12-25** APPROVAL OF DISTRICT USE OF CREDIT CARDS AS REQUIRED BY POLICY 6423

**RESOLVED:** That District Use of Credit Cards be approved as presented and required by Policy 6423.

IX.H. **13-25** APPROVAL OF WELLNESS REQUIRED BY POLICY 8510

**RESOLVED:** That the Wellness, as required by Policy 8510 be approved as presented.

X. **COMMUNICATIONS FROM THE PUBLIC**

**Time limitations: Same as above.**

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

XII. **SUPERINTENDENT REPORT**

- **State Budget**
- **Bond and Capital Projects Update**

XIII. **BOARD OF EDUCATION CELEBRATING SUCCESSES**

XIV. **SCHEDULED ACTIVITIES/FUTURE MEETINGS**

- **August 4, 2025 - Regular Board Meeting, 8:15 a.m.**

XV. **ADJOURNMENT**

June 23, 2025 - Budget Hearing  
Monday, June 23, 2025 5:00 PM Eastern

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

Darryl Antcliff: Present  
Jennifer Brown: Present  
Jeff Hill: Present  
Tara Kribs: Absent  
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  
Vice-President Tara Kribs  
Secretary Sherry Steffen  
Treasurer Darryl Antcliff  
Trustee Scott Moore  
Trustee Shana Wojtowicz  
Trustee Jeff Hill

Central Staff:

Superintendent Bryan McKenna  
Executive Assistant Kortni Huron  
Director of Finance Laurie McCann

### II. DISCUSSION ITEMS:

- Budget Revisions for Fiscal Year 2024/2025
- Budget Hearing for Fiscal Year 2025/2026

Laurie McCann presented the budgets.

### III. COMMUNICATIONS FROM THE PUBLIC RE: BUDGET HEARING

None.

### IV. ADJOURNMENT

To adjourn at 5:16p.m. This motion, made by Darryl Antcliff and seconded by Scott Moore, Carried.

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

Yea: 6, Nay: 0, Absent: 1

June 23, 2025 - Workshop Meeting  
Monday, June 23, 2025 5:15 PM Eastern

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

Darryl Antcliff: Present  
Jennifer Brown: Present  
Jeff Hill: Present  
Tara Kribs: Absent  
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 Jeff Hill
Secretary Sherry Steffen	Trustee Shana Wojtowicz
Treasurer Darryl Antcliff	

#### **Central Staff:**

Superintendent Bryan McKenna  
Executive Assistant Kortni Huron  
Director of Finance Laurie McCann

### **II. CHANGES AND ADDITIONS TO THE AGENDA**

To approve the agenda with no changes or additions. This motion, made by Scott Moore and seconded by Darryl Antcliff, Carried.

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

### **III. SPECIAL PRESENTATION -**

- Lakeland Elementary - Angie Nichols
- Cherryland Middle Schools - Josh Haggerty
- Athletics Update - Brett Graham

All present.

### **IV. CONSENT AGENDA**

#### **APPROVAL OF MINUTES**

- June 2, 2025 - Regular Meeting Minutes

## **PERSONNEL**

### **117-25 APPROVAL OF BO REINHARDT AS A COACH**

**RESOLVED:** That Bo Reinhardt be approved as JV Girls Basketball Coach.

### **118-25 APPROVAL OF RESIGNATION OF SARA MILING AS A PARAPROFESSIONAL**

**RESOLVED:** That the resignation of Sara Miling as a paraprofessional at Mill Creek Academy, be approved as of June 6, 2025.

### **119-25 APPROVAL OF RESIGNATION OF LEAH PEARSON AS A TEACHER**

**RESOLVED:** That the resignation of Leah Pearson as a Special Education Teacher at Mill Creek Academy and Cherryland Middle School be approved as of August 31, 2025.

### **120-25 APPROVAL OF RESIGNATION OF JESSICA VANDERGRIFF AS A COACH**

**RESOLVED:** That the resignation of Jessica Vandergriff as JV Softball coach be approved as of June 11, 2025.

### **121-25 APPROVAL OF RESIGNATION OF NICK DEL ROSE AS A COACH**

**RESOLVED:** That the resignation of Nick Del Rose as Tennis Coach be approved as of June 10, 2025.

### **122-25 APPROVAL OF POSITION TRANSFER FOR RENEE BRADBERRY**

**RESOLVED:** That Renee Bradberry move into the vacant Lead Administrative Assistant position at Cherryland Middle School, as of June 16, 2025. Mrs. Bradberry will be placed at Step 1 of the Lead Administrative Assistant Scale.

### **123-25 APPROVAL OF ASHLEY GEE AS ADMINISTRATIVE ASSISTANT**

**RESOLVED:** That Ashley Gee be approved as Administrative Assistant at Cherryland Middle School. Mrs. Gee will be placed at Step 1 of the wage scale.

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

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

Yea: 6, Nay: 0, Absent: 1

## **V. ACTION ITEMS**

### **V.A. 124-25 APPROVAL OF 2024-2025 GENERAL FUND REVISED BUDGET**

**RESOLVED:** That the 2024-2025 General Fund Revised Budget be approved as presented by the Director of Finance.

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

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

Yea: 6, Nay: 0, Absent: 1

### **V.B. 125-25 APPROVAL OF 2024-2025 FOOD SERVICE REVISED BUDGET**

**RESOLVED:** That the 2024-2025 Food Service Revised Budget be approved as presented by the Director of Finance.

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

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

**V.C. 126-25 APPROVAL OF 2024-2025 CHILDCARE REVISED BUDGET**

**RESOLVED:** That the 2024-2025 Childcare Revised Budget be approved as presented by the Director of Finance.

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

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

**V.D. 127-25 APPROVAL OF 2024-2025 STUDENT ACTIVITIES FUND REVISED BUDGET**

**RESOLVED:** That the 2024-2025 Student Activities Fund Revised Budget be approved as presented by the Director of Finance.

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

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

**V.E. 128-25 APPROVAL OF 2024-2025 CAPITAL PROJECTS REVISED BUDGET**

**RESOLVED:** That the 2024-2025 Capital Projects Revised Budget be approved as presented by the Director of Finance.

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

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

**V.F. 129-25 APPROVAL OF 2024-2025 BOND REVISED BUDGET**

**RESOLVED:** That the 2024-2025 Bond Revised Budget be approved as presented by the Director of Finance.

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

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

**V.G. 130-25 APPROVAL OF 2025-2026 GENERAL FUND PROPOSED BUDGET**

**RESOLVED:** That the 2025-2026 General Fund Proposed Budget be approved as presented by the Director of Finance.

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

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

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

**V.H. 131-25 APPROVAL OF 2025-2026 FOOD SERVICE FUND PROPOSED BUDGET**

**RESOLVED:** That the 2025-2026 Food Service Fund Proposed Budget be approved as presented by the Director of Finance.

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

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

**V.I. 132-25 APPROVAL OF 2025-2026 CHILDCARE FUND PROPOSED BUDGET**

**RESOLVED:** That the 2025-2026 Childcare Fund Proposed Budget be approved as presented by the Director of Finance.

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

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

**V.J. 133-25 APPROVAL OF 2025-2026 STUDENT ACTIVITIES FUND PROPOSED BUDGET**

**RESOLVED:** That the 2025-2026 Student Activities Fund Proposed Budget be approved as presented by the Director of Finance.

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

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

**V.K. 134-25 APPROVAL OF 2025-2026 CAPITAL PROJECTS PROPOSED BUDGET**

**RESOLVED:** That the 2025-2026 Capital Projects Proposed Budget be approved as presented by the Director of Finance.

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

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

**V.L. 135-25 APPROVAL OF 2025-2026 BOND PROPOSED BUDGET**

**RESOLVED:** That the 2025-2026 Bond Proposed Budget be approved as presented by the Director of Finance.

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

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

**V.M. 136-25 APPROVAL OF LORRAINE BERAK AS MILL CREEK ACADEMY BOARD TRUSTEE**

**RESOLVED:** That Lorraine Berak be approved as Mill Creek Academy Board Trustee for three years.

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

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

Yea: 6, Nay: 0, Absent: 1

**V.N. 137-25 APPROVAL OF NEW PAY RATES**

**RESOLVED:** That the following new pay rates be approved for the following groups:

- Paraprofessionals
- Administrative Assistants
- Lead Administrative Assistants
- Bus Mechanic

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

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

Yea: 6, Nay: 0, Absent: 1

**V.O. 138-25 APPROVAL OF ELK RAPIDS HIGH SCHOOL CARPET BID**

**RESOLVED:** That Ritsema Associates be awarded the Elk Rapids High School carpet bid, as presented by the Director of Finance.

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

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

Yea: 6, Nay: 0, Absent: 1

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

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

None.

**VII. DISCUSSION ITEMS**

- Building/Grounds Maintenance Position
- Building/Grounds Maintenance Position - Superintendent McKenna reported that, based on updated square footage in the district due to construction, this position is necessary to support day-to-day operations. With the board's permission, the administration will be posting this position next week after the finance committee meeting.

**VIII. STUDY SESSION**

This portion of the agenda is utilized by the Board to introduce topics for future study, to discuss school-related matters, and to relate items of interest. No action is taken during this time. Occasionally, closed sessions are scheduled to discuss confidential personnel, negotiations, or property matters.

*Closed Session*

*(a) To consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing.*

To adjourn to Closed Session at 5:56 p.m. Reconvened to Open Session at 7:33 p.m. This motion, made by Scott Moore and seconded by Darryl Antcliff, Carried.

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

Yea: 6, Nay: 0, Absent: 1

To approve the Closed Session Minutes. This motion, made by Scott Moore and seconded by Darryl Antcliff, Carried.

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

Yea: 6, Nay: 0, Absent: 1

**IX. 139-25 APPROVAL OF ANNUAL SUPERINTENDENT EVALUATION RATING**

**RESOLVED:** That the annual superintendent evaluation rating \_\_\_\_\_, be approved.

To approve the resolution as presented with an evaluation rating of Effective. This motion, made by Scott Moore and seconded by Darryl Antcliff, Carried.

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

Yea: 6, Nay: 0, Absent: 1

**X. SCHEDULED ACTIVITIES/FUTURE MEETINGS**

- July 7, 2025 - Regular Board Meeting, 8:15 am

**XI. ADJOURNMENT**

To adjourn at 7:37 p.m. This motion, made by Scott Moore and seconded by Darryl Antcliff, Carried.

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

Yea: 6, Nay: 0, Absent: 1

Elk Rapids Schools  
A/P Summary  
6/3/25 thru 7/7/25

Ck Number	Ck Status	Vendor Name	Amount	Check Date
80311	Printed	Amy Maris	29.50	6/4/2025
80312	Printed	Ava Beller	2,500.00	6/4/2025
80313	Printed	Axiom Services, Inc.	26,689.84	6/4/2025
80314	Printed	Bulls-I, Inc.	14.00	6/4/2025
80315	Printed	Carolina Best	2,500.00	6/4/2025
80316	Printed	Complete Home Repair & Handy Man	150.00	6/4/2025
80317	Printed	Domenico Fortuna	2,500.00	6/4/2025
80318	Printed	DTE Energy	3,316.99	6/4/2025
80319	Printed	Dylan Sundberg	307.97	6/4/2025
80320	Printed	Elk Rapids Schools	1,413.74	6/4/2025
80321	Printed	Freedom Hill Coffee Roasters, LLC	1,416.00	6/4/2025
80322	Printed	Gill-Roy's Complete Hardware	84.57	6/4/2025
80324	Printed	Harrison Nico	2,500.00	6/4/2025
80325	Printed	Holly Alberts	551.16	6/4/2025
80326	Printed	Jann Scalise	60.00	6/4/2025
80327	Printed	Kalkaska High School	200.00	6/4/2025
80328	Printed	Karen Miller	200.00	6/4/2025
80329	Printed	Kayla Vaughn	55.00	6/4/2025
80330	Printed	Kevin Avery	136.00	6/4/2025
80331	Printed	Kimberly A. Eardley	567.10	6/4/2025
80332	Printed	Matthew Hoppe	300.00	6/4/2025
80333	Printed	McMillens Instant Framer	2,099.75	6/4/2025
80334	Printed	Mi School Energy Cooperative	8,098.49	6/4/2025
80335	Printed	Michael's Place, Inc.	2,267.00	6/4/2025
80336	Printed	NWEA	1,703.50	6/4/2025
80337	Printed	The Place, LLC	3,194.70	6/4/2025
80338	Printed	Ray K Kimball	850.00	6/4/2025
80339	Printed	Pro-Image Design, Inc.	151.73	6/4/2025
80340	Printed	Ricoh USA, Inc	576.78	6/4/2025
80341	Printed	Sam Ward	2,500.00	6/4/2025
80342	Printed	Thrun, Maatsch, And Nordberg, P.C.	2,787.50	6/4/2025
80343	Printed	Tim Dietlin	180.00	6/4/2025

Elk Rapids Schools  
A/P Summary  
6/3/25 thru 7/7/25

80344	Printed	Top Line Electric LLC	1,538.91	6/4/2025
80345	Printed	Township Of Elk Rapids	2,803.05	6/4/2025
80346	Printed	TruGreen Chem Lawn	3,110.16	6/4/2025
80347	Printed	Varsity Yearbook	1,876.40	6/4/2025
80348	Printed	Wesley Moulton	1,225.00	6/4/2025
80349	Printed	X-Cel Chemical Specialties North, LLC	12,412.89	6/4/2025
80350	Printed	Zach Progowski	1,525.72	6/4/2025
80352	Printed	Kimberly Rice	1,815.62	6/4/2025
80353	Printed	MIHA	300.00	6/4/2025
80355	Printed	Aflac	239.22	6/5/2025
80356	Printed	Ann DeVogel	15.00	6/11/2025
80357	Printed	Antrim County	5,143.12	6/11/2025
80358	Printed	Axium Services, Inc.	123.75	6/11/2025
80359	Printed	Brett Graham	550.20	6/11/2025
80360	Printed	Christy Britton	30.00	6/11/2025
80361	Printed	Crystal Flash Energy	3,417.23	6/11/2025
80362	Printed	Elk Rapids Area Chamber Of Commence	1,350.00	6/11/2025
80363	Printed	Elk Rapids Schools	202.30	6/11/2025
80364	Printed	Haleigh Yocom	500.00	6/11/2025
80365	Printed	Jesse Emmons	65.00	6/11/2025
80366	Printed	Joel Darin	500.00	6/11/2025
80367	Printed	Josh Haggerty	30.00	6/11/2025
80368	Printed	Kelly Cibik	150.86	6/11/2025
80369	Printed	Kendall Electric, Inc	860.03	6/11/2025
80370	Printed	Leah Pearson	169.40	6/11/2025
80371	Printed	Leelanau Outdoor Center	11,262.10	6/11/2025
80372	Printed	Linda Dart	25.20	6/11/2025
80373	Printed	Macy Piner	332.35	6/11/2025
80374	Printed	NCS Pearson	1,567.50	6/11/2025
80375	Printed	ESS Midwest, Inc.	2,795.10	6/11/2025
80376	Printed	The Place, LLC	1,414.44	6/11/2025
80377	Printed	Profile	45.00	6/11/2025
80378	Printed	Ranee Compo	227.00	6/11/2025

Elk Rapids Schools  
A/P Summary  
6/3/25 thru 7/7/25

80379	Printed	Ricoh USA, Inc	207.28	6/11/2025
80380	Printed	Shauna Phillips	29.66	6/11/2025
80381	Printed	Blaschko Enterprises, Inc.	23.18	6/11/2025
80382	Printed	Northwest Education Services	4,881.00	6/11/2025
80383	Printed	Theresa Marshall	225.00	6/11/2025
80384	Printed	Timothy Hibbard	3,864.13	6/11/2025
80385	Printed	TruGreen Chem Lawn	155.25	6/11/2025
80386	Printed	X-Cel Chemical Specialties North, LLC	1,342.91	6/11/2025
80387	Printed	East Jordan Middle School	175.00	6/11/2025
80388	Printed	Elk Rapids Schools	1,728.10	6/11/2025
80389	Printed	Owen-Ames-Kimball Company	513,124.79	6/11/2025
80390	Printed	ESS Midwest, Inc.	19,467.91	6/11/2025
80391	Printed	Aventric Technologies	2,150.00	6/11/2025
80392	Printed	A-GA-Ming Golf Resort	1,680.00	6/18/2025
80393	Printed	Allen Supply	34,163.00	6/18/2025
80394	Printed	Ann Grammer	82.85	6/18/2025
80395	Printed	College Board	16,040.00	6/18/2025
80396	Printed	Courtney Poniatoski	328.90	6/18/2025
80397	Printed	East Bay Medical	230.00	6/18/2025
80398	Printed	Elk Rapids Food Service	500.00	6/18/2025
80399	Printed	Elmer's Crane & Dozer, Inc.	11,138.50	6/18/2025
80400	Printed	Follett School Solutions, Inc.	1,934.34	6/18/2025
80401	Printed	Ginop Sales, Inc	17,680.12	6/18/2025
80402	Printed	Gmoser's Septic Service, Inc.	2,012.50	6/18/2025
80403	Printed	Kevin Ball	1,882.08	6/18/2025
80404	Printed	Kingsley Area Schools	200.00	6/18/2025
80405	Printed	Northern Monument	35.00	6/18/2025
80406	Printed	The Place, LLC	1,501.39	6/18/2025
80407	Printed	Sehi Computer Products Inc.	5,815.00	6/18/2025
80408	Printed	Village of Elk Rapids	4,611.99	6/18/2025
80409	Printed	Michigan State Disbursement Unit	17.70	6/20/2025
80410	Printed	Aflac	159.48	6/25/2025
80411	Printed	Michigan State Disbursement Unit	17.70	6/27/2025

Elk Rapids Schools  
A/P Summary  
6/3/25 thru 7/7/25

80412	Printed	Amanda Fenlon	63.29	6/25/2025
80413	Printed	Brandon Hubbell	111.30	6/25/2025
80414	Printed	Elk Rapids Food Service	1,673.85	6/25/2025
80415	Printed	Elk Rapids Food Service	432.30	6/25/2025
80416	Printed	Karen Sniegowski	104.30	6/25/2025
80417	Printed	Law Offices Of Dennis Pollard PC	27.75	6/25/2025
80418	Printed	Linda Dart	129.22	6/25/2025
80419	Printed	Michelle Kurtz	58.80	6/25/2025
80420	Printed	Milton Township Treasurer	5,376.00	6/25/2025
80421	Printed	ESS Midwest, Inc.	3,004.26	6/25/2025
80422	Printed	The Place, LLC	523.00	6/25/2025
80423	Printed	UHY LLP	10,900.00	6/25/2025
80425	Printed	Axium Services, Inc.	28,621.94	6/30/2025
80426	Printed	Beth Cron	115.89	6/30/2025
80427	Printed	Consumers Energy	131.85	6/30/2025
80428	Printed	DTE Energy	264.02	6/30/2025
80429	Printed	Elk Rapids Food Service	1,575.00	6/30/2025
80432	Printed	Josh Haggerty	122.46	6/30/2025
80433	Printed	Jostens	1,065.96	6/30/2025
80434	Printed	LARA, Bureau Of Construction Codes	1,126.65	6/30/2025
80435	Printed	Mi School Energy Cooperative	7,636.74	6/30/2025
80436	Printed	Mr. Rooter Plumbing	1,315.00	6/30/2025
80437	Printed	Nathan Plum	145.88	6/30/2025
80438	Printed	Thrun, Maatsch, And Nordberg, P.C.	201.00	6/30/2025
80439	Printed	Traverse City St Francis	140.00	6/30/2025
80440	Printed	X-Cel Chemical Specialties North, LLC	5,555.70	6/30/2025
80441	Printed	Elk Rapids Food Service	123.95	6/30/2025
80442	Printed	Elk Rapids Food Service	487.75	6/30/2025
80443	Printed	John E Green Company	2,783.77	6/30/2025
80444	Printed	Julie Greene	32.98	6/30/2025
80445	Printed	Katherine Theisen	7.73	6/30/2025
80446	Printed	MASB	257.50	6/30/2025
80447	Printed	Miah Swenson	93.50	6/30/2025

Elk Rapids Schools  
A/P Summary  
6/3/25 thru 7/7/25

80448	Printed	Misaeng Shu	75.00	6/30/2025
80449	Printed	The Place, LLC	1,106.00	6/30/2025
80450	Printed	Audree Martin	93.50	6/30/2025
80451	Printed	Custer Office Equipment, Inc.	6,199.42	6/30/2025
80452	Printed	Elk Rapids Rotary Fund	71.25	6/30/2025
80453	Printed	Messa	132,251.93	6/30/2025
80454	Printed	SET SEG	150,386.00	6/30/2025
80455	Printed	Compass Groups USA, Inc.	81,633.62	6/30/2025
		<b>Total</b>	<b>1,220,954.69</b>	

Elk Rapids Schools  
2023 Construction Bond  
6/3/25 thru 7/7/25

<b>Ck Number</b>	<b>Ck Status</b>	<b>Vendor Name</b>	<b>Amount</b>
80323	Printed	GMB	1,062.33
80351	Printed	Interphase Office Interiors, Inc.	2,035.92
80424	Printed	Windemuller Electric, Inc.	173,550.00
80430	Printed	GMB	1,281.65
80431	Printed	GMB	280.00
80456	Printed	U.S. Bank	500.00
		<b>Total</b>	<b>178,709.90</b>

Elk Rapids Schools  
2023 Construction Bond  
6/3/25 thru 7/7/25

Check Description	Check Date
BOND CMS	6/4/2025
Bond	6/4/2025
BOND CMS; BOND High School; Bond Lakeland/Bus Garage; BOND M	6/25/2025
MI Permit Lic Plan REv	6/30/2025
BOND Cash Flow CMS	6/30/2025
2023 Bond School Building And Site Bonds	6/30/2025

# **POLICY Updates: February 2025**

## **Technical Corrections:**

None.

## **Revised:**

### **Bylaw 0131.1 - Bylaws and Policies (Revised)**

This bylaw has been revised to streamline the process for review and adoption of policy and of making technical corrections to policies and bylaws. The bylaw provides options for defining technical corrections and authorizes the Superintendent to make such corrections and provide a summary of the corrections to the Board for review.

This revised bylaw should be adopted if the Board wishes to streamline the policy adoption process and/or technical corrections process.

### **Policy 1430/3430/4430 - Leaves of Absence (Revised)**

These policies have been adopted to include the provisions of the Earned Sick Time Act ("ESTA"), effective February 21, 2025, or at the expiration of the district's collective bargaining agreement ("CBA") covering such benefits.

### **Policy 2340 - Field and Other District-Sponsored Trips (Revised)**

This policy has been adopted to update language overall and to include transportation options and provisions (found in Policy 8640).

### **Policy 5320 - Immunization (Revised)**

This policy has been revised to reflect the immunization requirements in the Michigan Department of Education's ("MDE") "2024 Immunization Requirements for Students Entering Kindergarten and 7th Grade or Enrolling in a New School District in Grades 1-12". See also AG 5320 in this update.

These revisions should be adopted in order to comply with MDE's immunization requirements.

### **Policy 5330 - Use of Medications (Revised)**

This policy was reviewed at the request of clients and updated to include additional definitions and further clarity to processes for the storage and administration of prescription and over-the-counter medications.

These suggested revisions should be considered for adoption.

### **Policy 5330.01 - Epinephrine Auto-Injectors (Revised)**

This policy was revised at the request of clients, adding the immunity provisions set forth in applicable State law.

### **Policy 5350 - Student Health, Well-Being, and Suicide Prevention (Revised)**

This policy is revised to include comprehensive mental health and wellness initiatives that promote the emotional and physical safety of students and staff.

Revisions to this policy should be considered for adoption.

### **Policy 5460 - Graduation Requirements (Revised)**

This policy has been revised at the request of clients to provide an option regarding Universal FAFSA provisions that are required of districts participating in the MiLEAP 2024-2025 Universal FAFSA Challenge. This provision is not currently required by law, but is necessary to secure funding offered as a part of the Challenge.

This revision should be adopted by a district participating in the Universal FAFSA Challenge.

### **Policy 8320 - Personnel Files (Revised)**

This policy is revised to reflect the recent changes to the Public Employment Relations Act ("PERA") due to P.A. 236 (2023).

This revision reflects the provisions of law and should be adopted.

### **Policy 8500 - Food Services (Revised)**

This policy has been revised to include additional language and options regarding "bad debt" and dietary modifications at the request of clients due to audits.

These revisions should be considered for adoption.

### **Policy 8510 - Wellness (Revised)**

This policy has been revised to include U.S. Department of Agriculture ("USDA") requirement to include the overall nondiscrimination language and to add other USDA guidance regarding wellness options throughout district operations.

### **Rescind:**

### **Policy 8640 - Transportation for Field and Other District-Sponsored Trips (Rescind)**

This policy is recommended for deletion, as the provisions for transportation have been included in Policy 2340 - Field and Other District-Sponsored Trips.

**Elk Rapids Schools  
Elementary Principal  
Employment Contract**

In accordance with the action found in the July 7, 2025 meeting minutes of the Board of Education (“Board”) of the **Elk Rapids Schools** (“District”), the Board employs **Nathan Plum** (“Administrator”) as an Elementary Principal according to the terms and conditions of this Contract as specifically described below.

1. **Term.** The Administrator is employed for a contract term beginning **August 1, 2025, and ending on July 31, 2026.** Any extension of this Contract requires the express approval of the Board.
2. **Duties.** The Administrator shall faithfully and diligently perform the duties of the Elementary Principal as well as those duties as required by law and that may be further established, modified, or amended from time to time by the Board or Superintendent.
  - A. The Administrator acknowledges the ultimate authority of the Board as to his duties and will faithfully perform those duties and diligently implement the Board’s policies and educational programs.
  - B. The Administrator will comply with and fulfill all duties and tasks for which he is responsible as required by state and federal law, as well as by the Board through its policies, regulations, and directives.
  - C. The Administrator is responsible for student attendance, discipline, and safety, as well as related supports, services, and programs, subject to the direction of the Superintendent.
3. **Assignment and Transfer.** The Administrator is subject to assignment and transfer to another administrative position at the discretion of the Board or Superintendent.
4. **Evaluation.** The Administrator’s performance shall be evaluated by the Superintendent or designee at least annually in compliance with Section 1249b of the Revised School Code for the period of this contract.
5. **Certification/Qualifications.** The Administrator represents that he possesses and will maintain the requisite certification or qualifications to the position assigned and that this Contract is terminable if it is determined by the Board, the Michigan Department of Education, or other proper authority that the Administrator does not possess the requisite certification or qualifications to perform the responsibilities associated with his position.

6. **Compensation.** The position of Elementary Principal is full-time. The Administrator will receive compensation for the performance of duties under this Contract at a rate of \$88,927 for the 2025-2026 school year. Subject to reopening step/wage increase per bargaining and Board approval. This amount is subject to any deduction required by law and will be remitted on the District's regular payroll.
  - A. The Administrator's compensation reflects 197 work days in the Contract year, including two (2) weeks before and one (1) week after the regular school year calendar, less paid leave time.
  - B. The annual salary shall be paid in twenty-six (26) substantially equal bi-weekly installments (unless otherwise agreed to by the parties), beginning with the commencement of the Contract year (August 1 - July 31).
  - C. Payroll deductions may be made as required by law or as authorized by the Superintendent.
  - D. Any adjustment to the Administrator's compensation made during this Contract will be in the form of a written amendment and shall become a part of this Contract.
7. **Summer Compensation.** The Principal may receive hourly compensation at a rate of \$43.00/hr for required duties over the summer outside his/her contract. These duties shall be assigned and approved by the Superintendent and/or the Board of Education. Required duties must be related to unexpected personnel changes, special education/504 cases, Title IX, Office of Civil Rights, bond/construction initiatives, new state mandates, and required court appearances. This list is not exhaustive and can include other circumstances approved by the Superintendent and/or Board of Education. Summer compensation should not exceed 40 hours unless otherwise approved by the Superintendent and/or Board of Education.
8. **Benefits.** The Administrator is entitled to only the following benefits (or in a mutually agreeable written addendum signed by both parties):
  - A. Health, Dental, and Vision Insurance as provided to other district employees. The District's contribution to the employee's medical benefit plan costs shall not exceed those amounts established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. As provided in that law, the District may deduct the employee's proportional cost of the medical benefit plan from compensation due to the employee.
  - B. If the Administrator elects to decline coverage for any or all of these insurance coverages, he shall instead receive cash in lieu of insurance equal to half the hard cap rate for which they would qualify. To opt out of health insurance coverage, the Administrator must state in writing that he voluntarily opts out of the health

care benefits provided to District employees as he has health care coverage that meets the minimum value and coverage requirements of the Affordable Care Act.

- C. Long-term Disability (LTD) Insurance as provided through the District's LTD insurance policy carrier.
  - D. Upon submission of receipts, reimbursement for costs not covered by insurance for the Administrator's annual health examination.
  - G. The employee shall receive a stipend of \$70 per month as a cell phone allowance. The employee is required to maintain a cell phone plan and provide the district with the cell phone number during the duration of the contract.
9. **Reimbursed Expenses.** The District shall reimburse the Administrator for all necessary and reasonable expenses incurred from the performance of her administrative duties, including travel, lodging, and meals in accordance with the District's per diem expense and reimbursement procedures.
10. **Authorized Absence.** The Administrator shall diligently perform his duties in a timely and professional manner. The Administrator's absence from duty due to personal illness or personal business will be promptly reported to the Superintendent.
- A. The Administrator shall have twelve (12) paid sick leave days per year, which may accumulate up to a maximum of ninety (90) days.
  - B. The Administrator shall be granted, upon request, up to two (2) paid leave days per year for personal business. Additional unpaid personal business leave days may be granted by the Superintendent upon good cause shown.
  - C. The Administrator shall receive up to five (5) paid bereavement leave days for the death of a member of the Administrator's immediate family, which includes: spouse, child, parent, sibling, grandparent, grandchild, father-in-law, mother-in-law, sibling-in-law, son-in-law, and daughter-in-law.
11. **No Tenure in Position.** The Administrator agrees that he is not granted continuing tenure in the position of Elementary Principal or in any other capacity by virtue of this Contract or any employment assignment within the District.
12. **Nonrenewal.** The Board's decision not to continue or renew the Administrator's employment for any subsequent period in any capacity (other than a classroom teacher as may be required by the Michigan Teachers' Tenure Act) is not a breach of this Contract nor a discharge or demotion under the Michigan Teachers' Tenure Act.

13. ***Suspension and Termination.*** The Board is entitled to suspend or terminate the Administrator's employment at any time during the term of this Contract for reasons not arbitrary and capricious.
  - A. The foregoing standard for termination of this Contract during its term shall not apply to nonrenewal of this Contract at the expiration of its term, which decision is discretionary with the Board and may be governed by Section 1229 of the Revised School Code, MCL 380.1229.
  - B. If the Board undertakes to suspend or terminate the Administrator during the term of this Contract, he shall be entitled to a hearing before the Board, which shall be scheduled no sooner than ten (10) calendar days after providing to the Administrator written notice of the charges. This timeline may be waived if mutually agreed by the parties.
  - C. The Administrator may be represented by legal counsel at this hearing but at his expense.
  - D. If the Board terminates the Administrator's employment during the term of this Contract, this Contract shall automatically terminate and the Board shall have no further contractual obligation to the Administrator.
14. ***Errors and Omissions Insurance.*** The Board will pay the premium amount for errors and omissions insurance coverage for the Administrator while engaged in the performance of a governmental function and while the Administrator is acting within the scope of her authority.
15. ***Limitations Period.*** The Administrator agrees that any claim or suit arising out of his employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. The Administrator understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by the six (6) month period of limitation set forth in this Contract and expressly waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a lawsuit, it is the parties' intent that the court should enforce this provision to the extent possible and declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.
16. ***Entire Agreement.*** This Contract contains the entire agreement and understanding between the Board and the Administrator about her employment with the District. Prior or concurrent representations, promises, contracts, or understandings (written or oral) not contained in this Contract have no effect.

- A. Any prior agreement (written or oral) pertaining to the terms of this Contract is canceled and superseded by this Contract. Provided, however, that this Contract is voidable under the Revised School Code’s provisions pertaining to unprofessional conduct and criminal history/records checks.
  - B. No change or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board as reflected in its minutes, and signed by the Administrator and the President and Secretary of the Board.
  - C. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provisions of this Contract at such time or at any other time.
17. **Severability.** If any provision of this Contract becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, this Contract shall continue in full force and effect without said provision(s).
18. **Applicable Law.** This Contract shall be governed by and interpreted in accordance with the laws of the State of Michigan.

The parties agree to the above terms and conditions and affix their signatures to this Contract on July 7, 2025.

**Elementary Principal**

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Nathan Plum

**Board of Education of the Elk Rapids Schools**

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Jennifer Brown, President

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Sherry Steffen, Secretary





Kortni Huron <khuron@erschools.com>

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## 2025-26 Salary for Bryan McKenna

3 messages

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Laurie McCann <lmccann@erschools.com>

Tue, Jul 1, 2025 at 2:56 PM

To: Jennifer Brown <jebrown@erschools.com>, Jennie Brown <jennie.b@outlook.com>

Cc: Kortni Huron <khuron@erschools.com>, Karen Miller <kmiller@erschools.com>

Jennie:

As a group, we are preparing various components of the budget, payroll and the BOE packet. Would you send something in writing to tell us what Bryan's 2025-26 Salary is? I believe \$141,000, but we have nothing in writing.

Thanks,

Laurie

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Laurie McCann  
Director of Finance  
Elk Rapids Schools  
[308 Meguzee Pt. Road](#)  
[Elk Rapids, MI 49629](#)  
231-264-8692

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Jennifer Brown <jebrown@erschools.com>

Wed, Jul 2, 2025 at 5:18 PM

To: Laurie McCann <lmccann@erschools.com>

Cc: Jennie Brown <jennie.b@outlook.com>, Kortni Huron <khuron@erschools.com>, Karen Miller <kmiller@erschools.com>

Sorry for the delay – had company yesterday and was out all day today.

Based on Bryan's performance and benchmarking similar salaries in the area, the board intends to vote at our next meeting to approve a salary of \$141,000 (with all other benefits as listed in the existing contract) effective 7/1/25.

Thanks,

Jennie Brown

President, Elk Rapids Board of Education

[Quoted text hidden]

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Kortni Huron <khuron@erschools.com>

Thu, Jul 3, 2025 at 10:15 AM

To: Jennifer Brown <jebrown@erschools.com>

Cc: Laurie McCann <lmccann@erschools.com>, Jennie Brown <jennie.b@outlook.com>, Karen Miller <kmiller@erschools.com>

Received, thank you!

[Quoted text hidden]

--

Kortni E. Huron  
Executive Assistant  
Elk Rapids Schools  
308 Meguzee Point Rd  
[Quoted text hidden]

**ELK RAPIDS SCHOOLS  
BOARD OF EDUCATION MEETING  
July 7, 2025**

**ACTION ITEM: PO 6152: Student fees, fines, and supplies**

**FOR ACTION: Student Fees/Fines/Supplies:**

The Board of Education may authorize the Superintendent and his/her designee to assess certain charges to students to cover the costs for extra-curricular and noncredit activities. Such charges might be made for expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies and materials for clubs, independent study or special projects, and as well as transportation costs and admission/participation fees for District-sponsored trips and activities.

No student, however, shall be deprived of participation in any mandatory school activity or required curriculum activity due to a lack of financial ability to pay and fees will not be charged for such activities. Extra-curricular activities for which fees will be charged may not be used in determining credit or grades in any course.

A fee shall not exceed the combined cost of the service(s) provided and/or materials used. An accurate accounting of all fees collected and all fees expended shall be provided to the Superintendent or his/her designee for each fee-based activity at the conclusion of the activity, along with remission of any fees not expended.

No fine or fee shall be charged to a student identified as a student experiencing homelessness unless it is determined that the student has the ability to pay the fee or fine and that its imposition does not create a barrier to the student's ability to enroll, or attend school, achieve academic success, or cause the student to be identified as experiencing homelessness. Any dispute regarding a fine or a fee that is imposed shall not delay the student's enrollment or serve as a barrier to enrollment by delaying the transfer of student records to another school or school district if applicable

**RECOMMENDATION:**

The administration recommends that the Board of Education authorize the superintendent or his/her designee to assess student fees, fines, and supply rates.

**ELK RAPIDS SCHOOLS  
BOARD OF EDUCATION MEETING  
July 7, 2025**

**ACTION ITEM: PO 6550: Travel Payment/Reimbursement**

**FOR ACTION:**

The Board of Education shall approve travel payment and reimbursement not to exceed the prescribed Federal IRS rate or the actual cost within reason. This includes but is not limited to; mileage reimbursement, meals and lodging.

**RECOMMENDATION:**

The administration is recommending that the Board approve travel payment and reimbursement not to exceed the prescribed Federal IRS rate or the actual cost within reason. This includes but is not limited to: mileage reimbursement, meals, and lodging.

**ELK RAPIDS SCHOOLS  
BOARD OF EDUCATION MEETING  
July 7, 2025**

**ACTION ITEM: PO 9700: Relations with Special Interest Groups**

**FOR ACTION:**

It is the policy of the Board of Education that students, staff members, and District facilities not be used for advertising or promoting the interests of any nonschool agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board. *Annually approve the superintendent as the representative.*

**RECOMMENDATION:**

The administration is recommending that the Board of Education approve the Superintendent to serve as the District representative to review special interest group requests.

**ELK RAPIDS SCHOOLS  
BOARD OF EDUCATION MEETING  
July 7, 2025**

**ACTION ITEM: PO 7100.1: Short and Long-Range Planning**

**FOR ACTION:**

1. Report to the Board the total enrollment and the enrollments by grade of students attending the schools, and provide supplemental reports of such enrollments throughout the school year whenever changes occur that might significantly affect the District's operations or financial position. Linked [HERE](#):
2. Conduct a survey and report to the Board each spring the number of kindergarten students who have indicated that they expect to enroll the following fall, and his/her estimate of its likely effect upon the total enrollment in the District. Linked [HERE](#).
3. Supply the Board with past enrollment projection figures, with comparisons to actual past enrollment figures, and keep the Board supplied with the latest enrollment projections available for the District. Linked [HERE](#).

**RECOMMENDATION:**

The administration is recommending that the Board of Education take into consideration the enrollment trends linked above when considering short and long-term facility planning

**ELK RAPIDS SCHOOLS  
BOARD OF EDUCATION MEETING  
July 7, 2025**

**ACTION ITEM: PO 6423: District Use of Credit Cards**

**FOR ACTION:**

1. District Acceptable Use Agreement for Credit Cards linked [HERE](#).
2. List of authorized users and titles for the district linked [HERE](#).

**RECOMMENDATION:**

The administration is recommending that the Board approve the current district acceptable use agreement for credit card use and a list of current credit card users.

**ELK RAPIDS SCHOOLS  
BOARD OF EDUCATION MEETING  
July 7, 2025**

**ACTION ITEM: PO 8510: Wellness**

**FOR ACTION:**

Wellness Committee Recommendation: No changes or updates to wellness policy. A formal 3-year review of district-wide implementation will occur during the 2025-26 School Year.

Policy Implementation: A formal review of wellness policy implementation occurred in the 2023-24 school year: linked [☰ Wellness Policy Assesment K-12](#) . A formal 3-year review of district-wide implementation will occur during the 2025-26 School Year.

Attainment of Policy Goals:

- Nutrition Education:
  - In Place at All Buildings
- Physical Activity:
  - In Place at All Buildings
- School-Based Activities:
  - In Place at All Buildings
- Nutrition Promotion:
  - In Place at All Buildings

**RECOMMENDATION:**

The administration is recommending that the Board of Education accept this report as meeting the reporting guidelines within Policy 8510.