Master Agreement
between
Elk Rapids Board of Education
and
Elk Rapids Education Association

EREA
ELK RAPIDS EDUCATION ASSOCIATION

August 23, 2026 - August 22, 2029

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PREAMBLE

Whereas the parties hereto recognize that it is in their mutual interest and responsibility to meet the educational needs of the students served by the School District, and that the quality and character of such education depends upon the effective administration and delivery of such services; and

Whereas it is further recognized that both parties have a mutual obligation pursuant to law to bargain collectively in good faith concerning wages, hours and other terms and conditions of employment; and

Whereas, both parties to this contract have reached agreement concerning wages, hours, dispute resolution procedures and other terms and conditions of employment, as hereinafter set forth.

Therefore, in consideration of mutual agreements and covenants, it is agreed as follows:

ARTICLE 1
RECOGNITION

1.1 The Elk Rapids Board of Education, hereinafter called the Board, recognizes the Northern Michigan Education Association/Michigan Education Association/National Education Association, hereinafter called the Association, as the exclusive bargaining representative, as defined in Section II of Act 379, of the Public Acts of Michigan of 1965 for all regular full-time and regular part-time certified teaching personnel on tenure or probation, guidance personnel, social workers and certified librarians, employed by the Elk Rapids School District Board of Education, excluding full or part-time supervisory, executive or administrative personnel, substitute teachers, and all other employees of the Board or any other employer.

1.2 A "Supervisor" shall be defined as any person who is charged with responsibility for selection, evaluation, or direction of certified personnel.

1.3 The term "teacher" when used hereinafter in this agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined.

ARTICLE 2
DURATION OF AGREEMENT

This agreement shall continue in full force and effect without change until August 22, 2029.

ELK RAPIDS EDUCATION ASSOCIATION
NMEA/MEA/NEA

2026-07-06

Annie Grammer, Chief
Negotiator

2026-07-06

Joe Macaluso, President

Mary McGee-Cullen

2026-07-07

Mary McGee-Cullen, MEA
UniServ Director

Deb Larson

Deb Larsen, NMEA Uniserv
Liaison

ELK RAPIDS BOARD OF EDUCATION

2026-07-07

Jennifer Brown, President

Sherry L Steffen

2026-07-07

Sherry Steffen, Secretary

Bryan F McKenna

2026-07-06

Bryan McKenna,
Superintendent

ARTICLE 3
NEGOTIATION PROCEDURE

3.1 The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties, after the exercise of that right and opportunity, are set forth in the Agreement.

3.2 This Agreement may not be modified in whole or in part by the parties except by mutual written agreement.

3.3 If any provision of this agreement shall be found contrary to law, that provision shall be considered void but all other provisions shall continue in full force and effect.

3.4 Negotiations Procedures - The Board and the Association in accordance with P.A. 379 of Michigan shall mutually agree upon a date for the first meeting of their respective designated representatives no later than May 1 of the calendar year in which this contract expires. At such first meeting, and at each subsequent meeting, the date, time, and agenda for the succeeding meeting or meetings will be set. The meetings will continue until a Master Contract, together with any appendices, is agreed upon. The official Master Contract shall be signed by the Board and by authorized personnel of the Association and posted on the district website at www.erschools.com.

ARTICLE 4
CONTINUITY OF OPERATIONS

4.1 The teachers in the Elk Rapids School District recognize that the cessation or interruption of professional services by teachers is contrary to law and public policy. Therefore, the Board and the Elk Rapids Education Association, Northern Michigan Education Association, agree that all differences between them shall be resolved by the orderly procedures provided herein without interruption of the school program. Accordingly, teachers in the Elk Rapids School District agree that during the term of this agreement they will not authorize, instigate, participate in, encourage, or support any strike or any form of work cessation or interruption of professional services in the Elk Rapids School District, and pledge themselves to the purpose of insuring continuation of the established educational program of this district.

ARTICLE 5
BOARD RIGHTS

5.1 In order to carry out its responsibility for the development and operation of educational programs providing the best possible educational opportunity for the Elk Rapids School District, the Board retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in the Board by law including by way of illustration, and not by way of limitation, the following:

5.1.1 The supervision, direction and control of the management and administration of the school system, its properties and facilities.

5.1.2 The right to hire all employees and, subject to the provisions of the law, to determine their qualifications/ to discharge, demote or otherwise discipline employees for reasonable and just cause as defined in Article 38 of this Agreement.

5.1.3 The right to establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students as deemed necessary or advisable by the Board.

5.1.4 The selection of textbooks and teaching materials, and various teaching aids.

5.1.5 The right to determine class schedules, class size, the hours of instruction with respect thereto.

5.2 The exercise of the foregoing powers, rights, duties, and responsibilities by the Board and the adoption of policies, rules, regulations and practices in the furtherance thereof, shall be the exclusive prerogative of the Board except as otherwise limited by the specific provisions of this Agreement.

5.3 The Board will continue its practice of seeking input from the Elk Rapids Education Association prior to changes in board policy or teacher handbook. The Board will discuss the impact of policy on Elk Rapids Education Association members with representation from the association.

ARTICLE 6
ASSOCIATION RIGHTS

6.1 Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every teacher employed by the Board shall have the right to organize, join and support the Association for the purpose of engaging in collective bargaining and other concerted and lawful activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it or its employed administrative or executive personnel will not directly or indirectly discourage, deprive, or coerce any employee in the enjoyment of any right conferred by Act 379, as amended by other laws of the State of Michigan and the United States or by the Constitutions of Michigan or the United States, that it will not discriminate against any employee with respect to hours, salary, terms or conditions of employment by reason of their membership in the Association, their participation in any activities of the Association including collective bargaining with the Board, or their initiation of any grievance, complaint or proceeding with respect to any terms or conditions of employment under the specific terms of this agreement.

6.2 The parties agree that there shall be no discrimination against any employee or applicant for employment by reason of race, color, creed, marital status, gender or national origin, age, and that the provisions of this agreement shall be applied in a manner which is not arbitrary, capricious, or discriminatory.

6.3 Disciplinary interviews and reprimands will be considered private. An affected teacher, however, shall have the right, in such instances, to request the presence of an Association representative at said interview, and when such request is made, the interview shall not proceed until the representative is in attendance, provided the representative is identified and available for representation within two business days. If failure to obtain mutual agreement by all three parties within two (2) business days occurs, the administrator will set the meeting time for the next business day. The administrator shall make the member aware of their right to representation prior to the interview.

6.4 Each teacher shall have the right upon request, to review the contents of their own personnel files maintained at the teacher's school or in the office of the Superintendent. A representative of the Association may, at the teacher's request, accompany the teacher in this review. The review shall be made in the presence of the administrator responsible for the safe keeping of these files or his or her designee.

6.5 Any complaints by a parent of a student, or any person, directed toward a teacher and deemed serious enough to become a part of his or her personnel file shall be signed by the complainant and called to the teacher's attention by their supervisor within five (5) work days. The teacher involved is entitled to know the identity or source of all

complaints that require any action.

6.6 Evaluative materials, relative to a teacher's conduct, service, character, or personality shall not be placed in either the teacher's building personnel file or in their personnel file in the office of the Superintendent, until the teacher, principal and/or Superintendent have signed and received a copy of the material to be filed. If a teacher refuses, the administrator will indicate on the document the teacher's refusal to sign; after which the document shall then be placed in the teacher's personnel file.

6.7 The teacher shall have the right to respond to any material contained in his or her files, and his/ her written response shall be attached to the file copy. In the event that charges made against a teacher are proved to be without substance, any materials related to said charges shall be removed from the teacher's file.

6.8 No teacher shall be enjoined from exhibiting identification of membership in the Association.

6.9 The EREA and its members shall be granted permission to hold meetings in school buildings as long as they do not interfere with school business.

6.10 When the EREA determines that the ER Board of Education should consider taking a public stance on an issue, the Superintendent and School Board President will discuss it with EREA leadership.

ARTICLE 7
ASSOCIATION BUSINESS

7.1 The Board shall provide to the Association members released time for handling of Association business as deemed appropriate by the Association President. During bargaining years, there will be fifteen (15) days provided for Association use, and during non-bargaining years there will be ten (10) days provided per year. The Association will reimburse the District for the cost of the substitute. The Association President will notify the Superintendent at least five (5) school days prior to the date of the Association day to be used unless an emergency arises. The availability of substitutes will be considered in determining the use of Association business days when more than two (2) teachers will be absent from the same building on the same day for any purpose.

ARTICLE 8
INDIVIDUAL CONTRACTS

8.1 All contracts with teachers shall be in writing and signed by officers of the Board unless an agent of the Board is authorized to sign for the Board. All contracts are subject to and controlled by the terms and conditions of the Master Agreement and Board Policy.

ARTICLE 9
PAYROLL DEDUCTIONS

9.1 On an annual basis the District shall provide to the Association a list of all bargaining unit members along with their salaries and full-time/part-time status.

9.2 Upon appropriate written authorization from the bargaining unit member, the Employer shall deduct from the wages of any such member and make appropriate remittance for MEA-FS's MEA sponsored programs (tax-deferred annuities, 403b accounts (within MRIC arrangements), MESSA programs not fully Employer-paid, credit union, savings bonds, and charitable deductions.

The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's compliance with this Article 9, but this does not include any liability for unemployment compensation paid under the Michigan Employment Security Act.

ARTICLE 10
SCHOOL CALENDAR

10.1 There will be a new calendar addendum attached yearly. The Administration and Association will jointly develop and publish the new school calendar yearly by the beginning of Spring Break.

ARTICLE 11
TEACHING HOURS AND CONDITIONS

11.1 **Teaching Hours:** The following is a schedule for the beginning and ending times for each school day:

	Start Time	Start of Instruction	Dismissal	Leave Time
High School	7:20 a.m.	7:45 a.m.	2:37 p.m.	2:42 p.m.
Middle School	7:25 a.m.	7:51 a.m.	2:43 p.m.	2:47 p.m.
Elementary Schools	8:39 a.m.	8:50 a.m.	3:48 p.m.	3:53 p.m.

11.2 For teachers teaching a "zero hour" class at the high school, their report time shall be 6:35am and start of instruction time shall be 6:45am. For teachers teaching a "zero hour" class at the middle school, their report time shall be 6:40am and start of instruction time shall be 6:50am. For teachers teaching a "zero hour" class at an elementary school, their report time shall be 7:54am and start of instruction time shall be 8:04am.

11.3 Teachers will not be expected to be at school on days when school is not in session. Any

days that school is not in session because of "Act of God" days will not cause any teacher to lose compensation.

11.3.1 If a teacher is involved in an in-service, conference, or training that is out of the local area and requires an overnight stay, and if attendance at this event causes them to work on an “Act of God” day, the teacher will earn a compensation day.

11.3.2 Any personal day, sick day or compensation day used by a teacher on an “Act of God” day when school is not in session shall be credited back to their accrued balance.

11.4 All teachers shall be guaranteed an uninterrupted duty-free lunch period. Elementary (K-5) teachers will receive 35 minutes while all other teachers will receive 30 minutes.

11.5 **Extra Hours:** Teachers shall attend, unless excused by the building Principal or the Superintendent for other school activities or emergencies, the following activities:

11.5.1 “Staff meetings” are defined as consisting of administrators, faculty, and support staff, meet for the first day of the new school year, or will be held for emergency purposes only to disseminate pertinent information.

11.5.2 “Faculty meetings” are defined as consisting of administrators and faculty; meet up to two (2) times per month to disseminate pertinent information and/or hold professional development with a maximum time limit of two and one-half (2.5) hours per month.

11.5.3 “Open house” in the building in which they are assigned with a maximum of one open house per year per building.

11.5.4 “Parent-Teacher conferences” will be a site-based decision between the building Principal and Association members.

11.5.5 “K-5: After school public performances or activities open to the public in which their students are involved, teachers must attend two after school public performances or activities to earn one half (.5) compensation day.”

11.6 **Teacher Preparation:** All teachers shall be provided a minimum of thirty (30) minutes preparation time each day.

11.6.1 Elementary teachers shall be provided with no less than thirty (30) minutes preparation time during the school day. Such preparation time may be incorporated into the regular recess schedule and assigned by the building

principal.

11.6.2 Elementary teachers may use, for preparation time, the time during which their classes are receiving instruction from art, music, and physical education. These specialists shall not be assigned during the regular recess schedule. The total preparation time in 11.7.1 and 11.7.2 will be commensurate with preparation time provided to secondary teachers, however, not to exceed an average of 55 minutes per day. Elementary teachers will not be assigned other responsibilities during their scheduled preparation time. In the event that a "specials teacher" (art, music, library, or PE) is absent and no substitute teacher is employed, the classroom teacher will receive $38 per period or compensatory time equal to the loss of that preparation time.

11.6.3 Secondary teachers shall be provided with preparation time during the school day. The preparation time shall be the length of a class period. They will not be assigned other responsibilities during this time other than prearranged parent meetings, prearranged administration meetings, and short-term emergency help.

11.6.4 Teachers shall be paid at a rate of $38 per period for time they substitute teach during their preparation periods. When a Special Education teacher is required to use scheduled prep time for an IEP meeting, they will be paid at a rate of $38 per class period.

11.7 **Class Size:** It is recognized by the Board that pupil-teacher ratio is an important aspect of an effective education program. The Board will continue its efforts to keep classes at an acceptable number serving the best interests of the district's students as dictated by the availability of space, qualified teachers, and the financial conditions of the district. A committee composed of one EREA/NMEA representative from each building, administrators and a member(s) of the Board of Education, shall meet and review the grade and class sizes at all levels and make recommendations for adjustments.
Class size maximums shall be as follows:

TK	20 students
K-1	25 students
2-3	26 students
4-5	28 students
6-12	32 students (This does not include band and choir, traditionally larger classes.)

If class size maximums are exceeded at grades K-5 as of count day in each semester, the teacher will be paid $225 per semester for each student over the maximum. For grades 6-12, teachers who have more than 32 students in any individual class as of count day will be paid $38 per semester for each student over the maximum. Band, choir, traditionally larger classes are not eligible for overage payments.

11.7.1 For the elementary buildings, an Elementary District Class-Size Committee shall meet to review enrollment during the second week prior to the start of school.

11.7.2 For the secondary buildings, a Secondary District Class-Size Committee shall meet to review enrollment within ten (10) school days after the first student attendance day.

11.7.3 The Elementary and Secondary District Class-Size Committees shall meet again within ten (10) student attendance days after the beginning of the second semester/trimester for the same purpose.

11.7.4 The District agrees to abide by state-mandated special education caseload language including the approved waivers.

11.7.5 Building principals shall make every effort, collaborating with the teachers involved, to address the impact of special needs students in classrooms. If any classroom paraprofessional is reassigned primarily to one student, temporarily or long term, administration will work with the impacted teacher toward a solution for the general education population support.

11.7.6 If the district determines to use virtual or remote instruction, the change in conditions will be negotiated with the EA leadership prior to implementation.

11.8 **Teaching Assignment:** All teachers shall receive written notice of their tentative assignment or grade level for the forthcoming year no later than the last day of school each year. In the event that changes in the tentative assignment or grade level are required, all teachers affected shall be notified promptly. In no event will changes in a teacher's assignment or grade level be made later than one (1) week preceding the opening of school unless an emergency arises that requires a change. Teacher of Record to be reviewed with EREA representatives as requested by EREA; in particular, district provided on-line courses. The Association President shall be notified in each instance.

11.9 Teachers teaching less than full-time will get paid for one-half (1/2) a conference hour, based on their regular rate of pay [pay divided by 180 divided by periods taught divided by two (2)].

11.10 **Student Discipline and Teacher Protection:**

11.10.1 The Board will give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom and throughout the school building. Building administrators shall make every effort to support staff members in the establishment of a learning environment in the

building that is conducive to providing effective instruction and ancillary services. The Board will keep staff informed as to existing policies regarding acceptable internet usage and protections through regular staff meetings. (Once a year or upon change in policy.) The District shall promulgate rules and regulations setting forth the procedures to be utilized in disciplining, suspending, or expelling students for misbehavior. Such rules and regulations shall be distributed by the District to students, staff and parents at the beginning of each school year.

11.10.2 The teachers will give all reasonable support and assistance to the school administration with respect to the maintenance of control and discipline in the classroom and throughout the school building.

11.10.3 Any case of assault (verbal, written or physical threat of bodily harm taking into account the age and disabilities of the student) upon a teacher which occurs during the school work day or any school-related activity shall be reported in writing as soon as possible, but no later than 24 hours, to the Superintendent or their designated representative. Time lost by a teacher as a result of an assault will not be charged against the teacher. The student will be removed from the teacher's classroom until the incident can be investigated and a reentry plan is implemented. The teacher will be informed and have input into the reentry plan prior to the student returning.

11.11 **Least Restrictive Environment:** The parties acknowledge the policy of least restrictive environment is legally mandated, they also recognize the extent to which any individual handicapped student should participate in regular education programs and services must be appropriate to that student's unique needs determined by an individual educational planning committee (IEPC) on an individual basis.

11.12 **Medically Fragile:** No bargaining unit member shall be required to provide school health services.

11.13 No teacher shall be required to conduct a search of school property or personal property.

11.14 Teachers will not be mandated (but may elect) to attend Field Trips (F/T) or camps outside the contractual hours/day. Teachers who elect not to attend will be assigned duties by administration while the students are absent attending the F/T or camp.

11.15 Surveillance equipment, including cameras, cannot be used for purposes of teacher evaluation or monitoring.

11.16 If a teacher's regular classroom is being used for summer kids club, they will be compensated $300 to pack up their classroom materials.

11.17 If a teacher is required to move classrooms, they shall be paid $300 total per school year.

11.18 Teachers can be asked to supervise recess. This time shall not interfere with teacher plan time or duty free lunch time and is not to exceed up to 30 minutes one time a week.

ARTICLE 12
SENIORITY

12.1 **Definition**: Seniority is defined as unbroken (length of) service accumulated in an Association bargaining unit position in the Elk Rapids School System and shall be computed from the employee's first date of service. Effective for new hires during or after the 2026-2027 school year, should two (2) or more employees be hired on the same date, seniority shall be determined by the last four digits of the social security numbers in numerical order. No bargaining unit member shall earn more than one (1) year of seniority in any given school year. Leaves of absences, with or without pay, are not to be considered a break in service. Teachers on layoff shall not accumulate seniority.

12.2 **Seniority List:** No later than thirty (30) days following the ratification of this Agreement, and by every September 30 thereafter, the Employer shall prepare a seniority list of all bargaining unit employees. The seniority list shall include each employee's name, date of hire, FTE status, certification areas, and seniority rank.

The seniority list shall be published and delivered to the Association President by October 1 of each school year. Challenges or revisions to the list must be filed in writing with the Superintendent by October 15 of that same year. Otherwise, the seniority list will be considered final for that school year. In the event of a timely challenge or requested revision. The Superintendent, the affected employee, and an Association representative shall meet to discuss any disagreement and attempt to arrive at a mutually agreeable resolution as soon as reasonably practicable.

12.2.1 **Loss of Seniority:** All seniority is lost when employment is severed by resignation, retirement or discharge, when an employee goes on a leave of absence for more than one (1) year, or transfer to a non-bargaining unit position for more than one (1) year. Except in the case of military leave.

12.2.2 **Accumulation:** Seniority shall not continue to accumulate when the employee is on sabbatical leave, association leave and childbirth, adoption, or foster placement leave if the leave is for one year or more. Partial year leaves will

result in seniority continuing to accumulate. Military leave continues to accumulate seniority.

12.2.3 **Use of Seniority List:** The Board shall use the most recent seniority list as determined under this Article (inclusive of any new hires from that year) when considering seniority under this Agreement.

ARTICLE 13
ACADEMIC FREEDOM

13.1 Academic freedom shall be guaranteed to teachers, and no limitation shall be placed upon study, investigation, presentation, and interpretation of facts and ideas concerning human society, the physical biological world, and other branches of learning subject to accepted standards of professional responsibility.

13.2 It is the responsibility of each individual teacher, as well as the Board to provide the highest quality educational program.

ARTICLE 14
MENTOR TEACHERS

14.1 Mentor Teachers:

14.1.1 As state law mandates, each bargaining unit member in their first three (3) years of employment shall be assigned a mentor by the administration. It is recognized that long term substitutes and current teachers reassigned a new building also need mentoring and will be assigned a mentor for the duration of the substitute assignment and first year of moving. The mentor shall provide professional support, instruction and guidance. The purpose of the mentor assignment is to provide assistance, resources and information in a non-threatening collegial fashion. Each building principal shall notify the Association when a mentor teacher is assigned to a probationary teacher (mentee).

14.1.2 Volunteering teachers shall submit to their building principal their intent to become mentor teachers by June 1st of each school year. If no teacher/teachers volunteer to be mentors the principal shall have the right to name mentors as needed.

14.1.3 Selection of mentor teachers shall be the responsibility of each building principal. The principal will consult with the teachers of their building prior to the selection.

14.1.4 Mentor teachers shall be tenure teachers with at least three years' experience in

the district. It is understood and agreed that if no such mentor teacher is available, mentor teachers may be retired teachers, or college professors as allowed by law. Generally, mentors will work in the same building as their mentee, or the mentor and mentee would be teaching the same grade level or subjects.

14.1.5 A bargaining unit mentor teacher may have released time as approved by their principal to use to observe or otherwise be available to assist the probationary teacher.

14.1.6 Mentees shall be provided with a minimum of fifteen (15) days of professional development instruction during their first three (3) years of classroom teaching.

14.1.7 Mentor and mentee teachers will have no involvement in the evaluation process of each other and their relationship will be collaborative and confidential.

14.1.8 It is understood and agreed that a mentor teacher shall be assigned on a yearly basis and the assignment shall be reviewed by the mentor, mentee and administration at the end of each school year.

14.1.9 Upon the teacher's request, the administration and the association shall meet and make a joint determination by May 1 of each year regarding the number, kind, duration and compensation of (for) sabbatical leaves to be offered on a voluntary basis to prospective or continuing mentor teachers for training such teachers to aid in the professional development of probationary teachers.

14.1.10. Mentor teachers will be paid at a rate of 2% of the B.A. base. Mentor teachers to long term substitutes and reassigned teachers will be paid 0.5% of the B.A. base. A long-term substitute teacher shall be considered any substitute teacher who works for the district in the same position for four consecutive weeks or more.

ARTICLE 15
FACILITIES

15.1 The Board shall make available in each school a lounge and/or work study area for the staff and shall provide a lavatory for adults only.

ARTICLE 16
SCHOOL EQUIPMENT

16.1 The Board shall provide:

16.1.1 A separate desk for each teacher in the district and a lockable drawer space in a desk or file cabinet and computer as requested by the teacher.

16.1.2 Attendance books, paper, pencils, pens, erasers, and other such materials required in the daily teaching responsibility.

16.1.3 All buildings will be properly maintained and equipped.

ARTICLE 17
PHYSICAL EXAMINATIONS

17.1 The Board may require any teacher to submit to a physical and/or psychological or psychiatric examination at any time, such examination shall be paid for by the Board. School time may be used for such examinations without loss of pay and the affected teacher will be notified in writing as to the reason for the required exam.

17.2 If the results of any examination are not acceptable to either party, another examination by a different doctor may be requested. Such expense will be paid by the dissatisfied party.

ARTICLE 18
SCHOOL IMPROVEMENT

18.1 The Board and the Association recognize the need to maintain an on-going district and individual building school improvement process. The goal of the process will be to improve the quality of educational services offered to students.

18.2 Successful school improvement requires the involvement and commitment of all parties in the process. Involvement of teachers in the school improvement process shall be voluntary in most cases, there may be times that all staff may be required to participate.

18.3 School improvement committees will not address grievances of the master agreement, will not evaluate employee performance, will not address discipline of employees, and will not address wages or fringe benefits. No provision, formal and/or informal understandings, condition(s) or practice(s) established between the parties or by the master agreement shall be altered, modified or superseded except as mutually agreed in writing by the Board, impacting the school's teaching staff and the EREA Executive Board. A simple majority vote of each above named entity shall be required for

approval.

18.4 If school improvement meetings or activities are scheduled during an employee's regular workday, the employee shall be released from duties without loss of pay to attend the meetings.

ARTICLE 19
IN-SERVICE/PROFESSIONAL DEVELOPMENT

19.1 The K-12 Curriculum Committee shall meet for the planning and conducting of the Professional Development Education Programs for the teaching staff of the Elk Rapids Schools. This does not preclude having other in-service programs within the individual school district buildings or district.

19.2 The Board may provide for the teaching staff, upon recommendation of the K-12 Curriculum Committee, released time by grade, teaching unit, building or department for participation in in-service training sessions, visitations, conferences or staff development programs. This does not preclude the individual school building from doing any of the above.

19.3 Any Professional Development taking place on a non-school day or after school hours shall not be required of any Association member. This section does not apply to faculty meetings. School hours are defined in Article 11.1-11.4. A non-school day is defined as Saturday, Sunday, an Act of God Day/school cancellation, or for part-time teachers, any weekday that is not a normally scheduled day.

19.4 Flex-Time Professional Development can be agreed upon between the Administration and Association to make-up for student contact time during the school year. All Flex-Time Professional Development guidelines as agreed upon by the Administration and Association will be uniformly interpreted and followed by the Administrators and Association.

19.5 On scheduled Professional Development Days, teachers may request from administration the option to independently pursue professional learning goals aligned to their individual professional development plan. Alternate professional development days may be approved at the administrator’s discretion.

ARTICLE 20
BEREAVEMENT

20.1 In the case of death in the immediate family, a teacher may be granted a maximum of five (5) days per death. Immediate family shall be interpreted as spouse or domestic partner, mother, father, brother, sister, children, grandchildren, aunt, uncle, nephew, niece, father and mother-in-law, grandparents, sibling-in-law and other members of the immediate household, and others approved by the building principal. This shall include a miscarriage of a child by the teacher or their spouse or domestic partner.

20.2 Leave beyond the five (5) days granted in this section may be taken, with the approval of the Building Principal, from sick leave.

ARTICLE 21
JURY DUTY

21.1 Any teacher summoned to jury duty or subpoenaed as a witness, shall be paid his/her full salary, except that:

21.1.1 Should said duty constitute less than one half day, s/he shall report for his/ her teaching assignment upon termination of duty.

21.1.2 Should said duty continue for more than fifteen (15) working days, s/he shall return to the district the earnings received for jury duty for any duty days beyond the aforementioned fifteen (15) days.

ARTICLE 22
SABBATICAL LEAVE

22.1 Sabbatical leave is a leave from professional duties to pursue a full-time, planned academic program or educational experiences approved by the Superintendent at an accredited college or university. The program shall be designed to improve the teacher's professional competencies.

22.2 Provisions:

22.2.1 Sabbatical leave may be granted to a teacher or teachers who have completed no less than seven (7) consecutive years of service to the district in a professional capacity. An individual may qualify for more than one sabbatical leave provided that a period of at least seven (7) years of professional service occurs between each leave.

22.2.2 Sabbatical leaves may be granted for a maximum of two (2) semesters at one time.

22.3 Application shall be made to the Superintendent of Schools not later than 90 days prior to the anticipated beginning of the leave. Exceptions to this deadline may be granted by the Superintendent of Schools.

22.4 Selection will be made by the Board of Education based on the following criteria:

22.4.1 Length of professional service to the district.

22.4.2 Extent to which the proposed academic program will benefit the teacher and the School District.

22.4.3 Equitable distribution of sabbatical leaves among the various grade levels and departments of the district.

22.4.4 Availability of a suitable replacement.

22.4.5 Order in which applications are received.

22.4.6 Financial condition of the school district and other relevant factors.

22.5 Benefits:

22.5.1 Individuals granted sabbatical leave shall receive an amount equal to one-half (l/2) the salary to which they would be entitled if on regular duty, not to include pay for duties listed in Article 33 of this Agreement.

22.5.2 Increment on the salary schedule shall accrue.

22.5.3 Sick leave shall accrue at the rate of one-half (l/2) of the regular sick leave.

22.5.4 The Board will pay one-half (l/2) of the health insurance premiums during the duration of the leave.

22.6 Return Requirements:

22.6.1 Upon completion of a leave of less than one semester in length, the teacher shall render one year's professional service to the District commencing with the first day of the next semester following the leave's completion.

22.6.2 Upon completion of a leave of at least one semester, but less than one year, the teacher shall render two years' professional service to the District commencing with the first day of the next semester following the leave's completion.

22.6.3 Upon completion of a leave of one school year, the teacher shall render three years' professional service to the District commencing with the first day of the next semester following the leave's completion.

22.6.4 Written proof of successful completion of the academic program or the education experiences outlined in the leave application shall be presented to the Superintendent

upon completion of the leave.

22.6.5 Failure to voluntarily comply with the requirements of this section will cause the teacher to forfeit the right to return to the district and to repay immediately, in full, all salary and the cost of paid benefits received during the leave.

22.6.6 Upon return from sabbatical leave, the teacher shall be placed in the same or similar position at the Board's discretion.

ARTICLE 23
UNPAID LEAVES

23.1 An unpaid leave of absence may be granted upon application to any EREA member for the purpose of serving as an officer, director, or task force member of the NMEA, MEA, or NEA. It is agreed that such leave is for the professional improvement of the employee and the granting of such leave will in no way interrupt seniority and the rights thereto.

23.2 An unpaid leave of absence of up to one (1) year may be granted to a teacher in the Elk Rapids Schools.

23.3 The application for such leave must be filed in writing with the Superintendent, or designated representative by March 15 of the school year prior to the year for which the leave is requested except in emergency situations upon approval of the Superintendent.

23.4 The applicant must provide whatever information the Superintendent may require concerning the intended leave.

23.5 The disposition of an application for an unpaid leave of absence is the exclusive responsibility of the Board. Reasons for denial will be submitted to the applicant.

23.6 The returning teacher shall notify the Superintendent in writing of their intent to return at least sixty (60) school days before the end of the semester in which the leave expires.

23.7 The right to return to the system shall be considered forfeited if the terms of the leave are not adhered to by the teacher.

23.8 Upon return, the Board shall place the teacher in the same or similar position at the Board's discretion.

23.9 Unpaid leaves of absence, one year or longer, shall not be considered teaching time with respect to the placement on the salary schedule, or the seniority list, except in the case of military leaves.

ARTICLE 24
PARENTAL/GUARDIAN LEAVE

24.1 An unpaid leave of absence shall be granted to any teacher for the purpose of childbirth or adoption or foster care placement of a child under the following conditions:

24.1.1 Said leave will commence on the date requested by the teacher. The teacher will submit all requested documentation to the District within the timelines established by FMLA.

24.1.2 When the need for leave is foreseeable, application shall be received by the Superintendent no later than 30 calendar days prior to the commencement of leave. When 30 days is not practicable due to the nature of the qualifying event, notice shall be provided as soon as practicable.

24.2 The leave period shall terminate no later than the end of the school year after the qualifying event during which the leave is granted or the amount of leave permitted under FMLA, whichever is longer. The leave may be extended up to an additional year upon the approval of the Superintendent.

24.3 Any or all paid leave accrued (sick days, personal days, compensation days) will run concurrently with FMLA leave prior to beginning any unpaid leave.

24.4 The reinstatement shall be to the same or similar position at the Board's discretion.

24.5 In the event of the death of the object child of the leave, the leave of absence may be terminated upon request of the teacher.

24.6 If an applicant has completed the equivalent of one full semester or more of teaching during the year they begin the leave, said teacher shall, upon return to duty, be placed at the next consecutive step on the salary schedule (if steps have been negotiated by the parties for that year) and retain accumulated sick leave.

ARTICLE 25
PERSONAL BUSINESS LEAVE

25.1 Teachers shall be allowed three (3) days per year for personal business. Requests for personal business leave shall be submitted to the Building Principal at least twenty-four (24) hours prior to the date of the requested leave unless an emergency exists. Personal business days shall not be used on Professional Development days.

25.2 Requests for personal business leave, two (2) days prior to or immediately following holidays or vacations shall not be granted unless it is an emergency and given approval

by the Building Principal.

25.3 Personal business leave may be taken as long as the criteria in 25.1 and 25.2 of this article are met. A day taken without approval shall result in the loss of a day's pay and a written reprimand. A second offense could result in dismissal.

25.4 Teachers may appeal any decision on personal business leave to the Superintendent of Schools.

25.5 Any personal business days not used shall accumulate up to five (5) days. Additional personal business leave days not used will be added to the sick leave days. It is agreed that there is to be no more than ten (10) persons per school district or two (2) persons per building to be absent on the same day as provided for under this personal leave plan, unless approved by the Superintendent.

25.6 Two (2) additional days for personal business use may be granted with pay for the substitute to be paid for by the teacher. The requests must have the prior approval of the Superintendent of Schools.

25.7 Requests for the use of personal business days for reasons prohibited above may be granted upon approval of the Superintendent, who maintains sole discretion over the granting of such leave days. Days granted under this section shall require the deduction of a full day's pay.

ARTICLE 26
ILLNESS AND DISABILITY

26.1 Sick leave shall be granted to a teacher in the following circumstances:

26.1.1 Personal illness or disability, including pregnancy-related disabilities, doctor’s appointments.
26.1.2 Physical incapacity to teach.
26.1.3 When the teacher's presence in the school might be detrimental to the welfare or health of the students or fellow teachers, as certified by a doctor.
26.1.4 Illness in the immediate family.

26.2 Immediate family is defined as the spouse, children, and parents of the employee.

26.3 Absence without loss of salary shall be allowed not to exceed a total of ten (10) days for illness in the immediate family. Additional days may be granted on a case by case basis at the sole discretion of the Superintendent. Such absence shall be deducted from the teacher's sick leave.

26.4 Each teacher shall be credited ten (10) sick days at the beginning of each school year. Sick days provide full pay, in case of non-compensable injury or illness. In the case of injury or illness compensated for by Worker's Compensation, the teacher's pay will be the difference between their regular salary and the amount paid by the Worker's Compensation. Absence due to injury incurred on the job in the course of the teacher's employment shall not be charged against the teacher's sick leave days. This is to be coordinated with the latest Workers' Compensation Act.

26.5 Unused sick leave shall be credited to each teacher's sick leave account up to a maximum of two hundred (200) days.

26.6 Sick leave for teachers employed on a part-time basis, or for part of the school year, will be in proportion to the time employed.

26.7 The teacher shall, on request of the Superintendent, present a doctor's certificate or other proof of illness satisfactory to the Superintendent, covering the full period of absence for which they are being paid.

26.8 In accordance with the provisions of the Family and Medical Leave Act (FMLA), teachers shall be eligible for up to twelve (12) weeks of unpaid leave for the purpose of their own illness, or the serious illness of a spouse, child, or parent, or the birth or adoption of a child, foster child. During this unpaid FMLA leave, the Board agrees to continue to provide all benefits in accordance with the Act.

ARTICLE 27
SICK LEAVE BANK

27.1 The Sick Leave Bank shall be made available to members of the bargaining unit.

27.1.1 First-year teachers must contribute a minimum of one sick day and work a minimum of thirty (30) calendar days to be eligible for benefits under this plan.

27.1.2 Part-time teachers shall contribute to the Sick Leave Bank and share in its benefits on a prorated basis.

27.1.3 Teachers may contribute up to ten sick days a year to the Sick Leave Bank.

27.2 **Bank Reimbursement:** At the beginning of each school year the Association shall reimburse the Sick Leave Bank via sick leave day contributions from its membership if the total days drops below 200.

27.2.1 The cap of the Sick Leave Bank shall be 500 days.

27.3 **Use of Accrued Days:** A teacher may request to draw upon the Sick Leave Bank only after the teacher's accumulated sick leave days, personal business leave days, and compensation days have been reduced to three or less days and the illness or disability is of an extended nature of not less than five (5) working days or have a valid physician's note for an illness as defined in Article 26.1.

27.4 The maximum benefits a teacher may receive under the plan is ninety (90) working days in any one school year.

27.5 Central Office staff shall work with the Sick Leave Bank Chairperson to furnish the Association an annual report on the status of the bank within the first 30 days of school.

27.6 A teacher applying for use of Sick Leave Bank will submit a request to the EREA Sick Leave Bank Chairperson or designee via email. The Chairperson, EREA President and Superintendent mutually determine eligibility of each case within ten (10) days and communicate to the teacher via email and to the business office in writing.

27.7 A teacher who has drawn on the Sick Leave Bank shall have one-half (½) of their outstanding balance repaid from the Sick Leave Bank at the end of each school year, with any fractional day rounded up to the nearest whole day. Any teacher who retains a remaining balance after forgiveness shall contribute one (1) or more sick day to the Sick Leave Bank at the beginning of the following school year. Repayment shall continue annually until the balance is paid in full.

<u>Example</u>:
-A teacher borrows 30 days in the 26-27 school year.
-At the start of the 27 - 28 school year, 15 days are repaid for them by the Bank <u>and</u> the teacher will repay 1 day and now owe 14.
At the start of the 28 - 29, school year, 7 days are repaid for them by the Bank <u>and</u> the teacher will repay 1 day and now owe 6.
-At the start of the 29 - 30 school year, 3 days are repaid for them by the Bank <u>and</u> the teacher will repay 1 day and now owe 2.
-At the start of the 30 - 31 school year, 1 day is repaid for them by the Bank <u>and</u> the teacher will repay 1 day and their repayment ends.

27.8 A teacher may request to draw upon the Sick Leave Bank for childbirth, adoption, or qualifying foster placement, up to a total of 30 days per event. Bargaining unit members may only be granted additional days related to a different childbirth, adoption or qualifying foster placement related leave provided that the total number of days owed to the Sick Leave Bank does not exceed 30 days at the time of their request.

27.9 Teachers who leave the district and still owe days to the Sick Leave Bank will pay back the days at a rate of the current full-day sub-pay for the remaining balance of days

garnished from their final paycheck.

27.10 Days owed to the Sick Leave Bank by teachers who separate from the district shall be the district's responsibility to collect pursuant to Section 27.10. Outstanding departure debts shall not be deducted from the Sick Leave Bank balance for purposes of determining the Association's replenishment obligation under Section 27.2 until such time as collection efforts have been exhausted by the district. The annual Sick Leave Bank report required under Section 27.5 shall include the number and total amount of any outstanding departure debts.

ARTICLE 28
COMPENSATION LEAVE

28.1 Teachers may earn and accumulate compensation days each semester in accordance with the following schedule:

0 sick days used	1.0 day earned or $200 one time payment
1 sick day used	0.5 day earned or $100 one time payment

ARTICLE 29
INSURANCE PROTECTION

29.1 The Board agrees to pay the maximum allowed by PA 152 2023 State mandated hard cap amount of the total cost of medical costs through December 31, 2023 and the 2024 PA 152 State mandated hard cap beginning January 1, 2024 through December 31, 2024 and the 2025 PA 152 State mandated hard cap beginning January 1, 2025 through December 31, 2025 and the 2026 PA 152 State mandated hard cap beginning January 1, 2026. Parent and Child will be considered a couple.

29.2 <u>Option A. For those electing health insurance:</u>
Employees may choose to participate in a Health Savings Account plan as long as the selected plan qualifies. The Board will contribute 2/3 of the deductible (in network level) into the Health Savings Account on January 1 and 1/3 of the annual deductible (in network level) on September 1. At the option of the Employee the eligible HSA employer contribution amount may be waived to reduce the employee's premium/HSA share. Employee participates in RX Saver prescription plan; non-Board reimbursable. Payroll deductions for amounts exceeding the applicable cap will be deducted evenly over the duration of the contract period.

29.3 <u>Option B. For those not electing health insurance</u>:
Cash-in-Lieu: Employees who are covered by an alternative health insurance plan and elect to waive participation in the District's health insurance plan shall receive a cash payment equal to the single-subscriber hard cap as established annually by the State of

Michigan pursuant to Public Act 152 of 2011. For the 2026–2027 school year, this amount is $7,942.09. This amount shall be updated each school year to reflect the current State-established hard cap.

29.4 The District shall fully fund the following non-major medical benefits for a 12-month period for all teachers:

Long Term Disability: 66-2/3%, $4000 maximum, 90 calendar days, modified fill.
mental/nervous and alcohol/drug addiction; Social Security freeze.
Delta Dental: 100-80-80 $1500 Ortho 70% $2000 Lifetime max. 2 cleanings.
Negotiated Life: $50,000 AD&D
Vision: VSP-3 Plus P 250 CL
Dependent Life: $7,500/Spouse, $3,750/Child

29.5 Part-time teachers shall have their premiums paid for on a pro-rated basis.

29.6 Health care insurance coverage shall extend to the requirements of the bargaining unit member including full family coverage, but dual family coverage for both spouse or domestic partner shall not be permitted. One bargaining unit member shall take Option A and one bargaining unit member shall be eligible to take Option B.

29.7 It shall be the responsibility of the employer to properly enroll in programs available and make notification of any change in status in a timely fashion.

ARTICLE 30
COMPENSATION

30.1 Teachers may elect to have their pay computed for twenty-one (21) or twenty-six (26) pay periods. No change in the number of pay periods will be allowed after October 1 of each year without the Superintendent's approval, except in cases of teacher retirement.

30.2 Teachers may be hired at no higher step than step eighteen (18) for outside teaching experience.

30.3 Teachers shall receive reimbursement for pre-approved semester hours earned at or above the graduate level beyond the highest degree held by the teacher at the time the course is taken according to the following factors:

30.3.1 **Election**: Each teacher shall notify the Superintendent in writing of their selected option no later than the end of the second full week of school each year. The election shall apply to all coursework for which reimbursement is sought during that school year.

A teacher will be reimbursed for classes taken according to the following

schedule: $250 per semester hour.

30.3.2 **Approval:** All semester hours for reimbursement must be in an approved program in a field directly related to the teacher's current or anticipated teaching assignment, certification area, educational leadership, or the general field of education, as determined by the Superintendent with input from the teacher, and must be pre-approved by the Superintendent prior to enrollment. To obtain approval, a teacher must submit a written request identifying the institution, course name, credit hours, and relevance to the teacher's assignment or professional development. Approval shall be granted or denied within ten (10) business days of the request. Course approvals are not required each year for courses within a degree program on file in the Superintendent's office; only initial program approval is required.

30.3.3 **Accredited Coursework:** All semester hours for reimbursement must be taken through a college or university holding current institutional accreditation from a regional accreditor recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA).

30.3.4 **Grade Requirement:** All semester hours submitted for reimbursement must be completed with a grade of B or better, or a passing grade for programs that do not assign letter grades.

30.3.5 **Transcript Submission:** Official transcripts verifying completion of approved coursework shall be submitted to the Superintendent's office by October 15 for coursework completed during the first semester and by March 15 for coursework completed during the second semester. Transcripts submitted by these deadlines shall qualify the teacher for both (a) tuition reimbursement and (b) salary schedule movement in the same academic year.

30.4 Teachers who work as a Summer School Teacher will be compensated at a rate of $38 per hour.

30.5 Teachers who participate in approved summer work including professional development during the summer break will be compensated at a rate of $33 per hour except for contracted days.

30.6 Teachers required to drive their personal car on school business shall be reimbursed at the IRS rate.

30.7 High School and Middle School Counselors may be required to work up to fifteen (15) additional days at per diem rate for scheduling, balancing classes as pre-approved by administration.

30.8 Any teachers required to bill Medicaid shall earn the following Medicaid for completing the required Medicaid billing each month for students on the caseload that require billing. This stipend will be paid on the last pay in June.

1–6 eligible students: $325
7–14 eligible students: $650
15+ eligible students: $900

ARTICLE 31
SALARY SCHEDULE

31.1 The salaries of teachers covered by this agreement for the respective school year, or years, are set forth in this section and are incorporated into this Agreement.

31.2 All teachers are hired on the basis of the salary schedule.

31.3 Changes in placement on the salary schedule shall be approved and paid only at the beginning of a semester. If there may be a potential change in placement on the salary schedule for the second semester of a school year, the teacher must give the Board notice, in writing, of that potential change before June 15th of the prior year.

31.4 Any teacher on Step 23 or above will receive a once yearly stipend according to the schedule below. This stipend will be paid on the last pay in June.

Step 23-25	$750
Step 26-28	$1000
Step 29+	$1250

31.5 <u>FINANCIAL SUMMARY 2026-2027</u>

1. Steps and lanes granted to eligible employees in all years.
2. For the 2026-2027 salary schedule, increase 5% from the 2025-2026 schedule.
3. Removal of Step 1 and 2 from the Salary Schedule. Katherine Fries advances to Step 3. Teachers being hired with 0-2 years prior experience will hire in at Step 3.
4. In addition to the step increase for the 2026-2027 school year, the teachers listed below will also be granted 1, 2, or 3 additional steps. This is being granted for one year (2026-2027) to support teachers who were hired on steps below their years of service according to the 2025-2026 Seniority List.
    a. Addition One (1) Step Granted: Anna Prissel, Emily White, Derek Shafft, Jesse Kramer, Jessica Lawrence
    b. Additional Two (2) Steps Granted: Lynette Starr, Krista Taylor, Holly Zatkovic
    c. Additional Three (3) Steps Granted: Richard Roman, Erica Daly, James Somerville, Deanna Szumera, Keith Schulte, Jessica Morton, Ashley Weaver, Jennifer

Drewanz, Ann Grammer, Katheryn Kinery, Ashlee Friess, Jessica Kovacs, Lindsey McCarty, Katherine Theisen, Monica Malbouef, Matthew Drost, Sarah Simon, Melissa Cisneros

5. Additional agreements will be discussed in 2027-2028 and 2028-2029 to further salary increases; opening only Articles 31 & 33.

SALARY SCHEDULE
2026-2027

Step	BA	MA
Start / 3	$47,212	$51,485
4	$49,349	$53,624
5	$51,912	$56,184
6	$54,475	$58,748
7	$57,037	$61,312
8	$59,603	$63,877
9	$62,165	$66,436
10	$64,728	$69,002
11	$67,291	$71,564
12	$69,855	$74,127
13-15	$72,420	$76,693
16-18	$74,555	$78,828
19-21	$76,478	$80,750
22+	$78,401	$82,673

ARTICLE 32
EXTRA CURRICULAR COMPENSATION

32.1 Teachers engaging in extra-curricular activities enumerated in Article 33 shall be compensated in accordance with that schedule in the manner provided.

32.2 Teachers substituting for the Principal for a full day are paid $100 in addition to their current per diem rate.

32.3 Teachers acting as a principal on-call while still performing their regular duties shall be paid $38/hour in addition to their current per diem rate.

32.4 Teachers attending an administration approved extra-curricular activities with students that are not enumerated in Article 33 or are otherwise grant funded shall be paid thirty three dollars ($33.00) per hour up to a total of 4 additional hours for time worked after their leave time.

32.4.1 Teachers attending an administration approved overnight field trip not enumerated in Article 33 or otherwise grant funded shall be paid an additional $100 per night.

ARTICLE 33
EXTRA CURRICULAR SCHEDULE

33.1 HIGH SCHOOL SPORTS

TIER 1	
Head Coach: Varsity Football, Boys and Girls Varsity Basketball	10%
Asst Coach: Varsity Asst. Football, Head JV Football, Boys and Girls Head JV Basketball	6.5%
TIER 2	
Head Coach: Boys and Girls Varsity Soccer, Varsity Volleyball, Varsity Baseball, Varsity Softball	8.0%
JV Soccer, JV Volleyball, JV Baseball, JV Softball	5.0%
TIER 3	
Boys Varsity Track, Girls Varsity Track, Golf, Skiing, Cheer, Dance Squad, Equestrian, Boys and Girls Freshmen Basketball, Freshmen Volleyball, Boys and Girls Tennis, Bowling, JV Asst. Football, Wrestling, Boys and Girls Cross Country, Powerlifting	5.0%
TIER 4	
Assistant Coach: Boys Soccer, Volleyball, Boys Basketball, Girls Basketball, Baseball, Softball, Girls Soccer, Track, Powerlifting	2.5%

33.2 MIDDLE SCHOOL SPORTS

TIER 1	
Football, 7 & 8 Boys and Girls Basketball, 7 & 8 Volleyball	4.5%
TIER 2	
Football Assistant, Cross Country, Boys and Girls Track	3.5%
TIER 3	
'B' Boys and Girls Basketball, 'B' Volleyball, Fall Cheer, Winter Cheer, Wrestling	2.5%

33.3 DISTRICT-WIDE

Leadership	
Lakeland PLC	12%/building
Mill Creek PLC	12%/building
Middle School Steering Committee	8%/building
High School PAC	8%/building
K-12 Curriculum Committee Members	
Two (2) teachers each from Mill Creek, Lakeland, and Cherryland Four (4) from ER High School (one teacher from each core area at the High School level) for a grand total of ten (10)	2.0 % per person
Technology	
Webmaster (x 4, one per building)	$1,000

Technology Coaches (one per building)	5.0%
Other	
Elementary School Test Administration (1 per building)	2.0%
Middle School Test Administration	2.0%
High School Test Administration	3.0%

33.4 ELEMENTARY SCHOOL

Student Council (1 per building)	1.5%
Robotics Coach (1 per building)	2.5%
Vocal Music K-5	2.0%
Physical Education	2.0%
Running Club (1 per building)	1.5%

33.5 MIDDLE SCHOOL

Academic Teams	
Robotics Coach	2.5%
Michigan Youth in Government- Coordinator	3.0%
Contemporary Issue Co-coach- Coach 1	2.0%
Contemporary Issue Co-coach- Coach 2	2.0%
Coordinator Assistant	1.0%
Spelling Bee Coordinator	1.0%
Performing Arts	
Instrumental Music 6-8	2.5%
Vocal Music 6-8	2.0%
Student Groups	
National Junior Honor Society	1.5%
Student Leadership Team (SLAM) Advisor(s) (divided equally among all advisors)	4.5%
Washington DC Coordinator	2.0%
Snow Chaser Coordinator	2.0%
Yearbook	1.0%

33.6 HIGH SCHOOL

Academic Teams	
Science Olympiad Coach*	1.5%
Academic World Quest Coach*	1.5%
*1.5% is for 2-4 teams. If 5 or more teams then 2.0% and Coach Helper for impacted teams at .75%	
Robotics Coach	2.5%
Michigan Youth in Government- Coordinator	3.0%
Michigan Youth in Government- Mock Jury Coach	3.0%
Performing Arts	

Senior High Band	11.0%
Senior High Color Guard	3.0%
Vocal Music 9-12	7.0%
Musical Production	
Co-Director(s) (divided equally)	8%
Assistant Director/Choreographer	2%
Pit Director	2%
Drama Director	5.0%
Student Groups	
9th Grade Class Sponsor	1.5%
10th Grade Class Sponsor	2.0%
11th Grade Class Sponsor	3.0%
12th Grade Class Sponsor	3.0%
National Honor Society	3.0%
Student Council	2.0%
Rotary Interact	2.0%

33.6.1 STATE COMPETITIONS. Compensation. If the high school band, choir, Science Olympiad and debate team move to the second level of competition, the teacher will be compensated with a stipend of $250.00. (maximum 1.5%)

33.7 Pay based on a percentage of the B.A. base. New persons to a position will start on step 3 and progress to step 14, moving one step for every year's experience in a comparable activity. New persons to a position may be given up to four (4) years of service credit for experience in a comparable activity, upon the approval of the Superintendent and the Board of Education. Persons within the school system who move within a sport will receive credit for their past experience in that sport and continue progressing on the salary schedule.

33.8 The positions will be filled only upon the recommendation of the administration.

33.9 Within two (2) weeks of the school year or within two (2) weeks of hiring for a sport/activity, the person responsible for the sport/activity shall notify the payroll secretary as to whether the person would want a lump sum payment at the conclusion of the sport/activity or to have the total amount divided into an equal number of installments to be included with the regular, if applicable, paycheck. A separate contract will be provided for each sport/activity within two (2) weeks of the above notification.

33.10 If the positions of class advisor or student council advisor are not filled voluntarily, a teacher may be appointed to the position by the principal of the building.

33.11 When a coach handles two sports at the same time, (example: Varsity Boys and Girls Track) the coach shall receive the stated percentage of (1) one sport and (1/2) one-half

the stated percentage of the other sport being coached.

33.12 In case of an extended illness or similar situation in a coaching or other position on the extra-curricular schedule, the Association and the Superintendent would meet and develop a mutually agreeable payment for the services rendered.

33.13 The Board of Education will review these positions annually.

33.14 A representative of the Association and a representative of the District shall meet at least once per school year to discuss the above percentages. Any changes shall be subject to ratification of the Association and the Superintendent.

33.15 Compensation for Schedule B type duties that are assigned by the administration, that are not already outlined in the Master Agreement, need to be agreed upon by the Superintendent and the Association through a Letter of Understanding.

33.16 If administration has a need for teachers to perform job specific or school-related duties outside the normal workday (as defined in 13(1)(2)(3)(4), or on a non-school day, (as defined in 21.4.), administration and the teacher will plan for a determined number of hours, at thirty-three dollars ($33) per hour, before requesting approval of the Superintendent. The Superintendent will communicate with the Association in each situation with sole discretion belonging to the Superintendent. If the request is denied, the teacher and principal may work together to arrange release time during the school day for the teacher to work on the project.

ARTICLE 34
EARLY RETIREMENT INCENTIVE

34.1 The Board reserves the right to enter into negotiations with individual Association members and the Association regarding individual buyout options. Negotiations with individual members and the Association, and any resulting settlement(s) shall not be precedent setting.

ARTICLE 35
TEACHER RETIREMENT AND SEVERANCE PAY/DEATH BENEFITS

35.1 To qualify for this plan a teacher must have taught in the Elk Rapids Schools for a minimum of ten consecutive years, be qualified for retirement under the policy of the Michigan Public School Employees' Retirement System and submit evidence from the MPSERS that the processing of their application for retirement has been completed. A teacher qualifying for early retirement pay shall receive as early retirement pay an amount equal to forty percent (40%) of the teacher's regular daily base pay at

retirement for each day of accumulated sick leave, up to a limit of 75 sick days if eligible for full retirement benefits. Additionally, if a teacher has 100 to 149 sick days, they will receive an additional $250.00. If a teacher has 150 to 199 sick days, they will receive an additional $500.00. If a teacher has 200 sick days, they will receive $750.00. The payment for accumulated sick leave and early retirement incentives will only be received in the form of an employer contribution to a 403(b) plan. This is a one-time payment.

35.2 As longevity pay, a teacher who has been employed at least ten (10) years in the Elk Rapids School District will receive $184 per year of service for each year of employment. The payment of longevity pay will be paid through the normal payroll process subject to Article 35.4.

35.3 Persons qualifying for early retirement or severance pay must file a letter of intent to retire by November 15 if retiring at the end of the first semester or by April 1 if retiring at the end of the second semester to be eligible for the retirement or longevity pay under this provision.

35.4 Payment of the above monies will be made in July of the year of retirement or half in July and half the following January, or all the following January at the discretion of the retiree. Under special circumstances the Board and the teacher may mutually modify the terms of this agreement.

35.5 In case of death, the above (35.1-35.4) shall not apply, but accumulated sick leave to a maximum of $5,000 shall be paid to the beneficiary.

35.6 Persons who have retired prior to this agreement shall be subject to the retirement plan they received when they retired.

35.7 The following conditions are in place for employees retiring on June 20th.
Employer provided Health Insurance ends as of July 1.

An employee can choose to:

1. Receive final *salary* payout as of June 30th -or-
2. Continue with their normal 26 pay cycle ending on August 31st.

ARTICLE 36
GRIEVANCE PROCEDURE

36.1 Any teacher, group of teachers, or the Association believing that there has been a violation, misinterpretation or misapplication of any of the provisions of this agreement, may file a written grievance with the Administration. Such a complaint shall set forth the alleged violation of a specific article and section of this agreement and the remedy requested. The Board designates as its representative for such purpose the

Principal of each school building. All grievances must be signed by the aggrieved teacher, group of teachers or the Association.

36.2 If a teacher, group of teachers, or the Association do not file a grievance in writing with the Principal or other Board representative within ten (10) work days after the grievant's knowledge of the occurrence or omission, then the grievance shall be considered waived and dropped. At the conclusion of the school year, the teachers shall have ten (10) work days from the date of knowledge of the occurrence or omission in which to file a grievance.

36.3 Within five (5) workdays of the receipt of the grievance the Principal shall meet with the signatory(s) to the grievance and the designated representative of the Association in an effort to resolve the grievance. The Principal shall indicate their disposition of the grievance in writing to the teacher and designated representative of the Association within five (5) workdays of such meeting.

36.4 If the grievant or the Association is not satisfied with the disposition of the grievance by the principal or if no disposition has been made by the principal within the required five (5) workdays, the grievance shall then be transmitted to the Superintendent within five (5) workdays. Within five (5) workdays after receiving the grievance, the Superintendent shall meet with the Association. The Superintendent shall indicate their disposition of the grievance in writing, within five (5) workdays of said meeting.

36.5 If the grievant or the Association is not satisfied with the disposition of the grievance, or if no disposition has been made by the Superintendent within five (5) work days of such meeting, the grievance shall be transmitted to the Board of Education by filing a written copy with the Secretary of the Board within ten (10) working days. The Board, no later than its next regular meeting shall decide the grievance with a hearing, at its option, or may hear the grievance by committee, which shall make recommendations to the Board for its decision thereon. Disposition of the grievance shall be made in writing within five (5) workdays of such meeting of the Board. Copies of such disposition shall be furnished the teacher and the Association. If the Association fails to provide the Administration with a signed disposition of the grievance within the timelines outlined in sections (36.4) and (36.5), the grievance shall be considered waived and dropped.

36.6 If the Board of Education and the Association shall be unable to resolve any grievance, and it shall involve an alleged violation of a specific section of this agreement, it may within twenty (20) workdays after the decision of the Board be appealed to arbitration. The Association appeal shall be in writing and shall be delivered to the American Arbitration Association and the Board of Education within said twenty (20) workday period. If not so delivered, the grievance shall be considered abandoned. If the parties are unable to agree upon an arbitrator, they shall be appointed under rules of the

American Arbitration Association. The teacher, the group of teachers, the Association, the Board of Education, the Arbitrator and the Arbitration shall be subject to the following which shall control if there be conflict with a rule of the American Arbitration Association.

36.6.1 The Arbitrator shall be empowered to rule only on a grievance which involves an interpretation or application of this Agreement.

36.6.2 The Arbitrator shall not add to, subtract from, ignore or change any of the provisions of this Agreement.

36.6.3 The Arbitrator shall not have the authority to change the existing salary structure; however, they may rule on the proper placement on the salary schedule.

36.6.4 The Arbitrator shall not have the authority to rule on the Board of Education's, the Superintendent's, or the Principal's right to manage or direct the work of a teacher, except as specifically limited within this Agreement, and may not infer from any provisions of this Agreement any limitation of those rights.

36.6.5 Each party shall furnish to the Arbitrator and to the other party whatever facts or material the Arbitrator may require to properly weigh the merits of the grievance, provided however, such facts or material must have been discussed during the grievance procedure or the Arbitration.

36.6.6 The American Arbitration Association's administrative fee and the Arbitrator's charges for his/ her services shall be shared equally by the Board of Education and the Association. Each shall bear their own expense in conjunction herewith.

36.6.7 The Arbitrator's decision on an arbitrable matter within their jurisdiction shall be final and binding, subject to judicial review.

36.6.8 The Arbitrator so selected will confer with the parties and hold hearings promptly and will issue their decision not later than thirty (30) days from the date of the exchange of briefs, which is to occur within ten (10) calendar days of the close of the hearing. The Arbitrator's decision shall be in writing and will set forth their findings of fact, reasoning, and conclusions on the issues submitted.

36.7 It shall be the general practice of all parties of interest to process grievances during times which do not interfere with assigned duties, provided, however, in the event it is agreed by the Board to hold the proceedings during regular working hours, a teacher participating in any level of the grievance procedure, with any representative of the Board, shall be released from assigned duties without loss of salary.

36.8 Any individual employee at any time may present grievances to their employer and have the grievances adjusted without intervention of the bargaining representative, if the adjustment is not inconsistent with the terms of the bargaining contract or agreement then in effect if the bargaining representative has been given the opportunity to be present at such adjustment.

36.9 The following matters shall not be the basis of any grievance filed under the procedure outlined in this section:

36.9.1 Any claim or complaint for which there is another remedial procedure as specified in the Teacher Tenure Act (Act IV Public Acts, extra session, of 1937 of Michigan as amended).

36.9.2 The failure of the Board to reappoint a teacher to an extra-curricular position.

36.9.3 Any claim involving a prohibited subject of bargaining.

36.10 The time limits provided in this section shall be strictly observed but may be extended by written agreement of both parties.

36.11 For a copy of the GRIEVANCE REPORT FORM – See Appendix A at the end of the contract.

ARTICLE 37
EMERGENCY MANAGER

37.1 An emergency manager appointed under the Local Government and School District Fiscal Accountability Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Government and School District Fiscal Accountability Act, 2011 Public Act 4. Note: Inclusion of this language is required by Section 15(7) of the Public Employment Relations Act.

ARTICLE 38
TEACHER DISCIPLINE AND DISCHARGE

38.1 **Just Cause Standard:** No bargaining unit employee shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without reasonable and just cause. The term "discipline" includes warnings, reprimands, suspensions (with or without pay), and discharge. Any such discipline shall be subject to the grievance procedure, including binding arbitration.

38.2 **The Seven Tests of Just Cause**: In determining whether a disciplinary action meets the standard of "reasonable and just cause," the following seven (7) tests shall be applied

unless the severity of an offense may provide just cause for the District to accelerate this progression:

1. **Notice**: Did the employee receive notice of the rule and the consequences of its violation?
2. **Reasonable Rule:** Was the rule reasonably related to the efficient and safe operations of the District?
3. **Investigation:** Did management conduct an investigation before administering discipline?
4. **Fair Investigation**: Was the investigation conducted fairly and objectively?
5. **Proof**: Did the investigation produce substantial proof of the violation?
6. **Equal Treatment**: Have the rules, orders, and penalties been applied even-handedly and without discrimination?
7. **Appropriate Penalty:** Was the degree of discipline reasonably related to the seriousness of the offense and the employee's past record?

38.3 **Progressive Discipline:** The District agrees to follow a system of progressive and corrective discipline. Prior to the imposition of economic discipline, the following progression shall be followed for unrelated incidents:

1) Oral warning (communicated to the teacher, but not documented in the personnel file).
2) Written reprimand.
3) One-day suspension without pay.
4) Further suspension without pay.
5) Discharge.

38.4 **Non-Applicability to Evaluation Scoring:** If a bargaining unit employee is disciplined and receives any form of Progressive Discipline as defined above, that employee shall not in any way subsequently be evaluated in their annual performance evaluation for the same incident.

38.5 **Notice and Representation:** The District shall notify the teacher of any alleged infraction and provide an opportunity for the teacher to respond before discipline is imposed. A teacher shall be entitled to have Association representation present at any meeting which leads to, or could lead to, disciplinary action.

ARTICLE 39
VACANCIES, ASSIGNMENTS AND TRANSFERS

39.1 **Definition of "Vacancy"**

A vacancy is an unassigned, open position or a newly created position which the District intends to fill permanently. The District determines when a vacancy exists and may transfer teachers to different assignments before posting a vacancy.

39.2 **Notification and Posting of Vacancies**
Whenever any vacancy in any bargaining unit position occurs, the Board shall post the vacancy on the District's website. No vacancy shall be filled on a permanent basis, except in cases of emergency, until such vacancy has been posted for at least five (5) business days. Bargaining unit employees may apply for any such vacancy by submitting a written statement of interest to the Building Administrator. Principals shall have discretion to fill vacancies in their building.

39.3 **Awarding of Vacancies:** Internal applicants shall be considered for a vacant position to another building prior to considering external applicants.

39.3.1 To be considered for a vacant position, classroom teachers must be qualified, considering evaluation ratings, length of service in a grade level or subject area, disciplinary record, and relevant special training, and certified for all aspects of their assignments, as determined by the Board. Length of service to the District will be considered as a tiebreaker if a Classroom Teacher placement decision involves two (2) or more teachers and the teachers are equally qualified.

39.3.2 The parties agree that teachers should be placed into positions which will most effectively use their skills and experience while providing for the District's staffing needs. The procedures established below constitute clear and transparent procedures as required under Revised School Code Section 1248.

39.4 **Involuntary Transfers:** Teachers may be involuntarily transferred for a reason that is not arbitrary or capricious. Teachers subject to an involuntary transfer shall be notified in writing at least twenty (20) days prior to the effective date of the transfer, except where no other teacher is available to teach the class. The notification shall state the reason for the transfer and position to which the teacher is being transferred. The Association shall be notified in writing simultaneously. A teacher shall only be involuntarily transferred once every three years.

39.5 **Assignment Disputes:** Probationary teachers may not dispute their assignment. Tenured teachers may dispute their assignment under the following procedure.

39.5.1 If the Association claims that an assignment of a non-probationary teacher was contrary to this Agreement, the Association within five (5) days from receipt of the disputed assignment shall in writing:

39.5.1.1 Notify the building principal of the name of the non-probationary teacher the Association claims should have been assigned, and

39.5.1.2 The specific reasons for such a claim. If the building principal accepts the Association's claim, the adjustment shall be made at a time mutually agreeable to the parties. If the building principal

does not accept the Association's claim, the Association may bring the claim to the Superintendent.
If there is not a mutual resolution, then the Superintendent shall hear the dispute. The Superintendent's decision shall be final and not subject to the Grievance Procedure.

ARTICLE 40
TEACHER EVALUATION

40.1 Beginning with the 2025-26 school year the negotiated performance evaluation system shall include a performance evaluation system that includes:

40.1.1 Specific performance goals identified by the teacher and in consultation with administration to improve their effectiveness in the upcoming school year.

40.1.2 An evaluation of the teacher's job performance with timely and constructive feedback.

40.1.3 Clearly communicated approaches to measuring student growth with relevant data on student growth.

40.1.4 Multiple rating categories that take into account student growth and assessment data or student learning objective metrics that have been negotiated with the EREA's representatives.

40.1.5 The use of student growth and assessment data or student learning objective metrics as 20% of the year-end evaluation determination.

40.1.5.1 The student growth and assessment data or student learning objectives shall consist of measurable, academic goals set for all students that utilize available data as determined annually by the grade-level/department level teachers.

40.1.5.2 The teacher may request and receive administrative approval to eliminate data attributable to students who have excessive absences, are partial year transfers into/out of the teacher's classroom, or who have other anomalous circumstances that warrant eliminating that data.

40.1.5.3 That data used in this section must be attributable to the actual teaching responsibilities of the individual teacher unless otherwise requested and approved by administration.

40.1.6 A negotiated year-end evaluation form that utilizes other objective criteria for 80% of the year-end evaluation determination.

40.1.7 A meeting of EREA's representatives (one per building up to four total) and administration representatives before the evaluation period begins to negotiate and establish the performance evaluation process including:

40.1.7.1 Student growth and assessment data or student learning objective metrics to be used,
40.1.7.2 Objective criteria to be used including the elements chosen from the negotiated evaluation model
40.1.7.3 Scoring system to be used including the weighting of data and elements as a portion of the year-end evaluation
40.1.7.4 All forms to be used based on the evaluation tool.

40.2 **Process:** Classroom observations that are intended to assist in the year-end performance evaluation for teachers will be conducted as follows:

40.2.1 The teacher's evaluator will be the building principal or assistant principal unless notified otherwise. Teachers working in multiple buildings will have their evaluator communicated within writing by September 30.

40.2.2 The classroom observations used in the year-end evaluation must include a review of the teacher's lesson plan for the day of the observation and the state curriculum standard being used in the lesson.

40.2.3 The observation must include a review of pupil engagement in the lesson that is observed.

40.2.4 In order to ensure 1.b and 1.c above, the observation shall be no less than thirty (30) minutes. If an administrator is unexpectedly called out of the observation, the teacher may request to have that evaluation rescheduled.

40.2.5 There shall be notice of each planned observation date given to the teacher at least two (2) school days prior to the observation. Upon such notice, the teacher will provide information relative to 1.b before the classroom observation occurs. There may be unscheduled informal or walkthrough observations.

40.2.6 Feedback will be discussed during the post- observation meeting between the administrator conducting the observation and the teacher. The post-observation meeting shall be set by the administrator no later than twenty (20) calendar days after the observation occurred. At the post-observation meeting, the teacher will be provided written feedback on that observation on the evaluation tool.

40.2.7 There shall be at least 2 formal classroom observations of a teacher in each school year the teacher is evaluated once per semester. The first observation shall occur no later than the end of the first semester.

40.3 Beginning July 1, 2024, the annual performance evaluation system will assign a year-end rating of "effective", "developing" or "needing support".

40.3.1 The year-end evaluation determination and form shall be submitted to the teacher in writing through the observation tool no later than Memorial Day. A teacher may request a final evaluation meeting. In the event there is no year-end evaluation as described above, the teacher shall be deemed "effective" per the year- end evaluation determination.

40.4 Teachers who work less than 60 days in any school year, or who have their evaluation results vacated through the grievance procedure, or are otherwise not evaluated due to extenuating circumstances the district deems applicable for exempting a teacher from the annual evaluation process as agreed upon by the Association, shall be considered unevaluated. Said teachers shall receive the same rating they received in the prior year for the current year if it was conducted by the district.

40.5 If a tenured teacher has been rated "highly effective" or "effective" for three (3) consecutive year-end evaluations, they may be evaluated every third year thereafter. If the subsequent year-end rating is not "effective" on an evaluation following the third year, the teacher shall be evaluated annually until receiving an "effective" rating for an additional three (3) consecutive years.

40.6 In addition to the above procedures (Sections B. 1-4), teachers who are evaluated with an IDP (received a "minimally effective", "ineffective" prior to July 1, 2024, or "needing support", or "developing" rating thereafter, and/or 1st year teachers) shall be provided the following:

40.6.1 Specific performance goals that will be used to assist in improving effectiveness for the next school year developed with consultation and agreement by the teacher.

40.6.2 Training to be provided by the district to assist the teacher in meeting the goals of the IDP.

40.6.3 A mid-year progress report, supported with at least two (2) classroom observations conducted consistent with Section B.1 above that is used as a supplemental tool to gauge a teacher's improvement from the preceding school year and to assist in any needed additional improvement that is aligned with the existing IDP.

40.6.4 A Mentor teacher that is informed of the conditions and requirements of the IDP to assist the mentee.

40.7 Any non-compliance with the evaluation process as described in this Article shall be subject to the grievance process.

40.8 All teachers shall have the right to submit a rebuttal to their evaluation which will be included in their personnel file and attached to the year-end evaluation.

40.9 **Rights of Tenured Teachers**: A tenured teacher who is rated as "needing support" shall have due process rights to challenge the rating as outlined in Section 1249 of PA 224 of 2023.

40.10 **Training on evaluation tool for teachers and evaluation required by law:** Prior to any building evaluations, the district shall provide, during contractually scheduled Professional Development time or staff meeting, training to all teachers on the evaluation system, reporting forms and other important components of the year-end evaluation process, how each reporting form is used during the process, and work time to complete goal setting requirements.

APPENDIX A
GRIEVANCE REPORT FORM

GRIEVANCE # _____ Elk Rapids School District
Distribution of Form:
1. Superintendent
2. Principal
3. Association
4. Teacher
Submit to Principal in Duplicate

_____

Building Assignment Name of Grievant Date Filed

STEP I

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance

2. Relief Sought:

_____ _____
Signature Date

_____ _____
Principal Signature Date Received

C. Disposition of: Principal

_____ _____
Signature Date

D. Received by Association Signature _____

_____ _____
Agreement? (answer yes or no) Date

STEP II

A. Date Received by Superintendent or Designee: _____

B. Disposition of Superintendent or Designee:

_____ _____
Signature Date

C. Position of Grievant and/or Association:

_____ _____
Signature Date

STEP III

A. Date Received by Board of Education: _____

B. Disposition of Board of Education:

_____ _____
Signature Date

C. Position of Grievant and/or Association

_____ _____
Signature Date

STEP IV

A. Date Submitted to Arbitration: _____

B. Disposition and Award of Arbitrator:

_____ _____
Signature Date

NOTE: All provisions of Article 7 of this Agreement shall be strictly observed in the settlement of grievances.

APPENDIX B
EXTRA TIME REQUEST

This form is for implementing 33.16 in the EREA / BOE Master Agreement.

33.16: *If the administration needs teachers to perform job-specific or school-related duties outside the normal workday (as defined in 13(1)(2)(3)(4), or on a non-school day, (as defined in 21.4.), administration and the teacher will plan for a determined number of hours/ at thirty-three ($33)) per hour, before requesting approval of the Superintendent. The Superintendent will communicate with the Association in each situation with sole discretion belonging to the Superintendent. If the request is denied, the teacher and principal may work together to arrange release time during the school day for the teacher to work on the project.*

Date submitted:

Teacher Name:

Building / Principal:

1. **Work being requested: include the scope of the work and the project duration.**

2. **Proposed number of hours for work requested:**

For Superintendent

- ☐ Approved as written
- ☐ Approved with adjustments noted here:

- ☐ Not Approved

_____

Superintendent Signature Date

Please provide a completed copy back to the EREA president and building principal.