

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

Wednesday, September 13, 2023 6:00 PM

C.O.O.R. ISD Central Office, 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. Department Updates

-Career & Technical Education Department

-Early Childhood Department

-Instructional Services Department

-Special Education Department

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

-K12 ETA (Educational Technology Association)



C.O.O.R.

INTERMEDIATE SCHOOL DISTRICT

Crawford • Oscoda • Ogemaw • Roscommon

11051 North Cut Road
Roscommon, MI 48653
phone (989) 275-9555

BOARD OF EDUCATION

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Superintendent

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Natalie Davis,
Director of Career &
Technical Education

Katie Fuelling,
Director of
Instructional
Services

Katie Keith,
Supervisor of Early
Childhood

Somer Quinlan,
Executive Director
of ROOC, Inc.

Jared Socia,
Director of Operations

To: Shawn Petri, Superintendent

From: Natalie Davis, CTE Director

Date: September 7, 2023

Subject: CTE Update

CTE Construction Project:

We've had some challenges, but we should have the transformer connected to Roscommon this week (9/8). The fire suppression pump is supposed to arrive next week (9/11) so hopefully by the end of next week we'll have occupancy. We should be functional until we can get the commercial electrical panel hopefully in December. At this time it doesn't look like we'll have to utilize our back-up plan with the generator (I think we were on plan Z, not even B!).

Grants:

I'll be applying for the 61C grant again, which will be competitive and allow us to apply for up to 1.1 million rather than \$576,000. The same rules apply, so up to 50% is allowable for infrastructure needs, so would help offset some of our construction and network expenses. The grant has not been released yet, but should be coming soon.

Our teachers are continuing to work hard in their classes through the 61i grant. I'm very proud of their efforts!

Outreach/Marketing:

Our enrollment is steady at 221 and we're working with all local districts to try to adjust the times and transportation. It's been an exciting, albeit challenging beginning to the school year.

Our marketing students will be getting us some updated video of our programs for the new COOR website. The CTE portion of the website will utilize a different color scheme for the logo to coincide with our ATIC colors.

We will be hosting MI ACTE (MI Association for Career and Technical Education) New Teacher's workshop here in Roscommon on October 12th. RAPS is graciously allowing us to utilize their media center as we now occupy the former PD room, and I'm excited to share that the state Director of CTE, Brian Pyles is scheduled to attend along with the entire Office of CTE team of program consultants!

We are also hosting a professional development for CTE teachers who integrate math as the math-related credit for students here at the center on Monday, October 30th. Teachers from our Perkins region, including COOR, losco, and Clare-Gladwin will be attending and Judy Falk, from Char-Em ISD will be working with our teachers.

Millage:

The CTE Steering committee has met twice and there is a recommendation to the board to vote and approve at this month's meeting. We have been working with Thrun and also Bill Banach, our consultant to develop language, which should also be approved at the next meeting. If anyone has any questions or hesitation, please reach out to Shawn or Natalie. The millage will need to compensate for lost revenue from local districts in the form of tuition, cover transportation expenses, and also equipment costs currently supported by the 61C grant for non-millage ISDs. The recommended 1.0 will also allow for future expansion of programming and potential construction/renovation as needed to align with high-wage high-demand employer needs in our region.

Other:

I will be facilitating the monthly Principal and Counselor leadership meetings once again, and those will be gearing up later this month.

Our region is also required to submit a Comprehensive Local Needs Assessment again this year, as required every other year for federal Perkins funding. I'll be working with losco and Clare-Gladwin once again to meet and take on this arduous task. This is a very long and time consuming process, and our first meeting is September 12th in Clare-Gladwin.



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Jared Socia,
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To: Shawn Petri, Superintendent

From: Katie Keith, Early Childhood Supervisor

Date: September 2023

Subject: Early Childhood Update

Great Start to Quality

No updates

Great Start & Great Start Parent Coalition

1. The GSC partnered with Head Start in Crawford County on their Health and Safety event. Tammy read "NOT A BOX" and then each child got to decorate and take home a box. Each family left with a "NOT a BOX" book and educational literacy materials. There were 12 families that attended the event.

2. The FY24 Early Childhood Conference planning is well under way. We partner with our Resource Center, AMA Great Start Collaborative and COP Great Start Collaborative to host this virtual half day event. This year the conference will be held on Saturday, February 24th. Our keynote speaker is Dr. Rebecca Isabell.

3. There are some legislative changes made to our 32p grant starting FY24 our Great Start Parent Coalition will now be referred to as the Great Start Family Coalition or GSFC. We also say a substantial increase to our 32p budget with additional funding that will support our literacy efforts.

GSFC:(formerly GSPC)We will now be referring to our Great Start Parent Coalition as the Great Start Family Coalition, for inclusivity for all participants.

Our GSFC attended the most recent RAPS/RACM Food Truck event. Two of our wonderful COOR employees volunteered with our Lead Parent Sara for the distribution. Special thank you to Sharon McMillian and Nicole Grace(Audrey and Elenor) for spending part of

a Saturday manning the distribution. 16 families were served and 768 diapers/pull-ups were distributed.

GSFC hosted a vendor booth at the Houghton Lake Health and Wellness Fair- Sara, Michelle and one other Parent volunteer staffed the booth giving away Talking is Teaching materials, safe sleep, car seat safety, and early childhood literacy information. Our lead parents were able to network with other agencies and vendors to learn more about resources available to the community. I am so proud of our GSFC of Roscommon County, they are offering so much to our community. Stay tuned for more big plans from the Roscommon County GSFC.

Iosco County GSFC is planning a month of parent/child engagement nights starting in October with a "Parents, Pumpkins and Pizza Night", November "Children's Book Exchange and Book Drive", December "Christmas Crafting with Kids Cookie Exchange". I am such a proud COOR/IOSCO Parent Liaison to be a part of this parent movement we have begun. Stay tuned, more great things are coming.

Tammy Tyler attended the Ogemaw County Fair Kids Day as a Child Passenger Safety Technician Proxy. 37 total seats were checked, 26 new OHSP seats were issued, 2 Infant Car seats were issued from the Ogemaw Child Protection Council. Tammy was a proxy check for 27 seats to aid CPST to remain certified. Thank you COOR Board for supporting such great things.

Great Start Readiness Program

The MDE GSRP allocations have been released for 2023-24. COOR ISD has been allocated \$3,237,896 for program funding and \$295,715 for transportation. Currently, enrollment is low and we anticipate slots will be returned to MDE by December 1 which will reduce funding. Transportation is the largest amount we have ever received in 11 years. It is near triple last year's allocation. This will be extremely beneficial for programs!



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Somer Quinlan,
Executive Director
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Jared Socia,
Director of Operations

To: Shawn Petri, Superintendent

From: Katie Fuelling

Date: August 2023

Subject: Instructional Services Update

Instructional Services

The Departments of Instructional Services and Special Education are excited to share our Professional Learning Menu for the 2023-2024 school year! Click on the link below to see our varied professional learning opportunities for certified and support staff members.

[2023-2024 Professional Learning Menu](#)

31n Team

Pending BOE approval, the team is excited to welcome our new Behavioral Health Coordinator, Michelle Culton-Ekstrom! She brings a wealth of knowledge with over 30 years of experience in the behavioral mental health field. Her first day is this upcoming Monday with the onboarding process including meeting with district administrators, department team members, and getting to know the systems and procedures at the ISD and local school district level. More information to be shared next month!

The 31n Team continues to support districts in implementing TBRI in classrooms and behavior plans. 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 Coach: Michelle Ewald

- August was busy with district PD support:
 - Houghton Lake (Collins Elementary) - 3 day "curriculum camp" facilitated in conjunction with the building instructional coach and Title I teacher.
 - Topics: foundational skills and writing instruction

- This work will continue through grade level PLCs
- Roscommon Elementary, Mio Elementary, and Charlton Heston Academy - presented half day PD sessions to K-5 teachers as follow up from previous work and to set the foundation for continuing district support this academic year.
 - Topic: differentiated instruction (Sharon Walpole/University of Delaware/Bookworms ELA curriculum)
- C.O.O.R. ISD PD - online asynchronous book study has been launched via Google Classroom.
 - Text: *How to Plan Differentiated Reading Instruction: Resources for Grades K-3* (Walpole & McKenna)
 - 20 participants (18 teachers, 1 instructional coach, 1 principal) registered from five of our districts
- Upcoming initiative:
 - C.O.O.R. ISD was awarded a (non-competitive) \$10,000 Classroom Library Enhancement (CLE) Grant!
 - We will partner with one of our districts - more information to come as we discuss the grant assurances and determine which district is the best fit.

R.O.O.C. Inc.

11018 North Cut Road, Roscommon, MI 48653

www.rooc.org

MEMORANDUM

To: Shawn Petri
From: Somer Quinlan
Re: ROOC Update
Date: September 7, 2023

Construction continues at ROOC as the horizontal drill is taking place this week. We are continuing programming out in the community to accommodate the contracted work. Our heat and air conditioning are now working in the building and we are very pleased with the updates, but also looking forward to the final completion!

We have received the grant funds for the purchase of our new van and are anxiously awaiting its arrival. The additional wheelchair accessible vehicle will assist as we continue to grow and need to accommodate more clients. To support this growth, we are happy to share that two new part-time staff (as well as an additional volunteer) will be joining our team.

Although summer is coming to an end, we are looking forward to what fall will bring! Our work in the community garden was truly enjoyed as our cooking class assisted in growing fruits and vegetables as well as preparing fresh meals with the garden produce. Some of the upcoming events we are looking forward to include the ROOC Teddy Bear Truck Run next week and visiting our local Wellington Farm Park and the Great Pumpkin Patch in the near future.

All are welcome and encouraged to join and watch the ROOC Teddy Bear Truck Run on September 13, 2023. The truck parade should arrive at the top of Pioneer Hill at approximately 12-noon and will be accompanied by the First Responders from the Houghton Lake Michigan State Police Post, Roscommon County Sheriff and the Gerrish Township Police and Fire Department. Thank you to everyone involved in putting together such a wonderful event!



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Jared Socia,
Director of Operations

To: Shawn Petri, Superintendent

From: Melisa Akers, Director of Special Education

Date: September 7, 2023

Subject: Special Education Department Update

Director's Update

New Hires

We have hired a new Food Service Director/Administrative Assistant, Meaghan Maynard. Kim Murphy has been kind enough to assume this role for the past couple of years but we knew eventually we would need to get that off of her plate. Meaghan will work part time as the Food Service Director for the CEC. The rest of her day will be spent providing administrative support to Jared, which will free Jared up to spend his time where he is needed most. In addition, Meaghan will be covering for Kristen Kalthoff, the CEC Administrative Assistant, when she goes on maternity leave in February.

We were also able to secure a new Early Childhood Special Education teacher. Her name is Jennifer Hart and she comes to us from Headstart/GSRP in Mio. She is currently working on her certification and will be working closely with Amber Larrison until she is fully credentialed.

We have several staff members who are enrolled in the Grow Your Own Programs. We have excellent employees already on staff and we are excited about supporting them through their journey to become special education teachers. Currently we have 7 staff members who are pursuing degrees in Early Childhood Special Education or working toward their special education teacher certification with an endorsement in Cognitive Impairments.

Work in the LEAs

We are working on updating some processes that will be rolled out to the district's next month.

The first document is *Procedural Guidelines for Determining the Need, Supervision, and Fading of Student Aides*. This document will give districts guidance on how to determine if a one on one paraprofessional is needed for a student. It will also offer guidance on how to fade out that support and reinstate the child's independence.

The second document is the *Program Consideration Process*. This document will give districts guidance to follow when determining Least

Restrictive Environment and if a change of placement for a student should be considered.

This is guidance that has been requested by locals and we are excited to get the new documents rolled out.

COOR Educational Center

CEC & ATC Staff started off the year with two days of professional development at the Northern Center in Houghton Lake. On day #1, staff enjoyed seeing how their administrators got ready for the day. Poor Mr. Petri got a nice mouthful of shaving cream. Our wonderful therapy staff stole the show during the afternoon with wonderful presentations related to AAC (Augmentative and Alternative Communication and OT & PT best practices. We are incredibly grateful for Nicole Grace (SLP), Tammy Baudoux (OT), and Gretchen Walsh (PTA). Day #2 involved a fantastic presentation on PBIS by Nicole Grace & Amber Larrison. Ms. Gretchen also led the staff in a very engaging team building exercise where everyone had a goal to accomplish, but could not speak. The day ended with some amazing Google training by Rebekah Seelow.

The 23-24 school year is underway! The students have all returned and are ready and excited to learn. We are happy to have Cheri Hutek join our amazing team of instructors. She comes to us with many years of experience and has already hit the ground running. We have also added two new paraprofessionals to our team, Jessica Beltz and Sarah Novak. Jessica will float from classroom to classroom based on need and Sarah will be assigned to Cheri Hutek's room. Angie Stern has moved to the ATC to fill the vacancy created by Scott Mentel's retirement. Angie is very excited to continue the work of working with our young adults to teach them how to live, work, and play within their respective communities. Our last new hire is Meghan Maynard. She has been hired to be our new Food Service Director and will also assist with some administrative assistant work. Meghan was previously a general manager for McDonald's in Lake City.

Please enjoy some pictures of the awesome things that have happened so far this year, <https://bit.ly/3P7dSHi>.

A Message from our Technical Assistance Supervisor, Nicole Grace

It's been a busy first month as part time Special Education Technical Assistance! We have several new staff that have joined our therapy teams and I have been helping to continue our recruitment efforts. At the first CEC professional development of the year, I was able to partner with Amber Larrison and present Positive Behavior Intervention and Supports to classroom staff. Proportionate share processes have been put into place and all providers are on board, next up is consultation with our nonpublic schools and the locals that provide support.

With new and returning staff, there are lots of phone calls and emails for technical assistance for transfer students, procedures, and logging. Never too far from our Director, I have attended the Special Education Coordinators, Superintendent's, Administrative, and Director's meetings as I learn how to best support COOR and our local districts. The next month promises no slow downs as I welcome the Northern Autism Network group to COOR for meetings, attend START trainings on FAPE in the LRE and Behavior Scripts and Escalation, Special Education Discipline, and Secondary Transitions. In my spare time, I'll continue providing speech and language intervention to students in Early On and our area preschools.

5. Public Participation

- Any person attending the meeting 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.

6. Consent Agenda

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

A. Approve minutes of the previous meeting held on August 9, 2023

C.O.O.R. ISD Board of Education
Meeting
Wednesday, August 9, 2023 6:00 PM
11051 N Cut Road, Roscommon, MI 48653



Meeting Minutes

A regular meeting of the C.O.O.R. Intermediate School District Board of Education (the “Board”) was held Wednesday, August 9th, 2023. Vice President Persing called the meeting to order at 6:02 P.M.

1. Call to order & Roll Call

Present: Ian Faulkner, Jim Gendernalik, Kara Mularz, Lyn Sperry, Nancy Persing.

Absent: Dr. Jim Mangutz, Brie Molaison, Present: 5, Absent 2.

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 Kara Mularz and seconded by Lyn Sperry, Carried (5-0, 2 absent.)

4. Presentation on CATIC building project:

Ed Hunt, General Construction Manager, Integrity Construction (joined the meeting remotely)

Mr. Hunt reviewed the CATIC construction project.

The last time that board members visited the addition, there was a dirt floor, but they have made much progress and construction is close to being done. The concrete floor is in place and it is polished. The overhead doors have been installed on the lab spaces. However, some materials were not delivered on time due to supply chain issues. One delayed item was their electrical panels. There is a workaround for electrical panels. Just today, they learned that the exhaust fans for the welding lab will also be delayed at least four weeks. They hope to get temporary occupancy for the offices and corridor on August 23rd, but they do not expect to gain occupancy for the lab spaces. The temporary diesel pump for a fire suppression system will not be needed without the new exhaust fans. They are scheduling the power switchover on Sat, Aug 19th. The inspector should be available Aug 21st. They are planning

to move office furniture and welding equipment on August 15th. Students should be able to enter into the new door and walk down that hall on the first day, Aug 28th.

The welding class will start class focusing on safety and demonstration videos for the first two or three weeks of the semester. The automotive class can use the classroom from last year in the wood shop until they are ready to move into the new auto lab.

The Medical Occupations lab has been painted and the flooring should be completed next week. The office flooring was just completed.

The diesel pump could be installed in about two days if needed. The new fire suppression system is large enough for the entire building as well as a phase two CTE addition.

5. Department Updates

- Career & Technical Education Department
- Early Childhood Department
- Instructional Services Department
- Special Education Department
- R.O.O.C., Inc.
- K12 ETA (Educational Technology Association)

Vice President Persing mentioned that she really appreciates knowing what is happening in each department. The public may view the reports on the Boardbook link.

The ROOC, Inc update was discussed: ROOC expects grant funds to purchase another vehicle for transporting clients. Somer has been working with Mobility Works to find a van with a smart floor system that can switch from bench seats to wheelchair areas. Nice vehicles help preserve the pride & dignity for the clients. It was mentioned that all ROOC staff have Chauffeur licenses.

ROOC is also going to start contracting with AuSable Valley Community Mental Health for the first time in many years. Orders have increased for products that the clients work on. Look for Spencer's Candy at local district concession stands at sporting events!

6. Public Participation – None.

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.)

Approve all items on the Consent Agenda. This motion, made by Ian Faulkner and seconded by Kara Mularz, Carried (5-0, 2 absent).

7.A. Approve minutes of the previous meeting on July 12, 2023

7.B. Approval of Bills for July 2023 totaling \$1,515,201.65

7.C. Approve Revenue & Expenditure Reports for July 2023 (new format)

8. Action Items

8.A. Amend the following budgets as presented:

- 23-24 Food Services Budget
- 23-24 ROOC, Inc. Budget
- 23-24 General Fund Budget

Amend the 23-24 Food Services, ROOC, and General Fund Budgets. This motion, made by Kara Mularz and seconded by Lyn Sperry, Carried (5-0, 2 absent).

Kurt Loll, Finance Director, reported on three budget amendments. He plans to present more updates to budgets throughout the year whenever there is a substantial change.

The Food Service budget had to be amended due to kitchen equipment that was delivered late in June and was paid in June out of the 23-24 budget. The Food Service Director funding has also been adjusted. This person needs to be present as students are served lunch in the cafeteria. This person will also be a floating substitute administrative assistant to cover a maternity leave. New handicapped accessible tables and picnic tables are also being delivered.

The amended ROOC budget reflects the grant revenue and expense for a new van. They are expecting an increase in revenue from billable services. One fulltime staff member switched to part time, reducing insurance costs. With adding AuSable Valley CMH, there should be an increase in production and services, but it is an unknown number of clients who may participate. Another amendment will be needed when those figures are known.

The amended General Fund budget includes an increase in reimbursement for the Educator-On-Loan. There is an added expense of paying a Mio staff member to be a Truancy Officer for both Mio and Fairview Schools because they each have less than 1,000 students. Board activities were adjusted to include costs for a millage campaign. \$2,500 was budgeted for an all-ISD professional development event in the school year. In October, the ISD will learn what the new state aid increase will be.

8.B. Approve registration and overnight expenses for Superintendent Petri or Board members to attend the following events:

- Michigan Negotiator's Association's Fall Conference on October 4-6, 2023 at Shanty Creek in Bellaire
- MASA Fall Conference at the Grand Traverse Resort on September 20-22, 2023. Registration is \$550. MASA: Michigan Association of Superintendents & Administrators

- MASB Annual Leadership Conference on November 9-12, 2023 in Lansing. Registration for in-person sessions is \$379 or \$205 for virtual or one-day registration. Additional CBA classes are available on Thursday and Sunday at an additional cost per class. The 2023 Delegate Assembly is on Thursday, November 9 at 7 p.m. If a COOR ISD board member wants to be a delegate, please let Becky know.

Approve registration and overnight fees for listed conferences. This motion, made by Lyn Sperry and seconded by Jim Gendernalik, carried (5-0, 2 absent).

Vice President Persing recommended that someone attends the classes that are reimbursed, since it will end up being mostly free to the district. Anyone interested in attending in person may be the COOR delegate.

8.C. Increase substitute paraprofessional hourly pay from \$10.35 to \$12.00 per hour at the COOR Educational Center and Adult Transition Center. (The ISD is currently paying substitute teachers \$110 per day. This is in line with the local district sub-teacher pay range.)

Increase substitute paraprofessional hourly pay from \$10.35 to \$12.00 per hour. This motion, made by Jim Gendernalik and seconded by Kara Mularz, Carried (5-0, 2 absent.)

8.D. Contracts & new hires:

Great Start to Quality (Oct 1, 2022-Sept 30, 2023)

- Approve a contract with Kymberly Narayana, Quality Improvement Specialist and Consultant, for 40 days through Sept 30, 2023 (prorated from 195 days for the fiscal year)

Special Education (July 2023-June 2024)

- Approve the hiring of Louiko Sunday, Speech-Language Pathologist to work at the CEC 3 days per week as part of the CEA, MA+30, step 2.
- Approve the hiring of Alora Ehlert, Occupational Therapist into the COOR Educational Association, with salary at the MA+30 step 9, pending background check.
- Approve the hiring of Cheri Hutek, COOR Educational Center Instructor, into the COOR Educational Association, with a salary at MA+15 step 19, pending a background check.

Approve a contract with Kymberly Narayana, Quality Improvement Specialist and Consultant through Sept 30, 2023, and the hiring of Louiko Sunday, Speech Language Pathologist, Alora Ehlert, Occupational Therapist, and Cheri Hutek, COOR Educational Center Instructor, as members of the COOR Educational Association. This motion, made by Kara Mularz and seconded by Lyn Sperry, Carried (5-0, 2absent).

8.E. Approve reassignment of Nicole Grace as part-time Speech/Language Pathologist and part-time Special Education Technical Assistance (non-union employee) as of August 14, 2023

Approve reassignment of Nicole Grace as part-time Speech/Language Pathologist and part-time Special Education Technical Assistance. This motion, made by Ian Faulkner and seconded by Lyn Sperry, Carried (5-0, 2 absent).

Nicole is almost finished with her Education Specialist degree. Nicole will be doing many tasks, including helping students transition into or out of the COOR Educational Center, working with local districts to report services provided to non-public students so they can receive proportionate share funding, supervising staff members, helping local districts to use EdPlan, and assisting the new Speech Therapist. She's been providing speech therapy for 13 years and will continue to work with students at RAPS and in the Early On program.

8.F. Approve the change in procedure to require direct deposit for all employee payroll checks. This would not apply to reimbursement or Accounts Payable checks.

Approve the change in procedure to require direct deposit for all employee payroll checks. This motion, made by Kara Mularz and seconded by Jim Gendernalik, Carried (5-0, 2 absent).

In the past, uncashed checks have made it tough to reconcile accounts. If a check is more than 90 days old, it takes a lot of work to get it reprinted. Direct deposit saves the accounting department work. The department would like to enact this change in September.

8.G. Approve vocational millage details - 0.75 or 1.0 mill, Feb 27 or Nov 5th election (committee meeting Aug 8)- and authorize the Superintendent to work with Thrun Law Firm and Banach, Banach, and Cassidy to finalize wording for the ballot.

Motion to table this item, made by Kara Mularz and seconded by Jim Gendernalik, carried (5-0, 2 absent). It was a discussed with Communications.

9. Information Items

- July Social Media Report Card - Recording Secretary Rebecca Socia reviewed Facebook post statistics, including a reach of 2,457 for the month of July.
- Discussions with Roscommon County Road Commission- Superintendent Petri stated that the Road Commission suggested a 35mph speed zone for the road section by COOR Educational Center and the COOR central office. The process to get signs installed has begun. They may also paint a crosswalk to address the safety concern.
- Alternative Educational Academy of Ogemaw County:
 - 2023-24 Board meeting schedule
 - 2023-24 Student Handbook
 - Aug 7, 2023 Agenda
 - June 12, 2023 Minutes

• 10. Superintendent's Report

- Presenting the 2023 Lyle Spalding Award at Fairview Area Schools

The Spalding Award will be presented to Birte Sumerix at Fairview Area Schools on Aug 14th at 6:30 pm. Superintendent Petri, Dr. Mangutz, Jim Gendernalik, and Nancy Persing plan to attend.

- Cognitive Coaching
This is an eight-day series of professional development for administrators. The local districts have decided to split the cost with the ISD. The trainer is coming from out of state. This is a great opportunity for the administrators to increase their skillset with communication and leadership, de-escalating, etc. Each of the eight days of training will be held at COOR ISD. There is a total of over twenty participants; administrators from the local school districts. The local district superintendents feel this training is a priority.
- Categorical 11y: School Infrastructure – These funds are similar to ESSR funds from the federal government. In order to get these funds, each district has to have a study with an engineer to document the state of their buildings. Schools across the state are signing up to participate, so it should give good state-wide data. The benefit is that districts won't have to use general funds to cover these infrastructure costs in the second phase. Studies on current status of buildings will run through December 2024, then the next phase will begin.

11. Communications

- Congratulations to Melisa Akers, who received her Full Approval as Director of Special Education
- Career Tech/Vocational Millage:
Discussion on details: There is a question whether to ask voters for 0.75 or 1.0 mill and to either put it on the Feb 27th or Nov 5th ballot.

If a 0.75 mil passed, we could become a full-day CTE program with AM and PM classes with a few additions for the students as enrollment grows.

If 1.0 mil passes, CTE can move onto phase 2, expanding programs offered, get additional equipment, and it would be less expensive for local districts. The millage would include transportation costs for the students. Hospitality and manufacturing programs would be added for student options. Potential additional staff positions would need to be filled depending on enrollment increases. There are more opportunities to get students in jobs that are in-demand.

If the campaign goes to the February vote, it is a tight timeline. The November vote would give more time, but there might not be a good political climate. Bill Banach is very concerned with the CTE message getting lost in November.

Another decision is 5 year versus 10 year millage request.

Enrollment by county was requested by a board member and provided by the CTE Director. Fairview and West Branch enrollment increased to around 30 students from each district. Total enrollment is over 220 students.

A board member requested research on community climate to see if community members are willing to invest a full 1 mil, as these are unusual times.

The Superintendent will work with Thrun Law Firm and Banach, Banach, and Cassidy to finalize wording for the ballot wording options.

12. Public Participation- continued (none)

13. Adjournment

Adjourn the meeting. This motion, made by Kara Mularz and seconded by Jim Gendernalik, Carried (5-0, 2 absent).

Time: 7:32 PM

Respectfully submitted,



Rebecca Socia,
Recording Secretary

Reviewed by

Lyn Sperry,
Board Secretary

B. Approval of Bills for August 2023
totaling \$1,865,536.38

20

A/P Check Register

Printed: 09/06/2023 11:58:19AM

COOR ISD

Check Date: 8/1/2023 to 8/31/2023

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
142020	QUALITY INN LAKEFRONT	9221	08/09/2023	102060	(101.76)	0.00	(101.76)
Void by KLM on 8/9/2023							
13220	MICHIGAN STATE DISBURSEMENT UNIT	93	08/04/2023	102090	35.17	0.00	35.17
20310	UNITED WAY OF ROSCOMMON COUNTY	93	08/04/2023	102091	2.00	0.00	2.00
8441	MARY JO MAYES	445	08/07/2023	102092	434.92	0.00	434.92
17030	ROSCOMMON COUNTY TRANSPORTATION AU	445	08/07/2023	102093	40.00	0.00	40.00
141756	SOUND E-RATE INC	445	08/07/2023	102094	3,487.00	0.00	3,487.00
141968	NORTH COUNTRY LOG COATINGS	447	08/10/2023	102095	4,400.00	0.00	4,400.00
142037	HOLIDAY INN EXPRESS GRAND RAPIDS	448	08/10/2023	102096	0.00	0.00	0.00
Void by KLM on 8/28/2023							
141614	#SOCIALSCHOOL4EDU	446	08/11/2023	102097	795.00	0.00	795.00
141924	ALEXANDREA WARREN	446	08/11/2023	102098	63.54	0.00	63.54
141619	ALLEGRA	446	08/11/2023	102099	1,268.00	0.00	1,268.00
141200	AMAZON CAPITAL SERVICES INC	446	08/11/2023	102100	2,373.30	0.00	2,373.30
141731	AMBER AKIN	446	08/11/2023	102102	391.04	0.00	391.04
141990	AYESHA WEBER	446	08/11/2023	102103	23.58	0.00	23.58
141963	BAY MASONRY	446	08/11/2023	102104	30,679.20	0.00	30,679.20
8392	CHARLTON HESTON ACADEMY	446	08/11/2023	102105	35,246.65	0.00	35,246.65
19631	CHRISTINA TAPPAN	446	08/11/2023	102106	266.36	0.00	266.36
4100	CONSUMERS ENERGY PAYMENT CENTER	446	08/11/2023	102107	2,717.51	0.00	2,717.51
142035	DAYS INN BY WYNDHAM HILLSDALE	446	08/11/2023	102108	110.00	0.00	110.00
11056	DESIREE LIPSKI	446	08/11/2023	102109	462.18	0.00	462.18
8416	EARLS BUILDING SUPPLY	446	08/11/2023	102110	59,220.00	0.00	59,220.00
8420	EAST HIGGINS LAKE TRUE VALUE	446	08/11/2023	102111	35.84	0.00	35.84
142032	EPS SECURITY	446	08/11/2023	102112	359.88	0.00	359.88
6781	FRONTIER	446	08/11/2023	102113	512.84	0.00	512.84
141962	GRAND TRAVERSE CONSTRUCTION LLC	446	08/11/2023	102114	22,212.00	0.00	22,212.00
141941	HELEN SHASTAL	446	08/11/2023	102115	173.45	0.00	173.45
8428	HIGHSOPE	446	08/11/2023	102116	149.99	0.00	149.99
142025	HOUGHTON LAKE COOPERATIVE PRESCHOOL INC	446	08/11/2023	102117	43,500.15	0.00	43,500.15
142028	HURST MECHANICAL	446	08/11/2023	102118	57,364.38	0.00	57,364.38
11870	INCOMPASS MICHIGAN	446	08/11/2023	102119	670.50	0.00	670.50
141911	INTEGRITY CONSTRUCTION SERVICES	446	08/11/2023	102120	24,558.57	0.00	24,558.57
141356	JANET K JULIAN	446	08/11/2023	102121	212.09	0.00	212.09
141970	JE JOHNSON CONTRACTING INC	446	08/11/2023	102122	3,841.20	0.00	3,841.20
141997	JIMCO FIRE PROTECTION INC	446	08/11/2023	102123	22,815.00	0.00	22,815.00
141506	JOSH MEYER	446	08/11/2023	102124	845.00	0.00	845.00
19892	KATHRYN TOONSTRA	446	08/11/2023	102125	23.75	0.00	23.75
10020	KEENAN THERAPEUTICS PC	446	08/11/2023	102126	1,894.58	0.00	1,894.58
141813	K-LOG INC	446	08/11/2023	102127	12,632.26	0.00	12,632.26
141781	KRISTEN KALTHOFF	446	08/11/2023	102128	50.00	0.00	50.00
142036	KYM NARAYANA	446	08/11/2023	102129	113.84	0.00	113.84
141927	LAURALEA TAYLOR	446	08/11/2023	102130	385.00	0.00	385.00
11182	LOGISOFT	446	08/11/2023	102131	392.01	0.00	392.01
141945	MARILYNN ELLENBERGER	446	08/11/2023	102132	15.00	0.00	15.00
11598	MELISSA MAEDER	446	08/11/2023	102133	162.31	0.00	162.31
141961	METAL ARTS CONSTRUCTION INC	446	08/11/2023	102134	20,835.00	0.00	20,835.00
141820	MICHELE MILLER	446	08/11/2023	102135	20.00	0.00	20.00
141775	MICHELLE EWALD	446	08/11/2023	102136	70.61	0.00	70.61
14545	NEMCSA	446	08/11/2023	102137	5,658.55	0.00	5,658.55

A/P Check Register

Printed: 09/06/2023 11:58:19AM

COOR ISD

Check Date: 8/1/2023 to 8/31/2023

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
141971	NIGHTHAWK ELECTRIC INC	446	08/11/2023	102138	62,010.00	0.00	62,010.00
14944	OGEMAW COUNTY HERALD	446	08/11/2023	102139	70.00	0.00	70.00
15078	ORKIN PEST	446	08/11/2023	102140	373.00	0.00	373.00
142029	PARAMOUNT PAINTING 2.0 LLC	446	08/11/2023	102141	10,800.00	0.00	10,800.00
141351	PAUL R BARNES	446	08/11/2023	102142	476.80	0.00	476.80
15860	PURCHASE POWER	446	08/11/2023	102143	1,055.50	0.00	1,055.50
142020	QUALITY INN LAKEFRONT	446	08/11/2023	102144	96.00	0.00	96.00
11535	RONALD MAGUET	446	08/11/2023	102145	232.33	0.00	232.33
7160	ROSCOMMON AREA PUBLIC SCHOOLS BUSINESS OFFICE	446	08/11/2023	102146	18,805.38	0.00	18,805.38
142026	SANDRA M. BARBER	446	08/11/2023	102147	827.71	0.00	827.71
142034	SARA PRIEST	446	08/11/2023	102148	20.00	0.00	20.00
17880	SEHI COMPUTER PRODUCTS INC	446	08/11/2023	102149	280.00	0.00	280.00
14503	SHARON DAVID	446	08/11/2023	102150	263.04	0.00	263.04
141947	SHULL TRANSPORT INC	446	08/11/2023	102151	1,350.00	0.00	1,350.00
142030	SIWECKI BUILDERS INC	446	08/11/2023	102152	5,290.20	0.00	5,290.20
141993	STEPHENIE IRISH	446	08/11/2023	102153	14.56	0.00	14.56
20152	TAMMY TYLER	446	08/11/2023	102154	315.58	0.00	315.58
141511	THALMA HIBBARD	446	08/11/2023	102155	44.54	0.00	44.54
18284	TODD SMITH	446	08/11/2023	102156	140.37	0.00	140.37
141944	TRACEY STEIN	446	08/11/2023	102157	257.07	0.00	257.07
142017	UPPER LAKES TIRE	446	08/11/2023	102158	323.34	0.00	323.34
21110	WEINLANDER-FITZHUGH-	446	08/11/2023	102159	9,500.00	0.00	9,500.00
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	446	08/11/2023	102160	56,932.24	0.00	56,932.24
20970	WM CORPORATE SERVICES INC	446	08/11/2023	102161	124.83	0.00	124.83
21770	XEROX CORP	446	08/11/2023	102162	917.58	0.00	917.58
13220	MICHIGAN STATE DISBURSEMENT UNIT	93	08/18/2023	102163	35.17	0.00	35.17
19978	TSA CONSULTING GROUP INC	93	08/18/2023	102164	1,710.00	0.00	1,710.00
20310	UNITED WAY OF ROSCOMMON COUNTY	93	08/18/2023	102165	2.00	0.00	2.00
6110	FAIRVIEW AREA SCH DIST	15	08/15/2023	102166	40,775.38	0.00	40,775.38
8791	HOUGHTON LAKE COMMUNITY SCHOOL	15	08/15/2023	102167	78,484.04	0.00	78,484.04
7160	ROSCOMMON AREA PUBLIC SCHOOLS BUSINESS OFFICE	15	08/15/2023	102168	64,413.54	0.00	64,413.54
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	15	08/15/2023	102169	106,222.75	0.00	106,222.75
142013	BLUE CARE NETWORK	99	08/18/2023	102170	248.26	0.00	248.26
7160	ROSCOMMON AREA PUBLIC SCHOOLS BUSINESS OFFICE	15	08/15/2023	102171	36,310.40	0.00	36,310.40
141726	BLUE CROSS BLUE SHIELD OF MI	99	08/16/2023	102172	1,885.40	0.00	1,885.40
12880	MESSA	99	08/16/2023	102173	173.46	0.00	173.46
8392	CHARLTON HESTON ACADEMY	449	08/16/2023	102174	38,550.93	0.00	38,550.93
4440	CRAWFORD AUSABLE SD	449	08/16/2023	102175	82,071.28	0.00	82,071.28
8791	HOUGHTON LAKE COMMUNITY SCHOOL	449	08/16/2023	102176	82,733.19	0.00	82,733.19
13651	MIO AUSABLE SCHOOL DISTRICT	449	08/16/2023	102177	68,463.88	0.00	68,463.88
17030	ROSCOMMON COUNTY TRANSPORTATION AU	449	08/16/2023	102178	1,896.00	0.00	1,896.00
225	AFLAC	99	08/23/2023	102179	692.90	0.00	692.90
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	99	08/24/2023	102180	446.45	0.00	446.45
141879	ALEXIS FERGUSON	450	08/25/2023	102181	175.54	0.00	175.54
141619	ALLEGRA	450	08/25/2023	102182	1,611.10	0.00	1,611.10
141200	AMAZON CAPITAL SERVICES INC	450	08/25/2023	102183	860.83	0.00	860.83
19598	AMBER LARRISON	450	08/25/2023	102184	58.95	0.00	58.95

A/P Check Register

Printed: 09/06/2023 11:58:19AM

COOR ISD

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141720	AMERICAN UNITED LIFE INSURANCE COMPANY	450	08/25/2023	102185	1,461.21	0.00	1,461.21
141613	ANGELA GRIFFIS	450	08/25/2023	102186	5,400.00	0.00	5,400.00
950	ASCD	450	08/25/2023	102187	28.99	0.00	28.99
1003	ATECH HEATING AND COOLING	450	08/25/2023	102188	54,750.00	0.00	54,750.00
142013	BLUE CARE NETWORK	450	08/25/2023	102189	32,111.63	0.00	32,111.63
141759	BROWN INDUSTRIES INC	450	08/25/2023	102190	314.00	0.00	314.00
142041	CHARLES BISSELL	450	08/25/2023	102191	856.25	0.00	856.25
141909	COMFORT INN BAY CITY-RIVERFRONT	450	08/25/2023	102192	343.35	0.00	343.35
16940	COUNTY OF ROSCOMMON COUNTY TREASURER	450	08/25/2023	102193	4.72	0.00	4.72
4400	CRAF CENTER	450	08/25/2023	102194	2,400.00	0.00	2,400.00
4580	CRISIS PREVENTION INSTITUTE	450	08/25/2023	102195	5,549.00	0.00	5,549.00
4900	DEAN TRANSPORTATION INC	450	08/25/2023	102196	25,053.94	0.00	25,053.94
141732	DM BURR GROUP	450	08/25/2023	102197	8,496.14	0.00	8,496.14
5277	DOUBLE TREE BY HILTON HOTEL	450	08/25/2023	102198	249.90	0.00	249.90
141738	GILL-ROY'S HARDWARE	450	08/25/2023	102199	353.51	0.00	353.51
7380	GLADWIN COUNTY TREASURER	450	08/25/2023	102200	43.37	0.00	43.37
142009	GLOBAL GREEN CORPORATION	450	08/25/2023	102201	11,892.37	0.00	11,892.37
6195	IAN FAULKNER	450	08/25/2023	102202	30.00	0.00	30.00
1931	ILLUMINATE EDUCATION	450	08/25/2023	102203	50,742.37	0.00	50,742.37
11870	INCOMPASS MICHIGAN	450	08/25/2023	102204	670.50	0.00	670.50
9385	IOSCO RESA	450	08/25/2023	102205	102,642.78	0.00	102,642.78
9025	JIM GENDERNALIK	450	08/25/2023	102206	124.19	0.00	124.19
71225	JOSEPH MOORE	450	08/25/2023	102207	268.44	0.00	268.44
141343	KARA MULARZ	450	08/25/2023	102208	79.78	0.00	79.78
141120	KAREN L POPE	450	08/25/2023	102209	93.82	0.00	93.82
141667	KAREN WALTON EBNIT	450	08/25/2023	102210	1,430.00	0.00	1,430.00
7413	KATHLEEN GOODROW	450	08/25/2023	102211	189.36	0.00	189.36
10020	KEENAN THERAPEUTICS PC	450	08/25/2023	102212	2,130.60	0.00	2,130.60
5155	LI'L WILLIES	450	08/25/2023	102213	115.00	0.00	115.00
141719	LYN SPERRY	450	08/25/2023	102214	71.92	0.00	71.92
12280	MAASE	450	08/25/2023	102215	155.00	0.00	155.00
12420	MAISA	450	08/25/2023	102216	4,995.48	0.00	4,995.48
12510	MASA	450	08/25/2023	102217	550.00	0.00	550.00
141422	MELISA AKERS	450	08/25/2023	102218	324.06	0.00	324.06
12880	MESSA	450	08/25/2023	102219	59,907.25	0.00	59,907.25
142038	MICHELLE MOSHIER	450	08/25/2023	102220	112.66	0.00	112.66
13073	MPAAA	450	08/25/2023	102221	800.00	0.00	800.00
13160	MSBO	450	08/25/2023	102222	180.00	0.00	180.00
15652	NANCY PERSING	450	08/25/2023	102223	144.89	0.00	144.89
21278	NICOLE GRACE	450	08/25/2023	102224	1,302.51	0.00	1,302.51
14631	NMCAA	450	08/25/2023	102225	147.86	0.00	147.86
141765	NORTHERN MICHIGAN EVENT BANQUET CENTER LLC	450	08/25/2023	102226	349.00	0.00	349.00
141634	NORTHERN MICHIGAN SCHOOL BUSINESS OFFICIALS	450	08/25/2023	102227	60.00	0.00	60.00
15730	PETTY CASH ROOC	450	08/25/2023	102228	130.56	0.00	130.56
16155	PUBLIC CONSULTING GROUP, INC	450	08/25/2023	102229	42,527.18	0.00	42,527.18
142020	QUALITY INN LAKEFRONT	450	08/25/2023	102230	96.00	0.00	96.00
16250	QUILL CORP	450	08/25/2023	102231	350.65	0.00	350.65
18430	REBECCA SOCIA	450	08/25/2023	102232	14.18	0.00	14.18
19081	ROBERT J GORDON DOFAA-INS PLLC	450	08/25/2023	102233	18.00	0.00	18.00
7160	ROSCOMMON AREA PUBLIC SCHOOLS BUSINESS OFFICE	450	08/25/2023	102234	9,006.35	0.00	9,006.35
17811	SCOTT'S MINI STORAGE	450	08/25/2023	102235	40.00	0.00	40.00
15685	SHAWN PETRI	450	08/25/2023	102236	137.70	0.00	137.70

A/P Check Register

Printed: 09/06/2023 11:58:19AM

COOR ISD

Check Date: 8/1/2023 to 8/31/2023

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
18278	SLEEP INN & SUITES ACME - TRAVERSE CITY	450	08/25/2023	102237	407.40	0.00	407.40
141208	SOMER QUINLAN	450	08/25/2023	102238	27.57	0.00	27.57
141756	SOUND E-RATE INC	450	08/25/2023	102239	1,500.00	0.00	1,500.00
141994	STACY SHAFTO	450	08/25/2023	102240	313.35	0.00	313.35
141814	SUPERIOR AUTOMOTIVE EQUIPMENT	450	08/25/2023	102241	1,093.97	0.00	1,093.97
1415	TAMMY BAUDOUX	450	08/25/2023	102242	343.22	0.00	343.22
20571	VERIZON WIRELESS	450	08/25/2023	102243	1,125.37	0.00	1,125.37
20900	WALMART BUSINESS CARD	450	08/25/2023	102244	29.67	0.00	29.67
21235	WEXFORD-MISSAUKEE ISD	450	08/25/2023	102245	110.00	0.00	110.00
141726	BLUE CROSS BLUE SHIELD OF MI	451	08/28/2023	102246	123.01	0.00	123.01
141726	BLUE CROSS BLUE SHIELD OF MI	451	08/28/2023	102247	1,064.08	0.00	1,064.08
5385	DTE ENERGY	451	08/28/2023	102248	178.78	0.00	178.78
141883	HANNAH VANCURA	451	08/28/2023	102249	305.73	0.00	305.73
141781	KRISTEN KALTHOFF	451	08/28/2023	102250	246.46	0.00	246.46
14051	N2Y	451	08/28/2023	102251	11,684.90	0.00	11,684.90
17870	SEG WORKERS COMPENSATION FUND	451	08/28/2023	102252	4,608.00	0.00	4,608.00
141264	SPRING HILL SUITES	451	08/28/2023	102253	578.76	0.00	578.76
12280	MAASE	452	08/29/2023	102256	200.00	0.00	200.00
141105	HEALTH EQUITY	94	08/04/2023	201705220	0.00	2,273.46	2,273.46
20245	US TREASURY	94	08/04/2023	201705221	0.00	34,792.65	34,792.65
141103	ORS	94	08/11/2023	201705222	0.00	61,821.33	61,821.33
141105	HEALTH EQUITY	94	08/18/2023	201705223	0.00	2,137.83	2,137.83
141106	MICHIGAN DEPT OF TREASURY	94	08/18/2023	201705224	0.00	11,569.38	11,569.38
20245	US TREASURY	94	08/18/2023	201705225	0.00	33,611.40	33,611.40
20245	US TREASURY	96	08/25/2023	201705226	0.00	1,353.60	1,353.60
141103	ORS	94	08/25/2023	201705227	0.00	60,661.97	60,661.97
141785	ORS UAAL	94	08/25/2023	201705228	0.00	64,369.01	64,369.01
Report Totals					<u>\$1,592,945.75</u>	<u>\$272,590.63</u>	<u>\$1,865,536.38</u>

C. Approve Revenue & Expenditure
Reports for August 2023

25

**Revenue and Expenditure Report
GENERAL FUND
8/31/2023**

Revenue		August Activity	Open Encumbrance	Year to Date	Adopted Budget
100	Revenue from Local Sources	68,365	-	69,237.30	1,092,778
300	Revenue from State Sources	-	-	-	4,996,310
400	Revenues from Federal Sources	26,005.75	-	26,005.75	1,183,219
500	LEAs	50,631	-	90,125.21	412,921
600	Fund Modifications (Transfers In)	-	-	-	-
Total Revenue		145,002	-	185,368	7,685,228

Expense		August Activity	Open Encumbrance	Year to Date	Adopted Budget
125	Compensatory Education	-	-	-	5,461
211	Truancy	-	-	-	5,000
213	Behavioral Services	1,607	-	9,935	200,757
216	Social Work Services	14,294	7,147	67,515	746,881
221	Improvement of Instruction	45,918	30,640	135,189	762,637
226	Supervision of Instructional Staff	15,737	7,224	40,054	248,451
229	Other Instructional Staff Services	10,345	5,711	27,243	150,215
231	Board of Education	10,043	-	23,145	149,143
232	Executive Administration	39,081	14,221	103,510	383,817
252	Fiscal Services	27,517	9,866	74,806	317,906
259	Other Business Services	14	-	1,891	3,200
261	Operations Buildings Services	4,609	1,547	13,332	131,170
283	Staff/Personnel Services	-	-	2,060	3,000
284	Information Management Services	54,447	210	167,859	234,450
285	Pupil Accounting	7,676	2,913	23,345	104,040
299	Other Support Services	314	-	314	2,500
331	Community Activities	12,106	10,082	43,819	128,662
351	Custody and Care of Children	44,116	21,554	106,698	170,267
411	Payments to LEAs GSRP	164,432	-	241,090	2,550,040
445	TRAILS GRANT SEC 31 P	-	-	-	625,000
456	Building Improvements Services	-	-	-	5,000
626	Fund Modifications (Transfers Out)	-	-	-	360,000
Total Expense		452,257	111,114	1,081,803	7,287,597

Revenues over Expenses (896,435) 397,631

9/7/2023
12:02 PM

**Revenue and Expenditure Report
CAREER TECH FUND
8/31/2023**

Revenue		August Activity	Open Encumbrance	Year to Date	Adopted Budget
4000	PERKINS	-	-	-	167,242
3440	61 A	-	-	-	372,624
3550	61 B	-	-	-	383,078
3790	61 C	-	-	-	576,923
2530	61 I	-	-	-	183,795
0000	CTE	5,000.00	-	5,000.00	491,709
Total Revenue		5,000.00	-	5,000.00	2,175,371

Expense		August Activity	Open Encumbrance	Year to Date	Adopted Budget
4000	PERKINS	5,449	13,668	21,931	167,242
3440	61 A	15,993	19,437	44,041	372,624
3550	61 B	4,274	504	5,282	383,078
3790	61 C	4,400	137,354	189,436	576,923
2530	61 I	6,188.00	-	6,188	183,795
0000	CTE	20,381	20,896	60,174	469,964
Total Expense		56,685	191,859	327,053	2,153,626

Revenues over Expenses (322,053) 21,745

9/7/2023
9:09 AM

**Revenue and Expenditure Report
ROOC FUND
8/31/2023**

Revenue

	AUGUST Activity	Open Encumbrance	Year to Date	Adopted Budget
INTEREST	18	-	36	775
PRODUCTION	490	-	703	30,000
DONATIONS	-	-	-	11,500
GRANTS	82,397	-	82,397	75,431
SERVICES	100,663	-	100,663	866,600
STATE	-	-	-	54,135
Total Revenue	183,567	-	183,798	1,038,441

Expense

232	Program Administration	16,951	6,322	44,957	221,319
252	Fiscal Services	1,056	544	2,675	14,547
259	Other Business Services	0	0	2,802	2,802
261	Operations Buildings Services	2,007	1,425	26,207	68,556
271	Transportation	348	0	2,253	131,693
284	Technology	0	0	0	1,100
289	Consumers	4,825	2,186	11,049	58,707
290	Staff Retention	0	0	0	522
321	Summer Work Program	13,916	208	24,204	40,107
391	Direct Care Workers and Supervision	33,877	14,459	84,743	425,953
	Total Expense	72,980	25,144	198,889	965,306

Revenues over Expenses

(15,092)

73,135

9/7/2023
10:44 AM

**Revenue and Expenditure Report
SPECIAL EDUCATION FUND
8/31/2023**

Revenue	AUGUST Activity	Open Encumbrance	Year to Date	Adopted Budget	
100	Revenue from Local Sources	186,773	-	253,656	3,468,500
300	Revenue from State Sources	-	-	-	2,844,495
400	Revenues from Federal Sources	-	-	-	2,996,839
500	Incoming Transfers and Other Transactions	-	-	-	758,068
600	Fund Modifications (Other Operating Transfers In)	-	-	-	70,000
	Total Revenue	186,773	-	253,656	10,137,902

Expense	AUGUST Activity	Open Encumbrance	Year to Date	Adopted Budget	
122	Instruction	95,545	53,701	254,122	2,251,894
212	Early On	5,751	8,515	19,346	299,991
213	Health Services	17,914	20,781	49,842	547,716
214	Psychological Services	1,168	4,766	10,916	238,475
215	Speech Pathology and Audiology Services	17,692	20,003	53,860	781,932
216	Social Work Services	1,474	6,938	13,490	334,197
217	Visual Aid Services	-	-	247	31,200
218	Teacher Consultant-Special Education Programs	1,667	5,356	11,679	134,881
221	Improvement of Instruction	3,193	-	3,537	11,732
226	Supervision and Direction of Instructional Staff	36,616	24,100	113,953	369,400
231, 232, 252	Board of Education, Fiscal, Executive	11,702	3,117	29,162	81,307
241	Office of the Principal	17,281	6,737	42,848	187,209
249	Graduation Supplies and Materials	-	-	-	600
259	Other Business Services	34	65	6,315	18,728
261	Operations Buildings Services	17,039	2,070	46,879	271,004
271	Pupil Transportation Services	29,298	1,896	70,856	1,020,986
281	Planning, Research, Development, and Evaluation	10,884	4,949	31,422	150,914
284	Information Management Services	36	-	72	9,433
299	Staff Appreciation	-	-	106	-
371	Non-Public School Pupils	-	-	-	30,000
411	Payments to LEAs	-	-	-	2,284,719
441	Payments to Other Govern. Entities	-	-	859	48,600
456	Building Improvements Services	66,642	-	67,542	422,810
	Total Expense	333,938	162,995	827,053	9,527,728

Revenues over Expenses (573,397) 610,174

9/7/2023
1:22 PM

D. Renew contracts for Sept 1, 2023 to Aug 31, 2024:

- Lillie Meadows, Early Intervention On Home Visitor
- Amber Akin, Early Intervention Home Visitor
- Desiree Lipski, Quality Improvement Specialist
- Melissa Maeder, Quality Improvement Specialist and Consultant
- Kym Narayana, Quality Improvement Specialist and Consultant
- Helen Shastal, Northeast GSQ Resource Center Co-Director
- Tracey Stein, Infant Toddler Specialist
- Chris Tappan, Northeast GSQ Resource Center Co-Director
- Tammy Tyler, Great Start Parent Liaison

E. Approve adjustment to the 2023-24 COOR Educational Center calendar to allow the school to apply for a snow day waiver if there is a need for more than 6 snow days in the school year

2023-2024 C.O.O.R. Educational Center Calendar (Updated 7/31/23)

Extended School Year School in Session Prof. Development No School/Holiday

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
SCI-13 Staff-0 Students-0						

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
SCI-3 Staff-9 Students-6						

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Staff-19 Students-18						

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Staff-21 Students-21						

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			
Staff-20 Students-19						

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Staff-15 Students-14						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Staff-21 Students-20						

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
Staff-21 Students-20						

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Staff-15 Students-14						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Staff-21 Students-20						

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Staff-22 Students-21						

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
Staff-10 Students-9						

Total SCI Days-200

Total Student Days-182

Total Staff Days-194

School in Session

First Day of School for Students: August 24th, 2023

Last Day of School for Students: June 13th, 2024

Note: PD and PL days are not counted as student days.

No School/Holiday

August 21st - Professional Development Day. No students.

August 22nd - Professional Development Day. No students.

August 23rd - CEC Professional Learning Day. No students.

September 1st and 4th - No school for staff and students. Labor Day weekend.

September 29th - CEC Professional Learning Day. No students.

November 17th - Professional Development Day. No students

November 23rd & 24th - No school for staff and students. Thanksgiving Break.

December 1st - CEC Professional Learning Day. No students.

December 22nd to January 2nd - No school for staff and students. Christmas Break.

January 26th - CEC Professional Learning Day. No students.

February 16th - Professional Development Day. No students.

March 22nd to April 1st - Spring Break

April 8th - Professional Development Day. No students.

May 24th - CEC Professional Learning Day. No students.

May 27th - No school for staff and students. Memorial Day.

June 14th - Last day of school for staff

Additional Days for SCI Classrooms and ESY Classroom

July 10th - August 3rd

In session Monday-Thursday from 9:00 am-3:30 pm.

No school on Fridays.

Term Dates

Term 1: August 24 - October 31

Term 2: November 1 - January 18

Term 3: January 19 - April 5

Term 4: April 9 - June 13

F. Renew contracts with Great Start Readiness Programs for 2023-24: Charlton Heston, Grayling Cooperative, Houghton Lake, NEMCSA, NMCAA, Roscommon Area Public Schools, and West Branch- Rose City preschools. (Transportation costs TBD)

Program	Slots.....	Funding
Charlton Heston.....	108.....	\$461,760.48
Grayling Cooperative...	136.....	\$581,476.16
Houghton Lake.....	72.....	\$307,840.32
NEMCSA.....	48.....	\$205,226.88
NMCAA.....	10.....	\$42,755.60
RAPS.....	72.....	\$307,840.32
WBRC.....	160.....	\$684,089.60
Totals.....	606.....	\$2,590,989.36
Total with COOR 11%.....		\$2,911,224.00

**GREAT START READINESS PROGRAM CONSORTIUM:
AGENCY SUBCONTRACT AGREEMENT**

This is intended to be a contract between:

Subrecipient: **Insert Program Name and Address**

And

C.O.O.R. Intermediate School District (COOR ISD)
11051 North Cut Rd, Roscommon, MI 48653

TERM: The term of this contract shall be for a period of Twelve (12) months commencing on October 1, 2023 and shall continue through September 30, 2024.

The Provisions Of This Contract Are As Follows:

C.O.O.R. ISD RESPONSIBILITIES:

GRANT MANAGEMENT & BUDGET

- **COOR ISD** and **Subrecipient** agree to participate in a Consortium to offer Great Start Readiness Program (GSRP) services to at-risk 4 year-old students who reside within the geographic boundaries (which are the school district boundaries of Crawford, Oscoda, Ogemaw, Roscommon) of **COOR ISD**. At-risk 4 year-old students who reside outside of **COOR ISD** geographic boundaries may be served by the Consortium as required by entering into a written agreement with the resident ISD if slots are available from that ISD. This Consortium will be administered and managed by **COOR ISD**.
- **COOR ISD** shall be responsible for completing the GSRP grant application for the consortium, and will complete all required program reports including Financial Reports and other MDE required reports.
- **COOR ISD** shall collect all the required Michigan Student Data System Single Record Student Database (MSDS) data on participating GSRP students and submit the data to the MDE.
- **COOR ISD** shall retain up to **eleven (11) percent** of the total Section 32D, GSRP award from the MDE for managing and administering the GSRP Consortium and to provide an Early Childhood Specialist to manage and supervise the program quality and professional development elements of the GSRP program..
- **COOR ISD** shall pay the subrecipient the sum of **\$8,551.12** per child served in a **School-Day GSRP** for **__ school-day children** totaling _____ to provide GSRP classroom services. Amendment to the number of children served will be adjusted after the **November 1, 2024** count period.

- **COOR ISD** shall pay subrecipients for each funded GSRP child according to the MDE allocation to provide GSRP transportation services. Subrecipient will only receive transportation funds if utilizing/providing transportation for GSRP children.
- **COOR ISD** shall make payments to **Subrecipient** upon receipt of invoices supported with appropriate documentation for actual expenses incurred in operating the GSRP Program. Program will invoice **COOR ISD** with actual expenses due to the Early Childhood Supervisor **by the first of each month**. Once approved by Early Childhood Supervisor, the reimbursement request and evidence will be submitted to Accounts Payable for payment. The monthly amount requested by subrecipients for reimbursement may not exceed the amount that the ISD has received in state aid for GSRP to date.
- Review [Fiscal Policies](#) for more information

PROGRAM QUALITY

- **COOR ISD** shall collaborate with **Subrecipient** to ensure that GSRP staff receive ongoing professional learning that meets or exceeds the standards required by the [GSRP Implementation Manual](#).
- **COOR ISD** shall ensure, in partnership with the GSRP classroom staff, the implementation of all program quality standards, curriculum expectations, and child outcome standards as required by the MDE.
- **COOR ISD**, in partnership with the **Subrecipient** shall assist in the design and implementation of the program Staff Development Plans.
- **COOR ISD** shall assign a qualified Early Childhood Specialist to ensure that the program adheres to the Program Quality Assessment-Revised (Classroom Coach) standards required by the MDE and to conduct the Classroom Coach evaluation for each GSRP classroom.
- Review [Professional Learning Policies](#) for more information.

DATA AND ASSESSMENT

- **COOR ISD** shall be responsible for collecting from the **Subrecipient** and submitting to the Michigan Department of Education (MDE) required follow-up progress data for GSRP students.
- **COOR ISD** will hold the *Teaching Strategies GOLD* license, provide access to, monitor and support the online child assessment system.

SUBRECIPIENT RESPONSIBILITIES:

PROGRAM REQUIREMENTS

- **Subrecipient** shall ensure that enrolled four-year old children within the service area receive a quality classroom-based Great Start Readiness Program (GSRP) preschool experience. The students shall receive at least **128 days/32 weeks** of classroom-based programming as required by the MDE, with the exception of new classrooms receiving at least 80 days/20 weeks of classroom-based programming. Canceled class sessions due to unforeseen circumstances (snow days, etc.) that impact meeting the minimum amount of days/weeks of classroom-based programming shall be made up.
- Part-Day preschool programs must provide for a minimum of three (3) hours of teacher/child contact time per day, for at least four (4) days per week. School-Day preschool programs must operate for at least the same length of day as the local school district's/public school academy's first grade program for four (4) days per week.
- **Subrecipient** shall ensure that there are sufficient qualified teaching personnel provided for this GSRP program. Program staff will meet or exceed all qualifications and training standards required by the [GSRP Implementation Manual](#).
- **Subrecipient** shall ensure that all staff attend professional learning required by COOR ISD.
- **Subrecipient** is responsible for maintaining and securing child care licensing through the [Department of Human Services Child Care Licensing](#).
- **Subrecipient** shall ensure that all GSRP students are screened and enrolled into the program in accordance with MDE requirements.
- **Subrecipient** ensures that program operations meet all Michigan Department of Education and other pertinent regulations and management responsibilities.
- **Subrecipient** shall ensure that no person shall be excluded from participation in, denied the proceeds of, or be subject to discrimination in any form as a result of the performance of this Agreement. The **Subrecipient** shall further ensure that no applicant, candidate, employee, or volunteer will be subject to discrimination in any form and that affirmative action will be taken to ensure that applicants are employed and that employees are treated during employment without regard to race, religion, color, national origin, age, gender, or disability.

CURRICULUM/CHILD ASSESSMENT

- **Subrecipient** shall ensure that all participating GSRP classrooms are utilizing *Creative Curriculum* or *Connect4Learning*. The use of any supplemental curriculum requires approval from C.O.O.R. ISD and MDE per the [Implementation Manual](#).
- **Subrecipient** shall ensure that all participating GSRP students receive developmental screening within two weeks of enrollment into GSRP. **Subrecipient** shall ensure that all students' data is aggregated and submitted to **COOR ISD by the required date**.
- **Subrecipient** shall ensure that all participating GSRP students receive on-going assessment of developmental progress utilizing *Teaching Strategies GOLD*. Classroom teachers shall finalize data on all students, completing a minimum of three checkpoint seasons in a program year. All data must be finalized and provided to **COOR ISD** by the delegated dates of **November 17, 2023, February 23, 2024, and May 24, 2024**.
- **Subrecipient** agrees to provide **COOR ISD** with access to all student progress and assessment data for GSRP students served by this contract.
- **Subrecipient** shall maintain a medium rating or higher on the Classroom Coach score.
- **Subrecipient** shall ensure all programs must maintain the minimum rating on the Great Start to Quality.
- **Subrecipient** shall implement a team teaching model, all staff are fully engaged in all professional learning opportunities, planning curriculum, implementing curriculum both indoors and outdoors, child assessment and supporting engagement through home visits, conferences, and parent meetings.

PARENT PARTNERSHIPS/EDUCATION

- Parent education and partnerships shall be an overriding theme of the GSRP. Strong focus shall be placed on child development, parental expectations, development of self-esteem, child management techniques, and the importance of family literacy practices. Parent partnership activities must include, but are not limited to the following:
- A minimum of two (2) parent-teacher conferences shall be held annually as well as two (2) home visitations by the child's teacher.
- Parent representation on the School Readiness Advisory and Data Analysis Committee and Great Start Collaborative per Michigan Department of Education guidelines in order to include parents at the center of program decision-making.
- A minimum of two (2) GSRP Advisory Committee meetings per local GSRP site for parents to review required topics per the Michigan Department of Education. The GSRP Advisory Committee will convene as a subcommittee of the School Readiness Advisory and Data Analysis Committee. The local GSRP parent advisory committee also has to have representation from the GSRP teaching staff and support from other GSRP

administration. **Subrecipient** is required to submit a list of committee members, sign-in logs, and agendas/minutes to **COOR ISD** for each meeting. See [Parent Advisory Policies](#) for more information.

- Parents shall be provided with both informational and educational services throughout the year.
- Linkages to human service, quality child care, and support agencies in the community.
- Parents shall be afforded every opportunity to participate in the adult and community education programs within the **Subrecipient's** local school district.
- **Subrecipient** shall provide collaborative kindergarten transition meetings for GSRP students.
- See [Monitoring Sub-recipients](#) for more information.

GRANT MANAGEMENT & BUDGET

- **Subrecipient** shall continue a robust outreach, recruitment, and enrollment system to be operationalized throughout the 2023-24 school year. The subrecipient will make every attempt to enroll all eligible children to the greatest extent possible. **If there are unserved eligible children on the subrecipient's waitlist, the budget will reflect the actual number of children enrolled.**
- All communication between Subrecipient Finance Manager and COOR ISD will be electronic through email communication and attachments to the Early Childhood Supervisor at keithk@coorisd.net.
- **Subrecipient** shall provide **COOR ISD** with a budget detail for the proposed GSRP expenditures by the requested date of October 1, 2023 and a final expenditure report detailing the actual expenses incurred in providing the GSRP program by **October 30, 2024**
- **Subrecipient** will agree to keep detailed budget records of expenditures and will supply records to **COOR ISD** upon request. The **Subrecipient** agrees to adhere to all of the budget guidelines as put forth in the [GSRP Implementation Manual](#).
- **Subrecipient** agrees that all non-consumable materials/items purchased with GSRP funds will be labeled with "**Property of COOR ISD GSRP.**"
- **Subrecipient** will maintain an up-to-date accurate inventory list with all non-consumable materials purchased with GSRP funds.
- **Subrecipient** will invoice **COOR ISD** actual expenses and documentation using the template provided by **COOR ISD** due to Early Childhood Supervisor, by the **first of**

each month. Reimbursement requests need to be submitted monthly. If this expectation is not met, all GSRP funds will be held and a mandatory meeting with the COOR ISD superintendent, Early Childhood Supervisor, and all Subrecipient administrators/finance people will be scheduled to create an action plan.

- Any tuition funds(sliding scale fees) that have been unspent by **June 30, 2024** may be recaptured and utilized at the discretion of **COOR ISD** to benefit GSRP classrooms.
- **Subrecipient** may carry over a maximum of **\$5,000** to the next contract year. Any other desired amount above \$5,000 will need to be considered for approval by COOR ISD. Carry over must be spent by June 30th of the following grant year. Any unspent carry over funds as of June 1 will be recaptured and utilized at the discretion of COOR ISD to benefit GSRP classrooms.
- **Subrecipient** agrees to charge tuition to any student enrolled when the family income is above 300% of the federal poverty level. The tuition fees must meet the requirements set by **COOR ISD** based on the [sliding fee scale](#) and the implementation guidelines. Payments must be collected monthly by each site and then used to purchase materials and/or services directly related to the GSRP programming. A **monthly or bi-monthly report** is due to **COOR ISD** regarding the collection of fees and expenditures on the template provided by **COOR ISD**. Tuition may not be charged to children with a family income below 300% of the federal poverty level or to any child with an IEP. If the reporting is not done, COOR ISD will recapture the unspent reported funds.
- Review the [Fiscal Policies and Review](#) for more information.
- **Subrecipient** must be fully enrolled by **November 1, 2023 or MDE's designated date**. If assigned slots are unfilled as of **November 1, 2023**, **COOR ISD** reserves the right to reassign unused slots to another subrecipient and transfer the annual per child reimbursement award. Full enrollment must be maintained and **Subrecipient** will only be funded for the number of certified children entered into MSDS. If **Subrecipient** does not fill all the slots on the appointed Michigan Department of Education count day, a deduction of funds may occur.
 - COOR ISD reserves the right to use unfilled slot funds for the betterment of GSRP
 - **If there are unserved eligible children on the subrecipient's waitlist, the budget will reflect the actual number of children enrolled. Flexible funding will be considered by the ISD if the subrecipient has sufficient evidence to verify robust recruitment and all eligible children are served.**
- **Subrecipient** shall ensure that the administrative fees charged to the grant do not exceed a reasonable amount of the total allocation per [MDE guidelines](#).
- **Subrecipient** may not expend funds provided under this Agreement for goods or services other than those necessitated by the provision of those programs and services stipulated under this Agreement.

- **LEA/PSA Subrecipient** is responsible for maintaining a student data system which includes completing all necessary information set for by CEPI and MSDS for student count. The **Subrecipient** will upload all **Subrecipient** information into MSDS and work collaboratively to ensure all data is correct and without error. The **Subrecipient** shall furnish program-related reports to **COOR ISD** in a manner so that the State of Michigan timeline requirements of the grant are met.
- **CBO Subrecipient** is responsible for providing **COOR ISD** all necessary information set for by CEPI and MSDS for student count. **Subrecipient** will prepare reports in the format outlined by **COOR ISD** for MSDS data submission. **Subrecipient** will work collaboratively to ensure all data is correct and without error. The **Subrecipient** shall furnish program-related reports to **COOR ISD** in a manner so that the State of Michigan timeline requirements of the grant are met.
- **Subrecipient** shall maintain administrative records for audit or inspection for seven (7) years after the expiration of this Agreement, unless written permission to destroy them is received from both **COOR ISD** and the State of Michigan. These administrative records include parent involvement/partnership records, budgets, financial records, supplementary child care records and children's records. See [Record Keeping Policies](#) for more information.

AGREEMENT TERMS:

This Agreement is subject to all of the conditions and terms expressed below:

- If the grant from the MDE under which this Agreement is funded is terminated or suspended, or it has been determined that **Subrecipient** has not met the conditions of this Agreement, **COOR ISD** shall have the right to suspend or terminate this Agreement by providing 60 days advance written notice to **Subrecipient** and specify the effective date thereof. Upon the suspension/termination, **COOR ISD** assumes full responsibilities under this grant with MDE.
- If **Subrecipient** is unable or unwilling to comply with existing or additional conditions and terms as may be lawfully applied by MDE, **Subrecipient** may suspend or terminate the Agreement by providing 60 days advance written notice to **COOR ISD** and specify the effective date. Upon suspension/termination, **COOR ISD** assumes full responsibilities under this grant with MDE.
- In the event of termination by either party, all property, equipment, finished and unfinished documents, data, and reports purchased with grant dollars or prepared by **Subrecipient** under this or previous Agreement(s) shall, at the option of **COOR ISD** become the property of **COOR ISD**.
- **COOR ISD** reserves the right to request changes in the scope of services to be provided by **Subrecipient** under this Agreement. Such changes shall be attributable to requirements of the MDE. In the cases of funding decrease imposed by MDE, **COOR ISD** reserves the right to adjust the maximum amount of reimbursement accordingly.

- During the term of this Agreement, both parties agree to keep confidential all information including any such information and material relating to any parent, child, vendor, licensee, or other party transacting business with either party, and not to release, use or disclose the same, except with the prior written permission of either party or as required by law including but not limited to FOIA.
- Disputes arising from or relating to this Agreement must be presented to the parties' Directors and Superintendents, in writing, for discussion and informal resolution. Such disputes must identify the provision in dispute or provisions in dispute, the full relief requested and all of the facts and circumstances supporting the requested relief, including the names of all witnesses and relevant documents. If the issues cannot be resolved collectively between **COOR ISD** and the **Subrecipient**, then it can be submitted to the **COOR ISD** Board of Education to resolve these issues.

Please sign below to indicate your approval of this contract.

Signature Here:

Local District Superintendent or Agency Representative		Date:
Local District or Agency Business Manager		Date:
Shawn Petri Superintendent, C.O.O.R. ISD		Date:
Katie L. Keith Early Childhood Supervisor C.O.O.R. ISD		Date:

G. Renew lease with West Branch-Rose
City Schools for the Northeast
Regional Resource Center

42

**LEASE AGREEMENT – WBRC AND COOR ISD
FOR REGIONAL RESOURCE CENTER**

This Lease Agreement ("Lease") is made and effective October 1, 2023, by and between West Branch - Rose City Area Schools, a Michigan general powers school district organized and operating under the provisions of the Revised School Code, MCL 380.1, *et seq.*, as amended, whose address is P.O. Box 308, West Branch, Michigan 48661 ("Landlord") and C.O.O.R. ISD, a/k/a Crawford-Oscoda-Ogemaw-Roscommon ISD, a Michigan intermediate school district organized and operating under the provisions of the Revised School Code, MCL 380.1, *et seq.*, as amended, whose address is 11051 N. Cut Road, P.O. Box 827, Roscommon, Michigan 48653-0827("Tenant").

WHEREAS, Landlord owns classrooms located at 515 Harrington, Rose City, MI commonly known as the Rose City Elementary School; and

WHEREAS, Tenant desires to rent one (1) classroom for the Regional Resource Center (RRC) office, and storage; and

WHEREAS, both Landlord and Tenant have determined it would be in their best interests to assist each other with regards to the rented classroom.

THEREFORE, in consideration of the mutual promises herein, contained and other good and valuable consideration, it is agreed:

1. **Term.** Landlord hereby leases the Leased Premises to Tenant and Tenant hereby leases the same from Landlord, for a twelve (12) month term, commencing October 1, 2023 and ending September 30, 2024, subject to the default provisions as provided in Paragraph 16.
2. **Rent.** The rent for this Lease shall be Seventy-Five Dollars (\$75.00) per month payable in advance of the first day of each month.
3. **Use.** The Leased Premises may be used and occupied by Tenant for RRC services and trainings and for no other purposes without the consent of Landlord, which consent shall be at the sole discretion of the Landlord. Tenant shall comply with all applicable zoning ordinances, laws, rules, or regulations.
4. **Sublease and Assignment.** Tenant shall not sublease all or any part of the Leased Premises, or assign this Lease in whole or in part without Landlord's consent, which consent shall be at the sole discretion of the Landlord.
5. **Repairs.** During the Lease term, Tenant shall make, at Tenant's expense, repairs to the Leased Premises, including such items as routine cleaning and minor maintenance and repair of floors and walls, and other parts of the Leased Premises damaged or worn through normal occupancy. Tenant shall perform all maintenance, repair and replacement upon Lease Premises necessitated by the action or inaction of Tenant, its agents, employees, or invitees. Landlord shall be responsible for the maintenance and repair of all the structural components of the Leased Premises, including but not limited to roof, walls, HVAC, electrical and plumbing systems.

6. **Alterations and Improvements.** Tenant shall have the right, following Landlord's review of plans and consent (in writing), to remodel, redecorate, and make additions, improvements, and replacements of and to all or any part of the Leased Premises from time to time as Tenant may deem desirable, provided the same are made in a workmanlike manner and utilizing good quality materials. Tenant shall have the right to place and install personal property, trade fixtures, equipment, and other temporary installations in and upon the Leased Premises, and fasten the same to the Leased Premises. All personal property, equipment, machinery, trade fixtures, and temporary installations, placed or installed on the Leased Premises by Tenant and not removed upon the termination of this Lease, shall become the Landlord's property free and clear of any claim by Tenant. Tenant shall have the right to remove the same at anytime during the term of this Lease provided that all damage to the Leased Premises caused by such removal shall be repaired by Tenant at Tenant's expense.

7. **Insurance.**

A. Landlord shall maintain fire and extended coverage insurance on the Property in such amounts as Landlord shall deem appropriate. Tenant shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property, including removable trade fixtures, located in the Leased Premises.

B. Tenant shall maintain a policy or policies of comprehensive broad form general liability insurance with respect to the Leased Premises in the amount of \$1,000,000 single incident (\$2,000,000 aggregate) with the premiums thereon fully paid on or before due date. Landlord shall be listed as an additional insured on the Tenant's policy or policies of comprehensive general liability insurance, and Tenant shall provide Landlord with current certificates of insurance evidencing the Tenant's compliance with this Paragraph 8. The policy or policies of comprehensive general liability insurance shall contain language which provides that the Landlord shall be notified, in writing, at least thirty (30) days prior to the cancellation of the policy or policies. In the event of cancellation of coverage, the Landlord may obtain a policy or policies of comprehensive general liability insurance, the premium(s) of which shall be considered rent under this Lease Agreement and the Tenant shall reimburse the Landlord within thirty (30) days from receipt of an invoice for the premium(s).

C. Tenant shall indemnify and hold the Landlord harmless from any and all liabilities, damages, awards, penalties, costs, claims, causes of action and expenses, including but without limitation actual attorney's fees incurred by the Landlord, arising out of or in anyway related to the Tenant's possession and/or use of the Leased Premises.

8. **Utilities.** Except as provided below, Landlord shall pay when due all charges for water, sewer, gas, electricity, and other services and utilities consumed at the Leased Premises during the term of this Lease. Tenant shall pay for any telephone line and usage, internet and custodial services at the Leased Premises.

9. **No Signs or Advertising Displays.** Tenant shall not place any signs or advertising displays of any kind on or at the Leased Premises or the Premises.

10. **Rules and Regulations.** Tenant shall abide by all rules and regulations imposed by the Landlord upon the Tenant as a result of the Tenant's possession and/or use of the Leased Premises.

11. **Entry.** Landlord shall have the right to enter upon the Leased Premises at reasonable hours to inspect the same, provided Landlord shall not thereby unreasonably interfere with Tenant's use of the Leased Premises.

12. **Damage and Destruction.** If the Leased Premises or any part thereof or any appurtenance thereto is damaged by fire, casualty, or structural defects that the same cannot be used for Tenant's purposes, then Landlord or Tenant shall have the right within thirty (30) days following damage to elect by notice to the other party to terminate this Lease as of the date of such damage. In the event of minor damage to any part of the Leased Premises, and if such damage does not render the Leased Premises unusable for Tenant's purposes, Landlord may, in its discretion, repair such damage at the cost of Landlord. If Landlord determines not to repair the minor damage, the Tenant may terminate this Lease upon thirty (30) days written notice to the Landlord. Tenant shall be relieved from paying rent and other charges during any portion of the Lease term that the Leased Premises are inoperable or unfit for occupancy or use in whole for Tenant's purposes. In the event the Leased Premises are not damaged to such extent that they are rendered wholly unusable, then Tenant shall continue to occupy that portion of the Leased Premises that are usable, and rent shall abate proportionately to the portion occupied. Rentals and other charges paid in advance for any such periods shall be credited on the next ensuing payments, if any, but if no further payments are to be made, any such advance payments shall be refunded to Tenant.

13. **Default.** If default shall at any time be made by Tenant in the payment of rent when due to Landlord as herein provided, or if default shall be made in any of the other covenants or conditions to be kept, observed, and performed by Tenant, and such default shall continue for thirty (30) days after notice thereof, in writing, to Tenant by Landlord, without correction thereof, then having been completed or corrected, this Lease shall terminate and the Landlord may pursue all legal and equitable remedies against the Tenant. In the event of a default, the Tenant shall pay the Landlord's costs, including without limitation Landlord's actual attorney's fees, incurred as a result of the Tenant's default.

14. **Quiet Possession.** Landlord covenants and warrants that upon performance by Tenant of its obligations hereunder, Landlord will keep and maintain Tenant in exclusive, quiet, peaceable, and undisturbed and uninterrupted possession of the Leased Premises during the term of this Lease.

15. **Condemnation.** If any legally, constituted authority condemns the Leased Premises or such part thereof which shall make the Leased Premises unsuitable for leasing, this Lease shall cease when the public authority takes possession, and Landlord and Tenant shall account for rental as of that date. Such termination shall be without prejudice to the rights of either party to recover compensation from the condemning authority for any loss or damage caused by the condemnation. Neither party shall have any rights in or to any award made to the other by the condemning authority.

16. **Notice.** Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

If to Landlord to:

West Branch - Rose City Area Schools
Attn: Superintendent of Schools
960 S.M-33
P.O. Box 308
West Branch, Michigan 48661

If to Tenant to:

C.O.O.R. ISD
a/k/a Crawford-Oscoda-Ogemaw-Roscommon ISD
Attn: Superintendent of Schools
11051 N. Cut Road
P.O. Box 827
Roscommon, Michigan 48653-0827

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

17. **Waiver.** No waiver of any default of Landlord or Tenant hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Landlord or Tenant shall not be construed as a waiver of a subsequent breach of the same covenant, term, or condition.

18. **Headings.** The headings used in this Lease are for convenience of the parties only and shall not be considered in interpreting the meaning of any provision of this Lease.

19. **Successors.** The provisions of this Lease shall extend to, and be binding upon, Landlord and Tenant and their respective legal representatives, successors and permitted assigns.

20. **Consent.** Landlord shall not unreasonably withhold or delay its consent with respect to any matter for which Landlord's consent is required or desirable under this Lease.

21. **Surrender of Leased Premises.** Tenant covenants and agrees to surrender possession of Leased Premises to Landlord upon expiration of term of this Lease, or upon earlier termination of this Lease, in as good condition and repair as the same shall be at the commencement of this Lease, ordinary wear and tear excepted.

22. **Compliance with Law.** Tenant shall comply with all laws, orders, ordinances, and other public requirements now or hereafter pertaining to Tenant's use of the Leased Premises. Landlord shall comply with all laws, orders, ordinances, and other public requirements now or hereafter affecting the Leased Premises.

23. **Final Agreement.** This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

24. **Joint Drafting.** This Lease shall be deemed to be have drafted jointly by the Landlord and the Tenant and shall not be construed against either party as the drafter.

25. **Execution in Counterparts.** This Lease may be executed in counterparts, including facsimile and electronic signatures, and all of which counterparts which may be considered to be one and the same Lease.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

WEST BRANCH - ROSE CITY AREA SCHOOLS,
A Michigan General Powers School District

By: _____
Gail A. Hughey, Superintendent

Dated: _____

C.O.O.R. ISD, a/k/a
CRAWFORD-OSCODA-OGEMAW-ROSCOMON ISD,
A Michigan Intermediate School District

By: _____
Shawn Petri, ISD Superintendent

Dated: _____

H. Approve another amendment to the Agreement with the Department of Health and Human Resources in the amount of \$319,600

48

AGREEMENT NUMBER: DFA24-65002

AMENDMENT NUMBER: 1

Between

**THE STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

And

AGENCY	COOR Intermediate School District
AGENCY ADDRESS	11051 N. Cut Rd, Roscommon, MI 48653
AGENCY EMAIL	petris@coorisd.net

STATE CONTACT	NAME	EMAIL
Contract Administrator	Christen Satchwell	SatchwellC@michigan.gov
BGP Analyst	Emily Quintero	QuinteroE1@michigan.gov

AGREEMENT SUMMARY			
SERVICE DESCRIPTION	Donated Funds Agreement		
COUNTY(IES) SERVED	Ogemaw, Roscommon		
INITIAL EFFECTIVE DATE	October 1, 2023	CURRENT EXPIRATION DATE	September 30, 2024
CURRENT AGREEMENT VALUE	\$404,650		
AGREEMENT TYPE	Revenue		

AMENDMENT DESCRIPTION			
EXTEND EXPIRATION DATE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	NEW EXPIRATION DATE
AMENDMENT AMOUNT	ESTIMATED REVISED AGGREGATE AGREEMENT VALUE		
\$85,050	<input type="checkbox"/> INCREASE	<input checked="" type="checkbox"/> DECREASE	\$319,600
NATURE OF CHANGE	Remove supervisor position, decrease total amount of the agreement and update the payment schedule.		

The individual or officer signing this Agreement certifies by his or her signature that he or she is authorized to sign this Agreement on behalf of the responsible governing board, official or Agency.

FOR THE AGENCY:

COOR Intermediate School District

Agency

E-SIGNED by Shawn Petri
on 2023-09-11 14:41:26 EDT

Signature of Director or Authorized Designee

Shawn Petri

Superintendent

Print Name Title

2023-09-11 14:41:26 UTC

Date

FOR THE STATE:

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

E-SIGNED by Christine H. Sanches
on 2023-09-11 14:48:08 EDT

Signature of Director or Authorized Designee

Christine H. Sanches, Director
Bureau of Grants and Purchasing

Print Name Title

2023-09-11 14:48:08 UTC

Date

7. Action Items

A. Approve a new lease for the football field to Roscommon Youth Football League of Roscommon and an amended soccer field lease to Roscommon North Youth Association of Roscommon, both through January 13, 2026.

50

FOOTBALL FIELD LEASE AGREEMENT

This Football Field Lease Agreement ("Lease") is made as of September 14, 2023, between the C.O.O.R. Intermediate School District, a Michigan intermediate school district, organized and operating under the Revised School Code, MCL 380.1, et seq., as amended, with offices located at 11051 North Cut Road, Roscommon, Michigan 48653, Lessor, hereinafter referred to as "COOR" or the "Lessor", and the Roscommon Youth Football League of Roscommon, Michigan, a Michigan nonprofit corporation with mailing address of P.O. Box 874, Roscommon, Michigan 48653, hereinafter referred to as "Football League" or the "Lessee." The purpose of this Lease is to provide certain real property described below for the development and use of football fields and activities related thereto.

1. **TERM OF LEASE**

This Lease shall remain in effect for a period of approximately two and a half years, from September 14, 2023 to January 13, 2026. Rent for the Lease term shall be One Dollar (\$1.00) payable in advance. Thereafter, the Lease may be renewed for periods of five years per renewal by Lessee and with the approval of Lessor, upon written notice to Lessor not less than 90 days prior to the termination of the Lease, together with payment of the sum of One Dollar (\$1.00) for each renewal period. Failure of the Football League to abide by the provisions of this Lease shall be reasonable and just cause for its cancellation. COOR may terminate this Lease for any reason upon one year's written notice to the Football League.

2. **LEGAL DESCRIPTION**

Lessor is the fee simple owner of the following:

Gerrish Township, Roscommon County, Michigan:

The North 1040.0 feet of the Northwest 1/4 of the Southeast 1/4 of Section 3, T24N, R3W, excepting there from the Westerly 209.0 feet thereof. SUBJECT TO THE ROAD RIGHT OF WAY ON THE NORTHERLY SIDE THEREOF. Further subject to all reservations, restrictions, and easements of record, if any ("Property").

Lessee shall lease from Lessor part of the Property, as depicted in Attachment "A," which is attached hereto and incorporated by reference, and labeled "Youth Football" ("Leased Premises"). Lessor and Lessee acknowledge and agree that the part of the Property labeled "Youth Soccer" shall be governed by a separate lease agreement between Lessor and the Roscommon North Youth Soccer Association ("RNYSA"). As depicted in Attachment A, Lessee shall enter the Leased Premises from North Cut Road, and RNYSA shall enter its property from the Pinewood Drive entrance.

3. **CONSTRUCTION**

The Leased Premises includes a football field, shed, and parking lot. Lessee shall be permitted to make improvements to the Leased Premises, subject to the following conditions. Plans for the actual facilities and improvements to be located upon the Leased Premises must be submitted to and approved in writing by the COOR Board of Education or its designee(s) prior to commencement of any construction. All construction, renovations, additions, or changes which alter the

landscape and/or existing structures by the Football League shall require specific approval, in writing, by the COOR Board of Education or its designee(s). Any improvements that the Football League makes to the real property or any fixtures that are affixed to the Leased Premises, become the property of COOR. Lessee shall comply with all zoning requirements, building codes, and other local, state and federal laws and ordinances.

4. **CONSTRUCTION EXPENSES AND MAINTENANCE**

All permits (including the driveway permit), work and construction on the Leased Premises shall be accomplished by the Football League at its sole expense.

The Football League shall have the responsibility of maintaining the Leased Premises in good condition and repair at its expense. The Football League and RNYSA shall be equally responsible for maintenance of the well located on the Property. The Football League shall see that any construction that is commenced upon the site shall be completed within time periods acceptable to COOR. The Football League shall see that the grounds are groomed and that no unsafe or unsightly conditions are allowed upon the Leased Premises.

5. **USE OF SITE**

The Football League shall have exclusive control over the use and scheduling of all activities upon the Leased Premises and its improvements. Any buildings, control structures, gates and locks that are keyed shall have duplicate keys that are provided by the Football League to COOR for use in emergency situations.

COOR may use the football field, shed, and parking lot for its activities. However, control over use of the field and scheduling shall belong to the Football League. Any conflicts over scheduling will be subject to final resolution by the Football League Board or its designee(s).

Use of the Leased Premises by Lessee shall be limited to football activities only. Any other usage will be by special written permission from COOR Board of Education or its designee(s). The Football League shall comply with all local, state and federal laws, including laws pertaining to land usage and operation of a facility of this type.

6. **ACCESS BY COOR**

COOR may enter the Leased Premises at such times as it deems necessary for inspection, access, emergency, or other purposes necessitated by its ownership interest. Such entries by COOR shall not interfere with the lawful use of the Leased Premises by the Football League.

7. **OWNERSHIP OF THE PROPERTY AND NAMING OF THE FIELD**

COOR is the owner of this real property and nothing in this Agreement connotes or denotes that the Football League takes title to any real property whatsoever.

The Football League may choose a name for the field, which shall be recognized by that name as long as this Lease remains in effect.

8. **ABANDONMENT**

Upon the termination of this Lease and in case of abandonment of the Leased Premises by the Football League, all facilities and permanent structures shall become the property of COOR. Abandonment may include non-utilization or non-response to certified mail inquiries by COOR to the Football League.

Abandonment shall be deemed to have occurred when the Lessee fails for a period of six (6) months to respond in writing to a written notice of abandonment, forwarded by Lessor to Lessee at Lessee's address listed above (or such address as Lessee may furnish Lessor in writing) and to the Football League's officers (according to information as to identify, title and address, which shall be furnished to COOR by the Football League at the beginning of the Lease term and thereafter as changes occur) by certified or registered mail.

9. **HOLD HARMLESS AGREEMENT**

- a. The Football League, its assignees, sub-lessees and other permitted users of the Leased Premises shall defend and hold harmless COOR, its Board of Education, the members of its Board of Education, its officers, agents, and employees from any and all claims and losses incurred by, or resulting to any person, firm or corporation who may be damaged or injured by the Football League, its assignees, sub-lessees and other permitted users of the premises in the performance of this agreement and for any losses of claims which may arise from this agreement and/or out of Lessee's use of; or other activities on the Leased Premises. Notice shall be promptly submitted to the Lessor of any action being brought against the Football League, its assignees, sub-lessees and other permitted users of the premises, and/or COOR concerning this agreement.
- b. The Football League shall indemnify the COOR, its Board of Education, the members of its Board of Education, its officers, agents, volunteers, and employees from any and all claims and losses incurred by, or resulting to any person, firm or corporation who may be damaged or injured by the Football League, its assignees, sub-lessees, and other permitted users of the Leased Premises in the performance of this agreement and for any losses of claims which may arise out of Lessee's use of the Leased Premises, other activities on the premises, or activities related to improving and maintaining the premises. Such indemnity shall include, but not be limited to, attorney's fees and administration costs.
- c. The Football League, its assignees, sub-lessees, and other permitted users of the premises shall provide liability insurance coverage satisfactory to COOR, listing COOR, its Board of Education, the members of its Board of Education, its officers, agents, volunteers, and employees as additional insureds, and deliver proof of same to the COOR Superintendent annually or as often as changes in said policy occur. Such coverage shall be as least as broad as offered in the standard ISD CG 20 10 endorsement, a minimum of \$1,000,000. Furthermore, the Football League shall provide COOR with a current list of its officers and trustees and keep that list maintained

regarding any changes. The anniversary date of this Lease shall coincide with the delivery of the documents/lists cited above.

- d. The Football League shall obtain and provide to COOR a written confirmation from any of its assignees, sub-lessees, and other permitted users of the premises that they will indemnify, defend and hold harmless COOR, its Board of Education, the members of its Board of Education, its officers, agents and employees from any and all claims and losses incurred by, resulting to any person, firm or corporation who may be damaged or injured by the assignees, sub-lessees, and other permitted users of the premises as a result of its use and activities on the premises or activities related to improving and maintaining the premises. The Football League shall also obtain from all assignees, sub-lessees, and other permitted users, proof of the liability required in Paragraph 9.c., above. Both the written indemnification and hold harmless confirmation and proof of insurance shall be provided to COOR prior to the use of the premises by any assignee, sublessee or other permitted user.
- e. Notwithstanding any other provision contained in this Paragraph 9, the Football League shall defend and hold harmless COOR, its Board of Education, the members of its Board of Education, its officers, agents and employees from any and all claims and losses arising out of or in any way related to its assignees, sub-lessees, and other permitted users' use of the premises, other activities on the premises or activities related to improving and maintaining the premises.

10. **SECURITY**

The Lessor does not warrant the security of the Leased Premises.

11. **UTILITIES**

Lessee shall pay for all utilities used by it on the Leased Premises.

12. **TAXES AND ASSESSMENTS**

Lessee shall pay to the proper authorities, if and when due, all taxes, assessments and similar charges which at any time during the term of the Lease may be taxed, assessed, or imposed on the Lessee, Lessor or the Leased Premises with respect to the premises.

13. **ASSIGNMENT**

Except as provided in this Section, Lessee shall not assign for transfer this Lease or sublet the Leased Premises without the express written approval from COOR or its designee. Unauthorized assignment, transfer or subletting shall give Lessor the immediate right to terminate this Lease and to re-enter and repossess the Leased Premises, and Lessor shall be entitled to reimbursement for all expenses incurred in re-entry and removal of Lessee's equipment. The Football League shall be authorized, without the necessity of COOR's specific approval, to permit the Leased Premises to be used by other organizations or groups for football events only. In the event that COOR or its designee permits the Lessee to sublet, assign or otherwise permit the use of the Leased Premises by a third party, the third party

shall obtain the Lessee's permission for any use or activity on the Leased Premises and all of the terms and conditions contained in this Lease shall remain fully binding upon the Lessee.

14. **ABANDONED PROPERTY**

Any personal property of Lessee which remains on the premises after the expiration of or termination of this Lease or after the removal of Lessee from the premises, shall be deemed to have been abandoned by Lessee and may be either retained by Lessor as its property or disposed of in such manner as Lessor may see fit. Upon request of Lessor, Lessee shall promptly remove any such personal property at its own costs and expense.

15. **DEFAULT**

In the event Lessee fails to pay rent when due under this Lease and shall not cure such failure within ten days after receipt of notice thereof from Lessor, or in the event of breach of any of the other terms of this agreement, it shall be lawful for Lessor to re-enter the premises and to remove all persons and property therefrom and to repossess the premises. Re-entry and repossession by Lessor shall not be construed as a termination of the obligation of Lessee to restore the premises to the conditions herein required. Lessor shall have as security for the payment of rent or other sums due under the Lease a lien on all equipment and fixtures of Lessee maintained on the premises.

16. **HOLDING OVER**

If Lessee shall remain in possession of the premises after the expiration of the term of this Lease and without executing a new Lease, then such holding over shall be construed as a tenancy from month to month subject to all conditions, provisions and obligations of this Lease.

17. **SAVINGS CLAUSE**

The invalidity or unenforceability of any provision of this Lease shall not affect or impair the validity of any other provision.

18. **EXTENT OF AGREEMENT**

This Lease constitutes the entire agreement between the parties, except as herein provided; no subsequent alterations or amendments to this Lease shall be binding upon the parties unless reduced to writing and signed by both Lessee and Lessor or their authorized agents.

19. **CIVIL RIGHTS**

Lessor and Lessee mutually agree to adhere to all applicable Federal, State and local laws and regulations prohibiting discrimination. The Parties further agree that they shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms and conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, political affiliation or beliefs, disability which is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight or marital status. A breach of this covenant shall be regarded as a material breach of this agreement.

C.O.O.R. ISD BOARD OF EDUCATION, LESSOR

Dated: _____

By: _____

James Mangutz, President
COOR Board of Education

Dated: _____

By: _____

Shawn C. Petri, Superintendent
COOR Intermediate School District

**ROSCOMMON YOUTH FOOTBALL LEAGUE,
LESSEE**

Dated: _____

By: _____

Jason Shory
RYFL President

Attachment "A"



FIRST AMENDMENT TO SOCCER FACILITY LEASE

This First Amendment to the Soccer Facility Lease ("Amendment") is made and entered into as of September 14, 2023, by and between the C.O.O.R. Intermediate School District, a Michigan intermediate school district organized and operating under the Revised School Code, MCL 380.1, et seq., as amended, with offices located at 11051 North Cut Road, Roscommon, Michigan 48653 ("Lessor") and the Roscommon North Youth Association of Roscommon, Michigan, a voluntary nonprofit association organized as a regional affiliate of the Michigan State Youth Soccer Association, with a mailing address of P.O. Box 323, Roscommon, Michigan 48653 ("Lessee") (collectively, the "Parties" and individually, a "Party").

WHEREAS, Lessor is the owner of a parcel of land located in Gerrish Township, Roscommon County, Michigan, which property is legally described in Section 2 of the Soccer Facility Lease Agreement ("Property"); and

WHEREAS, the Parties entered into the Soccer Facility Lease Agreement on January 13, 2021 ("Soccer Lease"); and

WHEREAS, the Roscommon Youth Football League ("Football League") also uses part of the Property and desires to make improvements to the Property, requiring the Football League to maintain its own lease with Lessor; and

WHEREAS, the Parties desire to amend the Soccer Lease to modify the portions of the Property governed by the Soccer Lease and the permitted activities thereon; and

WHEREAS, except as amended by this Amendment, the remaining terms and conditions contained in the Soccer Lease shall remain in full force and effect.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises and covenants contained herein, and for other good and valuable consideration, the written receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **LEGAL DESCRIPTION**. Section 2 of the Soccer Lease is hereby deleted in its entirety and replaced with the following:

Lessor is the fee simple owner of the following:

Gerrish Township, Roscommon County, Michigan:

The North 1040.0 feet of the Northwest 1/4 of the Southeast 1/4 of Section 3, T24N, R3W, excepting there from the Westerly 209.0 feet thereof. SUBJECT TO THE ROAD RIGHT OF WAY ON THE NORTHERLY SIDE THEREOF. Further subject to all reservations, restrictions, and easements of record, if any ("Property").

Lessee shall lease from Lessor part of the Property, as depicted in Attachment "A," which is attached hereto and incorporated by reference, and labeled "Youth Soccer" ("Leased Premises"). Lessor and Lessee acknowledge and agree that the part of the Property labeled "Youth Football" shall be governed by a separate lease agreement between Lessor and the Roscommon Youth Football League ("RYFL"). As depicted in Attachment A, Lessee

shall enter the Leased Premises from the Pinewood Drive entrance, and RYFL shall enter its property from North Cut Road.

2. **CONSTRUCTION**. Section 3 of the Lease shall be amended as follows:

The Leased Premises includes eight soccer fields and a parking lot. The Property includes a well, which the Association and RYFL shall be equally responsible for maintaining. Lessee shall be permitted to make improvements to the Leased Premises, subject to the following conditions. Plans for the actual facilities and improvements to be located upon the premises must be submitted to and approved in writing by the COOR Board of Education or its designee(s) prior to commencement of any construction. All construction, renovations, additions or changes which alter the landscape and/or existing structures by the Association shall require specific approval, in writing, by the COOR Board of Education or its designee(s). Any improvements that the Association makes to the real property or any fixtures that are affixed to the premises, become the property of COOR I.S.D. Lessee shall comply with all zoning requirements, building codes, and other local, state and federal laws and ordinances.

3. **USE OF SITE**. The reference to "football activities" shall be removed from Section 5 of the Soccer Lease.

4. **ASSIGNMENT**. The reference to "football events" shall be removed from Section 13 of the Soccer Lease.

5. **CIVIL RIGHTS**. The following shall be inserted as Section 20 of the Soccer Lease:

Lessor and Lessee mutually agree to adhere to all applicable Federal, State and local laws and regulations prohibiting discrimination. The Parties further agree that they shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms and conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, political affiliation or beliefs, disability which is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight or marital status. A breach of this covenant shall be regarded as a material breach of this agreement.

6. **Miscellaneous**. The following miscellaneous provisions are agreed to by the Parties:

- a. Except as specifically modified by this First Amendment, the Soccer Lease shall continue in full force and effect and is hereby ratified and affirmed by this Amendment.
- b. This Amendment shall be construed, interpreted and enforced under the laws of the State of Michigan.
- c. This Amendment shall be binding upon and shall inure to the benefit of the Parties and their respective permitted successors and assigns under the Soccer Lease.

- d. All terms are not defined by this Amendment and shall have the same meaning as those terms described in the Soccer Lease.
- e. In the event of any conflict between the terms of this Amendment and the terms of the Soccer Lease, the terms of this Amendment shall govern and control.
- f. This Amendment may be executed in several counterparts, each of which may be deemed as an original, and all of which such counterparts shall be together construed as one in the same Amendment. Facsimile and electronic signatures shall be binding.

C.O.O.R. ISD BOARD OF EDUCATION, LESSOR

Dated: _____

By: _____
 James Mangutz, President
 COOR Board of Education

Dated: _____

By: _____
 Shawn C. Petri, Superintendent
 COOR Intermediate School District

**ROSCOMMON NORTH YOUTH SOCCER
 ASSOCIATION, LESSEE**

Dated: _____

By: _____
 Josh Traver
 RNYSA President

Attachment "A"



B. Approve appointment of Michael Ehinger, Whittemore-Prescott Superintendent, to the Alternative Educational Academy board of trustees.

Michael R. Ehinger

Cell: 406-930-0834 * Email: Mike.Ehinger01@Gmail.com

LinkedIn: www.linkedin.com/in/Mike-Ehinger

Developing people-leaders with passion, purpose and impact.

I am developing next generation leadership skills in students, staff and school leaders, creating a sustainable organization that aligns efforts towards a shared vision of developing people who can contribute, compete and lead..

This is achieved by identifying and igniting their purpose, engaging individual passions, developing and expanding thinking skills, maximizing productivity, analyzing and refining impact and building it all on a foundation of whole person health to ensure sustainable living.

Ambitious vision for the growth and success of others, built by focusing on a series of small, focused, progressive steps. Taking people from where they are to where they can be.

Priorities

- Student Achievement
- Educational Leadership
- Solid relationships
- Trust and Transparency
- Fiscal Responsibility
- Family and Community Engagement
- Safe Learning Environment
- School Improvement

Qualities

- Track record of putting the best interests of students first as evidenced by raising student achievement and declining behavior issues
- Experience in building strong collaborative teams
- Transparent leadership style
- Promote growth of staff as evidenced in mentoring two staff through principal licensure and one to superintendent licensure
- Strong financial management skills as evidenced by the ability to finish each year under budget and build a savings balance year over year

Professional Experience Highlights

Chester Joplin Inverness Public School Superintendent (7/2022 - present)

- Led a significant turnaround in school culture, creating a strong, positive staff culture
- Demonstrated collaborative leadership and empowered others to make decisions
- Promoted the use of data in instructional decision making

- Managed Transportation, Special Education & 504 programs and Title I program
- Listened to staff, community and board which lead to spearheading their pursuit of a 4 day school week transition

Terry Public School Superintendent (7/2020 - 6/2022)

- Accomplished a number of major facility priorities as directed by the board including replacing a roof 15 years past due, refinishing the gym floor, major painting and catching up on back maintenance, in process of replacing the entire heating system of the high school building.
- Overhauled the budget process, creating tools that track historic trends and allow for better predictions of future expenses
- Demonstrated collaborative leadership and empowered others to make decisions
- Promoted the use of data in instructional decision making
- Managed Transportation, Special Education & 504 programs and Title I program
- Managed the transition and onboarding of the Board Chair and two new school board members

Glenburn Public Schools Superintendent (7/2019 - 7/2020)

- Significantly improved communication with the board, teachers and community through weekly updates, a Facebook group, monthly newsletters combined with high visibility in school and around town.
- Presently creating a mentoring program for principals. Hired a new elementary principal and have two staff interested in working their way into admin positions
- Crafted core values and district priorities after interviews with entire staff, board and some community members
- Improved Staff and Student Culture, strengthening teamwork and transparency
- Overhauled the budget process, creating tools that track historic trends and allow for better predictions of future expenses

Noxon Public Schools, Superintendent (07/2018 - 6/2019)

- Significantly improved Staff and Student Culture, inspiring teamwork, trust and significant levels of transparency
- Successfully managed a transition with a new board chair, new principal, new business manager and almost half of the elementary
- Orchestrated the smoothest negotiation cycle they have had in years
- Brought the district through the process of Strategic Planning

Reed Point Public Schools, Superintendent/Principal (6/2013 to 06/2018)

- Increased student achievement year over year by focusing on four things:
 1. Building strong relationships with staff and supporting their growth

2. Developed vision statement with staff and worked into everything
 3. Student centered decision making
 4. Developing a learning culture among students
- Developed the staff into a strong collaborative team and inspired trust
 - Created and funded summer robotics program through grants
 - Purchased staff housing and a school vehicle without raising taxes
 - Saved \$250,000 in four years by applying sound fiscal management principles
 - Maintained high morale while holding staff accountable for district achievement
 - Demonstrated collaborative leadership and empowered others to make decisions
 - Promoted the use of data in instructional decision making
 - Managed Transportation, Special Education & 504 programs and Title I program
 - Passed a Title I audit without issues
 - Implemented new curriculums: Eureka Math (5-12), Step Up to Writing (3-12) and Guided Reading (k-6)
 - Implemented Social Emotional programs: Conscious Discipline and Why Try

Lambert Public Schools, 7-12 Mathematics Instructor (8/2012 to 6/2013)

- Additional duties included Driver's Education Instructor, Math Counts Coach, Assistant Junior High Volleyball Coach
- Developed a unit that included history and math, titled "Archimedes and the Art of Ancient Warfare," that made math fun and interesting to 7th graders

Terry Public Schools, 7-12 Mathematics Instructor (8/2010 to 5/2012)

- Additional duties included Assistant Superintendent, Assistant Track Coach, Assistant Volleyball Coach, Academic Olympics, AP coordinator, Drivers Education Instructor, Math Meet Coach, and Computer Technician

Montana Digital Academy – 7-12 Science Academic Coach (1/2012 – 5/2013)

Accounting Operations Team Leader, Thomson Tax and Accounting (9/2005 to 10/12/2009)

- Managed Accounts Receivable and Order Entry teams, with responsibilities ranging from improving employee performance to consistently achieving each team's goals with respect to service, production and quality
- Created and implemented a Quality Assurance program
- Conducted regular meetings with both teams to set direction and priorities
- Served as a mentor for team members, providing regular performance related feedback in a manner that motivates while building a positive team environment

Senior Customer Service Representative, Thomson Reuters (7/2002 – 9/2005)

- Managed daily operations of the Customer Service call center by allocating staff to handle incoming calls and additional campaigns and various projects while maintaining service goals
- Mentored and coached other representatives which included the following:
- Produced and analyzed performance statistics with a focus on optimization
- Assisted in the creation and implementation of the Quality Assurance program

Customer Service Representative, Thomson Reuters (10/1999 – 7/2002)

- Resolved escalated customer issues while balancing our mission statement with the customer’s interest to reach a reasonable solution
- Created and developed the first interactive renewal calculator which handled all product lines and allowed for the reproduction of customized renewal invoices

Education and Licensure

Masters in Educational Leadership, Montana State University, Bozeman, GPA 4.0

MBA in Finance, University of Phoenix, 21 of 36 credits completed, GPA 3.5

Bachelors in General Science and Mathematics, Eastern Michigan University

MT Superintendent License; K-12 Principal License; Mathematics 5-12; Traffic Ed

Community Involvement

Member of the Chester Local Emergency Planning Committee

Board Member of the Chamber of Commerce

Board Member of the Bear Paw Special Education Cooperative

Member of the CJI Community Committee on Mental Health

Professional Development

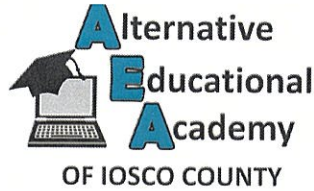
A Few Courses Attended

- | | |
|-------------------------------------|------------------------------|
| ★ Conscious Discipline | ★ Situational Leadership |
| ★ Power up, Speak Out | ★ Financial Management- |
| ★ Youth Mental Health First Aid | Fundamental Accounting |
| ★ ASCD Differentiated Instruction | Concepts |
| ★ Principles of Team Leading | ★ Mentoring – the Inside Out |
| ★ Hire Right: How to find, hire and | Advantage |
| keep talent | |

- ★ Managing and Motivating Difficult Employees
- ★ Outstanding Customer Service Training
- ★ Handling Emotions under Pressure
- ★ Moving from Conflict to Collaboration
- ★ Project Management

Selection of Some Books Read

- ★ Conscious Discipline
- ★ The Behavior Code: A Practical Guide to Understanding and Teaching the Most Challenging Students.
- ★ What Great Principals Do Differently
- ★ The One Thing: The Surprisingly Simple Truth Behind Extraordinary Results
- ★ Mindset, The New Psychology of Success: How we can Learn to Fulfill our Potential
- ★ Stepping Up: Leading the Charge to Improve our Schools
- ★ Breaking Ranks: The Comprehensive Framework for School Improvement
- ★ Breaking Ranks: A Field Guide for Leading Change
- ★ A Handbook for High Reliability Schools: The Next Step in School Reform
- ★ Good to Great: Why Some Companies Make the Leap...and Others Don't
- ★ How to Win Friends and Influence People



Application for Board of Education Membership

Name: Mike Ehinger

Home Address: 5057 Bordeaux Ln, Standish MI

Home Phone: _____

Cell Phone: 406-930-0834

Work Phone: 989-756-2500

Email: ehingerm@wpas.net

Preferred method(s) to be contacted: Home Phone Work Phone Cell Phone Email

Occupation: (if retired, please provide your career) Superintendent, Whittemore Prescott Schools

In which county do you reside? Arenac How long have you lived in that county? 3 weeks

Board Members may not be employed by Iosco RESA. Are any of your immediate family members currently employed by Iosco RESA? YES NO If yes, please list name here: Debi Mooney

Potential skill set includes, but is not limited to:

- Ability to articulate your ideas and concerns
- Comfortable speaking in public
- Self-motivated
- Analytical thinking
- Customer Service
- Comfortable using technology
- Knowledge of educational institutions

Before submitting your application, consider attaching a brief letter indicating the following:

- Why are you applying for the Alternative Educational Academy of Iosco County Board of Education?
- How do you believe your appointment would benefit the PSA?
- Describe your involvement in the community on a board/commission or in another volunteer capacity.
- Any other helpful information relevant to your application.

Optional: Attach a resume. While it is not required, it is helpful in the recruitment process. Candidates will be contacted to confirm the time & location of an interview with the current board.

The applicant acknowledges that Iosco RESA may be required from time to time to release records in its possession. The applicant hereby gives permission to Iosco RESA to release any records or materials received by Iosco RESA from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Signature

7/17/2023

Date

Please return your application, letter, and optional resume to Rena' Foster, 27 North Rempert Rd., Tawas City, MI 48763 or rfoster@ioscoresa.net. If you have any questions, please feel free to contact our office at (989) 362-3006. Again, thank you for your interest!

C. Approve a contract with Toni Prickett of Region Insights for Cognitive Coaching Foundation Seminar in the amount of \$31,468 plus \$48.40 per participant for a Learning Guide. Local Districts will pay part of the cost for their participating administrators.

Region Insights

Consultant
Toni Prickett

2801 Riverbirch
Hutchinson, KS
67502

Phone: 620.899.0658
Fax: 620.663.4372

tonip@regioninsights.com

for it is in that region,
between the stimulus and the response,
that meaning is privately constructed

Contract for Cognitive CoachingSM

Toni Prickett has agreed to conduct the eight-day Cognitive Coaching Foundation Seminar[®] for C.O.O.R. Intermediate School District, Roscommon, MI, on the following dates: October 2-3, 2023; November 20-21, 2023; March 12-13, 2024; and April 29-30, 2024. The presentation fee listed below is fixed. Other expenses listed are estimates. In addition to these expenses, C.O.O.R. Intermediate School District agrees to provide the training location, trainer & participant supplies, and (1) Learning Guide for each participant (current cost is \$48.40 per participant including shipping).

Facilitation Fee (8 days @ \$3,000/day)	\$24,000.00
Airfare (est 4 trips to TVC @ \$750/trip)	\$ 3,000.00
Airport Parking (16 days @ \$16/day)	\$ 256.00
Mileage to/fr airpt (4 trp@100 mi rdtrp@\$.655/mi)	\$ 262.00
Hotel (est 12 nights @ \$200/night)	\$ 2,400.00
Rental Car Expense (est 4 trips @ \$500/trip)	\$ 2,000.00
Fuel for Rental Car (est 4 trips)	\$ 150.00
Meals (est 16 days @ \$25/day)	\$ 400.00

Total (Estimated) Contract Amount

\$31,468.00

Consultant

Toni Prickett

Title: Owner, Region Insights

Client

Title

Please sign and return a copy to:
Region Insights, 2801 Riverbirch Road, Hutchinson, Kansas 67502
EIN: 26-1749359

D. Approve contract with Cindy Hunt
for Student Support Network
Committee training in the amount of
\$61,200 from 31n funds

71

COOR ISD SSN 2023-2024 Design and Development

Proposal and Information

Student Support Network ISD System Development and Design: Year 1 Exploration

Dates of services for this contract: 10/1/23- 6/30/24

Components:

Student Support Network Regional Tema (with LEA representation) Development and Design

- 9 Monthly 3 hour-Workshop Team Meetings (October 2023- June 2024)

31 N Team Behavioral Team Meeting

- 9 Monthly 3 hour-Workshop Team Meetings (October 2023- June 2024)

Leadership & System Coaching (Katie Fueling and 31N Leader)

- 1 hr bi weekly virtual coaching sessions per person- combined or individual
 - (15 Sessions Oct-June 2023)

PCM Leadership Training with Leadership Profiles -ISD and LEA Leaders

- 2 Training Days

PCM Communication Training with Personal Profiles- SSN Regional Team

- 2 Training Days

Communication Coaching and Support

- Monthly Virtual Support (Monthly Oct- June)

Proposed Participants: ISD Senior Leadership, Student Support Consultants, LEA representatives

Trainer/Presenter: Cindy Hunt,BS Design and Environmental Analysis, MA Instruction and Curriculum, Systems Implementation Specialist, Nationally Certified PCM Trainer, Dropout Prevention Specialist

Client Responsibility: Meeting room, microphone/sound system, projector and screen, tech platform and support, printing, food and beverages when appropriate.

Investment:

Services	Trainer Fee Inclusive of Travel	Material Fee/Notes
<p>Regional Behavioral Monthly Team Learning Workshop <i>(Customized Professional Learning)</i></p> <p><i>Inclusive of pre and post meeting and collaboration with ISD lead, research, prep, customized material development, travel.</i></p>	<p>\$2400 (0-3 hours on site)</p> <p>October- June 9 Sessions Total \$21,600</p>	<p>Not Applicable</p> <p>All materials created will be property of COOR</p> <p>All handouts and reference guides to be printed by ISD</p>
<p>31N Team Meeting Support <i>(Customized Professional Learning)</i></p> <p><i>Inclusive of pre and post meeting and collaboration with ISD lead, research, prep, customized material development, travel.</i></p>	<p>\$2400 (0-3 hours on site)</p> <p>October- June 9 Sessions Total \$21,600</p>	<p>Not Applicable</p> <p>All materials created will be property of COOR</p> <p>All handouts and reference guides to be printed by ISD</p>
<p>Leadership and System Coaching Katie Fueling 31N Coordinator</p> <p><i>50 min virtual coaching Bi Weekly</i></p>	<p>\$200 per hour 15 Session Annual Package October- June Coaching Fee \$3000 Per Person</p> <p>Total Fee 2 People \$6000</p>	<p>Not Applicable</p>
<p>PCM Leadership Training with Leadership Profile- for ISD and LEA Leaders developing behavioral skills to support change and navigate distress caused by change for ISD/LEA staff.</p>	<p>2 Day On site PCM Leadership Training</p> <p>Training Fee: \$3000 per day</p> <p>Total Training Fee: \$6000</p>	<p>Material Fee: \$325 per person # of people TBD</p>
<p>PCM Communication Training with Personal Profiles- for SSN Regional Team to support effective communication across the region about the SSN model. Supports collaborative team culture.</p>	<p>2 Day On site PCM Communication Training</p> <p>Training Fee: \$3000 per day</p> <p>Total Training Fee: \$6000</p>	<p>Material Fee: \$325 per person # of people TBD</p>

Year 1 SSN System Design Exploration Implementation Stage <i>To develop an improved, effective, collaborative, responsive regional SSN System that supports LEA teaching staff to mitigate disruptive student behavior.</i>	Year 1 Investment \$61,200	Materials: TBD \$325 Per person participating PCM training
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***Pricing is valid for services with a signed proposal by 09/10/2023.**

- Monthly Invoices will be generated reflecting the services provided to COOR ISD.
- Tech platform provided by client.
- Dates of workshops and coaching may be changed at no cost with 2 week notice.
- PCM Material Fee is non refundable once the online survey has been taken.

Superintendent Shawn Petri COOR ISD

Date

CH Consulting Communication- Cindy Hunt
7790 Bay Meadows Dr
Harbor Springs, MI 49740
231-881-0555
cindyhuntpcm@gmail.com

Date

E. Approve an agreement with the Michigan Purchasing Card Consortium, Inc. and the implementation of a credit card purchasing system for COOR ISD administrators

75

**COOR INTERMEDIATE SCHOOL DISTRICT
CARDHOLDER AGREEMENT**

I, _____ (print employee name), as the Cardholder, agree to the following conditions regarding my use of the “COOR ISD” Purchasing Card:

1. I agree to use the Purchasing Card only for authorized purchases and in an appropriate manner, as defined in COOR ISD Purchasing Card Policy.
2. I understand that by using the Purchasing Card, I will be making financial commitments on behalf of COOR ISD and that COOR ISD will be liable for all charges made with the Purchasing Card.
3. I will strive to obtain the best value for the COOR ISD when purchasing merchandise and/or services with the Purchasing Card.
4. I understand that should I make an unauthorized purchase with the Purchasing Card or use the Purchasing Card in an inappropriate manner, I will be subject to disciplinary action consistent with law for the unauthorized use of a Purchasing Card, and those defined in the Purchasing Card Policy.
5. I understand COOR ISD will monitor and audit my use of the Purchasing Card.
6. I agree to return the Purchasing Card to my Department Head at COOR ISD as defined in the Purchasing Card Policy and Procedures immediately upon the request of my Department Head, Administrator or designee, or my transfer to a different department, or termination of my employment at COOR ISD.
7. I agree the Purchasing Card should be treated with a level of care that will reasonably secure the card and account number. I understand the only person entitled to use the Purchasing Card is the person whose name appears on the face of the card.
8. If a Purchasing Card is lost, stolen or damaged, I will notify the issuing bank/company immediately at (800) 361-3361, and agree to notify the COOR ISD Administrator or designee the same or next business day after reporting the incident to the issuing bank/company.
9. I have received a copy of the COOR ISD Purchasing Card Policy and will abide by all the requirements set forth in said document.
10. I agree to submit documentation regarding purchases to my Department Head or designee on a timely basis, in accordance with procedures established by the COOR ISD Administrator.

11. I understand COOR ISD, as a governmental agency, is exempt from sales tax and will so advise vendors when using the Purchasing Card, that the Purchasing Card transaction should be tax exempt. The COOR ISD federal ID number is: 38-1791360. (A sales and use tax certificate is available in the Business office if needed).
12. I understand that if documentation supporting Purchasing Card transactions is not submitted within the required time frame or fails to comply with the requirements as prescribed by the Purchasing Card Policy and Procedures, I could be subject to disciplinary action.
13. I understand that purchases must be reconciled on the last day of each month.
14. I understand that monthly reconciliation must be submitted with all supporting documentation to the finance department by the 5th of every proceeding month.
15. I understand that current purchasing and conference requests will be followed when using the Purchasing Card.

My signature below indicates that I have read this agreement, understand it and agree to be bound by it and any subsequent amendments or addenda, for as long as I am a Purchasing Cardholder at COOR ISD.

Employee Signature

Date _____

I, (Department Head-name printed) _____, authorize the above employee to utilize the "COOR ISD" Purchasing Card for purchases related to this department. I have discussed all terms and conditions of this Cardholder Agreement with the above employee.

Department Head Signature

Approved By:

Finance Director

Innovative.
Integrated.
Intuitive.

BMO Spend Dynamics™



Welcome to BMO Spend Dynamics™, a robust and user-friendly tool designed to help you manage your corporate card program more easily. It offers full visibility and control over your company's spend, plus, its comprehensive reporting helps improve business decisions, optimize spend policies and reduce risk.

User-friendly interface and built-in support

The intuitive navigation provides an easy user experience. Several prompts and help wizards are embedded for additional assistance.

Online and mobile access

You no longer need paper statements, as current data, plus at least 12 months of historical monthly statements and transaction data, may be viewed online from any web-enabled device, including mobile devices.

Flexible configuration and proactive alerts

You can select features that suit the needs and preferences of your users and corporate card program. You can also select automated alerts to notify users of new information requiring their attention.

Self-serve, comprehensive reporting

Choose from a variety of filter menus, and drill-up or drill-down capabilities to create analyses and reports based on the data and level of detail that you need.

Seamless integration with added controls

BMO Spend Dynamics is designed to effectively integrate with all major finance systems such as Money® and Quicken®. It also provides several optional controls so you can manage how and when data is extracted.

Ongoing enhancements

Benefit from continued investment in new capabilities. BMO Spend Dynamics is kept up-to-date through a series of functionality upgrades each year.

BMO  **Financial Group**

We're here to help.™

® BMO (m-bar roundel symbol) is a registered trademark of Bank of Montreal.
™/® Trademarks of Bank of Montreal



BMO Spend Dynamics™

Welcome to BMO Spend Dynamics, the new online card program management and reporting tool. Easy-to-use and highly configurable, BMO Spend Dynamics offers you full visibility and control into your organization's spend, while efficient and streamlined program administration helps save you time and money.

Easy-to-use with built-in flexibility:

- BMO Spend Dynamic's user-centric design provides a crisp clean user interface and intuitive navigation and can be accessed by any web-enabled device
- Employees can view statements online, including accessing their most recent statement right from the home page
- Employees can personalize their own interface by configuring local settings such as language, country and email preferences
- Administrators can easily generate enterprise-wide communications with custom content on the home page, notifications and alerts

Spend visibility and control

Reporting

- Robust reporting capabilities provide you with full visibility into your organization's spend data with multiple filters and drill-up and down capabilities to create analysis and reports
- Build your own templates to get exactly the data you need for your business, ready when you want it
- Use data extract management to export the information you need right onto your own computer or directly into your ERP system in convenient PDF or CSV formats

Card and employee limits

- Set up controls for your employees for access to information and functionality in Spend Dynamics, as well as card limits such as transaction limits, cash advances, geography and Merchant Category Code blocking

Efficient, streamlined program administration

Program Administration

- Straightforward processes make program administration quick and easy
- Upload files for requests such as new cards, new employees, and changes in your company hierarchy, currency and mileage rates
- Self-serve options such as password resets reduce administrator involvement and save time

Expense management

- Manage expense reports while ensuring data accuracy with uploaded receipt images and integrated Google maps™ technology for mileage calculations
- Set up workflow and approval rules to help ensure compliance to your business rules

Audit

- All card program management activities provide an easy audit trail to track changes as well as audit tracking reports

Ongoing enhancements

With BMO Spend Dynamics, you will have full visibility and control into your organizations spend. Plus, Spend Dynamics provides regular enhancements to keep your program up-to-date.

To learn more

Contact your BMO Treasury & Payment Solutions Sales Representative

Let's connect

 bmo.tps@bmo.com (Canada and U.S.)

 bmo.com/cashmanagement

 bmoharris.com/treasuryandpayment



We're here to help.™



Michigan Purchasing Card Consortium

The Michigan Purchasing Card Consortium (“MPCC”) is a cost-free payment mechanism that reduces the typical requisition process and related costs associated with purchasing materials and services. The base of the program, which is a special type of credit card, streamlines the purchase of supplies, furniture, construction materials, utilities and much more, saving staff time and money for your entity.

Benefits

- NO COST
- Rebates on 100% of dollars spent
- Reduced check writing cost
- Expedited payment to vendor (24-48 hours)
- Reduced paperwork for requisitions, purchase orders and invoices
- With five cards or more, you receive employee misuse insurance of \$100,000 per cardholder; with two to four cards, \$25,000 per cardholder under Mastercard’s MasterCoverage
- \$0 liability for lost or stolen cards
- Quick startup – program implemented 6 to 8 weeks from the receipt of application
- All schools are eligible

Cash Rebates

Participants in the MPCC receive cash rebates on their purchases if the aggregate annual spend on the card equals or exceeds \$100,000. The more items purchased using the card, the greater the rebate percentage. Rebates are calculated on 100% of aggregate spending on the P-Card. All purchases are eligible for the rebate.

Lower Costs, Improved Technology and Access

The premier web-based management technology solution **Spend Dynamics** streamlines administrative functions and provides online access to all cardholders 24/7/365. It features multi-level access where your entity’s administrators can setup permission levels for each user. It allows



users to view/modify transactions, run and view over 85 standard and custom reports, and export report data. Online access to information on all transactions is available within 24 to 48 hours of a purchase.

MPCC and PFM Added Value

- Sample Policies and Procedures Manual
- Additional support to program administration through presentations and webinars
- Monthly spend reports with projected annual spend and rebate, plus next level spend and expected rebate
- Quarterly newsletter
- Targeted mailings throughout the year to highlight best practices which will help maximize the value of your program

Why Choose MPCC and PFM?

We believe our commitment to exceptional customer service and support of our clients, sets us apart from other financial institutions. We continually work with our clients to help them maximize the value of their programs to not only reduce operating costs but also to generate an annual revenue stream.

For More Information

You can join the hundreds of clients who now pay for goods and services using our program. If you're ready to start reducing costs and earning a rebate for this year's purchases, please contact us today by visiting <http://msbo.org/michigan-purchasing-card-consortium> email us at pcardteam@pfmam.com or call 800-356-5148.

Beth Smith

Senior Managing Consultant
PFM P-Card Team
P:631.542.5315
smithb@pfmam.com

Kelly Smaldone

Senior Managing Consultant
PFM P-Card Team
P:631.542.5311
smaldone@pfmam.com

Brain Quinn

Managing Director
PFM Asset Management LLC
P:734.794.2520
quinnb@pfmam.com

PFM is the marketing name for a group of affiliated companies providing a range of services. All services are provided through separate agreements with each company. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation. Payment Solutions services are provided through PFM Financial Services LLC. For more information regarding PFM's services or entities, please visit www.pfm.com



Michigan Association of
Superintendents & Administrators

PURCHASING CARD PROGRAM AGREEMENT

THIS PURCHASING CARD PROGRAM AGREEMENT (“Agreement”) is made this 13th day of September, 2023 (the “Effective Date”) by and between the MICHIGAN PURCHASING CARD CONSORTIUM, INC., a Michigan corporation whose address for purposes of this Agreement is 1001 Centennial Way, Suite 200, Lansing, Michigan 48917-9279 (the “Association”) and COOR INTERMEDIATE SCHOOL DISTRICT whose address is 11051 N CUT RD ROSCOMMON, Michigan 48653 (the “Member” and collectively with other Members, the “Members”).

WHEREAS, the Association and PFM Financial Services LLC, a limited liability company duly formed and existing under the laws of the State of Delaware (“PFM”) have entered into a certain Marketing Referral Agreement (the “Marketing Agreement”) in order to develop and implement a Purchasing Card Program for the benefit of the Association and the Members, whereby each Member must apply for and be issued commercial cards by BMO Harris Bank, a national banking association (“the Bank”) for purposes of purchasing goods and services from any merchant that accepts such commercial cards (the “Program”); and WHEREAS, pursuant to the Marketing Agreement, the Association shall receive royalties from PFM based upon the annual charge volume achieved by all Members (the “Royalty”); and

WHEREAS, pursuant to this Agreement, the Association shall annually disburse a portion of the Royalty to the Members (the “Rebate”); and

WHEREAS, the Member desires to participate in the Program pursuant to the terms and conditions of this Agreement and the terms and conditions of a certain Commercial Card Agreement between the Member and the Bank of even date herewith (the “Card Agreement”).

THEREFORE, for valuable consideration received, the parties agree as follows:

1. **Member Responsibilities.** The Member shall abide by and adhere to the terms and conditions of the Card Agreement. The Member is solely responsible for its payment and performance obligations under the Card Agreement and acknowledges that the Association is not liable or responsible for any payment or performance obligations of the Member under to the Card Agreement. The Member shall provide written notice to the Association if the Card Agreement is terminated for any reason.
2. **Association Responsibilities.** The Association, at its sole discretion, shall receive and administer the Royalty. The Association reserves the right, at its sole discretion, to terminate the Program and the Marketing Agreement. The Association shall provide written notice to the Member if the Marketing Agreement is terminated for any reason.
3. **Rebate.** The Association shall determine the amount of the Rebate, if any, and the timing of its annual disbursement. In order for the Member to receive the Rebate, the Marketing Agreement and the Card Agreement must be in force on the date the Rebate is disbursed to the Member.

4. Term. This Agreement shall commence on the Effective Date and shall remain in force until such time as either the Card Agreement or the Marketing Agreement are terminated. This Agreement shall terminate without action of either party as of the earlier of the date either the Card Agreement or the Marketing Agreement is terminated.

5. Relationship of Parties. The parties are acting as independent contractors and independent employers. Nothing contained in this Agreement shall create or be construed as creating a partnership, joint venture or agency relationship between the parties and no party shall have the authority to bind the other in any respect.

6. Limited Liability. The Association's liability arising from or relating to this Agreement and the Program shall be limited to actual damages and shall be further limited to the amount of the annual Rebate payable to the Member. The Association shall not be liable for any special, indirect, consequential, punitive or exemplary damages.

7. Indemnification. To the extent allowed by law, the Member shall defend, indemnify and hold harmless the Association its successors, assigns, officers, employees and directors from and against any and all claims, counter-claims, suits, debts, demands, actions, judgments, liens, liabilities, costs, expenses, including reasonable attorneys fees and actual expert witness fees, arising out of or in connection with the acts and omission of the Member and its employees, officers and agents arising from or relating to the Program, the Card Agreement and any violation of any of the terms of this Agreement.

8. Miscellaneous Provisions. This Agreement contains all of the agreements of the parties and cannot be amended or modified except by a written agreement signed by both parties. Member may not assign this Agreement without the prior written consent of the Association. The failure of either party to enforce any covenant or condition of this Agreement shall not be deemed a waiver thereof or of the right of either party to enforce each and every covenant and condition of this Agreement. The provision of Sections 1, 6 and 7 shall survive the termination of this Agreement. No provision of this Agreement shall be deemed to have been waived unless such waiver be in writing. The covenants, conditions and agreements contained in this Agreement shall bind and inure to the benefit of the parties and their respective successors and permitted assigns. The unenforceability, invalidity, or illegality of any provision shall not render the other provisions unenforceable, illegal, or invalid. This Agreement shall be construed and interpreted in accordance with the laws of the State of Michigan.

WHEREFORE, the parties have executed this Agreement as of the date first set forth above.

ASSOCIATION:

MICHIGAN PURCHASING CARD CONSORTIUM, INC., a Michigan corporation

By: _____

Its: _____

MEMBER:

C.O.O.R. Intermediate School District

By: _____

Shawn C. Petri

Its: Superintendent

F. Approve Administrative Guidelines for sections 4000 & 5000; District Employment Procedures & Forms, Student Curriculum and Academic Matters Procedures & Forms. (linked below)

G. New Hire & Contract Renewal:

- Ratify a contract with Michelle Culton-Ekstrom, Behavioral Health Coordinator, for 205 days through June 30, 2024.
- Renew contract with Rebecca Seelow, Instructional Technology Specialist, for up to 10 days retroactively from July 1, 2023 through June 30, 2024.
- Approve the hiring of Jennifer Hart, Early Childhood Special Education Teacher as part of the CEA, (BA step 1 - Talent Together)

8. Resolution

Adopt the resolution to approve ballot language for the special election to be held either on Tuesday, February 27, 2024 or Tuesday, March 12, 2024, as designated by law.

C.O.O.R. Intermediate School District, Michigan (the “Intermediate School District”)

A regular meeting of the board of education of the Intermediate School District (the “Board”) was held in the _____, within the boundaries of the Intermediate School District, on the 13th day of September, 2023, at _____ o’clock in the __.m. (the “Meeting”).

The Meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. This Board intends to submit a proposition at a special election to be held on the 2024 Michigan presidential primary election date, which will be either Tuesday, February 27, 2024 (the “February Primary Date”) or Tuesday, March 12, 2024 (the “March Primary Date”), as designated by law.

2. By 4:00 p.m. on Tuesday, December 5, 2023, the Board shall certify any ballot proposition to be submitted to the voters at such election to the election coordinator or coordinators designated to conduct elections within the Intermediate School District (the “Election Coordinator”).

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A special election of the electors of the Intermediate School District be called and held on either Tuesday, February 27, 2024 or Tuesday, March 12, 2024, whichever date is designated by law as the election date for the 2024 Michigan presidential primary.

2. The proposition to be voted on at the special election shall be stated on the ballots in substantially the form as set forth in Exhibit A.

3. The Election Coordinator is requested to:

a. Utilize _____, a newspaper published or of general circulation within the Intermediate School District, for publication of notices in accordance with the election law requirements.

b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in substantially the form as set forth in Exhibit B attached hereto.

c. Provide a proof copy of the ballot to the Intermediate School District and its legal counsel in sufficient time to allow the ballot to be proofread prior to printing.

4. The Secretary of this Board is hereby authorized and directed to file a copy of this resolution with the Election Coordinator and with any Election Clerk or clerks designated to conduct elections within the Intermediate School District by 4:00 p.m., on Tuesday, December 5, 2023, or by the filing deadline for the March Primary Date, if applicable.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of C.O.O.R. Intermediate School District, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

CJI/keh

EXHIBIT A

**C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
AREA CAREER AND TECHNICAL EDUCATION PROPOSAL**

Shall C.O.O.R. Intermediate School District, Michigan, come under sections 681 to 690 of the Revised School Code, as amended, and establish an area career and technical education program, which is designed to encourage the operation of area career and technical education programs, if the annual property tax levied for this purpose is limited to 1 mill (\$1.00 on each \$1,000 of taxable valuation) for a period of 10 years, 2024 to 2033, inclusive; the estimate of the revenue the intermediate school district will collect if the millage is approved and levied in 2024 is approximately \$3,907,442 from local property taxes authorized herein?

EXHIBIT B

**SUMMARY OF BALLOT PROPOSITION TO BE INSERTED IN THE
NOTICES OF LAST DAY OF REGISTRATION AND ELECTION:**

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
AREA CAREER AND TECHNICAL EDUCATION PROPOSAL
1 MILL FOR 10 YEARS

Full text of the ballot proposition may be obtained at the administrative offices of C.O.O.R. Intermediate School District, 11051 North Cut Road, Roscommon, Michigan 48653, telephone: (989) 275-9555.

**C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
STATE OF MICHIGAN**

**CALENDAR FOR SPECIAL ELECTION ON
FEBRUARY 27, 2024¹**

1. **Wednesday, September 13, 2023** - Board of Education regular meeting to adopt the resolution calling the election.
2. **On or before 4:00 p.m. on Tuesday, December 5, 2023** - Forward ballot wording and resolution to Election Coordinator. **Failure to timely file a certified copy of ballot language may jeopardize the School District's ability to place the question on the ballot.**
3. **On or before Saturday, January 13, 2024** - Absent voter ballots must be available to be sent to voters serving in the military or living overseas. Absent voter ballots must be available by **Thursday, January 18, 2024** to be sent to members of the general public.
4. **On or before Monday, January 29, 2024** - Registration notice must be published by the Election Coordinator once in a newspaper of general circulation in the School District.
5. **Monday, February 12, 2024** - Last day for voters to register by mail. Voters may register **in person** through **Tuesday, February 27, 2024** (election day) with the required documentation.
6. **On or before Tuesday, February 20, 2024** - Election notice must be published by the Election Coordinator once in a newspaper of general circulation in the School District.
7. Election clerk offices must be open for at least 8 hours on the last Saturday (**February 24, 2024**) and/or Sunday (**February 25, 2024**) before the election to issue and receive absent voter ballots. The election clerk must post notice of those date(s) and time(s) at least 30 days before the election.
8. **Tuesday, February 27, 2024** - The polls of election will open at 7:00 a.m. and close at 8:00 p.m.

¹ Please note that the Presidential Primary Election date is not yet certain, and will not be until late November 2023. We are presuming the earlier of the two possible dates for that election; however the actual date may shift to March 12, 2024. If shifted, items 2-8 above will change.

CAMPAIGN FINANCE ACT – FREQUENTLY ASKED QUESTIONS

Section 57 of the Michigan Campaign Finance Act, Public Act 388 of 1976, MCL 169.257, governs the activities of public bodies (e.g., school districts, public school academies, and intermediate school districts), elected or appointed public officials, and individuals acting for or employed by public bodies by limiting the ways in which public funds or public resources may be used to support or oppose a candidate or ballot question. Below are common questions concerning Section 57 and Michigan Election Law.

The answers are of a general nature. This information is not intended to provide legal advice or an opinion about specific matters, facts, or situations. Future legal developments may affect these topics. The reader is encouraged to contact legal counsel to discuss specific matters or issues as they arise.

GENERAL OVERVIEW

The Michigan Secretary of State's ("SOS") Compliance and Rules Division is responsible for the interpretation, application, and enforcement of Section 57. Investigations usually occur after a complaint is filed. Penalties may include a warning letter, substantial fines imposed on individuals or the public body, and/or misdemeanor charges.

1. SCHOOL DISTRICT ACTIVITIES/EXPENDITURE OF PUBLIC FUNDS

1.1. Are school districts authorized to spend public funds or use public resources to advocate passage or defeat of a proposition?

No. Section 57 expressly prohibits a public body or individual acting for a public body from using or authorizing the use of funds, personnel, office space, computer hardware or software, property, stationery, postage, vehicles, equipment, supplies, or other public resources that constitute a "contribution" or "expenditure" as defined by Michigan law or to provide volunteer personal services to support or oppose a candidate or ballot question.

1.2. What is a "contribution" or "expenditure" under Michigan Election Law?

"Contribution" means a payment, gift, subscription, assessment, expenditure, contract, payment for services, dues, advance, forbearance, loan, donation of money or anything of ascertainable monetary value, or a transfer of anything of ascertainable monetary value to a person, *made for the purpose of influencing* the nomination or election of a candidate, for the qualification, passage, or defeat of a ballot question, or for the qualification of a new political party.

"Expenditure" means a payment, donation, loan, or promise of payment of money or anything of ascertainable monetary value for goods, materials, services, or facilities in assistance of, or in opposition to, the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

1.3. What are some examples of expenditures?

- A contribution of anything of ascertainable monetary value *for purposes of influencing* the qualification, passage, or defeat of a ballot question.
- Voter registration or get-out-the-vote activities unless the activity is non-partisan voter registration or non-partisan get-out-the-vote activities made by a 501(c)(3) organization or by the SOS or other registration officials.

1.4. What is meant by "for the purposes of influencing" the passage or defeat of a ballot question? Aren't all activities influential in some way?

Relying on the U.S. Supreme Court's interpretation of federal campaign finance laws, the SOS defines the term "influencing" by using an "express advocacy" standard. When applying the "express advocacy" test to communications produced with public funds or public resources, the SOS reviews the communication within the four corners and, in certain circumstances, will look behind the creation or production of the communication to determine if there has been a violation. The SOS has concluded that the following terms violate the express advocacy test:

- “Vote For” or “Vote Against”
- “Elect” or “Defeat”
- “Support the Continuation of”
- “Support” or “Oppose”
- “Vote Yes” or “Vote No”

1.5. What types of activities are permitted under Section 57?

Section 57(1)(a)-(f) outline *exceptions* to the general rule prohibiting public funds or public resources from being used to influence a ballot question or candidate. The SOS has interpreted these permitted activities as being limited in nature. Below are those exceptions.

- (a) The expression of views by an elected or appointed public official who has policy-making responsibilities.
- (b) The production or dissemination of factual information concerning issues relevant to the function of the public body.
- (c) The production or dissemination of debates, interviews, commentary, or information by a broadcasting station, newspaper, magazine, or other periodical or publication in the regular course of broadcasting or publication.
- (d) The use of a public facility owned or leased by, or on behalf of, a public body if any candidate or committee has an equal opportunity to use the public facility.
- (e) The use of a public facility owned or leased by, or on behalf of, a public body if that facility is primarily used as a family dwelling and is not used to conduct a fundraising event.
- (f) An elected or appointed public official or an employee of a public body who, when not acting for a public body but is on his or her own personal time, is expressing his or her personal views, is expending his or her own personal funds, or is providing his or her own personal volunteer services.

Additional information pertaining to permitted activities can be found under “**School Employee Activities**” and “**School District’s Relationship with Advocacy Committees**” below.

1.6. May the board adopt a resolution expressing its support for a ballot proposition and encourage its voters to vote “yes”?

Yes. A governing body may adopt a resolution supporting a proposition under Section 57(1)(a) above. However, the SOS determined that the governing body may only publicize that board action through the ordinary means that it publicizes other board actions, such as recording the action in its meeting minutes, posting the minutes on its website, or publishing copies of the meeting minutes *in its customary fashion*. Using public resources to distribute or publicize the resolution beyond its customary fashion of disseminating the resolution would result in a violation.

1.7. What about the Superintendent? He or she is an appointed public official. Is the Superintendent authorized to express his or her viewpoint during the school day and/or use public resources to disseminate that viewpoint?

This is a tricky issue, and the answer depends upon the specific circumstances. When a Superintendent is on his or her free time and not serving in any official capacity, the Superintendent may express any viewpoint about the proposition, so long as he or she does not use public resources to do so. However, when acting in an official capacity, the standard in Section 57 depends upon whether the Superintendent has policy-making responsibilities. Whether the Superintendent has such responsibilities depends upon the Superintendent’s job description, relevant board policies and practices, and day-to-day functions. The Superintendent may always, however, communicate factual information about a ballot question that is relevant to the district. Relying upon the SOS’s Interpretative Statement referenced above, we believe it is highly likely that the SOS would conclude that public resources may not be used to broadly disseminate the Superintendent’s viewpoint

regardless of whether the Superintendent is a true policy maker. Accordingly, when in doubt, we recommend that the Superintendent, when acting in his or her official capacity, convey compelling factual information and allow the elected board members to advocate for the proposition.

1.8. Is the school district authorized to use its general fund monies or other public resources to disseminate flyers or other publications to its community about an upcoming proposition?

Yes, but with limitations. The school district is authorized to use its resources to produce and disseminate *factual information* concerning issues *relevant to the function of the public body*. School districts should avoid language that could be construed as opinion or not factual in nature and should avoid any language that could be interpreted as “express advocacy.” Although the SOS has not issued an interpretative statement on this distinction, Thrun Law Firm recommends that material contain only factual information to stay within the clear parameters of this exemption to avoid a potential complaint.

Of course, information can be both compelling *and* factual. Examples of permitted, compelling factual statements follow:

Example 1: “Alexander Elementary School’s roof was last replaced in 1990. According to the school district’s architect, the structural integrity of the roof is failing and failure to replace the roof will continue to cause significant deterioration of the interior walls, windows, and fascia. Unless the roof is replaced, the building’s integrity will eventually fail. The proposed roof system has a useful life of 20+ years and will also result in projected energy savings.”

Example 2: “The current entryways to all of our school buildings lack any type of security access points or systems that provide physical security for our buildings. The proposed security system will cover the three “D’s” of physical security: Discern, Delay and Disrupt. Discern means... .”

Example 3: “The Board of Education’s academic goal is to implement one-to-one technology in the school district by July 1, 2023.” “One-to-one technology means... .” “Classroom and instructional technology will allow students to... .” “Current research regarding the types of future work skills necessary for today’s students require... .” “The technology in this bond issue will provide opportunities for students to develop those skills because... .”

1.9. May flyers and other information be sent home in students’ backpacks or distributed at school-sponsored events?

Yes, if the school district’s flyers contain only factual information. If the materials are from a third party other than the school district (i.e., “vote yes” committee or an individual), check board policy regarding distribution of literature at school or school-sponsored events to determine if a third party’s distribution of materials is compliant. If the policy is silent or ambiguous, contact legal counsel for advice.

1.10. We regularly publish a monthly newsletter to our community. May the newsletter include a column from the Superintendent or board president asking voters to support the proposition?

Again, this is a tricky issue which has not been addressed by the SOS in any recent Interpretative Statement. The exception in Section 57(1)(c) allows the production or dissemination of debates, interviews, commentary, or information by a periodical or publication in the regular course of broadcasting or publication. On its face, exception Section 57(1)(c) seems to apply; however, it is unclear how the SOS may rule if a complaint is filed given the SOS’s recent interpretation of Section 57(1)(a) prohibiting the use of public resources to widely disseminate a viewpoint. Until clear direction is given by the SOS, we recommend that a school district consider a column that does not expressly advocate support or contain a “vote yes” message but, instead, provides compelling factual information and encourages residents to vote.

1.11. Are there identification requirements for literature, brochures, or other materials that the school district produces and disseminates?

Yes, in certain circumstances. According to the SOS’s Ballot Question Manual, Appendix J, the phrase “paid for by” followed by the name, address and zip code must be included in certain materials listed below **if circulated within 60 days before a November even-year election or 30 days before a primary election in**

which the question appears on the ballot. Example: “Paid for by ABC Schools, 100 Learners Avenue, Small City, Michigan 50001.” The types of materials are:

- Radio, television, mass mailing (U.S. mail or facsimile of more than 500 pieces of identical or substantially similar communications within any 30-day period), or pre-recorded telephone messages
- Printed matter such as yard signs, brochures, billboards, posters, business cards, or stationery
- Paid advertisements – the advertisement must contain an identifier that is clear to the reader or listener and that includes this specific wording: “This advertisement was paid for by ABC Schools, 100 Learners Avenue, Small City, Michigan 50001”.

The Ballot Question Manual also provides other points to consider:

- Electronic media such as web sites, Facebook, Twitter, etc., are not specifically exempt from the identifier requirements.
- An individual is not subject to the identification requirement provision as it relates to printed matter only if the individual is acting independently and not acting as an agent for the school district or a “vote yes” or “vote no” organization.
- The identification or disclaimer on printed material must be in a place and in a print clearly visible to and readable by an observer.

1.12. We have a home basketball game the weekend before the election date. Is the school district allowed to have a booth at the game with factual information about the proposition and run by parent volunteers?

Yes. If a “vote yes” or “vote no” group requests a similar booth, the school district must review its board policies regarding distribution of political literature at school-sponsored events. We recommend that you seek legal counsel if the policy is unclear or requires discretionary judgment by the Superintendent. Any decision may inadvertently impact the school district’s ability in the future to have a limited open forum or closed forum at school.

1.13. I am a high school Government teacher. May I have the students debate the merits of the proposition in class as an academic exercise?

Yes, provided both sides of the issue are represented and the intent is not to disseminate the debate for purposes of advocating support for or opposition to the proposition. Otherwise, teachers may not involve students in any campaign activities for or against a proposition during a regularly scheduled school day or use the school district’s resources for campaign activities with students.

1.14. Our school district owns a radio and public television station that broadcasts news content and commentary on a regular basis. Is the station permitted to broadcast a debate about the merits of the proposition?

Yes. In our opinion, this activity falls squarely within exemption 1(c) of Section 57 and would pass muster with the SOS provided that the activity is in the regular course of broadcasting.

2. SCHOOL EMPLOYEE ACTIVITIES

2.1. As a school employee, may I participate in political activities outside of the school day? I would like to volunteer for a “vote yes” committee on my own free time.

Yes. Section 57(1)(f) provides that elected or appointed public officials and school employees may be involved in campaign activities for or against propositions provided that they are not acting for the public body but are on their own personal time, expressing their own views, expending their own personal funds, or providing their own personal volunteer services.¹ The SOS’s Ballot Question Manual, Appendix I states, in part:

¹ The Political Activities by Public Employees Act (Act 169 of 1976) also prohibits public employees from actively engaging in political activities on behalf of a candidate or issue in connection with partisan or nonpartisan elections during those hours when that person is being compensated for the performance of that person’s duties as a public employee.

The inclusion of Section 57 in the [Campaign Finance Act] does not restrict the constitutionally protected right to associate or to engage in political speech. It is intended to prevent those who control public resources from using those resources to influence the outcome of an election. It is up to the people and not public bodies to decide elections. This means that a public body is prohibited in participating in elections for State and Local Ballot Questions... . The prohibition includes, but is not limited to the use of personnel, office space, computer hardware or software, property, stationery, postage, vehicles, equipment, supplies; provide volunteer personal services or other public resources... .

- A public body is prohibited from displaying political signs, brochures, pamphlets, etc., in any governmental building or government property.
- Public officeholders and other public bodies are prohibited from using their office email and phones for campaign purposes.

2.2. May I wear a button or t-shirt to school or a school-sponsored event (while on duty) that states “Vote Yes” or “Vote No”?

No. This would most likely be a violation of Section 57. However, you may wear a button or t-shirt that states “Vote on [insert Election Date here].”

2.3. We have end-of-school-year activities scheduled next week. May I provide informational literature prepared by the school district to parents during the conferences and remind parents of the election date?

Yes, provided that the materials are factual information only and not advocating a particular position on the proposition.

2.4. May I help with the school district’s factual information campaign during the school day?

Yes, provided that it does not conflict with your other identified job duties or spill over into express advocacy activities.

3. SCHOOL DISTRICT’S RELATIONSHIP WITH ADVOCACY COMMITTEES

3.1. We have a group of enthusiastic parents who want to form a “Support our Cherished Children or Be Shunned” committee to advocate a “yes” vote on the proposition. Is the school district authorized to provide administrative support to the committee?

If the committee will advocate support for the proposition, no school resources, personnel, or other administrative assistance may be given to the committee whatsoever. However, school employees (including administrators and board members) may volunteer on the committee outside of the school day when not serving in their official capacity, donate personal funds to the committee, or provide personal services to the committee. It is important to clearly delineate when employees are serving in their official capacity or when they are serving in their personal capacity. The committee should have no more access to public facilities than any other community group. These separate committees may also have reporting and other obligations under Michigan law.

3.2. Am I limited in my communications with members of a ballot question advocacy committee during the school day?

Campaign strategy and volunteer work for an advocacy committee may not occur while the individual is on duty during a normal work day. For example, a school employee should not communicate with a ballot question committee about campaign strategy, identify “yes” (or “no”) voters, draft advocacy committee literature, use the school district’s laptops, tablets, phone systems, or other public resources owned or purchased by the school district in support of, or opposition to, a ballot question. These types of activities should occur outside of the school day using one’s own property and communication devices.

3.3. As a Superintendent, I am responsible for responding to questions from the community. If a member of a “vote yes” committee contacts me seeking information about the bond issue, may I respond to the question?

Yes. The Superintendent may respond to questions from the community regarding information pertaining to a proposition regardless of the source of the question.

3.4. May a “vote yes” or “vote no” committee use our facilities to meet for campaign strategy purposes?

Yes. Section 57(1)(d) allows any candidate or committee to use a public facility owned or leased by a public body provided that any committee has an equal opportunity to use the public facility. Thrun Law Firm recommends that the school district comply with its “Facility Use” board policy and apply any policy requirements equally to a committee regardless of its position on the proposition. The committee, however, is not allowed to use the facility’s resources (phones, copy machine, bulk postage meter, etc.) while meeting.

3.5. The “vote yes” committee would like to use our photocopier machine to copy its literature and offered to reimburse us for the expense. Is this permitted?

The SOS has indicated in its Interpretative Statements that reimbursing for a “contribution” does not cure the initial violation. Therefore, Thrun Law Firm discourages these arrangements given the potential for a violation.

3.6. Our community relations director developed the school district’s factual information literature that the “vote yes” committee would like to use for its advocacy literature. May we share it?

In our opinion, the SOS may conclude that this is an unlawful contribution to the committee given that public resources (the paid community relations director) were used in the development of the literature. We discourage sharing resources of this nature. Of course, the community relations director is authorized to volunteer on the “vote yes” committee on his or her own personal time.

3.7. The “vote no” and “vote yes” committees both submitted a request under the Freedom of Information Act (FOIA) to receive copies of our student/parent building directories to identify potential voters. Are we required to release the building directories under FOIA or does the Family Educational Rights and Privacy Act (FERPA) apply?

The student/parent building directories should not automatically be released when a school district receives a FOIA request. FERPA applies in this situation. The school must examine its FERPA policy and annual notifications to determine if this information is defined as “directory information.” If it is not so defined, or if parents have opted out of the disclosure of directory information, the requests should be denied. Importantly, a district should treat FOIA requests from both “vote yes” and “vote no” committees similarly.

The decision to release the student/parent building directory must also be reviewed in the context of Section 13(2) of FOIA which requires a local or intermediate school district or a public school academy to exempt from disclosure directory information, as defined by FERPA, if requested for the purpose of surveys, marketing, or solicitation, unless that public body determines that the use is consistent with the educational mission of the public body and beneficial to the affected students. Before disclosing the directory information, a local or intermediate school district or a public school academy may require the requester to execute an affidavit stating that directory information provided under this subsection shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

3.8. We have an upcoming town hall meeting sponsored by the school district to provide information about the proposition and to answer questions. May the “vote yes” committee set up a table to distribute its literature advocating for the proposition?

The answer depends entirely upon the board of education’s policy regarding the dissemination of political literature during school sponsored events. Before permission is given to any candidates, advocacy committees or other political action groups to hand out literature at school sponsored events, the school district must analyze the request under its existing board policies and seek legal counsel, if necessary, to interpret and apply the policies in accordance with state and federal laws. Equal treatment is mandatory. It is essential that requests from both a “vote yes” and a “vote no” committee be handled similarly.

4. ELECTION ACTIVITIES

4.1. Are school districts allowed to register people to vote or handle absentee ballot applications?

Caution should be exercised in these two areas as Michigan election law is strict about who may register individuals to vote or handle *completed* absentee ballot applications. If the school district is interested in providing information to its residents about how to register to vote or obtain absentee ballot applications, we recommend that the school district work closely with its election coordinator (usually the county clerk, city clerk, or township clerk) to coordinate efforts and to confirm the accuracy of information shared in your community.

4.2. Our buildings are used as polling place locations on election day. Supporters and opponents of the proposition have asked to hand out literature in the parking lot during election day. Are they allowed to do this?

Michigan Election Law permits individuals to solicit votes and engage in campaigning *outside* of 100 feet of any doorway used by voters to enter the building in which a polling place location is located. Persons shall not post, display, or distribute in a polling place or within 100 feet of the entrance to the building in which a polling place is located any material that makes reference to an election, candidate, or ballot question.

School district literature pertaining to the ballot question must also be removed from the polling place location on the day of the election. However, the school marquee may remind voters to vote on the election date – provided the marquee is not within 100 feet of the doorway used by voters to enter the building.

4.3. On election day, may the Superintendent or other school officials visit the polling place and thank people for voting?

No. School officials and the Superintendent may only be in the polling place to vote or act as a poll watcher. During that time, they may not reference the proposition or thank people for voting. If this is important to the school district, the Superintendent or other school officials may stay outside of the polling place but must follow the 100-foot rule.

4.4. I want to be a poll watcher and/or challenger on election day. Is this permitted?

State law is specific about who can be a challenger and/or a poll watcher on election day. Information about how to become a challenger and/or poll watcher is available at: www.michigan.gov/sos. Click on “Elections” and then “Publications and Forms” then “Election Challengers Publications”. The brochure is titled “The Appointment, Rights and Duties of Election Challengers and Poll Watchers”.

We recommend that if a school employee desires to work as a challenger or poll watcher, he or she use permitted time off (i.e., vacation day or personal time) to perform this function.

4.5. On the day of the election, may we provide free admission to the high school’s theater performance of Mr. Smith Goes to Washington if the person is wearing an “I Voted” sticker?

This is not advisable. Section 931 of the Michigan Election law, MCL 168.931, prohibits any person from providing, directly or indirectly, anything of valuable consideration to induce or influence the manner of voting by a person, as a reward for refraining to vote or as an inducement or an attempted inducement to vote. Providing anything of valuable consideration to reward or induce a person to vote may be a violation of Section 931 and could be a misdemeanor.

CAUTION

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**SUMMARY OF CAMPAIGN FINANCE LAW
PA 388 OF 1976**

Permissible	Impermissible
<ul style="list-style-type: none"> • Campaign committee for either side may meet on school premises (if permissible under district’s use of school facilities policy). • Expression of views by an elected or appointed public official who has policy-making responsibilities, but limited in the use of public resources to disseminate that view. See attached FAQ for limitations. • The production or dissemination of <i>factual</i> information concerning the ballot question (this may include PTA, school district or foundation newsletters). • Production or dissemination of debates, interviews, commentary, or information by a broadcasting station, newspaper, magazine, or other periodical or publication in the regular course of broadcasting or publication. • An elected or appointed public official or an employee of a public body who, when not acting for a public body but is on his or her own personal time, is expressing his or her own personal views, is expending his or her own personal funds, or is providing his or her own personal volunteer services. 	<ul style="list-style-type: none"> • Tax dollars advocating “yes” or “no” vote or influencing passage or defeat of ballot question. • While on employee time or using public resources, working on passage or defeat of ballot question, assisting advocacy group with campaign strategy, identifying “yes” or “no” voters, planning a “vote yes” or “vote no” campaign. • Use of school district funds, personnel, office space, property, stationery, postage, vehicles, equipment, supplies, or other public resources to make a contribution or expenditure to advocate passage or defeat of ballot question. • No expression of viewpoint by school district employees or officials during school hours except for elected or appointed public official who has policy-making responsibility. See attached FAQ for limitations. • Posting or disseminating information in school buildings advocating the passage or defeat of the ballot question by school district employees or officials.

A knowing violation of the Campaign Finance Law is a misdemeanor punishable, if the person is an individual, by a fine of not more than \$1,000 or imprisonment for not more than one (1) year, or both, or if the person is not an individual by (1) a fine of not more than \$20,000 or (2) a fine equal to the amount of the improper contribution or expenditure (whichever is greater). In addition, if the Secretary of State determines that a violation of the Act occurred, the Secretary of State may impose a civil fine equal to triple the amount of the contribution or expenditure.

[SCHOOL DISTRICT LETTERHEAD]

CERTIFICATION OF BALLOT PROPOSITION

TO: _____

In compliance with Public Act 116, Public Acts of Michigan, 1954, as amended (the “Act”), attached is a certified copy of the ballot proposition language approved by the Board of Education of C.O.O.R. Intermediate School District to be placed before the voters at the election to be held on Tuesday, February 27, 2024.

Pursuant to the Act, a summary of the ballot proposition and an address where the full text of the proposal may be obtained must be included in the registration and election notices.

Please provide us with a proof copy of the ballot proposition language prior to printing the ballots.

Dated: _____

By _____
Secretary, Board of Education

9. Information Items

- Early Bird Registration for the MASB Annual Conference on November 9-12 ends Sept 22nd (\$50 off full conference fees).
- Meagan Maynard has been hired as the new Administrative Assistant/ Food Service Director
- August Social Media Report

10. Superintendent's Report

- CTE Millage Campaign
- Friday before Labor Day- ISD central office
- Power outage
- Janitorial Services
- Website redesign

11. Communications

Video from 2023 MiSTEM Summer Camps linked

Friday, Sept 22nd at 10am - flag raising

12. **Adjournment**