

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

Monday, January 22, 2024 5:00 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. **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.**

5. **Consent Agenda**

A. Approve minutes from the January 10, 2024 Organizational Meeting (includes resolution for policy updates)

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**C.O.O.R.**  
INTERMEDIATE SCHOOL DISTRICT  
Crawford • Oscoda • Ogemaw • Roscommon

C.O.O.R. ISD Board of Education Meeting  
Wednesday, January 10, 2024 Organizational Meeting

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

### 1. Call to order & Roll Call

Superintendent Petri brought the meeting to order at 6:02.

Attendance – Present: Jim Gendernalik, Brie Molaison, Nancy Persing, Lyn Sperry, and Dr. Mangutz. Absent: Ian Faulkner, Kara Mularz.

Guests Keith & Mary Kleinert were presented a certificate for providing DJ services for the holiday party in December. Certificates will be mailed to the other donors.

### 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. Organization of the Board

#### 3.A. Election of Board President

Nomination(s): Dr. Jim Mangutz

*Approve the recommendation for Board President.* This motion, made by Nancy Persing and seconded by Brie Molaison, Carried (5-0), 2 absent.

#### 3.B. Election of Board Vice President

Nomination(s): Nancy Persing

*Approve the recommendation for Board Vice President.* This motion, made by Jim Mangutz DDS and seconded by Lyn Sperry, Carried (5-0), 2 absent.

#### 3.C. Election of Board Secretary

Nomination(s): Lyn Sperry

*Approve the recommendation for Board Secretary.* This motion, made by Brie Molaison and seconded by Jim Gendernalik, Carried (5-0), 2 absent.

#### 3.D. Election of Treasurer

Nomination(s): Jim Gendernalik

*Approve the recommendation for Board Treasurer.* This motion, made by Lyn Sperry and seconded by Nancy Persing, Carried (5-0), 2 absent.

#### 3.E. Committee Member Selection

-Finance Committee (Reporting, Budgets, Grants, etc.)

-Buildings and Grounds Committee (including Equipment)

- Legislative/Strategic Planning Committee (Quarterly Goal Review)
- Policy Committee (new Administrative Guidelines)
- Personnel Committee (Wages, Contract Negotiation, etc.)
- Evaluation of the Superintendent- Committee of the Whole
- CTE Steering Committee

Jim Gendernalik will replace Ian Faulkner on the Finance committee. Ian Faulkner will be the alternate on the Personnel committee instead of Dr. Mangutz.

#### 4. Adopt the Agenda

Adopt the agenda as presented. This motion, made by Lyn Sperry and seconded by Nancy Persing, Carried (5-0), 2 absent.

5. Presentation: School Grades Report for the COOR Educational Center  
Melisa Akers, Director of Special Education reported a steady increase in student proficiency, performance among peers, and attendance. More attention has been given to math & English in the past few years. The COOR Educational Center currently has a grade of "A."

#### 6. Department Updates

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

In honor of School Board Appreciation month, career tech students customized tumblers for the board members. The open house has been rescheduled to Tuesday, January 23<sup>rd</sup>.

#### 7. Public Participation – None.

#### 8. 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 consent agenda as presented. This motion, made by Lyn Sperry and seconded by Brie Molaison, Carried (5-0), 2 absent.

8.A. Approve minutes of previous meeting on December 13, 2023.

8.B. Approval of Bills for December 2023 totaling \$1,232,162.07

8.C. Approve Revenue & Expenditure Reports for December 2023 (CTE, Gen Fund, ROOC, Special Ed, and Summary reports)

8.D. Establish Board Per Diem for 2024

That a per diem allowance of \$30.00 shall be granted to board members for attendance at board meetings, committee meetings, and those activities identified by board policy, or authorized duty, if the duty is authorized in advance by resolution of the board. The board

president or designee will be allowed compensation equal to one regular meeting for meeting once per month with the superintendent to prepare an agenda for the regular meeting. (see Policy 2306)

8.E. Approve an increase in mileage rate from \$0.655 to \$0.67 cents per mile to match the IRS rate as of Jan 1, 2024

8.F. Call Regular Meetings - Meeting dates to be posted for 2024:

February 14, 2024

March 13, 2024

April 10, 2024

May 8, 2024

June 12, 2024

June 26, 2024 Special Meeting- Budgets

July 10, 2024

Aug 14, 2024

Sept 11, 2024

Oct 9, 2024

Nov 13, 2024

Dec 11, 2024

Jan 8, 2025

Potential remote locations to be decided

8.G. Designate Recording Secretary and delegate Posting of Public Notices

Appoint Rebecca Socia, Administrative Assistant to the Superintendent, as Recording Secretary for the COOR Board of Education to be reimbursed for mileage at the current Board-approved rate, and per diem of \$65.00 per meeting. This position is also appointed as designee responsible for implementing the public notice requirements of the Open Meetings Act.

8.H. Appoint Designee for Posting of Public Notices

To appoint the Superintendent's Secretary as designee responsible for implementing the public notice requirements of the Open Meetings Act.

8.I. Approve COOR ISD's Title IX positions:

Coordinator: Alexis Ferguson, Human Resources.

Investigators: Melisa Akers, Director of Special Education

Decision Maker: Shawn Petri, Superintendent

Appeals: Katie Keith, Early Childhood Supervisor

8.J. Authorize Natalie Davis as signatory for the following agreements:

- Carl D. Perkins Application with the Michigan Department of Education-Office of Career & Technical Education (MDE-OCTE)

- All Fiscal Reports with OCTE in the Career and Technical Education Information System (CTEIS)

8.K. To designate J.P. MORGAN CHASE as the depository for the C.O.O.R. Intermediate School District for the following accounts; authorizing the administration to select the institution that is in the best interest of the school district; authorizing the Superintendent or his Designee(s) to make transfers between business checking account(s) and/or high yield savings account(s); authorizing transfers to be made by telephone, fax and/or other electronic means:

Business Checking Accounts: General Fund, COOR Payroll, and ROOC Payroll.  
High Yield Savings Accounts: General Fund and ROOC Investment Fund.

#### 8.L. Signing of Checks

That COOR and R.O.O.C., Inc. payroll business checking accounts require only one signature; Shawn Petri, Board President, or Treasurer are hereby authorized to sign all checks. The General Fund business checking account requires only one signature.

#### 8.M. Approve Annual Updates to Board Policies

Thrun Law Firm will update the Policy Manual, Handbooks, Administrative Guidelines, and Forms annually and on an “as needed” basis. The annual update fee may be less than \$2,750 for retainer clients if few or no updates are necessary in a given school year. Update fees are subject to automatic annual renewal and are invoiced.

#### 8.N. Extend Retainer Agreements

To extend the retainer agreement for \$2,500 and authorize the use of Thrun Law Firm, P.C. This is the same price as 2023.

To extend the retainer agreement for \$599 and authorize the use of Clark Hill PLC for Special Education, 054, or ADA legal matters for the school year.

#### 8.O. Approve Board Member Attendance at Conferences

That approval shall be given for any member of the Board of Education to attend the Governor’s Education Summit, NSBA’s Advocacy Institute, Northern Michigan School Legislative Association, as well as any conferences, trainings or meetings offered by the Michigan Association of School Boards, held in Michigan, for this year. Approval includes associated expenses for travel, lodging, food and conference fees. Specific dollar amounts for costs of registration, lodging, travel, and meals must be also subsequently be approved by the board’s designee, the Superintendent.

#### 8.P. Approve Superintendent's Attendance at Conferences

That approval shall be given for the Superintendent to attend meetings of the CWMAIA, NMSLA, and conferences held by the Northern Michigan School Legislative Association, Michigan Association of School Boards, Michigan Association of Superintendents & Administrators, or the Michigan Association of Intermediate School Administrators held in Michigan for this year.

Approval includes associated expenses for travel, lodging, food, and conference fees.

#### 8.Q. Verify Current Newspapers of Record for C.O.O.R. ISD shall be:

- Crawford County Avalanche
- Oscoda County Herald
- Ogemaw County Herald
- Houghton Lake Resorter

#### 8.R. Approve Professional Dues / Memberships

To approve payment of dues to the linked list of professional organizations for the year.

(Some organizations utilize the calendar year and some utilize a fiscal year.)

8.S. Approve closing the C.O.O.R. ISD central office to the public, allowing staff to attend the following four events: All-staff Professional Development Day in August, COOR Educational Center Graduation, Career Tech commencement, and the week between Christmas and New Year.

### 9. Action Items

#### 9.A. *Approve an amendment to the 2023-24 General Fund budget, as presented.*

This motion, made by Nancy Persing and seconded by Brie Molaison, Carried (5-0), 2 absent. Kurt Loll, Finance Director, was available for questions.

9.B. Hire Pat Niemczyk as a teacher of the elementary MoCI classroom as part of the COOR Educational Association, BA step 30, effective January 11, 2024 to June 14, 2024.

*Hire Pat Niemczyk as a teacher through June 14, 2024.* This motion, made by Brie Molaison and seconded by Lyn Sperry, Carried (5-0), 2 absent. The posting is still open for a new employee.

9.C. Approve registration and expenses for any interested Board Members or the Superintendent to participate in the 2024 MASB Winter Institute taking place virtually from Friday, Feb 2nd to Saturday, Feb 3rd. These are Live Online Webinars. The cost is \$99 for each session, except CBA 101 and Board President Workshops, which are \$189 each (9am-4pm).

*Approve registration and expenses for the Superintendent or any interested Board Members to participate in the 2024 MASB Winter Institute.* This motion, made by Nancy Persing and seconded by Brie Molaison, Carried (5-0), 2 absent.

9.D. Approve registration fees & overnight expenses for Superintendent Petri to attend the following Michigan Negotiator's Association events:

-2024 Labor Relations Academy in Lansing on Feb 7-9, 2024

-2024 Spring Conference in Lansing on March 14, 2024

*Approve registration fees & overnight expenses for Superintendent Petri to attend Michigan Negotiator's Association events.* This motion, made by Brie Molaison and seconded by Lyn Sperry, Carried (5-0), 2 absent.

9.E. *Approve a new lease with Image Makers of Traverse City for an upgraded Xerox copier at the COOR Educational Center for five years.* This motion, made by Lyn Sperry and seconded by Brie Molaison, Carried (5-0), 2 absent.

9.F. Adopt policy updates and new policies as prepared by Thrun Law firm, P. C. and adopt the attached resolution for the Professional Staff Policies: Policy numbers: 2303, 2306, 2404A, 2501, 2501A, 2506, 5707 and PERA Policy changes: 4108, 4207, 4402R, 4403R, 4404, 4405R, 4407, 4408, 4409R, 4503R, 4504 (policies with "R" would replace current policies on July 1, 2024)

*Adopt policy updates, new policies, and adopt resolution as prepared by Thrun Law firm, P. C.* This motion, made by Nancy Persing and seconded by Lyn Sperry, Carried (5-0), 2 absent.

10. Information Items

- December Social media report card
- New CEC Paraprofessional: Courtney Mallory

Alternative Educational Center of Ogemaw County:

- AEAOC December 2023 meeting minutes
- AEAOC January meeting agenda

April 16th ISD-wide Board Dinner at Grayling High School

11. Superintendent's Report

Superintendent Petri is honored to work for this fantastic board of education and appreciates the excellent work they do.

12. Communications

- Certificates of Appreciation are being sent to sponsors of the COOR Educational Center Holiday Party: Roscommon County Community Foundation, Roscommon Rotary Club, Up North Voice Michigan, Houghton Lake Resorter, Walmart of West Branch, Meijer of West Branch, and Keith & Mary Kleinert.

13. Adjournment

*Adjourn the meeting.* This motion, made by Jim Gendernalik and seconded by Brie Molaison, Carried (5-0), 2 absent. Time: 7:19 PM

Respectfully submitted,



Rebecca Socia,  
Recording Secretary

Reviewed by

Lyn Sperry,  
Board Secretary

Professional Staff Board Policy Update

C.O.O.R. Intermediate School District  
Counties of Crawford, Oscoda, Ogemaw, and Roscommon, State of Michigan (the "ISD")

An organizational meeting of the Board of Education (the "Board") was held in the county of Roscommon, within the boundaries of the ISD, on the 10th day of January, 2024, at 6:00 o'clock in the p.m.

The meeting was called to order by ~~James Mangutz~~, President.

Present: Members B. Molaison, J. Gendernalik, N. Peraney,

Absent: Members I. Faulkner, K. Mulary

The following preamble and resolution were offered by Member Nancy Persing and supported by Member Lyn Sperry

**WHEREAS**, following recent legislative changes, the Board identified a need to review its current Board policies for corresponding updates; and

**WHEREAS**, the ISD's administration ("Administration") has reviewed the Thrun Law Firm Policy Manual Updates ("Policy Manual Updates") and recommends the Policy Manual Updates for consideration, in the form presented for Board review and approval, to replace the Board's existing policies listed below; and

**WHEREAS**, the Administration has reviewed any and all legal settlements and resolution agreements between the ISD and any state or federal agency, as applicable, that address the modification or agency review of existing Board policy and the Board has considered the impact of those settlements or agreements when recommending adoption of the Policy Manual Updates; and

**WHEREAS**, the Administration recommends that the Board adopt the Policy Manual Update as outlined below; and

**WHEREAS**, the Board has carefully reviewed, considered, and evaluated the Policy Manual Updates collectively and as individual Board members and the Administration's recommendation.

**NOW THEREFORE, BE IT RESOLVED THAT:**

1. The Board accepts the Administration's recommendation to adopt the Policy Manual Updates.
2. The following existing Board policies are hereby repealed and replaced with the corresponding Policy Manual Updates: Policies 4108, 4207, 4404, 4407, 4408, and 4504.
3. The Board hereby adopts the Policy Manual Updates that correspond with the Board policies listed in Paragraph 2 in the form presented and recommended by the Administration as new policies for the purpose of governing the ISD.

Professional Staff Board Policy Update

4. The following existing Board policies are hereby repealed, effective June 30, 2024, and replaced with the corresponding Policy Manual Updates: Policies 4402, 4403, 4405, 4409, and 4503.

5. The Board hereby adopts, effective July 1, 2024, the following Policy Manual Updates in the form presented and recommended by the Administration as new policies for the purpose of governing the ISD: Policies 4402-R, 4403-R, 4405-R, 4409-R, and 4503-R.

6. The Administration shall promptly review ISD publications and forms that may reference the now-repealed Board policies and revise those publications and forms as necessary to align them with the newly adopted Policy Manual within 30 calendar days after this resolution.

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

Ayes: Members Molaison, Gundermalik, Persing, Sperry  
Nays: Members Wimangutzy  
none

Resolution declared adopted.

*Lynn Sperry*  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of C.O.O.R. Intermediate School, Counties of Crawford, Oscoda, Ogemaw, and Roscommon, State of Michigan, certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on January 10, 2024, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

*Lynn Sperry*  
Secretary, Board of Education

**6. Discussion**

A. Board Goal Setting

B. Review District Strategic Plan  
Goals

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## Goal Area 1: Academics/Programs

COOR ISD will enhance programs and services that directly improve achievement in all areas.

## Goal Area 2: Communications/Community Engagement

COOR ISD will develop and implement a communication plan that engages and encompasses all external stakeholders

## Goal Area 3: Learning Environment /Culture

COOR ISD will improve relationships with community partners

## Goal Area 4: Personnel / Leadership

COOR ISD will develop and implement a recruitment and retention plan for all staff.

## Goal Area 5: Operations / Finance

COOR ISD will develop and implement a prioritized resource plan to expand programs and services.

7. **Action Items**

A. Approve Board Goals for 2024

B. Go into closed session for the purpose of personnel evaluations, as requested by the Superintendent

8. **Closed Session**

A. Superintendent Evaluation & Goal Setting  
Review areas brought by the superintendent for review

9. **Action Items, continued**

A. Return to Open Session

B. Review the proposed Superintendent Contract from January 23, 2024 to June 30, 2027

10. **Adjournment**