



LETTER OF AGREEMENT

Between the
CHARLEVOIX-EMMET INTERMEDIATE SCHOOL DISTRICT
And the
Charlevoix-Emmet Intermediate Education Association

In recognition of the current challenging labor market and the current housing market within the Charlevoix-Emmet ISD (Char-Em ISD) service area, the district will authorize the following relocation reimbursement program during the duration of the current contract through August 31, 2023 for those members hired on or after May 1, 2022.

This agreement will cover reimbursement expenses for any new hire employees relocating residence from outside the Char-Em ISD service borders, up to \$5,000 within the first four months of employment. These expenses must be documented and will be inclusive of the following:

- Housing and/or daycare exploration costs including mileage, and up to four (4) nights of lodging
- Current housing contracts or lease termination fees and/or expenses
- Housing costs including security deposit, up to two (2) months of lease/mortgage payment, and application fees
- Moving expenses including rental of moving truck, moving service, personal vehicle transport, boxes, moving mileage to new home
- New home utility deposit and/or activation fees
- Storage unit fees, up to 3 months

New employees will turn in all supporting receipts using their personal *Char-Em ISD Expense Form* within the first four months of the first date of work. Requests received after the fourth month will not be honored. Expenses not supported by receipts will not be reimbursed. Mileage will be calculated based on the IRS mileage rate on date of travel from old home to new home.

For the Association

For Charlevoix-Emmet ISD
Superintendent

Erin Brouglman
07/29/22 | 2:14 PM EDT

Scott Kazial
07/29/22 | 6:42 AM EDT

Robert Higgins
07/29/22 | 8:08 AM EDT

Certificate Of Completion

Envelope Id: 91403066CAAF40D7974121DD07F17076	Status: Completed
Subject: Please DocuSign: 2022-2023_MEA_Relocation Reimbursement LOA 07-28-22.pdf	
Source Envelope:	
Document Pages: 1	Signatures: 3
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	LISA M. KROSNICKI
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	08568 MERCER BLVD
	CHARLEVOIX, MI 49720
	krosnickil@charemisd.org
	IP Address: 107.77.195.151

Record Tracking

Status: Original	Holder: LISA M. KROSNICKI	Location: DocuSign
7/29/2022 6:16:54 AM	krosnickil@charemisd.org	

Signer Events

Signature	Timestamp
Erin Broughman broughmane@charemisd.org Teacher Consultant Charlevoix-Emmet ISD Security Level: Email, Account Authentication (None)	Sent: 7/29/2022 6:18:05 AM Viewed: 7/29/2022 2:13:37 PM Signed: 7/29/2022 2:14:08 PM
Signature Adoption: Pre-selected Style Using IP Address: 108.230.67.59	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Robert Higgins higginsr@charemisd.org Charlevoix-Emmet ISD Security Level: Email, Account Authentication (None)	<i>Robert Higgins</i>	Sent: 7/29/2022 6:18:06 AM Viewed: 7/29/2022 8:07:50 AM Signed: 7/29/2022 8:08:04 AM
Signature Adoption: Pre-selected Style Using IP Address: 107.116.7.89 Signed using mobile		

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Scott Koziol koziols@charemisd.org Interim Superintendent Charlevoix-Emmet ISD Security Level: Email, Account Authentication (None)	<i>Scott Koziol</i>	Sent: 7/29/2022 6:18:06 AM Viewed: 7/29/2022 6:42:30 AM Signed: 7/29/2022 6:42:35 AM
Signature Adoption: Pre-selected Style Using IP Address: 72.46.47.196 Signed using mobile		

Electronic Record and Signature Disclosure:
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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

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	7/29/2022 6:18:06 AM
Certified Delivered	Security Checked	7/29/2022 6:42:30 AM
Signing Complete	Security Checked	7/29/2022 6:42:35 AM
Completed	Security Checked	7/29/2022 2:14:08 PM

Payment Events	Status	Timestamps
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