



Kalkaska Public Schools

Rick Heitmeyer, Superintendent

THIS LETTER OF AGREEMENT by and between the Kalkaska Board of Education (Employer) and the Kalkaska Education Association/NMEA/MEA/NEA (Association) sets forth the understandings and agreements of the parties as set forth below.

This letter serves as a Letter of Agreement (LOA) to add the new Schedule B position of Theater Production and Auditorium Manager at Kalkaska High School, for the 2025/2026, and 2026/2027 school years. This LOA will expire at the end of the 2026/2027 school year, and if warranted, this position may be added to the next bargained KEA contract.

Responsibilities in this role include, but are not limited to:

- Overseeing all aspects of theater productions, including set design and construction, lighting and sound operations, costume management, and student direction in collaboration with the drama club advisor.*
- Coordinating the scheduling and usage of the Kalkaska High School Auditorium for school events, community rentals, and other approved activities with our Facility Use Manager.*
- Coordinating technical support for all events held in the auditorium, ensuring the safe and efficient operation of all equipment.*
- Maintaining the auditorium's equipment and facilities, arranging for necessary repairs and upgrades.*
- Developing and managing a budget for theater productions and auditorium operations.*
- Collaborating with faculty, staff, students, and community members to support the performing arts at Kalkaska High School.*
- Ensuring adherence to all school policies and safety regulations within the auditorium and during productions.*

Compensation for this position will be 10% of the salary scale outlined in Schedule B of the Kalkaska Public Schools collective bargaining agreement or established salary schedule for non-bargaining unit employees, as applicable. Payment will be made according to the standard payroll schedule of Kalkaska Public Schools, subject to all applicable deductions and withholdings.

This position is part time and the work schedule will be determined by the needs of the theater productions and auditorium usage, which may include evenings and weekends. THIS LETTER OF AGREEMENT IS EXECUTED by both parties and will not be precedent setting nor become part of the successor agreement.



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THIS LETTER OF AGREEMENT IS EXECUTED by the parties on this 20th day of February 2026.

For the Employer:

Richard Heitmeyer
Superintendent of Schools

For the Association:

Lisa Hawkins
Kalkaska Public Schools EA President