

September 10, 2026 - Regular Board Meeting

Thursday, September 10, 2026 5:00 PM

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

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

Board of Education:

President Kwin Morris
Vice President Kaitlyn Pasik
Secretary Kyle Arnold
Treasurer Carey Tafelsky
Trustee Lorraine Berak

Central Staff:

Principal Nate Plum
Executive Assistant Kortni Huron
Director of Finance Chelsea McGuire

II. CHANGES AND ADDITIONS TO THE AGENDA:

III. CONSENT AGENDA:

APPROVAL OF MINUTES

- August 5, 2026 - Regular Meeting Minutes

IV. APPROVAL OF BILLS

- General Fund - \$2,779.59

V. DONATIONS

VI. COMMUNICATIONS FROM THE PUBLIC ON ANY TOPIC:

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

VII. DISCUSSION ITEMS:

- Policy Updates - First Readings
 - Fall 2024 - NCSI BP Update
 - 3120.08 - Employment of Personnel for Co-Curricular/Extra-Curricular Activities
 - 5340 - Student Accidents
 - 5500 - Student Conduct
 - 6110 - Grant Funds
 - 6111 - Internal Controls
 - 6112 - Cash Management of Grants
 - 6114 - Cost Principles - Spending Federal Funds
 - 6325 - Procurement Federal Grants/Funds
 - 6550 - Travel Payment and Reimbursement
 - 7310 - Disposition of Surplus Property
 - 7450 - Property Inventory
 - 7540.09 - Artificial Intelligence ("AI")
 - 8321 - Criminal Justice Information Security (Non-Criminal Justice Agency)

- Fall 2025 - NCSI BP Update
 - 2210 - Curriculum Development - Approved Courses
 - 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities
 - 2412 - Homebound Instruction Program
 - 5517.01 - Bullying and Other Aggressive Behavior Toward Students
 - 7540.02 - Digital Content and Accessibility
 - 8300 - Continuity of Organizational Operations Plan
 - 8305 - Information Security
- Spring 2025 - NCSI BP Update
 - 0130 - Functions
 - 2264 - Nondiscrimination on the Basis of Sex in Education Programs or Activities
 - 2266 - Nondiscrimination on the Basis of Sex in Education Programs of Activities
 - 2340 - Field and Other Academy-Sponsored Trips
 - 5320 - Immunization
 - 5330 - Use of Medications
 - 5330.01 - Epinephrine Auto-Injectors
 - 8500 - Food Services
 - 8510 - Wellness
 - 8510 Appendix A - Specific Goals for Nutrition
 - 8510 Appendix D - Specific Goals for Nutrition Promotion
 - 8640 - Transportation for Field and Other Academy-Sponsored Trips
- Spring 2026 - NCSI BP Update
 - 0100 - Definitions
 - 2418 - Sex Education
 - 5136 - Wireless Communications Devices (WCDs)
 - 6320 - Purchasing
 - 6325 - Procurement Federal Grants/Funds
 - 8142 - Criminal History Record Check
 - 8402 - Emergency Operations Plan
 - 8655 - Specialized Transportation for Students

- with IEPs
- 9710 - Renumbered to 8120.09
- Volunteers

VIII. PRINCIPAL REPORT:

- Enrollment Numbers
- Greenhouse Update
- MCLASS Update
- NWEA Window
- Gym Speakers

IX. MONTHLY BOARD OF EDUCATION FINANCIAL REPORT

- Produced by Chelsea McGuire

X. CORRESPONDENCE TO AND FROM THE BOARD OF
EDUCATION:

XI. SCHEDULED ACTIVITIES/FUTURE MEETINGS:

- September 30, 2026 - Early Release Day
- October 8, 2026 - Regular Board Meeting

XII. ADJOURNMENT:

August 5, 2026 - Regular Board Meeting
Wednesday, August 5, 2026 8:15 AM Eastern

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

Kyle Arnold: Present
Lorraine Berak: Present
Kwin Morris: Present
Kaitlyn Pasik: Absent
Carey Tafelsky: Present
Present: 4, Absent: 1.

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

Board of Education:

President Kwin Morris

Vice President Kaitlyn Pasik

Secretary Kyle Arnold

Treasurer Carey Tafelsky

Trustee Lorraine Berak

Central Staff:

Principal Nate Plum

Executive Assistant Kortni Huron

Director of Finance Chelsea McGuire

II. CHANGES AND ADDITIONS TO THE AGENDA:

To approve the agenda as presented with no changes or additions. This motion, made by Carey Tafelsky and seconded by Lorraine Berak, Carried.

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

Yea: 4, Nay: 0, Absent: 1

III. CONSENT AGENDA:

APPROVAL OF MINUTES

- July 9, 2026 - Regular Meeting Minutes

APPROVAL OF BILLS

- General Fund - \$26,477.61

DONATIONS

None.

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

Kaitlyn Pasik: Absent, Kyle Arnold: Yea, Lorraine Berak: Yea, Kwin Morris: Yea, Carey Tafelsky: Yea
Yea: 4, Nay: 0, Absent: 1

IV. COMMUNICATIONS FROM THE PUBLIC ON ANY TOPIC:

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

None.

V. ACTION ITEMS:

V.A. 02-26 APPROVAL OF COURSE LIST FOR MILL CREEK ACADEMY

RESOLVED: That the 2026-27 Course List for Mill Creek Academy be approved as presented.

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

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

Yea: 4, Nay: 0, Absent: 1

V.B. 03-26 APPROVAL OF DISTRICT ASSESSMENT PLAN

RESOLVED: That the District Assessment Plan be approved for Mill Creek Academy as required by policy 2623.

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

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

Yea: 4, Nay: 0, Absent: 1

V.C. 04-26 APPROVAL OF MILL CREEK ACADEMY PARENT/STUDENT HANDBOOK

RESOLVED: That the 2026-2027 Mill Creek Academy Parent/Student Handbook be approved as presented.

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

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

Yea: 4, Nay: 0, Absent: 1

VI. DISCUSSION ITEMS:

- Overall Staffing
- Policy Discussion

- Overall Staffing - Jesse Lawrence transitioned to CMS, and filling her vacancy is Kristin Harrelson. Patrick Pasik filled Susan Flores' retirement vacancy.
- Policy Discussion - Superintendent McKenna recommended to the board that it is not required to hold a policy committee meeting at Mill Creek Academy, then the First Reading, then the Second Reading for policy updates. The Elk Rapids School Board has a policy committee and reviews and approves everything first, and Mill Creek Academy

has the option to forgo the policy committee step of the process and just start directly at the First Reading.

VII. PRINCIPAL REPORT:

- Enrollment Update
- Building Updates
- Greenhouse Initiative Update
- Enrollment Update - Principal Plum stated that Mill Creek Academy is up about 20 students with the Transitional Kindergarten addition.
- Building Update - Principal Plum updated the board that there is another teacher vacancy posting with the uptick in enrollment. Mrs. McCarty has also requested a Leave of Absence for one year, so her position was posted, as well.
- Greenhouse Initiative Update - Mr. Plum updated the board on a recent offer from a community member for the greenhouse. He understands that this was received by a grant, and that selling it was not going to be possible. He is looking for a group to consider taking this project on, potentially the PTO, to fund the start-up costs to get it going, as well. The greenhouse needs to be wrapped and under the care of a staff member as the project evolves.

VIII. CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION:

None.

IX. MONTHLY BOARD OF EDUCATION FINANCIAL REPORT

- Produced by Chelsea McGuire

Beverly Mobley presented to the board. Chelsea McGuire observed the process and will present moving forward.

X. SCHEDULED ACTIVITIES/FUTURE MEETINGS:

- August 27, 2026 - Open House
- September 1, 2026 - First 1/2 Day of School for Students
- September 10, 2026 - Regular Board Meeting, 5 pm

XI. ADJOURNMENT:

To adjourn at 9:08 a.m. This motion, made by Carey Tafelsky and seconded by Kyle Arnold, Carried.

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

Yea: 4, Nay: 0, Absent: 1



Check Register

Mill Creek Academy

Bank Account AP, From 08/01/2026 to 08/31/2026

Page 1 of 1
Sep 3, 2026 9:48 AM

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
001273	08/05/2026	AP	Check	Open	000009	Chalk, Naomi	Reimburse Summer School	96.37
001274	08/05/2026	AP	Check	Open	000085	Jeannie Send	Reimburse Summer School Supplies	100.00
001275	08/05/2026	AP	Check	Open	000047	Lewis Bunting	Reimburse Summer School	93.22
001276	08/12/2026	AP	Check	Open	000054	NWEA	Map Growth k-12	1,750.00
001277	08/26/2026	AP	Check	Open	000081	UHY Advisor, INC	July 2026 Consultation work	740.00
Total of All Checks								2,779.59
Less Voids								0.00
Grand Total								2,779.59

Check Summary

Check Status	Count	Amount
Open	5	2,779.59
Cleared	0	0.00
Void	0	0.00
Total	5	2,779.59



Board of Education Finance Report
Financial Highlights
 Thursday, September 10, 2026

Significant Accounts Payable Paid (All Funds)			Total Accounts Payable Paid by Fund		
Amount	Vendor	Description	\$		
			2,779.59	11	General Fund
\$1,750.00	NWEA	Map Growth K-12	-	29	School Activities
\$740.00	UHY Advisors Inc	July 2026 Consulting Work			
			\$ 2,779.59		Total bills to be ratified
Significant Revenues Received:					
Amount	Vendor	Description			
\$221,489.65	Elk Rapids Schools/State Of Michigan	August 2026 State Aid	Total Deposits by Fund		
\$2,815.77	MILAF	Investment Earnings - August 2026	\$224,305.42	11	General Fund
			0.00	29	School Activities
			\$ 224,305.42		Total Deposits



REVENUES

Local Revenues	\$ -	\$ 10,500	\$ 19,250	0.66%	\$ 20,463	106.30%	\$ 4,108
State Revenues	2,506,501	2,545,563	2,640,823	90.79%	2,725,844	103.22%	2,459,897
Federal Revenues	35,108	31,542	49,037	1.69%	52,953	107.99%	45,600
Received from Other Districts/ISD	71,102	500	36,680	1.26%	35,954	98.02%	68,310
Other Revenues/Transfer From ERS		236,573	162,797	5.60%	162,797	100.00%	401,927
A - Total Revenues	\$ 2,612,711	\$ 2,824,678	\$ 2,908,587	100.00%	\$ 2,998,010	103.07%	\$ 2,979,843

EXPENDITURES

Instruction

Basic	1,580,739	\$ 1,710,752	\$ 1,624,581	63.93%	\$ 1,586,420	97.65%	\$ 1,481,282
Added Needs	177,962	183,848	287,474	11.31%	271,801	94.55%	297,930
Support Services							
Pupil Support Services	85,160	70,825	112,851	4.44%	113,619	100.68%	88,355
Instructional Support Services	132,629	117,728	26,411	1.04%	29,689	112.41%	25,484
General Administration	91,269	38,904	51,709	2.03%	42,217	81.64%	16,084
School Administration	269,628	272,489	268,678	10.57%	257,748	95.93%	238,529
Business Services	6,220	-	-	0.00%	5,443	0%	73,797
Operation & Maintenance	266,274	185,836	153,004	6.02%	149,994	98.03%	612,485
Pupil Transportation	-	-	-	0.00%	-	0%	-
Other Central Services	2,830	13,380	13,578	0.53%	13,609	100.23%	-
Athletic Activities	-	-	-	0.00%	-	0%	-
Community Activities	-	-	570	0.02%	(1,190)	-208.77%	2,330
Payments to Other Schools/Other Transactions	-	1,400	2,195	0.09%	2,384	108.60%	89,000
B - Total Expenditures	\$ 2,612,711	\$ 2,595,162	\$ 2,541,051	100.00%	\$ 2,471,734	97.27%	\$ 2,925,276
Revenues Over(Under) Expenditures (A - B)	\$ -	\$ 229,516	\$ 367,536		\$ 526,276		\$ 54,567

C - Other Transactions

Sale of Capital Assets	-	-	-	-	-
Transfers In/(Out)	-	-	-	-	-
Transfer to MCA	-	-	-	-	-
Net Change in Fund Balance	-	\$ 229,516	\$ 367,536	526,276	54,567

FUND BALANCE

D - Prior Year Ending Fund Balance

Ending Fund Balance, Budgeted (A-B+C+D)	\$ 54,567	\$ 284,083	\$ 422,103	\$ 580,843
Less: Non-Spendable/Assigned Funds				
Non-Spendable, Prepaid Expenditures	-	-	-	-
Unassigned, Fund Balance	\$ 54,567	\$ 284,083	\$ 422,103	\$ 580,843
	2.1%	10.9%	16.6%	

Board Finance Report

Fiscal Year 2026 - 2027

Revenue Budget Category Explanations	
Local Revenues	Property Taxes Investment Earnings Athletic Gate Fees Athletic Participation Fees Private/Local Donations Miscellaneous Income
State Revenues	State Aid Payment from the State of Michigan State Aid grants passed thru NorthWest Education Services Other State grants from other State Agencies
Federal Revenues	Federal Grants (Mostly Title grants) Federal Portion of Medicaid Services
Revenues From Other Districts/ISD	Special Ed Headlee payment from Northwest Education Services Other Grants/Payments from Northwest Education Services Grants/Payments from other School Districts
Other Revenues	Other Revenues Items/Adjustments

Board Finance Report

Fiscal Year 2026 - 2027

Budget Category Explanations	
Basic Programs	Teacher & Aide salary and benefits Instructional software Academics tool including classrooms and supplies & tools Teacher travel Student Enrichment for arts, drama, music
Added Programs Includes	Special Education Teacher & Aide salary and benefits Instructional software Academics tool including classrooms and supplies & tools Teacher travel Student Enrichment for arts, drama, music
Pupil Support Services	Includes services not directly related to the core curriculum of instructions Guidance Counselor
Instructional Staff	Professional Development Library
General Administration	Minimal payment to board members Payments for legal, audit and election services
School Administration	All costs associated with Principal, administrative assistants Travel, supplies
Business	Business Services Summer Tax Collection Fees
Operations & Maintenance	Custodial Operations
Transportation	Transportation Director, Mechanic, Bus Fleet Mechanic Bus Fleet
Central Services	Technology Coordinator Connectivity
Athletic Activities	Athletic Director Coaches Officials Athletic Expenses
Community Services	Auditorium Director Sunshine Club
Outgoing Transfers and Other Transactions	Transfer to Other Funds