

July 13, 2026 - Regular Board Meeting
Monday, July 13, 2026 8:15 AM Eastern

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

Jennifer Brown: Present
Jeff Hill: Present
Tara Kribs: Present
Steven Merchant: Present
Scott Moore: Present
Sherry Steffen: Present
Shana Wojtowicz: Present
Present: 7.

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

Board of Education:

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

Central Staff:

Superintendent Bryan McKenna
Executive Assistant Kortni Huron
Interim Director of Finance Beverly Mobley

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 Tara Kribs, Carried.

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea,
Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 7, Nay: 0

III. **COMMUNICATIONS FROM THE PUBLIC (AGENDA ITEMS ONLY)**

Time limitations: Fifteen minutes per item, three minutes per speaker per item. Any citizen attending the meeting in person who wishes to address the school board on agenda items only may speak at this time. Person addressing the board are asked to register their name, address, and, if applicable, their affiliation. The Board President should recognize the citizen before speaking.
None.

IV. **CONSENT AGENDA**

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

motions to adopt the consent agenda.

APPROVAL OF MINUTES

- June 8, 2026 - Regular Board Meeting Minutes
- June 22, 2026 - Budget Hearing Minutes
- June 22, 2026 - Board Workshop Meeting Minutes

V. APPROVAL OF BILLS

- General Fund - \$999,275.90
- Bond - \$533,774.80
- Capital - \$131,937.22

VI. PERSONNEL

01-26 APPROVAL OF RESIGNATION OF MONICA MALBOUEF AS A TEACHER

RESOLVED: That the resignation of Monica Malbouef as a teacher at Elk Rapids High School be approved as of August 22, 2026.

02-26 APPROVAL OF RESIGNATION OF PAUL WONACOTT AS A PARAPROFESSIONAL

RESOLVED: That the resignation of Paul Wonacott as a paraprofessional at Cherryland Middle School be approved as of June 30, 2026.

03-26 APPROVAL OF ELK RAPIDS HIGH SCHOOL FALL 2026 COACHES

RESOLVED: That the following coaches be approved for the Fall 2026 Season:

JV Football Head Coach: Matt Rainey

JV Football Assistant Coach: Emilio Bocardo

Freshmen Volleyball: Jesse Kramer

04-26 APPROVAL OF ELK RAPIDS HIGH SCHOOL SPRING 2027 COACHES

RESOLVED: That the following coaches be approved for the Spring 2027 Season:

Varsity Softball: Erin Merchant

JV Softball: Olivia Anguilm

Varsity Baseball: Tim Barber

JV Baseball: Zach Platt

Boys Varsity Track: Cam Ward

Girls Varsity Track: Mary Pray

Girls Varsity Soccer: Andrea Krakow

Girls JV Soccer: TBD

Boys Golf: Hayden Carpenter

Girls Tennis: Kelly Croftchik

05-26 APPROVAL OF CHERRYLAND MIDDLE SCHOOL COACHES

RESOLVED: That the following coaches be approved for the Fall and Winter 2026-27 Seasons:

Fall:

Football: Chris Sieklucki & Chris White

Cheer: Stephanie Ewing
7th Grade Volleyball: TBD
8th Grade Volleyball: Jill Thomas
Cross Country: Heather Weaver

Winter:

7th Grade Boys Basketball: Spencer Impellizzeri
8th Grade Boys Basketball: Tim Hildreth
Combo Team: Kip Knight
Cheer: Stephanie Ewing
7th Grade Girls Basketball: TBD
8th Grade Girls Basketball: Quinn Magsig
Combo Team: TBD

06-26 APPROVAL OF CHELSEA MCGUIRE AS DIRECTOR OF FINANCE

RESOLVED: That Chelsea McGuire be approved as Director of Finance for Elk Rapids Schools and Mill Creek Academy.

07-26 APPROVAL OF HEATHER KARL AS ACCOUNTING/PAYROLL SPECIALIST

RESOLVED: That Heather Karl be approved as Accounting/Payroll Specialist for Elk Rapids Schools and Mill Creek Academy.

08-26 APPROVAL OF BEANIE SEND AS A TEACHER

RESOLVED: That Beanie Send be approved as a Transitional Kindergarten Teacher at Mill Creek Academy. Mrs. Send will be placed at BA Step 4 of the Master Agreement.

DONATIONS

None.

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

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

VII. ACTION ITEMS

VII.A. 09-26 APPROVAL OF EMPLOYEE CONTRACTS

RESOLVED: That the following employee contracts be approved as presented:

- Chelsea McGuire
- Heather Karl
- Jack Young
- Brett Graham
- Josh Haggerty
- Nate Plum
- Katie Veith

- Tim Spiers

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

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

VII.B. 10-26 APPROVAL OF STUDENT FEES, FINES AND SUPPLIES AS REQUIRED BY POLICY 6152

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

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

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

VII.C. 11-26 APPROVAL OF TRAVEL PAYMENT/REIMBURSEMENT AS REQUIRED BY POLICY 6550

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

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

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

VII.D. 12-26 APPROVAL OF RELATIONS WITH SPECIAL INTEREST GROUPS AS REQUIRED BY POLICY 9700

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

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

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

VII.E. 13-26 APPROVAL OF SHORT AND LONG-RANGE PLANNING AS REQUIRED BY POLICY 7100.1

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

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

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

VII.F. 14-26 APPROVAL OF DISTRICT USE OF CREDIT CARDS AS REQUIRED BY POLICY 6423

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

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

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

VII.G. **15-26 APPROVAL OF WELLNESS REQUIRED BY POLICY 8510**

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

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

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

VIII. **STUDY SESSION**

This portion of the agenda is utilized by the Board to introduce topics for future study, to discuss school-related matters, and to relate items of interest. No action is taken during this time. Occasionally, closed sessions are scheduled to discuss confidential personnel, negotiations, or property matters. *Closed Session (e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.*

To adjourn to Closed Session at 8:33 a.m. This motion, made by Scott Moore and seconded by Sherry Steffen, Carried.

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

Reconvened at 9:36 a.m. To approve the Closed Session Minutes. This motion, made by Sherry Steffen and seconded by Tara Kribs, Carried.

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

IX. **COMMUNICATIONS FROM THE PUBLIC**

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

None.

X. **DISCUSSION ITEMS**

- Parent Perception Survey Results

To move this Discussion Item to the August board meeting.

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

None.

XII. SUPERINTENDENT REPORT

- State Budget Update
- Bond Capital Projects Update

To move the Superintendent Report to the August board meeting.

XIII. MONTHLY BOARD OF EDUCATION FINANCIAL REPORT

- Produced by Beverly Mobley

XIV. BOARD OF EDUCATION CELEBRATING SUCCESSES

XV. SCHEDULED ACTIVITIES/FUTURE MEETINGS

- August 10, 2026 - Regular Board Meeting, 8:15 am

XVI. ADJOURNMENT

To adjourn at 9:38 a.m. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea,
Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 7, Nay: 0

June 8, 2026 - Regular Board Meeting
Monday, June 8, 2026 5:30 PM Eastern

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

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

Central Staff:

Superintendent Bryan McKenna
Interim Director of Finance Beverly Mobley
Executive Assistant Kortni Huron

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 Tara Kribs, Carried.

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

III. COMMUNICATIONS FROM THE PUBLIC (AGENDA ITEMS ONLY)

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

None.

IV. CONSENT AGENDA

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

motions to adopt the consent agenda.

APPROVAL OF MINUTES

- May 11, 2026 - Regular Meeting Minutes

APPROVAL OF BILLS

- General Fund - \$906,549.66
- Bond - \$48,492.89

PERSONNEL

142-26 APPROVAL OF RESIGNATION OF CARISSA DAVIS AS A TEACHER

RESOLVED: That the resignation of Carissa Davis as a Special Education Teacher at Lakeland Elementary be approved at the end of the current EREA contract.

143-26 APPROVAL OF RESIGNATION OF KAREN MILLER, FOR THE PURPOSE OF RETIREMENT, AS ASSISTANT BUSINESS MANAGER

RESOLVED: That the resignation of Karen Miller, for the purpose of retirement, as Assistant Business Manager, be approved as of September 30, 2026.

144-26 APPROVAL OF RESIGNATION OF MARK SCHAUB AS A COACH

RESOLVED: That the resignation of Mark Schaub as JV Football Coach be approved as of May 27, 2026.

145-26 APPROVAL OF RESIGNATION OF KIMBERLY KRAMER AS STUDENT SERVICES ADMINISTRATOR

RESOLVED: That the resignation of Kimberly Kramer, as Student Services Administrator, be approved as of July 31, 2026.

146-26 APPROVAL OF REBECCA HELDRETH AS A TEACHER

RESOLVED: That Rebecca Heldreth be approved as a Math Teacher at Cherryland Middle School. Mrs. Heldreth will be placed at Step 12 of the Master Agreement.

147-26 APPROVAL OF RESIGNATION OF BRET GUTKNECHT AS A TEACHER

RESOLVED: That the resignation of Bret Gutknecht as a teacher at Lakeland Elementary be approved as of June 5, 2026.

148-26 APPROVAL OF RESIGNATION OF LIS KRAUSE AS A PARAPROFESSIONAL

RESOLVED: That the resignation of Lis Krause as a paraprofessional at Cherryland Middle School be approved as of May 28, 2026.

DONATIONS

None.

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

Sherry Steffen: Absent, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant:

Yea, Scott Moore: Yea, Shana Wojtowicz: Yea
Yea: 6, Nay: 0, Absent: 1

V. ACTION ITEMS

V.A. 149-26 APPROVAL OF 2026-27 MHSAA MEMBERSHIP RESOLUTION

RESOLVED: That the 2026-27 MHSAA Membership Resolution be approved as presented.
To approve the resolution as presented. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

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

V.B. 150-26 APPROVAL OF THE 2026 TAX RATE REQUESTS

RESOLVED: That the 2026 Tax Rate Requests be approved as presented by Beverly Mobley.
To approve the resolution as presented. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

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

V.C. 151-26 APPROVAL OF TENNIS COURT BIDS

RESOLVED: That the Tennis Court bids be approved as presented.
To approve the resolution as presented. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

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

V.D. 152-26 APPROVAL OF ERHS SERVING COUNTER BID

RESOLVED: That the Elk Rapids High School Serving Counter Bid be approved as presented.
To approve the resolution as presented. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

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

V.E. 153-26 APPROVAL OF PROBATIONARY AND NON-PROBATIONARY TEACHERS REQUIRED BY POLICIES 3142 & 3370

RESOLVED: That the probationary and non-probationary teachers be approved as presented.
To approve the resolution as presented. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

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

V.F. 154-26 APPROVAL OF POLICY - SECOND READING

RESOLVED: That the following board policies be approved as presented.

- Board Policy Update - Second Reading
 - 0100 - Definitions
 - 1410 - Staff Ethics
 - 2370.01 - Online/Blended Learning Program
 - 2417 - Comprehensive School Health Education
 - 2418 - Sex Education
 - 3120.09 - Volunteers
 - 4120.09 - Volunteers
 - 4210 - Staff Ethics
 - 5136 - Wireless Communications Devices (WCDs)
 - 5336 - Care of Students with Diabetes
 - 6320 - Purchasing
 - 6325 - Procurement - Federal Grants/Funds
 - 7540.09 - Artificial Intelligence (AI)
 - 8120.09 - Volunteers
 - 8402 - Emergency Operations Plan
 - 8655 - Specialized Transportation for Students with IEPs

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

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

VI. COMMUNICATIONS FROM THE PUBLIC

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

None.

VII. CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION

None.

VIII. SUPERINTENDENT REPORT

- Forgiven Days Update
- Summer Capital Projects/Bond Work Update
- End-of-Year Updates
- Forgiven Days Update - The state forgave additional days this year, so Cherryland Middle School will not fall short, after all.
- Summer Capital Projects/Bond Work Update - ERHS will have carpet installed in some of the classrooms that weren't previously done. Lakeland will receive new windows and furniture. The boilers at both of these buildings will also be completed before the start of

the 26-27 school year. New tennis courts were approved, and parking lots and landscaping will also be completed this summer.

- End-of-Year Updates - The School Resource Officer grant was renewed and approved. Superintendent McKenna, principals, counselors, and administrative assistants will complete the PREPaRE training on Thursday, June 11th. The last day of school went well, and the district held great graduation ceremonies for 5th, 8th, and the senior class.

IX. MONTHLY BOARD OF EDUCATION FINANCIAL REPORT

- Produced by Beverly Mobley

X. BOARD COMMITTEE REPORTS

- Safety Committee
- Facilities/Finance Committee
- Safety Committee - Sherry was not in attendance, so Superintendent McKenna updated the board on this. He reported that this committee meets twice per year. This committee discussed the upcoming PREPaRE training.
- Facilities/Finance Committee - President Brown updated the board on the committee's discussions around the tennis courts, summer capital projects, and the potential to enter into an agreement with Chloe Marie, as a marketing partner.

XI. BOARD OF EDUCATION CELEBRATING SUCCESSES

Brown - Celebrated the Stock Market class for their recent win! She also wanted to recognize Jesse Lawrence for her recent Regional Outstanding Educator Award.

Kribs - Celebrated Blake Springstead for winning States for golf, the track team for their wins, and the Penny War at Lakeland.

Moore - Celebrated the high school commencement ceremony and how well that was received by the staff and the community.

XII. SCHEDULED ACTIVITIES/FUTURE MEETINGS

- June 22, 2026 - Budget Hearing, 5:00 pm
- June 22, 2026 - Board Workshop Meeting, 5:30 pm
- July 13, 2026 - Regular Board Meeting, 8:15 am

XIII. ADJOURNMENT

To adjourn at 5:56 p.m. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.
Sherry Steffen: Absent, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea
Yea: 6, Nay: 0, Absent: 1

June 22, 2026 - Budget Hearing
Monday, June 22, 2026 5:00 PM Eastern

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

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

Central Staff:
Superintendent Bryan McKenna
Executive Assistant Kortni Huron
Interim Director of Finance Beverly Mobley

II. BUDGET HEARING FOR FISCAL YEAR 2026/2027 Presented by Beverly Mobley

III. COMMUNICATIONS FROM THE PUBLIC RE: BUDGET HEARING None.

IV. ADJOURNMENT

To adjourn at 5:21 p.m. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.
Sherry Steffen: Absent, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant:
Yea, Scott Moore: Yea, Shana Wojtowicz: Yea
Yea: 6, Nay: 0, Absent: 1

June 22, 2026 - Board Workshop Meeting
Monday, June 22, 2026 5:30 PM Eastern

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

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

Central Staff:

Superintendent Bryan McKenna
Executive Assistant Kortni Huron
Interim Director of Finance Beverly Mobley

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 Tara Kribs, Carried.

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

III. CONSENT AGENDA

APPROVAL OF MINUTES

- June 8, 2026 - Regular Meeting Minutes

PERSONNEL

155-26 APPROVAL OF RESIGNATION OF SARA WATERMAN AS A PARAPROFESSIONAL

RESOLVED: That the resignation of Sara Waterman as a paraprofessional at Lakeland Elementary be approved as of June 5, 2026.

156-26 APPROVAL OF RESIGNATION OF SARA BOGARD AS A PARAPROFESSIONAL

RESOLVED: That the resignation of Sara Bogard as a paraprofessional at Lakeland Elementary be approved as of June 17, 2026.

157-26 APPROVAL OF RESIGNATION OF VICTORIA WILLSON AS A TEACHER

RESOLVED: That the resignation of Victoria Willson as a teacher at Elk Rapids High School be approved as of June 12, 2026.

158-26 APPROVAL OF CHELSEA BASSETT AS A TEACHER

RESOLVED: That Chelsea Bassett be approved as a teacher at Lakeland Elementary. Mrs. Bassett will be placed at MA Step 10 of the Master Agreement.

159-26 APPROVAL OF MASON FELKER AS A TEACHER

RESOLVED: That Mason Felker be approved as a special education teacher at Lakeland Elementary. Mrs. Felker will be placed at BA Step 10 of the Master Agreement.

160-26 APPROVAL OF TARA DENHERDER AS A TEACHER

RESOLVED: That Tara DenHerder be approved as a science teacher at Elk Rapids High School. Ms. DenHerder will be placed at MA Step 18 of the Master Agreement.

161-26 APPROVAL OF PATRICK PASIK AS A TEACHER

RESOLVED: That Patrick Pasik be approved as a teacher at Mill Creek Academy. Mr. Pasik will be placed at BA Step 2 of the Master Agreement.

162-26 APPROVAL OF KRISTIN HARRELSON AS A TEACHER

RESOLVED: That Kristin Harrelson be approved as a special education teacher at Mill Creek Academy. Mrs. Harrelson will be placed at MA Step 18 of the Master Agreement.

163-26 APPROVAL OF ELK RAPIDS HIGH SCHOOL WINTER 26-27 COACHES

RESOLVED: That the following winter 26-27 coaches be approved for Elk Rapids High School, as presented.

- Varsity Boys Basketball: Kevin Ball
- JV Boys Basketball: Tylor Somers
- Freshmen Boys Basketball: Caden Moore
- Varsity Girls Basketball: Mike Brown
- JV Girls Basketball: Bo Reinhardt
- Bowling: Ken & Deb Hicks
- Dance: Cassidy Mogford
- Ski: Sean Wells
- Powerlifting: Garrett Skurnit

DONATIONS

None.

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

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

Yea: 6, Nay: 0, Absent: 1

IV. ACTION ITEMS

IV.A. **164-26** APPROVAL OF 2025-2026 GENERAL FUND REVISED BUDGET

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

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

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

IV.B. **165-26** APPROVAL OF 2025-2026 FOOD SERVICE REVISED BUDGET

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

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

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

IV.C. **166-26** APPROVAL OF 2025-2026 PRESCHOOL/KIDS CLUB FUND REVISED BUDGET

RESOLVED: That the 2025-2026 Preschool/Kids Club Fund Revised Budget be approved as presented by the Director of Finance.

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

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

IV.D. **167-26** APPROVAL OF 2025-2026 STUDENT ACTIVITIES FUND REVISED BUDGET

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

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

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

IV.E. **168-26** APPROVAL OF 2026-2027 GENERAL FUND PROPOSED BUDGET

RESOLVED: That the 2026-2027 General Fund Proposed Budget be approved as presented by the Director of Finance.

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

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

IV.F. 169-26 APPROVAL OF 2026-2027 FOOD SERVICE FUND PROPOSED BUDGET

RESOLVED: That the 2026-2027 Food Service Fund Proposed Budget be approved as presented by the Director of Finance.

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

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

Yea: 6, Nay: 0, Absent: 1

IV.G. 170-26 APPROVAL OF 2026-2027 PRESCHOOL/KIDS CLUB FUND PROPOSED BUDGET

RESOLVED: That the 2026-2027 Preschool/Kids Club Fund Proposed Budget be approved as presented by the Director of Finance.

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

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

Yea: 6, Nay: 0, Absent: 1

IV.H. 171-26 APPROVAL OF 2026-2027 STUDENT ACTIVITIES FUND PROPOSED BUDGET

RESOLVED: That the 2026-2027 Student Activities Fund Proposed Budget be approved as presented by the Director of Finance.

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

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

Yea: 6, Nay: 0, Absent: 1

IV.I. 172-26 APPROVAL OF ADMINISTRATIVE CONTRACTS

RESOLVED: That the administrative contracts for the following staff be approved as presented.

- Lance VanDusen
- Rachael Birgy
- Karen Sniegowski
- Rob Bachi
- Katie Knust
- Karen Miller
- Kortni Huron

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

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

Yea: 6, Nay: 0, Absent: 1

IV.J. 173-26 APPROVAL OF KAITLYN PASIK AS MILL CREEK ACADEMY BOARD TRUSTEES

RESOLVED: That Kaitlyn Pasik be approved as Mill Creek Academy Board Trustee for three years.

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

Sherry Steffen: Absent, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven

Merchant: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea

Yea: 6, Nay: 0, Absent: 1

IV.K. 174-26 APPROVAL OF KYLE ARNOLD AS MILL CREEK ACADEMY BOARD TRUSTEE

RESOLVED: That Kyle Arnold be approved as Mill Creek Academy Board Trustee for three years.

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

Sherry Steffen: Absent, Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven

Merchant: Yea, Scott Moore: Yea, Shana Wojtowicz: Yea

Yea: 6, Nay: 0, Absent: 1

V. COMMUNICATIONS FROM THE PUBLIC ON ANY TOPIC

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

None.

VI. DISCUSSION ITEMS

- Superintendent Goals - Live Link Below in Description
- Consider removing live-streamed board meetings
- Superintendent Goals - will be discussed in the Closed Session as part of the annual Superintendent Evaluation.
- Consider removing live-streamed board meetings - The Board and Superintendent McKenna discussed that since COVID, there are only a few districts in the region still streaming board meetings. Since community members can no longer interact virtually, and only a handful of members attend virtually every month, it was determined that this will be the last meeting to provide a virtual option.

VII. BOARD COMMITTEE REPORTS

- Brown reported that the Facilities & Finance Committee discussed budgets in their last meeting to be presented at the budget hearing.

VIII. STUDY SESSION

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

Closed Session

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

To adjourn to Closed Session at 5:43 p.m. Reconvened at 7:44 p.m. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

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

Yea: 6, Nay: 0, Absent: 1

To approve the Closed Session minutes. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

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

Yea: 6, Nay: 0, Absent: 1

VIII.A. 174-26 APPROVAL OF ANNUAL SUPERINTENDENT EVALUATION RATING

RESOLVED: That the annual superintendent evaluation rating _____, be approved.

To approve the resolution with the Evaluation Rating of 2.93, equating to Effective. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

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

Yea: 6, Nay: 0, Absent: 1

IX. SCHEDULED ACTIVITIES/FUTURE MEETINGS

- July 13, 2026 - Regular Board Meeting, 8:15 am

X. ADJOURNMENT

To adjourn at 7:46 p.m. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

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

Yea: 6, Nay: 0, Absent: 1



Check Register

Elk Rapids Schools

Bank Account AP, From 06/01/2026 to 06/30/2026

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Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
081593	06/03/2026	AP	Check	Open	095049	Aaron Zbytowski	HS Game Worker Spring 2026	100.00
081594	06/03/2026	AP	Check	Open	002701	All American Sports Corp	Football Jerseys	637.68
081595	06/03/2026	AP	Check	Open	095040	Bedford Valley Golf Club	Boys Golf Finals	192.00
081596	06/03/2026	AP	Check	Open	095040	Bedford Valley Golf Club	Boys Golf Finals	380.00
081597	06/03/2026	AP	Check	Open	001163	Boyne City High School	Girls Basketball Camp	100.00
081598	06/03/2026	AP	Check	Open	091715	Central Michigan Paper Corpor..	White paper	1,330.00
081599	06/03/2026	AP	Check	Open	091446	Cheboygan High School	Boys Golf	275.00
081600	06/03/2026	AP	Check	Open	093695	Compass Coach	G. Soccer to Harbor Springs 5/26/26	1,869.90
081601	06/03/2026	AP	Check	Open	000021	Crystal Flash Inc	5/18/2026	7,935.96
081602	06/03/2026	AP	Check	Open	093499	Doris Besaw	HS Game worker Spring 2026 additional	25.00
081603	06/03/2026	AP	Check	Open	001526	Elk Rapids Food Service	Snacks LL	1,889.00
081604	06/03/2026	AP	Check	Open	092885	ESS Midwest, Inc.	May 11-22, 2026	13,435.32
081605	06/03/2026	AP	Check	Open	001618	Gill-Roy's Complete Hardware	elk040	28.95
081606	06/03/2026	AP	Check	Open	000225	Hayden Carpenter	Reimbursement Boys Golf	497.24
081607	06/03/2026	AP	Check	Open	093982	Janet Beebe	Reimburse Girls Soccer	344.75
081608	06/03/2026	AP	Check	Open	002016	Kalkaska High School	Track Meet 5/11/26	200.00
081609	06/03/2026	AP	Check	Open	093441	Leelanau Outdoor Center	May 20-22, 2026	9,777.66
081610	06/03/2026	AP	Check	Open	091232	Linda Dart	GSRP Mileage MTSS	26.10
081611	06/03/2026	AP	Check	Open	091375	Little Caesars Fundraising	8th Grade fundraiser	921.00
081612	06/03/2026	AP	Check	Open	002237	Manton Hs	Northern MI Track/Field CMS	300.00
081613	06/03/2026	AP	Check	Open	000044	Mill Creek Academy	Lisa Zipser 80% of payroll Sept 2025	76,016.69
081614	06/03/2026	AP	Check	Open	093318	Misaeng Shu	Reimburse MIregistry Training	20.00
081615	06/03/2026	AP	Check	Open	000108	Northwest Education Services	Section 41 Additional EL time 25/26	20,119.00
081616	06/03/2026	AP	Check	Open	091937	Pro-Image Design, Inc.	Signs BB/SB	359.50
081617	06/03/2026	AP	Check	Open	093956	Profile	Lakeland	120.00
081618	06/03/2026	AP	Check	Open	095153	Rachael Birgy	GSRP mileage March 2026- April 27, 20..	232.00
081619	06/03/2026	AP	Check	Open	000051	REFFITT, ANDREA L	GSRP Mileage MTSS	26.10
081620	06/03/2026	AP	Check	Open	090779	Stafford-Smith, Inc.	Downpayment on Equip. for HS serving ..	58,638.00
081621	06/03/2026	AP	Check	Open	002532	The Place, LLC	Staff Shirts Extra	2,456.80
081622	06/03/2026	AP	Check	Open	000030	Thrun Law Firm P.C	April 30, 2026	4,510.00
081623	06/03/2026	AP	Check	Open	094999	Tim Barber	HS Game worker Spring 2026	35.00
081624	06/03/2026	AP	Check	Open	095063	Timothy Hibbard	Reimburse robotics supplies	175.00
081625	06/03/2026	AP	Check	Open	094879	Todd Alexander	Reimburse We R ER	33.07
081626	06/03/2026	AP	Check	Open	091700	U.S. Bank	4/1/26-3/31/27	500.00
081627	06/03/2026	AP	Check	Open	095059	Wesley Moulton	CMS/Rehearsal&performances Nov/Dec	450.00
081628	06/03/2026	AP	Check	Open	095133	Zach Platt	HS Game Worker Spring 2026	60.00



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Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
081642 Check Missing								
081643	06/10/2026	AP	Check	Open	094845	MC Hoops, LLC	HS Boys Bball camp	600.00
081644	06/10/2026	AP	Check	Open	001050	Acme Township	2025 Summer School Tax	597.00
081645	06/10/2026	AP	Check	Open	001017	Allen Supply	CMS Gym Locket	3,538.10
081646	06/10/2026	AP	Check	Open	094601	Axium Services, Inc.	extra hours for band festival and pageant	840.00
081647	06/10/2026	AP	Check	Open	094873	Bay Area Hoods	Hood Cleaning All schools	1,700.00
081648	06/10/2026	AP	Check	Open	091346	Boyne City Public Schools	golf tournament	200.00
081649	06/10/2026	AP	Check	Open	093643	Bulls-I, Inc.	Trophies b basketball/bowling/skiing Gb..	255.46
081650	06/10/2026	AP	Check	Open	000253	City Opera House	2026 Prom	1,555.00
081651	06/10/2026	AP	Check	Open	094431	Compass Groups USA, Inc.	May 1- 31, 2026	82,477.07
081652	06/10/2026	AP	Check	Open	000021	Crystal Flash Inc	pay remaining balance	1,677.15
081653	06/10/2026	AP	Check	Open	094598	Derek Morton	Food reimbursement	42.19
081654	06/10/2026	AP	Check	Open	094392	Doug Shomin	Reimburse 2% Desmond/June	134.59
081655	06/10/2026	AP	Check	Open	001618	Gill-Roy's Complete Hardware	elk027	470.40
081656	06/10/2026	AP	Check	Open	001622	Gmoser's Septic Service, Inc.	Portable toilet rental 4/13-4/30/26	415.00
081657	06/10/2026	AP	Check	Open	095119	Greatergving	5/16-5/22/26	47.62
081658	06/10/2026	AP	Check	Open	091125	HammerSmith Equipment Com..	Pump and Hose	570.00
081659	06/10/2026	AP	Check	Open	000255	Holiday Coach	G. Soccer to Harbor Springs	2,628.38
081660	06/10/2026	AP	Check	Open	091911	Holly Alberts	2% Gerald Hinmon/ Robert Alberts Rei..	325.28
081661	06/10/2026	AP	Check	Open	090051	Jostens	Graduation Gowns for Employees	1,073.96
081662	06/10/2026	AP	Check	Open	000254	KATHERINE DENTINGER	Mileage Jan-June 2026	149.61
081663	06/10/2026	AP	Check	Open	094302	Katie Knust	Mileage Jan-June 2026	79.75
081664	06/10/2026	AP	Check	Open	000170	KML	water treatment for boiler system 3/26/26	400.00
081665	06/10/2026	AP	Check	Open	095241	Law Offices Of Dennis Pollard ..	Adai, et al vs State of MI Mar 1- May 21,..	49.32
081666	06/10/2026	AP	Check	Open	093771	LEAP	2026 Middle school softball league sche..	200.00
081667	06/10/2026	AP	Check	Open	095074	Mary Pray	State Finals dinner	400.62
081668	06/10/2026	AP	Check	Open	094838	McMillens Instant Framer	Class of 2026	1,145.40
081669	06/10/2026	AP	Check	Open	093569	North Country Power Generatio..	Performed full service to Generator set	395.00
081670	06/10/2026	AP	Check	Open	000108	Northwest Education Services	CPI 25-26 4/17/26 Lakeland	888.65
081671	06/10/2026	AP	Check	Open	092856	Otwell Mawby, PC	Bulk Sampling for window system	950.00
081672	06/10/2026	AP	Check	Open	002502	Petoskey High School	G. Tennis	50.00
081673	06/10/2026	AP	Check	Open	002532	The Place, LLC	Hoodies for Maintenance	213.70
081674	06/10/2026	AP	Check	Open	001314	Tim Dietlin	piano tuned HS	200.00
081675	06/10/2026	AP	Check	Open	091955	TruGreen Chem Lawn	varsity soccer	2,329.11
081676	06/10/2026	AP	Check	Open	095163	Varsity Yearbook	2026 YEARBOOKS hs	1,937.00
081677	06/10/2026	AP	Check	Open	095059	Wesley Moulton	ERHS Rehearsals	450.00



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Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
081686	06/17/2026	AP	Check	Open	092178	Andrea Krakow	reimburse girls soccer soccer fleece	299.80
081687	06/17/2026	AP	Check	Open	095172	Bellany Miller	May-June 2026 home visits GSRP	128.33
081688	06/17/2026	AP	Check	Open	094364	Brandon Hubbell	Mileage February-May 28, 2026	152.25
081689	06/17/2026	AP	Check	Open	000185	Cadillac Area Public Schools	CMS Cross Country	125.00
081690	06/17/2026	AP	Check	Open	090719	College Board	AP exam Spring 2026	14,745.00
081691	06/17/2026	AP	Check	Open	000021	Crystal Flash Inc	Diesel 6/5/26	4,453.63
081692	06/17/2026	AP	Check	Open	094188	East Bay Medical	Physical J. Anderson	115.00
081693	06/17/2026	AP	Check	Open	001526	Elk Rapids Food Service	Ice cream yearbook social	2,601.60
081694	06/17/2026	AP	Check	Open	000219	Elk Rapids Schools	Lakeland/MCA to Butterfly house	161.60
081695	06/17/2026	AP	Check	Open	092885	ESS Midwest, Inc.	May 26- June 6, 2026	20,726.64
081696	06/17/2026	AP	Check	Open	000225	Hayden Carpenter	Reimburse Golf State Finals	388.24
081697	06/17/2026	AP	Check	Open	000188	Hometown Publications LLC	Legal notice- bus bid 5/21/26	148.00
081698	06/17/2026	AP	Check	Open	002866	Karen Sniegowski	Mileage February- April 2026	384.15
081699	06/17/2026	AP	Check	Open	000254	KATHERINE DENTINGER	Mileage Jan-June 2026 (missed Miles)	30.00
081700	06/17/2026	AP	Check	Open	091232	Linda Dart	Mileage 6/3 and 6/4/2026	69.60
081701	06/17/2026	AP	Check	Open	002212	Marshall Music Company	w tenor saxophone replae bell brace	173.00
081702	06/17/2026	AP	Check	Open	000044	Mill Creek Academy	ISD PY 25 Fund Balance Distribution	234,977.22
081703	06/17/2026	AP	Check	Open	090670	Pine Hill Nursery, Inc.	5 yards hardwood	210.00
081704	06/17/2026	AP	Check	Open	002532	The Place, LLC	G. Soccer- camp tshirts	1,760.16
081705	06/17/2026	AP	Check	Open	000046	UHY advisors, Inc	May 1-31, 2026	24,370.00
081706	06/17/2026	AP	Check	Open	000256	World Strides	Fundraiser Reimbursement/DC Trip Littl..	354.00
081708	06/24/2026	AP	Check	Open	095240	Amanda Fenlon	Check lost	41.68
081709	06/24/2026	AP	Check	Open	000175	Bellaire Lanes & Games, LLC	Bowling Practice 1/5/26- 3/6/26	510.00
081710	06/24/2026	AP	Check	Open	000185	Cadillac Area Public Schools	HS veterans invite	275.00
081711	06/24/2026	AP	Check	Open	003111	David Vanderploeg	CPR Coaches	72.00
081712	06/24/2026	AP	Check	Open	095126	Ethan Pike	Girls Soccer Spring 2026	300.00
081713	06/24/2026	AP	Check	Open	095096	Freedom Hill Coffee Roasters, ..	G. Tennis	945.00
081714	06/24/2026	AP	Check	Open	001622	Gmoser's Septic Service, Inc.	Porta Potty rental 4/20-23	815.00
081715	06/24/2026	AP	Check	Open	095245	Kelly Croftchik	Reimburse G. Tennis	1,600.00
081716	06/24/2026	AP	Check	Open	093448	Kevin Ball	Reimburse Boys Basketball (Sharkee's)	128.12
081717	06/24/2026	AP	Check	Open	094144	Melinda Smith	Reimburse Backpack Program	311.36
081718	06/24/2026	AP	Check	Open	000128	Messa	7/2026	147,787.84
081719	06/24/2026	AP	Check	Open	000044	Mill Creek Academy	Trust and Agency to MCA not transferre..	4,759.75
081720	06/24/2026	AP	Check	Open	090930	Milton Township	Summer 2026 tax collection	5,591.25
081721	06/24/2026	AP	Check	Open	094976	Northern Monument	Engraving Bricks	38.50
081722	06/24/2026	AP	Check	Open	000108	Northwest Education Services	2026 Transportation Consortium 2nd se..	11,800.76
081723	06/24/2026	AP	Check	Open	095007	Samantha Stites	reimburse G. Soccer Spring 2026	750.00



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Elk Rapids Schools

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Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
081724	06/24/2026	AP	Check	Open	002532	The Place, LLC	TD Club	288.02
081725	06/25/2026	AP	Check	Open	000102	Aflac	June 2026	159.48
081728 Check Missing								
081729	06/30/2026	AP	Check	Open	000267	Alison Widmer	Reimburse Arthur Johnson food service	100.00
081730	06/30/2026	AP	Check	Open	000261	Angel Soper	Track volunteer	200.00
081731	06/30/2026	AP	Check	Open	094765	Anissa Klaft	Reimburse (Evelyn) Food Service balan..	29.45
081732	06/30/2026	AP	Check	Open	001022	Antrim County Treasurer	2025 PRE Adjustments	14,510.02
081733	06/30/2026	AP	Check	Open	000258	Aubertin Tree Service	Remove 17 pine trees along fence/ grin..	11,900.00
081734	06/30/2026	AP	Check	Open	093949	Brett Graham	B. Basketball Camp food reimbursement	54.45
081735	06/30/2026	AP	Check	Open	001100	Bsn Sports, LLC	Football (Blocking Dummies and orange..	14,039.97
081736	06/30/2026	AP	Check	Open	095212	Cooke Sheet Metal, Inc	ERPS filters 2026	3,592.00
081737	06/30/2026	AP	Check	Open	094755	Corinne Prabhaker	boys basketball	103.79
081738	06/30/2026	AP	Check	Open	003111	David Vanderploeg	SKC- CPR & First Aid	180.00
081739	06/30/2026	AP	Check	Open	000259	ELIZABETH P GORMAN	Track Volunteer	200.00
081740	06/30/2026	AP	Check	Open	001526	Elk Rapids Food Service	Food for Basketball camp 6/17-18	1,650.00
081741	06/30/2026	AP	Check	Open	091494	Elmer's Crane & Dozer, Inc.	Screened top soil	2,411.50
081742	06/30/2026	AP	Check	Open	092885	ESS Midwest, Inc.	6/7-6/20/26	2,594.92
081743	06/30/2026	AP	Check	Open	001618	Gill-Roy's Complete Hardware	Elk040	50.83
081744	06/30/2026	AP	Check	Open	001619	Ginop Sales, Inc	Kubota blade and filter oil	288.52
081745	06/30/2026	AP	Check	Open	000262	Ken Johnston	Track Volunteer 2026	500.00
081746	06/30/2026	AP	Check	Open	094685	Krista Lavelly	Reimburse (Ellee) food Service balance	79.90
081747	06/30/2026	AP	Check	Open	000264	Kristy McDonald	Reimburse Costco Boys Basketball	120.20
081748	06/30/2026	AP	Check	Open	000269	Lisa Boilore	reimburse (Hunter/Sierra) food Service	100.25
081749	06/30/2026	AP	Check	Open	000260	Matt Harkwell	Track volunteer	500.00
081750	06/30/2026	AP	Check	Open	000263	Matthew Purtee	Track Volunteer	200.00
081751	06/30/2026	AP	Check	Open	092229	Mi School Energy Cooperative	Apr-2026	16,940.27
081752	06/30/2026	AP	Check	Open	000265	Michelle Pescatello	Reimburse Myah Pescatello Food Servi..	29.60
081753	06/30/2026	AP	Check	Open	091488	Misty Calloway	2% remaining amounts for Dazer, David..	1,303.49
081754	06/30/2026	AP	Check	Open	094910	Nate Butte	Football Reimbursement(Ferris Camp)	355.59
081755	06/30/2026	AP	Check	Open	000237	Pamela Doctor	Reimburse (Hannah) Food Service	28.00
081756	06/30/2026	AP	Check	Open	090670	Pine Hill Nursery, Inc.	6/3/26 5 yards hardwood	210.00
081757	06/30/2026	AP	Check	Open	091937	Pro-Image Design, Inc.	G. Golf and B. Track banner	643.10
081758	06/30/2026	AP	Check	Open	095153	Rachael Birgy	May/June 2026 Mileage	123.25
081759	06/30/2026	AP	Check	Open	000266	Rachel Miller	Jayson Miller Balance Food Service	18.50
081760	06/30/2026	AP	Check	Open	000270	Ryan Stibbs	Reimburse Trudy Food Service	30.02
081761	06/30/2026	AP	Check	Open	000231	Shana Moore	Reimburse Cora Moore Food service B..	68.85



Check Register

Elk Rapids Schools

Bank Account AP, From 06/01/2026 to 06/30/2026

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Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
081762	06/30/2026	AP	Check	Open	002532	The Place, LLC	G. Basketball	403.31
081763	06/30/2026	AP	Check	Open	094582	Trisha Moore	reimburse Costco/HERTHA B.Baseketb..	326.90
081764	06/30/2026	AP	Check	Open	091955	TruGreen Chem Lawn	football field 5/11/26	5,363.16
081765	06/30/2026	AP	Check	Open	003105	Village of Elk Rapids	5/1-5/31/2026 water bill	6,279.12
081766	06/30/2026	AP	Check	Open	094694	X-Cel Chemical Specialties Nort..	Lakeland Custodial Supplies 3/6/26	13,375.90
081767	06/30/2026	AP	Check	Open	094805	Zachary Kerfoot	Reimburse Cameron Food Service Bala..	164.15
081768	06/30/2026	AP	Check	Open	095160	Vork Brothers Painting LLC	ER CMS gym bulkhead drywall	11,520.00
081774	06/30/2026	AP	Check	Open	094601	Axium Services, Inc.	June 2026	27,532.40
081775	06/30/2026	AP	Check	Open	092885	ESS Midwest, Inc.	4/6-4/10/26	7,122.17
081776	06/30/2026	AP	Check	Open	000188	Hometown Publications LLC	26-27 Hearing budget	140.00
081777	06/30/2026	AP	Check	Open	094881	John E Green Company	ERHS Grease Trap	51,174.51
081778	06/30/2026	AP	Check	Open	000271	Kone, Inc	Maintenance Period 4/18/2026-3/31/27 ..	2,686.84
081779	06/30/2026	AP	Check	Open	094532	Ottawa Area Intermediate Scho..	Delta Math 25-26	1,025.00
081780	06/30/2026	AP	Check	Open	094614	Ricoh USA, Inc	Printers ERS	1,521.14
081781	06/30/2026	AP	Check	Open	000030	Thrun Law Firm P.C	May 28, 2026	1,094.00
081782	06/30/2026	AP	Check	Open	003500	Zaremba Equipment, Inc	Sensor Nitrogen Oxid	841.77
Total of All Checks								999,275.90
Less Voids								0.00
Grand Total								999,275.90

Check Summary

Check Status	Count	Amount
Open	159	999,275.90
Cleared	0	0.00
Void	0	0.00
Total	159	999,275.90



Check Register

Elk Rapids Schools

Bank Account BOND, From 06/01/2026 to 06/30/2026

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Jul 6, 2026 11:27 AM

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
001027	06/10/2026	AP	Check	Open	095001	VS America, Inc.	LuPoStool with back rest/stools	33,544.00
001028	06/24/2026	AP	Check	Open	094889	Quality Enviornmental Services,...	CMS Asbestos Abatement Services	55,000.00
001029	06/30/2026	AP	Check	Open	094649	Owen-Ames-Kimball Company	52A CMS	445,230.80
Total of All Checks								533,774.80
Less Voids								0.00
Grand Total								533,774.80

Check Summary

Check Status	Count	Amount
Open	3	533,774.80
Cleared	0	0.00
Void	0	0.00
Total	3	533,774.80



Check Register

Elk Rapids Schools

Bank Account CAPITAL, From 06/01/2026 to 06/30/2026

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Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
001017	06/17/2026	AP	Check	Open	091136	Arrow Roofing & Supply, Inc.	Work Completed North wing	33,000.00
001018	06/24/2026	AP	Check	Open	091122	Windemuller Electric, Inc.	Proposal SCH25-102R1 Verkada AC ad..	25,770.00
001019	06/30/2026	AP	Check	Open	093129	Custer Office Equipment, Inc.	Lakeland classroom desks/tables	43,691.22
001020	06/30/2026	AP	Check	Open	091840	Traverse City Glass Company, I..	architect fees/HS blinds/LL blinds	29,476.00
Total of All Checks								131,937.22
Less Voids								0.00
Grand Total								131,937.22

Check Summary

Check Status	Count	Amount
Open	4	131,937.22
Cleared	0	0.00
Void	0	0.00
Total	4	131,937.22

ELK RAPIDS SCHOOLS
Director of Finance Contract

Pursuant to Section 1229(1) of the Revised School Code and in accordance with the action found in the minutes of the **Board of Education (the “Board”) of the Elk Rapids Schools (“District”)** meeting held on July 13, 2026, the Board employs **Chelsea McGuire** (“Director”) according to the terms and conditions described below.

1. **Term of Contract.** The Board employs the Director for a three (3)-year period beginning July 13, 2026, and ending on June 30, 2029. No later than March 31st during the last year of this contract, the Board may review this Contract and determine, in its discretion, whether to extend the Contract for an additional year. To be effective, any extension of this Contract must be documented in a written contract addendum signed by both parties.
2. **Duties.** The Director shall faithfully and diligently perform the duties of Director as required by law and as prescribed by the Board, as well as those duties that may be further established, modified, or amended from time to time by the Board. The Director acknowledges the Board’s ultimate authority as to her duties related directions. The Director agrees to faithfully perform those duties and to diligently implement the Board’s policies and education programs. The Director is subject to assignment and transfer to another administrative position of employment in the District at the Board’s discretion.
3. **Certification/Qualifications.** The Director of Finance possesses and will maintain or acquire the requisite certification or qualifications to the position assigned, and this Contract is terminable if it is determined by the Board or Michigan Department of Education (or other proper authority) that the Director of Finance does not possess the requisite certification or qualifications to perform the responsibilities associated with this position.

This provision is intended to enable the District to comply with applicable state laws pertaining to the certification or qualifications of the position of Director of Finance and to avoid any jeopardy to the District’s operation or funding, or subjecting the Board, its members, or the District to any fines, penalties, or sanctions of any nature. The presence of this stipulation shall not be construed or regarded as a limitation upon the at-will employment relationship specified in this Contract.

4. **Performance.** The Director will devote talents, skills, efforts, and abilities toward competently and proficiently performing all duties and responsibilities of the administrative position assigned, including compliance with the related Board directives to carry out its policies and educational programs. The Director will use best efforts to maintain and improve the quality of School District operations and to constantly promote efficiency in all areas of responsibility. Further, the Director shall comply with and fulfill all responsibilities and tasks as required by state and federal law, as well as by the Board.
5. **Performance Evaluation.** The Director’s performance shall be evaluated annually, but not later than June 15th.
6. **Compensation.** The Director of Finance shall receive compensation for the performance of duties under this Contract at the following terms. Such amount shall be subject to deductions required by law and will be remitted in twenty-six (26) equal installments on the District’s

regular payroll. The Director of Finance shall receive no other remuneration for services unless expressly stated in this Contract

- Year 1: \$99,216
- Year 2: \$104,177
- Year 3: \$109,386

A. Any adjustment in the Director of Finance's salary made during this Contract shall be in the form of a written amendment and shall become a part of this Contract.

7. ***School Business Expenses.*** The District shall reimburse the Director for the following expenses, which she incurs on behalf of the District:
 - A. ***Mobile Phone:*** Up to Eight Hundred Forty Dollars (\$840) per 12-month period. This amount is based on the District's current contract for a standard mobile phone plan and is subject to adjustment if that contract amount changes.
 - B. ***Mileage:*** Reimbursement for all travel incurred on behalf of the District, including in-District travel, in compliance with Board Policy 6550.
8. ***Professional Development.*** Subject to express approval by the Board, the fees or dues for the Director's membership in appropriate professional organizations shall be paid by the Board. Subject to prior approval by the Superintendent, the Director may attend appropriate professional meetings at the state and national levels and shall be reimbursed for any related registration fees, tuition, travel, lodging, and reasonable meal expenses not prepaid by the Board. Reimbursement shall be in accordance with the per diem expense and reimbursement procedures established by Board Policy 6550 and shall not exceed the annual budget line item for the Director's professional development.
9. ***Insurance.*** Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder, or third-party administrator, the Board shall make premium payments on behalf of the Director and eligible dependents for the following insurance programs:
 - A. ***Health:*** The Board shall pay the premium for medical insurance benefits in accordance with the limitations of the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. The Director shall pay, through payroll deduction, any benefit plan costs that exceed that amount. If eligible, and in lieu of participation in the health insurance plan, the Director may opt to take cash in lieu of the amount equal to one-half (1/2) of the District's cost for the Director's participation in the District's health insurance plan.
 - B. ***Dental/Vision:*** The Board shall pay the full premium for the purchase of dental and vision insurance.
 - C. ***Term Life:*** The Board shall pay the full premium for the purchase of term life insurance with accidental death and dismemberment benefits, in an amount of \$100,000.

- D. *Long Term Disability*: The Board shall pay the full premium for the purchase of long-term disability insurance for the Director only.
10. ***Insurance Contracts***. The Board reserves the right to change the identity of the insurance carrier, policyholder, or third-party administrator for any of the above coverages, provided that comparable coverage (as determined by the Board) is maintained during the term of this Contract.
- A. The Board shall not be required to remit premiums for any insurance coverage(s) for the Director or eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder, or third-party administrator, as long as the insurance underwriter, policyholder, or third-party administrator is not in default.
- B. The terms of any contract or policy issued by any insurance company or third-party administrator shall be controlling as to all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters.
- C. The Director is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage.
- D. The Board, by remitting the premium payments required to provide the above-described insurance coverage(s), shall be relieved from all liability with respect to insurance benefits.
11. ***Errors and Omissions Insurance***. The Board will pay the premium amount for errors and omissions insurance coverage for the Director of Finance while engaged in the performance of a governmental function and while the Director of Finance is acting within the scope of authority.
12. ***Vacation***. The Director is employed on the basis of fifty-two (52) weeks of work per contract year (July 1 through June 30). The Director shall be granted vacation time of twenty (20) days per Contract year.
- A. Vacation days must be used within the Contract year for which they are made available, and the Director shall not receive any additional compensation in lieu of vacation days. If the Director is not able to use the twenty (20) allotted vacation days within the Contract year, she may carry over up to five (5) vacation days into the next Contract year, only without accumulation.
- B. The Director shall schedule use of vacation days in a manner to minimize interference with the orderly operation and conduct of District business, and is encouraged to schedule vacation days when school is not in session. The Director's vacation scheduling is subject to Superintendent approval.
13. ***Holidays***. Consistent with the holidays recognized by the District's calendar, the Director is entitled to the following holidays for which no service to the District is required: Memorial Day, July 4th, Labor Day and the Friday before Labor Day, Thanksgiving Day and the Friday following Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

14. ***Sick Leave.*** The Director shall receive twelve (12) sick leave days per Contract year to be absent from duty for personal illness or disability with pay. Unused paid leave days for illness/disability will accumulate without limit.
15. ***Personal Business Leave.*** The Director shall be permitted up to two (2) days per Contract year to conduct personal business which cannot be otherwise conducted outside of the Director's working hours. If these days are not used, they will, at the conclusion of the Contract year in which they were made available, be credited to the Director's accumulated sick leave as referenced in paragraph 14 of this Contract.
16. ***Bereavement Leave.*** The Director shall be allowed up to five (5) work days of paid leave for purposes of bereavement in the Director's immediate family. Upon Superintendent authorization, additional days (deductible from sick leave under paragraph 14 of this Contract) may be granted for extenuating circumstances connected with a death in the Director's immediate family.
17. ***Disability Leave.*** In the event of the Director's mental or physical incapacity to perform the duties of the position, the Director shall be granted an initial leave of ninety (90) work days for the purpose of recovery. The Director shall first exhaust any accumulated sick leave and accrued vacation time, with the balance of the ninety (90) workday period to be paid. Health plan premiums shall be made on behalf of the Director during this interval to the extent required by law. Upon using leave under this provision, the Director shall furnish medical certification to the Board (or its designee) to support the leave's necessity.
 - A. If there is reason to doubt the validity of the medical certification supplied by the Director, the Superintendent may require a second opinion, at Board expense.
 - B. The Director may request a ninety (90) work-day unpaid leave extension in the event of physical or mental inability to return to work at the expiration of the initial leave interval, as described above, provided that there is a verified prognosis that the Director will be able to resume her duties at the end of the extended leave interval. Medical certification shall be supplied by the Director as a condition to any leave extension. Any extension of leave for this purpose shall be at the Board's discretion.
 - C. If the Director is unable to or does not resume work at the conclusion of the leave taken under this paragraph (or any leave extension), employment and this Contract may be terminated at the Board's option. However, no such termination shall occur where restoration after leave is required by the Family and Medical Leave Act.
 - D. Before resumption of duty after an unpaid leave of absence for a serious health condition, the Director shall provide to the Board a fitness for duty certification from the Director's health care provider. A second opinion may be required by the Board, at its expense, unless the securing of the second opinion is precluded by the Family and Medical Leave Act.
 - E. The parties agree that the Director's position is a "key employee" position as prescribed by the Family and Medical Leave Act.

18. **No Tenure in Position.** The Director shall not be deemed to be granted continuing tenure in the position of Director of Finance or in any other capacity by virtue of this Contract or any employment assignment within the District.
19. **Discharge.** The Director of Finance is subject to discharge for reasonable and just cause after a hearing before the Board.
20. **Limitations.** The Director agrees that any claim or suit arising from employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. The Director understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by the six (6) month period of limitation set forth in this Contract and expressly waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a lawsuit, it is the parties' intent that the court should enforce this provision to the extent possible and declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.
21. **Entire Agreement.** This Contract contains the entire agreement and understanding between the Board and the Director regarding employment. Prior or concurrent representations, promises, contracts, or understandings (written or oral) not contained in this Contract have no effect.
- A. Any prior agreement (written or oral) pertaining to the terms of this Contract is canceled and superseded by this Contract. Provided, however, that this Contract is voidable under the Revised School Code's provisions pertaining to criminal history and records checks.
- B. No change or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board as reflected in its minutes, and signed by the Director of Finance and the President and Secretary of the Board.
22. **Severability.** If any provision of this Contract becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, this Contract shall continue in full force and effect without said provision(s).
23. **Authorization.** This Contract is executed on behalf of the School District pursuant to the authority contained in Board action adopted on July 13, 2026, the same being incorporated by reference.

Date: _____

Chelsea McGuire

ELK RAPIDS SCHOOLS
BOARD OF EDUCATION

Date: _____

By: _____
Jennifer Brown, Its President

Date: _____

By: _____
Sherry Steffen, Its Secretary

Elk Rapids Schools
Accounting and Payroll Specialist
Employment Contract

In accordance with the action found in the July 13, 2026, meeting minutes of the Board of Education (“Board”) of the **Elk Rapids Schools** (“District”), the Board employs **Heather Karl** (Employee) as the Accounting and Payroll Specialist according to the terms and conditions of this Contract as specifically described below.

1. **Term.** The Employee is employed for a contract term of three (3) years, beginning July 13, 2026, and ending on June 30, 2029. Any extension of this Contract requires the express approval of the Board.
2. **Duties.** The Employee shall faithfully and diligently perform the duties of Accounting and Payroll Specialist (identified in Appendix A) as well as those duties as required by law, and that may be further established, modified, or amended from time to time by the Board or Superintendent.
 - A. The Employee acknowledges the ultimate authority of the Board as to her duties and will faithfully perform those duties and diligently implement the Board’s policies and educational programs.
 - B. The Employee will comply with and fulfill all duties and tasks for which she is responsible as required by state and federal law, as well as by the Board through its policies, regulations, and directives.
3. **Assignment and Transfer.** The Employee is subject to assignment and transfer to another administrative position at the discretion of the Board or Superintendent.
4. **Evaluation.** The Employee’s performance shall be evaluated by the Superintendent or designee at least annually.
5. **Certification/Qualifications.** The Employee represents that she possesses and will maintain the requisite certification or qualifications to the position assigned and that this Contract is terminable if it is determined by the Board, the Michigan Department of Education, or other proper authority that the Administrator does not possess the requisite certification or qualifications to perform the responsibilities associated with his position
6. **Compensation.** The position of Accounting and Payroll Specialist is full-time. The Employee will receive compensation for the performance of duties under this Contract at a rate under the following terms. This amount is subject to any deduction required by law and will be remitted on the District’s regular payroll.
 - Year 1: \$26.00/hr
 - Year 2: \$27.30/hr
 - Year 3: \$28.67/hr

- A. The Administrator's compensation reflects 260 work days in the Contract year.
 - B. The Administrator will receive the following paid Holidays: Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and Memorial Day.
 - C. The employee shall receive a stipend of \$70 per month as a cell phone allowance. The employee is required to maintain a cell phone plan and provide the district with he cell phone number during the duration of the contract.
 - D. Pay shall occur over twenty-six (26) substantially equal bi-weekly installments (unless otherwise agreed to by the parties), beginning with the commencement of the Contract year (July 1 - June 30).
 - E. Payroll deductions may be made as required by law or as authorized by the Superintendent.
 - F. Any adjustment to the Administrator's compensation made during this Contract will be in the form of a written amendment and shall become a part of this Contract.
7. **Benefits.** The Administrator is entitled to the following benefits (or in a mutually agreeable written addendum signed by both parties):
- A. Health, Dental, and Vision Insurance as provided to other district employees. The District's contribution to the employee's medical benefit plan costs shall not exceed those amounts established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. As provided in that law, the District may deduct the employee's proportional cost of the medical benefit plan from compensation due to the employee.
 - B. If the Administrator elects to decline coverage for any or all of these insurance coverages, she shall instead receive cash in lieu of insurance equal to half the hard cap rate for which they would qualify. To opt out of health insurance coverage, the Administrator must state in writing that he voluntarily opts out of the health care benefits provided to District employees, as he has health care coverage that meets the minimum value and coverage requirements of the Affordable Care Act.
 - C. Long-term Disability (LTD) Insurance is provided through the District's LTD insurance policy carrier.
8. **Reimbursed Expenses.** The District shall reimburse the Administrator for all necessary and reasonable expenses incurred from the performance of her administrative duties, including travel, lodging, and meals in accordance with the District's per diem expense and reimbursement procedures.

9. ***Authorized Absence.*** The Administrator shall diligently perform her duties in a timely and professional manner. The Administrator's absence from duty due to personal illness or personal business will be promptly reported to the Superintendent.
- A. The Administrator shall have twelve (12) paid sick leave days per year, which may accumulate up to a maximum of ninety (90) days.
 - B. The administrator will receive 20 vacation days annually. Up to 5 unused days per year will be allowed to roll over to the next contract year. Use of vacation days is subject to the approval of the Superintendent.
 - C. The Administrator shall be granted, upon request, up to three (3) paid leave days per year for personal business.
 - D. The Administrator shall receive up to five (5) paid bereavement leave days for the death of a member of the Administrator's immediate family, which includes: spouse, child, parent, sibling, grandparent, grandchild, father-in-law, mother-in-law, sibling-in-law, son-in-law, and daughter-in-law.
10. ***No Tenure in Position.*** The Administrator agrees that she is not granted continuing tenure in the position of Assistant Business Manager or in any other capacity by virtue of this Contract or any employment assignment within the District.
11. ***Suspension and Termination.*** The Board is entitled to suspend or terminate the Administrator's employment at any time during the term of this Contract for reasonable and just cause.
- A. The foregoing standard for termination of this Contract during its term shall not apply to nonrenewal of this Contract at the expiration of its term.
 - B. If the Board undertakes to suspend or terminate the Administrator during the term of this Contract, she shall be entitled to a hearing before the Board, which shall be scheduled no sooner than ten (10) calendar days after providing to the Administrator written notice of the charges. This timeline may be waived if mutually agreed upon by the parties.
 - C. The Administrator may be represented by legal counsel at this hearing, but at her expense.
 - D. If the Board terminates the Administrator's employment during the term of this Contract, this Contract shall automatically terminate, and the Board shall have no further contractual obligation to the Administrator.
12. ***Resignation.*** Unless otherwise mutually agreed by the parties, the Administrator shall provide a minimum notice of sixty (60) calendar days before the effective date of her resignation.

13. ***Errors and Omissions Insurance.*** The Board will pay the premium amount for errors and omissions insurance coverage for the Administrator while engaged in the performance of a governmental function and while the Administrator is acting within the scope of his authority.
14. ***Limitations Period.*** The Administrator agrees that any claim or suit arising out of her employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. The Administrator understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by the six (6) month period of limitation set forth in this Contract and expressly waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a lawsuit, it is the parties' intent that the court should enforce this provision to the extent possible and declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.
15. ***Entire Agreement.*** This Contract contains the entire agreement and understanding between the Board and the Administrator about her employment with the District. Prior or concurrent representations, promises, contracts, or understandings (written or oral) not contained in this Contract have no effect.
- A. Any prior agreement (written or oral) pertaining to the terms of this Contract is canceled and superseded by this Contract. Provided, however, that this Contract is voidable under the Revised School Code's provisions pertaining to unprofessional conduct and criminal history/records checks.
 - B. No change or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board as reflected in its minutes, and signed by the Administrator, the President, and Secretary of the Board.
 - C. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provisions of this Contract at such time or at any other time.
16. ***Severability.*** If any provision of this Contract becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, this Contract shall continue in full force and effect without said provision(s).
17. ***Applicable Law.*** This Contract shall be governed by and interpreted in accordance with the laws of the State of Michigan.

The parties agree to the above terms and conditions and affix their signatures to this Contract on July 13, 2026.

Accounting and Payroll Specialist

Heather Karl

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

Jennifer Brown, President

Sherry Steffen, Secretary

APPENDIX A:

Elk Rapids Schools: Job Description

Accounting and Payroll Specialist

PURPOSE STATEMENT:

This position provides payroll, accounting, and financial support services for Elk Rapids Schools. This role is responsible for processing payroll and maintaining employee records while ensuring compliance with all applicable state, federal, and tax regulations. This position also supports the district's financial operations through basic accounting duties, including entering cash receipts and preparing journal entries as needed. This position also supports the district's audit preparation and customer service to vendors and internal departments. This role helps ensure the accuracy, integrity, and compliance of payroll and financial data while maintaining documentation and workflows within the district's payroll and document management systems. In addition, this role also oversees employee insurance programs for all employee groups throughout the district. Including health insurance administration, enrollments, terminations, ACA, HSA's, and flex spending accounts.

DUTIES AND RESPONSIBILITIES:

Specific Duties:

- Review and process bi-weekly payroll, including verifying timesheets, salary adjustments, retroactive pay, and other payroll-related transactions.
- Maintain employee payroll files, records, and supporting documentation, ensuring accuracy, confidentiality, and compliance with record retention requirements.
- Process payroll liabilities and payments, including federal and state taxes, retirement contributions, garnishments, child support orders, annuities, insurance premiums, and other authorized deductions.
- Prepare, file, and submit required payroll tax reports and regulatory filings, including monthly withholding tax returns, quarterly Form 941 reports, Medicaid financial reports, and other required state and federal filings.
- Prepare and distribute annual W-2 forms and ensure compliance with all year-end federal and state reporting requirements.
- Process and submit retirement-related documentation, including Final Salary Affidavits and required reporting to the Office of Retirement Services (ORS).
- Assist auditors by providing payroll records, reports, supporting documentation, and other requested financial information.
- Assist with Unemployment Insurance Administration (UIA) claims, documentation, and related correspondence.
- Respond to vendor and employee inquiries, resolve discrepancies, and maintain positive working relationships with internal and external stakeholders

- Assist with budget monitoring, purchase order processing, expenditure tracking, and financial reporting activities.
- Perform other duties as assigned.

**Elk Rapids Schools
High School Principal
Employment Contract**

In accordance with the action found in the July 13, 2026, meeting minutes of the Board of Education (“Board”) of the **Elk Rapids Schools** (“District”), the Board employs **John (Jack) Young** (“Administrator”) as the High School Principal according to the terms and conditions of this Contract as specifically described below.

- 1. Term.** The Administrator is employed for a contract term beginning August 1, 2026, and ending on July 31, 2029. The language in this contract will remain in effect for this three-year term. The District and Administrator agree to reopen salary negotiations in June of years two (2) and three (3) of this contract. Any extension of this Contract requires the express approval of the Board.
- 2. Duties.** The Administrator shall faithfully and diligently perform the duties of High School Principal, as well as those duties as required by law and that may be further established, modified, or amended from time to time by the Board or Superintendent.
 - A. The Administrator acknowledges the ultimate authority of the Board as to his duties and will faithfully perform those duties and diligently implement the Board’s policies and educational programs.
 - B. The Administrator will comply with and fulfill all duties and tasks for which he is responsible as required by state and federal law, as well as by the Board through its policies, regulations, and directives.
 - C. The Administrator is responsible for student attendance, discipline, and safety, as well as all related supports, services, and programs, subject to the direction of the High School Principal.
- 3. Assignment and Transfer.** The Administrator is subject to assignment and transfer to another administrative position at the discretion of the Board or Superintendent.
- 4. Evaluation.** The Administrator’s performance shall be evaluated by the Superintendent or designee at least annually in compliance with Section 1249b of the Revised School Code.
- 5. Certification/Qualifications.** The Administrator represents that he possesses and will maintain the requisite certification or qualifications to the position assigned and that this Contract is terminable if it is determined by the Board, the Michigan Department of Education, or other proper authority that the Administrator does not possess the requisite certification or qualifications to perform the responsibilities associated with his position.

6. Compensation. The position is full-time. The Administrator will receive compensation for performing duties under this Contract, as listed below. This amount is subject to any deduction required by law and will be remitted on the District's regular payroll.

a. Year 1: Base Salary: **\$113,507**

Longevity Pay: **\$1,135** (6 admin service years)

b. Year 2: Pending

c. Year 3: Pending

A. The Administrator's compensation reflects 210 work days in the Contract year, including two (2) weeks before and two (2) weeks after the regular school year calendar, less paid leave time. The remaining work days will occur over the summer and will be communicated to and approved by the Superintendent.

B. The salary shall be paid in bi-weekly installments (unless otherwise

agreed to by the parties), beginning with the commencement of the Contract.

C. Payroll deductions may be made as required by law or as authorized by the Superintendent.

D. Any adjustment to the Administrator's compensation made during this Contract will be in the form of a written amendment and shall become a part of this Contract.

7. Summer Compensation. The Principal may receive hourly compensation at a rate of \$50.00/hr for required duties over the summer outside his/her contract. These duties shall be assigned and approved by the Superintendent and/or the Board of Education. Required duties include responding to unexpected personnel changes, special education/504 cases, Title IX, Office of Civil Rights, bond/construction initiatives, new state mandates, and required court appearances. This list is not exhaustive and can include other circumstances approved by the Superintendent and/or Board of Education.

8. Service Recognition Pay. The administrator shall receive "Service Recognition Pay" according to the following conditions. Pay will occur in the last pay period of the contract year.

A. The administrator must receive a rating of Highly Effective or Effective for all evaluation years within the identified time period to qualify for Service Recognition Pay

a. Completion of five (5) years of service: \$1000

b. Completion of ten (10) years of service: \$2000

c. Completion of fifteen (15) years of service: \$3000

d. Completion of twenty (20) years of service: \$4000

9. Committee Stipend: The administrator may also receive additional committee chair stipend/stipends for chairing district-level committees or holding federally required

positions for the District identified in Appendix A. These duties will be assigned to all district administrators by the end of September of each school year.

10. Benefits. The Administrator is entitled to only the following benefits (or in a mutually agreeable written addendum signed by both parties):

- A. Health, Dental, and Vision Insurance as provided to other district employees. The District's contribution to the employee's medical benefit plan costs shall not exceed those amounts established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. As provided in that law, the District may deduct the employee's proportional cost of the medical benefit plan from compensation due to the employee.
- B. If the Administrator elects to decline coverage for any or all of these insurance coverages, he shall instead receive cash in lieu of insurance equal to half the hard cap rate for which they would qualify. To opt out of health insurance coverage, the Administrator must state in writing that he voluntarily opts out of the health care benefits provided to District employees, as he has health care coverage that meets the minimum value and coverage requirements of the Affordable Care Act.
- C. Long-term Disability (LTD) Insurance is provided through the District's LTD insurance policy carrier.
- D. Upon submission of receipts, reimbursement for costs not covered by insurance for the Administrator's annual health examination.
 - a. Fully paid term life insurance policy for a coverage amount of \$200,000.
- E. The employee shall receive a stipend of \$70 per month as a cell phone allowance. The employee is required to maintain a cell phone plan and provide the district with the cell phone number during the duration of the contract.

11. Reimbursed Expenses. The District shall reimburse the Administrator for all necessary and reasonable expenses incurred from the performance of his administrative duties, including travel, lodging, and meals, in accordance with the District's per diem expense and reimbursement procedures.

12. Professional Associations. Upon approval by the Superintendent, the District will pay the Administrator's membership dues for up to two (2) memberships in local, state, or national administrators' associations.

13. Professional Conference. Upon approval by the Superintendent, the District will pay the Administrator's reasonable expenses (including registration, travel, lodging, and meals) related to the Administrator's attendance at an education-related conference.

14. *Authorized Absence.* The Administrator shall diligently perform his duties in a timely and professional manner. The Administrator's absence from duty due to personal illness or personal business will be promptly reported to the Superintendent.

- A. The Administrator shall have twelve (12) paid sick leave days per year, which may accumulate up to a maximum of ninety (90) days.
- B. The Administrator shall be granted, upon request, up to three (3) paid leave days per year for personal business. Additional unpaid personal business leave days may be granted by the Superintendent upon good cause shown.
- C. The Administrator shall receive up to five (5) paid bereavement leave days for the death of a member of the Administrator's immediate family, which includes: spouse, child, parent, sibling, grandparent, grandchild, father-in-law, mother-in-law, sibling-in-law, son-in-law, and daughter-in-law.

15. *No Tenure in Position.* The Administrator agrees that he is not granted continuing tenure in the position of High School Principal or in any other capacity by virtue of this Contract or any employment assignment within the District.

16. *Nonrenewal.* The Board's decision not to continue or renew the Administrator's employment for any subsequent period in any capacity (other than a classroom teacher as may be required by the Michigan Teachers' Tenure Act) is not a breach of this Contract nor a discharge or demotion under the Michigan Teachers' Tenure Act.

17. *Suspension and Termination.* The Board is entitled to suspend or terminate the Administrator's employment at any time during the term of this Contract for reasons not arbitrary and capricious.

- A. The foregoing standard for termination of this Contract during its term shall not apply to nonrenewal of this Contract at the expiration of its term, which decision is discretionary with the Board and may be governed by Section 1229 of the Revised School Code, MCL 380.1229.
- B. If the Board undertakes to suspend or terminate the Administrator during the term of this Contract, he shall be entitled to a hearing before the Board, which shall be scheduled no sooner than ten (10) calendar days after providing to the Administrator written notice of the charges. This timeline may be waived if mutually agreed upon by the parties.
- C. The Administrator may be represented by legal counsel at this hearing, but at his expense.
- D. If the Board terminates the Administrator's employment during the term of this Contract, this Contract shall automatically terminate, and the Board shall have no further contractual obligation to the Administrator.

18. Resignation. Unless otherwise mutually agreed by the parties, the Administrator shall provide a minimum notice of sixty (60) calendar days before the effective date of his resignation.

19. Errors and Omissions Insurance. The Board will pay the premium amount for errors and omissions insurance coverage for the Administrator while engaged in the performance of a governmental function and while the Administrator is acting within the scope of his authority.

20.. Limitations Period. The Administrator agrees that any claim or suit arising out of his employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. The Administrator understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by the six (6) month period of limitation outlined in this Contract and expressly waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a lawsuit, the parties intend that the court should enforce this provision to the extent possible and declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

21. Entire Agreement. This Contract contains the entire agreement and understanding between the Board and the Administrator about his employment with the District. Prior or concurrent representations, promises, contracts, or understandings (written or oral) not contained in this Contract have no effect.

- A. Any prior agreement (written or oral) pertaining to the terms of this Contract is canceled and superseded by this Contract. Provided, however, that this Contract is voidable under the Revised School Code's provisions pertaining to unprofessional conduct and criminal history/records checks.
- B. No change or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board as reflected in its minutes, and signed by the Administrator, the President, and Secretary of the Board.
- C. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provisions of this Contract at such time or at any other time.

22. Severability. If any provision of this Contract becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, this Contract shall continue in full force and effect without said provision(s).

23. Applicable Law. This Contract shall be governed by and interpreted in accordance with the laws of the State of Michigan.

The parties agree to the above terms and conditions and affix their signatures to this Contract on July 13, 2026.

High School Principal

Jack Young

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

Jennifer Brown, President

Sherry Steffen, Secretary

Appendix A:
Principal Committee Chair Stipend Schedule

Program/Committee Title	Requirements	Stipend
Title IX/Civil Rights Coordinator	-Coordinates and facilitates all federally required duties for the district -Annually attends all federally required training	\$500
Title IX Investigator	-Coordinates and facilitates all federally required duties for the district -Annually attends all federally required training	\$500
Title IX Decision Maker	-Coordinates and facilitates all federally required duties for the district -Annually attend all federally required training	\$500
K-12 Curriculum Council Chair	-Coordinates and facilitates monthly district Curriculum Council Meetings -Oversee district-wide curriculum review, pilot, and adoption plans -Serve as a liaison with Northwest Education Services related to instruction, curriculum, assessment, and intervention, and regional support personnel	\$1250
Sex Ed/Wellness Committee Chair	-Coordinates and facilitates Sex Ed/Wellness meetings two times each year -Ensure that district-wide policy related to the review and implementation of sex education and wellness requirements is adhered to -Complete the required tri-annual self-assessment and report presentation for the Board of Education	\$500
Technology Committee Chair	-Coordinates and facilitates Tech Committee meetings each fall and spring -Works collaboratively with the contracted ISD technology person -Supports the management of the district website, web masters, and building-level tech coaches	\$500
Safety Committee Chair	-Coordinates and facilitates two district safety meetings each year. -Works collaboratively with the board of education, local law enforcement, and the Facilities/Operations Supervisor to ensure district-wide safety procedures	\$500
Professional Development	-Coordinates and facilitates two professional	\$500

Committee Chair	- development meetings annually -Works with EREA committee members related to the creation of the district PD plan. -Completes all district-required state reporting	
School Improvement/Strategic Planning Committee Chair	-Coordinates and facilitates all aspects of district school improvement and/or strategic planning. -Works collaboratively with the ISD and Board of Education to ensure implementation and compliance	\$500
Athletic Council Chair	-Coordinates and facilitates three Athletic Council meetings each year -Reports to the Board of Education	\$750
Title I Coordinator	-Coordinates and facilitates Title I requirements for the district. -Works with central office staff to ensure all required annual state and federal reporting is completed and reviewed.	\$500

Elk Rapids Schools
Assistant Principal/Athletic Director
Employment Contract

In accordance with the action found in the July 13, 2026, meeting minutes of the Board of Education (“Board”) of the **Elk Rapids Schools** (“District”), the Board employs **Brett Graham** (“Administrator”) as the High School Assistant Principal/Athletic Director according to the terms and conditions of this Contract as specifically described below.

- 1. Term.** The Administrator is employed for a contract term beginning August 1, 2026, and ending on July 31, 2029. The language in this contract will remain in effect for this three-year term. The District and Administrator agree to reopen salary negotiations in June of years two (2) and three (3) of this contract. Any extension of this Contract requires the express approval of the Board.
- 2. Duties.** The Administrator shall faithfully and diligently perform the duties of High School Assistant Principal/Athletic Director, as well as those duties as required by law, and that may be further established, modified, or amended from time to time by the Board or Superintendent.
 - A. The Administrator acknowledges the ultimate authority of the Board as to his duties and will faithfully perform those duties and diligently implement the Board’s policies and educational programs.
 - B. The Administrator will comply with and fulfill all duties and tasks for which he is responsible as required by state and federal law, as well as by the Board through its policies, regulations, and directives.
 - C. The Administrator is responsible for student attendance, discipline, safety, as well as related supports, services, and programs, subject to the direction of the High School Principal.
- 3. Assignment and Transfer.** The Administrator is subject to assignment and transfer to another administrative position at the discretion of the Board or Superintendent.
- 4. Evaluation.** The Administrator’s performance shall be evaluated by the High School Principal at least annually in compliance with Section 1249b of the Revised School Code.
- 5. Certification/Qualifications.** The Administrator represents that he possesses and will maintain the requisite certification or qualifications to the position assigned and that this Contract is terminable if it is determined by the Board, the Michigan Department of Education, or other proper authority that the Administrator does not possess the requisite certification or qualifications to perform the responsibilities associated with his position.

6. Compensation. The position is full-time. The Administrator will receive compensation for performing duties under this Contract, as listed below. This amount is subject to any deduction required by law and will be remitted on the District's regular payroll.

a. Year 1: Base Salary: **\$108,345**
Longevity Pay: **\$1,083** (7 admin service years)
Extra Duty Stipend: **\$3,200** (Extra duties as the ERHS Athletic Director. Dispersed \$1,600 in the last pay period of December and \$1,600 in the last pay period of June)

b. Year 2: Pending

c. Year 3: Pending

A. The Administrator's compensation reflects 210 work days in the Contract year, including two (2) weeks before and two (2) weeks after the regular school year calendar, less paid leave time. The remaining work days will occur over the summer and will be communicated to and approved by the Superintendent.

B. The salary shall be paid in bi-weekly installments (unless otherwise agreed to by the parties), beginning with the commencement of the Contract.

C. Payroll deductions may be made as required by law or as authorized by the Superintendent.

D. Any adjustment to the Administrator's compensation made during this Contract will be in the form of a written amendment and shall become a part of this Contract.

7. Summer Compensation. The Principal may receive hourly compensation at a rate of \$50.00/hr for required duties over the summer outside his/her contract. These duties shall be assigned and approved by the Superintendent and/or the Board of Education. Required duties include responding to unexpected personnel changes, special education/504 cases, Title IX, Office of Civil Rights, bond/construction initiatives, new state mandates, and required court appearances. This list is not exhaustive and can include other circumstances approved by the Superintendent and/or Board of Education.

8. Service Recognition Pay. The administrator shall receive "Service Recognition Pay" according to the following conditions. Pay will occur in the last pay period of the contract year.

A. The administrator must receive a rating of Highly Effective or Effective for all evaluation years within the identified time period to qualify for Service Recognition Pay

a. Completion of five (5) years of service: \$1000

b. Completion of ten (10) years of service: \$2000

c. Completion of fifteen (15) years of service: \$3000

d. Completion of twenty (20) years of service: \$4000

9. Committee Stipend: The administrator may also receive additional committee chair stipend/stipends for chairing district-level committees or holding federally required positions for the District identified in Appendix A. These duties will be assigned to all district administrators by the end of September of each school year.

10. Benefits. The Administrator is entitled to only the following benefits (or in a mutually agreeable written addendum signed by both parties):

- A. Health, Dental, and Vision Insurance as provided to other district employees. The District's contribution to the employee's medical benefit plan costs shall not exceed those amounts established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. As provided in that law, the District may deduct the employee's proportional cost of the medical benefit plan from compensation due to the employee.
- B. If the Administrator elects to decline coverage for any or all of these insurance coverages, he shall instead receive cash instead of insurance equal to half the hard cap rate for which they would qualify. To opt out of health insurance coverage, the Administrator must state in writing that he voluntarily opts out of the health care benefits provided to District employees, as he has health care coverage that meets the minimum value and coverage requirements of the Affordable Care Act.
- C. Long-term Disability (LTD) Insurance is provided through the District's LTD insurance policy carrier.
- D. Upon submission of receipts, reimbursement for costs not covered by insurance for the Administrator's annual health examination.
 - a. Fully paid term life insurance policy for a coverage amount of \$200,000.
- G. The employee shall receive a stipend of \$70 per month as a cell phone allowance. The employee is required to maintain a cell phone plan and provide the district with the cell phone number during the duration of the contract.

11. Reimbursed Expenses. The District shall reimburse the Administrator for all necessary and reasonable expenses incurred from the performance of her administrative duties, including travel, lodging, and meals, in accordance with the District's per diem expense and reimbursement procedures.

12. Professional Associations. Upon approval by the Superintendent, the District will pay the Administrator's membership dues for up to two (2) memberships in local, state, or national administrators' associations.

13. Professional Conference. Upon approval by the Superintendent, the District will pay the Administrator's reasonable expenses (including registration, travel, lodging, and meals) related to the Administrator's attendance at an education-related conference.

14. *Authorized Absence.* The Administrator shall diligently perform his duties in a timely and professional manner. The Administrator's absence from duty due to personal illness or personal business will be promptly reported to the Superintendent.

- A. The Administrator shall have twelve (12) paid sick leave days per year, which may accumulate up to a maximum of ninety (90) days.
- B. The Administrator shall be granted, upon request, up to three (3) paid leave days per year for personal business. Additional unpaid personal business leave days may be granted by the Superintendent upon good cause shown.
- C. The Administrator shall receive up to five (5) paid bereavement leave days for the death of a member of the Administrator's immediate family, which includes: spouse, child, parent, sibling, grandparent, grandchild, father-in-law, mother-in-law, sibling-in-law, son-in-law, and daughter-in-law.

15. *No Tenure in Position.* The Administrator agrees that he is not granted continuing tenure in the position of Elementary Principal or in any other capacity by this Contract or any employment assignment within the District.

16. *Nonrenewal.* The Board's decision not to continue or renew the Administrator's employment for any subsequent period in any capacity (other than a classroom teacher as may be required by the Michigan Teachers' Tenure Act) is not a breach of this Contract nor a discharge or demotion under the Michigan Teachers' Tenure Act.

17. *Suspension and Termination.* The Board is entitled to suspend or terminate the Administrator's employment at any time during the term of this Contract for reasons not arbitrary and capricious.

- A. The foregoing standard for termination of this Contract during its term shall not apply to nonrenewal of this Contract at the expiration of its term, which decision is discretionary with the Board and may be governed by Section 1229 of the Revised School Code, MCL 380.1229.
- B. If the Board undertakes to suspend or terminate the Administrator during the term of this Contract, he shall be entitled to a hearing before the Board, which shall be scheduled no sooner than ten (10) calendar days after providing to the Administrator written notice of the charges. This timeline may be waived if mutually agreed upon by the parties.
- C. The Administrator may be represented by legal counsel at this hearing, but at his expense.

- D. If the Board terminates the Administrator's employment during the term of this Contract, this Contract shall automatically terminate, and the Board shall have no further contractual obligation to the Administrator.

18. Resignation. Unless otherwise mutually agreed by the parties, the Administrator shall provide a minimum notice of sixty (60) calendar days before the effective date of his resignation.

19. Errors and Omissions Insurance. The Board will pay the premium amount for errors and omissions insurance coverage for the Administrator while engaged in the performance of a governmental function and while the Administrator is acting within the scope of authority.

20.. Limitations Period. The Administrator agrees that any claim or suit arising out of his employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. The Administrator understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by the six (6) month period of limitation outlined in this Contract and expressly waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period to commence a lawsuit, the parties intend that the court should enforce this provision to the extent possible and declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

21. Entire Agreement. This Contract contains the entire agreement and understanding between the Board and the Administrator about her employment with the District. Prior or concurrent representations, promises, contracts, or understandings (written or oral) not contained in this Contract have no effect.

- A. Any prior agreement (written or oral) pertaining to the terms of this Contract is canceled and superseded by this Contract. Provided, however, that this Contract is voidable under the Revised School Code's provisions pertaining to unprofessional conduct and criminal history/records checks.
- B. No change or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board as reflected in its minutes, and signed by the Administrator, the President, and the Secretary of the Board.
- C. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provisions of this Contract at such time or at any other time.

22. Severability. If any provision of this Contract becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, this Contract shall continue in full force and effect without said provision(s).

23. *Applicable Law.* This Contract shall be governed by and interpreted in accordance with the laws of the State of Michigan.

The parties agree to the above terms and conditions and affix their signatures to this Contract on July 13, 2026.

High School Assistant Principal/Athletic Director

Brett Graham

Board of Education of the Elk Rapids Schools

Jennifer Brown, President

Sherry Steffen, Secretary

Appendix A:
Principal Committee Chair Stipend Schedule

Program/Committee Title	Requirements	Stipend
Title IX/Civil Rights Coordinator	-Coordinates and facilitates all federally required duties for the district -Annually attends all federally required training	\$500
Title IX Investigator	-Coordinates and facilitates all federally required duties for the district -Annually attends all federally required training	\$500
Title IX Decision Maker	-Coordinates and facilitates all federally required duties for the district -Annually attend all federally required training	\$500
K-12 Curriculum Council Chair	-Coordinates and facilitates monthly district Curriculum Council Meetings -Oversee district-wide curriculum review, pilot, and adoption plans -Serve as a liaison with Northwest Education Services related to instruction, curriculum, assessment, and intervention, and regional support personnel	\$1250
Sex Ed/Wellness Committee Chair	-Coordinates and facilitates Sex Ed/Wellness meetings two times each year -Ensure that district-wide policy related to the review and implementation of sex education and wellness requirements is adhered to -Complete the required tri-annual self-assessment and report presentation for the Board of Education	\$500
Technology Committee Chair	-Coordinates and facilitates Tech Committee meetings each fall and spring -Works collaboratively with the contracted ISD technology person -Supports the management of the district website, web masters, and building-level tech coaches	\$500
Safety Committee Chair	-Coordinates and facilitates two district safety meetings each year. -Works collaboratively with the board of education, local law enforcement, and the Facilities/Operations Supervisor to ensure district-wide safety procedures	\$500
Professional Development	-Coordinates and facilitates two professional	\$500

Committee Chair	- development meetings annually -Works with EREA committee members related to the creation of the district PD plan. -Completes all district-required state reporting	
School Improvement/Strategic Planning Committee Chair	-Coordinates and facilitates all aspects of district school improvement and/or strategic planning. -Works collaboratively with the ISD and Board of Education to ensure implementation and compliance	\$500
Athletic Council Chair	-Coordinates and facilitates three Athletic Council meetings each year -Reports to the Board of Education	\$750
Title I Coordinator	-Coordinates and facilitates Title I requirements for the district. -Works with central office staff to ensure all required annual state and federal reporting is completed and reviewed.	\$500

**Elk Rapids Schools
Middle School Principal
Employment Contract**

In accordance with the action found in the July 13, 2026, meeting minutes of the Board of Education (“Board”) of the **Elk Rapids Schools** (“District”), the Board employs **Josh Haggerty** (“Administrator”) as the Middle School Principal according to the terms and conditions of this Contract as specifically described below.

- 1. Term.** The School District hereby employs the Principal, and the Principal agrees to work for the School District as Cherryland Middle School Principal, for a three-year term commencing **on August 1, 2026, and ending on July 31, 2029.** This contract shall be deemed to have been renewed for a period of one (1) year beyond the expiration date unless the Board provides written notice to the contrary to the Administrator in accordance with Section 1229 of the Revised School Code.
- 2. Duties.** The Administrator shall faithfully and diligently perform the duties of Middle School Principal, as well as those duties as required by law and that may be further established, modified, or amended from time to time by the Board or Superintendent.
 - A. The Administrator acknowledges the ultimate authority of the Board as to his duties and will faithfully perform those duties and diligently implement the Board’s policies and educational programs.
 - B. The Administrator will comply with and fulfill all duties and tasks for which he is responsible as required by state and federal law, as well as by the Board through its policies, regulations, and directives.
 - C. The Administrator is responsible for student attendance, discipline, and safety, as well as all related supports, services, and programs, subject to the direction of the Middle School Principal.
- 3. Assignment and Transfer.** The Administrator is subject to assignment and transfer to another administrative position at the discretion of the Board or Superintendent.
- 4. Evaluation.** The Administrator’s performance shall be evaluated by the Superintendent or designee at least annually in compliance with Section 1249b of the Revised School Code.
- 5. Certification/Qualifications.** The Administrator represents that he possesses and will maintain the requisite certification or qualifications to the position assigned and that this Contract is terminable if it is determined by the Board, the Michigan Department of Education, or other proper authority that the Administrator does not possess the requisite certification or qualifications to perform the responsibilities associated with his position. .

6. Compensation. The position is full-time. The Administrator will receive compensation for performing duties under this Contract, as listed below. This amount is subject to any deduction required by law and will be remitted on the District's regular payroll.

a. Year 1: Base Salary: **\$108,754**

Longevity Pay: **\$1,631** (9 admin service years)

Extra Duty Stipend: **\$2,600** (Extra duties as the ERHS Athletic Director. Dispersed \$1,300 in the last pay period of December and \$1,300 in the last pay period of June)

b. Year 2: Pending

c. Year 3: Pending

A. The Administrator's compensation reflects 210 work days in the Contract year, including two (2) weeks before and two (2) weeks after the regular school year calendar, less paid leave time. The remaining work days will occur over the summer and will be communicated to and approved by the Superintendent.

B. The salary shall be paid in bi-weekly installments (unless otherwise agreed to by the parties), beginning with the commencement of the Contract.

C. Payroll deductions may be made as required by law or as authorized by the Superintendent.

D. Any adjustment to the Administrator's compensation made during this Contract will be in the form of a written amendment and shall become a part of this Contract.

7. Summer Compensation. The Principal may receive hourly compensation at a rate of \$50.00/hr for required duties over the summer outside his/her contract. These duties shall be assigned and approved by the Superintendent and/or the Board of Education. Required duties include responding to unexpected personnel changes, special education/504 cases, Title IX, Office of Civil Rights, bond/construction initiatives, new state mandates, and required court appearances. This list is not exhaustive and can include other circumstances approved by the Superintendent and/or Board of Education.

8. Service Recognition Pay. At the termination of administrative service to the district, a principal shall receive "Service Recognition Pay" according to the following conditions:

- 1) A principal must render five years of administrative service to the district to benefit from the plan.
- 2) The amount shall be calculated by multiplying the principal's highest annual salary by a percentage, which is determined as follows:
1 - 15 years service = 1.0% per year
- 3) The principal shall select one of the following options as the method of payment:
 - a. A lump sum paid at the termination of service.
 - b. One-third paid at the termination of service and

one-third paid each of the next two years during the month of January.

- 4) In the event of the principal's death, the accumulated amount shall be paid to the principal's specified beneficiary.

9. Committee Stipend. The administrator may also receive additional committee chair stipend/stipends for chairing district-level committees or holding federally required positions for the District identified in Appendix A. These duties will be assigned to all district administrators by the end of September of each school year.

10. Benefits. The Administrator is entitled to only the following benefits (or in a mutually agreeable written addendum signed by both parties):

- A. Health, Dental, and Vision Insurance as provided to other district employees. The District's contribution to the employee's medical benefit plan costs shall not exceed those amounts established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. As provided in that law, the District may deduct the employee's proportional cost of the medical benefit plan from compensation due to the employee.
- B. If the Administrator elects to decline coverage for any or all of these insurance coverages, he shall instead receive cash in lieu of insurance equal to half the hard cap rate for which they would qualify. To opt out of health insurance coverage, the Administrator must state in writing that he voluntarily opts out of the health care benefits provided to District employees, as he has health care coverage that meets the minimum value and coverage requirements of the Affordable Care Act.
- C. Long-term Disability (LTD) Insurance is provided through the District's LTD insurance policy carrier.
- D. Upon submission of receipts, reimbursement for costs not covered by insurance for the Administrator's annual health examination.
 - a. Fully paid term life insurance policy for a coverage amount of \$200,000.
- E. The employee shall receive a stipend of \$70 per month as a cell phone allowance. The employee is required to maintain a cell phone plan and provide the district with the cell phone number during the duration of the contract.

11. Reimbursed Expenses. The District shall reimburse the Administrator for all necessary and reasonable expenses incurred from the performance of his administrative duties, including travel, lodging, and meals, in accordance with the District's per diem expense and reimbursement procedures.

- a. The Principal may be reimbursed in full for tuition charges at an accredited college or university for coursework relevant to the Principal's job, with prior Board approval. Notification of one (1) semester in advance for over 10 hours a year is required.

12. Professional Associations. Upon approval by the Superintendent, the District will pay the Administrator's membership dues for up to two (2) memberships in local, state, or national administrators' associations.

13. Professional Conference. Upon approval by the Superintendent, the District will pay the Administrator's reasonable expenses (including registration, travel, lodging, and meals) related to the Administrator's attendance at an education-related conference.

14. Authorized Absence. The Administrator shall diligently perform his duties in a timely and professional manner. The Administrator's absence from duty due to personal illness or personal business will be promptly reported to the Superintendent.

- A. The Administrator shall have twelve (12) paid sick leave days per year, which may accumulate up to a maximum of ninety (90) days.
- B. The Administrator shall be granted, upon request, up to three (3) paid leave days per year for personal business. Additional unpaid personal business leave days may be granted by the Superintendent upon good cause shown.
- C. The Administrator shall receive up to five (5) paid bereavement leave days for the death of a member of the Administrator's immediate family, which includes: spouse, child, parent, sibling, grandparent, grandchild, father-in-law, mother-in-law, sibling-in-law, son-in-law, and daughter-in-law.
- D. The Administrator shall receive two (2) vacation days per year for every three years of service as Principal. The time may be used at the principal's discretion, except that it may not be used on the first or last student attendance day of the school year. The days may accumulate to a total not exceeding 15. At the termination of employment, the principal shall receive reimbursement, at the current daily pay rate, for all unused sick and vacation days, not to exceed 15, payable in July.

15. No Tenure in Position. The Administrator agrees that he is not granted continuing tenure in the position of Middle School Principal or in any other capacity by virtue of this Contract or any employment assignment within the District.

16. Nonrenewal. The Board's decision not to continue or renew the Administrator's employment for any subsequent period in any capacity (other than a classroom teacher as may be required by the Michigan Teachers' Tenure Act) is not a breach of this Contract nor a discharge or demotion under the Michigan Teachers' Tenure Act.

17. Suspension and Termination. The Principal shall be subject to discipline or discharge for reasons not arbitrary or capricious. These standards do not apply to the non-renewal of this Contract as provided under MCL 380.1229.

- A. The foregoing standard for termination of this Contract during its term shall not apply to nonrenewal of this Contract at the expiration of its term, which decision is discretionary with the Board and may be governed by Section 1229 of the Revised School Code, MCL 380.1229.
- B. If the Board undertakes to suspend or terminate the Administrator during the term of this Contract, he shall be entitled to a hearing before the Board, which shall be scheduled no sooner than ten (10) calendar days after providing to the Administrator written notice of the charges. This timeline may be waived if mutually agreed upon by the parties.
- C. The Administrator may be represented by legal counsel at this hearing, but at his expense.
- D. If the Board terminates the Administrator's employment during the term of this Contract, this Contract shall automatically terminate, and the Board shall have no further contractual obligation to the Administrator.

18. Resignation. Unless otherwise mutually agreed by the parties, the Administrator shall provide a minimum notice of sixty (60) calendar days before the effective date of his resignation.

19. Errors and Omissions Insurance. The Board will pay the premium amount for errors and omissions insurance coverage for the Administrator while engaged in the performance of a governmental function and while the Administrator is acting within the scope of his authority.

20.. Limitations Period. The Administrator agrees that any claim or suit arising out of his employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. The Administrator understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by the six (6) month period of limitation outlined in this Contract and expressly waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a lawsuit, the parties intend that the court should enforce this provision to the extent possible and declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

21. Entire Agreement. This Contract contains the entire agreement and understanding between the Board and the Administrator about his employment with the District. Prior or concurrent representations, promises, contracts, or understandings (written or oral) not contained in this Contract have no effect.

- A. Any prior agreement (written or oral) pertaining to the terms of this Contract is canceled and superseded by this Contract. Provided, however, that this Contract is voidable under the Revised School Code's provisions pertaining to unprofessional conduct and criminal history/records checks.

B. No change or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board as reflected in its minutes, and signed by the Administrator, the President, and Secretary of the Board.

C. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provisions of this Contract at such time or at any other time.

22. Severability. If any provision of this Contract becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, this Contract shall continue in full force and effect without said provision(s).

23. Applicable Law. This Contract shall be governed by and interpreted in accordance with the laws of the State of Michigan.

The parties agree to the above terms and conditions and affix their signatures to this Contract on July 13, 2026.

SIGNED:

JOSHUA A. HAGGERTY

BOARD OF EDUCATION:

Jennifer Brown
President, Board of Education

SHERRY STEFFEN
Secretary, Board of Education

Appendix A:
Principal Committee Chair Stipend Schedule

Program/Committee Title	Requirements	Stipend
Title IX/Civil Rights Coordinator	-Coordinates and facilitates all federally required duties for the district -Annually attends all federally required training	\$500
Title IX Investigator	-Coordinates and facilitates all federally required duties for the district -Annually attends all federally required training	\$500
Title IX Decision Maker	-Coordinates and facilitates all federally required duties for the district -Annually attend all federally required training	\$500
K-12 Curriculum Council Chair	-Coordinates and facilitates monthly district Curriculum Council Meetings -Oversee district-wide curriculum review, pilot, and adoption plans -Serve as a liaison with Northwest Education Services related to instruction, curriculum, assessment, and intervention, and regional support personnel	\$1250
Sex Ed/Wellness Committee Chair	-Coordinates and facilitates Sex Ed/Wellness meetings two times each year -Ensure that district-wide policy related to the review and implementation of sex education and wellness requirements is adhered to -Complete the required tri-annual self-assessment and report presentation for the Board of Education	\$500
Technology Committee Chair	-Coordinates and facilitates Tech Committee meetings each fall and spring -Works collaboratively with the contracted ISD technology person -Supports the management of the district website, web masters, and building-level tech coaches	\$500
Safety Committee Chair	-Coordinates and facilitates two district safety meetings each year. -Works collaboratively with the board of education, local law enforcement, and the Facilities/Operations Supervisor to ensure	\$500

	district-wide safety procedures	
Professional Development Committee Chair	-Coordinates and facilitates two professional development meetings annually -Works with EREA committee members related to the creation of the district PD plan. -Completes all district-required state reporting	\$500
School Improvement/Strategic Planning Committee Chair	-Coordinates and facilitates all aspects of district school improvement and/or strategic planning. -Works collaboratively with the ISD and Board of Education to ensure implementation and compliance	\$500
Athletic Council Chair	-Coordinates and facilitates three Athletic Council meetings each year -Reports to the Board of Education	\$750
Title I Coordinator	-Coordinates and facilitates Title I requirements for the district. -Works with central office staff to ensure all required annual state and federal reporting is completed and reviewed.	\$500

**Elk Rapids Schools
Elementary Principal
Employment Contract**

In accordance with the action found in the July 13, 2026, meeting minutes of the Board of Education (“Board”) of the **Elk Rapids Schools** (“District”), the Board employs **Nathan Plum** (“Administrator”) as an Elementary Principal according to the terms and conditions of this Contract as specifically described below.

1. Term. The Administrator is employed for a contract term beginning August 1, 2026, and ending on July 31, 2029. The language in this contract will remain in effect for this three-year term. The District and Administrator agree to reopen salary negotiations in June of years two (2) and three (3) of this contract. Any extension of this Contract requires the express approval of the Board.

2. Duties. The Administrator shall faithfully and diligently perform the duties of the Elementary Principal as well as those duties as required by law, and that may be further established, modified, or amended from time to time by the Board or Superintendent.

- A. The Administrator acknowledges the ultimate authority of the Board as to his duties and will faithfully perform those duties and diligently implement the Board’s policies and educational programs.
- B. The Administrator will comply with and fulfill all duties and tasks for which they are responsible as required by state and federal law, as well as by the Board through its policies, regulations, and directives.
- C. The Administrator is responsible for student attendance, discipline, and safety, as well as related supports, services, and programs, subject to the direction of the Superintendent.

3. Assignment and Transfer. The Administrator is subject to assignment and transfer to another administrative position at the discretion of the Board or Superintendent.

4. Evaluation. The Administrator’s performance shall be evaluated by the Superintendent or designee at least annually in compliance with Section 1249b of the Revised School Code for the period of this contract.

5. Certification/Qualifications. The Administrator represents that he possesses and will maintain the requisite certification or qualifications to the position assigned and that this Contract is terminable if it is determined by the Board, the Michigan Department of Education, or other proper authority that the Administrator does not possess the requisite certification or qualifications to perform the responsibilities associated with his position.

6. Compensation. The position is full-time. The Administrator will receive compensation for performing duties under this Contract, as listed below. This amount is subject to any deduction required by law and will be remitted on the District's regular payroll.

- a. Year 1: \$101,715 and an Extra Duty Stipend of \$2,800 associated with extra PSA duties at Mill Creek Academy (Dispersed \$1400 in the last pay period of December and \$1400 in the last pay period of June)
- b. Year 2: Pending
- c. Year 3: Pending

A. The Administrator's compensation reflects 210 work days in the Contract year, including two (2) weeks before and two (2) weeks after the regular school year calendar, less paid leave time. The remaining work days will occur over the summer and will be communicated to and approved by the Superintendent.

B. The salary shall be paid in bi-weekly installments (unless otherwise agreed to by the parties), beginning with the commencement of the Contract.

C. Payroll deductions may be made as required by law or as authorized by the Superintendent.

D. Any adjustment to the Administrator's compensation made during this Contract will be in the form of a written amendment and shall become a part of this Contract.

7. Summer Compensation. The Principal may receive hourly compensation at a rate of \$50.00/hr for required duties over the summer outside his/her contract. These duties shall be assigned and approved by the Superintendent and/or the Board of Education. Required duties include responding to unexpected personnel changes, special education/504 cases, Title IX, Office of Civil Rights, bond/construction initiatives, new state mandates, and required court appearances. This list is not exhaustive and can include other circumstances approved by the Superintendent and/or Board of Education.

8. Service Recognition Pay. The administrator shall receive "Service Recognition Pay" according to the following conditions. Pay will occur in the last pay period of the contract year.

- A. The administrator must receive a rating of Highly Effective or Effective for all evaluation years within the identified time period to qualify for Service Recognition Pay
 - a. Completion of five (5) years of service: \$1000
 - b. Completion of ten (10) years of service: \$2000
 - c. Completion of fifteen (15) years of service: \$3000
 - d. Completion of twenty (20) years of service: \$4000

9. Committee Stipend: The administrator may also receive additional committee chair stipend/stipends for chairing district-level committees or holding federally required positions for the District identified in Appendix A. These duties will be assigned to all district administrators by the end of September of each school year.

10. Benefits. The Administrator is entitled to only the following benefits (or in a mutually agreeable written addendum signed by both parties):

- A. Health, Dental, and Vision Insurance as provided to other district employees. The District's contribution to the employee's medical benefit plan costs shall not exceed those amounts established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. As provided in that law, the District may deduct the employee's proportional cost of the medical benefit plan from compensation due to the employee.
- B. If the Administrator elects to decline coverage for any or all of these insurance coverages, he shall instead receive cash instead of insurance equal to half the hard cap rate for which they would qualify. To opt out of health insurance coverage, the Administrator must state in writing that he voluntarily opts out of the health care benefits provided to District employees, as he has health care coverage that meets the minimum value and coverage requirements of the Affordable Care Act.
- C. Long-term Disability (LTD) Insurance is provided through the District's LTD insurance policy carrier.
- D. Upon submission of receipts, reimbursement for costs not covered by insurance for the Administrator's annual health examination.
 - a. Fully paid term life insurance policy for a coverage amount of \$200,000.
- G. The employee shall receive a stipend of \$70 per month as a cell phone allowance. The employee is required to maintain a cell phone plan and provide the district with the cell phone number during the duration of the contract.

11. Reimbursed Expenses. The District shall reimburse the Administrator for all necessary and reasonable expenses incurred from the performance of her administrative duties, including travel, lodging, and meals, in accordance with the District's per diem expense and reimbursement procedures.

12. Professional Associations. Upon approval by the Superintendent, the District will pay the Administrator's membership dues for up to two (2) memberships in local, state, or national administrators' associations.

13. Professional Conference. Upon approval by the Superintendent, the District will pay the Administrator's reasonable expenses (including registration, travel, lodging, and meals) related to the Administrator's attendance at an education-related conference.

14. *Authorized Absence.* The Administrator shall diligently perform his duties in a timely and professional manner. The Administrator's absence from duty due to personal illness or personal business will be promptly reported to the Superintendent.

- A. The Administrator shall have twelve (12) paid sick leave days per year, which may accumulate up to a maximum of ninety (90) days.
- B. The Administrator shall be granted, upon request, up to three (3) paid leave days per year for personal business. Additional unpaid personal business leave days may be granted by the Superintendent upon good cause shown.
- C. The Administrator shall receive up to five (5) paid bereavement leave days for the death of a member of the Administrator's immediate family, which includes: spouse, child, parent, sibling, grandparent, grandchild, father-in-law, mother-in-law, sibling-in-law, son-in-law, and daughter-in-law.

15. *No Tenure in Position.* The Administrator agrees that he is not granted continuing tenure in the position of Elementary Principal or in any other capacity by this Contract or any employment assignment within the District.

16. *Nonrenewal.* The Board's decision not to continue or renew the Administrator's employment for any subsequent period in any capacity (other than a classroom teacher as may be required by the Michigan Teachers' Tenure Act) is not a breach of this Contract nor a discharge or demotion under the Michigan Teachers' Tenure Act.

17. *Suspension and Termination.* The Board is entitled to suspend or terminate the Administrator's employment at any time during the term of this Contract for reasons not arbitrary and capricious.

- A. The foregoing standard for termination of this Contract during its term shall not apply to nonrenewal of this Contract at the expiration of its term, which decision is discretionary with the Board and may be governed by Section 1229 of the Revised School Code, MCL 380.1229.
- B. If the Board undertakes to suspend or terminate the Administrator during the term of this Contract, he shall be entitled to a hearing before the Board, which shall be scheduled no sooner than ten (10) calendar days after providing to the Administrator written notice of the charges. This timeline may be waived if mutually agreed upon by the parties.
- C. The Administrator may be represented by legal counsel at this hearing, but at his expense.

- D. If the Board terminates the Administrator's employment during the term of this Contract, this Contract shall automatically terminate, and the Board shall have no further contractual obligation to the Administrator.

18. Resignation. Unless otherwise mutually agreed by the parties, the Administrator shall provide a minimum notice of sixty (60) calendar days before the effective date of his resignation.

19. Errors and Omissions Insurance. The Board will pay the premium amount for errors and omissions insurance coverage for the Administrator while engaged in the performance of a governmental function and while the Administrator is acting within the scope of authority.

20.. Limitations Period. The Administrator agrees that any claim or suit arising out of his employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. The Administrator understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by the six (6) month period of limitation outlined in this Contract and expressly waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period to commence a lawsuit, the parties intend that the court should enforce this provision to the extent possible and declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

21. Entire Agreement. This Contract contains the entire agreement and understanding between the Board and the Administrator about her employment with the District. Prior or concurrent representations, promises, contracts, or understandings (written or oral) not contained in this Contract have no effect.

- A. Any prior agreement (written or oral) pertaining to the terms of this Contract is canceled and superseded by this Contract. Provided, however, that this Contract is voidable under the Revised School Code's provisions pertaining to unprofessional conduct and criminal history/records checks.
- B. No change or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board as reflected in its minutes, and signed by the Administrator, the President, and the Secretary of the Board.
- C. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provisions of this Contract at such time or at any other time.

22. Severability. If any provision of this Contract becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, this Contract shall continue in full force and effect without said provision(s).

23. *Applicable Law.* This Contract shall be governed by and interpreted in accordance with the laws of the State of Michigan.

The parties agree to the above terms and conditions and affix their signatures to this Contract on July 13, 2026.

Elementary Principal

Nathan Plum

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

Jennifer Brown, President

Sherry Steffen, Secretary

Appendix A:
Principal Committee Chair Stipend Schedule

Program/Committee Title	Requirements	Stipend
Title IX/Civil Rights Coordinator	-Coordinates and facilitates all federally required duties for the district -Annually attends all federally required training	\$500
Title IX Investigator	-Coordinates and facilitates all federally required duties for the district -Annually attends all federally required training	\$500
Title IX Decision Maker	-Coordinates and facilitates all federally required duties for the district -Annually attend all federally required training	\$500
K-12 Curriculum Council Chair	-Coordinates and facilitates monthly district Curriculum Council Meetings -Oversee district-wide curriculum review, pilot, and adoption plans -Serve as a liaison with Northwest Education Services related to instruction, curriculum, assessment, and intervention, and regional support personnel	\$1250
Sex Ed/Wellness Committee Chair	-Coordinates and facilitates Sex Ed/Wellness meetings two times each year -Ensure that district-wide policy related to the review and implementation of sex education and wellness requirements is adhered to -Complete the required tri-annual self-assessment and report presentation for the Board of Education	\$500
Technology Committee Chair	-Coordinates and facilitates Tech Committee meetings each fall and spring -Works collaboratively with the contracted ISD technology person -Supports the management of the district website, web masters, and building-level tech coaches	\$500
Safety Committee Chair	-Coordinates and facilitates two district safety meetings each year. -Works collaboratively with the board of education, local law enforcement, and the Facilities/Operations Supervisor to ensure district-wide safety procedures	\$500

Professional Development Committee Chair	-Coordinates and facilitates two professional development meetings annually -Works with EREA committee members related to the creation of the district PD plan. -Completes all district-required state reporting	\$500
School Improvement/Strategic Planning Committee Chair	-Coordinates and facilitates all aspects of district school improvement and/or strategic planning. -Works collaboratively with the ISD and Board of Education to ensure implementation and compliance	\$500
Athletic Council Chair	-Coordinates and facilitates three Athletic Council meetings each year -Reports to the Board of Education	\$750
Title I Coordinator	-Coordinates and facilitates Title I requirements for the district. -Works with central office staff to ensure all required annual state and federal reporting is completed and reviewed.	\$500

**Elk Rapids Schools
Elementary Principal
Employment Contract**

In accordance with the action found in the July 13, 2026, meeting minutes of the Board of Education (“Board”) of the **Elk Rapids Schools** (“District”), the Board employs **Kathryn Vieth** (“Administrator”) as an Interim Elementary Principal according to the terms and conditions of this Contract as specifically described below.

1. **Term.** The Administrator is employed for a contract term beginning August 1, 2026, and ending on July 31, 2029. The language in this contract will remain in effect for this three-year term. The District and Administrator agree to reopen negotiations for yearly salary in June of years two and three of this contract. Any extension of this Contract requires the express approval of the Board.
2. **Duties.** The Administrator shall faithfully and diligently perform the duties of the Elementary Principal as well as those duties as required by law, and that may be further established, modified, or amended from time to time by the Board or Superintendent. The one exception to this requirement is the evaluation of teachers and support staff.
 - A. The Administrator acknowledges the ultimate authority of the Board as to his duties and will faithfully perform those duties and diligently implement the Board’s policies and educational programs.
 - B. The Administrator will comply with and fulfill all duties and tasks for which she is responsible as required by state and federal law, as well as by the Board through its policies, regulations, and directives.
 - C. The Administrator is responsible for student attendance, discipline, and safety, as well as related supports, services, and programs, subject to the direction of the Superintendent.
3. **Assignment and Transfer.** The Administrator is subject to assignment and transfer to another administrative position at the discretion of the Board or Superintendent.
4. **Evaluation.** The Administrator’s performance shall be evaluated by the Superintendent or designee at least annually in compliance with Section 1249b of the Revised School Code for the period of this contract.
5. **Certification/Qualifications.** The Administrator represents that she possesses or is in the process of possessing and will maintain the requisite certification or qualifications to the position assigned and that this Contract is terminable if it is determined by the Board, the Michigan Department of Education, or other proper authority that the

Administrator does not possess the requisite certification or qualifications to perform the responsibilities associated with her position.

6. **Compensation.** The position is full-time. The Administrator will receive compensation for the performance of duties under this Contract, as listed below. This amount is subject to any deduction required by law and will be remitted on the District's regular payroll.
 - a. Year 1: \$99,355
 - b. Year 2: Pending
 - c. Year 3: Pending
 - A. The Administrator's compensation reflects 210 work days in the Contract year, including two (2) weeks before and two (2) weeks after the regular school year calendar, less paid leave time. The remaining work days will occur over the summer and will be communicated to and approved by the Superintendent.
 - B. The salary shall be paid in bi-weekly installments (unless otherwise agreed to by the parties), beginning with the commencement of the Contract.
 - C. Payroll deductions may be made as required by law or as authorized by the Superintendent.
 - D. Any adjustment to the Administrator's compensation made during this Contract will be in the form of a written amendment and shall become a part of this Contract.
7. **Summer Compensation.** The Principal may receive hourly compensation at a rate of \$50.00/hr for required duties over the summer outside his/her contract. These duties shall be assigned and approved by the Superintendent and/or the Board of Education. Required duties include responding to unexpected personnel changes, special education/504 cases, Title IX, Office of Civil Rights, bond/construction initiatives, new state mandates, and required court appearances. This list is not exhaustive and can include other circumstances approved by the Superintendent and/or Board of Education. Summer compensation should not exceed 40 hours unless otherwise approved by the Superintendent and/or Board of Education.
8. **Service Recognition Pay.** The administrator shall receive "Service Recognition Pay" according to the following conditions. Pay will occur in the last pay period of the contract year.
 - a. The administrator must receive a rating of Highly Effective or Effective for all evaluation years within the identified time period to qualify for Service Recognition Pay
 - i. Completion of five (5) years of service: \$1000
 - ii. Completion of ten (10) years of service: \$2000
 - iii. Completion of fifteen (15) years of service: \$3000
 - iv. Completion of twenty (20) years of service: \$4000

9. **Committee Stipend:** The administrator may also receive additional committee chair stipend/stipends for chairing district-level committees or holding federally required positions for the District identified in Appendix A. These duties will be assigned to all district administrators by the end of September of each school year.
10. **Benefits.** The Administrator is entitled to only the following benefits (or in a mutually agreeable written addendum signed by both parties):
- A. Health, Dental, and Vision Insurance as provided to other district employees. The District's contribution to the employee's medical benefit plan costs shall not exceed those amounts established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. As provided in that law, the District may deduct the employee's proportional cost of the medical benefit plan from compensation due to the employee.
 - B. If the Administrator elects to decline coverage for any or all of these insurance coverages, he shall instead receive cash in lieu of insurance equal to half the hard cap rate for which they would qualify. To opt out of health insurance coverage, the Administrator must state in writing that they voluntarily opt out of the health care benefits provided to District employees, as they have health care coverage that meets the minimum value and coverage requirements of the Affordable Care Act.
 - C. Long-term Disability (LTD) Insurance is provided through the District's LTD insurance policy carrier.
 - D. Upon submission of receipts, reimbursement for costs not covered by insurance for the Administrator's annual health examination.
 - a. Fully paid term life insurance policy for a coverage amount of \$200,000.
 - G. The employee shall receive a stipend of \$70 per month as a cell phone allowance. The employee is required to maintain a cell phone plan and provide the district with the cell phone number during the duration of the contract.
11. **Reimbursed Expenses.** The District shall reimburse the Administrator for all necessary and reasonable expenses incurred from the performance of her administrative duties, including travel, lodging, and meals, in accordance with the District's per diem expense and reimbursement procedures.
- A. **Tuition Reimbursement:** With prior approval of the Superintendent or Board, the district agrees to reimburse up to but not exceeding \$10,000 annually for the completion of the required administrative degree. The administrator agrees to complete the identified administrative degree within the three (3) years of this contract and serve the district for three additional years. Failure to meet these terms of completion and service requires the administrator to reimburse the district for all tuition costs that have been incurred by the district.

14. *Authorized Absence.* The Administrator shall diligently perform his duties in a timely and professional manner. The Administrator's absence from duty due to personal illness or personal business will be promptly reported to the Superintendent.

- A. The Administrator shall have twelve (12) paid sick leave days per year, which may accumulate up to a maximum of ninety (90) days.
- B. The Administrator shall be granted, upon request, up to three (3) paid leave days per year for personal business. Additional unpaid personal business leave days may be granted by the Superintendent upon good cause shown.
- C. The Administrator shall receive up to five (5) paid bereavement leave days for the death of a member of the Administrator's immediate family, which includes: spouse, child, parent, sibling, grandparent, grandchild, father-in-law, mother-in-law, sibling-in-law, son-in-law, and daughter-in-law.

15. *No Tenure in Position.* The Administrator agrees that he is not granted continuing tenure in the position of Elementary Principal or in any other capacity by this Contract or any employment assignment within the District.

16. *Nonrenewal.* The Board's decision not to continue or renew the Administrator's employment for any subsequent period in any capacity (other than a classroom teacher as may be required by the Michigan Teachers' Tenure Act) is not a breach of this Contract nor a discharge or demotion under the Michigan Teachers' Tenure Act.

17. *Suspension and Termination.* The Board is entitled to suspend or terminate the Administrator's employment at any time during the term of this Contract for reasons not arbitrary and capricious.

- A. The foregoing standard for termination of this Contract during its term shall not apply to nonrenewal of this Contract at the expiration of its term, which decision is discretionary with the Board and may be governed by Section 1229 of the Revised School Code, MCL 380.1229.
- B. If the Board undertakes to suspend or terminate the Administrator during the term of this Contract, he shall be entitled to a hearing before the Board, which shall be scheduled no sooner than ten (10) calendar days after providing to the Administrator written notice of the charges. This timeline may be waived if mutually agreed upon by the parties.
- C. The Administrator may be represented by legal counsel at this hearing, but at his expense.

- D. If the Board terminates the Administrator's employment during the term of this Contract, this Contract shall automatically terminate, and the Board shall have no further contractual obligation to the Administrator.

18. Resignation. Unless otherwise mutually agreed by the parties, the Administrator shall provide a minimum notice of sixty (60) calendar days before the effective date of his resignation.

19. Errors and Omissions Insurance. The Board will pay the premium amount for errors and omissions insurance coverage for the Administrator while engaged in the performance of a governmental function and while the Administrator is acting within the scope of authority.

20.. Limitations Period. The Administrator agrees that any claim or suit arising out of his employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. The Administrator understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by the six (6) month period of limitation outlined in this Contract and expressly waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period to commence a lawsuit, the parties intend that the court should enforce this provision to the extent possible and declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

21. Entire Agreement. This Contract contains the entire agreement and understanding between the Board and the Administrator about her employment with the District. Prior or concurrent representations, promises, contracts, or understandings (written or oral) not contained in this Contract have no effect.

- A. Any prior agreement (written or oral) pertaining to the terms of this Contract is canceled and superseded by this Contract. Provided, however, that this Contract is voidable under the Revised School Code's provisions pertaining to unprofessional conduct and criminal history/records checks.
- B. No change or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board as reflected in its minutes, and signed by the Administrator, the President, and the Secretary of the Board.
- C. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provisions of this Contract at such time or at any other time.

22. Severability. If any provision of this Contract becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, this Contract shall continue in full force and effect without said provision(s).

23. *Applicable Law.* This Contract shall be governed by and interpreted in accordance with the laws of the State of Michigan.

The parties agree to the above terms and conditions and affix their signatures to this Contract on July 13, 2026.

Elementary Principal

Kathryn Veith

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

Jennifer Brown, President

Sherry Steffen, Secretary

Appendix A:
Principal Committee Chair Stipend Schedule

Program/Committee Title	Requirements	Stipend
Title IX/Civil Rights Coordinator	-Coordinates and facilitates all federally required duties for the district -Annually attends all federally required training	\$500
Title IX Investigator	-Coordinates and facilitates all federally required duties for the district -Annually attends all federally required training	\$500
Title IX Decision Maker	-Coordinates and facilitates all federally required duties for the district -Annually attend all federally required training	\$500
K-12 Curriculum Council Chair	-Coordinates and facilitates monthly district Curriculum Council Meetings -Oversee district-wide curriculum review, pilot, and adoption plans -Serve as a liaison with Northwest Education Services related to instruction, curriculum, assessment, and intervention, and regional support personnel	\$1250
Sex Ed/Wellness Committee Chair	-Coordinates and facilitates Sex Ed/Wellness meetings two times each year -Ensure that district-wide policy related to the review and implementation of sex education and wellness requirements is adhered to -Complete the required tri-annual self-assessment and report presentation for the Board of Education	\$500
Technology Committee Chair	-Coordinates and facilitates Tech Committee meetings each fall and spring -Works collaboratively with the contracted ISD technology person -Supports the management of the district website, web masters, and building-level tech coaches	\$500
Safety Committee Chair	-Coordinates and facilitates two district safety meetings each year. -Works collaboratively with the board of education, local law enforcement, and the Facilities/Operations Supervisor to ensure	\$500

	district-wide safety procedures	
Professional Development Committee Chair	-Coordinates and facilitates two professional development meetings annually -Works with EREA committee members related to the creation of the district PD plan. -Completes all district-required state reporting	\$500
School Improvement/Strategic Planning Committee Chair	-Coordinates and facilitates all aspects of district school improvement and/or strategic planning. -Works collaboratively with the ISD and Board of Education to ensure implementation and compliance	\$500
Athletic Council Chair	-Coordinates and facilitates three Athletic Council meetings each year -Reports to the Board of Education	\$750
Title I Coordinator	-Coordinates and facilitates Title I requirements for the district. -Works with central office staff to ensure all required annual state and federal reporting is completed and reviewed.	\$500

Elk Rapids Schools
Facilities & Grounds Assistant Contract

In accordance with the action found in the July 13, 2026, meeting minutes of the Board of Education (“Board”) of the **Elk Rapids Schools** (“District”), the Board employs **Tim Spiers** (“employee”) as the Facilities/Grounds Assistant according to the terms and conditions of this Contract as specifically described below.

1. **Term.** The employee is employed for a contract term of three (3) years, beginning July 1, 2026, and ending on June 30, 2029. Any extension of this Contract requires the express approval of the Board. Should the employee work less than a full year, all wages and benefits will be prorated based on the employee’s official date of hire.
2. **Duties.** The Employee shall faithfully and diligently perform the duties of this position as well as those duties as required by law (Appendix A), and that may be further established, modified, or amended from time to time by the Superintendent.
 - A. The Employee acknowledges the ultimate authority of the Board as to his duties and will faithfully perform those duties and diligently implement the Board’s policies and educational programs.
 - B. The Employee will comply with and fulfill all duties and tasks for which he is responsible as required by state and federal law, as well as by the Board through its policies, regulations, and directives.
3. **Assignment and Transfer.** The Employee is subject to assignment and transfer to another position at the discretion of the Board or Superintendent.
4. **Evaluation.** The Employee’s performance shall be evaluated by the Superintendent or designee at least annually.
5. **Certification/Qualifications.** The Employee represents that he possesses and will maintain the requisite certification or qualifications for the position assigned and that this Contract is terminable if it is determined by the Board, the Michigan Department of Education, or other proper authority that the Employee does not possess the requisite certification or qualifications to perform the responsibilities associated with his position.
6. **Compensation.** The position is full-time. The Employee will receive compensation for the performance of duties under this Contract at the hourly rates listed below, not to exceed 40 hours/week without permission of the Superintendent. This amount is subject to any deduction required by law and will be remitted to the District’s regular payroll.
 - Year 1: \$20.00/hr
 - Year 2: \$21.00/hr
 - Year 3: \$22.05/hr

- A. The Employee's compensation reflects 260 work days in the Contract year.
 - B. The Employee will receive the following paid Holidays: Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and Memorial Day.
 - C. The Employee's compensation shall be paid bi-weekly based on actual hours worked by the employee.
 - D. Payroll deductions may be made as required by law or as authorized by the Superintendent.
 - E. Any adjustment to the Employee's compensation made during this Contract will be in the form of a written amendment and shall become a part of this Contract.
7. **Benefits.** The Employee is entitled to only the following benefits (or in a mutually agreeable written addendum signed by both parties):
- A. Health, Dental, and Vision Full Family Insurance as provided to other district employees. The District's contribution to the employee's medical benefit plan costs shall not exceed those amounts established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. As provided in that law, the District may deduct the employee's proportional cost of the medical benefit plan from compensation due to the employee.
 - B. If the employee elects to decline coverage for any or all of these insurance coverages, he shall instead receive cash in lieu of insurance equal to half the hard cap rate for which they would qualify. To opt out of health insurance coverage, the employee must state in writing that he voluntarily opts out of the health care benefits provided to District employees, as he/she has health care coverage that meets the minimum value and coverage requirements of the Affordable Care Act.
8. **Reimbursed Expenses.** The District shall reimburse the Employee for all necessary and reasonable expenses incurred from the performance of his administrative duties, including travel, lodging, and meals, in accordance with the District's per diem expense and reimbursement procedures.
9. **Authorized Absence.** The Employee shall diligently perform his duties in a timely and professional manner. The Employee's absence from duty due to personal illness or personal business will be promptly reported to the Superintendent.
- A. The Employee shall have twelve (12) paid sick leave days per year, which may accumulate up to a maximum of ninety (90) days.

- B. The Employee will receive 20 vacation days annually. Up to 5 unused days per year will be allowed to roll over to the next contract year. Use of vacation days is subject to the approval of the Superintendent.
 - C. The Employee shall be granted, upon request, up to three (3) paid leave days per year for personal business.
 - D. The Employee shall receive up to five (5) paid bereavement leave days for the death of a member of the Employee's immediate family, which includes: spouse, child, parent, sibling, grandparent, grandchild, father-in-law, mother-in-law, sibling-in-law, son-in-law, and daughter-in-law.
10. **No Tenure in Position.** The Employee agrees that he is not granted continuing tenure in the position or in any other capacity by virtue of this Contract or any employment assignment within the District.
11. **Suspension and Termination.** The Board is entitled to suspend or terminate the Employee's employment at any time during the term of this Contract for reasonable and just cause.
- A. The foregoing standard for termination of this Contract during its term shall not apply to nonrenewal of this Contract at the expiration of its term.
 - B. If the Board undertakes to suspend or terminate the Employee during the term of this Contract, he shall be entitled to a hearing before the Board, which shall be scheduled no sooner than ten (10) calendar days after providing to the Employee written notice of the charges. This timeline may be waived if mutually agreed upon by the parties.
 - C. The Employee may be represented by legal counsel at this hearing, but at his expense.
 - D. If the Board terminates the Employee's employment during the term of this Contract, this Contract shall automatically terminate, and the Board shall have no further contractual obligation to the Employee.
12. **Resignation.** Unless otherwise mutually agreed by the parties, the Employee shall provide a minimum notice of fourteen (14) calendar days before the effective date of his resignation.
13. **Errors and Omissions Insurance.** The Board will pay the premium amount for errors and omissions insurance coverage for the Employee while engaged in the performance of a governmental function and while the Employee is acting within the scope of his authority.

14. **Limitations Period.** The Employee agrees that any claim or suit arising out of her employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. The Employee understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by the six (6) month period of limitation set forth in this Contract and expressly waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a lawsuit, it is the parties' intent that the court should enforce this provision to the extent possible and declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.
15. **Entire Agreement.** This Contract contains the entire agreement and understanding between the Board and the Employee about his employment with the District. Prior or concurrent representations, promises, contracts, or understandings (written or oral) not contained in this Contract have no effect.
- A. Any prior agreement (written or oral) pertaining to the terms of this Contract is canceled and superseded by this Contract. Provided, however, that this Contract is voidable under the Revised School Code's provisions pertaining to unprofessional conduct and criminal history/records checks.
 - B. No change or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board as reflected in its minutes, and signed by the Employee and the President and Secretary of the Board.
 - C. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provisions of this Contract at such time or at any other time.
16. **Severability.** If any provision of this Contract becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, this Contract shall continue in full force and effect without said provision(s).
17. **Applicable Law.** This Contract shall be governed by and interpreted in accordance with the laws of the State of Michigan.

The parties agree to the above terms and conditions and affix their signatures to this Contract on July 13, 2026.

Facilities/Grounds Assistant

Tim Spiers

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

Jennifer Brown, President

Sherry Steffen, Secretary

Appendix A

Elk Rapids Schools: Job Duties Facilities/Grounds Assistant

PURPOSE STATEMENT:

The job of Facilities/Operations Assistant is established for the purpose of supporting the maintenance, repair, and upkeep of district buildings, grounds, and facilities. To ensure safe, well-maintained, and orderly facilities and grounds to support education on a daily basis.

DUTIES AND RESPONSIBILITIES:

- Perform repair and maintenance supporting the building structure, plumbing, hardware, heating, air conditioning, ventilating, furniture, electrical, irrigation, safety, and equipment across all district buildings and school grounds.
- Carry out assigned tasks associated with painting, refinishing, construction, remodeling, and Capital Projects.
- Maintain school parking lots, sidewalks, roadways, lawns, shrubbery, trees, fencing, drains, playgrounds, and their equipment.
- Maintain and perform line painting, field preparation, and maintenance at all athletic fields.
- Maintain and complete annual maintenance of gym floors throughout the district.
- Be responsible for removing snow and salting sidewalks, driveways, and parking lots throughout the district.
- Meet with building administration to prioritize and complete building-level maintenance tickets/requests on time
- Serve as a liaison to contracted custodial services district-wide
- Be willing to adjust the weekly schedule to meet district needs related to special events, athletic events, graduation, etc.
- Perform duties with care and thoroughness.
- Any other duties as determined by the Facilities/Operations Supervisor, Building Principals, Athletic Director, or Superintendent to support the operation of the district.

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
July 13, 2026**

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

FOR ACTION: Student Fees/Fines/Supplies:

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

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

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

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

RECOMMENDATION:

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

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
July 13, 2026**

ACTION ITEM: PO 6550: Travel Payment/Reimbursement

FOR ACTION:

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

RECOMMENDATION:

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

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
July 13, 2026**

ACTION ITEM: PO 9700: Relations with Special Interest Groups

FOR ACTION:

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

RECOMMENDATION:

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

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
July 13, 2026**

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

FOR ACTION:

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

RECOMMENDATION:

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

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
July 13, 2026**

ACTION ITEM: PO 6423: District Use of Credit Cards

FOR ACTION:

1. District Acceptable Use Agreement for Credit Cards linked [HERE](#).
2. List of authorized users and titles for the district linked  Credit Card 2025-26.xlsx

RECOMMENDATION:

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

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
July 13, 2026**

ACTION ITEM: PO 8510: Wellness

FOR ACTION:

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

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

Attainment of Policy Goals:

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

RECOMMENDATION:

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



Board of Education Finance Report

Financial Highlights

Monday, July 13, 2026

Significant Accounts Payable Paid (All Funds)			Total Accounts Payable Paid by Fund		
Amount	Vendor	Description	\$		
			770,630.67	11	General Fund
\$13,435.32	ESS Midwest Inc	Substitutes 5/11/26-5/22/26	11,142.68	23	Community Schools
\$20,726.64	ESS Midwest Inc	Substitutes 5/26/26-6/6/26	143,463.79	25	Food Service
\$147,787.84	MESSA	July 2026 Health Insurances	74,038.76	29	School Activities
\$58,638.00	Stafford-Smith Inc	Downpayment-HS Serving Line Equipment	-	32	Debt Retirement
\$51,174.51	John E. Green Company	Grease Trap Replacement-HS/LL/CMS/MCA BackflowRepair-LL	533,774.80	42	2020 Bond
\$24,370.00	UHY Advisors, Inc.	May 2026 Consulting Fee	131,937.22	43	Capital Projects
\$27,532.40	Axium Services, Inc	June 2026 Janitorial Services	\$ 1,664,987.92		Total bills to be ratified
\$82,477.07	Compass Group USA Inc	May 2026 Food Service Charges			
\$76,016.69	Mill Creek Academy	31N grant Sept 2024-Sept 2025			
\$13,546.15	Mill Creek Academy	MCA portion of NWEd Fund Balance Distribution			
\$221,431.07	Mill Creek Academy	June 2026 State Aid transfer			
\$445,230.80	Owen-Ames-Kimball Co	CMS renovations payment (BOND)			
\$55,000.00	Quality Environmental Services	CMS Asbestos Abatement Services (BOND)			
\$43,691.22	Custer Office Equipment	LL Classroom desks/chairs (CAP PRJ)			
Significant Revenues Received:					
Amount	Vendor	Description			
\$390,559.32	State of Michigan	June 2026 State Aid	Total Deposits by Fund		
\$221,431.07	State of Michigan	MCA June 2026 State Aid	\$678,180.03	11	General Fund
\$50,582.93	State of Michigan	May 2026 Federal Meal Reimbursement	0.00	23	Community Schools
\$60,633.14	State of Michigan	Title grant requests	92,026.67	25	Food Service
\$13,448.48	State of Michigan	SRO grant request 12/1/25-3/31/26	50,442.13	29	School Activities
\$50,442.13	Various Events	Color Run/Mackinaw Island Trip/Signupgenius/Various Clubs	2,152.26	3x	Debt Retirement
\$55,193.86	MILAF	May 2026 Investment Earnings (All Funds)	27,139.85	4x	Capital Projects
			\$ 849,940.94		Total Deposits



REVENUES

	General Fund					
	2025-2026				06/30/26	06/30/25
	Adopted Budget	Amended Budget	FINAL BUDGET	% of Budget	Fiscal-To-Date	Last Year Fiscal-to Date
Local Revenues	\$ 13,384,756	\$ 12,495,118	\$ 12,978,655	67.10%	\$ 12,908,833 99.46%	\$ 12,371,279
State Revenues	3,504,974	3,827,906	3,594,236	18.58%	3,358,308 93.44%	4,868,795
Federal Revenues	180,000	194,446	221,974	1.15%	127,742 57.55%	212,316
Received from Other Districts/ISD	200,000	354,126	324,594	1.68%	324,594 100.00%	378,419.63
Other Revenues/Transfer From MCA		1,643,200	2,222,442	11.49%	1,216,626 54.74%	2,176,789.10
A - Total Revenues	\$ 17,269,730	\$ 18,514,796	\$ 19,341,901	100.00%	\$ 17,936,103 92.73%	\$ 20,007,598

EXPENDITURES

Instruction						
Basic	7,041,990	\$ 9,037,099	\$ 7,899,361	47.10%	\$ 7,642,079 96.74%	\$ 7,615,860
Added Needs	2,112,743	2,195,384	1,809,658	10.79%	1,749,162 96.66%	1,766,495
Support Services						
Pupil Support Services	633,000	634,577	722,690	4.31%	699,655 96.81%	608,086
Instructional Support Services	160,000	459,555	252,274	1.50%	216,740 85.91%	138,426
General Administration	530,000	490,303	473,255	2.82%	473,727 100.10%	463,621
School Administration	1,100,000	1,040,350	1,299,519	7.75%	1,251,936 96.34%	1,247,189
Business Services	600,000	484,587	599,184	3.57%	550,659 91.90%	361,054
Operation & Maintenance	1,993,317	1,791,653	1,649,825	9.84%	1,660,491 100.65%	1,406,028
Pupil Transportation	755,468	934,206	896,240	5.34%	854,248 95.31%	712,438
Other Central Services	633,567	597,253	513,555	3.06%	497,383 96.85%	597,621
Athletic Activities	500,000	500,000	438,711	2.62%	432,304 98.54%	384,505
Community Activities	53,000	26,564	2,133	0.01%	(5,046) -236.57%	26,491
Other Transactions/GF Capital Projects	500,000	-	215,846	1.29%	215,015 99.61%	348,665
B - Total Expenditures	\$ 16,613,085	\$ 18,191,531	\$ 16,772,251	100.00%	\$ 16,238,352 96.82%	\$ 15,676,479
Revenues Over(Under) Expenditures (A - B)	\$ 656,645	\$ 323,265	\$ 2,569,650		\$ 1,697,751	\$ 4,331,119

C - Other Transactions

Sale of Capital Assets	-	-	-		-	-
Transfers In/(Out)	(650,000)		(2,000,000)		(2,000,000)	(3,052,329)
Transfer to MCA	-	(172,854)	-		-	-
Net Change in Fund Balance	\$ 6,645	\$ 150,411	\$ 569,650		(302,249)	1,278,790

FUND BALANCE

D - Prior Year Ending Fund Balance	\$ 5,119,127	\$ 5,119,127	\$ 5,119,127	AUDITED	\$ 5,119,127	AUDITED
Ending Fund Balance, Budgeted (A-B+C+D)	\$ 5,125,772	\$ 5,269,538	\$ 5,688,777		\$ 4,816,878	
Less: Non-Spendable/Assigned Funds						
Non-Spendable, Prepaid Expenditures	193,525	193,525	193,525		193,525	
Unassigned, Fund Balance	\$ 4,932,247	\$ 5,076,013	\$ 5,495,252		\$ 4,623,353	
	28.6%	27.6%	29.3%			

**REVENUES**

Local Revenues
State Revenues
Federal Revenues
Other Financing Sources

A - Total Revenues**EXPENDITURES****Support Services**

Board of Education
Business Services
Operation & Maintenance
Pupil Transportation
Other Central Services
Food Services
Capital Improvements
Transfers to Other Funds

B - Total Expenditures

Revenues Over(Under) Expenditures (A - B)

C - Other Transactions

Sale of Capital Assets
Transfers In/(Out)

Net Change in Fund Balance

FUND BALANCE, Beginning

NonSpendable, Inventory
Restricted Fund Balance, Beginning

C - Total Beginning Fund Balance - budgeted**Ending Fund Balance, Budgeted (A - B + C)**

Food Service					Bond 2020	Capital Projects
2025-2026			06/30/26		06/30/26	06/30/26
Adopted Budget	Amended Budget	FINAL BUDGET	Fiscal-To-Date		Fiscal-To-Date	Fiscal-To-Date
\$ 50,750	\$ 50,750	\$ 68,950	\$ 57,673	83.64%	\$ 351,188	\$ 76,899
363,284	303,024	360,624	300,043	83.20%	-	-
581,000	531,757	542,800	405,450	74.70%	-	-
-	-	-	-	0%	-	-
\$ 995,034	\$ 885,531	\$ 972,374	\$ 763,166	78.48%	\$ 351,188	\$ 76,899
1,004,915	1,082,869	973,318	877,523	90.16%		
-	-	-	-	0%	4,203,402	913,344
-	-	-	-	0%	-	-
\$ 1,004,915	\$ 1,082,869	\$ 973,318	\$ 877,523	90.16%	\$ 4,203,402	\$ 913,344
\$ (9,881)	\$ (197,338)	\$ (944)	\$ (114,357)		\$ (3,852,213)	\$ (836,446)
-	-	-	-		-	-
-	-	-	-		-	2,000,000
(9,881)	(197,338)	(944)	(114,357)		\$ (3,852,213)	\$ 1,163,554
38,891	38,891	38,891	38,891		-	-
312,088	312,088	312,088	312,088		8,417,602	2,710,469
\$ 350,979	\$ 350,979	\$ 350,979	\$ 350,979		\$ 8,417,602	\$ 2,710,469
\$ 341,098	\$ 153,641	\$ 350,035	\$ 236,622		\$ 4,565,389	\$ 3,874,023
33.94%	14.19%	35.96%				

Board Finance Report

Fiscal Year 2025 - 2026

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

Board Finance Report

Fiscal Year 2025 - 2026

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