

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

Wednesday, July 10, 2024 6:00 PM

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

1. Call to order & Roll Call

2. Opening Ceremonies

- Pledge of Allegiance

- Mission Statement

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

3. Adopt the Agenda

4. Department Updates

-Career & Technical Education Department

-Early Childhood Department

-Instructional Services Department

-Special Education Department

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

-K12 ETA (Educational Technology Association)

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Supervisor of Early Childhood

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Director of ROOC, Inc.

Jared Socia

Director of Operations

To: Shawn Petri, Superintendent

From: Natalie Davis, CTE Director

Date: July 6, 2024

Subject: CTE Department Update

CTE Construction Project:

We are still waiting on the “boots” for the entry doors into the office and shop areas from the hallway.

Grants:

Equipment is still arriving for the SME Prime grant and Josh Meyer and Kyle Sisco are working closely to implement the new curriculum within their programs. Josh will be attending training on the Stratasys 3D printer in MN in August sponsored by SME. The Snap-On precision measurement system has also been delivered and they will both have training on that as well, but not until October.

Outreach/Marketing:

I have been attending our CEAC Council meetings and most recently the picnic in Gladwin with the business meeting as well.

I haven't heard yet whether SAAB will be coming to Grayling to build their munitions factory. This is the presentation I did at Kirtland for MEDC.

Other:

You approved the CTE budget draft, but we may need to amend based on the final budget as approved. Unfortunately it does not look like we'll continue to receive 61C for equipment/infrastructure. Fortunately the construction project has wrapped up because this was vital in finishing the project!

I am working with Kurt and Shawn as we are spending down our 61i grant for teacher retention. We are unable to pre-pay tuition for staff still needing further classes, but we are able to support PD so it will not be a problem to spend the remaining funds. COOR received approximately \$192,000 in 61i over the past 2 years. I applied for \$200k and it was slightly reduced.

I began working with Mike Evans last week and will continue to do so over the summer. 😊



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To: Shawn Petri, Superintendent

From: Katie Keith, Early Childhood Supervisor

Date: July 2024

Subject: Early Childhood Update

Great Start to Quality

None

Great Start & Great Start Parent Coalition

As a part of the Talking is Teaching Campaign our GSC/FC have been installing Little Libraries throughout our 5 counties along with our Talking is Teaching playground signage.

Robyn Varney, an agency partner from Head Start connected us with her step son and his family after going through the terrible loss of their son, Zander. The family wanted to find something that would honor him. The GSC/FC were able to work with the family to install a little library at Gerrish Township in his honor. The GSC/FC has filled the library with children's books from age 0 to 3rd grade. Gerrish Township Hall has agreed to allow us to have a donation box for community members to donate. Zander's family has agreed to manage the little library which means they will go through all the donated books to make sure they are appropriate and in good condition to be reused in the little library.

The Great Start Collaborative and the Crawford Child Protection Council once again partnered to bring the Crawford Neighborhood Connect to families on June 13th. The event is free to all families in the county to connect with local agencies and receive resources and leave with free food from the food distribution truck. 23 vendors participated in the event which included Head Start, Grayling CO-OP and GSRP, Disability Network, several branches



of DHHS, Early On etc,. We had many volunteers which included several of our COOR staff. 157 families participated in the event. Tammy and Chris spend 6 months of the year planning and coordinating the event. This is the 3rd year that Tam and Chris have been in charge of the event and looking forward to planning it again for FY25.

Great Start Readiness Program

With the Conference Committee wrapping up, we now have a [full comparison](#) for our budget from the House, Senate and Conference Committee. Many positive changes have been proposed. MiLEAP is currently working on updates to support the budget.



Educational Technology Association

Technology for Learning

July 2024 ETA Report

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

Tickets (ETA Wide):

- Current Open: 268
- Created this month: 669

Trainings Provided:

- Student Information System Rollover

Updates:

- The ETA team is working hard on replacing network equipment, cleaning out/dusting all computers and projectors, updating devices, cleaning up inventory, and installing new equipment for the upcoming school year.
- The ACD fiber build project is still in progress. They have informed me that they are planning to have it finished by the middle of July.
- 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 96 threats in 1053 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, Mason County Eastern, Gateway 2 Success, Mesick, MISD, WMISD, and WSESD.
- We will resume our “phishing campaigns” when staff return.



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- Somer Quinlan, Executive Director of ROOC, Inc.
- Jared Socia, Director of Operations

To: Shawn Petri, Superintendent

From: Katie Fuelling

Date: June 2024

Subject: Instructional Services Update

Instructional Services

Director: Katie Fuelling

The Instructional Services and Special Education Department is excited to share our 2024-2025 Professional Learning Menu! It is filled with professional learning opportunities tailored to meet the varied needs of our local districts.

[2024-2025 COOR ISD Professional Learning Menu](#)

31n Team

Behavioral Health Coordinator: Michelle Culton-Ekstrom

Our 31n Whole Child Specialists and our Student Engagement Coach finalized support services with students for the school year. Our 31n providers have shared inspiring stories from their experiences that are full of compassion, connection, and resilience. 31n team members are continuing to receive referrals for services beginning in the fall. Options for summer connections with our DHHS team members are available by contacting our 31n Team Administrative Assistant at COOR.

Professional Learning opportunities are being offered by our 31n Team for educators and staff. Training options will focus on TBRI, Self-compassion, whole brain development, educator resiliency, and student behavior regulation.

Early Literacy

Early Literacy Coach: Michelle Ewald

ISD-Wide Professional Learning

Beginning this fall, there will be an asynchronous online book study offering surrounding the professional text *Reading Above the Fray* by Dr. Julia Lindsey. This PD opportunity will be available to all K-3 teachers in the ISD, and the learning is designed to support enhanced foundational skills instruction with any district curriculum.

R.O.O.C. Inc.

11018 North Cut Road, Roscommon, MI 48653

www.rooc.org

MEMORANDUM

To: Shawn Petri
From: Somer Quinlan
Re: ROOC Update
Date: July 4, 2024

The Ralph Sperry Award was presented to Chris Sheldon on Wednesday, June 26th during a picnic lunch while visiting her farm. Chris was given the Ralph Sperry Award plaque as well as a piece of art created by our clients. Both our staff and clients expressed their appreciation for all of Chris's time, energy and support of our organization. Chris was honored and touched to receive the award and the day was enjoyed by all.

The month of June was full of fun activities such as visiting all of the animals on the Sheldon Farm, attending All Inclusive Day at the Bluegill Festival and finishing up with a Spirit Week at ROOC. The first week in July is our summer break and everyone is looking forward to some time with friends and family. The July break also provides an opportunity for building improvements and vehicle maintenance. When everyone returns next week, all vehicles will have been serviced, some painting projects will be completed and the floors will be waxed!

ENJOY A WONDERFUL 4TH OF JULY HOLIDAY!



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To: Shawn Petri, Superintendent
 From: Melisa Akers, Director of Special Education
 Date: July 3rd, 2024
 Subject: Special Education Department Update

A Message from our Director, Melisa Akers

June was a busy month with the school year wrapping up, conferences, workshops, grant reports, contract renewals, evaluations, and end of year reports.

Our department is looking forward to using the summer months to prepare for this upcoming school year. We have some lofty goals that include things like updating processes and handbooks. We will also be developing and updating guidance materials for our local districts. We look forward to sharing our hard work with you once complete.

A Message from Joe Moore, School Principal



The 23-24 school year has come to a successful close! Our annual graduation ceremony was perfect. We wish all the best to Charlayna, Chantal, Seth, Zach, Ally, Mark, Cody, and Nate as they start the next chapters of their lives. Once again, thank you to Ms. Angie, Ms. Hannah, Ms. Kristen, and all who helped make this experience memorable for the graduates and their families!

CEC, ATC, Administration, and Dean Transportation staff all came together on June 14th for a wonderful potluck lunch. It was an excellent way to close out the school year! Dean Transportation graciously donated the meat, pulled pork and chicken. Josh Moshier, Dean driver and parent of an ATC student, donated his time by smoking the meat. It was incredible! We appreciate the wonderful partnership with Dean Transportation and look forward to working with them for many years to come.

Our Summer ESY and SCI sessions start Monday, July 8th. We are looking forward to seeing smiling faces in the hallway and classrooms!



A Message from Early On Coordinator, Michele Cochrane

We currently have 59 students enrolled. In the fourth quarter of FY 2023-24 (April-June) we had 37 new referrals: 13 WBRC, 9 HLCS, 8 RAPS, 4 CASD, 2 Mio-AuSable and 1 Fairview.

The May 16th issue of the Oscoda Herald featured a front page article and photos of the new play structure that was installed at Clinton Township Park and funded through the Early On American Recovery Plan grant. Joining COOR Early On Staff and our ISD Superintendent

were MiLEAP Early On Consultants, Janet Timbs and Gina Birnbaum on a beautiful blue sky day in early May as Early On families and their children enjoyed the new addition to the local park in Comins.

New play structure designed for littles
 By Amy Hensel

A new play structure has been installed at Clinton Township Park. It is designed specially for infants and toddlers.

The project is a collaboration between MILEAP (formerly Michigan Department of Education), COOR Intermediate School District and Clinton Township. The township didn't help with funding the structure, but it furnished the location and is charged with maintaining it. It was completed in September 2023.

Early On is Michigan's system for helping families of infants and toddlers, birth to 36 months, who have developmental delays or disabilities, or medical conditions that place them at risk for delays. Early On partners with families, using



Lovda, Luke and Leenah show Amber Larrison the play structure. Photo by Amy Hensel

Please see **YOUNG, 9**



Twins Leenah and Luke Roden peek out of an opening in the structure. Photo by Amy Hensel

YOUNG

From Page 1

their daily routines to work on supporting the growth and development of their babies.

Due to the decrease in numbers of referrals during the pandemic, staff at Early On was encouraged to do projects to attract families which needed its services. Michele Cochrane is employed by COOR ISD as an Early On coordinator.

"Some people were doing billboards," she said. "I thought it would be a lot more fun to do something else. I came up with this play structure idea."

The Fairview-Comins area was the last in the district to get its rate of Early On referrals to pre-pandemic numbers.

"We were trying to promote Early On in an under-served area," Cochrane said. "We heard [Clinton Township] was upgrading the playground. I worked with Dawn Larrison on this locally."

The panels on the play structure are part of the "Talking is Teaching" campaign



The grownups gathered to celebrate the successful completion of the project while the youngsters enjoyed the equipment. COOR Intermediate School District was represented by Shawn Petri, Superintendent; Michele Cochrane, RN, Early On Coordinator; Tammy Baudoux, Occupational Therapist, and Amber Larrison, Early Childhood Special Education Teacher. MILEAP was represented by Gina Birnbaum and Janet Timbs. Pictured (L-R): Tammy Baudoux, Michele Cochrane, Amber Larrison, Gina Birnbaum, Shawn Petri, Chris Neff and Janet Timbs. Photo by Amy Hensel



Cole Abbe and Lovda Mallett try out the new play structure. Photo by Amy Hensel

by COOR ISD's Great Start Collaborative, which seeks to promote early learning and literacy. It a "billboard" for Early On but it also shines a light social emotional learning and about early language development.

"We want to get the word out about Early On," Cochrane said. "We want to support families and help get answers to any questions or concerns they have about their young child's development."

For more information, check out the following websites:

- coorisd.net
- 1800earlyon.org
- talkingisteaching.org

Call 1-800-EARLY-ON to refer your child or ask questions.



Lovda heads for the slide again while Cole tries something new. Photo by Amy Hensel

On May 31st the Spring Early On Professional Learning session was held at the ISD. Fifteen Early On providers participated in the day. The agenda included activities to follow up on our current Corrective Action Plan, Procedures for Service Delivery, Record Reviews, Conscious Discipline, and more. Jessica Grace, District Health Dept #10 Children's Special Health Care Services (CSHCS) Supervisor shared a presentation about CSHCS that may help some of our families who have children with complex health needs. One of the roles of Early On Providers and Service Coordinators is to link families with other community services like CSHCS.

Summer Playgroups were held in June in Grayling at the Grayling Township Fish Hatchery Nature Park. The children and families enjoyed fun activities like painting and bubbles. The

Early On Providers also shared information to connect parents with the Rose City Playgroup sponsored by the Great Start Collaborative and other area playgroups held at churches and Early Head Start.

5. Public Participation

- Any person attending the meeting may raise his/her hand during this session of the meeting. Individuals may speak for a maximum of 5 minutes. Groups may speak for a maximum of 15 minutes.

6. Consent Agenda

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

A. Approve minutes of previous meeting, June 26, 2024

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C.O.O.R. Intermediate School District Board of Education Meeting
Wednesday, June 26, 2024 at 6:00 PM
Special Meeting for Budget Amendments
11051 N. Cut Road, Roscommon, MI 48653



1. Call to order & Roll Call

President Mangutz called the meeting to order at 6:00 PM.
Present: Ian Faulkner, Jim Gendernalik, Jim Mangutz DDS, Nancy Persing, and Lyn Sperry.
Absent: Brie Molaison and Kara Mularz.

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 Ian Faulkner and seconded by Jim Gendernalik, Carried (5-0). 2 absent.

4. Public Participation- None.

- 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 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 Nancy Persing and seconded by Jim Gendernalik, Carried (5-0). Brie Molaison: Absent, Kara Mularz: Absent, Ian Faulkner: Yes, Jim Gendernalik: Yes, Jim Mangutz DDS: Yes, Nancy Persing: Yes, Lyn Sperry: Yes

Dr. Sloan has been assisting with assessments of students across our ISD. He will be working with us for the fourth year and it is a decrease from last year. This is covered with 31n funds.

5.A. Approve minutes of previous meeting, June 12, 2023

5.B. Approve contract renewals for administrators and non-union personnel from July 1, 2024 through June 30, 2026 unless listed otherwise:

Accounting:

1. Kurt Loll, Director of Finances
2. Carrie Macko, Business Manager
3. Alexis Ferguson, Payroll and Benefits Coordinator
4. Kimberly Murphy, Accounts Payable Clerk
5. Kimberly Murphy, Food Service Director

Special Education:

1. Melisa Akers, Director of Special Education
2. Teresa Gertiser, School Nurse
3. Nicole Grace, Speech Language Pathologist Supervisor/Special Education Technical Assistant
4. Thalma Hibbard, Paraprofessional Coach
5. Joseph Moore, Principal of the COOR Educational Center
6. Kerri Smitz, Employment Placement Specialist (EPS)
7. Brenda Vaughan-Ide, Transition Coordinator

Career and Technical Education:

Natalie Davis (52 days)

5.C. Approve Vended School Meals Contract Renewal with Roscommon Area Public Schools with a rate increase of 4.2% for 2024-25.

5.D. Approve contract with Dr. Sloane, DBA Center for Behavioral Pediatrics, for the 2024-2025 school year in the amount of \$35,625.00

6. Action Items

6.A. *Approve the hiring of Mike Evans and his contract as Career & Technical Education Director for 260 days from July 1, 2024 to June 30, 2026.* This motion, made by Jim Gendernalik and seconded by Lyn Sperry, Carried (5-0). Brie Molaison: Absent, Kara Mularz: Absent, Ian Faulkner: Yes, Jim Gendernalik: Yes, Jim Mangutz DDS: Yes, Nancy Persing: Yes, Lyn Sperry: Yes

Mike Evans and his wife attended the meeting. Mr. Evans has a lot of experience with at-risk youth and looks forward to assisting students connect to different career pathways. He previously worked at Surline Middle School. Trustee Gendernalik reiterated his expectations for directors to interact with students in each classroom daily and to reach out to the students who need extra support. President Mangutz stated that it has been a focus of the board to grow and improve CTE.

6.B. *Accept the Final 2023-24 Budget Amendments for Food Services, Special Education, Career & Technical Education, NMEC, and the General Fund; and accept the Proposed 2024-25 Food Service Budget as proposed.* This motion, made by Jim Gendernalik and seconded by Ian Faulkner, Carried (5-0). Brie Molaison: Absent, Kara Mularz: Absent, Ian Faulkner: Yes, Jim Gendernalik: Yes, Jim Mangutz DDS: Yes, Nancy Persing: Yes, Lyn Sperry: Yes

- Finance Director Kurt Loll reviewed details of all proposed budgets. He stated that \$105,705 in busing costs pushed the CTE budget \$128,800 into the negative. The board feels that busing CTE students is critical to the program's success in our large ISD area.

- The Northern Michigan Electronics Consortium (NMEC) fund will be eliminated after this fiscal year. COOR ISD is still sharing services but will use a different bill-back process rather than a separate fund.
- There were some personnel changes with the Food Service Director position.
- Superintendent Petri is proactively looking at the condition of the administration center. Structural engineers recently completed an inspection and will write a plan of repair. That is only secondary to upgrades and security measures being done at the educational center.
- This year, the COOR Educational Center was funded without billing local districts for students from their residential district being educated at the center. PCG does our Medicaid billing and the company is working to create reports for the ISD to show which districts are earning more Medicaid reimbursements. ISD-wide it has increased from \$55,000 per month to \$75,000

7. Information Items-

- July 31st, 5:30-8:30 PM we will host the MASB Superintendent Evaluation and Rater Reliability training. Board members are required by law to complete this evaluation training.
- May social media report: Rebecca Socia reviewed the social media posts for May with a total reach of 14,265.
- News article: The Friday before the canoe marathon, Special Olympics students get to paddle with the marathon paddlers. President Mangutz reported that the professional paddlers look forward to this event each year as well as the other participants.

8. Superintendent's Report

Kingscott is the architect working on official plans to expand the vocational education room. They also did a complete structural report on the educational center building. Renderings will be presented soon. There may be a need for the ISD to take out a loan for the renovation project.

9. Communications

- Kimberly Murphy earned her Business Office Specialist Certification through MSBO. The accounting department is getting stronger by cross-training and staff gaining more knowledge through MSBO.

10. Adjournment

Adjourn the meeting. This motion, made by Nancy Persing and seconded by Jim Gendernalik, Carried (5-0). Time: 7:03.

Respectfully submitted,

Rebecca Socia,
Recording Secretary

Lyn Sperry,
Board Secretary

B. Approval of Bills for June 2023
totaling \$2,100,817.98

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A/P Check Register

Printed: 07/01/2024 1:27:54PM

COOR ISD

Check Date: 6/1/2024 to 6/30/2024

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
20310	UNITED WAY OF ROSCOMMON COUNTY	93	06/07/2024	104116	2.00	0.00	2.00
141968	NORTH COUNTRY LOG COATINGS	510	06/06/2024	104117	5,000.00	0.00	5,000.00
8420	EAST HIGGINS LAKE TRUE VALUE	511	06/10/2024	104118	162.79	0.00	162.79
141133	SHANNON REA	513	06/17/2024	104119	266.36	0.00	266.36
141924	ALEXANDREA WARREN	512	06/17/2024	104120	99.50	0.00	99.50
141731	AMBER AKIN	512	06/17/2024	104121	479.72	0.00	479.72
142041	CHARLES BISSELL	512	06/17/2024	104122	257.90	0.00	257.90
8392	CHARLTON HESTON ACADEMY	512	06/17/2024	104123	16,284.77	0.00	16,284.77
141931	CHRISTINA PUDVAN	512	06/17/2024	104124	269.86	0.00	269.86
19631	CHRISTINA TAPPAN	512	06/17/2024	104125	729.50	0.00	729.50
3729	CLINTON COUNTY RESA	512	06/17/2024	104126	4,250.00	0.00	4,250.00
142118	CMH EDUCATIONAL CONSULTING LLC	512	06/17/2024	104127	16,200.00	0.00	16,200.00
4100	CONSUMERS ENERGY PAYMENT CENTER	512	06/17/2024	104128	151.89	0.00	151.89
4440	CRAWFORD AUSABLE SD	512	06/17/2024	104129	61,925.93	0.00	61,925.93
4470	CRWFD CNTY TRANSP AUTH	512	06/17/2024	104130	2,776.00	0.00	2,776.00
142124	CRYSTAL DAVIS	512	06/17/2024	104131	472.86	0.00	472.86
142164	DANIELLE ZICK	512	06/17/2024	104132	36.85	0.00	36.85
4900	DEAN TRANSPORTATION INC	512	06/17/2024	104133	83,048.21	0.00	83,048.21
142008	DEANNA EARNHARDT	512	06/17/2024	104134	121.93	0.00	121.93
11056	DESIREE LIPSKI	512	06/17/2024	104135	686.60	0.00	686.60
6110	FAIRVIEW AREA SCH DIST	512	06/17/2024	104136	4,561.15	0.00	4,561.15
6115	FAIRVIEW EAGLE'S NEST PRESCHOOL	512	06/17/2024	104137	2,536.40	0.00	2,536.40
141920	FRANCES JACOBS	512	06/17/2024	104138	247.90	0.00	247.90
6781	FRONTIER	512	06/17/2024	104139	108.11	0.00	108.11
141697	FUN FIRST THERAPY	512	06/17/2024	104140	46,126.82	0.00	46,126.82
7380	GLADWIN COUNTY TREASURER	512	06/17/2024	104141	6.40	0.00	6.40
142113	GOOGLE VOICE INC	512	06/17/2024	104142	117.06	0.00	117.06
141981	HEATHER SHARPE	512	06/17/2024	104143	168.02	0.00	168.02
141941	HELEN SHASTAL	512	06/17/2024	104144	483.59	0.00	483.59
142002	HOLLAND BUS COMPANY	512	06/17/2024	104145	41.38	0.00	41.38
8791	HOUGHTON LAKE COMMUNITY SCHOOL	512	06/17/2024	104146	33,347.43	0.00	33,347.43
142025	HOUGHTON LAKE COOPERATIVE PRESCHOOL INC	512	06/17/2024	104147	62,996.16	0.00	62,996.16
8830	HOUGHTON LK RESORTER	512	06/17/2024	104148	127.90	0.00	127.90
142142	ILENE SMITH	512	06/17/2024	104149	24.12	0.00	24.12
142086	JENNIFER HART	512	06/17/2024	104150	241.20	0.00	241.20
141506	JOSH MEYER	512	06/17/2024	104151	164.82	0.00	164.82
141667	KAREN WALTON EBNIT	512	06/17/2024	104152	2,437.50	0.00	2,437.50
142106	KASSIDY QUIGLEY	512	06/17/2024	104153	3,475.09	0.00	3,475.09
19892	KATHRYN TOONSTRA	512	06/17/2024	104154	157.45	0.00	157.45
20457	KATHRYN VANWORMER WALDIE	512	06/17/2024	104155	128.40	0.00	128.40
141488	KATIE FUELLING	512	06/17/2024	104156	295.25	0.00	295.25
10030	KATIE KEITH	512	06/17/2024	104157	252.05	0.00	252.05
142165	KAYLA STURGEON	512	06/17/2024	104158	2,500.00	0.00	2,500.00
10020	KEENAN THERAPEUTICS PC	512	06/17/2024	104159	3,520.16	0.00	3,520.16
141781	KRISTEN KALTHOFF	512	06/17/2024	104160	161.61	0.00	161.61
142036	KYM NARAYANA	512	06/17/2024	104161	588.11	0.00	588.11
141972	LILLIE MEADOWS	512	06/17/2024	104162	455.67	0.00	455.67
141656	MARK A SLOANE DO PC	512	06/17/2024	104163	4,750.00	0.00	4,750.00
12340	MASB	512	06/17/2024	104164	5,049.38	0.00	5,049.38
141422	MELISA AKERS	512	06/17/2024	104165	315.42	0.00	315.42
11598	MELISSA MAEDER	512	06/17/2024	104166	365.00	0.00	365.00
142077	MICHELLE CULTON EKSTROM	512	06/17/2024	104167	721.28	0.00	721.28

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A/P Check Register

Printed: 07/01/2024 1:27:54PM

COOR ISD

Check Date: 6/1/2024 to 6/30/2024

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
141775	MICHELLE EWALD	512	06/17/2024	104168	381.08	0.00	381.08
13651	MIO AUSABLE SCHOOL DISTRICT	512	06/17/2024	104169	4,489.48	0.00	4,489.48
14545	NEMCSA	512	06/17/2024	104170	34,479.05	0.00	34,479.05
141828	PONDER DOOR	512	06/17/2024	104171	3,313.67	0.00	3,313.67
141263	PRESENCE LEARNING, INC.	512	06/17/2024	104172	3,096.00	0.00	3,096.00
18430	REBECCA SOCIA	512	06/17/2024	104173	44.89	0.00	44.89
141124	REBEKAH SEELow	512	06/17/2024	104174	264.45	0.00	264.45
142072	REGION INSIGHTS	512	06/17/2024	104175	7,519.40	0.00	7,519.40
19081	ROBERT J GORDON DOFAA-INS PLLC	512	06/17/2024	104176	51.00	0.00	51.00
7160	ROSCOMMON AREA PUBLIC SCHOOLS	512	06/17/2024	104177	22,270.21	0.00	22,270.21
7161	ROSCOMMON FOOD SERVICE	512	06/17/2024	104178	4.50	0.00	4.50
17029	ROSCOMMON ROTARY	512	06/17/2024	104179	780.00	0.00	780.00
141893	SCHOOL PSYCHOLOGICAL SERVICES PLLC	512	06/17/2024	104180	6,000.00	0.00	6,000.00
141992	SHARON MCMILLAN	512	06/17/2024	104181	82.48	0.00	82.48
15685	SHAWN PETRI	512	06/17/2024	104182	247.65	0.00	247.65
18782	STATE OF MICHIGAN	512	06/17/2024	104183	887.79	0.00	887.79
1415	TAMMY BAUDOUX	512	06/17/2024	104184	365.15	0.00	365.15
20152	TAMMY TYLER	512	06/17/2024	104185	302.02	0.00	302.02
19800	THRUN LAW FIRM P.C.	512	06/17/2024	104186	585.50	0.00	585.50
141901	TIA BOYCE	512	06/17/2024	104187	21.78	0.00	21.78
141944	TRACEY STEIN	512	06/17/2024	104188	156.63	0.00	156.63
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	512	06/17/2024	104189	642,679.65	0.00	642,679.65
21235	WEXFORD-MISSAUKEE ISD	512	06/17/2024	104190	47,080.00	0.00	47,080.00
21770	XEROX CORP	512	06/17/2024	104191	1,333.82	0.00	1,333.82
21775	XPRESS COPY CENTER	512	06/17/2024	104192	4,526.98	0.00	4,526.98
141200	AMAZON CAPITAL SERVICES INC	514	06/18/2024	104193	40.97	0.00	40.97
19598	AMBER LARRISON	514	06/18/2024	104194	158.79	0.00	158.79
141990	AYESHA WEBER	514	06/18/2024	104195	305.52	0.00	305.52
4183	CONSTRUCTIVE PLAYTHINGS	514	06/18/2024	104196	21.99	0.00	21.99
4580	CRISIS PREVENTION INSTITUTE	514	06/18/2024	104197	200.00	0.00	200.00
141894	CULLIGAN WATER CONDITIONING	514	06/18/2024	104198	112.00	0.00	112.00
141215	FIVE STAR TECHNOLOGY SOLUTIONS	514	06/18/2024	104199	550.00	0.00	550.00
9160	IMPACT OFFICE PRODUCTS	514	06/18/2024	104200	207.96	0.00	207.96
141635	JANWAY	514	06/18/2024	104201	11,892.50	0.00	11,892.50
71225	JOSEPH MOORE	514	06/18/2024	104202	210.00	0.00	210.00
141492	KERRI SMITZ	514	06/18/2024	104203	107.20	0.00	107.20
142036	KYM NARAYANA	514	06/18/2024	104204	252.95	0.00	252.95
141972	LILLIE MEADOWS	514	06/18/2024	104205	203.68	0.00	203.68
9157	LOUIKO SUNDAY	514	06/18/2024	104206	26.80	0.00	26.80
141288	MELANIE GREEN	514	06/18/2024	104207	695.46	0.00	695.46
21278	NICOLE GRACE	514	06/18/2024	104208	282.07	0.00	282.07
14631	NMCAA	514	06/18/2024	104209	1,613.58	0.00	1,613.58
16250	QUILL CORP	514	06/18/2024	104210	32.69	0.00	32.69
16390	RAY'S PARTS CENTER	514	06/18/2024	104211	151.51	0.00	151.51
7160	ROSCOMMON AREA PUBLIC SCHOOLS	514	06/18/2024	104212	13,937.91	0.00	13,937.91
16920	ROSCOMMON AUTO RECYCLERS	514	06/18/2024	104213	435.00	0.00	435.00
17030	ROSCOMMON COUNTY TRANSPORTATION AU	514	06/18/2024	104214	2,538.00	0.00	2,538.00
7161	ROSCOMMON FOOD SERVICE	514	06/18/2024	104215	508.75	0.00	508.75
18555	SPARTAN STORES LLC	514	06/18/2024	104216	507.96	0.00	507.96
141649	STAPLES	514	06/18/2024	104217	92.56	0.00	92.56
7180	TERESA GERTISER	514	06/18/2024	104218	32.16	0.00	32.16
20571	VERIZON WIRELESS	514	06/18/2024	104219	1,180.34	0.00	1,180.34
20900	WALMART BUSINESS CARD	514	06/18/2024	104220	971.91	0.00	971.91

A/P Check Register

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COOR ISD

Check Date: 6/1/2024 to 6/30/2024

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
20970	WM CORPORATE SERVICES INC	514	06/18/2024	104221	159.73	0.00	159.73
21770	XEROX CORP	514	06/18/2024	104222	126.00	0.00	126.00
19978	TSA CONSULTING GROUP INC	93	06/21/2024	104223	1,910.00	0.00	1,910.00
20310	UNITED WAY OF ROSCOMMON COUNTY	93	06/21/2024	104224	2.00	0.00	2.00
12880	MESSA	99	06/28/2024	104225	7,096.48	0.00	7,096.48
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	99	06/27/2024	104226	449.06	0.00	449.06
225	AFLAC	99	06/27/2024	104227	2,641.88	0.00	2,641.88
142154	ALL PRO	515	06/27/2024	104228	48,318.75	0.00	48,318.75
141200	AMAZON CAPITAL SERVICES INC	515	06/27/2024	104229	59.97	0.00	59.97
142010	AMERICAN PRIME PAINTING	515	06/27/2024	104230	500.00	0.00	500.00
551	AMERICAN RED CROSS TRAINING SERVICES	515	06/27/2024	104231	68.00	0.00	68.00
141490	AUSABLE TOWING & RECOVERY	515	06/27/2024	104232	159.49	0.00	159.49
2445	BROOKES PUBLISHING CO	515	06/27/2024	104233	499.95	0.00	499.95
8392	CHARLTON HESTON ACADEMY	515	06/27/2024	104234	44,050.03	0.00	44,050.03
141931	CHRISTINA PUDVAN	515	06/27/2024	104235	34.02	0.00	34.02
142118	CMH EDUCATIONAL CONSULTING LLC	515	06/27/2024	104236	400.00	0.00	400.00
4440	CRAWFORD AUSABLE SD	515	06/27/2024	104237	185,097.36	0.00	185,097.36
4900	DEAN TRANSPORTATION INC	515	06/27/2024	104238	35,150.25	0.00	35,150.25
141936	DENTON TOWNSHIP EMS	515	06/27/2024	104239	1,980.00	0.00	1,980.00
5385	DTE ENERGY	515	06/27/2024	104240	286.00	0.00	286.00
6110	FAIRVIEW AREA SCH DIST	515	06/27/2024	104241	54,460.80	0.00	54,460.80
6260	FEDEX	515	06/27/2024	104242	30.69	0.00	30.69
6195	IAN FAULKNER	515	06/27/2024	104243	70.72	0.00	70.72
9385	IOSCO RESA	515	06/27/2024	104244	123,789.53	0.00	123,789.53
9025	JIM GENDERNALIK	515	06/27/2024	104245	190.50	0.00	190.50
141343	KARA MULARZ	515	06/27/2024	104246	110.92	0.00	110.92
141667	KAREN WALTON EBNIT	515	06/27/2024	104247	812.50	0.00	812.50
141488	KATIE FUELLING	515	06/27/2024	104248	141.08	0.00	141.08
10020	KEENAN THERAPEUTICS PC	515	06/27/2024	104249	4,331.04	0.00	4,331.04
10250	KIRTLAND COMMUNITY COLLEGE	515	06/27/2024	104250	544.00	0.00	544.00
141813	K-LOG INC	515	06/27/2024	104251	42,435.07	0.00	42,435.07
141719	LYN SPERRY	515	06/27/2024	104252	145.76	0.00	145.76
16885	MARY JO RONDO	515	06/27/2024	104253	63.57	0.00	63.57
13651	MIO AUSABLE SCHOOL DISTRICT	515	06/27/2024	104254	60,430.24	0.00	60,430.24
15652	NANCY PERSING	515	06/27/2024	104255	198.39	0.00	198.39
15078	ORKIN PEST	515	06/27/2024	104256	431.96	0.00	431.96
15150	OTSEGO LAKE TOWNSHIP TREASURER	515	06/27/2024	104257	114.20	0.00	114.20
15720	PETTY CASH COOR	515	06/27/2024	104258	46.62	0.00	46.62
15860	PURCHASE POWER	515	06/27/2024	104259	1,009.32	0.00	1,009.32
7161	ROSCOMMON FOOD SERVICE	515	06/27/2024	104260	6,565.67	0.00	6,565.67
19370	SYLVESTER'S	515	06/27/2024	104261	65.95	0.00	65.95
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	515	06/27/2024	104262	24,743.70	0.00	24,743.70
21775	XPRESS COPY CENTER	515	06/27/2024	104263	22.35	0.00	22.35
141105	HEALTH EQUITY	94	06/07/2024	201705321	0.00	2,415.52	2,415.52
20245	US TREASURY	94	06/07/2024	201705322	0.00	42,139.53	42,139.53
141105	HEALTH EQUITY	94	06/21/2024	201705323	0.00	2,415.52	2,415.52
141106	MICHIGAN DEPT OF TREASURY	94	06/21/2024	201705324	0.00	14,245.88	14,245.88
20245	US TREASURY	94	06/21/2024	201705325	0.00	40,893.34	40,893.34
141106	MICHIGAN DEPT OF TREASURY	94	06/28/2024	201705326	0.00	51.15	51.15
141106	MICHIGAN DEPT OF TREASURY	96	06/28/2024	201705327	0.00	503.78	503.78
20245	US TREASURY	96	06/28/2024	201705328	0.00	898.76	898.76
141103	ORS	94	06/14/2024	201705329	0.00	79,939.63	79,939.63

A/P Check Register

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COOR ISD
Check Date: 6/1/2024 to 6/30/2024

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
141103	ORS	94	06/28/2024	201705330	0.00	79,644.38	79,644.38
Report Totals					<u>\$1,837,670.49</u>	<u>\$263,147.49</u>	<u>\$2,100,817.98</u>

C. Approve Revenue & Expenditure
Reports for June 2023

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**Revenue and Expenditure Report
GENERAL FUND
6/30/2024**

Revenue		June Activity	Open Encumbrance	Year to Date	Adopted Budget
100	Revenue from Local Sources	20,136	-	1,269,485	1,087,836
300	Revenue from State Sources	550,569	-	7,781,986	6,638,230
400	Revenues from Federal Sources	23,764	-	521,734	1,183,219
500	LEAs	11,364	-	435,360	423,900
600	Fund Modifications (Transfers In)	-	-	-	-
	Total Revenue	605,833	-	10,008,564	9,333,185

Expense		June Activity	Open Encumbrance	Year to Date	Adopted Budget
125	Compensatory Education	-	-	3,806	3,641
211	Truancy	4,489	-	4,489	5,000
213	Behavioral Services	35,464	2,762	275,676	288,051
216	Social Work Services	28,175	4,519	634,849	821,016
221	Improvement of Instruction	62,077	2,839	737,359	959,367
226	Supervision of Instructional Staff	17,689	2,200	251,838	252,657
229	Other Instructional Staff Services	-	-	68,438	68,455
231	Board of Education	867	6,884	93,590	149,157
232	Executive Administration	29,631	12,683	464,333	464,157
252	Fiscal Services	20,191	5,057	335,299	321,882
259	Other Business Services	2	1,870	3,600	2,200
261	Operations Buildings Services	3,290	6,969	76,713	137,264
283	Staff/Personnel Services	-	-	2,557	3,500
284	Information Management Services	48,500.00	13,218	290,336	284,450
285	Pupil Accounting	6,259	128	105,335	106,209
299	Other Support Services	-	-	820	2,500
311	Community Services Direction	12,708	3,715	142,165	205,146
331	Community Activities	19,468	160	164,134	209,376
351	Custody and Care of Children	36,867	5,866	548,109	551,001
411	Payments to LEAs GSRP	204,347	-	2,677,841	3,093,102
445	TRAILS GRANT SEC 31 P	-	-	-	625,000
456	Building Improvements Services	-	-	8,545	12,500
626	Fund Modifications (Transfers Out)	290,000	-	292,500	360,000
	Total Expense	820,024	68,870	7,182,333	8,925,631

Revenues over Expenses

2,826,231

7/1/2024
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**Revenue and Expenditure Report
SPECIAL EDUCATION FUND
6/30/2024**

Revenue		June Activity	Open Encumbrance	Year to Date	Adopted Budget
100	Revenue from Local Sources	108,138	-	3,715,650	3,473,250
300	Revenue from State Sources	299,301	-	3,110,131	3,297,242
400	Revenues from Federal Sources	32,740	-	2,507,050	3,436,272
500	Incoming Transfers and Other Transactions	12,727	-	403,948	759,984
600	Fund Modifications (Other Operating Transfers In)	-	-	2,500	70,000
Total Revenue		452,905	-	9,739,278	11,036,748

Expense		June Activity	Open Encumbrance	Year to Date	Adopted Budget
122	Instruction	145,062	17,406	2,169,906	2,359,475
212	Early On	9,359	29	152,822	406,327
213	Health Services	48,199	1,284	620,722	599,851
214	Psychological Services	18,054	20	283,737	240,511
215	Speech Pathology and Audiology Services	78,001	1,351	927,247	817,192
216	Social Work Services	16,380	27	221,058	303,249
217	Visual Aid Services	-	-	10,744	31,200
218	Teacher Consultant-Special Education Programs	8,140	21	118,696	138,117
221	Improvement of Instruction	213	-	10,162	16,698
226	Supervision and Direction of Instructional Staff	33,753	3,265	548,159	440,899
231, 232, 252	Board of Education, Fiscal, Executive	6,343	4,252	110,321	104,509
241	Office of the Principal	13,808	815	220,760	260,739
249	Graduation Supplies and Materials	867	-	1,402	750
259	Other Business Services	5	6,345	10,525	6,698
261	Operations Buildings Services	6,326	27,410	265,940	280,744
271	Pupil Transportation Services	122,821	13,719	1,022,984	1,058,156
281	Planning, Research, Development, and Evaluation	15,677	17	161,570	154,723
284	Information Management Services	153	-	7,942	9,433
299	Staff Appreciation	167	118	376	300
371	Non-Public School Pupils	3,393	-	13,083	30,000
411	Payments to LEAs	278,459	-	1,730,934	2,404,844
441	Payments to Other Govern. Entities	888	-	45,597	48,600
456	Building Improvements Services	3,314	-	423,090	426,816
Total Expense		809,379	76,080	9,077,775	10,139,831

Revenues over Expenses

661,503

7/1/2024
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**Revenue and Expenditure Report
CAREER TECH FUND
6/30/2024**

Revenue		June Activity	Open Encumbrance	Year to Date	Adopted Budget
4000	PERKINS	-	-	140,312	203,665
3440	61 A	33,872	-	305,590	372,625
3550	61 B	32,188	-	313,332	377,743
3790	61 C	104,885	-	1,291,519	1,501,403
2530	61 I	-	-	183,795	183,795
0000	CTE	49,147	-	516,454	537,366
	Total Revenue	220,091	-	2,751,000	3,176,597

Expense		June Activity	Open Encumbrance	Year to Date	Adopted Budget
4000	PERKINS	37,502	300	201,938	203,665
3440	61 A	138,537	7,971	363,844	349,971
3550	61 B	200,891	-	391,185	377,682
3790	61 C	388,734	1,599	1,341,726	1,501,403
2530	61 I	2,500	-	92,245	183,795
0000	CTE	108,292	6,457	631,773	664,554
	Total Expense	876,456	16,326	3,022,711	3,281,070

Revenues over Expenses (271,711)

7/1/2024
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**Revenue and Expenditure Report
ROOC FUND
6/30/2024**

Revenue

	June Activity	Open Encumberance	Year to Date	Adopted Budget
INTEREST	-	-	175	775
PRODUCTION	12,163	-	44,465	30,000
DONATIONS	-	-	9,718	11,500
GRANTS	-	-	82,397	82,397
SERVICES	115,182	-	826,202	881,000
STATE	6,345	-	78,419	54,135
Total Revenue	133,689	-	1,041,376	1,059,807

Expense

232	Program Administration	13,006	1,805	221,895	229,395
252	Fiscal Services	1,078	-	14,105	14,679
259	Other Business Services	-	2,972	2,802	2,802
261	Operations Buildings Services	3,177	23,418	83,962	80,708
271	Transportation	6,136	-	127,771	138,878
284	Technology	-	-	300	1,100
289	Consumers	4,106	9	62,615	74,065
290	Staff Retention	-	-	-	522
321	Summer Work Program	4,806	-	32,744	40,275
391	Direct Care Workers and Supervision	30,403	906	425,459	466,718
	Total Expense	62,710	29,110	971,652	1,049,142

Revenues over Expenses

69,723

7/1/2024
1:11 PM

D. Approve renewal of contract with Vision Consultants, LLC for Aug 15, 2024 to June 30, 2025

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Agreement between

COOR ISD

and

Vision Consulting, LLC

August 15, 2024 - June 30, 2025

This agreement is made by and between COOR ISD (Hereinafter called the Contractor) and Vision Consulting, LLC (Hereinafter called the Subcontractor) and supersedes any previous agreements between the parties hereto.

The Contractor having a physical address of 11051 N Cut Road, Roscommon, MI 49653 and Subcontractor of 8961 River Road, Manistee, MI 49660.

The Contractor and Subcontractor agree to create a formal cooperative working relationship in order to deliver Teacher Consultant for the Visually Impaired services for the 2024 - 2025 school year.

Subcontractor agrees to provide the following as an independent contractor:

Provide vision services to students, teachers and parents and/or guardians. These services may include individual, individual therapeutic or consultations as per the IEP/IFSP.

CONTRACTOR TO PROVIDE:

1. Access for each student's IEP/IFSP through EdPlan.
2. Access to EdPlan Wizard application for MedBill notations and Progress Reports.
3. Access to school buildings for designated students.
4. Designated contact staff information for services.
5. COOR ISD email address.
6. Contact regarding snow days, half days due to incremental weather no later than 6:00 a.m. of such days.

SUBCONTRACTOR ESSENTIAL JOB FUNCTIONS:

1. Direct/consultative services will be provided during designated days/hours of 8:00 am to 3:30 pm.
2. Maintain MedBill, non-billable summary.
3. Ability to work remotely including online meetings (ZOOM/Google Meet enabled).
4. Follow established policies, practices and procedures in terms of duty and responsibilities of the position by the Assistant Superintendent and/or administrators.
5. Provide direct and/or consultative instruction to students, teachers and/or EO staff based upon the student's IEP/IFSP.
6. Maintain open communication with administrators, staff and parents/guardians.
7. Maintain accurate records in a manner consistent with State and Federal Law as required by the Contractor.

8. Maintain a cooperative, harmonious relationship with professionals and others within the school and home setting which fosters recognition and respect for every individual.
9. Follow school building rules, policies and procedures outlined by the building principal.
10. Follow all health and safety rules, policies and procedures.
11. The position is considered at risk for exposure to Hepatitis B and may come in contact with hazardous chemicals.
12. Perform duties according to the Contractor's safety rules, policies and procedures.
13. Knowledge of common safety hazards and necessary safety precautions for self and others in order to sufficiently establish a safe work environment, and to use principles of safety and to perform skills protecting the health and safety of self, students, and others.
14. Ability to use principles controlling exposure to blood borne pathogens.

SUBCONTRACTOR CRITICAL SKILLS/EXPERTISE/QUALIFICATIONS:

1. Certified by the State of Michigan Department of Education Office of Preparation and Certification Services as a Teacher Consultant for the Visually Impaired.
2. Maintains a current LLC license through the State of Michigan
3. Maintains a current liability policy.

REPORTS TO: Director of Special Education

CONTRACT PAY:

The Contractor agrees to contract with Subcontractor for a maximum of 20 days or 150 hours at an hourly billable rate of \$80.00 during the 2024 - 2025 school year. The total amount of the contract is not to exceed \$12,000. This rate is inclusive of driving time from point A (home) to schools and driving back to point A.

Students who are absent or otherwise unavailable with the exception of snow days are payable at the regular hourly rate plus mileage.

Mileage will be paid at the rate approved by the Internal Revenue Service for mileage incurred starting at point A to schools with returning to point A. Current IRS approved rate is .67 (01/01/2024) per mile. Mileage shall be submitted to the Director of Special Education.

Subcontractor is responsible for all taxes, retirement, insurance, etc. Contractor will mail a 1099 to Subcontractor no later than January of each representative year for IRS purposes.

Any payments for fees or costs not received by Subcontractor within 30 calendar days of the postmarked date will be deemed late and shall be subject to a 1.5% per month (18% annual) late charge, beginning on the due date. Contractor agrees to be responsible for Subcontractor's costs in collecting late payments, including reasonable attorney's fees.

Cancellation:

Either party may terminate this agreement by submitting a written notice of 30 days.

Assignment

This contract may not be assigned or transferred by either party without the prior written consent of the other party.

Governing Law:

This Agreement shall be governed by the laws of the State of Michigan.

By Melisa Akers
COOR ISD (Contractor)

Title Director of Special Education
DISTRICT Representative

Date:

AND

By Rebecca Wright
Rebecca Wright/Teacher Consultant for the Visually Impaired

Subcontractor: Vision Consulting, LLC

Date: 04.22.2024



Michigan Association of School Boards
 1001 Centennial Way, Suite 400
 Lansing, MI 48917
 517.327.5900
 EIN: 38-1323441

Invoice #	INV-123674
Date	3/26/2024
Amount Due	\$3,000.00
Customer #	72000

Sold To:

Remit To:

COOR ISD
 11051 North Cut Road
 Roscommon, MI 48653

MASB
 1001 Centennial Way Ste 400
 Lansing, MI 48917-8249

Customer ID	Customer Name	Purchase Order #	Due Date	
72000	COOR ISD		7/10/2024	
Item Number	Description	Ordered	Unit Price	Ext. Price
BOARDBOOK- CONTRACT_DE F	2024 Board Book - COOR ISD	1	\$1.00	\$3,000.00

Comments:

2024/2025 BoardBook: 7/1/2024 - 6/30/2025

Subtotal	\$3,000.00
Tax	\$0.00
Shipping	\$0.00
Payment(s)	\$0.00
Total	\$3,000.00



MASB
MICHIGAN ASSOCIATION
OF SCHOOL BOARDS

INFO@MASB.ORG | MASB.ORG | 517.327.5900
1001 Centennial Way, Suite 400 • Lansing, Michigan 48917-8249

March 15, 2024

To Whom It May Concern,

Thank you for choosing BoardBook to streamline your meeting management processes! We appreciate your continued trust in MASB as Michigan's exclusive reseller of this powerful software solution. We hope you've found BoardBook valuable and will renew your subscription for the coming year.

Please find attached your FY 2024-2025 invoice for your review and consideration. To ensure uninterrupted access to BoardBook and its enhanced features, please submit your payment to MASB by July 10, 2024. Timely payment is crucial for MASB to report and remit the necessary funds to BoardBook on your behalf. Please note that if payment is not received by this date, MASB cannot stop BoardBook from turning off your subscription. However, we are more than happy to help get your BoardBook subscription reactivated once payment is received.

If you have any questions or need assistance, please don't hesitate to contact me at 517.327.5936 or swashington@masb.org. We're here to support you every step of the way.

Sincerely,

Stacy Washington
Marketing Coordinator

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F. Renew contract with CMH
Educational Consulting for continued
work on the Student Support Network
ISD System from July 15, 2024 to
June 30, 2025

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COOR ISD 2024-2025 Support and Training

Proposal Information/Contract

Student Support Network ISD System Development and Design: Installation Phase

Dates of services for this contract: 07/15/24- 6/30/25

Components:

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

- 10- Monthly 3 hour-Regional SSN Workshops (September 2024- June 2025)

Leadership & System Coaching: ILT/SSN

- 1 hr bi weekly virtual planning/development/coaching sessions support ILT/SSN Development
 - (24 Sessions July 2024-June 2025)

Discover PCM Communication Training - COOR ISD Personnel

- 3 Training Days (4 hr Sessions) or 2 days (6.5 hr sessions)

PCM Regional Book Study- Professional Learning Offering: Book Title- Seeing People Through

- 7 virtual monthly meetings. 75 min sessions. Open to anyone in the region who has taken PCM Leadership or Discover PCM

Optional upon request:

PCM Leadership Training with Leadership Profiles -ISD and LEA Leaders

- 3 Training Days (4 hr Sessions) or 2 days (6.5 hr sessions)
- PCM Leadership Coaching (monthly/virtual- group or 1:1)

PCM 2-Advanced

- Advanced PCM course offers an invitation to hone your skills, delve deeper and focus on the distress sequences, cover up emotions, and failure patterns.
- PCM 2 is a prerequisite to be eligible for trainer certification.

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

Client Responsibility: Meeting room, microphone/sound system, projector and screen, tech platform and support, printing for SSN, food and beverages

Services	Trainer Fee Inclusive of Travel	Material Fee/Notes
<p>Regional SSN Monthly Team Learning Workshop <i>(Customized Professional Learning)</i></p> <p>Inclusive of research, prep, customized material development, travel.</p>	<p>\$2600 (1-3 hours on site)</p> <p>September- June 10 Sessions</p> <p>Total \$26,000</p>	<p>No material fee</p> <p>All materials created will be property of COOR</p> <p>All handouts and reference guides to be printed by COOR ISD</p>
<p>Leadership and System Coaching 1 hr virtual coaching Bi Weekly</p>	<p>\$200 per hour 24 Session July 2024- June 2025</p> <p>Total: \$4800</p>	<p>Not Applicable</p>
<p>Discover PCM Training Coor Staff develop skills supporting effective communication and rapport building.</p>	<p>Option 1: 3 Half Training Days 4hr Sessions On site Training Fee: \$2600 per half day Inclusive of travel</p> <p>Total Training Fee: \$7800</p> <p>Or</p> <p>Option 2: 2 Full Training Days 6.5hr Sessions On site Training Fee: \$3200 per day Inclusive of travel</p> <p>Total Training Fee: \$6400</p>	<p>Material Fee: \$335 per person Number of participants by invitation of ISD.</p> <p>*Over 30 participants requires additional trainer</p> <p>*Additional Trainer Fee: \$2500 per day</p>
<p>PCM Regional Book Study- Professional Learning Offering</p> <p>Book Title: Seeing People Through By Nate Regier</p>	<p>7 virtual monthly meetings 75 min sessions \$250 per session</p> <p>Total Facilitation Fee: \$1750</p>	<p>Book: Seeing People Through Provided by ISD</p> <p>Prerequisite: Completed PCM Leadership or Discover PCM</p>

<p>Year 2 SSN Installation and Support</p>	<p>2024-2025 Investment</p> <p>\$40,350 (Inclusive of 3 half day training cost, may vary depending on PCM training option)</p>	<p>Materials Fee:</p> <p>\$335 per person participating Discover PCM or PCM Leadership Trainings</p>
<p><i>Optional Upon Request</i> PCM Leadership Training or Discover PCM Training</p> <p>Onboarding of new staff at ISD and/or LEA staff.</p>	<p>3 Training Days 4hr Sessions On site</p> <p>Training Fee: \$2600 per day half day Inclusive of travel</p> <p>Total Training: \$7800</p>	<p>Scheduled upon request</p> <p>Material Fee: \$335 per person # of people TBD</p>
<p><i>Optional Upon Request</i> PCM 2-Advanced</p>	<p>Total Training</p> <p>6 Virtual Sessions 1.5 hour per session</p> <p>Total Training Fee: \$3000</p>	<p>Participants must have completed PCM Leadership or Discover PCM</p> <p>PCM 2 is the advanced course and required to be eligible for trainer certification.</p> <p>Material Fee: \$25 e-version per person May be printed by ISD</p>

***Pricing is valid for services with a signed contract by 07/30/2024.**

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

Shawn Petri Superintendent COOR ISD

Cindy Hunt

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

Date

06.27.24

Date

G. Renew one-year Memorandums of Understanding with local school districts utilizing 31n Funding: CASD, CHA, Fairview, HLCS, MioAuSable, RAPS, WBRC, and Michigan Department of Health & Human Resources

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1-Yr Memorandum of Understanding

Between

C.O.O.R. Intermediate School District

and

Crawford Ausable School District utilizing 31n Funding

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the C.O.O.R. Intermediate School District and Crawford Ausable School District who will be utilizing a 31n funded Whole Child Specialist.

Whole Child Specialist: The district must provide a local match of at least 20% under section 31n as outlined in 388.1631n of the State School Aid Act of 1979.

MOU Agreement Date: July 1, 2024 to June 30, 2025

Duration

This MOU will begin July 1, 2024 and end June 30, 2025. The MOU will be reviewed and approved annually. Adjustments will be made if requested and agreed upon by COOR ISD and Crawford Ausable School District.

Background/Purpose:

The overall intent of this 31n funding is to enhance and expand the availability of mental health services and supports to general education K-12 students in Michigan.

31n(6) Funding: The purpose of funding under 31n(6) is to expand the availability of mental health services and supports to K-12 students with mild to moderate mental health issues and provide appropriate referrals for students in need of more intensive services through the Community Mental Health system.

COOR ISD Commitment:

COOR ISD will provide support from the Behavioral Health Coordinator to implement the LEA commitments outlined below. C.O.O.R. ISD will also provide a Whole Child Specialist for the time agreed upon in this Service Agreement.

LEA Commitment:

- LEA commits to developing/sustaining a building/district team to work through processes related to social emotional learning (SEL)/Behavioral Health /31n.
- LEA commits to the continued use of a Tier I program for SEL (e.g. SEL4Success, TRAILS, Second Steps, PBIS, Character Curriculum, Capturing Kids' Heart, Leader in Me, Positivity Project, etc...).
- LEA will use the [COOR ISD 31n Procedure Manual](#) to access 31n support and services
- LEA will commit to the use of the 31n Referral Process for the Whole Child Trauma Assessment and/or Whole Child Specialist including intervention documentation (data collection, reporting practices) as outlined in the COOR ISD 31n Procedure Manual
- LEA will commit to relevant Professional Learning requested by C.O.O.R. ISD and/or as requested by the LEA.
- LEA will send a trained TBRI Practitioner district representative(s) to the C.O.O.R. ISD TBRI Practitioner Learning Series

- LEA will partner with the C.O.O.R. ISD Director of Instructional Services, Behavioral Health Coordinator, and/or designated staff to support the school in various capacities.
- LEA will follow Whole Child Specialist job duties and responsibilities as outlined in the [COOR ISD 31n Procedure Manual](#)
- LEA will provide an office space for the Whole Child Specialist that allows for privacy and confidentiality.

Reporting

- C.O.O.R. ISD will annually report 31n funded services and support as directed by the Michigan Department of Education. This report may include behavioral health provider information, number of students receiving 31n services, and/or types of 31n services provided.
- If requested, LEAs will provide behavioral health data which may include SEL screener data, MiPHY survey data, behavior incident data including suspension/expulsion data (SWIS, Skyward, Powerschool), etc...

We, the undersigned, agree to the items identified in this Memorandum of Understanding and acknowledge that we are satisfied with the scope of the project as outlined.

LEA/PSA:

LEA/PSA Name: _____ Crawford Ausable School District _____

Principal(s): _____ Date _____

Superintendent: _____ Date _____

C.O.O.R. ISD

C.O.O.R. ISD 31n Behavioral Health Coordinator:
Date _____

C.O.O.R. ISD Director of Instructional Services: _____ Date _____

C.O.O.R. ISD Superintendent: _____ Date _____

1-Yr Memorandum of Understanding

Between

C.O.O.R. Intermediate School District

and

Charlton Heston Academy utilizing 31n Funding

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the C.O.O.R. Intermediate School District and Charlton Heston Academy who will be utilizing a 31n funded Whole Child Specialist.

Whole Child Specialist: The district must provide a local match of at least 20% under section 31n as outlined in 388.1631n of the State School Aid Act of 1979.

MOU Agreement Date: July 1, 2024 to June 30, 2025

Duration

This MOU will begin July 1, 2024 and end June 30, 2025. The MOU will be reviewed and approved annually. Adjustments will be made if requested and agreed upon by COOR ISD and Charlton Heston Academy.

Background/Purpose:

The overall intent of this 31n funding is to enhance and expand the availability of mental health services and supports to general education K-12 students in Michigan.

31n(6) Funding: The purpose of funding under 31n(6) is to expand the availability of mental health services and supports to K-12 students with mild to moderate mental health issues and provide appropriate referrals for students in need of more intensive services through the Community Mental Health system.

COOR ISD Commitment:

COOR ISD will provide support from the Behavioral Health Coordinator to implement the LEA commitments outlined below. C.O.O.R. ISD will also provide a Whole Child Specialist for the time agreed upon in this Service Agreement.

LEA Commitment:

- LEA commits to developing/sustaining a building/district team to work through processes related to social emotional learning (SEL)/Behavioral Health /31n.
- LEA commits to the continued use of a Tier I program for SEL (e.g. SEL4Success, TRAILS, Second Steps, PBIS, Character Curriculum, Capturing Kids' Heart, Leader in Me, Positivity Project, etc...).
- LEA will use the [COOR ISD 31n Procedure Manual](#) to access 31n support and services
- LEA will commit to the use of the 31n Referral Process for the Whole Child Trauma Assessment and/or Whole Child Specialist including intervention documentation (data collection, reporting practices) as outlined in the COOR ISD 31n Procedure Manual
- LEA will commit to relevant Professional Learning requested by C.O.O.R. ISD and/or as requested by the LEA.
- LEA will send a trained TBRI Practitioner district representative(s) to the C.O.O.R. ISD TBRI Practitioner Learning Series

- LEA will partner with the C.O.O.R. ISD Director of Instructional Services, Behavioral Health Coordinator, and/or designated staff to support the school in various capacities.
- LEA will follow Whole Child Specialist job duties and responsibilities as outlined in the [COOR ISD 31n Procedure Manual](#)
- LEA will provide an office space for the Whole Child Specialist that allows for privacy and confidentiality.

Reporting

- C.O.O.R. ISD will annually report 31n funded services and support as directed by the Michigan Department of Education. This report may include behavioral health provider information, number of students receiving 31n services, and/or types of 31n services provided.
- If requested, LEAs will provide behavioral health data which may include SEL screener data, MiPHY survey data, behavior incident data including suspension/expulsion data (SWIS, Skyward, Powerschool), etc...

We, the undersigned, agree to the items identified in this Memorandum of Understanding and acknowledge that we are satisfied with the scope of the project as outlined.

LEA/PSA:

LEA/PSA Name: _____ Charlton Heston Academy _____

Principal(s): _____ Date _____

Superintendent: _____ Date _____

C.O.O.R. ISD

C.O.O.R. ISD 31n Behavioral Health Coordinator:
Date _____

C.O.O.R. ISD Director of Instructional Services: _____ Date _____

C.O.O.R. ISD Superintendent: _____ Date _____

Memorandum of Understanding

Between

C.O.O.R. Intermediate School District

and

Michigan Department of Health and Human Services

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the C.O.O.R. Intermediate School District and the Michigan Department of Health and Human Services (MDHHS) for 50% Michigan Department of Education 31n funded Whole Child Specialist position.

Duration

This MOU will begin July 1, 2024 and end June 30, 2025. The MOU will be reviewed and approved annually. Adjustments will be made if requested and agreed upon by COOR ISD and MDHHS.

Background/Purpose:

The overall intent of this 31n funding is to enhance and expand the availability of mental health services and supports to general education K-12 students in Michigan.

31n(6) Funding: The purpose of funding under 31n(6) is to expand the availability of mental health services and supports to K-12 students with mild to moderate mental health issues and provide appropriate referrals for students in need of more intensive services through the Community Mental Health system.

COOR ISD Commitment:

- COOR ISD will provide support from the Behavioral Health Coordinator to implement the MDHHS commitments outlined below and agreed upon in the Service Agreement.
- COOR ISD will reimburse the MDHHS Whole Child Specialist for ½ tuition and required fees for successful completion as granted by the program of a required degree and/or licensure as required by 31n requirements for classes for an accredited program, including required fees, books, and/or class materials.
- COOR ISD will supply MDHHS Whole Child Specialist an annual approved budget for provider materials and/or supplies.
- COOR ISD will pay for professional learning conferences and/or requested training as determined by annual approved budget.
- COOR ISD will reimburse MDHHS Whole Child Specialist for the provider license fee.
- COOR ISD will reimburse MDHHS Whole Child Specialist for mileage for training and/or COOR ISD required meetings.
- COOR ISD will provide an office space for the MDHHS Whole Child Specialist that allows for privacy and confidentiality.

MDHHS Commitment:

- MDHHS Whole Child Specialist will commit to being an active member of the COOR ISD 31n Team to work through processes related to 31n funding guidelines and procedures as outlined in the [COOR ISD 31n Procedure Manual](#)
- MDHHS Whole Child Specialist will follow COOR ISD and/or Department of Instructional Services policies and procedures
- MDHHS Whole Child Specialist will follow the [COOR ISD 31n Procedure Manual](#)

- MDHHS will commit to the use of the 31n Referral Process for the Whole Child Assessment and/or Whole Child Specialist and Intervention documentation (data collection, reporting practices) as outlined in the [COOR ISD 31n Procedure Manual](#)
- MDHHS will commit to relevant Professional Learning requested by C.O.O.R. ISD and/or as requested by MDHHS.
- MDHHS will send a Whole Child Specialist(s) to the C.O.O.R. ISD TBRI Practitioner Learning Series.
- MDHHS will partner with the C.O.O.R. ISD Director of Instructional Services, Behavioral Health Coordinator, and/or designated staff to support the school in various capacities.
- MDHHS will follow Whole Child Specialist job duties and responsibilities as outlined in the [COOR ISD 31n Procedure Manual](#)

Reporting

- C.O.O.R. ISD will annually report 31n funded services and support as directed by the Michigan Department of Education. This report may include behavioral health provider information, number of students receiving 31n services, and/or types of 31n services provided.

We, the undersigned, agree to the items identified in this Memorandum of Understanding and acknowledge that we are satisfied with the scope of the project as outlined.

MDHHS:

MDHHS Name: _____

Position: _____ Date _____

C.O.O.R. ISD

C.O.O.R. ISD 31n Behavioral Health Coordinator:

Date _____

C.O.O.R. ISD Director of Instructional Services: _____ Date _____

C.O.O.R. ISD Superintendent: _____ Date _____

1-Yr Memorandum of Understanding

Between

C.O.O.R. Intermediate School District

and

Houghton Lake Community Schools utilizing 31n Funding

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the C.O.O.R. Intermediate School District and Houghton Lake Community Schools who will be utilizing a 31n funded Whole Child Specialist.

Whole Child Specialist: The district must provide a local match of at least 20% under section 31n as outlined in 388.1631n of the State School Aid Act of 1979.

MOU Agreement Date: July 1, 2024 to June 30, 2025

Duration

This MOU will begin July 1, 2024 and end June 30, 2025. The MOU will be reviewed and approved annually. Adjustments will be made if requested and agreed upon by COOR ISD and Houghton Lake Community Schools.

Background/Purpose:

The overall intent of this 31n funding is to enhance and expand the availability of mental health services and supports to general education K-12 students in Michigan.

31n(6) Funding: The purpose of funding under 31n(6) is to expand the availability of mental health services and supports to K-12 students with mild to moderate mental health issues and provide appropriate referrals for students in need of more intensive services through the Community Mental Health system.

COOR ISD Commitment:

COOR ISD will provide support from the Behavioral Health Coordinator to implement the LEA commitments outlined below. C.O.O.R. ISD will also provide a Whole Child Specialist for the time agreed upon in this Service Agreement.

LEA Commitment:

- LEA commits to developing/sustaining a building/district team to work through processes related to social emotional learning (SEL)/Behavioral Health /31n.
- LEA commits to the continued use of a Tier I program for SEL (e.g. SEL4Success, TRAILS, Second Steps, PBIS, Character Curriculum, Capturing Kids' Heart, Leader in Me, Positivity Project, etc...).
- LEA will use the [COOR ISD 31n Procedure Manual](#) to access 31n support and services
- LEA will commit to the use of the 31n Referral Process for the Whole Child Trauma Assessment and/or Whole Child Specialist including intervention documentation (data collection, reporting practices) as outlined in the COOR ISD 31n Procedure Manual
- LEA will commit to relevant Professional Learning requested by C.O.O.R. ISD and/or as requested by the LEA.
- LEA will send a trained TBRI Practitioner district representative(s) to the C.O.O.R. ISD TBRI Practitioner Learning Series

- LEA will partner with the C.O.O.R. ISD Director of Instructional Services, Behavioral Health Coordinator, and/or designated staff to support the school in various capacities.
- LEA will follow Whole Child Specialist job duties and responsibilities as outlined in the [COOR ISD 31n Procedure Manual](#)
- LEA will provide an office space for the Whole Child Specialist that allows for privacy and confidentiality.

Reporting

- C.O.O.R. ISD will annually report 31n funded services and support as directed by the Michigan Department of Education. This report may include behavioral health provider information, number of students receiving 31n services, and/or types of 31n services provided.
- If requested, LEAs will provide behavioral health data which may include SEL screener data, MiPHY survey data, behavior incident data including suspension/expulsion data (SWIS, Skyward, Powerschool), etc...

We, the undersigned, agree to the items identified in this Memorandum of Understanding and acknowledge that we are satisfied with the scope of the project as outlined.

LEA/PSA:

LEA/PSA Name: _____ Houghton Lake Community Schools _____

Principal(s): _____ Date _____

Superintendent: _____ Date _____

C.O.O.R. ISD

C.O.O.R. ISD 31n Behavioral Health Coordinator:
Date _____

C.O.O.R. ISD Director of Instructional Services: _____ Date _____

C.O.O.R. ISD Superintendent: _____ Date _____

1-Yr Memorandum of Understanding

Between

C.O.O.R. Intermediate School District

and

Mio Ausable Schools utilizing 31n Funding

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the C.O.O.R. Intermediate School District and Mio Ausable Schools who will be utilizing a 31n funded Whole Child Specialist.

Whole Child Specialist: The district must provide a local match of at least 20% under section 31n as outlined in 388.1631n of the State School Aid Act of 1979.

MOU Agreement Date: July 1, 2024 to June 30, 2025

Duration

This MOU will begin July 1, 2024 and end June 30, 2025. The MOU will be reviewed and approved annually. Adjustments will be made if requested and agreed upon by COOR ISD and Mio Ausable Schools.

Background/Purpose:

The overall intent of this 31n funding is to enhance and expand the availability of mental health services and supports to general education K-12 students in Michigan.

31n(6) Funding: The purpose of funding under 31n(6) is to expand the availability of mental health services and supports to K-12 students with mild to moderate mental health issues and provide appropriate referrals for students in need of more intensive services through the Community Mental Health system.

COOR ISD Commitment:

COOR ISD will provide support from the Behavioral Health Coordinator to implement the LEA commitments outlined below. C.O.O.R. ISD will also provide a Whole Child Specialist for the time agreed upon in this Service Agreement.

LEA Commitment:

- LEA commits to developing/sustaining a building/district team to work through processes related to social emotional learning (SEL)/Behavioral Health /31n.
- LEA commits to the continued use of a Tier I program for SEL (e.g. SEL4Success, TRAILS, Second Steps, PBIS, Character Curriculum, Capturing Kids' Heart, Leader in Me, Positivity Project, etc...).
- LEA will use the [COOR ISD 31n Procedure Manual](#) to access 31n support and services
- LEA will commit to the use of the 31n Referral Process for the Whole Child Trauma Assessment and/or Whole Child Specialist including intervention documentation (data collection, reporting practices) as outlined in the COOR ISD 31n Procedure Manual
- LEA will commit to relevant Professional Learning requested by C.O.O.R. ISD and/or as requested by the LEA.
- LEA will send a trained TBRI Practitioner district representative(s) to the C.O.O.R. ISD TBRI Practitioner Learning Series

- LEA will partner with the C.O.O.R. ISD Director of Instructional Services, Behavioral Health Coordinator, and/or designated staff to support the school in various capacities.
- LEA will follow Whole Child Specialist job duties and responsibilities as outlined in the [COOR ISD 31n Procedure Manual](#)
- LEA will provide an office space for the Whole Child Specialist that allows for privacy and confidentiality.

Reporting

- C.O.O.R. ISD will annually report 31n funded services and support as directed by the Michigan Department of Education. This report may include behavioral health provider information, number of students receiving 31n services, and/or types of 31n services provided.
- If requested, LEAs will provide behavioral health data which may include SEL screener data, MiPHY survey data, behavior incident data including suspension/expulsion data (SWIS, Skyward, Powerschool), etc...

We, the undersigned, agree to the items identified in this Memorandum of Understanding and acknowledge that we are satisfied with the scope of the project as outlined.

LEA/PSA:

LEA/PSA Name: _____ Mio Ausable Schools _____

Principal(s): _____ Date _____

Superintendent: _____ Date _____

C.O.O.R. ISD

C.O.O.R. ISD 31n Behavioral Health Coordinator:
Date _____

C.O.O.R. ISD Director of Instructional Services: _____ Date _____

C.O.O.R. ISD Superintendent: _____ Date _____

1-Yr Memorandum of Understanding

Between

C.O.O.R. Intermediate School District

and

Roscommon Area Public Schools utilizing 31n Funding

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the C.O.O.R. Intermediate School District and Roscommon Area Public Schools who will be utilizing a 31n funded Whole Child Specialist.

Whole Child Specialist: The district must provide a local match of at least 20% under section 31n as outlined in 388.1631n of the State School Aid Act of 1979.

MOU Agreement Date: July 1, 2024 to June 30, 2025

Duration

This MOU will begin July 1, 2024 and end June 30, 2025. The MOU will be reviewed and approved annually. Adjustments will be made if requested and agreed upon by COOR ISD and Roscommon Area Public Schools.

Background/Purpose:

The overall intent of this 31n funding is to enhance and expand the availability of mental health services and supports to general education K-12 students in Michigan.

31n(6) Funding: The purpose of funding under 31n(6) is to expand the availability of mental health services and supports to K-12 students with mild to moderate mental health issues and provide appropriate referrals for students in need of more intensive services through the Community Mental Health system.

COOR ISD Commitment:

COOR ISD will provide support from the Behavioral Health Coordinator to implement the LEA commitments outlined below. C.O.O.R. ISD will also provide a Whole Child Specialist for the time agreed upon in this Service Agreement.

LEA Commitment:

- LEA commits to developing/sustaining a building/district team to work through processes related to social emotional learning (SEL)/Behavioral Health /31n.
- LEA commits to the continued use of a Tier I program for SEL (e.g. SEL4Success, TRAILS, Second Steps, PBIS, Character Curriculum, Capturing Kids' Heart, Leader in Me, Positivity Project, etc...).
- LEA will use the [COOR ISD 31n Procedure Manual](#) to access 31n support and services
- LEA will commit to the use of the 31n Referral Process for the Whole Child Trauma Assessment and/or Whole Child Specialist including intervention documentation (data collection, reporting practices) as outlined in the COOR ISD 31n Procedure Manual
- LEA will commit to relevant Professional Learning requested by C.O.O.R. ISD and/or as requested by the LEA.
- LEA will send a trained TBRI Practitioner district representative(s) to the C.O.O.R. ISD TBRI Practitioner Learning Series

- LEA will partner with the C.O.O.R. ISD Director of Instructional Services, Behavioral Health Coordinator, and/or designated staff to support the school in various capacities.
- LEA will follow Whole Child Specialist job duties and responsibilities as outlined in the [COOR ISD 31n Procedure Manual](#)
- LEA will provide an office space for the Whole Child Specialist that allows for privacy and confidentiality.

Reporting

- C.O.O.R. ISD will annually report 31n funded services and support as directed by the Michigan Department of Education. This report may include behavioral health provider information, number of students receiving 31n services, and/or types of 31n services provided.
- If requested, LEAs will provide behavioral health data which may include SEL screener data, MiPHY survey data, behavior incident data including suspension/expulsion data (SWIS, Skyward, Powerschool), etc...

We, the undersigned, agree to the items identified in this Memorandum of Understanding and acknowledge that we are satisfied with the scope of the project as outlined.

LEA/PSA:

LEA/PSA Name: _____ Roscommon Area Public Schools _____

Principal(s): _____ Date _____

Superintendent: _____ Date _____

C.O.O.R. ISD

C.O.O.R. ISD 31n Behavioral Health Coordinator:
Date _____

C.O.O.R. ISD Director of Instructional Services: _____ Date _____

C.O.O.R. ISD Superintendent: _____ Date _____

1-Yr Memorandum of Understanding

Between

C.O.O.R. Intermediate School District

and

West Branch- Rose City Schools utilizing 31n Funding

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the C.O.O.R. Intermediate School District and West Branch- Rose City Schools who will be utilizing a 31n funded Whole Child Specialist.

Whole Child Specialist: The district must provide a local match of at least 20% under section 31n as outlined in 388.1631n of the State School Aid Act of 1979.

MOU Agreement Date: July 1, 2024 to June 30, 2025

Duration

This MOU will begin July 1, 2024 and end June 30, 2025. The MOU will be reviewed and approved annually. Adjustments will be made if requested and agreed upon by COOR ISD and West Branch- Rose City Schools.

Background/Purpose:

The overall intent of this 31n funding is to enhance and expand the availability of mental health services and supports to general education K-12 students in Michigan.

31n(6) Funding: The purpose of funding under 31n(6) is to expand the availability of mental health services and supports to K-12 students with mild to moderate mental health issues and provide appropriate referrals for students in need of more intensive services through the Community Mental Health system.

COOR ISD Commitment:

COOR ISD will provide support from the Behavioral Health Coordinator to implement the LEA commitments outlined below. C.O.O.R. ISD will also provide a Whole Child Specialist for the time agreed upon in this Service Agreement.

LEA Commitment:

- LEA commits to developing/sustaining a building/district team to work through processes related to social emotional learning (SEL)/Behavioral Health /31n.
- LEA commits to the continued use of a Tier I program for SEL (e.g. SEL4Success, TRAILS, Second Steps, PBIS, Character Curriculum, Capturing Kids' Heart, Leader in Me, Positivity Project, etc...).
- LEA will use the [COOR ISD 31n Procedure Manual](#) to access 31n support and services
- LEA will commit to the use of the 31n Referral Process for the Whole Child Trauma Assessment and/or Whole Child Specialist including intervention documentation (data collection, reporting practices) as outlined in the COOR ISD 31n Procedure Manual
- LEA will commit to relevant Professional Learning requested by C.O.O.R. ISD and/or as requested by the LEA.
- LEA will send a trained TBRI Practitioner district representative(s) to the C.O.O.R. ISD TBRI Practitioner Learning Series

- LEA will partner with the C.O.O.R. ISD Director of Instructional Services, Behavioral Health Coordinator, and/or designated staff to support the school in various capacities.
- LEA will follow Whole Child Specialist job duties and responsibilities as outlined in the [COOR ISD 31n Procedure Manual](#)
- LEA will provide an office space for the Whole Child Specialist that allows for privacy and confidentiality.

Reporting

- C.O.O.R. ISD will annually report 31n funded services and support as directed by the Michigan Department of Education. This report may include behavioral health provider information, number of students receiving 31n services, and/or types of 31n services provided.
- If requested, LEAs will provide behavioral health data which may include SEL screener data, MiPHY survey data, behavior incident data including suspension/expulsion data (SWIS, Skyward, Powerschool), etc...

We, the undersigned, agree to the items identified in this Memorandum of Understanding and acknowledge that we are satisfied with the scope of the project as outlined.

LEA/PSA:

LEA/PSA Name: _____ West Branch- Rose City Schools _____

Principal(s): _____ Date _____

Superintendent: _____ Date _____

C.O.O.R. ISD

C.O.O.R. ISD 31n Behavioral Health Coordinator:
Date _____

C.O.O.R. ISD Director of Instructional Services: _____ Date _____

C.O.O.R. ISD Superintendent: _____ Date _____

H. Renew one-year Memorandums of Understanding for ISD Early Literacy Coaching Grant with local school districts: Crawford AuSable School District, Houghton Lake Community Schools, Roscommon Area School District, and West Branch-Rose City Area Schools.

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ISD Early Literacy Coaching Grant

1 yr-Memorandum of Understanding
between
Roscommon Area Public Schools
and
COOR ISD

Award Amount: \$28,000 in 2024-25

K-3 Literacy Coach: A total of 25% of the LEA Teacher contracted days will be dedicated to K-3 Early Literacy Coaching during the 2024-25.

MOU Agreement Date: July 1, 2024 to June 30, 2025

In a collaborative effort to utilize the ISD Early Literacy Coaching Grant funds appropriately, COOR ISD shall:

1. Provide the COOR ISD an "educator on loan" to do the work as a K-3 literacy coach as defined by the MDE Early Literacy Coaching Model as required by the Read by Grade Three Reading Law (MCL.380.1280f) at Roscommon Elementary for a period of one year (2024-2025).

In a collaborative effort to utilize the ISD Early Literacy Coaching Grant funds appropriately, COOR ISD shall meet the following assurances of the grant:

- Support the Coach in attending all professional learning as required by MDE. Currently, this includes the following:
 - Attend the K-3 Professional Learning Practice Institute (if offered)
 - Literacy Coaching Network Professional Learning opportunities,
 - Coaching Intensive Institutes (when available),
 - Quarterly meetings (when available)
 - Participate in the Advanced ISD Early Literacy Coaching Institute in August 2025, and 2024 (Dates TBD). Any new coaches for the 2025-26 school year may also attend the August 2025 institute virtually (August 5-8)
 - Use the Coaching Modules and the K-3 Essential Instructional Practices Modules to support their learning around the Essentials,
 - Engage in further learning on Assessment Literacy related to the suite of Essential Practices.
 - Ensure that direct services to students do not count as part of the K-3 coaching FTE.
 - Provide necessary reporting information which shall include:
 - The COOR ISD approved coaching log submitted with the request for reimbursement
 - Coaching effectiveness data (state surveys for teachers to complete if available)
 - Name of literacy coach who will be supported with these funds and the total FTE that will be dedicated to coaching broken down by days and hours.
example: .5 FTE of a teacher who works 183 days=91.5 days or 640.5 hours.
 - Detailed budget information in a timely manner
- Create a separate accounting cost center for grant funds.
- Submit documentation for reimbursement to COOR ISD bi-monthly based on the above timeline of grant. (budget and coaching logs)
 - Work collaboratively with COOR ISD Early Literacy Coach, Director of Instructional

Services, as well as the other Early Literacy Coaches within the ISD by participating in the COOR ISD Coaches' Cohort monthly meetings.

Agree to the assurances below as outlined by the ISD Early Literacy Coaching Grant.

In a collaborative effort to utilize the ISD Early Literacy Coaching Grant funds appropriately, the COOR ISD shall:

1. Reimburse grant-aligned costs in a timely manner after proper documentation has been submitted and reviewed for correct information.
2. Communicate all important information related to this grant.
3. Prepare and submit grant reporting documents on time.
4. Check in on progress when necessary.
5. Provide strategic support from the Coordinator of Early Learning and Instructional Services and the ELA Consultant, who will attend professional development and host monthly Local Literacy Coaches Network meetings.
6. Use the approved MDE Coaching Model as required by Read by Grade Three Law (MCL.380.1280f)
7. If the ISD uses an assessment tool that screens for signs of dyslexia, the ISD shall use the assessment results from that assessment tool to identify pupils who demonstrate signs of dyslexia.
8. Agree to the assurances below as outlined by the ISD Early Literacy Coaching Grant.

As outlined in the ISD Early Literacy Coaching Grant the following assurances are necessary in order to receive funding.

1. **Early Literacy Coach Assurances of Qualifications:** COOR ISD and the COOR ISD will work together to ensure that Literacy Coaches funded by the ISD Early Literacy Coaching Grant acquire and maintain the following qualifications:
 - Meet the total number of days allocated to coaching that meets the total FTE of funds granted.
 - Has knowledge of current state literacy standards for pupils in grades K-3
 - Has the ability to implement an instructional delivery model based on frequent use of formative, screening, and diagnostic tools, known as a multi-tiered system of support, to determine individual progress for pupils in grades K to 3 so that pupils are reading at grade level by the end of grade 3.
 - Has the ability to use data from diagnostic tools to determine the necessary additional supports and interventions needed by individual pupils in grades K to 3 in order to be reading at grade level
 - Has a strong knowledge base in working with adults.
 - Has sufficient knowledge of scientifically based reading research, special expertise in quality reading instruction and infusing reading strategies into content area instruction.
 - A minimum of valid Michigan teaching certificate, a bachelor's degree, and advanced coursework in reading or has completed professional development in evidence based

- literacy core instructional strategies.
- Appropriate instructional technology practices and implementation at the K-3 level.
- The Early Literacy Coach will support all K-3 teachers in the ISD and be available to support all districts in alignment with The 3rd Grade Law (MCL.380.1280f) and the GELN Essential Instructional Practices in Early Literacy Grades K-3.
- Literacy Coaches should also be knowledgeable of the PreK and School-wide Essential Practices.

2. Assurance to Provide Support for Initial and Ongoing Professional Development for Teachers as Identified by a Comprehensive Needs Assessment in all of the following:

Collaboratively, COOR ISD and District Name will work together to ensure that Literacy Coaches funded by the ISD Early Literacy Coaching Grant provide initial and ongoing professional development for Teachers in the following areas:

- The Essential Instructional Practices in Early Literacy K-3
- Administering and analyzing instructional assessments
- Research supported differentiated instruction
- Intensive intervention
- Using progress monitoring
- Identifying and addressing reading deficiencies

Funding Disclaimer: Both the Roscommon Area Schools and COOR ISD acknowledged that any changes resulting in a reduction of 35a K-3 Literacy funds allocated to the Roscommon Area Public Schools will potentially lead to the discontinuation of this MOU.

COOR ISD Superintendent: _____ Date: _____

Roscommon Area Public Schools Superintendent: Arthur Kuder Date: 7-2-24

ISD Early Literacy Coaching Grant

1 yr-Memorandum of Understanding

between

Crawford Ausable School District

and

COOR ISD

Award Amount: \$28,000 in 2024-25

K-3 Literacy Coach: A total of 25% of the LEA Teacher contracted days will be dedicated to K-3 Early Literacy Coaching during the 2024-25.

MOU Agreement Date: July 1, 2024 to June 30, 2025

In a collaborative effort to utilize the ISD Early Literacy Coaching Grant funds appropriately, COOR ISD shall:

1. Provide the COOR ISD an “educator on loan” to do the work as a K-3 literacy coach as defined by the MDE Early Literacy Coaching Model as required by the Read by Grade Three Reading Law (MCL.380.1280f) at Grayling Elementary for a period of one year (2024-2025).

In a collaborative effort to utilize the ISD Early Literacy Coaching Grant funds appropriately, COOR ISD shall meet the following assurances of the grant:

- Support the Coach in attending all professional learning as required by MDE. Currently, this includes the following:
 - Attend the K-3 Professional Learning Practice Institute (if offered)
 - Literacy Coaching Network Professional Learning opportunities,
 - Coaching Intensive Institutes (when available),
 - Quarterly meetings (when available)
 - Participate in the Advanced ISD Early Literacy Coaching Institute in August 2024, and 2024 (Dates TBD). Any new coaches for the 2024-25 school year may also attend the August 2024 institute virtually (August 5-8)
 - Use the Coaching Modules and the K-3 Essential Instructional Practices Modules to support their learning around the Essentials,
 - Engage in further learning on Assessment Literacy related to the suite of Essential Practices.
 - Ensure that direct services to students do not count as part of the K-3 coaching FTE.
 - Provide necessary reporting information which shall include:
 - The COOR ISD approved coaching log submitted with the request for reimbursement
 - Coaching effectiveness data (state surveys for teachers to complete if available)
 - Name of literacy coach who will be supported with these funds and the total FTE that will be dedicated to coaching broken down by days and hours.
example: .5 FTE of a teacher who works 183 days=91.5 days or 640.5 hours.
 - Detailed budget information in a timely manner
- Create a separate accounting cost center for grant funds.
- Submit documentation for reimbursement to COOR ISD bi-monthly based on the above timeline of grant. (budget and coaching logs)
 - Work collaboratively with COOR ISD Early Literacy Coach, Director of Instructional

Services, as well as the other Early Literacy Coaches within the ISD by participating in the COOR ISD Coaches' Cohort monthly meetings.

Agree to the assurances below as outlined by the ISD Early Literacy Coaching Grant.

In a collaborative effort to utilize the ISD Early Literacy Coaching Grant funds appropriately, the COOR ISD shall:

1. Reimburse grant-aligned costs in a timely manner after proper documentation has been submitted and reviewed for correct information.
2. Communicate all important information related to this grant.
3. Prepare and submit grant reporting documents on time.
4. Check in on progress when necessary.
5. Provide strategic support from the Coordinator of Early Learning and Instructional Services and the ELA Consultant, who will attend professional development and host monthly Local Literacy Coaches Network meetings.
6. Use the approved MDE Coaching Model as required by Read by Grade Three Law (MCL.380.1280f)
7. If the ISD uses an assessment tool that screens for signs of dyslexia, the ISD shall use the assessment results from that assessment tool to identify pupils who demonstrate signs of dyslexia.
8. Agree to the assurances below as outlined by the ISD Early Literacy Coaching Grant.

LEA shall:

1. Submit an invoice for reimbursement to the COOR ISD business office by _____, 2025.

As outlined in the ISD Early Literacy Coaching Grant the following assurances are necessary in order to receive funding.

1. **Early Literacy Coach Assurances of Qualifications:** COOR ISD and the COOR ISD will work together to ensure that Literacy Coaches funded by the ISD Early Literacy Coaching Grant acquire and maintain the following qualifications:
 - Meet the total number of days allocated to coaching that meets the total FTE of funds granted.
 - Has knowledge of current state literacy standards for pupils in grades K-3
 - Has the ability to implement an instructional delivery model based on frequent use of formative, screening, and diagnostic tools, known as a multi-tiered system of support, to determine individual progress for pupils in grades K to 3 so that pupils are reading at grade level by the end of grade 3.
 - Has the ability to use data from diagnostic tools to determine the necessary additional supports and interventions needed by individual pupils in grades K to 3 in order to be reading at grade level
 - Has a strong knowledge base in working with adults.
 - Has sufficient knowledge of scientifically based reading research, special expertise in quality reading instruction and infusing reading strategies into content area instruction.

- A minimum of valid Michigan teaching certificate, a bachelor's degree, and advanced coursework in reading or has completed professional development in evidence based literacy core instructional strategies.
- Appropriate instructional technology practices and implementation at the K-3 level.
- The Early Literacy Coach will support all K-3 teachers in the ISD and be available to support all districts in alignment with The 3rd Grade Law (MCL.380.1280f) and the GELN Essential Instructional Practices in Early Literacy Grades K-3.
- Literacy Coaches should also be knowledgeable of the PreK and School-wide Essential Practices.

2. Assurance to Provide Support for Initial and Ongoing Professional Development for Teachers as Identified by a Comprehensive Needs Assessment in all of the following:


Collaboratively, COOR ISD and District Name will work together to ensure that Literacy Coaches funded by the ISD Early Literacy Coaching Grant provide initial and ongoing professional development for Teachers in the following areas:

- The Essential Instructional Practices in Early Literacy K-3
- Administering and analyzing instructional assessments
- Research supported differentiated instruction
- Intensive intervention
- Using progress monitoring
- Identifying and addressing reading deficiencies

Funding Disclaimer: Both the Crawford Ausable School District and COOR ISD acknowledged that any changes resulting in a reduction of 35a K-3 Literacy funds allocated to the Crawford Ausable School District will potentially lead to the discontinuation of this MOU.

COOR ISD Superintendent: _____ Date: _____

Crawford Ausable School District Superintendent:



Date: 6.28.24

ISD Early Literacy Coaching Grant

1 yr-Memorandum of Understanding

between

Houghton Lake Community Schools

and

COOR ISD

Award Amount: \$28,000 in 2024-2025

K-3 Literacy Coach: A total of 25% of the LEA Teacher contracted days will be dedicated to K-3 Early Literacy Coaching during the 2024-25.

MOU Agreement Date: July 1, 2024 to June 30, 2025

In a collaborative effort to utilize the ISD Early Literacy Coaching Grant funds appropriately, COOR ISD shall:

1. Provide the COOR ISD an “educator on loan” to do the work as a K-3 literacy coach as defined by the MDE Early Literacy Coaching Model as required by the Read by Grade Three Reading Law (MCL.380.1280f) at Collins Elementary for a period of one year (2024-2025).

In a collaborative effort to utilize the ISD Early Literacy Coaching Grant funds appropriately, COOR ISD shall meet the following assurances of the grant:

- Support the Coach in attending all professional learning as required by MDE. Currently, this includes the following:
 - Attend the K-3 Professional Learning Practice Institute (if offered)
 - Literacy Coaching Network Professional Learning opportunities,
 - Coaching Intensive Institutes (when available),
 - Quarterly meetings (when available)
 - Participate in the Advanced ISD Early Literacy Coaching Institute in August 2024, and 2024 (Dates TBD). Any new coaches for the 2023-24 school year may also attend the August 2024 institute virtually (August 5-8)
 - Use the Coaching Modules and the K-3 Essential Instructional Practices Modules to support their learning around the Essentials,
 - Engage in further learning on Assessment Literacy related to the suite of Essential Practices.
 - Ensure that direct services to students do not count as part of the K-3 coaching FTE.
 - Provide necessary reporting information which shall include:
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- Submit documentation for reimbursement to COOR ISD bi-monthly based on the above timeline of grant. (budget and coaching logs)
 - Work collaboratively with COOR ISD Early Literacy Coach, Director of Instructional

Services, as well as the other Early Literacy Coaches within the ISD by participating in the COOR ISD Coaches' Cohort monthly meetings.

Agree to the assurances below as outlined by the ISD Early Literacy Coaching Grant.

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1. Reimburse grant-aligned costs in a timely manner after proper documentation has been submitted and reviewed for correct information.
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 - Has knowledge of current state literacy standards for pupils in grades K-3
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 - Has the ability to use data from diagnostic tools to determine the necessary additional supports and interventions needed by individual pupils in grades K to 3 in order to be reading at grade level
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 - Has sufficient knowledge of scientifically based reading research, special expertise in quality reading instruction and infusing reading strategies into content area instruction.
 - A minimum of valid Michigan teaching certificate, a bachelor's degree, and advanced coursework in reading or has completed professional development in evidence based

literacy core instructional strategies.

- Appropriate instructional technology practices and implementation at the K-3 level.
- The Early Literacy Coach will support all K-3 teachers in the ISD and be available to support all districts in alignment with The 3rd Grade Law (MCL.380.1280f) and the GELN Essential Instructional Practices in Early Literacy Grades K-3.
- Literacy Coaches should also be knowledgeable of the PreK and School-wide Essential Practices.

2. Assurance to Provide Support for Initial and Ongoing Professional Development for Teachers as Identified by a Comprehensive Needs Assessment in all of the following:

Collaboratively, COOR ISD and District Name will work together to ensure that Literacy Coaches funded by the ISD Early Literacy Coaching Grant provide initial and ongoing professional development for Teachers in the following areas:

- The Essential Instructional Practices in Early Literacy K-3
- Administering and analyzing instructional assessments
- Research supported differentiated instruction
- Intensive intervention
- Using progress monitoring
- Identifying and addressing reading deficiencies

Funding Disclaimer: Both the Houghton Lake Community Schools and COOR ISD acknowledged that any changes resulting in a reduction of 35a K-3 Literacy funds allocated to the Houghton Lake Community Schools will potentially lead to the discontinuation of this MOU.

COOR ISD Superintendent: _____ Date: _____

Houghton Lake Community Schools Superintendent: _____ Date: _____

ISD Early Literacy Coaching Grant

1 yr-Memorandum of Understanding

between

West Branch- Rose City Schools

and

COOR ISD

Award Amount: \$28,000 in 2024-25

K-3 Literacy Coach: A total of 25% of the LEA Teacher contracted days will be dedicated to K-3 Early Literacy Coaching during the 2024-25.

MOU Agreement Date: July 1, 2024 to June 30, 2025

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1. Provide the COOR ISD an “educator on loan” to do the work as a K-3 literacy coach as defined by the MDE Early Literacy Coaching Model as required by the Read by Grade Three Reading Law (MCL.380.1280f) at Surline Elementary and/or Rose City School for a period of one year (2024-2025).

In a collaborative effort to utilize the ISD Early Literacy Coaching Grant funds appropriately, COOR ISD shall meet the following assurances of the grant:

- Support the Coach in attending all professional learning as required by MDE. Currently, this includes the following:
 - Attend the K-3 Professional Learning Practice Institute (if offered)
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 - Coaching Intensive Institutes (when available),
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 - Coaching effectiveness data (state surveys for teachers to complete if available)
 - Name of literacy coach who will be supported with these funds and the total FTE that will be dedicated to coaching broken down by days and hours.
example: .5 FTE of a teacher who works 183 days=91.5 days or 640.5 hours.
 - Detailed budget information in a timely manner
- Create a separate accounting cost center for grant funds.
- Submit documentation for reimbursement to COOR ISD bi-monthly based on the above timeline of grant. (budget and coaching logs)

- ❑ Work collaboratively with COOR ISD Early Literacy Coach, Director of Instructional Services, as well as the other Early Literacy Coaches within the ISD by participating in the COOR ISD Coaches' Cohort monthly meetings.
- ❑ Agree to the assurances below as outlined by the ISD Early Literacy Coaching Grant.

In a collaborative effort to utilize the ISD Early Literacy Coaching Grant funds appropriately, the COOR ISD shall:

1. Reimburse grant-aligned costs in a timely manner after proper documentation has been submitted and reviewed for correct information.
2. Communicate all important information related to this grant.
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1. **Early Literacy Coach Assurances of Qualifications:** COOR ISD and the COOR ISD will work together to ensure that Literacy Coaches funded by the ISD Early Literacy Coaching Grant acquire and maintain the following qualifications:
 - Meet the total number of days allocated to coaching that meets the total FTE of funds granted.
 - Has knowledge of current state literacy standards for pupils in grades K-3
 - Has the ability to implement an instructional delivery model based on frequent use of formative, screening, and diagnostic tools, known as a multi-tiered system of support, to determine individual progress for pupils in grades K to 3 so that pupils are reading at grade level by the end of grade 3.
 - Has the ability to use data from diagnostic tools to determine the necessary additional supports and interventions needed by individual pupils in grades K to 3 in order to be reading at grade level
 - Has a strong knowledge base in working with adults.
 - Has sufficient knowledge of scientifically based reading research, special expertise in quality reading instruction and infusing reading strategies into content area instruction.
 - A minimum of valid Michigan teaching certificate, a bachelor's degree, and advanced coursework in reading or

has completed professional development in evidence based literacy core instructional strategies.

- Appropriate instructional technology practices and implementation at the K-3 level.
- The Early Literacy Coach will support all K-3 teachers in the ISD and be available to support all districts in alignment with The 3rd Grade Law (MCL.380.1280f) and the GELN Essential Instructional Practices in Early Literacy Grades K-3.
- Literacy Coaches should also be knowledgeable of the PreK and School-wide Essential Practices.

2. Assurance to Provide Support for Initial and Ongoing Professional Development for Teachers as Identified by a Comprehensive Needs Assessment in all of the following:

Collaboratively, COOR ISD and District Name will work together to ensure that Literacy Coaches funded by the ISD Early Literacy Coaching Grant provide initial and ongoing professional development for Teachers in the following areas:

- The Essential Instructional Practices in Early Literacy K-3
- Administering and analyzing instructional assessments
- Research supported differentiated instruction
- Intensive intervention
- Using progress monitoring
- Identifying and addressing reading deficiencies

Funding Disclaimer: Both the West Branch-Rose City Schools and COOR ISD acknowledged that any changes resulting in a reduction of 35a K-3 Literacy funds allocated to the West Branch- Rose City Schools will potentially lead to the discontinuation of this MOU.

COOR ISD Superintendent: _____ Date: _____

West Branch- Rose City Schools Superintendent: _____ Date: _____

I. Update Thalma Hibbard's contract to 184 days

7. Action Items

A. Approve an updated collective bargaining agreement with the COOR Educational Association (CEA) through June 30, 2027 to include three-year salary projections.

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MASTER AGREEMENT

between

C.O.O.R. Intermediate School District

and the

C.O.O.R. Education Association/MEA-NEA

July 1, 2024 - June 30, 2027

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C.O.O.R. Education Association Agreement

This Agreement entered into by and between the C.O.O.R. Education Association affiliated with the Michigan Education Association/National Education Association (“CEA-MEA/NEA”), as hereinafter called the “Association” and C.O.O.R. ISD, hereinafter called the “Board” or “District”. The signatories shall be the sole parties to this Agreement.

Witnesseth:

This Agreement is negotiated pursuant to the Public Employment Relations Act, Act 336 of the Public Acts of 1947 as amended, to establish the wages, hours, terms and conditions of employment for the members of the bargaining unit herein defined.

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE 1 - RECOGNITION

- A. The Board hereby recognizes the C.O.O.R Education Association, hereinafter referred to as the "Association", as the exclusive and sole bargaining representative as defined in Section II of Act 379, Public Acts of 1965, for all Bargaining Unit Members regularly employed by C.O.O.R. Intermediate School District in special education classroom positions requiring a certified teacher and/or approved by the State Department of Education or employed in the position providing direct services to students which require a license. Existing bargaining unit positions requiring a license or certification will continue to be included even if there is a change in state rules or regulations.
- B. All Bargaining Unit Members employed as teachers or **ancillary staff** shall hereinafter be referred to as Bargaining Unit Members.

The Superintendent, administrators, paraprofessionals, aides, per diem substitutes, substitutes and all other employees, are specifically excluded from the terms of this Agreement.
- C. The Board agrees not to negotiate with any Bargaining Unit Member nor to negotiate with any teachers' organization other than the C.O.O.R. Education Association for the duration of this Agreement.
- D. Personal pronouns depicting gender such as "he" and "she" will be used alternately by Article throughout this Agreement.
- E. “Ancillary Staff Member” shall refer to members of the bargaining unit whose employment is not regulated by the Tenure Act.
- F.
 1. The Board shall not subcontract for the services currently provided by Bargaining Unit Members unless qualified professional personnel are found not to be available after an annual search and without prior discussion with the Association. No Bargaining Unit Member will be laid-off as a result of subcontracting.
 2. The duties of any Bargaining Unit Member or the responsibilities of any position in the bargaining unit will not be substantially altered without prior discussion with the Association.

ARTICLE 2 - ASSOCIATION AND BARGAINING UNIT MEMBER RIGHTS

- A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every Bargaining Unit Member as defined in Article 1, Section A shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other lawful concerted activities for mutual aid and protection. As a duly-elected body exercising governmental power under the laws of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any Bargaining Unit Member in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitutions of Michigan and the United States. The Board will not discriminate against any Bargaining Unit Member with respect to hours, wages or any terms or conditions of employment by reasons of their participation or non-participation in any activities of the Association or collective professional negotiations with the Board, or their institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any Bargaining Unit Members' rights he may have under the law or applicable laws and regulations. The rights granted to Bargaining Unit Members hereunder shall be deemed to be in addition to those provided elsewhere.
- C. The Association and its representatives shall have the right to use District office facilities at all reasonable hours for meetings, provided that prior approval must be obtained from the administration and when custodial service is required, the Board will bill the Association.
- D. The Association and its duly authorized representatives shall be permitted to transact official Association business on District property at times other than regular office hours, at locations designated by the administration and mutually acceptable to the Association.
- E. The Association may request the use of District facilities and equipment, including computers, other duplicating equipment, and audio-visual equipment at times, when such equipment is not otherwise in use. The Association shall pay for the cost of all materials and supplies incidental to such use. Any such use shall be outside of the Bargaining Unit Member's regular working hours.
- F. The Association may use the District message system for Association business communication.
- G. The Board agrees to furnish the Association in response to written requests regular and routine public information normally available upon request from the Freedom of Information Act such as: 1) audited budget, 2) adopted budget, 3) state reports concerning the financial resources of the District, together with information which may be necessary for the Association to process any grievance or Association business.

- H. Prior to a Board of Education meeting, the Association President shall be furnished a Board agenda and following the meeting, shall receive a copy of the Board minutes within twenty (20) days of said meeting.
- I. The Board may place on the agenda of each regular Board meeting as an item for consideration any matters brought to its attention by the Association as long as those matters are made known to the Superintendent's Office ten (10) days prior to said regular meeting. This is not to be used to expand, in place of, or to circumvent the procedures provided in this Agreement.
- J. The Association shall be advised of any revisions in educational policy which are proposed or under consideration, and when possible, the Association shall be given the opportunity to react with respect to said matters prior to their adoption and/or general publication. (Educational policy shall not be construed to mean Board Policy.)
- K. Bargaining Unit Members shall be entitled to full rights of citizenship, religion and political activities.

The private and personal life of any Bargaining Unit Member is not within the appropriate concern or attention of the Board, unless it adversely affects their assignment and duties.
- L. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, handicap or marital status.
- M. Bargaining Unit Members will not be required to carry out a directive which may endanger their physical safety or well-being beyond the normal risks inherent in that assignment.

ARTICLE 3 - RIGHTS OF THE BOARD

The Association recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school District to the full extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this Agreement.

Such rights shall include, by way of illustration and not by way of limitation, the right to:

- A. Manage and control the school's business, the equipment and the operations and to direct the working forces and affairs of the employer.
- B. Exercise its rights of assignment and direction of work to all of its personnel, determine the number of shifts and hours of work and starting time, and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement, and the right to establish, modify or change any work or business hours or days.
- C. Direct the working forces, including the right to hire, promote, determine the size of the work force and to lay off Bargaining Unit Members as long as such action does not conflict with terms and provisions of this Agreement.

- D. Determine the qualifications of Bargaining Unit Members in accordance with State Law.
- E. Determine the policy affecting the selection and training of Bargaining Unit Members, provided that such selection shall be based upon lawful criteria.
- F. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods, and processes of carrying on the work, including automation thereof or changes therein, the institution of new and/or improved methods or changes therein.
- G. Adopt reasonable rules and regulations.
- H. Determine the number and location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions or subdivision thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
- I. Determine the placement of operations, production, service, maintenance or distribution of work, and the source of materials and supplies.
- J. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
- K. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the employer shall not abridge any rights from Bargaining Unit Members as specifically provided for in this Agreement.

ARTICLE 4 - PAYROLL DEDUCTIONS

- A. Payroll will be issued by direct deposit for all credit unions and banks within the C.O.O.R. service area.
- B. C.O.O.R. ISD and the Association acknowledge that the Internal Revenue Service has adopted Revised Regulations Concerning Section 403(b) Tax-Sheltered Annuity Contracts. C.O.O.R ISD and the Association further recognize that C.O.O.R. ISD has agreed to make salary deduction and remittances for tax-sheltered annuities for Association bargaining unit members.

ARTICLE 5 - HOURS AND CASELOADS

- A. A business day shall be not less than a seven (7) hour day. Concerns or requests for deviations from the standard hours shall be brought to the immediate supervisor and be reviewed on a case by case basis.
- B. A planning and preparation time shall be provided to the Bargaining Unit Member. The minimum time shall be the greater of the planning time allowed in the school of record, or two hundred fifteen (215) minutes per week.

1. The principal will consult with individual teachers regarding preparation time. All classroom teachers will have their prep time on file with the administrator. If asked or approved by an administrator to forgo their prep time or duty free lunch, they will be compensated with a \$30 stipend for the missed time. Teachers will not be paid a stipend for IEP/REED/MET meetings. All compensated time must be approved by the building principal on the appropriate form and submitted within that pay period.
- C. Caseloads shall be defined through the procedure set forth in the current Michigan Administrative Rules for Special Education (MARSE) as amended from time to time. Workload will be considered when determining caseload for ancillary staff.
 - D. Bargaining unit members shall have a duty-free lunch period of at least thirty (30) minutes in length per day.

ARTICLE 6 - WORKING CONDITIONS

It is agreed that the Board or designee will make every effort to ensure that suitable space is available for all Bargaining Unit Members to provide professional service at each location assigned. This space shall be adequately furnished for each service to be performed. It is further agreed that whenever such suitable space is not available, the Bargaining Unit Member may work at a location mutually agreeable to the Board or their designee and the Bargaining Unit Member.

The Board shall provide if possible:

- A. A desk in working order for each Bargaining Unit Member in the District of record with a lockable drawer space or lockable workspace door.
- B. Suitable closet space for each Bargaining Unit Member to store coats and personal articles.
- C. Adequate instructional space in every classroom.
- D. Adequate instructional materials shall be provided for daily Bargaining Unit Member responsibilities.
- E. Adequate storage space in each classroom for instructional materials.
- F. The Board will make reasonable effort, within the first two (2) weeks of placement, to work with placement locations to make sure proper technology for COOR ISD staff is available to use.
- G. The purpose of the installation of cameras/monitors is to increase the safety and security in the building. The Association, upon request, is entitled to information detailing where cameras/monitors are located in each building. It is specifically understood that cameras cannot be used for purposes of staff evaluation or staff monitoring. It is understood that situations may arise warranting review of video. If any incident of alleged illegal activity of staff is observed on the video, the Association will be immediately notified and will be given the opportunity to review the tape(s) within three (3) days of receipt of the notice.

ARTICLE 7 - PROFESSIONAL QUALIFICATIONS & ASSIGNMENTS

- A. All **Bargaining Unit** Members shall be given written notice of their tentative school of record and/or assignment for the forthcoming year no later than the preceding fifteenth (15th) day of June. In the event that changes in such schedules are proposed, all **Bargaining Unit** Members affected shall be notified promptly and consulted. In no event will changes in **Bargaining Unit** Member schedules be made later than the thirtieth (30th) day of September, unless an emergency situation requires the same, and the Association shall be notified in each instance.
- B. All Bargaining Unit Members shall maintain on-going communication with the parents of the students and district assignments that are on their caseload to review progress of the students.
- C. Bargaining Unit Member calendars shall be developed and presented to their supervisors for their review and presentation to the Board, or its representatives, for approval. Weekly schedules shall be maintained electronically and indicate client contact, conference preparation time, and travel time to meet the needs of the job responsibilities. It is understood by both parties that special occasions may create a need for a modification to the annual calendar or temporary modification of an individual's weekly schedule.
- D. Preference in any additional assignments shall be given to Bargaining Unit Members regularly employed in the District and shall be in accordance with qualification. Such additional assignments shall not be obligatory but shall be with the consent of the Bargaining Unit Member.

ARTICLE 8 - TRANSFERS, VACANCIES AND PROMOTIONS OF BARGAINING UNIT MEMBERS

- A. The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its **Bargaining Unit** Members. Requests by **Bargaining Unit** Members for transfer to a different work assignment shall be made in writing. One copy of which shall be filed with the Superintendent and one copy shall be filed with the Association. The application shall set forth the reasons for transfer, the school, grade or position sought, and the applicant's academic qualifications. Such requests shall be reviewed once each year to assure active consideration by the Board or its designee.
- B. A transfer shall be defined as either a voluntary or involuntary move from one **Bargaining Unit** Member Assignment to another within the bargaining unit, including grade/level and subject area moves as well as changes in buildings. An involuntary transfer will be made only in case of an emergency or to prevent undue disruption of the instructional program. The Superintendent shall notify the affected **Bargaining Unit** Member and the Association of the reasons for such transfer.

- C. A vacancy shall be defined for purposes of this Agreement as a position within the bargaining unit presently unfilled including newly created positions.
- D. The Association recognizes that when vacancies occur during the school year, it may be difficult to fill them from within the District without undue disruption to the existing instructional program. If the Superintendent in his reasonable judgment so determines, such a vacancy may be filled on a temporary or tentative basis until the end of the current year at which time the position will be considered vacant.
- E. The Board declares its support of a policy of filling **Bargaining Unit** Member vacancies from within its own staff. Whenever a vacancy arises or is anticipated, the Superintendent shall promptly notify the Association no less than ten (10) working days before the position is filled. **Bargaining Unit** Member vacancies shall be filled on the basis of the experience, competency, and qualifications of the applicant, and other relevant factors. **If 2 or more employees are equally qualified, then the position shall be awarded to the employee with the greatest length of service within the bargaining unit as defined by their Seniority List ranking.**

Any new **Bargaining Unit** Member positions shall be announced with accompanying job descriptions.

Consideration shall not be for arbitrary or capricious reasons.

Newly created **Bargaining Unit** Member positions shall be posted at the C.O.O.R. Administrative Office along with a copy of such posting to the Association President with copies sent to C.O.O.R. local district administrative offices. Positions as above described shall be posted at least ten (10) school days prior to being closed and fifteen (15) days prior to being filled. **Bargaining Unit** Members may apply for such positions by submitting a written application to the personnel office. **Bargaining Unit** Member vacancies shall be filled on the basis of the experience, competency, and qualifications of the applicant, and other relevant factors. **If 2 or more employees are equally qualified, then the position shall be awarded to the employee with the greatest length of service within the bargaining unit as defined by their Seniority List ranking.**

- F. Copies of all bargaining unit vacancies will be sent to the Association President and vacancies will be posted on the web site.
- G. Any Bargaining Unit Member who shall be promoted to an administrative or executive position and shall later return to Bargaining Unit Member status shall be entitled to retain such rights as he/she may have had under this Agreement prior to such transfer.

ARTICLE 9 - ILLNESS OR DISABILITY

- A. **From the hiring date, Bargaining Unit members will be awarded sick days up front. Beginning the 24-25 school year the following number of sick days will be awarded as follows:**

2024-25: 14 Days 2025-26: 13 Days 2026-27: 12 Days

Bargaining Unit Members who work ESY or SCI or days in excess of the school year will be credited with an additional 1 day of leave.

If a Bargaining Unit Member resigns or retires before the end of the fiscal year the sick days will be prorated accordingly. The unused portion of leave shall accumulate from year-to-year, but shall not exceed one hundred sixty-five (165) days. The leave days may be taken by a Bargaining Unit Member for the following reasons and subject to the following conditions:

1. Personal Illness or Disability - All Bargaining Unit Members may use all or any portion of his leave to recover from his own illness or disability.
 2. Medical or Nursing Care - The Bargaining Unit Member may take three (3) days per occurrence to make arrangements for medical or nursing care for a member of his immediate family. Immediate family shall be interpreted as husband, wife, mother, father, brother, sister, children, grandchildren, father-in-law, mother-in-law and grandparents or persons under the immediate care and supervision of the Bargaining Unit Member.
- B. The Board shall furnish each Bargaining Unit Member with a written statement at the beginning of each school year setting forth the total leave credit.
 - C. Bargaining Unit Members who are unable to perform duties because of personal illness or disability and who have exhausted all sick leave available, shall be granted a leave of absence without pay or Board paid fringe for the duration of such illness or disability, up to one (1) year.
 - D. In case of death, with the following limitations, any unused paid personal leave shall be paid in a lump sum to the beneficiary named by the Bargaining Unit Member. Such payment shall be computed by multiplying the number of unused leave days times fifty percent (50%), times the B.A. Step 1 rate. Such payment shall not exceed ten thousand dollars (\$10,000).
 - E. Sick leave benefits shall not be used for such reasons as cosmetic surgery, any elective medical treatment or for any surgical procedure which can be scheduled during non-work days. The Superintendent may require medical documentation for the absence, including a physician's written statement as to the employee's ability to perform his/her required duties. In other than emergency situations, employees requiring sick leave of more than three (3) consecutive working days shall apply two (2) weeks in advance of the requested leave.
 - F. In the 2024-25 school year only, Bargaining Unit Members will be paid their 2024-25 daily rate for 3 additional days in exchange for the 3 day reduction of sick days taking place over the duration of the agreement. Bargain Unit Members will receive the one time pay out in November 2024. (See Appendix A) This additional payment applies to Bargaining Unit Members who were employed as of June 14, 2024.

ARTICLE 10 - PROFESSIONAL, PERSONAL & ASSOCIATION LEAVE

- A. At the beginning of every school year, each Bargaining Unit Member may be allowed up to, but not in excess of five (5) days to be used for professional educational business. Professional educational business days may be used for any educational purpose at the discretion of the Bargaining Unit Member with department director's approval. The Bargaining Unit Member planning to use a professional educational business day shall notify the Superintendent **or designee** at least three (3) weeks in advance of **their** absence. Professional educational business days may be used for the purpose of:
1. Visitation to view other instructional techniques or programs.
 2. Conferences, workshops, or seminars. The Bargaining Unit Member will file a written report if requested.
 3. Additional days may be used if requested, at the discretion of the supervisor or administrator.
 4. Regional organizational meetings.
- B. Any Bargaining Unit Member called for jury duty during school hours or who is subpoenaed to testify during school hours in any judicial or administrative matters shall be paid their full salary. However, any pay received from the Court must be turned into the ISD payroll department less mileage. This will not apply to any matter involving an Unfair Labor Practice or Arbitration proceedings unless the individual(s) is(are) called by the Board, or any matter where the employer is party.
- C. At the beginning of every school year, the Association shall be credited with six (6) days to be used by Bargaining Unit Members who are officers or agents of the Association, such use to be at the discretion of the Association. The Association agrees to notify the Superintendent no less than forty-eight (48) hours in advance of taking such leave. Four (4) additional days may be taken by the Association, provided they reimburse the Board for **the additional cost of a** substitute if a substitute is needed to replace an officer or agent of the Association.
- D. Any abuse of this Article shall be discouraged by the Executive Board of the COOR Education Association and that such utilization will be used in accordance with the terms and conditions in the Master Agreement.
- E. Bereavement days shall not be charged to the employee's sick leave.
1. Death in the Immediate Family—The employee may take a maximum of five (5) days per death. The immediate family member shall be interpreted as spouse, mother, father and children (including foster step-children under the employee's guardianship).

2. Death in the Extended Family—The employee may take a maximum of three (3) days per death. The extended family member shall be interpreted as brother, sister, grandparents, grandchildren, father-in-law and mother-in-law.
3. Death in the Extended Family—The employee may take a maximum of one (1) days per death. The extended family member shall be interpreted as uncle, aunt, nephew, niece, brother-in-law and sister-in-law.
4. The employee may request additional time from the Superintendent or designee, chargeable to an employee's sick leave, personal day, or vacation day for bereavement.
5. Other Deaths—The employee may take one (1) day per death to attend the funeral of any person chargeable to an employee's sick leave, personal day, or vacation day for bereavement.

F. Death of a student – A bargaining unit member may attend the funeral of a student who is currently enrolled in their classroom or on their caseload during the course of a school day without loss of sick or personal time provided she/he has the approval of their administrator and agrees to report back to their duty station directly after the funeral.

G. Personal Business - The Bargaining Unit Members may take a maximum of three (3) paid personal days per year for personal business which are not deducted from sick days. At the beginning of the next school year on July 1st unused personal days from the previous school year will roll over to an individual employee's sick days.

1. A Bargaining Unit Member wishing to take personal business day(s) shall indicate their desire to his/her immediate supervisor as well as sign and file a written statement on the appropriate form at least three (3) days in advance, except in an emergency situation.
2. Personal business days may not be taken immediately before or after scheduled holidays, Christmas or Spring break.

ARTICLE 11 - UNPAID LEAVES OF ABSENCE

- A. An unpaid military leave of absence shall be granted to any Bargaining Unit Member who shall be inducted for military duty in any branch of the armed forces of the United States, for the period of induction.
- B. **Unpaid Leave:** Any Bargaining Unit Member may be granted up to one (1) year unpaid leave of absence for the purpose of health care purposes of the immediate family. Immediate family shall be here defined as husband, wife, children, mother, father and domiciled with the Bargaining Unit Member. The Bargaining Unit Member requesting leave shall state his/her intent to return to C.O.O.R. by April 1 of the year in which leave is taken. The leave may be extended to complete a full school year. An unpaid leave

will be with the understanding that it is a leave of absence from C.O.O.R and not from a particular position. Every effort will be made to assure the Bargaining Unit Member upon his/her return, will be placed in a similar position for which he/she is certified and qualified. An unpaid leave of absence is without Board paid salary or fringe benefits.

- C. **FMLA:** The District shall comply with the 1993 Family and Medical Leave Act. This policy shall be interpreted consistently with the definitions contained in the Act.
1. The employer shall grant unpaid leaves of up to twelve (12) weeks for each employee eligible under the law (currently defined as employees who have been employed at least twelve (12) months immediately prior to the leave and who have worked a minimum of one thousand two hundred fifty (1,250) hours in the previous twelve (12) months immediately prior to the leave). If the employee requests leave for one of the following reasons, the employer shall consider the initial twelve (12) weeks of such leave as a request for leave under The Family and Medical Leave Act:
 - a. The serious health condition of the employee; or
 - b. Of the employee's spouse, parent, child, grandparent, in-laws or siblings; or
 - c. The placement of a child for adoption or foster care; or
 - d. The birth of an employee's son or daughter and care of the infant child includes any individual under 18 for whom the employee serves in loco parentis; a child over 18 who is incapable or self care because of physical or mental disability; or a biological, adopted, or foster child.
 2. Upon return from the leave, the employee shall be returned to the position held immediately before the leave began.
 - a. Should such a position no longer exist due to restructuring necessitated by severe financial causes, a position equivalent in pay, benefits, hours, and other terms and conditions of employment shall be offered or created. However, if the leave would qualify, under another provision of the master agreement, for superior return rights, the superior rights shall apply.
 - b. The employee is subject to the layoff provision by virtue of seniority under circumstances that he/she would be subject to had he/she been on FMLA leave. In such an event, the employee shall be treated the same as any other employee, except that; health insurances shall be continued for at least the remainder of the contract year, or the completion of the projected FMLA leave, whichever is longer.
 3. The employee shall have the option of using accrued paid leave days, if available. The remainder of the leave time will be unpaid. However, if an employee who has accrued leave days chooses to begin the leave on an unpaid basis, he or she will not be allowed to convert paid days during the leave.
 4. Medical, dental, and vision benefits will be continued during the leave under the same conditions and at the same level as if the employee were still at work. An employee who terminates employment at the end of the FMLA leave (or leave extension thereafter), or who fails to return to work at the expiration of the FMLA leave for any reason other than the continuation, reoccurrence, or onset of the health condition that gave rise to the leave or for any other reason beyond the employee's control pursuant to FMLA regulation 825.213 (A)(2), will be expected to reimburse the District for the medical, dental, and vision premiums or rate established for COBRA. Such reimbursement shall be deducted from the

- employee's payroll check upon return or from any remaining monies then owed the employee.
5. Seniority shall continue to accrue during the FMLA leave. Salary schedule credit shall also continue to accrue while on such leave.
 6. The employee shall have the right to take the leave on a reduced or intermittent schedule. However, as provided under the FMLA, instructional employees who request an intermittent or reduced schedule leave involving being absent more than twenty (20%) percent over the period of time requested, may be required by the employer to:
 - A. Take leave for periods of a particular duration; or
 - B. Temporarily transfer to another, equivalent, position offered by the employer for which the employee is qualified.
 7. Whenever practical, the employee will provide the employer at least thirty (30) calendar days written notice of the request for leave. In non-emergency situations, the employee shall complete the required FMLA forms prior to taking the leave.
 8. If an instructional employee requests or begins a FMLA leave near the end of an academic term, the instructional employee may be required to remain on leave until the end of the academic term, as provided in the FMLA. The parameters are:
 - A. More than five (5) weeks before the end of the term with a leave of three (3) or more weeks, with a return within the last three (3) weeks, or;
 - B. The leave is for reasons attached to other than the employee, between three (3) and five (5) weeks before the end of the term, for more than two (2) weeks in duration and ending during the last two (2) weeks of the term.
 - C. Within three (3) weeks of the end of the term, for reasons other than his or her own, and for more than five (5) working days.
 9. Certification for return to work shall be satisfied by a statement from the employee's personal physician that the employee is physically able to return to work in the employee's original assignment.
 10. FMLA leave shall run concurrently with other applicable leaves of absence, if any.

ARTICLE 12 - EVALUATION

The parties recognize the importance and value of a procedure for assisting and evaluating the progress and success of both newly-hired and experienced **Bargaining Unit Members**. Each probationary **Bargaining Unit Member** shall have a minimum of two (2) evaluations annually. **Bargaining Unit Members that have received a rating of effective or highly effective for three (3) consecutive years within the district may be evaluated every third year. As of July one of 2024 the rating will change to Effective.**

The following procedure is established to accomplish these goals:

- A. The evaluation of the work of all **Bargaining Unit Members** is the responsibility of the administration.
- B. All monitoring or observation of the work of a **Bargaining Unit Member** shall be conducted openly and with full knowledge of the member.

- C. Copies of all communications, including evaluations by C.O.O.R. administrators, commendations, and validated complaints directed toward Bargaining Unit Members, which are included in the personnel file, shall be given to the Bargaining Unit Member at the time of inclusion. Upon completion all evaluations shall be reduced to writing and a copy given to the Bargaining Unit Member within ten (10) working days of the personal conference between the member and his/her evaluator. If the Bargaining Unit Member disagrees with the evaluation, he/she may submit a written answer which shall be attached to the file.
- D. Notice of each observation will be given to the teacher at least 2 school days prior to the observation. The observation will be no less than 15 minutes. One observation will be scheduled. Any additional observations may be scheduled or unscheduled.
- E. Following the actual observation, a personal conference shall be held between the Bargaining Unit Member and his evaluator for the purposes of reviewing the observation.
- F. Twenty percent (20%) of the year-end evaluation will be based on student growth data or student learning objective metrics. When state assessment data is available it will be used in conjunction with local assessment data to evaluate student growth.
- G. Teachers receiving a less than effective rating will develop an Individual Development Plan (IDP) with their administrator. In addition to the above procedures, teachers who are evaluated with an IDP shall be provided the following:
1. specific performance goals that will be used to assist in improving effectiveness for the next school year developed with consultation and agreement by the teacher.
 2. training to be provided by the district to assist the teacher in meeting the goals of the IDP.
 3. a mid-year progress report, supported with at least two (2) classroom observations completed no later than February, that is used as a supplemental tool to gauge a teacher's improvement from the preceding school year and to assist in any needed additional improvement that is aligned with the existing IDP.
 4. A Mentor teacher that is informed of the conditions and requirements of the IDP to assist the mentee in the described performance goals of the IDP.
- H. A tenured teacher who is rated as needing support must be provided with the options related to review of the evaluation, including a written response, the ability to request mediation, and when appropriate, utilization of the grievance process or binding arbitrations as set out in M.C.L. 380.1248, unless the law changes or is eliminated.
- I. Each Bargaining Unit Member, upon their employment or at the beginning of the school year, whichever is later, shall be trained on the evaluation system, forms, and other components of the evaluation process. Job descriptions shall be supplied to the individuals.
- J. If the Superintendent is contemplating recommending to the Board of Education the dismissal of a probationary Bargaining Unit Member for unsatisfactory work, then he

shall notify the probationary **Bargaining Unit** Member of this fact at least fifteen (15) days prior to the end of the **Bargaining Unit** Member work year.

ARTICLE 13 - PROFESSIONAL IMPROVEMENT

- A. The parties support the principle of continuing training of Bargaining Unit Member, participation in professional organizations in the areas of their specialization, leaves for work on advanced degrees or and participation in community, state and federal education projects.
- B. Any Bargaining Unit Member who, with the Superintendent or designee's approval, enrolls in an approved **course related to current position or need in the district** at an accredited college or university shall receive reimbursement from the Board for one-half (1/2) of his/her tuition upon the successful completion of such course. **Successful completion is defined as credit received from the educational institution.**
- C. The District recognizes the benefit of professional development. The Board of Education will make every effort to budget adequate resources to enable staff to attend professional development activities that support the C.O.O.R. ISD vision, mission and goals.
1. Professional development funds can be used for professional development activities or to cover costs for certification, licensing or membership dues that are directly related to their profession.
 2. The Board shall pay the predetermined amount for reasonable expenses (including fees, meals, lodging, and/or transportation) incurred by employees who attend workshops, seminars, conferences, and/or other professional improvement sessions when required or approved by the Superintendent or designee. The Board of Education will pay a minimum of three hundred fifty dollars (\$350) for the approved professional development. The expenses (including meals, lodging, and/or transportation) will be a separate cost to the Board of Education beyond the three hundred fifty dollars (\$350) for approved professional development activities. The above pay shall be construed as direct reimbursement for vouchered expenses and shall not be filed on a separate Internal Revenue Service (I.R.S.) form for each professional employee, unless otherwise required by the I.R.S.
 3. In the event that a C.O.O.R. Employee the CEA contract requests to attend a conference, institute, workshop and/or other professional development session during the summer, or on days when the schools are not in session, a request shall be subject to the approval of the Superintendent or designee. The Board of Education shall pay the predetermined amount for reasonable expenses incurred for an approved or required conference.

ARTICLE 14 - MAINTENANCE OF STANDARDS

This Article shall not restrict the Board in making assignments to the limits stated in Article 6--Working Conditions, or in making necessary administrative adjustments within the established criteria throughout the school system. The following specific conditions are agreed:

- A. Two (2) or more part-time employees shall not be used to perform the duties of one classification when it would be reasonable to use one full-time employee.

ARTICLE 15 - CONTINUITY OF OPERATIONS

- A. The Association and the Board recognize that strikes and other forms of work stoppages by employees are contrary to law and public policy. The Association and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Association therefore agrees that its Officers, Representatives and Members shall not authorize, instigate, cause, aid, encourage, ratify or condone nor shall any Bargaining Unit Member take part in any strike, slow-down or stoppage of work, boycott, picketing or similar interruption of activities in the school system. Failure or refusal on the part of any Bargaining Unit Member to comply with any provision of this Article shall be for disciplinary action as deemed necessary. Disciplinary action shall not be arbitrary or capricious for failure or refusal with this article.
- B. The parties also agree that they will not, during the period of this Agreement, directly or indirectly engage in or assist in any unfair labor practice as defined by Section 10 of the Public Employment Relations Act.
- C. Nothing in this Article shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by circumstances beyond its control.
1. Bargaining Unit Members assigned to one school district will follow the actions prescribed for that local school staff.
 2. Bargaining Unit Members assigned to two (2) or more school districts shall follow the procedure indicated:
 - (a) If the Bargaining Unit Member is assigned for that day to a school that is closed, then the day will count as a snow day.

If the district in which the staff member is assigned to that day is open and this requires the staff member to drive through districts that are closed in order to get to their assigned location, then the staff member will be expected to work remotely.

Bargaining unit members are expected to directly contact their immediate supervisor for assignment clarification should their circumstances fall outside of the parameters stated above.

ARTICLE 16 - SCHOOL CALENDAR

- A. It is the intent of the Board of Education to align the Bargaining Unit Member contract days with the school of assignment. Administration shall consult with Bargaining Unit Members who serve two or more districts and develop a calendar to which Bargaining Unit Members will be assigned.

- B.** The parties will meet annually, prior to April 30th, to establish the calendar for the following year. Calendars will be in compliance with state requirements.

ARTICLE 17 - COMPENSATION

- A. The basic salaries of Bargaining Unit Members covered by this Agreement are set forth in Appendix A
- B. All newly hired Bargaining Unit Members may be credited with an amount of time on the salary schedule set forth in Appendix A for full years outside experience in any school district or other professional experience in an accredited agency.

For recruiting purposes, the District reserves the right to deviate from the above placement procedures to afford advanced placement beyond actual years of experience or without experience provided such placement does not put newly hired Bargaining Unit Member at a step higher than an existing Bargaining Unit Member with the same licensure or certification.

- C. The salary schedule is based upon the normal professional assignment as defined in this Agreement. For Bargaining Unit Members assignments in excess of the regular school calendar, Bargaining Unit Members will be compensated at their daily rates defined as:

Contract amount divided by Contract Days = Daily Rate,

with the exception of special grants for summer employment that would not be considered part of a Bargaining Unit Member's normal assignment.

- D. Bargaining Unit Members required in the course of their work to drive personal vehicles from one school building to another shall receive a car allowance equal to the IRS rate, in effect as of July 1 of each school year. The same allowance shall be given for use of personal vehicles for field trips or other business of the District. When attending an approved conference or workshop, mileage will be paid for a round trip from the District to the conference. If a COOR vehicle is available it will be utilized and no mileage will be paid.
- E. Bargaining Unit Members assigned to the EarlyOn home based services will be provided a mobile device and follow the Board's acceptable use policy.

ARTICLE 18 - INSURANCE PROTECTION

- A. The Board agrees to provide premium payments required for the insurance coverage set forth in Appendix B. Also, the Board shall be relieved from all liability with respect to the benefits provided by the insurance coverages, as described. Failure of an insurance company to provide any of the benefits for which it has contracted, for any reason, shall not result in any liability to the Board or the Association, nor shall such failure be considered a breach of any obligation by either of them. Disputes between beneficiaries of employees and any insurance company shall not be subject to the grievance procedure established herein.

- B. Bargaining Unit Members working at least half time as defined by number of days in the contract will be offered insurance at a prorated rate based on the percentage of time worked.

Those part-time employees not electing Plan A may choose Plan B to include Appendix B Section D prorated cash in lieu

ARTICLE 19 - BARGAINING UNIT MEMBER PROTECTION

- A. The Board recognizes its responsibility to give all reasonable support and assistance to Bargaining Unit Members with respect to maintenance of control and discipline in the classroom.
- B. Bargaining Unit Members shall be expected to exercise reasonable care and use prudent judgment with respect to the safety of pupils and property.
- C. Any case of assault upon a Bargaining Unit Member arising out of or in the course of the Bargaining Unit Member's employment shall be promptly reported to the Board or its chief administrator. The Board shall provide legal counsel of their choice to advise the Bargaining Unit Member of his rights and obligations with respect to such assault and shall promptly render all reasonable assistance within the limits of its liability coverage to the Bargaining Unit Member in connection with handling of the incident by law enforcement and judicial authorities. In cases of incidents between employees, the District shall not be required to abide by this section.
- D. If a legal suit is brought against any Bargaining Unit Member as a result of their normal teaching responsibilities while that Bargaining Unit Member is operating within the scope of Board policy and Administrative direction, the Board will furnish legal counsel of their choice.
- E. If any Bargaining Unit Member is complained against or sued for disciplinary action taken by the Bargaining Unit Member against a student, which is consistent with Board Policy, the Board will provide legal counsel of their choice and render all reasonable assistance except in the case of gross negligence.
- F. Any Bargaining Unit Member, who in the line of duty, sustains injury requiring the absence from work which qualifies for payment under the Workers' Compensation Insurance Act will be paid during the period in which such disability continues, the difference between his regular salary and the amount received as payment under the Workers' Compensation Act for as long as the Bargaining Unit Member has illness/disability leave days accumulated. The Bargaining Unit Member's illness/disability leave shall be reduced by one quarter (1/4) for each full day absent from work during such disability period.
- G. The Board will reimburse Bargaining Unit Members for any damage or destruction by a student or in the course of carrying out work duties, of normal clothing, glasses and/or personal property and/or technology required for use throughout the school day. Reimbursement should not exceed two hundred-fifty dollars (\$250.00) for damage that occurs while on duty in the school or while on the school premises.

ARTICLE 20 - MENTOR TEACHING ASSIGNMENTS

- A.** Participation as a mentor is voluntary with final assignments made by the supervisor. If an insufficient number of members of the bargaining unit volunteer to be mentors, the Board may assign a person from outside the bargaining unit.
- B.** Appointment as a mentor shall be maintained for the duration of the mentoring period unless either party requests a change (to be reviewed annually) or if the supervisor decides it is in the best interest of the parties.
- C.** The mentor shall be available to provide professional support, instruction or guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources, and information in a non-threatening collegial fashion.
- D.** The stipend schedule below will be paid to the mentor upon completion of the school year if the number of meetings listed in the log meet or exceed the number specified:
- Year one: \$500 for a minimum of 20 hours
 - Year two: \$500 for a minimum of 15 hours
 - Year three: \$250 for a minimum of 10 hours
 - Mentors for alternative certification programs will be paid at year one rate until the mentee is certified.
- E.** During the first year, six (6) hours of the required minimum of twenty (20) hours shall be completed before the start of the school year, if the mentee has been hired in the summer. Additional hours in any of the three (3) years shall be scheduled within the parameters of the regular workday and work year except when the mentor requests and receives supervisory permission otherwise.

ARTICLE 21 - GRIEVANCE PROCEDURE

- A.** A grievance shall mean a complaint by an employee, who is a member of the bargaining unit, that there has been to her/him a violation, misinterpretation or misapplication of this Agreement.
- The term Bargaining Unit Member as used in this Article, may mean a group of Bargaining Unit Members having the same grievance. The term "days" shall mean working days.
- The Board recognizes the Association's right to file a grievance concerning wages, hours or working conditions in violation of the express terms of this contract.
- B.** Level One - Oral: The Bargaining Unit Member who feels that he/she has a grievance should first take the matter up verbally with the immediate supervisor who will attempt to resolve the issue.
- C.** Level Two - Written: If the grievance is not resolved in the above manner, the Bargaining Unit Member will reduce the grievance to writing within ten (10) days of the occurrence or reasonable knowledge thereof and submit it to the immediate supervisor, or

director if supervisor is not available, individually, together with an Association representative, or through the Association representative if authorized by the member. (See Appendix C)

- D. The written grievance shall specify the specific section of the Contract alleged to be violated and specify the remedy desired. The grievance must be signed by the individual or by the Association representative.
- E. The supervisor or director and the grievant shall have ten (10) days to meet and resolve the grievance. If the grievance is not resolved, the supervisor or director shall have five (5) days following this meeting to answer the grievance in writing.
- F. Level Three – In the event the grievance is not satisfactorily resolved at Level Two, written notice of intent to proceed to Level Three shall be given to the Superintendent or his designated representative within ten (10) days of receipt of the written decision at Level Two.
- G. If the Association gives notice to proceed with the grievance, a meeting shall be held between a representative of the Association and the Superintendent or his designated representative, within ten (10) days of receipt of notification that the grievance is being pursued.
- H. A written answer shall be returned to the Association within seven (7) days of said meeting.
- I. Level Four - If the decision of the Superintendent or his representative is not satisfactory to the Association, the grievance may be submitted to arbitration by the Association within twenty (20) days of the receipt of the written answer at Level Three. A copy of the demand for arbitration shall be provided to the Superintendent within the above twenty (20) day period.
- J. The arbitrator shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration hearing. Neither party shall be permitted to assert in such arbitration proceedings any change or rely on any evidence not previously disclosed to the other party.
- K. This Agreement constitutes a contract between the parties which shall be interpreted and applied by the parties and by the arbitrator in the same manner as other collective bargaining agreements. The function and purpose of the arbitrator is to determine disputed interpretations of terms actually found in the Agreement, or to determine disputed facts upon which the application depends. The arbitrator shall, therefore, not have authority, nor shall the arbitrator consider his/her function to include the decisions of any issue not submitted or to so interpret or apply the Agreement as to change what can fairly be said to have been the intent of the parties as determined by generally accepted rules or contract construction. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement. The arbitrator has no obligation or function to render decisions or not to render decisions merely because in his/her opinion such a decision is fair or equitable or because in his/her opinion it is unfair or inequitable. The arbitrator shall have no power to rule on prohibited subjects. The arbitrator shall have no authorization to interpret state or federal law.

Both parties agree that judgment thereon may be entered in any court of competent jurisdiction.

- L. The parties agree that the decision of the arbitrator shall be final and binding.
- M. The fees and expenses of the arbitrator shall be provided by whom the arbitrator deems in error.
- N. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15th of any year and strict adherence to the time limits may result in hardship of any party, the parties shall use their best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.
- O. If a class action grievance arises from an action or authority higher than the supervisor, the Association may present such grievance at Level Three of the Grievance Procedure. The Superintendent or his designated representative may request that said grievance be returned to Level Two for disposition.
- P. Notwithstanding the expiration of this Agreement, any claim or grievance arising hereunder may be processed through the Grievance Procedure until resolution.
- Q. The grievance form is as attached as Appendix C.

ARTICLE 22- NEGOTIATION PROCEDURES

- A. Before April 1st of the final year of this Agreement, the parties shall initiate negotiations for the purpose of entering into a successor Agreement.
- B. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representative of the other party. The parties mutually pledge that their representative will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.
- C. The District agrees to type the Agreement and copies will be available on the District's web site within thirty (30) days after the Agreement is ratified, proof read and signed.

There shall be four (4) signed copies of any final Agreement. One (1) copy shall be retained by the Board, one (1) by the Association, one (1) by the MEA Uniserv Director and one (1) by the Superintendent.

ARTICLE 23 - MISCELLANEOUS PROVISIONS

- A. The parties agree that this Agreement incorporates their full and complete understandings and that any prior oral or written agreement(s) or practices are superseded by the terms of this Agreement. The parties further agree that no such oral or written understandings or practices will be recognized in the future unless committed to writing and signed by the parties as a supplement to this Agreement.

- B. Any individual contract between the Board and an individual Bargaining Unit Member heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement.
 - C. This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms.
 - D. All Bargaining Unit Members covered under this Agreement who participate in the production of tapes, publications, or other produced educational material shall retain residual rights should they be copyrighted or sold by the District, unless they are specifically paid for such a project.
 - E. If any provision of this Agreement or any application of the Agreement to any Bargaining Unit Member or group of Bargaining Unit Members shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
 - F. All C.O.O.R Bargaining Unit Members shall complete and return a monthly travel and expense form to the C.O.O.R.office.
 - G. Bargaining Unit Members who will be absent from work shall **enter their absences in the attendance software system provided by COOR** prior to 7:30 A.M. In the case of extenuating circumstances, the Superintendent or designee may be called. Bargaining Unit Members assigned to a local educational agency shall **notify the local educational designee/supervisor.**
- Itinerant staff are responsible for maintaining their schedule on the District's electronic calendar system.
- H. All C.O.O.R Ancillary Bargaining Unit Members shall keep an accurate daily log of their activities.

ARTICLE 24 - RETIREMENT PLAN

- A.
 1. The Board shall provide the following cash pay-out to a Bargaining Unit Member who has completed a minimum of fifteen (15) consecutive years of full-time service, excluding approved leaves of absence, with the C.O.O.R Intermediate School District, and upon **successful retirement from** the Michigan Public School Employees Retirement System, (hereinafter referred to as MPSERS). The cash pay-out shall be as follows:
 - a. 50% of unused **sick** leave days multiplied by Bargaining Unit Member's current base rate.
 - b. Maximum payment will be \$10,000.
 2. Eligibility for the retirement incentive shall be defined as the minimum age and service requirements needed to qualify for retirement as defined by MPSERS. The first year of eligibility shall be the school fiscal year in which the Bargaining

Unit Member qualifies for the minimum number of requirements for retirement as it applies to the Bargaining Unit Member.

3. "Retirement" as used in this provision shall mean severance of employment with the District; verification of an application of the Bargaining Unit Member and MPSERS for retirement benefits from said retirement system; and verification from MPSERS that the employee is eligible and has applied for retirement benefits.
4. This provision provides for retirement to occur at the end of the last work day of the year the Bargaining Unit Member elects for retirement, and written notification of the resignation must be received by February 1 of the year of retirement.
5. Bargaining Unit Members receiving the retirement incentive are fully responsible for all tax obligations resulting from the receipt of all payments outlined in this Agreement. Appropriate withholding deductions will be made from payments.

ARTICLE 25 - SENIORITY

- A. By every October 15 thereafter, the Board shall prepare, update, and distribute a seniority list to the CEA president or designee.
- B. Seniority is defined as the length of unbroken service within the bargaining unit and shall be computed from the bargaining unit employee's first day of work since the most recent date of hire.
- C. All seniority is lost when employment is severed by resignation, retirement, discharge for cause; However, until recall rights expire or are otherwise terminated by the employee, seniority is retained (frozen) if severance of employment is due to layoff.
- D. Seniority shall not continue to accumulate when bargaining unit employees are on approved unpaid leaves of absence of one (1) year or less, except or for the full duration of a leave of absence due to Military Duty leave.
- E. The Board shall use the seniority list from the previous school year (inclusive of any new hires that year), to determine any layoffs or recalls prior to October 1 of each school year.

ARTICLE 26 - REDUCTION IN PERSONNEL & RECALL

- A. It is understood by the parties that a reduction in staff may be required in the event of a financial emergency, a significant reduction in student enrollment, or a significant reduction in funding. To promote an orderly reduction in personnel when the educational program, curriculum, and staff are curtailed, the following procedures will be used:
 1. Non-certified, then probationary certified teachers will be laid off first, provided there are adequately certified and qualified teachers to replace them as allowed by law.

2. If reduction is still necessary, then tenured teachers will be laid off in the inverse order of qualification providing that such teachers who are retained are adequately certified for the positions they are to fill. If more qualified teacher(s) are not available to staff programs to be continued, then the teacher(s) with the next highest qualification may be retained to fill those positions.
 3. If reduction is still necessary, then ancillary staff will be laid off in the inverse order of qualification providing that such ancillary staff who are retained are adequately licensed for the positions they are to fill. If more qualified ancillary staff are not available to staff programs, then those with the next highest qualification may be retained to fill those positions.
- B. After a reduction of Bargaining Unit Members as outlined above, if there are positions that are created and/or vacant, laid-off Bargaining Unit Members who are adequately certified and qualified for the position(s) will be given the first opportunity to fill such positions. The notification shall be given to all laid-off Bargaining Unit Members, and the vacancy or vacancies shall be filled by the most adequately qualified.
- C. The Association will be notified of the contemplated reduction in personnel at least ten (10) days before the layoff notices are distributed to the Bargaining Unit Members. Bargaining Unit Members being laid off shall receive a 60-calendar day notice in writing before the effective date of layoff for layoffs during the summer months and no less than one (1) full semester (trimester if applicable) for layoffs during the school year.
- D. The Board shall give written notice of layoff or recall from layoff by sending a registered letter or certified letter to the Bargaining Unit Member at their last known address. It shall be the responsibility of the Bargaining Unit Member to notify the Board of any change in address.
- E. The certification and qualifications of an employee to be laid off shall be the certification and accumulated qualification on file with the Board at the time the layoff occurs. The certification and qualification of an employee to be recalled from layoff shall be the certification and qualifications on file with the Board at the time the notice of recall from layoff is sent. It is the employee's responsibility to notify the Board, in writing, of any inaccuracies in Board records and/or any changes as they occur.
- F. A Bargaining Unit Member refusing an offer of recall to a position for which the Bargaining Unit Member is adequately certified and most qualified and which is equivalent to the one from which he/she was laid off shall be deemed a voluntary quit and shall result in forfeiture of the further right of recall.
- G. Bargaining Unit Members laid off shall have insurance benefits continued and paid by the Board in accordance with the provisions in Article 18 until the end of the following month of the effective date of the layoff. After that, a laid-off Bargaining Unit Member may continue their insurance benefits in accordance with the Carrier's layoff/benefit continuation policy, inclusive of paying the subscriber group rate premium for the Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

ARTICLE 27 - DISCIPLINE & DISCHARGE

A. Just Cause:

No bargaining unit employee shall be disciplined without reasonable and just cause. The term "discipline" as used in this Agreement includes warnings; reprimands; suspensions with or without pay; reductions in rank, compensation, or occupational advantage; discharges; nonrenewal of probationary bargaining unit members, including bargaining unit members deemed to be in a period of probation under the Michigan Teachers' Tenure Act; or other actions of disciplinary nature. Any such discipline, or adverse evaluation of a bargaining unit employee's performance, shall be subject to the grievance procedure, hereinafter set forth, including arbitration. The specific grounds for disciplinary action will be presented in writing to the bargaining unit employee and the Association no later than the time discipline is imposed.

For discipline that involves the discharge or demotion of a tenured teacher or the non-renewal of a probationary teacher, the mandates, standards, and procedures of the Michigan Teachers' Tenure Act, MCL 38.71, et seq., shall apply. This paragraph does not limit any reasonable and just cause rights attributable to the failure to properly comply with the annual evaluation requirements and provisions of this Agreement that are not governed by the Michigan Teachers' Tenure Act.

B. Progressive Discipline:

A program of progressive discipline shall be followed. The following progression of discipline for each unrelated incident shall be followed prior to the imposition of any other economic discipline on any employee of the bargaining unit:

1. Oral warning, then
2. Written warning, then
3. Written reprimand, then
4. Suspensions with or without pay, then
5. Discharge.

The parties recognize that the severity of an offense may provide just cause for the acceleration of the above progression of discipline. No suspension shall adversely affect any other rights or benefits under this Agreement.

C. A bargaining unit employee shall be notified prior to any meeting which will or may lead to disciplinary action by the Employer. Bargaining Unit Members are entitled to have present a representative of the Association during any such meeting. When a request for such representation is made, no action shall be taken with respect to the bargaining unit employee until such representative of the Association is present.

D. Personnel File:

All Bargaining Unit Members shall have the right, upon request, to review the contents of his/her own personnel file. The Bargaining Unit Member may request the presence of an Association representative to accompany him in such review. In the event the Bargaining Unit Member feels that any material in his file is improper, the Bargaining Unit Member may submit his their own statement concerning the matter which will be filed in conjunction with the materials in question. Privileged information, such as confidential credentials and related personal references normally requested at the time of employment, are specifically exempted from review. The administrators shall, in the presence of the Bargaining Unit Member and authorized representative, remove these credentials and confidential reports from the file prior to a review of the file by the Bargaining Unit Member.

E. Complaints:

No material, including but not limited to student, parental, or school personnel complaints originating after initial employment, will be placed in a bargaining unit employee's personnel file unless the bargaining unit employee has had an opportunity to review the material. The bargaining unit employee may submit a written notation or reply regarding any material, including complaints, and the same shall be attached to the file copy of the material in question. When material is to be placed in a bargaining unit employee's file, the affected employee shall review, and sign said material. Such signature shall be understood to indicate awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material. All recommendations, written or oral, shall be based solely on the contents of the bargaining unit employee's personnel file.

Complaints, as defined in this Section, shall not be usable for the purposes of annual teacher performance evaluations unless the complaint is substantiated but not used as any basis of disciplinary action and a part of any additional ongoing incidences of a substantially related nature.

ARTICLE 28 - EMERGENCY MANAGER

“An emergency manager appointed under the Local Financial Stability and Choice Act shall be allowed to reject, modify, or terminate this collective bargaining agreement in accordance with the Local Financial Stability and Choice Act.” The inclusion of this language is required by PERA. It should not be interpreted as a waiver of the Association’s rights to challenge the legality of the Emergency Manager Law.

ARTICLE 29 - DURATION OF AGREEMENT

This Agreement shall be effective upon ratification by the parties and shall continue in effect until the 30th day of June, 2027. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

C.O.O.R. EDUCATION ASSOCIATION

C.O.O.R. BOARD OF EDUCATION

By _____

By _____

Date _____

Date _____

By _____

By _____

Date _____

Date _____

Association Team:

Emily Gubancsik

Tammy Baudoux

Hannah VanCura

Amber Larrison

Tonja Hinkston, MEA UniServ

Board Team:

Shawn Petri, Superintendent

Melisa Akers, Director

Joseph Moore, Principal

APPENDIX A - SALARY SCHEDULE 2024-25

C.O.O.R. Education Association/MEA-NEA

STEP	BA	BA+18	BA +30	MA	MA+15	MA+30
1	\$ 43,154.73	\$ 44,256.17	\$ 45,288.98	\$ 46,289.23	\$ 47,256.92	\$ 48,188.54
2	\$ 45,208.96	\$ 46,365.47	\$ 47,449.93	\$ 48,500.19	\$ 49,516.26	\$ 50,494.47
3	\$ 47,365.91	\$ 48,580.24	\$ 49,718.93	\$ 50,821.70	\$ 51,888.58	\$ 52,915.70
4	\$ 49,630.70	\$ 50,905.76	\$ 52,101.37	\$ 53,259.29	\$ 54,379.50	\$ 55,457.98
5	\$ 52,008.74	\$ 53,347.54	\$ 54,602.94	\$ 55,818.75	\$ 56,994.98	\$ 58,127.38
6	\$ 54,505.68	\$ 55,911.42	\$ 57,229.59	\$ 58,506.19	\$ 59,741.22	\$ 60,930.25
7	\$ 56,603.10	\$ 58,065.08	\$ 59,435.97	\$ 60,763.64	\$ 62,048.07	\$ 63,284.66
8	\$ 58,784.43	\$ 60,304.89	\$ 61,730.61	\$ 63,111.38	\$ 64,447.20	\$ 65,733.24
9	\$ 61,053.00	\$ 62,634.28	\$ 64,117.04	\$ 65,553.04	\$ 66,942.29	\$ 68,279.78
10	\$ 62,822.49	\$ 64,451.21	\$ 65,978.45	\$ 67,457.53	\$ 68,888.45	\$ 70,266.07
11	\$ 64,645.07	\$ 66,322.64	\$ 67,895.70	\$ 69,419.16	\$ 70,893.01	\$ 72,311.95
12	\$ 65,896.57	\$ 67,607.69	\$ 69,212.21	\$ 70,766.14	\$ 72,269.48	\$ 73,716.79
13	\$ 67,173.10	\$ 68,918.45	\$ 70,555.06	\$ 72,140.06	\$ 73,673.46	\$ 75,149.73
14	\$ 67,824.13	\$ 69,586.93	\$ 71,239.91	\$ 72,840.76	\$ 74,389.50	\$ 75,880.53
15	\$ 68,481.68	\$ 70,262.10	\$ 71,931.61	\$ 73,548.47	\$ 75,112.69	\$ 76,618.63
16	\$ 69,145.79	\$ 70,944.02	\$ 72,630.22	\$ 74,263.26	\$ 75,843.11	\$ 77,364.12
17	\$ 69,481.17	\$ 71,288.40	\$ 72,983.03	\$ 74,624.22	\$ 76,211.98	\$ 77,740.59
18	\$ 69,818.23	\$ 71,634.48	\$ 73,337.58	\$ 74,986.99	\$ 76,582.69	\$ 78,118.93
19	\$ 70,156.97	\$ 71,982.30	\$ 73,693.93	\$ 75,351.58	\$ 76,955.25	\$ 78,499.18
20	\$ 70,497.40	\$ 72,331.87	\$ 74,052.05	\$ 75,717.98	\$ 77,329.68	\$ 78,881.32
21	\$ 70,839.54	\$ 72,683.18	\$ 74,411.96	\$ 76,086.22	\$ 77,705.98	\$ 79,265.38
22	\$ 71,183.39	\$ 73,036.24	\$ 74,773.67	\$ 76,456.31	\$ 78,084.16	\$ 79,651.36
23	\$ 71,528.95	\$ 73,391.07	\$ 75,137.18	\$ 76,828.24	\$ 78,464.23	\$ 80,039.27
24	\$ 71,876.25	\$ 73,747.68	\$ 75,502.53	\$ 77,202.03	\$ 78,846.20	\$ 80,429.12
25	\$ 72,225.28	\$ 74,106.07	\$ 75,869.68	\$ 77,577.69	\$ 79,230.08	\$ 80,820.91
26	\$ 72,576.05	\$ 74,466.25	\$ 76,238.68	\$ 77,955.23	\$ 79,615.88	\$ 81,214.66
27	\$ 72,928.59	\$ 74,828.23	\$ 76,609.53	\$ 78,334.65	\$ 80,003.62	\$ 81,610.39
28	\$ 73,282.87	\$ 75,192.03	\$ 76,982.22	\$ 78,715.97	\$ 80,393.28	\$ 82,008.09
29	\$ 73,638.95	\$ 75,557.63	\$ 77,356.78	\$ 79,099.20	\$ 80,784.90	\$ 82,407.78
30	\$ 73,996.79	\$ 75,925.07	\$ 77,733.22	\$ 79,484.35	\$ 81,178.48	\$ 82,809.47

In 2024-25 Staff will be paid at current STEP for 3 sick days that they will be losing from the contract per Article 9.

Each year, staff also receive 1.5% off scale in November.

Non-certified teachers in the bargaining unit, while they are still uncertified but participating in Grow Your Own or similar program to become certified, will receive 75% of BA Step 1 salaries.

School Psychologist, Occupational Therapists, School Social Workers and Speech Pathologists whose Masters Degree requires more than thirty-three (33) semester hours, will be granted credit for the credits over thirty-three (33) toward placement on the lanes beyond the MA.

SALARY SCHEDULE 2025-26

C.O.O.R. Education Association/MEA-NEA

STEP	BA	BA+18	BA +30	MA	MA+15	MA+30
1	\$ 44,017.82	\$ 45,141.29	\$ 46,194.76	\$ 47,215.01	\$ 48,202.06	\$ 49,152.32
2	\$ 46,113.13	\$ 47,292.78	\$ 48,398.93	\$ 49,470.20	\$ 50,506.59	\$ 51,504.36
3	\$ 48,313.22	\$ 49,551.84	\$ 50,713.30	\$ 51,838.13	\$ 52,926.35	\$ 53,974.01
4	\$ 50,623.32	\$ 51,923.88	\$ 53,143.40	\$ 54,324.47	\$ 55,467.09	\$ 56,567.14
5	\$ 53,048.91	\$ 54,414.49	\$ 55,694.99	\$ 56,935.13	\$ 58,134.88	\$ 59,289.93
6	\$ 55,595.79	\$ 57,029.65	\$ 58,374.18	\$ 59,676.31	\$ 60,936.05	\$ 62,148.86
7	\$ 57,735.17	\$ 59,226.39	\$ 60,624.69	\$ 61,978.91	\$ 63,289.04	\$ 64,550.35
8	\$ 59,960.12	\$ 61,510.98	\$ 62,965.22	\$ 64,373.61	\$ 65,736.15	\$ 67,047.91
9	\$ 62,274.06	\$ 63,886.96	\$ 65,399.38	\$ 66,864.10	\$ 68,281.13	\$ 69,645.37
10	\$ 64,078.94	\$ 65,740.23	\$ 67,298.01	\$ 68,806.68	\$ 70,266.22	\$ 71,671.39
11	\$ 65,937.97	\$ 67,649.10	\$ 69,253.61	\$ 70,807.54	\$ 72,310.87	\$ 73,758.19
12	\$ 67,214.50	\$ 68,959.84	\$ 70,596.45	\$ 72,181.46	\$ 73,714.86	\$ 75,191.12
13	\$ 68,516.57	\$ 70,296.81	\$ 71,966.16	\$ 73,582.86	\$ 75,146.93	\$ 76,652.72
14	\$ 69,180.61	\$ 70,978.67	\$ 72,664.71	\$ 74,297.58	\$ 75,877.29	\$ 77,398.14
15	\$ 69,851.31	\$ 71,667.35	\$ 73,370.24	\$ 75,019.44	\$ 76,614.95	\$ 78,151.00
16	\$ 70,528.71	\$ 72,362.90	\$ 74,082.83	\$ 75,748.52	\$ 77,359.98	\$ 78,911.40
17	\$ 70,870.80	\$ 72,714.17	\$ 74,442.69	\$ 76,116.71	\$ 77,736.22	\$ 79,295.40
18	\$ 71,214.60	\$ 73,067.17	\$ 74,804.34	\$ 76,486.73	\$ 78,114.35	\$ 79,681.31
19	\$ 71,560.11	\$ 73,421.95	\$ 75,167.80	\$ 76,858.61	\$ 78,494.36	\$ 80,069.17
20	\$ 71,907.35	\$ 73,778.50	\$ 75,533.09	\$ 77,232.34	\$ 78,876.28	\$ 80,458.95
21	\$ 72,256.33	\$ 74,136.84	\$ 75,900.20	\$ 77,607.95	\$ 79,260.10	\$ 80,850.69

22	\$ 72,607.06	\$ 74,496.97	\$ 76,269.14	\$ 77,985.44	\$ 79,645.84	\$ 81,244.39
23	\$ 72,959.53	\$ 74,858.90	\$ 76,639.92	\$ 78,364.80	\$ 80,033.51	\$ 81,640.06
24	\$ 73,313.77	\$ 75,222.64	\$ 77,012.58	\$ 78,746.07	\$ 80,423.12	\$ 82,037.70
25	\$ 73,669.79	\$ 75,588.19	\$ 77,387.08	\$ 79,129.24	\$ 80,814.68	\$ 82,437.33
26	\$ 74,027.57	\$ 75,955.58	\$ 77,763.45	\$ 79,514.33	\$ 81,208.20	\$ 82,838.95
27	\$ 74,387.17	\$ 76,324.80	\$ 78,141.72	\$ 79,901.34	\$ 81,603.69	\$ 83,242.60
28	\$ 74,748.53	\$ 76,695.87	\$ 78,521.87	\$ 80,290.29	\$ 82,001.15	\$ 83,648.25
29	\$ 75,111.72	\$ 77,068.78	\$ 78,903.92	\$ 80,681.19	\$ 82,400.59	\$ 84,055.93
30	\$ 75,476.72	\$ 77,443.58	\$ 79,287.88	\$ 81,074.03	\$ 82,802.05	\$ 84,465.66

SALARY SCHEDULE 2026-27

C.O.O.R. Education Association/MEA-NEA

STEP	BA	BA+18	BA +30	MA	MA+15	MA+30
1	\$ 44,898.18	\$ 46,044.11	\$ 47,118.66	\$ 48,159.31	\$ 49,166.10	\$ 50,135.36
2	\$ 47,035.40	\$ 48,238.64	\$ 49,366.90	\$ 50,459.60	\$ 51,516.72	\$ 52,534.45
3	\$ 49,279.49	\$ 50,542.88	\$ 51,727.57	\$ 52,874.89	\$ 53,984.87	\$ 55,053.49
4	\$ 51,635.78	\$ 52,962.35	\$ 54,206.27	\$ 55,410.96	\$ 56,576.43	\$ 57,698.48
5	\$ 54,109.89	\$ 55,502.78	\$ 56,808.89	\$ 58,073.83	\$ 59,297.57	\$ 60,475.73
6	\$ 56,707.71	\$ 58,170.25	\$ 59,541.67	\$ 60,869.84	\$ 62,154.77	\$ 63,391.84
7	\$ 58,889.87	\$ 60,410.91	\$ 61,837.19	\$ 63,218.49	\$ 64,554.82	\$ 65,841.36
8	\$ 61,159.32	\$ 62,741.20	\$ 64,224.53	\$ 65,661.08	\$ 67,050.87	\$ 68,388.87
9	\$ 63,519.55	\$ 65,164.70	\$ 66,707.37	\$ 68,201.38	\$ 69,646.76	\$ 71,038.28
10	\$ 65,360.52	\$ 67,055.04	\$ 68,643.97	\$ 70,182.82	\$ 71,671.54	\$ 73,104.82
11	\$ 67,256.73	\$ 69,002.08	\$ 70,638.69	\$ 72,223.69	\$ 73,757.09	\$ 75,233.35
12	\$ 68,558.79	\$ 70,339.04	\$ 72,008.38	\$ 73,625.09	\$ 75,189.16	\$ 76,694.95
13	\$ 69,886.90	\$ 71,702.75	\$ 73,405.48	\$ 75,054.52	\$ 76,649.87	\$ 78,185.77
14	\$ 70,564.22	\$ 72,398.24	\$ 74,118.00	\$ 75,783.53	\$ 77,394.83	\$ 78,946.10
15	\$ 71,248.34	\$ 73,100.69	\$ 74,837.65	\$ 76,519.82	\$ 78,147.25	\$ 79,714.02
16	\$ 71,939.28	\$ 73,810.16	\$ 75,564.49	\$ 77,263.49	\$ 78,907.17	\$ 80,489.63
17	\$ 72,288.21	\$ 74,168.45	\$ 75,931.54	\$ 77,639.04	\$ 79,290.94	\$ 80,881.31
18	\$ 72,638.89	\$ 74,528.52	\$ 76,300.42	\$ 78,016.47	\$ 79,676.63	\$ 81,274.94
19	\$ 72,991.31	\$ 74,890.39	\$ 76,671.16	\$ 78,395.78	\$ 80,064.24	\$ 81,670.55
20	\$ 73,345.50	\$ 75,254.07	\$ 77,043.75	\$ 78,776.99	\$ 80,453.80	\$ 82,068.13

21	\$ 73,701.46	\$ 75,619.58	\$ 77,418.20	\$ 79,160.11	\$ 80,845.30	\$ 82,467.70
22	\$ 74,059.20	\$ 75,986.91	\$ 77,794.52	\$ 79,545.14	\$ 81,238.76	\$ 82,869.28
23	\$ 74,418.72	\$ 76,356.07	\$ 78,172.72	\$ 79,932.10	\$ 81,634.18	\$ 83,272.86
24	\$ 74,780.05	\$ 76,727.09	\$ 78,552.83	\$ 80,320.99	\$ 82,031.58	\$ 83,678.45
25	\$ 75,143.18	\$ 77,099.96	\$ 78,934.82	\$ 80,711.83	\$ 82,430.97	\$ 84,086.08
26	\$ 75,508.13	\$ 77,474.69	\$ 79,318.72	\$ 81,104.62	\$ 82,832.37	\$ 84,495.73
27	\$ 75,874.91	\$ 77,851.29	\$ 79,704.56	\$ 81,499.37	\$ 83,235.76	\$ 84,907.45
28	\$ 76,243.50	\$ 78,229.78	\$ 80,092.31	\$ 81,896.10	\$ 83,641.17	\$ 85,321.22
29	\$ 76,613.96	\$ 78,610.16	\$ 80,481.99	\$ 82,294.81	\$ 84,048.61	\$ 85,737.05
30	\$ 76,986.26	\$ 78,992.45	\$ 80,873.64	\$ 82,695.51	\$ 84,458.09	\$ 86,154.97

APPENDIX B - INSURANCE COVERAGE

PLAN A - For Bargaining Unit Members needing medical insurance

MESSA CHOICES, or and equivalent plan

\$500/\$1,000 in-network annual deductible; Three Tier Copay/Coinsurance

MESSA ABC PLAN 1, or an equivalent plan

HSA PLAN \$1600/\$3200 in network annual deductible; Three Tier Copay/Coinsurance

LONG TERM DISABILITY

66 ²/₃%

\$3,500 Maximum

90 Days

Coordinated Benefits

Alcoholism /Drug Addiction 2 year

Mental/Nervous 2 year

DENTAL 75-75-50-75: \$1,000 annual max or an equivalent plan \$1,200 life-time max Ortho

NEGOTIATED LIFE \$30,000 AD&D

VISION VSP or an equivalent plan

PLAN B - For Bargaining Unit Members not needing health insurance

DENTAL 75/75/50 \$1,000 annual max and \$1,200 lifetime max or an equivalent plan

VISION VSP or an equivalent plan

NEGOTIATED LIFE \$30,000 AD&D

LONG TERM DISABILITY 66 ²/₃% Same as above

- A. It is understood that the Board or Association may open this Agreement for the express purpose of reviewing Medical and Non-Medical Benefits insurance bids. The bid from the carrier must be equal to or exceed the specifications as contained in this Article. A change in benefits will only take place if both parties are in agreement.
- B. The Insurance plan year begins July 1 each year. Currently, the District has two (2) open enrollment periods (one in the spring and one in the fall) to accommodate teachers planning to switch between offered insurance plans.
- C. Those individuals electing Plan "B" will be eligible for one hundred fifty dollars (\$150.00) per month in cash under a qualified Section 125 plan provided the recipient has other health insurance coverage.
- D. It is the responsibility of each teacher to apply for said insurance coverage. No teacher shall be eligible for insurance coverage until having worked one day and until expiration of the waiting period, if any, and until the effective date of the coverage determined by the carrier. The Board is not responsible for benefits available under said insurance coverage for any period when the carrier does not cover the employee.
- E. The employee shall report changes in family status, to the Business Office, within thirty (30) days of such change. The teacher shall be responsible for any overpayment of premiums made on his or her behalf by the Board during the current fiscal year for failure to comply with this paragraph. Nothing in this paragraph shall preclude the Board from notifying the teacher and making changes in coverage if the Board should become aware of changes.
- F. The Board's annual premium for full time teachers electing Medical Insurance shall be in compliance with one of the two insurance payment calculations identified in current legislation (PA 54 and PA 152). Teachers will pay their portion of the premium co-pays divided equally over each pay period.
- G. Any premiums in excess of the Board's contribution will be payroll deducted as a condition of this agreement pursuant to the authority set forth in MCLA 408.477. To the extent afforded under the Internal Revenue Code, any deductions will be made with pre-tax dollars. An employee's insurance obligation to the Board must be paid in full on or before receiving final compensation from the Board.

H. The updated hard caps will be used for the fiscal year as of July 1st of each year. The Board will implement each subsequent hard cap per MCL 15.563 and specified in the Michigan Department of Treasury annual memorandum and as defined by law.

If the employee has selected a medical insurance plan including a health savings account (HSA) with an annual premium less than the annual hard cap allocation for the year, the Board will contribute the remaining amount up to the hard cap toward the HSA deductible for the bargaining unit member on a monthly basis.

APPENDIX C

C.O.O.R. EDUCATION ASSOCIATION

GRIEVANCE FORM

Name of Grievant: _____ Grievance No. _____

School Building: _____ Assignment: _____

Date Grievance Occurred: _____

LEVEL I - Oral

Date first discussed with Supervisor: _____

LEVEL II - Written

Date of filing written Grievance: _____

A. 1. Statement of Grievance (including Article and Section of Master Agreement allegedly violated, misinterpreted, or misapplied):

2. Relief Sought:

Signature of EA Representative

Signature of Grievant

Date: _____

Date: _____

B. Disposition of Principal (or Supervisor) and other Administrator's Disposition:

Signature of Principal or Supervisor

Date

C. Disposition of Grievant and/or Association

Satisfactory: _____ Unsatisfactory, proceed to next level: _____

Signature of EA Representative

Signature of Grievant

Date: _____

Date: _____

LEVEL III - Superintendent

A. Date received by Superintendent or Designee: _____

B. Disposition of Superintendent of Designee:

Signature of Superintendent

Date

C. Disposition of Grievant and/or Association

Satisfactory: _____ Unsatisfactory, proceed to next level: _____

Signature of EA Representative

Signature of Grievant

Date: _____

Date: _____

LEVEL IV - Arbitration

A. Date Submitted to Arbitration: _____

B. Date of Decision: _____

Decision Attached: _____

MASTER AGREEMENT

between

C.O.O.R. Intermediate School District

and the

C.O.O.R. Education Association/MEA-NEA

July 1, 2024 - June 30, 2027

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C.O.O.R. Education Association Agreement

This Agreement entered into by and between the C.O.O.R. Education Association affiliated with the Michigan Education Association/National Education Association (“CEA-MEA/NEA”), as hereinafter called the “Association” and C.O.O.R. ISD, hereinafter called the “Board” or “District”. The signatories shall be the sole parties to this Agreement.

Witnesseth:

This Agreement is negotiated pursuant to the Public Employment Relations Act, Act 336 of the Public Acts of 1947 as amended, to establish the wages, hours, terms and conditions of employment for the members of the bargaining unit herein defined.

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE 1 - RECOGNITION

- A. The Board hereby recognizes the C.O.O.R Education Association, hereinafter referred to as the "Association", as the exclusive and sole bargaining representative as defined in Section II of Act 379, Public Acts of 1965, for all Bargaining Unit Members regularly employed by C.O.O.R. Intermediate School District in special education classroom positions requiring a certified teacher and/or approved by the State Department of Education or employed in the position providing direct services to students which require a license. Existing bargaining unit positions requiring a license or certification will continue to be included even if there is a change in state rules or regulations.

- B. All Bargaining Unit Members employed as teachers or ancillary staff shall hereinafter be referred to as Bargaining Unit Members.

The Superintendent, administrators, paraprofessionals, aides, per diem substitutes, substitutes and all other employees, are specifically excluded from the terms of this Agreement.

- C. The Board agrees not to negotiate with any Bargaining Unit Member nor to negotiate with any teachers' organization other than the C.O.O.R. Education Association for the duration of this Agreement.

- D. Personal pronouns depicting gender such as "he" and "she" will be used alternately by Article throughout this Agreement.

- E. “Ancillary Staff Member” shall refer to members of the bargaining unit whose employment is not regulated by the Tenure Act.

- F. 1. The Board shall not subcontract for the services currently provided by Bargaining Unit Members unless qualified professional personnel are found not to be available after an annual search and without prior discussion with the Association. No Bargaining Unit Member will be laid-off as a result of subcontracting.

- 2. The duties of any Bargaining Unit Member or the responsibilities of any position in the bargaining unit will not be substantially altered without prior discussion with the Association.

ARTICLE 2 - ASSOCIATION AND BARGAINING UNIT MEMBER RIGHTS

- A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every Bargaining Unit Member as defined in Article 1, Section A shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other lawful concerted activities for mutual aid and protection. As a duly-elected body exercising governmental power under the laws of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any Bargaining Unit Member in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitutions of Michigan and the United States. The Board will not discriminate against any Bargaining Unit Member with respect to hours, wages or any terms or conditions of employment by reasons of their participation or non-participation in any activities of the Association or collective professional negotiations with the Board, or their institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any Bargaining Unit Members' rights he may have under the law or applicable laws and regulations. The rights granted to Bargaining Unit Members hereunder shall be deemed to be in addition to those provided elsewhere.
- C. The Association and its representatives shall have the right to use District office facilities at all reasonable hours for meetings, provided that prior approval must be obtained from the administration and when custodial service is required, the Board will bill the Association.
- D. The Association and its duly authorized representatives shall be permitted to transact official Association business on District property at times other than regular office hours, at locations designated by the administration and mutually acceptable to the Association.
- E. The Association may request the use of District facilities and equipment, including computers, other duplicating equipment, and audio-visual equipment at times, when such equipment is not otherwise in use. The Association shall pay for the cost of all materials and supplies incidental to such use. Any such use shall be outside of the Bargaining Unit Member's regular working hours.
- F. The Association may use the District message system for Association business communication.
- G. The Board agrees to furnish the Association in response to written requests regular and routine public information normally available upon request from the Freedom of Information Act such as: 1) audited budget, 2) adopted budget, 3) state reports concerning the financial resources of the District, together with information which may be necessary for the Association to process any grievance or Association business.

- H. Prior to a Board of Education meeting, the Association President shall be furnished a Board agenda and following the meeting, shall receive a copy of the Board minutes within twenty (20) days of said meeting.
- I. The Board may place on the agenda of each regular Board meeting as an item for consideration any matters brought to its attention by the Association as long as those matters are made known to the Superintendent's Office ten (10) days prior to said regular meeting. This is not to be used to expand, in place of, or to circumvent the procedures provided in this Agreement.
- J. The Association shall be advised of any revisions in educational policy which are proposed or under consideration, and when possible, the Association shall be given the opportunity to react with respect to said matters prior to their adoption and/or general publication. (Educational policy shall not be construed to mean Board Policy.)
- K. Bargaining Unit Members shall be entitled to full rights of citizenship, religion and political activities.

The private and personal life of any Bargaining Unit Member is not within the appropriate concern or attention of the Board, unless it adversely affects their assignment and duties.
- L. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, handicap or marital status.
- M. Bargaining Unit Members will not be required to carry out a directive which may endanger their physical safety or well-being beyond the normal risks inherent in that assignment.

ARTICLE 3 - RIGHTS OF THE BOARD

The Association recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school District to the full extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this Agreement.

Such rights shall include, by way of illustration and not by way of limitation, the right to:

- A. Manage and control the school's business, the equipment and the operations and to direct the working forces and affairs of the employer.
- B. Exercise its rights of assignment and direction of work to all of its personnel, determine the number of shifts and hours of work and starting time, and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement, and the right to establish, modify or change any work or business hours or days.
- C. Direct the working forces, including the right to hire, promote, determine the size of the work force and to lay off Bargaining Unit Members as long as such action does not conflict with terms and provisions of this Agreement.

- D. Determine the qualifications of Bargaining Unit Members in accordance with State Law.
- E. Determine the policy affecting the selection and training of Bargaining Unit Members, provided that such selection shall be based upon lawful criteria.
- F. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods, and processes of carrying on the work, including automation thereof or changes therein, the institution of new and/or improved methods or changes therein.
- G. Adopt reasonable rules and regulations.
- H. Determine the number and location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions or subdivision thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
- I. Determine the placement of operations, production, service, maintenance or distribution of work, and the source of materials and supplies.
- J. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
- K. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the employer shall not abridge any rights from Bargaining Unit Members as specifically provided for in this Agreement.

ARTICLE 4 - PAYROLL DEDUCTIONS

- A. Payroll will be issued by direct deposit for all credit unions and banks within the C.O.O.R. service area.
- B. C.O.O.R. ISD and the Association acknowledge that the Internal Revenue Service has adopted Revised Regulations Concerning Section 403(b) Tax-Sheltered Annuity Contracts. C.O.O.R ISD and the Association further recognize that C.O.O.R. ISD has agreed to make salary deduction and remittances for tax-sheltered annuities for Association bargaining unit members.

ARTICLE 5 - HOURS AND CASELOADS

- A. A business day shall be not less than a seven (7) hour day. Concerns or requests for deviations from the standard hours shall be brought to the immediate supervisor and be reviewed on a case by case basis.
- B. A planning and preparation time shall be provided to the Bargaining Unit Member. The minimum time shall be the greater of the planning time allowed in the school of record, or two hundred fifteen (215) minutes per week.

1. The principal will consult with individual teachers regarding preparation time. All classroom teachers will have their prep time on file with the administrator. If asked or approved by an administrator to forgo their prep time or duty free lunch, they will be compensated with a \$30 stipend for the missed time. Teachers will not be paid a stipend for IEP/REED/MET meetings. All compensated time must be approved by the building principal on the appropriate form and submitted within that pay period.
- C. Caseloads shall be defined through the procedure set forth in the current Michigan Administrative Rules for Special Education (MARSE) as amended from time to time. Workload will be considered when determining caseload for ancillary staff.
 - D. Bargaining unit members shall have a duty-free lunch period of at least thirty (30) minutes in length per day.

ARTICLE 6 - WORKING CONDITIONS

It is agreed that the Board or designee will make every effort to ensure that suitable space is available for all Bargaining Unit Members to provide professional service at each location assigned. This space shall be adequately furnished for each service to be performed. It is further agreed that whenever such suitable space is not available, the Bargaining Unit Member may work at a location mutually agreeable to the Board or their designee and the Bargaining Unit Member.

The Board shall provide if possible:

- A. A desk in working order for each Bargaining Unit Member in the District of record with a lockable drawer space or lockable workspace door.
- B. Suitable closet space for each Bargaining Unit Member to store coats and personal articles.
- C. Adequate instructional space in every classroom.
- D. Adequate instructional materials shall be provided for daily Bargaining Unit Member responsibilities.
- E. Adequate storage space in each classroom for instructional materials.
- F. The Board will make reasonable effort, within the first two (2) weeks of placement, to work with placement locations to make sure proper technology for COOR ISD staff is available to use.
- G. The purpose of the installation of cameras/monitors is to increase the safety and security in the building. The Association, upon request, is entitled to information detailing where cameras/monitors are located in each building. It is specifically understood that cameras cannot be used for purposes of staff evaluation or staff monitoring. It is understood that situations may arise warranting review of video. If any incident of alleged illegal activity of staff is observed on the video, the Association will be immediately notified and will be given the opportunity to review the tape(s) within three (3) days of receipt of the notice.

ARTICLE 7 - PROFESSIONAL QUALIFICATIONS & ASSIGNMENTS

- A. All Bargaining Unit Members shall be given written notice of their tentative school of record and/or assignment for the forthcoming year no later than the preceding fifteenth (15th) day of June. In the event that changes in such schedules are proposed, all Bargaining Unit Members affected shall be notified promptly and consulted. In no event will changes in Bargaining Unit Member schedules be made later than the thirtieth (30th) day of September, unless an emergency situation requires the same, and the Association shall be notified in each instance.
- B. All Bargaining Unit Members shall maintain on-going communication with the parents of the students and district assignments that are on their caseload to review progress of the students.
- C. Bargaining Unit Member calendars shall be developed and presented to their supervisors for their review and presentation to the Board, or its representatives, for approval. Weekly schedules shall be maintained electronically and indicate client contact, conference preparation time, and travel time to meet the needs of the job responsibilities. It is understood by both parties that special occasions may create a need for a modification to the annual calendar or temporary modification of an individual's weekly schedule.
- D. Preference in any additional assignments shall be given to Bargaining Unit Members regularly employed in the District and shall be in accordance with qualification. Such additional assignments shall not be obligatory but shall be with the consent of the Bargaining Unit Member.

ARTICLE 8 - TRANSFERS, VACANCIES AND PROMOTIONS OF BARGAINING UNIT MEMBERS

- A. The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its Bargaining Unit Members. Requests by Bargaining Unit Members for transfer to a different work assignment shall be made in writing. One copy of which shall be filed with the Superintendent and one copy shall be filed with the Association. The application shall set forth the reasons for transfer, the school, grade or position sought, and the applicant's academic qualifications. Such requests shall be reviewed once each year to assure active consideration by the Board or its designee.
- B. A transfer shall be defined as either a voluntary or involuntary move from one Bargaining Unit Member Assignment to another within the bargaining unit, including grade/level and subject area moves as well as changes in buildings. An involuntary transfer will be made only in case of an emergency or to prevent undue disruption of the instructional program. The Superintendent shall notify the affected Bargaining Unit Member and the Association of the reasons for such transfer.

- C. A vacancy shall be defined for purposes of this Agreement as a position within the bargaining unit presently unfilled including newly created positions.
- D. The Association recognizes that when vacancies occur during the school year, it may be difficult to fill them from within the District without undue disruption to the existing instructional program. If the Superintendent in his reasonable judgment so determines, such a vacancy may be filled on a temporary or tentative basis until the end of the current year at which time the position will be considered vacant.
- E. The Board declares its support of a policy of filling Bargaining Unit Member vacancies from within its own staff. Whenever a vacancy arises or is anticipated, the Superintendent shall promptly notify the Association no less than ten (10) working days before the position is filled. Bargaining Unit Member vacancies shall be filled on the basis of the experience, competency, and qualifications of the applicant, and other relevant factors. If 2 or more employees are equally qualified, then the position shall be awarded to the employee with the greatest length of service within the bargaining unit as defined by their Seniority List ranking.

Any new Bargaining Unit Member positions shall be announced with accompanying job descriptions.

Consideration shall not be for arbitrary or capricious reasons.

Newly created Bargaining Unit Member positions shall be posted at the C.O.O.R. Administrative Office along with a copy of such posting to the Association President with copies sent to C.O.O.R. local district administrative offices. Positions as above described shall be posted at least ten (10) school days prior to being closed and fifteen (15) days prior to being filled. Bargaining Unit Members may apply for such positions by submitting a written application to the personnel office. Bargaining Unit Member vacancies shall be filled on the basis of the experience, competency, and qualifications of the applicant, and other relevant factors. If 2 or more employees are equally qualified, then the position shall be awarded to the employee with the greatest length of service within the bargaining unit as defined by their Seniority List ranking.

- F. Copies of all bargaining unit vacancies will be sent to the Association President and vacancies will be posted on the web site.
- G. Any Bargaining Unit Member who shall be promoted to an administrative or executive position and shall later return to Bargaining Unit Member status shall be entitled to retain such rights as he/she may have had under this Agreement prior to such transfer.

ARTICLE 9 - ILLNESS OR DISABILITY

- A. From the hiring date, Bargaining Unit members will be awarded sick days up front. Beginning the 24-25 school year the following number of sick days will be awarded as follows:

2024-25: 14 Days 2025-26: 13 Days 2026-27: 12 Days

Bargaining Unit Members who work ESY or SCI or days in excess of the school year will be credited with an additional 1 day of leave.

If a Bargaining Unit Member resigns or retires before the end of the fiscal year the sick days will be prorated accordingly. The unused portion of leave shall accumulate from year-to-year, but shall not exceed one hundred sixty-five (165) days. The leave days may be taken by a Bargaining Unit Member for the following reasons and subject to the following conditions:

1. Personal Illness or Disability - All Bargaining Unit Members may use all or any portion of his leave to recover from his own illness or disability.
 2. Medical or Nursing Care - The Bargaining Unit Member may take three (3) days per occurrence to make arrangements for medical or nursing care for a member of his immediate family. Immediate family shall be interpreted as husband, wife, mother, father, brother, sister, children, grandchildren, father-in-law, mother-in-law and grandparents or persons under the immediate care and supervision of the Bargaining Unit Member.
- B. The Board shall furnish each Bargaining Unit Member with a written statement at the beginning of each school year setting forth the total leave credit.
 - C. Bargaining Unit Members who are unable to perform duties because of personal illness or disability and who have exhausted all sick leave available, shall be granted a leave of absence without pay or Board paid fringe for the duration of such illness or disability, up to one (1) year.
 - D. In case of death, with the following limitations, any unused paid personal leave shall be paid in a lump sum to the beneficiary named by the Bargaining Unit Member. Such payment shall be computed by multiplying the number of unused leave days times fifty percent (50%), times the B.A. Step 1 rate. Such payment shall not exceed ten thousand dollars (\$10,000).
 - E. Sick leave benefits shall not be used for such reasons as cosmetic surgery, any elective medical treatment or for any surgical procedure which can be scheduled during non-work days. The Superintendent may require medical documentation for the absence, including a physician's written statement as to the employee's ability to perform his/her required duties. In other than emergency situations, employees requiring sick leave of more than three (3) consecutive working days shall apply two (2) weeks in advance of the requested leave.
 - F. In the 2024-25 school year only, Bargaining Unit Members will be paid their 2024-25 daily rate for 3 additional days in exchange for the 3 day reduction of sick days taking place over the duration of the agreement. Bargain Unit Members will receive the one time pay out in November 2024. (See Appendix A) This additional payment applies to Bargaining Unit Members who were employed as of June 14, 2024.

ARTICLE 10 - PROFESSIONAL, PERSONAL & ASSOCIATION LEAVE

- A. At the beginning of every school year, each Bargaining Unit Member may be allowed up to, but not in excess of five (5) days to be used for professional educational business. Professional educational business days may be used for any educational purpose at the discretion of the Bargaining Unit Member with department director's approval. The Bargaining Unit Member planning to use a professional educational business day shall notify the Superintendent or designee at least three (3) weeks in advance of their absence. Professional educational business days may be used for the purpose of:
1. Visitation to view other instructional techniques or programs.
 2. Conferences, workshops, or seminars. The Bargaining Unit Member will file a written report if requested.
 3. Additional days may be used if requested, at the discretion of the supervisor or administrator.
 4. Regional organizational meetings.
- B. Any Bargaining Unit Member called for jury duty during school hours or who is subpoenaed to testify during school hours in any judicial or administrative matters shall be paid their full salary. However, any pay received from the Court must be turned into the ISD payroll department less mileage. This will not apply to any matter involving an Unfair Labor Practice or Arbitration proceedings unless the individual(s) is(are) called by the Board, or any matter where the employer is party.
- C. At the beginning of every school year, the Association shall be credited with six (6) days to be used by Bargaining Unit Members who are officers or agents of the Association, such use to be at the discretion of the Association. The Association agrees to notify the Superintendent no less than forty-eight (48) hours in advance of taking such leave. Four (4) additional days may be taken by the Association, provided they reimburse the Board for the additional cost of a substitute if a substitute is needed to replace an officer or agent of the Association.
- D. Any abuse of this Article shall be discouraged by the Executive Board of the COOR Education Association and that such utilization will be used in accordance with the terms and conditions in the Master Agreement.
- E. Bereavement days shall not be charged to the employee's sick leave.
1. Death in the Immediate Family—The employee may take a maximum of five (5) days per death. The immediate family member shall be interpreted as spouse, mother, father and children (including foster step-children under the employee's guardianship).

2. Death in the Extended Family—The employee may take a maximum of three (3) days per death. The extended family member shall be interpreted as brother, sister, grandparents, grandchildren, father-in-law and mother-in-law.
3. Death in the Extended Family—The employee may take a maximum of one (1) days per death. The extended family member shall be interpreted as uncle, aunt, nephew, niece, brother-in-law and sister-in-law.
4. The employee may request additional time from the Superintendent or designee, chargeable to an employee's sick leave, personal day, or vacation day for bereavement.
5. Other Deaths—The employee may take one (1) day per death to attend the funeral of any person chargeable to an employee's sick leave, personal day, or vacation day for bereavement.

F. Death of a student – A bargaining unit member may attend the funeral of a student who is currently enrolled in their classroom or on their caseload during the course of a school day without loss of sick or personal time provided she/he has the approval of their administrator and agrees to report back to their duty station directly after the funeral.

G. Personal Business - The Bargaining Unit Members may take a maximum of three (3) paid personal days per year for personal business which are not deducted from sick days. At the beginning of the next school year on July 1st unused personal days from the previous school year will roll over to an individual employee's sick days.

1. A Bargaining Unit Member wishing to take personal business day(s) shall indicate their desire to his/her immediate supervisor as well as sign and file a written statement on the appropriate form at least three (3) days in advance, except in an emergency situation.
2. Personal business days may not be taken immediately before or after scheduled holidays, Christmas or Spring break.

ARTICLE 11 - UNPAID LEAVES OF ABSENCE

- A. An unpaid military leave of absence shall be granted to any Bargaining Unit Member who shall be inducted for military duty in any branch of the armed forces of the United States, for the period of induction.
- B. **Unpaid Leave:** Any Bargaining Unit Member may be granted up to one (1) year unpaid leave of absence for the purpose of health care purposes of the immediate family. Immediate family shall be here defined as husband, wife, children, mother, father and domiciled with the Bargaining Unit Member. The Bargaining Unit Member requesting leave shall state his/her intent to return to C.O.O.R. by April 1 of the year in which leave is taken. The leave may be extended to complete a full school year. An unpaid leave

will be with the understanding that it is a leave of absence from C.O.O.R and not from a particular position. Every effort will be made to assure the Bargaining Unit Member upon his/her return, will be placed in a similar position for which he/she is certified and qualified. An unpaid leave of absence is without Board paid salary or fringe benefits.

- C. **FMLA:** The District shall comply with the 1993 Family and Medical Leave Act. This policy shall be interpreted consistently with the definitions contained in the Act.
1. The employer shall grant unpaid leaves of up to twelve (12) weeks for each employee eligible under the law (currently defined as employees who have been employed at least twelve (12) months immediately prior to the leave and who have worked a minimum of one thousand two hundred fifty (1,250) hours in the previous twelve (12) months immediately prior to the leave). If the employee requests leave for one of the following reasons, the employer shall consider the initial twelve (12) weeks of such leave as a request for leave under The Family and Medical Leave Act:
 - a. The serious health condition of the employee; or
 - b. Of the employee's spouse, parent, child, grandparent, in-laws or siblings; or
 - c. The placement of a child for adoption or foster care; or
 - d. The birth of an employee's son or daughter and care of the infant child includes any individual under 18 for whom the employee serves in loco parentis; a child over 18 who is incapable or self care because of physical or mental disability; or a biological, adopted, or foster child.
 2. Upon return from the leave, the employee shall be returned to the position held immediately before the leave began.
 - a. Should such a position no longer exist due to restructuring necessitated by severe financial causes, a position equivalent in pay, benefits, hours, and other terms and conditions of employment shall be offered or created. However, if the leave would qualify, under another provision of the master agreement, for superior return rights, the superior rights shall apply.
 - b. The employee is subject to the layoff provision by virtue of seniority under circumstances that he/she would be subject to had he/she been on FMLA leave. In such an event, the employee shall be treated the same as any other employee, except that; health insurances shall be continued for at least the remainder of the contract year, or the completion of the projected FMLA leave, whichever is longer.
 3. The employee shall have the option of using accrued paid leave days, if available. The remainder of the leave time will be unpaid. However, if an employee who has accrued leave days chooses to begin the leave on an unpaid basis, he or she will not be allowed to convert paid days during the leave.
 4. Medical, dental, and vision benefits will be continued during the leave under the same conditions and at the same level as if the employee were still at work. An employee who terminates employment at the end of the FMLA leave (or leave extension thereafter), or who fails to return to work at the expiration of the FMLA leave for any reason other than the continuation, reoccurrence, or onset of the health condition that gave rise to the leave or for any other reason beyond the employee's control pursuant to FMLA regulation 825.213 (A)(2), will be expected to reimburse the District for the medical, dental, and vision premiums or rate established for COBRA. Such reimbursement shall be deducted from the

- employee's payroll check upon return or from any remaining monies then owed the employee.
5. Seniority shall continue to accrue during the FMLA leave. Salary schedule credit shall also continue to accrue while on such leave.
 6. The employee shall have the right to take the leave on a reduced or intermittent schedule. However, as provided under the FMLA, instructional employees who request an intermittent or reduced schedule leave involving being absent more than twenty (20%) percent over the period of time requested, may be required by the employer to:
 - A. Take leave for periods of a particular duration; or
 - B. Temporarily transfer to another, equivalent, position offered by the employer for which the employee is qualified.
 7. Whenever practical, the employee will provide the employer at least thirty (30) calendar days written notice of the request for leave. In non-emergency situations, the employee shall complete the required FMLA forms prior to taking the leave.
 8. If an instructional employee requests or begins a FMLA leave near the end of an academic term, the instructional employee may be required to remain on leave until the end of the academic term, as provided in the FMLA. The parameters are:
 - A. More than five (5) weeks before the end of the term with a leave of three (3) or more weeks, with a return within the last three (3) weeks, or;
 - B. The leave is for reasons attached to other than the employee, between three (3) and five (5) weeks before the end of the term, for more than two (2) weeks in duration and ending during the last two (2) weeks of the term.
 - C. Within three (3) weeks of the end of the term, for reasons other than his or her own, and for more than five (5) working days.
 9. Certification for return to work shall be satisfied by a statement from the employee's personal physician that the employee is physically able to return to work in the employee's original assignment.
 10. FMLA leave shall run concurrently with other applicable leaves of absence, if any.

ARTICLE 12 - EVALUATION

The parties recognize the importance and value of a procedure for assisting and evaluating the progress and success of both newly-hired and experienced Bargaining Unit Members. Each probationary Bargaining Unit Member shall have a minimum of two (2) evaluations annually. Bargaining Unit Members that have received a rating of effective or highly effective for three (3) consecutive years within the district may be evaluated every third year. As of July one of 2024 the rating will change to Effective.

The following procedure is established to accomplish these goals:

- A. The evaluation of the work of all Bargaining Unit Members is the responsibility of the administration.
- B. All monitoring or observation of the work of a Bargaining Unit Member shall be conducted openly and with full knowledge of the member.

- C. Copies of all communications, including evaluations by C.O.O.R. administrators, commendations, and validated complaints directed toward Bargaining Unit Members, which are included in the personnel file, shall be given to the Bargaining Unit Member at the time of inclusion. Upon completion all evaluations shall be reduced to writing and a copy given to the Bargaining Unit Member within ten (10) working days of the personal conference between the member and his/her evaluator. If the Bargaining Unit Member disagrees with the evaluation, he/she may submit a written answer which shall be attached to the file.
- D. Notice of each observation will be given to the teacher at least 2 school days prior to the observation. The observation will be no less than 15 minutes. One observation will be scheduled. Any additional observations may be scheduled or unscheduled.
- E. Following the actual observation, a personal conference shall be held between the Bargaining Unit Member and his evaluator for the purposes of reviewing the observation.
- F. Twenty percent (20%) of the year-end evaluation will be based on student growth data or student learning objective metrics. When state assessment data is available it will be used in conjunction with local assessment data to evaluate student growth.
- G. Teachers receiving a less than effective rating will develop an Individual Development Plan (IDP) with their administrator. In addition to the above procedures, teachers who are evaluated with an IDP shall be provided the following:
 - 1. specific performance goals that will be used to assist in improving effectiveness for the next school year developed with consultation and agreement by the teacher.
 - 2. training to be provided by the district to assist the teacher in meeting the goals of the IDP.
 - 3. a mid-year progress report, supported with at least two (2) classroom observations completed no later than February, that is used as a supplemental tool to gauge a teacher's improvement from the preceding school year and to assist in any needed additional improvement that is aligned with the existing IDP.
 - 4. A Mentor teacher that is informed of the conditions and requirements of the IDP to assist the mentee in the described performance goals of the IDP.
- H. A tenured teacher who is rated as needing support must be provided with the options related to review of the evaluation, including a written response, the ability to request mediation, and when appropriate, utilization of the grievance process or binding arbitrations as set out in M.C.L. 380.1248, unless the law changes or is eliminated.
- I. Each Bargaining Unit Member, upon their employment or at the beginning of the school year, whichever is later, shall be trained on the evaluation system, forms, and other components of the evaluation process. Job descriptions shall be supplied to the individuals.
- J. If the Superintendent is contemplating recommending to the Board of Education the dismissal of a probationary Bargaining Unit Member for unsatisfactory work, then he

shall notify the probationary Bargaining Unit Member of this fact at least fifteen (15) days prior to the end of the Bargaining Unit Member work year.

ARTICLE 13 - PROFESSIONAL IMPROVEMENT

- A. The parties support the principle of continuing training of Bargaining Unit Member, participation in professional organizations in the areas of their specialization, leaves for work on advanced degrees or and participation in community, state and federal education projects.
- B. Any Bargaining Unit Member who, with the Superintendent or designee's approval, enrolls in an approved course related to current position or need in the district at an accredited college or university shall receive reimbursement from the Board for one-half (1/2) of his/her tuition upon the successful completion of such course. Successful completion is defined as credit received from the educational institution.
- C. The District recognizes the benefit of professional development. The Board of Education will make every effort to budget adequate resources to enable staff to attend professional development activities that support the C.O.O.R. ISD vision, mission and goals.
 - 1. Professional development funds can be used for professional development activities or to cover costs for certification, licensing or membership dues that are directly related to their profession.
 - 2. The Board shall pay the predetermined amount for reasonable expenses (including fees, meals, lodging, and/or transportation) incurred by employees who attend workshops, seminars, conferences, and/or other professional improvement sessions when required or approved by the Superintendent or designee. The Board of Education will pay a minimum of three hundred fifty dollars (\$350) for the approved professional development. The expenses (including meals, lodging, and/or transportation) will be a separate cost to the Board of Education beyond the three hundred fifty dollars (\$350) for approved professional development activities. The above pay shall be construed as direct reimbursement for vouchered expenses and shall not be filed on a separate Internal Revenue Service (I.R.S.) form for each professional employee, unless otherwise required by the I.R.S.
 - 3. In the event that a C.O.O.R. Employee the CEA contract requests to attend a conference, institute, workshop and/or other professional development session during the summer, or on days when the schools are not in session, a request shall be subject to the approval of the Superintendent or designee. The Board of Education shall pay the predetermined amount for reasonable expenses incurred for an approved or required conference.

ARTICLE 14 - MAINTENANCE OF STANDARDS

This Article shall not restrict the Board in making assignments to the limits stated in Article 6--Working Conditions, or in making necessary administrative adjustments within the established criteria throughout the school system. The following specific conditions are agreed:

- A. Two (2) or more part-time employees shall not be used to perform the duties of one classification when it would be reasonable to use one full-time employee.

ARTICLE 15 - CONTINUITY OF OPERATIONS

- A. The Association and the Board recognize that strikes and other forms of work stoppages by employees are contrary to law and public policy. The Association and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Association therefore agrees that its Officers, Representatives and Members shall not authorize, instigate, cause, aid, encourage, ratify or condone nor shall any Bargaining Unit Member take part in any strike, slow-down or stoppage of work, boycott, picketing or similar interruption of activities in the school system. Failure or refusal on the part of any Bargaining Unit Member to comply with any provision of this Article shall be for disciplinary action as deemed necessary. Disciplinary action shall not be arbitrary or capricious for failure or refusal with this article.
- B. The parties also agree that they will not, during the period of this Agreement, directly or indirectly engage in or assist in any unfair labor practice as defined by Section 10 of the Public Employment Relations Act.
- C. Nothing in this Article shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by circumstances beyond its control.
1. Bargaining Unit Members assigned to one school district will follow the actions prescribed for that local school staff.
 2. Bargaining Unit Members assigned to two (2) or more school districts shall follow the procedure indicated:
 - (a) If the Bargaining Unit Member is assigned for that day to a school that is closed, then the day will count as a snow day.

If the district in which the staff member is assigned to that day is open and this requires the staff member to drive through districts that are closed in order to get to their assigned location, then the staff member will be expected to work remotely.

Bargaining unit members are expected to directly contact their immediate supervisor for assignment clarification should their circumstances fall outside of the parameters stated above.

ARTICLE 16 - SCHOOL CALENDAR

- A. It is the intent of the Board of Education to align the Bargaining Unit Member contract days with the school of assignment. Administration shall consult with Bargaining Unit Members who serve two or more districts and develop a calendar to which Bargaining Unit Members will be assigned.

- B. The parties will meet annually, prior to April 30th, to establish the calendar for the following year. Calendars will be in compliance with state requirements.

ARTICLE 17 - COMPENSATION

- A. The basic salaries of Bargaining Unit Members covered by this Agreement are set forth in Appendix A
- B. All newly hired Bargaining Unit Members may be credited with an amount of time on the salary schedule set forth in Appendix A for full years outside experience in any school district or other professional experience in an accredited agency.

For recruiting purposes, the District reserves the right to deviate from the above placement procedures to afford advanced placement beyond actual years of experience or without experience provided such placement does not put newly hired Bargaining Unit Member at a step higher than an existing Bargaining Unit Member with the same licensure or certification.

- C. The salary schedule is based upon the normal professional assignment as defined in this Agreement. For Bargaining Unit Members assignments in excess of the regular school calendar, Bargaining Unit Members will be compensated at their daily rates defined as:

$$\text{Contract amount divided by Contract Days} = \text{Daily Rate,}$$

with the exception of special grants for summer employment that would not be considered part of a Bargaining Unit Member's normal assignment.

- D. Bargaining Unit Members required in the course of their work to drive personal vehicles from one school building to another shall receive a car allowance equal to the IRS rate, in effect as of July 1 of each school year. The same allowance shall be given for use of personal vehicles for field trips or other business of the District. When attending an approved conference or workshop, mileage will be paid for a round trip from the District to the conference. If a COOR vehicle is available it will be utilized and no mileage will be paid.
- E. Bargaining Unit Members assigned to the EarlyOn home based services will be provided a mobile device and follow the Board's acceptable use policy.

ARTICLE 18 - INSURANCE PROTECTION

- A. The Board agrees to provide premium payments required for the insurance coverage set forth in Appendix B. Also, the Board shall be relieved from all liability with respect to the benefits provided by the insurance coverages, as described. Failure of an insurance company to provide any of the benefits for which it has contracted, for any reason, shall not result in any liability to the Board or the Association, nor shall such failure be considered a breach of any obligation by either of them. Disputes between beneficiaries of employees and any insurance company shall not be subject to the grievance procedure established herein.

- B. Bargaining Unit Members working at least half time as defined by number of days in the contract will be offered insurance at a prorated rate based on the percentage of time worked.

Those part-time employees not electing Plan A may choose Plan B to include Appendix B Section D prorated cash in lieu

ARTICLE 19 - BARGAINING UNIT MEMBER PROTECTION

- A. The Board recognizes its responsibility to give all reasonable support and assistance to Bargaining Unit Members with respect to maintenance of control and discipline in the classroom.
- B. Bargaining Unit Members shall be expected to exercise reasonable care and use prudent judgment with respect to the safety of pupils and property.
- C. Any case of assault upon a Bargaining Unit Member arising out of or in the course of the Bargaining Unit Member's employment shall be promptly reported to the Board or its chief administrator. The Board shall provide legal counsel of their choice to advise the Bargaining Unit Member of his rights and obligations with respect to such assault and shall promptly render all reasonable assistance within the limits of its liability coverage to the Bargaining Unit Member in connection with handling of the incident by law enforcement and judicial authorities. In cases of incidents between employees, the District shall not be required to abide by this section.
- D. If a legal suit is brought against any Bargaining Unit Member as a result of their normal teaching responsibilities while that Bargaining Unit Member is operating within the scope of Board policy and Administrative direction, the Board will furnish legal counsel of their choice.
- E. If any Bargaining Unit Member is complained against or sued for disciplinary action taken by the Bargaining Unit Member against a student, which is consistent with Board Policy, the Board will provide legal counsel of their choice and render all reasonable assistance except in the case of gross negligence.
- F. Any Bargaining Unit Member, who in the line of duty, sustains injury requiring the absence from work which qualifies for payment under the Workers' Compensation Insurance Act will be paid during the period in which such disability continues, the difference between his regular salary and the amount received as payment under the Workers' Compensation Act for as long as the Bargaining Unit Member has illness/disability leave days accumulated. The Bargaining Unit Member's illness/disability leave shall be reduced by one quarter (1/4) for each full day absent from work during such disability period.
- G. The Board will reimburse Bargaining Unit Members for any damage or destruction by a student or in the course of carrying out work duties, of normal clothing, glasses and/or personal property and/or technology required for use throughout the school day. Reimbursement should not exceed two hundred-fifty dollars (\$250.00) for damage that occurs while on duty in the school or while on the school premises.

ARTICLE 20 - MENTOR TEACHING ASSIGNMENTS

- A. Participation as a mentor is voluntary with final assignments made by the supervisor. If an insufficient number of members of the bargaining unit volunteer to be mentors, the Board may assign a person from outside the bargaining unit.
- B. Appointment as a mentor shall be maintained for the duration of the mentoring period unless either party requests a change (to be reviewed annually) or if the supervisor decides it is in the best interest of the parties.
- C. The mentor shall be available to provide professional support, instruction or guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources, and information in a non-threatening collegial fashion.
- D. The stipend schedule below will be paid to the mentor upon completion of the school year if the number of meetings listed in the log meet or exceed the number specified:
- Year one: \$500 for a minimum of 20 hours
 - Year two: \$500 for a minimum of 15 hours
 - Year three: \$250 for a minimum of 10 hours
 - Mentors for alternative certification programs will be paid at year one rate until the mentee is certified.
- E. During the first year, six (6) hours of the required minimum of twenty (20) hours shall be completed before the start of the school year, if the mentee has been hired in the summer. Additional hours in any of the three (3) years shall be scheduled within the parameters of the regular workday and work year except when the mentor requests and receives supervisory permission otherwise.

ARTICLE 21 - GRIEVANCE PROCEDURE

- A. A grievance shall mean a complaint by an employee, who is a member of the bargaining unit, that there has been to her/him a violation, misinterpretation or misapplication of this Agreement.

The term Bargaining Unit Member as used in this Article, may mean a group of Bargaining Unit Members having the same grievance. The term "days" shall mean working days.

The Board recognizes the Association's right to file a grievance concerning wages, hours or working conditions in violation of the express terms of this contract.

- B. Level One - Oral: The Bargaining Unit Member who feels that **he**/she has a grievance should first take the matter up verbally with the immediate supervisor who will attempt to resolve the issue.
- C. Level Two - Written: If the grievance is not resolved in the above manner, the Bargaining Unit Member will reduce the grievance to writing within ten (10) days of the occurrence or reasonable knowledge thereof and submit it to the immediate supervisor, or

director if supervisor is not available, individually, together with an Association representative, or through the Association representative if authorized by the member. (See Appendix C)

- D. The written grievance shall specify the specific section of the Contract alleged to be violated and specify the remedy desired. The grievance must be signed by the individual or by the Association representative.
- E. The supervisor or director and the grievant shall have ten (10) days to meet and resolve the grievance. If the grievance is not resolved, the supervisor or director shall have five (5) days following this meeting to answer the grievance in writing.
- F. Level Three – In the event the grievance is not satisfactorily resolved at Level Two, written notice of intent to proceed to Level Three shall be given to the Superintendent or his designated representative within ten (10) days of receipt of the written decision at Level Two.
- G. If the Association gives notice to proceed with the grievance, a meeting shall be held between a representative of the Association and the Superintendent or his designated representative, within ten (10) days of receipt of notification that the grievance is being pursued.
- H. A written answer shall be returned to the Association within seven (7) days of said meeting.
- I. Level Four - If the decision of the Superintendent or his representative is not satisfactory to the Association, the grievance may be submitted to arbitration by the Association within twenty (20) days of the receipt of the written answer at Level Three. A copy of the demand for arbitration shall be provided to the Superintendent within the above twenty (20) day period.
- J. The arbitrator shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration hearing. Neither party shall be permitted to assert in such arbitration proceedings any change or rely on any evidence not previously disclosed to the other party.
- K. This Agreement constitutes a contract between the parties which shall be interpreted and applied by the parties and by the arbitrator in the same manner as other collective bargaining agreements. The function and purpose of the arbitrator is to determine disputed interpretations of terms actually found in the Agreement, or to determine disputed facts upon which the application depends. The arbitrator shall, therefore, not have authority, nor shall the arbitrator consider his/her function to include the decisions of any issue not submitted or to so interpret or apply the Agreement as to change what can fairly be said to have been the intent of the parties as determined by generally accepted rules or contract construction. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement. The arbitrator has no obligation or function to render decisions or not to render decisions merely because in his/her opinion such a decision is fair or equitable or because in his/her opinion it is unfair or inequitable. The arbitrator shall have no power to rule on prohibited subjects. The arbitrator shall have no authorization to interpret state or federal law.

Both parties agree that judgment thereon may be entered in any court of competent jurisdiction.

- L. The parties agree that the decision of the arbitrator shall be final and binding.
- M. The fees and expenses of the arbitrator shall be provided by whom the arbitrator deems in error.
- N. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15th of any year and strict adherence to the time limits may result in hardship of any party, the parties shall use their best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.
- O. If a class action grievance arises from an action or authority higher than the supervisor, the Association may present such grievance at Level Three of the Grievance Procedure. The Superintendent or his designated representative may request that said grievance be returned to Level Two for disposition.
- P. Notwithstanding the expiration of this Agreement, any claim or grievance arising hereunder may be processed through the Grievance Procedure until resolution.
- Q. The grievance form is as attached as Appendix C.

ARTICLE 22- NEGOTIATION PROCEDURES

- A. Before April 1st of the final year of this Agreement, the parties shall initiate negotiations for the purpose of entering into a successor Agreement.
- B. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representative of the other party. The parties mutually pledge that their representative will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.
- C. The District agrees to type the Agreement and copies will be available on the District's web site within thirty (30) days after the Agreement is ratified, proof read and signed.

There shall be four (4) signed copies of any final Agreement. One (1) copy shall be retained by the Board, one (1) by the Association, one (1) by the MEA Uniserv Director and one (1) by the Superintendent.

ARTICLE 23 - MISCELLANEOUS PROVISIONS

- A. The parties agree that this Agreement incorporates their full and complete understandings and that any prior oral or written agreement(s) or practices are superseded by the terms of this Agreement. The parties further agree that no such oral or written understandings or practices will be recognized in the future unless committed to writing and signed by the parties as a supplement to this Agreement.

- B. Any individual contract between the Board and an individual Bargaining Unit Member heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement.
- C. This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms.
- D. All Bargaining Unit Members covered under this Agreement who participate in the production of tapes, publications, or other produced educational material shall retain residual rights should they be copyrighted or sold by the District, unless they are specifically paid for such a project.
- E. If any provision of this Agreement or any application of the Agreement to any Bargaining Unit Member or group of Bargaining Unit Members shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- F. All C.O.O.R Bargaining Unit Members shall complete and return a monthly travel and expense form to the C.O.O.R.office.
- G. Bargaining Unit Members who will be absent from work shall enter their absences in the attendance software system provided by COOR prior to 7:30 A.M. In the case of extenuating circumstances, the Superintendent or designee may be called. Bargaining Unit Members assigned to a local educational agency shall notify the local educational designee/supervisor.

Itinerant staff are responsible for maintaining their schedule on the District's electronic calendar system.
- H. All C.O.O.R Ancillary Bargaining Unit Members shall keep an accurate daily log of their activities.

ARTICLE 24 - RETIREMENT PLAN

- A.
 1. The Board shall provide the following cash pay-out to a Bargaining Unit Member who has completed a minimum of fifteen (15) consecutive years of full-time service, excluding approved leaves of absence, with the C.O.O.R Intermediate School District, and upon successful retirement from the Michigan Public School Employees Retirement System, (hereinafter referred to as MPSERS). The cash pay-out shall be as follows:
 - a. 50% of unused sick leave days multiplied by Bargaining Unit Member's current base rate.
 - b. Maximum payment will be \$10,000.
 2. Eligibility for the retirement incentive shall be defined as the minimum age and service requirements needed to qualify for retirement as defined by MPSERS. The first year of eligibility shall be the school fiscal year in which the Bargaining

Unit Member qualifies for the minimum number of requirements for retirement as it applies to the Bargaining Unit Member.

3. "Retirement" as used in this provision shall mean severance of employment with the District; verification of an application of the Bargaining Unit Member and MPSERS for retirement benefits from said retirement system; and verification from MPSERS that the employee is eligible and has applied for retirement benefits.
4. This provision provides for retirement to occur at the end of the last work day of the year the Bargaining Unit Member elects for retirement, and written notification of the resignation must be received by February 1 of the year of retirement.
5. Bargaining Unit Members receiving the retirement incentive are fully responsible for all tax obligations resulting from the receipt of all payments outlined in this Agreement. Appropriate withholding deductions will be made from payments.

ARTICLE 25 - SENIORITY

- A. By every October 15 thereafter, the Board shall prepare, update, and distribute a seniority list to the CEA president or designee.
- B. Seniority is defined as the length of unbroken service within the bargaining unit and shall be computed from the bargaining unit employee's first day of work since the most recent date of hire.
- C. All seniority is lost when employment is severed by resignation, retirement, discharge for cause; However, until recall rights expire or are otherwise terminated by the employee, seniority is retained (frozen) if severance of employment is due to layoff.
- D. Seniority shall not continue to accumulate when bargaining unit employees are on approved unpaid leaves of absence of one (1) year or less, except or for the full duration of a leave of absence due to Military Duty leave.
- E. The Board shall use the seniority list from the previous school year (inclusive of any new hires that year), to determine any layoffs or recalls prior to October 1 of each school year.

ARTICLE 26 - REDUCTION IN PERSONNEL & RECALL

- A. It is understood by the parties that a reduction in staff may be required in the event of a financial emergency, a significant reduction in student enrollment, or a significant reduction in funding. To promote an orderly reduction in personnel when the educational program, curriculum, and staff are curtailed, the following procedures will be used:
 1. Non-certified, then probationary certified teachers will be laid off first, provided there are adequately certified and qualified teachers to replace them as allowed by law.

2. If reduction is still necessary, then tenured teachers will be laid off in the inverse order of qualification providing that such teachers who are retained are adequately certified for the positions they are to fill. If more qualified teacher(s) are not available to staff programs to be continued, then the teacher(s) with the next highest qualification may be retained to fill those positions.
 3. If reduction is still necessary, then ancillary staff will be laid off in the inverse order of qualification providing that such ancillary staff who are retained are adequately licensed for the positions they are to fill. If more qualified ancillary staff are not available to staff programs, then those with the next highest qualification may be retained to fill those positions.
- B. After a reduction of Bargaining Unit Members as outlined above, if there are positions that are created and/or vacant, laid-off Bargaining Unit Members who are adequately certified and qualified for the position(s) will be given the first opportunity to fill such positions. The notification shall be given to all laid-off Bargaining Unit Members, and the vacancy or vacancies shall be filled by the most adequately qualified.
- C. The Association will be notified of the contemplated reduction in personnel at least ten (10) days before the layoff notices are distributed to the Bargaining Unit Members. Bargaining Unit Members being laid off shall receive a 60-calendar day notice in writing before the effective date of layoff for layoffs during the summer months and no less than one (1) full semester (trimester if applicable) for layoffs during the school year.
- D. The Board shall give written notice of layoff or recall from layoff by sending a registered letter or certified letter to the Bargaining Unit Member at their last known address. It shall be the responsibility of the Bargaining Unit Member to notify the Board of any change in address.
- E. The certification and qualifications of an employee to be laid off shall be the certification and accumulated qualification on file with the Board at the time the layoff occurs. The certification and qualification of an employee to be recalled from layoff shall be the certification and qualifications on file with the Board at the time the notice of recall from layoff is sent. It is the employee's responsibility to notify the Board, in writing, of any inaccuracies in Board records and/or any changes as they occur.
- F. A Bargaining Unit Member refusing an offer of recall to a position for which the Bargaining Unit Member is adequately certified and most qualified and which is equivalent to the one from which he/she was laid off shall be deemed a voluntary quit and shall result in forfeiture of the further right of recall.
- G. Bargaining Unit Members laid off shall have insurance benefits continued and paid by the Board in accordance with the provisions in Article 18 until the end of the following month of the effective date of the layoff. After that, a laid-off Bargaining Unit Member may continue their insurance benefits in accordance with the Carrier's layoff/benefit continuation policy, inclusive of paying the subscriber group rate premium for the Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

ARTICLE 27 - DISCIPLINE & DISCHARGE

A. Just Cause:

No bargaining unit employee shall be disciplined without reasonable and just cause. The term "discipline" as used in this Agreement includes warnings; reprimands; suspensions with or without pay; reductions in rank, compensation, or occupational advantage; discharges; nonrenewal of probationary bargaining unit members, including bargaining unit members deemed to be in a period of probation under the Michigan Teachers' Tenure Act; or other actions of disciplinary nature. Any such discipline, or adverse evaluation of a bargaining unit employee's performance, shall be subject to the grievance procedure, hereinafter set forth, including arbitration. The specific grounds for disciplinary action will be presented in writing to the bargaining unit employee and the Association no later than the time discipline is imposed.

For discipline that involves the discharge or demotion of a tenured teacher or the non-renewal of a probationary teacher, the mandates, standards, and procedures of the Michigan Teachers' Tenure Act, MCL 38.71, et seq., shall apply. This paragraph does not limit any reasonable and just cause rights attributable to the failure to properly comply with the annual evaluation requirements and provisions of this Agreement that are not governed by the Michigan Teachers' Tenure Act.

B. Progressive Discipline:

A program of progressive discipline shall be followed. The following progression of discipline for each unrelated incident shall be followed prior to the imposition of any other economic discipline on any employee of the bargaining unit:

1. Oral warning, then
2. Written warning, then
3. Written reprimand, then
4. Suspensions with or without pay, then
5. Discharge.

The parties recognize that the severity of an offense may provide just cause for the acceleration of the above progression of discipline. No suspension shall adversely affect any other rights or benefits under this Agreement.

C. A bargaining unit employee shall be notified prior to any meeting which will or may lead to disciplinary action by the Employer. Bargaining Unit Members are entitled to have present a representative of the Association during any such meeting. When a request for such representation is made, no action shall be taken with respect to the bargaining unit employee until such representative of the Association is present.

D. Personnel File:

All Bargaining Unit Members shall have the right, upon request, to review the contents of his/her own personnel file. The Bargaining Unit Member may request the presence of an Association representative to accompany him in such review. In the event the Bargaining Unit Member feels that any material in his file is improper, the Bargaining Unit Member may submit his their own statement concerning the matter which will be filed in conjunction with the materials in question. Privileged information, such as confidential credentials and related personal references normally requested at the time of employment, are specifically exempted from review. The administrators shall, in the presence of the Bargaining Unit Member and authorized representative, remove these credentials and confidential reports from the file prior to a review of the file by the Bargaining Unit Member.

E. Complaints:

No material, including but not limited to student, parental, or school personnel complaints originating after initial employment, will be placed in a bargaining unit employee's personnel file unless the bargaining unit employee has had an opportunity to review the material. The bargaining unit employee may submit a written notation or reply regarding any material, including complaints, and the same shall be attached to the file copy of the material in question. When material is to be placed in a bargaining unit employee's file, the affected employee shall review, and sign said material. Such signature shall be understood to indicate awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material. All recommendations, written or oral, shall be based solely on the contents of the bargaining unit employee's personnel file.

Complaints, as defined in this Section, shall not be usable for the purposes of annual teacher performance evaluations unless the complaint is substantiated but not used as any basis of disciplinary action and a part of any additional ongoing incidences of a substantially related nature.

ARTICLE 28 - EMERGENCY MANAGER

“An emergency manager appointed under the Local Financial Stability and Choice Act shall be allowed to reject, modify, or terminate this collective bargaining agreement in accordance with the Local Financial Stability and Choice Act.” The inclusion of this language is required by PERA. It should not be interpreted as a waiver of the Association’s rights to challenge the legality of the Emergency Manager Law.

ARTICLE 29 - DURATION OF AGREEMENT

This Agreement shall be effective upon ratification by the parties and shall continue in effect until the 30th day of June, 2027. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

C.O.O.R. EDUCATION ASSOCIATION

By _____

Date _____

By _____

Date _____

Association Team:

- Emily Gubancsik
- Tammy Baudoux
- Hannah VanCura
- Amber Larrison
- Tonja Hinkston, MEA UniServ

C.O.O.R. BOARD OF EDUCATION

By _____

Date _____

By _____

Date _____

Board Team:

- Shawn Petri, Superintendent
- Melisa Akers, Director
- Joseph Moore, Principal

APPENDIX A - SALARY SCHEDULE 2024-25

C.O.O.R. Education Association/MEA-NEA

STEP	BA	BA+18	BA +30	MA	MA+15	MA+30
1	\$ 43,154.73	\$ 44,256.17	\$ 45,288.98	\$ 46,289.23	\$ 47,256.92	\$ 48,188.54
2	\$ 45,208.96	\$ 46,365.47	\$ 47,449.93	\$ 48,500.19	\$ 49,516.26	\$ 50,494.47
3	\$ 47,365.91	\$ 48,580.24	\$ 49,718.93	\$ 50,821.70	\$ 51,888.58	\$ 52,915.70
4	\$ 49,630.70	\$ 50,905.76	\$ 52,101.37	\$ 53,259.29	\$ 54,379.50	\$ 55,457.98
5	\$ 52,008.74	\$ 53,347.54	\$ 54,602.94	\$ 55,818.75	\$ 56,994.98	\$ 58,127.38
6	\$ 54,505.68	\$ 55,911.42	\$ 57,229.59	\$ 58,506.19	\$ 59,741.22	\$ 60,930.25
7	\$ 56,603.10	\$ 58,065.08	\$ 59,435.97	\$ 60,763.64	\$ 62,048.07	\$ 63,284.66
8	\$ 58,784.43	\$ 60,304.89	\$ 61,730.61	\$ 63,111.38	\$ 64,447.20	\$ 65,733.24
9	\$ 61,053.00	\$ 62,634.28	\$ 64,117.04	\$ 65,553.04	\$ 66,942.29	\$ 68,279.78
10	\$ 62,822.49	\$ 64,451.21	\$ 65,978.45	\$ 67,457.53	\$ 68,888.45	\$ 70,266.07
11	\$ 64,645.07	\$ 66,322.64	\$ 67,895.70	\$ 69,419.16	\$ 70,893.01	\$ 72,311.95
12	\$ 65,896.57	\$ 67,607.69	\$ 69,212.21	\$ 70,766.14	\$ 72,269.48	\$ 73,716.79
13	\$ 67,173.10	\$ 68,918.45	\$ 70,555.06	\$ 72,140.06	\$ 73,673.46	\$ 75,149.73
14	\$ 67,824.13	\$ 69,586.93	\$ 71,239.91	\$ 72,840.76	\$ 74,389.50	\$ 75,880.53
15	\$ 68,481.68	\$ 70,262.10	\$ 71,931.61	\$ 73,548.47	\$ 75,112.69	\$ 76,618.63
16	\$ 69,145.79	\$ 70,944.02	\$ 72,630.22	\$ 74,263.26	\$ 75,843.11	\$ 77,364.12
17	\$ 69,481.17	\$ 71,288.40	\$ 72,983.03	\$ 74,624.22	\$ 76,211.98	\$ 77,740.59
18	\$ 69,818.23	\$ 71,634.48	\$ 73,337.58	\$ 74,986.99	\$ 76,582.69	\$ 78,118.93
19	\$ 70,156.97	\$ 71,982.30	\$ 73,693.93	\$ 75,351.58	\$ 76,955.25	\$ 78,499.18
20	\$ 70,497.40	\$ 72,331.87	\$ 74,052.05	\$ 75,717.98	\$ 77,329.68	\$ 78,881.32
21	\$ 70,839.54	\$ 72,683.18	\$ 74,411.96	\$ 76,086.22	\$ 77,705.98	\$ 79,265.38
22	\$ 71,183.39	\$ 73,036.24	\$ 74,773.67	\$ 76,456.31	\$ 78,084.16	\$ 79,651.36
23	\$ 71,528.95	\$ 73,391.07	\$ 75,137.18	\$ 76,828.24	\$ 78,464.23	\$ 80,039.27
24	\$ 71,876.25	\$ 73,747.68	\$ 75,502.53	\$ 77,202.03	\$ 78,846.20	\$ 80,429.12
25	\$ 72,225.28	\$ 74,106.07	\$ 75,869.68	\$ 77,577.69	\$ 79,230.08	\$ 80,820.91
26	\$ 72,576.05	\$ 74,466.25	\$ 76,238.68	\$ 77,955.23	\$ 79,615.88	\$ 81,214.66
27	\$ 72,928.59	\$ 74,828.23	\$ 76,609.53	\$ 78,334.65	\$ 80,003.62	\$ 81,610.39
28	\$ 73,282.87	\$ 75,192.03	\$ 76,982.22	\$ 78,715.97	\$ 80,393.28	\$ 82,008.09
29	\$ 73,638.95	\$ 75,557.63	\$ 77,356.78	\$ 79,099.20	\$ 80,784.90	\$ 82,407.78
30	\$ 73,996.79	\$ 75,925.07	\$ 77,733.22	\$ 79,484.35	\$ 81,178.48	\$ 82,809.47

In 2024-25 Staff will be paid at current STEP for 3 sick days that they will be losing from the contract per Article 9.

Each year, staff also receive 1.5% off scale in November.

Non-certified teachers in the bargaining unit, while they are still uncertified but participating in Grow Your Own or similar program to become certified, will receive 75% of BA Step 1 salaries.

School Psychologist, Occupational Therapists, School Social Workers and Speech Pathologists whose Masters Degree requires more than thirty-three (33) semester hours, will be granted credit for the credits over thirty-three (33) toward placement on the lanes beyond the MA.

SALARY SCHEDULE 2025-26

C.O.O.R. Education Association/MEA-NEA

STEP	BA	BA+18	BA +30	MA	MA+15	MA+30
1	\$ 44,017.82	\$ 45,141.29	\$ 46,194.76	\$ 47,215.01	\$ 48,202.06	\$ 49,152.32
2	\$ 46,113.13	\$ 47,292.78	\$ 48,398.93	\$ 49,470.20	\$ 50,506.59	\$ 51,504.36
3	\$ 48,313.22	\$ 49,551.84	\$ 50,713.30	\$ 51,838.13	\$ 52,926.35	\$ 53,974.01
4	\$ 50,623.32	\$ 51,923.88	\$ 53,143.40	\$ 54,324.47	\$ 55,467.09	\$ 56,567.14
5	\$ 53,048.91	\$ 54,414.49	\$ 55,694.99	\$ 56,935.13	\$ 58,134.88	\$ 59,289.93
6	\$ 55,595.79	\$ 57,029.65	\$ 58,374.18	\$ 59,676.31	\$ 60,936.05	\$ 62,148.86
7	\$ 57,735.17	\$ 59,226.39	\$ 60,624.69	\$ 61,978.91	\$ 63,289.04	\$ 64,550.35
8	\$ 59,960.12	\$ 61,510.98	\$ 62,965.22	\$ 64,373.61	\$ 65,736.15	\$ 67,047.91
9	\$ 62,274.06	\$ 63,886.96	\$ 65,399.38	\$ 66,864.10	\$ 68,281.13	\$ 69,645.37
10	\$ 64,078.94	\$ 65,740.23	\$ 67,298.01	\$ 68,806.68	\$ 70,266.22	\$ 71,671.39
11	\$ 65,937.97	\$ 67,649.10	\$ 69,253.61	\$ 70,807.54	\$ 72,310.87	\$ 73,758.19
12	\$ 67,214.50	\$ 68,959.84	\$ 70,596.45	\$ 72,181.46	\$ 73,714.86	\$ 75,191.12
13	\$ 68,516.57	\$ 70,296.81	\$ 71,966.16	\$ 73,582.86	\$ 75,146.93	\$ 76,652.72
14	\$ 69,180.61	\$ 70,978.67	\$ 72,664.71	\$ 74,297.58	\$ 75,877.29	\$ 77,398.14
15	\$ 69,851.31	\$ 71,667.35	\$ 73,370.24	\$ 75,019.44	\$ 76,614.95	\$ 78,151.00
16	\$ 70,528.71	\$ 72,362.90	\$ 74,082.83	\$ 75,748.52	\$ 77,359.98	\$ 78,911.40
17	\$ 70,870.80	\$ 72,714.17	\$ 74,442.69	\$ 76,116.71	\$ 77,736.22	\$ 79,295.40
18	\$ 71,214.60	\$ 73,067.17	\$ 74,804.34	\$ 76,486.73	\$ 78,114.35	\$ 79,681.31
19	\$ 71,560.11	\$ 73,421.95	\$ 75,167.80	\$ 76,858.61	\$ 78,494.36	\$ 80,069.17
20	\$ 71,907.35	\$ 73,778.50	\$ 75,533.09	\$ 77,232.34	\$ 78,876.28	\$ 80,458.95
21	\$ 72,256.33	\$ 74,136.84	\$ 75,900.20	\$ 77,607.95	\$ 79,260.10	\$ 80,850.69

22	\$ 72,607.06	\$ 74,496.97	\$ 76,269.14	\$ 77,985.44	\$ 79,645.84	\$ 81,244.39
23	\$ 72,959.53	\$ 74,858.90	\$ 76,639.92	\$ 78,364.80	\$ 80,033.51	\$ 81,640.06
24	\$ 73,313.77	\$ 75,222.64	\$ 77,012.58	\$ 78,746.07	\$ 80,423.12	\$ 82,037.70
25	\$ 73,669.79	\$ 75,588.19	\$ 77,387.08	\$ 79,129.24	\$ 80,814.68	\$ 82,437.33
26	\$ 74,027.57	\$ 75,955.58	\$ 77,763.45	\$ 79,514.33	\$ 81,208.20	\$ 82,838.95
27	\$ 74,387.17	\$ 76,324.80	\$ 78,141.72	\$ 79,901.34	\$ 81,603.69	\$ 83,242.60
28	\$ 74,748.53	\$ 76,695.87	\$ 78,521.87	\$ 80,290.29	\$ 82,001.15	\$ 83,648.25
29	\$ 75,111.72	\$ 77,068.78	\$ 78,903.92	\$ 80,681.19	\$ 82,400.59	\$ 84,055.93
30	\$ 75,476.72	\$ 77,443.58	\$ 79,287.88	\$ 81,074.03	\$ 82,802.05	\$ 84,465.66

SALARY SCHEDULE 2026-27

C.O.O.R. Education Association/MEA-NEA

STEP	BA	BA+18	BA +30	MA	MA+15	MA+30
1	\$ 44,898.18	\$ 46,044.11	\$ 47,118.66	\$ 48,159.31	\$ 49,166.10	\$ 50,135.36
2	\$ 47,035.40	\$ 48,238.64	\$ 49,366.90	\$ 50,459.60	\$ 51,516.72	\$ 52,534.45
3	\$ 49,279.49	\$ 50,542.88	\$ 51,727.57	\$ 52,874.89	\$ 53,984.87	\$ 55,053.49
4	\$ 51,635.78	\$ 52,962.35	\$ 54,206.27	\$ 55,410.96	\$ 56,576.43	\$ 57,698.48
5	\$ 54,109.89	\$ 55,502.78	\$ 56,808.89	\$ 58,073.83	\$ 59,297.57	\$ 60,475.73
6	\$ 56,707.71	\$ 58,170.25	\$ 59,541.67	\$ 60,869.84	\$ 62,154.77	\$ 63,391.84
7	\$ 58,889.87	\$ 60,410.91	\$ 61,837.19	\$ 63,218.49	\$ 64,554.82	\$ 65,841.36
8	\$ 61,159.32	\$ 62,741.20	\$ 64,224.53	\$ 65,661.08	\$ 67,050.87	\$ 68,388.87
9	\$ 63,519.55	\$ 65,164.70	\$ 66,707.37	\$ 68,201.38	\$ 69,646.76	\$ 71,038.28
10	\$ 65,360.52	\$ 67,055.04	\$ 68,643.97	\$ 70,182.82	\$ 71,671.54	\$ 73,104.82
11	\$ 67,256.73	\$ 69,002.08	\$ 70,638.69	\$ 72,223.69	\$ 73,757.09	\$ 75,233.35
12	\$ 68,558.79	\$ 70,339.04	\$ 72,008.38	\$ 73,625.09	\$ 75,189.16	\$ 76,694.95
13	\$ 69,886.90	\$ 71,702.75	\$ 73,405.48	\$ 75,054.52	\$ 76,649.87	\$ 78,185.77
14	\$ 70,564.22	\$ 72,398.24	\$ 74,118.00	\$ 75,783.53	\$ 77,394.83	\$ 78,946.10
15	\$ 71,248.34	\$ 73,100.69	\$ 74,837.65	\$ 76,519.82	\$ 78,147.25	\$ 79,714.02
16	\$ 71,939.28	\$ 73,810.16	\$ 75,564.49	\$ 77,263.49	\$ 78,907.17	\$ 80,489.63
17	\$ 72,288.21	\$ 74,168.45	\$ 75,931.54	\$ 77,639.04	\$ 79,290.94	\$ 80,881.31
18	\$ 72,638.89	\$ 74,528.52	\$ 76,300.42	\$ 78,016.47	\$ 79,676.63	\$ 81,274.94
19	\$ 72,991.31	\$ 74,890.39	\$ 76,671.16	\$ 78,395.78	\$ 80,064.24	\$ 81,670.55
20	\$ 73,345.50	\$ 75,254.07	\$ 77,043.75	\$ 78,776.99	\$ 80,453.80	\$ 82,068.13

21	\$ 73,701.46	\$ 75,619.58	\$ 77,418.20	\$ 79,160.11	\$ 80,845.30	\$ 82,467.70
22	\$ 74,059.20	\$ 75,986.91	\$ 77,794.52	\$ 79,545.14	\$ 81,238.76	\$ 82,869.28
23	\$ 74,418.72	\$ 76,356.07	\$ 78,172.72	\$ 79,932.10	\$ 81,634.18	\$ 83,272.86
24	\$ 74,780.05	\$ 76,727.09	\$ 78,552.83	\$ 80,320.99	\$ 82,031.58	\$ 83,678.45
25	\$ 75,143.18	\$ 77,099.96	\$ 78,934.82	\$ 80,711.83	\$ 82,430.97	\$ 84,086.08
26	\$ 75,508.13	\$ 77,474.69	\$ 79,318.72	\$ 81,104.62	\$ 82,832.37	\$ 84,495.73
27	\$ 75,874.91	\$ 77,851.29	\$ 79,704.56	\$ 81,499.37	\$ 83,235.76	\$ 84,907.45
28	\$ 76,243.50	\$ 78,229.78	\$ 80,092.31	\$ 81,896.10	\$ 83,641.17	\$ 85,321.22
29	\$ 76,613.96	\$ 78,610.16	\$ 80,481.99	\$ 82,294.81	\$ 84,048.61	\$ 85,737.05
30	\$ 76,986.26	\$ 78,992.45	\$ 80,873.64	\$ 82,695.51	\$ 84,458.09	\$ 86,154.97

APPENDIX B - INSURANCE COVERAGE

PLAN A - For Bargaining Unit Members needing medical insurance

MESSA CHOICES, or and equivalent plan

\$500/\$1,000 in-network annual deductible; Three Tier Copay/Coinsurance

MESSA ABC PLAN 1, or an equivalent plan

HSA PLAN \$1600/\$3200 in network annual deductible; Three Tier Copay/Coinsurance

LONG TERM DISABILITY

66 ²/₃%

\$3,500 Maximum

90 Days

Coordinated Benefits

Alcoholism /Drug Addiction 2 year

Mental/Nervous 2 year

DENTAL 75-75-50-75: \$1,000 annual max or an equivalent plan \$1,200 life-time max Ortho

NEGOTIATED LIFE \$30,000 AD&D

VISION VSP or an equivalent plan

PLAN B - For Bargaining Unit Members not needing health insurance

DENTAL 75/75/50 \$1,000 annual max and \$1,200 lifetime max or an equivalent plan

VISION VSP or an equivalent plan

NEGOTIATED LIFE \$30,000 AD&D

LONG TERM DISABILITY 66 ²/₃% Same as above

- A. It is understood that the Board or Association may open this Agreement for the express purpose of reviewing Medical and Non-Medical Benefits insurance bids. The bid from the carrier must be equal to or exceed the specifications as contained in this Article. A change in benefits will only take place if both parties are in agreement.
- B. The Insurance plan year begins July 1 each year. Currently, the District has two (2) open enrollment periods (one in the spring and one in the fall) to accommodate teachers planning to switch between offered insurance plans.
- C. Those individuals electing Plan "B" will be eligible for one hundred fifty dollars (\$150.00) per month in cash under a qualified Section 125 plan provided the recipient has other health insurance coverage.
- D. It is the responsibility of each teacher to apply for said insurance coverage. No teacher shall be eligible for insurance coverage until having worked one day and until expiration of the waiting period, if any, and until the effective date of the coverage determined by the carrier. The Board is not responsible for benefits available under said insurance coverage for any period when the carrier does not cover the employee.
- E. The employee shall report changes in family status, to the Business Office, within thirty (30) days of such change. The teacher shall be responsible for any overpayment of premiums made on his or her behalf by the Board during the current fiscal year for failure to comply with this paragraph. Nothing in this paragraph shall preclude the Board from notifying the teacher and making changes in coverage if the Board should become aware of changes.
- F. The Board's annual premium for full time teachers electing Medical Insurance shall be in compliance with one of the two insurance payment calculations identified in current legislation (PA 54 and PA 152). Teachers will pay their portion of the premium co-pays divided equally over each pay period.
- G. Any premiums in excess of the Board's contribution will be payroll deducted as a condition of this agreement pursuant to the authority set forth in MCLA 408.477. To the extent afforded under the Internal Revenue Code, any deductions will be made with pre-tax dollars. An employee's insurance obligation to the Board must be paid in full on or before receiving final compensation from the Board.

H. The updated hard caps will be used for the fiscal year as of July 1st of each year. The Board will implement each subsequent hard cap per MCL 15.563 and specified in the Michigan Department of Treasury annual memorandum and as defined by law.

If the employee has selected a medical insurance plan including a health savings account (HSA) with an annual premium less than the annual hard cap allocation for the year, the Board will contribute the remaining amount up to the hard cap toward the HSA deductible for the bargaining unit member on a monthly basis.

APPENDIX C

C.O.O.R. EDUCATION ASSOCIATION

GRIEVANCE FORM

Name of Grievant: _____ Grievance No. _____

School Building: _____ Assignment: _____

Date Grievance Occurred: _____

LEVEL I - Oral

Date first discussed with Supervisor: _____

LEVEL II - Written

Date of filing written Grievance: _____

A. 1. Statement of Grievance (including Article and Section of Master Agreement allegedly violated, misinterpreted, or misapplied):

2. Relief Sought:

Signature of EA Representative

Signature of Grievant

Date: _____

Date: _____

B. Disposition of Principal (or Supervisor) and other Administrator's Disposition:

Signature of Principal or Supervisor

Date

C. Disposition of Grievant and/or Association

Satisfactory: _____ Unsatisfactory, proceed to next level: _____

Signature of EA Representative

Signature of Grievant

Date: _____

Date: _____

LEVEL III - Superintendent

A. Date received by Superintendent or Designee: _____

B. Disposition of Superintendent of Designee:

Signature of Superintendent

Date

C. Disposition of Grievant and/or Association

Satisfactory: _____ Unsatisfactory, proceed to next level: _____

Signature of EA Representative

Signature of Grievant

Date: _____

Date: _____

LEVEL IV - Arbitration

A. Date Submitted to Arbitration: _____

B. Date of Decision: _____

Decision Attached: _____

B. Approve contract with Fun First
Therapy School Social Work for the
summer program at COOR Educational
Center

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SCHOOL SOCIAL WORKER PROVIDER SCHOOL SERVICE AGREEMENT

THIS AGREEMENT is made this 28th day of June 2024, by and between Michelle Lynn Therapy, PLC (DBA Fun First Therapy), a Michigan Professional Limited Liability Company (the “Provider”), and Coor Intermediate School of 11051 N Cut Rd, Roscommon, MI 48653 (the “School”).

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties herein agree as follows:

1. TERM. The Term of this agreement shall commence on June 28, 2024, and end on August 16, 2024, unless renewed.

2. PURPOSE. The Provider shall supply a licensed master of social work (LMSW) (the “Therapist” or “Therapists”) to the School. The Provider shall supply one or more Therapists to cover up to 20 hours per week based on the School's academic calendar. The Provider shall have discretion as to how many Therapists to provide to fulfill the obligations outlined in this Section. The Therapist shall perform his/her duties and responsibilities as an LMSW for the School, by the terms of this agreement.

A. Houghton Lake: Up to 20 hours for ASD evaluation services, REED, MET and IEP documentation and meeting attendance requirements

3. HIRING/FIRING. The Provider shall have full discretion as to decisions regarding hiring and firing of Therapists. The School may request that the Provider replace a Therapist, with or without cause, with forty-five (45) days advance notice. The School shall give the Provider a minimum of forty-five (45) days to find and provide a replacement Therapist(s).

4. ESSENTIAL FUNCTIONS OF THERAPIST. All Therapists shall provide the following services to the School:

- a. Participate as a member and team coordinator when necessary for MET (Multidisciplinary Evaluation Team) and/or IEPT or IFSP (Individualized Education Program Team or Individual Family Service Plan Team) when designated by the administrator/Designee.
- b. Develop activities and provide direct instruction that aligns with goals and objectives as stated in the student’s IEP (Individualized Education Program) or IFSP (Individual Family Service Plan).
- c. Writing of instructional objectives for assigned students.
- d. Complete monthly Medicaid documentation for qualifying students required by the School, if necessary.

- e. Monitor the progress of each student on caseload and follow progress reporting requirements as written in each student's IEP or IFSP.
- f. Update student documents as deemed necessary and as required by the law.
- g. Maintain an updated calendar or schedule with the building principal and team members.
- h. Communicate with all parents, staff, administrators, and outside agencies involved with each student on caseload.
- i. Provide professional consultation and collaborate with classroom teachers to ensure the best possible outcomes for student success in the classroom setting as deemed necessary based on the IEPT's or IFSPT's judgment.
- j. Participate in school improvement activities such as student success teams, positive behavior support committees, etc. when designated by the administrator.
- k. Follow school building rules and procedures as outlined in the school handbook.
- l. Follow all health and safety standards and practices established by the school building.

5. EXPERTISE/QUALIFICATIONS. The Provider agrees that all Therapists shall possess the following qualifications:

- a. The Employee shall maintain active licensure at all times while working under this contract and any laps can result in immediate termination of contract.

6. REPORTING. The Provider and the Therapists shall report to the District Designee and/or Director of Special Education.

7. EQUIPMENT. The School shall provide access to the following equipment: Assistive technology devices, computers, Printers, Copiers, and Fax Machines. If the tele-therapy service delivery model is being used, a direct ethernet connection to the internet will be required.

8. MATERIALS. Evaluation materials will be approved by the School and the Provider. Evaluation tools will be supplied by the School unless determined otherwise with the approval of the School and Provider.

9. COMPENSATION.

- a. For the performance of the agreed-upon services by a Therapist, the School shall pay the Provider **\$90.00** per hour (for up to 16 hours for the summer) and comply with the schedule developed by the School and Therapist. The amount paid to the Provider will be based on the hourly rate and determined based on timesheets with daily professional activity logs submitted to the Director of Special Education by the Provider bi-weekly.
- b. Additional hours will require approval by the Special Education Director of COOR Intermediate School. If additional hours are determined to be necessary for the remainder of the contract, based on workload and/or caseload increase, a new contract will be drafted and signed. The School shall pay all costs of attending conferences or professional developments that are considered part of

the LMSW, part-time position and led, organized, and/or approved by the School. Costs for professional development and conferences attended may be considered additional hours if necessary to allow for weekly caseload maintenance.

- c. Monthly meetings that occur between The Provider's School Relations Specialist and the Therapist(s) and/or school personnel will be billed. School Relations Specialist hours will be billed up to one hour per week per therapist.
- d. No health insurance or retirement will be paid.
- e. Unforeseen Circumstances (i.e. school shutdowns due to sickness, inclement weather, etc.) that do not result in rescheduled services or school days will be paid in full. Therapists will schedule indirect service work (i.e. billing, planning, parent contacts, etc.) if and when these circumstances arise.
- f. Mileage will be paid at the rate approved by the Internal Revenue Service for the Therapist's mileage incurred while traveling from the closest starting location of either the Therapist's home or the Provider's office location of 1691 E US-23 East Tawas, MI 48730 to the School and return to the starting location. A Mileage Report will be submitted monthly.
- g. Drivetime will be paid for the time accrued while the Therapist is traveling between service delivery locations and from the closest starting location of either the Therapist's home or the Provider's office location of 1691 E US-23 East Tawas, MI 48730 to the School or service delivery location and return to the starting location. A Drivetime Report will be submitted bi-weekly.

10. DISTRICT RULES-REGULATIONS. The Provider and the Therapists shall comply with all established rules and regulations governing personnel in the District of Roscommon County. In the event of any alleged breach thereof committed by the Provider or the Therapists, the School shall promptly notify the Provider in writing of such violation(s) including the factual basis thereof.

11. COMPLIANCE WITH LAWS. In furnishing services hereunder, the Provider and the Therapists shall observe and abide by all applicable laws and the rules and regulations of any lawful regulatory body acting thereunder. The School is responsible for any criminal records and any unprofessional conduct checks as may be required by law.

12. NOTICES. All notices to be given by either party under the Agreement shall be in writing and delivered personally or by certified mail to the parties at the addresses set out at the beginning of the Agreement. Any mailed notices shall be effective immediately upon mailing.

13. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties. This Agreement may be amended or revoked only in writing and executed by both parties.

14. TERMINATION. Either party may terminate this agreement, with or without cause, with written notification forty-five (45) days before termination.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed on the date written in the first paragraph of this agreement.

THE PROVIDER
Michelle Lynn Therapy, PLLC
(DBA Fun First Therapy)

Date: 6/28/2024

Michelle St. Aubin
By: Michelle St. Aubin
As: Member

Date: 7/1/2024

Melisa Akers
By: Melisa Akers
As: Special Education Director

C. Approve the 31n Procedures
Manual for 2024-25 as presented

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**C.O.O.R. Intermediate
School District
31n Student Mental Health
Procedural Manual
2024/2025**

Guidelines for Service

- MDE 31n program expectations will be followed.
 - The Intent of 31n Legislative Funding
- Students appropriate for 31n Student Mental Health Counseling services shall fall into the mild-to-moderate range for mental health or behavioral concerns.
- Student concern level shall be assessed and determined through the following means: referral form, screening tools, parent/guardian, teacher, and administrator input, mental health assessment form, qualitative data gained through provider meetings with students, and school data, such as attendance, behavior logs, and grades.
- Students who qualify for 31n counseling shall not currently be receiving school social work services through an IEP or receiving other direct services through C.O.O.R. ISD. If Social Work services are assigned, the 31n Whole Child Specialist can determine if an alternative therapeutic goal is appropriate and services may then be provided.
- Current engagement in services with a community based mental health provider would also be a determining factor in whether or not a student is appropriate or in need of 31n school based mental health counseling services.
 - In some cases, if a student is experiencing significant problems in the school setting, a staff member may offer consultative or case management services for a student already receiving outside mental health services.
 - The purpose of these services would be to offer support toward school-related goals and to bridge the communication gap between the outside provider and school.
 - In these cases, the staff member shall obtain a release of information and consult with the student's outside provider to determine and create goals that complement, but do not duplicate the services that are already being provided.


Memorandum of Understanding with Local Education Agencies

- Each academic year there shall be a renewed and updated Memorandum of Understanding (MOU) between the local districts and C.O.O.R. Intermediate School District.
- This MOU will outline the expectations of both parties in the provision of 31n services.

- This MOU shall be signed annually by each superintendent, the C.O.O.R. ISD Behavioral Health Coordinator (or administrative designee) and the 31n Whole Child Specialist assigned to the Behavioral Health Assessment Teams in each school/district.

COOR ISD MOU 31n 2024-2025

Referral Sources and Agreement

-  COOR ISD 31n Referral Process Flowchart & Guidelines for Service
- All referrals must have the consent of the district's student support team and or school administration. Administrator approval is required for any referral that is submitted.
- All referrals will be submitted to the Whole Child Specialist in written form using the BH Works Referral document.
- All referrals must include the parental consent form.
- School referral sources must notify parents/guardians of the referral to the 31n Whole Child Specialist.
- Referrals will be entered into BH Works by the Whole Child Specialist upon receiving the BH Works referral form.
- In the event a parent is notified by the administrator of the referral, and the 31n Whole Child Specialist deems the referral inappropriate, the Whole Child Specialist shall communicate the referral status with the parent.
- All 31n Staff shall follow C.O.O.R. Intermediate School District's Nondiscrimination and Access to Equal Educational Opportunity Policy when determining appropriateness for referrals and at all times.
- The 31n Whole Child Specialist's duties and responsibilities are specified by MDE / State of Michigan for direct student services. Refer to the Do's and Don'ts document.

COOR ISD 31n/31aa Guidance

Determination of Caseload

- Local school districts within C.O.O.R. Intermediate School Districts are able to access 31n services.

- Each district will have an assigned Whole Child Specialist.
- Under certain circumstances, a provider may service students in a different school/district, due to a specific area of specialty or other reasons that would deem him/her a more appropriate fit.
- Distribution of services are based on need and available resources.
- Caseloads will vary based on factors such as, intensity of student support required and whether the therapy is done in a group or individually.
- The 31n Behavioral Health Coordinator will supervise caseload size and the duties of the Whole Child Specialist.
- Clinical services will be determined by the Whole Child Specialist, this will include the number of children, session duration, session length, and assignments to group.
- Group services will be designed by the Whole Child Specialist based on the Specialist's determination of need and appropriateness for the student(s) referred.


Students Not Appropriate for 31n Counseling Services

If 31n Whole Child Specialist concludes a student is not appropriate for services

- This shall be communicated to the parent(s)/guardian(s) and the referring administrator, with an explanation included of why services are not appropriate.
- If appropriate, 31n staff should provide resource options that would better serve that student's needs.
- Reasons a referral may not be appropriate include, but are not limited to, severity level of student issues (outside of mild-to-moderate range), outside provider involvement, and/or current IEP school social work services.

Confidentiality, HIPAA, and FERPA

31n Counselors shall abide by appropriate client confidentiality laws, as well as follow all relevant HIPAA and FERPA laws.

- Schools agree to a confidential office / location for 31n Providers to routinely meet with students. Rooms should be able to accommodate groups as well. Furniture for comfort and record keeping, along with therapy supply storage, is necessary.
- All school employees are mandated reporters. Therefore, limits to the providers' confidentiality include areas of harm to self or others, and child abuse and neglect.
- Confidentiality information and limits are outlined in the "Parent/Guardian Consent" form and shall be verbally discussed with any parent/guardian and student engaging in services.
- If a provider deems it appropriate to share student information with any outside agency or person, he/she shall obtain a signed release of information prior to doing so.
-  [HIPAA_FERPA Guidance for School-based Health Providers updated August 2023...](#)

"The purpose of this guidance is to explain the relationship between the Family Educational Rights and Privacy Act (FERPA) statute and implementing regulations and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule. This document updates and expands on prior guidance

to help address potential confusion on the part of school administrators, health care professionals, and others on how FERPA and HIPAA apply to records maintained on students. It also addresses certain disclosures that are allowed without the written consent of the parent or eligible student under FERPA or without authorization under the HIPAA Privacy Rule, especially those related to emergency health or safety situations. While this guidance seeks to answer many questions that school officials, parents, and others may have about the intersection of these Federal laws, ongoing discussions may raise additional questions. Contact information for submitting additional questions or suggestions for purposes of informing future guidance is provided at the end of this document. The U.S. Departments of Education and Health and Human Services are committed to a continuing dialogue on these important matters affecting the safety and security of our nation's schools, students, and communities.

Note: This guidance does not have the force and effect of law and is not meant to bind the public in any way. Instead, it is intended only to provide clarity to the public regarding existing requirements under the law or agency policies."

From [Joint Guidance on the Application of HIPAA and FERPA to Student Health Records:](#)

Student intake shall include risk assessment of harm to self and/or others. This is provided within the BHWorks Behavioral Health Screen.

- If a student indicates risk in the area of harm to self, an appropriate, detailed risk assessment shall be completed. If a student indicates a risk in the area of harm to others, building administrators should be consulted and building/district procedures for threat assessment screening and procedures.
- Parents/guardians shall be notified if a child is assessed as being a risk of harm to self or others.
- If a student is deemed a high risk of harm to self or others, he/she shall be referred for crisis assessment and services immediately. *See BHWorks Task Flow.*
 - It is the parent's responsibility to follow through with this recommendation.
 - Staff shall use clinical judgment and follow mandated reporting guidelines when necessary and appropriate.

Consent to Bill and Treat

Consent to bill and treat for the purpose of providing mental health services and Medicaid billing shall be obtained from the parent(s)/guardian(s) by 31n Whole Child Specialist prior to delivery of any mental health services after an initiated referral.

- Consent is obtained through either electronic signature in BHWorks or printed signature uploaded into the BHWorks platform.
- In the case of separated or divorced parents, who share custody, every effort (at least 3 attempts using different modes of communication) shall be made to obtain consent from both parents prior to delivery of any mental health services.
- If consent from both guardians is unable to be obtained, the provider will consult with the school referral source and the Behavioral Health Coordinator to determine

appropriateness for continued service, based on the severity of the students need and whether a referral to a community source would be an option for service.

- If consent is not able to be obtained, the school administration in collaboration with the Whole Child Specialist will send notification of the determination for continuing or discontinuing services.
- Guardians can discontinue services by notifying the school administrator, Whole Child Specialist, or the Behavioral Health Coordinator.
- Documentation of communication attempts will be kept in Notes in BHWorks

In the event of an emergency/crisis situation, the staff member shall intervene if there is no access to another crisis service at the time of the event.

Plan of Care

A Plan of Care (POC) shall be created within 30 calendar days from the Initial Episode of Care that services were provided for a specific condition.

- Whole Child Specialists shall use the Plan of Care template provided in BHWorks and seek parent/guardian approval of the plan.
- The Plan of Care shall be stored in BHWorks and accessible to the 31n supervisor.

It is the expectation that an appropriate provider, acting within their scope of practice, develops an individualized POC for students, including those who require ongoing behavioral health or medical services.

- The POC must indicate areas of risk or concern, specific objectives or goals, and specific interventions.
- It is the expectation that communication occurs with the student's PCP, health plan and, if applicable, the student's care coordinator as necessary to ensure there is coordination of interventions and services.
- POC's are updated at least annually
 - Plans of Care should be reviewed at the midpoint to expected completion. This can be documented in a Case Note in BHWorks
 - It is recommended that the Whole Child Specialist add this midpoint date for review in their google calendar upon completion of the Plan of Care.

Required field for the Plan of Care for Medicaid requirements  Plan of Care Examples

- Student Name (Prefilled based on profile information)
- Date of Birth (Prefilled based on profile information)
- Plan Type (New, Continuation, or Amendment)
- Description of Medical or Behavioral Condition
- Long Term Goal(s) identify specific achievement to serve as indicators that the service is no longer necessary
- Short Term Goals
 - Including frequency and duration of interventions or services required to meet the goals and plan for reaching the goals
 - Specific and achievable goals that are measurable and time bound as appropriate.
- Start Date
- Statement detailing coordination of services with applicable providers
- Signature of Qualified Staff
- Signature Date

Plan of Care: Medicaid Policy

General Information

“When an evaluation indicates that Medicaid-covered services are required, a qualified medical staff member must develop and maintain a POC for the student. A POC for health conditions is based on a physical, mental, cognitive, social, functional, and environment evaluation. It is intended to provide a concise overview of the student and the students medical conditions(s) and be a useful resource not only for the educational staff but also for the student, caregivers, and health care professionals. The POC must include specific and achievable goals for each condition and be relevant to the individual student’s well-being and lifestyle. Treatment goals should be measurable, and time bound as appropriate. The individualized POC must be developed, maintained, and updated based on status or goal changes by licensed medical providers acting within their scope of practice. All POCs must be updated at least annually.

For students receiving services through an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP), those plans may function as the POC proving all POC requirements are met; otherwise, a separate POC is necessary. If services are also provided by another program, intermediate school districts (ISDs) and local education agencies (LEAs) must coordinate the services to prevent duplication and ensure continuity of care. When ongoing services are provided in the absence of a POC due to the urgency of a student’s medical needs, a POC must be developed within 30 calendar days from the first date that services were provided for a specific condition. If services are terminated within 30 calendar days, no POC is required.”

Parent/Guardian Communications


When working with minors, parent/guardian involvement can be a critical component for progress and success.

- 31n Whole Child Specialists shall attempt to contact parents to collaborate and provide updates on a quarterly basis at minimum.
 - This can be through phone calls, emails, tele-meetings, in-person meetings, or letters.
 - 31n providers may consider setting up the plan and calendar for communication when developing and/or reviewing the POC.
- Parents/guardians shall be informed immediately in the case of emergency or disclosure of suicidal/self-harm behaviors of minor children.
- Documentation of parent/guardian communication will be kept within case notes in BHWorks.

Screening Tools, Assessment, and Progress Monitoring

A comprehensive mental health assessment shall be completed for any student referred and receiving services.

- Appropriate screening tools through BHWorks, shall be used to assist in the completion of the assessment. The following are examples, but are not limited to these documents.
 - Behavioral Health Screen
 - Child and Adolescent Needs and Strengths (CANS)
 - Biopsychosocial Assessment

 Copy of BHWORKS BioPsychoSocial Screening: To Print

- Other assessment tools (within the BHWorks system or the Strengths and Difficulties Questionnaire) as determined to be needed by the Whole Child Specialist
- Students assessed and approved for 31n Student Mental Health Counseling services shall fall within the mild-to-moderate range, as determined by the staff member with evidence from the screening tools and mental health assessment. If students are assessed at a severe range, appropriate referrals will be recommended to the parents and school support team.

Students shall be regularly monitored for progress toward short and long-term goals.

- Both qualitative and quantitative data can be collected for this purpose.
- Measures of progress can include, but are not limited to, methods such as, reports from teachers, parents/guardians, students, grades, attendance, behavior logs and data collection on goals. Progress will be documented within BHWorks Notes.
- With written consent, student cases may be reviewed through monthly school team consultation meetings.
 - If a student is not making adequate progress, this shall be discussed with the team at this time.
 - The provider shall also consult with other relevant professionals working with the child and parent(s)/guardian(s).
 - Based on collaboration with these other relevant parties, the student's plan shall be modified to better meet his/her needs when appropriate.

Supervision and Case Conceptualization

31n Student Mental Health Counseling Team shall meet monthly for opportunity to review current cases and implementation of services

- The team shall provide each other with support, collaboration, and consultation regarding students on caseloads.
- If there are any student issues that extend beyond the scope of the team, the staff member shall seek individualized support from the Behavioral Health Coordinator or someone with proper training and experience to meet those needs (with consent except in crisis situations).
- If any provider holds a limited license, that provider shall receive appropriate supervision per the requirements of his or her specific license. *It is the responsibility of the provider to identify and communicate the specific needs for license attainment and renewal to the 31n Behavioral Health Coordinator.*

Technology Policy

Social Media

- Social media accounts shall not be used as a means of contacting students or parents.
- Staff shall not be associated with or communicate with students or families on any social media platform. This shall be discussed with families during informed consent, so they are aware of this boundary.
- Approved school based technology platforms are permitted for communication.

Personal Phones/Texting

- Personal phone numbers shall not be shared with students and families.
 - If a staff member's personal number is shared with a teacher or administrator at a school, it shall be discussed that this number may not be shared with students or families.
- Texting is only permitted between 31n Counselors and parents/guardians/students for scheduling-related purposes. This shall be discussed in advance with all parents/guardians/students.

Email

- Email may be used to contact parents.
 - When sharing sensitive information (i.e., POC, Medical Data), 31n Counselors confirm and document guardian permission to convey this information via email.
 - 31n Counselors shall inform students and parents during informed consent that email is not an appropriate way to communicate emergencies and provide families with contact options for emergency situations.

Electronic Files

- All student information shall be stored in BHWorks.
- C.O.O.R., ISD, Google Files are secure and require permission to access, these are appropriate for confidential documents.

Teletherapy

- Teletherapy shall only be done in a HIPAA compliant platform and meet the needs of audio-visual compliance in accordance with current regulations and industry standards.
 - BHWorks has a teletherapy platform that is recommended as the first option
 - Counselors shall ensure they authenticate users through proper identification
- Providers shall ensure only those permitted to be present during sessions are.
 - If there is someone present on a call or video chat that isn't the student's legal parent/guardian, 31n Counselors shall ensure they have informed consent for this person.
 - Prior to sessions, staff and client(s) shall always discuss what actions will be taken if connection is lost.

BHWorks, EdPlan, & Medicaid Logging

31n Whole Child Specialists shall follow all Medicaid logging requirements and update the BHWorks system on a regular basis.

- Consent to bill and the “Plan of Care” shall both be obtained through BHWorks platform.
- BHWorks and EdPlan communicate with each other for logging Medicaid.
- All case notes must follow the format provided in BHWorks.
- Non-billable codes are utilized for Master’s level students and other non-licensed providers.

In an effort to better capture the information that is required for Medicaid reimbursement, the following fields are required when completing a Case Note:

- Date
- Site of Encounter
- Status (Finished)
- Reason to Treat
- Group Size
- Progress
- Start and End Time (duration)
- Case Notes: Describe session/treatment activities to the extent the activities could be replicated, student response (result of session) and progress and plan for the next session/treatment. See example in BHWorks Task Flow.

Medicaid services provided by the ISDs are to be provided as outlined in the student’s POC and are not expected to replace or substitute for services provided by other health care providers.

When an evaluation indicates that Medicaid-covered services are required, the qualified staff must develop and maintain a POC for the student.

- Only qualified staff may initiate, develop or change the student’s POC.
- The POC must be signed, titled and dated by the qualified staff prior to billing Medicaid for services.
- The POC must be retained in BWorks. It will not be held within the student school records file

If services are being provided by another program, ISDs are expected to coordinate the services to prevent duplication and to ensure continuity of care. Enrollment as a school services program provider is not expected to result in any change in the education agency’s set of existing services or service utilization beyond the services included in this policy. MDHHS periodically evaluates the impact of Medicaid enrollment on school programs through review of service utilization and other program data and information. Covered services do not require prior authorization but must be provided and documented by qualified providers. (Refer to the General Information for Providers Chapter of the Medicaid Provider Manual for additional information regarding clinical record requirements).

Contingency Plan for Telehealth Services

C.O.O.R. ISD Telehealth Contingency Plan

The contingency plan provides a protocol in the event of short-term (usually immediate) episode of mental or physical illness that could necessitate trauma care or treatment and includes protecting the safety of the student receiving telemedicine services.

- Examples may include (but are not limited to) traumatic injury, serious mental or physical illness, unsafe conditions, danger to self or others.
- All providers must review the telehealth training video and slide deck within BHWorks prior to using teletherapy and are required to follow mandated reporting policies.

In the event of disconnection during a tele-session, there shall be an established protocol in place and communicated for how connection will be re-established

- The staff member shall always have backup contact numbers for the student and/or parent/guardian in cases of disconnection and emergency.
- If the current mode of teleservices are not successful for the student, as indicated by progress monitoring measures, alternate options shall be explored. Alternate options can include, but are not limited to, using video chat with sound only, using phone, emails and packets, and in-person meetings at a designated school location with proper safety precautions in place (if possible). The provider shall consult with the student, family, and team to decide what may be the most beneficial option for the student.

31n Whole Child Specialists using telehealth service shall be prepared to assess for the risk of harm to self or others using the BHWorks assessment tools

- If risk is deemed high, a parent/guardian shall be contacted and it will be recommended that the student be taken for an evaluation with a crisis provider.
- The staff member shall remain on the video call with the student until it is known that the parent/guardian is there and will be taking him/her to the appropriate provider.
- If the parent/guardian is not reachable, the staff member shall attempt to reach emergency contacts for the child.
 - If those attempts are still not successful and the student is at immediate risk, the provider shall call 911 and obtain support from emergency services.
- In the case of any other crisis or emergency, the provider shall use his or her clinical judgment to identify the level of risk and contact the most appropriate person or service as soon as possible.
- Any time a crisis occurs, the provider shall follow up with the student and family to provide support and additional resources if needed.

Crisis Intervention Service:

When a student is expressing thoughts of suicide

- Choose Assign Crisis Stabilization Tasks from the “Actions” drop down menu
- Complete the Columbia Suicide Severity Rating Scale *Trails CSSRS Triage Guidelines*
- Contact parents and complete a Safety Plan. Inform school administration of contact.
- Follow the *Trails Emergency Service-Community Mental Health Provider Referral Worksheet* to respond, communicate level of assessed risk level and to connect family to services outside of school

When a student is expressing threats or intention of harming others

- School administration should be alerted of the threats or intentions and will take the lead on assessing risk of harm per building/district regulations
- Student should be permitted time and space for calming/self-regulation and to process thoughts and feelings as determined appropriate by counselor and administration
- Persons identified as the potential target for intended harm, and/or their guardians, will be notified of the threat of harm
- Confidentiality should be maintained with information shared with only those necessary to support school and/or community safety.

When a provider caseload is at capacity and a referral for service has been requested

- The Whole Child Specialist will inform the building Principal and Whole Child Behavioral Health Coordinator of the need to place student on a wait list
- The Whole Child Specialist will add the referral for the student, including family contact information and date, to BHWorks.
- The Whole Child Specialist will maintain a Google document or spreadsheet, or a folder, of referred students on a waitlist.
- The Whole Child Specialist will offer community service options to the principal and or parent while awaiting an opening for 31n services.
- Students remaining on the waitlist for over 30 days will be referred back to the principal for referral to an alternative service provider.

Documentation / Supervision

- Fully Licensed and Limited Licensed Master’s Level clinician’s notes do not need to be signed off by a fully licensed supervisor.
- Limited Licensed individuals must continue to receive supervision per the State of Michigan licensing regulations.
- Clinicians in a Master’s Level program are to utilize non-billable services, including during internship periods.
- Plans of Care will be reviewed by the 31n Behavioral Health Coordinator, signing off on approval for non-master’s level / non-master’s program clinicians.

BHWorks Service Definitions

Behavioral Health Counseling/Therapy

Caseload students with behavior goals (child study/data referrals)

Social skill or behavior goals.
Parent consent is required for this service

Virtual - Behavioral Health Counseling/Therapy

Online service: See definition above for Behavioral Health Counseling
Parent consent required for this service

Non-Billable: Brief Intervention (see Referral Process Flowchart)

Before parent consent is possible to obtain, support during evaluation process
Student self-referral/wellness requests (3 sessions before pattern of need)
Check-in/follow up

Group Psychotherapy Students

Groups: TRAILS, MMH, Social Skills, etc
Parent consent required for this service

Individual Psychotherapy

Mental health goals - anxiety and depression, emotional regulation, distress tolerance.
Individuals engaged in TRAILS curriculum, CBT/DBT
Parent consent required for this service

Non-billable Service- Student Support Consultation

Staffing, Behavior Team Meetings and work resulting from child study plans for specific students
Guardian calls and consultation meetings, contact to gain consent and discuss needs
Consultation with school social worker/IEP team members. All "in-house/school" consultation falls under this service code

Indirect Service

Logging activities that do not involve interaction with a specific participant, such as whole class instruction, Staff PD, student support teams meetings, etc. *All service provided for specific students should be entered on the the individual participant case note tab*

Non-billable Service- Evaluation/Assessment

Behavioral Health screening, assessment tools
Interviews/discussion of needs, Classroom Observation, BPS Assessment
Parent consent required for this service

Non-billable Service- Case Management/Care Coordination

Consulting with community agencies or mental health providers in community
Parent consent required for this service

Crisis Intervention Service

Suicide or threat of harm
Responding to student elopement or extreme behaviors that results in support with deescalation and potentially the removal of other students for safety

Telephone - Crisis Intervention Service

Telephone service: See definition above for Crisis Intervention Service

Non-billable Service- Screening

Whole class and SW Screening
Parent consent required for this service (or opportunity for SW Opt-Out)

Non-billable Service- Behavior Intervention Plan

Action Planning through Child Study or Building Behavior Teams
Parent consent required for this service

Family Psychotherapy with Student

Scheduled therapy session
Parent consent required for this service


Telephone - Family Psychotherapy with Student

Telephone service: See definition above for Family Psychotherapy
Parent consent required for this service

Non-billable Service- Referral to Outside Agency

Referral outside of school setting

BHWorks Task Flow

-  BHWorks Task Flow
- The 31n Whole Child Specialist will be responsible for understanding the BHWorks Task Flow.
- The Whole Child Specialist is responsible for BHWorks entries and maintaining documentation in a timely manner.

- Medicaid documentation is required promptly and will be billed at the end of each month via BHWorks/EdPlan billing service.
- The Behavioral Health Coordinator will monitor timely documentation and will address tardiness with individuals and the COOR ISD Administration as deemed necessary.

The Individuals with Disabilities Education Act (IDEA) and Section 504 requires districts to utilize a child find process for referring students who are suspected of having a disability. Lack of or very slow progress and other concerns should be discussed with the school principal and/or school Child Study or Behavioral Health Team.

Discharge from Therapy Services

- Students will be discharged from 31n services for the following: Completion of goals, end of the school year, lack of compliance, parental request, withdrawal from the district, or changes in diagnosis or severity of needs requiring referral to an outside agency.
- The Whole Child Specialist will complete a BHWorks Discharge Report and mark services as Finished and then Unassign the student from their caseload.
- Notify the referring school personnel of the end of service.
- Communicate with the student's guardian.
- Provide community resources / therapy referral as appropriate.

Grievance Process

- If at any time a family member, student, or district representative has concerns about services operations, the first step of resolution will be to address the concern with the Whole Child Specialist.
- If concerns remain unresolved the concerned individual will contact the Behavioral Health Coordinator for a collaborative resolution discussion.

- D. Approve a transfer of funds to our MILAF (Michigan Liquid Asset Fund) account.
- E. Approve expenses for any interested board members or the Superintendent to attend the MASB Summer Institute on Friday, Aug. 16 - Sunday, Aug. 18 at Treetops Resort. The Friday workshop's title is From Conflict To Conversation.

The full-day workshop costs \$249, including breakfast and lunch. All 3-hour classes are \$99 each and CBA 101 and Board Presidents Workshops, are \$198 each. Several are eligible for reimbursement.

8. Information Items

165

- June Social Media Report
- 2024-25 Professional Learning Menu
- Lyle Spalding Award presentation Sept 16th at 6pm?

JUNE 2024 SOCIAL MEDIA STATS



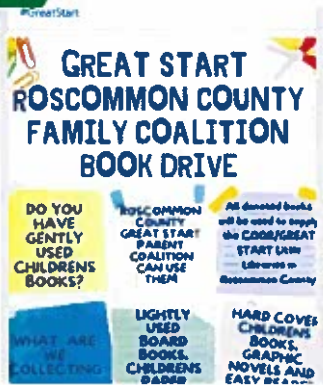
C.O.O.R.
INTERMEDIATI
SCHOOL DISTRICT

TOP 6 POSTS OUT OF 11:

MONTHLY REACH: 9,826

DOWN FROM: 14,265

1



REACH: 3,961

June 11th
Book Drive
20 shares - 6 reactions
26 interactions

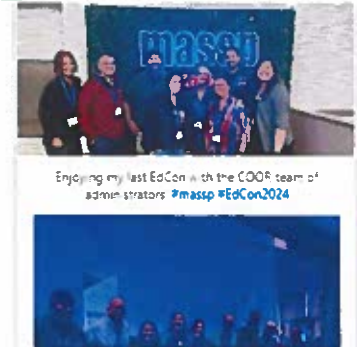
2



REACH: 1,593

June 24th
Neighborhood connect event
6 shares - 29 reactions
37 interactions

3



REACH: 1,162

June 25th
EdCon
3 shares - 12 reactions
15 interactions

4



REACH: 702

June 17th
Summer Camp Opportunity
3 shares - 21 reactions
26 interactions

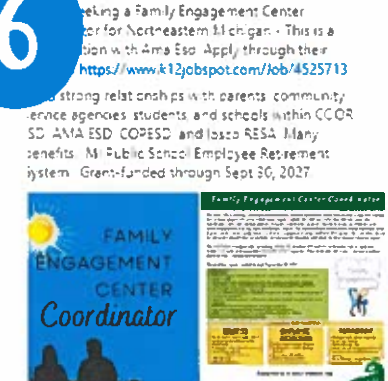
5



REACH: 681

June 4th
CEC Car Wash
1 shares - 45 reactions
49 interactions

6



REACH: 616

June 5th
Family Engagement Center Coordinator
5 shares - 3 reactions
8 interactions

9. Superintendent's Report

-Board Policy

-Title IX

-State Budget

-"COOR ISD Corner"

10. Communications- None.

11. **Adjournment**

Time: