

December 8, 2025 - Regular Board Meeting

Monday, December 8, 2025 5:30 PM

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 PRESENTATION

- Gene & Dean Veliquette Soccer Complex Dedication

IV. SPECIAL PRESENTATIONS

- Fall Athletics - Brett Graham

V. COMMUNICATIONS FROM THE PUBLIC (AGENDA ITEMS ONLY)

Time limitations: Fifteen minutes per item, three minutes per speaker per item. Any citizen attending the meeting in person who wishes to address the school board on agenda items only may speak at this time. Person addressing the board are asked to register their name, address, and, if applicable, their affiliation. The Board President should recognize the citizen before speaking.

VI. CONSENT AGENDA

The purpose of the consent agenda is to expedite business by grouping routine items together to be dealt with by one board motion without discussion beyond asking questions for simple clarification. Any board member may ask that any item on the consent agenda be removed and placed elsewhere on the agenda for discussion or due to conflicts. Such requests will be granted. If an item is not removed from the consent agenda, the action noted on the agenda is approved by motions to adopt the consent agenda.

APPROVAL OF MINUTES

- November 10, 2025 - Regular Meeting Minutes

VII. APPROVAL OF BILLS

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

VIII. PERSONNEL

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

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

68-25 APPROVAL OF BEANIE SEND AS A PARAPROFESSIONAL

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

69-25 APPROVAL OF LAUREN MERENDINO AS A PARAPROFESSIONAL

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

70-25 APPROVAL OF STEPHANIE EWING AS A COACH

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

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

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

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

RESOLVED: That Nathan Butte be approved as

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

73-25 APPROVAL OF KATHRYN VEITH AS INTERIM LAKELAND ELEMENTARY PRINCIPAL
RESOLVED: That Kathryn Veith be approved as the Interim Lakeland Elementary Principal. Mrs. Veith will be placed at Step 1 of the administrative salary schedule and began on December 1, 2025.

74-25 APPROVAL OF MELISSA BOCARDO AS ADMINISTRATIVE ASSISTANT
RESOLVED: That Melissa Bocardo be approved as Administrative Assistant at Lakeland Elementary. Mrs. Bocardo will be placed at Step 1 of the wage scale.

75-25 APPROVAL OF ELAINE DIGIOVANNI AS LEAD ADMINISTRATIVE ASSISTANT
RESOLVED: That Elaine DiGiovanni be approved as Lead Administrative Assistant at Lakeland Elementary. Mrs. DiGiovanni will receive the Grandfathered hourly rate of \$22.28/hour.

DONATIONS

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

IX. DISCUSSION ITEMS

- **Board Policy Update 39-2 First Reading:**
 - 1430 - Leaves of Absence
 - 3430 - Leaves of Absence
 - 4430 - Leaves of Absence
- **Board Policy Update 40-1 Discrimination First Reading:**
 - 1422 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment
 - 1422.02 - Nondiscrimination Based on Genetic Information of the Employee
 - 1623 - Section 504/ADA Prohibition Against Disability Discrimination in Employment
 - 1662 - Anti-Harassment
 - 2260 - Nondiscrimination and Access to Equal Educational Opportunity
 - 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability

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

X. **ACTION ITEMS**

X.A. **76-25 APPROVAL OF CORRECTION TO THE PROBATIONARY STATUS OF THE FOLLOWING TEACHERS**
RESOLVED: That the completion of the probationary period of employment for the following teachers be approved as presented.

- Katherine Theisen
- Erin Paxson
- Lindsey McCarty

X.B. **77-25 APPROVAL OF SUPERINTENDENT SALARY INCREASE RESOLUTION**
RESOLVED: That the superintendent salary increase

resolution be approved as presented.

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

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

X.D. School Year: 2026-2027	X.E.	X.F.
X.G. Season	X.H. Sport	X.I. Coach Recommendation
X.J. Fall: Girls	X.K. Girl's Cross Country	X.L. Remi King
X.M.	X.N. Girl's Golf	X.O. Mike Newhouse
X.P.	X.Q. Girl's Volleyball: Varsity	X.R. Katie Placek
X.S.	X.T. Girl's Volleyball: JV	X.U. Post: Ashlee Friess Resigned
X.V.	X.W. Girl's Volleyball: F	X.X. Post: Ashlee Crissman Resigned.
X.Y.	X.Z.	X.AA.
X.BB. Fall: Boys	X.CC. Boy's Cross Country	X.DD. Remi King
X.EE.	X.FF. Boy's Football: Varsity	X.GG. Nate Butte
X.HH.	X.II. Boy's Football: Assistant Varsity	X.JJ. Ken Johnston
X.KK.	X.LL. Boy's Football: JV	X.MM. Mark Schaub
X.NN.	X.OO. Boy's Football: Assistant JV	X.PP. Chris O'Connell
X.QQ.	X.RR. Boy's Soccer: Varsity	X.SS. Nate Plum
X.TT.	X.UU. Boy's Soccer: JV	X.VV. Eric Cole
X.WW.	X.XX. Boy's Tennis: Varsity	X.YY. Brad Sullivan
X.ZZ.	X.AAA.	X.BBB.
X.CCC. Fall: Co-Ed	X.DDD. Equestrian	X.EEE. Sandy Jenson
X.FFF.	X.GGG. Cheerleading	X.HHH. Jackie Paulosky

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

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

X.JJJ. 80-25 APPROVAL OF BOARD POLICY AMENDMENTS - SECOND READING

- Board Policy Update 39-2 Second Reading:

- 1430 - Leaves of Absence
 - 3430 - Leaves of Absence
 - 4430 - Leaves of Absence
- Board Policy Update 40-1 Discrimination
 - Second Reading:
 - 1422 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment
 - 1422.02 - Nondiscrimination Based on Genetic Information of the Employee
 - 1623 - Section 504/ADA Prohibition Against Disability Discrimination in Employment
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 - 2260 - Nondiscrimination and Access to Equal Educational Opportunity
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 - 5120 - Assignment within District
 - 5460 - Graduation Requirements
 - 5517.01 - Bullying and Other Aggressive Behavior Toward Students
 - 7540.02 - Digital Content and Accessibility
 - 7541 - Electronic Data Processing Disaster Recovery Plan

- o 8300 - Continuity of Organizational Operations Plan
- o 8305 - Information Security

X.KKK. **81-25 APPROVAL OF THE ADMINISTRATIVE CONTRACT FOR KATHRYN VEITH**

RESOLVED: That the administrative contract for Kathryn Veith be approved as presented.

X.LLL. **82-25 APPROVAL OF ADMINISTRATIVE CONTRACT FOR NATHAN BUTTE**

RESOLVED: That the administrative contract for Nathan Butte be approved as presented.

X.MMM. **83-25 APPROVAL OF SOCCER COMPLEX OFFICIAL DEDICATION AND NAME CHANGE OF THE FIELD**

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

XI. **COMMUNICATIONS FROM THE PUBLIC**

Time limitations: Same as above. Any citizen attending the meeting in person who wishes to address the Elk Rapids School Board on a matter not listed on this agenda may speak at this time. Persons addressing the school board are asked to register their name, address, and, if applicable, their affiliation. The Board President should recognize that the attendees wishing to speak on matters listed on the agenda will be permitted, under the same limitations, to speak when the matter is brought before the board.

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

XIII. **SUPERINTENDENT REPORT**

- 31aa
- Bond Update
- Winter Concerts

XIV. **MONTHLY BOARD OF EDUCATION FINANCIAL REPORT**

- November 2025

XV. **BOARD OF EDUCATION CELEBRATING SUCCESSES**

XVI. **SCHEDULED ACTIVITIES/FUTURE MEETINGS**

- December 11, 2025 - CMS Band Concert
- December 17, 2025 - Lakeland Holiday Concert
- December 18, 2025 - Mill Creek Holiday Concert
- December 20, 2025 - January 4, 2026 - Winter Break
- January 5, 2026 - School Resumes
- January 12, 2026 - Organization & Regular Board Meetings

XVII. **ADJOURNMENT**

November 10, 2025 - Regular Board Meeting
Monday, November 10, 2025 5:30 PM Eastern

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

Darryl Antcliff: Absent
Jennifer Brown: Absent
Jeff Hill: Present
Tara Kribs: Absent
Scott Moore: Present
Sherry Steffen: Present
Shana Wojtowicz: Present
Present: 4, Absent: 3.

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

Board of Education:

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

Central Staff:

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

II. CHANGES AND ADDITIONS TO THE AGENDA

To approve the agenda with the change to move Communications from the Public before the Lakeland Special Presentation. This motion, made by Scott Moore and seconded by Jeff Hill, Carried.

Darryl Antcliff: Absent, Jennifer Brown: Absent, Tara Kribs: Absent, Jeff Hill: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 4, Nay: 0, Absent: 3

III. SPECIAL PRESENTATION

- Lakeland Elementary Staff/Student Spotlight
 - Communities in Schools
 - Angie Nichols and Holly Schlicker

IV. COMMUNICATIONS FROM THE PUBLIC (AGENDA ITEMS ONLY)

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Dean Veliquette - Soccer Season Statistics Presentation to the Board

V. CONSENT AGENDA

The purpose of the consent agenda is to expedite business by grouping routine items together to be dealt with by one board motion without discussion beyond asking questions for simple clarification. Any board member may ask that any item on the consent agenda be removed and placed elsewhere on the agenda for discussion or due to conflicts. Such requests will be granted. If an item is not removed from the consent agenda, the action noted on the agenda is approved by motions to adopt the consent agenda.

APPROVAL OF MINUTES

- October 13, 2025 - Regular Meeting Minutes

APPROVAL OF BILLS

- General Fund - \$952,401.12
- Bond - \$224,050.95
- Capital - \$45,908.70
- Daycare - \$1,625.05
- Lunch Fund - \$95,155.89
- Trust - \$7,770.64

PERSONNEL

53-25 APPROVAL OF SUZANNE BERGMANS AS A PARAPROFESSIONAL

RESOLVED: That Suzanne Bergmans be approved as a paraprofessional at Cherryland Middle School. Mrs. Bergmans will be placed at Step 1 of the scale and will be assigned to 2 hours/day, 2 days/week.

54-25 APPROVAL OF RESIGNATION OF ANGIE NICHOLS AS LAKELAND ELEMENTARY PRINCIPAL

RESOLVED: That the resignation of Angie Nichols as Lakeland Elementary Principal be approved as of November 25, 2025.

55-25 APPROVAL OF LIS KRAUSE AS A PARAPROFESSIONAL

RESOLVED: That Lis Krause be approved as a special education paraprofessional at Cherryland Middle School. Mrs. Krause will be placed at Step 2 of the scale and will be assigned to 7 hours/day, 3-4 days/week.

56-25 APPROVAL OF RESIGNATION OF MORRIGAN PRUYT AS A PRESCHOOL TEACHING ASSISTANT

RESOLVED: That the resignation of Morrigan Pruyt as a Preschool Teaching Assistant at Mill Creek Academy at a date agreed upon by the district and her, be approved.

57-25 APPROVAL OF HEATHER WEAVER AS A COACH

RESOLVED: That Heather Weaver be approved as the Cross Country Coach for Cherryland Middle School.

DONATIONS

- Elk Rapids High School Band Boosters - \$10,000.00
 - Anonymous Donor
- Elk Rapids High School Volleyball Team - \$1,000.00
 - Michael Kramer

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

Darryl Antcliff: Absent, Jennifer Brown: Absent, Tara Kribs: Absent, Jeff Hill: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 4, Nay: 0, Absent: 3

VI. ACTION ITEMS

VI.A. 58-25 APPROVAL OF ANNUAL SUMMER TAX RESOLUTION

RESOLVED: To approve the Annual Summer Tax Resolution as presented.

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

Darryl Antcliff: Absent, Jennifer Brown: Absent, Tara Kribs: Absent, Jeff Hill: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 4, Nay: 0, Absent: 3

VI.B. 59-25 APPROVAL OF ANNUAL SUMMER TAX TOWNSHIP AGREEMENTS

RESOLVED: To approve the Annual Summer Tax Township Agreements as presented.

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

Darryl Antcliff: Absent, Jennifer Brown: Absent, Tara Kribs: Absent, Jeff Hill: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 4, Nay: 0, Absent: 3

VI.C. 60-25 APPROVAL OF SEX EDUCATION/WELLNESS COMMITTEE AS REQUIRED BY POLICIES 2418 AND 8510

RESOLVED: That the Sex Education/Wellness Committee be approved as presented.

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

Darryl Antcliff: Absent, Jennifer Brown: Absent, Tara Kribs: Absent, Jeff Hill: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 4, Nay: 0, Absent: 3

VI.D. 61-25 APPROVAL OF THE YUBA SCHOOL LEASE AGREEMENT

RESOLVED: That the Yuba School Lease Agreement be approved as presented.

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

Darryl Antcliff: Absent, Jennifer Brown: Absent, Tara Kribs: Absent, Jeff Hill: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 4, Nay: 0, Absent: 3

VI.E. 62-25 APPROVAL OF FACILITIES PLANNING AS REQUIRED BY POLICY 7100

RESOLVED: That the Facilities Planning be approved as presented.

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

Darryl Antcliff: Absent, Jennifer Brown: Absent, Tara Kribs: Absent, Jeff Hill: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 4, Nay: 0, Absent: 3

VI.F. 63-25 APPROVAL OF 3-YEAR SNOW REMOVAL CONTRACT

RESOLVED: That the 3-Year Snow Removal Contract, awarded to Oliver and Company, be approved as presented.

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

Darryl Antcliff: Absent, Jennifer Brown: Absent, Tara Kribs: Absent, Jeff Hill: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 4, Nay: 0, Absent: 3

VI.G. 64-25 APPROVAL OF RESOLUTION TO WAIVE 2025-26 MANAGEMENT FEE FOR MILL CREEK ACADEMY

RESOLVED: To approve the resolution to waive the 2025-26 Management Fee for Mill Creek Academy.

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

Darryl Antcliff: Absent, Jennifer Brown: Absent, Tara Kribs: Absent, Jeff Hill: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 4, Nay: 0, Absent: 3

VI.H. 65-25 APPROVAL OF THE GRAND TRAVERSE BAND OF OTTAWA AND CHIPPEWA INDIANS 2% GRANT

RESOLVED: That the Grand Traverse Band of Ottawa and Chippewa Indians 2% Grant be approved as presented.

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

Darryl Antcliff: Absent, Jennifer Brown: Absent, Tara Kribs: Absent, Jeff Hill: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 4, Nay: 0, Absent: 3

VII. COMMUNICATIONS FROM THE PUBLIC

Time limitations: Same as above. Any citizen attending the meeting in person who wishes to address the Elk Rapids School Board on a matter not listed on this agenda may speak at this time. Persons addressing the school board are asked to register their name, address, and, if applicable, their affiliation. The Board President should recognize that the attendees wishing to speak on matters listed on the agenda will be permitted, under the same limitations, to speak when the matter is brought before the board.

Rob Bachi - Invited the Board to "Avoiding the Pitfalls of High School Dating" Performance and handed out tickets.

VIII. DISCUSSION ITEMS

- Student Attendance/Performance Data from October Board Meeting
- 31aa Resolution
- Student Attendance/Performance Data from October Board Meeting - Superintendent McKenna presented two years of data to the board instead of one year.
- 31aa Resolution - Superintendent McKenna stated that more information was previously communicated to the board about 31aa. The district may have to hold a special board meeting to adopt a resolution from legal counsel later this month.

IX. CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION

- Angie Nichol's Resignation Letter

X. SUPERINTENDENT REPORT

- RSDD Update
- Bond Update
- RSDD Update - Superintendent McKenna reported that the November 4th RSDD teacher and administration training that was held at Traverse City Area Public Schools is not only cost-effective, but it has a high impact on staff. The region is looking at special education initiatives. That same day, Central Office participated in other training, including Verkada, Schools Open, and PCM.
- Bond Update - Superintendent McKenna attends construction meetings every two weeks. Rich Hopkins has accepted a position with OAK, but still helps Elk Rapids Schools during this transition. Construction at CMS is hopeful for a social studies wing to be completed by Thanksgiving and the arts wing to be completed by spring break.

XI. MONTHLY BOARD OF EDUCATION FINANCIAL REPORT

- October 2025

Laurie McCann presented the October 2025 Financial Report to the Board.

XII. BOARD OF EDUCATION CELEBRATING SUCCESSES

- McKenna - ERHS Marching Band
- Steffen - Reported that the Fall Annual Board Conference was attended this year by 5 of the Elk Rapids School Board Members, which is more than she can ever remember. She thanked those board members and all board members for their dedication to the district and our students.

XIII. SCHEDULED ACTIVITIES/FUTURE MEETINGS

- November 26-28, 2025 - No School, Thanksgiving Break
- December 8, 2025 - Regular Board Meeting, 5:30 p.m.

XIV. ADJOURNMENT

To adjourn at 6:16 p.m. This motion, made by Scott Moore and seconded by Shana Wojtowicz, Carried.

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

Yea: 4, Nay: 0, Absent: 3

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
080822	11/12/2025	AP	Check	Open	001017	Allen Supply	High School card readers	22,717.00
080823	11/12/2025	AP	Check	Open	091255	Bryan McKenna	Reimburse Damn Shop/ Bonefish	195.02
080824	11/12/2025	AP	Check	Open	002222	DTE Energy	308 Meguzee 9/26-10/24/25	342.77
080825	11/12/2025	AP	Check	Open	001526	Elk Rapids Food Service	lunch for teachers 10/10/25	312.50
080826	11/12/2025	AP	Check	Open	095177	Erma White Crow	2% Required clothing	90.10
080827	11/12/2025	AP	Check	Open	001618	Gill-Roy's Complete Hardware	elk027	31.74+
							elk027	96.96+
							elk027	42.98+
							elk027	44.64+
							elk027	7.67+
							elk027	18.99+
							elk027	54.34+
							elk027	65.76+
							Check Total	363.08=
080828	11/12/2025	AP	Check	Open	001813	Hogarth's Pest Control Company	remove yellowjacket nest in classroom	250.00
080829	11/12/2025	AP	Check	Open	091911	Holly Alberts	2% Pictures Robert, Ophileah, Samuel	105.00+
							G. Hinmon Sports fees	104.00+
							Check Total	209.00=
080830	11/12/2025	AP	Check	Open	094924	Katherine Theisen	ELA Resources	30.94
080831	11/12/2025	AP	Check	Open	093909	MacAllister Machinery Co, Inc.	rental scissor lift	754.90
080832	11/12/2025	AP	Check	Open	002213	MASB	Wojtowica friday 10/24/25	275.00
080833	11/12/2025	AP	Check	Open	002327	Northwestern Michigan College	Dual Enrollment	7,895.40
080834	11/12/2025	AP	Check	Open	094614	Ricoh USA, Inc	Printers All Schools	597.25
080835	11/12/2025	AP	Check	Open	002532	The Place, LLC	magnetic name plates	62.50
080836	11/12/2025	AP	Check	Open	000030	Thrun Law Firm P.C	Oct 30, 2025	904.50+
							Oct 30, 2025	150.00+
							Check Total	1,054.50=
080837	11/12/2025	AP	Check	Open	092637	Timeless Image, Inc.	2% school pictures	665.00
080838	11/12/2025	AP	Check	Open	003105	Village of Elk Rapids	10/1- 10/31/2025	3,813.41
080839	11/12/2025	AP	Check	Open	094694	X-Cel Chemical Specialties Nort.	custodial Supplies- Maintenance Garage	964.30+
							custodial supplies LL	319.02+
							Check Total	1,283.32=
080840	11/12/2025	AP	Check	Open	094747	Shauna Phillips	Tuition Reimbursement	4,800.00

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
080841 Check Missing								
080842	11/12/2025	AP	Check	Open	001314	Tim Dietlin	Piano Tuned 8/28/25	190.00
080843 to 080844 Checks Missing								
080845	11/19/2025	AP	Check	Open	093607	Agile Sports Technologies, Inc.	Fast Draw	144.66
080846	11/19/2025	AP	Check	Open	094601	Axium Services, Inc.	extra hours basketball coverage	134.28
080847	11/19/2025	AP	Check	Open	000021	Crystal Flash Inc	diesel fuel	3,991.71
080848	11/19/2025	AP	Check	Open	094188	East Bay Medical	Bridget physical	110.00
080849	11/19/2025	AP	Check	Open	001618	Gill-Roy's Complete Hardware	elk055	8.97
080850	11/19/2025	AP	Check	Open	094924	Katherine Theisen	Reimburse Meijer	32.14
080851	11/19/2025	AP	Check	Open	093448	Kevin Ball	BCAM Member	92.70
080852	11/19/2025	AP	Check	Open	002271	Mancelona School	xc invite	265.00
080853	11/19/2025	AP	Check	Open	000095	Michigan State Cross Country	Spartan XC	300.00
080854	11/19/2025	AP	Check	Open	095032	Monica Malbouef	Reimburse Teaching supplies	35.48
080855	11/19/2025	AP	Check	Open	094724	Shepherd High School	Bluejay XC	300.00
080856	11/19/2025	AP	Check	Open	095070	Thornapple Travel, LLC	Disney Performance Invoice 2025 Florida Trip	800.00+ 3,420.00+
Check Total								4,220.00=
080857	11/19/2025	AP	Check	Open	095063	Timothy Hibbard	Reimburse Robotics Reimburse CMS Robotics Reimburse CMS Robotics	5,598.73+ 336.79+ 59.29+
Check Total								5,994.81=
080858	11/19/2025	AP	Check	Open	000046	UHY advisors, Inc	Consultation work Sept 16-October Audit 2024-2025	6,735.00+ 57,671.00+
Check Total								64,406.00=
080860	11/19/2025	AP	Check	Open	000096	Cassidy Mogford	reimburse CPR	37.00
080861	11/19/2025	AP	Check	Open	000128	Messa	11/2025	134,304.08
080862	11/25/2025	AP	Check	Open	091705	Antrim County	taxes	17,815.53
080863	11/25/2025	AP	Check	Open	000021	Crystal Flash Inc	Diesel Fuel	2,509.82
080864	11/25/2025	AP	Check	Open	095181	Deb Hicks	Reimburse CPR	37.00
080865	11/25/2025	AP	Check	Open	092885	ESS Midwest, Inc.	11/21/25 11/21/25	5,426.91+ 44,146.64+
Check Total								49,573.55=

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
080866	11/25/2025	AP	Check	Open	092229	Mi School Energy Cooperative	Nov 2025	9,027.62
080867	11/25/2025	AP	Check	Open	000108	Northwest Education Services	cpi trainings 25-26 tebos cpi trainings 25-26 friess cpi trainings 25-26 hemstreet	50.00+ 50.00+ 65.00+
Check Total								165.00=
080868	11/25/2025	AP	Check	Open	093956	Profile	Shredder	75.00
080869	11/25/2025	AP	Check	Open	095019	Sean Wells	CPR Reimbursement	37.00
080870	11/25/2025	AP	Check	Open	000046	UHY advisors, Inc	Consultation work for Sept 16- October	5,500.00
080871	11/25/2025	AP	Check	Open	091747	Wells Irrigation, Inc.	Winterize HS, Fball, Sball, Concessions..	1,280.00
080872	11/25/2025	AP	Check	Open	094694	X-Cel Chemical Specialties Nort..	CMS Supplies HS Custodial Supplies	316.32+ 738.90+
Check Total								1,055.22=
080873	11/25/2025	AP	Check	Open	002222	DTE Energy	308 Meguzee	342.77
080876	12/03/2025	AP	Check	Open	001017	Allen Supply	CMS Locks	858.00
080877	12/03/2025	AP	Check	Open	094601	Axium Services, Inc.	November 2025 November Food Service	23,161.62+ 5,687.28+
Check Total								28,848.90=
080878	12/03/2025	AP	Check	Open	092885	ESS Midwest, Inc.	12/5/25 12/5/25	4,661.57+ 17,973.99+
Check Total								22,635.56=
080879	12/03/2025	AP	Check	Open	000009	HMH	Math 180 for 9 and 10th grade	3,507.79
080880	12/03/2025	AP	Check	Open	094881	John E Green Company	Staff Bathroom MCA	432.74
080881	12/03/2025	AP	Check	Open	000043	Learn and Lead, LLC	PCM Training- Katie V	250.00
080882	12/03/2025	AP	Check	Open	091228	SET SEG	3rd quarter	1,440.00
080883	12/03/2025	AP	Check	Open	092369	Thirby Automotive	john deer battery	19.40
080884	12/03/2025	AP	Check	Open	000030	Thrun Law Firm P.C	11/20/25 audit letter update	231.00+ 100.00+
Check Total								331.00=
080885	12/03/2025	AP	Check	Open	003105	Village of Elk Rapids	11/1/25-11/30/25	2,220.10



Check Register

Elk Rapids Schools

Bank Account AP, From 11/11/2025 to 12/03/2025

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
Total of All Checks								408,240.52
Less Voids								0.00
Grand Total								408,240.52

Check Summary

Check Status	Count	Amount
Open	58	408,240.52
Cleared	0	0.00
Void	0	0.00
Total	58	408,240.52



Check Register

Elk Rapids Schools

Bank Account BOND, From 11/11/2025 to 12/03/2025

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
001013	11/19/2025	AP	Check	Open	094649	Owen-Ames-Kimball Company	Pay app #24d	354.00+
							Pay App #44A	289,862.91+
Check Total								290,216.91=
001014	11/19/2025	AP	Check	Open	091122	Windemuller Electric, Inc.	CMS	500.00
Total of All Checks								290,716.91
Less Voids								0.00
Grand Total								290,716.91

Check Summary

Check Status	Count	Amount
Open	2	290,716.91
Cleared	0	0.00
Void	0	0.00
Total	2	290,716.91



Check Register

Elk Rapids Schools

Bank Account CAPITAL, From 11/11/2025 to 12/03/2025

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
001013	11/19/2025	AP	Check	Open	090643	Northern Michigan Glass, Inc.	Furnish and install	22,160.00
							Total of All Checks	22,160.00
							Less Voids	0.00
							Grand Total	22,160.00

Check Summary

Check Status	Count	Amount
Open	1	22,160.00
Cleared	0	0.00
Void	0	0.00
Total	1	22,160.00



Check Register

Elk Rapids Schools

Bank Account DAYCARE, From 11/11/2025 to 12/03/2025

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
001017	11/12/2025	AP	Check	Open	000219	Elk Rapids Schools	MCA Preschool Snacks	465.50
001018	11/19/2025	AP	Check	Open	001526	Elk Rapids Food Service	GSRP snacks October 2025 MCA Preschool	1,727.00+ 603.00+
							Check Total	2,330.00=
							Total of All Checks	2,795.50
							Less Voids	0.00
							Grand Total	2,795.50

Check Summary

Check Status	Count	Amount
Open	2	2,795.50
Cleared	0	0.00
Void	0	0.00
Total	2	2,795.50



Check Register

Elk Rapids Schools

Bank Account Lunch Fund, From 11/11/2025 to 12/03/2025

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
000019	11/12/2025	AP	Check	Open	094431	Compass Groups USA, Inc.	Oct 1-31, 2-25	76,056.01
000021	11/19/2025	AP	Check	Open	094420	Grand Traverse Refrigeration, I.	repair freezer MCA Freezer	523.21+ 657.00+
Check Total								1,180.21=
000022	11/19/2025	AP	Check	Open	090779	Stafford-Smith, Inc.	MCA reach in freezer	9,127.36
000023	11/25/2025	AP	Check	Open	090779	Stafford-Smith, Inc.	MCA Fridge LL dishwasher.stainless table	7,425.97+ 2,639.19+
Check Total								10,065.16=
Total of All Checks								96,428.74
Less Voids								0.00
Grand Total								96,428.74

Check Summary

Check Status	Count	Amount
Open	4	96,428.74
Cleared	0	0.00
Void	0	0.00
Total	4	96,428.74

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
001052	11/12/2025	AP	Check	Open	000094	Northwest Food Coalition	Backpack Program	333.34
001053	11/19/2025	AP	Check	Open	002701	All American Sports Corp	Football	698.00
001054	11/19/2025	AP	Check	Open	094598	Derek Morton	Mileage Reimbursement	2,000.60
001055	11/19/2025	AP	Check	Open	091811	Elk Rapids News, LLC	HS Fall Play	396.00
001056	11/19/2025	AP	Check	Open	095046	State Alliance Of Michigan YMC..	CMS MYIG	12,959.50
001057	11/19/2025	AP	Check	Open	002532	The Place, LLC	Class of 2027	834.12+
							Class of 2029	1,124.37+
							Football	88.00+
							Football	288.00+
							b. soccer	14.00+
							Football	10.00+
Check Total								2,358.49=
001058	11/25/2025	AP	Check	Open	001100	Bsn Sports, LLC	Travel Gear	2,418.39+
							JV uniforms	2,475.98+
							Soccer Shorts	3,747.87+
Check Total								8,642.24=
001059	11/25/2025	AP	Check	Open	090719	College Board	PSAT	991.44
001060	11/25/2025	AP	Check	Open	000164	Kristie Wolgamott	Cheer Reimbursement	384.26
001061	11/25/2025	AP	Check	Open	093441	Leelanau Outdoor Center	6th Grade Camp LOC	500.00
001062	11/25/2025	AP	Check	Open	091937	Pro-Image Design, Inc.	Football	500.00
001063	11/25/2025	AP	Check	Open	095216	Shoreline Sound DJs	2026 Prom	900.00
Total of All Checks								30,663.87
Less Voids								0.00
Grand Total								30,663.87

Check Summary

Check Status	Count	Amount
Open	12	30,663.87
Cleared	0	0.00
Void	0	0.00
Total	12	30,663.87

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
December 8, 2025**

FOR ACTION: Approval of professional teaching staff who have completed their probationary period of employment

Teacher Name	Year Hired
Katherine Theisen	22-23
Erin Paxson	22-23
Lindsey McCarty	22-23

RECOMMENDATION:

The administration is recommending that the Elk Rapids Board of Education approve the identified professional teaching staff who have completed their probationary period of employment as identified under PO 3142 and PO 3370.

**Elk Rapids Schools
RESOLUTION**

Minutes of a regular meeting of the Board of the Elk Rapids Schools, County of Antrim, Michigan, held at 308 Meguzee Point Rd, in the City of Elk Rapids, on the 8th day of December, 2025, at 5:30 pm.

PRESENT: Members:

ABSENT: Members:

RESOLUTION REGARDING ADMINISTRATOR PAY INCREASE

WHEREAS, the Michigan Court of Claims entered an Order settling the case of *Batista v Office of Retirement Services*, Case No. 19-000019-MZ on April 15, 2025, and a second Order closing the case in its entirety on May 20, 2025, and

WHEREAS, the *Batista* case addressed the determination of compensation for school administrators for the purpose of retirement calculations, and the April 15 Order sets certain boundaries on determination considerations for compensation increases for administrators during certain school years, and

WHEREAS, the April 15, 2025, Order provides that if there is a dispute or concern relative to compensation increases for an administrator, the concern may be overcome by: “The reporting unit's board of control . . . pass[ing] a resolution attesting that the subject compensation was not paid for the specific purpose of increasing final average compensation (also known as "spiking").”;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby attests to the following:

1. Bryan McKenna’s increase in total compensation for 2025-26 was increased based on following; benchmarking of area school superintendents of similar size, experience and responsibility and the refusal of an increase during the 2024-25 school year and
2. Bryan McKenna’s compensation for 2025-26, or any other school year, was not paid for the specific purpose of increasing final average compensation (also known as “spiking”); and
3. The Board of Education has made these attestations with the intent that Bryan McKenna receive full credit for retirement purposes for all reported compensation for 2025-26 and that the Board of Education intended such pay to be retirement

eligible when it passed and approved the Administrator's employment contract;
and

- 4. The Board of Education intends this resolution to be in full compliance with the April 15, 2025, Order in *Batista*.

AYES: Members: _____

NAYS: Members: _____

MEMBERS
ABSTAINING OR
NOT PRESENT: Members: _____

RESOLUTION DECLARED ADOPTED.

Sherry Steffen
Secretary, Board of Education

I hereby certify that the foregoing constitutes a true and complete copy of a resolution duly adopted by the Board of Education of Elk Rapids Schools, County of Antrim, Michigan, at a regular meeting held on the 8th day of December, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings as Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Sherry Steffen
Secretary, Board of Education

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
December 8, 2025**

FOR ACTION: Resolution regarding administrator pay increase

In May of 2025, the Elk Rapids School Board undertook a compensation study of area superintendents of similar-sized districts for the purpose of evaluating our superintendent compensation. A summary of the related findings is below. Based on this data, we determined we were underpaying our superintendent.

It should also be noted that due to district financial concerns, Superintendent McKenna refused a salary increase for the 2024-25 school year.

Superintendent 2024-25

District	Salary	403B contribution	Yrs of Service	Enrollment	Notes
Elk Rapids	125,000	1 % per year to annuity	2 as sup	949 +235 = 1184	
Benzie	139,945	Annuity- Increases annually 1.5%, 5%-12.5% max	4 as sup	1141	**2022-23 info
Glen Lake	176,025	Retirement 73352	6 as sup	735	
Manceonla	140,000	N/A	1 year Sup 13 w/ district	777	
Kalkaska	143,982	5557	3 w/ district	1341	
Kingsley	158,100	0	2 w/ district	1430	

79-25(_____ moves, second by _____,) to recognize that there is a compelling reason to adopt NEOLA Updates 39-2 ESTA, 40-1 Discrimination and 40-1 Update after one reading under Bylaw 0131.1 to ensure the Board's policies comply with revisions, technical corrections and rescinded policies."

**Elk Rapids Schools
Interim Elementary Principal
Employment Contract**

In accordance with the action found in the December 8, 2025, meeting minutes of the Board of Education (“Board”) of the **Elk Rapids Schools** (“District”), the Board employs **Kathryn Vieth** (“Administrator”) as an Interim 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 December 1, 2025, and ending on June 12, 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 Interim 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. The one exception to this requirement is the evaluation of teachers and support staff.
 - 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 she 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 her position.

6. **Compensation.** The position is full-time. The Administrator will receive compensation for the performance of duties under this Contract at a per diem daily rate of \$441.52 for 124 days, which equates to \$63,621.88 total. 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 109 work days in the Contract year, including one (1) week after the regular school year calendar, less paid leave time.
 - B. The salary shall be paid in bi-weekly installments (unless otherwise agreed to by the parties), beginning with the commencement of the Contract.
 - 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 her 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 has been allocated sick leave for the 25-26 school year based on the teacher contract
 - B. The Administrator has been allocated personal leave for the 25-26 school year based on her teacher contract
 - 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 she 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. If the Administrator decides to seek nonrenewal of her position as Interim Elementary Principal at the end of this contract, she has the right to return to her prior position as an Elementary Kindergarten Teacher.
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 her 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 her 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 December 8, 2025.

Interim Elementary Principal

Kathryn Veith

Board of Education of the Elk Rapids Schools

Jennifer Brown, President

Sherry Steffen, Secretary

**Elk Rapids Schools
Facilities and Operations Supervisor Employment Contract**

In accordance with the action found in the December 8, 2025, meeting minutes of the Board of Education (“Board”) of the **Elk Rapids Schools** (“District”), the Board employs **Nathan Butte** (“Administrator”) as its **Facilities and Operations Supervisor** according to the terms and conditions of this Contract as specifically described below.

1. **Term.** The Administrator is employed for a contract term of two (2) years, beginning December 15, 2025, and ending on June 30, 2027. Any extension of this Contract requires the express approval of the Board. The Board’s decision not to continue or otherwise renew the Administrator’s employment for any subsequent period in any capacity is not a breach of this Contract.
2. **Duties.** The Administrator shall faithfully and diligently perform the duties of Facilities and Operations Supervisor outlined in Appendix A incorporated into this Contract, 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.
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.
5. **Certification/Qualifications.** The Administrator represents that he possesses and will maintain the requisite certification/qualifications for the position assigned.
6. **Compensation.**
 - A. 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). Salary for year one of this contract will be prorated based on the yearly salary of \$61,650 (12/15/25-7/31/26) with a 2% increase for year two of this contract.
 - B. Payroll deductions may be made as required by law or as authorized by the Superintendent.
 - C. 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. **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 based on one-half (½) of the applicable hard-cap amount (i.e., single, two-person, full family). 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 is provided through the District's LTD insurance policy carrier.
8. **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.
9. **Vacation.** The Administrator is employed on the basis of fifty-two (52) weeks of work per contract year (August 1 through July 31) as scheduled by the Board. The Administrator shall be granted vacation time of twenty (20) days per Contract year.
 - A. Vacation days must be used within the Contract year for which they are made available, and the Administrator shall not receive any additional compensation in lieu of vacation days.
 - B. The Administrator shall schedule the use of vacation days to minimize interference with the orderly operation and conduct of School District business. The Administrator's vacation scheduling is subject to the Superintendent's approval.
 - C. The Administrator may earn additional vacation time when called to duty for emergency situations dealing with facilities/operations that may occur over Holidays

identified in this contract or over the weekend (5:00 pm Friday-5:00 am Monday). Extra vacation time will be earned on an hourly basis and can not exceed an additional 3 days (8 hrs each) within each year of this contract.

10. **Holidays.** Consistent with the holidays recognized by the District's calendar, the Administrator is entitled to the following holidays for which no service to the School District is required: Memorial Day, July 4th, Labor Day, Thanksgiving Day, and the Friday following Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.
11. **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 reasonable and just cause.
 - A. The foregoing standard for termination of this Contract during its term does not apply to nonrenewal of this Contract at the expiration of its term, which decision is discretionary with the Board.
 - 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 upon 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.
12. **Resignation.** Unless otherwise mutually agreed by the parties, the Administrator shall provide a minimum notice of sixty (60) calendar days before the effective date of his resignation.
13. **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 his authority.
14. **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.
15. **Entire Agreement.** This Contract contains the entire agreement and understanding between the Board and the Administrator about his 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 the 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.

16. **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).

17. **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 December 8, 2025.

Facilities and Operations Supervisor

Nathan Butte

Board of Education of the Elk Rapids Schools

Jennifer Brown, President

Sherry Steffen, Secretary

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
December 8, 2025**

ACTION ITEM: Soccer Complex Dedication

FOR ACTION:

Today, we proudly dedicate the Elk Rapids High School soccer complex — a tribute to their decades of service, generosity, support, and vision. Dean and Gene Veliquette have been champions of soccer, youth development and education in our region. In 1999, the Elk Rapids played the inaugural game against Suttons Bay and won 2-1. In addition, in 1995, they founded the Cherryland Youth Association (CYA), which has since awarded over 100 scholarships to Elk Rapids High School seniors — recognizing students who embody leadership, character, academics, and a team-first spirit. Our soccer fields stand as a symbol of community, opportunity, and the enduring legacy of two men who believed in giving back.

RECOMMENDATION:

The administration recommends that the Board of Education officially dedicate the Elk Rapids High School soccer field and officially change the name of the fields to the “*Dean & Gene Veliquette Soccer Complex.*”



Budget Status by Level

Elk Rapids Schools

Balances as of 11/30/2025 Fund General Fund - Expense Accounts

Account	Description	Budget	MTD Amount	FYTD Amount	Encumbered	Remaining	% Used
Totals for FUNCTION 110	Basic Program	7,578,727.43	478,755.83	1,881,895.95	8,575.50	5,688,255.98	24.94
Totals for FUNCTION 120	Added Needs	2,222,976.00	122,375.22	340,547.42	63,493.45	1,818,935.13	18.18
Totals for FUNCTION 100	Instruction	9,801,703.43	601,131.05	2,222,443.37	72,068.95	7,507,191.11	23.41
Totals for FUNCTION 210	Support Services-Pupil	648,017.00	31,787.78	131,844.43	0.00	516,172.57	20.35
Totals for FUNCTION 220	Support Services-Instructional St..	373,147.00	19,084.02	91,094.33	1,500.00	280,552.67	24.81
Totals for FUNCTION 230	Support Services-General Admin..	488,268.00	90,814.25	226,930.17	0.00	261,337.83	46.48
Totals for FUNCTION 240	Support Services - School Admin..	1,028,140.00	85,492.22	344,614.56	0.00	683,525.44	33.52
Totals for FUNCTION 250	Support Services - Business	401,220.00	46,909.64	184,240.38	0.00	216,979.62	45.92
Totals for FUNCTION 260	Operations and Maintenance	1,634,808.00	122,063.87	644,407.75	0.00	990,400.25	39.42
Totals for FUNCTION 270	Pupil Transportation Services	936,463.00	50,260.38	332,665.60	0.00	603,797.40	35.52
Totals for FUNCTION 280	Support Services-Central	562,919.00	89,540.94	229,582.28	11,295.23	322,041.49	42.79
Totals for FUNCTION 290	Support Services-Other	401,112.00	93,610.46	156,963.81	800.00	243,348.19	39.33
Totals for FUNCTION 200	Supporting Services	6,474,094.00	629,563.56	2,342,343.31	13,595.23	4,118,155.46	36.39
Totals for FUNCTION 350	Title 1 - student support	18,915.00	0.00	-179.11	0.00	19,094.11	-0.95
Totals for FUNCTION 360	Welfare Activities	13,547.00	0.00	-19,089.22	0.00	32,636.22	-140.91
Totals for FUNCTION 300	Community Services	32,462.00	0.00	-19,268.33	0.00	51,730.33	-59.36
Totals for FUNCTION 410	Pymts to Other Public Schools wi..	10,058.00	0.00	162,796.90	0.00	-152,738.90	1618.58
Totals for FUNCTION 450	Facilities Acquisition, Constructio..	500,000.00	0.00	0.00	0.00	500,000.00	0.00
Totals for FUNCTION 400	Pymts to Oth Gov, Facilities Acq,..	510,058.00	0.00	162,796.90	0.00	347,261.10	31.92
Total for Expense	Expense	16,818,317.43	1,230,694.61	4,708,315.25	85,664.18	12,024,338.00	28.50
Grand Total for Fund 11	General Fund	16,818,317.43	1,230,694.61	4,708,315.25	85,664.18	12,024,338.00	28.50

Balances as of 11/30/2025
Fund Internal Service - Expense Accounts

Account	Description	Budget	MTD Amount	FYTD Amount	Encumbered	Remaining	% Used
Totals for FUNCTION 110	Basic Program	1,647,104.00	113,952.59	599,388.72	0.00	1,047,715.28	36.39
Totals for FUNCTION 120	Added Needs	278,763.00	16,050.98	76,973.64	0.00	201,789.36	27.61
Totals for FUNCTION 100	Instruction	1,925,867.00	130,003.57	676,362.36	0.00	1,249,504.64	35.12
Totals for FUNCTION 210	Support Services-Pupil	78,046.00	7,090.30	38,943.82	0.00	39,102.18	49.90
Totals for FUNCTION 220	Support Services-Instructional St..	25,655.00	1,869.54	5,286.27	0.00	20,368.73	20.61
Totals for FUNCTION 240	Support Services - School Admin..	230,990.00	20,142.49	101,134.88	0.00	129,855.12	43.78
Totals for FUNCTION 200	Supporting Services	334,691.00	29,102.33	145,364.97	0.00	189,326.03	43.43
Total for Expense	Expense	2,260,558.00	159,105.90	821,727.33	0.00	1,438,830.67	36.35
Grand Total for Fund 12	Internal Service	2,260,558.00	159,105.90	821,727.33	0.00	1,438,830.67	36.35
Total for Selected Funds		19,078,875.43	1,389,800.51	5,530,042.58	85,664.18	13,463,168.67	