

# **C.O.O.R. ISD Board of Education Meeting**

Wednesday, December 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. Presentation: Michele Cochrane and

Amber Akin, C.O.O.R. ISD Early On

Program


2



# Early On<sup>®</sup>

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COOR ISD December 2023 Board Meeting Presentation  
Michele Cochrane, RN, Early On Coordinator  
Amber Akin, Early Intervention Home Visitor



# What is *Early On*?

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## Early On Michigan Federal Regulations and State Policy

- Part C of Individuals with Disabilities Education Act (IDEA) Regulations 34 CFR 303
- Michigan Part C State Plan
- Michigan State School Aid Act, Section 54d
- Michigan School Code – Public Act (PA) 451 of 1976
- Michigan Administrative Rules for Special Education

# What is *Early On*?

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## Eligibility for *Early On*

1. Developmental Delay
2. Established Condition
3. Michigan Mandatory Special Education (MMSE)



# What is *Early On*?

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- ★ Birth to 36 months
- ★ IFSP
- ★ Family Involvement
- ★ Natural Environments
- ★ Timelines - calendar year



# Part B 619 Preschool Special Education

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- ★ Ages 3-5 yr
- ★ IEP
- ★ Inclusion
- ★ School year
- ★ Build Up



# Who is *Early On*?

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## Staff

- ★ Early On Coordinator
- ★ 2 Early Intervention Home Visitors
- ★ SLP, PTA, OT, ECSE
- ★ Occasionally - TCVI, SSW, School Psych

# Who is *Early On*?

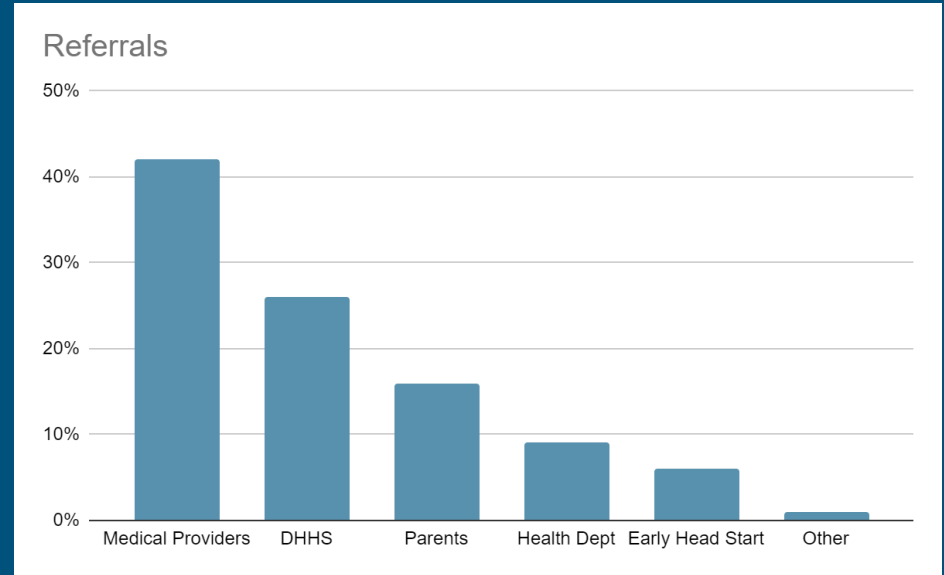
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# Who is *Early On*?

Referral rates are similar to last year with 89 children referred since July 1st.

Approximately 56% of referrals are assessed. About 41% of those assessed are found eligible. 83% of those eligible enroll in services.



# Who is *Early On*?

64 students are currently enrolled



# How are services provided?

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- ★ IFSP
- ★ Primary Service Provider
- ★ Coaching
- ★ Family Centered
- ★ Routines
- ★ Year Round

# Satisfaction Survey

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71% were very satisfied and 6% were satisfied with their services (one had no opinion and one “dissatisfied” gave positive comments)

- Early On is very flexible and understanding
- We just started with Early On so I don't really have much of an opinion right now. So far they've been kind and helpful
- I absolutely love the in home services that I've received and how understanding all the staff is with my daughter and I. They are all very nice and friendly!
- I love learning how we are able to employ methods and learn how to handle situations better. Amber Akin is simply wonderful and a pleasure to have around our kids!

# Satisfaction Survey

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- Early on has helped us tremendously. Our daughter wasn't walking or talking when we started and with the significant help and suggestions, it was the spark we needed. We couldn't be happier with the help and the implements that have lead our daughter to where she is now!
- I like that they come to the house and get to see my child in her element.
- They help with parenting skills and making sure you know how to help your child.
- We haven't started anything yet, still doing paperwork. So I can't comment on services yet.

Is it really that important?

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**1 million neural connections  
per second**

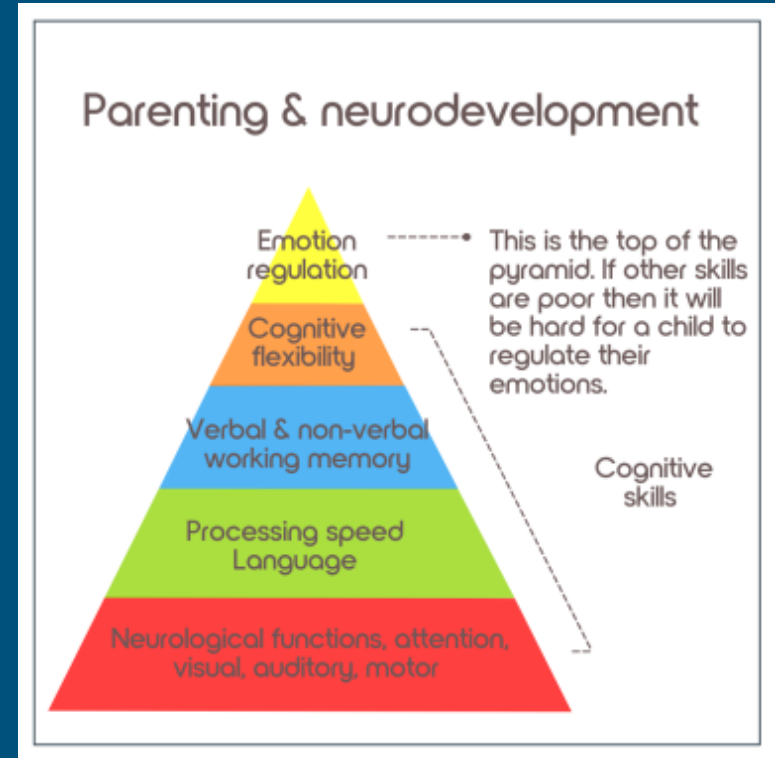
That's how quickly a child's brain is developing between birth and age three.

# Is it really that important?

The foundation for important life skills such as

- Self Regulation
- Working memory
- Risk vs reward processing

**are created in the early years**



# Is it really that important?

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Providing services within the family structure can:

Reduce the need, or length of time, a child needs Special Education services

Increase parent confidence and competence in supporting their child's special needs, protective factors that influence the child's brain

Connect families with other community supports that prevent stress from becoming toxic stress. Toxic stress decreases the size of the brain and impairs functioning.

# The future of *Early On* at COOR ISD

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- ★ General Supervision Monitoring Report coming Dec 15th
- ★ 54d SSA funding
- ★ MMSE
- ★ Supporting LEAs



**QUESTIONS?**

5. Department Updates

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- 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

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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: December 7, 2023

Subject: CTE Update

**CTE Construction Project:**

We've officially moved into the new welding lab and office space and after a few glitches, everything is working well. We are still waiting on our security entry system for the front door, but it has been ordered so it's a matter of time. We are getting quotes for signage right now and they are still taking care of a few "punch list" items and compressed air. We're still waiting on the 400 amp service, set now for January 6th.

**Grants:**

I applied for the 61C grant as I shared last month and got word that we received 1.1 million, which will be divided between local districts-CHA, Grayling, Mio, West Branch, and CATIC.

Our teachers are continuing to work hard in their classes through the 61i grant. I'm very proud of their efforts! We have a group of teachers meeting to talk about manufacturing and programming, including our welding teacher Josh Meyer, Ryan Kilde from Grayling who teaches CNC/Drafting, and Kyle Sisco from West Branch who teaches Machining. They will meet on Wednesday, November 8th at our facility for the first time and then meet frequently after that to collaborate and share ideas.

**Outreach/Marketing:**

Our enrollment is steady at 223, with 21 Early Middle College applicants! This is a record, especially compared to our historical 5 or 6 EMC students.

We have started scheduling presentations- Grayling has been completed and Houghton Lake is tomorrow, Roscommon next week, and the rest once we return from break. We have started talking about and scheduling student tours for February. Student visits are also being scheduled.

**Millage:**

West Branch, as well as CHA, have both received millage presentations at their board meetings. Presentations have also been given to the Grayling Rotary and Houghton Lake is set for January. Roscommon Rotary is scheduled to check out and tour our facility on the 21st. We will be presenting to the RAPS board on the 18th,

and to the CEAC council on the 11th. Shawn will present to Mio and Fairview on the 11th. KCC has been pushed to January due to their focus on finding a president.

**Other:**

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. I've begun working on this and met with Ogemaw Heights HS to enter their details already.

We now have student/parent access to their grades on Skyward, which we have not had previously. We provide weekly grade/attendance reports to local districts, but had an inquiry and Alex worked with the tech department to make this available.



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Somer Quinlan,  
Executive Director  
of ROOC, Inc.

Jared Socia,  
Director of Operations

To: Shawn Petri, Superintendent

From: Katie Keith, Early Childhood Supervisor

Date: December 2023

Subject: Early Childhood Update

**Great Start to Quality**

NE Great Start to Quality Resource Center partnered with LARA (Licensing and Regulatory Affairs) to host a fingerprinting and background check event in Gaylord. Many providers have had issues making it to sites around the state to get this done and it was a good opportunity for the child care providers in our area to get this done. We had 5 providers attend and they were very thankful.

The state of Michigan has contracted Wonderschool to help support child care providers with their business plans and many other support services needed to build sustainability and capacity in their programs. Wonderschool attended one of our virtual staff meetings and presented on all of the services they can provide. We will be helping to promote their cohorts and services to the child care providers in our area.

In November, child care providers had the opportunity to apply for an Infant/Toddler grant through ECIC to increase capacity, improve the quality of their environments, and to provide bonuses for staff to help with staff retention. 2 programs in our region have received the grant (one center in Oscoda and one family home license in Gaylord) and we will support them in deciding how to best utilize those grant dollars and to coach them through quality improvement within our quality rating system.

**Great Start & Great Start Parent Coalition**

Chris and Tam traveled to the satellite office of Northern Michigan Child Assessment Center in Tawas City to present "Safe Journey" to the Teen Girls Support Group. It was a huge success! The students engaged and asked questions. Exit surveys showed significant intent to use new knowledge gained moving forward.

Great Start will be partnering with the Crawford Roscommon Child Protection Council in a new grant (\$8590.00) received from RCCF to present “Klds have Rights” evidence based body safety training to students of RES, and Collins Elementary. Chris and Tam will be trained facilitators for the K-4 program, partnering with the NMCAC. This aligns with the Outcome 3: Children are healthy, thriving, and developmentally on track from birth to third grade.

Great Start Family Coalition:

Iosco County Family Coalition hosted a Family Book Exchange in November in partnership with the Tawas City Library. It was a huge success with families enjoying free books, dinner, craft and POP UP Literacy presentation from our COOR/Iosco Great Start Staff. ICFC plans to hold monthly family literacy engagements.

Roscommon County Family Coalition continues to distribute diapering resources through RES, and RACM. RCFC holds monthly POP UP literacy events in partnership with the Houghton Lake Public Library.

### **Great Start Readiness Program**

We still have openings in some of the classrooms in West Branch, Houghton Lake and Roscommon. If you know a four year old, send them to our [www.coorpreschool.org](http://www.coorpreschool.org) site! February will be our final funding count for 2023-24. We are hopeful to have more students enroll after the first of the year or our budget will be reduced.

Rebekah and Katie registered for the National Training Institute on Effective Practices: Addressing Challenging Behavior in Tampa in April. This weeklong event will enhance our knowledge and expertise in supporting challenging behavior in early childhood. The event takes place in April in Tampa, FL.

[MiLEAP information](#)



# Educational Technology Association

Technology for Learning

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## December 2023 ETA Report

Any Questions Please contact Josh Hayes, [jhayes@k12eta.org](mailto:jhayes@k12eta.org)

### Tickets (ETA Wide):

- Current Open: 295
- Created this month: 1738

### Trainings Provided:

- Artificial Intelligence (AI)
- 3D Printers
- Virtual Reality Tours
- PowerUp PaperAirplanes
- Report Cards
- PowerSchool

### Updates:

- It is Erate season so we are working with districts to see what their needs are to leverage this funding to the fullest.
- We have a posting out for a Tech II to fill an opening. We are looking to hire internally and then will have to post for that position. Hopefully, we will be fully staffed soon.
- We are watching Section 97G funding since this should provide us with managed detection and response (MDR) service on all our servers. They are hoping to have us something by the end of the calendar year.
- SET SEG recently sent a message to all their clients informing them that there have been at least 4 K-12 cyber incidents recently along with four recommendations to keep districts safe. I am happy that we accomplished all four recommendations over a year ago.
- We continue attending cyber partner meetings (virtually) to stay informed of the newest threats. We then share this information with all the districts within the four ISD support regions of the ETA.

- Our external vulnerability scanned 72 threats in 1043 locations this month. We have no open vulnerabilities at this time.
- All backups have been verified. This month backups were tested on Crawford Ausable, COOR ISD, Mason County Central, Mesick, MISD, WMISD, and WSESD.
- We are continuing to fake phish staff once per month.



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Jared Socia,  
Director of Operations

To: Shawn Petri, Superintendent

From: Katie Fuelling

Date: November 2023

Subject: Instructional Services Update

**Instructional Services**

*Director: Katie Fuelling*

- The Instructional Services Department welcomed back Toni Prickett to continue her work on [Cognitive Coaching](#). The two-day session focused on understanding the reflecting conversation map by increasing automaticity with the essential coaching pattern of pausing, paraphrasing, pausing, and posing questions. The professional learning series will resume in March and wrap up in April.
- COOR Instructional Leadership Team Communication
  - *The Instructional Leadership Team continued their work by defining high-quality instruction. Next, team members researched how systems work by focusing on the people and processes of a system. The team experienced a simulated system; dissecting high and low leverage points of influence using reference points. Next, team members revisited previous work on the [14 research-based instructional system practices](#). They analyzed district and ISD perception data to determine high-leverage instructional practices that could be used in the team's regional goal of creating an ISD vision of teaching and learning. The team also researched keynote speakers for the COOR ISD wide professional learning event on November 1, 2024.*
- COOR Student Support Network Communication
  - *The Student Support Network Team continued their work of building a regional student support community by researching how systems work. Team members defined the five components of system work. Next, the team [explored readiness factors of the Student Support System practices](#). Team members used the collaborative learning cycle to conduct a data conversation around regional*

*perception data on the practices. The team identified [priority practices](#) based on their analysis. Next, team members will begin to develop data collection tools to collect specific regional information on their identified practices.*

### **31n Team**

*Behavioral Health Coordinator: Michelle Culton-Ekstrom*

- Our Whole Child Specialists (WCS) have been actively meeting with children referred to the program by teachers, principals, and parents. There have been 82 students referred for direct support this school year; covering every district. The 31n Specialists meet weekly with assigned students for social emotional and behavioral skill building through group and individual sessions. They provide crisis management and support during challenging times. In addition, 31n WCS and our TBRI Coach, provide student focused consultation in schools daily with teachers and support staff. We have continued to collaborate with Dr. Sloane of CTAC for Whole Child Trauma Assessments, completing 2 new assessments this school year and 10 follow up appointments for a total of approximately 34 hours of trauma support and recommendations. The majority of our specialists are trained in Trust Based Relational Interventions (TBRI), offering a highly caring and supportive approach to all. Our team is enthusiastic about working with students and families to support a positive school experience. Future Whole Child Assessments, groups, and individual sessions are available via referral through the 31n Team. *“See the need behind the behavior.” - Dr. Karen Purvis*

### **Early Literacy**

*Early Literacy Coach: Michelle Ewald*

#### **Professional Development**

##### ***COOR-wide Online Book Study***

Our asynchronous book study on the topic of differentiated reading instruction concluded on December 8th. Eleven teachers from four different districts earned SCECHs, and six of those participants completed the entire course.

#### **District PD**

##### ***Collins Elementary (HL)***

The focus for ISD support during grade level PLCs continues to be foundational reading skills, which is a continuation of the work begun in August during “Curriculum Camp” PD.

##### ***Mio Elementary***

Teachers piloting the Bookworms curriculum recently had the opportunity to spend the day observing and discussing the program with teachers at Lewiston Elementary. This is part of ongoing support with ELA curriculum pilots.

### **Classroom Library Enhancement (CLE) Grant**

K-3 classroom teachers from Rose City Elementary completed the first two required online modules, and all participated in classroom library "walkabouts" during our last meeting. Next steps are to complete the remaining two online modules and begin the process of weeding out titles from current classroom libraries. We will meet again in January to continue our work together.

### **Coming soon...**

- ***Personalized Multi Media Literacy PD*** - this online offering will be rolled out to instructional coaches and elementary principals in the next week, with an anticipated start date of January 8th. Stay tuned for more information in the next board update!

R.O.O.C. Inc.  
11018 North Cut Road, Roscommon, MI 48653  
[www.rooc.org](http://www.rooc.org)

MEMORANDUM

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

The new year is just around the corner and we have all been enjoying the holiday festivities at ROOC! Our cooking class with MSU Extension has been making delicious Christmas cookies and the art class with Ms. Chris has been creating beautiful ornaments for the tree. Everyone had an opportunity to visit the Festival of Trees in Grayling and now we are looking forward to our Annual Christmas Party put on by the West Branch Knights of Columbus at the Catholic Church in St. Helen! The Roscommon County United Way has graciously donated Christmas gifts for each client to receive from our special guest at the holiday party. We are incredibly grateful for each of these community members and organizations for their continued dedication and support.



\* MERRY CHRISTMAS & HAPPY NEW YEAR \*

Visit [www.coorisd.net](http://www.coorisd.net) or [www.rooc.org](http://www.rooc.org) to learn more about programs and services available & view the Annual Report!





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Jared Socia,  
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To: Shawn Petri, Superintendent

From: Melisa Akers, Director of Special Education

Date: December 7, 2023

Subject: Special Education Department Update

**A Message from our Director, Melisa Akers**

I am excited to announce two new hires this month! Danielle Zick is our new Occupational Therapist. She will be working full-time at Crawford AuSable Schools. We have also brought on a part-time Speech Therapist. Her name is Ilene Smith and she will be providing services at Charlton Heston Academy two days a week.

Professional learning related to yet another module in the IEP Bootcamp series on MI Virtual Academy was hosted by myself and Brenda on November 27th. Trainings occur related to these modules every two weeks from September through January.

Our next Special Education Virtual Coffee Hour will be hosted on Friday, December 15th. Each month this open opportunity is available to anyone in the district for questions and discussions.

**A Message from our Principal, Joe Moore**

November was a very active month for the CEC & ATC! Students in Ms. Angie's ATC classroom were all able to take part in preparing and enjoying a Thanksgiving meal, which was a tradition for many years when Mary Kleinert taught in that classroom. The students all had a wonderful time celebrating what they were thankful for!



Wendy Schloss, ATC Paraprofessional, was one of the winners of the Meemic Foundation Grant Award for October. Wendy has been working very hard to introduce music-based activities to the classroom and the prize was very fitting as it was a set of bells and boomwhackers. We are very grateful for Wendy and her efforts to broaden the horizons of her students. Congratulations, Wendy!



CEC & ATC students were able to make cards to honor our veterans for Veterans Day. Cards were sent to American Legion Post 96 as well as our very own board member, Ian Faulkner. The students and staff are all incredibly thankful for their service to our country!

Finally, we are happy to announce that we are bringing back the annual CEC/ATC Holiday Party! We are incredibly grateful to so many generous sponsors from our community to help make this occasion special for our students and their families. There will be a lot of fun and good food! We will be celebrating Wednesday, December 20th, from 11:00 am to 2:00 pm at the CRAF Center. All board members are welcome and encouraged to attend!

### [November/December Photos](#)

## **A Message from our Monitor and Transition Coordinator, Brenda Vaughan-Ide**

The month of December includes Transition Mapping at local secondary schools ensuring that we don't miss transition services that will benefit all of our students with an IEP. The transition team, including classroom teacher, met with all exiting students and their families recently to review goals and plans for post school and to make sure all of the supports necessary to make that a seamless transition are in place.

The Adult Transition Center classroom team is meeting with at least two different ISD teams this month to share the structure of our program for our adult students. Having students located in a community setting where they can access and practice the skills of

independent living, employment, and navigating the community is something that many other locations are just now creating opportunities for and they are curious.

## **A Message from our Early On Coordinator, Michele Cochrane**

Michele will be doing an in person presentation about Early On at the December board meeting.

6. 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.

7. Consent Agenda

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

A. Approve minutes of previous meeting, November 8, 2023



## C.O.O.R. ISD Board of Education Regular November Meeting Wednesday, November 8, 2023 6:00 PM

Special location: Mio AuSable Schools  
1110 8th Street, Mio, MI 48647

A regular meeting of the Board of Education (the “Board”) was held on Wednesday, October 11, 2023 at Fairview Area School, 1879 Miller Road, Fairview, MI 48621. President Mangutz called the meeting to order at 6:06 P.M.

### 1. Call to order & Roll Call

Attendance Taken at 6:02 PM. **Present:** Jim Gendernalik, Brie Molaison, Kara Mularz, James Mangutz, Nancy Persing. **Absent:** Ian Faulkner, Lyn Sperry (both attending virtually).

Superintendent Petri thanked Superintendent Marvin Taylor for hosting the meeting and for decorating the auditorium.

### 2. Opening Ceremonies

- Pledge of Allegiance

- Mission Statement, read by President Mangutz

*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 Brie Molaison, Carried (5-0).

### 4. Presentation of Financial Audits, C.O.O.R. ISD and ROOC, Inc.

Julie Ellis, Weinlander-Fitzhugh Certified Public Accountants and Advisors

Ms. Ellis thanked the COOR ISD board for allowing her to present virtually through Zoom. Ms. Ellis said the audit went very smoothly overall and thanked the staff for their hard work. It is an unmodified opinion for both COOR ISD and ROOC.

For the 2022-23 fiscal year, the COOR ISD general fund had a fund balance of \$1,964,324. The Special Education fund had a fund balance of \$1,538,437. The Career and Technical Education fund had a fund balance of \$264,992. Fifteen percent of these funds were transferred out to local districts. The Food Service fund had a total fund balance of \$10,202. The Capital Projects Fund had a final fund balance of \$323,536. The ROOC, Inc. fund had total assets of \$524,363, net assets of \$330,316 without donor restrictions with a net increase of \$102,268 to \$481,129. Audit findings are already being addressed with updated procedures and practices

## 5. Department Updates – Reviewed by the board in advance

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

Natalie Davis added that the Career Tech Instructors are taking college classes to earn their Bachelors degrees. After observing the instructors in the classroom, Mike Ennis from Ferris State University complimented the CATIC instructors on their passion for education.

IRESA, Clare-Gladwin and COOR ISD CTE Instructors had a Professional Development training on integrating math into their programs at the CATIC in Roscommon.

6. **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.

Mio AuSable Superintendent Marvin Taylor welcomed the board to his school.

## 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 Kara Mularz and seconded by Brie Molaison, Carried (5-0, 2 absent).

7.A. Approve minutes of previous meeting on October 11, 2023

7.B. Approval of Bills for October 2023 totaling \$1,206,417.44

7.C. Approve Revenue & Expenditure Reports for October 2023

## 8. Action Items

8.A. *Accept amendment to the 23-24 ROOC, Inc. budget as presented*

This motion, made by Nancy Persing and seconded by Brie Molaison, Carried (5-0, 2 absent). Finance Director Kurt Loll gave an overview of changes to the ROOC budget.

8.B. *Approve the Talent Together Consortium agreement for the provision of Teacher Apprenticeships for 2024*

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

Supt Petri stated that we have several teachers in the Talent Together program, the Grow Your Own program, and the Talent Together program. They are guaranteed funds to complete their programs. The consortium will be returning the payment COOR ISD made earlier this school year.

8.C. *Approve the discontinuation of the contract with D M Burr Facilities Management, Inc. for custodial services.*

This motion, made by Brie Molaison and seconded by Nancy Persing, Carried (5-0, 2 absent).

8.D. *Approve Contract with Axium for custodial services from December 1, 2023 to November 30, 2026.* This motion, made by Kara Mularz and seconded by Brie Molaison, Carried (5-0, 2 absent).

8.E. *Approve a contract with Kym Narayana for 20 days (160 hours) of GSRP Help from October 1, 2023 through September 30, 2024.* This motion, made by Brie Molaison and seconded by Kara Mularz, Carried (5-0, 2 absent).

This position is covered by GSRP funds. She currently works with Great Start to Quality.

8.F. *Resolution to Collect Summer Taxes - Adopt the Resolution prepared by Thrun Law Firm, P.C. to collect 2024 Summer Taxes in the Crawford AuSable School District and in the Mio AuSable School District.* This motion, made by Nancy Persing and seconded by Jim Gendernalik, Carried (5-0, 2 absent).

#### 9. Information Items

- New part-time Cosmetology Instructor, Kayla Moore
- Social Media Report: Reach of 7,333 for October
- MASB Members Matter Webinar Nov 14, 12pm-1pm
- CBA 223: Parliamentary Procedure – virtual class Nov 20, 6pm-9pm \$99

#### 10. Superintendent's Report

- Facilities report: There are new locks and key fobs at the COOR Educational Center and Central Office, giving efficient access to staff members and emergency personnel. Local police officers participate in safety drills with students and staff. The superintendent is waiting on architectural drawings for the vocational skills room at CEC. The supports for the dropped ceiling and new LED lights have been installed.

- New leadership for the COOR Educational Association (CEA): Hannah Koehler, CEC teacher, is President; Tammy Baudoux, Occupational Therapist, is Vice President; Amber Larrison, Early Childhood Special Education Teacher, is Treasurer; and Emily Gubancik, CEC teacher, is Secretary. They will attend monthly meetings with administrative staff to keep the lines of communication open.

- CTE millage Update: Superintendent Petri attended the Roscommon Commissioners meeting and received positive feedback. He and Natalie Davis have many other presentations scheduled throughout November, December, and January. The presidential primary election date has been set for February 27<sup>th</sup>, so now the official flyers can be commercially printed. Board members may provide information to the community and refer questions to Natalie Davis or Shawn Petri.

11. Communications

- Thank you letter from the family of Bernadine Dosch
- State Bidding Threshold update to \$29,572
- AEAOC minutes- October 9th meeting
- AEAOC agenda - November 11th meeting

12. Adjournment

Adjourn the meeting. This motion, made by Jim Gendernalik and seconded by Brie Molaison,  
Carried (5-0, 2 absent). Time: 7:25

Respectfully submitted,



Rebecca Socia,  
Recording Secretary

Nancy Persing,  
Vice President

B. Approval of Bills for November  
2023 totaling \$1,964,808.07

# A/P Check Register

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COOR ISD

Check Date: 11/1/2023 to 11/30/2023

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
13830	BRIE MOLAISSON	9313	11/09/2023	102373	(97.13)	0.00	(97.13)
<b>Void by CLM on 11/9/2023</b>							
142083	AIMEE MICHALAK	474	11/03/2023	102684	189.24	0.00	189.24
142082	ALAN J. BROOKS	474	11/03/2023	102685	94.66	0.00	94.66
142049	ALORA EHLERT	474	11/03/2023	102686	31.44	0.00	31.44
142081	ALRO STEEL	474	11/03/2023	102687	5,977.78	0.00	5,977.78
141200	AMAZON CAPITAL SERVICES INC	474	11/03/2023	102688	1,185.21	0.00	1,185.21
19598	AMBER LARRISON	474	11/03/2023	102689	534.49	0.00	534.49
18560	ANNMARIE SPEAR	474	11/03/2023	102690	622.26	0.00	622.26
141145	AUSABLE MEDIA GROUP LLC	474	11/03/2023	102691	213.00	0.00	213.00
141990	AYESHA WEBER	474	11/03/2023	102692	89.08	0.00	89.08
1605	BEAR LAKE TWP. TREASURER	474	11/03/2023	102693	1,202.62	0.00	1,202.62
2554	BECKY BUNN	474	11/03/2023	102694	125.76	0.00	125.76
20535	BRENDA VAUGHAN-IDE	474	11/03/2023	102695	251.52	0.00	251.52
2445	BROOKES PUBLISHING CO	474	11/03/2023	102696	975.00	0.00	975.00
2575	BURMAX COMPANY, INC	474	11/03/2023	102697	1,433.47	0.00	1,433.47
8392	CHARLTON HESTON ACADEMY	474	11/03/2023	102698	60,603.29	0.00	60,603.29
19631	CHRISTINA TAPPAN	474	11/03/2023	102699	346.71	0.00	346.71
4100	CONSUMERS ENERGY PAYMENT CENTER	474	11/03/2023	102700	2,069.52	0.00	2,069.52
4400	CRAF CENTER	474	11/03/2023	102701	200.00	0.00	200.00
4495	CRAWFORD AUSABLE DAY CARE	474	11/03/2023	102702	3,520.00	0.00	3,520.00
4440	CRAWFORD AUSABLE SD	474	11/03/2023	102703	18.95	0.00	18.95
141894	CULLIGAN WATER CONDITIONING	474	11/03/2023	102704	166.00	0.00	166.00
4900	DEAN TRANSPORTATION INC	474	11/03/2023	102705	122.35	0.00	122.35
142008	DEANNA EARNHARDT	474	11/03/2023	102706	11.50	0.00	11.50
11056	DESIREE LIPSKI	474	11/03/2023	102707	492.43	0.00	492.43
142069	ELIZABETH MITCHELL	474	11/03/2023	102708	57.64	0.00	57.64
141691	EMILY GUBANCSIK	474	11/03/2023	102709	42.22	0.00	42.22
6260	FEDEX	474	11/03/2023	102710	18.76	0.00	18.76
141724	FIDELITY SECURITY LIFE INSURANCE COMPANY	474	11/03/2023	102711	270.53	0.00	270.53
141697	FUN FIRST THERAPY	474	11/03/2023	102712	41,922.29	0.00	41,922.29
141933	GERRISH FIRE EMS DEPT	474	11/03/2023	102713	979.00	0.00	979.00
141738	GILL-ROY'S HARDWARE	474	11/03/2023	102714	146.28	0.00	146.28
7536	GRAND TRAVERSE RESORT & SPA	474	11/03/2023	102715	157.10	0.00	157.10
141883	HANNAH VANCURA	474	11/03/2023	102716	103.49	0.00	103.49
8520	HOEKSTRA TRANSPORTATION INC	474	11/03/2023	102717	55.00	0.00	55.00
8700	HOME DEPOT CREDIT SERVICES	474	11/03/2023	102718	1,454.31	0.00	1,454.31
142025	HOUGHTON LAKE COOPERATIVE PRESCHOOL INC	474	11/03/2023	102719	20,556.88	0.00	20,556.88
6195	IAN FAULKNER	474	11/03/2023	102720	88.95	0.00	88.95
9385	IOSCO RESA	474	11/03/2023	102721	109,918.02	0.00	109,918.02
142068	JENNIFER BELL	474	11/03/2023	102722	26.86	0.00	26.86
142086	JENNIFER HART	474	11/03/2023	102723	235.15	0.00	235.15
9025	JIM GENDERNALIK	474	11/03/2023	102724	56.20	0.00	56.20
71225	JOSEPH MOORE	474	11/03/2023	102725	83.30	0.00	83.30
141343	KARA MULARZ	474	11/03/2023	102726	73.23	0.00	73.23
141667	KAREN WALTON EBNIT	474	11/03/2023	102727	5,980.00	0.00	5,980.00
19892	KATHRYN TOONSTRA	474	11/03/2023	102728	134.93	0.00	134.93
10020	KEENAN THERAPEUTICS PC	474	11/03/2023	102729	7,093.06	0.00	7,093.06
142073	KIMBALL MIDWEST	474	11/03/2023	102730	9,231.58	0.00	9,231.58
142036	KYM NARAYANA	474	11/03/2023	102731	306.41	0.00	306.41
12280	MAASE	474	11/03/2023	102732	380.00	0.00	380.00
142085	MATTHEW S BOWERMAN	474	11/03/2023	102733	100.00	0.00	100.00
11598	MELISSA MAEDER	474	11/03/2023	102734	527.80	0.00	527.80
3753	MICHELE COCHRANE	474	11/03/2023	102735	292.79	0.00	292.79

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13690	MISSAUKEE COUNTY TREASURER	474	11/03/2023	102736	14.50	0.00	14.50
13073	MPAAA	474	11/03/2023	102737	90.00	0.00	90.00
15652	NANCY PERSING	474	11/03/2023	102738	167.29	0.00	167.29
141772	NATALIE DAVIS	474	11/03/2023	102739	651.70	0.00	651.70
14205	NCS PEARSON, INC.	474	11/03/2023	102740	385.92	0.00	385.92
14545	NEMCSA	474	11/03/2023	102741	12,551.14	0.00	12,551.14
21278	NICOLE GRACE	474	11/03/2023	102742	397.70	0.00	397.70
15720	PETTY CASH COOR	474	11/03/2023	102743	10.40	0.00	10.40
141711	PURITY CYLINDER GASES INC	474	11/03/2023	102744	5,175.07	0.00	5,175.07
16390	RAY'S PARTS CENTER	474	11/03/2023	102745	153.29	0.00	153.29
18430	REBECCA SOCIA	474	11/03/2023	102746	22.40	0.00	22.40
141124	REBEKAH SEELow	474	11/03/2023	102747	39.21	0.00	39.21
19081	ROBERT J GORDON DOFAA-INS PLLC	474	11/03/2023	102748	30.00	0.00	30.00
7160	ROSCOMMON AREA PUBLIC SCHOOLS BUSINESS OFFICE	474	11/03/2023	102749	5,153.22	0.00	5,153.22
17030	ROSCOMMON COUNTY TRANSPORTATION AU	474	11/03/2023	102750	2,068.00	0.00	2,068.00
7161	ROSCOMMON FOOD SERVICE	474	11/03/2023	102751	4,707.18	0.00	4,707.18
141583	SALONCENTRIC	474	11/03/2023	102752	701.55	0.00	701.55
17880	SEHI COMPUTER PRODUCTS INC	474	11/03/2023	102753	415.00	0.00	415.00
141983	SHANNON CARLL	474	11/03/2023	102754	8.52	0.00	8.52
15685	SHAWN PETRI	474	11/03/2023	102755	94.02	0.00	94.02
18273	SKILLSUSA INC	474	11/03/2023	102756	0.00	0.00	0.00
<b>Void by KLM on 11/13/2023</b>							
141307	SNAP ON INDUSTRIAL	474	11/03/2023	102757	274.09	0.00	274.09
142084	SOLIANT	474	11/03/2023	102758	4,203.50	0.00	4,203.50
141649	STAPLES	474	11/03/2023	102759	92.56	0.00	92.56
18831	STATE OF MICHIGAN	474	11/03/2023	102760	21,038.00	0.00	21,038.00
20152	TAMMY TYLER	474	11/03/2023	102761	421.69	0.00	421.69
7180	TERESA GERTISER	474	11/03/2023	102762	44.12	0.00	44.12
141511	THALMA HIBBARD	474	11/03/2023	102763	334.05	0.00	334.05
19800	THRUN LAW FIRM P.C.	474	11/03/2023	102764	480.00	0.00	480.00
141944	TRACEY STEIN	474	11/03/2023	102765	794.39	0.00	794.39
141582	VISION CONSULTING LLC	474	11/03/2023	102766	868.53	0.00	868.53
141596	WENDY SCHLOSS	474	11/03/2023	102767	42.58	0.00	42.58
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	474	11/03/2023	102768	57,097.24	0.00	57,097.24
20970	WM CORPORATE SERVICES INC	474	11/03/2023	102769	124.83	0.00	124.83
13220	MICHIGAN STATE DISBURSEMENT UNIT	93	11/10/2023	102770	35.17	0.00	35.17
20310	UNITED WAY OF ROSCOMMON COUNTY	93	11/10/2023	102771	2.00	0.00	2.00
8392	CHARLTON HESTON ACADEMY	475	11/08/2023	102772	46,483.48	0.00	46,483.48
4440	CRAWFORD AUSABLE SD	475	11/08/2023	102773	44,334.59	0.00	44,334.59
8420	EAST HIGGINS LAKE TRUE VALUE	475	11/08/2023	102774	217.52	0.00	217.52
6110	FAIRVIEW AREA SCH DIST	475	11/08/2023	102775	18,503.10	0.00	18,503.10
6781	FRONTIER	475	11/08/2023	102776	900.00	0.00	900.00
7552	GRAYLING COOPERATIVE PRESCHOOL, INC.	475	11/08/2023	102777	52,672.39	0.00	52,672.39
8791	HOUGHTON LAKE COMMUNITY SCHOOL	475	11/08/2023	102778	18,338.07	0.00	18,338.07
13651	MIO AUSABLE SCHOOL DISTRICT	475	11/08/2023	102779	35,337.97	0.00	35,337.97
7160	ROSCOMMON AREA PUBLIC SCHOOLS BUSINESS OFFICE	475	11/08/2023	102780	27,755.83	0.00	27,755.83
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	475	11/08/2023	102781	60,606.82	0.00	60,606.82
12880	MESSA	99	11/14/2023	102782	4,053.24	0.00	4,053.24
141726	BLUE CROSS BLUE SHIELD OF MI	99	11/14/2023	102783	776.76	0.00	776.76

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142013	BLUE CARE NETWORK	99	11/14/2023	102784	179.72	0.00	179.72
14631	NMCAA	477	11/15/2023	102785	6,155.97	0.00	6,155.97
141200	AMAZON CAPITAL SERVICES INC	476	11/17/2023	102786	3,582.75	0.00	3,582.75
141731	AMBER AKIN	476	11/17/2023	102788	708.06	0.00	708.06
551	AMERICAN RED CROSS TRAINING SERVICES	476	11/17/2023	102789	36.00	0.00	36.00
141963	BAY MASONRY	476	11/17/2023	102790	43,766.80	0.00	43,766.80
142013	BLUE CARE NETWORK	476	11/17/2023	102791	33,637.72	0.00	33,637.72
141726	BLUE CROSS BLUE SHIELD OF MI	476	11/17/2023	102792	1,335.84	0.00	1,335.84
141726	BLUE CROSS BLUE SHIELD OF MI	476	11/17/2023	102793	1,055.25	0.00	1,055.25
13830	BRIE MOLAISSON	476	11/17/2023	102794	169.05	0.00	169.05
142070	CAROLINE MONG	476	11/17/2023	102795	80.56	0.00	80.56
142092	CH COMMUNICATION CONSULTING	476	11/17/2023	102796	400.00	0.00	400.00
141931	CHRISTINA PUDVAN	476	11/17/2023	102797	288.07	0.00	288.07
4100	CONSUMERS ENERGY PAYMENT CENTER	476	11/17/2023	102798	112.43	0.00	112.43
16940	COUNTY OF ROSCOMMON COUNTY TREASURER	476	11/17/2023	102799	6.87	0.00	6.87
4400	CRAF CENTER	476	11/17/2023	102800	300.00	0.00	300.00
4400	CRAF CENTER	476	11/17/2023	102801	2,400.00	0.00	2,400.00
4580	CRISIS PREVENTION INSTITUTE	476	11/17/2023	102802	704.85	0.00	704.85
4470	CRWFD CNTY TRANSP AUTH	476	11/17/2023	102803	1,164.00	0.00	1,164.00
4900	DEAN TRANSPORTATION INC	476	11/17/2023	102804	72,426.84	0.00	72,426.84
14312	DON NESTER CHEVROLET, INC.	476	11/17/2023	102805	78.34	0.00	78.34
8416	EARLS BUILDING SUPPLY	476	11/17/2023	102806	6,580.00	0.00	6,580.00
142090	EDGE PARTERSHIPS	476	11/17/2023	102807	300.00	0.00	300.00
142091	EDUCATIONAL AND COMMUNITY SUPPORTS	476	11/17/2023	102808	262.50	0.00	262.50
6781	FRONTIER	476	11/17/2023	102809	737.16	0.00	737.16
141697	FUN FIRST THERAPY	476	11/17/2023	102810	21,766.48	0.00	21,766.48
141738	GILL-ROY'S HARDWARE	476	11/17/2023	102811	45.99	0.00	45.99
141962	GRAND TRAVERSE CONSTRUCTION LLC	476	11/17/2023	102812	42,443.73	0.00	42,443.73
142051	GREAT LAKES CAULKING & WATERPROOFING	476	11/17/2023	102813	900.00	0.00	900.00
141883	HANNAH VANCURA	476	11/17/2023	102814	28.82	0.00	28.82
141969	HARDWOOD HILLS CONSTRUCTION INC	476	11/17/2023	102815	9,973.30	0.00	9,973.30
141981	HEATHER SHARPE	476	11/17/2023	102816	168.86	0.00	168.86
8520	HOEKSTRA TRANSPORTATION INC	476	11/17/2023	102817	582.48	0.00	582.48
8791	HOUGHTON LAKE COMMUNITY SCHOOL	476	11/17/2023	102818	17,305.59	0.00	17,305.59
142025	HOUGHTON LAKE COOPERATIVE PRESCHOOL INC	476	11/17/2023	102819	2,203.24	0.00	2,203.24
142028	HURST MECHANICAL	476	11/17/2023	102820	51,966.27	0.00	51,966.27
9160	IMPACT OFFICE PRODUCTS	476	11/17/2023	102821	467.91	0.00	467.91
141911	INTEGRITY CONSTRUCTION SERVICES	476	11/17/2023	102822	3,699.40	0.00	3,699.40
141970	JE JOHNSON CONTRACTING INC	476	11/17/2023	102823	11,425.72	0.00	11,425.72
142087	Jenny's Sweet N Savory Treats	476	11/17/2023	102824	126.00	0.00	126.00
9025	JIM GENDERNALIK	476	11/17/2023	102825	41.79	0.00	41.79
141997	JIMCO FIRE PROTECTION INC	476	11/17/2023	102826	6,600.00	0.00	6,600.00
141203	JULIE BELL	476	11/17/2023	102827	18.26	0.00	18.26
141343	KARA MULARZ	476	11/17/2023	102828	62.75	0.00	62.75
141120	KAREN L POPE	476	11/17/2023	102829	238.56	0.00	238.56
141488	KATIE FUELLING	476	11/17/2023	102830	372.51	0.00	372.51
10030	KATIE KEITH	476	11/17/2023	102831	326.85	0.00	326.85
10020	KEENAN THERAPEUTICS PC	476	11/17/2023	102832	6,782.98	0.00	6,782.98

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141492	KERRI SMITZ	476	11/17/2023	102833	27.50	0.00	27.50
10250	KIRTLAND COMMUNITY COLLEGE	476	11/17/2023	102834	34,385.00	0.00	34,385.00
5155	LI'L WILLIES	476	11/17/2023	102835	115.00	0.00	115.00
141972	LILLIE MEADOWS	476	11/17/2023	102836	648.45	0.00	648.45
8099	MARIE HARRIS	476	11/17/2023	102837	147.51	0.00	147.51
141656	MARK A SLOANE DO PC	476	11/17/2023	102838	3,500.00	0.00	3,500.00
16885	MARY JO RONDO	476	11/17/2023	102839	103.00	0.00	103.00
11952	MATTS LAKE STREET GRILL	476	11/17/2023	102840	250.00	0.00	250.00
12039	MEDLER ELECTRIC CO	476	11/17/2023	102841	268.53	0.00	268.53
141422	MELISA AKERS	476	11/17/2023	102842	375.32	0.00	375.32
12880	MESSA	476	11/17/2023	102843	50,500.86	0.00	50,500.86
141961	METAL ARTS CONSTRUCTION INC	476	11/17/2023	102844	1,790.00	0.00	1,790.00
142077	MICHELLE CULTON EKSTROM	476	11/17/2023	102845	221.39	0.00	221.39
141775	MICHELLE EWALD	476	11/17/2023	102846	375.19	0.00	375.19
141806	MICHELLE MALONEY	476	11/17/2023	102847	50.00	0.00	50.00
142054	MID MICHIGAN ASPHALT PAVING	476	11/17/2023	102848	2,425.20	0.00	2,425.20
13160	MSBO	476	11/17/2023	102849	200.00	0.00	200.00
15652	NANCY PERSING	476	11/17/2023	102850	104.54	0.00	104.54
141987	NORTHERN FLOOR AND TILE SERVICE INC	476	11/17/2023	102851	1,240.40	0.00	1,240.40
141988	NORTHERN MICHIGAN METAL ROOFING LLC	476	11/17/2023	102852	8,600.00	0.00	8,600.00
142029	PARAMOUNT PAINTING 2.0 LLC	476	11/17/2023	102853	6,500.00	0.00	6,500.00
16105	PRO-TECH CABLING SYSTEMS, INC	476	11/17/2023	102854	12,473.85	0.00	12,473.85
141711	PURITY CYLINDER GASES INC	476	11/17/2023	102855	8,924.93	0.00	8,924.93
16250	QUILL CORP	476	11/17/2023	102856	110.03	0.00	110.03
16380	RAVEN ANALYTICAL LAB	476	11/17/2023	102857	60.00	0.00	60.00
16390	RAY'S PARTS CENTER	476	11/17/2023	102858	229.03	0.00	229.03
18430	REBECCA SOCIA	476	11/17/2023	102859	231.87	0.00	231.87
141124	REBEKAH SELOW	476	11/17/2023	102860	323.44	0.00	323.44
19081	ROBERT J GORDON DOFAA-INS PLLC	476	11/17/2023	102861	36.00	0.00	36.00
7160	ROSCOMMON AREA PUBLIC SCHOOLS BUSINESS OFFICE	476	11/17/2023	102862	36,003.01	0.00	36,003.01
7161	ROSCOMMON FOOD SERVICE	476	11/17/2023	102863	571.00	0.00	571.00
141893	SCHOOL PSYCHOLOGICAL SERVICES PLLC	476	11/17/2023	102864	8,754.00	0.00	8,754.00
142093	SCOTT BELTZ	476	11/17/2023	102865	584.73	0.00	584.73
17811	SCOTT'S MINI STORAGE	476	11/17/2023	102866	40.00	0.00	40.00
141992	SHARON MCMILLAN	476	11/17/2023	102867	84.89	0.00	84.89
141947	SHULL TRANSPORT INC	476	11/17/2023	102868	7,990.00	0.00	7,990.00
142030	SIWECKI BUILDERS INC	476	11/17/2023	102869	7,541.80	0.00	7,541.80
142089	SKILLSUSA MICHIGAN	476	11/17/2023	102870	275.00	0.00	275.00
142084	SOLIAANT	476	11/17/2023	102871	2,556.77	0.00	2,556.77
141208	SOMER QUINLAN	476	11/17/2023	102872	118.53	0.00	118.53
18555	SPARTAN STORES LLC	476	11/17/2023	102873	304.77	0.00	304.77
141994	STACY SHAFTO	476	11/17/2023	102874	47.03	0.00	47.03
18870	STATE OF MICHIGAN	476	11/17/2023	102875	900.04	0.00	900.04
19144	SUMMIT FIRE PROTECTION	476	11/17/2023	102876	720.00	0.00	720.00
1415	TAMMY BAUDOUX	476	11/17/2023	102877	516.80	0.00	516.80
141663	TOWN & COUNTRY STORAGE	476	11/17/2023	102878	342.00	0.00	342.00
8232	TRACY HENDERSHOTT	476	11/17/2023	102879	3,708.65	0.00	3,708.65
141630	TWO RARE DESIGN	476	11/17/2023	102880	752.00	0.00	752.00
141835	VICTORIA JENSEN	476	11/17/2023	102881	21.06	0.00	21.06
141582	VISION CONSULTING LLC	476	11/17/2023	102882	799.93	0.00	799.93
20900	WALMART BUSINESS CARD	476	11/17/2023	102883	202.97	0.00	202.97
21110	WEINLANDER-FITZHUGH-	476	11/17/2023	102884	3,000.00	0.00	3,000.00
21111	WEISS PLUMBING & HEATING	476	11/17/2023	102885	3,060.00	0.00	3,060.00

# A/P Check Register

Printed: 12/04/2023 2:47:40PM

COOR ISD

Check Date: 11/1/2023 to 11/30/2023

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21235	WEXFORD-MISSAUKEE ISD	476	11/17/2023	102886	55.00	0.00	55.00
21770	XEROX CORP	476	11/17/2023	102887	1,408.94	0.00	1,408.94
13220	MICHIGAN STATE DISBURSEMENT UNIT	93	11/24/2023	102888	35.17	0.00	35.17
19978	TSA CONSULTING GROUP INC	93	11/24/2023	102889	1,710.00	0.00	1,710.00
20310	UNITED WAY OF ROSCOMMON COUNTY	93	11/24/2023	102890	2.00	0.00	2.00
225	AFLAC	99	11/28/2023	102891	1,164.42	0.00	1,164.42
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	99	11/30/2023	102892	500.16	0.00	500.16
141200	AMAZON CAPITAL SERVICES INC	478	11/30/2023	102893	1,554.54	0.00	1,554.54
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	478	11/30/2023	102894	933.42	0.00	933.42
141937	ANGIE STERN	478	11/30/2023	102895	420.00	0.00	420.00
141145	AUSABLE MEDIA GROUP LLC	478	11/30/2023	102896	213.00	0.00	213.00
2554	BECKY BUNN	478	11/30/2023	102897	178.16	0.00	178.16
20535	BRENDA VAUGHAN-IDE	478	11/30/2023	102898	284.27	0.00	284.27
142070	CAROLINE MONG	478	11/30/2023	102899	30.00	0.00	30.00
8392	CHARLTON HESTON ACADEMY	478	11/30/2023	102900	41,330.03	0.00	41,330.03
142039	COMPTIA + TESTOUT	478	11/30/2023	102901	1,800.00	0.00	1,800.00
4495	CRAWFORD AUSABLE DAY CARE	478	11/30/2023	102902	480.00	0.00	480.00
4440	CRAWFORD AUSABLE SD	478	11/30/2023	102903	13.10	0.00	13.10
141894	CULLIGAN WATER CONDITIONING	478	11/30/2023	102904	100.00	0.00	100.00
141732	DM BURR GROUP	478	11/30/2023	102905	18,471.03	0.00	18,471.03
14312	DON NESTER CHEVROLET, INC.	478	11/30/2023	102906	60.31	0.00	60.31
5385	DTE ENERGY	478	11/30/2023	102907	1,901.30	0.00	1,901.30
5812	EMERGENCY SERVICES OF HOUGHTON LAKE	478	11/30/2023	102908	1,875.01	0.00	1,875.01
141715	EMILY BORESON	478	11/30/2023	102909	30.00	0.00	30.00
141691	EMILY GUBANCSIK	478	11/30/2023	102910	56.33	0.00	56.33
141903	FUHRS GRAYLING CAR CARE CORPORATION	478	11/30/2023	102911	556.48	0.00	556.48
141697	FUN FIRST THERAPY	478	11/30/2023	102912	23,413.43	0.00	23,413.43
7552	GRAYLING COOPERATIVE PRESCHOOL, INC.	478	11/30/2023	102913	74,049.59	0.00	74,049.59
141883	HANNAH VANCURA	478	11/30/2023	102914	20.25	0.00	20.25
141941	HELEN SHASTAL	478	11/30/2023	102915	309.69	0.00	309.69
8520	HOEKSTRA TRANSPORTATION INC	478	11/30/2023	102916	36.52	0.00	36.52
141459	Inacomp	478	11/30/2023	102917	2,696.00	0.00	2,696.00
9385	IOSCO RESA	478	11/30/2023	102918	110,029.02	0.00	110,029.02
142068	JENNIFER BELL	478	11/30/2023	102919	14.41	0.00	14.41
142086	JENNIFER HART	478	11/30/2023	102920	20.00	0.00	20.00
15344	JESSICA PARTAKA	478	11/30/2023	102921	52.40	0.00	52.40
142096	JORDAN ROBERTO	478	11/30/2023	102922	30.00	0.00	30.00
141203	JULIE BELL	478	11/30/2023	102923	26.46	0.00	26.46
141667	KAREN WALTON EBNIT	478	11/30/2023	102924	4,582.50	0.00	4,582.50
10020	KEENAN THERAPEUTICS PC	478	11/30/2023	102925	5,705.18	0.00	5,705.18
142062	MEAGHAN MAYNARD	478	11/30/2023	102926	119.71	0.00	119.71
141288	MELANIE GREEN	478	11/30/2023	102927	683.17	0.00	683.17
141820	MICHELE MILLER	478	11/30/2023	102928	30.00	0.00	30.00
13690	MISSAUKEE COUNTY TREASURER	478	11/30/2023	102929	22.17	0.00	22.17
21278	NICOLE GRACE	478	11/30/2023	102930	609.81	0.00	609.81
14631	NMCAA	478	11/30/2023	102931	2,010.92	0.00	2,010.92
15100	OSCODA COUNTY TREAS	478	11/30/2023	102932	22.98	0.00	22.98
15730	PETTY CASH ROOC	478	11/30/2023	102933	92.61	0.00	92.61
15880	PITNEY BOWES INC	478	11/30/2023	102934	132.79	0.00	132.79
141263	PRESENCE LEARNING, INC.	478	11/30/2023	102935	35,456.00	0.00	35,456.00
16155	PUBLIC CONSULTING GROUP, INC	478	11/30/2023	102936	26,823.68	0.00	26,823.68

# A/P Check Register

Printed: 12/04/2023 2:47:40PM

COOR ISD

Check Date: 11/1/2023 to 11/30/2023

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
16250	QUILL CORP	478	11/30/2023	102937	106.19	0.00	106.19
16390	RAY'S PARTS CENTER	478	11/30/2023	102938	708.95	0.00	708.95
7160	ROSCOMMON AREA PUBLIC SCHOOLS BUSINESS OFFICE	478	11/30/2023	102939	110.78	0.00	110.78
7161	ROSCOMMON FOOD SERVICE	478	11/30/2023	102940	6,278.94	0.00	6,278.94
142046	SARA MASTERS	478	11/30/2023	102941	30.00	0.00	30.00
15685	SHAWN PETRI	478	11/30/2023	102942	328.79	0.00	328.79
141307	SNAP ON INDUSTRIAL	478	11/30/2023	102943	266.68	0.00	266.68
142084	SOLIANT	478	11/30/2023	102944	2,166.75	0.00	2,166.75
19370	SYLVESTER'S	478	11/30/2023	102945	74.00	0.00	74.00
141834	TEXAS CHRISTIAN UNIVERSITY	478	11/30/2023	102946	3,500.00	0.00	3,500.00
19800	THRUN LAW FIRM P.C.	478	11/30/2023	102947	330.00	0.00	330.00
20571	VERIZON WIRELESS	478	11/30/2023	102948	1,147.65	0.00	1,147.65
141833	WEST BRANCH NAPA AUTO TRUCK	478	11/30/2023	102949	929.92	0.00	929.92
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	478	11/30/2023	102950	45,404.00	0.00	45,404.00
2651	XELLO INC	478	11/30/2023	102951	167.96	0.00	167.96
20152	TAMMY TYLER	479	11/30/2023	102952	550.07	0.00	550.07
141103	ORS	94	11/03/2023	201705247	0.00	78,163.72	78,163.72
141105	HEALTH EQUITY	94	11/10/2023	201705248	0.00	2,109.24	2,109.24
20245	US TREASURY	94	11/10/2023	201705249	0.00	41,404.20	41,404.20
20245	US TREASURY	94	11/17/2023	201705250	0.00	109.04	109.04
20245	US TREASURY	96	11/17/2023	201705251	0.00	62.96	62.96
141103	ORS	94	11/17/2023	201705252	0.00	76,775.11	76,775.11
141105	HEALTH EQUITY	94	11/24/2023	201705253	0.00	3,309.24	3,309.24
141106	MICHIGAN DEPT OF TREASURY	94	11/24/2023	201705254	0.00	15,241.10	15,241.10
20245	US TREASURY	94	11/24/2023	201705255	0.00	46,912.97	46,912.97
<b>Report Totals</b>					<b>\$1,700,720.49</b>	<b>\$264,087.58</b>	<b>\$1,964,808.07</b>

C. Approve Revenue & Expenditure  
Reports for November 2023

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**Revenue and Expenditure Report  
GENERAL FUND  
11/30/2023**

Revenue	November Activity	Open Encumbrance	Year to Date	Adopted Budget	
100	Revenue from Local Sources	19,908	-	260,768	1,092,778
300	Revenue from State Sources	2,645,420	-	3,065,121	4,996,310
400	Revenues from Federal Sources	-	-	104,357	1,183,219
500	LEAs	28	-	164,257	412,921
600	Fund Modifications (Transfers In)	-	-	-	-
	<b>Total Revenue</b>	<b>2,665,356</b>	<b>-</b>	<b>3,594,503</b>	<b>7,685,228</b>

Expense	November Activity	Open Encumbrance	Year to Date	Adopted Budget	
125	Compensatory Education	132	0	132	5,461
211	Truancy	0	0	0	5,000
213	Behavioral Services	18,188	1,418	60,873	200,757
216	Social Work Services	18,745	0	117,688	746,881
221	Improvement of Instruction	48,870	3,599	287,617	762,637
226	Supervision of Instructional Staff	17,590	22	92,689	248,451
229	Other Instructional Staff Services	12,031	0	62,787	150,215
231	Board of Education	1,743	0	30,957	149,143
232	Executive Administration	28,911	85	198,368	383,817
252	Fiscal Services	24,216	0	156,381	317,906
259	Other Business Services	2	0	2,030	3,200
261	Operations Buildings Services	6,432	758	29,072	131,170
283	Staff/Personnel Services	0	0	2,557	3,000
284	Information Management Services	1,514	966	181,296	234,450
285	Pupil Accounting	7,668	0	46,625	104,040
299	Other Support Services	0	0	314	2,500
311	Community Services Direction	15,349	110	29,451	-
331	Community Activities	6,856	1,384	78,964	128,662
351	Custody and Care of Children	39,653	139	236,383	170,267
411	Payments to LEAs GSRP	397,224	0	894,946	2,550,040
445	TRAILS GRANT SEC 31 P	0	0	0	625,000
456	Building Improvements Services	0	0	8,545	5,000
626	Fund Modifications (Transfers Out)	0	0	0	360,000
	<b>Total Expense</b>	<b>645,123</b>	<b>8,481</b>	<b>2,517,676</b>	<b>7,287,597</b>

Revenues over Expenses

1,076,826

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**Revenue and Expenditure Report**  
**SPECIAL EDUCATION FUND**  
11/30/2023

Revenue	November Activity	Open Encumbrance	Year to Date	Adopted Budget	
100	Revenue from Local Sources	114,699	-	881,950	3,468,500
300	Revenue from State Sources	61,373	-	351,810	2,844,495
400	Revenues from Federal Sources	661,547	-	1,122,263	2,996,839
500	Incoming Transfers and Other Transactions	-	-	5,240	758,068
600	Fund Modifications (Other Operating Transfers In)	-	-	-	70,000
	<b>Total Revenue</b>	<b>837,619</b>	<b>-</b>	<b>2,361,262</b>	<b>10,137,902</b>

Expense	November Activity	Open Encumbrance	Year to Date	Adopted Budget	
122	Instruction	226,116	4,002	826,725	2,251,894
212	Early On	10,876	1,013	49,636	299,991
213	Health Services	65,217	356	202,227	547,716
214	Psychological Services	56,377	-	93,966	238,475
215	Speech Pathology and Audiology Services	128,385	-	289,560	781,932
216	Social Work Services	26,618	-	74,449	334,197
217	Visual Aid Services	1,668	-	4,163	31,200
218	Teacher Consultant-Special Education Programs	11,744	-	46,566	134,881
221	Improvement of Instruction	695	-	4,977	11,732
226	Supervision and Direction of Instructional Staff	43,091	-	230,427	369,400
231, 232, 252	Board of Education, Fiscal, Executive	8,595	-	55,729	81,307
241	Office of the Principal	21,219	232	103,521	187,209
249	Graduation Supplies and Materials	-	-	-	600
259	Other Business Services	5	-	6,599	18,728
261	Operations Buildings Services	28,228	45	106,256	271,004
271	Pupil Transportation Services	81,087	825	318,267	1,020,986
281	Planning, Research, Development, and Evaluation	12,351	-	66,739	150,914
284	Information Management Services	3,424	-	3,628	9,433
299	Staff Appreciation	-	-	106	-
371	Non-Public School Pupils	-	-	1,131	30,000
391	Early On Grant Expenses	-	-	25,790	25,790
411	Payments to LEAs	251,360	-	372,015	2,284,719
441	Payments to Other Govern. Entities	21,038	-	21,897	48,600
456	Building Improvements Services	-	-	399,892	422,810
	<b>Total Expense</b>	<b>998,094</b>	<b>6,473</b>	<b>3,304,262</b>	<b>9,553,518</b>

Revenues over Expenses

(943,000)

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**Revenue and Expenditure Report  
ROOC FUND  
11/30/2023**

Revenue

	November Activity	Open Encumbrance	Year to Date	Adopted Budget
INTEREST	-	-	74	775
PRODUCTION	6,983	-	12,967	30,000
DONATIONS	-	-	77	11,500
GRANTS	-	-	82,397	82,397
SERVICES	438	-	289,198	881,000
STATE	15,714	-	15,714	54,135
Total Revenue	23,135	-	400,427	1,059,807

Expense

232	Program Administration	18,858	101	99,428	229,395
252	Fiscal Services	1,068	-	5,872	14,679
259	Other Business Services	-	-	2,802	2,802
261	Operations Buildings Services	8,317	388	38,120	80,708
271	Transportation	3,478	276	100,528	138,878
284	Technology	-	-	-	1,100
289	Consumers	2,930	587	22,266	74,065
290	Staff Retention	-	-	-	522
321	Summer Work Program	433	-	25,407	40,275
391	Direct Care Workers and Supervision	32,859	22	177,941	466,718
	Total Expense	67,944	1,373	472,364	1,049,142

Revenues over Expenses

(71,937)

12/4/2023  
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**Revenue and Expenditure Report  
CAREER TECH FUND  
11/30/2023**

Revenue		November Activity	Open Encumbrance	Year to Date	Adopted Budget
4000	PERKINS	-		19,664.44	167,242
3440	61 A	32,630.80		65,261.59	372,624
3550	61 B	23,642.65		23,642.65	383,078
3790	61 C	347,557.33		347,557.33	576,923
2530	61 I	183,794.60		183,794.60	183,795
0000	CTE	(27,875.50)		226,260.81	491,709
Total Revenue		559,749.88	-	866,181.42	2,175,371

Expense		November Activity	Open Encumbrance	Year to Date	Adopted Budget
4000	PERKINS	27,144	1,650	65,792	167,242
3440	61 A	27,682	59,797	92,472	372,624
3550	61 B	39,160	-	48,751	383,078
3790	61 C	87,728	287,628	366,651	576,923
2530	61 I	-	-	25,482	183,795
0000	CTE	50,317	45	218,584	469,964
Total Expense		232,030	349,121	817,731	2,153,626

Revenues over Expenses

48,451

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D. Approve the Early Childhood Support Network Subrecipient Contract and Scope of Work with the Eastern Upper Peninsula ISD for Great Start to Quality Resource Center as well as the contract with the Early Childhood Investment Corporation (ECIC) for the Infant/Toddler Quality Improvement program for Oct 1, 2023 to Sept 30, 2024

**Eastern Upper Peninsula Intermediate School District**  
**315 Armory Place**  
**Sault Ste. Marie, MI 49783**  
**(906) 632-3373**

**EARLY CHILDHOOD SUPPORT NETWORK**  
**SUBRECIPIENT CONTRACT**

<b>Subrecipient</b> Northeast Resource Center C.O.O.R. ISD 11051 N. Cut Road Roscommon, MI 48653	<b>Telephone:</b> 877-614-7328  <b>Federal ID Number:</b> 38-1791360
<b>Subrecipient Contact</b> Shawn Petri, COOR ISD Superintendent Katie Ketih, COOR ISD Director of Early Childhood Helen Shastal, Northeast Resource Center Co-Director Chris Tappan, Northeast Resource Center Co-Director	<b>Email</b> <a href="mailto:spetri@coordisd.net">spetri@coordisd.net</a> <a href="mailto:keithk@coorisd.net">keithk@coorisd.net</a> <a href="mailto:shastalh@coorisd.net">shastalh@coorisd.net</a> <a href="mailto:tappanc@coorisd.net">tappanc@coorisd.net</a>
<b>Northern Early Childhood Support Network Contacts:</b> <ul style="list-style-type: none"> <li>• ECSN Project Lead: Jessica Savoie, <a href="mailto:jessicas@eupschools.org">jessicas@eupschools.org</a></li> <li>• ECSN Administrator: Alicia Lawlor, <a href="mailto:alawlor@eupschools.org">alawlor@eupschools.org</a></li> <li>• ECSN Finance Contact: Tracy McCord, <a href="mailto:tmccord@eupschools.org">tmccord@eupschools.org</a></li> </ul>	
<b>Description:</b> Great Start to Quality Resource Center – Child Care Development Funds (CCDF) Northeast Resource Center	
<b>Subrecipient Contract Period:</b> October 1, 2023 to September 30, 2024	
<b>Subrecipient Award:</b> \$519,316.73 Quality Improvement: \$313,888.73      Infant & Toddler: \$205,428 <b>The terms and conditions of this Contract including award amounts are contingent upon the FY24 allocation and allowable costs from the Michigan Department of Education. All spending must be federally allowable. Final allocations will be released upon approval of a state budget and notification from the Michigan Department of Education Office of Great Start.</b>	
<p>Funds provided to the Great Start to Quality Resource Center by the Eastern Upper Peninsula Intermediate School District (EUPISD) are intended to support the core costs for implementation of annual Great Start to Quality Resource Center Scope of Work. Resource Centers are encouraged to develop a budget that uses funds efficiently while ensuring the performance measures are achieved. The EUPISD reserves the right to disallow fund usage for expenditures beyond the specified Scope of Work or for items deemed unreasonable or not cost-effective.</p> <p>In the event of any conflicts between the specifications, terms and conditions indicated by the Eastern Upper Peninsula Intermediate School District and those indicated by the sub-recipient, those of the Eastern Upper Peninsula Intermediate School District take precedence.</p> <p>By signing this Contract the applicant certifies that it will agree to perform all actions and support all intentions stated in this Contract and will comply with all state and federal regulations and requirements pertaining to this subrecipient award.</p>	

**SUBRECIPIENT**

**EASTERN UPPER PENINSULA INTERMEDIATE SCHOOL DISTRICT**

\_\_\_\_\_  
 Authorized Signature & Date

\_\_\_\_\_  
 Authorized Signature & Date

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- G. Debarment and Suspension.
- H. HHS certification regarding drug-free workplace requirements:
- I. Certification of Compliance with the Pro-Children Act of 1994:
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**Appendix A. Resource Center Scope of Work Plan**

**Section I. Subrecipient Terms and Conditions**

**Contained within this Section:**

- A. Subrecipient
- B. Compliance with Applicable Laws
- C. Subrecipient Contract Period
- D. Insurance Coverage
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- Q. Termination of Contract
- R. Continuing Responsibilities
- S. Transition Responsibilities
- T. Contract Inclusiveness/Amendment
- U. Stop Work Orders

**A. Subrecipient**

This Contract constitutes a subrecipient relationship with the Eastern Upper Peninsula Intermediate School District (also referred to as EUPISD).

**B. Compliance with Applicable Laws**

The Subrecipient will comply with applicable federal and state laws, guidelines, rules and regulations in carrying out the terms of this Contract. The Subrecipient will also comply with all applicable general administrative requirements such as OMB Circulars; A-110, A-87, A-122, and A-133, along with 200 CFR Part 2 Subpart E and F and 45 CFR Part 75 Subpart F, which is specific to the Child Care and Development Fund (CCDF), implemented through applicable portions of the associated “Common Rule” and covering cost principles, grant/Contract principles, and audits in carrying out the terms of this Contract.

### **C. Subrecipient Contract Period**

This Contract is entered into between EUPISD and the Subrecipient based on a Grant Contract with the Michigan Department of Education - Office of Great Start and the EUPISD effective October 1, 2023 (the "Grant Contract"). The terms of the Grant Contract will govern this Contract in the case of any conflict between this Contract and the Grant Contract.

### **D. Insurance Coverage**

The Subrecipient agrees the Eastern Upper Peninsula Intermediate School District assumes no responsibility or liability for the Subrecipient's operations. Thus, the Subrecipient shall provide and maintain public liability insurance in such amounts as necessary to cover all claims which may arise out of the Subrecipient's operations under the terms of the Contract and provide proof of such insurance coverage upon request to the Eastern Upper Peninsula Intermediate School District prior to the effective date of this Contract.

Unemployment compensation coverage and worker's compensation insurance shall be maintained by the Subrecipient in accordance with applicable Federal and State laws and regulations. The Subrecipient shall provide and maintain general, event, professional, medical and/or automobile liability including non-owned auto insurance in such amounts as necessary to cover all claims which may arise out of the Subrecipient's operations under the terms of the Contract and provide proof of such insurance coverage to the Eastern Upper Peninsula Intermediate School District upon request.

The Subrecipient agrees to provide evidence that all applicable insurance policies related to the Subrecipient's negligence arising out of the requirements of this Contract will not cause the policy to be cancelled, materially changed, or not renewed without thirty (30) days' prior written notice to the Eastern Upper Peninsula Intermediate School District.

Except where the Superintendent of Eastern Upper Peninsula Intermediate School District has approved an exception in writing, the Subrecipient shall require all its subrecipients or contractors under the Contract to purchase and maintain the insurance coverage as described above for the Subrecipient in connection with the performance of work by those subrecipients/contractors.

The Subrecipient shall maintain all required insurance coverage throughout the term of the Contract and any extensions thereto.

### **E. Confidentiality**

The Subrecipient and the Eastern Upper Peninsula Intermediate School District each acknowledge that the other possesses and will continue to possess confidential information that has been developed or received by it. The use or disclosure of any confidential information, including information concerning services, applicants, or recipients obtained in connection with the performance of the Contract shall be restricted to purposes directly connected to the administration of the programs implemented by this Contract.

The Michigan Department of Education's Office of Great Start (MDE-OGS) is the owner of all data made available by the MDE-OGS to the Subrecipient, its agents, contractors, or representatives under this Contract. The Subrecipient will not use the MDE-OGS data for any purpose other than providing the services, nor will any part of the MDE-OGS data be disclosed, sold, assigned, leased or otherwise disposed of to the general public or to specific third parties or commercially exploited by or on behalf of the Subrecipient. No employees of the Subrecipient, other than those on a strictly need-to-know basis, will have access to the MDE-OGS data. Subrecipient will not possess or assert any lien or other right against the MDE-OGS data. The Subrecipient must comply at all times with all laws and regulations applicable to the personal identifying information.

#### **F. Dispute Resolution**

The Subrecipient shall notify the Eastern Upper Peninsula Intermediate School District in writing of intent to pursue a claim against the Eastern Upper Peninsula Intermediate School District for breach of any terms of this Contract. No suit may be commenced by the Subrecipient for breach of this Contract prior to the expiration of ninety (90) days from the date of such notification. Within this ninety (90) day period, the Subrecipient, at the request of the Eastern Upper Peninsula Intermediate School District, must meet with the Superintendent of the Eastern Upper Peninsula Intermediate School District or designee for the purpose of attempting resolution of the dispute.

#### **G. Indemnification**

To the extent permitted by law, the Subrecipient will hold harmless and indemnify Eastern Upper Peninsula Intermediate School District and its agents and employees from and against any and all liability, loss, claims, potential claims, demands, suits, costs, fines, and expenses including actual attorneys' fees, expert witness fees, and interest, and any other liability whatsoever arising out of, or in connection with, the performance of any the of services or any work relating to this Contract; or a breach of Contract in any manner, directly or indirectly, by any act or omission, negligent or otherwise, of the Subrecipient or any person or persons acting for or on behalf of the Subrecipient. It is specifically provided, however, that the Subrecipient will not be required to indemnify the Eastern Upper Peninsula Intermediate School District for any damages arising out of or to the extent caused by the Eastern Upper Peninsula Intermediate School District negligence or breach of Contract. The foregoing obligations of the Subrecipient include direct claims by the Eastern Upper Peninsula Intermediate School District against the Subrecipient without the necessity of a third-party claim. The obligations stated above of the Subrecipient are not limited by any limitation on amount or type of damages, compensation, or benefits payable by or for the Subrecipient, or an employee of the Subrecipient, or a subrecipient of the Subrecipient under workers' compensation acts, disability benefit acts, or other employee benefits acts. The coverage provided by the Subrecipient will include negotiating, settling, litigating, arbitrating, mediating, or indemnifying or holding harmless the Eastern Upper Peninsula Intermediate School District in any administrative proceeding.

#### **H. Disparagement**

The Subrecipient agrees that, during the term of this Contract and at all times thereafter, the Subrecipient shall not, in any written or oral communications with the press or other media or any customer, client or supplier of State of Michigan/Department of Education/Office of Great Start or the Eastern Upper Peninsula Intermediate School District, or any of State of Michigan/Department of Education/Office of Great Start or the Eastern Upper Peninsula Intermediate School District affiliates, criticize, ridicule or make any statement which disparages or is derogatory of State of Michigan/Department of Education/Office of Great Start, the Eastern Upper Peninsula Intermediate School District, its affiliates or any of their respective directors or senior leadership.

#### **I. Record Retention & Access to Records**

Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained, in the sub recipient's administrative offices, for a period of six years from the date of the submission of the final expenditure report. If the award is being reviewed or audited, records will be retained until completion of the review/audit.

In addition, records must be retained in accordance with the *Records Retention and Disposal Schedule for Michigan Public Schools* as revised on December 7, 2010. Relatedly, the Subrecipient acknowledges the Eastern Upper Peninsula Intermediate School District obligation to comply with the Freedom of Information Act and other public records laws, and at the Eastern Upper Peninsula Intermediate School District request shall promptly furnish the Eastern Upper Peninsula Intermediate School District with those statements, records, and information related to or arising out of this Contract to comply with applicable law.

## **J. Procurement**

The Subrecipient warrants and represents that all purchase transactions, whether negotiated or advertised, will be conducted openly and competitively in accordance with the principles and requirements of OMB Circular A-87, A133, along with 2 CFR Part 2 Subpart F and 45 CFR Part 75 Subpart F, which are specific to CCDF, or A-102 (as revised), and implemented through applicable portions of 45CFR Subtitle A, Section 92.36, as promulgated by responsible federal contractor(s). Records sufficient to document the significant history of all purchases must be maintained for a minimum of five (5) years after the later of the end of the Contract term or the termination of this Contract.

## **K. Subcontracts**

The Subrecipient warrants and represents:

- That a written subcontract will be executed by all affected parties prior to the initiation of any new subcontract activity.
- That any executed subcontract to this Contract will require the subcontractor to comply with all applicable terms and conditions of this Contract. In the event of a conflict between this Contract and the provisions of the subcontract, the provisions of this Contract will prevail. A conflict between this Contract and a subcontract, however, will not be deemed to exist where the subcontract:
  - Contains additional non-conflicting provisions not set forth in this Contract.
  - Restates provisions of this Contract to afford the Subrecipient the same or substantially the same rights and privileges as the Eastern Upper Peninsula Intermediate School District or requires the Subcontractor to perform duties and/or services in less time than that afforded the Subrecipient in this Contract.
  - Does not affect the Subrecipient's accountability to the Eastern Upper Peninsula Intermediate School District for the subcontracted activity.
- That any billing or request for reimbursement for subcontract costs is supported by a valid subcontract and adequate source documentation on costs and services.

That the Subrecipient will submit all written contracts, and subcontracts funded by this Contract that are in excess of \$100,000 to the Eastern Upper Peninsula Intermediate School District prior to execution for review and approval to ensure compliance with the CCDF State Plan, applicable state and federal laws and regulations. For other contracts related to this Contract, the Subrecipient will permit the Eastern Upper Peninsula Intermediate School District, or its designee, to visit the Subrecipient's offices and review and evaluate as requested. The Eastern Upper Peninsula Intermediate School District will provide five business days' notice prior to the review.

## **L. Ownership of Work Product**

All Deliverables, work product, or works of authorship produced under this Contract shall be owned by the Eastern Upper Peninsula Intermediate School District and shall be considered works made for hire by the Subrecipient for the Eastern Upper Peninsula Intermediate School District. In the event that any deliverable, work product, or work of authorship produced under this Contract is not considered a work for hire, then the Subrecipient hereby assigns all right, title, and interest to the Eastern Upper Peninsula Intermediate School District effective as of the effective date of this Contract.

## **M. Publication - Approval and Copyright**

The Eastern Upper Peninsula Intermediate School District shall have copyright, property and publication rights in all written or visual material or other work products developed in connection with this Contract. The Subrecipient shall not publish or distribute any printed or visual material relating to the services provided under this Contract without prior written permission of the Eastern Upper Peninsula Intermediate

School District. All materials must meet the equity, diversity, and inclusion criteria as defined by MDE OGS and Early Childhood Support Network.

If the Subrecipient or an agent of the Subrecipient creates and/or reproduces under these Contract materials which are developed for consumption by the general public or as a general information tool, the Subrecipient or its agent must include the statement referenced below, as applicable:

- Funding from the Office of Great Start within the Michigan Department of Education supports the implementation of Great Start

News releases (including promotional literature and commercial advertisements) pertaining to this Contract shall not be made without prior written Eastern Upper Peninsula Intermediate School District approval, and then only in accordance with the explicit written instructions from the Eastern Upper Peninsula Intermediate School District. No results of the activities associated with the Contract are to be released without prior written approval of the EUPISD and then only to persons designated.

#### **N. Legal Effect**

Except as otherwise agreed in writing by the parties, the Eastern Upper Peninsula Intermediate School District assumes no liability for costs incurred by the Subrecipient or payment under this Contract, until Subrecipient is notified in writing that this Contract has been approved by the Eastern Upper Peninsula Intermediate School District and has been signed by all the parties.

#### **O. Responsibility of Personnel**

The Subrecipient must demonstrate that every viable effort will be made to ensure that a diverse pool of individuals is obtained for personnel working on this project. Subrecipient shall be responsible for all acts and omissions of its employees, as well as the acts and omissions of any other personnel furnished by the Subrecipient to perform the Services. The Subrecipient will not remove or reassign key personnel without the Eastern Upper Peninsula Intermediate School District permission.

#### **P. Change Requests**

The Eastern Upper Peninsula Intermediate School District reserves the right to make any changes to the requirements and specifications of the Contract and the work to be performed by the Subrecipient under the Contract, in its sole discretion, in order to fully comply with its obligations under the Grant Contract. Furthermore, changes may need to be made due to the Eastern Upper Peninsula Intermediate School District need or desire to discontinue certain business practices or create Additional Services/Deliverables. Change requests will be made in writing and include timelines, as applicable.

#### **Q. Termination of Contract between Eastern Upper Peninsula Intermediate School District and Subrecipient**

The Eastern Upper Peninsula Intermediate School District may terminate the Contract without further liability to the Eastern Upper Peninsula Intermediate School District or its employees by giving the Subrecipient advance written notice of such cancellation thirty (30) days. In case of default by the Subrecipient, the Eastern Upper Peninsula Intermediate School District may immediately terminate the Contract without further liability to the Eastern Upper Peninsula Intermediate School District or its employees and may procure the services from other sources.

In addition, the Eastern Upper Peninsula Intermediate School District may immediately cancel the Contract without further liability to the Eastern Upper Peninsula Intermediate School District or its employees if the Subrecipient, an officer of the Subrecipient, or an owner of a 25% or greater share if the Subrecipient is

convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or Federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the Eastern Upper Peninsula Intermediate School District, reflects on the Subrecipient's business integrity.

The Eastern Upper Peninsula Intermediate School District may cancel the Contract upon thirty (30) days' written notice if the Eastern Upper Peninsula Intermediate School District determines that the Subrecipient, its agent, or its representative has offered or given a gratuity, kickback, money, gift, or anything of value to an officer, official, or employee of the Eastern Upper Peninsula Intermediate School District intended, by the gratuity, to obtain a contract or favorable treatment under a contract. The Subrecipient hereby certifies that no funds have been given to any Eastern Upper Peninsula Intermediate School District officer or employee for influencing or attempting to influence such officer or employee of the Eastern Upper Peninsula Intermediate School District.

The Subrecipient may terminate this Contract upon thirty (30) days' written notice to the Eastern Upper Peninsula Intermediate School District at any time prior to the completion of the Contract period.

If this Contract is terminated, the Subrecipient shall provide the Eastern Upper Peninsula Intermediate School District, within thirty (30) days of termination, with all financial, performance and other reports required as a condition of the Contract. The Eastern Upper Peninsula Intermediate School District shall make payments to the Subrecipient for allowable reimbursable costs not covered by previous payments.

This Contract is binding upon and will inure to the benefit of the successors of each of the parties. Upon termination prior to expiration of this Contract, if the Scope of Work is directly connected to the work performed between the Eastern Upper Peninsula Intermediate School District and the MDE-OGS, the Eastern Upper Peninsula Intermediate School District is contractually bound to immediately notify MDE-OGS, and automatically assign any and all of the Eastern Upper Peninsula Intermediate School District duties, rights, title and interest, which are relevant to the work between the Eastern Upper Peninsula Intermediate School District and MDE-OGS, to MDE-OGS. However, Consultant/Vendor would continue to be bound specifically by the Ownership, Indemnification and Confidentiality, and data retention provisions, which would run to be benefit of and be enforceable by the Eastern Upper Peninsula Intermediate School District, as well as MDE-OGS, after termination, assignment or expiration of this Contract.

#### **R. Continuing Responsibilities**

Termination, conclusion, or cancellation of this Contract shall not be construed so as to terminate the ongoing responsibilities of the Subrecipient or rights of the Eastern Upper Peninsula Intermediate School District.

#### **S. Transition Responsibilities**

Upon termination or expiration of this Contract for any reason, Subrecipient must, for a period of time specified by the State (not to exceed 90 calendar days), and within the current Contract period, provide all reasonable transition assistance requested by the State, to allow for the expired or terminated portion of the Contract Activities to continue without unplanned, significant or material interruption or adverse effect within Eastern Upper Peninsula Intermediate School District or Resource Center's control, and to facilitate the orderly transfer of such agreed upon SOW Activities to the State or its designees. Such transition assistance may include, but is not limited to: (a) continuing to perform the SOW Activities at the established Contract rates within the current Contract period or as negotiated for work beyond the current Contract period, if done so in advance of the current Contract period end date; (b) taking all reasonable and necessary

measures to transition performance of the work, including all applicable and agreed upon SOW Activities, training, equipment, reports and other documentation, to the State or the State's designee; (c) taking all necessary and appropriate steps, or such other action as the State may direct, to preserve, maintain, protect, or return to the State all materials, data, property, and confidential information provided directly or indirectly to Subrecipient by any entity, agent, vendor, or employee of the State; (d) transferring title in and delivering to the State, at the State's discretion, all completed or partially completed deliverables prepared under this Contract as of the Contract termination date; and (e) preparing an accurate accounting from which the State and the EUPISD may reconcile all outstanding accounts (collectively, "Transition Responsibilities").

#### **T. Contract Inclusiveness/Amendment**

This Contract contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto. If a revision to federal or state law or regulation occurs, that in the Eastern Upper Peninsula Intermediate School District sole discretion, requires that this Contract be amended, then Eastern Upper Peninsula Intermediate School District will propose an amendment to the Contract that reflects the revision of the law or regulation. If the Subrecipient refuses to sign such amendment within fifteen (15) days after receipt, this Contract shall, in the sole discretion of the Eastern Upper Peninsula Intermediate School District, either (a) automatically be amended to reflect the revision of the law or (b) terminate upon such refusal. Except as otherwise provided above, this Contract may be amended only by the written consent of all the parties hereto.

#### **U. Stop Work Orders**

Under the Grant Contract, the state of Michigan has reserved the right to issue a stop order. Accordingly, Eastern Upper Peninsula Intermediate School District may, at any time, by written stop work order to the Subrecipient, require that the Contractor stop all, or any part, of the work called for by the Contract for a period of up to ninety (90) calendar days after the stop work order is delivered to the Subrecipient, and for any further period to which the parties may agree. The stop work order will be specifically identified and will indicate that it is issued under this Section of the Contract and include the reasons for the stop work order. Upon receipt of the stop work order, the Subrecipient will immediately comply with its terms, and take all necessary and reasonable steps to minimize the incurrence of costs allocable to the work covered by the stop work order during the period of work stoppage.

If a stop work order issued under this Section of the Contract is canceled, or the period of the stop work order, or any extension thereof expires, the Subrecipient will resume work. The parties will agree upon an equitable adjustment in the services to be delivered, the Subrecipient price, or both, and the Contract will be modified, in writing, accordingly, if:

- a. the stop work order results in an increase in the time required for, or in the Subrecipient's cost properly allocable to the performance of any part of this Contract; and
- b. the Subrecipient asserts its right to an equitable adjustment within thirty (30) calendar days after the end of the period of work stoppage, provided that, if Eastern Upper Peninsula Intermediate School District decides the facts justify the action, Eastern Upper Peninsula Intermediate School District may receive, and act upon, a Subrecipient billing submitted at any time before final payment under the Contract.

## **SECTION II. SCOPE OF WORK PLANS**

### **Contained within this Section:**

- A. Performance Monitoring Requirement

- B. Activities Allowed
- C. Deviations from Scope of Work Plans
- D. Scope of Work Changes

**A. Performance Monitoring Requirements**

The Resource Center Director will be the primary contact for Eastern Upper Peninsula Intermediate School District regarding performance concerns. x will work with Resource Center Directors to seek their understanding and response to performance concerns. EASTERN UPPER PENINSULA INTERMEDIATE SCHOOL DISTRICT's goal will be to achieve satisfactory resolution of performance concerns within reasonable time frames. Should Eastern Upper Peninsula Intermediate School District not be able to achieve satisfactory resolution within a reasonable period of time from the Resource Center Director, Eastern Upper Peninsula Intermediate School District will then contact the Resource Center Director's Supervisor and/or the identified Organization lead or board.

Each Resource Center Director, and appropriate staff, will participate in scheduled on-site reviews, which will be conducted by Eastern Upper Peninsula Intermediate School District. These reviews will occur at a frequency determined by the Eastern Upper Peninsula Intermediate School District to assure that the annual plan of work and this Contract are being viably implemented.

Lack of adequate progress, as determined by Eastern Upper Peninsula Intermediate School District, within each quarter, may subject the Resource Center to a Corrective Action Plan. Lack of adequate progress, as determined by Eastern Upper Peninsula Intermediate School District, for more than one quarter will subject the Resource Center to further corrective action, as determined by Eastern Upper Peninsula Intermediate School District. Inadequate resolution of persistent performance concerns, as determined by Eastern Upper Peninsula Intermediate School District, will result in the termination of the Contract.

In addition, the Eastern Upper Peninsula Intermediate School District reserves the right to perform unscheduled on-site visits during normal business hours, to monitor the Subrecipient's activities under this Contract at any time, either during the term, or within one year after termination of the Contract. The Subrecipient shall cooperate with the Eastern Upper Peninsula Intermediate School District during the monitoring process by making available all records, facilities, and other resources necessary to perform the review.

If the Eastern Upper Peninsula Intermediate School District detects noncompliance with this Contract, and/or questioned costs during an on-site visit review, these items shall be identified and conveyed to the Subrecipient in an exit conference. The Eastern Upper Peninsula Intermediate School District shall provide the Subrecipient with a detailed written report of these findings within thirty (30) days of the exit conference. The Subrecipient is required to address each item in the Eastern Upper Peninsula Intermediate School District report by providing a Corrective Action Plan (CAP) to eliminate or correct each issue of noncompliance. The Subrecipient shall submit the CAP to the Eastern Upper Peninsula Intermediate School District within thirty (30) days from issuance of the Eastern Upper Peninsula Intermediate School District report. Eastern Upper Peninsula Intermediate School District will monitor completion of the CAP in conjunction with the Subrecipient.

If the Eastern Upper Peninsula Intermediate School District identifies questioned costs that cannot be substantiated or that are disallowed under the Contract, then the Eastern Upper Peninsula Intermediate School District may, at its discretion, and after consultation with the Subrecipient, require the Subrecipient to submit a reimbursement to the Eastern Upper Peninsula Intermediate School District to reflect adjustment for disallowed costs. The Subrecipient must submit reimbursement for disallowed costs within 5 days of any notice of a disallowed cost from Eastern Upper Peninsula Intermediate School District. If the Subrecipient

fails to comply with monitoring requirements as set forth in this Contract, and within allotted time frames mutually established, the Eastern Upper Peninsula Intermediate School District may, at its discretion, invoke sanctions on the Subrecipient, which may include, but are not limited to, actions to collect disallowed costs and/or cancellation of the Contract.

**B. Activities Allowed**

Activities allowed or prohibited shall be determined in accordance with the Uniform Guidance. The Superintendent and/or Grant Coordinator will monitor activities for allow ability. Appropriate state and federal agencies will be contacted when there are questions related to the allow ability of specific costs before the funds are charged to federal grants.

**C. Deviations from the Work Plan**

Subrecipient and Eastern Upper Peninsula Intermediate School District agree that specific timelines and metrics have been set by Contract of both parties in connection with the CCDF work. The parties agree that these timelines and metrics are vital to the success of the projects being handled by Subrecipient.

Unless separate Contract has been made in writing between Subrecipient and Eastern Upper Peninsula Intermediate School District, a deviation from a project work plan will be considered a material breach of the Contract when the Contract obligations of Subrecipient have not been finalized for 15 days after the expected project due date.

Eastern Upper Peninsula Intermediate School District and Subrecipient agree that a material breach of Contract in connection with the project work plan may result in penalties and the following procedures will apply:

- A. Eastern Upper Peninsula Intermediate School District will monitor Contract/subrecipients/partners utilizing three accountability elements –the plan of work, progress monitoring meetings, and reporting -as key mechanisms for tracking progress and the provision of on-going support.
- B. Subrecipient will be required to provide evidence of adequate progress against relevant performance measures identified in the Contract. Subrecipient will report this at the end of each quarter throughout the Contract period as detailed in the annual SOW Plan Reporting Requirements.
- C. Full payment will not be made to Subrecipient unless Eastern Upper Peninsula Intermediate School District is satisfied with the quality of the deliverable and/or progress demonstrated toward identified activities, tasks, and milestones. Corrective action plans may be required for noncompliance, nonperformance, or unacceptable performance for Subrecipient. A withholding of up to 10% of designated funds, to be determined based on the impact of the breach, may be imposed for failure to implement, or make acceptable progress on such corrective action plans.

A deviation from the project plan that is not beyond 15 days of the project due date will not be considered a material breach of the Contract, and an Amendment can be proposed by Subrecipient to maintain good standing.

**D. Scope of Work Changes**

If the Subrecipient deems a change necessary to the Scope of Work, the Subrecipient will notify the Contracts Administrator regarding these changes. Any proposed change(s) will be assessed to determine the reason(s) behind the need for a change and the potential impact to the program. No change to the Scope of Work will

be made without explicit permission from Eastern Upper Peninsula Intermediate School District administration. Changes will be documented in writing and signed by both parties.

### **SECTION III. FISCAL MANAGEMENT**

#### **Contained within this Section:**

- A. Payment of Funds for the Purposes of this Contract
- B. Allowable Costs
- C. Reimbursement Schedule
- D. Final Obligations
- E. Fiscal Monitoring
- F. Budget Amendments
- G. Audits
- H. Audit Requirements
- I. Audit Sanctions
- J. Warranties & Representations
- K. Management Responsibility
- L. Fees and Other Sources of Funding

#### **A. Payment of Funds for the Purposes of this Contract**

The Eastern Upper Peninsula Intermediate School District payments of funds for purposes of this Contract are subject to and conditional upon the availability of funds for such purposes, being Federal and/or State funds. No commitment is made by the Eastern Upper Peninsula Intermediate School District to continue or expand activities covered by this Contract beyond any funding that is actually provided to Eastern Upper Peninsula Intermediate School District by government sources. Funding for services to be provided beyond the end of the current fiscal year is dependent on legislative appropriation. Based on the availability of funds in each fiscal year covered by this Contract and based on the Eastern Upper Peninsula Intermediate School District determination of the volume of service needed on a yearly basis, this Contract may require amendment proposed by Eastern Upper Peninsula Intermediate School District. The amendment shall specify the dollar amount and volume of service to be purchased in each fiscal year subsequent to the current fiscal year.

#### **B. Allowable Costs**

Allowable costs shall be determined in accordance with Uniform Guidance, 2 CFR 200 program legislation, Federal awarding agency regulations, and the terms and conditions of the awards.

The Early Childhood Finance Coordinator and Program Coordinator will monitor for allowable costs. Appropriate state and federal agencies will be contacted when there are questions related specific costs before the funds are charged to federal grants.

### **C. Reimbursement Schedule**

All subrecipients will be required to request funds via the Statement of Expenditures (SOE) provided by the Eastern Upper Peninsula Intermediate School District twelve (12) times during this grant period unless otherwise permitted and as specified by the Eastern Upper Peninsula Intermediate School District.

**The Eastern Upper Peninsula Intermediate School District has the discretion to not reimburse the Subrecipient for billings submitted after the timelines outlined by the Michigan Department of Education.**

The SOE will be verified for accuracy between what was approved in the budget and how funds were expended. Payment will not be made until a programmatic review of the budget narrative and/or quarterly progress report has been completed. Payment will also comply with all applicable federal rules and regulations.

The Subrecipient may not spend an amount that exceeds the total amount awarded for services performed under this Contract from **October 1, 2023 through September 30, 2024**. The Subrecipient will be reimbursed based on SOE submitted pursuant to the timelines outlined in the "Reimbursement Schedule" section of this Contract. Reimbursements shall not exceed the total amount of this Contract.

### **D. Final Obligations**

A report of estimated total Contract expenditures projected through the end of the contract period must be submitted to Eastern Upper Peninsula Intermediate School District no later than July 10, 2024 using guidelines as issued by Eastern Upper Peninsula Intermediate School District.

### **E. Fiscal Monitoring**

The requirements for Subrecipient monitoring are contained in 31 USC 7502(f)(2)(B) (Single Audit Act Amendments of 1996 (Pub. L. No. 104-156)), OMB regulations, Uniform Guidance, 2 CFR 200, Federal awarding agency regulations, and the terms and conditions of the award.

The following steps are to be followed to ensure appropriate monitoring of participating agency requests for grant funds:

- Request for Funds form (Statement of expenditures: SOE) is created by the Finance Coordinator which includes the participating subrecipient agency budget. The participating subrecipient agency is required to complete the form for any fund requests and they are required to attach copies of all applicable detail such as general ledger documentation.
- An annual fiscal monitoring visit will be conducted on site to further examine backup detail for expenses charged to the program such as but not limited to, expense receipts, training attendance sheets, training agendas and payroll information such as pay rate schedules and time and effort certifications.
- The Finance Coordinator verifies all of the supporting documentation to monitor reasonable assurance that the Federal grant is being managed in compliance with laws, regulations and the provisions of contracts or grant Contracts that could have a material effect on the Federal program. Any unallowable costs shall not be charged to the Federal program and will not be paid to the participating subrecipient agency.
- Suspension and Debarment is reviewed by the Finance Coordinator on the System for Award Management (SAM) prior to awarding a contract or conducting business with an individual or organization that directly or indirectly submits to be a contractor or subcontractor to ensure they have not been suspended or debarred.

- When the Finance Coordinator is satisfied that the request for funds meets all of the Federal requirements of the grant, the request is processed for payment to the participating subrecipient agency.
- Federal Funds are requested by the Finance Coordinator upon the request being processed for payment to the participating subrecipient agency.

Ensure that subrecipients expending \$750,000 or more in federal awards during the sub-recipient's fiscal year have met the audit requirements for that fiscal year.

**F. Budget Amendments**

Adjustments in budget line-items are required when actual expenditures exceed 10% of the original budgeted amount or are more than \$1,000 (whichever is greater). Adjustments must be pre-authorized by the Eastern Upper Peninsula Intermediate School District. An increase in a line item must be accompanied by an equal decrease in another line item within the Contract budget. The increase/decrease can be spread across a number of line items, as long as the total amount of the decrease equals the total amount of the increase. All Line-Item Transfer Requests must be completed through a format provided by the Eastern Upper Peninsula Intermediate School District and are required to occur no later than 30 days prior to the end date of this Contract.

Subrecipient must meet the Scope of Work requirements for their service area as a minimum. Based on provider needs in the service area additional services may be offered above and beyond those identified in the current Scope of Work. Budget adjustments must be pre-authorized by the Eastern Upper Peninsula Intermediate School District and must be completed through a format provided by the Eastern Upper Peninsula Intermediate School District. Both parties must agree to the scope change prior to any effort expended, and no later than 30 days prior to the end date of this Contract.

**G. Audits**

Regulations applicable to funding sources are included in the Federal Catalog of Domestic Assistance (CFDA). The CFDA number used for this Contract is: 93.575. The federal financial participation (FFP) rate for this contract is: 100%.

The Eastern Upper Peninsula Intermediate School District may change the CFDA # and/or FFP rate during the course of this Contract. If the CFDA number and/or the FFP rate changes during the time of this Contract the Eastern Upper Peninsula Intermediate School District will notify the Subrecipient in writing.

The Eastern Upper Peninsula Intermediate School District agrees that the cost of audit activities is a reasonable Contract expense as long as the cost can be accommodated within your current total allocation.

**H. Audit Requirements**

It is the Subrecipient's responsibility to determine if they meet the requirements per 2 CFR Part 200, Subpart F and 45 Part 75 Subpart F to have a single audit performed. If it is determined the Subrecipient meets the requirements, the Subrecipient must submit the reporting package (see below) and an audit transmittal letter to the Eastern Upper Peninsula Intermediate School District in accordance with the time frame established in the Circular.

If it is determined that the Subrecipient does not need to have a single audit performed, a letter stating that and the rationale must be provided to the Eastern Upper Peninsula Intermediate School District within 60 days of the Subrecipient's year end.

The reporting package includes:

1. Financial statements and Schedule of Expenditures of Federal Awards (SEFA)
2. Summary schedule of prior audit findings
3. Auditor's report(s)
4. Corrective action plan

**A copy of Subrecipient audit reports must be submitted to the Eastern Upper Peninsula Intermediate School District within 60 days of completion.**

### **I. Audit Related Sanctions**

The Eastern Upper Peninsula Intermediate School District may impose sanctions on the Subrecipient if the Subrecipient fails to adhere to any of the audit requirements in this Contract. The Eastern Upper Peninsula Intermediate School District will notify the Subrecipient in writing of any imposed sanctions. In cases of continued inability or unwillingness to comply with audit requirements, the Eastern Upper Peninsula Intermediate School District may recoup all federal payments made to the Contractor during the period that a single audit was required.

Funds provided to the Great Start to Quality Resource Center by the Eastern Upper Peninsula Intermediate School District, or the Early Childhood Support Network (ECSN) are intended to support the core costs for implementation of the FY24 Great Start to Quality Resource Center Scope of Work. Resource Centers are encouraged to develop a budget that uses funds efficiently while at the same time ensuring that performance measures are achieved. The Eastern Upper Peninsula Intermediate School District reserves the right to disallow fund usage for expenditures beyond the specified Scope of Work or for items deemed unallowable, unreasonable, or not cost-effective.

### **J. Warranties and Representations**

The Subrecipient represents and warrants:

- The Contract signatory has the power and authority, including any corporate authorizations, necessary to enter into this Contract on behalf of Subrecipient.
- It is qualified and registered to transact business in all locations where required.
- It is capable in all respects of fulfilling and shall fulfill all of its obligations under this Contract.
- The performance of all obligations under this Contract shall be provided in a timely, professional, and workmanlike manner and shall meet the performance measures and operational standards required under this Contract.

### **K. Management Responsibility**

Subrecipient shall have overall responsibility for managing and successfully performing and completing the Scope of Work specified in the Contract, subject to the overall direction and supervision of the Eastern Upper Peninsula Intermediate School District and with the participation and support of the Eastern Upper Peninsula Intermediate School District as specified in this Contract.

The Services/Deliverables will be provided by the Subrecipient either directly or through its affiliates, subsidiaries or subcontractors. **Regardless of the entity providing the Service/Deliverable, the Subrecipient will act as a single point of contact coordinating these entities to meet the Eastern Upper Peninsula Intermediate School District need for Services/Deliverables.** Nothing in this Contract, however, shall be construed to authorize or require any party to violate any applicable law or regulation in its performance of this Contract.

Failure to achieve Performance Metrics in the implementation of the Scope of Work for FY24, will subject the Resource Center to additional technical assistance and/or follow-up by the Eastern Upper Peninsula Intermediate School District, which may include a Corrective Action Plan and/or if the Eastern Upper Peninsula Intermediate School District determines necessary, the termination of this contract. Written documentation of process and status will be issued.

#### **L. Fees and Other Sources of Funding**

The Subrecipient guarantees that any claims made to the Eastern Upper Peninsula Intermediate School District under this Contract shall not be financed by any source other than the Eastern Upper Peninsula Intermediate School District under the terms of this Contract. If funding is received through any other source, the Subrecipient agrees to delete from Subrecipient billings, or to immediately refund to the Eastern Upper Peninsula Intermediate School District, the total amount representing such duplication of funding.

### **SECTION IV. ASSURANCES AND CERTIFICATIONS--FEDERAL PROGRAMS**

#### **Contained within this Section:**

- A. Assurance regarding compliance with grant program requirements
- B. Assurance concerning materials developed with funds awarded under this grant
- C. Certification regarding nondiscrimination under federally and state assisted programs.
- D. Certification regarding Title II of the Americans with Disabilities Act (ADA)
- E. Certification regarding Title III of the Americans with Disabilities Act (ADA)
- F. Certification regarding nondiscrimination under federally and state assisted programs
- G. Debarment and Suspension.
- H. HHS certification regarding drug-free workplace requirements:
- I. Certification of Compliance with the Pro-Children Act of 1994:
- J. Certification regarding lobbying
- K. Hatch Political Activity and Intergovernmental Personnel Act
- L. Prohibition Against Using Funds to Support Religious Activities
- M. Health Insurance Portability and Accountability Act
- N. Child Care and Development Fund (CCDF) Program Assurances

The following assurances and certifications are hereby given to the Eastern Upper Peninsula Intermediate School District:

- A. **Assurance regarding compliance with grant program requirements.** The Subrecipient agrees to comply with all applicable requirements of all state statutes, federal laws, executive orders, regulations, policies, and award conditions governing this Contract. The Subrecipient understands and agrees that if it materially fails to comply with the terms and conditions of this Contract, the Eastern Upper Peninsula Intermediate School District may withhold funds otherwise due to the Subrecipient from this Contract. The Eastern Upper Peninsula Intermediate School District may withhold up to 10 percent of any payment based on a monitoring finding, audit finding or pending final report. In addition, Subrecipient agrees to the following program requirements as specified by MDE OGS:
  - 1. Use of MiRegistry.

- a. 100% of professional development opportunities must be state approved. Resource Centers will implement professional development to support programs and providers in alignment with statewide policies and procedures
  - b. Resource centers must utilize the state training approval process
2. All Resource Center Staff who provide in person or online training raining must be approved trainers in the MiRegsitry.org system.
    - a. All Resource Center staff must adhere to all active Great Start to Quality protocols and guidelines
  3. All materials distributed by Resource Centers must meet the MDE/OGS, ECSN and ECIC standards of quality
    - a. RCs will review and maintain electronic media and social media
  4. RC is expected to have at least one FTE equivalent I/T Specialist dedicated fulltime to support of infant-toddler work.

**B. Assurance concerning materials developed with funds awarded under this grant.** The Subrecipient assures that the following statement will be included on any publication or project materials developed with funds awarded under this Contract, including reports, films, brochures, and flyers: “These materials were developed under a grant awarded by the Michigan Department of Education.”

**C. Certification regarding nondiscrimination under federally and state assisted programs.** Assurance is hereby given to Eastern Upper Peninsula Intermediate School District that the Subrecipient will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Education.

**D. Certification regarding Title II of the Americans with Disabilities Act (ADA), p.l. 101-336, state and local government services.** Assurance is hereby given to Eastern Upper Peninsula Intermediate School District that the Subrecipient will comply with the Americans with Disabilities Act (ADA) providing comprehensive civil rights protections for individuals with disabilities. Title II of the ADA covers programs, activities, and services of public entities. Title II requires that, “No qualified individual with a disability shall, by reason of such disability be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity.” In accordance with Title II ADA provisions, the applicant has conducted a review of its employment and program/service delivery processes and has developed solutions to correcting barriers identified in the review.

**E. Certification regarding Title III of the Americans with Disabilities Act (ADA), P.L. 101-336, public accommodations and commercial facilities.** Assurance is hereby given to Eastern Upper Peninsula Intermediate School District that the Subrecipient will comply with the Americans with Disabilities Act (ADA) providing comprehensive civil rights protections for individuals with disabilities. Title III of the ADA covers public accommodations (private entities that affect commerce, such as museums, libraries, private schools and day care centers) and only addresses existing facilities and readily achievable barrier removal. In accordance with Title III provisions, the applicant has taken the necessary action to ensure that individuals with a disability are provided full and equal access to the goods, services, facilities, privileges, advantages, or accommodations offered by the applicant. In addition, a Title III entity, upon

receiving a grant from the Michigan Department of Education, is required to meet the higher standards (i.e., program accessibility standards) as set forth in Title III of the ADA for the program or service for which they receive a grant.

**F. Certification regarding nondiscrimination under federally and state assisted programs.**

In the performance of this Contract or any contract, sub-Contract, or purchase order produced as a result of this Contract, the Subrecipient agrees it will not discriminate against any employee or applicant for employment or service delivery and access, with respect to their hire, tenure, terms, conditions or privileges of employment, programs and services provided, or any matter, directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position or to receive services. The Subrecipient further agrees that every sub-Contract entered into for the performance of any Contract or purchase order resulting therefrom will contain a provision requiring non-discrimination in employment, service delivery and access, as specified in this Contract, binding upon each Subrecipient. This covenant is required pursuant to the Elliott-Larson Civil Rights Act, 1976 PA 453, as amended, MCL 37.2201 et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 et seq., and any breach of these terms will be regarded as a material breach of the Contract or purchase order.

**G. Debarment and Suspension.**

<http://www.acf.hhs.gov/grants/certification-regarding-debarment-suspension-and-other-0>

The requirements for suspension and debarment are contained OMB guidance in 2 CFR part 180, which implements Executive Orders 12549 and 12689, Debarment and Suspension; Federal agency regulations Uniform Guidance, 2 CFR 200, program legislation; Federal awarding agency regulations; and the terms and conditions of the award.

Assurance is hereby given to Eastern Upper Peninsula Intermediate School District that the Subrecipient will comply with Federal Regulation, 2 CFR Part 180 and certifies to the best of its knowledge and belief that it, including its employees and subcontractors:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the Subrecipient;
- Have not, within a three-year period preceding this Contract, been convicted of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or Contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- Are not presently indicted, or otherwise criminally or civilly charged, by a government entity (federal, state, or local) with commission of any offense enumerated in the immediately preceding bullet, and;
- Have not within a three-year period preceding this Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Suspension and Debarment is reviewed by the Director of Finance on the System for Award Management (SAM) prior to awarding a contract or conducting business with an individual or organization that directly or indirectly submits to be a contractor or subcontractor to ensure they have not been suspended or debarred.

**H. HHS certification regarding drug-free workplace requirements:**

<http://www.acf.hhs.gov/grants/certification-regarding-drug-free-workplace-requirements>

Assurance is hereby given to Eastern Upper Peninsula Intermediate School District that the Subrecipient and its agents will comply with the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions.

**I. Certification of Compliance with the Pro-Children Act of 1994:**

<http://www.acf.hhs.gov/grants/certification-regarding-environmental-tobacco-smoke>

Assurance is hereby given to Eastern Upper Peninsula Intermediate School District that the Subrecipient and its agents will comply with Public law 103-227, also known as the Pro-Children Act of 1994, 20 USC 6081 et seq., which requires that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted by, and used routinely or regularly, for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments, by federal grant, Contract, loan or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. The Subrecipient also assures that this language will be included in any subawards that contain provisions for children's services.

The Subrecipient also assures, in addition to compliance with Public Law 103-227, any service or activity funded in whole or in part through this Contract will be delivered in a smoke-free facility or environment. Smoking will not be permitted anywhere in the facility, or those parts of the facility under the control of the Subrecipient. If activities or services are delivered in facilities or areas that are not under control of the Subrecipient (e.g., a mall, restaurant or private work site), the activities or services will be smoke-free.

**J. Certification regarding lobbying <http://www.acf.hhs.gov/grants/certification-regarding-lobbying>**

The Subrecipient will comply with the Anti-Lobbying Act, 31 USC 1352 as revised by the Lobbying Disclosure Act of 1995, 2 USC 1601 et seq., and Title V Section 503 of the Departments of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act (Public Law 111-117); 123 stat 3279. Further, the Subrecipient will require that the language of this assurance be included in the award documents of all sub awards at all tiers (including subcontracts, sub grants, and Contracts under grants, loans and cooperative Contracts) and that all subrecipients will certify and disclose accordingly.

**K. Hatch Political Activity and Intergovernmental Personnel Act**

The Subrecipient and its agents will comply with the Hatch Political Activity Act, 5 USC 1501-1508, and the Intergovernmental Personnel Act of 1970, as amended by Title VI of the Civil Service Reform Act, Public Act 95454, 42 USC 4728. Any person or organization involved in the administration of federally assisted programs cannot use Federal funds for partisan political purposes of any kind.

**L. Prohibition Against Using Funds to Support Religious Activities**

The Subrecipient will not use funds provided by Eastern Upper Peninsula Intermediate School District or administered by the state or federal government to support inherently religious activities, such as worship, religious instruction, or proselytization. If the Subrecipient engages in such activities, it must offer them separately, in time or location, from the programs or services funded by Eastern Upper Peninsula Intermediate School District or with state or federal assistance, and participation must be voluntary for the beneficiaries of the state or federally funded programs or services.

The Subrecipient will strictly adhere to provisions of federal law and regulation, including those found in 42 U.S.C. 604a.

**M. Health Insurance Portability and Accountability Act**

To the extent that this Act is pertinent to the services that the Subrecipient provide to Eastern Upper Peninsula Intermediate School District under this Contract, the Subrecipient assures that it is in compliance with the Health Insurance Portability and Accountability Act (HIPAA) requirements including the following:

1. The Subrecipient must not share any protected health data or information provided by Eastern Upper Peninsula Intermediate School District that falls within HIPAA requirements except to a subcontractor as appropriate under this Contract.
2. The Subrecipient must require the subcontractor not share any protected health data and information from Eastern Upper Peninsula Intermediate School District that falls under HIPAA requirements in the terms and conditions of the subcontract.
3. The Subrecipient must only use the protected health data and information for the purposes of this Contract.
4. The Subrecipient must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to protected health data and information by the Subrecipient's employees.
5. The Subrecipient must have a policy and procedure to report to Eastern Upper Peninsula Intermediate School District unauthorized use or disclosure of protected health data and information that falls under the HIPAA requirements of which the Subrecipient becomes aware.
6. Failure to comply with any of these requirements may result in the termination of this Contract in accordance with its terms.
7. In accordance with HIPAA requirements, the Subrecipient is liable for any claim, loss, or damage relating to unauthorized use or disclosure of protected health data and information received by the Subrecipient from Eastern Upper Peninsula Intermediate School District or any other source.
8. The Subrecipient will execute a Business Associate Contract, if requested by Eastern Upper Peninsula Intermediate School District

**N. Child Care and Development Fund (CCDF) Program Assurances**

The Subrecipient will assure that the following apply and are adhered to:

- It will have in effect a program that complies with provisions of the Child Care and Development Fund Plan for Michigan, and is administered in accordance with the Child Care and Development Block Grant Act of 1990, as amended, Section 418 of the Social Security Act, and all other applicable Federal laws and regulations;
- No modifications of existing CCDF funded programs or services, including but not limited to, those listed in the annual Resource Center Scope of Work will be effective unless in writing, and signed by

the Program Manager and the representative of the Subrecipient, at least 30 days prior to the date that change is to become effective. Any breach or default by a party will not be waived or released other than in writing signed by another party;

- The Subrecipient will submit all written contracts, and sub-contracts funded by this grant that are in excess of \$100,000 to Eastern Upper Peninsula Intermediate School District prior to execution for review and approval to ensure compliance with the CCDF State Plan and applicable state and federal laws and regulations. For other Contracts related to this Contract the Great Start to Quality Resource Center will permit Eastern Upper Peninsula Intermediate School District, or its designee, to visit the Subrecipient's offices and review and evaluate as requested. Five business days' notice will be given prior to the review and the review will take no longer than five business days.
- The Subrecipient will assist Eastern Upper Peninsula Intermediate School District in collecting and disseminating consumer education that will promote informed childcare choices information to parents of eligible children and the general public, as specified in the annual Resource Center Scope of Work.

Eastern Upper Peninsula Intermediate School District  
315 Armory Place  
Sault Ste. Marie, MI 49783  
(906) 632-3373

**EARLY CHILDHOOD SUPPORT NETWORK  
SUBRECIPIENT CONTRACT**

**Subrecipient**

Northeast Resource Center  
C.O.O.R. ISD  
11051 N. Cut Road  
Roscommon, MI 48653

**Telephone:** 877-614-7328

**Federal ID Number:** 38-1791360

**Subrecipient Contact**

Shawn Petri, COOR ISD Superintendent  
Katie Ketih, COOR ISD Director of Early Childhood  
Helen Shastal, Northeast Resource Center Co-Director  
Chris Tappan, Northeast Resource Center Co-Director

**Email**

s petri coordisd.net  
keithk coorisd.net  
shastalh coorisd.net  
tappan coorisd.net

Authorized Signature & Date

Authorized Signature & Date

2023



## 8. **Action Items**

A. Approve overnight expenses and registration for Superintendent Petri to attend the Midwest School Safety Summit in Lansing on Jan 16-17 and the MAISA MidWinter Conference at the Renaissance Center in Detroit on Jan 24-26th.





B. Authorize the superintendent or designee to seek bids for and purchase a company vehicle at a cost up to \$40,000 to replace the 2008 Chevy Impala.

C. Ratify the hiring of personnel:

-Danielle Zick, Occupational Therapist for Crawford AuSable Schools, as a fulltime employee, member of the COOR Educational Association at MA+30, step 4 for 129 days through June 30, 2024.

-Eileen Smith, Speech/Language Pathologist at Charlton Heston Academy two days per week (part time) at MA+30, step 30 through June 30, 2024.

D. Approve a new contract with Josh Meyer, Welding Instructor, to make him a full-time employee with benefits, effective November 27, 2023 to and including June 6, 2024.

E. Approve a retention bonus of 1.0 to 1.5 percent for staff that have not received a stipend already through a collective bargaining agreement or handbook. This bonus will be awarded annually if the Superintendent deems that the COOR budget can afford it.

F. Accept an amendment to the Special Education Budget for 2023-24 as presented.



G. Approve quote from Up North  
Security for interior door locks  
with electronic fob access at the  
COOR Educational Center



9. Information Items

- November Social Media Report
- New Welding Parapro, Alex  
Koslakiewicz
- New Front Desk Receptionist, Alicia  
Smith
- January organizational meeting Jan  
10th
- Board retreat for goal planning - Jan  
15th or 22nd? (Mondays)
- Superintendent evaluation or goal  
setting
- AEAOC reports will be in February
- Save the date: April 16, 2024- ISD-  
Wide Board Dinner in Grayling



10. Superintendent's Report

- Thrun PERA Policies
- Organizational Meeting
- ISD Millage Chart
- CTE Millage Campaign Update
- Board Dinner April 16, 2024
- Career Navigator MIWorks 7B

11. Communications

- AEAOC Audit Presentation (Feb)
- AEAOC November minutes
- AEAOC December agenda
- AEAOC Graduation & Dropout Audit report
- Approve Policy updates from Thrun Law Firm for future adoption
- Dr. Gary Roberts selected as the next KCC President











## 12. **Adjournment**