

June 23, 2025 - Workshop Meeting

Monday, June 23, 2025 5:15 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

Trustee Jeff Hill

Secretary Sherry Steffen

Trustee Shana

Wojtowicz

Treasurer Darryl Antcliff

Central Staff:

Superintendent Bryan McKenna

Executive Assistant Kortni Huron

Director of Finance Laurie McCann

II. CHANGES AND ADDITIONS TO THE AGENDA

III. SPECIAL PRESENTATION -

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

IV. CONSENT AGENDA

APPROVAL OF MINUTES

- June 2, 2025 - Regular Meeting Minutes

V. PERSONNEL

117-25 APPROVAL OF BO REINHARDT AS A COACH

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

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

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

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

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

120-25 APPROVAL OF RESIGNATION OF JESSICA VANDERGRIF AS A COACH

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

121-25 APPROVAL OF RESIGNATION OF NICK DEL ROSE

AS A COACH

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

122-25 APPROVAL OF POSITION TRANSFER FOR RENEE BRADBERRY

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

123-25 APPROVAL OF ASHLEY GEE AS ADMINISTRATIVE ASSISTANT

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

VI. ACTION ITEMS

VI.A. 124-25 APPROVAL OF 2024-2025 GENERAL FUND REVISED BUDGET

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

VI.B. 125-25 APPROVAL OF 2024-2025 FOOD SERVICE REVISED BUDGET

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VIII. **DISCUSSION ITEMS**

- **Building/Grounds Maintenance Position**

IX. **STUDY SESSION**

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

sessions are scheduled to discuss confidential personnel, negotiations, or property matters.

Closed Session

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

- X. 139-25 APPROVAL OF ANNUAL SUPERINTENDENT EVALUATION RATING
RESOLVED: That the annual superintendent evaluation rating _____, be approved.

- XI. SCHEDULED ACTIVITIES/FUTURE MEETINGS
• July 7, 2025 - Regular Board Meeting, 8:15 am

- XII. ADJOURNMENT

June 2, 2025 - Regular Board Meeting
Monday, June 2, 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: Absent
Present: 5, Absent: 2.
Kribs present at 5:33 p.m.

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, Shana Wojtowicz: Absent, Darryl Antcliff: Yea, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea
Yea: 5, Nay: 0, Absent: 2

III. COMMUNICATIONS FROM THE PUBLIC (AGENDA ITEMS ONLY)

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

IV. CONSENT AGENDA **APPROVAL OF MINUTES**

- May 5, 2025 - Regular Meeting Minutes
- May 22, 2025 - Special Meeting Minutes

APPROVAL OF BILLS

- General Fund - \$635,021.20

- 2023 Construction - \$157,772.43

PERSONNEL

112-25 APPROVAL OF RESIGNATION OF LENNI MCMAHAN AS LEAD PRESCHOOL TEACHER AT LAKELAND ELEMENTARY

RESOLVED: That the resignation of Lenni McMahan as a Lead Preschool Teacher at Lakeland Elementary be approved as of June 6, 2025.

113-25 APPROVAL OF RESIGNATION OF MEGAN GREGORSKI AS A COACH

RESOLVED: That the resignation of Megan Gregorski as Girls JV Basketball coach, be approved as of May 12, 2025.

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

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

Yea: 5, Nay: 0, Absent: 2

V. ACTION ITEMS

V.A. 114-25 APPROVAL OF CMS MATH CURRICULUM

RESOLVED: That the Math Curriculum for Cherryland Middle School 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, Shana Wojtowicz: Absent, Darryl Antcliff: Yea, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea

Yea: 5, Nay: 0, Absent: 2

V.B. 115-25 APPROVAL OF 2025-26 MHSAA MEMBERSHIP RESOLUTION

RESOLVED: That the 2025-26 MSHAA Membership Resolution 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, Shana Wojtowicz: Absent, Darryl Antcliff: Yea, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Scott Moore: Yea

Yea: 5, Nay: 0, Absent: 2

V.C. 116-25 APPROVAL OF THE 2025 TAX RATE REQUESTS

RESOLVED: That the 2025 Tax Rate Requests, be approved as presented by the Director of Finance.

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

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

Yea: 5, Nay: 0, Absent: 2

VI. COMMUNICATIONS FROM THE PUBLIC

Time limitations: Same as above.

Elaine Miller

VII. DISCUSSION ITEMS

- ERHS Course Additions

[Handout](#) from Jack Young

VIII. CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION

None.

IX. SUPERINTENDENT REPORT

- Construction/Capital Project Update
- ECSE Regional Initiative
- Construction/Capital Project Update - Superintendent McKenna continues to tour construction sites, and the goal for the CMS art wing is looking like Spring Break 2026. Currently the block work has been started. CMS has been using the ERHS Auxillary gym for instruction. There will be painting and renovations at ERHS to include new carpet, ceiling tiles, and lockers over the summer.
- ECSE Regional Initiative - Superintendent McKenna and Director of Finance McCann met at Rapid City Elementary last week with local districts to discuss final planning for the program to be hosted at that facility. The regional Directors of Finance are working collaboratively on the contract/agreement. This location was selected as a central location to the districts on this side of Traverse City. The final contract/agreement is expected to come to the board for approval in August.

X. BOARD OF EDUCATION CELEBRATING SUCCESSES

Brown - Wanted to celebrate the great job on graduation in the new competition gym.

XI. SCHEDULED ACTIVITIES/FUTURE MEETINGS

- June 6, 2025 - Last 1/2 Day of School
- June 17, 2025 - Summer School Starts
- June 23, 2025 - Budget Hearing 5:00 pm
- June 23, 2025 - Board Workshop 5:15 pm

XII. ADJOURNMENT

To adjourn at 6:06 p.m. This motion, made by Scott Moore and seconded by Darryl Antcliff, Carried.

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

Yea: 5, Nay: 0, Absent: 2

Elk Rapids Schools
2024-25 Budgets
6/23/2025

	2024-25 Original Approved	2024-25 Revised Budget	2024-25 Final Budget
Revenues			
Local	\$11,096,125	\$12,036,009	\$ 12,384,756
State	\$4,334,027	\$2,246,861	\$ 4,617,974
Federal	\$646,074	\$173,985	\$ 238,119
One Time D/R State Restricted		\$250,000	\$ 250,000
Transfers from ISD / Other	\$252,186	\$110,836	\$ 304,775
Total Revenue	\$16,328,412	\$14,817,691	\$ 17,795,624
Expenditures			
Instructional - Basic Programs	\$7,894,268	\$6,579,356	\$ 6,401,809
Instructional - Added Needs	\$2,045,509	\$1,731,268	\$ 1,760,619
Support Services - Pupil	\$746,152	\$562,927	\$ 563,965
Support Services - Instructional	\$104,675	\$116,475	\$ 134,039
General Administration	\$515,920	\$509,351	\$ 497,818
School Administration	\$1,281,059	\$1,127,780	\$ 1,065,812
Business Services	\$360,730	\$532,307	\$ 428,920
Maintenance and Operations	\$1,514,075	\$1,663,075	\$ 1,593,317
Transportation	\$869,548	\$1,085,140	\$ 755,468
Central Support Services	\$506,424	\$383,976	\$ 633,567
Athletics	\$300,989	\$289,049	\$ 404,421
Community Services	\$26,335	\$19,665	\$ 33,692
GF Capital Projects	\$0	\$381,742	\$ 348,667
Transfer to Capital Projects Fund			\$ 3,000,000
Total Expenditures	\$16,165,684	\$14,982,111	\$ 17,622,114
Surplus(deficit)	\$162,728	(\$164,420)	\$173,510
Beginnig Fund Balance	\$2,609,275	\$2,609,275	\$ 2,609,275
Projected Ending Unrestricted Fund I	\$2,446,547	\$2,444,855	\$ 2,782,785
% of Operating Expenditures	15.13%	16.32%	15.79%

Elk Rapids Schools

2024-25 Food Service Budgets

6/23/2025

	2024-25 Original Budget
Revenues	
Local	\$53,150
State	\$382,250
Federal	\$479,057
Total Revenue	\$914,457
Expenditures	
Wages	\$23,000
Benefits	\$18,500
Purchased Services	\$400,000
Supplies	\$400,000
Other	\$150,000
Total Expenditures	\$991,500
Beginning Fund Balance	
Beginning Fund Balance	(\$77,043)
Beginning Fund Balance	\$296,638

Elk Rapids Schools

2024-25 Child Care Budgets

6/23/2025

	2024-25 Original Approved Budget	2024-25 Final Budget
Revenues		
Preschool	\$100,000	\$112,730
Kid's Club	\$150,000	\$85,430
GSRP Start-Up	\$50,000	\$50,000
GSRP	\$167,948	\$403,647
Total Revenue	\$467,948	\$651,807
Expenditures		
Wages	\$254,516	\$304,687
Benefits	\$119,512	\$202,771
Purchased Services	\$8,818	\$50,145
Supplies	\$20,007	\$54,284
GSRP Playground . Startup	\$50,000	\$25,000
Other	\$19,180	\$12,459
Total Expenditures	\$472,033	\$649,346
Beginning Fund Balance		
Beginning Fund Balance	\$2,962	\$2,962
Projected Ending Unrestricted Fund Balance	(\$1,123)	\$5,423

Elk Rapids Schools
2024-25 Trust and Agency
2025-26 Proposed Trust and Agency
6/23/2025

	2024-25 Final Budget	2025-26 Proposed Original Budget
Revenues		
Trust and Agency Funds Available	\$ 650,000	\$ -
Trust and Agency Estimated Revenue		\$ 500,000
Total Revenue	\$ 650,000	\$ 500,000
Expenditures		
Expenditures	\$ 650,000	
2025-26 Estimated Expenses		\$ 700,000
Total Expenditures	\$ 650,000	\$ 700,000

Elk Rapids Schools
2024-25 Capital Project Fund
2025-26 Capital Project Budget
6/23/2025

	2024-25 Final Budget	2025-26 Proposed Original Budget
Revenues		
Interest	0	150,000
Tax dollars transferred from General Fund	\$ 3,000,000	\$ -
Total Revenue	\$ 3,000,000	\$ 150,000
Expenditures		
Access Control Equipment	\$ 318,000	
Capital Projects		\$ 2,682,000
Total Expenditures	\$ 318,000	\$ 2,682,000

ERS has paid \$318,000 of the \$432,807 towards the Access Controls equipment. The BOE has committed \$891,000 to access panels, districts building updates. Superintendent McKenna and the Facility Committee will coordinate these funds with the bond contingency funds for projects to be determined in the next 2 years.

**Elk Rapids Schools
 2024-25 2020 Bond
 2025-26 Estimated Interest Earnings
 6/23/2025**

	2024-25 Final Budget	2025-26 Proposed Original Budget
Revenues		
Interest	\$ 605,817	\$ 300,000
Total Revenue	\$ 605,817	\$ 300,000
Expenditures		
Arbitrage to IRS Booked to Liability	\$ 500,000	
2025-26 Estimated Additional Arbitrage		\$ 100,000
Total Expenditures	\$ 500,000	\$ 100,000

The district has moved \$500,000 of the 2024-25 interest earning to the liability account in the 42 fund. It will continue to earn interest, but will not be available for construction obligations. Elk Rapids Schools has an estimated liability of \$600,000 to the IRS due to construction delays on the bond project. We have to send the IRS these Arbitrage funds at the end of bond construction. Based on the current construction schedule, arbitrage should be due by 6/30/2026.

During 2024-25 (to 6/20/23) ERS spent \$5,975,926.54 on this project. The June 2025 expenses has not been invoiced. There is \$1,258,806.96 in retainage on the projects (mostly the CMS portion). There is \$257,364.45 in purchase orders for CMS furniture and equipment outstanding that will be paid in 2025-26.

Elk Rapids Schools
2025-26 Budgets
6/23/2025

2025-26
Proposed
Budget

Revenues

Local	\$	13,384,756
State	\$	3,504,974
Federal	\$	180,000
Transfers from ISD / Other	\$	200,000
Total Revenue	\$	17,269,730

Expenditures

Instructional - Basic Programs	\$	7,041,990
Instructional - Added Needs	\$	2,112,743
Support Services - Pupil	\$	633,000
Support Services - Instructional	\$	160,000
General Administration	\$	530,000
School Administration	\$	1,100,000
Business Services	\$	600,000
Maintenance and Operations	\$	1,993,317
Transportation	\$	755,468
Central Support Services	\$	633,567
Athletics	\$	500,000
Community Services	\$	53,000
GF Capital Projects	\$	500,000
Transfer to Capital Projects Fund	\$	650,000
Total Expenditures	\$	17,263,085

Surplus(deficit)		\$6,645
Beginnig Fund Balance	\$	2,609,275
Projected Ending Unrestricted Func	\$	2,615,920
% of Operating Expenditures		15.15%

Elk Rapids Schools

2025-26 Food Service Budgets

6/23/2025

	2025-26 Proposed Original Budget	2024-25 Final Budget
Revenues		
Local	\$ 50,750	50750
State	\$ 363,284	363284
Federal	\$ 581,000	581000
Total Revenue	\$ 995,034	\$995,034
Expenditures		
Wages	\$ 25,000	21500
Benefits	\$ 22,000	15670
Purchased Services	\$ 437,915	437915
Supplies	\$ 400,000	363520
Equipment	\$ 60,000	105224
Other	\$ 60,000	58688
Total Expenditures	\$ 1,004,915	\$1,002,517
Revenue minus Expenses		
Revenue minus Expenses	\$ (9,881)	(\$7,483)
Beginning Fund Balance	\$ 289,155	\$296,638
Projected Ending Fund Balance	\$ 279,274	\$289,155

Elk Rapids Schools

2025-26 Child Care Budgets

6/23/2025

	2025-26 Original Proposed Budget
Revenues	
Preschool	\$100,000
Kid's Club	\$150,000
GSRP	\$330,000
Total Revenue	\$580,000
Expenditures	
Wages	\$325,000
Benefits	\$150,000
Purchased Services	\$45,000
Supplies	\$25,000
Other	\$25,000
Total Expenditures	\$570,000
Beginning Fund Balance	
Beginning Fund Balance	\$2,962
Projected Ending Unrestricted Fund Balance	\$12,962

Elk Rapids Schools
2024-25 Trust and Agency
2025-26 Proposed Trust and Agency
6/23/2025

	2024-25 Final Budget	2025-26 Proposed Original Budget
Revenues		
Trust and Agency Funds Available	\$ 650,000	\$ -
Trust and Agency Estimated Revenue		\$ 500,000
Total Revenue	\$ 650,000	\$ 500,000
Expenditures		
Expenditures	\$ 650,000	
2025-26 Estimated Expenses		\$ 700,000
Total Expenditures	\$ 650,000	\$ 700,000

Elk Rapids Schools
2024-25 Capital Project Fund
2025-26 Capital Project Budget
6/23/2025

	2024-25 Final Budget	2025-26 Proposed Original Budget
Revenues		
Interest	0	150,000
Tax dollars transferred from General Fund	\$ 3,000,000	\$ -
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Expenditures		
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**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
June 23, 2025**

ACTION ITEM: Hourly Employee Hourly Rate and Pay Step Adjustments for the 2025-2026 School Year

FOR ACTION:

Paraprofessionals:

**Step 1: \$15.00
Step 2: \$15.75
Step 3: \$16.54
Step 4: \$17.36
Step 5: \$18.23
Step 6: \$19.14**

Administrative Assistants:

**Step 1: \$15.00
Step 2: \$15.75
Step 3: \$16.54
Step 4: \$17.36
Step 5: \$18.23
Step 6: \$19.14**

Lead Administrative Assistants:

**Step 1: \$17.36
Step 2: \$17.99
Step 3: \$18.89
Step 4: \$19.83
Step 5: \$20.83
Grandfathered: \$24.44**

Bus Mechanic:

Hourly Rate: \$30.07

RECOMMENDATION:

The administration recommends that the Board of Education adopt the listed hourly employee group hourly rate and step adjustments for the 2025-2026 school year.

2025 ERHS Carpet Bids

Vendors	Total Bid Amount	ERHS Hallways	ERHS Lobby	Meet Bid Requirements
Northern Floor & Tile Services, Inc 670 Eta Lane Traverse City, MI 49685 231-947-8410 NorthernFloor@NorthernFloor.com	\$ 84,690	\$ 69,692	\$ 14,998	Yes
Ritsema Associates 3000 Dormax Street SW Grandville, MI 49418 Bryan Edwards 616-538-9695 brett@ritsema.com	Ritsema Asso \$ 87,800	\$ 19,615		Yes
Superior Floor Coverings 3115 Logan Valley Road Traverse City, MI 49684 Buck Patrick 517-881-5735 Buck@superiorfloorcoveringllc.com	\$ 124,737	\$ 94,718	\$ 30,019	Yes/?
River City Flooring 781 Industrial Cir, Suite 1 Traverse City, MI 49686 Ron Campbell 231-313-6605 robc@rivercityflooring.net	\$ 139,649	\$ 115,075	\$ 24,574	Yes
Trist Creek Floor Covering 7584 Trophy Court Grass Lake, MI 49240 Paul Fratrack 734-368-1428 Tristfloors@yahoo.com	\$ 95,000	\$ 30,400	\$ 64,600	Yes, but mislabeled

Listed in order opened