Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

MASTER AGREEMENT

Between the

Charlevoix-Emmet Intermediate School Board

and the

Charlevoix-Emmet Intermediate School District

Transporters Association, MEA/NEA

September 1, 2025 - August 31, 2030

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

TABLE OF CONTENTS

Section	1	Agreement	1
Section	2	Recognition	1
Section	3	Purpose	1
Section	4	Extent of Agreement	2
Section	5	Association Rights	2
Section	6	Board Rights	3
Section	7	Employee and Protection	4
Section	8	Grievance Procedure	5
Section	9	Student Management and Discipline	7
Section	10	Negotiation Procedure	8
Section	11	Work Year, Work Week, Work Day	8
Section	12	Working Conditions	9
Section	13	Vacancies, Transfers and Promotions	9
Section	14	Seniority	10
Section	15	Reduction in Personnel, Layoff and Recall	10
Section	16	Job Description and Classification	11
Section	17	Continuity of Operations	12
Section	18	Illness and Disability	12
Section	19	Other Paid Leaves	13
Section	20	Unpaid Leaves	14
Section	21	Employee Evaluations	15
Section	22	Insurance/Miscellaneous Benefits	16
Section	23	Duration of Agreement	19
Appendix	A	Transporter Evaluation	20
		Observation of Driving Checklist	25
Appendix	B	Salary Schedule	27
Appendix	C	Grievance Report Form	TBD

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

SECTION 1 – AGREEMENT

A. This Agreement entered into this 1st day of September, 2025 by and between the Michigan Education Association/NEA and Charlevoix-Emmet Intermediate School District Transporters Association (MENNEA) as hereinafter called the "Association" and the Board of Education of the Intermediate School District of Charlevoix-Emmet Counties, Charlevoix, Michigan, hereinafter called the "Employer" or “District.”

B. In consideration of the following mutual covenants it is hereby agreed as follows:

SECTION 2 – RECOGNITION

A. The District hereby recognizes the Michigan Education Association, an affiliate of NEA, hereinafter the "Association", as the sole and exclusive bargaining representative for the purpose of and as defined in the Public Employment Relations Act as amended, MCL 423.201 et seq. ; (PERA) for all personnel in the following bargaining unit:

"All full-time and regular part-time transportation personnel including drivers and riders, but excluding substitutes, administrators, supervisors, third party contractors, and all other employees."

B. Unless otherwise indicated, use of the term "Employee" when used hereinafter in this Agreement shall refer to all employees represented by the above defined bargaining unit.

C. The Association shall also be considered the representative for probationary bargaining unit members. A "probationary" employee is an individual employed to fill a full-time or regular part-time bargaining unit position for a trial period of sixty (60) work days. Laid off probationary employees filling a regular substitute position, as defined in this Agreement, shall be given credit toward completion of the probationary period for any regular substitute service in the same assignment of five (5) or more consecutive work days.

D. Upon satisfactory completion of the probationary period, the employee's seniority date shall be retroactive to the first working day. At that time, the employee's name shall be entered on the seniority list as provided under Section 16 of this Agreement.

E. Substitute drivers who work for the employer for over sixty (60) days worked in a school year and who subsequently become employees within that or the next school year shall be given thirty (30) days credit toward the completion of the probationary period as defined above.

SECTION 3 - PURPOSE

A. This Agreement is negotiated pursuant to the Public Employment Relations Act, Act Number 336 of the Public Acts of 1947 as amended, to establish the wages, hours, terms and conditions of employment for the employees of the bargaining unit herein defined.

B. The wages, hours, terms and conditions of employment provided in this Agreement shall remain in effect until changed by written, mutual consent. The parties agree that their undertakings in this Agreement are mutual. Any previously established practice, policy, rule or regulation which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement.

SECTION 4 - EXTENT OF AGREEMENT

A. This Agreement shall constitute a binding obligation of both the Employer and the Association and, for the duration, may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of these parties in written and signed amendment to this Agreement.

B. Any individual contract between the Employer and an individual employee heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. Any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent Agreements to be executed by the parties. If an individual contract contains any

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

C. This Agreement shall supersede and have precedence over any rules, regulations or practices of the Employer which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Employer.

D. An emergency manager appointed under the Local Financial Stability and Choice Act, MCL 141.1501 et seq. may reject, modify, or terminate this Agreement as provided in that Act. This authority is a prohibited subject of bargaining under the Public Employment Relations Act (PERA).

E. This Agreement incorporates the Agreement reached by the parties on all agreed issues, which were subjects of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter covered by this Agreement.

SECTION 5 - ASSOCIATION RIGHTS

A. USE OF FACILITIES

The Union and employees shall have the right to use school building facilities at all reasonable hours for meetings provided that the appropriate request is made to the person responsible for scheduling and provided it does not conflict with the duties of the employee or the operation of the school district. The Association shall have the ability to use the inter- school delivery system for distribution of Association materials to employees, provided that such use does not change normal routes or increase costs to the District. A bulletin board shall be made available for matters of Association concern. No employee shall be prevented from wearing insignia, pins or other identification of membership in the union either on or off school premises.

B. CONDUCTING UNION BUSINESS

Duly authorized representatives of the Union shall be permitted to transact Intermediate School District personnel Union's business on school property at reasonable times provided that this shall not interfere with the duties of the employees or interrupt normal school operations. The Association shall reimburse the District for reasonable costs for making the building available.

C. USE OF EQUIPMENT

The Intermediate School District personnel shall have the right to access Association business school district equipment necessary for Association business at reasonable times when such equipment is not otherwise in use. The Association shall pay a reasonable cost of all materials and supplies incident to use. Equipment will be used on school premises.

D. POSTING OF NOTICES

The Association shall have the exclusive right to post notices of activities and matters of Association concern on designated bulletin boards at the Intermediate School District.

E. INFORMATION

The Board agrees to furnish to the Union, in response to a written request, available public information concerning the financial resources of the District, tentative budgetary requirements and allocation, and such other non-privileged information relevant to collective bargaining and handling and processing of grievances pursuant to law. The Union shall reimburse the Board for reasonable expenses incurred in furnishing information or making records available when special requests are made.

F. BOARD POLICIES

The Board shall inform the Union of any revisions in educational policy which affects working conditions. A copy of Board minutes will be posted to the ISD’s website.

G. ASSOCIATION BUSINESS DAYS

The Employer shall grant the Association ten (10) leave days for the use of its representatives to conduct Association business or participate in Association activities. It is understood that the

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

Association shall reimburse the District for the cost of substitutes, if necessary, and those sums paid to the Office of Retirement Services for Association release time for the day(s) so taken. The Association shall give the Superintendent or his/her designee forty-eight (48) hours notice before using such leave.

SECTION 6 - BOARD RIGHTS

A. The Association recognizes that the Employer has the responsibility and authority to adopt reasonable rules or policies, to manage and direct, on behalf of the public, operations and activities of the Charlevoix-Emmet Intermediate School District to the full extent authorized by the laws and the Constitution of the State of Michigan and of the United States provided that such rights and responsibilities shall be exercised by the Employer in conformity with the provisions of this Agreement.

B. The Association recognizes that the Board on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Constitution and by the statutes of the State of Michigan, particularly the Michigan School Code, and by the Constitution of the United States, including, without limiting the generality of the foregoing right to: establish policy for the executive management and administration control of the school system; to assign and direct all personnel; to determine the services, supplies and equipment; to determine the size of the work force; to adopt reasonable rules and regulations pertaining to the operation and administration of the school system; to determine qualifications of employees, including job descriptions and the essential job functions of employees; to determine reasonable provisions for health, safety, and first aid of employees during hours of employment; to determine the financial policies of the District, as well as the methods and means necessary to the proper execution of the foregoing obligations, provided that such rights shall be exercised in conformity with the provisions of this Agreement, and subject to the provisions of the law.

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities and authority under the Michigan Revised School Code or any other national, state, county, district or local laws or regulations.

SECTION 7 - EMPLOYEE RIGHTS AND PROTECTION

A. No non-probationary employees shall be disciplined without just cause. The term "discipline" includes: verbal warning, written warning, reprimands, suspensions and dismissal.

B. Each employee shall have the right to have an Association representative present at any scheduled meeting or conference with an administrator or supervisor at which there exists a reasonable likelihood (to the administrator's or supervisor's prior knowledge) that the conference will result in imposition (or recommendation therefore) of disciplinary sanctions against said employee. No disciplinary action shall be taken against an employee without the presence of such representation (unless waived by the employee) except in emergency situations in which both immediate action is necessary and prior notification of a representative is not reasonably possible. Such scheduled meetings or conferences shall not be reasonably delayed due to the unavailability of Association representatives.

C. An employee shall have the right upon written request to review the contents of his/her personnel file and to have a representative of the Association accompany him/her in such review as provided by law. Such reviews shall not be held during the employee's regular duty time unless expressly authorized by the employee's immediate supervisor.

D. Whenever new material, including but not limited to, student, parental, or school personnel complaints are placed in an employee's personnel file, the employee shall be provided an opportunity to review the material so included. Drivers shall not retaliate or discriminate against any identified complainant or his/her child as a result of the complaint. The employee may submit a written notation regarding any material, including complaints, and the same shall be attached to the file copy of the material in question as provided by law. After reviewing material to be placed in an employee's file, the affected employee shall sign said material and such signature shall be

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

understood to indicate awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the material. If the employee shall refuse to sign any such material, the administration may send a copy of the same to the President of the Association, who shall sign their same and specifically acknowledge in writing that a copy was served on the employee and that the employee refused to sign their name. If the employee believes such material is inaccurate the employee shall file a written rebuttal within ten (10) days after presentation of the material to the employee. If the Superintendent deems the material to be inappropriate or in error, the material shall be corrected or expunged from the file, whichever is appropriate. All recommendations, written or oral, shall be used solely on the contents of the bargaining unit member's personnel file. Verified evidence resulting from the investigation of any complaint including identification of the source of such evidence may be included in the employee's personnel file subject to the provisions of this paragraph.

E. Any assault upon an employee shall be promptly reported to the Employer. The Employer shall render reasonable assistance to the employee, when possible, to prevent injury so long as the incident was not occasioned by the misconduct or negligence of the employee and the employee was acting within the scope of his/her employment.

Pursuit to the authority as set forth in the Michigan Revised School Code, the Board will provide liability insurance protection to cover employees whose actions comply with Board of Education policies and within the underwriting rules and regulations as set forth by the carrier when the actions of the employee were within the appropriate scope of the employee's normal job duties and responsibilities. The insurance policy secured by the Board shall provide for coverage of not less than $250,000.

If the Board is unable to obtain liability insurance protection, as noted above, the Association shall be notified and the insuring provisions of this section shall become inoperative.

F. The provision of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, sex or marital status or membership in, or association with the activities of any employee organization.

A system of progressive and corrective discipline shall be applied to all employees in the District for acts or omissions which shall include, but not be limited to, those acts or omissions described as misconduct.

G. The following acts or omissions by any employee individually or in concert with any other person or persons shall constitute misconduct and shall be cause for discipline. This list is an example of dischargeable offenses and is not exhaustive:

1. Conduct which violates any established rules, regulations, policies, practices or directives of the board or their designee(s).
2. Conduct which violates any provision of the transporter agreement or handbook.
3. Conduct which violates the criminal or civil laws of this State or of the United States.
4. Conduct that is prejudicial to the proper administration of the duties and obligations imposed on the school district by the laws of this State
5. Conduct that is contrary to common established standards of honesty.
6. Conduct that exposes the school district or educational profession to contempt, censure, ridicule, or reproach.
7. Insubordination.
8. Excessive tardiness.
9. Excessive absenteeism.

H. The superintendent, any administrator, or supervisor may issue or initiate discipline. The Board or designee may implement the progressive discipline process at any appropriate level up to and including discharge.

- verbal warning
- written reprimand
- suspension with or without pay
- discharge

The District reserves the right to apply disciplinary measures consistent with the severity of the infraction.

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

SECTION 8 - GRIEVANCE PROCEDURE

A. A claim by an employee or the Association that there has been a violation, misinterpretation or misapplication of any provisions of this Agreement may be processed as a grievance, except as excluded in other provisions of this Agreement.

B. The Association shall designate one (1) representative to handle grievances when requested by the grievant.

C. Employees who believe that they have been wronged by violation of this Agreement shall report the alleged grievance to their immediate supervisor within ten (10) school days of the occurrence. At their discretion, the grievants may ask that a member of the Association accompany them to the informal meeting. If, as a result of an informal discussion with the supervisor, a grievance still exists, within ten (10) school days of the informal discussion the grievant(s) may invoke the formal grievance procedure included herein by submitting to their immediate supervisor the Grievance Report form as included in Appendix D. A copy of the Grievance shall be transmitted to the President of the Association and to the Chairperson of the Grievance Committee.

D. Within ten (10) school days of receipt of the grievance, the supervisor shall meet with the representative regarding the grievance and shall indicate the disposition of the grievance in writing within ten (10) school days of the meeting and shall furnish a copy thereof to the Association.

E. If the Association is not satisfied with the supervisor's written disposition of the grievance, or if no disposition has been made within ten (10) school days of such meeting, the grievance shall be transmitted to the Intermediate School Superintendent. Within ten (10) school days of receipt, the Superintendent shall meet with the representative of the Association on the grievance and shall indicate the disposition of the grievance and shall furnish a copy thereof to the Association.

F. If the Association is not satisfied with the disposition of the grievance by the Superintendent, or if no disposition has been made within ten (10) school days of such meeting, then either party may within ten (10) working days of the Federation's receipt of the Superintendent's decision, request the assistance of a Michigan Employment Relations Commission (MERC) mediator. Such mediation will commence at a mutually agreed upon time. The parties may agree to waive mediation. If mediation results in a satisfactory resolution of the grievance, then the parties shall reduce it to writing.

G. Individual employees shall not have the right to process a grievance to arbitration. If the issue is not resolved within ten (10) work days after the last MERC mediation meeting, the Association may submit the grievance to arbitration before an impartial arbitrator by serving a written demand to arbitrate within ten (10) school days. If the parties cannot agree upon an arbitrator within ten(10) school days, the Association may file a petition with the American Arbitration Association, serving a copy of the same on the District. The proceedings shall be in accordance with the Michigan Uniform Arbitration Act, MCL 691.1681, et seq.

H. Neither party may raise a new defense or ground at arbitration not previously raised or disclosed at other written levels.

I. The decision of the arbitrator shall be final and binding on the parties.

J. Powers of the arbitrator are subject to the following limitations:

1. He/She shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.

2. He/She shall have no power to establish salary scales.

3. He/She shall have no power to change any practice, policy or rule of the Board nor substitute his judgment for that of the Board as to the reasonableness of any such practice, policy, rule or any action taken by the Board as long as said practice, policy, or

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

rule is not in violation of any provision of this Agreement.

4. He/She shall have no power to decide any question which, under this Agreement, is within the responsibility of the management to decide.

5. He/She shall have no power to interpret state or federal law.

6. He/She shall not hear any grievance previously barred from the scope of the Grievance Procedure.

7. In the event that a case is appealed to the arbitrator on which he has no power to rule, it shall be referred to the parties without decision or recommendation on its merits.

8. More than one grievance may not be considered by the arbitrator at the same time except upon expressed written mutual consent and then only if they are of similar nature.

9. Where no wage loss has been caused by the action of the Board complained of, the Board shall be under no obligation to make monetary adjustments and the arbitrator shall have no power to order one.

10. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based.

11. The arbitrator shall have no power to review any matter which has been filed with the Civil Rights Commission, MERC, or the state or federal courts.

12. The arbitrator shall have no power to rule upon the termination of services of or failure to re- employ any probationary employee.

13. The arbitrator shall have no power to rule upon any matter involving the content of employee evaluation.

K. The filing fees and expenses of the arbitrator shall be shared at the rate of 50% for the Association and 50% for the Board.

L. Should an employee fail to institute a grievance within the time limits specified, the grievance will not be processed. Should an employee fail to appeal a decision within the limits specified or leave the employment of the Board, except a claim involving a remedy directly benefiting the former employee grievance regardless of his/her employment, all further proceedings on a previously instituted grievance shall be barred.

M. All preparation, filing, presentation or consideration of grievances shall be held at times other than a member's or participating Association representative's assigned duty times.

N. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

0. Notwithstanding the expiration of this Agreement, any claim or grievance arising hereunder may be processed through the Grievance Procedure until resolution.

P. If the grievance is satisfactorily resolved at any level, action on the grievance shall terminate.

Q. The term "days" when used in this Article shall mean work days as identified in the school year calendar. In the summer, the term “days” when used in this Article shall mean days when the District’s Office is open.

R. All grievances filed under this Article shall:

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

1. Be specific and be signed by the grievant(s);
2. Contain a synopsis of the facts which give rise to the alleged violation;
3. Contain the date of the alleged violation;
4. Cite the section(s) of the Agreement alleged to have been violated;
5. Contain a remedy desired by the grievant(s);
6. Be reduced to writing as specified above on the form approved by and attached to this Agreement.

SECTION 9 - STUDENT MANAGEMENT AND DISCIPLINE

A. The Employer shall develop and distribute rules and regulations setting forth the procedures to be utilized in disciplining students. During the month of June, the Association shall have the right to request a meeting with the Administration for purposes of offering suggestions for any revisions or modification to the existing disciplinary rules and regulations. This meeting request will be granted by the Administration. These rules and regulations shall be set forth in the Transportation Handbook, a copy of which shall be made available to employees at the commencement of each school year. Upon presentation of the Transportation Handbook, the employee shall sign for receipt of the same. It is the responsibility of each driver to become familiar with the content of the Transportation Handbook.

B. In accordance with the provisions of state law, employees may use reasonable restraint/physical force upon a pupil as necessary to maintain order and control for the purpose of providing an environment conducive to safety to protect themselves, a fellow employee, district employee or administrator or another student from attack, physical abuse or injury. Employees complying with the District rules and regulations and state and federal law who are acting in the line of duty with respect to maintenance and control of students shall be given reasonable support and assistance by the District so long as the incident was not occasioned by the misconduct or negligence of the employee and the employee was acting within the scope of his/her employment. Any case of assault upon an employee shall be promptly reported to the Employer or its designated representatives.

C. An employee may request and the Administration may schedule an IEP meeting for students who exhibit continual behavioral or other problems disruptive to the safe transportation of the student(s) and driver. Employees shall first attempt to resolve such situations through the transportation supervisor. If such does not resolve the situation, the employee may refer the matter to the Assistant Superintendent. If such does not resolve the situation, the employee may then refer the problem to the Superintendent for action prior to requesting an IEPC.

   In addition, employees who are given more than eight (8) students on a run shall have the option of requesting an aide or administrator to assist with discipline for the run. The Administrator shall take appropriate steps to relieve the situation.

D. Any changes to a student transportation plan will be communicated to the transporter prior to implementation.

SECTION 10 - NEGOTIATION PROCEDURE

A. Contract negotiations shall commence hereafter by a written notice mailed or delivered by the Association to the Board on or before sixty (60) days of the expiration of this Agreement.

B. In any negotiations described in this Section, neither party shall have any control over the selection of the negotiation or bargaining representatives of the other party. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board and by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each shall have all necessary power and authority to make proposals, consider proposals and made concessions in the course of negotiations of bargaining, subject only to such ultimate ratification.

C. There shall be two signed copies of any final Agreement. One copy shall be retained by the Employer and one by the Association. Copies of this Agreement shall be posted to the District's website.

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

SECTION 11 - WORK YEAR, WORKWEEK, WORK DAY

A. The normal work year for bargaining unit members shall be one hundred eighty three (183) days inclusive of three (3) professional learning days which coincide with teacher in-service days, and fall and spring all staff meetings, except for assignments associated with programs operated on a diminished schedule during the normal school year or for extended year (e.g., 230 day) programs. The minimum call-in time for emergency situations shall be two (2) hours.

B. If an employee is assigned to work as a substitute, he/she shall be paid their regular rate for that assignment.

C. Employees shall be granted a daily fifteen (15) minute period for purposes of completing preliminary and postliminary activities associated with their work assignment. These activities shall include, by way of illustration, safety checks and vehicle cleanup.

D. Scheduled days of student instruction which are not held because of conditions not within the control of school authorities, such as inclement weather, fires, epidemics, mechanical breakdowns, or health conditions (as defined by city, county, or state health authorities) will be rescheduled as necessary to ensure that there are a minimum number of days of student instruction as prescribed by Michigan law and/or as required by the Michigan Department of Education. Employees shall be excused without loss of pay for the maximum number of days allowed for unexpected closures by state law (currently 6 days). Staff will not be required to report for school on those days which are cancelled due to the above conditions; however, employees will report on rescheduled days that are above the number of days allowed for unexpected closures by state law. If the district is approved for a waiver of days above the state allowed days (maximum up to 3 days), the employees will be compensated retroactively for those days.

E. In addition to Section 13, D, above, when Intermediate School District activities are not closed due to inclement weather and when, in the judgment of the bargaining unit member, during the route such inclement conditions make it unsafe to pick up individual student(s), such students shall not be transported and the bargaining unit member shall not lose pay as a result. Bargaining unit members shall not determine if a route is able to be run, but do have the ability to determine individual student pick up based on conditions. Bargaining unit members shall report such situations to the Administration as soon as is practical on such days.

SECTION 12 - WORKING CONDITIONS

A. Employees shall not be required to work under recognized unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being. Employees shall immediately report any recognized, unsafe, or hazardous conditions to their immediate supervisor. Employees recognize their responsibility to perform their duties in a manner so as to minimize unsafe or hazardous conditions.

B. Employees shall be permitted emergency stops for purposes of using restroom facilities. Employees agree that such stops shall be kept to a minimum and that supervision of students being transported shall be provided during such stops.

C. An employee shall be responsible to an immediate supervisor, said supervisor to be designated by the Employer to be the Supervisor of Transportation. The designation of an immediate supervisor shall not preclude the exercise of normal and customary managerial duties by central office administrators with respect to bargaining unit personnel.

D. Bargaining unit members shall receive ten (10) dollars per month up to six (6) months per school year reimbursement for electricity used for warm-up devices used in propane or diesel vehicles. The employee will provide cost verification at the request of the Employer. Bargaining unit members shall be reimbursed for such other approved expenses as are required to perform their duties. Verification will be presented at the Employer's request.

E. When practical field trips/extra runs shall be offered to employees first as long as it does not make them eligible for overtime.

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

F. The CEISD would recognize that employees under the CEISD TA agreement may be utilized, at the request and pre- approval of management, to provide training to prospective new drivers. Time worked in this capacity shall be paid at the Transportation Assistant rate of the support staff pay schedule based on the step of the employee.

SECTION 13 - VACANCIES, TRANSFERS AND PROMOTIONS

A. A vacancy shall be defined as a newly created position or a present position that is not filled and that the Employer has stated its intention to fill.

B. All vacancies shall be distributed to employees by email, letter, and/or text. Employees shall have ten (10) work days to apply for the vacancy. Said posting shall contain the following information:
1. Type of Work
2. Location of Work (as known on date of posting)
3. Starting Date
4. Rate of Pay
5. Hours to be Worked (as known on date of posting)
6. Classification
7. Minimum Requirements
8. Ending date for applications

C. Interested employees may apply in writing to the Superintendent or designee within the ten (10) day posting period. The Employer shall notify employees of vacancies occurring during the summer months of June, July, and August by sending notice of the same to each employee electronically to their last known address. The Association president shall be notified electronically of each vacancy which is to be posted. Vacancies occurring during the summer months as defined above shall be posted for a minimum of five (5) work days prior to being filled by the Employer as otherwise covered by this Section.

D. Vacancies will be filled with the most qualified, senior,
E. applicant, should more than one member apply, provided that the most senior candidate would add no more than ten (10) miles, round trip to the route as compared to less senior applicants. In such cases, the Employer may waive the mileage factor at its discretion. In situations where there is only one applicant from the bargaining unit, such employees shall be given priority over outside applicants subject to the mileage restrictions and waiver clause as outlined above.

F. Within ten (10) work days after the expiration of the posting period, the Employer shall make known its decision as to which applicant has been selected to fill a posted position. Each applicant shall be so notified in writing with a copy provided to the Association.

G. The parties agree that involuntary transfers of employees are to be affected only for reasonable and just cause.

SECTION 14 - SENIORITY

A. Seniority shall be defined as length of service within the District as a member of the bargaining unit (excluding periods of layoff and unpaid leave). Accumulation of seniority shall begin from the bargaining unit member's first working day. In the event more than one (1) individual bargaining unit member has the same starting date of work, position on the seniority list shall be determined by drawing lots.

B. Probationary employees shall have no seniority until the completion of the probationary period at which time their seniority shall revert to their first day of work.

C. The Employer shall prepare, maintain and post the seniority list. The initial seniority list shall be prepared and posted conspicuously in all buildings within thirty (30) work days after the effective date of this Agreement with revisions and annual updates prepared and posted by October 15th of each year thereafter. A copy of the seniority list and subsequent revisions shall be furnished to the Association. Any objections to the seniority list shall be raised by the Association within thirty (30) days of receipt.

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

D. Seniority shall be lost by an employee upon termination, resignation, retirement, or transfer to a non-bargaining unit position.

SECTION 15 - REDUCTION IN PERSONNEL, LAYOFF AND RECALL

A. Layoff shall be defined as a necessary reduction in the number of routes which results in the discontinuation of employment of a designated number of employees.

B. No employee shall be laid off pursuant to a necessary reduction in the work force unless said employee shall have been notified of said layoff at least forty-five (45) calendar days prior to the effective date of the layoff, if possible. In no event shall such notice be less than ten (10) work days. In the event of a necessary reduction in workforce, the Employer shall first lay off probationary employees. In no case shall a new employee be employed by the Employer while there are laid off employees who are qualified for a vacant or newly-created position.

C. There shall be no reduction in the normal work hours provided for any employee or position without prior notification to the Association. In no case shall a reduction of any employee's work hours take effect until ten (10) work days after written notice to the affected employee(s) is given by the Employer. When students are absent due to illness or other reasons but are expected to return, employees shall maintain their normal hours for the duration of such absence up to the first ten (10) days.

D. A laid off employee shall, upon application and at his/her option, be granted priority status on the substitute list according to his/her seniority. Notices of recall shall be sent by certified or registered mail to the last known address as shown on the Employer's records. The recall notice shall state the time and date on which the employee is to report back to work. It shall be the employee's responsibility to keep the Employer notified as to his/her current mailing address. A recalled employee shall be given fifteen (15) calendar days from receipt of notice, excluding Saturday, Sunday and holidays, to notify the Employer of his/her intent to report to work. The Employer may fill the position on a temporary basis until the recalled employee can report for work providing the employee reports within the fifteen (15) day period. Employees recalled to work for which they are qualified and which is commensurate with the position left are obligated to take said work. An employee who declines recall for work for which he/she is qualified shall forfeit his/her seniority rights and shall be considered to have voluntarily terminated his/her employment with the District.

E. The order of layoff and recall shall be determined by seniority with the least seniors to be laid off first and the most senior to be recalled first subject only to the mileage considerations covered in Section 15 (D).

SECTION 16 - JOB DESCRIPTION AND CLASSIFICATION

A. A job description for the transporter classification has been developed as part of this Agreement. The description shall be distributed to all current employees and to all new employees when hired by the District through distribution of this Agreement.

B. The basic compensation of each employee shall be as set forth in Schedule A. There shall be no deviation from said compensation rates during the life of this Agreement.

C. The following conditions shall apply to all overtime work:
   1. Time and one-half will be paid for all hours worked over forty (40) hours in one (1) week and all hours worked on Saturdays or Sundays. Prior to working on a Saturday or Sunday, supervisor pre-approval is required.

D. All hours worked, including overtime, must be submitted to the employee’s immediate supervisor on a timesheet. Failure to follow these requirements may result in a denial of overtime pay.

E. All drivers must maintain certification for the position they hold. The physical examinations shall be given by a DOT recognized physician for this examination and the cost for the examination shall be paid by the Employer. Time needed for the physical examination is not compensable by the employer. Once employed, the time for required random drug testing is compensable by the

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

employer.

F. Inservice sessions arranged for bargaining unit members shall be compensated in the following manner:
   1. Inservice sessions at the conclusion of or within the school day shall be compensated as if there were no interruption of duties.
   2. Inservice sessions requiring attendance beginning more than one (1) hour after the end of the transporter's normal day shall be paid for actual time in attendance at the session plus one-half (1/2) hour for time traveled.

SECTION 17 - CONTINUITY OF OPERATIONS

A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled by an impartial third party, the parties have removed the basic cause of work interruptions during the period of this Agreement. The Association accordingly agrees that it will not, during the period of this Agreement, directly or indirectly, engage in or assist in any strike against the Employer, as defined by the Public Employment Relations Act, (MCLA 423.201 et seq.; MSA 17.455 (1) et seq.).

B. The Employer also agrees that it will not lockout any bargaining unit member during the term of this Agreement.

SECTION 18 - ILLNESS AND DISABILITY

A. At the beginning of each work year, each employee shall be credited with seventy-two (72) hours of sick leave.
   1. Employees completing Char-Em ISD experience of one through eleven years may receive up to one-half (1/2) of the unused portion of the current year allocation. This shall be paid at the employee's daily rate of pay at the end of the school year. Paid unused hours will be deducted from the available balance. The remaining unused portion shall be accumulated each year.
   2. Employees completing Char-Em ISD experience of twelve years or more and with the maximum accumulated hours are eligible to receive up to the full balance of the unused portion of the current year allocation. The shall be paid out at the employee's daily rate of pay at the end of the school year. Paid unused hours will be deducted from the available balance.
   3. A maximum of 360 sick leave hours can be accumulated by each employee.
   4. Employees who start work after the beginning of the school year shall have the 72 hours of sick leave prorated on a monthly basis or the major fraction thereof.

B. Notwithstanding any contrary Agreement language, if the Michigan Earned Sick Time Act (“ESTA”) is in effect, the first 72 hours of paid sick leave may be used for any ESTA purpose each ESTA year (i.e., each school year), with those 72 leave hours subject to the ESTA conditions.

C. Absence due to an injury incurred in the course of the employee's employment shall not be charged against the employee's sick leave days.

D. The sick leave hours may be taken by an employee for the following reasons and subject to the following conditions:
   1. Personal Illness or Disability: The employee may use all or any portion of his/her leave to recover from his/her own illness or disability which shall include, in part, all disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery. The employee may use all or any portion of his/her leave for purposes of adoption or childcare subsequent to childbirth.
   2. Illness in the family.

E. An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available shall, upon application as outlined in Section 22 Unpaid Leaves, be granted an unpaid leave of absence for the duration of such illness or disability, up to one (1) year, so long as the District is provided with the proper notice and documentation by the employee.

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

F. It shall be the responsibility of the Administration and not the employee to decide the necessity and the identity of substitutes for bargaining unit members taking leaves as provided under Section 20, 21 and 22. The Employer shall contact and secure all substitutes.

G. Employees working during the summer for the District shall be allowed to utilize accumulated sick leave during the summer.

SECTION 19 - OTHER PAID LEAVES

A. Any employee called for jury duty, or who is subpoenaed to testify during work hours in any judicial or administrative matter, including requested attendance during an arbitration or fact-finding proceeding, shall be paid his/her full compensation for such time so long as the proceeding was not occasioned by the misconduct or negligence of the employee and the employee was acting within the scope of his/her employment. Compensation received from the court for such duty shall be remitted to the District.

B. The employee shall be granted a maximum of three (3) days paid leave per death for immediate family members. Immediate family shall be interpreted as husband, wife, mother, father, step-mother, step-father, brother, sister, children, grandchildren, father/mother-in-law, grandparents, grandparents-in-law, step-children, and step-siblings.

The employee may take one (1) paid sick day per death to attend the funeral of any non-immediate family member.

Unused funeral/bereavement leave shall not be cumulative. Employees working during the summer for the District shall be allowed to utilize this leave during such duty in which case the limits referenced above shall be charged against the next year's allowance. An extension to this leave may be requested by the employee and granted by the Superintendent.

C. Employees shall be granted two (2) days per year, from the seventy-two (72) hours allotted in Section 20, A, non-accumulative, which may be used by the employee for his or her personal business. Use of such days shall require a forty-eight (48) hour notice to the immediate supervisor except in emergency circumstances.

Personal leave days are not to be used for recreation or leisure or to extend a vacation or holiday. Personal leave days may be used during times (other than weekends or summer recess) that the District is closed and the member would otherwise be unpaid.

Employees may use additional sick hours to cover non required professional learning time when no other paid opportunities are offered (i.e when classrooms have an in-service day). Administration and the association will work collaboratively to identify appropriate work opportunities on the non required professional learning days.

Personal leave days can be utilized during December or Spring Break to avoid unpaid days.

D. Each employee shall receive the following paid holidays:

- Thanksgiving Day
- Christmas Day
- New Years Day
- Memorial Day

Employees with two daily routes will be paid for 24 hours for the December break. Employees with a single route will be paid 12 hours.

Employees with two daily routes will be paid for 30 hours for Spring Break. Employees with a single route will be paid for 15 hours.

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

SECTION 20 - UNPAID LEAVES

A. Unpaid leaves of absence may be taken for the following purposes:

1. Military Leave: A military leave (to the extent required by law) shall be granted to any employee who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States, or who shall enlist, volunteer or be called for active duty in the National Guard or Reserve.

2. Parental/Child Care: A leave of up to one (1) year may be granted by the Superintendent to any employee for the purpose of child care. A child care leave shall only be taken when the object child of the leave is newborn, newly adopted or critically ill. It is further understood that an employee shall have the right to commence a child care leave prior to or subsequent to the birth of his/her child, at his/her option.

   The employee may request to terminate the leave anytime after the birth of the child, such termination subject to the approval of the District and provided that she is physically able to perform her work responsibilities. In the event of the death of the object child of the leave, the employee shall have the right to terminate the leave upon ten (10) calendar days notice to the District, provided that she is physically able to perform her work responsibilities.

3. The employee may request and the Board or its designee may approve other unpaid leaves of absence.

4. Family and Medical Leave in accordance with the Family and Medical Leave Act of 1993. This section shall not be construed as limiting the right of an employee to elect or the Employer to require to substitute paid leave for unpaid leave in accordance with section 102(d) (2) of the aforementioned legislation.

5. All applicable leaves of absence shall run concurrently with FMLA leave.

B. General conditions pertaining to unpaid leave shall be as follows:

1. Seniority shall remain unbroken but shall not accumulate during an unpaid leave of more than one (1) semester.

   Experience credit for the purpose of entitlement to salary steps under this contract shall not accrue during unpaid leaves of ninety (90) days or more.

2. Unpaid leaves requested due to illness/disability must be accompanied by a physician's certificate that the employee is unable to work and the general reason therefore. Physician's statements shall be by a medical doctor (M.D.) or a doctor of osteopathy (D.O.). The District shall have the right to independent medical verification both before the employee is granted leave and before the employee is permitted to return to work. Such verification shall be at the District's expense and shall be arranged with the employee at a mutually convenient time.

3. All requests for unpaid leave shall be submitted to the Superintendent or his/her designee in writing. The request shall specify the desired beginning and ending dates of the leave and the purpose for which leave has been requested. The employee and District shall cooperate to schedule the beginning and ending dates of leave so as to cause the least disruption to school operations, considering also the needs of the employee.

4. An extension of up to one (1) year may be granted on all of the above-stated leaves. At least thirty (30) days prior to the ending date of the leave, an employee must notify the District in writing of the request for an extension, giving the ending date of the extension. The District will notify the employee within ten (10) calendar days upon receipt of the request for extension as to whether or not the extension has been granted.

5. Employees on an unpaid leave of absence shall confirm to the Superintendent, in writing, their intent to return immediately on expiration of their leave. This written notification must be received by the Superintendent not less than twenty (20) calendar days prior to the expiration date of the leave.

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

6. Return from leave shall be to the employee's former classification (transporter). Failure to return from leave on the date specified (unless otherwise excused) shall constitute a voluntary termination of employment with the District.

7. Employees shall not be eligible for any unpaid leave under this Article until completion of one (1) year of service with the District, unless granted by the Superintendent because of unusual or emergency circumstances.

8. Unpaid leave days may be granted subject to the following conditions:
   1. Usage is limited to two (2) employees on any one day on a first come, first served, basis. Such limit may only be exceeded through approval of the Superintendent.

   2. Each employee is limited to two (2) days of such unpaid leave per year. Usage above the two (2) days requires approval of the Superintendent.

   3. In situations as described above which require administrative approval, one criteria which will be required will be the availability of a qualified substitute. Such substitutes must be secured prior to such exceptions being granted.

SECTION 21 - EMPLOYEE EVALUATIONS

A. All monitoring or observation of the work of each employee shall be conducted on the basis of personal observation or investigation. Electronic surveillance equipment shall not be used exclusively in place of personal observation for evaluation purposes as outlined in this section.

   It is understood that the evaluation process includes assessment of the employee's total job performance and may be in part based upon job-related conduct which has not been personally observed by the supervisor. In the latter circumstance the supervisor shall identify the specific facts involved which shall be substantiated before inclusion in the evaluation.

B. Employee evaluation shall be by formal observation or investigation of bargaining unit member work. Each evaluation shall include at least one (1) Observation of Driving Checklist completed as a result of an announced formal observation by the Supervisor as a passenger in the driver's assigned vehicle. This observation shall be preceded by twenty four (24) hours advance notice except in extreme circumstances. This shall not prohibit a supervisor from boarding a vehicle for the purpose of assuring the safety of students or Intermediate School District property. Informal observations attached to the evaluation shall be accompanied by verification where appropriate.

   Observations shall be for periods of time that accurately sample the employee's work. Each employee, upon his/her employment or at the beginning of the school year, whichever is later, shall be apprised of the specific criteria upon which he/she will be evaluated. The criteria shall be limited to the actual performance of job duties. Work outside of the bargaining unit member's normally assigned duties shall not be evaluated. Evaluations shall be by personal observation or investigation conducted by the employee's immediate supervisor.

C. All evaluations shall be reduced to writing and a copy given to the employee within ten (10) work days of the evaluation. If a supervisor believes an employee is doing unacceptable work, the reasons therefore shall be set forth in specific terms as shall an identification of the specific ways in which the employee is to improve and of the assistance to be given by the Employer towards that improvement. The employee agrees to cooperate with administrative efforts at performance improvement.

   In subsequent observation reports, failure to again note a specific deficiency shall be interpreted to mean that improvement has taken place, provided that the supervisor has had the opportunity in the subsequent observation to witness conditions comparable to those underlying the original deficiency rating.

D. Following each formal evaluation, which shall include a conference with the evaluator, the employee shall sign and be given a copy of the evaluation report prepared by the evaluator. In no case shall the employee's signature be construed to mean that he/she necessarily agrees with the

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

contents of the evaluation. An employee may submit a rebuttal to the written evaluation if he/she disagrees with the content of the evaluation as provided by law. Such rebuttal must be submitted within ten (10) work days from receipt of the evaluation by the employee.

All written evaluations are to be placed in the employee's personnel file.

E. At the completion of the probationary period an evaluation of the employee's work shall be completed following the procedures of this provision. Additionally, all employees shall be evaluated as set forth herein by the end of the school year. Failure to complete such evaluations shall be interpreted to mean that the employee's performance during the time period in question was satisfactory.

F. In the event an employee is not continued in employment, the Employer will advise the employee of the specific reasons therefore in writing. If an employee is discharged, the Employer will advise the Association of the discharge and the identity of the employee. If the employee consents, the Employer shall advise the Association of the reasons for discharge.

G. Each employee's evaluation shall include at the conclusion of the report the statement: "Considering all factors, the work performance of this bargaining unit member is ___ Effective, ___ Developing, ___ Needs Improvement" and one of the items must be checked.

H. If an employee receives three consecutive "Effective/Satisfactory" ratings, the employee will be eligible for two years of no formal evaluation, followed by a formal evaluation the third year, and if that evaluation is "Effective", then the employee will be eligible for an additional two years without a formal evaluation followed by a formal evaluation in the third year. If an "Effective" rating is not earned in the third year, then the employee would return to an annual formal evaluation until three consecutive "Effective" ratings are earned to be eligible for two years with no formal evaluation.

SECTION 22 - INSURANCE/MISCELLANEOUS BENEFITS

A. The Employer shall provide insurance benefits as determined by the Association for a full twelve-month period from September 1, through August 31 for each bargaining unit member.

1. For the 2025-2026 plan year, the Employer shall provide the single subscriber amount of $622.68 monthly for individuals needing health insurance. Individuals who wish to purchase additional insurance or who exceed the limits set forth for payment by the Employer as described in this section shall have the balance of such cost paid through payroll deduction and/or direct payment and shall figure such payment on the basis of twenty-one (21) pays.

2. For the 2026-2027, 2027-2028, 2028-2029, and 2029-2030 plan years (January 1 - December 31) the dollar amounts listed above will be increased based on the change in the medical care component of the United States consumer price index as calculated and published by the Michigan Department of Treasury for Public Act 152 (PA 152). If PA 152 is repealed or amended, the District's contribution will increase by no more than 3%.

3. On an annual basis, the Association shall have the right to adjust its choice of health care benefit plan package and shall give notice of such decision to the Employer no later than November 15th of each year.

4. On an annual basis, the Employer shall front load the deductible for each employee who is eligible for, and exercise his/her rights to the health care benefit.

5. The Employer shall provide, at no cost to the bargaining unit member, VSPIII Gold to the member and his/her immediate family.

6. The Employer shall provide MESSA life insurance (member only) at $30,000 with AD&D at no cost to the bargaining unit member.

7. The Employer shall provide MESSA long-term disability (LTD) insurance at 60%, Plan I, $2,000 monthly maximum on benefits to the bargaining unit member at no cost to him/her. The Employer agrees to review and consider an upgrade to the LTD insurance coverage from a ninety (90) day fill to a thirty (30) day fill.

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

8. The Employer shall provide, at no cost to the bargaining unit member, Delta Dental insurance: 60/60/60, Yearly Max $1500, Class IV 60%, $2000 lifetime max to the member and his/her immediate family.

B. For individuals not requiring health insurance, the Employer shall provide the amount above (A.1) which may be applied toward MESSA fixed or variable options or a cash option in lieu of health benefits up to the amount indicated above (A.1), according to the following:

1. Cash in lieu will be provided on the condition that: (1) employee voluntarily and in writing opts out of the available medical health care plan, and (2) provides documentation to the Superintendent's designee that the employee has other medical health care coverage that meets the minimum value and coverage requirements of the Affordable Health Care Act.

2. The Employer shall formally adopt a qualified plan document which complies with Section 125 of the Internal Revenue Code.

3. The amount of cash payment received may be applied by the bargaining united member to an MEA financial services tax-deferred 403b plan. To elect a tax- deferred product, the employee shall enter into a salary reduction agreement.

4. The program will become effective not more than ninety (90) calendar days from the ratification of this agreement, benefits currently being provided to employees shall continue as is until the newly negotiated benefits program is in effect.

5. All costs relating to the implementation and administration of benefits under this program shall be borne by the Employer.

C. Employees may contribute up to one percent (1%) of gross yearly salary into a 403b plan through MEA Financial Services or other mutually approved vehicle. Once the member has reached the one percent (1%) level, the Employer will contribute two percent (2%) of gross yearly salary. The employee may exceed the one percent (1%) contribution on his/her own behalf, however, the Employer shall not be required to provide amounts over two percent (2%).

D. The Employer shall reimburse employees for the cost of commercial driver's license fees and renewals upon presentation by the employee of proof of successful application and receipt. Employees so reimbursed shall agree to complete the school year following such reimbursement. Employees voluntarily terminating employment before completing such school year shall have the amount of the reimbursement deducted from their last check.

E. Should an employee use more than 5 unpaid leave days, they will be billed on a per diem contract basis for health and vision benefits.

F. Long Term Care (LTC)

1. The LTC benefit policy is owned by the member, not Char-Em ISD.

2. If a member elects additional coverage above the $500 annual ($41.67 per month) Char-Em ISD contribution, the additional premium will be the responsibility of the member. The employee elected premium amounts will be deducted via payroll deduction. The deduction schedule will be based on the members normal pay schedule. Members with school year pay schedules will have 20 deductions. Members with year-round pay schedules will have 24 deductions. These deductions will be withheld twice per month based on the member's normal pay schedule.

3. Member spouses and children are eligible for this benefit based on requirements and allowances of the issuing agency. Char-Em ISD will not provide any contributions towards these employee elected dependent annual premium amounts.

4. If a member leaves employment with Char-Em ISD, the benefit will continue to be available to members with direct payment to the issuing agency. The member will assume the full cost of the annual premium. Char-Em ISD contributions will cease at the end of the members earned benefit period.

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

5. Members may waive this benefit at any time and will forfeit the Char-Em ISD paid $500 contribution towards the benefit premium. This benefit contribution may not be applied towards any other benefits. An annual waiver form will be signed by the member if they choose to forfeit this benefit.

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

SECTION 23 - DURATION OF AGREEMENT

This Agreement shall be effective as of September 1, 2025 and continue in effect through August 31, 2030.

In witness whereof the parties hereto have caused this Agreement to be signed by their representative on this 1st day of September, 2025.

Charlevoix-Emmet ISD's Transporters Association	Char-Em ISD
Co President - Deborah Elzinga	**Board President - Larry Cassidy**
Co President - Kellie Weisler	**Vice President – Michael Aenis**
	Secretary - Mary Jason
	Treasurer - Beverly Osetek
	Trustee – Thelma Chellis
	Trustee - Barry Anderson
	Trustee - Jean Frentz
	Superintendent - Scott Koziol

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

APPENDIX A

CHARLEVOIX-EMMET INTERMEDIATE SCHOOL DISTRICT

TRANSPORTER EVALUATION

Employee Name: _____

Supervisor Name:_____

Evaluation Type: _____ Probationary _____ Yearly Evaluation

Date of Evaluation: _____

A. Certification		
Required Certifications	**Has Met the Certification Requirement**	**Has NOT Met the Certification Requirement**
Valid Chauffeurs/Class 3 endorsement/COL Certification (or license)		
Annual Physical		
Accumulated points or violations - # of points ____ (Must be under 7 points) Accident Record: # Preventable ____ # Not Preventable ____		

B. Work Habits & Attitude			
Indicators	**Effective**	**Developing**	**Needs Support**
1. Demonstrates responsibility, efficiency			
2. Demonstrates ability to work cooperatively with people			
3. Demonstrates a pleasant, positive attitude			
4. Demonstrates the ability to keep all information regarding a student & family confidential			
5. Participated in a minimum of 2 inservice sessions each year	Date _____ Date _____	Date _____	
Recommendations &/or comments regarding Work Habits & Attitude			

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

C. Job Performance			
Indicators	**Effective**	**Developing**	**Needs Support**
1. Driving Habits			
A. Observes state, county, city driving laws, rules & regulations			
B. Observes Speed Limits (under/over)			
C. Follows time schedule established for the route & 2 minute stop rule			
2. Student Control			
1. Reports problems to supervisor regarding student behavior			
2. Has established rules for riders			
3. Applies rules consistently			
4. Shows concern for student welfare (i.e. adult to receive child)			
5. Follows behavior management/ supervision policies			
Indicators	**Effective**	**Developing**	**Needs Support**
3. Pre-Trip Inspection			
1. Inspection completed			
2. End of Year Checklist completed			
4. Care & Maintenance of Vehicle			
1. General cleanliness of vehicle			
2. Timely reporting of needed repairs			
3. Proper care of emergency & other equipment			
4. Timely oil changes & maintenance checks			
5. Record Keeping			
1. Accurate & timely reporting of odometer readings			
2. Accurate & timely reporting of map routes			

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

3. Pickup & drop off times recorded			
4. Student information & emergency cards completed & in vehicle			
Recommendations &/or comments regarding Job Performance			

D. Policies		
Indicators	**Follows Policy**	**Does NOT Follow Policy**
1. Adheres to child restraint system policy		
2. Adheres to non-smoking policy		
3. Adheres to seat belt policy		
4. Adheres to route/timeliness policy		
5. Uses vehicle for official business only		
6. Has emergency evacuation procedures		
7. Adheres to confidentiality policy		
8. Adheres to route/timelines policy		

Recommendations &/or comments regarding overall evaluation:

Final Evaluation Rating: _____ Effective _____ Developing _____ Needs Support

I understand that my signature is not intended to indicate my agreement with the evaluation, but indicates I have read the evaluation. I recognize my right to discuss this evaluation with my Supervisor and attach comments concerning this evaluation.

_____

Evaluator Date

_____

Employee Date

Personnel File

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

CHARLEVOIX-EMMET INTERMEDIATE SCHOOL DISTRICT
TRANSPORTER EVALUATION
OBSERVATION OF DRIVING CHECKLIST (ATTACHED)

Name of Employee: _____

Name of Supervisor Conducting Observation: _____

Date of Observation: _____

CONCLUSIONS AND RECOMMENDATIONS

A. Overall Appraisal: _____ Effective _____ Developing _____ Needs Improvement

B. Recommendations for Improvement:

I understand that my signature is not intended to indicate my agreement with the appraisal but indicates I have read the appraisal. I recognize my right to discuss this appraisal with my evaluator and attach comments concerning this appraisal.

_____
Evaluator Date

_____
Employee Date

Personnel File

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

OBSERVATION OF DRIVING CHECKLIST

Date of Observation:_____ By Whom:_____

A. Work Habits & Attitude			
Indicators	**Effective**	**Developing**	**Needs Support**
1. Demonstrates responsibility, dependability, efficiency			
2. Demonstrates ability to work cooperatively with other people			
3. Demonstrates a pleasant, positive attitude			
B. Driving Habits			
1. Observes state, county, city driving laws, rules, & regulations			
2. Observes speed limits (over/under)			
3. Follows time schedule established the for the route & the 2 minutes stop rules			
4. Follows defensive driving guidelines			
C. Student Control			
6. Reports problems to supervisor regarding student behavior			
7. Has established rules for riders			
8. Applies rules consistently			
9. Shows concern for student welfare (i.e. adult to receive child)			
10. Follows behavior management/ supervision policies			
D. Pre-Trip Inspection			
Indicators	**Effective**	**Developing**	**Needs Support**
3. Inspection completed			

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

E. Care & Maintenance of Vehicle			
5. General Cleanliness of vehicle			
F. Record Keeping			
5. Student information & emergency cards completed & in vehicle			

G. Policies		
Indicators	**Follows Policy**	**Does NOT Follow Policy**
9. Adheres to child restraint system policy		
10. Adheres to non-smoking policy		
11. Adheres to seat belt policy		
12. Adheres to route/timeliness policy		

Recommendations and/or comment as a result of observation:

(List of students in vehicle attached)

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

Appendix B

2025-2026									
	0	1	2	3	5	10	15	20	25
Bus	$ 22.00	$ 23.21	$ 24.42	$ 25.64	$ 26.92	$ 28.32	$ 30.16	$ 32.03	$ 33.89
Car/Van	$ 20.00	$ 21.10	$ 22.20	$ 23.31	$ 24.47	$ 25.74	$ 27.42	$ 29.12	$ 30.81
Rider	$ 18.00	$ 18.99	$ 19.98	$ 20.98	$ 22.03	$ 23.17	$ 24.68	$ 26.21	$ 27.73

2026-2027									
	0	1	2	3	5	10	15	20	25
Bus	$ 22.66	$ 23.91	$ 25.15	$ 26.41	$ 27.73	$ 29.17	$ 31.07	$ 32.99	$ 34.90
Car/Van	$ 20.60	$ 21.73	$ 22.86	$ 24.01	$ 25.21	$ 26.52	$ 28.24	$ 29.99	$ 31.73
Rider	$ 18.54	$ 19.56	$ 20.58	$ 21.61	$ 22.69	$ 23.87	$ 25.42	$ 26.99	$ 28.56

2027-2028									
	0	1	2	3	5	10	15	20	25
Bus	$ 23.34	$ 24.62	$ 25.90	$ 27.20	$ 28.56	$ 30.04	$ 32.00	$ 33.98	$ 35.95
Car/Van	$ 21.22	$ 22.38	$ 23.55	$ 24.73	$ 25.96	$ 27.31	$ 29.09	$ 30.89	$ 32.68
Rider	$ 19.10	$ 20.15	$ 21.19	$ 22.25	$ 23.37	$ 24.58	$ 26.18	$ 27.80	$ 29.42

2028-2029									
	0	1	2	3	5	10	15	20	25
Bus	$ 24.04	$ 25.36	$ 26.68	$ 28.02	$ 29.42	$ 30.95	$ 32.96	$ 35.00	$ 37.03
Car/Van	$ 21.85	$ 23.06	$ 24.26	$ 25.47	$ 26.74	$ 28.13	$ 29.96	$ 31.82	$ 33.66
Rider	$ 19.67	$ 20.75	$ 21.83	$ 22.92	$ 24.07	$ 25.32	$ 26.96	$ 28.64	$ 30.30

2029-2030									
	0	1	2	3	5	10	15	20	25
Bus	$ 24.76	$ 26.12	$ 27.48	$ 28.86	$ 30.30	$ 31.87	$ 33.95	$ 36.05	$ 38.14
Car/Van	$ 22.51	$ 23.75	$ 24.98	$ 26.23	$ 27.54	$ 28.98	$ 30.86	$ 32.77	$ 34.67
Rider	$ 20.26	$ 21.37	$ 22.48	$ 23.61	$ 24.79	$ 26.08	$ 27.77	$ 29.50	$ 31.21

Salary Schedule	
School Year	**Percentage Increase on Schedule**
2026-2027	3.0%
2027-2028	3.0%
2028-2029	3.0%
2029-2030	3.0%

Any riders hired after 9/1/2018 who obtain full qualifications for driving will be placed at the bus driver Step 0, until the time they become a driver or dual driver on a route and are moved to Step 1 - Driver.

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

Minimum Hours & Actual Time Worked
The District will pay a minimum of 6 hours per day for employees completing a morning and evening route. Hours logged beyond the minimum of 6 hours per day, will be paid at the employee's hourly rate. Any single route employees will receive a minimum of 3 hours per day.

Time spent for bus washing shall be logged as extra time at the employee's hourly rate.

On student school days, drivers and riders will be paid for actual non-route time logged
All bargaining unit members shall be paid for the extra time providing field trips. This time shall include the drive to the field trip location, remaining on site during the student's learning experience, and the drive back to the school building. Field trips are not part of the six (6) hour route minimum.

All drivers will be paid for the extra time required for school bus maintenance and practice routes. This time shall include the drive to the school bus maintenance building, time waiting for the maintenance to be completed, and the drive back home or to the school building. Bus maintenance and practice routes are not part of the six (6) hour route minimum on scheduled student school days.

On non- student days, drivers and riders will be paid for actual time logged
All bargaining unit members shall be paid for the extra time required for school bus maintenance and practice routes. This time shall include the drive to the school bus maintenance building, time waiting for the maintenance to be completed, and the drive back home or to the school building.

If a bargaining unit member is required at the request of a supervisor to pick up or drop off a bus for maintenance or practice routes on Saturday or Sunday, the bus driver will be paid at time and half rate for the time logged. If a bargaining unit member, at their own convenience picks up or drops off a bus for maintenance or practice routes on Saturday or Sunday they will be paid for their time at their regular rate for the time logged.

All bargaining unit members shall be required to complete school safety training during regularly scheduled professional development days provided on-site at location(s) as determined by supervisor in accordance with compliance due dates.

Driver, Rider, and Substitute Referral Program
Current Transporters will be eligible for a $1,000 bonus to refer a potential employee to any open transporter or rider position as posted by the District, if that referral results in employment of the new driver for a minimum of 90 calendar days. First semester payment ($500) will be made in the final payroll of December. Second semester payments will be made by the final payroll in June ($500). Transporters who refer a new substitute driver, who becomes an eligible substitute and completes 10 days of driving will be eligible for a $500 referral bonus paid on the same timeline as described above.

Driver Training and Dual Drivers
Riders who complete CDL and other requirements to drive will be paid a one-time stipend of $1,500. Riders who are certified to drive will receive driver pay if they jointly agree to share in driver responsibilities with the assigned driver. This would create a dual driver arrangement on that bus with both employees receiving driver level pay for all hours.

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

APPENDIX C
CHARLEVOIX-EMMET ISD
GRIEVANCE REPORT FORM

Grievance Number: _____

Distribution Form:
1. Superintendent
2. Immediate Supervisor
3. Association
4. Member Submit to Immediate Supervisor in duplicate

_____

Assignment | Name of Grievant | Date Filed

STEP I

Oral Discussion between Grievance Chair(s) and Grievant(s) with Immediate Supervisor within ten (10) days of knowledge of alleged violation.

A. Date Cause of Grievance Occurred: _____

B. 1. Statement of Grievance: _____

2. Relief Sought: _____

3. Contract Section and Number of Alleged Violation: _____

_____

Signature Date

(If additional space is needed in reporting Part B1, B2 or B3 of Step I, please attach an additional sheet.)

C. Disposition by Immediate Supervisor_____

_____

Signature Date

Position of Grievant and/or Association: _____

_____

Signature Date

STEP II

If there is no satisfactory resolution, a written grievance with the Immediate Supervisor's disposition will be sent to the Superintendent within ten (10) days.

Docusign Envelope ID: 206F82BA-0397-4E36-A46F-77873DE0288D

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

If there is no satisfactory resolution, a written grievance with the Immediate Supervisor and Superintendent's disposition is sent to the Board's Secretary, in writing, within ten (10) days. The Board shall allow the Grievant(s) or his/her Association Representative an opportunity to be heard at the next regularly scheduled board meeting. Within ten (10) days of the hearing, the Board shall render its decision in writing.

A. Date Received by School Board Secretary or Designee: _____

B. Disposition by Board: _____

_____

Signature Date

Position of Grievant and/or Association: _____

_____

Signature Date

STEP IV

If the Association is not satisfied, it may file a demand for arbitration.

A. Date submitted to Arbitrator: _____

B. Disposition and Award of Arbitrator: _____

_____

Signature Date

Certificate Of Completion

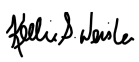
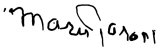
Envelope Id: 206F82BA-0397-4E36-A46F-77873DE0288D
Status: Completed
Subject: Complete with Docusign: 2025-2030_Transportation Master Agreement Final Draft.pdf
Source Envelope:
Document Pages: 30
Signatures: 10
Certificate Pages: 6
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:
Scott Koziol
08568 MERCER BLVD
CHARLEVOIX, MI 49720
koziols@charemisd.org
IP Address: 104.225.166.70

Record Tracking

Status: Original
8/26/2025 8:06:30 AM
Holder: Scott Koziol
koziols@charemisd.org
Location: DocuSign

Signer Events	Signature	Timestamp
Barry Anderson andersonb@charlevoixcounty.org Security Level: Email, Account Authentication (None)	Barry Anderson Signature Adoption: Pre-selected Style Using IP Address: 198.108.193.200	Sent: 8/29/2025 8:55:11 AM Viewed: 9/2/2025 10:23:37 AM Signed: 9/2/2025 10:26:40 AM
Electronic Record and Signature Disclosure: Accepted: 9/2/2025 10:23:37 AM ID: 89113db5-efeb-4851-a974-3a828a8fe41d		
Beverly Osetek bev.osetek@gmail.com Security Level: Email, Account Authentication (None)	Signature Adoption: Drawn on Device Using IP Address: 100.0.119.125 Signed using mobile	Sent: 8/29/2025 8:55:10 AM Viewed: 8/31/2025 7:00:51 PM Signed: 9/7/2025 5:39:01 PM
Electronic Record and Signature Disclosure: Accepted: 8/31/2025 7:00:51 PM ID: 80999e5f-b798-46e8-a1fd-f646ea32270a		
Debbie Elzinga elzingad@charemisd.org 4/8/2024 Security Level: Email, Account Authentication (None)	Signature Adoption: Drawn on Device Using IP Address: 2600:6c4a:1a7f:caac:8450:826a:6136:b4a Signed using mobile	Sent: 8/29/2025 8:55:09 AM Viewed: 8/29/2025 6:27:36 PM Signed: 8/29/2025 6:30:19 PM
Electronic Record and Signature Disclosure: Accepted: 8/29/2025 6:27:36 PM ID: ff16321d-9636-40ee-bd2a-f27bc1308c90		
Jean Frentz frentzje@gmail.com Security Level: Email, Account Authentication (None)	Jean Frentz Signature Adoption: Pre-selected Style Using IP Address: 208.103.129.50	Sent: 8/29/2025 8:55:12 AM Viewed: 8/30/2025 7:13:14 AM Signed: 8/30/2025 7:13:41 AM
Electronic Record and Signature Disclosure: Accepted: 8/30/2025 7:13:14 AM ID: 90987d46-ce65-42bd-8c75-74b4697aa659		

Signer Events	Signature	Timestamp
Kellie Weisler weislerk@charemisd.org Transporter Charlevoix-Emmet ISD Security Level: Email, Account Authentication (None)	 Signature Adoption: Drawn on Device Using IP Address: 66.227.129.89 Signed using mobile	Sent: 8/29/2025 8:55:09 AM Viewed: 8/29/2025 8:59:14 AM Signed: 8/29/2025 6:25:37 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Larry Cassidy investwithcassidy@gmail.com Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 174.84.212.15	Sent: 8/29/2025 8:55:09 AM Viewed: 8/29/2025 10:31:54 AM Signed: 8/29/2025 10:32:16 AM
Electronic Record and Signature Disclosure: Accepted: 8/29/2025 10:31:54 AM ID: 729ad197-3af0-4962-b259-7a6206026306		
Mary Jason cabininthebay@gmail.com Security Level: Email, Account Authentication (None)	 Signature Adoption: Drawn on Device Using IP Address: 66.227.131.185 Signed using mobile	Sent: 8/29/2025 8:55:12 AM Viewed: 9/2/2025 3:29:55 PM Signed: 9/2/2025 3:31:05 PM
Electronic Record and Signature Disclosure: Accepted: 6/2/2021 4:25:42 AM ID: acafe988-8b57-4678-9531-02d1c41e7dfd		
Michal Aenis aenism@gmail.com Security Level: Email, Account Authentication (None)	 Signature Adoption: Drawn on Device Using IP Address: 2600:387:15:a15::6 Signed using mobile	Sent: 8/29/2025 8:55:10 AM Viewed: 8/30/2025 5:56:22 PM Signed: 8/30/2025 5:58:58 PM
Electronic Record and Signature Disclosure: Accepted: 8/30/2025 5:56:22 PM ID: 731a3204-8eae-45ca-813d-598c5050aa54		
Scott Koziol koziols@charemisd.org Superintendent Charlevoix-Emmet ISD Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 104.225.165.223	Sent: 8/29/2025 8:55:10 AM Viewed: 8/29/2025 8:55:35 AM Signed: 8/29/2025 8:55:43 AM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Thelma Chellis thelmachellis@gmail.com Security Level: Email, Account Authentication (None)	 Signature Adoption: Drawn on Device Using IP Address: 2600:387:0:809::19 Signed using mobile	Sent: 8/29/2025 8:55:12 AM Viewed: 8/29/2025 10:33:58 AM Signed: 8/29/2025 10:35:26 AM
Electronic Record and Signature Disclosure: Accepted: 8/29/2025 10:33:58 AM ID: a6a61bd3-27f9-4749-bb29-a3e33217892e		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
LISA M. KROSNICKI krosnickil@charemisd.org Chief Financial Officer Charlevoix-Emmet ISD Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 2/5/2025 8:19:42 AM ID: 8eaa8ea4-da67-47cc-a286-c007fbb3b30e	COPIED	Sent: 8/29/2025 8:55:12 AM Viewed: 9/8/2025 1:44:39 AM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/29/2025 8:55:13 AM
Certified Delivered	Security Checked	8/29/2025 10:33:58 AM
Signing Complete	Security Checked	8/29/2025 10:35:26 AM
Completed	Security Checked	9/7/2025 5:39:01 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, CHARLEVOIX-EMMET ISD (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact CHARLEVOIX-EMMET ISD:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by phone call: 231-547-9947
To contact us by email send messages to: hewitts@charemisd.org
To contact us by paper mail, please send correspondence to:
CHARLEVOIX-EMMET ISD
08568 MERCER BLVD
CHARLEVOIX, MI 49720

To advise CHARLEVOIX-EMMET ISD of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at hewitts@charemisd.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from CHARLEVOIX-EMMET ISD

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to hewitts@charemisd.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with CHARLEVOIX-EMMET ISD

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to hewitts@charemisd.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CHARLEVOIX-EMMET ISD as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CHARLEVOIX-EMMET ISD during the course of your relationship with CHARLEVOIX-EMMET ISD.