

C.O.O.R. Intermediate School District Board of Education Meeting

Wednesday, November 10, 2021 6:00 PM

Mio AuSable Schools, 1110 8th St, Mio, MI 48647

1. Call to order & Roll Call

Recognizing our Veterans

2. Opening Ceremonies

- Pledge of Allegiance

- Mission Statement

C.O.O.R. ISD provides programs and services with our partners to support the current and emerging teaching and learning needs of our schools and communities.

3. Adopt the Agenda

4. Nomination for new board member _____ to join the COOR ISD Board of Education, filling the vacancy left by the previous Vice President until Dec 31, 2022, assuming the same committees as the previous board member. This position would be up for election in the Nov 2022 election for a 2-year partial term. The deadline to fill this position is Nov 19, 2021.

5. Nomination for new board member _____ to join the COOR ISD Board of Education, filling the vacancy left by the previous Treasurer until Dec 31, 2022, assuming the same committees as the previous board member. This position would be up for election in the Nov 2022 election for a 2-year partial term. The deadline to fill this position is Dec 1, 2021.

6. Oath of Office for new board member
(may need to be rescheduled)

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7. Presentation of the Lyle Spalding Award for Educational Technology to Michelle Marsh and Melinda Green from Mio AuSable Middle School

Lyle Spalding is a former Superintendent of COOR ISD from 1990-1999 who recognized the importance of technology to enhance education. Nominations for this award are sought throughout all educational entities within the COOR ISD service area. Principal Celeste Shiffer nominated these teachers.

8. Department Updates

- Career & Technical Education Department
- Early Childhood Department
- Special Education Department
- R.O.O.C., Inc.
- Public Relations

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 Principal of COOR
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Natalie Davis,
 Director of Career &
 Technical
 Education

Katie Keith,
 Supervisor of Early
 Childhood

Somer Quinlan,
 Executive Director
 of ROOC, Inc.

Jared Socia,
 Director of Operations

To: Shawn Petri, Superintendent

From: Katie Keith, Supervisor

Date: November 2021

Subject: Monthly Early Childhood Update

Great Start Collaborative:

Talking is Teaching Mini Grant: We were approved \$8,000 for the Talking is Teaching Mini Grant. This grant will provide Talking is Teaching bags to our Child Protection Councils Baby Shower events. Each bag will include a book, bib, towel, burp cloth and educational resource materials.

Roscommon Community Foundation Grant: RCCF granted Great Start \$2,800 for our Newborn Literacy Bags we share with Munson and West Branch Regional Medical Center for our newborn Roscommon County residence. This will impact 185 newborns, born during FY 21-22.

Car Seat Tech Event: The October 27-30th event was a huge success. 17 Child Passenger Safety Technicians graduated with their certification. With partnership of the Crawford Roscommon Child Protection Council, Oscoda Montmorency Child Protection Council, Roscommon Rotary, Nester Auto Group, OHSP, and a local donor. We were able to offer this training completely free to our student's agencies. There are now Techs in Crawford, Emmitt, Ogemaw, Oscoda, Iosco, Wayne, and Oakland Counties from our training. The Gerrish Township Fire Department was a perfect environment for the training; all hands-on work was completed in the heated bays. The Car Seat Event took place inside as well. Eleven families attended the Check Station with a total of 17 children. We issued four OSHP seats to participants.

We have been asked to host quarterly Car Seat Checks with partnership of the Lead Trainer Lewis Moquin. These Check Stations will be offered to all the COOR GSRP classrooms and Private Providers. The Lead Trainer has started conversations with OHSP and the State of Michigan to offer another training in the spring with COOR Great Start and the Crawford Roscommon Child Protections Council.

Tammy Tyler, Parent Liaison for COOR Great Start, will be gaining her Car Seat Tech Proxy in the coming months. This will enable the local techs to remain certified with less need for travel to events outside the COOR Area. We received great feedback on our exit survey- some of the comments included "What a great facility," "Food and hospitality were excellent," "I felt appreciated for attending," "This was on my bucket list and now I have completed the training for my community," and "I can't wait to work with my families." It was a huge success. Thank you COOR ISD board for supporting the Car Seat Safety Training. It will impact the lives of so many families and communities.



Tammy Tyler – Parent Liaison Great Start COOR
 ISD, Lewis Moquin - Leader Trainer CPS, Kelli
 Jankans - Mid Michigan Community Specialist
 Eastern Region

Great Start Readiness Programs (GSRP):

We currently have 306 children enrolled. There is still availability in 4 of our Roscommon County classrooms and in our Frederic Head Start Blend. Even though all of our programs are not full, we have expanded and are funding 40 additional school day slots for 40 children.

Early Childhood Positive Behavioral Interventions and Supports (PBIS) model demonstration project in (MiMTSS grant) Update:

All of the Teaching Pyramid Observation Tool (TPOT) for Preschool Classrooms have been completed. We are in the process of analyzing the data and setting short-term goals. Then coaching cycles begin with each classroom at Surline Elementary.

Great Start to Quality Northeast Resource Center: no updates at this time

Mission and Vision: The Early Childhood department has been working to ensure that our work is meeting the mission and vision of COOR ISD. On Friday during our Great Start Collaborative meeting, we spent time with our partners who shared how our work is aligned with the mission and vision. Here are a few highlights from our partners:

- *“Clear communication with all partners”*
- *“Sharing relevant information and providing professional learning”*
- *“Car seat checks”*
- *“The HLUMC appreciates the support and services given to us throughout the years we have worked together. We value the scholarship given to our families each year.”*

MEMORANDUM

To: Shawn Petri
From: Brent Cryderman
Re: Update
Date: November 3, 2021

The second session of the ASCENT New Teacher Academy is Monday, November 8. I am excited to report we will have twenty participants. We will continue with the general topics of literacy and the 5D+ Framework for Teacher Effectiveness with guest presenter, Kristin Eagle on the topic of Behavior as Communication. Between November 10 and December 16, I will be visiting the classrooms of the participants in each district.

I look forward to working with the new director to continue to provide great instructional services to the students and teachers we serve. This is a busy time of year for the calendar, but filled with many great traditions and events which enrich and strengthen our unique communities.

onward

BDC

R.O.O.C. Inc.

11018 North Cut Road, P.O. Box 827, Roscommon, MI 48653

www.rooc.org

MEMORANDUM

To: Shawn Petri
From: Somer Quinlan
Re: Board Update
Date: November 4, 2021

We are happy to announce that our application for grant money to purchase new vehicle(s) has been approved and we will be receiving the funds in January. The Roscommon Bucks and Grayling Vikings have begun purchasing our Spencer's candy and nut products for concessions and plan to continue through the winter sports season. Special thanks to our local schools for supporting our organization! ROOC has also supported RHS Performing Arts with their production of the upcoming *Grease* Musical. Good luck to all involved in the production!

With the holidays approaching, we have more fun filled events planned as well as more opportunities to support our communities. The Rialto in Grayling is putting on an early show for our clients to have a "Day at the Movies". Thank you A.J. Stancil for helping make it possible! Our cooking class will be making a Thanksgiving dinner this month and the art class will be making Christmas ornaments and putting together a basket for the Festival of Trees in Grayling.

Please visit the ROOC website to see our 20/21 Annual Report as well as our Facebook page to see what we have been up to!

www.rooc.org





C.O.O.R.

INTERMEDIATE SCHOOL DISTRICT

Crawford • Oscoda • Ogemaw • Roscommon

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11051 N. Cut Road

Post

Roscommon, MI 48653

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989-275-9555 phone

BOARD OF
EDUCATION

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Supervisor of Early
Childhood

Somer Quinlan,
Executive Director
of ROOC, Inc.

Jared Socia,
Director of Operations

To: Shawn Petri, Superintendent

From: Natalie Davis

Date: November 4, 2021

Subject: CTE Update

CTE Steering Committee:

We have formed a steering committee to support program development and the allocation of the \$2.5 million we've been granted from the state to develop the CTE Center at Roscommon Middle School. The first official meeting was held on Tuesday, October 5th, with another on the 26th. Each district selected two representatives to share their input on program development. At the last meeting we invited Laura Percival with MiSTEM and a representative from Michigan Works to share employment data and needs in our region. We've developed a tentative timeline with some proposed programming for the committee to consider, and hope to finalize ideas at the next meeting on November 30th.

After meeting with Todd Seidell, the architect who worked on Kirtland and Ed Hunt with Integrity Construction, it appears it will be feasible to add the needed shop space for programming for approximately \$1 million of the \$2.5. As a result of this meeting we decided not to pursue renovating the transportation garage at Roscommon, as it would be costly to do the needed work. Instead, we will utilize the funds to add on needed shop space and focus on long term. If needed, we can make some adjustments to the current construction space to make due for autos as an interim solution. We also have an offer from Kirtland to utilize their autos space and possibly work together for future programming depending upon what is added at the Roscommon location. Shawn and I will continue to work with Cathy Erickson and Roscommon to ensure our long-term stability so that we can proceed with planning.

Thanks to the expertise of Todd and Ed, we were able to ask some key questions of Kingscott architects in regard to the current cosmetology project and prevent more unnecessary delays. The cosmetology work has been put out for bid and drawings are at the state awaiting approval. Todd Seidell has given us a proposed agreement to begin working with us, which Shawn will be bringing to the board for approval. We are very excited about working with him for our future work and it will also be helpful that he is in northern Michigan rather than Kalamazoo. Todd's work is considered within professional services, and therefore would not be required to go out for bid per our attorneys. The facilities committee met on November 4th to discuss this further as well.

continued



Other news:

I worked with Jason Schultz, the construction teacher from Grayling, and Brian Klein from West Branch to develop their curriculum. They were able to work on their CIP self-reviews (needed documentation for their programs) and adjust their curriculum delivery models to accommodate the new Perkins core competencies. Brian was also able to give us a tour of his current home projects.

I also visited Sarah Allen, principal in Grayling, about potential programming and the 5-day schedule beginning on January 10th for CTE.

I met with Amy Fugate at Kirtland Community College to work on our Early Middle College agreements and discuss pathways for credit opportunities for students.

I met with John Metts, HR Director from Springs Window Fashions in Grayling to introduce myself, and he would like to get more involved with our programs and work with students.

Grant Update:

Should hear very soon about the SME-PRIME Grant applied for, and we will be receiving over \$500,000 for the 61C equipment grant as well. I will be submitting the M-CAN grant for a career development facilitator as well.

We are excited about everything we have going on and continue to move forward one day at a time!

Respectfully submitted,

Natalie Davis

9. Public Participation

-The public may submit comments by 5:30 PM:

bit.ly/COORpublic-comment

-The public may call 989-275-9575 and leave a voicemail by 5:30 PM, OR

-The public may raise his/her hand from the zoom meeting.

-Individuals may speak for a maximum of 5 minutes.

-Groups may speak for a maximum of 15 minutes.

10. Consent Agenda

(A single member's request shall cause an item on the Consent Agenda to be relocated as an Action Item, eligible for discussion and vote that evening.)

A. Approve minutes of previous meeting, Oct 20, 2021

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Meeting Minutes

The regular October meeting of the Board of Education (the “Board”) was rescheduled from October 13th to Wednesday, October 20th, 2021. President Mangutz called the meeting to order at 6:00 P.M.

Trustee Katie Fuelling resigned as of October 19, 2021. Melissa Hayes will be resigning as of November 1, 2021.

Attendance Taken at 6:01 PM. **Present:** Melissa Hayes, Dr. Jim Mangutz DDS, Kara Mularz, Nancy Persing, Lyn Sperry, **Absent:** Ian Faulkner.

1. Call to order & Roll Call

2. Opening Ceremonies

- Pledge of Allegiance

- Mission Statement

C.O.O.R. ISD provides programs and services with our partners to support the current and emerging teaching and learning needs of our schools and communities.

The mission statement was read by Dr. Mangutz.

3. Adopt the Agenda

Adopt the agenda as presented. This motion, made by Kara Mularz and seconded by Lyn Sperry, Carried (5-0), 1 absent.

Ian Faulkner: Absent, Melissa Hayes: Yes, Dr. Jim Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes

4. Department Updates – The board expressed appreciation to the department directors for their reports and congratulated Career Tech on their increased enrollment and progress with the strategic planning committee.

-Career & Technical Education Department

-Early Childhood Department

-Special Education Department

-R.O.O.C., Inc.

-Public Relations

5. Public Participation

-The public may submit comments by 5:30 PM: bit.ly/COORpublic-comment or attend in-person. There was no public participation.

6. Consent Agenda

(A single member's request shall cause an item on the Consent Agenda to be relocated as an Action Item, eligible for discussion and vote that evening.)

Approve all items on the Consent Agenda. This motion, made by Melissa Hayes and seconded by Nancy Persing, Carried (5-0), 1 absent.

Ian Faulkner: Absent, Melissa Hayes: Yes, Dr. Jim Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes

6.A. Approve minutes of previous meeting, Sept 8, 2021

6.B. Approval of Bills for September 2021 totaling \$736,035.46

6.C. Approve Revenue & Expenditure Reports for September 2021

6.D. Update the state bidding threshold from \$24,924 to \$25,288. This pertains to the procurement of supplies, materials, and equipment as allowed by the Michigan Department of Education for the 2021-22 school year. This threshold is referenced by Board Policy 3301.

6.E. Ratify the lease agreement with West Branch- Rose City Area Schools for the Regional Resource Center from Oct 1, 2021 to Sept 30, 2022

7. Action Items

7.A. Approve payment of registration fee of \$383 and related expenses for interested board members or the Superintendent to attend the MASB Annual Leadership Conference in Grand Rapids November 11-14 or attend virtually Nov 12-13, 2021

Approve payment of registration and expenses to attend MASB Annual Leadership Conference in November 2021. This motion, made by Kara Mularz and seconded by Nancy Persing, Carried (5-0), 1 absent.

Ian Faulkner: Absent, Melissa Hayes: Yes, Dr. Jim Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes

7.B. Ratify contract with Amber Akin, Early Childhood Home Visitor for Oct 1, 2021 to Sept 30, 2022

Ratify contract with Amber Akin through Sept 30, 2022. This motion, made by Melissa Hayes and seconded by Lyn Sperry, Carried (5-0), 1 absent.

Ian Faulkner: Absent, Melissa Hayes: Yes, Dr. Jim Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes

Special Education Director Jill Radosta explained that extra funds from 54d to enhance the Early On program were doubled this year, so Ms. Akin is able to work 5 days per week. Referrals are increasing. This grant fiscal year runs October to September.

7.C. Ratify contract with Kristin Lubs-Eagle, Behavioral Health/MTSS Coordinator from October 1, 2021 to June 30, 2022

Ratify a contract with Kristin Eagle, Behavioral Health/MTSS Coordinator through June 30, 2022. This motion, made by Nancy Persing and seconded by Kara Mularz, Carried (5-0), 1 absent. Ian Faulkner: Absent, Melissa Hayes: Yes, Dr. Jim Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes

Superintendent Petri reported that Ms. Eagle has begun strong, working with the 31n social workers at local districts. There is a training set already for October with Dr. Sloan and they have scheduled other trainings as well. Shawn is still pushing to find candidates for Oscoda and Crawford Counties. The initiative is finally starting to roll after two years of potential funding.

7.D. Approve Great Start Readiness Program contract template for all programs in the ISD (Annual GSRP contract for renewal)

Approve Great Start Readiness Program contracts. This motion, made by Melissa Hayes and seconded by Kara Mularz, Carried (5-0), 1 absent. Ian Faulkner: Absent, Melissa Hayes: Yes, Dr. Jim Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes

7.E. Approve Memorandum Of Understanding with the Alternative Educational Academy of Ogemaw County for two days per week of social work services through June 30, 2022.

Approve MOU with the AEAOC for two days per week of social work services through June 30, 2022. This motion, made by Melissa Hayes and seconded by Kara Mularz, Carried (5-0), 1 absent. Ian Faulkner: Absent, Melissa Hayes: Yes, Dr. Jim Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes

7.F. Approve the Interagency Cash Transfer Agreement with Michigan Rehabilitation Services from Oct 1, 2021 to Sept 30, 2022 for the purpose of enhancing and improving the provision of vocational rehabilitation services for students with a disability in our local school districts and the public school academy.

Approve the Interagency Cash Transfer Agreement with MRS for this school year. This motion, made by Kara Mularz and seconded by Nancy Persing, Carried (5-0), 1 absent. Ian Faulkner: Absent, Melissa Hayes: Yes, Dr. Jim Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes

7.G. Approve the hiring of Alicia Thurston as Teacher of Students with Moderate Cognitive Impairments at the C.O.O.R. Educational Center in accordance with the CEA agreement with salary set for BA step 8, pending results of a background check.

Approve the hiring of Alicia Thurston. This motion, made by Melissa Hayes and seconded by Lyn Sperry, Carried (5-0), 1 absent.

Ian Faulkner: Absent, Melissa Hayes: Yes, Dr. Jim Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes

Special Education Director Jill Radosta reported that Alicia did her student teaching at the C.O.O.R. Educational Center and then taught in two local school districts.

7.H. Approve expenses for Superintendent Petri to attend the Small & Rural Conference in Bay Harbor from Nov 22-23, 2021. Registration is \$300.

Approve expenses for Superintendent Petri to attend the Small & Rural Conference in Bay Harbor from Nov 22-23, 2021. This motion, made by Kara Mularz and seconded by Nancy Persing, Carried (5-0), 1 absent.

Ian Faulkner: Absent, Melissa Hayes: Yes, Dr. Jim Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes

8. Information Items

-The board reviewed the new Board Member Candidate Application Form. What type of questions does the board want to ask potential board members? We can look up what questions

were asked for HLCS board members. “What do you know about COOR programs?”
- Pictures of updated Playground woodchips and new fence at the CEC were presented.
-The updated Non-union Secretarial Handbook was given to the board to review.
- Rebecca Socia discussed online activity over the past month with the Social Media Report Card.

9. Superintendent's Report

Superintendent Petri thanked Treasurer Hayes for her knowledge and assistance over the years serving the ISD. He wished her well in her future endeavors. She may continue working with local districts. Melissa mentioned that the new accounting procedures need to be documented in writing so they will be maintained even if there is staff changeover.

COVID update: Some local districts may have dropped below 75% attendance. There is pending legislation about students on quarantine being counted for virtual attendance. Masks are recommended, but not required within our ISD. There are lawsuits being filed for districts that have mask mandates. The Central Michigan Health Department and Dept #10 are not mandating mask requirements at this time.

The State budget (not just school budget) is still being finalized. Superintendent Petri expects locals to feel a pinch in 12 to 18 months when ESSR funds are gone.

Facilities - Roofing projects have been finished except for the ROOC workshop. Transportation building roofs were covered this fall. We are looking at repairing doors next. The gravel at transportation is working very well with less washouts and slipping hazards. The Bus Garage, Transportation Office, and CEC will need to be painted soon. The grass areas have been filled in with extra fill and new grass seed. The transportation office is getting all new plumbing to correct issues recently identified.

Technology update: new laptops have arrived and are being prepared for use. Superintendent Petri ordered several extra laptops so we have equipment ready for new staff or replacing any dying computers.

The Ascent New Teacher Academy is underway. The group seems to be very engaged and excited. This cohort is 22 teachers across the ISD.

Early Literacy PD is also being offered in the evenings on the early reading essentials. Superintendent Petri is excited to watch for results in the districts that are engaging with the new literacy coaches. Mio AuSable Schools and Roscommon Area Public schools are working closely with the coaches already.

The CTE Steering Committee met Oct 7th. Trustee Persing and President Mangutz attended the first meeting. The second meeting is Oct 26th. Director Natalie Davis has compiled the priorities. She wants to speak with Mi Works to get an industry perspective. Industry may need more mechatronics and related skillsets. We have a new architect coming from Gaylord to look at the RMS building to give Ms. Davis an opinion on realistic expansions to the shop space and meet the needs the committee was discussing. She will get more fine-tuned research from

industry partners.

Career Tech Director Natalie Davis announced that COOR ISD should be receiving the 61c grant for over \$500,000 equipment grant moneys (beyond the allocated \$2.5 million). The office of Career & Tech Ed state director Dr. Brian Pyles was going to visit Oct 29th but he wanted to see the students in action, so he will visit at a later time. MCAN is all about community collaboration and they want representation from local districts like the CTE steering committee. MCAN also helps students get degrees at 2-year programs and certification. COOR ISD students get direct-transcribed college credit, which doesn't happen in Macomb County! Each of the local districts are very excited and supportive of the CTE improvements.

10. Communications

- A potential policy from Thurn Law Firm was emailed to board members. The policy committee will meet to discuss it.

11. Public Participation- none.

12. Motion by Mularz to accept Nancy Persing's resignation as Board Secretary and appoint Lyn Sperry as Board Secretary as of November 1st. President Mangutz seconded the motion. Motion Carried (5-0), 1 absent. Ian Faulkner: Absent, Melissa Hayes: Yes, Dr. Jim Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes

13, Motion by Melissa Hayes to appoint Nancy Persing as Vice President. Kara Mularz seconded the motion. Motion Carried (5-0), 1 absent.

Ian Faulkner: Absent, Melissa Hayes: Yes, Dr. Jim Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes

Adjournment

Adjourn the meeting at 7:40 P.M. This motion, made by Melissa Hayes and seconded by Kara Mularz, Carried. Ian Faulkner: Absent, Melissa Hayes: Yes, Dr. Jim Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes
Yes: 5, No: 0, Absent: 1

Respectfully submitted,



Rebecca Socia,
Recording Secretary

B. Approval of Bills for October
2021 totaling \$1,021,955.70

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A/P Check Register

Printed: 11/02/2021 11:16:33AM

COOR ISD

Check Date: 10/1/2021 to 10/31/2021

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
10526	ASSET ACCEPTANCE LLC	93	10/01/2021	98246	191.37	0.00	191.37
13220	MICHIGAN STATE DISBURSEMENT UNIT	93	10/01/2021	98247	116.09	0.00	116.09
141729	THOMAS MCDONALD	93	10/01/2021	98248	455.08	0.00	455.08
20310	UNITED WAY OF ROSCOMMON COUNTY	93	10/01/2021	98249	2.00	0.00	2.00
225	AFLAC	99	10/01/2021	98250	1,011.86	0.00	1,011.86
141283	ACTE	276	10/08/2021	98251	100.00	0.00	100.00
141200	AMAZON CAPITAL SERVICES INC	276	10/08/2021	98252	733.04	0.00	733.04
141731	AMBER AKIN	276	10/08/2021	98253	409.92	0.00	409.92
141782	AUSABLE MEDICAL ASSOCIATES PC URGENT CARE	276	10/08/2021	98254	95.12	0.00	95.12
2554	BECKY BUNN	276	10/08/2021	98255	100.80	0.00	100.80
19631	CHRISTINA TAPPAN	276	10/08/2021	98256	183.11	0.00	183.11
4100	CONSUMERS ENERGY PAYMENT CENTER	276	10/08/2021	98257	2,569.37	0.00	2,569.37
4470	CRWFD CNTY TRANSP AUTH	276	10/08/2021	98258	1,208.00	0.00	1,208.00
4900	DEAN TRANSPORTATION	276	10/08/2021	98259	205.48	0.00	205.48
141235	DEAN VANWORMER	276	10/08/2021	98260	345.12	0.00	345.12
5045	DELTA NETWORK SERVICES	276	10/08/2021	98261	2,095.39	0.00	2,095.39
141732	DM BURR GROUP	276	10/08/2021	98262	7,149.21	0.00	7,149.21
8420	EAST HIGGINS LAKE TRUE VALUE	276	10/08/2021	98263	251.84	0.00	251.84
141703	ELENA ROTHNEY	276	10/08/2021	98264	39.52	0.00	39.52
141780	ELENCO ELECTRONICS INC	276	10/08/2021	98265	6,514.11	0.00	6,514.11
6334	FIFTH GEAR POWERSPORTS	276	10/08/2021	98266	2,907.92	0.00	2,907.92
6781	FRONTIER	276	10/08/2021	98267	862.66	0.00	862.66
141783	GRACE BROWN	276	10/08/2021	98268	367.86	0.00	367.86
7552	GRAYLING COOPERATIVE PRESCHOOL, INC.	276	10/08/2021	98269	55,043.61	0.00	55,043.61
141690	GREAT LAKES ROOFING AND COATINGS	276	10/08/2021	98270	20,682.40	0.00	20,682.40
8410	HIGGINS LK/ROSOCOMMON CHAMBER OF COMMER	276	10/08/2021	98271	50.00	0.00	50.00
8791	HOUGHTON LAKE COMMUNITY SCHOOL	276	10/08/2021	98272	2,592.20	0.00	2,592.20
8800	HOUGHTON LK UNITED METHODIST CHURCH PRESCHOOL	276	10/08/2021	98273	14,504.77	0.00	14,504.77
9160	IMPACT OFFICE PRODUCTS	276	10/08/2021	98274	352.00	0.00	352.00
19774	JOSTENS	276	10/08/2021	98275	109.30	0.00	109.30
141667	KAREN WALTON EBNIT	276	10/08/2021	98276	2,255.00	0.00	2,255.00
10030	KATIE KEITH	276	10/08/2021	98277	19.82	0.00	19.82
141492	KERRI SMITZ	276	10/08/2021	98278	50.40	0.00	50.40
10250	KIRTLAND COMMUNITY COLLEGE	276	10/08/2021	98279	156.00	0.00	156.00
5155	LI'L WILLIES	276	10/08/2021	98280	115.00	0.00	115.00
18288	LYNDSAY SMOLARZ	276	10/08/2021	98281	138.91	0.00	138.91
141784	LYON TOWNSHIP	276	10/08/2021	98282	18.86	0.00	18.86
141656	MARK A SLOANE DO PC	276	10/08/2021	98283	500.00	0.00	500.00
3753	MICHELE COCHRANE	276	10/08/2021	98284	126.00	0.00	126.00
141775	MICHELLE EWALD	276	10/08/2021	98285	282.56	0.00	282.56
141787	MICHIGAN CAREER EDUCATION CONFERENCE	276	10/08/2021	98286	300.00	0.00	300.00
13680	MIO FENCE CO	276	10/08/2021	98287	22,441.00	0.00	22,441.00
14051	N2Y	276	10/08/2021	98288	9,972.76	0.00	9,972.76
141772	NATALIE DAVIS	276	10/08/2021	98289	306.98	0.00	306.98
14205	NCS PEARSON, INC.	276	10/08/2021	98290	1,379.18	0.00	1,379.18
21278	NICOLE GRACE	276	10/08/2021	98291	100.00	0.00	100.00
14727	NORTHERN MICHIGAN SCHOOLS LEGISLATIVE ASSOCIATION	276	10/08/2021	98292	3,582.00	0.00	3,582.00

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Check Date: 10/1/2021 to 10/31/2021

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
14944	OGEMAW COUNTY HERALD	276	10/08/2021	98293	91.80	0.00	91.80
141526	OGEMAW COUNTY TREASURER	276	10/08/2021	98294	176.04	0.00	176.04
141417	PARENT POWERED	276	10/08/2021	98295	4,718.25	0.00	4,718.25
15585	PELION BENEFITS, INC.	276	10/08/2021	98296	250.00	0.00	250.00
141711	PURITY CYLINDER GASES INC	276	10/08/2021	98297	2,763.60	0.00	2,763.60
141767	ROB AND BIGS MOVING COMPANY LLC	276	10/08/2021	98298	426.00	0.00	426.00
7160	ROSCOMMON AREA PUBLIC SCHOOLS BUSINESS OFFICE	276	10/08/2021	98299	1,100.00	0.00	1,100.00
16945	ROSCOMMON CO-OP NURSERY	276	10/08/2021	98300	9,077.29	0.00	9,077.29
17030	ROSCOMMON COUNTY TRANSPORTATION AU	276	10/08/2021	98301	2,224.00	0.00	2,224.00
17240	S & J EXCAVATING	276	10/08/2021	98302	500.00	0.00	500.00
141133	SHANNON REA	276	10/08/2021	98303	188.39	0.00	188.39
15685	SHAWN PETRI	276	10/08/2021	98304	88.07	0.00	88.07
18555	SPARTAN STORES LLC	276	10/08/2021	98305	111.91	0.00	111.91
141649	STAPLES	276	10/08/2021	98306	239.30	0.00	239.30
141704	SUSAN MACDONALD	276	10/08/2021	98307	400.00	0.00	400.00
20152	TAMMY TYLER	276	10/08/2021	98308	275.84	0.00	275.84
7180	TERESA GERTISER	276	10/08/2021	98309	22.40	0.00	22.40
19800	THRUN LAW FIRM P.C.	276	10/08/2021	98310	53.00	0.00	53.00
141663	TOWN & COUNTRY STORAGE	276	10/08/2021	98311	28.50	0.00	28.50
141630	TWO RARE DESIGN	276	10/08/2021	98312	110.00	0.00	110.00
20226	US POSTAL SERVICE	276	10/08/2021	98313	92.00	0.00	92.00
141582	VISION CONSULTING LLC	276	10/08/2021	98314	1,284.18	0.00	1,284.18
20970	WASTE MANAGEMENT OF MI	276	10/08/2021	98315	100.36	0.00	100.36
21770	XEROX CORP	276	10/08/2021	98316	1,527.69	0.00	1,527.69
141776	SHILOH K9 OBEDIENCE TRAINING & BOARDING CENTER LLC	277	10/12/2021	98317	500.00	0.00	500.00
10526	ASSET ACCEPTANCE LLC	93	10/15/2021	98318	190.36	0.00	190.36
13220	MICHIGAN STATE DISBURSEMENT UNIT	93	10/15/2021	98319	146.70	0.00	146.70
141729	THOMAS MCDONALD	93	10/15/2021	98320	455.08	0.00	455.08
20310	UNITED WAY OF ROSCOMMON COUNTY	93	10/15/2021	98321	2.00	0.00	2.00
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	99	10/15/2021	98322	454.64	0.00	454.64
141726	BLUE CROSS BLUE SHIELD OF MI	99	10/15/2021	98323	338.27	0.00	338.27
2045	BLUE CROSS BLUE SHIELD OF MI	99	10/15/2021	98324	440.08	0.00	440.08
141792	ALESHA RAY WELCH	278	10/22/2021	98325	50.00	0.00	50.00
141797	AMANDA KUCHAREK	278	10/22/2021	98326	50.00	0.00	50.00
141200	AMAZON CAPITAL SERVICES INC	278	10/22/2021	98327	959.85	0.00	959.85
19598	AMBER LARRISON	278	10/22/2021	98328	517.44	0.00	517.44
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	278	10/22/2021	98329	952.47	0.00	952.47
141799	ANDREA RODRIGUEZ	278	10/22/2021	98331	50.00	0.00	50.00
141726	BLUE CROSS BLUE SHIELD OF MI	278	10/22/2021	98332	2,367.76	0.00	2,367.76
141726	BLUE CROSS BLUE SHIELD OF MI	278	10/22/2021	98333	2,674.39	0.00	2,674.39
2045	BLUE CROSS BLUE SHIELD OF MI	278	10/22/2021	98334	57,757.05	0.00	57,757.05
2045	BLUE CROSS BLUE SHIELD OF MI	278	10/22/2021	98335	4,402.03	0.00	4,402.03
2772	CDW GOVERNMENT INC	278	10/22/2021	98336	32.00	0.00	32.00
8392	CHARLTON HESTON ACADEMY	278	10/22/2021	98337	34,858.27	0.00	34,858.27
3729	CLINTON COUNTY RESA	278	10/22/2021	98338	200.00	0.00	200.00
4100	CONSUMERS ENERGY PAYMENT CENTER	278	10/22/2021	98339	19.68	0.00	19.68
4400	CRAF CENTER	278	10/22/2021	98340	2,000.00	0.00	2,000.00
4495	CRAWFORD AUSABLE DAY CARE	278	10/22/2021	98341	1,870.00	0.00	1,870.00
4440	CRAWFORD AUSABLE SD	278	10/22/2021	98342	44.45	0.00	44.45

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4490	CRAWFORD CO AVALANCH	278	10/22/2021	98343	71.55	0.00	71.55
4860	DATA IMAGE SYSTEMS INC	278	10/22/2021	98344	490.00	0.00	490.00
4900	DEAN TRANSPORTATION	278	10/22/2021	98345	64,684.08	0.00	64,684.08
141789	DENISE AUNGST	278	10/22/2021	98346	50.00	0.00	50.00
141732	DM BURR GROUP	278	10/22/2021	98347	7,197.29	0.00	7,197.29
141788	DOUBLETREE BY HILTON HOTEL BAY CITY	278	10/22/2021	98348	362.25	0.00	362.25
5385	DTE ENERGY	278	10/22/2021	98349	239.77	0.00	239.77
5812	EMERGENCY SERVICES OF HOUGHTON LAKE	278	10/22/2021	98350	2,286.33	0.00	2,286.33
141793	EMILY R GORNO	278	10/22/2021	98351	50.00	0.00	50.00
6781	FRONTIER	278	10/22/2021	98352	451.14	0.00	451.14
141697	FUN FIRST THERAPY	278	10/22/2021	98353	16,982.48	0.00	16,982.48
8830	HOUGHTON LK RESORTER	278	10/22/2021	98354	90.00	0.00	90.00
11870	INCOMPASS MICHIGAN	278	10/22/2021	98355	315.00	0.00	315.00
9385	IOSCO RESA	278	10/22/2021	98356	99,893.69	0.00	99,893.69
9950	KAPLAN EARLY LEARNING COMPANY	278	10/22/2021	98357	1,170.00	0.00	1,170.00
141798	KRISTEN HAMP	278	10/22/2021	98358	50.00	0.00	50.00
141794	KRISTI STACHURSKI	278	10/22/2021	98359	50.00	0.00	50.00
141796	LACEY LEHMAN	278	10/22/2021	98360	50.00	0.00	50.00
141791	LEAH ALLEN	278	10/22/2021	98361	50.00	0.00	50.00
11182	LOGISOFT	278	10/22/2021	98362	392.01	0.00	392.01
141719	LYN SPERRY	278	10/22/2021	98363	65.84	0.00	65.84
11595	MAEDS	278	10/22/2021	98364	210.00	0.00	210.00
141790	MARCI GALLOWAY	278	10/22/2021	98365	50.00	0.00	50.00
8099	MARIE HARRIS	278	10/22/2021	98366	147.40	0.00	147.40
16885	MARY JO RONDO	278	10/22/2021	98367	21.06	0.00	21.06
141795	MEGAN NICHOLS	278	10/22/2021	98368	50.00	0.00	50.00
141422	MELISA AKERS	278	10/22/2021	98369	70.32	0.00	70.32
15351	MICHELLE PATTERSON	278	10/22/2021	98370	50.00	0.00	50.00
13011	MICHIGAN SKYWARD USER GROUP	278	10/22/2021	98371	800.00	0.00	800.00
13651	MIO AUSABLE SCHOOL DISTRICT	278	10/22/2021	98372	24,387.50	0.00	24,387.50
15652	NANCY PERSING	278	10/22/2021	98373	134.80	0.00	134.80
141623	NATIONAL PEN	278	10/22/2021	98374	281.61	0.00	281.61
14205	NCS PEARSON, INC.	278	10/22/2021	98375	312.70	0.00	312.70
19836	NICOL TIMO	278	10/22/2021	98376	50.00	0.00	50.00
141800	PENRICKTON CENTER FOR BLIND CHILDREN	278	10/22/2021	98377	750.83	0.00	750.83
141762	PETTY CASH CEC	278	10/22/2021	98378	55.39	0.00	55.39
141263	PRESENCE LEARNING, INC.	278	10/22/2021	98379	1,487.00	0.00	1,487.00
16155	PUBLIC CONSULTING GROUP, INC	278	10/22/2021	98380	11,988.68	0.00	11,988.68
141711	PURITY CYLINDER GASES INC	278	10/22/2021	98381	502.39	0.00	502.39
16250	QUILL CORP	278	10/22/2021	98382	912.01	0.00	912.01
16380	RAVEN ANALYTICAL LAB	278	10/22/2021	98383	48.00	0.00	48.00
19081	ROBERT J GORDON DOFAA-INS PLLC	278	10/22/2021	98384	27.00	0.00	27.00
7160	ROSCOMMON AREA PUBLIC SCHOOLS BUSINESS OFFICE	278	10/22/2021	98385	16,329.00	0.00	16,329.00
7161	ROSCOMMON FOOD SERVICE	278	10/22/2021	98386	1,862.03	0.00	1,862.03
2095	SARA GRIFFIN	278	10/22/2021	98387	50.00	0.00	50.00
141696	SCOTT MENTEL	278	10/22/2021	98388	167.22	0.00	167.22
18115	SHEFFIELD AUTOMOTIVE INC	278	10/22/2021	98389	899.39	0.00	899.39
18577	SPECIALIZED DATA SYSTEMS, INC	278	10/22/2021	98390	9,170.00	0.00	9,170.00
18782	STATE OF MICHIGAN DEPARTMENT OF	278	10/22/2021	98391	160,700.00	0.00	160,700.00
141774	STEPHANIE BATES	278	10/22/2021	98392	184.80	0.00	184.80
8960	SUSANNA MIER	278	10/22/2021	98393	50.00	0.00	50.00
19545	TEACHING STRATEGIES LLC	278	10/22/2021	98394	3,580.65	0.00	3,580.65
7180	TERESA GERTISER	278	10/22/2021	98395	61.04	0.00	61.04

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
20571	VERIZON WIRELESS	278	10/22/2021	98396	1,072.61	0.00	1,072.61
141582	VISION CONSULTING LLC	278	10/22/2021	98397	1,332.50	0.00	1,332.50
21110	WEINLANDER-FITZHUGH-	278	10/22/2021	98398	14,000.00	0.00	14,000.00
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	278	10/22/2021	98399	29,878.00	0.00	29,878.00
21235	WEXFORD-MISSAUKEE ISD	278	10/22/2021	98400	179.55	0.00	179.55
21770	XEROX CORP	278	10/22/2021	98401	178.18	0.00	178.18
13220	MICHIGAN STATE DISBURSEMENT UNIT	93	10/29/2021	98402	116.09	0.00	116.09
141729	THOMAS MCDONALD	93	10/29/2021	98403	183.00	0.00	183.00
19978	TSA CONSULTING GROUP INC	93	10/29/2021	98404	1,440.00	0.00	1,440.00
20310	UNITED WAY OF ROSCOMMON COUNTY	93	10/29/2021	98405	2.00	0.00	2.00
141222	DUANE BILLS	279	10/29/2021	98406	2,504.32	0.00	2,504.32
141105	HEALTH EQUITY	94	10/01/2021	201705003	0.00	3,609.85	3,609.85
20245	US TREASURY	94	10/01/2021	201705004	0.00	34,544.99	34,544.99
141103	ORS	94	10/08/2021	201705005	0.00	57,779.18	57,779.18
141105	HEALTH EQUITY	94	10/15/2021	201705006	0.00	3,582.46	3,582.46
20245	US TREASURY	94	10/15/2021	201705007	0.00	33,590.37	33,590.37
141103	ORS	94	10/22/2021	201705008	0.00	58,077.80	58,077.80
20245	US TREASURY	96	10/22/2021	201705009	0.00	467.37	467.37
141105	HEALTH EQUITY	94	10/29/2021	201705010	0.00	3,553.06	3,553.06
141106	MICHIGAN DEPT OF TREASURY	94	10/29/2021	201705011	0.00	15,659.03	15,659.03
20245	US TREASURY	94	10/29/2021	201705012	0.00	29,648.33	29,648.33
Report Totals					\$781,443.26	\$240,512.44	\$1,021,955.70

C. Approve Revenue & Expenditure
Reports for October 2021

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COOR Intermediate School District				
General Fund				
Statement of Revenue & Expenditures				
October 31, 2021				
Revenues	Current Budget	Year to Date 10/31/2021	Encumbered Amount	Year to Date 10/31/2020
Local Sources	1,021,463	195,835	-	202,220
State Sources	4,270,061	276,566	-	228,605
Federal Sources	600,490	118,587	-	158,364
Incoming Transfers	260,542	8,680	-	58,036
Total Revenues	6,152,556	599,668	-	647,225
Added Needs	42,540	-	-	-
School Administrative	981,710	346,014	6,957	390,055
Support Services - Instruction	584,446	127,395	1,800	73,172
General Administration	577,941	256,980	3,923	242,195
Business	11,290	5,175	601	5,846
Operations & Maintenance	107,927	17,531	448	13,066
Central	207,478	137,301	7,108	145,687
31N Services	925,447	189,886	5,784	750
Pupil Accounting	86,643	29,351	117	12,798
Outgoing Transfers	2,426,450	450,239	79,663	151,655
Total Expenditures	5,951,872	1,559,872	106,401	1,035,224
Current Change in Fund Balance		(960,204)		(387,999)

COOR Intermediate School District				
ROOC Inc				
Statement of Revenue & Expenditures				
October 31, 2021				
Revenues	Current Budget	Year to Date 10/31/2021	Encumbered Amount	Year to Date 10/31/2020
Northern Lakes	750,000	151,379	-	99,158
DHHS	45,000	36,225	-	27,599
Production	45,000	3,598	-	19,874
State Aid	56,404	-	-	-
Rent	-	-	-	-
Private	10,000	-	-	-
Donations	15,000	-	-	1,000
Interest	170	111	-	37
Snack Shack	-	-	-	-
Miscellaneous	500	532	-	623
Transfer from ROOC Unemployment	-	-	-	-
Total Revenues	922,074	191,845	-	148,291
General Administration	236,005	78,519	428	43,395
Operations & Maintenance	56,706	15,176	637	14,881
Activity Services	358,693	107,030	309	104,086
Support Employment Service	29,553	32,480	187	49,930
Production	33,403	12,340	836	27,217
Spencers	37,620	9,496	120	8,115
Respite	27,374	7,517	-	7,892
Transportation	37,404	9,499	1,384	200
Communications/Technology	5,822	337	-	4,820
Business	5,460	794	-	1,415
Total Expenditures	828,040	273,188	3,901	261,951
Current Change in Fund Balance		(81,343)		(113,660)

COOR Intermediate School District				
Special Education				
Statement of Revenue & Expenditures				
October 31, 2021				
Revenues	Current Budget	Year to Date 10/31/2021	Encumbered Amount	Year to Date 10/31/2020
Local Sources	3,122,278	683,472	-	679,844
State Sources	2,004,588	150,029	-	163,313
Federal Sources	2,405,363	(14,489)	-	12,050
Incoming Transfers	666,612	-	-	20,771
Total Revenues	8,198,841	819,013	-	875,978
Added Needs	1,814,556	543,590	337	458,472
Pupil Support Services	2,053,110	409,555	7,378	100,631
Support Services - Instruction	540,252	279,266	2,372	588,291
General Administration	124,707	22,377	1,395	27,274
Business	27,215	15,466	601	18,190
Operations & Maintenance	153,253	54,045	4,423	42,761
Pupil Transportation	621,646	200,658	10,561	70,924
Communication/Technology	27,851	1,012	-	7,531
Outgoing Transfers	2,335,239	12,798	-	10,370
Total Expenditures	7,697,829	1,538,766	27,066	1,324,444
Current Change in Fund Balance		(719,753)		(448,466)

COOR Intermediate School District				
Career Tech				
Statement of Revenue & Expenditures				
October 31, 2021				
Revenues	Current Budget	Year to Date 10/31/2021	Encumbered Amount	Year to Date 10/31/2020
Local Sources	1,000	6,170	-	595
State Sources	554,059	10,000	-	17,438
Federal Sources	145,856	-	-	-
Incoming Transfers	196,317	24,000	-	20,250
Total Revenues	897,232	40,170	-	38,283
Basic Program	260,799	68,077	-	20,266
Added Needs	-	-	-	-
Skilled Trades Initiative	-	-	-	-
Support Services - Pupil	153,305	45,245	9,706	25,684
Technology	1,033	1,330	-	-
General Administration	245,696	90,298	12,138	66,945
Business	4,254	1,320	-	1,524
Repairs & Maintenance	24,000	3,960	-	-
Building Improvements		38,917	-	
Outgoing Transfers	195,612	-	-	-
Total Expenditures	884,699	249,147	21,844	114,419
Current Change in Fund Balance		(208,977)		(76,136)

D. Renew contract with EduStaff for
local district substitute hiring for
2021-2024

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Educational Staffing Services Master Agreement

THIS AGREEMENT ("Agreement") is entered into and made effective July 1, 2021, between EDUStaff, LLC ("EDUStaff"), a Michigan limited liability company with its principal place of business located in Grand Rapids, Michigan and Crawford-Oscoda-Ogemaw-Roscommon (COOR) Intermediate School District ("Client"), a Michigan intermediate school district, organized and operating pursuant to the Revised School Code, MCL 380.1, et seq., with its principal offices in Roscommon, Michigan. ("EDUStaff" and "Client" sometimes referred to herein as a "Party," and collectively as "the Parties").

RECITALS

WHEREAS, EDUStaff is a private company engaged in the business of providing educational staffing services to educational institutions, with the resources, expertise, training, capacity and qualifications to perform the services contemplated under this Agreement;

WHEREAS, Client is an intermediate school district authorized under the Revised School Code, MCL 380.1 *et seq.*, to enter into independent contractor agreements with other public or private entities to carry out Client's general powers and functions; ;

WHEREAS, Client wishes to retain EDUStaff to provide educational services to Client, as set forth in this Agreement.

NOW, THEREFORE, EDUStaff and Client agree as follows:

SECTION 1: RELATIONSHIP OF PARTIES

A. DEFINITION OF CLIENT & SUPPLIED STAFF

The term "Client" refers to the educational institution listed above.

The term "Supplied Staff" refers to the EDUStaff employee(s) or Client-preapproved subcontractors whom EDUStaff has selected, in its sole discretion as employer, and assigned to perform services for Client under this Agreement. It is acknowledged and understood that Supplied Staff may be altered, transferred and/or replaced by EDUStaff in its sole discretion as employer. However, the parties acknowledge and agree that consistency may be an important factor in EDUStaff's proper performance of services.

B. RELATIONSHIP BETWEEN CLIENT AND EDUStaff

EDUStaff will act solely as an independent contractor retained by Client to perform the educational services identified in this Agreement, which are expressly requested of EDUStaff by Client pursuant to the terms of this Agreement. Nothing in this Agreement shall create or imply an agency or other relationship between EDUStaff and Client, nor will this Agreement be deemed to constitute a joint venture or partnership between the parties. EDUStaff is the sole employer of Supplied Staff and Client shall not be deemed or considered to be an employer or joint employer of Supplied Staff for purposes of any services performed pursuant to this Agreement. EDUStaff will furnish all labor necessary to perform the work described in this Agreement, and shall solely direct and control the means, manner and method of performance. Should Client have any issues or concerns with Supplied Staff or the services they provide, Client shall have the right to notify EDUStaff of those issues or concerns and make recommendations or suggestions to resolve them. EDUStaff, however, exclusively retains all rights and responsibilities inherent in the employment relationship, including but not limited to, the right to hire, fire, discipline, supervise and otherwise control the terms and conditions of employment. EDUStaff also has sole responsibility for payment of wages and

benefits, withholding and payment of any applicable local, state or federal taxes, payment for Workers' Compensation protection, unemployment insurance taxes and other employer obligations. Should any individual or entity assert a claim against Client for any liability associated with EDUStaff's employment of the Supplied Staff, including, but not limited to, the payment of salaries, wages, benefits, payroll or other taxes related to Supplied Staff during the time they were employed by EDUStaff, Client shall, within a reasonable time after Client becomes aware of the claim, notify EDUStaff, and EDUStaff shall defend the Client at its sole expense, and shall indemnify Client against any and all liability or damages associated with any such claim.

Nothing contained in this Agreement is intended to establish an exclusive relationship between EDUStaff and Client. Client may, at Client's sole discretion, seek the same or similar services from a third-party and/or direct hire any individual for any position at any time.

C. RELATIONSHIP BETWEEN EDUStaff AND SUPPLIED STAFF

EDUStaff will be the sole employer of Supplied Staff, who shall be "at will" employees of EDUStaff. When requested by Client, EDUStaff will assign Supplied Staff to perform the services described in Exhibit A for Client in accordance with the terms of this Agreement. EDUStaff shall have sole and exclusive responsibility for the following costs and charges attributable to the Supplied Staff:

- a) All wage payments
- b) All applicable state and federal employment taxes and costs
- c) All applicable premium costs for insurance coverages and programs applicable to Supplied Staff
- d) All expenses incurred by Supplied Staff
- e) All other expenses and costs associated with the employment of Supplied Staff (or use of subcontractors) unless otherwise mutually agreed by the Parties in writing.

D. RELATIONSHIP BETWEEN CLIENT AND SUPPLIED STAFF

While providing services to Client, Supplied Staff shall be deemed employees of EDUStaff and shall be directed and controlled by EDUStaff as their employer. EDUStaff's Supplied Staff are not eligible for any Client wages, benefits or contract privileges, nor are they covered by laws or programs applicable exclusively to public school employees, including but not limited to the Michigan Teacher Tenure Act, the Michigan Public School Employees Retirement System, or the Revised School Code. Furthermore, Client may not directly pay, compensate or promise any remuneration to Supplied Staff. Supplied Staff may not receive mileage, conference fees, training expenses, or other similar expenses from Client. Client has the right to remove an EDUStaff employee or Supplied Staff who violates the Client's policies, rules and/or procedures from the Client's premises and/or from the Client's school activities. Client shall not use Supplied Staff for other purposes or assignments outside of their regularly intended use unless it is consistent with Supplied Staff certification, ability and willingness of the Supplied Staff.

EDUStaff's employees and agents shall not be considered agents or employees of Client for any purpose and no such employees or agents are entitled to any of the rights, compensation or other benefits which Client may provide its own employees or which Client may be obligated to provide under Section 1236 of the Revised School Code.

E. PLACE OF WORK

Client shall provide sufficient workspace and a safe working environment for Supplied Staff to allow the successful performance of services by EDUStaff's Supplied Staff. Upon request by EDUStaff, Client will provide EDUStaff with information about, and copies of, any policies or procedures with which Supplied Staff will be expected to comply.

SECTION 2: DESCRIPTION OF SERVICES

A. PERFORMANCE OF SERVICES

EDUStaff will provide the educational services described in Exhibit A (Scope of Services) for the pricing described in Exhibit B (Pricing). Either EDUStaff or Client may propose a change to Exhibit A or B, or propose additional document(s) to be included as exhibits to this Agreement. Any such modifications(s) must be mutually agreed upon in writing between the Parties prior to implementation.

EDUStaff will recruit, screen/interview, select, hire and assign qualified employees to provide services to Client under this Agreement. Supplied Staff assigned by EDUStaff to perform services under this Agreement for the Client shall, where applicable, be fully certified, licensed, approved and otherwise qualified to perform the functions assigned to and in conformance with the provisions of Michigan law, including but not limited to the Michigan Revised School Code and the Michigan Teacher Certification Code. EDUStaff warrants that Supplied Staff have completed EDUStaff's screening and formal training process, provided required employment documentation and fulfilled certification requirements for applicable positional placements. EDUStaff will not furnish any personnel to the Client who would be ineligible for employment by the Client if that person were instead employed directly by the Client under applicable laws and statutes.

EDUStaff agrees that it will require Supplied Staff to comply with Client's policies and procedures and will communicate Client's policies and procedures to the Supplied Staff to the extent applicable to the performance of services under this Agreement including policies regarding non-discrimination; sexual harassment; corporal punishment; child abuse and neglect reporting; confidentiality of student records; administration of medication of pupils; disability accommodation; communicable diseases; blood borne pathogens; alcohol and controlled substances; electronic communications and copyright. When requested by EDUStaff, Client will provide EDUStaff and Supplied Staff access to, or a copy of, the applicable policies. In the event Supplied Staff is alleged to have violated Client policy, Client will notify EDUStaff within a reasonable amount of time and EDUStaff will promptly investigate and take appropriate action. Nothing in this Agreement prevents Client from barring Supplied Staff from the premises or requesting EDUStaff to remove Supplied Staff; however, Client's right to determine who is permitted on its property shall not affect EDUStaff's sole discretion to hire, assign, reassign, discipline and/or terminate Supplied Staff.

B. CRIMINAL BACKGROUND CHECKS

Pursuant to the requirements of Sections 1230 and 1230a-h of the Revised School Code, and as authorized by Section 1236a(2)(e) of the Revised School Code, EDUStaff shall cooperate fully with the Client to ensure that a criminal history check through the Michigan State Police, as well as a criminal records check through the Federal Bureau of Investigation, has been conducted with regard to all persons assigned by EDUStaff under this Agreement to work in any of the Client's facilities or at program sites where the Client delivers educational programs and services. EDUStaff shall ensure that all individuals it may assign under this Agreement take all necessary steps of filling out all necessary paperwork and paying all necessary fees (for the background checks, fingerprinting, and ICHAT checks), to comply with Sections 1230 and 1230a-h of the Revised School Code, and any record keeping requirements of the Michigan State Police.

EDUStaff will provide an electronic system for Client to "green light/red light" eligible contracted staff. EDUStaff will comply with this system as part of assigning any contracted staff under this Agreement. Client and EDUStaff shall ensure that the individual has completed all applicable necessary "CHRI" requirements contained within Sections 1230 and 1230a-h of the Revised School Code. Client shall not "green light" any contracted staff for EDUStaff, nor shall EDUStaff permit any such individual to perform services thereunder, if such person has been convicted of any of the following offenses:

- (a) Any "listed offense" as defined under Section 2 of the Sex Offenders Registration Act, MCL 28.722;

- (b) Any offense enumerated in Sections MCL 380.1535a or 380.1539b of the Revised School Code, MCL 380.1535a; 380.1539b;
- (c) Any felony. Provided, that with prior written approval of Client's Superintendent and of its Board of Education an individual who has been convicted of a felony (other than a "listed offense" as defined above) and who is regularly and continuously providing services under this Agreement at the Client facilities or program sites may be permitted to perform such services when, in the judgment of the Superintendent and Board of Education, that individual's presence will not pose a danger to the safety or security of the Client's students or employees;
- (d) Any misdemeanor conviction involving sexual or physical abuse as those terms are defined in Sections 1230(10) and 1230a(8) of the Revised School Code; or
- (e) Any offense of a substantially similar enactment (to those enumerated in A-D, above) of the United States or another State; or (f) any other offense that would, in the judgment of the Client, create a potential risk to the safety and security of students serviced by the Client or employees of the Client.

Prior to assigning any individual under this Agreement, EDUStaff will ensure that the individual has completed all applicable necessary requirements contained within Sections 1230 and 1230a-h of the Revised School Code.

EDUStaff shall further conduct employment reference checks on individuals that may be assigned to provide services to Client. Such reference checks shall meet or exceed the standards required under MCL 380.1230b of the Revised School Code. EDUStaff shall alert Client to any adverse results prior to assigning any individual to perform duties as Supplied Staff for the Client.

C. COOPERATION WITH MPSERS REPORTING

To enable Client to comply with its reporting obligations under the Michigan Public School Employees Retirement Act (known as "MPSERS"), EDUStaff (1) shall promptly notify Client in writing when EDUStaff becomes aware that a Supplied Staff member is a retiree entitled to MPSERS benefits; and (2) shall provide information on a pay period basis regarding any such individual's wages or amounts paid and hours of service under this Agreement, as necessary for Client to report on a schedule and in such manner as may be determined from time to time by MPSERS. In order to comply with this obligation, EDUStaff shall ask Supplied Staff whether they are retirees who now or in the future will be entitled to benefits under MPSERS. Neither Client nor EDUStaff (so long as EDUStaff has performed its duty to reasonably investigate) shall be held liable for any false answers provided by the individual employee.

D. PERFORMANCE & INFORMATIONAL SHARING GUARANTEE

EDUStaff agrees that the Supplied Staff will perform all required services in a manner consistent with generally accepted proficiency and competency for the type and nature of services rendered. The Client shall make reasonable effort to communicate promptly to EDUStaff any performance failure, and EDUStaff will make every reasonable effort to promptly and appropriately address all issues in a timely manner given the severity of same – but under no circumstances shall EDUStaff take more than ten business days. Any issues that are unresolved to Client's satisfaction within ten days shall allow client to terminate this Agreement without penalty.

In the event this Agreement is terminated between the parties, to the extent allowed by law, EDUStaff shall supply to Client any information about the Supplied Staff that Client may require to properly execute any remaining state reporting requirements and that Client may require to transition to a successor contracting supplier.

E. AFFORDABLE CARE ACT

EDUStaff and Client agree that EDUStaff is intended to be the common law employer of Supplied Staff for purposes of the Patient Protection and Affordable Care Act of 2010, as amended, and its implementing regulations and regulatory guidance ("Affordable Care Act").

SECTION 3: TERM, SUPERSEDCENCE, TERMINATION & RENEWAL OF AGREEMENT

This Agreement shall commence on the Effective Date identified in the first paragraph of this Agreement and remain in full force for a 3-year period unless terminated earlier as provided in this Section.

This Agreement shall supersede and replace any Agreement in place between EDUStaff and Client that is already enforce.

Either party may terminate this Agreement for any reason or for no reason upon sixty (60) days written notice to the other party. In the event of a material breach of this Agreement, the non-breaching party may terminate this Agreement immediately by giving written notice of termination to the breaching party, so long as it previously notified the breaching party in writing of the nature of the breach and the breaching party failed to cure same within fifteen (15) days. In the event of termination, Client will pay EDUStaff for all of the work properly and timely performed up to the date of termination. Provisions in this Agreement related to indemnification, insurance, liability, confidentiality, and intellectual property shall survive any termination of the Agreement.

Both parties may agree to extend this agreement with a simple, written extension addendum identifying this agreement, the parties, it's termination date with a new term referring to the other terms of this Agreement. The addendum must be signed by authorized representatives of both parties.

SECTION 4: INVOICE AND PAYMENT

A. AMOUNT OF SERVICE FEES

Client will pay EDUStaff for the services provided under this Agreement, as specified in Exhibit B (Pricing).

B. INVOICE PROCEDURES AND PAYMENT OF SERVICE FEES

EDUStaff shall invoice Client bi-weekly for all applicable charges for the billing period. The invoice shall, itemize the service rendered and the dates of service. These invoices shall be emailed to the Client-designated contact by Tuesday noon following the applicable billing period. The invoice shall be in the form of a "PDF" document for auditing and an "Excel" document for internal accounting integration. The invoices shall contain the information and detail reasonably required by Client to determine the invoices are accurate and to satisfy reasonably prudent auditing and accounting practices.

Client agrees to pay all undisputed invoices (as billed and/or approved) via ACH bank transactions initiated by EDUStaff prior to the close of business on the first Wednesday following the date of invoice. Any mutually agreed upon adjustments to an invoice will be applied in the next invoice cycle. In the event of a non-funded or rejected ACH transaction, EDUStaff reserves the right to require a same day payment in the form of a wire transaction from the Client. In the event of chronic non-funded or late transactions (defined as three or more instances in any given school year), EDUStaff may declare a material breach of this Agreement and terminate the Agreement in accordance with Section 3. All unpaid invoices and all charges for services properly provided and not yet invoiced shall then become due and payable.

SECTION 5: LIABILITY, INSURANCE AND INDEMNITY

A. LIABILITY

EDUStaff shall indemnify, defend and hold harmless the Client, its board members, officers, directors, employees and agents, from and against all liability, damages, fines, causes of action, losses, costs or expenses (including attorney fees) arising from the actions or omissions by EDUStaff, its agents or employees (including but not limited to its Supplied Staff). In the event liability is incurred by Client in part from the acts or omissions of EDUStaff, its agents or employees, EDUStaff will be responsible for payment of its proportionate share of the damages and attorney fees in proportion to the respective percentages of fault giving rise to such liability.

EDUStaff is responsible for the payment of all taxes that are payable as the employer or contractor of Supplied Staff. EDUStaff further agrees to indemnify and hold harmless the Client for any liability with the Internal Revenue Service or any State tax agency, as well as local laws and regulations regarding the payment of such taxes on wages paid its employees, including, but not limited to, withholdings for FICA, Medicare, Social Security and income tax. EDUStaff shall indemnify and hold harmless Client and its officers, directors and employees for any claims brought or liabilities imposed against Client, including claims related to workers' compensation, wage and hour laws, employment taxes and benefits. Client shall make reasonable efforts to notify EDUStaff when any such claim has been asserted against Client and Client becomes aware of the applicability of this paragraph.

B. INSURANCE

EDUStaff shall procure and maintain insurance coverage throughout the term of the Agreement as follows:

- **General Liability Insurance (including Abuse coverage)** in an amount not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate.
- **Umbrella Liability Insurance** in an amount not less than One Million Dollars (\$1,000,000) per single occurrence and aggregate over the underlying coverages of General Liability and Workers Compensation Insurance.
- **Employment Practices Liability Insurance** in an amount not less than One Million Dollars (\$1,000,000) per single occurrence and aggregate.
- **Commercial Automobile Liability Insurance** in the amount not less than One Million Dollars (\$1,000,000) covering vehicles owned or leased by EDUStaff and used by Supplied Staff. Note: Client shall not use Supplied Staff for any driving occurrence of a Client vehicle or the transportation of students.
- **Workers' Compensation Insurance** from a licensed insurance carrier or approved self-funded claims pool in accordance with and approved by the State of Michigan.

Client shall procure and maintain in effect throughout the term of the Agreement:

- **General Liability Insurance** in an amount not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate.

EDUStaff general liability insurance policies shall contain an endorsement naming the Client as an additional insured, and such insurance shall be primary concerning the acts/omissions of EDUStaff employees. Concerning EPLI insurance, EDUStaff's policy applies excess of all indemnification and insurance that may otherwise be available to the Client. EDUStaff insurance policies shall also include language requiring Client to be notified in writing at least thirty (30) days in advance of any change or cancellation of the policies. EDUStaff shall provide annually, or upon request, an updated insurance certificate containing coverage categories, limitations, additional insured, policy numbers, coverage dates and underwriting insurance carriers.

SECTION 6: INTELLECTUAL PROPERTY AND CONFIDENTIAL INFORMATION**A. EDUSTAFF'S INTELLECTUAL PROPERTY AND CONFIDENTIAL INFORMATION**

All EDUStaff procedures and process materials are deemed Intellectual Property and/or Confidential Information if identified as "Intellectual Property" or "confidential information." These materials are inclusive of, but not limited to, training materials, process maps and secondary vendor interface procedures. Any documents, whether electronic or otherwise, produced by Supplied Staff while on assignment with the Client are deemed to be the property of the Client and Client shall have rights to use such documents indefinitely.

All information relating to or owned by EDUStaff which is clearly marked as confidential or intellectual property shall be held in confidence by Client and will not be disclosed to any third party or used by Client, except to the extent that such disclosure or use is reasonably necessary to the performance of Client's duties and obligations under this Agreement, and except as required by law or as Client reasonably believes may be required by law. EDUStaff acknowledges Client's obligation to comply with the Michigan Freedom of Information Act and other similar disclosure laws which may affect the ability to withhold Intellectual Property and Confidential Information. Should Client determine that it may be legally obligated to disclose EDUStaff's Intellectual Property or Confidential Information, Client shall provide notice to EDUStaff, if possible, at least three (3) business days in advance of producing any such Intellectual Property or Confidential Information.

Client's obligation of confidentiality extends for a period of twelve months after the termination of this Agreement. Protection by the client does not apply to information or documents that are independently developed by Supplied Staff in the course of his/her work for Client, which shall be deemed works made for hire and shall become property of the Client, or information which lawfully becomes part of the public domain, or information which the Client gained knowledge or possession outside of any disclosure by or on behalf of EDUStaff. After the termination of this Agreement, EDUStaff may submit a written request to Client for the return of EDUStaff's confidential information or intellectual property, not owned by Client or for which Client has no other right or obligation to retain. Client will honor that request within 10 business days of the date the request was made unless otherwise prohibited by law.

B. CONFIDENTIAL STUDENT INFORMATION

EDUStaff understands that, in connection with the services provided to Client, Supplied Staff may have access to confidential student records, including records protected under the Family Educational Rights and Privacy Act ("FERPA"), the Revised School Code, and/or the Individuals with Disabilities in Education Act ("IDEA"). EDUStaff acknowledges that any such records will remain under the exclusive control of Client, and will only be disclosed to EDUStaff (or other Supplied Staff) as permitted by law. EDUStaff further acknowledges that, with respect to confidential student records, EDUStaff (and Supplied Staff) are subject to the same laws and regulations governing use and re-disclosure of confidential student records as Client and EDUStaff will strictly comply with all applicable laws and regulations.

The parties acknowledge and agree that EDUStaff (and Supplied Staff) may be subject to penalties for unauthorized disclosure or misuse of confidential student records under applicable law, including but not limited to a prohibition against EDUStaff (or Supplied Staff) from accessing confidential records for a defined period of time. Any such prohibition would constitute a material breach of this Agreement by EDUStaff.

EDUStaff agrees to indemnify and hold harmless Client from any and all liability arising out of EDUStaff's failure to comply with the requirements of this Section 6(B).

SECTION 7: LEGAL COMPLIANCE

EDUStaff will comply with all federal, state and local laws applicable to EDUStaff, including but not limited to, the Michigan Payment of Wages and Fringe Benefits Act, the Fair Labor Standards Act, the Immigration Reform Act, non-discrimination laws, and all other applicable laws pertaining to the services provided under this Agreement.

EDUStaff will not discriminate against any applicant. The Parties will not discriminate against Supplied Staff with respect to hire, assignment, or other terms or conditions of employment on the basis of race, color, sex, religion, national origin, pregnancy, age, height, weight, disability, marital status, veteran status, genetic information, or any other characteristic protected by state or federal law. The parties further agree that they will not discriminate against any student or recipient of services under this Agreement due to race, color, sex, religion, national origin, pregnancy, disability or any other characteristic protected by state or federal law. Any breach of this Section will be considered a material breach of the Agreement.

SECTION 8: MISCELLANEOUS

A. ASSIGNMENT

Neither Party may assign this Agreement, in whole or in part, without the prior written consent of the other Party. This Agreement shall inure to the benefit of, and be binding upon, the Parties, including their respective legal representatives, successors and assigns. EDUStaff engages secondary vendors to supply certain third party services, such as training and payroll software and services. Utilizing such services is not an "assignment" of this Agreement.

B. GOVERNING LAW AND JURISDICTION

This Agreement shall be governed in all respects by Michigan law.

C. SEVERABILITY

If any provision of this Agreement is invalid or unenforceable, that provision will be enforced to the extent that it is valid and enforceable, and all other provisions of this Agreement shall remain in full force and effect.

D. FORCE MAJEURE

Neither Party will be held responsible for any delay or failure in performance of any part of this Agreement to the extent that such delay is caused by events or circumstances beyond the delayed Party's reasonable control, which may include without limitation fire, natural disaster, earthquake, war, act of terror, accident or other acts of God.

E. NO WAIVER; MODIFICATION

The waiver by any Party of any breach of this Agreement will not be construed to be a waiver of any succeeding breach. All waivers must be in writing, and signed by the Party waiving its rights. This Agreement may be modified only by a written instrument executed by authorized representatives of the Parties hereto.

F. NOTIFICATION

All notices, consents, approvals, requests and other communications (collectively referred to as "Notices"), required under this Agreement shall be in writing, signed by an authorized representative of EDUStaff or Client and mailed by certified or registered mail, return receipt requested, hand delivered, sent by overnight courier or sent by facsimile or electronic mail transmission to the other party as set forth below:

First Class Mail:
Clark Galloway

or

Email (with receipt acknowledgement)
Clark Galloway

EDUStaff, LLC
4120 Brockton SE
Suite 200
Grand Rapids, MI 49512

Clark@EDUStaff.org

All Notices to Client shall be directed to the Superintendent or his/her designee as communicated to EDUStaff in writing, at Client's administrative office.

Unless otherwise provided in this Agreement, all Notices shall be deemed served upon the date of hand delivery, the day after delivery by overnight courier, the date of transmission by facsimile or electronic mail, or two (2) days after mailing by registered or certified mail or the earliest of any combination of these. Any Party may, by Notice given under this Agreement, designate any additional or different addresses or recipients to which subsequent Notices should be sent.

G. TAXES

Any taxes and/or fees that arise out of EDUStaff's performance of the Services hereunder shall be the responsibility of EDUStaff.

H. THIRD PARTY BENEFITS/GOVERNMENTAL IMMUNITY

This Agreement is intended solely for the mutual benefit of the Parties hereto and is not intended to benefit any other person or entity. The Parties expressly agree that no other person or entity is a third party beneficiary under this Agreement. The parties further agree that nothing herein shall be interpreted to eliminate or reduce the Client's defense of governmental immunity.

I. ENTIRE AGREEMENT

This Agreement (which includes Exhibits A, B and C) constitutes the entire agreement between the parties with respect to the Agreement's subject matter, and supersedes all prior agreements, proposals, responses to requests for proposal, negotiations, representations or communications relating to the subject matter. Both parties acknowledge that they have not been induced to enter into this Agreement by any representations or promises not specifically stated herein.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth above.

Client: **COOR Intermediate School District**

By: _____

Name: Shawn C. Petri

Its/Title: Superintendent

Date: Nov 11, 2021

EDUStaff, LLC:

By: _____

Name: Clark Galloway

Its/Title: President/Managing Partner

Date: _____

Exhibit A: SCOPE OF SERVICES AGREEMENT

This Scope of Services Agreement is referred to in the EDUStaff Master Staffing Agreement as “Exhibit A” and is part of the Master Agreement. By signing this Scope of Services Agreement, the participating educational institution (Client) accepts and agrees to the terms of the Master Staffing Agreement and the Client Responsibilities detailed in this Scope of Services Agreement attached to the Master Agreement.

EDUStaff agrees to:

- Source, screen/interview, select, hire, retain, assign, direct, control, and supervise qualified individuals to perform the services. It is the intent of the Parties that the Client shall have no employment responsibilities, including employment supervisory responsibility, for EDUStaff employees assigned to the Client.
- Perform all duties of the employer, including, but not limited to, making all wage payments to and applicable wage deductions for and on behalf of EDUStaff’s employees and agents providing services under this Agreement, as specified previously in this Agreement. It is the intent of the Parties that EDUStaff shall be the sole employer for all individuals assigned to the Client pursuant to this Agreement.
- Assist the Client as necessary to ensure that Criminal History and Criminal Record Checks – Electronic Fingerprint Scan (Michigan and FBI) in accordance with Sections 380.1230, 380.1230a-h and 380.1236a of the Michigan Revised School Code, are conducted. EDUStaff shall ensure that all individuals assigned under the Agreement have completed the necessary background checks. EDUStaff shall require any employees assigned to the Client to comply with the reporting requirements of Section 1230d of the Revised School Code, and shall immediately forward any information so obtained to the Client.
- Conduct employment reference checks of potential individuals dedicated to provide services to the Client. Such reference checks will meet or exceed the standards required under 380.1230b of the Michigan Revised School Code. EDUStaff shall alert the Client to any adverse results prior to assigning EDUStaff employees to perform their duties at the Client.
- Review and verify education/degree/qualifications and certification/permit status, as applicable.
- Provide an electronic Registry of Educational Personnel (REP) file for district submission
- Manage all substitute information in the AESOP system
- Provide any non-positional necessary training, including, but not limited to, training necessary to perform the duties required herein, such as training in Laws related to the performance of their duties (child protection law reporting requirements, etc.), training in Bloodborne Pathogen and Hazardous Communication, and any other necessary non-positional training.
- Be responsible for any claims for workers' compensation benefits or personal injury claims for job-related bodily injury or death asserted against the Client by any EDUStaff employees or, in the event of death, by their personal representatives, as previously noted. Client agrees to assist with initial injury reporting.

(If EDUStaff is providing Substitute Teacher Services):

- Regarding substitute services, EDUStaff will conduct substitute orientations periodically and will furnish Client and school specific information to its substitutes, when provided to EDUStaff, by the Client.
- Regarding substitute teachers, EDUStaff will secure Michigan Department of Education substitute teacher permits as required under 380.1233(6) and Part 4 of the Teacher Certification Code.
- Regarding substitute services, EDUStaff will provide itemized invoices to the Client. Invoices shall include job number, person for whom the substitute was secured, the number of hours/days worked and the total amount owed to EDUStaff.
- Perform all duties require pursuant to this Agreement, and any other duties which may be necessary to ensure full performance of the substitute services required by this Agreement.

Client agrees to:

- Facilitate contract distribution and, as applicable, execution to constituent school districts (locals)
- Provide meeting space for “locals” concerning implementation and ongoing aggregate training meetings
- Provide meeting space for systematic orientation meetings for substitute pools
- Systematize and manage a single source for CHRI and certain substitute permits

Client further agrees to:**Initial startup:**

- Attend initial EDUStaff implementation meeting and subsequent meetings as necessary
- Provide EDUStaff with a copy of all policies and procedures that will apply to Supplied Staff in the performance of services to Client
- Provide appropriate meeting space and technology access for Client training and contracted staff orientation meetings

Communications & Material:

- Supply informational material or appropriate access to information to all Supplied Staff, as deemed fit by client in order for successful execution of required tasks, such as building or assignment orientation, emergency procedures, etc.
- Promptly contact EDUStaff in the event any EDUStaff employee or Supplied Staff violates any policy or procedure of Client. The foregoing statement is not intended to replace the obligation of Supplied Staff to report any such incidents to EDUStaff as their employer. EDUStaff shall have a director, manager or other representative available to take and respond to these, and similar, types of employer-employee issues.
- Allow for EDUStaff onsite performance evaluations

Information Flow Controls:

- Follow procedures as outlined by “Reconciliation Timeline Document”
- Annually review with EDUStaff policies and rates prior to August 1st for local competitiveness and trends
- Manage and systemize all non-substitute information and controls in the automated dispatch system

Payment of Services:

- Complete ACH Authorization Form provided by EDUStaff
- Provide for and assist with same day wire resolution on failed ACH transactions
- If applicable, Reconcile absences in dispatch system to include proper assigned pay codes for stair step rates and long term assignments on a timely basis as outlined by the “Reconciliation Timeline Document”

Exhibit B: EDUStaff Pricing Schedule

Employee Class: (if contracted)	<u>Contract Rate</u>
Classroom-based Substitute Staff	18 %
All Others (to include any W/C factors below)	17 %
Salary Administrators (Full Time / +\$35,000)	13 %

Worker's Compensation Class Rates:	<u>W/C Rate Factor</u>
Food Service / Table-Side Lunchroom Aides	+2 %
Event Materials Handling / Aquatic / Security	+3 %
Maintenance / Custodial / Mechanical	+6 %

Simple Pricing: No Enrollment Fees, Price Escalators, Payroll Charges, or Deposit Requirements

Additional Human Resource Services: The following Human Resource (HR) Services are included (in the above Contract Rate) for Substitute Teachers. All other classes of employees are subject to direct cost advertising, hourly HR services of \$35 (offsite) or \$75 (onsite): Direct Cost Advertising, Candidate Interviewing, Positional Screening, Candidate Recommendations, Specific Onsite Evaluations, Onsite Positional Training and Human Resource Consulting.

Pricing Philosophy: EDUStaff is a “one price” staffing provider for all of Michigan’s public schools. This means every Client (District, ISD, or Consortium) is quoted and priced the same statewide. EDUStaff strongly believes that each Client needs the same opportunity for competitive pricing regardless of size, location, or demographics.

Federal & State Payroll Tax Adjustments: If the overall cost associated with EDUStaff’s payroll taxes, required benefits, and other taxes and assessments substantially increase (by more than 0.50% of payroll) during the term of the agreement, contract rate pricing will increase proportionately, with 15 (fifteen) days of written and substantiated notice to the Client.

Affordable Care Act: (This paragraph does not apply to “Classroom-based Substitute Staff.”) EDUStaff limits all Supplied Staff to a 29 (twenty-nine) hour work week. Client may request Supplied Staff to perform hours in excess of 29 (twenty-nine) hours per week, but this may potentially result in an assessable payment under Section 4980H of the Internal Revenue Code imposed on EDUStaff or Client. If an assessable payment under Section 4980H of the Internal Revenue Code is imposed on EDUStaff on behalf of Supplied Staff, EDUStaff will invoice Client for the amount of the assessable payment.

Offer of Group Health Coverage: EDUStaff offers each Supplied Staff an opportunity to enroll in a group health plan that constitutes minimum essential coverage under Section 5000A(f) of the Internal Revenue Code as of the first day of the month following the completion of a 30-day waiting period. Client will be assessed \$1 per month for each Supplied Staff that enrolls in the group health plan offered by EDUStaff other than those classified as “Classroom-based Substitute Staff.” For Supplied Staff classified as “Classroom-based Substitute Staff” the additional fee is included in the Contract Rate listed above.

Client: COOR Intermediate School District

Date: _____

Signature: _____

Title: _____

11. Action Items

A. Approve the hiring of Kathryn Fuelling, Director of Instructional Services, for November 29, 2021 to and including June 30, 2023.

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C.O.O.R.
INTERMEDIATE
SCHOOL DISTRICT

Director of Instructional Services Job Description

Job Objectives:

Responsible for the Instructional Services staff and budget. Provide guided Professional Learning services for K-12 schools within the ISD to include but not limited to: academic data analysis, mentoring of principals, and School Improvement leadership.

Position Overview:

The Director of Instructional Services is the catalyst for continuous quality improvement for the schools in the C.O.O.R. ISD area. The Director provides leadership K-12 and adapts the services provided in the department to the needs of the local schools according to their areas of school improvement.

Essential Job Functions - *Subject to the changing needs of the schools:*

- Provides leadership and supervision of general education consultants in order to best meet the needs of the students in the C.O.O.R. ISD area.
- Collaborates with the C.O.O.R. Special Education Department to develop a common understanding and common goals to support all of the students in our area.
- Provides Professional Learning opportunities to support instructional needs.
- Provides mentoring and Professional Learning to pre-K through high school administration.
- Facilitates School Improvement meetings for local entities.
- Provides leadership and guidance to instructional coaches.
- Provides opportunities for counselors to collaborate and receive information on current issues pertaining to their work.
- Updates local entities on current English Language Learner guidelines.
- Acts as the liaison between local districts and the Office of Field Services, including workshops for title coaches and providers.
- Networks through state organizations to be a voice for our constituents and to gather pertinent information.
- Provides Professional Learning in regard to technical and/or analytical use of data.
- Is the ISD lead on MICIP and all School Improvement processes

Job Location:

C.O.O.R. Intermediate School District Offices, 11051 N. Cut Road, Roscommon, Michigan

Possible Skills and/or Experiences:

- MA in Administration, equivalent or higher
- Five (5) years of relevant job experience, Building Administration experience preferred
- Demonstrated leadership ability and cultural sensitivity
- Ability to cultivate relationships between diverse populations and multiple organizations of all types in the community
- Ability to develop organizational harmony
- Knowledge of existing early childhood programs and related services
- Knowledge of local services, programs, and initiatives
- Excellent oral and written communication skills
- Exceptional organizational, leadership and interpersonal skills

Reports To:

Superintendent of C.O.O.R. ISD

Wages and Benefits:

- A locally competitive multi year contract with a salary range of \$90,00-\$105,000.
- Position is 260 days

Evaluation:

Performance on this job will be evaluated annually as required by law.

Employee

Date

Supervisor

Date

9-13-21

B. Accept nominations for Treasurer to fill
the vacancy left by Melissa Hayes
C. Ratify Letter of Agreement with
Iosco RESA to split costs of a
shared Pupil Accountant position
from January 1, 2021 until agreed
upon

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LETTER OF AGREEMENT

The following instrument shall summarize the Agreement in accordance with the previous discussion held in November and December of 2020 between Shawn Petri, Superintendent of the COOR Intermediate School District (COOR ISD) and Jeffrey Hutchison, Superintendent of the Ioso Regional Educational Service Agency (IRESA).

As per the conversation the mutually agreed upon terms are as follow:

TOPIC OF AGREEMENT

COOR ISD and IRESA agree to the following with regards to sharing the services and costs associated with a COOR ISD employed Pupil Accounting Auditor.

Each educational entity agrees to be financially responsible for one half (1/2) of the Pupil Accounting Auditor's wages, employment taxes, retirement, phone stipend and COOR ISD paid insurance benefits.

Each educational entity agrees to be financially responsible for mileage reimbursement to said Pupil Accounting Auditor that is attributable to work within that specific educational entity's district.

Each educational entity agrees to share the services of the Pupil Accounting Auditor in an equal manner.

TERMS OF AGREEMENT

The aforementioned Agreement will become effective on January 1, 2021, and shall remain in effect until agreed upon by mutual agreement in writing by both parties.

NOTICE

Both parties hereby acknowledge and agree that any notices provided in connection with the Agreement, shall be made in writing by registered or certified mail, with return receipt requested.

ENTIREITY OF AGREEMENT

There are no other representations, terms, condition, warranties, or agreement, either oral or written, with respect to this Letter of Agreement made between both parties. As such, no changes shall be made except in writing, and thus executed by both parties.

By the signing of the Letter of Agreement, both parties acknowledge and agree, with full understanding as to the accuracy of the contents herein, and with the terms agreed upon during negotiations.

COOR ISD Superintendent-Shawn Petri

Date

IRESA Superintendent- Jeffrey Hutchison

Date

D. Update Policy 3301 and adopt
Policy 3409 (intentionally left blank)

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An errant cross reference was fixed
in policy 3301, subsection E.

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3301 Purchasing and Procurement

This Policy applies to all purchases of materials, supplies, and equipment. Purchases acquired through lease financing are governed by this Policy, but true leases (i.e., rental agreements) are not.

A. Responsibility for Purchasing

The District's administration, under the Superintendent's supervision, may purchase items for the District, subject to any parameters established by the Board.

B. When Competitive Bidding is Required

1. The District must competitively bid the purchase of an item or group of items costing an amount equal to or greater than the then-current state bid threshold published annually by MDE.
2. The District does not need to competitively bid a purchase if competitive bidding is not required by law.
3. The District will not artificially segregate purchases into smaller orders to avoid the bid threshold.

C. Bidding Procedure

1. The District may competitively bid a purchase using 1 or more of the following methods:
 - a. Requesting written price quotations from at least 3 known and practical vendors of an item;
 - b. Distributing a request for proposals to at least 3 known and practical vendors of an item;
 - c. Posting a request for proposals on the District's website or any other website that regularly informs vendors of bid opportunities;
 - d. Selecting a contract awarded to a winning bidder under a bid process operated by a reputable bid cooperative if the District determines, after reasonable due diligence, that the bid procedure used by the bid cooperative was fair and open, resulted in a bid award to the lowest responsible bidder, and the contract price is comparable to current market rates for the purchased item; or

- e. Any other process, in the Superintendent's or designee's discretion, that is likely to result in at least 3 known vendors providing bids for the item sought, regardless of whether at least 3 bids are actually received.
 2. Each bidder responding to a request for proposals must certify that it is not an Iran-linked business as defined by MCL 129.312.
 3. Awarding Bids
 - a. If competitive bidding is required by law, any contract must be awarded by the Board to the lowest responsible bidder.
 - b. In determining bidder responsibility, the District may take 1 or more of the following into account:
 - The District's experience with the bidder;
 - Others' experience with the bidder;
 - The bidder's history of satisfactory performance or questionable litigation, protests, or disputes;
 - The bidder's capitalization and solvency;
 - The length of time the bidder has been engaged in its business;
 - The recommendation of the District's professional consultants; and
 - Any other factor consistently and lawfully applied.
 - c. In any bid procedure, the District reserves the right to reject any or all bids or waive any informalities or irregularities in the bid process.
 4. Michigan-Based Business Preference
 - a. The District may give up to a 10% preference to a bidder that is a Michigan-based business as defined by MCL 18.1268.
 - b. The Michigan-based business preference will not apply if federal funds are used for the purchase.

D. Purchases Using State Aid Act Funds

1. The District will not use state aid to purchase foreign goods or services if American goods or services are available, competitively priced, and of comparable quality.
2. The District will give a preference to goods or services manufactured or provided by Michigan businesses if competitively priced and of comparable quality.

3. The District will give a preference to goods or services manufactured or provided by Michigan businesses owned and operated by veterans if competitively priced and of comparable quality.

E. Purchases Using Federal Funds

1. This subsection E only applies to purchases made with federal funds and subject to the federal Uniform Grant Guidance. All terms in this subsection E have the same respective meanings as defined by federal regulation (2 CFR 200.1-99).
2. Subject to the District's obligation to comply with Michigan law, the District must use 1 of the following procurement methods that includes information sufficient to inform all potential bidders about the District's technical, service, and bid procedure requirements:

- a. Purchases up to \$10,000 (micro-purchases)

- i. To the extent District administration determines that the cost of the purchase is reasonable, micro-purchases may be made or awarded without bidding in accordance with this Policy. For purposes of this subsection, "reasonable" means the purchase is comparable to market prices for the geographic area.
- ii. To the extent practicable, the District will distribute micro-purchases equitably among qualified suppliers.

- b. Purchases between \$10,000 and \$250,000 (small purchase procedures)

The District will use a bidding procedure in subsection C.1., above, except that the District may use the bidding procedure in subsection E.2.a, above, for purchases up to the then-current state bid threshold published annually by MDE if the District satisfies the annual certification requirements of 2 CFR 200.320(a)(1)(iv).

- c. Purchases over \$250,000

- i. The District must either receive sealed bids through formal advertising or prepare a comprehensive request for proposals and submit it to at least 5 sources.
 - ii. With either method, the District will perform a price analysis, making an independent estimate of costs before receiving bids.
3. The District will take affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are included in bidding opportunities.
 4. A person may protest the veracity, conformity, or eligibility of a bid. The District will handle bid protests as follows:

- a. Within 48 hours after the time bid results are available, the protesting person will submit a written protest to the Superintendent describing in detail the nature of the protest;
- b. The Superintendent or designee will review the written protest and the Superintendent may bring it to the Board's attention in the Superintendent's discretion; and
- c. A person's failure to file a protest as described above is an irrevocable waiver of the bid protest.

Nothing in this Policy reduces or eliminates the District's rights or protections afforded under the law.

5. The District will retain all bids and formal bid solicitation documents for a period of 6 years after the bid opening date or longer if required by law.

Legal authority: 2 CFR 200.1 et seq.; MCL 129.311 et seq.; MCL 380.623a; MCL 388.1764c

Date adopted: November 11, 2020

Date revised: November 10, 2021

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3409 Face Mask Requirement Intentionally Left Blank

Date adopted: November 10, 2021

Date revised:

E. Ratify contract with Kimberly Murphy to act as Food Service Director from October 18, 2021 through June 30, 2022.

F. Approve a contract with Seidell Architects for preliminary plans for the proposed remodeling and addition to Roscommon Middle School for the Career Tech programs.

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October 25, 2021

C.O.O.R. CTE
Ms. Natalie Davis
CEPT Director/Principal
299 W. Sunset Drive
Roscommon, Michigan 48653

Proposal for Architectural Services

Project: The project shall consist of preliminary plans for the proposed remodeling and addition of the existing woodshop area to be converted to a reduced woodshop/carpentry area, a machine shop and a new auto lab addition along with additional staff restrooms.

Professional Fees Shall Include the Following:

- A) Field inspection and measuring of the existing building
- B) Creation of CAD files of the existing building to be later used as demolition plans
- C) Preliminary floor plans
- D) Preliminary exterior elevations
- E) Preliminary building sections
- F) Preliminary structural framing plans
- G) Review of project for local and State building code compliance and coordination with local plan review official
- H) Coordination with construction manager during preliminary bidding phase

Exclusions-Clarifications

- I) Professional services shall only be provided as preliminary documents. Final plans and specifications will be required for final construction. Architect will provide final professional costs at time of completion of preliminary plans
- J) As built documents will only include architectural elements, mechanical, plumbing and electrical systems shall be excluded
- K) Site survey and civil engineering shall be excluded
- L) An architectural rendering of the proposed facility may be provided for an additional cost

Professional Fees

Professional fees shall be provided at staff hourly rates not to exceed \$3,000.00 excluding items listed above and reimbursable expenses below.

Bay City
809 Saginaw Street
Bay City, MI 48708

Gaylord
114 N. Court Ave., Ste 201
PO Box 2189
Gaylord, MI 49734
PH: 989-731-0372

Gladwin
115 S. Arcade St.
PO Box 414
Gladwin, MI 48624

Ms. Natalie Davis
October 25, 2021
Page 2

Staff Hourly Rates:

Architect	\$120.00 per hour
CAD Designer	\$75.00 per hour
Office – Clerical	\$35.00 per hour
Structural Engineer	\$100.00 per hour
Mechanical, Plumbing or Electrical Designer	\$95.00 per hour

Reimbursable Expenses

Overnight Postage	Direct expense
Mileage to site (For trips not listed above)	\$0.52 per mile
Printing of documents (Blue Prints)	\$2.50 per sheet
Site supervision during construction (For items not listed above)	Hourly Rates Apply

Terms of Payment

Client billing will be done on a monthly basis. Invoices are due net 15 days with a late charge of 1 ½% interest per month applied to all invoices not received after thirty (30) days.

This agreement represents an entire understanding between Owner and Architect with respect to the project, and may only be modified in writing by both parties. Contract shall be void if not accepted within thirty (30) days.

If this proposal is acceptable please sign and return one copy to my office. Upon receipt an A.I.A. Contract for services may be provided before commencement of professional services if required.

Sincerely,
Todd L. Seidell Architect, LLC



By: _____
Todd L. Seidell, Registered Architect

Accepted this _____ day of _____

By: _____

12. Information Items -
None.
13. Superintendent's Report
 1. Vaccine Mandates
 2. April All Board meeting Roscommon Area Schools.
 3. Booster clinics Nov 12 and 19
 4. CTE Committee Update
 5. Early Lit Coach update
 6. 31N Behaviorist update
14. Communications - None.
15. **Adjournment**