

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

Wednesday, July 13, 2022 6:00 PM

C.O.O.R. ISD Central Office, PO Box 827, 11051 N. Cut Road, Roscommon, MI
48653

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.*
3. Adopt the Agenda

4. Present Certificates of Appreciation:
 - Michigan Magic Photography
 - Roscommon County Commission on AgingPresent Certificate of Recognition:
 - Carrie Macko
5. Department Updates

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BOARD OF EDUCATION

To: Shawn Petri, Superintendent

Dr. James Mangutz, D.D.S.
 President

From: Katie Fuelling

Nancy Persing,
 Vice President

Date: July 7, 2022

Ian Faulkner,
 Treasurer

Subject: Instructional Services Update

Lyn Sperry,
 Secretary

Kara Mularz,
 Trustee

Jim Gendernalik,
 Trustee

Brie Molaison,
 Trustee

ADMINISTRATION

Shawn Petri,
 Superintendent

Katie Fuelling,
 Director of
 Instructional Services

Natalie Davis,
 Director of Career &
 Technical Education

Jill Radosta,
 Director of
 Special Education

Somer Quinlan,
 Executive Director
 of R.O.O.C., Inc.

Jared Socia,
 Director of Operations

Katie Keith,
 Early Childhood
 Supervisor

31n Team:

This past month, the team facilitated a two-day Trust-Based Relational Intervention (TBRI) strategic planning workshop with district administration and school personnel. Dr. Mark Sloane, TBRI practitioner Samantha Farris, and Susan Collins guided district teams through the TBRI principles and strategies using examples from the Karen Purvis Child Development Institute at Texas Christian University and job-embedded experiences. The districts then worked together to plan strategies to implement with their staff the first six weeks of school.



The 31n team is continuing work with their TBRI implementation initiative next month with a COOR-wide Professional Development training on August 23rd at Kirtland Community College.



The TBRI project is part of a statewide initiative Mental Health in Schools, sponsored by Michigan Department of Education in collaboration with the Western Michigan University Children's Trauma Assessment Center and the WMU Resiliency Center for Families & Children (www.wmich.edu/traumacenter).

Early Literacy:

The Early Literacy coaches, Grace Brown and Michelle Ewald, wrapped up the school year by facilitating professional development for Roscommon, Mio, and Crawford Ausable as part of the district's summer professional learning opportunities for staff. The coaches focused on strengthening phonics instruction as part of current district curricular programming. They also worked with teachers and instructional coaches in district student summer learning opportunities. More information on the Essential Literacy practices is located on the [Michigan Department of Education website](#).



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To: Shawn Petri, Superintendent

From: Natalie Davis, CTE Director

Date: July 8, 2022

Subject: CTE Update

CTE Steering Committee:

Shawn is working with Cathy Erickson and the Thrun attorney to finalize a long-term lease agreement. We're waiting on Todd Seidell and Ed Hunt for the construction package to be finalized and put out for bid. Nothing significantly changed from last month.

Grants & Other:

I may apply for another EMC expansion grant, but that would happen in August if I find out that we meet the criteria. I will also apply for another Grow Your Own grant for our teachers to continue their education now that the window has reopened.

Our numbers are solid at 187 as of this morning, with a few changes/additions coming in from counselors.

I am now a member of the CEPD Executive Board as part of the CEPD Council. I've been working with colleagues to finalize details for the leadership conference in Traverse City in August, and I'm excited to work with these folks and positively represent COOR.

Dean VanWormer resigned effective June 30th, as he decided that this opportunity was not working for his family. He will continue to help out as needed over the summer. Alexis Ferguson moved into Kurt Loll's position, and we found a replacement for her, Alexandra Warren. Alexandra will start later in July and we are excited to have her.

We are also finalizing purchases through our 61C Equipment grant, as the grant window ends 9/15/2022. Kurt Nothstine has taken a lead now that Dean has resigned to help out with these projects and also support the CTE Department. Kurt has been exceptional to work with already and I'm excited that we are partnering with RAPS for him.



Educational Technology Association

Technology for Learning

July 2022 ETA Report

Any Questions Please contact Josh Hayes, jhayes@k12eta.org

Tickets (ETA Wide):

- Current Open: 292
- Created this month: 851

Trainings Provided

- Data Collection
- PowerSchool Usergroup
- PowerScheduler
- Cyber Security

Updates:

- It is summertime, which means it is a busy time of the year for the technology staff. We have an extensive summer projects list in all districts we serve. The biggest issue we may face is shipping delays on equipment.
- Dustin Webb is our new Instructional Consultant Special Projects replacing Chad Riffle. Dustin brings a great Google Admin experience and we are excited that he is joining our team.
- Hart Public Schools had a network outage on June 7th due to a dump truck taking out Charters fiber line. The service was restored late at night on the 7th.
- I was invited to the Transportation and Facilities Conference on June 29th to present on Cyber Security. It was a great conference and I was able to present to four different groups throughout the day.
- We still have an opening at Gateway to Success Academy. We do have a couple of applicants and are going to interview them in early July.
- Crawford AuSable School District has reached back out to us for some support. We are hoping to meet with the interim Superintendent in early July to see if a partnership is in the best interest of both of us.

Proudly Serving the districts within the COOR ISD, Manistee ISD, West Shore ESD, and Wexford-Missaukee ISD

- All backups have been verified and tested. This month backup tests were run on Mesick, Manistee ISD, and West Shore ESD.
- An excavator dug up a miss-marked power line at the Wexford-Missaukee ISD on June 30th, the backup generator did not automatically kick on so some districts were without phones and internet access for about 15 minutes. The WMISD's power did not come back until late afternoon.

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: ROOC Update
Date: July 8, 2022

We are happy to share that our application for additional funding for recruitment and retention from Northern Lakes Community Mental Health was approved! We will be using the funds for advertising and training new staff as well as retaining our current staff.

We continue to wait for the arrival of our new transit van from Feeny Ford in Grayling. The order was placed this winter and is currently in transit to arrive this month.

The last week in July will be our summer spirit week ending with a picnic lunch and outdoor games. The Special Olympics Canoe Race will follow on that Friday, July 29, 2022 at Penrods in Grayling at 2:30pm. This year there will also be a corn hole tournament held at that time. We look forward to supporting all of our athletes participating in the Special Olympics events!

ENJOY THE SUNSHINE!





BOARD OF EDUCATION

To: Shawn Petri, Superintendent

Dr. James Mangutz, D.D.S.
President

From: Jill Radosta

Nancy Persing,
Vice President

Date: July, 2022

Ian Faulkner,
Treasurer

Subject: Special Education Update

Lyn Sperry,
Secretary

School this Summer

Kara Mularz,
Trustee

Some of our students begin their school year July 11th, 2022. To stay in accordance with the Michigan Administrative Rules for Special Education (MARSE), our severe cognitive impairment (SCI) classroom must attend school for 200 days. The students in Hannah Koehler’s classroom will be attending school for the next four weeks. We took advantage of this time to have other students who qualified for extended school year (ESY) services attend at this time as well.

Jim Gendernalik,
Trustee

Brie Molaison,
Trustee

Staffing

ADMINISTRATION

Shawn Petri,
Superintendent

Staffing special education positions is not only an issue here at the ISD but also in our school districts and the State of Michigan. Some of our school districts are experiencing difficulties finding qualified special education teachers and related service providers to fill position of staff members who have left the district.

Katie Fuelling,
Director of
Instructional Services

The ISD continues to look for a school psychologist. The special education department has overcome the issue by contracting for services with two exceptional school psychologists but we still continue to look.

Natalie Davis,
Director of Career &
Technical Education

Jill Radosta,
Director of
Special Education

Finding Speech Pathologists to fill positions is proving to be exceptionally challenging. The ISD as a whole is looking for Speech Pathologist to fill 3 ½ positions. Beginning mid-September, this will increase to 5 ½ positions as two speech pathologists will be on maternity leave to approximately the end of November.

Somer Quinlan,
Executive Director
of R.O.O.C., Inc.

Jared Socia,
Director of Operations

Shout Out!

Katie Keith,
Early Childhood
Supervisor

The special education department has three wonderful administrative assistants. Julie Bell, Marie Harris, and Kristen Kalthoff. I want to take this opportunity to thank them for all the things they that helps make the special education department a great place to work. They are on the ball with

making sure they are 100% compliant with the job duties that are assigned to them. On top of doing a great job with their duties, they are all fun to work with. We laugh a lot.

Respectfully submitted by

Jill Radosta, Director of Special Education

6. Public Participation

-The public may submit comments by 3:00

PM: <https://forms.gle/LoHQRUUpns9MKTvef6>

-The public may call 989-275-9575 and leave a voicemail by 3:00 PM, OR

-The public may raise his/her hand during this session of the meeting.

-Individuals may speak for a maximum of 5 minutes.

-Groups may speak for a maximum of 15 minutes.

7. 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 the previous meeting, June 29, 2022

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Meeting Minutes

A special meeting of the Board of Education (the “Board”) was held on Wednesday, June 29th, 2022. President Mangutz called the meeting to order at 6:02 P.M.

1. Call to order & Roll Call

Present: Ian Faulkner, Jim Mangutz DDS, Brie Molaison, Nancy Persing, Lyn Sperry

Absent: Jim Gendernalik, Kara Mularz. Present: 5, Absent 2.

Also in attendance was Superintendent Shawn Petri and Elena Rothney, filling in for Becky Socia, as recording secretary. Other attendees in person included Special Education Director, Jill Radosta, Finance Director, Carrie Macko, and Pupil Accountant, Shannon Rea. Joining virtually was Instructional Services Director, Katie Fuelling, and Career Tech Education Director, Natalie Davis.

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

Adopt the agenda as presented. This motion, made by Ian Faulkner and seconded by Brie Molaison, Carried, (5-0, 2 absent).

4. Public Participation

-The public may submit comments by 3:00 PM: <https://forms.gle/LoHQRUpns9MKTvef6>

-The public may call 989-275-9575 and leave a voicemail by 3:00 PM, OR

-The public may raise his/her hand during this session of the meeting.

-Individuals may speak for a maximum of 5 minutes.

-Groups may speak for a maximum of 15 minutes.

No public comments were previously submitted or made at this time from any source.

5. Consent Agenda

Approve all items on the Consent Agenda. This motion, made by Lyn Sperry and seconded by Nancy Persing, Carried, (5-0, 2 absent).

5.A. Approve minutes of previous meeting, June 8th, 2022

5.B. Renew lease with RMRA for classrooms at the CRAF Center in Roscommon for the Adult Transition Center through June 30, 2023

5.C. Approve Personnel Contract renewals through June 30, 2024 unless otherwise stated:

Administrators

- Natalie Davis, Director of Career & Technical Education
- Katie Fuelling, Director of Instructional Services
- Somer Quinlan, ROOC, Inc. Executive Director

Central Office

- Carrie Macko, Business Manager
- Kurt Loll, Accounting Supervisor
- Shannon Rea, Pupil Accounting Auditor
- Rebecca Socia, Administrative Assistant to the Superintendent
- Rebekah Seelow, Early Childhood Specialist, through June 30, 2023

Special Education

- Michele Cochrane, Early On Coordinator, through June 30, 2023
- Christina Robbins, Occupational Therapist, through June 30, 2023

5.D. Approve annual Mitel (ShoreTel) Phone System Support Renewal for one year, 08/28/2022 – 08/27/2023. REMC Save Bid discounting has been applied.

5.E. Renew contract with Educational Technology Association, a consortium for technology services through June 30, 2023

5.F. Approve Grayling Rotary Club's use of COOR ISD grounds for a water/snack tent on Saturday, July 9th for the Black Bear Grand Fondo bike tour. If approved, they will have a porta john delivered just inside the fence, out to the way of any parking for the participants. They submitted Proof of Insurance from 2021-22 and will send updated proof for 2022-23 before the date of the event.

Superintendent Petri noted that this will be the first time the event has been back since COVID lockdown.

5.G. Approve auto renewal of BoardBook Premiere Tier 2 license at a rate of \$3,000 per fiscal year

5.H. Approve renewal of contract with Presence Learning for Psychological services across the ISD, July 1, 2022- June 30, 2023.

5.I. Renew the membership fee for Social Schools 4EDU for three staff members in the amount of \$795 for July 1, 2022 to June 30, 2023.

Superintendent Petri noted that while the subscription level has been decreased, there is still value in having access to this program for another year.

6. Action Items

6.A. Approve increase to mileage reimbursement from \$0.585 to \$0.625 in accordance with IRS rates, effective July 1, 2022.

Approve increase to mileage reimbursement in accordance with IRS rates, effective July 1, 2022. This motion, made by Ian Faulkner and seconded by Lyn Sperry, Carried, (5-0, 2 absent).

Superintendent Petri noted that this significant rate increase is due to inflation the entire country is seeing. There is a Special Education van and a COOR car that are currently in use. However, even with the company cars, a second vehicle needs to be considered due to the high level of use by staff. Recently, directors were asked to encourage, but not require, staff to use the company vehicles in order to cut down on mileage payouts.

6.B. Approve resignation of Amy Mandrup-Poulsen as of June 30, 2022.

Approve resignation of Amy Mandrup-Poulsen. This motion, made by Ian Faulkner and seconded by Brie Molaison, Carried, (5-0, 2 absent).

Mrs. Mandrup-Poulsen has not requested discussion and was not present.

6.C. Approve final amendment to the 2021-22 General Fund budget as presented.

Approve final amendment to the 2021-2022 General Fund budget as presented. This motion, made by Nancy Persing and seconded by Brie Molaison, Carried, (5-0, 2 absent).

Carrie Macko, business manager, presented each of the amended budgets. Starting with revenue, there were increases in payback from property taxes due to a previous underestimation of the amount. State sources are down due to use of 31N grant funds and federal sources from the REAP grant will be used over the next year by Special Education and Instructional Services directors for expanded professional development opportunities across the ISD. For expenses, added needs did not change from February and administrative costs were down due to use of 31N grant for employee pay. Similarly, instructional staff costs are down since a full year of pay is budgeted for employees who did not stay for a whole year's duration. Many other expenses were also down due to over estimation, so actual costs came well under budgeted levels. This over budgeting was at the direction of Superintendent Petri to achieve these results exactly. A true measure of this as an effective strategy will come after seeing results from the upcoming audit.

6.D. Approve final amendment to the 2021-22 Special Education budget as presented.

Approve final amendment to the 2021-22 Special Education budget as presented. This motion, made by Ian Faulkner and seconded by Nancy Persing, Carried, (5-0, 2 absent).

Special Education departments income increased as revenue ended up being more than expected once again, due to underestimation. State sources are down, however, due to interaction with the UAAL program. All expenses are down due to the safety net amount that was accounted for in almost all budgets this year as previously mentioned. The expenses that went up were instructional staff since a larger number of speech and occupational therapists had to be contracted this year to serve districts. The transportation budget was also up as their expenses are very hard to estimate. Last year they were well under and this year they are over.

6.E. Approve final amendment to the 2021-22 Career Tech budget as presented.

Approve final amendment to the 2021-22 Career Tech budget. This motion, made by Brie Molaison and seconded by Nancy Persing, Carried, (5-0, 2 absent).

Income from local sources was amended to zero since that was money from the 61g funding that needed to be moved to state sources. State sources are lowered because the amount spent from the 61g funding was not as much as expected. That leftover amount will move into next year's budget so we can continue construction projects and equipment purchasing for Career Tech Education (CTE). An increase in incoming transfers shows increased student enrollment. In expenses, general admin went up due to increased salary expenses for more staff. In tech expenses, some of the Perkins federal grant income was used to buy projectors but this line item was moved to tech since that's where it fits best. Additionally, a mobile lab for student engagement was purchased with operations/maintenance funds but has been moved to come out of equipment funds. Used another portion to reimburse local districts for transportation costs.

Specifically discussing our grant funds meant for CTE construction and improvements to the new facilities, the costs of construction and materials now has significantly increased from when we got our original estimates and grant funds. Board Member Ian Faulker inquired as to whether we know the percentages that costs have increased by and Superintendent Petri said he will not know specific numbers until amended quotes and other documentation from the vendors are returned. Board member Lyn Sperry wondered what the deadline for the grant funds and project is. CTE Director Natalie Davis answered that they should have documents back from vendors within the next couple weeks but they haven't even gotten to putting out bids yet since the construction manager just got on board. The goal is still to break ground by fall of the upcoming school year and then use the following summer to move in equipment and refine the center itself. Further, if equipment grant funds are kept as a line item in their current section, up to 50% of the funds can be used for infrastructure improvements so there is a lot of flexible spending, even with \$2 million still left for upcoming construction.

6.F. Approve preliminary 2022-23 Special Education budget as presented.

Approve preliminary 2022-23 Special Education budget. This motion, made by Ian Faulkner and seconded by Lyn Sperry, Carried, (5-0, 2 absent).

Business Manger Carrie Macko and Special Education Director Jill Radosta mentioned setting aside specific time to work on this budget due to the past issues and complexity. Income for local and state sources ended up being more than expected. Federal income cannot be determined at this point as the notification for amounts expected is coming later than usual this year. Other sources also increased as billback amounts were higher this year. For expenses, we are overestimating staff payments as we are adding an additional classroom next year. This is mainly due to a widening age gap in the severe cognitive impairments room. There are state mandates on what the range can be in a single room. Further, the amount of care students require is going up as class size increases, so splitting the room will alleviate that. Though other spaces were considered, what was formerly a teacher work room off the gymnasium is being updated to serve as this new classroom. The biggest project for this space is flooring as the room used to contain a pool. There are already bathroom facilities in the gym so no plumbing work is required. The younger section of students will be occupying this space for

the upcoming year. Other increased expenses include necessary salary raises for support staff as well as an increase in pupil services to account for increased gas prices that affect transportation. COOR currently has a price on diesel locked in for a maximum of 3 years but until fuel prices are more settled, future estimation will be difficult. Tech expenses were also increased as many improvements are planned.

Once federal funds per student are confirmed, the budget will be more concrete but until then the numbers are underestimated for safety. Director Jill Radosta notes that some money was invested into a new bus to begin addressing our aging fleet. Dr. Mangutz asks whether we will consider electric buses given fuel prices, but given the area covered by COOR and available infrastructure, sticking with diesel powered for the foreseeable future is the plan. The board appreciated budgets being conservative as it gives the organization the means to work well within the expected numbers.

6.G. Approve the preliminary 2022-23 Food Service budget as presented.

Approve preliminary 2022-23 Food Service budget. This motion, made by Nancy Persing and seconded by Brie Molaison, Carried, (5-0, 2 absent).

This budget in particular was tricky to navigate as there was a larger reimbursement this year than expected as most levels were still operating under COVID procedures, but this will not be in effect for next year's budget. Knowing that, it was estimated that the income from this source may decrease by about 50%. The plan is to use the excess for new equipment in the CEC cafeteria/kitchen area. A commercial fridge is being heavily considered along with other larger and more accommodating equipment. Previously there was a requirement to zero out these accounts annually but that is no longer in place. The balance can only be so high so concerted efforts still have to be put into drawing from this fund to achieve that level which is the reason for considering equipment.

6.H. Approve the preliminary 2022-23 Career Tech budget as presented.

Approve the preliminary 2022-23 Career Tech budget as presented. This motion, made by Lyn Sperry and seconded by Ian Faulkner, Carried, (5-0, 2 absent).

For local revenue, the \$20,000 comes from a Michigan College Access Network (MCAN) grant awarded to CTE this year. They are taking the \$10,000 that they received this year will be added into the \$10,000 they will receive next year. Federal sources are also up after larger Perkins grant funds. Again, incoming transfers are also expected to be up as we increase enrolled student numbers. In terms of expenses, there were salary adjustments for administration.

Superintendent Petri mentions this budget is going to see a lot of movement over the next year because of the 61G (related to construction), 61C (related to equipment), and MCAN grant that will all be used over the next year. The expectation, regardless of movement, is to stay out of a deficit. Board member Lyn Sperry inquires for more information on MCAN for the board's knowledge. Director Natalie Davis explained that the aim of these grants is to provide locals with something similar to, but not exactly a counselor for future planning. They would aid students in identifying and pursuing career paths, as well as connect with and support the local districts in offering Early Middle College (EMC) options, certifications, etc. for their students. Currently, this position is looking for a replacement as the former occupant, Alexis Ferguson, has moved up to a Payroll/HR Manager position in the central offices.

6.I. Approve the preliminary 2022-23 NMEC budget as presented

Approve the preliminary 2022-23 NMEC budget. This motion, made by Nancy Persing and seconded by Ian Faulkner, Carried, (5-0, 2 absent).

Superintendent Petri mentions this budget will most likely not carry over next year as our current partnership with the ETA Tech consortium is looking at getting COOR on the statewide broadband hub network. ETA contact Josh Hayes expects to disband and redistribute these funds back out to the participating locals over the next year as we transition. He has already put in extensive efforts to rework contracts with Frontier, the current provider, to lower prices and get better service, particularly for Fairview. Still, the plan is to dissolve this group, which includes some districts from AMA ESD as well as COOR ISD.

6.J. Approve the preliminary 2022-23 Capital Projects budget as presented

Approve the preliminary 2022-23 Capital Projects budget. This motion, made by Brie Molaison and seconded by Lyn Sperry, Carried, (5-0, 2 absent).

This budget contains funds in the amount of \$300,000 from the general fund and \$100,000 from the special education budget. So far, projects planned include: painting of central office, painting of the transportation barn, new flooring for central office, further doorways secured in CEC, a new classroom setup at CEC, multiple landscaping projects across the campus, demolition of the white house structure, and completion of the roof replacement we began last year. This balance is reflective of the amount after accounting for all of these projects so there is a comfortable cushion for the unexpected instances. Budgets need to keep reflecting the need for constant replacement of an aging bus fleet as well.

Board President, Dr. Jim Mangutz expressed concern, specifically following the recent and horrific events at Uvalde, regarding the security of COOR campus buildings and their occupants. Superintendent Petri notes that all outer doors of CEC have been replaced and secured, just inner doors are being worked on still. COOR recently received a grant from the Michigan State Police (MSP) of \$50,000 to improve security and plans for funds include night locks on all doors as well as a building PA system for CEC. Greater concern lies with the security of the central office now. The staff have security and awareness training but physical plant security is admittedly lacking compared to other locations. A front door buzzer to allow entrance of guests is being considered and the board is queried on their opinions. They unanimously agree a buzzer system would add a great level of security to the administrative building and wish for Superintendent Petri to pursue this option. Board member Sperry asked if safety drills at the center are coordinated with local authorities. CEC has not included local authorities yet due to students adjusting to new personnel during drills. Board member Faulkner inquired if there are any trained first responders on staff. While there are no “first responders specifically”, we do have a nurse on staff three days of the week. Classes for basic first response skills are possibly available from the state if there is interest from employees and Director Natalie Davis mentions that she is working on an option for CTE nursing students to receive some EMT training as part of their course work.

6.K. Change bank authorization settings, making the Director of Finance the overall Authorizer on the bank accounts removing the Superintendent from this role, effective July 1st.

Change bank authorization settings, making the Director of Finance the overall Authorizer. This motion, made by Ian Faulkner and seconded by Nancy Persing, Carried, (5-0, 2 absent).

Due to the manner in which accounts are currently set up with Chase Bank, there must be an overall authorizer in place. However, the business manager before Carrie Macko was not this authority and it instead fell to the superintendent at the time. Because of this, it is sometimes necessary to login as the superintendent to complete crucial tasks. The business let us know we needed to change this practice for security reasons. At this convenient time, as the person in this position changes, the shift in overall authority that needed to happen already, will be transferred as well. The superintendent will still have the same executive capacity but another login will be created to match the person completing the actual account work.

6.L. Approve the roofing repair bid for the final section of the roof over the CEC vocational room and the current warehouse area.

Approve the roofing repair bid for the final section of the roof over the CEC. This motion, made by Lyn Sperry and seconded by Brie Molaison, Carried. Carried, (5-0, 2 absent).

Superintendent Petri noted this final section will be completed in the same manner as others, using spray on roof with R-Factor. Added to the increased insulation, this should be very durable. We put out a separate bid but ended up with the same company for their materials, service, and overall quality of work. Additional repairs to other parts previously completed by this vendor will be part of this contract with COOR.

6.M. Approve agreement with HLCS to provide Business Manager services for July 1, 2022 to June 30, 2023.

Approve agreement with HLCS to provide Business Manager services. This motion, made by Ian Faulkner and seconded by Nancy Persing, Carried, (5-0, 2 absent).

Superintendent Petri paused first, before other discussion, to thank Carrie Macko for her years of service as a COOR central office employee. She will be moving into a business manager position at Houghton Lake Community Schools though will still technically be a COOR employee. This contract between the two districts is set for one year at the moment but will most likely continue and expand to meet the growing need for business managers at the local level.

6.N. Approve a Letter of Agreement with the C.O.O.R. Educational Support Personnel Association (CESPA) for a 3% salary increase with a \$350 off-scale payment in November, effective July 1, 2022.

Approve a Letter of Agreement with CESPA for a salary adjustment effective July 1, 2022. This motion, made by Lyn Sperry and seconded by Brie Molaison, Carried, (5-0, 2 absent).

The increases seen in this contract are almost identical to those the Board agreed to a couple months ago for CEA. This is a one-year agreement as opposed to the three year agreement that is usually preferred.

7. Information Items

-Certificates for flags flown over the MI state capitol building

Superintendent Petri thanked the ROOC administrative assistant, Lynn Pope, for getting these flags and taking initiative to repair the flag pole outside of their and CEC's building. Options for lighting at night are being looked at, but for now the flags are taken down each night by a designated group.

8. Superintendent's Report

-Lease agreement

-Aug 22nd District-wide Professional Development

-Landscaping

-CEC Graduation

-CTE Groundbreaking

-Lyle Spalding Award presented to Darrell Partenio on 6/27

Superintendent's Report:

Superintendent Petri expanded upon his report starting with the lease agreement between COOR and RAPS around the emerging CTE center in the middle school. COOR is currently in a "condo agreement" with RAPS as construction advances, with final plans coming around mid-July.

The All COOR Staff Professional Development day, which is now scheduled for Monday, August 22nd. The superintendent asked that any board members who are available attend, noting that presentations planned include growing through anxiety and a rundown on how to handle medical emergencies or accidents at work in the best possible manner. Additionally, there has been an ISD-wide professional development day planned by Instructional Services Director, Katie Fuelling, and 31N team members. Many locals are on board to attend and expect this to be our first ISD-wide training in over a decade.

For landscaping, the superintendent noted that many changes can already be observed around campus. Along with the Maintenance Director, Jared Socia, he has been looking at mulch options for in front of the central office as well as the school. Additionally, CEC principal, Melisa Akers, has been investigating new signage for the center.

The CEC graduation, which took place on Thursday, June 16th, went well and Superintendent Petri asked for the board's input on their experience. Board member Brie Molasion noted that it was wonderful to have each student make a personal statement. Board Member Nancy Persing said she enjoyed that it was made to be a more formal event than in the past.

Superintendent Petri then expanded upon the recent CTE groundbreaking. They simply flipped some ground then put it back, but there was great turnout with the project's architect and construction manager in attendance. He thanked CTE staff for setting up and providing refreshments.

Finally, this year's Lyle Spaulding award was given to Mr. Darrell Partenio of Houghton Lake at the HLCS board meeting on June 27th. It was great to see all the local staff there supporting their outstanding colleague.

On that note, the superintendent also mentions that local districts are noticing this board's participation in events. Having these meetings out in districts has been very successful and will continue for the future to help with our current growth initiatives.

9. Communications

There were no special communications and no discussion.

10. Public Participation- continued

- The public may submit comments by 5:30 PM by Google form
- The public may call 989-275-9583 and leave a voicemail by 4:00 PM, OR
- Individuals may speak for a maximum of 5 minutes.
- Groups may speak for a maximum of 15 minutes.

There was no public participation and no previously submitted comments.

11. Adjournment

Adjourn the meeting at 7:36. This motion, made by Nancy Persing and seconded by Lyn Sperry, Carried, (5-0, 2 absent).

Respectfully submitted,



Elena Rothney,
Recording Secretary

B. Approval of Bills for June 2022
totaling \$2,037,496.00

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
141200	AMAZON CAPITAL SERVICES INC	9167	06/16/2022	99383	(3,078.88)	0.00	(3,078.88)
Void by KLM on 6/16/2022							
141724	FIDELITY SECURITY LIFE INSURANCE COMPANY	99	06/03/2022	99556	169.26	0.00	169.26
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	99	06/03/2022	99557	591.00	0.00	591.00
225	AFLAC	99	06/03/2022	99558	1,000.40	0.00	1,000.40
6592	4IMPRINT	313	06/03/2022	99559	1,752.66	0.00	1,752.66
270	ALCONA COUNTY TREAS	313	06/03/2022	99560	342.40	0.00	342.40
141879	ALEXIS FERGUSON	313	06/03/2022	99561	23.40	0.00	23.40
141200	AMAZON CAPITAL SERVICES INC	313	06/03/2022	99562	813.54	0.00	813.54
551	AMERICAN RED CROSS TRAINING SERVICES	313	06/03/2022	99563	351.00	0.00	351.00
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	313	06/03/2022	99564	1,242.33	0.00	1,242.33
141881	AUDIO VIDEO DATA PLUS	313	06/03/2022	99565	500.00	0.00	500.00
19631	CHRISTINA TAPPAN	313	06/03/2022	99566	288.34	0.00	288.34
141698	COMPHEALTH MEDICAL STAFFING	313	06/03/2022	99567	5,672.25	0.00	5,672.25
4100	CONSUMERS ENERGY PAYMENT CENTER	313	06/03/2022	99568	2,395.58	0.00	2,395.58
4440	CRAWFORD AUSABLE SD	313	06/03/2022	99569	69,873.34	0.00	69,873.34
4860	DATA IMAGE SYSTEMS INC	313	06/03/2022	99570	7,328.00	0.00	7,328.00
141863	DEALER SUPPLY	313	06/03/2022	99571	85.00	0.00	85.00
4900	DEAN TRANSPORTATION	313	06/03/2022	99572	64,354.98	0.00	64,354.98
141235	DEAN VANWORMER	313	06/03/2022	99573	2,338.27	0.00	2,338.27
11056	DESIREE LIPSKI	313	06/03/2022	99574	197.31	0.00	197.31
141732	DM BURR GROUP	313	06/03/2022	99575	9,112.10	0.00	9,112.10
141222	DUANE BILLS	313	06/03/2022	99576	1,609.92	0.00	1,609.92
141691	EMILY GUBANCSIK	313	06/03/2022	99577	95.76	0.00	95.76
141724	FIDELITY SECURITY LIFE INSURANCE COMPANY	313	06/03/2022	99578	806.46	0.00	806.46
6349	FIRST BOOK	313	06/03/2022	99579	975.00	0.00	975.00
6781	FRONTIER	313	06/03/2022	99580	72.49	0.00	72.49
141738	GILL-ROY'S HARDWARE	313	06/03/2022	99581	124.98	0.00	124.98
141783	GRACE BROWN	313	06/03/2022	99582	189.12	0.00	189.12
7552	GRAYLING COOPERATIVE PRESCHOOL, INC.	313	06/03/2022	99583	69,449.17	0.00	69,449.17
141152	HOLIDAY INN EXPRESS GAYLORD	313	06/03/2022	99584	784.04	0.00	784.04
8700	HOME DEPOT CREDIT SERVICES	313	06/03/2022	99585	1,347.46	0.00	1,347.46
8791	HOUGHTON LAKE COMMUNITY SCHOOL	313	06/03/2022	99586	1,839.00	0.00	1,839.00
9385	IOSCO RESA	313	06/03/2022	99587	104,565.80	0.00	104,565.80
141578	JARED SOCIA	313	06/03/2022	99588	120.00	0.00	120.00
9950	KAPLAN EARLY LEARNING COMPANY	313	06/03/2022	99589	22,841.47	0.00	22,841.47
141667	KAREN WALTON EBNIT	313	06/03/2022	99591	1,732.50	0.00	1,732.50
141488	KATIE FUELLING	313	06/03/2022	99592	5,066.49	0.00	5,066.49
10030	KATIE KEITH	313	06/03/2022	99593	113.49	0.00	113.49
10020	KEENAN THERAPEUTICS PC	313	06/03/2022	99594	6,017.28	0.00	6,017.28
141880	KINGSCOTT ASSOCIATES INC	313	06/03/2022	99595	0.00	0.00	0.00
Void by KLM on 6/15/2022							
141859	LITTLE FREE LIBRARY	313	06/03/2022	99596	3,419.53	0.00	3,419.53
18288	LYNDSAY SMOLARZ	313	06/03/2022	99597	35.80	0.00	35.80
141422	MELISA AKERS	313	06/03/2022	99598	110.98	0.00	110.98
13651	MIO AUSABLE SCHOOL DISTRICT	313	06/03/2022	99599	11,544.72	0.00	11,544.72
141772	NATALIE DAVIS	313	06/03/2022	99600	145.25	0.00	145.25
14205	NCS PEARSON, INC.	313	06/03/2022	99601	4,557.27	0.00	4,557.27
14545	NEMCSA	313	06/03/2022	99602	111,387.21	0.00	111,387.21
14631	NMCAA	313	06/03/2022	99603	0.00	0.00	0.00

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Void by KLM on 6/15/2022							
141758	NW MICHIGAN ORIENTATION AND MOBILITY SERVICES LLC	313	06/03/2022	99604	1,947.03	0.00	1,947.03
14944	OGEMAW COUNTY HERALD	313	06/03/2022	99605	114.75	0.00	114.75
141828	PONDER DOOR	313	06/03/2022	99606	2,176.91	0.00	2,176.91
16250	QUILL CORP	313	06/03/2022	99607	83.20	0.00	83.20
141124	REBEKAH SEELOW	313	06/03/2022	99608	434.24	0.00	434.24
16710	RIEGLE PRESS INC	313	06/03/2022	99609	27.50	0.00	27.50
141649	STAPLES	313	06/03/2022	99610	236.41	0.00	236.41
20152	TAMMY TYLER	313	06/03/2022	99611	366.77	0.00	366.77
141834	TEXAS CHRISTIAN UNIVERSITY	313	06/03/2022	99612	3,000.00	0.00	3,000.00
141511	THALMA HIBBARD	313	06/03/2022	99613	77.22	0.00	77.22
141582	VISION CONSULTING LLC	313	06/03/2022	99614	631.45	0.00	631.45
20970	WASTE MANAGEMENT OF MI	313	06/03/2022	99615	117.02	0.00	117.02
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	313	06/03/2022	99616	117,472.67	0.00	117,472.67
13220	MICHIGAN STATE DISBURSEMENT UNIT	93	06/10/2022	99617	116.09	0.00	116.09
141878	MIDLAND CREDIT MANAGEMENT INC	93	06/10/2022	99618	158.97	0.00	158.97
141729	THOMAS MCDONALD	93	06/10/2022	99619	483.69	0.00	483.69
20310	UNITED WAY OF ROSCOMMON COUNTY	93	06/10/2022	99620	2.00	0.00	2.00
141614	#SOCIALSCHOOL4EDU	314	06/17/2022	99621	395.00	0.00	395.00
234	AIRGAS USA LLC	314	06/17/2022	99622	614.48	0.00	614.48
141200	AMAZON CAPITAL SERVICES INC	314	06/17/2022	99623	48.88	0.00	48.88
141200	AMAZON CAPITAL SERVICES INC	314	06/17/2022	99624	3,078.88	0.00	3,078.88
141731	AMBER AKIN	314	06/17/2022	99625	976.37	0.00	976.37
10605	AUDREY MCGEE	314	06/17/2022	99626	135.00	0.00	135.00
141145	AUSABLE MEDIA GROUP LLC	314	06/17/2022	99627	184.00	0.00	184.00
3020	BEECHWOOD COMMUNICATIONS	314	06/17/2022	99628	1,912.56	0.00	1,912.56
11240	BEN LOWE	314	06/17/2022	99629	102.40	0.00	102.40
20535	BRENDA VAUGHAN-IDE	314	06/17/2022	99630	196.57	0.00	196.57
141755	CHERRYLAND ONLINE DESIGN	314	06/17/2022	99631	200.00	0.00	200.00
141698	COMPHEALTH MEDICAL STAFFING	314	06/17/2022	99632	11,346.96	0.00	11,346.96
141865	COMPLETE SOURCE INC	314	06/17/2022	99633	1,806.39	0.00	1,806.39
4100	CONSUMERS ENERGY PAYMENT CENTER	314	06/17/2022	99634	85.56	0.00	85.56
4470	CRWFD CNTY TRANSP AUTH	314	06/17/2022	99635	1,156.00	0.00	1,156.00
4900	DEAN TRANSPORTATION	314	06/17/2022	99636	75,020.54	0.00	75,020.54
141732	DM BURR GROUP	314	06/17/2022	99637	6,849.16	0.00	6,849.16
8420	EAST HIGGINS LAKE TRUE VALUE	314	06/17/2022	99638	260.69	0.00	260.69
141703	ELENA ROTHNEY	314	06/17/2022	99639	30.00	0.00	30.00
5812	EMERGENCY SERVICES OF HOUGHTON LAKE	314	06/17/2022	99640	3,441.62	0.00	3,441.62
6110	FAIRVIEW AREA SCH DIST	314	06/17/2022	99641	45,041.89	0.00	45,041.89
6334	FIFTH GEAR POWERSPORTS	314	06/17/2022	99642	4,160.82	0.00	4,160.82
141408	FOSTER BLUE WATER OIL LLC	314	06/17/2022	99643	791.91	0.00	791.91
6781	FRONTIER	314	06/17/2022	99644	435.54	0.00	435.54
141697	FUN FIRST THERAPY	314	06/17/2022	99645	27,847.03	0.00	27,847.03
141883	HANNAH KOEHLER	314	06/17/2022	99646	17.82	0.00	17.82
141761	HEARTHSONG	314	06/17/2022	99647	429.52	0.00	429.52
8791	HOUGHTON LAKE COMMUNITY SCHOOL	314	06/17/2022	99648	5,360.62	0.00	5,360.62
8830	HOUGHTON LK RESORTER	314	06/17/2022	99649	56.90	0.00	56.90
8800	HOUGHTON LK UNITED METHODIST CHURCH PRESCHOOL	314	06/17/2022	99650	33,927.71	0.00	33,927.71
9160	IMPACT OFFICE PRODUCTS	314	06/17/2022	99651	399.92	0.00	399.92
71225	JOSEPH MOORE	314	06/17/2022	99652	177.55	0.00	177.55

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
9950	KAPLAN EARLY LEARNING COMPANY	314	06/17/2022	99653	248.70	0.00	248.70
141120	KAREN L POPE	314	06/17/2022	99654	132.37	0.00	132.37
10020	KEENAN THERAPEUTICS PC	314	06/17/2022	99655	4,745.00	0.00	4,745.00
141492	KERRI SMITZ	314	06/17/2022	99656	110.57	0.00	110.57
141880	KINGSCOTT ASSOCIATES INC	314	06/17/2022	99657	29,058.00	0.00	29,058.00
141214	KRISTIN LUBS-EAGLE	314	06/17/2022	99658	180.93	0.00	180.93
5155	LI'L WILLIES	314	06/17/2022	99659	115.00	0.00	115.00
141642	LORI BOWLER	314	06/17/2022	99660	13.18	0.00	13.18
8099	MARIE HARRIS	314	06/17/2022	99661	80.00	0.00	80.00
141656	MARK A SLOANE DO PC	314	06/17/2022	99662	4,750.00	0.00	4,750.00
3753	MICHELE COCHRANE	314	06/17/2022	99663	187.79	0.00	187.79
141775	MICHELLE EWALD	314	06/17/2022	99664	193.80	0.00	193.80
14545	NEMCSA	314	06/17/2022	99665	23,585.34	0.00	23,585.34
141845	PAIGE PATTERSON	314	06/17/2022	99666	33.93	0.00	33.93
15730	PETTY CASH ROOC	314	06/17/2022	99667	126.57	0.00	126.57
141229	PITNEY BOWES GLOBAL FINANCIAL SVS LLC	314	06/17/2022	99668	500.46	0.00	500.46
141263	PRESENCE LEARNING, INC.	314	06/17/2022	99669	4,601.00	0.00	4,601.00
16100	PRO-ED	314	06/17/2022	99670	68.00	0.00	68.00
16155	PUBLIC CONSULTING GROUP, INC	314	06/17/2022	99671	13,578.23	0.00	13,578.23
141124	REBEKAH SEELow	314	06/17/2022	99672	67.44	0.00	67.44
141882	REMER PLUMBING, HEATING & AIR CONDITIONING INC	314	06/17/2022	99673	7,500.00	0.00	7,500.00
19081	ROBERT J GORDON DOFAA-INS PLLC	314	06/17/2022	99674	42.00	0.00	42.00
7160	ROSCOMMON AREA PUBLIC SCHOOLS BUSINESS OFFICE	314	06/17/2022	99675	1,100.00	0.00	1,100.00
7161	ROSCOMMON FOOD SERVICE	314	06/17/2022	99676	5,797.64	0.00	5,797.64
141676	SCHOLASTIC BOOK CLUBS	314	06/17/2022	99677	2,224.27	0.00	2,224.27
141133	SHANNON REA	314	06/17/2022	99678	30.00	0.00	30.00
18555	SPARTAN STORES LLC	314	06/17/2022	99679	126.37	0.00	126.37
141649	STAPLES	314	06/17/2022	99680	424.07	0.00	424.07
1415	TAMMY BAUDOUX	314	06/17/2022	99681	235.17	0.00	235.17
7180	TERESA GERTISER	314	06/17/2022	99682	45.63	0.00	45.63
141511	THALMA HIBBARD	314	06/17/2022	99683	57.92	0.00	57.92
141835	VICTORIA JENSEN	314	06/17/2022	99684	23.40	0.00	23.40
141582	VISION CONSULTING LLC	314	06/17/2022	99685	1,170.00	0.00	1,170.00
20900	WALMART BUSINESS CARD	314	06/17/2022	99686	14.94	0.00	14.94
21110	WEINLANDER-FITZHUGH-	314	06/17/2022	99687	2,600.00	0.00	2,600.00
21235	WEXFORD-MISSAUKEE ISD	314	06/17/2022	99688	36,666.50	0.00	36,666.50
21770	XEROX CORP	314	06/17/2022	99689	1,623.56	0.00	1,623.56
13220	MICHIGAN STATE DISBURSEMENT UNIT	93	06/24/2022	99690	116.09	0.00	116.09
141878	MIDLAND CREDIT MANAGEMENT INC	93	06/24/2022	99691	159.64	0.00	159.64
141729	THOMAS MCDONALD	93	06/24/2022	99692	480.00	0.00	480.00
19978	TSA CONSULTING GROUP INC	93	06/24/2022	99693	1,670.00	0.00	1,670.00
20310	UNITED WAY OF ROSCOMMON COUNTY	93	06/24/2022	99694	2.00	0.00	2.00
10605	AUDREY MCGEE	315	06/22/2022	99695	63.36	0.00	63.36
141698	COMPHEALTH MEDICAL STAFFING	315	06/22/2022	99696	6,310.93	0.00	6,310.93
141865	COMPLETE SOURCE INC	315	06/22/2022	99697	114.33	0.00	114.33
4440	CRAWFORD AUSABLE SD	315	06/22/2022	99698	12,701.15	0.00	12,701.15
11056	DESIREE LIPSKI	315	06/22/2022	99699	269.18	0.00	269.18
5385	DTE ENERGY	315	06/22/2022	99700	310.16	0.00	310.16
141856	HOLLY HICKS	315	06/22/2022	99701	56.16	0.00	56.16
141635	JANWAY	315	06/22/2022	99702	8,580.35	0.00	8,580.35
141565	JILL RADOSTA	315	06/22/2022	99703	142.74	0.00	142.74
19892	KATHRYN TOONSTRA	315	06/22/2022	99704	66.69	0.00	66.69
10030	KATIE KEITH	315	06/22/2022	99705	46.57	0.00	46.57

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141781	KRISTEN KALTHOFF	315	06/22/2022	99706	33.58	0.00	33.58
141422	MELISA AKERS	315	06/22/2022	99707	117.30	0.00	117.30
21278	NICOLE GRACE	315	06/22/2022	99708	266.76	0.00	266.76
17030	ROSCOMMON COUNTY TRANSPORTATION AU	315	06/22/2022	99709	2,116.00	0.00	2,116.00
17720	SCHOOL SPECIALTY LLC	315	06/22/2022	99710	493.94	0.00	493.94
7180	TERESA GERTISER	315	06/22/2022	99711	28.08	0.00	28.08
141884	TRUGREEN COMMERCIAL	315	06/22/2022	99712	220.00	0.00	220.00
20571	VERIZON WIRELESS	315	06/22/2022	99713	1,169.57	0.00	1,169.57
225	AFLAC	99	06/30/2022	99714	1,000.40	0.00	1,000.40
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	99	06/30/2022	99715	886.50	0.00	886.50
141726	BLUE CROSS BLUE SHIELD OF MI	99	06/30/2022	99716	529.14	0.00	529.14
141724	FIDELITY SECURITY LIFE INSURANCE COMPANY	99	06/30/2022	99717	253.89	0.00	253.89
2045	BLUE CROSS BLUE SHIELD OF MI	99	06/30/2022	99718	811.71	0.00	811.71
141667	KAREN WALTON EBNIT	317	06/30/2022	99719	3,657.50	0.00	3,657.50
141731	AMBER AKIN	316	06/30/2022	99720	569.79	0.00	569.79
19598	AMBER LARRISON	316	06/30/2022	99721	241.02	0.00	241.02
950	ASCD	316	06/30/2022	99722	36.96	0.00	36.96
13830	BRIE MOLAISSON	316	06/30/2022	99723	65.69	0.00	65.69
11592	CARRIE MACKO	316	06/30/2022	99724	4,999.51	0.00	4,999.51
141858	CARROT TOP INDUSTRIES INC	316	06/30/2022	99725	253.42	0.00	253.42
141822	CHANTEL ADELFO	316	06/30/2022	99726	30.00	0.00	30.00
4100	CONSUMERS ENERGY PAYMENT CENTER	316	06/30/2022	99727	1,579.64	0.00	1,579.64
3340	COP ESD	316	06/30/2022	99728	1,335.67	0.00	1,335.67
4440	CRAWFORD AUSABLE SD	316	06/30/2022	99729	32.00	0.00	32.00
141235	DEAN VANWORMER	316	06/30/2022	99730	146.69	0.00	146.69
141308	E.M.S. EDUCATION	316	06/30/2022	99731	25.00	0.00	25.00
141703	ELENA ROTHNEY	316	06/30/2022	99732	42.29	0.00	42.29
6115	FAIRVIEW EAGLE'S NEST PRESCHOOL	316	06/30/2022	99733	1,100.00	0.00	1,100.00
141783	GRACE BROWN	316	06/30/2022	99734	207.84	0.00	207.84
7552	GRAYLING COOPERATIVE PRESCHOOL, INC.	316	06/30/2022	99735	84,967.22	0.00	84,967.22
8661	HOLLY HOLM	316	06/30/2022	99736	150.00	0.00	150.00
8700	HOME DEPOT CREDIT SERVICES	316	06/30/2022	99737	2,318.28	0.00	2,318.28
8791	HOUGHTON LAKE COMMUNITY SCHOOL	316	06/30/2022	99738	222.00	0.00	222.00
9385	IOSCO RESA	316	06/30/2022	99739	104,565.47	0.00	104,565.47
9025	JIM GENDERNALIK	316	06/30/2022	99740	59.25	0.00	59.25
141343	KARA MULARZ	316	06/30/2022	99741	74.46	0.00	74.46
141488	KATIE FUELLING	316	06/30/2022	99742	1,072.21	0.00	1,072.21
10030	KATIE KEITH	316	06/30/2022	99743	34.33	0.00	34.33
10020	KEENAN THERAPEUTICS PC	316	06/30/2022	99744	4,553.22	0.00	4,553.22
10250	KIRTLAND COMMUNITY COLLEGE	316	06/30/2022	99745	2,664.55	0.00	2,664.55
141719	LYN SPERRY	316	06/30/2022	99746	199.23	0.00	199.23
141422	MELISA AKERS	316	06/30/2022	99747	53.40	0.00	53.40
3753	MICHELE COCHRANE	316	06/30/2022	99748	85.41	0.00	85.41
141820	MICHELE MILLER	316	06/30/2022	99749	30.00	0.00	30.00
141775	MICHELLE EWALD	316	06/30/2022	99750	210.18	0.00	210.18
13651	MIO AUSABLE SCHOOL DISTRICT	316	06/30/2022	99751	210,996.00	0.00	210,996.00
15652	NANCY PERSING	316	06/30/2022	99752	175.41	0.00	175.41
141772	NATALIE DAVIS	316	06/30/2022	99753	77.61	0.00	77.61
141762	PETTY CASH CEC	316	06/30/2022	99754	21.20	0.00	21.20
141828	PONDER DOOR	316	06/30/2022	99755	2,578.17	0.00	2,578.17
141124	REBEKAH SEELow	316	06/30/2022	99756	39.21	0.00	39.21

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A/P Check Register

Printed: 07/07/2022 6:47:55PM

COOR ISD

Check Date: 6/1/2022 to 6/30/2022

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
7160	ROSCOMMON AREA PUBLIC SCHOOLS BUSINESS OFFICE	316	06/30/2022	99757	239,402.37	0.00	239,402.37
141676	SCHOLASTIC BOOK CLUBS	316	06/30/2022	99758	2,209.58	0.00	2,209.58
19370	SYLVESTER'S	316	06/30/2022	99760	119.50	0.00	119.50
141582	VISION CONSULTING LLC	316	06/30/2022	99761	57.21	0.00	57.21
141103	ORS	94	06/03/2022	201705077	0.00	62,536.21	62,536.21
141105	HEALTH EQUITY	94	06/10/2022	201705081	0.00	3,368.56	3,368.56
20245	US TREASURY	94	06/10/2022	201705082	0.00	34,440.02	34,440.02
141103	ORS	94	06/17/2022	201705083	0.00	61,746.63	61,746.63
20245	US TREASURY	96	06/17/2022	201705084	0.00	445.61	445.61
141105	HEALTH EQUITY	94	06/24/2022	201705085	0.00	3,818.56	3,818.56
20245	US TREASURY	94	06/24/2022	201705086	0.00	32,718.36	32,718.36
141106	MICHIGAN DEPT OF TREASURY	94	06/30/2022	201705087	0.00	10,965.72	10,965.72
141103	ORS	94	06/30/2022	201705088	0.00	60,365.26	60,365.26
141785	ORS UAAL	94	06/30/2022	201705089	0.00	46,520.90	46,520.90
Report Totals					<u>\$1,720,570.17</u>	<u>\$316,925.83</u>	<u>\$2,037,496.00</u>

C. Approve Revenue & Expenditure
Reports for June 2022

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COOR Intermediate School District				
Career Tech				
Statement of Revenue & Expenditures				
June 30, 2022				
Revenues	Current Budget	Year to Date 6/30/2022	Encumbered Amount	Year to Date 6/30/2021
Local Sources	-	-	-	1,702
State Sources	1,002,508	941,984	-	535,896
Federal Sources	145,856	44,755	-	67,436
Incoming Transfers	253,817	208,000	-	92,250
Total Revenues	1,402,181	1,194,739	-	697,284
Basic Program	232,459	233,227	172	122,449
Added Needs	-	-	-	-
Skilled Trades Initiative	85,177	85,177	16,477	-
Support Services - Pupil	152,906	152,321	1,685	129,630
Technology	10,773	10,773	-	1,033
General Administration	358,229	359,177	8,351	206,303
Business	1,850	1,850	4,053	4,254
Repairs & Maintenance	4,426	4,456	-	32,144
Building Improvements	22,779	22,779	-	-
Outgoing Transfers	539,304	111,898	-	306,033
Total Expenditures	1,407,903	981,658	30,738	801,846
Current Change in Fund Balance		213,081		(104,562)

COOR Intermediate School District				
General Fund				
Statement of Revenue & Expenditures				
June 30, 2022				
Revenues	Current Budget	Year to Date 6/30/2022	Encumbered Amount	Year to Date 6/30/2021
Local Sources	1,061,064	1,028,798	-	1,020,409
State Sources	3,913,698	2,870,386	-	2,591,848
Federal Sources	628,341	411,449	-	483,767
Incoming Transfers	310,006	275,965	-	157,641
Total Revenues	5,913,109	4,586,597	-	4,253,665
Added Needs	31,257	-	-	-
School Administrative	989,155	1,008,001	38,511	1,002,042
Support Services - Instruction	596,830	596,236	25,807	308,443
General Administration	543,386	689,561	42,802	588,886
Business	9,448	9,151	5,120	11,143
Operations & Maintenance	62,221	62,284	2,309	53,480
Central	250,341	255,201	113,914	212,546
31N Services	335,607	337,258	7,057	4,250
Pupil Accounting	90,265	88,544	6,209	61,269
Outgoing Transfers	2,760,624	2,142,502	-	1,891,788
Total Expenditures	5,669,134	5,188,738	241,729	4,133,847
Current Change in Fund Balance		(602,141)		119,818

COOR Intermediate School District				
ROOC Inc				
Statement of Revenue & Expenditures				
June 30, 2022				
Revenues	Current Budget	Year to Date 6/30/2022	Encumbered Amount	Year to Date 6/30/2021
Northern Lakes	780,000	705,964	-	616,235
DHHS	42,260	35,110	-	36,039
Production	34,369	26,233	-	45,615
State Aid	40,157	36,144	-	35,994
Private	-	-	-	-
Donations	6,709	6,709	-	10,478
Interest	400	414	-	167
Snack Shack	-	-	-	11,000
Miscellaneous	3,650	6,160	-	687
Transfer from ROOC Unemployment	-	-	-	-
Total Revenues	907,545	816,734	-	756,215
General Administration	236,538	207,841	26,054	199,494
Operations & Maintenance	57,292	57,755	1,008	57,553
Activity Services	378,604	335,373	10,581	308,429
Support Employment Service	49,242	65,317	569	48,281
Production	40,804	42,259	271	53,524
Spencers	25,423	24,680	778	28,757
Respite	17,962	18,371	-	26,520
Transportation	46,676	44,885	-	18,856
Communications/Technology	-	300	-	13,156
Public Relations	1,996	1,996	-	-
Business	1,589	1,589	359	5,460
Total Expenditures	856,126	800,366	39,621	760,030
Current Change in Fund Balance		16,368		(3,815)

COOR Intermediate School District				
Special Education				
Statement of Revenue & Expenditures				
June 30, 2022				
Revenues	Current Budget	Year to Date 6/30/2022	Encumbered Amount	Year to Date 6/30/2021
Local Sources	3,185,763	3,205,420	-	3,208,036
State Sources	1,985,791	1,567,749	-	1,652,509
Federal Sources	2,683,782	1,501,203	-	1,050,166
Incoming Transfers	666,612	-	-	472,022
Total Revenues	8,521,948	6,274,371	-	6,382,734
Instruction - Added Needs	1,696,447	1,777,211	42,566	1,672,082
Support Services - Pupil	1,973,368	1,973,302	19,022	1,837,759
Support Services - Instructional Staff	424,529	423,752	13,838	539,145
Support Services - General Administration	144,610	63,235	3,443	126,670
Support Services - School Administration	231,620	228,851	10,732	-
Support Services - Business	23,286	23,975	15,699	26,200
Operations & Maintenance	198,786	202,119	2,203	161,404
Pupil Transportation Services	846,875	782,233	27,628	541,322
Support Services - Central	154,171	140,253	5,914	-
Support Services - Other	1,589	16,366	-	72,747
Outgoing Transfers	2,502,132	1,361,874	-	1,610,253
Total Expenditures	8,197,413	6,993,172	141,045	6,587,582
Current Change in Fund Balance		(718,801)		(204,849)

D. Renew Adobe Creative Suite
license with Logisoft

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Logisoft

6605 Pittsford-Palmyra Rd., Suite E-1
Fairport, NY 14450
(888) 564 4763
www.logisoft.com



QUOTE

ADDRESS
COOR ISD
11051 N Cut Rd
Roscommon, MI 48653 USA

SHIP TO
COOR ISD
11051 N Cut Rd
Roscommon, MI 48653 USA

QUOTE 112656
DATE 06/01/2022

ACCOUNT MANAGER
Aliya Mellars

RENEWAL DATE
8/31/22

PRODUCT NUMBER	DESCRIPTION	QTY	UNIT PRICE	EXT. PRICE
65272480BB01A12	Adobe VIP CC All Apps Named Renewal 12 Months	1	392.01	392.01T

Please find your requested Quote attached for your review..

SUBTOTAL 392.01

To place an order, please fax or eMail your PO to:
ORDERS@LOGISOFT.COM or Fax 877-213-7671

TAX 0.00

Feel free to contact us if you have any questions.
We look forward to working with you.

TOTAL **\$392.01**

Thanks for your business!

Accepted By

Accepted Date

We appreciate your business and look forward to helping you again soon.

8. Action Items

A. Approve the hiring of Kerry Harwood, Whole Child Specialist in Oscoda County, and Constance Guthrie, Whole Child Specialist in Crawford County.

B. Ratify contract with Alexis Ferguson, Payroll & Benefits Coordinator for July 1, 2022 to June 30, 2024.

C. Authorize Superintendent Petri to act as Interim Superintendent at Fairview Area Schools until another Superintendent or Interim Superintendent is chosen.

D. Approve the preliminary 2022-23 ROOC, Inc. budget as presented

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ROOC, Inc. Budget 2022-2023 Fiscal Year Preliminary July 2022	Audited FY 20/21	Final FY 21/22	Preliminary FY 22/23
REVENUES			
Northern Lakes Comm. Mental Health	743,744	780,000	800,000
Dept. of Health & Human Svcs./ MI Rehab. Svcs.	39,789	42,260	40,000
State Aid	56,404	40,157	40,157
Production	51,037	34,369	44,000
Private Evaluations	(1,396)	-	-
Donations	10,478	6,709	35,000
Interest	167	400	400
Misc.	11,599	6,175	8,000
TOTAL REVENUES	911,820	910,071	967,557
INCOMING TRANSFERS & OTHER TRANSACTIONS	94,285	-	-
TOTAL REVENUES, INCOMING TRANSFERS, OTHER TRANSACTIONS	1,006,105	910,071	967,557
EXPENDITURES			
Administration	201,442	236,538	247,691
Operation & Maintenance	58,199	57,292	58,694
Activity Services	330,107	378,604	359,512
Support Employment Services	54,823	49,242	59,676
Production	61,150	40,804	41,563
Spencers	30,217	25,423	26,983
Respite	27,858	17,962	18,772
Transportation	24,310	46,676	125,700
Technology	5,886	-	300
Public Relations	7,037	1,996	-
Work Comp	5,460	1,589	1,589
TOTAL EXPENDITURES	806,488	856,126	940,480
OUTGOING TRANSFERS & OTHER TRANSACTIONS			
TOTAL APPROPRIATED	806,488	856,126	940,480
EXCESS REVENUE (APPROPRIATED)	105,332	53,945	27,077
FUND BALANCE JULY 1	155,982	261,314	315,259
TOTAL FUND BALANCE JUNE 30	261,314	315,259	342,336

E. Approve an amended final 2021-22 budget for ROOC, Inc. as presented.

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ROOC, Inc. Budget 2021-2022 Fiscal Year Final July 2022	Audited FY 20/21	Preliminary FY 21/22	Amended FY 21/22	Final FY 21/22
REVENUES				
Northern Lakes Comm. Mental Health	743,744	750,000	750,000	780,000
Dept. of Health & Human Svcs./ MI Rehab. Svcs.	39,789	45,000	45,000	42,260
State Aid	56,404	56,404	56,404	40,157
Production	51,037	45,000	40,000	34,369
Private Evaluations	(1,396)	10,000	10,000	-
Donations	10,478	15,000	35,000	6,709
Interest	167	170	170	400
Misc.	11,599	500	500	6,175
TOTAL REVENUES	911,820	922,074	937,074	910,071
INCOMING TRANSFERS & OTHER TRANSACTIONS	94,285	-	-	-
TOTAL REVENUES, INCOMING TRANSFERS, OTHER TRANSACTIONS	1,006,105	922,074	937,074	910,071
EXPENDITURES				
Administration	201,442	236,005	231,344	236,538
Operation & Maintenance	58,199	56,706	52,506	57,292
Activity Services	330,107	358,693	380,322	378,604
Support Employment Services	54,823	29,553	52,670	49,242
Production	61,150	33,403	47,397	40,804
Spencers	30,217	37,620	37,420	25,423
Respite	27,858	27,374	27,474	17,962
Transportation	24,310	37,404	53,402	46,676
Technology	5,886	5,822	5,822	-
Public Relations	7,037	-	998	1,996
Work Comp	5,460	5,460	1,589	1,589
TOTAL EXPENDITURES	806,488	828,039	890,944	856,126
OUTGOING TRANSFERS & OTHER TRANSACTIONS				
TOTAL APPROPRIATED	806,488	828,039	890,944	856,126
EXCESS REVENUE (APPROPRIATED)	105,332	94,035	46,130	53,945
FUND BALANCE JULY 1	155,982	249,861	261,314	261,314
TOTAL FUND BALANCE JUNE 30	261,314	343,896	307,444	315,259

F. Approve expenses for interested board members to attend the MASB Summer Institute on Aug. 19 - 21, 2022 at the VanDyk Mortgage Convention Center in Muskegon. Sessions are \$99 each for half-day sessions, \$198 for full-day sessions. Rooms at the convention center start at \$189/night.

G. Authorize the Superintendent or designee to seek bids for a commercial plow truck

H. To enter into an agreement with Denton Township Ambulance Service for a Satellite EMT (Emergency Medical Technician) program for the 2022-23 school year.

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Satellite Agreement for EMT Program

This written agreement serves as an outline of responsibilities between Program Sponsor (Denton Township Ambulance Service) and COOR ISD (Crawford, Oscoda, Ogemaw Roscommon Intermediate School District).

1. Facilities: Satellite program will be active from the beginning of class on August 31, 2022 to the end of the final practical exam June 9, 2023. Class times will be Monday, Wednesday, and Thursday throughout the designated timeframe running from 08:15-10:15. Classes will be held at:

Roscommon Middle School

299 W Sunset Dr, Roscommon, MI 48653

2. Instruction: Lead instruction for the course will be provided by Paramedic/IC Jason Steffes. Additional instructors will be approved by the Program Sponsor.

3. Policies: Curriculum and policies will follow those established by Denton Township Ambulance Service program as well as those established in the Optional Learning Experience Agreement with COOR. Clinical Sites will be those already established with Denton Township Ambulance Service program.

4. Oversight: Program oversight will be conducted by the Program Director and Program Sponsor, and could include site visits, lesson viewing and other means necessary to ensure continuity of the program.

5. Communication: The Advisory Board will include Program Sponsor Richard Dupon, Program Director/Lead Instructor Jason Steffes, Joe Rubino, COOR leadership and other members listed in the handbook.

6. Records: At the conclusion of the program all student records will be kept at Denton Township Ambulance Service

7. Site Responsibilities: Site Sponsor will ensure that their site complies with all primary site responsibilities to include:

a. Required Medical Equipment

b. Ensure appropriate equipment is operable for students and at a ratio of 6:1 student to equipment, for practical sessions.

b. All equipment is operable and back-up equipment is available.

c. Facility is accessible to all parties.

d. Facility has proper lighting and temperature control.

e. Students will have access to a library and resources as needed.

8. Additional: Program Sponsor and Satellite Sponsor will adhere to responsibilities as outlined in the Optional Learning Experience Agreement with COOR.

Signed _____

EMS Chief Richard Dupon, Program Sponsor

Signed _____

Jason Steffes, EMT-IC Program Director

OPTIONAL LEARNING EXPERIENCE AGREEMENT

This Optional Learning Experience Agreement ("Agreement") is by and between COOR ISD, an ISD in Michigan (the "District"), whose address is 11051 N Cut Rd, Roscommon, MI 48653, and the Denton Township Ambulance Service, for its Emergency Medical Technician Education Program (EMT) whose address is 1301 W West Branch Rd, Prudenville, MI 48651

RECITALS

WHEREAS, the District is providing public education for kindergarten through twelfth grade pupils and is organized under the Michigan Revised School Code, MCL 380.1, et seq.;

WHEREAS, the District wishes to provide students with optional learning experiences associated with the Emergency Medical Technician (EMT) program, that enhance students' understanding of content provided in the real world environment, and provide students the opportunity to, as part of their online courses, work with local medical facilities to gain hands-on experience, provided certain conditions are satisfied;

WHEREAS, the Denton Township Ambulance Service is willing to allow students to gain hands-on experience at its place of business; and

WHEREAS, it is the intent of the parties that the services provided under this Agreement will be developed and operated in accordance with the federal and state constitutions, as well as federal, state, and local statutes, regulations, rules, and ordinances.

NOW, THEREFORE, the parties agree as follows to the following terms and conditions:

TERMS AND CONDITIONS

1. Consideration. The Denton Township Ambulance Service will provide an optional on-site, hands-on learning experience to students of COOR in exchange for payment from the District as provided herein. The optional learning experience shall be available to all District students who are part of the Health Science program.

2. Place of Instruction. Primary instruction in all courses operated pursuant to this Agreement will take place at the 299 W Sunset Dr, Roscommon, MI 48653

i. Students are expected to attend all classes (Mon-Fri 08:15-10:15). In addition, students will have 38 clinical hours (this includes the ride-alongs and hospital time), that must be completed on the weekend(s).

CLINICAL SITES: Denton Township and Houghton Lake Ambulance Services

3. Classes and Grading System. The Teacher of Record assigned to the course shall meet the legal requirements as stated in the State School Aid Act, Revised School Code, and Pupil Accounting Manual. The Denton Township Ambulance Service and the teacher of record are

responsible for the course grading systems and the issuance of grades to students enrolled in courses pursuant to this agreement. The length of the class period and grading system for each of the courses operated pursuant to this Agreement will be the same or substantially similar to the comparable courses offered to the District's other full-time pupils.

4. Instructional Delivery. The Denton Township Ambulance Service will provide, for eligible seniors enrolled in COOR, the opportunity through written, practical, affective, and clinical performance objectives established by the Michigan Department of Health and Human Services, the opportunity to take the EMT - Basic National Registry Emergency Medical (NREMT) exam to become an Emergency Medical Technician.

i. Books, Equipment, Specific Supplies. Books, testing supplies and other required materials as determined necessary to the program by Denton Township Ambulance Service, shall ultimately be the responsibility of COOR.

5. School Calendar. The parties understand and agree that the course operated under this Agreement will be run in accordance with the District's school calendar, with two exceptions:

Students will have 38 clinical hours (this includes the ride-alongs and hospital time), that must be completed. ii. The EMT - Basic National Registry Emergency Medical Technician (NREMT) exam testing date may extend beyond the last day for senior students. It will be expected that regardless of the last calendar day, all students will sit for the test.

6. Instructors. COOR will provide a teacher coordinator to work with the Denton Township Ambulance Service to assist with and collect all required documents necessary for the program.

7. Student Conduct. All students enrolled in the program shall, at all times, be subject to all of the rules and regulations of COOR, its policies and procedures, academic and non-academic, including but not necessarily limited to those set forth in the course catalog, student handbook, and student code of conduct, then in effect. In addition to the COOR Student Code of Conduct, a student's conduct is a direct reflection of the Academy and its staff and students shall conduct themselves in a professional and courteous manner at all times.

8. Proprietary and Copyright Information. The primary platform utilized for this program will be the J&B Learning EMT program. Neither the District shall own all copyright and other proprietary rights to all instructional materials, training materials, curriculum and lesson plans, and any other materials (the "Materials") that

(i) were developed by its Teachers, agents, subcontractors (excluding the Michigan Department of Health & Human Services materials and the J&B Learning EMT program), or any individual working for or supervised by the District, and

(ii) that were developed during the working hours or during the time in which the individuals were being paid directly by the District. The District shall own all copyright and other

proprietary rights to the Materials which were directly developed and paid for by the District, or which were developed at the direction of the Board and/or the District administration with funds dedicated for the purpose of developing such curriculum or materials. Neither the District nor the Denton Township Ambulance Service shall license, share, use or sell any portion of the materials designed, developed, and or created by the other, without the express written permission of the other party.

9. FERPA. For the duration of this Agreement, the Denton Township Ambulance Service and its employees and agents will be deemed a contractor with whom the District may disclose personally identifiable information from students' education records for purposes permitted by the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 USC 1232g and other state and federal laws. The District will have full control over Denton Township Ambulance Service use and maintenance of education records and personally identifiable information contained therein as required by FERPA, Denton Township Ambulance Service will comply with any directive given by the District regarding the confidentiality or disclosure of personally identifiable information from students' records. Denton Township Ambulance Service acknowledges that its employees and agents are familiar with the requirements of FERPA and other state and federal confidentiality laws and agree to comply with those laws as if Denton Township Ambulance Service was an educational agency subject to those laws. All student records created by Denton Township Ambulance Service or its employees or agents in the performance of this Agreement constitute education records, which are the property of the District. The Denton Township Ambulance Service will provide all education records in its possession to the District upon termination of this Agreement.

10. Change of Law/Department of Education Guidelines. The Denton Township Ambulance Service will abide by any and all existing federal, state, and local district policies. If any federal, state, or local law or regulation, or court decision or any regulation or guideline issued by the Michigan Department of Education impacts the District's ability to carry out its obligations under this Agreement or to claim students participating in this program in membership or to receive State School Aid for the students, the Denton Township Ambulance Service agrees to work with the District to immediately modify or terminate this Agreement.

11. Payment. The School District will pay the Instructor Hours and Costs for the cooperative EMT program. This payment will be dispersed monthly:

i. Hourly rate is based on average of Denton Township Ambulance Service average overtime hours along with administrative costs to coordinate the course.

ii. Final class size will determine the number of instructors and proctors

for skills days at a 6:1 student to proctor ratio. iii. Administrative hours are averaged to include mandatory meetings, state inspections, state required paperwork and other required activities of the course coordinator to store and manage class records.

12. Safety/Security.

a. Background Checks/vaccinations: All Denton Township Ambulance Service staff who provide direct or indirect curricular offerings or who have unsupervised contact with COOR the Revised School Code as if they are assigned to regularly and continuously work under contract in any of the District's schools, including but not limited to undergoing a Live Scan fingerprint background checked and cleared following District procedures. All volunteers will be required to have an ICHAT background check completed prior to the start of classes. An ICHAT is needed annually for a volunteer who has any unsupervised access to an COOR student. An ICHAT is not needed if the volunteer is under direct supervision at all times by a person who has completed a fingerprint-based criminal history record check for COOR. ICHAT is not needed for volunteers who are minors. All volunteers who do not have an ICHAT must be supervised at all times by a person who has completed a fingerprint based criminal history record check for COOR. This will need to be turned into COOR - Human Resources no later than August 21, 2022. COOR will pick up the cost for this for the primary instructors. COOR students must show proof of obtaining the following vaccinations: Influenza (current strain), TB (within 1 year), and Hepatitis B vaccination or have received the first shot in the series before beginning the school year. This is a requirement and this must be turned in no later than August 21st to COOR front office. Students must show proof a negative TB skin test or chest x-ray taken within one year of the end of the course. This is a requirement and this must be turned in no later than August 21, 2022, to COOR office. Tetanus (TDAP), MMR, Varicella Zoster vaccinations are highly recommended. If a student has these vaccinations they will need to provide proof of them as well. Students may be subject to a drug screening and/or criminal history check. Additional information regarding this requirement will be forthcoming.

b. Safety Plan: Denton Township Ambulance Service is responsible for providing COOR with a safety/security plan which includes site procedures in the event of a tornado, fire, shelter in place or evacuation situation. The plan should include details as to how this will be implemented at your location.

13. Governmental Immunity. The parties agree that the District reserves the right to assert governmental immunity on behalf of the District and all of its employees and agents to the fullest extent allowed under law in connection with any claim or liability arising out of this Agreement or any action taken in connection with the implementation and performance of this Agreement. Nothing in this paragraph will be construed by the parties to preclude or limit the right of the Denton Township Ambulance Service to enforce any terms of this Agreement.

14. Students with Disabilities. This Agreement does not change any right, obligation, or duty of the parties to this Agreement, or of any persons or entities who are not parties to this Agreement, arising out of state or federal law, as to students with disabilities, including, without limitation, the duty to locate, evaluate, and offer special education services to such students.

15. Non-Discrimination. The District and the Denton Township Ambulance Service agree that they will not discriminate against any District employee, applicant, or student under this Agreement because of race, color, religion, sex, national origin, age, disability, height, weight, marital status, or any other characteristic for which discrimination is prohibited by state or federal law.

16. Insurance. The Denton Township Ambulance Service shall secure and maintain general liability and umbrella insurance coverage which shall include the building and related facilities utilized in this Agreement. Denton Township Ambulance Service shall maintain such insurance with a recommended amount of one million dollars policy limits. The Denton Township Ambulance Service shall, upon request, present evidence to the District that it maintains a requisite insurance in compliance with the provisions of this paragraph. The Denton Township Ambulance Service shall comply with any information or reporting requirements applicable to the District under the District's policy with its insurers to the extent practicable.

17. Indemnification. The Denton Township Ambulance Service agrees to release, defend, indemnify, and hold harmless COOR School District, and their teachers, employees, agents, and representatives from and against any and all liabilities, actions, lawsuits, proceedings, claims, demands, losses, damages, expenses and fees, including attorney fees, which may be paid, incurred, or suffered in connection with the performance of this Agreement and resulting from any acts or omissions, negligent or otherwise, of the Denton Township Ambulance Service or its staff, employees, agents, or representatives.

18. Term of the Agreement. This Agreement will be effective for the 2022-23 academic year, from July 1, 2022 through and including June 30, 2023.

19. Termination of the Agreement.

a. Termination for Cause. This Agreement may be terminated prior to the end of the term by either party if the other party breaches any material provision of this Agreement and either the breach cannot be cured or, if the breach can be cured, it is not cured by the breaching party within a reasonable period of time, which shall not be longer than thirty (30) calendar days after the breaching party's receipt of written notice of such breach. If the breach cannot be cured, the non-breaching party may terminate this Agreement immediately by providing the other party with written notification of termination. If the breach can be cured, the non-breaching party shall provide the other party with written notification of the facts it considers to constitute a material breach and a period of time, not to exceed thirty (30) calendar days, within which to remedy this breach. After the period to remedy the material breach has expired, the non-breaching party may terminate the Agreement by providing the other party with written notification of termination. Material breach may include, but is not limited to, a failure by either party to carry out its responsibilities under this Agreement or a violation of the Agreement or applicable law.

b. Termination without Cause. This Agreement shall be terminable without cause by either party, provided that the terminating party gives the other party written notification of termination of at least sixty (60) calendar days prior to the termination date. The Denton Township Ambulance Service agrees to provide COOR Schools written notice of its intent to terminate this Agreement without cause as soon as practicable under the circumstances. In the event this Agreement is terminated without cause, the Denton Township Ambulance Service shall be paid only for services rendered prior to termination. In the event COOR has paid the Denton Township Ambulance Service for services that are not ultimately rendered, the Denton Township Ambulance Service shall return a pro rata portion of the payment within seven (7) calendar days of termination.

20. Extension of the Agreement. This Agreement shall terminate June 30, 2023. Either party may provide notice of its willingness to extend the Agreement for an additional one-year term, subject to the negotiation of the terms for an extended Agreement, by providing written notice to the other party on or before June 1 of the year the Agreement is scheduled to expire.

21. Entire Agreement. This Agreement supersedes and replaces any and all prior Agreements and understandings between the parties on the subject matter hereof. No amendments, changes or modifications shall be valid unless in writing and signed by the authorized representatives of both parties.

22. Force Majeure. Neither party shall be liable if the performance of any part or all of this Agreement is prevented, delayed, ended or otherwise made impracticable or impossible by reason of any flood, riot, fire, explosion, war, act of God, sabotage, accident or any other casualty, or cause beyond either parties' control and which cannot be overcome by reasonable diligence and without unusual expense.

23. Notices. All notices, demands, requests and consents under this Agreement shall be in writing, shall be delivered to each party, and shall be effective when received by the parties or mailed to the parties at their respective addresses, or to another address furnished by a party to the other party.

24. Severability. The invalidity of any of the covenants, phrases, and clauses in this Agreement shall not affect the remaining portions of the Agreement, and this Agreement shall be construed as if such invalid covenant, phrase, or clause had not been contained in this Agreement.

25. Successors and Assignment. This Agreement shall be binding upon, and inure to the benefit of, the parties and their respective successors. The Agreement may not be assigned unless written consent is obtained from the authorized representatives of the other party.

26. Non-Waiver. No failure by a party in exercising a right, power or privilege under this Agreement shall affect such right, power or privilege, nor shall any single or partial excuse thereof preclude any further exercise thereof or the exercise of any right, power or privilege.

The rights and remedies of the parties in this Agreement are accumulative and not exclusive of any rights or remedies, which any of them may otherwise have.

27. Governing Law. This Agreement shall be governed by and enforced in accordance with the laws of the State of Michigan.

28. Arbitration. Any and all disputes between the parties, concerning any alleged breach of this Agreement, or arising out of or relating to the interpretation of this Agreement or the parties' performance of their respective obligations under this Agreement, or any claim that either party violated any state or federal statutes, common law doctrine, or committed a tort ("Dispute") shall be settled in accordance with the following:

a. If the Dispute is denied, either party may, within thirty (30) calendar days of such denial, refer the Dispute to final and binding arbitration in Roscommon County, Michigan. The arbitrator shall be chosen in accordance with the rules of the American Arbitration Association then in effect. The expense of the arbitration shall be shared equally by the District and the Denton Township Ambulance Service, provided that each party shall pay for and bear the cost of its own experts, evidence, and attorneys' fees.

b. An arbitration award issued under this Paragraph may be enforced in any court of competent jurisdiction in Roscommon County, Michigan.

The parties have executed this Agreement as of the day and year first above written. This Contract has been duly authorized, executed and delivered by the Parties and constitutes a legal, valid and binding obligation upon each of them, enforceable in accordance with its terms. Each person placing his/her signature below represents and warrants that she/he is the signatory duly authorized to execute this Contract on behalf of the Denton Township Ambulance Service and COOR ISD, as is respectively applicable.

COOR ISD:

By: Superintendent _____

Dated: _____

By: Health Science Instructor _____

Dated: _____

Denton Township Ambulance Service:

By: EMS Chief _____

By: Course Coordinator _____

By: Lead Instructor _____

APPENDIX A - SERVICES COOR SCHOOLS

Description of Education Program Agreement

Emergency Medical Technician Program

Scope of Work: The Denton Township Ambulance Service will provide, for eligible seniors enrolled in COOR, the opportunity through written, practical, affective, and clinical performance objectives established by the Michigan Department of Health and Human Services the opportunity to take the EMT - Basic National Registry Emergency Medical Technician (NREMT) exam to become an Emergency Medical Technician.

Enrollment. It is understood that at any time during the partnership, if there are not enough students to run the classes as restricted sections, COOR ISD may request one the following options:

- a. Run the program every other year
- b. Reduce the cost of the program

Without the target enrollment, the class(es) may be cancelled

Books, Equipment, Specific Supplies. Books, testing supplies and other required materials as determined necessary to the program by Denton Township Ambulance Service, shall ultimately be the responsibility of COOR Schools.

Transportation, Meals, Expenses, etc. Transportation to and from classes and incidental expenses, including non-curricula specific supplies, will be the full responsibility of the student(s), and shall in no event be the responsibility of Denton Township Ambulance Service.

Student Conduct. All students enrolled in the program shall, at all times, be subject to all of the rules and regulations of COOR Schools, its policies and procedures, academic and non-academic, including but not necessarily limited to those set forth in the course catalog, student handbook, and student code of conduct, then in effect. In addition to the COOR ISD Student Code of Conduct, a student's conduct is a direct reflection of the school and its staff and students shall conduct themselves in a professional and courteous manner at all times.

Scheduling of Classes. It is agreed that the scheduling of classes and instruction for the program shall be mutually agreed upon by Denton Township Ambulance Service and the COOR Schools.

i. Class Time: Students are expected to attend all classes (Mon-Fri 08:15-10:15). In addition, students will have 38 clinical hours (this includes the ride-alongs and hospital time), that must be completed.

ii. CLINICAL SITES: Denton and Houghton Lake Ambulance Services.

Program Expectations. Upon successful completion of this course the student will receive a certificate of completion stating that they have obtained the cognitive, psychomotor and clinical decision-making skills required to become a licensed EMT in the State of Michigan.

i. The program will prepare successful students to meet all state required education requirements for EMT and take the National Registry Exam. Successful completion of the National Registry Exam is the test that is required to become an EMT in the State of Michigan.

ii. COOR will provide a teacher coordinator to work with the Denton Township Ambulance Service to assist with and collect all required documents necessary for the program,

APPENDIX B - ESTIMATED COSTS

COOR ISD The School District will pay the Instructor Hours and Costs for the cooperative EMT program.

Hourly rate is based on average hourly overtime rate of Denton Township Ambulance Service. Final class size will determine the number of instructors and proctors for skills days at a 6:1 student to proctor ratio.

Administrative hours are averaged to include mandatory meetings, state inspections, state required paperwork and other required activities of the course coordinator to store and manage class records.

Item Breakdown Total Hours

- Main Instructor Costs \$55/hr

135 School Days @ 2 hours per day = 270 hours= \$14,850.00

- Assistant Instructor \$35/hr

5 Skills Days @ 2 hours per day= 10 hours= \$3,500.00

- Administrative Cost \$55.00/hour

@ 2 hours per week X 34 Weeks =68 hours=\$3,740.00

- NREMT Skill Checkoff

8 hour day approx. \$35.00/hr=\$280.00 each x 5 proctors= \$1,400.00

Instructor and Coordinator \$55/hr \$440.00

Total = \$23,930.00

The School District will provide the class text. This will remain property of the district, but students will have the opportunity to purchase their own edition.

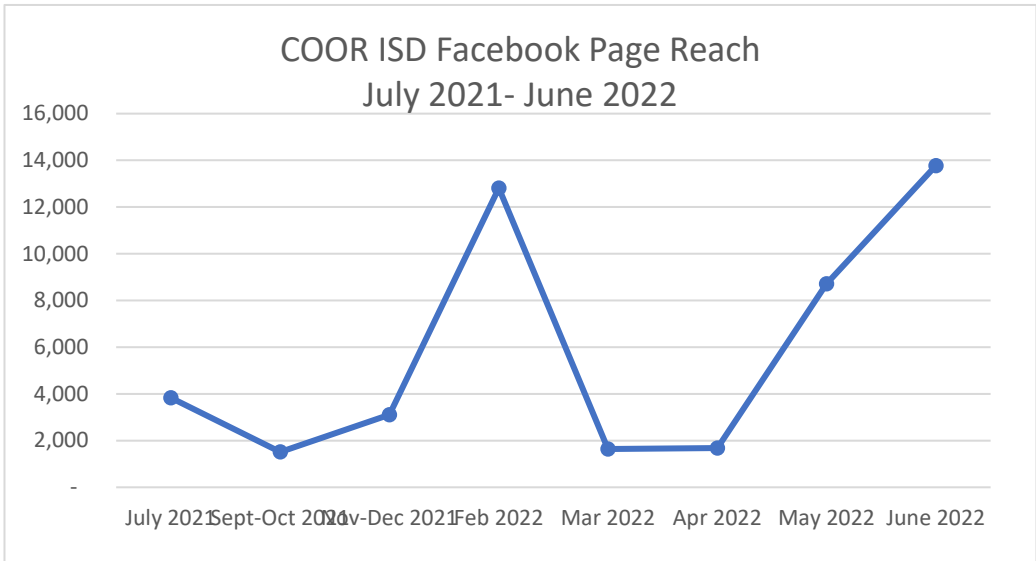
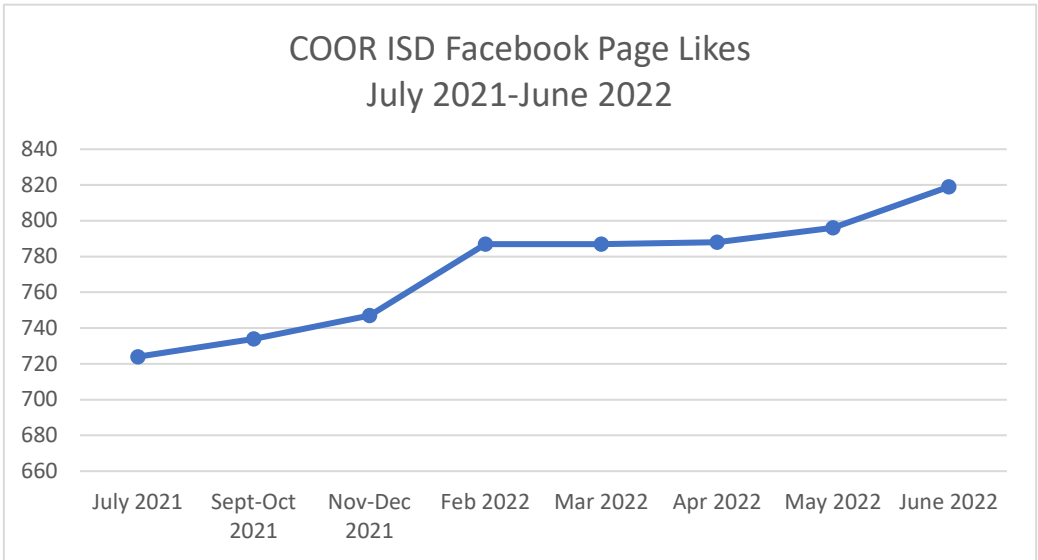
9. Information Items

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- Candidates up for re-election must register with the Roscommon County Clerk by July 21st at 4:00 PM for the November general election.

-New CTE Administrative Assistant: Alexandria Warren

-June Social Media Report
-Fiscal year Social Media charts





C.O.O.R.
INTERMEDIATE
SCHOOL DISTRICT

June 2022

Social Media Report Card

Facebook statistics

Audience: 819

Reach: 13,777

(up 75%)

Page visits

857

FREE 3-day summer camp for middle school students: **VEX IQ Robotics Camp** at Grayling Middle School Aug 1st-3rd... See more

FREE CAMP
Registration open May 15, 2022

VEX IQ ROBOTICS SUMMER CAMP
AUGUST 1 - 3, 2022
9:30-3:00

Camp	Date	Location
VEX IQ Robotics	August 1-3	Grayling
Machining	August 9 & 10	West Branch
Building Trades	August 9 & 10	West Branch
Robotics 101	August 15 & 16	Houghton Lake
Welding - Beginning	August 15 & 16	Houghton Lake
Electricity	August 17 & 18	Roscommon
Advanced	August 17 & 18	Houghton Lake

Reach
2,734
20 shares

June 7

Free Summer Camps

COOR Intermediate School District *** is with **Ken Borton** and **Senator Curt VanderWall**.
Jun 3 · 🌐

Thank you to **Senator Curt VanderWall** and Representative **Ken Borton** for participating in the Groundbreaking Ceremony for o... See more



Reach
1,993
4 shares

June 3

CTE Groundbreaking Ceremony

Reach
1,154
3 shares

June 17

CEC Graduation Moments Captured

COOR Intermediate School District *** is with **Micheala Wade**.
Jun 17 · 🌐

A few moments captured from the graduation ceremony



Reach
823
8 shares

June 23

Dean Transportation staff thank you by graduate

COOR Intermediate School District *** Jun 23 · 🌐

A shoutout to **Dean Transportation** staff from one of our graduates! The bus drivers and aides are a big part of their day, wit... See more



Good morning from the Trust-Based Relational Intervention Implementation Training at Kirtland Community College 🎓 We had a fantastic first day and are looking forward to day 2!



Reach
542

June 16

COOR's TBRI training at Kirtland Community College

10. Superintendent's Report

- Michigan Budget
- 31n team
- Central office security locks
- Work truck
- CTE lease with RAPS

11. Communications

- NMSLA Legislative Update & Dinner at the Hagerty Center in Traverse City Wednesday, August 3rd.

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TO: Members of the Northern Michigan Schools Legislative Association

FROM: Nick Ceglarek, Ed.D., Superintendent

DATE: June 1, 2022

We hope you will promote the attendance of your board members and key administrators at the Annual Northern Michigan Schools Legislative Association (NMSLA) Dinner. The annual banquet will be held August 3, 2022, at the Hagerty Center, located at 715 E. Front Street in Traverse City. Cocktail/Social Hour will be held at 5:30 p.m.; Dinner at 6:30 p.m.

We must have your paid reservations and list of attendees by July 25. Cost per person is \$32.40. Please include names of those attending on the enclosed form with your check made payable to Northwest Education Services and mail to 1101 Red Drive, Traverse City, MI 49684 attention Renee Childers. There will be no refunds.

We will announce at a later time our keynote speaker. State representatives will be in attendance.

Board members and administrators will also receive the latest update relative to school legislative matters and will have an opportunity to discuss specific northern Michigan education issues.

See you on August 3! For further information, call Renee Childers at 231-922-6212. Thank you.



July 11, 2022

Board of Education
C.O.O.R. Intermediate School District
Roscommon, Michigan

We are engaged to audit the financial statements of the governmental activities, discretely presented component unit, each major fund and the aggregate remaining fund information of C.O.O.R. Intermediate School District (School District) for the year ended June 30, 2022. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities Under U.S. Generally Accepted Auditing Standards, Government Auditing Standards and the Uniform Guidance

As stated in our engagement letter dated July 11, 2022, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider C.O.O.R. Intermediate School District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether C.O.O.R. Intermediate School District's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also, in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about C.O.O.R. Intermediate School District's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on C.O.O.R. Intermediate School District's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on C.O.O.R. Intermediate School District's compliance with those requirements.



Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management discussion analysis, budgetary comparison schedules, pensions and OPEB schedules, which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the schedule of expenditures of federal awards and combining nonmajor governmental fund financial statements, which accompanies the financial statements but is not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope, Timing of the Audit, Significant Risks and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the School District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from: (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the School District or to acts by management or employees acting on behalf of the School District. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit on approximately July 11, 2022 and issue our report on approximately October 31, 2022. Julie A. Ellis, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

Management override of controls - all audit engagements have a presumed risk of management override of internal controls. Management could override the School District's internal controls to conceal fraud, misstate financial statements, or misappropriate assets. One method of override of controls could be through the use of inappropriate journal entries.

Fraudulent or improper revenue recognition - all audit engagements have a presumed risk of fraudulent revenue recognition. If proper cutoff is not achieved, revenue could be recorded that should not be recognized, thereby overstating revenue, or revenue could not be recorded that should be recognized, thereby understating revenue.



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Noncompliance with state mandates - the State of Michigan has enacted certain compliance requirements for each unit of local government. Often times, elected government officials are not made aware of these compliance requirements. Examples include: Bank reconciliations being completed within six weeks of month end, budget transparency reporting, using the prescribed chart of accounts and being in compliance with the revised school code.

This information is intended solely for the use of the Board of Education and management of C.O.O.R. Intermediate School District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours

Weinlander Fitzhugh



July 11, 2022

Board of Education
C.O.O.R. Intermediate School District
Roscommon, Michigan

We are pleased to confirm our understanding of the services we are to provide C.O.O.R. Intermediate School District (School District) for the year ended June 30, 2022. We will audit the financial statements of the governmental activities, discretely presented component unit, each major fund and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of C.O.O.R. Intermediate School District as of and for the year ended June 30, 2022. U.S. generally accepted accounting standards provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement C.O.O.R. Intermediate School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to C.O.O.R. Intermediate School District's RSI in accordance with U.S. generally accepted auditing standards. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (U.S. GAAP) and will be subjected to certain limited procedures but will not be audited:

1. Management Discussion and Analysis
2. Budgetary Comparison Schedules
3. Schedule of School District's Proportionate Share of the Net Pension Liability
4. Schedule of the School District's Pension Contributions
5. Schedule of the School District's Proportionate Share of the Net OPEB Liability
6. Schedule of the School District's OPEB Contributions



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We have also been engaged to report on supplementary information other than RSI that accompanies C.O.O.R. Intermediate School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves and other additional procedures in accordance with U.S. generally accepted auditing standards, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of expenditures of federal awards
2. Combining non-major fund financial statements

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. GAAP and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School District's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School District's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purposes.

If circumstances occur related to the conditions of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.



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Our audit will be conducted in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our report will be addressed to Board of Education of C.O.O.R. Intermediate School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or may withdraw from this engagement.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets or (4) violations of laws or governmental regulations that are attributable to the School District or to acts by management or employees acting on behalf of the School District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal awards program; compliance with laws, regulations, contracts and grant agreements; and other responsibilities required by U.S. generally accepted auditing standards.



Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the School District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of C.O.O.R. Intermediate School District's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of C.O.O.R. Intermediate School District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on C.O.O.R. Intermediate School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.



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Other Services

We will also assist in the maintenance of the depreciation schedule, pension and OPEB schedules, preparing the financial statements, schedule of expenditures of federal awards and related notes in conformity with U.S. generally accepted accounting principles and the Uniform Guidance; the completion of the data collection form and the submission of the audited financial statements based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement, schedule of expenditures of federal awards and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

If, in connection with our audit, you request us to perform accounting services necessary for the preparation of the financial statements (such as maintaining depreciation schedules, drafting the financial statements, etc.), you agree to designate an appropriate individual to oversee the services, make all management decisions involved in those services, evaluate the adequacy and results of the services and accept responsibility for the results of the services.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. GAAP and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) access to personnel, accounts, books, records, supporting documentation and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit as a whole.



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You are responsible for the design and implementation of programs and controls to prevent and detect fraud and for informing us about all known or suspected fraud affecting the School District involving: (1) management, (2) employees who have significant roles in internal control and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the School District received in communications from employees, former employees, grantors, regulators or others. In addition, you are responsible for identifying and ensuring that the School District complies with applicable laws, regulations, contracts, agreements and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on August 22, 2022.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance, (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance, (3) the methods of measurement or presentation have not changed from those used in the prior period (or if they have changed, the reason for such changes), and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the supplementary information in accordance with U.S. GAAP, (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP, (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes), and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.



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Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or other studies. You are also responsible for providing management's views on our current findings, conclusions and recommendations, as well as your planned corrective actions, for the report and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the managements representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration Fees and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing. We will not undertake any accounting services (including but not limited to reconciliation of accounts and preparation of requested schedules) without obtaining approval through a written change order or additional engagement letter for such additional work.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the Michigan Department of Education; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation or containing privileged and confidential information, copies of our reports are to be made available for public inspection.



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The audit documentation for this engagement is the property of Weinlander Fitzhugh and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Michigan Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Weinlander Fitzhugh personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the the Michigan Department of Education. If we are aware that a federal awarding agency, pass-through entity or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately July 11, 2022 and to issue our reports no later than October 31, 2022. Julie A. Ellis, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. To ensure that Weinlander Fitzhugh's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement plus directly billed expenses, including report processing, travel, meals, and fees for services from other professionals, as well as a charge for all other expenses, including indirect administrative expenses such as technology, research and library databases, communications, photocopying, postage and clerical assistance.

Interim billings will be submitted as work progresses and as expenses are incurred.

We appreciate the opportunity to be of service to C.O.O.R. Intermediate School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.



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You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2020 peer review report accompanies this letter.

Very truly yours

Weinlander Fitzhugh

RESPONSE:

This letter correctly sets forth the understanding of C.O.O.R. Intermediate School District.

Management signature: 

Title: Superintendent

Date: 3/11/22



Report on the Firm's System of Quality Control

To the Shareholders of Weinlander Fitzhugh and the
National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Weinlander Fitzhugh (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plan.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Weinlander Fitzhugh applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2020 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Weinlander Fitzhugh has received a peer review rating of *pass*.

KerberRose SC
October 22, 2020

12. **Public Participation-** continued

13. **Adjournment**