

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

Wednesday, December 11, 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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Director of Instructional Services

Katie Keith
Supervisor of Early Childhood

Kurt Loll
Finance Director

Somer Quinlan,
Director of ROOC, Inc.

Jared Socia
Director of Operations

To: Shawn Petri, Superintendent

From: Katie Keith, Early Childhood Supervisor

Date: December 2024

Subject: Early Childhood Update

Great Start to Quality

Our Northeast Region has partnered with ICAN ([visit website](#)). It is part of The Institute for Excellence in Education. Originally, the grant was serving Hale and Oscoda schools. Our Resource Center asked if they could extend this information and trainings to Iosco County's licensed childcare providers as well. This grant trains the educators and the parents separately to give strategies to the educators and parents to instill literacy skills in the kiddos. On November 9th, ICAN hosted a training to catch the other providers up to speed. There were 7 child care providers from all license types (Center, Group Home, and Family Home). These providers impact approximately an additional 110 families in the county that don't have access to GSRP or Head Start service. The participants LOVED the training and one provider even created an intentional reading area in her environment as a result of attending the training.



ECIC was awarded the grant that oversees the NE Great Start to Quality Resource Center. We are acclimating and patiently waiting to get all of the information we need to move forward

seamlessly. We hear there is some information coming soon on grants for our childcare providers. We had a statewide meeting on November 13th, received our Scope of Work, and we completed our work plan for FY25 this week.

November 25th, we partnered with the Cheboygan, Otsego, and Presque Isle Great Start Collaborative to host a Math and Literacy Essentials training/networking night in Gaylord. We had 22 childcare providers in attendance. They all received lots of items to support literacy and math skills in their programs.

Great Start Collaborative & Great Start Parent Coalition

The Family Coalition is partnering with Roscommon DHHS to host a monthly playgroup at Markey Church. The playgroup is the second Tuesday of the month at Markey Church from 10-11:30. The FC assists with parent and child engagement, craft, snack and storytime.

The Family Coalition is also facilitating a Pop Up Literacy each month with Early Head Start in Houghton Lake. Each month Tammy or Kate read a book with families, share literacy information, and facilitate a craft with the families. Each family leaves with a book and a recipe card.

The Coalition is starting to work on a water safety initiative. We are in the midst of writing and seeking out additional funding to support the purchase of life jackets for all ages along with safety rings. Our objective is to have life jacket stations available at lakes and boat access points for families to borrow and then return. We are following the model after Sea Tow and have spoken with a grant recipient from Tawas who has received these Life Jacket Stations in Tawas. We will also look to either host or participate in local health and safety events to encourage families to wear life jackets and to promote life jacket and water safety.

Great Start Readiness Program

November flew by!! Enrollment for GSRP is slowly increasing, but there are still spots available in most programs. The new enrollment season is right around the corner for 2025-26!! The partnership will continue to recruit children for this school year and start to recruit for next school year.

Rebekah and Katie were invited by the Michigan Multi-Tiered System of Support Technical Assistance Center (MiMTSS TA Center) to share their coaching system with the early childhood community of practice group in January. Both are honored and gladly accepted!

NOVEMBER 2024 SOCIAL MEDIA STATS



C.O.O.R.
Advanced Technical
Innovation Center

TOP 6 POSTS:

MONTHLY REACH: 1,782

1



REACH: 1,229

November 13
Student of the month
6 shares - 6 reactions 14 interactions

2



REACH: 333

November 12
Education Philosophy
2 shares - 17 reactions 22 interactions

3



REACH: 123

November 15
Student of the Month
0 shares - 3 reactions 3 interactions

4



REACH: 111

November 14
Student of the month
0 shares - 2 reactions 2 interactions

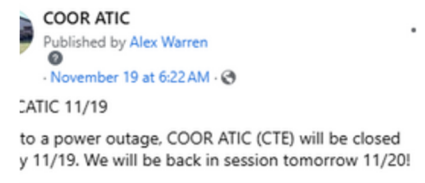
5



REACH: 109

October 15
Student of the Month
0 shares - 4 reactions 4 interactions

6



REACH: 105

November 19
No School
0 shares - 2 reactions - 2 interactions

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Finance Director

Somer Quinlan,

Director of ROOC, Inc.

Jared Socia

Director of Operations

To: Shawn Petri, Superintendent

From: Melisa Akers, Director of Special Education

Date: December 4, 2024

Subject: Special Education Update

A Message from our Director, Melisa Akers

[OPTIMISE](#) has released the videos they recorded last month of Nicole Grace and Amber Larrison. Please click the links below to watch! We have also added them to the Special Education webpage.

- [Amber Larrison - Early Childhood](#)
- [Nicole Grace - Speech Pathologist](#)

I am thrilled to announce the hiring of Krystal Rainwater-Baker as our new full-time School Social Worker. Starting January 6th, Krystal will provide in-person services for Roscommon Schools and Charlton Heston Academy. She and her husband, both retired military, will be relocating to Michigan from Germany in December. Krystal brings a wealth of valuable work and life experiences to her new role, and we are excited to welcome her to our team!

We received very positive feedback from the paraprofessionals regarding the November 1st PD event. I have included summaries of their responses to the exit ticket.

- PD day met or exceeded expectations - 90%
- PD was relevant to my role - 81%
- Would recommend PD - 83%
- Big Takeaway Summary
 - Participants highlighted that the speakers were engaging and humorous, especially enjoying a memorable and sincere moment during the presentation.

They gained insights into working with individuals with autism, emphasizing the importance of fostering independence, understanding diverse needs, and coaching rather than enabling. Matt's story and his experiences as an autistic individual resonated deeply, providing an eye-opening perspective. Many appreciated learning practical tips and developing empathy for students' challenges. The event emphasized caring, communication, and the significant impact educators have on their students' growth and future. Participants found the experience both educational and entertaining, with real-life stories making a strong impact.

- Activity that most contributed to learning
 - Participants appreciated the hands-on activities, such as the wine cork and pizza box exercises, which demonstrated the importance of clear and precise instructions. These tasks highlighted that simple tasks can be more complex than they seem and reinforced the need for specific, step-by-step guidance to avoid frustration for both students and staff. Personal stories and life experiences shared by the speakers were impactful, making the content relatable and fostering deeper understanding. The event emphasized the importance of detailed communication and showed how real-life examples and task analysis can improve teaching and support strategies for students, especially those with autism.
- Wonderings
 - Participants' remaining questions focused on a few key areas: the future growth and expansion of the program, the types of services available locally for students with disabilities, and how to effectively support autistic students in group learning environments, particularly those with significant behavior challenges. Some wondered about terminology preferences, such as what individuals with autism prefer to be called, and how to adapt strategies for younger students or those in elementary settings. Additionally, there was curiosity about how students with disabilities perceive staff and what tools can best support their focus and learning.
- What could be improved
 - Feedback from participants highlighted a mix of positive and constructive comments. Many appreciated the speakers, especially Matt and Maria, and found the experience enjoyable and well-presented. However, some felt the content was more relevant for job coaches or those working with adults, rather than those supporting younger children or in 1-on-1 roles. A few noted the training could benefit from more activities or elements specifically tailored to elementary settings. There were mentions of noise issues during group activities and a desire for clearer instructions. Some attendees expressed that certain parts were too long or already familiar. Overall, while many praised the day as amazing and engaging, others suggested aligning future sessions more closely with their specific roles and needs.

A Message from our Principal, Joe Moore

November was a month filled with gratitude for students and staff. Ms. Angie's ATC students showcased their skills by planning, preparing, and serving a delicious Thanksgiving meal before the holiday break. This activity allowed students to practice essential functional daily living skills such as measuring, reading recipes, following directions, and building social skills. These experiences are a vital part of the Adult Transition Center programming, fostering confidence and a sense of accomplishment.

In addition, students and staff shared what they were thankful for this year, creating a heartfelt and memorable experience for everyone involved.



With the arrival of snow, students at the CEC have been enjoying sledding adventures on the playground. Recently, Ms. Emily and her team took their students outside for some exciting winter fun!



Our Community & Parent Involvement Committee has been hard at work organizing this year's annual Holiday Party. The celebration will take place on December 17th at the CRAF Center from 1:00 to 2:30 PM. Festivities will include a taco bar, cookie decorating, games, and a special visit from Santa and Mrs. Claus. All board members are warmly invited to join us!

A Message from our Early On Coordinator, Michele Cochrane

Early On Biennial Conference

Seven Early On providers attended the Early On Conference in Traverse City on November 13-14. They are sharing insights from breakout sessions during monthly Early On Team meetings and the upcoming Early On PLC on May 2. Key topics from the conference included innovative strategies for Augmentative and Alternative Communication (AAC), addressing feeding disorders, supporting individuals with vision impairments, and helping caregivers better understand behaviors.

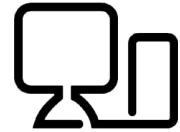
Additionally, Borchers AuSable Canoe and Kayak, along with Riverside Bed and Breakfast in Grayling, generously donated an overnight stay to the Early On Foundation Silent Auction. This event, held during the conference, helped raise funds for mini-grants that benefit local Early On programs.



Community Collaboration

The NMCAA Early Head Start (EHS) team and the Early On teams from Roscommon and Houghton Lake recently met to explore ideas for playgroup collaboration. EHS hosts a playgroup in Houghton Lake, while Early On hosts one in Roscommon. Families are encouraged to attend either group, where home visitors support children in age-appropriate environments as they develop skills and interact with peers. Both playgroups are open to the community.

In November, the new Early On Coordinator at COP ESD visited Roscommon to meet with the Early On Coordinator. Together, they reviewed data from EdPlan and EarlyOnData.com, identifying opportunities for growth and improvement in both systems.



Educational Technology Association

Technology for Learning

December 2024 ETA Report

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

Tickets (ETA Wide):

- Current Open: 285
- Created this month: 1442

Trainings Provided:

- littleBits STEAM kit
- Artificial Intelligence
- 3D Printing
- Virtual Reality Tours
- PowerSchool
- Pupil Accounting

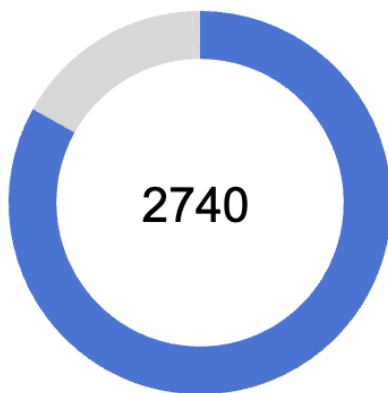
Updates:

- We have received a grant (12c) from MDE to expand the ETA to Clare-Gladwin RESD (CGRESD). We are currently reviewing the details of this expansion to determine if it is the most beneficial option for both the ETA and CGRESD. Our primary objective is to ensure that this collaboration enhances services while maintaining a manageable size technology department.
- The ACD fiber build project has been successfully completed. All the fiber has been installed, and Crawford, Houghton Lake, Mio, and West Branch have successfully transitioned to the new network and are now operational on the State Education Network (SEN).
- On November 19th, a power outage occurred at COOR ISD, resulting in the disruption of the wide area network. Thank you to Jeremy Lundy's early morning on-site assistance of the generator, restoring the network functionality and ensuring the continuity of services for local districts.
- Both the Manistee and West Shore ESD firewalls have been replaced with updated and upgraded models.

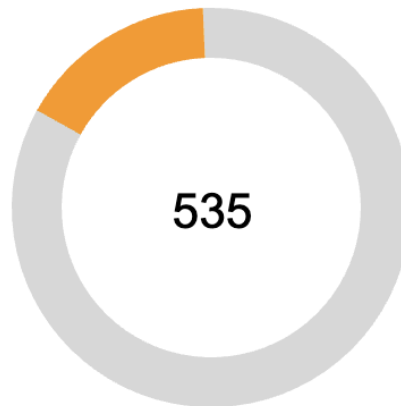
Proudly Serving the districts within the COOR ISD, Manistee ISD, West Shore ESD, and Wexford-Missaukee ISD

- 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. Server backups have been checked on Gateway to Success, Manistee Are Public, Mesick, Mason County Central, COOR ISD, and Crawford AuSable. Google backups have been checked on Crawford AuSable, Casman Academy, Northern Michigan Christian, and Mason County Eastern.
- Below are the latest statistics from our latest phishing test.

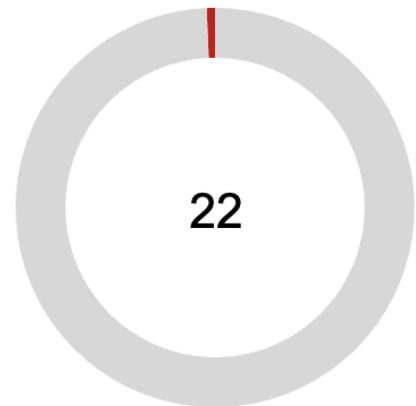
Emails Sent



Emails Opened



Links Clicked



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: December 5, 2024

As we enter the final weeks of 2024, we are incredibly grateful for the ongoing support and engagement from our community, staff, and volunteers. The holiday season offers a chance to reflect on this year's successes and prepare for a bright future ahead. The final months of 2024 have been filled with festive events and preparations for the new year.

Highlights of the Month:

- **Festival of Trees:** Clients enjoyed the Festival of Trees in Grayling.
- **Creative Expression:** Participants created Christmas gnomes with our dedicated art teacher.
- **Christmas Party:** Scheduled for December 13th, hosted by the St. Helen Catholic Church and the West Branch Knights of Columbus. This cherished tradition continues, and we are deeply grateful for the support of these organizations.
- **Holiday Spirit Week:** Featuring themed dress-up days, baking, card making, and gift wrapping.

Community Outreach and Compliance:

- **Roscommon Rotary Presentation:** Established valuable community connections.
- **Audit Compliance:** Following our recent site visit and audit, we received a letter of full compliance from Northern Lakes Community Mental Health and the Office of Recipient Rights. This marks the fourth consecutive year of full compliance with zero recommendations or corrective action plans. Our organization was also commended for the exceptional work being done, a true testament to the dedication of our entire team.

Final Weeks of 2024:

- **Consumer Advisory Committee Presentation:** Rescheduled from November 12th.
- **Meeting with Northern Lakes' CFO:** Discuss future billing processes and rate adjustments.

Closing Remarks:

We have much to be proud of and be thankful for as we end this year and are looking forward to the opportunities that 2025 will bring!

HAVE A WONDERFUL HOLIDAY SEASON & A HAPPY NEW YEAR!

Please visit www.rooc.org to view the 23/24 Annual Report



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

To: Shawn Petri, Superintendent

From: Katie Fuelling

Date: November 2024

Subject: Instructional Services Update

Instructional Services

Director: Katie Fuelling

COOR Student Support Network Communication

The Student Support Network (SSN) Team kicked off their meeting with continued focus on community and network building. Next, team members gathered monthly data on communication processes and messages from SSN to local districts and vice versa. The team then began a process of vetting resources for the team’s overall goal of developing a regional student support system framework. Team members ended their meeting with time dedicated to the continued development of resources for the five regional priority practices.

31n Team

Behavioral Health Coordinator: Michelle Culton-Ekstrom

Whole Child Specialists have continued to receive referrals and caseloads are growing as the year progresses. Specialists are focusing on individual and group sessions along with supporting students in immediate emotionally heightened moments. All providers participate in the November 1st All-District training as presenters on topics of TBRI and mental health. Our Student Engagement Coach has been busy with providing classroom behavioral/TBRI education to teachers. Five of our team members are enrolled in Master’s of Social Work programs, and Cassidy Quigley will be graduating in December!

Four Whole Child Assessments (WCA) have been completed with Dr. Sloane this school year along with 23 WCA Follow-Up consultations with school teams and guardians. We have also had three students successfully graduate from the process due to improved stabilization and progress attributed to in part the collaborative effort of the WCA team. Our behavior coach, Christina Pudvan, has been instrumental in lending her expertise to the WCAs as part of her MSW direct service requirements. A TBRI caregiver group is actively running in Houghton Lake, led byMichelle MacArthur, offering community/school integration of healthy parenting skills. Each 31n team member has been instrumental in implementing unique mental health services in each district.

K-5 Literacy

K-5 Literacy Coach: Michelle Ewald

ISD-Wide Professional Learning

- The final installment of the *Reading Above the Fray* online book study will be completed in December. Three participants are on track to complete the entire study and earn the full number of SCECHs available.

District-Level Support:

Ongoing support in each of these elementary buildings:

- **Fairview Elementary** - coaching a teacher who is implementing strategies from the above-mentioned book study into classroom foundational skills instruction.
- **Houghton Lake/Collins Elementary** - collaboration with the building coach on literacy content using *Read, Write, ROAR!* resources (Michigan Learning Channel) for November's "lunch and learn" professional development opportunity.
- **Mio Elementary** - continued work with elementary teachers and district leadership to support full implementation of CKLA (new literacy curriculum), including preliminary meetings surrounding collaboration with Fairview, which uses the same program.
- **Roscommon Elementary** - regular meetings with the new building coach, which involve planning and co-facilitating professional learning and attendance at grade level meetings.



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To: Shawn Petri, Superintendent
 From: Michael Evans, CTE Director
 Date: December 5, 2024
 Subject: CATIC Update

Local CTE Collaborations

Mr. Evans' Visits to Local CTE Programs In November, Mr. Evans visited CTE programs in surrounding schools, participating in Advisory Meetings with West Branch and Mio. These visits provided insights into the unique opportunities these programs offer students. The growth and development planned in these districts is impressive.

Charlton Heston Academy's Grant Exploration Charlton Heston Academy (CHA) sought guidance on pursuing a new grant opportunity. Mr. Evans met with CHA administration and SME Prime representatives to explore potential programming. Currently, CHA is assessing the feasibility of implementing this program.

Collaboration with Kirtland Community College Mr. Evans engaged with the lead instructor of Kirtland Community College's Welding program to discuss curriculum alignment and program continuity. KCC expressed satisfaction with the direction of CATIC's programming and noted no major concerns.

Hosting the COOR Assistant Principals' Meeting CATIC hosted November's COOR Assistant Principals' Meeting, which included a tour and program overview. The group also participated in an ISD strategic planning session. Many attendees expressed gratitude for the increased communication and collaboration with CATIC.

Grayling Construction Equipment Move

To prepare for next year, new equipment previously stored at Grayling High School has been relocated to CATIC. Mr. Schultz is enthusiastic about setting up the new space in collaboration with Mr. Bruce Hunt. The equipment will also support RMS shop students under Mr. Hunt's direction. Starting in the 2025/26 school year, Mr. Schultz will lead the CATIC construction program in the morning and continue teaching at Grayling High School in the afternoon.

Mio Career Day

Ms. Alex represented CATIC at the Mio Career Day, sharing information about CATIC programming and Early Middle College (EMC) opportunities. She connected with many interested students and distributed all available CATIC swag and informational materials, making the event a resounding success.



SME Prime Grant Decision

After careful consideration, the decision was made to rescind the SME Prime Grant procured during the 2023/24 school year. Mr. Evans, Mr. Meyer, Mr. Sisco (OHHS), and Mr. Klein (OHHS) reviewed the grant's alignment with local needs and facilities. Concluding that the opportunity was not suitable for CATIC or Ogemaw Heights High School at this time, they chose to forgo the grant, enabling another school or program to benefit. This decision reflects a commitment to responsible resource management.

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 on November 13, 2024

B. Approval of Bills for November 2024 totaling \$1,410,424.92

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A/P Check Register

Printed: 12/4/2024 8:37 AM

COOR ISD

Check Date: 11/1/2024 to 11/30/2024

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
141918	GERRISH TOWNSHIP	9313	11/08/2024	104769	(25.00)	0.00	(25.00)
Void by KLM on 11/8/2024							
345	AMA	574	11/01/2024	104983	7,690.43	0.00	7,690.43
141200	AMAZON CAPITAL SERVICES INC	574	11/01/2024	104984	2,387.04	0.00	2,387.04
141145	AUSABLE MEDIA GROUP LLC	574	11/01/2024	104985	213.00	0.00	213.00
8392	CHARLTON HESTON ACADEMY	574	11/01/2024	104986	48,046.71	0.00	48,046.71
141698	COMPHEALTH MEDICAL STAFFING	574	11/01/2024	104987	6,052.78	0.00	6,052.78
4100	CONSUMERS ENERGY PAYMENT CENTER	574	11/01/2024	104988	2,081.33	0.00	2,081.33
4495	CRAWFORD AUSABLE DAY CARE	574	11/01/2024	104989	4,600.00	0.00	4,600.00
4440	CRAWFORD AUSABLE SD	574	11/01/2024	104990	2,519.98	0.00	2,519.98
5096	DEWEY'S AUTO REPAIR	574	11/01/2024	104991	72.39	0.00	72.39
6110	FAIRVIEW AREA SCH DIST	574	11/01/2024	104992	460.20	0.00	460.20
141697	FUN FIRST THERAPY	574	11/01/2024	104993	30,134.82	0.00	30,134.82
7552	GRAYLING COOPERATIVE PRESCHOOL, INC.	574	11/01/2024	104994	72,274.91	0.00	72,274.91
141842	GRAYLING REGIONAL CHAMBER OF COMMERCE	574	11/01/2024	104995	150.00	0.00	150.00
8520	HOEKSTRA TRANSPORTATION INC	574	11/01/2024	104996	186.45	0.00	186.45
142002	HOLLAND BUS COMPANY	574	11/01/2024	104997	521.72	0.00	521.72
8791	HOUGHTON LAKE COMMUNITY SCHOOL	574	11/01/2024	104998	1,791.09	0.00	1,791.09
9385	IOSCO RESA	574	11/01/2024	104999	137,095.30	0.00	137,095.30
141120	KAREN L POPE	574	11/01/2024	105000	50.00	0.00	50.00
141667	KAREN WALTON EBNIT	574	11/01/2024	105001	2,765.00	0.00	2,765.00
141488	KATIE HARRIS	574	11/01/2024	105002	95.81	0.00	95.81
10020	KEENAN THERAPEUTICS PC	574	11/01/2024	105003	1,316.25	0.00	1,316.25
141492	KERRI SMITZ	574	11/01/2024	105004	53.60	0.00	53.60
10250	KIRTLAND COMMUNITY COLLEGE	574	11/01/2024	105005	195.00	0.00	195.00
5155	LI'L WILLIES	574	11/01/2024	105006	115.00	0.00	115.00
9157	LOUIKO SUNDAY	574	11/01/2024	105007	143.38	0.00	143.38
12505	MASSP	574	11/01/2024	105008	500.00	0.00	500.00
11600	MCVEIGHS TRUCK SPRINGS	574	11/01/2024	105009	2,231.06	0.00	2,231.06
142109	MEEKHOF TIRE OF GAYLORD	574	11/01/2024	105010	959.00	0.00	959.00
141422	MELISA AKERS	574	11/01/2024	105011	397.16	0.00	397.16
13651	MIO AUSABLE SCHOOL DISTRICT	574	11/01/2024	105012	27,276.62	0.00	27,276.62
14545	NEMCSA	574	11/01/2024	105013	18,272.36	0.00	18,272.36
21278	NICOLE GRACE	574	11/01/2024	105014	491.70	0.00	491.70
141828	PONDER DOOR	574	11/01/2024	105015	3,758.09	0.00	3,758.09
16250	QUILL CORP	574	11/01/2024	105016	232.57	0.00	232.57
141124	REBEKAH SEELOW	574	11/01/2024	105017	165.64	0.00	165.64
7160	ROSCOMMON AREA PUBLIC SCHOOLS	574	11/01/2024	105018	1,240.23	0.00	1,240.23
15685	SHAWN PETRI	574	11/01/2024	105019	490.96	0.00	490.96
18870	STATE OF MICHIGAN	574	11/01/2024	105020	719.43	0.00	719.43
141511	THALMA HIBBARD	574	11/01/2024	105021	481.28	0.00	481.28
141630	TWO RARE DESIGN	574	11/01/2024	105022	986.00	0.00	986.00
141582	VISION CONSULTING LLC	574	11/01/2024	105023	840.23	0.00	840.23
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	574	11/01/2024	105024	2,827.91	0.00	2,827.91
21200	WESTERN PSYCHOLOGICAL SVS	574	11/01/2024	105025	545.60	0.00	545.60
21235	WEXFORD-MISSAUKEE ISD	574	11/01/2024	105026	40.00	0.00	40.00
21770	XEROX CORP	574	11/01/2024	105027	80.89	0.00	80.89
20310	UNITED WAY OF ROSCOMMON COUNTY	93	11/08/2024	105028	2.00	0.00	2.00
141441	VELO LAW OFFICE	93	11/08/2024	105029	40.08	0.00	40.08
8420	EAST HIGGINS LAKE TRUE VALUE	577	11/05/2024	105030	453.35	0.00	453.35
142190	KAYTI ALYSA BOWMAN	577	11/05/2024	105032	292.00	0.00	292.00

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A/P Check Register

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COOR ISD

Check Date: 11/1/2024 to 11/30/2024

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
142190	KAYTI ALYSA BOWMAN	577	11/05/2024	105033	376.00	0.00	376.00
142190	KAYTI ALYSA BOWMAN	577	11/05/2024	105034	258.00	0.00	258.00
142190	KAYTI ALYSA BOWMAN	580	11/12/2024	105035	16.80	0.00	16.80
142190	KAYTI ALYSA BOWMAN	581	11/13/2024	105036	151.20	0.00	151.20
6592	4IMPRINT	578	11/13/2024	105037	949.15	0.00	949.15
142216	ACD.NET	578	11/13/2024	105038	1,773.74	0.00	1,773.74
141924	ALEXANDREA WARREN	578	11/13/2024	105039	101.17	0.00	101.17
142219	ALLISON BROWNFIELD	578	11/13/2024	105040	30.00	0.00	30.00
141200	AMAZON CAPITAL SERVICES INC	578	11/13/2024	105041	1,380.91	0.00	1,380.91
141731	AMBER AKIN	578	11/13/2024	105043	420.09	0.00	420.09
142214	ASPPIRE INC	578	11/13/2024	105044	3,168.84	0.00	3,168.84
141990	AYESHA WEBER	578	11/13/2024	105045	151.42	0.00	151.42
1605	BEAR LAKE TWP. TREASURER	578	11/13/2024	105046	1,198.79	0.00	1,198.79
2554	BECKY BUNN	578	11/13/2024	105047	174.20	0.00	174.20
20535	BRENDA VAUGHAN-IDE	578	11/13/2024	105048	56.95	0.00	56.95
142222	BRIAN MARTELL	578	11/13/2024	105049	30.00	0.00	30.00
142070	CAROLINE MONG	578	11/13/2024	105050	222.00	0.00	222.00
19631	CHRISTINA TAPPAN	578	11/13/2024	105051	326.01	0.00	326.01
3729	CLINTON COUNTY RESA	578	11/13/2024	105052	25.00	0.00	25.00
142118	CMH EDUCATIONAL CONSULTING LLC	578	11/13/2024	105053	2,800.00	0.00	2,800.00
4100	CONSUMERS ENERGY PAYMENT CENTER	578	11/13/2024	105054	150.13	0.00	150.13
142224	COURTNEY FIGAC	578	11/13/2024	105055	30.00	0.00	30.00
4400	CRAF CENTER	578	11/13/2024	105056	2,400.00	0.00	2,400.00
4440	CRAWFORD AUSABLE SD	578	11/13/2024	105057	26.20	0.00	26.20
4470	CRWFD CNTY TRANSP AUTH	578	11/13/2024	105058	1,516.00	0.00	1,516.00
4900	DEAN TRANSPORTATION INC	578	11/13/2024	105059	87,577.31	0.00	87,577.31
11056	DESIREE LIPSKI	578	11/13/2024	105060	508.38	0.00	508.38
142221	DESIREE MCDANIEL	578	11/13/2024	105061	30.00	0.00	30.00
141502	EAST TAWAS COMMUNITY CENTER	578	11/13/2024	105062	800.00	0.00	800.00
142203	EASTERN MICHIGAN UNIVERSITY	578	11/13/2024	105063	200.00	0.00	200.00
142218	ELEVATE THERAPY COMPANY LLC	578	11/13/2024	105064	3,960.00	0.00	3,960.00
5812	EMERGENCY SERVICES OF HOUGHTON LAKE	578	11/13/2024	105065	1,025.00	0.00	1,025.00
141715	EMILY BOERSEN	578	11/13/2024	105066	30.00	0.00	30.00
142223	FELICITY KIMBALL	578	11/13/2024	105067	30.00	0.00	30.00
141215	FIVE STAR TECHNOLOGY SOLUTIONS	578	11/13/2024	105068	550.00	0.00	550.00
6781	FRONTIER	578	11/13/2024	105069	290.20	0.00	290.20
141697	FUN FIRST THERAPY	578	11/13/2024	105070	30,422.95	0.00	30,422.95
141738	GILL-ROY'S HARDWARE	578	11/13/2024	105071	300.30	0.00	300.30
142113	GOOGLE VOICE INC	578	11/13/2024	105072	118.21	0.00	118.21
141941	HELEN SHASTAL	578	11/13/2024	105073	477.56	0.00	477.56
142142	ILENE SMITH	578	11/13/2024	105074	198.19	0.00	198.19
9160	IMPACT OFFICE PRODUCTS	578	11/13/2024	105075	570.87	0.00	570.87
141459	INACOMP	578	11/13/2024	105076	5,433.92	0.00	5,433.92
141578	JARED SOCIA	578	11/13/2024	105077	344.28	0.00	344.28
142086	JENNIFER HART	578	11/13/2024	105078	347.68	0.00	347.68
141667	KAREN WALTON EBNIT	578	11/13/2024	105079	1,505.00	0.00	1,505.00
20457	KATHRYN VANWORMER WALDIE	578	11/13/2024	105080	159.72	0.00	159.72
10030	KATIE KEITH	578	11/13/2024	105081	341.57	0.00	341.57
142190	KAYTI ALYSA BOWMAN	578	11/13/2024	105082	678.00	0.00	678.00
10020	KEENAN THERAPEUTICS PC	578	11/13/2024	105083	13,682.15	0.00	13,682.15
10250	KIRTLAND COMMUNITY COLLEGE	578	11/13/2024	105084	36,465.00	0.00	36,465.00
141954	KURT NOTHSTINE	578	11/13/2024	105085	77.26	0.00	77.26
141972	LILLIE MEADOWS	578	11/13/2024	105086	492.45	0.00	492.45
8099	MARIE HARRIS	578	11/13/2024	105087	13.60	0.00	13.60

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A/P Check Register

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COOR ISD

Check Date: 11/1/2024 to 11/30/2024

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
141656	MARK A SLOANE DO PC	578	11/13/2024	105088	2,750.00	0.00	2,750.00
11598	MELISSA MAEDER	578	11/13/2024	105089	537.86	0.00	537.86
142179	MICHAEL EVANS	578	11/13/2024	105090	898.32	0.00	898.32
3753	MICHELE COCHRANE	578	11/13/2024	105091	250.92	0.00	250.92
13776	MICHIGAN VIRTUAL UNIVERSITY	578	11/13/2024	105092	3,407.70	0.00	3,407.70
142178	MIDWEST SIGN COMPANY	578	11/13/2024	105093	10,445.00	0.00	10,445.00
13370	MTSA	578	11/13/2024	105094	700.00	0.00	700.00
14631	NMCAA	578	11/13/2024	105095	3,621.43	0.00	3,621.43
14880	OFFICE CENTRAL	578	11/13/2024	105096	135.98	0.00	135.98
141828	PONDER DOOR	578	11/13/2024	105097	7,657.64	0.00	7,657.64
142217	POWERSCHOOL GROUP LLC	578	11/13/2024	105098	1,345.96	0.00	1,345.96
141263	PRESENCE LEARNING, INC.	578	11/13/2024	105099	4,453.00	0.00	4,453.00
16155	PUBLIC CONSULTING GROUP, INC	578	11/13/2024	105100	16,056.23	0.00	16,056.23
141711	PURITY CYLINDER GASES INC	578	11/13/2024	105101	381.15	0.00	381.15
16250	QUILL CORP	578	11/13/2024	105102	130.58	0.00	130.58
16380	RAVEN ANALYTICAL LAB	578	11/13/2024	105103	60.00	0.00	60.00
16390	RAY'S PARTS CENTER	578	11/13/2024	105104	899.14	0.00	899.14
141124	REBEKAH SEELOW	578	11/13/2024	105105	275.89	0.00	275.89
7160	ROSCOMMON AREA PUBLIC SCHOOLS	578	11/13/2024	105106	44,251.88	0.00	44,251.88
17030	ROSCOMMON COUNTY TRANSPORTATION AU	578	11/13/2024	105107	2,736.00	0.00	2,736.00
7161	ROSCOMMON FOOD SERVICE	578	11/13/2024	105108	6,659.01	0.00	6,659.01
141893	SCHOOL PSYCHOLOGICAL SERVICES PLLC	578	11/13/2024	105109	3,650.00	0.00	3,650.00
17870	SEG WORKERS COMPENSATION FUND	578	11/13/2024	105110	3,684.00	0.00	3,684.00
141133	SHANNON REA	578	11/13/2024	105111	102.36	0.00	102.36
15685	SHAWN PETRI	578	11/13/2024	105112	95.14	0.00	95.14
18555	SPARTAN STORES LLC	578	11/13/2024	105113	127.91	0.00	127.91
142225	SUNDROP MONTESSORI PRESCHOOL	578	11/13/2024	105114	2,422.00	0.00	2,422.00
1415	TAMMY BAUDOUX	578	11/13/2024	105115	663.30	0.00	663.30
20152	TAMMY TYLER	578	11/13/2024	105116	503.02	0.00	503.02
7180	TERESA GERTISER	578	11/13/2024	105117	21.44	0.00	21.44
142185	THE MATH LEARNING CENTER	578	11/13/2024	105118	11,286.00	0.00	11,286.00
19800	THRUN LAW FIRM P.C.	578	11/13/2024	105119	666.50	0.00	666.50
141944	TRACEY STEIN	578	11/13/2024	105120	293.98	0.00	293.98
141582	VISION CONSULTING LLC	578	11/13/2024	105121	1,050.18	0.00	1,050.18
20900	WALMART BUSINESS CARD	578	11/13/2024	105122	438.47	0.00	438.47
21110	WEINLANDER-FITZHUGH-	578	11/13/2024	105123	9,390.00	0.00	9,390.00
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	578	11/13/2024	105124	119,900.50	0.00	119,900.50
142220	WILL ANDREW	578	11/13/2024	105125	30.00	0.00	30.00
20970	WM CORPORATE SERVICES INC	578	11/13/2024	105126	682.85	0.00	682.85
21770	XEROX CORP	578	11/13/2024	105127	1,373.12	0.00	1,373.12
21775	XPRESS COPY CENTER	578	11/13/2024	105128	1,448.00	0.00	1,448.00
142226	STRATEGIC SOLUTION SERVICES	93	11/22/2024	105129	185.24	0.00	185.24
19978	TSA CONSULTING GROUP INC	93	11/22/2024	105130	1,970.00	0.00	1,970.00
20310	UNITED WAY OF ROSCOMMON COUNTY	93	11/22/2024	105131	2.00	0.00	2.00
142025	HOUGHTON LAKE COOPERATIVE PRESCHOOL INC	582	11/22/2024	105132	46,602.81	0.00	46,602.81
225	AFLAC	99	11/22/2024	105133	1,241.38	0.00	1,241.38
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	99	11/25/2024	105134	423.76	0.00	423.76
141879	ALEXIS WILSON	583	11/26/2024	105135	190.28	0.00	190.28
142228	ALICIA SMITH	583	11/26/2024	105136	21.44	0.00	21.44

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COOR ISD

Check Date: 11/1/2024 to 11/30/2024

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	583	11/26/2024	105137	1,493.22	0.00	1,493.22
142107	AXIUM SERVICES INC	583	11/26/2024	105138	10,880.42	0.00	10,880.42
5385	DTE ENERGY	583	11/26/2024	105139	1,266.26	0.00	1,266.26
142191	HIGGINS LAKE STORAGE	583	11/26/2024	105140	100.00	0.00	100.00
11952	MATTS LAKE STREET GRILL	583	11/26/2024	105141	48.00	0.00	48.00
13160	MSBO	583	11/26/2024	105142	60.00	0.00	60.00
141630	TWO RARE DESIGN	583	11/26/2024	105143	1,345.00	0.00	1,345.00
20571	VERIZON WIRELESS	583	11/26/2024	105144	1,149.42	0.00	1,149.42
141103	ORS	94	11/01/2024	201705380	0.00	81,718.08	81,718.08
141105	HEALTH EQUITY	94	11/08/2024	201705381	0.00	2,323.51	2,323.51
20245	US TREASURY	94	11/08/2024	201705382	0.00	45,640.59	45,640.59
141103	ORS	94	11/15/2024	201705383	0.00	80,950.87	80,950.87
142166	JPMORGAN CHASE BANK NA	579	11/01/2024	201705384	0.00	11,082.94	11,082.94
141105	HEALTH EQUITY	94	11/22/2024	201705385	0.00	4,921.28	4,921.28
141106	MICHIGAN DEPT OF TREASURY	94	11/22/2024	201705386	0.00	19,025.26	19,025.26
20245	US TREASURY	94	11/22/2024	201705387	0.00	67,597.13	67,597.13
141785	ORS UAAL	94	11/21/2024	201705388	0.00	88,709.86	88,709.86
141103	ORS	94	11/29/2024	201705389	0.00	86,986.18	86,986.18
20245	US TREASURY	96	11/29/2024	201705390	0.00	333.98	333.98
Report Totals					\$921,135.24	\$489,289.68	\$1,410,424.92

C. Approve Revenue & Expenditure
Reports for November 2024

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**Revenue and Expenditure Report
GENERAL FUND
11/30/2024**

Revenue		November Activity	Open Encumbrance	Year to Date	Adopted Budget
100	Revenue from Local Sources	21,814		293,751	1,052,060
300	Revenue from State Sources	550,538		4,126,530	6,372,568
400	Revenues from Federal Sources	-		191,905	1,178,856
500	LEAs	5,037		95,780	361,761
600	Fund Modifications (Transfers In)	-		-	-
Total Revenue		577,389	-	4,707,967	8,965,245

Expense		November Activity	Open Encumbrance	Year to Date	Adopted Budget
125	Compensatory Education	-	-	-	3,641
211	Truancy	-	-	-	5,000
213	Behavioral Services	27,091	4,430	97,337	227,882
216	Social Work Services	25,021	3,369	240,652	898,519
221	Improvement of Instruction	56,534	2,906	293,479	844,369
226	Supervision of Instructional Staff	22,896	676	116,978	440,870
231	Board of Education	9,428	1,860	41,331	99,306
232	Executive Administration	35,655	3,697	223,991	496,277
252	Fiscal Services	21,632	50	131,065	279,184
259	Other Business Services	-	-	2,336	3,931
261	Operations Buildings Services	5,884	232	34,859	89,516
266	Security Services	-	-	1,207	2,000
283	Staff/Personnel Services	-	-	1,209	2,000
284	Information Management Services	4,778	6,792	113,721	5,000
285	Pupil Accounting	7,202	230	40,624	311,210
299	Other Support Services	-	-	3,277	94,060
311	Community Services Direction	13,238	180	93,371	2,500
331	Community Activities	8,738	30,388	32,748	248,446
351	Custody and Care of Children	47,221	1,095	244,201	530,041
411	Payments to LEAs GSRP	291,038	-	714,031	2,993,102
445	TRAILS GRANT SEC 31 P	-	178,571	-	625,000
456	Building Improvements Services	-	-	-	15,000
626	Fund Modifications (Transfers Out)	-	-	-	530,000
Total Expense		576,354	234,477	2,426,420	8,746,854

Revenues over Expenses

2,281,547

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**Revenue and Expenditure Report
CAREER TECH FUND
11/30/2024**

Revenue		November Activity	Open Encumbrance	Year to Date	Adopted Budget
4000	PERKINS	-		-	154,477
3440	61 A	65,564.29		65,564.29	358,975
3550	61 B	-		-	354,100
3790	61 C	-		150,577.63	576,923
2530	61 I	29,311.70		366,158.20	94,207
0000	CTE				914,276
Total Revenue		94,875.99	-	582,300.12	2,452,958

Expense		November Activity	Open Encumbrance	Year to Date	Adopted Budget
4000	PERKINS	16,623	19,547	83,714	154,477
3440	61 A	12,075	19,772	64,892	358,975
3550	61 B	31,265	5,410	23,606	354,100
3790	61 C	-	25,568	133,197	576,923
2530	61 I	-	-	91,484	94,207
0000	CTE	60,711	156	306,698	914,108
Total Expense		120,674	70,453	703,591	2,452,789

Revenues over Expenses (121,291)

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**Revenue and Expenditure Report
SPECIAL EDUCATION FUND
11/30/2024**

Revenue	November Activity	Open Encumbrance	Year to Date	Adopted Budget
100	Revenue from Local Sources	105,857	938,070	3,828,604
300	Revenue from State Sources	414,753	697,117	3,252,273
400	Revenues from Federal Sources	74,667	426,297	3,060,437
500	Incoming Transfers and Other Transactions	-	171,918	722,284
600	Fund Modifications (Other Operating Transfers In)	-	-	-
	Total Revenue	595,278	2,233,402	10,863,598

Expense	November Activity	Open Encumbrance	Year to Date	Adopted Budget	
122	Instruction	201,497	6,077	875,795	2,504,629
212	Early On	11,130	1,419	48,992	323,543
213	Health Services	64,834	19,784	228,828	789,017
214	Psychological Services	28,806	136	96,843	324,700
215	Speech Pathology and Audiology Services	125,176	41,294	352,569	1,032,942
216	Social Work Services	20,705	99	71,880	335,086
217	Visual Aid Services	1,890	665	6,002	15,000
218	Teacher Consultant-Special Education Programs	-	-	6,212	-
221	Improvement of Instruction	2,347	20	5,358	9,907
226	Supervision and Direction of Instructional Staff	50,271	1,464	272,382	530,981
231, 232, 252	Board of Education, Fiscal, Executive	11,890	426	72,429	146,570
241	Office of the Principal	16,553	12	88,222	210,088
249	Graduation Supplies and Materials	-	-	-	1,000
259	Other Business Services	-	-	7,511	13,058
261	Operations Buildings Services	19,765	1,585	127,611	293,746
271	Pupil Transportation Services	96,976	3,861	269,774	1,162,719
281	Planning, Research, Development, and Evaluation	11,005	-	67,371	160,803
284	Information Management Services	332	750	10,999	14,933
299	Staff Appreciation	-	118	370	500
371	Non-Public School Pupils	640	-	2,771	30,000
411	Payments to LEAs	74,577	-	287,714	48,600
441	Payments to Other Govern. Entities	-	-	21,926	52,500
456	Building Improvements Services	11,416	-	37,473	422,810
	Total Expense	749,807	77,709	2,959,031	8,423,131

Revenues over Expenses

(725,629)

12/4/2024
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**Revenue and Expenditure Report
ROOC FUND
11/30/2024**

Revenue

	November Activity	Open Encumbrance	Year to Date	Adopted Budget
INTEREST	9		41	200
PRODUCTION	3,925		9,694	40,200
DONATIONS	-		200	10,600
GRANTS	24,226		326,262	-
SERVICES	18,994		18,994	983,500
STATE				70,923
Total Revenue	47,154	-	355,191	1,105,423

Expense

232	Program Administration	13,040	120	81,372	196,314
252	Fiscal Services	1,695	-	8,620	18,886
259	Other Business Services	-	-	2,972	3,643
261	Operations Buildings Services	4,195	714	38,983	90,520
271	Transportation	4,324	156	22,316	57,665
284	Technology	-	-	-	1,000
289	Consumers	4,764	197	21,605	74,010
290	Staff Retention	-	-	-	500
321	Summer Work Program	382	-	34,351	51,583
391	Direct Care Workers and Supervision	36,178	28	196,886	579,776
	Total Expense	64,577	1,215	407,105	1,073,896

Revenues over Expenses

(51,914)

12/4/2024
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D. Approve use of the COOR Sledding Hill area for the WinterFest 2025 Cardboard Classic to be held on Saturday, February 15, 2025 starting at 9:30 a.m.

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709 Lake Street
P.O. Box 486
Roscommon, MI 48653
Phone: (989) 275-8760
Fax: (989) 275-2029
www.hlrcc.com
E-mail: info@hlrcc.com

November 20, 2024

COOR Intermediate School District
PO Box 827
Roscommon, MI 48653-0827

The Higgins Lake-Roscommon Chamber of Commerce requests permission to use the COOR Sledding Hill/Area for the WinterFest 2025 Cardboard Classic to be held on Saturday, February 15, 2025 starting at 9:30 a.m. As in the past, our event insurance covers this family-oriented Chamber event.

The Cardboard Classic has become a favorite activity at WinterFest each year and we look forward to working with the COOR district and staff to continue this much loved event.

We would like to thank the COOR Intermediate School District for its continuing support for community events like the Cardboard Classic of WinterFest 2025.

Sincerely,

Tracy
Tracy Pardue Smith
Executive Director
HLRCC
(989)275-8760

E. Ratify agreement with Early Childhood
Investment Corporation for Oct 1, 2024 to Sept
30, 2025

7. **Action Items**

A. Accept the amended ROOC 2024-25
budget as presented

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ROOC
Fiscal Year Ending June 30, 2025
Proposed Amended Budget December 11, 2024

	AUDITED 23 24	PRELIMINARY 24-25	AMENDED 24-25
INTEREST	-	200	200
PRODUCTION	86,741	40,200	40,700
DONATIONS	-	10,600	10,600
GRANTS	-	-	-
SERVICES	958,169	983,500	950,000
STATE	87,424	70,923	70,923
Total Revenue	\$ 1,132,334	\$ 1,105,423	\$ 1,072,423

EXPENSES by FUNCTION

Program Administration	330,355	196,314	182,747	232
Financial Services	-	18,886	19,597	252
Insurance	-	3,643	2,972	259
Operations Building Services	47,902	90,520	94,202	261
Transportation	58,805	57,665	54,057	271
Technology	-	1,000	1,000	284
Consumers	74,234	74,010	70,063	289
Staff Retention	-	500	500	290
Summer Work Program	-	51,583	45,649	321
Direct Care Workers and Supervision	435,310	579,776	484,999	391
Total Expenses	\$ 946,606	1,073,896	955,786	

Total Revenues	\$ 1,132,334	\$ 1,105,423	\$ 1,072,423
Total Expenses	\$ 946,606	\$ 1,073,896	\$ 955,786
CHANGE IN NET ASSETS	\$ 185,728	\$ 31,527	\$ 116,637

NET ASSETS JULY 1	\$ 481,126	666,854	666,854
** NET ASSETS JUNE 30	\$ 666,854	\$ 698,381	\$ 783,491

** Audited July 1, 2023

5/8/2024

B. Approve agreement with Integrity Construction Services, LLC to act as General Contractor for renovations at the COOR Educational Center and ROOC, Inc.

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AIA® Document C132® – 2019

Standard Form of Agreement Between Owner and Construction Manager as Adviser

AGREEMENT made as of the Seventh day of November in the year Two Thousand Twenty-Four
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

C.O.O.R. Intermediate School District
11051 N. Cut Rd.
Roscommon, MI 48653

and the Construction Manager:
(Name, legal status, address, and other information)

Integrity Construction Services, LLC
829 W. Main Street
Suite C
Gaylord, MI 49735

for the following Project:
(Name, location, and detailed description)

Building Renovation for C.O.O.R. ISD – Education Center and ROOC Inc.
11018 N. Cut Road
Roscommon, MI 48653

The Architect:
(Name, legal status, address, and other information)

Kingscott
259 E. Michigan Avenue
Suite 308
Kalamazoo, MI 49007

The Owner and Construction Manager agree as follows.

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Documents A132™–2019, Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition; A232™–2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition; and B132™–2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition. AIA Document A232™–2019 is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Init.

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- 4 SUPPLEMENTAL AND ADDITIONAL SERVICES
- 5 OWNER'S RESPONSIBILITIES
- 6 COST OF THE WORK
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- 9 TERMINATION OR SUSPENSION
- 10 MISCELLANEOUS PROVISIONS
- 11 COMPENSATION
- 12 SPECIAL TERMS AND CONDITIONS
- 13 SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

Not Applicable

§ 1.1.1 The Owner's program for the Project:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

Not Applicable

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

Our understanding of the scope of the proposed project is to renovate the area 200 into two (2) new classrooms, a life skills room, teacher work room, conference room, sensory room, multi-purpose room, and large storage room; also includes restrooms and misc. support rooms. The project also includes misc. renovations in areas 100, 300, and 400; including window and door replacement, restroom renovations, partial exterior CMU wall removal and replacement, misc. mechanical and electrical upgrades, etc.

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§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total and, if known, a line item breakdown.)

\$3,566,718

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

June 2024 – December 2024

.2 Construction commencement date:

May 2025

.3 Substantial Completion date or dates:

November 2025

.4 Other milestone dates:

The anticipated construction time is approximately 4-8 months +/-, after building permits are obtained.

§ 1.1.5 The Owner intends the following procurement method for the Project:

(Identify method such as competitive bid or negotiated contract.)

Competitive bidding

§ 1.1.6 The Owner's requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction are set forth below:

(Identify any requirements for fast-track scheduling or phased construction and, if applicable, list number and type of bid/procurement packages.)

Anticipate approximately 20-25 bid / procurement packages

§ 1.1.7 The Owner's anticipated Sustainable Objective for the Project:

(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

Not applicable

§ 1.1.7.1 If the Owner identifies a Sustainable Objective, the Owner and Construction Manager shall complete and incorporate AIA Document E235™–2019, Sustainable Projects Exhibit, Construction Manager as Adviser Edition, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E235–2019 is incorporated into this Agreement, the Owner and Construction Manager shall incorporate the completed E235–2019 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.8 Other Project information:

(Identify special characteristics or needs of the Project not provided elsewhere.)

Not applicable

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§ 1.1.9 The Owner identifies the following representative in accordance with Section 5.5:
(List name, address, and other contact information.)

Mr. Shawn Petri, Superintendent
C.O.O.R. Intermediate School District
11051 N. Cut Rd.
P.O. Box 827
Roscommon, MI 48653

§ 1.1.10 The persons or entities, in addition to the Owner's representative, who are required to review the Construction Manager's submittals to the Owner are as follows:
(List name, address, and other contact information.)

As the Board of Trustees directs and as otherwise required by law.

§ 1.1.11 The Owner shall retain the following consultants and Contractors:
(List name, legal status, address, and other contact information.)

- .1 Land Surveyor:

- .2 Geotechnical Engineer:

- .3 Civil Engineer:

- .4 Contractors, as defined in Section 1.4:

- .5 Separate Contractors, as defined in Section 1.4:

- .6 Other, if any:
(List any other consultants retained by the Owner.)

§ 1.1.12 The Construction Manager identifies the following representative in accordance with Section 2.5:
(List name, address, and other contact information.)

Edmund L. Hunt, President/Manager
Integrity Construction Services, LLC
829 W. Main Street, Suite C
Gaylord, MI 49735



§ 1.1.13 The Construction Manager's staffing plan as required under Section 3.3.3 shall include:
(List any specific requirements and personnel to be included in the staffing plan, if known.)

- * A Project Manager – working out of the home office of Integrity Construction Services
- * A Site Superintendent – working out of the field office located at the building project site
- * Other office personnel as required to complete the CM's duties

§ 1.1.14 The Construction Manager's consultants retained under Basic Services, if any:
(List name, legal status, address, and other contact information of any consultants.)

Not applicable

§ 1.1.15 The Construction Manager's consultants retained under Supplemental Services:

Not applicable

§ 1.1.16 Other Initial Information on which this Agreement is based:

§ 1.2 The Owner and Construction Manager may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Construction Manager shall appropriately adjust the Construction Manager's services, schedule for the Construction Manager's services, and the Construction Manager's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

§ 1.4 The term "Contractors" refers to persons or entities who perform Work under contracts with the Owner that are administered by the Construction Manager and Architect. The term "Contractors" is used to refer to such persons or entities, whether singular or plural. The term does not include the Owner's own forces, or Separate Contractors, which are persons or entities who perform construction under separate contracts with the Owner not administered by the Construction Manager and Architect.

ARTICLE 2 CONSTRUCTION MANAGER'S RESPONSIBILITIES

§ 2.1 The Construction Manager shall provide the services as set forth in this Agreement.

§ 2.2 The Construction Manager shall perform its services consistent with the skill and care ordinarily provided by construction managers practicing in the same or similar locality under the same or similar circumstances. The Construction Manager shall perform its services as expeditiously as is consistent with such skill and care and the orderly progress of the Project.

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§ 2.3 The Construction Manager shall provide its services in conjunction with the services of an Architect as described in AIA Document B132™–2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition. The Construction Manager shall not be responsible for actions taken by the Architect.

§ 2.4 The Construction Manager shall coordinate its services with those services provided by the Owner, the Architect, the Contractors, and the Owner's other consultants and Separate Contractors. The Construction Manager shall be entitled to rely on, and shall not be responsible for, the accuracy and completeness of services and information furnished by the Owner, the Architect, and the Owner's other consultants and Separate Contractors. The Construction Manager shall provide prompt written notice to the Owner if the Construction Manager becomes aware of any error, omission, or inconsistency in such services or information.

§ 2.5 The Construction Manager shall identify a representative authorized to act on behalf of the Construction Manager with respect to the Project.

§ 2.6 The Construction Manager, as soon as practicable after execution of the Agreement, shall notify the Owner in writing of the names and qualifications of its proposed key staff members. Within 14 days of receipt of the names and qualifications of the Construction Manager's proposed key staff members, the Owner may reply to the Construction Manager in writing, stating (1) whether the Owner has reasonable objection to a proposed key staff member or (2) that the Owner requires additional time to review. Failure of the Owner to reply within the 14-day period shall constitute notice of no reasonable objection. The Construction Manager shall not staff any employees on the Project to whom the Owner has made reasonable and timely objection. The Construction Manager shall not change its key staff members without the Owner's consent, which shall not be unreasonably withheld or delayed.

§ 2.7 Except with the Owner's knowledge and consent, the Construction Manager shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Construction Manager's judgment with respect to this Project.

§ 2.8 The Construction Manager shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Construction Manager normally maintains, the Owner shall pay the Construction Manager as set forth in section 11.7.

§ 2.8.1 Commercial General Liability with policy limits of not less than One Million Dollars and Zero Cents (\$ 1,000,000.00) for each occurrence and Two Million Dollars and Zero Cents (\$ 2,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.8.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Construction Manager with policy limits of not less than One Million Dollars and Zero Cents (\$ \$1,000,000.00) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.8.3 The Construction Manager may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.8.1 and 2.8.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.8.4 Workers' Compensation at statutory limits and Employers Liability will be provided as required by law.

§ 2.8.5 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Zero Dollars and Zero Cents (\$ 0.00) per claim and Zero Dollars and Zero Cents (\$ 0.00) in the aggregate.

§ 2.8.6 **Additional Insured Obligations.** To the fullest extent permitted by law, the Construction Manager shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Construction Manager's negligent acts or

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omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.8.7 The Construction Manager shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.8.

§ 2.9 The Construction Manager shall assist the Owner, Architect, and other Project participants in establishing building information modeling and digital data protocols for the Project using AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 2.10 A centralized electronic document management system will be used on the Project, and the Construction Manager shall be designated the Responsible Project Participant in section 3.5 of E203-2013, responsible for managing and maintaining the centralized electronic document management system. The centralized electronic document management system shall include all items listed in Article 3 of E203, and the following:
(List any items to be included that are not listed in Article 3 of E203-2013.)

Not applicable

§ 2.11 The Construction Manager shall retain all Project related documents and information it receives, and the Owner and Architect shall have access to the documents and information. The Construction Manager shall transmit the documents and information to the Owner at final completion.

ARTICLE 3 SCOPE OF CONSTRUCTION MANAGER'S BASIC SERVICES

§ 3.1 Definition

The Construction Manager's Basic Services consist of those described in this Article 3, and include usual and customary Preconstruction and Construction Phase Services. Services not set forth in this Article 3 are Supplemental or Additional Services. The Owner, Construction Manager, and Contractors may agree, in consultation with the Architect, for the Construction Phase to commence prior to completion of the Preconstruction Phase, in which case, both phases will proceed concurrently.

§ 3.2 Preconstruction Phase

§ 3.2.1 The Construction Manager shall review the program furnished by the Owner and any evaluation of the Owner's program provided by the Architect, to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner and Architect.

§ 3.2.2 The Construction Manager shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other.

§ 3.2.3 The Construction Manager shall prepare, and deliver to the Owner, for the Owner's approval, a written Construction Management Plan that includes, at a minimum, the following: (1) preliminary evaluations required in Section 3.2.2, (2) a Project schedule, (3) cost estimates, (4) recommendations for Project delivery method, and (5) Contractors' scopes of Work. The Construction Manager shall periodically update the Construction Management Plan, for the Owner's approval, over the course of the Project.

§ 3.2.4 The Construction Manager shall prepare and periodically update the Project schedule included in the Construction Management Plan for the Architect's review and the Owner's acceptance. The Construction Manager shall obtain the Architect's approval for the portion of the Project schedule relating to the performance of the Architect's services. The Project schedule shall coordinate and integrate the Construction Manager's services, the Architect's services, other Owner consultants' services, and the Owner's responsibilities and highlight items that affect the Project's timely completion.

§ 3.2.5 The Construction Manager shall update the Project schedule to include the components of the Work, including phasing of construction, times of commencement and completion required of each Contractor, ordering and delivery of products, including those that must be ordered in advance of construction, obtaining the required reviews and approvals of authorities having jurisdiction over the Project, and the occupancy requirements of the Owner.

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§ 3.2.6 Based on the preliminary design and information prepared or provided by the Architect and other Owner consultants, the Construction Manager shall prepare, for the Architect's review and Owner's approval, preliminary estimates of the Cost of the Work or the cost of program requirements using area, volume or similar conceptual estimating techniques, including the establishment of sufficient contingency to reasonably anticipate the development of the Project's design documents.

§ 3.2.7 The Construction Manager shall review design documents during their development and advise the Owner and Architect on proposed site use and improvements, selection of materials, building systems, and equipment. The Construction Manager shall also provide recommendations to the Owner and Architect, consistent with the Project requirements, on constructability; availability of materials and labor; sequencing for phased construction; time requirements for procurement, installation and construction; and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, life-cycle data, and possible cost reductions.

§ 3.2.8 The Construction Manager shall review recommendations for systems, materials, or equipment for the impact upon cost, schedule, sequencing, constructability, and coordination among the Contractors. The Construction Manager shall discuss its findings with the Owner and the Architect, and coordinate resolution, as necessary, of any such impacts.

§ 3.2.9 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall prepare and update, at appropriate intervals agreed to by the Owner, Construction Manager and Architect, an estimate of the Cost of the Work with increasing detail and refinement. The Construction Manager shall include in the estimate those costs to allow for further development of the design, bidding or negotiating, price escalation, and market conditions. The estimate shall be provided for the Architect's review and the Owner's approval. The Construction Manager shall inform the Owner and Architect in the event that the estimate of Cost of the Work exceeds the latest approved Project budget, and make recommendations for corrective action.

§ 3.2.10 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall consult with the Owner and Architect and make recommendations whenever the Construction Manager determines that the design, or details, adversely affect cost, scope, schedule, constructability, or quality of the Project.

§ 3.2.11 The Construction Manager shall provide recommendations and information to the Owner and Architect regarding the assignment of responsibilities for temporary Project facilities and equipment, materials and services for common use of the Contractors. The Construction Manager shall verify that such requirements and assignment of responsibilities are included in the proposed Contract Documents.

§ 3.2.12 The Construction Manager shall provide recommendations and information to the Owner regarding the allocation of responsibilities for safety programs among the Contractors.

§ 3.2.13 The Construction Manager shall provide recommendations to the Owner on the division of the Project into individual contracts for the construction of various categories of Work, including the method to be used for selecting Contractors and awarding Contracts for Construction. The Construction Manager shall review the Drawings and Specifications and make recommendations as required to provide that (1) the Work of the Contractors is coordinated, (2) all requirements for the Project are assigned to the appropriate Contract, (3) the likelihood of jurisdictional disputes is minimized, and (4) proper coordination is provided for phased construction.

§ 3.2.14 The Construction Manager shall make recommendations about, and coordinate the ordering and delivery of, materials in support of the schedule, including those that must be ordered in advance of construction.

§ 3.2.15 The Construction Manager shall assist the Owner in selecting, retaining, and coordinating the professional services of surveyors, geotechnical engineers, special consultants, and construction materials testing required for the Project.

§ 3.2.16 The Construction Manager shall provide an analysis of the types and quantities of labor required for the Project and review the availability of appropriate categories of labor required for critical phases. The Construction Manager shall make recommendations for actions designed to minimize adverse effects of labor shortages.

§ 3.2.17 The Construction Manager shall assist the Owner in obtaining information regarding applicable requirements for equal employment opportunity programs, and other programs as may be required by governmental and quasi-governmental authorities for inclusion in the Contract Documents.

§ 3.2.18 Following the Owner's approval of the Drawings and Specifications, the Construction Manager shall update and submit the latest estimate of the Cost of the Work and the Project schedule for the Architect's review and the Owner's approval.

§ 3.2.19 The Construction Manager, in consultation with the Owner, shall develop bidders' interest in the Project and establish bidding schedules. The Construction Manager shall assist the Owner and the Architect with the development of the Bidding Documents, which consist of bidding requirements and proposed Contract Documents. The Construction Manager, with the assistance of the Architect, shall issue Bidding Documents to bidders and conduct pre-bid conferences with prospective bidders. The Construction Manager shall issue the current Project schedule with each set of Bidding Documents. The Construction Manager shall assist the Architect with regard to questions from bidders and with the issuance of addenda.

§ 3.2.20 The Construction Manager shall submit a list of prospective bidders for the Architect's review and the Owner's approval.

§ 3.2.21 The Construction Manager shall review bids, and prepare bid analyses, and make recommendations to the Owner for the Owner's award of Contracts for Construction or rejection of bids.

§ 3.2.22 The Construction Manager shall assist the Owner in preparing Contracts for Construction. The Construction Manager shall advise the Owner on the acceptability of Subcontractors and material suppliers proposed by Contractors.

§ 3.2.23 The Construction Manager shall assist the Owner in obtaining building permits and special permits for permanent improvements, except for permits required to be obtained directly by the Contractors. The Construction Manager shall verify that the Owner has paid applicable fees and assessments. The Construction Manager shall assist the Owner and Architect in connection with the Owner's responsibility for filing documents required for the approvals of governmental authorities having jurisdiction over the Project.

§ 3.2.24 If the Owner identified a Sustainable Objective in Article 1, the Construction Manager shall fulfill its Preconstruction Phase responsibilities as required in AIA Document E235™-2019, Sustainable Projects Exhibit, Construction Manager as Adviser Edition, attached to this Agreement.

§ 3.3 Construction Phase

§ 3.3.1 The Construction Manager shall provide on-site administration of the Contracts for Construction in cooperation with the Architect as set forth below and in AIA Document A232™-2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition. If the Owner and Contractor modify AIA Document A232-2019, those modifications shall not affect the Construction Manager's services under this Agreement unless the Owner and the Construction Manager amend this Agreement.

§ 3.3.2 Subject to Section 4.2 and except as provided in Section 3.3.30, the Construction Manager's responsibility to provide Construction Phase Services commences with the award of the initial Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.3.3 The Construction Manager shall provide a staffing plan to include one or more representatives who shall be in attendance at the Project site whenever the Work is being performed.

§ 3.3.4 The Construction Manager shall provide administrative, management and related services to coordinate scheduled activities and responsibilities of the Contractors with each other and with those of the Construction Manager, the Owner and the Architect. The Construction Manager shall coordinate the activities of the Contractors in accordance with the latest approved Project schedule and the Contract Documents.

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§ 3.3.5 The Construction Manager shall review and analyze the construction schedules provided by the Contractors to update the Project schedule, incorporating the activities of the Owner, Architect, and Contractors on the Project, including activity sequences and durations, allocation of labor and materials, processing of Shop Drawings, Product Data and Samples, and delivery and procurement of products, including those that must be ordered in advance of construction. The Project schedule shall include the Owner's occupancy requirements showing portions of the Project having occupancy priority. The Construction Manager shall update and reissue the Project schedule as required to show current conditions. If an update indicates that the previously approved Project schedule may not be met, the Construction Manager shall recommend corrective action to the Owner and Architect.

§ 3.3.6 The Construction Manager shall schedule and conduct meetings to discuss matters such as procedures, progress, coordination, and scheduling of the Work, and to develop solutions to issues identified. The Construction Manager shall prepare and promptly distribute minutes to the Owner, Architect and Contractors.

§ 3.3.7 In accordance with the Contract Documents and the latest approved Project schedule, and utilizing information from the Contractors, the Construction Manager shall review, analyze, schedule and coordinate the overall sequence of construction and assignment of space in areas where the Contractors are performing Work.

§ 3.3.8 The Construction Manager shall coordinate all tests and inspections required by the Contract Documents or governmental authorities, observe the on-site testing and inspections, and arrange for the delivery of test and inspection reports to the Owner and Architect.

§ 3.3.9 The Construction Manager shall endeavor to obtain satisfactory performance from each of the Contractors. The Construction Manager shall recommend courses of action to the Owner when requirements of a Contract are not being fulfilled.

§ 3.3.10 The Construction Manager shall monitor and evaluate actual costs for activities in progress and estimates for uncompleted tasks and advise the Owner and Architect as to variances between actual costs and budgeted or estimated costs. If a Contractor is required to submit a Control Estimate, the Construction Manager shall meet with the Owner and Contractor to review the Control Estimate. The Construction Manager shall promptly notify the Contractor if there are any inconsistencies or inaccuracies in the information presented. The Construction Manager shall also report the Contractor's cost control information to the Owner.

§ 3.3.11 The Construction Manager shall develop cash flow reports and forecasts for the Project and include them in the Construction Manager's progress reports.

§ 3.3.12 The Construction Manager shall maintain accounting records on authorized Work performed under unit costs, additional Work performed on the basis of actual costs of labor and materials, and other Work requiring accounting records.

§ 3.3.12.1 The Construction Manager shall develop and implement procedures for the review and processing of Applications for Payment by Contractors for progress and final payments.

§ 3.3.12.2 Not more frequently than monthly, the Construction Manager shall review and certify the amounts due the respective Contractors as follows:

- .1 Where there is only one Contractor responsible for performing the Work, the Construction Manager shall, within seven days after the Construction Manager receives the Contractor's Application for Payment, review the Application, certify the amount the Construction Manager determines is due the Contractor, and forward the Contractor's Application and Certificate for Payment to the Architect.
- .2 Where there is more than one Contractor responsible for performing different portions of the Project, the Construction Manager shall, within seven days after the Construction Manager receives each Contractor's Application for Payment: (1) review the Applications and certify the amount the Construction Manager determines is due each Contractor; (2) prepare a Summary of Contractors' Applications for Payment by summarizing information from each Contractor's Application for Payment; (3) prepare a Project Application and Certificate for Payment; (4) certify the total amount the Construction Manager determines is due all Contractors collectively; and (5) forward the Summary of Contractors' Applications for Payment and Project Application and Certificate for Payment to the Architect.

§ 3.3.12.3 The Construction Manager's certification for payment shall constitute a representation to the Owner, based on the Construction Manager's evaluations of the Work and on the data comprising the Contractors' Applications for Payment, that, to the best of the Construction Manager's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractors are entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion; (2) results of subsequent tests and inspections; (3) correction of minor deviations from the Contract Documents prior to completion; and (4) specific qualifications expressed by the Construction Manager. The issuance of a Certificate for Payment shall further constitute a recommendation to the Architect and Owner that the Contractor be paid the amount certified.

§ 3.3.12.4 The certification of an Application for Payment or a Project Application for Payment by the Construction Manager shall not be a representation that the Construction Manager has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, procedures, or sequences for a Contractor's own Work; (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate each Contractor's right to payment; or (4) ascertained how or for what purpose that Contractor has used money previously paid on account of the Contract Sum.

§ 3.3.13 The Construction Manager shall obtain and review the safety programs developed by each Contractor solely and exclusively for purposes of coordinating the safety programs with those of the other Contractors and for making recommendations for any additional safety measures to be considered in the Work of the Contractors. The Construction Manager's responsibilities for coordination of safety programs shall not extend to direct control over or charge of the acts or omissions of the Contractors, Subcontractors, agents or employees of the Contractors or Subcontractors, or any other persons performing portions of the Work and not directly employed by the Construction Manager.

§ 3.3.14 The Construction Manager shall determine in general that the Work of each Contractor is being performed in accordance with the requirements of the Contract Documents and notify the Owner, Contractor and Architect of defects and deficiencies in the Work. The Construction Manager shall have the authority to reject Work that does not conform to the Contract Documents and shall notify the Architect about the rejection. The failure of the Construction Manager to reject Work shall not constitute acceptance of the Work. The Construction Manager shall record any rejection of Work in its daily log and include information regarding the rejected Work in its progress reports to the Architect and Owner pursuant to Section 3.3.22.1. Upon written authorization from the Owner, the Construction Manager may require and make arrangements for additional inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed, and the Construction Manager shall give timely notice to the Architect of when and where the tests and inspections are to be made so that the Architect may be present for such procedures.

§ 3.3.15 The Construction Manager shall advise and consult with the Owner and Architect during the performance of its Construction Phase Services. The Construction Manager shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Construction Manager shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work of each of the Contractors, since these are solely the Contractor's rights and responsibilities under the Contract Documents. The Construction Manager shall not be responsible for a Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Construction Manager shall be responsible for the Construction Manager's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractors, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

§ 3.3.16 The Construction Manager shall transmit to the Architect requests for interpretations, and requests for information of the meaning and intent of the Drawings and Specifications, and provide its written recommendation. The Construction Manager shall assist in the resolution of questions that may arise.

§ 3.3.17 The Construction Manager shall review requests for changes, assist in negotiating Contractors' proposals, submit recommendations to the Architect and Owner, and, if the proposed changes are accepted or required by the



Owner, prepare Change Orders or Construction Change Directives that incorporate the Architect's modifications to the Contract Documents.

§ 3.3.18 The Construction Manager shall assist the Initial Decision Maker in the review, evaluation and documentation of Claims, subject to Section 4.2.2.7.

§ 3.3.19 Utilizing the submittal schedules provided by each Contractor, the Construction Manager shall prepare, and revise as necessary, a Project submittal schedule incorporating information from the Owner, Owner's consultants, Owner's Separate Contractors and vendors, governmental agencies, and participants in the Project under the management of the Construction Manager. The Project submittal schedule and any revisions shall be submitted to the Architect for approval.

§ 3.3.20 The Construction Manager shall promptly review all Shop Drawings, Product Data, Samples, and other submittals from the Contractors for compliance with the submittal requirements of the Contract, coordinate submittals with information contained in related documents, and transmit to the Architect those that the Construction Manager recommends for approval. The Construction Manager's actions shall be taken in accordance with the Project submittal schedule approved by the Architect, or in the absence of an approved Project submittal schedule, with such reasonable promptness as to cause no delay in the Work or in the activities of the Contractors, the Owner, or the Architect.

§ 3.3.20.1 If professional design services or certifications by a design professional related to systems, materials, or equipment are specifically required of the Contractors by the Contract Documents, the Construction Manager shall review those submittals for sequencing, constructability, and coordination impacts on the other Contractors. The Construction Manager shall discuss its findings with the Owner and the Architect, and coordinate resolution, as necessary, of any such impacts.

§ 3.3.21 The Construction Manager shall keep a daily log containing a record of weather, each Contractor's Work on the site, number of workers, identification of equipment, Work accomplished, problems encountered, and other similar relevant data as the Owner may require.

§ 3.3.21.1 The Construction Manager shall collect, review for accuracy, and compile the Contractors' daily logs; and include them in the Construction Manager's reports prepared and submitted in accordance with section 3.3.21.2.

§ 3.3.21.2 The Construction Manager shall record the progress of the Project. On a monthly basis, or otherwise as agreed to by the Owner, the Construction Manager shall submit written progress reports to the Owner and Architect, showing percentages of completion and other information identified below:

- .1 Work completed for the period;
- .2 Project schedule status;
- .3 Submittal schedule and status report, including a summary of remaining and outstanding submittals;
- .4 Request for information, Change Order, and Construction Change Directive status reports;
- .5 Tests and inspection reports;
- .6 Status report of nonconforming and rejected Work;
- .7 Daily logs;
- .8 Summary of all Contractors' Applications for Payment;
- .9 Cumulative total of the Cost of the Work to date including the Construction Manager's compensation and reimbursable expenses at the job site, if any;
- .10 Cash-flow and forecast reports;
- .11 Photographs to document the progress of the Project;
- .12 Status reports on permits and approvals of authorities having jurisdiction; and
- .13 Any other items the Owner may require:

§ 3.3.21.3 In addition, for Projects constructed on the basis of the Cost of the Work, the Construction Manager shall include the following additional information in its progress reports:

- .1 Contractors' work force reports;
- .2 Equipment utilization report;
- .3 Cost summary, comparing actual costs to updated cost estimates; and

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.4 Any other items as the Owner may require:

§ 3.3.22 Utilizing the documents provided by the Contractors, the Construction Manager shall make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and the approved Shop Drawings, Product Data, Samples, and similar required submittals. These shall be in electronic form or paper copy, available to the Owner, Architect, and Contractors. Upon completion of the Project, the Construction Manager shall deliver them to the Owner.

§ 3.3.23 The Construction Manager shall arrange for the delivery, storage, protection and security of Owner-purchased materials, systems and equipment that are a part of the Project until such items are incorporated into the Work.

§ 3.3.24 With the Owner's maintenance personnel, the Construction Manager shall observe the Contractors' final testing and start-up of utilities, operational systems and equipment and observe any commissioning as the Contract Documents may require.

§ 3.3.25 When the Construction Manager considers each Contractor's Work or a designated portion thereof substantially complete, the Construction Manager shall, jointly with that Contractor, prepare for the Architect a list of incomplete or unsatisfactory items and a schedule for their completion. The Construction Manager shall assist the Architect in conducting inspections to determine whether the Work or designated portion thereof is substantially complete.

§ 3.3.26 When the Work of all of the Contractors, or designated portion thereof, is substantially complete, the Construction Manager shall prepare, and the Construction Manager and Architect shall execute, a Certificate of Substantial Completion. The Construction Manager shall submit the executed Certificate to the Owner and Contractors. The Construction Manager shall coordinate the correction and completion of the Work. Following issuance of a Certificate of Substantial Completion of the Work or a designated portion thereof, the Construction Manager shall perform an inspection to confirm the completion of the Work of the Contractors and make recommendations to the Architect when the Work of all of the Contractors is ready for final inspection. The Construction Manager shall assist the Architect in conducting the final inspection.

§ 3.3.27 The Construction Manager shall forward to the Owner, with a copy to the Architect, the following information received from the Contractors: (1) certificates of insurance ; (2) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (3) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (4) any other documentation required of the Contractors under the Contract Documents, including warranties and similar submittals.

§ 3.3.28 The Construction Manager shall coordinate receipt, and delivery to the Owner, of other items provided by the Contractors, such as keys, manuals, and record drawings. The Construction Manager shall forward to the Architect a final Project Application for Payment and Project Certificate for Payment, or a final Application for Payment and final Certificate for Payment, upon the Contractors' compliance with the requirements of the Contract Documents.

§ 3.3.29 Duties, responsibilities and limitations of authority of the Construction Manager as set forth in the Contract Documents shall not be restricted, modified or extended without written consent of the Owner, Construction Manager, Architect, and Contractors. Consent shall not be unreasonably withheld.

§ 3.3.30 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Construction Manager shall, without additional compensation, conduct a meeting with the Owner and Architect to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Construction Manager shall provide the listed Supplemental Services only if specifically designated in the table below

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as the Construction Manager's responsibility, and the Owner shall compensate the Construction Manager as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Construction Manager is designated, the parties agree that the listed Supplemental Service is not being provided for the Project. *(Designate the Construction Manager's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Construction Manager or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)*

Supplemental Services	Responsibility <i>(Construction Manager, Owner or not provided)</i>
§ 4.1.1.1 Measured drawings	
§ 4.1.1.2 Tenant-related services	
§ 4.1.1.3 Commissioning	Basic Services to the extent identified in Section 3.3.23
§ 4.1.1.4 Development of a commissioning plan	
§ 4.1.1.5 Sustainable Project Services pursuant to Section 4.1.3	
§ 4.1.1.6 Furniture, furnishings and equipment delivery, and installation coordination	
§ 4.1.1.7 Furniture, furnishings and equipment procurement assistance	
§ 4.1.1.8 Assistance with site selection	
§ 4.1.1.9 Assistance with selection of the Architect	
§ 4.1.1.10 Furnish land survey	
§ 4.1.1.11 Furnish geotechnical engineering services	
§ 4.1.1.12 Provide insurance advice	
§ 4.1.1.13 Provide supplemental Project risk analysis and mitigation strategies	
§ 4.1.1.14 Stakeholder relationships management	
§ 4.1.1.15 Owner moving coordination	
§ 4.1.1.16 Coordination of Owner's Separate Contractors	
§ 4.1.1.17 Other Supplemental Services	

(Row deleted)

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Construction Manager's responsibility is provided below.

(Describe in detail the Construction Manager's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)

Furniture, furnishings and equipment to be provided by the Owner, with coordination of final installation by the Construction Manager.

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)

Not applicable

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Construction Manager shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E235™-2019, Sustainable Projects Exhibit, Construction Manager as Adviser Edition, attached to this Agreement. The Owner shall compensate the Construction Manager as provided in Section 11.2.

§ 4.2 Construction Manager's Additional Services

§ 4.2.1 The Construction Manager may provide Additional Services after execution of this Agreement, without invalidating this Agreement. Except for services required due to the fault of the Construction Manager, any Additional

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Services provided in accordance with this Section 4.2 shall entitle the Construction Manager to compensation pursuant to Section 11.3.

§ 4.2.2 Upon recognizing the need to perform the following Additional Services, the Construction Manager shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Construction Manager shall not proceed to provide the following Additional Services until the Construction Manager receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method, or bid packages in addition to those listed in Section 1.1.6. Services necessitated by sections 6.4 and 6.6 shall not be considered additional services;
- .2 Services necessitated by the enactment or revision of codes, laws, regulations or official interpretations after the date of this Agreement;
- .3 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's other consultants or contractors;
- .4 Preparation of documentation for alternate bid or proposal requests proposed by the Owner;
- .5 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .6 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Construction Manager is party thereto;
- .7 Consultation concerning replacement of Work resulting from fire or other cause during construction and furnishing services required in connection with the replacement of such Work; or
- .8 Assistance to the Initial Decision Maker.

§ 4.2.3 To avoid delay in the Construction Phase, the Construction Manager shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Construction Manager's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Construction Manager of the Owner's determination. The Owner shall compensate the Construction Manager for the services provided prior to the Construction Manager's receipt of the Owner's notice:

- .1 Providing assistance to the Initial Decision Maker in evaluating an extensive number of Claims submitted by a Contractor or others in connection with the Work.
- .2 Services required in an emergency to coordinate the activities of a Contractor or Contractors in the event of risk of personal injury or serious property damage, consistent with Section 3.3.15.

§ 4.2.4 Except for services required under Section 3.3.30, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work, or (2) the anticipated date of Substantial Completion identified in the Initial Information, whichever is earlier, shall be compensated as Additional Services to the extent the Construction Manager incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within () months of the date of this Agreement, through no fault of the Construction Manager, extension of the Construction Manager's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Construction Manager and Architect. The Owner and the Architect, in consultation with the Construction Manager, shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner acknowledges that accelerated, phased, or fast-track design and construction provides a benefit, but also carries with it the risk of additional costs. If the Owner selects accelerated, phased or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.

§ 5.4 The Owner shall retain an Architect to provide services, duties and responsibilities as described in AIA Document B132–2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition. The Owner shall provide the Construction Manager with a copy of the scope of services in the agreement executed between the Owner and Architect, and any further modifications to the Architect’s scope of services in the agreement.

§ 5.5 The Owner shall identify a representative authorized to act on the Owner’s behalf with respect to the Project. The Owner shall render decisions pertaining to documents the Construction Manager submits in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Construction Manager’s services.

§ 5.6 Unless provided by the Construction Manager, the Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries, and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.7 Unless provided by the Construction Manager, the Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.8 The Owner shall provide the Supplemental Services designated as the Owner’s responsibility in Section 4.1.1.

§ 5.9 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E235™–2019, Sustainable Projects Exhibit, Construction Manager as Adviser Edition, attached to this Agreement.

§ 5.10 The Owner shall coordinate the services of its own consultants with those services provided by the Construction Manager. Upon the Construction Manager’s request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner’s consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Construction Manager in this Agreement, or authorize the Construction Manager to furnish them as an Additional Service, when the Construction Manager requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.11 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.12 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner’s needs and interests.

§ 5.13 The Owner shall provide prompt written notice to the Construction Manager and Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect’s Instruments of Service or any fault or defect in the Construction Manager’s services.

§ 5.14 The Owner reserves the right to perform construction and operations related to the Project with the Owner’s own forces, and to award contracts in connection with the Project which are not part of the Construction Manager’s responsibilities under this Agreement. The Construction Manager shall notify the Owner if any such independent action will interfere with the Construction Manager’s ability to perform the Construction Manager’s responsibilities

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under this Agreement. When performing construction or operations related to the Project, the Owner agrees to be subject to the same obligations and to have the same rights as the Contractors.

§ 5.15 The Owner shall communicate with the Contractors and the Construction Manager's consultants through the Construction Manager about matters arising out of or relating to the Contract Documents. The Owner and Construction Manager shall include the Architect in all communications that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Construction Manager otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.16 Before executing the Contracts for Construction, the Owner shall coordinate the Construction Manager's duties and responsibilities set forth in the Contracts for Construction with the Construction Manager's services set forth in this Agreement. The Owner shall provide the Construction Manager a copy of the executed agreements between the Owner and Contractors, including the General Conditions of the Contracts for Construction.

§ 5.17 The Owner shall provide the Construction Manager access to the Project site prior to commencement of the Work and shall obligate the Contractors to provide the Construction Manager access to the Work wherever it is in preparation or progress.

§ 5.18 Within 15 days after receipt of a written request from the Construction Manager, the Owner shall furnish the requested information as necessary and relevant for the Construction Manager to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include the Contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work includes the compensation of the Construction Manager and Construction Manager's Consultants during the Construction Phase only, including compensation for reimbursable expenses at the job site, if any. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2 and 6.4. Evaluations of the Owner's budget for the Cost of the Work, and the estimates of the Cost of the Work prepared by the Construction Manager, represent the Construction Manager's judgment as a person or entity familiar with the construction industry. It is recognized, however, that neither the Construction Manager nor the Owner has control over the cost of labor, materials; or equipment; the Contractors' methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Construction Manager cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Construction Manager.

§ 6.3 If the Architect is providing cost estimating services as a Supplemental Service, and a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Construction Manager and the Architect shall work together to reconcile the cost estimates.

§ 6.4 If the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Construction Manager, in consultation with the Architect, shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Construction Manager and Architect in making such adjustments.

§ 6.5 If the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 terminate in accordance with Section 9.5;

- .3 in consultation with the Construction Manager and Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .4 implement any other mutually acceptable alternative.

§ 6.6 If the Owner chooses to revise the Project program, scope, or quality to reduce the Cost of the Work pursuant to Section 6.5.3, or if the bids or proposals received from the prospective Contractors, in the aggregate, exceed the Owner's budget for the Cost of the Work, and the Owner chooses to revise the Project program, scope, or quality to reduce the Cost of the Work, the Construction Manager shall cooperate with the Owner and Architect to develop the necessary revisions, update the cost estimate, and obtain additional bids. The Construction Manager will perform the services described in Sections 6.4 and 6.6 without additional compensation.

ARTICLE 7 COPYRIGHTS AND LICENSES

The Construction Manager and the Construction Manager's consultants, if any, shall not own or claim a copyright in the Instruments of Service. The Construction Manager, the Construction Manager's consultants, if any, and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Construction Manager shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Construction Manager waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Construction Manager waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A232-2019, General Conditions of the Contract for Construction. The Owner or the Construction Manager, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Construction Manager shall indemnify and hold the Owner and the Owner's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Construction Manager, its employees and its consultants in the performance of professional services under this Agreement. The Construction Manager's obligation to indemnify and hold the Owner and the Owner's officers and employees harmless does not include a duty to defend. The Construction Manager's duty to indemnify the Owner under this Section 8.1.3 shall be limited to the available proceeds of the insurance coverage required by this Agreement.

§ 8.1.4 The Construction Manager and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Construction Manager's services, the Construction Manager may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Construction Manager shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the

date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

Arbitration pursuant to Section 8.3 of this Agreement

Litigation in a court of competent jurisdiction

Other: (Specify)

If the Owner and Construction Manager do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided

that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Construction Manager grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Construction Manager under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Construction Manager in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Construction Manager's option, cause for suspension of performance of services under this Agreement. If the Construction Manager elects to suspend services, the Construction Manager shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Construction Manager shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Construction Manager all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Construction Manager's services. The Construction Manager's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Construction Manager shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Construction Manager shall be compensated for expenses incurred in the interruption and resumption of the Construction Manager's services. The Construction Manager's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Construction Manager, the Construction Manager may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Construction Manager for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Construction Manager terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Construction Manager for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Construction Manager's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Construction Manager terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Construction Manager the following termination fee:
(Set forth below the amount of any termination fee, or the method for determining any termination fee.)

To be mutually agreed upon by the Owner and the Construction Manager at the time of termination.

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

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§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A232–2019, General Conditions of the Contract for Construction, except for purposes of this Agreement, the term "Work" shall include the work of all Contractors under the administration of the Construction Manager and the Architect.

§ 10.3 The Owner and Construction Manager, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Construction Manager shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Construction Manager by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Construction Manager to execute certificates, the proposed language of such certificates shall be submitted to the Construction Manager for review at least 14 days prior to the requested dates of execution. If the Owner requests the Construction Manager to execute consents reasonably required to facilitate assignment to a lender, the Construction Manager shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Construction Manager for review at least 14 days prior to execution. The Construction Manager shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Construction Manager.

§ 10.6 Unless otherwise required in this Agreement, the Construction Manager shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Construction Manager shall have the right to include photographic or artistic representations of the design of the Project among the Construction Manager's promotional and professional materials. The Construction Manager shall provide professional credit for the Architect and the Contractors in the Construction Manager's promotional materials for the Project. The Construction Manager shall be given reasonable access to the completed Project to make such representations. However, the Construction Manager's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Construction Manager in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Construction Manager in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Construction Manager or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Construction Manager's Basic Services described under Article 3, the Owner shall compensate the Construction Manager as follows:

Init.

§ 11.1.1 For Preconstruction Phase Services in Section 3.2:
(Insert amount of, or basis for, compensation, including stipulated sums, multiples or percentages.)

\$20,000.00 (Twenty Thousand Dollars and Zero Cents)

§ 11.1.2 For Construction Phase Services in Section 3.3:
(Insert amount of, or basis for, compensation, including stipulated sums, multiples or percentages.)

Fixed lump sum fee of \$240,000.00 (Two Hundred Forty Thousand Dollars and Zero Cents)

§ 11.2 For the Construction Manager's Supplemental Services designated in Section 4.1.1, and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Construction Manager as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

Not applicable

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Construction Manager as follows:
(Insert amount of, or basis for, compensation.)

To be negotiated by the parties prior to performance of such services, taking into consideration the hourly rates identified in Section 11.5.

§ 11.4 Compensation for Supplemental and Additional Services of the Construction Manager's consultants when not included in Sections 11.2 or 11.3, shall be the amount invoiced to the Construction Manager plus Ten percent (10 %), or as follows:
(Insert amount of, or basis for computing, Construction Manager's consultants' compensation for Supplemental or Additional Services.)

§ 11.5 The hourly billing rates for services of the Construction Manager and the Construction Manager's consultants are set forth below. The rates shall be adjusted in accordance with the Construction Manager's and Construction Manager's consultants' normal review practices.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Employee or Category	Rate (\$0.00)
Principal / Manager	\$115.00
Staff Estimator / Project Manager	\$90.00
Staff Site Superintendent	\$85.00
Clerical	\$45.00

§ 11.6 Compensation for Reimbursable Expenses

§ 11.6.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Construction Manager and the Construction Manager's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Professional photography, and presentation materials requested by the Owner;

Init.

- .8 If required by the Owner, and with the Owner's prior written approval, the Construction Manager's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Construction Manager's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

§ 11.6.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Construction Manager and the Construction Manager's consultants plus percent (%) of the expenses incurred.

§ 11.7 **Construction Manager's Insurance.** If the types and limits of coverage required in Section 2.8 are in addition to the types and limits the Construction Manager normally maintains, the Owner shall pay the Construction Manager for the additional costs incurred by the Construction Manager for the additional coverages as set forth below.

(Insert the additional coverages the Construction Manager is required to obtain in order to satisfy the requirements set forth in Section 2.8, and for which the Owner shall reimburse the Construction Manager.)

Unknown at time of execution

§ 11.8 **Payments to the Construction Manager**

§ 11.8.1 **Initial Payment**

§ 11.8.1.1 An initial payment of Zero Dollars and Zero Cents (\$ 0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.8.2 **Progress Payments**

§ 11.8.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Construction Manager's invoice. Amounts unpaid Thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Construction Manager.

(Insert rate of monthly or annual interest agreed upon.)

5 % per annum. See MCL 438.31

§ 11.8.2.2 The Owner shall not withhold amounts from the Construction Manager's compensation to impose a penalty or liquidated damages on the Construction Manager, or to offset sums requested by or paid to Contractors for the cost of changes in the Work, unless the Construction Manager agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.8.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Construction Manager and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Construction Manager.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document C132™-2019, Standard Form Agreement Between Owner and Construction Manager as Adviser

Init.

.2 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:

NOT USED

.3 Exhibits:
(Check the appropriate box for any exhibits incorporated into this Agreement.)

AIA Document E235™–2019, Sustainable Projects Exhibit, Construction Manager as Adviser Edition, dated as indicated below:
(Insert the date of the E235-2019 incorporated into this agreement.)

Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits identified in Section 4.1.2.)

Exhibit A: Proposal dated November 5, 2024
Design Development Drawings by Kingscott dated October 15, 2024

.4 Other documents:
(List other documents, if any, forming part of the Agreement.)

This Agreement is entered into as of the day and year first written above.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT

INTEGRITY CONSTRUCTION SERVICES, LLC

OWNER (Signature)



CONSTRUCTION MANAGER (Signature)

Shawn Petri, Superintendent
(Printed name and title)

Edmund L. Hunt, President / Manager
(Printed name and title)

Init.

EH

November 5, 2024

Mr. Shawn Petri, Superintendent
C.O.O.R. Intermediate School District
11018 N. Cut Road
Roscommon, MI 48653

RE: C.O.O.R. ISD, Education Center Remodel

Dear Mr. Petri,

We appreciate the opportunity to present this Construction Management proposal for the proposed renovations to the C.O.O.R. Education Center.

Integrity Construction Services is a Design/Build, Construction Management, and General Contracting firm specializing in commercial construction. We service all of Northern Michigan with our office located in Gaylord, Michigan.

Our understanding of the scope of the proposed project is to renovate the area 200 into two (2) new classrooms, a life skills room, teacher work room, conference room, sensory room, multi-purpose room, and large storage room; also includes restrooms and misc. support rooms. The project also includes misc. renovations in areas 100, 300, and 400; including window and door replacement, restroom renovations, partial exterior CMU wall removal and replacement, misc. mechanical and electrical upgrades, etc. This proposal is based on the scope of work per the design development drawings by Kingscott dated October 15, 2024.

Integrity construction can provide full construction management services, including pre-construction and construction phase services.

Pre-construction Phase Services by Construction Manager

Integrity Construction Services puts a great deal of emphasis on solid, pre-construction analysis with Owner and Architect. Through thorough review and consideration of specifications and drawings, the most efficient and economical methods to complete the project without altering the integrity of the building can be determined, and materials available and time-tested to withstand northern Michigan's climate can be identified. These value engineering and material selection decisions begin immediately and continue throughout the duration of the project. The education and experience of our staff gives us a comprehensive knowledge of the building design process and detailing of construction drawings. This allows us to provide valuable input through the design and design development process with technical aspects of construction and constructability of the design, value engineering, construction costs, bidding, and schedules.

We will help assure budget adherence during the design and pre-bidding stages of the project. A line-item budget estimate will be established early in the process and updated as necessary as the design development progresses. If we see during the design development the project budget being compromised, we will offer alternate solutions and value engineering suggestions to the design team for consideration.

Integrity Construction Services will also conduct a formal bidding process of all phases of the work required for this project. Once bids are received, we will conduct post bid interviews with the bidders, evaluate and recommend contractor selections to the owner based on bid results and the qualifications of the bidders.

Our services during the **pre-construction** phase:

- Attend meetings with the Owner, Architect, and Engineers as required/requested.
- Review design, design development, construction drawings, and specifications with Owner, Architect and Engineers.
- Provide line-item budget estimates through the pre-construction process as required.
- Establish bid packages and write a scope of work for each phase of construction.
- Prepare written instructions to bidders.
- Conduct the formal bidding process for all phases of work.
- Help to answer questions and facilitate addenda's that may be required during the bidding process.
- Analyze bids, qualify, and clarify any discrepancies or questions.
- Meet with Owner to go over all bid results and recommend which bids to accept.
- Submit plans and documents to authorities having jurisdiction for permitting.

Construction Phase Services by Construction Manager

Our services during the **construction** phase:

- Write and issue contracts to all contractors.
- Develop a critical path construction progress schedule for all contractors to follow.
- Administer shop drawing review of all aspects of the project.
- Compile all pay requests each month, obtain necessary waivers of lien, etc. and submit to the owner for payment.
- Coordinate any necessary field changes, change orders, etc. and keep the owner informed of all activities.
- Hold regular progress meetings with all contractors and distribute minutes of meetings to all interested parties.
- Provide a qualified jobsite superintendent to manage the construction activities.
- Work with the architect to provide a final punch list at project completion and coordinate with the contractors through completion of punch list.
- Facilitate training of any equipment operations with the Owners maintenance staff.
- Provide close-out documents and "as-built" drawings.

If selected for this project our project approach will be consistent with that of all our projects. We will provide "quality professional services," relieving you (the Owner) of the complexities of the building process and construction. We understand our role as your agent is to coordinate and control all aspects of your building project. Part of the service we provide is managing all the necessary communications

whether it is between Contractor and Construction Manager, Architect and Construction Manager, or Owner and Construction Manager. The approach to managing these communications is by initiating and overseeing regular progress meetings with all pertinent parties. It is at these regular meetings the Owner is kept informed and involved in the day-to-day decisions that take place.

We also maintain an "open door" policy. If at any time the Owner, Architect, Engineer, or any contractor has any concerns or wants to meet on any issue, we will be available.

Fees

Integrity Construction Services proposes to provide the required Construction Management services for the fees as stated below:

<u>Pre-Construction Services Fee</u>	
Lump sum fee of	\$20,000
 <u>Construction Phase Services Fee</u>	
Lump sum fee of	\$240,000

Construction Management Fee includes:

- All pre-construction and construction phase services.
- All Integrity Construction Services personnel, including project superintendent.
- All travel to and from jobsite
- Miscellaneous printing and reproductions, other than printing of final documents for bidding or permit purposes.
- Any postage, handling, and delivery of miscellaneous general correspondence.
- Coordination of general conditions.

Estimated General Conditions are as follows:

Anticipated General Conditions

Insurance (Liability, Work Comp, Auto)	Included in CM Fee
Insurance (Builders Risk)	By Owner
Project Administration	Included in CM Fee
Permits.....	\$7,500.00
Quality Control Testing (Soil compaction, Concrete)	\$7,500.00
Field Office	\$13,500.00
Temporary Barriers/Controls.....	\$15,000.00
Project Identification Signs.....	\$750.00
Temporary Utilities (Power, Gas, Water) connect to existing.....	\$0.00
Construction Dumpsters	\$20,760.00
Temporary Toilets	\$1,240.00
Printing of Plans and Project Manuals.....	\$2,500.00
Construction Staking / Surveying.....	\$7,500.00
Final Cleaning.....	\$5,000.00
Misc Materials.....	\$5,000.00
Total Anticipated General Conditions (Reimbursable Expenses)	\$86,250.00

Note: These costs are reimbursable at cost of item with no additional markup.

Closing

Integrity Construction Services is confident we have the experience and expertise necessary to provide you with the type of professional service you expect and deserve for your construction project. Consider the following bulleted strengths of Integrity Construction Services when making your final selection:

- Educated
- Experienced
- Knowledgeable
- Established Relationships with many Contractors in this region.
- Dedicated
- Proven Track Record
- Fair and Honest
- Integrity

We look forward to working with you again and providing our professional construction management services. If you have any questions regarding this information, please do not hesitate to contact me.

Sincerely,
INTEGRITY CONSTRUCTION SERVICES, LLC



Ed Hunt
President/Manager

C. Approve hiring of School Social Worker, Krystal Rainwater-Baker as member of the COOR Educational Association with salary at MA+30 Step 10. She would work 3 days per week at RAPS and 2 days at CHA for a total of 104 days this school year, January 6, 2025 to June 30, 2025.

D. Approve out-of-state travel and expenses and registration for Katie Keith and Rebekah Seelow to attend The National Training Institute (NTI) Conference on Effective Practices: Addressing Challenging Behavior from Monday, April 21st through Thursday, April 25th, 2024 in Tampa, Florida. These expenses would be covered with grant funds.

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C.O.O.R. Request for Approval: Conference/Workshop/Meeting

INTERMEDIATE SCHOOL DISTRICT

Attach a copy of the conference background information and registration form to this request. When checks are required for Prepay Expenses, the request must be submitted to the accounting department **two weeks prior to due date.**

Pre- Conference Information

Revised 1-15-24 rs

Name: Rebekah Seelow Date submitted: 12/4/24

Conference / Event Title: National Training Institute on Effective Practices: Addressing

Location: Tampa, FL Dates: 4/21-4/25/24

	Fees	Payable To	check	credit card
Registration	\$ 545 <u>595.</u>	<u>NTI</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lodging	\$ <u>1210.90</u>	<u>Tampa Marriott Water Street</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Est. Meals	\$ <u>230</u>			
Est. Mileage	<u>408</u> round trip miles			
Est. Flight	\$500			
Est. Transportation/parking	\$160			
	R. Seelow / <u>12/4/24</u>			
			+ \$50.	<u>2,973.34</u>
			\$	2923.34
			Total	

Employee Signature

Date

Approval to Attend the above is: **GRANTED** or **DENIED**

Department Head

Date

Superintendent

Date

Accounting Code: 11.1221.7910.000.0000.03206.0001

Post-Conference/Additional Expenses from Conference/Workshop/Meeting:

Maximum Meal Reimbursement if NOT included in conference:
 \$10 breakfast \$15 Lunch
 \$30 Dinner, 20% tips

Lodging _____

Meals _____ Attach detailed Receipts. See note above.

Travel _____ miles X \$0.67 = _____

Other _____ Attach Receipts & Describe reason

Employee Signature

Date

Balance Due Employee: \$ _____

Department Head

Date



C.O.O.R. Request for Approval: Conference/Workshop/Meeting

INTERMEDIATE SCHOOL DISTRICT

Attach a copy of the conference background information and registration form to this request. When checks are required for Prepay Expenses, the request must be submitted to the accounting department **two weeks prior to due date.**

Pre- Conference Information

Revised 1-15-24 rs

Name: Katie Keith Date submitted: 12/4/24

Conference / Event Title: National Training Institute on Effective Practices: Addressing

Location: Tampa, FL Dates: 4/21-4/25/24

	Fees	Payable To	check	credit card
paid Registration	\$ 545 <u>595.</u>	NTI Loll's credit card	<input type="checkbox"/>	<input checked="" type="checkbox"/>
paid Lodging	\$ <u>1210.90</u>	Tampa Marriott Water Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Est. Meals	\$ <u>200</u>			
Est. Mileage	<u>350</u> round trip miles			
			OR <input type="checkbox"/> using COOR car/ carpooling	
paid FLIGHT	\$386.95 Delta			
EST. transportation/parking	\$160	<u>Katie Keith / 12/4/24</u>		
			+ \$50.	\$ <u>2790.85</u>
				\$2740.85
			Total	

Employee Signature

Date

Approval to Attend the above is: **GRANTED** or **DENIED**

Department Head

Date

Superintendent

Date

Accounting Code: 11.1221.7910.000.0000.03206.0001

Post-Conference/Additional Expenses from Conference/Workshop/Meeting:

Maximum Meal Reimbursement if NOT included in conference:
 \$10 breakfast \$15 Lunch
 \$30 Dinner, 20% tips

Lodging _____

Meals _____ Attach detailed Receipts. See note above.

Travel _____ miles X \$0.67 = _____

Other _____ Attach Receipts & Describe reason

Employee Signature

Date

Balance Due Employee: \$ _____

Department Head

Date

You're all set. If your plans change, you can make adjustments or cancel your itinerary on **MyTrips** on the Fly Delta app or **delta.com** before your flight departs.

Have a great trip, and thank you for choosing Delta.

Passenger Info

Name: KATIE LYNN KEITH
 SkyMiles #9670334458

FLIGHT	SEAT
DELTA 1355	26B
DELTA 2774	18B

Visit delta.com or download the Fly Delta app to view, select or change your seat. If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit My Trips to access a receipt of your purchase.

Sun, 20APR	DEPART	ARRIVE
DELTA 1355 Main Cabin (U)	DETROIT 6:55pm	TAMPA, FL 9:35pm

Thu, 24APR	DEPART	ARRIVE
DELTA 2774 Main Cabin (U)	TAMPA, FL 5:59pm	DETROIT 8:45pm

MANAGE MY TRIP

Flight Receipt

Ticket #: 0062287373322

Place of Issue:

Issue Date: 04DEC24

Expiration Date: 04DEC25

METHOD OF PAYMENT	
AX*****1001	\$386.95 USD

CHARGES	
Air Transportation Charges	
Base Fare	\$331.86 USD
Taxes, Fees and Charges	
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
United States - Transportation Tax (US)	\$24.89 USD
United States - Passenger Facility Charge (XF)	\$9.00 USD
United States - Flight Segment Tax (ZP)	\$10.00 USD
TICKET AMOUNT	\$386.95 USD

Date of Purchase: Dec 04, 2024

Flight Receipt for Detroit, MI to Tampa, FL

PASSENGER INFORMATION

BENJAMIN ROBERT KEITH
SkyMiles Number: 9718489348

KATIE LYNN KEITH
SkyMiles Number: 9670334458

Confirmation Number: HAJ6S2
Ticket Number: 0062287373321

0062287373322

FLIGHT INFORMATION

Date and Flight	Status	Class	Seat/Cabin
DTW>TPA Sun 20Apr2025 DL 1355	OPEN	U	
TPA>DTW Thu 24Apr2025 DL 2774	OPEN	U	

DETAILED CHARGES

Air Transportation Charges

Base Fare: \$331.86 USD

Taxes, Fees & Charges:

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
United States - Transportation Tax (US)	\$24.89 USD
United States - Passenger Facility Charge (XF)	\$9.00 USD
United States - Flight Segment Tax (ZP)	\$10.00 USD

Total Per Passenger: \$386.95 USD

Total (2 Passengers): \$773.90 USD

Paid with American Express *****1001

KEY OF TERMS

- Arrival date different than departure date
 ** - Check-in required
 *** - Multiple meals
 *S\$ - Multiple seats

F - Food available for purchase
 L - Lunch
 LV - Departs
 M - Movie

AR - Arrives
B - Breakfast
C - Bagels / Beverages
D - Dinner

R - Refreshments, complimentary
S - Snack
T - Cold meal
V - Snacks for sale

Check your flight information online at delta.com or call the Delta Flightline at 800.325.1999.

Baggage and check-in requirements vary by airport and airline, so please check with the operating carrier on your ticket.

Please review Delta's check-in requirements and baggage guidelines for details.

You must be checked in and at the gate at least 15 minutes before your scheduled departure time for travel inside the United States.

You must be checked in and at the gate at least 45 minutes before your scheduled departure time for international travel.

For tips on flying safely with laptops, cell phones, and other battery-powered devices, please visit [Flying safely government guild](http://FlyingSafely.gov).

Do you have comments about service? Please email us to share them.

NON-REFUNDABLE / CHANGE FEE

When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply and are displayed in the sections below.

This ticket is non-refundable unless issued at a fully refundable fare. Any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

All Preferred, Delta Comfort+™, First Class, and Delta One seat purchases are Nonrefundable.

Terms & Conditions

Air transportation on Delta and the Delta Connection® carriers is subject to Delta's conditions of carriage. They include terms governing for example:

- Limits on our liability for personal injury or death of passengers, and for loss, damage or delay of goods and baggage.
- Claim restrictions including time periods within which you must file a claim or bring action against us.
- Our right to change terms of the contract.
- Check-in requirements and other rules established when we may refuse carriage.
- Our rights and limits of our liability for delay of failure to perform service, including schedule change, substitution of alternative air carriers or aircraft, and rerouting.
- Our policy on overbooking flights, and your rights if we deny you boarding due to an oversold flight.

These terms are incorporated by reference into our contract with you. You may view these conditions of carriage on delta.com, or by requesting a copy from Delta.

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Fwd: The Tampa Marriott Water Street Reservation Confirmation

1 message

Katie Kelth <keithk@coorisd.net>
To: Sharon McMillan <mcmillans@coorisd.net>

Wed, Dec 4, 2024 at 11:09 AM

FYI

----- Forwarded message -----

From: **Tampa Marriott Waterside Hotel & Marina Team** <info@cvent.com>
Date: Wed, Dec 4, 2024 at 9:17 AM
Subject: The Tampa Marriott Water Street Reservation Confirmation
To: <keithk@coorisd.net>



Reservation Confirmation



**Hi katie,
Wonderful Hospitality Awaits.**

Your Upcoming Event
National Training Institute 2025
Apr 20, 2025 - Apr 25, 2025

Tampa Marriott Water Street
505 Water Street Tampa, FL 33602 | 813-221-4900

Date booked
Dec 4, 2024

Acknowledgment number
#DF2M594D

Hotel confirmation number
#Pending. Another email will be sent with your hotel number.

Check-in
Apr 20, 2025

Checkout
Apr 24, 2025

Guest information

katie keith
11051 north cut rd

Roscommon, MI
48653

**Marriott Bonvoy
Rewards Number**

Room type Guest Room; 1 King

Guests per room 1

Request water view if available

Accessible room No

Shared with There are no other guests sharing this room

Need to change something? [Manage stay](#)

Summary of Charges

Rate Summary	Date	Guests	Status	Rate (USD)
	Apr 20, 2025	1	Confirmed	265.00
	Apr 21, 2025	1	Confirmed	265.00
	Apr 22, 2025	1	Confirmed	265.00
	Apr 23, 2025	1	Confirmed	265.00
			Total	1,060.00

Add-ons

Tax	Local Fee (USD 1.95 per night)	7.80
	Occupancy Tax (6.00 % per night)	63.60
	State Tax (7.50 % per night)	79.50
	Total tax	150.90

Tax Disclosure

We are pleased to inform you that as valued members of our group, you will be exempt from the applicable destination fee. This exclusive privilege has been extended to ensure your stay remains seamless and enjoyable. Should you have any further questions or require additional information, please feel free to contact our Guest Services team at 813-221-4900. We eagerly anticipate welcoming you for a memorable and hassle-free experience.

Grand Total 1,210.90

Cancellation Policy

Reservations must be cancelled at least 120 hours (5 days) before the day of arrival in order to avoid a one night's room/tax penalty charge.

Let This Booking Help With Your Next Booking

Join Marriott Bonvoy® to earn points toward free nights, exclusive member benefits, and more.

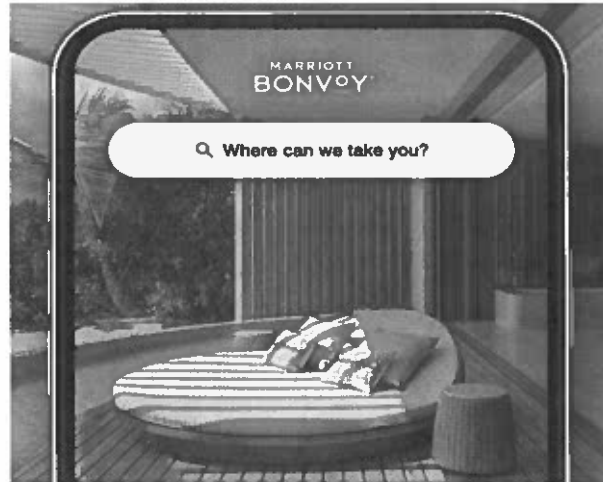
» [Join today](#)



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Katie Keith

Early Childhood Supervisor

C.O.O.R. ISD

11051 N. Cut Rd., Roscommon, MI 48653

Office: 989-275-6883

Cell: 989-387-1848

E. Approve a service agreement with Northern Intention, LLC for the February 12, 2025 combined Student Support Network and Instructional Leadership Team meeting to strengthen team members skills and knowledge for systems implementation in their districts.

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Northern Intention, LLC - Service Agreement

EIN: 80-2139528



Client Name: C.O.O.R. Intermediate School District	
Address: 11051 N. Cut Rd. Roscommon, MI 48653	Telephone: 989-275-9555
Contract Period: February 2025	Contact: Katie Harris

Type of Service:	Details:	Rate of Pay:	Additional expenses:
Facilitation Skills Training	February 12, 2025 12:00 - 3:00 p.m.	\$500 per hour (less one hour for first time client)	Materials: \$250 Travel: \$100
Total Amount of Contract:			\$1,350
<ul style="list-style-type: none"> Monthly Invoices generated reflecting services provided to C.O.O.R. ISD 			

Scope of Services:

3-hour face-to-face training which include, but not limited to, the following outcomes:

- Increased facilitation strategies, tools and techniques
- Increased confidence in the ability to facilitate processes for effective meetings
- Opportunity to plan facilitation of upcoming meeting

Services provided by:

Marianne Swank, Ed.S., is a high impact leadership facilitator, certified school psychologist, life-affirming influencer of connection, and founder of Northern Intention, LLC. Marianne created Northern Intention because she is passionate about offering training, facilitation, collaboration and coaching services to organizations, groups, and individuals for the purpose of supporting the alignment of identified intentions to drive actions to reach desired outcomes. Northern Intention exists to shine light on freedom of choice, so that organizations, groups, and individuals are empowered to create the reality they envision by expanding their identities and capacities to meet their goals.

Authorized Representative of C.O.O.R. ISD (please print)

Authorized Signature of C.O.O.R. ISD

Date

Marianne Greer Swank

Authorized Representative of Northern Intention, LLC (please print)

Marianne Swank

Authorized Signature of Northern Intention, LLC

November 20, 2024

Date

INVOICE

DATE

November 20, 2024

Northern Intention, LLC

2847 Crescent Shores Dr.

Traverse City, MI 49685

231-534-4621

northernintention@gmail.com

EIN: 80-2139528



Client:

C.O.O.R. ISD

Atten: Katie Harris

Hourly Rate (up to 5 hours):

\$500

Travel Costs (when lodging is not needed)

\$100

Training:	Date(s):	Proposed Cost:
Facilitation Skills	February 12, 2025 12:00 - 3:00 p.m.	3-hour training: \$1500 Materials: \$ 250 Travel: \$ 100 <hr/> \$1850 Discount for first time clients: Less one hour - \$500 (\$1000 for training and total of \$1350)

**Payment to be made after services rendered*

8. Information Items

- Social Media Reports (COOR ISD and COOR ATIC)
- MASB Midwinter Conference Feb 7th & 8th (virtual classes)
- CEC Holiday Party: Tues, Dec 17th, 1-2:30pm
- Alternative Educational Academy of Ogemaw County: 11-11-14 meeting minutes and 12-16-24 meeting agenda

NOVEMBER 2024 SOCIAL MEDIA STATS

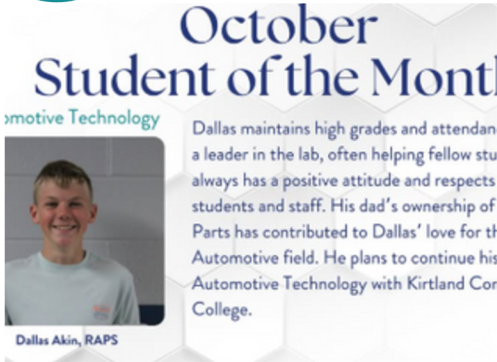


C.O.O.R.
Advanced Technical
Innovation Center

TOP 6 POSTS:

MONTHLY REACH: 1,782

1



REACH: 1,229

November 13
Student of the month
6 shares - 6 reactions 14 interactions

2



REACH: 333

November 12
Education Philosophy
2 shares - 17 reactions 22 interactions

3



REACH: 123

November 15
Student of the Month
0 shares - 3 reactions 3 interactions

4



REACH: 111

November 14
Student of the month
0 shares - 2 reactions 2 interactions

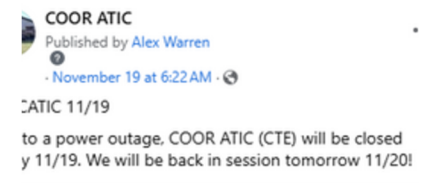
5



REACH: 109

October 15
Student of the Month
0 shares - 4 reactions 4 interactions

6



REACH: 105

November 19
No School
0 shares - 2 reactions - 2 interactions

NOVEMBER 2024 SOCIAL MEDIA STATS



C.O.O.R.
INTERMEDIATE
SCHOOL DISTRICT

TOP 6 POSTS OUT OF 22:

MONTHLY REACH: 7,542

1

We hope you'll take a few minutes to share your views with us.
<https://www.surveymonkey.com/r/COORISD2024SP>
It's also linked to our home page, www.coorisd.net... See more



REACH: 3,036

November 5th
We're Listening Survey
10 shares - 3 reactions
13 interactions

2

Intermediate School District
by Joseph Moore

November 19 at 5:31 AM · 🌐

Power outage, programs are closed

REACH: 1,641

November 19th
Power Outage
12 shares - 10 reactions
25 interactions

3

DOWN FROM 7,526



REACH 1,071

November 21st
Early On Play Group
8 shares - 14 reactions
22 interactions

4



REACH: 929

November 11
Staff Spotlight
4 shares - 25 reactions
29 interactions

5



REACH: 775

November 5th
The Art of Teaching
1 shares - 31 reactions
34 interactions

6



REACH: 702

November 6th
Ms. Emily's class. Letter H
2 shares - 19 reactions
20 interactions

Alternative Educational Academy of Ogemaw County Board Meeting
9:00 a.m.-Michigan Works Service Center in West Branch, MI
Agenda-December 16, 2024

1. Call to Order
2. Roll Call
3. Mission and Vision Statement

The mission of the Alternative Educational Academy is to provide innovative and responsive educational experiences through non-traditional programs that effectively meet the needs of at-risk students. The Academy will enhance educational opportunities for students by developing programs based on students' individual needs and circumstances.

“Recognizing Unlimited Potential”

4. Additions to Agenda
5. Approval of Agenda
6. Approval of Minutes from November 11, 2024
7. Discussion Items:
 - a. General Updates
 - b. Staffing
 - c. Current Enrollment
 - d. Enrollment Process
 - e. School Improvement/Index
8. Personnel Action Items
 - a. None
9. Discussion Items with Action:
 - a. Van Purchase
 - b. Charter Renewal Request
10. Future Meeting Date – January 13, 2025
11. Community Input
12. Board comments
13. Adjournment

Alternative Educational Academy of Ogemaw County Board Meeting
9:00 a.m.-Michigan Works, West Branch, MI
Minutes-November 11, 2024

Location: Michigan Works Service Center
2389 S. M-76
West Branch MI, 48661

9:02 Call to Order by Tina Williams

Roll Call

Board Present: Mike Ehinger, Gail Hughey, Mark Berdan, Lisa Bolen
Staff Present: Tina Williams
Guest Present: Shawn Petri

Mission and Vision statement read aloud.

Additions to Agenda:

none

Approval of Agenda:

Motion by Lisa Bolen; Second by Mark Berdan to approve agenda as presented
Motion passes 4-0

Approval of Minutes from October 14, 2024:

Motion by Mark Berdan; Second by Gail Hughey; to approve the minutes.
Motion passes 4-0

Discussion Items:

- a. Tina shared general updates:
 - i. MAEO Stars students attended the Kick Off event in Lansing Oct. 25th; 1 AEAO student was voted on the student advisory council; MAEO community service project is a literacy focus and students will be reading at the Villas, Calvary Academy, and St. Joseph Catholic
 - ii. IEE led pilot project with Khan Academy PSAT/SAT prep is working best with in-person learners; we are collecting data monthly.
 - iii. Pupil Accounting-Fall count was 118.75/130 students (91%)
- b. Staffing was discussed; we have one tutor position posted.
- c. Current Enrollment was discussed; WB-RC (46), WP (33), Other (50)/total 129
- d. Enrollment process was discussed; no concerns noted
- e. Cindy Scott presented the 2023-2024 Financial Audit

Personnel Action Items:

- a. Motion by Gail Hughey; Second by Mike Ehinger to approve the contract addendum for Tina Williams to coach First Robotics.
Motion passes 4-0
- b. Motion by Mike Ehinger; Support by Lisa Bolen to approve Robotics team travel for the 24/25 season with travel expenses reported to the board as determined.
Motion passes 4-0

Discussion with Action Items:

- a. Motion by Mike Ehinger; Second by Lisa Bolen to approve the 2023-2024 Audit and Form 990.
Yeas: Berdan, Ehinger, Hughey, Bolen
Nays: none
Motion passes 4-0
- b. Motion by Lisa Bolen; Second by Mark Berdan to approve the 2024-2025 1st Quarter Account Activity.
Yeas: Ehinger, Berdan, Hughey, Bolen
Nays: none
Motion passes 4-0
- c. Motion by Lisa Bolen; Second by Mike Ehinger to approve the Stephenson and Company, P.C. engagement letter
Yeas: Bolen, Hughey, Ehinger, Berdan
Nays: none
Motion passes 4-0
- d. Motion by Mike Ehinger; Second by Lisa Bolen to approve bowling club expenses up to \$7,000.00.
Yeas: Berdan, Ehinger, Hughey, Bolen
Nays: none
Motion passes 4-0
- e. Motion by Gail Hughey; Second by Lisa Bolen to approve the purchase of a school vehicle up to \$50,000.00 with a preference to a local dealer.
Yeas: Hughey, Ehinger, Berdan, Bolen
- f. Motion by Mark Berdan; Second by Mike Ehinger to approve the parchment quote of \$12,800.00 for the digitizing of student records.
Yeas: Bolen, Hughey, Ehinger, Berdan
Nays: none
Motion passes 4-0

Next meeting: December 16, 2024 9:00 a.m. at Michigan Works

Community Input

None

Board Comments

Mark Berdan gave an overview of MiCareer Quest and thanked the board for its support.

Adjourned at 10:12 a.m.

Minutes respectfully submitted by Tina Williams

9. Superintendent's Report

- Board Vacancies & Applicants
- Shawn Mid-year Eval
- Central Office Snow Day process
- 2024-25 General Education position
- Strategic Planning potential reschedule date:
Fri, Jan 10th
- Superintendent Goal Updates

10. Communications

- Board role changes & committee
members

83



Proposed 2024 Board Committees

As of Jan 10, 2024 - Names updated Dec 2024

Finance Committee

1. Ian Faulkner
2. Kara Mularz
3. Nancy Persing

Admin Reps: Kurt Loll, Melisa Akers

Policy Committee

Administrative Guidelines / Procedures—new process.

1. Nancy Persing
2. Dr. Mangutz
3. Lyn Sperry

Admin Rep: Katie Harris

Buildings and Grounds/ Equipment Committee

1. Ian Faulkner
2. Jim Gendernalik
3. Dr. Mangtuz

Admin Rep: Jared Socia

Legislative/Strategic Planning Committee (quarterly meetings)

1. Kara Mularz
2. Lyn Sperry
3. Brie Molaison

Admin Reps: Katie Harris, Katie Keith

Personnel Committee – Wages, contracts, etc. Supt is the lead negotiator.

1. Brie Molaison
2. Jim Gendernalik
3. (Dr. Mangutz, alternate)

Admin Rep: Katie Keith, Melisa Akers

Evaluation of the Superintendent

Committee of the Whole

CTE Steering Committee –

Nancy Persing, Dr. Mangutz, Jim Gendernalik, and others from local districts

Administrator: Mike Evans

11. **Adjournment - Time:**