



## COOR Intermediate School District: Wellness Committee Meeting Agenda

**Date: September 25, 2025**

**Time: 1:00 PM**

**Location: COOR Educational Center Cafeteria**

### Call to Order and Roll Call

Meeting called to order by Wellness Committee Leader: Emily Quinlan

Attendance/roll call of committee members: Kristen Kalthoff

Wellness Committee Leader Statement: Emily Quinlan

“Good Afternoon, I’d like to call this meeting of the COOR Intermediate School District Wellness Committee to order. Let the record show that this meeting is being conducted in compliance with the Michigan Open Meetings Act, with proper public notice given and opportunity for public comment. We will now proceed with the roll call of committee members.”

Record attendance in minutes and confirm quorum.

Member Name	Role/Title	Present	Absent	Notes (if applicable)
Emily Quinlan	Leader	X	<input type="checkbox"/>	
Joseph Moore	Member	X	<input type="checkbox"/>	
Kristen Kalthoff	Member	X	<input type="checkbox"/>	Left after attendance due to a lack of coverage at the school entry.
Kimberly Murphy	Member	X	<input type="checkbox"/>	
Gretchen Walsh	Member	X	<input type="checkbox"/>	
Ayesha Weber	Member	X	<input type="checkbox"/>	

Quorum Established: X Yes   ☐ No

### Approval of Agenda

Review and approve today’s agenda

Resolution: Discussed and approved by the majority of committee members.

## Approval of Previous Minutes

Review and approve minutes from the previous meeting. (No prior minutes available to approve)

**Resolution:** Null due to no prior minutes recorded.

## Committee Updates

Wellness Committee Leader's Report: Review conducted of the 2025-2028 Triennial assessment and outlined goals. Discussed goals for measurable data collection as assigned for committee members. Those assigned goals will review and submit any requested edits in a timely manner to ensure readiness for the upcoming audit.

**Resolution:** Committee members will return any edits to the assessment as soon as possible to the leader, and once reviewed, will be submitted to the Special Education Director for presentation to the C.O.O.R. ISD Board of Education..

## Old Business

Review of prior action items: Reviewed the previous triennial assessment and discussed changes and updates to the new goals from previous ones, reviewed the requirements for goals as outlined by the State of Michigan.

**Resolution:** Understanding of the changes made was verbally acknowledged by the majority of committee members.

## New Business

Discussion of the known variables of the upcoming school year in terms of relative information pertaining to the wellness committee and program offered at COOR Educational Center and COOR Adult Transition Center.

Policy updates or revisions: Upon completion of the 2025-2028 triennial assessment, the outlined goals will be presented to the Special Education Director for presentation to the Superintendent. Policy states the goals must be incorporated into the policy itself, so a process will be followed to ensure the COOR Educational Center and COOR Adult Transition Center are aligned with policy.

**Resolution:** The final triennial assessment will be presented as soon as possible for compliance with policy.

## Action Items

Assignments of responsibilities: Assigned goals were reviewed with committee members, and a discussion was held as to plans of action to accommodate measurable data collection in each goal.

Establish timelines for completion: The wellness committee will meet three times

annually to present collected data. Data will be condensed into one annual report submitted at the end of each school year to track progress towards completion of goals.

**Resolution:** Specific responsibilities are assigned and understood by the wellness committee, and deadlines for identified tasks are outlined as well.

## Public Comment

Wellness Committee Leader Script:

"We will now open the floor for public comment. If you wish to speak, please state your name and, if applicable, your affiliation before beginning. Each speaker will be given three minutes, unless otherwise arranged. Please keep remarks respectful and related to school wellness. The Committee will listen to all comments but will not engage in discussion during this time."

**Resolution:** No members of the public in attendance.

## Announcements

Discussed that the committee will meet at a minimum of three times per school year as required by the State of Michigan.

**Resolution:** Next meeting to be aligned in the month of January, with the specific date to be determined based on the ability to align committee member schedules.

## Adjournment

Wellness Committee Leader Script: Emily Quinlan

"Thank you to all committee members and members of the public for your participation today. As there is no further business, this meeting of the COOR Intermediate School District Wellness Committee is now adjourned. The next scheduled meeting will be held at a time to be determined at a later date."

**Resolution:** Meeting adjourned