

May 5, 2025 - Regular Board Meeting

Monday, May 5, 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. COMMUNICATIONS FROM THE PUBLIC (AGENDA ITEMS ONLY)

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

IV. CONSENT AGENDA APPROVAL OF MINUTES

- **April 14, 2025 - Regular Meeting Minutes**

V. APPROVAL OF BILLS

- **General Fund - \$602,873.65**
- **2023 Construction Bond - \$60,000.00**
- **Capital Project Fund - \$145,000.00**
- **Debt Service - \$500.00**

VI. PERSONNEL

96-25 APPROVAL OF RESIGNATION OF STEPHANI BURRELL AS A COACH

RESOLVED: That Stephani Burrell's resignation as a cheerleading coach at Cherryland Middle School, be approved as of April 18, 2025.

97-25 APPROVAL OF CHANGE IN POSITION FOR STEPHANIE EWING AS A PARAPROFESSIONAL

RESOLVED: That Stephanie Ewing's change in position from a paraprofessional at Mill Creek Academy to the Library Media Specialist at Cherryland Middle School be approved as of April 21, 2025.

98-25 APPROVAL OF NATE PLUM AS MILL CREEK ACADEMY PRINCIPAL

RESOLVED: That Nate Plum be approved as Mill Creek Academy Principal as of May 6, 2025.

99-25 APPROVAL OF RESIGNATION OF ERICA LAIZURE AS A PRESCHOOL TEACHER

RESOLVED: That Erica Laizure's resignation as Lead Preschool Teacher at Mill Creek Academy be approved as of May 1, 2025.

VII. ACTION ITEMS

VII.A. **100-25 APPROVAL OF ELK RAPIDS HIGH SCHOOL/SUNRISE ACADEMY 2025 GRADUATES**

Speaker (s) :

RESOLVED: That the following Elk Rapids High School and Sunrise Academy 2025 Graduates be approved, as presented.

ERHS :

VII.B.	Julianna Albaugh	Gavin
	DuCharme	Rylee Loman
	Mattea Ball	Jack
	Dupuie	Josephine Lorenz
	Alexander Barber	Coleton
	Enyart	Michael Marshall
	Wyatt Bargy	Robert
	Evina	Ashley McCann
	Kaira Beauchamp	Eli Farmer
		Amanda McCann
	Ava Beller	Domenico
	Fortuna	Mia McCormack
	Sofie Bellner	Hayden
	Foster	Devin Melton
	Caroline Best	Cody
	Friess	Pipre Meteer
	Madison Bilkey	Kayla Grant
		Lexi Moore
	Noah Bogard	Justin
	Haggerty	Gaby Morton
	Madison Brown	Hunter Hall
		Harrison Nico
	Kaihe Brown	Haylee
	Hanson	Morgan Parker
	Meredith Bruso	Lily
	Heinzelman	Jamie Peters
	Olivia Cargill	Logan
	Heyde	Sydney Prange
	Isadora Carleton	Noah Hilley
		Zachary Send
	Kevin Conklin	Brooks
	Hoberg	Mikenzey Shananaquet
	Greyson Cook	Thomas
	Holland	Hunter Shellenbarger
	Malia Coronado	Dante

Holsinger	Keegan Styles
Keagen Cotterman	Philip Janisse
	Chloe Taylor
Annaka Croftchik	Jason Jansen
	Trace Toteff
Avary Curtis	Riley
Jenema	Peyton Troast
Lovely Damron	Annika Johns
	William Vanderheide
Joel Darin	Kylanna
Kiel	Ines Vina Sanchez
Mason Day	Brooklyn
Kinnee	Max Ward
Anna Dewey	Zoe Kline
	Owen Werner
Robert Doherty	Lillian Kuhn
	Qarissa Wildan
Cutler Domres	Emily
Lawhead	Olivia Williams
Tucker Donaldson	Lennon Lawrence
	Luke Wolgamott
Morgan Dreher	Jane Leahy
	Dominic Wyatt
Keily Drogot	Layken
Lemieux	Haleigh Yocom

VII.C.

Sunrise Academy:

VII.D.	Derek Dix
	Mario Fuentes
	Olosky
	Mason Earl
	Jr
	Skyler Fraley
	Holzworth
	Kayleb Fraley
	Okeke
	Elijah
	Jeremy Hill
	Bridger Vipond
	Teagan
	Faith White
	Johanna

VII.E.

VII.F. **101-25 APPROVAL OF BUS BID**

RESOLVED: That Northpoint Farms LLC be approved to purchase the buses that was posted.

VII.G. **102-25 APPROVAL OF LOCKER BID**

RESOLVED: That Brainard Enterprise be approved for the Elk Rapids High School locker bid that was posted.

VII.H. **103-25 APPROVAL OF 2025-2026 ISD GENERAL FUND OPERATING BUDGET**

RESOLVED: That the 2025-2026 ISD General Fund Operating Budget be approved as presented.

VII.I. **104-25 APPROVAL OF CONTRACT RENEWAL FOR CHARTWELLS K12**

RESOLVED: That the contract between Elk Rapids Schools and Chartwells K12, beginning on July 1, 2025 and ending on June 30, 2026 be approved.

VII.J. **105-25 APPROVAL OF ELEMENTARY CKLA CURRICULUM RENEWAL**

RESOLVED: That the 2025-2031 Elementary CKLA Curriculum Renewal be approved as presented.

VII.K. **106-25 APPROVAL OF DISOLVING THE BOARD SEAT FROM THE TECHNOLOGY COMMITTEE**

RESOLVED: To dissolve the board member seat from the Technology Committee be approved as discussed at the April 2025 board meeting.

VII.L. **107-25 APPROVAL OF BUS PURCHASE**

RESOLVED: To approve the 2026 Model Year New Gen IC School Bus, as presented.

VII.M. **108-25 APPROVAL OF FACILITIES PLANNING**

RESOLVED: That the Facilities Planning as stated in Board Policy 7100 be approved, as presented.

VII.N. **109-25 APPROVAL OF SUPERINTENDENT CONTRACT EXTENSION**

RESOLVED: That the 1-year contract extension of Superintendent Bryan McKenna's contract be approved as presented.

VII.O. **110-25 APPROVAL OF TRANSPORTATION CONTRACT**

RESOLVED: That the 2025-2028 Transportation Association Agreement be approved, as presented.

VIII. **COMMUNICATIONS FROM THE PUBLIC**

Time limitations: Same as above.

IX. **DISCUSSION ITEMS**

- **2024-25 Amended Budget**
- **ERHS Intervention Plan**
- **May 20, 2025 - MCA Authorization**
- **MASB Conference Report**
- **School of Choice Administrative Guideline**
- **Additional Special May Board Meeting**

X. **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 sessions; permissible purposes.*
Section 8 (h) To consider material exempt from discussion or disclosure by state or federal statute.

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

- **Jean Derenzy**
- **Bill Wiesner**
- **Erica Laizure**

XII. **SUPERINTENDENT REPORT**

- **We Are ER Dinner Auction**
- **Non-Homestead Special Election**

- **End of Year Plans**
- **Construction Update**

XIII. **BOARD OF EDUCATION CELEBRATING
SUCSESSES**

XIV. **SCHEDULED ACTIVITIES/FUTURE MEETINGS**

- **May 6, 2025 - Non-Homestead Millage Vote**
- **May 13, 2025 - Last 1-Hour Delayed Start
for Students**
- **May 26, 2025 - No School, Memorial Day**
- **June 1, 2025 - ERHS/Sunrise Graduation**
- **June 2, 2025 - Regular Board Meeting**
- **June 6, 2025 - Last 1/2 Day of School**
- **June 17, 2025 - Summer School Begins**
- **June 23, 2025 - Budget Hearing**

XV. **ADJOURNMENT**

April 14, 2025 - Regular Board Meeting
Monday, April 14, 2025 5:30 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: Present
Scott Moore: Present
Sherry Steffen: Absent
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 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 no changes or additions. This motion, made by Scott Moore and seconded by Darryl Antcliff, Carried.

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

III. SPECIAL PRESENTATION

- ERHS Winter Athletics Update - Brett Graham
 - Varsity Boys Basketball
 - Varsity Bowling
- Varsity Boys Basketball - **Coach Ball, Coach Kerfoot and players were present**
- Varsity Bowling - **Coaches Deb & Ken Hicks and players were present**
- **Ski Team - Mr. Graham recognized team and Corbin Bogard was present**

IV. COMMUNICATIONS FROM THE PUBLIC (AGENDA ITEMS ONLY)

Time limitations: Fifteen minutes per item, three minutes per speaker per item.
None.

V. CONSENT AGENDA

APPROVAL OF MINUTES

- March 3, 2025 - Regular Board Meeting Minutes
- March 6, 2025 - Special Board Meeting Minutes

APPROVAL OF BILLS

- 2023 Bond - \$1,043,970.55
- General Fund - \$834,696.40

PERSONNEL

84-25 APPROVAL OF INTENT TO RETURN AFTER LEAVE OF ABSENCE FOR LAUREN MALONE AS A TEACHER

RESOLVED: That Lauren Malone will return as a teacher to Elk Rapids Schools, be approved for the 25-26 school year.

85-25 APPROVAL OF CONDITIONAL INTENT TO RETIRE FOR LESLIE GUTKNECHT AS A TEACHER

RESOLVED: That the conditional intent to retire for Leslie Gutknecht as a teacher, be approved as of October 31, 2025.

86-25 APPROVAL OF RESIGNATION, FOR THE PURPOSE OF RETIREMENT, FOR CHERYLL WYNKOOP AS ADMINISTRATIVE ASSISTANT

RESOLVED: That the resignation, for the purpose of retirement, for Cheryll Wynkoop as Administrative Assistant be approved as of June 30, 2025.

87-25 APPROVAL OF RESIGNATION, FOR THE PURPOSE OF RETIREMENT, FOR MARLENE BAILEY AS A TEACHER

RESOLVED: That the resignation, for the purpose of retirement, for Marlene Bailey as a teacher, be approved as of June 30, 2025.

88-25 APPROVAL OF RESIGNATION FOR JULIE HORRIGHS AS A PARAPROFESSIONAL

RESOLVED: That the resignation of Julie Horrighs as a paraprofessional be approved as of April 4, 2025.

89-25 APPROVAL OF ERHS SPRING 2025 COACHES

RESOLVED: That the following coaches for Elk Rapids High School be approved as presented.

- Boys Golf: Hayden Carpenter
- JV Softball: Jessica Vandergriff

90-25 APPROVAL OF THE RESIGNATION OF COLLEEN BURRY AS A COACH

RESOLVED: That the resignation of Colleen Burry as Elk Rapids High School Dance Coach be approved at the conclusion of the 2024-25 season.

91-25 APPROVAL OF THE RESIGNATION OF TYLER WILSON AS A COACH

RESOLVED: That the resignation of Tyler Wilson as Elk Rapids High School Freshmen Boy's Basketball Coach be approved as of April 7, 2025.

92-25 APPROVAL OF THE RESIGNATION OF TYLER FOOR AS A COACH

RESOLVED: That the resignation of Tyler Foor as Elk Rapids High School Varsity Assistant Football Coach be approved as of April 8, 2025.

93-25 APPROVAL OF ERHS FALL/WINTER 2025-26 COACHES

RESOLVED: That the following coaches for Elk Rapids High School, be approved as presented:

Fall 2025-26

- Varsity Football: Nate Butte
- Varsity Assistant: TBD
- JV Football: Mark Schaub
- JV Football Assistant: Chris O'Connell
- Varsity Boys Soccer: Nate Plum
- JV Boys Soccer: Eric Cole
- Varsity Boys Tennis: Nick Del Rose
- Varsity Volleyball: Katie Placek
- JV Volleyball: Christine Crissman
- Freshmen Volleyball: Ashlee Friess
- Equestrian: Sandy Jansen
- Cross Country: Remmi King
- Cheer: Jackie Paulosky
- Girls Golf: Mike Newhouse

Winter 2025-26

- Varsity Boys Basketball: Kevin Ball
- JV Boys Basketball: Tyler Somers
- Freshmen Boys Basketball: TBD
- Varsity Girls Basketball: Mike Brown
- JV Girls Basketball: Megan Gregorski
- Ski: Sean Wells
- Dance: TBD
- Bowling: Ken Hicks
- Powerlifting: Garret Skurnitt

94-25 APPROVAL OF CMS FALL/WINTER 2025-26 COACHES

RESOLVED: That the following coaches for Cherryland Middle School, be approved as presented.

Fall 2025-26

- Cross Country: Remmi King
- Football: TBD
- Football Assistant: TBD
- Volleyball 8th: TBD
- Volleyball 7th: TBD
- Volleyball Combo: TBD

Winter 2025-26

- Boys Basketball 8th Grade: Tim Hildreth
- Boys Basketball 7th Grade: Spencer Impellizzeri
- Boys Basketball Combo: Ryan McChesney
- Girls Basketball 8th Grade: Wes Bassett
- Girls Basketball 7th Grade: TBD
- Girls Basketball Combo: Katie Knust

Spring 2026

- Boys Track: Remmi King
- Girls Track: Remmi King

DONATIONS

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

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

Yea: 6, Nay: 0, Absent: 1

VI. ACTION ITEMS

VI.A. 92-25 APPROVAL OF 2025-2026 DISTRICT CALENDAR

RESOLVED: That the 2025-2026 District Calendar be approved, as presented.

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

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

Yea: 6, Nay: 0, Absent: 1

VI.B. 93-25 APPROVAL OF RESOLUTION TO CONSIDER DESIGNATION OF ELECTORAL REPRESENTATIVE FOR THE JUNE 2, 2025 BIENNIAL ELECTION

RESOLVED: That the resolution to consider the designation of electoral representative for the June 2, 2025, biennial election be approved as presented by Thrun Law Firm.

To nominate Steffen as the electoral representative and Kribs as the alternate for the biennial election. This motion, made by Scott Moore and seconded by Darryl Antcliff, Carried.

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

Yea: 6, Nay: 0, Absent: 1

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

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

Yea: 6, Nay: 0, Absent: 1

VI.C. 94-25 APPROVAL OF 2025 23G SUMMER SCHOOL PAY AND CALENDAR

RESOLVED: That the 2025 23G Summer School Pay and Calendar be approved as presented.

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

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

Yea: 6, Nay: 0, Absent: 1

VI.D. 95-25 APPROVAL OF 2025-26 BOARD MEETING DATES/TIMES

RESOLVED: That the 2025-26 Board Meeting Dates/Times be approved, as presented.

To approve the resolution with the adjustment to alter the times of the July 7th and August 4th, 2025, regular board meetings to occur at 8:15 a.m. instead of 5:30 p.m. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

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

Yea: 6, Nay: 0, Absent: 1

VII. COMMUNICATIONS FROM THE PUBLIC

Time limitations: Same as above.

None.

VIII. DISCUSSION ITEMS

- Non-Homestead Plan
- District Programming
- School-of-Choice
- Capital Projects List
- Board Representative on Technology Committee

- Non-Homestead Plan - The district is in the final 4 weeks and will hold community events for questions, and those will be advertised via the local paper, at the CMS Showcase, and via social media before the May 6th special election.
- District Programming - The discussion to right-size Elk Rapids Schools has been a topic for some time now. For sustainability, the district has been looking at 3 programs, Early Childhood Special Education (ECSE), Transitional Kindergarten (TK), and Sunrise Academy, very closely. ECSE may be held at a location regionally, and TK may be held at Mill Creek, and Sunrise Academy is considering a virtual 18-credit track option. More updates will follow when/if changes are made.
- School-of-Choice - The district is considering opening school-of-choice for specific grade levels in the fall. Incoming grades 6th, 8th, 10th, and 12th would not be open to enroll school-of-choice students in the fall.

- Board Representative on Technology Committee - The board discussed if it is necessary to have a board member sit in on this committee. What they also discussed was their interest in the Technology Committee to present to the board on specific and innovative topics. President Brown also reminded the board that the MACUL conference is free to members and that board members are welcome to attend.

IX. CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION

None.

X. SUPERINTENDENT REPORT

- Construction Update
- Spring Testing Window
- Construction Update - CMS Showcase was great to see the community enjoying the new space. New footings and demolition will still be happening, but the middle school is making progress.
- Spring Testing Window - Testing started April 7th and will continue into the next few weeks.

XI. BOARD OF EDUCATION CELEBRATING SUCCESSES

Wojtowicz - celebrated the CMS Showcase and all of the positive feedback she received.

XII. SCHEDULED ACTIVITIES/FUTURE MEETINGS

- May 5, 2025 - Regular Board Meeting
- May 13, 2025 - 1-Hour Delayed Start Tuesday for Students
- May 26, 2025 - No School, Memorial Day
- June 2, 2025 - Regular Board Meeting

To add:

- **May 3, 2025 - We Are ER Dinner Auction**
- **May 6, 2025 - Non-Homestead Special Election Vote**
- **June 1, 2025 - ERHS and Sunrise Graduation**

XIII. ADJOURNMENT

To adjourn at 6:37 p.m. This motion, made by Scott Moore and seconded by Shana Wojtowicz, Carried.

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

Yea: 6, Nay: 0, Absent: 1

Elk Rapids Schools
A/P General Fund
4/15/25 thru 5/5/25

Ck Number	Ck Status	Vendor Name	Amount	Ck Date
80114	Printed	Acme Township	\$598.50	4/16/2025
80115	Printed	Amy Maris	\$422.53	4/16/2025
80116	Printed	Elk Rapids News, LLC	\$634.00	4/16/2025
80117	Printed	Gill-Roy's Complete Hardware	\$179.81	4/16/2025
80118	Printed	Grayling High School	\$275.00	4/16/2025
80119	Printed	Jennifer Haggerty	\$377.65	4/16/2025
80120	Printed	Kimberly Rice	\$61.20	4/16/2025
80121	Printed	Leah Nicholson	\$1,124.75	4/16/2025
80122	Printed	Leah Pearson	\$130.90	4/16/2025
80123	Printed	Marshall Music Company	\$50.15	4/16/2025
80124	Printed	Otwell Mawby, PC	\$747.00	4/16/2025
80125	Printed	ESS Midwest, Inc.	\$5,904.81	4/16/2025
80126	Printed	The Place, LLC	\$622.38	4/16/2025
80127	Printed	Quarkmine, LLC	\$19,000.00	4/16/2025
80128	Printed	Ricoh USA, Inc	\$519.15	4/16/2025
80129	Printed	Samantha Keck	\$69.93	4/16/2025
80130	Printed	Sarah Simon	\$233.55	4/16/2025
80131	Printed	Sehi Computer Products Inc.	\$13,914.45	4/16/2025
80132	Printed	State Alliance Of Michigan YMCA	\$18,660.00	4/16/2025
80133	Printed	Northwest Education Services	\$29,181.75	4/16/2025
80134	Printed	Traverse City Junior Golf Association	\$270.00	4/16/2025
80136	Printed	X-Cel Chemical Specialties North, LLC	\$439.74	4/16/2025
80137	Printed	Zack Kerfoot	\$31.34	4/16/2025
80138	Printed	Chippewa Hills High School	\$200.00	4/16/2025
80139	Printed	Deb Hicks	\$211.86	4/16/2025
80140	Printed	Miller, Karen	\$273.88	4/16/2025
80141	Printed	ESS Midwest, Inc.	\$12,172.98	4/16/2025
80142	Printed	Andrea L Reffitt	\$250.00	4/17/2025
80143	Printed	Benzie Central High School	\$250.00	4/24/2025
80144	Printed	Boyne City High School	\$150.00	4/24/2025
80145	Printed	Boyne City High School	\$200.00	4/24/2025
80146	Printed	Consumers Energy	\$100.57	4/24/2025

Elk Rapids Schools
A/P General Fund
4/15/25 thru 5/5/25

80147	Printed	Cooke Sheet Metal, Inc	\$2,334.00	4/24/2025
80148	Printed	Crystal Flash Energy	\$5,785.53	4/24/2025
80149	Printed	Elk Rapids Food Service	\$949.05	4/24/2025
80150	Printed	Elk Rapids Food Service	\$492.40	4/24/2025
80151	Printed	Elk Rapids Youth Football & Cheer	\$90.00	4/24/2025
80152	Printed	Grandview Golf Club	\$300.00	4/24/2025
80153	Printed	Harbor Springs Ram Boosters	\$250.00	4/24/2025
80154	Printed	Joni Capling	\$475.00	4/24/2025
80155	Printed	Messa	\$132,251.93	4/24/2025
80156	Printed	Phillip P. Van Den Berge	\$405.00	4/24/2025
80157	Printed	Northwest Education Services	\$48,727.50	4/24/2025
80158	Printed	Traverse City Junior Golf Association	\$160.00	4/24/2025
80159	Printed	Village of Elk Rapids	\$56,003.21	4/24/2025
80160	Printed	Windemuller Electric, Inc.	\$90,000.00	4/24/2025
80161	Printed	X-Cel Chemical Specialties North, LLC	\$332.51	4/24/2025
80162	Printed	Michigan State Disbursement Unit	\$17.70	4/24/2025
80163	Printed	Aflac	\$318.96	4/24/2025
80164	Printed	State of Michigan	\$50.00	4/28/2025
80165	Printed	Ann Grammer	\$46.97	4/30/2025
80166	Printed	Arrow Roofing & Supply, Inc.	\$113,219.80	4/30/2025
80167	Printed	Brooke Wilson	\$36.98	4/30/2025
80168	Printed	Caden Moore	\$1,020.00	4/30/2025
80169	Printed	Crystal Flash Energy	\$3,558.75	4/30/2025
80170	Printed	East Bay Medical	\$110.00	4/30/2025
80171	Printed	Elk Rapids Schools	\$1,081.20	4/30/2025
80172	Printed	Instrumentalist Awards LLC	\$225.00	4/30/2025
80173	Printed	KML Incorporated	\$400.00	4/30/2025
80174	Printed	Lewis Bunting	\$475.00	4/30/2025
80175	Printed	Lisa Zipser	\$39.60	4/30/2025
80176	Printed	Martin Pitawanakwat	\$840.00	4/30/2025
80177	Printed	MASB	\$374.00	4/30/2025
80178	Printed	National Time And Signal Corporation	\$660.00	4/30/2025
80179	Printed	The Place, LLC	\$5,051.60	4/30/2025

Elk Rapids Schools
A/P General Fund
4/15/25 thru 5/5/25

80180	Printed	Shannon Choiniere	\$76.26	4/30/2025
80181	Printed	Shoreline Sound DJs	\$900.00	4/30/2025
80182	Printed	Brydomitch, Inc	\$2,323.44	4/30/2025
80183	Printed	Stephanie Anderson	\$39.22	4/30/2025
80184	Printed	Northwest Education Services	\$90.00	4/30/2025
80185	Printed	Thrun, Maatsch, And Nordberg, P.C.	\$234.50	4/30/2025
80186	Printed	TruGreen Chem Lawn	\$1,086.75	4/30/2025
80187	Printed	Van Andel Education Institute	\$920.00	4/30/2025
80188	Printed	Zack Kerfoot	\$1,740.00	4/30/2025
80189	Printed	Abby Porter	\$1,440.00	4/30/2025
80190	Printed	Elk Rapids Schools	\$330.00	4/30/2025
80191	Printed	Laurie McCann	\$50.00	4/30/2025
80192	Printed	Brenda Emmons	\$130.00	5/1/2025
80193	Printed	Ricoh USA, Inc	\$136.49	5/1/2025
80194	Printed	ESS Midwest, Inc.	\$20,037.42	5/1/2025
		Total	\$602,873.65	

Elk Rapids Schools
2023 Construction Bond
4/15/25 thru 5/5/25

Ck Number	Ck Status	Vendor Name	Amount	Ck Date
80160	Printed	Windemuller Electric, Inc.	\$60,000.00	4/24/2025
		Total	\$60,000.00	

Elk Rapids Schools
Capital Projects Fund
4/15/25 thru 5/5/25

Ck Number	Ck Status	Vendor Name	Amount	Ck Date
80160	Printed	Windemuller Electric, Inc.	\$145,000.00	4/24/2025
		Total	\$145,000.00	

Elk Rapids Schools
Debt Service
4/15/25 thru 5/5/25

Ck Number	Ck Status	Vendor Name	Amount	Ck Date
80135	Printed	U.S. Bank	\$500.00	4/16/2025
		Total	\$500.00	



Bryan Mckenna <bmckenna@erschools.com>

Bid On 2 Buses

2 messages

Brandon Hubbell <b.hubbellfarms@gmail.com>
To: bmckenna@erschools.com, lmccann@erschools.com

Mon, Mar 10, 2025 at 12:33 PM

Northpoint Farms LLC. would like to submit this bid for the following two buses.

\$1,500.00 for Bus 8C

\$1,500.00 for Bus 15B

Thank you for your consideration,

Brandon L. Hubbell
Northpoint Farms, LLC.

Bryan Mckenna <bmckenna@erschools.com>
To: Brandon Hubbell <b.hubbellfarms@gmail.com>
Cc: lmccann@erschools.com

Mon, Mar 10, 2025 at 1:02 PM

Brandon,

Your bid for bus 8C and 15B has been received. Thank you.

Bryan
[Quoted text hidden]

2025-26 Elk Rapids High School
Locker Bids

Vendors	Bid Amount	Additions	Meet Bid Requirements	Missing / Concerns
LG2 LLC 114 54th St SW Grand Rapids, MI 49548 616-350-1977	\$ 132,625.00	\$2,400 dumpsters potential addition	No	Missing 5% Performance bond or bid security and insurance documents
Brainard Enterprise 9300 Belding Road NE Rockford, MI 49341 616-874-9300	\$ 114,100.00		Yes	Required Documents provided
Shiffler 745 South Street Chardon, OH 44024 Locker Vendor Lead Time is 13-15 weeks	\$ 132,410.82		Yes	Lead Time for Lockers delivery

Bid Requirement Considerations:

Elk Rapids Schools requested July 2025 installation of ERHS Lockers
Low bidder did the CMS locker installation fo the addition

MODEL RESOLUTION FOR LOCAL DISTRICT VOTE ON ISD BUDGET

Northwest Education Services (“ISD”)
General Fund Operating Budget
RESOLUTION

A _____ meeting of the Board of Education of the _____
School District was held at the _____ on _____, 2025, at _____m. (the
“Meeting”).

Members present were: _____

The following preamble and resolution were offered by Member _____
and seconded by Member _____.

WHEREAS:

This Board received the ISD General Fund Operating Budget on or before May 1, 2025; and

WHEREAS:

In accordance with MCL 380.624 of the Revised School Code, this Board must now adopt a
resolution expressing its support or disapproval of the proposed ISD budget, and must submit to the
ISD Board any specific objections and proposed changes the Board may have to the budget prior to
June 1, 2024.

THEREFORE, BE IT RESOLVED THAT:

The ISD General Fund Operating Budget for the 2024-2025 school year be (CIRCLE ONE OF THE
FOLLOWING) [supported] or [disapproved for the reasons attached hereto], and that the
Secretary of the Board is hereby directed to submit a copy of this Resolution to the Secretary of the
ISD Board of Education, along with any specific objections and proposed changes to the budget.

Ayes: Members _____

Nays: Members _____

Motion declared _____.

The undersigned duly qualified and acting Secretary of the Board of Education of
_____, Michigan hereby certifies that the foregoing is a true and complete copy of a
resolution adopted by the Board at the _____ Meeting, the original of which
resolution is a part of the Board’s minutes, and further certifies that notice of the meeting was given to the
public under the Open Meetings Act, 1976 PA 267, as amended.

Signed:

Secretary, Board of Education

C: ISD Superintendent



Northwest Education Services

2025-26 Budget Overview

General, Special & Vocational Education

April 2025

INTRODUCTION

The budgets presented for review are based on the most up-to-date information available. This is the initial budget projection of Northwest Education Services (North Ed) for the upcoming 2025-2026 school year. The budget includes our best estimates at this time; the governor released her School Aid Fund budget proposal, the House released a limited proposal, and the Senate has not yet released their proposal. As additional facts become available, North Ed's budgets will be adjusted appropriately.

Some basic assumptions affect all of the main operating budgets. North Ed is anticipating a 5% increase in local property taxes. Negotiated salary increases and steps are included in all budgets. The Governor's proposed retirement rate of 44.93%, which includes a defined benefit contribution of 29.91% and 15.02% for the unfunded actuarial accrued liability, has been utilized in the budgets. Increases in MPSERS funding that flows through districts to the retirement system is budgeted as an increase to both revenues and expenditures in all funds, while one-time MPSERS funding from 2024-2025 was eliminated, with a net reduction in overall MPSERS funding. Health insurance has been budgeted based on hard caps set by PA 152 of 2011 and indexed at an estimate of 3%.

Board policy 3202 established a minimum fund balance percentage of 12% of the preceding year's revenues for the General Education, Special Education, and Vocational Education funds, and addresses capital project needs. Our facility study was completed in 2021 and identified North Ed's capital project needs, which will be funded for a minimum of two years in the appropriate capital projects fund. In support of local school districts' unfunded special education costs, excess funds above the minimum 12% level in the Special Education fund will be distributed to all constituent school districts and public school academies annually. In addition, North Ed will include in its appropriations the full cost of Career-Tech Center transportation within the Vocational Education fund.

GENERAL EDUCATION FUND BUDGET

Revenue

General Education fund revenues include four basic sources: local (17%), state (62%), federal (7%), and transfers & modifications (14%).

Local revenue: The bulk is derived from property taxes levied within North Ed's service region. The original millage to support General Education was .2700, which has been rolled back to .1857 due to the Headlee Amendment. The tax base for 2024 was roughly \$16.6 billion from 7 counties. Taxable values continue to grow steadily across our region, and a 5% increase has been budgeted. The local tax revenue increase is estimated at approximately \$154,000, which is offset by a decrease of \$36,000 due to eliminating rental income from a portion of the Pine Rest building.

State revenue: Funding was decreased due to an anticipated net reduction in early childhood grant expenditures as well as decreased MPSERS funding.

Federal revenue: Funding was decreased due to an anticipated reduction in grant expenditures in 2025-2026.

Incoming Transfers and Other Transactions: These revenues are projected to increase due to additional districts requesting both technology and business services.

Expenditures

Instructional costs comprise 32% of expenditures for the General Education fund. Instructional staff include consultants in the core areas as well as health and data analysis, Early Childhood programs, Migrant Education and the Regional Educational Media Center (REMC). Professional development opportunities include, but are not limited to, the Regional Staff Development Day, Professional Learning Communities, Curriculum and Assessment Development, trainings in various other core instructional areas, evaluation practices and school improvement initiatives. Stipends for constituent district personnel, substitute teacher reimbursements and applicable supplies are included in this category. The Marzano iObservation System, which is used for tracking and monitoring teacher and administrator evaluations and growth plans, is budgeted at approximately \$75,000 and will continue to be funded from the General Education budget for the region. The REMC, which services local districts in the North Ed region as well as Charlevoix-Emmet ISD and Wexford-Missaukee ISD regions, is accounted for within instructional costs. Section 81, State operating dollars are used to operate the REMC, which provides training, materials and video streaming to area educators.

Basic Programs include expenditures for tuition for online learning opportunities through Michigan Virtual University, as well as early childhood and MiSTEM grant activities.

Added Needs budget area includes the teachers and support staff for our consortium supported by the Migrant program grant. This grant is a consortium for our local districts as well as districts in the Manistee and Charlevoix-Emmet ISD regions. North Ed operates the Migrant program and is the fiscal agent. The budget is projected to decrease due to the elimination of one-time MPSERS funds from 2024-2025.

The **Pupil Support** category is projected to decrease due to the elimination of one-time MPSERS funds from 2024-2025, which are offset by including full year costs for staff hired during the 2024-2025 fiscal year, as well as normal salary and benefit increases.

The **Instructional Staff** expenditures are anticipated to increase due to an increase in staff as well as a change in the distribution of administrative costs; those increases are offset by a reduction in MPSERS costs.

General Administration expenditures are anticipated to decrease due to a change in the distribution of administrative costs.

The support areas of business, technology, truancy reporting, information services, human resources, pupil auditing, operations/maintenance, and community services account for 18% of the General Education fund.

Business Services have been increased due to including full year costs for staff hired during the 2024-2025 fiscal year, as well as normal salary and benefit increases; those increases are offset by the elimination of one-time MPSERS funds from the 2024-2025 fiscal year.

Operations and Maintenance budgets are expected to remain relatively flat.

Central Services decreased due a reduction in MPSERS funding that is slightly offset by normal salary and benefit increases.

The **Community Services** category is expected to decrease due to decreased expenditures in Early Childhood grants.

Outgoing Transfers and Other Transactions make up 48% of the General Education budget. Overall, the largest portion of the General Education budget is Early Childhood costs. The vast majority of these funds are transferred to our districts and community partners. North Ed retains 3% for administrative costs and 5% for quality support services which allows North Ed to provide the support of Early Childhood specialists and program service staff. North Ed is expecting fewer costs associated with carryover dollars for Early Childhood education with our local districts and partners. Carryover funding can be difficult to predict, causing much fluctuation in this area of the budget from year to year. Also included is a transfer to the capital projects fund for identified projects.

Outgoing Transfers and Other Transactions Detail

- Medicaid Caring 4 Students (C4S): \$ 204,000
- Grant Flowthrough to LEAs/Community Partners:
 - Mental Health: \$1,185,000
 - Early Childhood: \$8,227,798
- LEA Program Support: \$379,755
- Transfer to Capital Projects Fund: \$1,396,460

SPECIAL EDUCATION FUND BUDGET

Revenue

Special Education fund revenues include four basic sources: local (52%), state (36%), federal (9%), and transfers & modifications (3%).

Local revenue: Property taxes levied within the North Ed region are the largest source of local funding. The Special Education millage authorized is 2.0000. The tax base for 2024 was roughly \$16.6 billion from 7 counties. Taxable values continue to grow steadily across our region, and a 5% increase has been budgeted. The local tax revenue increase is estimated at approximately \$1.65 million, which is offset by the anticipated decrease in Medicaid revenue of \$265,000, resulting in an estimated net increase in local revenue of approximately \$1,389,618.

State revenue: Funding for MPSERS costs is expected to decrease by \$714,000, while state special education funding is expected to increase by \$594,000 based on 2024-2025 cost projections. The net decrease in state revenue is projected to be approximately \$120,000.

Federal revenue: Funding is expected to decrease in 2025-2026 by approximately \$36,000 due to a reduction in IDEA grant expenditures of \$70,000 that is offset by an increase in Medicaid Outreach revenue.

Incoming Transfers and Other Transactions: These revenues are projected to increase by roughly \$61,430 due to an anticipated increase in special education transportation reimbursements from local districts.

Expenditures

Instructional costs comprise approximately 25% of expenditures for the Special Education fund. The **Added Needs** budget includes the center-based programs for high needs special education students within the region. Classroom teachers, teacher assistants, interpreters, equipment, and supplies are represented in this area of the budget.

The **Pupil Support** category represents the largest expenditures in the Special Education fund at 39%. School psychologists, speech pathologists, teacher consultants, school social workers, physical therapists, occupational therapists and nursing services are included in this section and are referred to as Itinerant Staff. The Itinerant Staff provide services in the region to the local districts, public school academies, private schools, and center-based programs.

The **Instructional Staff** category includes the administration within the Special Education fund, including the Assistant Superintendent position and the Service Area Supervisors. Increased costs due to normal salary and benefit increases are offset by a change in the distribution of administrative costs.

General Administration expenditures are expected to increase due to normal salary and benefit increases as well as a change in the distribution of administrative costs.

The **School Administration** expenditures include the administration of ISD center-based programs.

The support areas of business, technology, information services, human resources, operations/maintenance, transportation, and community services account for 15% of the Special Education fund.

Business services expenditures are anticipated to increase slightly due to staff changes from 2024-2025.

The **Operations and Maintenance** category reflects an increase due to normal salary and benefit increases as well as an increase in property and liability insurance and utilities.

Transportation services have increased to reflect anticipated costs for next fiscal year.

Central services increased due to normal salary and benefit cost increases.

The **Community Services** category reflects a decrease to a local grant.

Outgoing Transfers and Other Transactions reflects 14% of the Special Education budget. Major expenditures are payments to local districts and public school academies for Act 18 millage funds to support special education programs and Medicaid funding. Included in the budget is an allocation of \$1,000,000 to local districts for anticipated fund balance from 2024-2025.

Outgoing Transfers and Other Transactions Detail

- Medicaid School Based Services and Outreach: \$1,039,597
- Grant Flowthrough to LEAs/PSAs: \$179,881
- Reimbursement for Unfunded Special Education Costs: \$2,576,168
- Distribution of Fund Balance Above 12%: \$1,000,000
- Transfer to Capital Projects Fund: \$5,881,037

VOCATIONAL EDUCATION FUND BUDGET

Revenue

Vocational Education fund revenues include three basic sources: local (86%), state (12%), federal (2%).

Local revenue: The bulk is derived from property taxes levied within the North Ed region. The authorized Vocational Education millage of 1.0000 has been rolled back to 0.6901 due to the Headlee Amendment. The tax base for 2024 was roughly \$16.6 billion from 7 counties. Taxable values continue to grow steadily across our region, and a 5% increase has been budgeted. The estimated increase to local taxes is \$570,858, and investment income is projected to increase by \$25,000. The estimated net increase to local revenue is \$585,858.

State revenue: Funding was decreased to reflect a reduction in the MPSERS funded retirement categorical as well as a decrease in state payments in lieu of taxes. The estimated decrease to state revenue is \$123,502.

Federal revenue: Perkins grant funding is expected to increase slightly in 2025-2026.

Incoming Transfers and Other Transactions: Revenue for tuition from non-ISD residents is expected to reduce slightly.

Expenditures

Instructional costs comprise 51% of expenditures for the Vocational Education fund. The **Added Needs** budget includes the career-technical education programs. Classroom teachers, paraprofessionals,

equipment, and supplies are represented in this section. The increase includes costs for the new Heavy Equipment/Diesel Mechanic program.

Pupil Support includes school counselors, the school social worker, teacher consultants, and job placement services that provide additional supports to students.

The **Instructional Staff** category includes curriculum and professional development services. The decrease in costs is due to a change in the distribution of administrative costs.

General Administration expenditures are expected to increase due to normal salary and benefit increases as well as a change in the distribution of administrative costs.

School Administration expenditures are anticipated to increase due to normal salary and benefit increases as well as an increase in technology needs.

The support areas of business, technology, information services, human resources, operations/maintenance, transportation, and community services account for 16% of the Vocational Education fund.

Business services expenditures are anticipated to increase due to normal salary and benefit increases.

Operations and Maintenance budgets have been increased due to normal salary and benefits increases as well as an increase in property and liability insurance; the increases are offset by a reduction in costs related to a vehicle purchase.

Transportation is increased due to the anticipated cost of transporting Health Services students to Munson Medical Center.

Central services are anticipated to increase due to normal salary and benefit increases.

Community Services are expected to decrease slightly.

Outgoing Transfers and Other Transactions reflects 15% of the Vocational Education budget. This budget reflects full reimbursement to the local districts for the cost of Career-Tech transportation as well as a transfer to the capital projects fund.

Outgoing Transfers and Other Transactions Detail

- Reimbursement for Unfunded Vocational Education Costs: \$91,380
- Reimbursement for CT Transportation: \$701,257
- Transfer to Capital Projects Fund: \$1,403,823



**General Education Fund
Proposed Budget
For Fiscal Year 2025 - 2026**

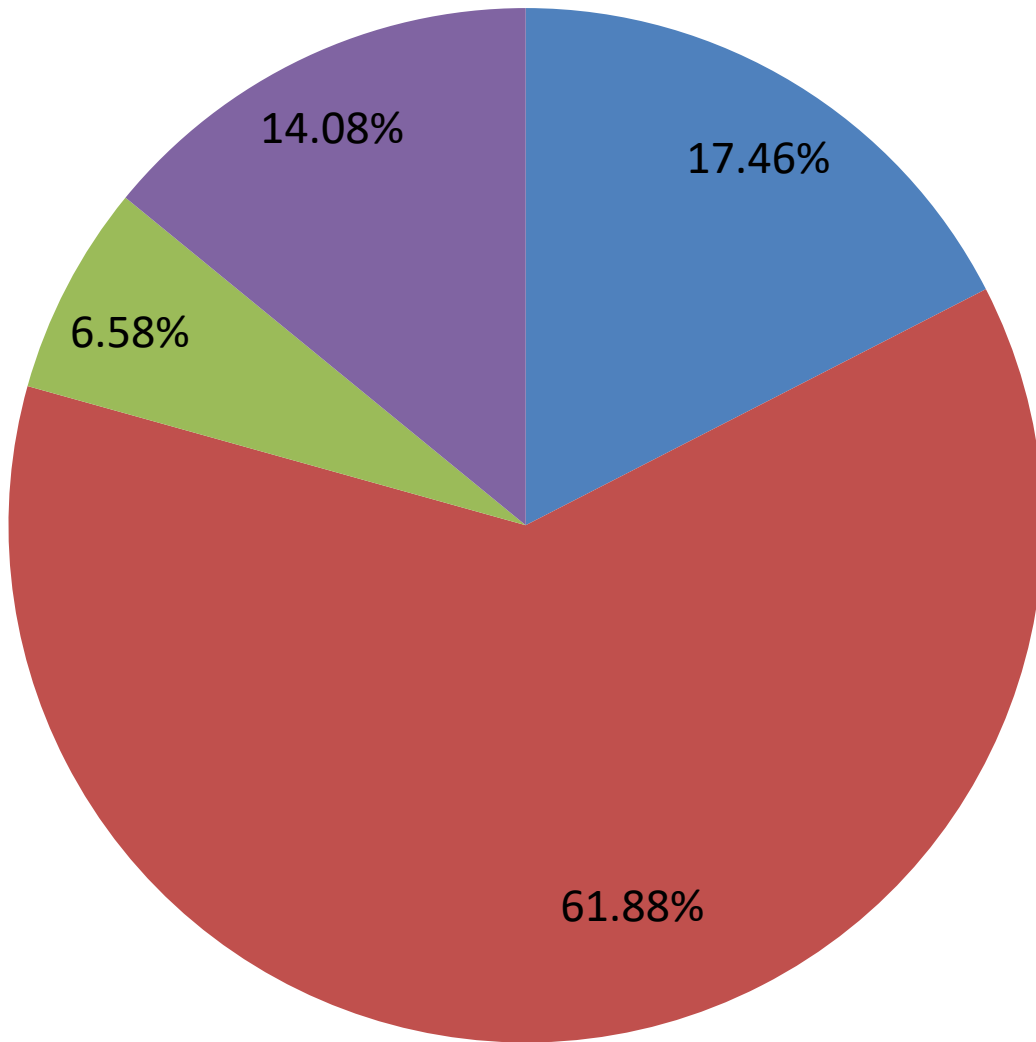
	FINAL 2023-2024 6/30/2024	AMENDED BUDGET 2024-2025 2/4/2025	PROPOSED BUDGET 2025-2026 4/1/2025	
REVENUES				
Local Sources	4,054,998	3,959,032	4,082,078	1,4
Intermediate Sources	-	-	-	
State Sources	11,450,703	17,827,702	14,471,045	2,3
Federal Sources	1,801,867	1,714,899	1,539,373	2
TOTAL REVENUES	17,307,568	23,501,633	20,092,496	
INCOMING TRANSFERS AND OTHER TRANSACTIONS	3,012,095	3,120,932	3,293,018	5
TOTAL REVENUES, INCOMING TRANSFERS AND OTHER TRANSACTIONS	20,319,663	26,622,565	23,385,514	
EXPENDITURES				
Instruction Expense				
Basic Program	374,795	433,894	410,329	2
Added Needs	320,136	810,451	343,150	2,3
Adult and Continuing	-	-	-	
Support Service				
Pupil	288,353	710,715	505,973	3,6
Instructional Staff	5,296,998	5,716,025	6,311,567	3,6
General Administration	600,753	679,222	540,941	7
School Administration	-	-	-	
Business	1,103,548	1,185,638	1,197,184	3,6
Operation & Maintenance	344,870	602,104	606,369	
Pupil Transportation	47,428	64,929	70,169	
Central	1,738,555	1,866,540	1,924,087	3,6
Other	31,318	23,750	22,500	
Community Services	295,922	471,288	448,678	2
TOTAL EXPENDITURES	10,442,676	12,564,556	12,380,947	
OUTGOING TRANSFERS AND OTHER TRANSACTIONS	9,582,448	13,770,171	11,393,013	2,8
TOTAL APPROPRIATED	20,025,124	26,334,727	23,773,960	
EXCESS REVENUE (APPROPRIATIONS)	294,539	287,838	(388,446)	
FUND BALANCE JULY 1	2,612,331	2,906,870	3,194,708	
FUND BALANCE JUNE 30	2,906,870	3,194,708	2,806,262	

Exhibit I

12%

1) Increased tax revenue; 2) Changes in grant expenditures; 3) Decreased MPSERS funding; 4) Decreased rental income;
5) Increased LEA Services; 6) Updated staff costs; 7) Changes in Admin split costs; 8) Increased transfer to capital projects

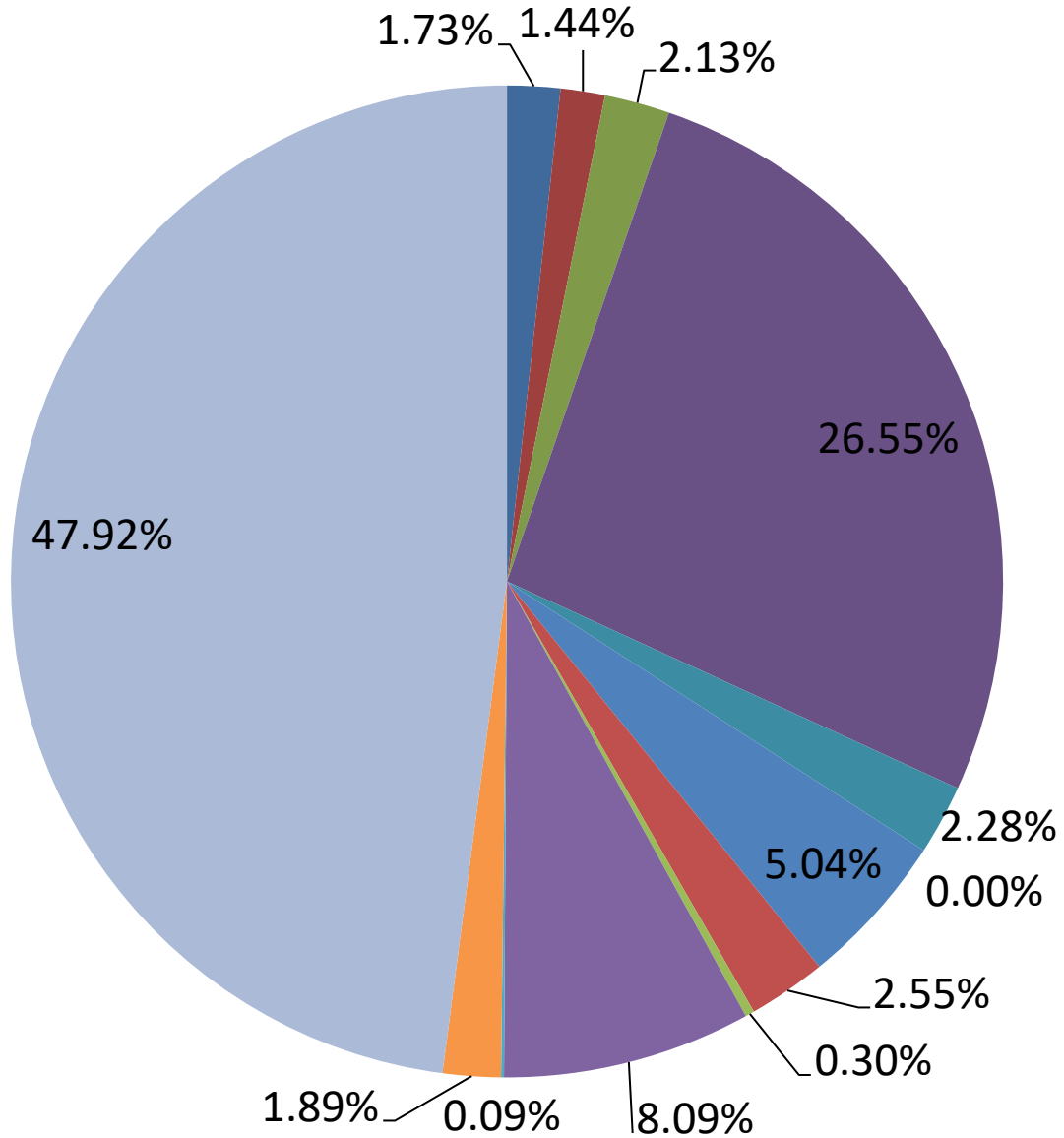
**Northwest Education Services
General Education Fund
2025-2026
Projected Revenue Sources**



■ Local Sources
■ Federal Sources

■ State Sources
■ Incoming Transfers & Other Transactions

**Northwest Education Services
General Education Fund
2025-2026
Projected Expenditures**



- Basic Program
- Pupil Services
- General Administration
- Business Services
- Pupil Transportation
- Other Support Services
- Other Transfers & Other Transactions
- Added Needs
- Instructional Staff Services
- School Administration
- Operation & Maintenance
- Central Services
- Community Services



**Special Education Fund
Proposed Budget
For Fiscal Year 2025 - 2026**

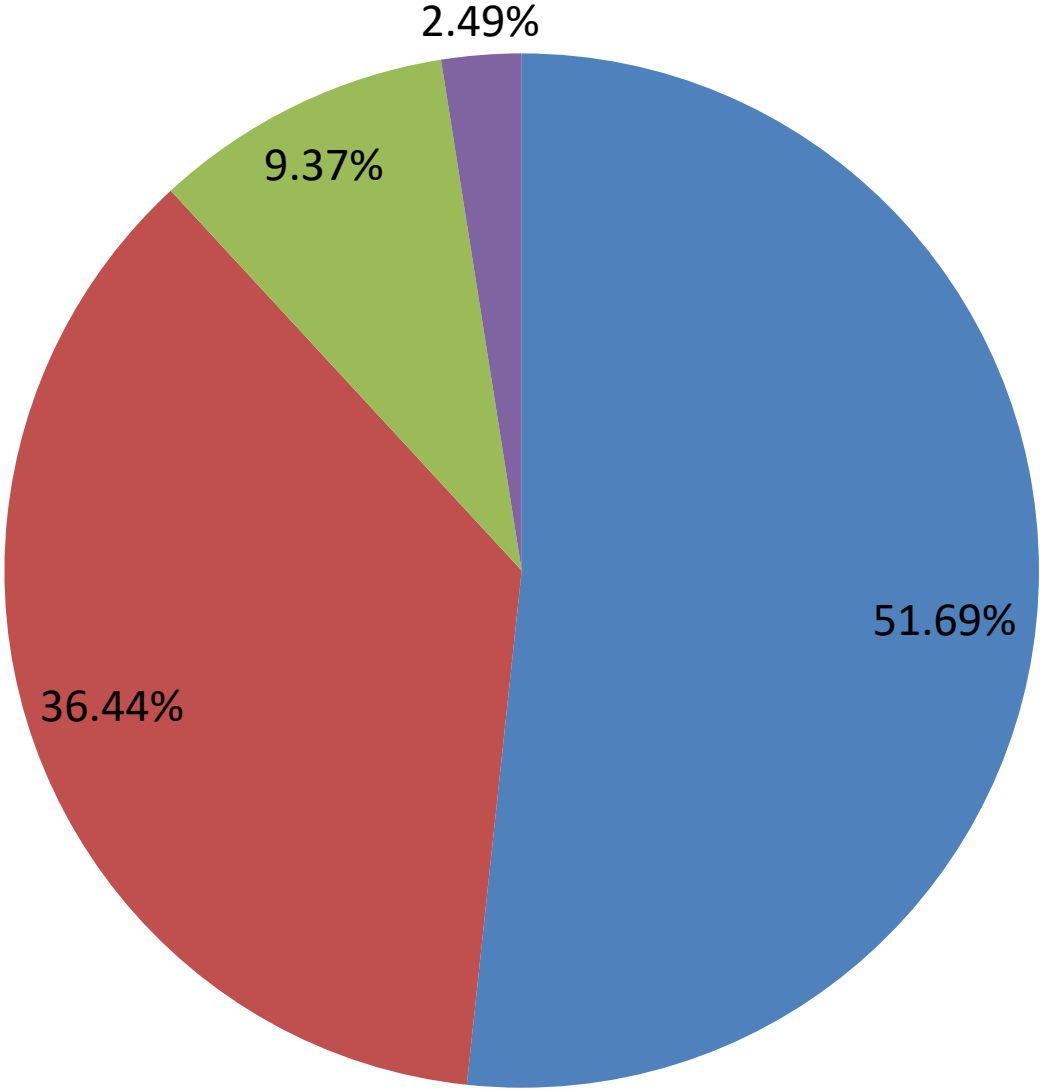
	FINAL 2023-2024 6/30/2024	AMENDED BUDGET 2024-2025 2/4/2025	PROPOSED BUDGET 2025-2026 4/1/2025	
REVENUES				
Local Sources	34,775,999	37,578,074	38,967,692	1, 2
Intermediate Sources	-	-	-	
State Sources	27,369,453	27,588,143	27,468,045	3, 4
Federal Sources	7,107,736	7,103,152	7,067,124	2, 6
TOTAL REVENUES	69,253,188	72,269,369	73,502,861	
INCOMING TRANSFERS AND OTHER TRANSACTIONS				
	1,692,983	1,818,368	1,879,798	5
TOTAL REVENUES, INCOMING TRANSFERS AND OTHER TRANSACTIONS	70,946,171	74,087,737	75,382,659	
EXPENDITURES				
Instruction Expense				
Basic Program	-	-	-	
Added Needs	15,251,002	17,469,218	18,365,128	7
Adult and Continuing	-	-	-	
Support Service				
Pupil	27,456,819	28,442,210	29,093,326	7
Instructional Staff	3,704,957	4,027,813	4,043,236	7, 8
General Administration	89,335	110,129	227,705	7, 8
School Administration	1,312,996	1,225,016	1,292,631	7
Business	1,214,367	1,375,382	1,436,520	7
Operation & Maintenance	1,413,681	1,550,040	1,647,511	7
Pupil Transportation	4,937,232	5,715,537	5,720,029	5
Central	1,743,670	1,926,597	2,002,116	7
Other	185	725	725	
Community Services	348,688	323,407	248,654	6
TOTAL EXPENDITURES	57,472,932	62,166,074	64,077,581	
OUTGOING TRANSFERS AND OTHER TRANSACTIONS				
	12,234,543	12,782,051	10,676,683	9
TOTAL APPROPRIATED	69,707,475	74,948,125	74,754,264	
EXCESS REVENUE (APPROPRIATIONS)	1,238,696	(860,388)	628,395	
FUND BALANCE JULY 1	8,610,802	9,849,498	8,989,110	
FUND BALANCE JUNE 30	9,849,498	8,989,110	9,617,505	
COMMITTED FOR DISTRIBUTION TO LEAs	435,530	98,582	571,586	
RESTRICTED FUND BALANCE JUNE 30	9,413,968	8,890,528	9,045,919	

12%

Exhibit II

1) Increased tax revenue; 2) Changes in Medicaid funding; 3) Increased state aid revenue; 4) Decreased MPSERS funding;
5) Increased transportation consortium; 6) Changes in grant expenditures; 7) Updated staff costs;
8) Changes in Admin cost split; 9) Decreased transfer to capital projects

**Northwest Education Services
Special Education Fund
2025-2026
Projected Revenue Sources**



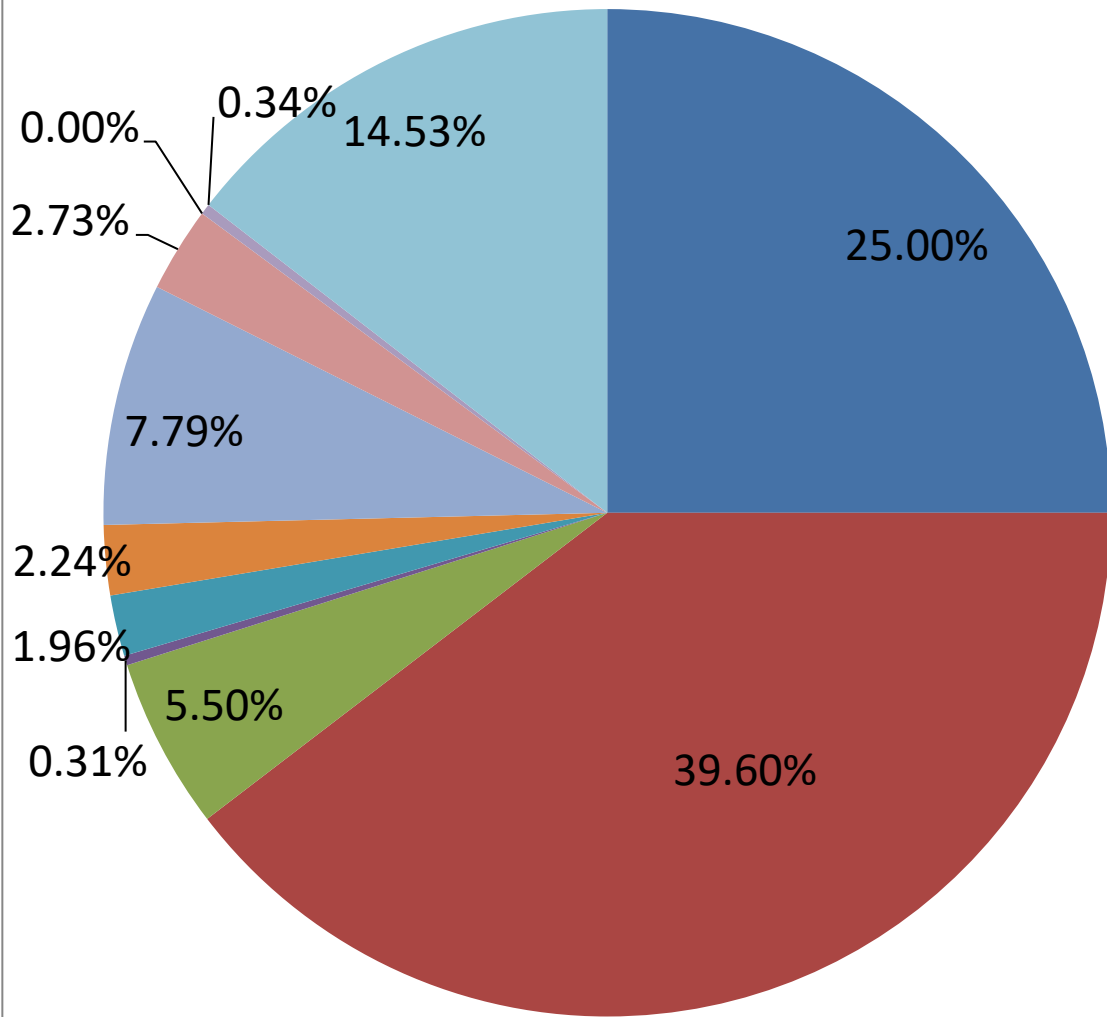
Local Sources

State Sources

Federal Sources

Incoming Transfers & Other Transactions

**Northwest Education Services
Special Education Fund
2025-2026
Projected Expenditures**



- Added Needs
- Instructional Staff Services
- Business Services
- Pupil Transportation
- Other Support Services
- Other Transfers & Other Transactions
- Pupil Services
- General Administration
- Operation & Maintenance
- Central Services
- Community Services



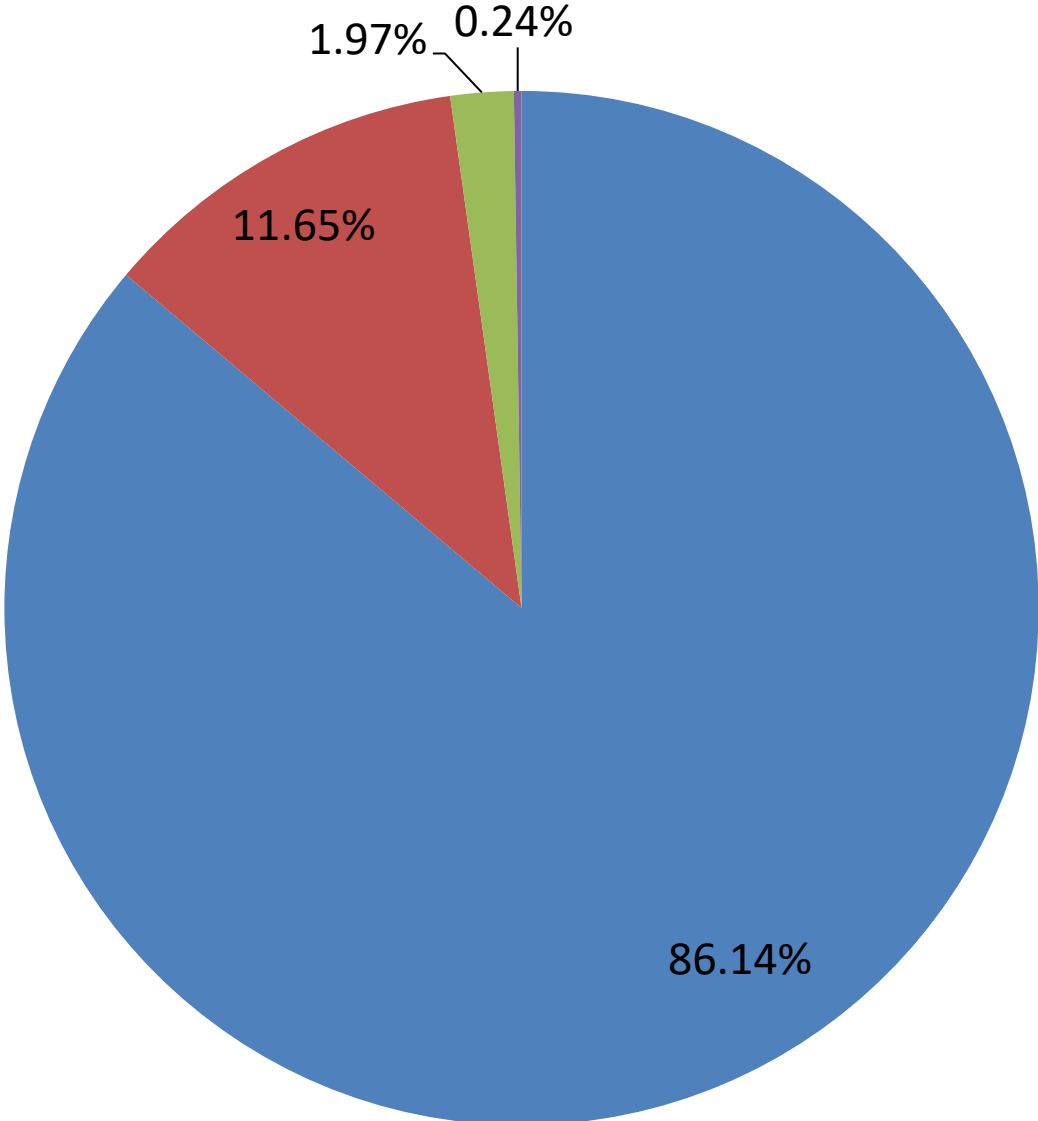
Vocational Education Fund Proposed Budget For Fiscal Year 2025 - 2026

	FINAL 2023-2024 6/30/2024	AMENDED BUDGET 2024-2025 2/4/2025	PROPOSED BUDGET 2025-2026 4/1/2025	
REVENUES				
Local Sources	10,991,657	11,778,511	12,364,369	1,2
Intermediate Sources	-	-	-	
State Sources	2,197,435	1,795,902	1,672,400	3
Federal Sources	352,567	273,908	282,727	4
TOTAL REVENUES	13,541,659	13,848,321	14,319,496	
INCOMING TRANSFERS AND OTHER TRANSACTIONS				
	38,500	38,000	34,000	
TOTAL REVENUES, INCOMING TRANSFERS AND OTHER TRANSACTIONS	13,580,159	13,886,321	14,353,496	
EXPENDITURES				
Instruction Expense				
Basic Program	-	-	-	
Added Needs	6,590,923	6,916,072	7,299,849	5,6
Adult and Continuing	-	-	-	
Support Service				
Pupil	933,460	984,510	1,029,604	5
Instructional Staff	443,329	473,912	439,167	5,7
General Administration	274,009	288,434	339,495	5,7
School Administration	598,782	609,937	667,696	5,8
Business	248,023	278,321	290,484	5
Operation & Maintenance	1,086,090	1,323,748	1,262,138	5,9
Pupil Transportation	17,679	37,595	52,885	10
Central	631,438	658,464	676,272	5
Other	19,396	27,071	28,535	
Community Services	13,000	17,256	14,850	
TOTAL EXPENDITURES	10,856,129	11,615,320	12,100,975	
OUTGOING TRANSFERS AND OTHER TRANSACTIONS				
	2,701,771	2,350,197	2,196,460	10, 11
TOTAL APPROPRIATED	13,557,900	13,965,517	14,297,435	
EXCESS REVENUE (APPROPRIATIONS)	22,259	(79,196)	56,061	
FUND BALANCE JULY 1	1,723,296	1,745,555	1,666,359	
FUND BALANCE JULY 30	1,745,555	1,666,359	1,722,420	12%

Exhibit III

- 1) Increased tax revenue; 2) Increased interest income; 3) Decreased MPSERS funding; 4) Changes in grant funding;
 5) Updated staff costs; 6) New program expenses; 7) Changes in Admin cost split; 8) Increased tech costs; 9) Changes in operating costs
 10) Increased transportation costs; 11) Decreased transfer to capital projects

**Northwest Education Services
Vocational Education Fund
2025-2026
Projected Revenue Sources**



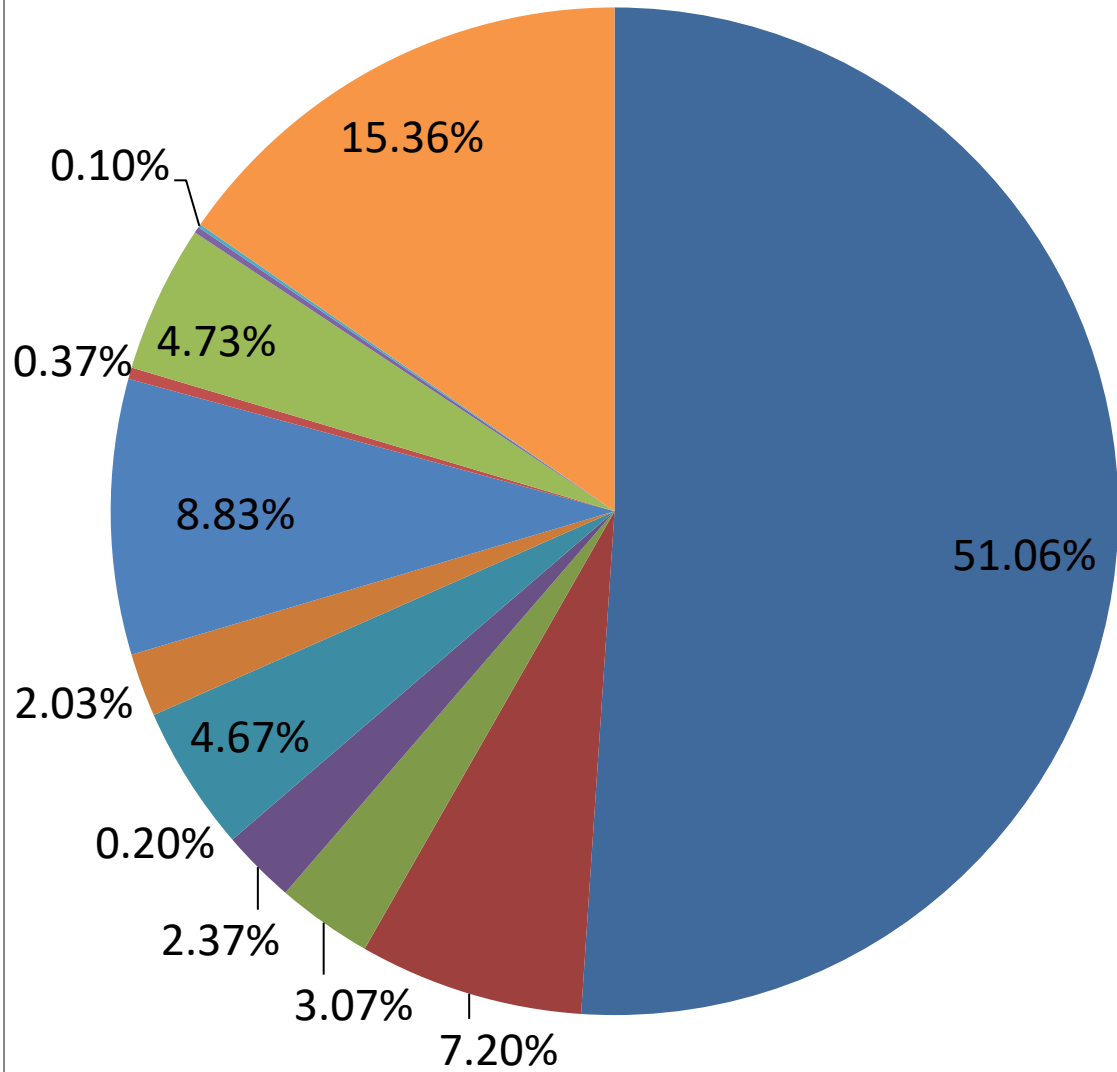
■ Local Sources

■ State Sources

■ Federal Sources

■ Incoming Transfers & Other Transactions

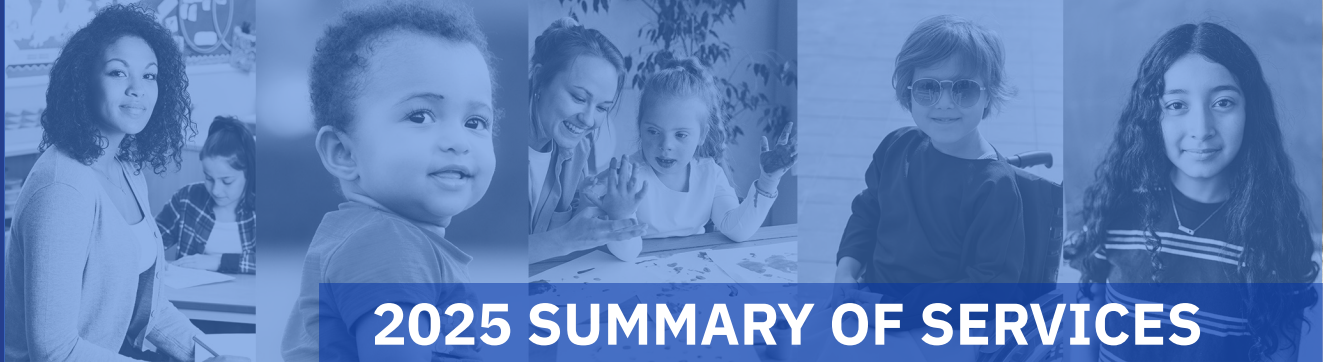
Northwest Education Services Vocational Education Fund 2025-2026 Projected Expenditures



- Added Needs
 - Instructional Staff Services
 - School Administration
 - Operation & Maintenance
 - Central Services
 - Community Services
- Pupil Services
 - General Administration
 - Business Services
 - Pupil Transportation
 - Other Support Services
 - Other Transfers & Other Transactions



Northwest
Education
Services



2025 SUMMARY OF SERVICES

19,889

▲ 2024-25 Regional Students (all grades, excluding Early Childhood)

Districts

2024-25

Traverse City	8,584
Kingsley	1,430
Kalkaska	1,341
Benzie	1,141
Elk Rapids	949
Mancelona	777
Glen Lake	735
Forest Area	493
Suttons Bay	491
Frankfort-Elberta	489
Buckley	489
Leland	421
Bellaire	260
Northport	127
Alba	96
Crawford Excelsior	46

(Data source: MI School Data Dashboard)

Special Education

2,910

Students received special education services regionally.*
(All grades excluding early childhood)



415

North Ed Special Education staff serve the region's schools.

1,042

student education transition plans were conducted.

369

served by North Ed center-based special education programs.

320

work experience opportunities enabled students to gain skills at local businesses.



Budget | 2024-25

Fund	General Ed	Special Ed	Vocational Ed
Total	\$26,334,727	\$74,948,125	\$13,965,517
Millage	0.1857	2.0000	0.6901

ISD funding sources include local, state, federal and incoming transfers. Capital projects funding comes from millage sources. North Ed does not bond for building projects.

Career & Technical Education

22

PROGRAMS



1,238

Students enrolled at North Ed Career Tech (2024-25).

7

Higher education partners offer generous scholarship opportunities for North Ed Career Tech graduates.



State and National Awards of Excellence.

North Ed Early College

34

Students enrolled (2024-25)

College Credits Earned (2023-24)

605



2,023

Industry credentials earned by students. (2023-24)

WORK EXPERIENCE

591

Job shadows, co-op work experiences and internships. (June '24-March '25)

Professional Development

252

Training sessions

907

Regional Staff Development Day Attendees

4,194

PD event registrants
July 1, 2024 - June 30, 2025



EARLY CHILDHOOD

\$8.047M

Regional investment in **free preschool** for North Ed (756 students)

402 4,651 871 204

Birth to 5 evaluations

Home visits made by Birth to 3 staff

Ages & Stages screenings

Early On Services

FARM TO SCHOOL

970

Students experienced taste tests of local fruits & vegetables.

380

Elementary students learned healthy habits with North Ed Farm to School.

503

Elementary students participated in planting and harvesting from a school garden.

Instructional Support

2,238.3

Hours of coaching, consulting and facilitating instructional support services. (through 3/2025)



165

K-12 Migrant Students served.

59,715

Student assessments graded within Otus learning management system. (Sept. 1, 2024 - March 15, 2025)

158

K-12 English Learners served.

4,132

Completed observations within the Marzano instructional framework.

25

Instructional Services Team members support district educators and leadership.



Helping K-12 students gain learning strategies and increase family connections to schools & community.*

Leadership Support

55

 Regional school leaders are supported by North Ed's Leadership Support

System, designed to deliver opportunities for regional collaboration and networking for instructional leadership development.

Leadership Support System

- New Principal Network
- School Leadership Network
- Future Leaders Academy
- Impact Leader Partnership

28

English learner and migrant services staff includes 11 staff during a regular school year with an additional 17 team members added to meet the demands of summer programming.

*North Ed regional EL and migrant supports includes our 5-county region and extends to Bear Lake, Charlevoix, East Jordan, Emmet, Kaleva, Manistee and Onekama.



North Ed Foundation

3

Funding sources to help students reach their full potential.

501 (c) 3 nonprofit

- Student Emergency Resource Fund
- Tools of the Trade Fund
- Scholarship Fund

100%

Transportation costs for busing students to the Career Tech campus is paid to the district by North Ed.



Technology & Business Services

Data Management

\$314,140

Invested by the ISD on behalf of local school districts for region-wide data management and evaluation software.

- Marzano - Evaluation
- OTUS - Student Growth
- Unified Talent - PD & HR Applicant Tracking
- Resonant Education - Social-Emotional Learning
- 7 Mindsets Academy (SELWeb)



REMC 2 Central

\$2,171,412

Total savings region-wide through REMC SAVE purchasing power. North Ed's Regional Educational Media Center (REMC 2 Central) is committed to providing media, technology and educational resources, and professional development to regional schools.

- Cooperative purchasing
- Engaging instructional learning/PD
- Shared resources and educational materials
- Advanced statewide connectivity/delivery systems

MIS Regional Finance Software

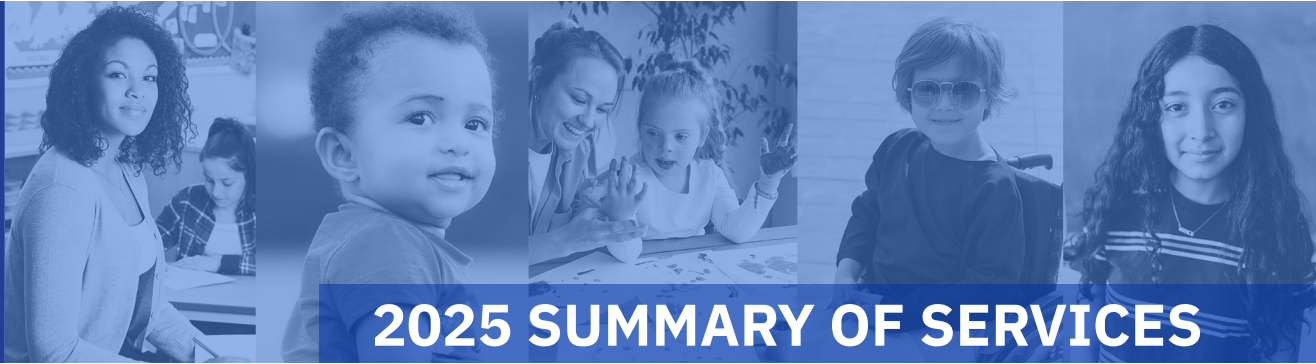
Student Data System
PowerSchool Support
PCMI Substitute Teacher Services
Internet Connectivity
Data Warehouse
Technology Services Support
Instructional Technology
Payroll Services

REMC Library
Medicaid Billing Support
Filtering & Firewall
Pupil Accounting & Auditing Support

State & Federal Grant Reporting



Northwest
Education
Services



2025 SUMMARY OF SERVICES



**Elk Rapids
Schools**

707 E. Third Street
Elk Rapids, Michigan 49629
231.264.8692 | erschools.com

District Demographics

Year	2023-24	2024-25
All Grades	1,239	949

Economically Disadvantaged
23.9 % (2024-25)

Students with Disabilities
13.8 % (2024-25)

4 yr/5 yr/6 yr Graduation Rate
98.94 % / 95.92 % / 93.55 % (2023-24)

(Data source: MI School Data Dashboard)

Career & Technical Education

22
PROGRAMS



85
Students enrolled.



WORK EXPERIENCE

39
Job shadows, co-op work experiences and internships.

10

National Technical Honor Society Students (2024-25).

3

Outstanding Students (2023-24).



100%

Transportation costs for busing students to the Career Tech campus is paid to the district by North Ed.

North Ed Early College

1

Student enrolled (2024-25).



Student scholarships awarded.

Special Education

151

Elk Rapids students that receive services (All grades excluding early childhood).



16

North Ed Special Education staff serve the district (7.23 FTE).

40

Student education transition plans were conducted.

12

Served by North Ed center-based special education programs.

EARLY CHILDHOOD

14

Birth to 5 evaluations.

43

Enrolled in GSRP & Strong Beginnings.

Professional Development



73

RSDD event registrants (Nov. 2024)

REMC \$AVE
\$75,652

Instructional Support

217 Hours of coaching, consulting and facilitating instructional support services (through 3/2025).

2,258

Student assessments graded within Otus learning management system (9/2024 - 4/2025).

23

K-12 Migrant Students served.

41

K-12 English Learners served.

33

Completed observations within the Marzano instructional framework.

04/22/2025

Mr. Bryan McKenna
Elk Rapids Schools Agreement #05060
[308 MEGUZEE PT](#)
[ELK RAPIDS MI 49629](#)

Dear Mr. Bryan McKenna:

The Michigan Department of Education (MDE) has received your request for renewing the food service management company contract with Chartwells for the 2025-2026 school year and has approved the following:

1. The current management fee of \$0.0500 per meal will increase by 3.1% to the new management fee of \$0.0515 per meal.
2. The current administrative fee of \$3,000.00 per month will increase by 3.1% to the new administrative fee of \$3,093.00 per month for 10 months.
3. There is no advance payment.
4. There are no guarantees for the 2025-2026 school year.
5. No client investment is planned for the 2025-2026 school year.

MDE agrees with the recommendation that the contract be renewed with Chartwells for the 2025-2026 school year. It is ready for approval by the sponsor's Board of Education. After approval, signed copies of the [Cost Reimbursable Rate Agreement Form](#) and [Signature Page](#) must be uploaded to MDE in GEMS/MARS. If the board makes any changes to the contract, these changes must be sent to MDE for approval before the contract renewal can be signed by the sponsor.

This renewed contract is in effect from July 1, 2025, to June 30, 2026.

If you have any questions or contract changes, please email MDE-FSMC-Vended@michigan.gov with "Contract Renewal" in the subject line.

Sincerely,

Emily Ross, RDN
Procurement Compliance Manager
Food Distribution Unit
Office of Nutrition Services
Michigan Department of Education
RossE@michigan.gov

Dr. Deanne K. Kelleher, RDN
Director, Office of Nutrition Services
State Child Nutrition Director
Michigan Department of Education

**Food Service Management Company
Contract Renewal - Rate Agreement Form
(COST REIMBURSABLE CONTRACT)**

ELK RAPIDS SCHOOLS	05060
School Food Authority/Sponsor Name	Agreement Number/School District Code
Compass Group USA, Inc., by and through its Chartwells Division	7/1/2024
Food Service Management Company Name	Year of Original Contract
	1
	Renewal Year (1, 2, 3, or 4)

This document contains the rates and fees for the furnishing of food service management for nonprofit food service programs for the period beginning July 1, 2025, and ending June 30, 2026. The terms and conditions of the original contract are applicable to the contract renewal.

The Consumer Price Index for All Urban Consumers (CPI-U) for the Midwest Region for December 2024 is 3.1% as released by the U.S. Bureau of Labor Statistics. The Equivalent Meal Factor increased from \$4.6250 to \$4.9700 for SY 2025-2026.

Price Per Meal and Meal Equivalents must be quoted as if no USDA Donated Commodities will be received.

Rates for School Year (SY) 2024-2025 must match what was approved by MDE.

RATE NEGOTIATIONS ARE NOT ALLOWED FOR THE SY 2025-2026 RENEWAL.

RATES MUST NOT BE ROUNDED UP

Fee Items	Current SY 2024-2025 Rate	Flat % Increase per Original Contract	New SY 2025-2026 Rate
1. Management Fee per Meal (breakfast and lunch) and Meal Equivalent (a la carte)	\$ 0.0500	3.1	\$ 0.0515
2. Administrative Fee per Meal or Month	\$3000.00 x 10 mo	3.1	\$3093.00 x 10 mo
3. Reimbursable Breakfasts			
4. Reimbursable Lunches			
5. A la Carte Meal Equivalents			
6. After School Snacks			
7. At Risk Suppers			
8. Special Milk			
9. Advance Payment dollar amount for the 25-26 school year, if any			\$0.00
10. Guaranteed Return dollar amount for the 25-26 school year, if any			\$0.00
11. Planned Client Investment* dollar amount for the 25-26 school year, if any			\$0.00
12. Has the sponsor and FSMC agreed upon a budget for the 25-26 school year? (yes or no)			No

Note: Company must sign this page prior to initial upload into GEMS/MARS.

By submission of this proposal, the company certifies that, in the event it receives a renewal award under this solicitation, the company shall operate in accordance with applicable program laws and regulations. The company shall not plead misunderstanding or deception because of such estimates of quantities, or of the character, location, or other conditions pertaining to the proposal. This agreement shall not exceed one year.

Signed:  4/16/2025
 Food Service Management Company Representative Date
Amy Shaffer CEO, Chartwells K12
 Printed Name/Title

Note: Sponsor does NOT sign this page prior to initial upload into GEMS/MARS. Signature is obtained AFTER MDE approval.

Sponsor Acceptance of Contract Renewal Agreement

Signed: _____ Date
 Sponsor Representative

 Printed Name/Title

*Planned Client Investment refers to any planned dollar amount the FSMC will invest on the sponsor's behalf to improve the food service program (such as the purchase of large kitchen equipment or improvements to serving lines, etc.). The sponsor will pay back that dollar amount to the FSMC over a specified time period as agreed upon by both parties.

**Food Service Management Company
Contract Renewal - Signature Page**

ELK RAPIDS SCHOOLS	05060
School Food Authority/Sponsor Name	Agreement Number/School District Code
Compass Group USA, Inc., by and through its Chartwells Division	7/1/202
Food Service Management Company Name	Year of Original Contract
	1
	Renewal Year (1, 2, 3, or 4)

The Food Service Management Company certifies that it will operate in accordance with all applicable State and Federal laws and regulations.

This Contract Renewal Agreement, attachments, and the original Contract, with addenda, if any, constitute the entire agreement between the School Food Authority (Sponsor) and the Company. The parties shall not execute any additional contractual documents pertaining to this Contract, except as permitted by applicable law.

This agreement shall be in effect for one year from July 1, 2025, to June 30, 2026.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed by their duly authorized representative on this day and year.

Note: Company must sign this page prior to initial upload into GEMS/MARS.

Signed:	4/16/2025
Food Service Management Company Representative	Date
Amy Shaffer CEO, Chartwells K12	
Printed Name/Title	

**Note: Sponsor does NOT sign this page prior to initial upload into GEMS/MARS.
Signature is obtained AFTER MDE approval.**

Signed: _____	Date
Sponsor Representative	
Printed Name/Title	

**Food Service Management Company
Contract Renewal - Sponsor Acknowledgement**

ELK RAPIDS SCHOOLS	05060
School Food Authority/Sponsor Name	Agreement Number/School District Code
Compass Group USA, Inc., by and through its Chartwells Division	7/1/2024
Food Service Management Company Name	Year of Original Contract
	1
	Renewal Year (1, 2, 3, or 4)

By submission of the contract renewal documents, the sponsor acknowledges its responsibilities as outlined in the food service contract, including the overall operational and financial responsibility for the Child Nutrition Programs.

The sponsor acknowledges it is required to conduct monthly (or at least quarterly) invoice reconciliations of its food service contract to ensure compliance with Federal law.

The sponsor certifies its staff directly and independently conducts reconciliations of food service contract invoices to verify the following: usage and crediting of USDA Foods, allowable costs, and the accuracy of fees and/or per meal charges in accordance with the sponsor's food service contract.

The sponsor further acknowledges it may be required to submit copies of any and all books and records pertaining to the food service contract including, but not limited to, food service contract invoices with supporting documentation from the vendor, internal sponsor reconciliation materials, distributor invoices, and all other related documents.

Note: Sponsor must sign this page prior to uploading into GEMS/MARS.

Signed:

Lauree McCann
Sponsor Representative

4/17/25
Date

Lauree McCann, Director of Finance
Printed Name/Title

2025-26 Recommended Curriculum Purchases

Grades	Company	Curriculum	6 Year License: Exp 2030-31	
K-5	Amplify	CKLA 3rd Edition K-5	\$	83,080.64
		Cost Per Year	\$	13,846.77
		PD Requirement	\$	6,400.00
	*Amplify	CKLA 3rd Edition K-5	\$	83,080.64
		Cost Per Year	\$	13,846.77

* Billed to MCA over 6 years annually at \$13,846.77

Total Cost: \$166,161.28



2025-26 Recommended Curriculum Purchases

*

ZAREMBA EQUIPMENT, INC.

1734 Dickerson Road
Gaylord, MI 49735
Since 1918

Phone #: 989-705-7664

Fax #: 989-705-7745

Elk Rapids Public Schools

03-05-2025

2026 Model Year New Gen IC School Bus, 77 passenger, 100 gal Fuel Tank, Cummins ISB 240hp, Hyd Brakes ABS with Electronic Stability Control, Traction Control, Air Suspension, Air Door w/ Lock, Mid - Rear Heaters, Air Driver Seat, Heated Stainless Remote Mirrors, Am - Fm w/pa in Radio, 78" Headroom, 16 ga exterior Sides. 276" Wheel Base, Perforated Headliner w/Rivets, Proflex Steps, Strobe Light. Tint Windows, Driver, Door, Tilt Wheel, Winter Blades, Corrosion Pkg, Right Luggage 91x24x18, LED Lights, Air Crossing Gate and Front & Rear Stop Arms, Proposal 17376-01.

Price: \$148,964.00 each

Delivery 6 to 8 Months. Price Good until 7-31-25

Note: Zaremba Equip. reserves the right to offer Manufacturing Discount Incentive Programs as they arise during the bid period. Zaremba's also reserves the right to include manufacturer surcharges that may arise during the bid period. Surcharges may include, but are not limited to, steel surcharges, GHG surcharges, tariffs, ect. We will work with the customer if surcharges happen.

Thank you,

Dave Zaremba

zarembad@aol.com

Northern Michigan Sales MWT.

Dave Zaremba: _____

Customer: _____

Date: _____

Date: _____

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
May 5, 2025**

ANNUAL REPORT: PO 7100: Facilities Planning

To apprise the Board of the continuing relevance of the Board's capital construction plan, the Superintendent shall:

A/B:. Resident Student Total/Enrollment By Grade:

- **+** District Enrollment - Policy 7100: May 5, 2025

C: "Kindergarten Round-Up" Approximate Attendance:

- **Occurred on May 3, 2025: An Estimate of approximately 52 students enrolled at Lakeland's TK/Kindergarten Programs for the 2025-26 School Year.**

D: Working on Student Enrollment Projections to be Updated in August of 2025 once the Section 105 SOC Plan is Enacted.

Administrative Statement: *In summary, with the 2020 Bond initiatives, district-wide facilities have been or are nearing completion of necessary improvements to keep our community safe, warm, and engaged in learning. The District will continue to move forward with an annual Capital Projects plan to enable the continual management and improvement of facilities throughout the District.*



ELK RAPIDS SCHOOLS

www.erschools.com

Transportation Association Agreement

2025-2028

AGREEMENT

This agreement is entered into, May _____, 2025 by and between the Elk Rapids Schools, hereafter referred to as the “Board” and the Elk Rapids School District Transportation Association, herein after referred to as the “Association”. The Agreement shall be effective from, August 30, 2025 and continue in full force and effect through, August 31, 2028.

ARTICLE 1 – RECOGNITION, EMPLOYEES COVERED

1.1 Employees Covered

Pursuant to, and in accordance with, all applicable provisions of Act 379 of the Public Act of 1965, as amended, the Board does hereby recognize the Association as the sole and exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment for the term of this Agreement of all full-time and regular part-time bus drivers, excluding all supervisors and all other employees.

1.2 New Position

Any new position created during the life of this Agreement will be added to the Association, providing it is similar to a position heretofore recognized.

1.3 Nondiscrimination

It is the continuing policy of the employer and the Association that they shall not discriminate against any Association member on the basis of race, sex, creed, color, national origin or age.

ARTICLE 2 – ASSOCIATION REPRESENTATION

2.1 Association Representatives

The Association shall advise the Board in writing of the names of all committee members and association officers within ten (10) days of their election or appointment. [The Association shall have the right to call in a representative of Michigan Employment Relations Commission (MERC) at anytime, provided it does not interfere with the employee’s work.]

2.2 Grievance Committee

The Association shall elect or select two (2) persons, one male and one female, to represent their members as the grievance committee.

2.3 Processing Grievances

The Grievance committee shall act as stewards and may process or investigate a grievance and /or complaint at his or her discretion after notifying the Employer.

2.4 Bulletin Boards

The Board agrees it will furnish a bulletin board in the driver’s lounge for the purpose of posting Association notices.

ARTICLE 3 – GRIEVANCE PROCEDURES

3.1 Definitions (All days herein refer to working days, unless otherwise noted)

3.1.1 A grievance is a claim by one or more employees that there has been an alleged improper application or violation of this agreement.

3.1.2 An aggrieved employee is the employee(s) who is directly affected and, therefore, will make the claim.

3.1.3 In this Article, the term “employee” may also mean “Association” when the Association grieves on behalf of members of the Association who, because of extenuating circumstances, are unable to represent themselves.

3.2 Grievance form

Any grievance presented in writing by an employee shall include the following:

1. Specific statement of facts giving rise to the alleged violation.
2. Section or subsection of this contract alleged to have been violated.
3. Date of alleged violation.
4. Relief requested.
5. Signature of the grievant.

3.3 Procedure

Step 1: An employee has five (5) days after they become aware of, or could reasonably have become aware of an event upon which a grievance may be filed to orally discuss the matter with their immediate supervisor, who will attempt to resolve the matter informally. If the aggrieved employee is not satisfied with the oral disposition of the grievance by their immediate supervisor, the employee may request that the grievance committee meet with the supervisor for further discussion of the matter. If discussion by the grievance committee does not resolve the matter, the employee or grievance committee may pursue the matter by filing a grievance in a written form with their immediate supervisor within five (5) days of such discussion. The immediate supervisor shall return his written response within five (5) days thereafter to the grievance committee.

Step 2: If the Association or the aggrieved employee is not satisfied with the disposition of the grievance at Step 1, notification within ten (10) days thereafter shall be transmitted to the Superintendent. He/she shall then meet at a mutually satisfactory time with the aggrieved and the grievance committee to discuss the matter. The Superintendent will respond to the Association with a written answer within ten (10) days of such meeting. Either party shall have the right to have present at such meeting representatives who may have knowledge of the matter and who may be helpful in reaching a resolution of the matter.

Step 3: In the event the grievance is not satisfactorily settled in step 2, the Association or the Superintendent may request a hearing before the ERS BOE as herein provided for in this agreement. The party desiring a hearing must notify the other party of such desire within ten (10) calendar days of the day the written disposition was given or due under the last step of the grievance procedure provided for in this agreement. In the event that party should fail to provide such written notice, the matter shall be considered as settled on the basis of the disposition made in the last step of the grievance procedure.

The ERS BOE shall have no power to add to or subtract from, or modify, any of the terms of this Agreement or any supplementary agreement, nor to rule on any matter except while this agreement is in full force and effect between the parties. The ERS BOE shall issue its written disposition within (10) business days of its hearing.

If the aggrieved employee is not satisfied with the decision by the personnel committee in Step 3 they may pursue arbitration, independent of the Association, at their own expense by filing a demand for arbitration with the American Arbitration Association within ten (10) calendar days of the date of the personnel committee's disposition of the grievance. This demand for arbitration shall conform to the rules of the American Arbitration Association which shall govern the arbitration proceeding. The arbitrator shall have no power to add to, subtract from or modify, any of the terms of this agreement or any supplementary agreement while this agreement is in full force and effect between the parties. The parties shall share the expenses, of the arbitrator, equally. Each party shall make arrangements for the pay and expenses of witnesses, which are called by them.

There shall be no appeal from the arbitrator's decision. It shall be final and binding on the Association and the Board.

3.4 Time Limits

If the time limits contained within the grievance procedure are exceeded by the Association, the grievance shall be considered settled on the basis of the last answer given by the Board. If the time limits are exceeded by the Board's representative, the grievance shall be considered granted. The time limits in the grievance procedure may be extended by mutual agreement in writing.

3.5 Disclosure

At all steps of the grievance procedure, the grievant and the Association representatives shall disclose to the Board's representative a full and detailed statement of facts relied upon and the remedy sought, and the provisions of the Agreement relied upon. In the same manner, the Board's representatives shall disclose all facts relied upon by the employer.

3.6 Claims for Back Wages

All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned in the event it is determined there was a misinterpretation or violation of the contract by the Board.

ARTICLE 4 – SPECIAL MEETINGS

4.1 Special Meetings

Special meetings will be scheduled by the Association President, Grievance Committee, or the Board, or it's designated representatives upon request of either party.

4.2 Building Use

Duly authorized representatives of the Association shall be permitted to transact official Association business on employer property at all reasonable times provided this shall not interfere with or interrupt normal operations.

ARTICLE 5 – DISCHARGE AND DISCIPLINE

5.1 Discharge

In all instances in which the Employer concludes that an employee's conduct justified discharge, he /she shall be suspended for not more than three (3) days except that no prior discipline or warning need be imposed before he/she is discharged if the misconduct is so aggravated, in the opinion of the employer, as to require immediate discharge or the cause of discharge is dishonesty, drunkenness, recklessness, harassment of students or staff, gross negligence, being under the influence of drugs or intoxicating beverages while on duty. However, the Association reserves the right to argue the reasonableness under Article 3 of this Agreement. Discharge must be by prior written notice to the Association Grievance Committee and employee. The Employee or the grievance committee may request an investigation as to his/her discharge. A grievance must be filed within three (3) days unless an extension of time limits has been agreed to in writing. No Association member shall be disciplined without just cause. The employer reserves the right to go to any step if they believe the employee has exhibited conduct requiring immediate and serious consequences.

Steps for Discipline

1. Verbal Warning
2. Written warning/reprimand
3. 2nd written warning/reprimand (days off with or without pay)
4. 3rd written warning/reprimand (days off with or without pay) with possible termination

Hearing

During a period of suspension, the employee may, if he/she believes they have been unjustly dealt with, request a hearing and statement of the offense before representatives of the Board and the grievance committee present. At such hearing the facts concerning the case shall be made available to both parties. The ERS Board shall conclude whether the discharge shall be implemented or the suspension shall be extended, reduced or revoked. The Board shall only be involved as indicated in Article 3 of this Agreement.

5.3 Written Documents and Meetings

5.3.1 The ERS Board agrees that it's Superintendent, or his designee, will provide to the grievance committee a copy of any written comment implementing the discipline and/or discharge of an employee within the Association.

5.3.2 The ERS Board agrees to provide a facility in which an employee disciplined and/or discharged may meet with an Association representative before they are required to leave the premises. The employee shall have the right to Association representation during the disciplinary process.

5.4 Appeal

Should the employee or the Association consider the discharge or suspension to be improper, a grievance may be submitted by the employee in writing at Step 2, of Article 3 within three (3) days following the action.

5.5 Use of past Record

To be fair and consistent, discipline shall follow a progressive pattern, unless the employee's actions are serious enough, as determined by Transportation Supervisor and District Superintendent to warrant immediate discharge as outlined in Article 5.1

ARTICLE 6 – PROBATIONARY PERIOD

6.1 The probationary period for each new employee shall be forty (40) workdays of employment for that employee.

6.2 During the probationary period an employee shall not be eligible for employee benefits. After an employee has successfully completed his probationary period of employment, he shall become a regular full-time or regular part-time employee.

ARTICLE 7 – SENIORITY

7.1 Definition

The word “seniority” means service in the employ of the Employer from the date the employee is approved by resolution for hire by the Board of Education.

7.2 Probationary Employees

7.2.1 There shall be seniority among probationary employees when bidding for routes or extra duty trips.

7.2.2 When an employee finishes the probationary period the employee will be granted full seniority as defined in Article 7.1.

7.3 Seniority List

7.3.1 The Seniority list for the Association will show the name, starting date and job title

7.3.2 The Board will provide a copy of the seniority list to the Association President on September 15 of each year.

7.4 Loss of Seniority

Seniority shall be lost for any of the following reasons:

7.4.1 If the employee resigns.

7.4.2 If the employee retires

7.4.3 If the employee is discharged for just cause and not reinstated.

7.4.4 If the employee is absent for three (3) consecutive days without submitting a reasonable excuse acceptable to the Employer. Allowances will be made for emergency situations.

7.4.5 If the employee does not return to work from leave of absence within three (3) working days after the leave expires, without submitting a reasonable excuse acceptable to the employer, the employee will be terminated. Allowances will be made for emergency situations.

7.4.6 If the employee is laid off for more than thirty-six (36) months.

7.4.7 If the employee does not return to work within five (5) working days after the date of recall from layoff, without submitting a reasonable excuse acceptable to the Employer. Allowances will be made for emergency situations.

7.4.8 If employee is granted a leave of absence, no seniority is accrued for the period the employee is on approved leave of absence.

ARTICLE 8 – LAYOFF AND RECALL

8.1 Definition

The definition of word “layoff” means a reduction in the number of Association members employed by the Board within their classification for any reason with recall rights.

8.2 Layoff Procedure

In the event a reduction in work force requires a layoff of employees within a classification, the following procedure will be used:

8.2.1 Employees shall be laid off according to seniority, i.e., the least senior employee shall be laid off first.

8.2.2 Employees to be laid off will receive at least seven (7) calendar days’ notice.

8.2.3 In the event an Association member who has seniority, has his or her position eliminated, he/she will be given an opportunity to displace any Association member with less seniority.

8.3 Recall Procedure

In the event a job opening occurs while employees are laid off, the following procedure will be used:

8.3.1 The Board agrees it will not hire new employees while employees are laid off. The Board will recall employees in reverse order of their layoff.

8.4 Notice

Notice of recall shall be sent to the employee at the last known address by registered or certified mail if not reached by telephone.

ARTICLE 9 – FILLING JOB VACANCIES

9.1 Vacancies

All vacancies or newly created positions within the Association shall be filled on the basis of seniority, and qualifications. Qualifications include, but are not limited to, work record, including evaluations, attendance, training, background and other relevant factors, etc.

9.2 Internal Posting

The Superintendent shall notify the employees of newly created or vacant positions to be filled internally by: (1) posting said position in driver lounge for five (5) days or: (2) upon mutual consent from the Association, an expedited posting may occur by, the supervisor canvassing the employees by seniority. Any employee may indicate his/her interest

immediately to the Supervisor by written or verbal notice. (If the five (5) day posting procedure is used, the opening will be filled within 20 working days after the five (5) day posting period has ended.

9.2.1 Board Posting

If there is still a vacancy, after 9.2 above, the hiring policy of the Board will be implemented.

9.3 Transportation:

9.3.1 "Full Time" is defined as a driver who has a regularly scheduled AM and PM run per day.

9.3.2 A "Part Time" is one regular scheduled run per day. (AM or PM run per day)

9.3.3 "Route" is defined as a driver's regular daily schedule.

9.3.4 A "run" is defined as the AM, PM, and/or midday, portion of a driver's route.

9.4 Annual vacancy bidding:

A route selection meeting will be held at least two weeks prior to the start of the first day of instruction. The Transportation Director will notify the drivers of the meeting date.

9.5 At the route selection meeting, the supervisor shall provide to each regular driver: a list containing the route numbers, driver, and hours per day on this route at the end of the year. All changes in routes and runs, stops eliminated or added, students eliminated or added, and any other information, which pertains to the route selection and is available at the time of this meeting, shall also be provided.

9.6 At the route selection meeting, drivers will choose their regular runs/routes according to seniority, the most senior driver will choose first.

9.7 Drivers will be paid for the route selection, meeting and route preparation.

9.7.1 Routes unchanged will be paid at (4) hour's minimum.

9.7.2 Changed runs will be paid for the time necessary for proper and complete preparation prior to the first day of school, per supervisor approval. Maps and student list maintenance shall be completed by the Transportation Office by the drivers calling to introduce themselves & state the bus rules by the Monday prior to Labor Day.

9.8 Sports runs will be offered to the regular drivers according to seniority. The most senior driver may choose any sport during the year first, and then the second most senior may choose any sport during the year, and so on through the list. The most senior driver will choose a second sport, and so on, until all of the desired sports have been bid. All regular drivers will be eligible for these runs.

9.9 A temporarily vacated run for more than five (5) days shall be given out according to seniority, starting with the most senior driver.

9.10 Extra trips (sports runs and field trips) will be posted as they come in and shall be dated with the posting date. With the understanding that a driver's regular route is of primary importance, drivers will sign the trip board by Wednesday at noon. The Transportation

Supervisor will ensure these trips will be given out on a continuous rotational basis using the seniority list, initially starting with the most senior driver. Other available hours, other than trips, will be posted on the board and assigned in the same manner that trips are. It is understood that a driver may schedule to fill in his/her hours to a maximum of forty (40) hours a week, however a driver may schedule overtime if approval is received from the Transportation Supervisor in advance. Substitute bus drivers will be awarded a trip/hours only when no member of the Association bids for it or when a trip/hours will put a regular driver into overtime, or under emergency conditions.

- 9.11 Trips for which the Transportation Supervisor has 24 hours or less to fill shall be posted as “Urgent Trips” on the Transportation Board which is used for announcements, and may be assigned to the most senior Association member who signs for them by the deadline.
- 9.12 Drivers will use their regular buses for sport and field trips unless directed by the Transportation Supervisor to use a different one.
- 9.13 For all extra trips the drivers will be notified three (3) hours in advance of cancellation or they will be paid ½ of the scheduled trip. Whenever a driver shows up for a trip and the trip has been cancelled, the driver will be paid in whole for the trip. If a trip is cancelled or postponed, the driver originally awarded the trip shall have the right to the re-scheduled trip.
- 9.14 Drivers while on an extra trip will be allowed to leave the event site for a meal and/or fueling when the distance of the event warrants it. Other reasons for leaving the event site will need prior approval by the Transportation Supervisor. When the driver is away from the event site, he/she will leave his/her cell phone number with the teacher/coach and report back to the site at the agreed upon time. Drivers will not participate in extra activities while being paid during an extra duty trip. Extra activities include, but are not limited to: golfing, skiing, bowling or playing tennis.
- 9.15 All extra trips will have a 10-minute pre-trip and 10-minute post trip inspection when the event is longer than the two-hour minimum unless the trip is directly after a previous run or trip. When the trip backs up to either end of another run, the pretrip will not be paid.
- 9.16 Meal allowances will be provided to drivers if on an extra trip of four (4) hours or more. When a meal allowances apply, drivers will be reimbursed according to the following limitations:
- Breakfast: \$12.00
 - Lunch: \$16.00
 - Dinner: \$20.00
- 9.17 Transfer Outside the Association
If an employee transfers to a supervisory position under the employer not included in the Association, and thereafter, within one (1) year, transfers back to a position within the

Association, he/she shall have accumulated seniority while working in the position to which she/he transferred.

9.18 Job Descriptions and classifications

The employer has the exclusive right to establish job descriptions. Job descriptions shall be written and given to the employee. Copies, upon request, shall be provided to the Association President. If the request for job descriptions is not produced by the supervisor, the superintendent will follow up on the request with the supervisor.

ARTICLE 10 – FILLING TEMPORARY VACANCIES

10.1 The parties hereto agree that the hiring of substitute drivers is a management right, responsibility and discretion.

10.2 When the temporary vacancy is closed, the employee affected will return to his/her former position.

ARTICLE 11 - LEAVES WITHOUT PAY

11.1 Leaves

Leaves of absence for not less than one (1) year may be granted by the Board or its designee without loss of seniority. The Board hereby agrees to full compliance with all provisions of the Family Medical Leave Act. Drivers with approval from the supervisor, may elect to take up to five (5) working days off without pay and will maintain their current school position and seniority. Employees are required to request FMLA (3) days if an absence exceeds 3 consecutive days.

11.2 Application for Leave of Absence

An application requesting a leave of absence must be submitted to the superintendent not less than two (2) week prior to the time the leave is to commence, provided however, in personal cases exceptions may be granted by the Superintendent. The request for the leave of absence must be in writing setting forth the reasons for the leave of absence and the estimated length of time, and, if requested verification as to the use of the leave of absence must be submitted. Any extensions of leave of absence shall be handled in the same manner as the request for regular leave.

11.3 Returning from Leave

11.3.1 An employee granted a leave under the provisions of this article shall return to his/her equivalent position worked at the time the leave was granted, unless the position no longer exists, in which case the employee shall return to an equivalent position.

11.3.2 Employees returning from leave of absence must submit notification of return to work in writing at least thirty (30) days prior to the date of return. Failure to submit in

writing an employees intent to return to work prior to the thirty (30) day deadline, will result in immediate termination of their employment with the district.

11.3.3 Employees returning from Medical Leave will be required to provide certification of their ability to return to work.

ARTICLE 12 - LEAVE WITH PAY

12.1 Sick Leave

12.1.1 Each employee shall be granted 10 days of sick leave per year at their regular rate of pay. Employees may accumulate up to 200 sick leave days.

12.1.2 The Board shall retain the right to require a doctor's statement concerning any illness.

12.1.3 Sick leave may be taken as either a half day, third of a day, or full day at the request of the employee, upon proper notification to, and approval of, the immediate supervisor.

12.1.4 Sick leave may be used for personal illness or illness of spouse, child, stepchild, mother-in-law, father-in-law, or parent, or for doctor's appointments.

12.1.5 Part-time employees who have accumulated sick leave and move to a full time position shall have their sick days prorated.

12.1.6 ERS BOE will require FMLA to use employee's sick days, if appropriate.

12.2 Personal Days

12.2.1 Each employee shall be granted two (2) personal days per year, payable at their regular rate of pay. Request for this leave shall be submitted at least two (2) days in advance to the employee's immediate supervisor, if possible.

12.2.2 Leave immediately prior to or following vacations shall not be granted except with the approval of the Superintendent of schools.

12.2.3 Unused personal days can be accumulated to a maximum of five (5) personal days.

12.2.4 Unused personal days over five (5) will be added to an employees personal sick bank.

12.2.5 Part-time employees who have accumulated personal days and move to a full-time position shall have those personal days prorated.

12.3 Court Appearance

Other leaves with pay are absences for court appearances as a witness, when subpoenaed, except as a result of another job. Paid leaves of absence will be granted for jury duty. Any compensation received by the employee in the form of witness fee or jury pay shall be given to the Employer to offset wages paid.

12.4 Bereavement Leave

An employee may be allowed up to five (5) days off, with pay, for bereavement leave for a death in the immediate family. The immediate family shall be defined as follows: husband, wife, mother, father, brother, sister, children, grandchildren, father and mother-in-law, grand parents and siblings-in-law. Requests are to be made to the employee's immediate supervisor at least two days in advance of the requested day(s) of leave when possible. If more than five (5) bereavement days are needed, more may be granted by the Superintendent.

12.5 Severance Pay/Longevity Pay

12.5.1 The employee's severance pay shall be based on one-half (1/2) of the employee's regular daily base pay when they terminate their employment for each day of accumulated sick leave, not to exceed one thousand, five hundred dollars (\$1,500) by the district.

12.5.2 The employee's longevity pay will be seventy-five dollars (\$75) per year not to exceed a total of one thousand, five hundred dollars (\$1,500).

12.5.3 In case of death, accumulated sick leave to a maximum of one thousand, five hundred dollars (\$1,500) shall be paid to the employee's beneficiary.

12.5.4 Qualifications for severance/longevity pay are:

- a. Have ten (10) years employment in the Elk Rapids Schools.
- b. Resign or retire in good standing from the Elk Rapids School District.
- c. Employees terminated by the school district are not eligible for severance/longevity pay.
- d. The employee shall notify the Superintendent of Schools thirty (30) days prior to their last day of employment of their intent to retire or resign.
- e. Only one severance package will be allowed per employee if they qualify under this subheading, 12.5.4 a through e.

12.6 Sick Day Incentive

Transportation Department members may earn and accumulate personal days each semester in accordance with the following schedule:

0 sick days used = 1.0 personal day

1 sick day used = .5 personal day

ARTICLE 13 – HOURS OF WORK

13.1 The normal workday and schedule for all employees shall be established by the Board or its Superintendent based on the needs and resources of the district.

13.2 Transportation:

13.2.1 "Pre-trip" duties shall include, but are not limited to, the tasks listed on the "Driver's Daily Report", phone calls, normal map and student list maintenance, individual meetings of less than ten (10) minutes, etc. during the school year. If for some reason the driver needs to change to another vehicle due to circumstances, he/she may be provided 10 additional pre-trip minutes.

13.2.2 "Post-trip" duties shall include, but are not limited to, pre-trip duties, verifying that the bus is completely vacated, fueling, picking-up belongings left on the bus, sweeping, emptying trash, updating the driver's log, and washing or clearing the rear windows.

13.2.3 All runs will be paid a minimum of two (2) hours.

13.2.4 All regular runs will have a 10 minute pre-trip paid inspection. If the driving time of a run is less than 1:45 (one hour forty-five minutes) the pre trip inspection time is included in the 2-hour minimum. If the driving time is established in September as being greater than the 1:45 (one hour forty-five

minutes) then the run will be established at that time plus the 10 minute pre-trip inspection, and shall be the minimum paid time for that run, until that run changes in length for the average of a period of twenty (20) consecutive work days.

13.2.5 All runs will be paid on the hourly scale in this Agreement.

13.2.6 Only the last run of the day will have a 10 minute paid post trip inspection, however, when a driver must move to another bus for any reason, he/she shall be paid for both 10 minute post trip inspections.

13.2.7 The final bus cleaning of the season will be paid at three (3) hours per bus.

13.2.8 A regular driver will receive his/her regular pay and hours for scheduled TBA runs, as well as ECSE runs, if the ECSE Program is scheduled in the afternoon, when school is delayed and/or a half-day occurs.

13.2.9 After six (6) Act of God days if a driver shows up for work and school is cancelled due to an Act of God he/she will get paid in full for that run only. If the Transportation Supervisor determines that a driver was contacted in time for him/her not to show up for his/her run, the driver will be denied payment for that run.

13.2.10 Bus drivers work a minimum of the number of student days per year in the school calendar.

13.2.11 The training rate shall be paid for training, meetings, clerical duties and drug testing. All extra hours during the school year must have pre-approval from the Transportation Supervisor.

13.2.12 If a driver is required to return a student to school because a student's parent is not at their house or fails to pick up the student from a centralized pick-up location, a driver will be responsible for returning to either the student's school or the transportation building. The driver will be compensated a minimum of one hour at their normal hourly driving rate to supervise the student until the child's parent/guardian picks up the student.

ARTICLE 14 – OVERTIME

- 14.1 When a driver has taken a sport for the season, for example tennis, and has given up a trip for that sport because taking the trip would put the driver into overtime, and no substitute driver is available, and all other regular drivers would also be put into overtime by taking the trip, the overtime trip will then be first offered to the driver assigned to drive for that sport. If the original driver refuses the run, the overtime will then be offered, on the basis of seniority, starting with the most senior driver until the run is assigned.
- a. Overtime assignments will be issued on a weekly basis beginning with the top seniority driver. Once a driver has been assigned overtime in any given week, that driver cannot take another overtime assignment unless the overtime has gone through the entire seniority list. The next week the rotation begins again with the top seniority driver.

- 14.2 Substitute bus drivers will not knowingly be awarded overtime unless all seniority drivers have refused that overtime. Example: an extra run that went too long unexpectedly. Additionally, substitute bus drivers do not accrue seniority and are not eligible for benefits, including but not limited to insurances, holiday pay, sick/personal days, snow days, uniforms, rights to overtime and rights to continuing employment.

ARTICLE 15– HOLIDAYS

15.1 Eligibility for Holiday Pay

All employees shall be paid at their regular rate of pay for the following holidays:

- | | | |
|---------------------------|-------------------|-----------------|
| 1. Labor Day | 5. Christmas Day | 9. Memorial Day |
| 2. Thanksgiving Day | 6. New Year's Eve | |
| 3. Day After Thanksgiving | 7. New Year's Day | |
| 4. Christmas Eve | 8. Good Friday** | |

*Fourth of July – Paid Summer Help Only.

**Good Friday – Paid only if school is not in session (non-school day)

ARTICLE 16 – ACT OF GOD DAYS

- 16.1 When school is closed or delayed because of an “Act of God”, Transportation Employees are excused from reporting on such days but shall suffer no loss of pay for the Act of God days, up to 6 days. Drivers will be informed of school cancellations and/or delays as soon as reasonably possible after the decision has been made to delay or cancel. If a driver reports to the bus garage and receives a notice of school cancelation, that driver shall receive compensation for their morning route regardless of the total number of Act of God days. If the district exceeds 6 Act of God Days for the year, transportation employees will have the opportunity to work in a different capacity to make up for the lost hours not to exceed the daily hours; (facilities, grounds and other duties as assigned by supervisor.)

ARTICLE 17 – HEALTH INSURANCE

- 17.1 The Board agrees to pay for the health insurance premium of the employee(s) and his or her eligible dependents. The program will be MESSA (1650/3300) ~~1500/3000~~ (in-network) or a different Plan that is mutually agreed upon. Dental & Vision to be attained from MESSA or different plan that is mutually agreed upon.

Senate Bill Number 7 (2011 PA 152) requires a default position on a maximum total medical costs to be paid by the school district. The default position maximum medical costs to be paid by the district are as follows:

Calendar year 2023	Calendar year 2025	Calendar Year 2026
Family = \$20,180.43	\$21,049.85	\$21,660.30
Couple = \$15474.60	\$16,141.28	\$16,609.38
Single = \$7,399.47	\$7,718.26	\$7,942.09

The Board will provide vision and dental coverage at the current level.

a. Cash in lieu for family ends when the youngest child attains the age of 26.

17.2 Hourly Insurance requirements

For an employee to be covered for this insurance, they must be assigned a minimum of two regularly scheduled A.M. and P.M. runs per day and work a minimum of thirty (30) hours per week during the school year. **Any employee under this who begins their first driving season as of or after September 1, 2014 and works under 30 hours per week will not be eligible for health insurance or cash-in-lieu.**

17.3 The hours listed on the employee’s pay-slips will be used as the weekly insurance qualification with the following inclusions;

17.4.1 All school breaks such as winter and spring break will be considered as a driver’s normal hours worked towards insurance.

17.4.2 In-service days that were previously ½ days and were changed to full days off will also be considered as a driver’s normal hours worked towards insurance.

17.4 It is the responsibility of the drivers to monitor their own weekly hours and ensure they have worked enough to continue to qualify for insurance benefits. If an employee electing health insurance can not meet the 30 hour weekly requirement he/she will be responsible for working with the transportation supervisor to provide other work opportunities to allow the employee to reach the 30 hour requirement. Drivers must first attempt to fill needed hours by taking extra trips and only use this option if extra trips will not allow he/she to obtain the needed hours.

17.5 If a driver falls short of the required hours in any week, that driver will have one month (30 calendar days) in which to work enough extra hours to increase their average up to at least thirty (30) hours per week for the week they were short and each succeeding week thereafter.

17.6 If a driver fails to bring a short insurance week up to the thirty (30) hour minimum needed in the thirty (30) calendar day time limit, the driver will lose their insurance benefit immediately and insurance paid for, by the employer, will not be available until the next insurance anniversary date in January or at the start of the next school year.

17.7 For those not needing health insurance that qualify, who do not elect to receive

the health insurance may apply the “cash-in-lieu” amount found in Appendix A. However, in the event a driver averages between 25 and 30 hours, the following “cash-in-lieu” payment schedule will be used:

- 25 hours = 83.3%
- 26 hours = 86.7%
- 27 hours = 90.0%
- 28 hours = 93.3%
- 29 hours = 96.7%
- 30+ hours = 100%

Reductions in “cash-in-lieu” will be spread evenly over the remaining scheduled pay dates within the current fiscal year. If the average hours worked in the second semester vary from the average of the first semester, a final adjustment will be made on the last June pay date.

Of the premium amount they are qualified for to apply to:

- 17.8.1 Dental insurance premiums;
- 17.8.2 Vision insurance premiums;
- 17.8.3 Term Life Insurance;
- 17.8.4 A partial payment for any available health insurance program, 2 party or full family. In any case the employee will be responsible for the payment of premium in excess of the Board contribution;
- 17.8.5 An existing annuity program; and
- 17.8.6 Section 125 cash option.

17.8 Worker’s Compensation

All employees covered by this Agreement are covered by Workmen’s Compensation as required by State and Federal law, which provides certain benefits for those with a work-related illness and/or injury. The employee is required to complete an accident report and turn into supervisor by their next shift. The employee(s) shall promptly refer any medical bills in connection with a work-related illness and/or injury to the Central Office for disposition of payment. In emergency situations, the employee’s supervisor shall make arrangements to transport the injured or ill employee(s) to the nearest doctor providing emergency medical treatment. The doctor must be notified, if possible, by the employee that his/her injury or illness may be work-related so that all bills for treatment can be referred directly to the Central Office for disposition of payment.

17.9 Employees who qualify for health insurance will also be provided dental and vision insurance with the same coverages provided to the EREA unit. Cost will be born by the district.

ARTICLE 18 – HEALTH AND SAFETY

18.1 The Employer and the Association will cooperate in the continuing objectives to eliminate accidents and health hazards for the safety and health of its employees during their hours of employment. The Employer will comply with all Federal and State safety laws.

- 18.2 Physical exams: Exams required, by the Department of Transportation, will be paid for by the employer. The Employer reserves the right to choose the physician that performs the exam. Each driver must obtain physician approval by the Supervisor prior to the exam. Failure to obtain Physician approval will result in the driver being responsible for the cost of the exam, and a possible re-exam by an approved physician.
- 18.3 Physical exams must be completed at least every two years.

ARTICLE 19 – WAGES

- 19.1 Salary Schedule
The Salary Schedule shown in Appendix A will be part of this Agreement.

ARTICLE 20 – STRIKES AND LOCKOUTS

- 20.1 No Strikes
The Association, nor any person acting in its behalf, nor any individual employee will cause, authorize, support or take part in any strike (stoppage of work) for the life of this Agreement.
- 20.2 Lockouts
The Employer agrees that during the life of this Agreement there shall be no lockouts of employees.

ARTICLE 21 – GENERAL CONDITIONS

- 21.1 Contracts
The Employer, at its expense, will provide to each of its employees a contract. Mi-Acct has employee pension information availability for employee access to their pension accounts Insurance Provider has employee information available online. within four (4) weeks after the contract has been signed between the parties.
- 21.2 Benefits Notification – Available on check?
The Employer will provide for each employee a list containing the amount of accumulated sick and personal days. A copy of benefits will be forwarded to the employee. A posting of the aforementioned benefits will be up to date, correct and placed on the drivers information board.
- 21.3 The cost of renewing and maintaining Commercial Drivers' Licenses for regular drivers will be reimbursed by the district. All meetings at which attendance is required will be paid at a rate of \$15/hour.
- 21.4 Meetings
Any meetings at which the attendance of the employees is required will be paid for all hours at their training rate of pay.

- 21.5 Uniforms
Transportation employees shall receive two (2) new driver jackets upon request. One jacket will be a spring/fall weight jacket, and one a winter weight jacket.
- 21.6 Current Elk Rapids Schools bus drivers will receive training in First Aid/CPR on an every other year basis and the training will be paid by the school district.

ARTICLE 22 -EMPLOYEE EVALUATION

- 22.1 Monitoring
All monitoring or observation of the work of each Association member shall be conducted in person and with the full knowledge of the Association member.
- 22.2 Observations
Part of the employee evaluation shall be by formal observation of the employee's work. Observations shall be for periods of time that accurately sample the employee's work. Each employee upon being hired or at the beginning of the school year, whichever is later, shall be informed of the specific criteria upon which he/she will be evaluated. Work outside of the employee's normally assigned duties shall not be evaluated. Evaluations shall be conducted by the employee's immediate supervisor and/or superintendent.
- 22.3 Written evaluations
If the employee disagrees with the evaluation, he/she may submit a written response that shall be attached to the file copy of the evaluation in question.
- If a supervisor believes an employee is doing unacceptable work, the reasons therefore shall be set forth in specific terms, as shall the ways in which the employee is to improve, and the assistance to be given by the employer towards improvement. In subsequent observations, failure to note a specific deficiency shall be interpreted to mean that adequate improvement has taken place.
- 22.4 Evaluation Conferences
Following each evaluation, which shall include a conference with the evaluator, the employee shall sign and be given a copy of the evaluation. In no case shall the employee's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation. An employee may submit additional comments to the written evaluation if he/she desires. All written evaluations are to be placed in the employee's personnel file.
- 22.5 Termination
If an employee is terminated, the Employer will advise the employee of the specific reasons in writing, with a copy to the association.
- 22.6 Conclusion

Each evaluation shall include at the conclusion of the report the statement: “The work performance of this Association member is _____satisfactory, _____unsatisfactory (check one).” The content of evaluations will not be subject to the grievance process.

22.6.1 Employee evaluations will be completed and given to the employee prior to June 15th of each year.

22.6.2 Employees will be evaluated based on their job description and daily performance.

22.6.3 Two (2) consecutive unsatisfactory evaluations may be grounds for disciplinary action up to and including dismissal.

22.6.4 An unsatisfactory evaluation shall not be subject to the grievance procedure.

ARTICLE 23 - SUMMER WORK

23.1 Summer work for the transportation department will consist of, is not limited to and can be altered depending on need. Hourly compensation will be at the driver’s regular hourly rate unless increased by a state, regional, or federal grant.:

1. Migrant Transportation
2. Special Education Transportation
3. Field Trips, Sports Trips and all other trips
4. Summer School

23.2 All Positions shall be posted and bid according to Article 9. See Job Vacancies. The following exception shall be made for the Migrant Transportation Program: The most senior driver who bids on the Migrant Transportation job shall be subject to approval and evaluation by the Migrant Program Officials. Should the most senior driver who bids on the position not be acceptable to the Migrant Program Officials, the job shall be offered to the next most senior applicant, and so on. In no case shall the evaluation of the Migrant Program Officials become part of the driver’s personnel file in the Elk Rapids Schools. The rate of pay for the Migrant Transportation Program shall be \$20.00/hour. Hourly compensation will be at the driver’s regular hourly rate unless increased by a state, regional, or federal grant.:

ARTICLE 24 – MANAGEMENT RIGHTS

Except as otherwise provided in this Agreement, the management of the Elk Rapids Public Schools and the direction of the working force, including the right to hire, transfer, assign to buildings, promote, suspend or discharge for proper cause, to relieve employees from duty because of lack of work, and to maintain discipline and efficiency of employees, is vested exclusively in the Board, provided that this will not be used for the purpose of discrimination against any member of the Association, nor will it be used contrary to any other provision of this Agreement. Any employee who feels he/she has been aggrieved because of any Employer action in this respect shall have recourse to the grievance procedure set forth in this Agreement.

ARTICLE 25 – EMERGENCY MANAGER

25.1 An emergency manager appointed under the Local Government and School District Fiscal Accountability Act is authorized to reject, modify, or terminate this agreement as provided in the Local Government and School District Fiscal Accountability Act, 2011 Public Act 4.

Note: Inclusion of this language is required by Section 15(7) of the Public Employment Relations Act.

APENDIX A – DRIVER PAY RATES

Under this contract all full-time drivers will advance one step on the salary schedule each contract year. The salary schedule will be increased the amount each contract year.

New Steps	2024-25	2025-26	2026-27	2027-28
2025-26	2%	10%	5%	5%
1	\$16.55	\$18.21	\$19.12	\$20.07
2	\$16.88	\$18.57	\$19.50	\$20.47
3	\$17.22	\$18.94	\$19.89	\$20.88
4	\$17.56	\$19.32	\$20.28	\$21.30
5	\$17.92	\$19.71	\$20.70	\$21.73
6	\$18.27	\$20.10	\$21.10	\$22.16

Longevity after Step 6:
 Paid December \$250
 Paid April \$250

IDLE TIME: \$15/hour
 TRAINING/PD RATE: \$15/hour
 Substitute Driver: \$15/hour

EXTRA TRIPS: Hourly rate of pay for Association drivers will be paid at hourly rate while driving and at \$15/hour during non-driving times. Other hours worked and not mentioned above will be paid at a rate of \$15/hour. No mileage will be paid for any extra trips.

Family = \$5,400 (Five thousand four Hundred Dollars)
 Couple = \$4,500 (Four thousand five Hundred Dollars)
 Single = \$2,000 (Two thousand Dollars)

ARTICLE 26 – DURATION OF AGREEMENT

This agreement shall be effective as of August 30, 2025 and shall remain in effect through August 31, 2028.

ELK RAPIDS
BOARD OF EDUCATION

ELK RAPIDS SCHOOL DISTRICT
TRANSPORTATION ASSOC.

By: _____

By: _____

By: _____

By: _____

By: _____

By: _____

	2024-25 Original Approved Budget	2024-25 Amended Budget	ERS Expenses & Revenues 4/30/25
Revenues			
Local	\$11,096,125	\$12,036,009	\$11,939,827.00
State	\$4,334,027	\$2,246,861	\$3,308,675.75
Federal	\$646,074	\$173,985	\$62,154.00
MCA State Aid			
Other - Accounts Receivable	\$252,186	\$110,836	\$ 227,283.00
Total Revenue	\$16,328,412	\$14,567,691	\$15,537,940

Expenditures			
Instructional - Basic Programs	\$7,894,268	\$6,579,356	\$4,160,715.00
Instructional - Added Needs	\$2,045,509	\$1,731,268	\$1,093,758.00
Support Services - Pupil	\$746,152	\$562,927	\$ 336,277.00
Support Services - Instructional	\$104,675	\$116,475	\$ 80,179.00
General Administration	\$515,920	\$509,351	\$ 391,465.00
School Administration	\$1,281,059	\$1,127,780	\$ 805,132.00
Business Services	\$360,730	\$532,307	\$ 283,054.00
Maintenance and Operations	\$1,514,075	\$1,823,075	\$ 1,103,995.00
Transportation	\$869,548	\$1,085,140	\$ 555,057.00
Central Support Services	\$506,424	\$383,976	\$ 340,014.00
Athletics	\$300,989	\$289,049	\$ 307,558.00
Community Services	\$26,335	\$19,665	\$ 15,432.00
Depreciable Projects			\$ 259,372.00
Transfers and Other	\$0	\$381,742	
Transfer to Capital Projects			
Total Expenditures	\$16,165,684	\$15,142,111	\$9,732,008

Capital Projects \$ 145,000

MCA State Aid \$ 2,459,903 \$ 1,571,583

Transfer to MCA \$ 2,459,903

Schools of Choice Section 105: Administrative Guidelines Elk Rapids Schools

Grade Level Summary (Approximate as of 5/27/25)

	Recommended Class Size Caps	*Class Size SOC Consideration of Availability	Enrollment Projections 25-26	SOC Openings
6th grade	100	90	113	Closed
7th grade	100	90	85	+5
8th grade	100	90	97	Closed
9th grade	100	92	88	+4
10th grade	100	92	96	Closed
11th grade	100	92	86	+6
12th grade	100	92	95	Closed

*Class Size SOC Consideration Availability: Allows for the likelihood that residential students will move into the district and not increase overall class size above the “cap” per grade level, which could negatively impact personnel/programming needs and parameters of Elk Rapids Schools.

Open Enrollment/Lottery Process

- Open Enrollment Dates: May 27-June 10, 2025
- Review of Applications: June 17, 2025
- Selection/Lottery: June 18, 2025
 - a. Superintendent, Principal, and 1 other staff member present
 - b. Certify that each name is entered into the lottery
 - c. Draw names until every name is drawn, forming a waitlist of names if the number of applicants exceeds the number of open slots
 - d. No preference given for sibling/family connections for new, full family enrollment. (i.e. 3 students from one family apply with no currently enrolled household members.)
 - e. Selected applicants will be contacted via email & phone. Applicants will have until June 30, 2025, to complete all enrollment paperwork and submit to the Elk Rapids Central Office. Failure to do so will result in a loss of opportunity to enroll. Special circumstances will be considered for extension.
 - f. Remaining names on the waitlist will be informed during the beginning of July if they are not selected.

Special Circumstances

1. Prior to performing the lottery process, siblings of students who are attending the district will be identified. Per the school policy, these siblings are to be enrolled prior to the random selection process.
2. Enrollment of out-of-district staff members are automatically enrolled. A staff member is defined as any person who provides services and is under contract or agreement for the duration of at least the instructional school year through Elk Rapids Schools' payroll system.
3. In-district students who move out of district during the school year, finish the year at Elk Rapids Schools. Families will need to apply during the next open enrollment period, but will not be exposed to the lottery.
4. If a current school of choice family has a circumstance where a family member moves into the household outside of the open enrollment period, they will be allowed under school policy which states that any sibling(s) of student(s) who are attending a district under the schools of choice program are given preference. (see Special Circumstance #1)

Transportation

School of Choice enrollees agree to transportation terms that transportation of the school-of-choice student is to/from a predetermined centralized bus stop within the existing residential boundaries of Elk Rapids School. Exceptions to this requirement may need to be made for students with disabilities.