

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

Wednesday, November 9, 2022 6:00 PM

C.O.O.R. ISD Central Office, PO Box 827, 11051 N. Cut Road, Roscommon, MI
48653

1. Call to order & Roll Call

**Reminder: Nov 11th is Veteran's Day. Thank you,
Veterans, for your service!**

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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To: Shawn Petri, Superintendent

From: Natalie Davis, CTE Director

Date: November 3, 2022

Subject: CTE Update

CTE Construction Project:

We met our goal and broke ground this week and should be pouring footings soon, hopefully before frost. The shell will be constructed before serious weather conditions set in, and then put on hold until April for the rest of the work to be completed to avoid additional costs incurred in winter months. Target date for final completion is 8/15/2023, or possibly earlier. Exciting times for CTE!

Grants:

ADMINISTRATION

Shawn Petri,
Superintendent

Katie Fuelling,
Director of
Instructional Services

Natalie Davis,
Director of Career &
Technical Education

Jill Radosta,
Director of
Special Education

Somer Quinlan,
Executive Director
of R.O.O.C., Inc.

Jared Socia,
Director of Operations

Katie Keith,
Early Childhood
Supervisor

I did apply for and receive the EMC expansion grant for an additional \$50,000. I just applied for another 61i Grow Your Own grant for our teachers to continue their education for \$100,000, and was notified this week that we received it. I'm very excited as our teachers can now become fully certified to teach and finish their education and we will be able to reimburse them for tuition. The grant allows funds for recruitment, retention, and education.

I did apply for the 61C equipment grant once again, which should be around \$576,923 this year as the \$7.5 million is divided between 13 ISD's. Up to 50% of this grant may be used for capital infrastructure as long as it coincides with high wage, high demand opportunities, so this could allow \$288,461 toward our construction project.

We partnered with the Roscommon County Sheriff's department for a grant to purchase a law enforcement virtual reality simulation trainer. We received the grant and the simulator is being installed in our RMS facility for our public safety students as well as local police officers to utilize. We'll have to do a demo at a future board meeting.

Other:

I am working on our 4033 Expenditures report for 61a and 61b funding for last year right now as it is due November 10th. EMC and 61C reports are submitted already. Kurt Loll has been fantastic for me to work with and get our accounts organized and allocated by program as they should be. This process will be much easier next year for reporting and much cleaner for accounting purposes. There is a lot to track with our grants!

I've been spending time in our classrooms and local districts, including Charlton Heston Academy. We are working to provide support to all of our local districts and ensure they are aligning their CTE programming to state requirements. Additionally, we are working with local districts to implement Xello on a broader scale. Xello is the education development software we fund and we will be providing PD and support for districts to utilize it to meet the EDP (Educational Development Plan) requirement in MI. Great things are happening with our growth, and we are continuing to work with Ferris and Alpena CC to expand EMC opportunities for students, especially for our new Business and Education programs.

Our marketing, autos, and welding teachers are receiving some training this week for our new Leville CNC machine and some other equipment purchased last year. Eventually our marketing students will be able to sell logo merchandise created by our programs. We are also looking at how this equipment can be used in a summer camp for 8th graders.

I will attend the MCAN conference in Mt. Pleasant next week, along with our monthly CEPD council meeting in Lansing next Wednesday. I'll be connecting remotely from Mt. Pleasant for the board meeting.



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Director of Operations

Katie Keith,
Early Childhood
Supervisor

To: Shawn Petri, Superintendent

From: Katie Keith

Date: November 2022

Subject: Early Childhood Update

Early Childhood:

We had a face-to-face Early Childhood Retreat at COOR on Halloween. There were team building activities to continue to build trust. We went through the policies, procedures and expectations for our department to verify understanding and model the expectations. We are looking forward to our next one in May!

Great Start to Quality:

We are in the process of updating systems to enhance efficiency. This will allow staff to provide more support to our child care providers. We are also reevaluating the training we offer to providers to determine what is required and what do providers need.

See next page for Great Start Collaborative.

Great Start Collaborative:

We are so excited to finally be able to share that we have 2 parks with Talking is Teaching signs installed. Both locations are in Iosco County. We just received word today that we have been approved to put signs up at the Rose City Park as well. Tammy will be speaking with the park and we are hoping installation of the signs can happen before the snow flies. We are still in the process of installing signs in Roscommon and Grayling, which have both been approved. Once these signs are installed, we will only have Oscoda County to approach and find a local park to partner with.





BOARD OF EDUCATION

To: Shawn Petri, Superintendent

Dr. James Mangutz, D.D.S.
President

From: Katie Fuelling

Nancy Persing,
Vice President

Date: November 3, 2022

Ian Faulkner,
Treasurer

Subject: Instructional Services Update

Lyn Sperry,
Secretary

Kara Mularz,
Trustee

Jim Gendernalik,
Trustee

Brie Molaison,
Trustee

31n Team

The team is continuing their work on providing professional development to school staff and teachers on Trust Based Relational Intervention (TBRI). We have developed professional learning communities throughout the ISD to help unpack some of the components of TBRI to help further develop understanding of how we can help teachers, staff, and administration. The team has started to receive requests for Whole Child Assessments (formerly known as the trauma assessment). These assessments will begin in November. The Assessment is a collaborative meeting that includes family, community agencies, school staff, and Dr. Sloane, who is a pediatrician from CTAC. We have also started to attend a portion of the weekly Child Advocacy Council (CAC) sessions to educate the representatives from various communities on TBRI, including Child Protective Services, law enforcement, prosecutors, and victim advocates from each county. In addition to working with the CAC, we started a monthly training series for our juvenile courts within the COOR ISD. Our series provides trauma responsive strategies for the court system, as well as time to problem solve. We are partnering with Dr. Sloane from CTAC and Frank Vandervort who is a clinical law professor and co-director of the advocacy clinic. We have had an excellent response from those attending.

The TBRI project is part of a statewide initiative Mental Health in Schools, sponsored by Michigan Department of Education in collaboration with the Western Michigan University Children’s Trauma Assessment Center and the WMU Resiliency Center for Families & Children (www.wmich.edu/traumacenter).

Early Literacy

The Early Literacy Coaches have been actively involved in all seven districts already this fall. Here is an overview of what has taken place so far:

- Presented/facilitated PD sessions related to the K-3 Literacy Essentials in Houghton Lake (writing), Roscommon (foundational skills), Mio (writing), and West Branch Rose City (interactive read alouds).
- Planned and supported a book study at Charlton Heston Academy.
- Modeled literacy lessons in Fairview, Rose City, and Grayling.

The majority of these are ongoing efforts, and we look forward to our continued work in the ISD's elementary buildings.

Ascent New Teacher Academy

The first session of ASCENT took place on October 3, 2022. There are 3 participants from Cohort 1 and 11 new participants in Cohort 2. Brent has been out in districts visiting classrooms. He is especially excited to be working with the entire first grade team at Charlton Heston Academy! The next session will be held November 7, 2022.

R.O.O.C. Inc.

11018 North Cut Road, P.O. Box 827, Roscommon, MI 48653

www.rooc.org

MEMORANDUM

To: Shawn Petri
From: Somer Quinlan
Re: ROOC Update
Date: November 3, 2022

- We are very happy to share that we received a **3 Year CARF Accreditation!** Thank you to all friends, family, co-workers and community members that participated in the interviews. The accreditors shared very positive remarks about our organization!
- Everyone enjoyed the Halloween costume party at the Artesia Youth Park with our favorite DJ, DJ Party Pam and had many special visitors including friends, family and case managers. Thank you to everyone that helped put together a great party!
- With Thanksgiving just around the corner, we are reflecting on all that we have to be thankful for and our cooking class is looking forward to preparing and enjoying the big meal!

Up Next...

- The Annual ROOC Christmas Party hosted by the St. Helen Catholic Church and the Knights of Columbus has been scheduled for December 15, 2022 from 10am until 1pm.





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Early Childhood
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To: Shawn Petri, Superintendent
From: Jill Radosta
Date: November, 2022
Subject: Special Education Update

Action:

CEC Teacher (ratify)

The ISD has had a job posting for a moderate cognitive impairment (MoCi) teacher for several weeks and we have not received a response. The decision was made to grow our own. Meranda Homan was offered the position as she is taking courses to obtain her Michigan certification. Meranda began the position on October 27th and will be paid according to the CEA contract at a step one.

Early On Intervention Home Visitor Contract

Lillie Meadows has been offered the position for the Early On Intervention Home Visitor. She will begin the position after Thanksgiving. The contract is for up to 28 hours per week at an hourly rate of \$18.00.

Updates:

Grants Awarded

Roscommon County Community Foundation awarded a grant to Nicole Grace for \$4,091.33. Nicole will use this money to buy communications devices for the students at the CEC. The devices include: four PODD Communication Books, three Big Mac switches, three adaptive toys (wavy, fan, asmo genius, and hiho cherry o), four Go Talk 4, six Go Talk 9, and three iPads.

Roscommon County Community Foundation also awarded a grant to the CEC for \$4,304.00. This money will be used to purchase a Rifton Support Station for the severe cognitive impairment classrooms. This device is a support station to help the teachers and para professionals assist adults students with personal hygiene with dignity.

Respectfully submitted,

Jill Radosta
Director of Special Education



November 2022 ETA Report

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

Tickets (ETA Wide):

- Current Open: 401
- Created this month: 1918

Trainings Provided:

- Interactive TV
- Illuminate
- PowerSchool User Group
- Clever
- Virtual Field Trip

Updates:

- A new firewall was installed at COOR ISD. This will help with internet speeds, web filtering, and collaboration with districts.
- This month many of the ETA staff attended the MAEDS conference. MAEDS is the best educational computing conference in the state that most K-12 technology personnel attend.
- Some districts were moved to one of our new phone servers over the weekend of October 15th. This will help with scalability of our growing phone system. At this time we support 15 districts and 3 ISDs on our phone system.
- We are continuing to have conversations with Shelby Public Schools to support their networks and servers.
- Our data team is beginning to make the connection from SWIS to PowerSchool once this is completed it will save districts lots of time from double entry.
- All backups have been verified and tested. This month backup tests were run on Baldwin, COOR, Mesick, MISD, WSESD, and WMISD

5. Public Participation

-The public may submit comments by 3:00

PM: <https://forms.gle/LoHQRUpns9MKTvef6>

-The public may call 989-275-9575 and leave a voicemail by 3:00 PM, OR

-The public 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. Presentation: COOR Educational Center Wellness Plan update

- Melisa Akers, Principal

- Joseph Moore, Teacher

7. Presentation: Fiscal Audit 2021-22

Heather LaBean, Weinlander-Fitzhugh

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C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
ROSCOMMON, MICHIGAN

FINANCIAL STATEMENTS
JUNE 30, 2022



WEINLANDER FITZHUGH
Certified Public Accountants & Advisors

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INDEPENDENT AUDITOR'S REPORT

October 28, 2022

Board of Education
C.O.O.R. Intermediate School District
Bay City, Michigan

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, the discretely presented component unit and the aggregate remaining fund information of C.O.O.R. Intermediate School District (School District), as of and for the year ended June 30, 2022 and the related notes to the financial statements, which collectively comprise the School District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, the discretely presented component unit and the aggregate remaining fund information of C.O.O.R. Intermediate School District as of June 30, 2022 and the respective changes in financial position for the year then ended in accordance with U.S. generally accepted accounting principles.

Basis for Opinions

We conducted our audit in accordance with U.S. generally accepted auditing standards (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with U.S. generally accepted accounting principles; and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards*, will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of C.O.O.R. Intermediate School District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about C.O.O.R. Intermediate School District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.



Required Supplementary Information

U.S. generally accepted accounting principles requires that the management's discussion and analysis, budgetary comparison information and pension and OPEB schedules, as noted in the table of contents to be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with U.S. generally accepted auditing standards, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the School District's basic financial statements. The combining non-major fund financial statements and schedule of expenditures of federal awards as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly for the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the combining non-major fund financial statements and schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 28, 2022, on our consideration of the School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of the School District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School District's internal control over financial reporting and compliance.

Weinlander Fitzhugh

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Management's Discussion and Analysis
For the Year Ended June 30, 2022

Our discussion and analysis of C.O.O.R. Intermediate School District's financial performance provides an overview of the School District's financial activities for the fiscal year ended June 30, 2022.

Financial Highlights

The School District's net position increased by \$1,759,149 or 17%. Program revenues were \$11,150,696 or 69% of total revenues, and general revenues were \$4,972,666 or 31%.

The General Fund reported a positive fund balance of \$1,834,902. The Special Education Fund reported a positive fund balance of \$163,261. The Career and Technical Fund reported a positive fund balance of \$245,390.

Using this Annual Financial Report

This annual financial report consists of a series of financial statements and notes to those statements. These statements are organized so the reader can understand the School District financially as a whole. The *District-wide Financial Statements* provide information about the activities of the whole School District, presenting both an aggregate view of the School District's finances and a longer-term view of those finances. The fund financial statements provide the next level of detail. For governmental activities, these statements tell how services were financed in the short-term as well as what remains for future spending. The fund financial statements look at the School District's operations in more detail than the district-wide financial statements by providing information about the School District's most significant funds - the General Fund, Special Education Fund, Career and Technical Education Fund with all other funds presented in one column as nonmajor funds. The following summarizes the presentation included in this annual financial report.

Management's Discussion and Analysis (MD&A) (Required Supplemental Information)

Basic Financial Statements

- District-wide Financial Statements
- Fund Financial Statements - Governmental and Proprietary Funds
- Notes to the Basic Financial Statements

Budgetary Information for the General Fund, Special Education and Career and Technical Education Fund (Required Supplemental Information)

Pension Schedules (Required Supplemental Information)

OPEB Schedules (Required Supplemental Information)

Other Supplemental Information

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Management's Discussion and Analysis
For the Year Ended June 30, 2022

Reporting the District as a Whole

The Statement of Net Position and Statement of Activities

One of the most important questions asked about the School District's finances is: "Is the School District better or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the School District as a whole and about its activities in a manner that helps to answer this question. These statements include all assets and liabilities using the accrual basis of accounting similar to the accounting used by private sector companies. All of the current year's revenues and expenses are taken into consideration regardless of when cash is received or paid.

These two statements report the School District's net position as a way to measure the School District's financial position. The change in net position provides the reader a tool to assist in determining whether the School District's financial health is improving or deteriorating. The reader will need to consider other nonfinancial factors such as property tax base, student enrollment growth and facility conditions in arriving at their conclusion regarding the overall health of the School District.

Reporting the District's Most Significant Funds

Fund Financial Statements

The School District's fund financial statements provide detailed information about the most significant funds - not the School District as a whole. Some funds are required to be established by State law and by bond covenants. Other funds are established to help it control and manage money for particular purposes or to meet legal responsibilities for using certain taxes, grants and other sources of revenue. The School District has two types of funds, which are the governmental and proprietary funds.

Governmental Funds

Most of the School District's activities are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end available for spending in future periods. These funds are reported using an accounting method called modified accrual accounting, which measures cash and other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the School District's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources available to spend in the near future to finance the School District's programs. The relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds is reconciled in the basic financial statements.

Proprietary Funds

The School District operates a proprietary fund referred to as an internal service fund. Internal Service Funds are used to account for activities that provide services for the School District's other funds and activities. Because these services predominately benefit governmental functions, they have been included within governmental activities in the government-wide financial statements. The School District used the Internal Service Fund to account for certain employee benefit insurance programs.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Management's Discussion and Analysis
For the Year Ended June 30, 2022

District-wide Financial Analysis

The statement of net position provides the perspective of the School District as a whole. Exhibit A provides a summary of the School District's net position as of June 30, 2022 and 2021:

Exhibit A	Governmental Activities	
	2022	2021
Assets		
Current and other assets	\$ 12,084,968	\$ 6,293,651
Capital assets - net of accumulated depreciation	1,684,493	1,663,779
Total assets	13,769,461	7,957,430
Deferred Outflows of Resources		
Related to pensions and OPEB	2,732,818	4,058,499
Total deferred outflows of resources	2,732,818	4,058,499
Liabilities		
Current liabilities	9,317,809	4,246,646
Long-term liabilities	9,554,910	15,471,194
Total liabilities	18,872,719	19,717,840
Deferred Inflows of Resources		
Related to pensions and OPEB	(6,301,144)	(2,728,822)
Total deferred inflows of resources	(6,301,144)	(2,728,822)
Net Position		
Net investment in capital assets	1,684,493	1,663,779
Restricted	328,568	75,525
Unrestricted	(10,684,645)	(12,170,037)
Total net position	\$ (8,671,584)	\$ (10,430,733)

The analysis above focuses on net position (see Exhibit A). The School District's net position was \$(8,671,584) at June 30, 2022. Capital assets totaling \$1,684,493 compares the original costs, less depreciation of the School District's capital assets. Restricted net position is reported separately to show legal constraints for fund and program purposes that limit the School District's ability to use net position for day-to-day operations.

The \$(10,684,645) in unrestricted net position of governmental activities represents the *accumulated* results of all past years' operations. The operating results of the General Fund will have a significant impact on the change in unrestricted net position from year to year.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Management's Discussion and Analysis
For the Year Ended June 30, 2022

The School District implemented GASB Statement No. 68 in 2015. The effect of this Statement required the School District to report in the summary of net position, a liability of \$8,912,848 for 2022 and \$13,303,352 for 2021.

The School District implemented GASB Statement No. 75 in 2018. The effect of this Statement required the School District to report in the summary of net position, a liability of \$574,528 for 2022 and \$2,083,726 for 2021.

The results of this year's operations for the School District as a whole are reported in the statement of activities. Exhibit B provides a summary of the changes in net position for the years ended June 30, 2022 and 2021.

Exhibit B	<u>Governmental Activities</u>	
	<u>2022</u>	<u>2021</u>
Revenues		
Program revenue:		
Charges for services	\$ 234,687	\$ 131,130
Grants and categoricals	10,916,009	8,948,749
General revenue:		
Property taxes	3,497,766	3,382,198
State aid	670,555	654,519
Other	804,345	835,419
Total revenues	<u>16,123,362</u>	<u>13,952,015</u>
Function/Program Expenses		
Instruction	1,971,851	2,056,645
Support services	6,748,188	6,536,903
Community Services	7,850	0
Food services	50,665	7,088
Capital acquisition construction and improvement	28,271	38,601
Facilities acquisition construction and improvement	23,073	26,672
Transfers out to other governmental units	5,403,198	4,438,862
Loss on disposal of assets	2,152	0
Depreciation (unallocated)	128,965	128,273
Total expenses	<u>14,364,213</u>	<u>13,233,044</u>
Change in Net Position	<u>\$ 1,759,149</u>	<u>\$ 718,971</u>

As reported in the statement of activities, the cost of all of our governmental activities this year was \$14,364,213. Certain activities were partially funded from those who benefited from the programs, \$234,687, or by the other governments and organizations that subsidized certain programs with grants and categoricals of \$10,916,009. We paid for the remaining "public benefit" portion of our governmental activities with \$3,497,766 in taxes, \$670,555 in State aid and with our other revenues, such as interest and entitlements.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Management's Discussion and Analysis
For the Year Ended June 30, 2022

The School District had an increase in net position of \$1,759,149. The key reason is increase in funding sources along with conservative spending and staffing changes.

The School District's Funds

The School District uses funds to help it control and manage money for particular purposes. Looking at funds helps the reader consider whether the School District is being accountable for the resources taxpayers and others provide to it and may provide more insight into the School District's overall financial health.

The School District's governmental funds reported a combined fund balance of \$2,572,121, which is above last year's total of \$1,838,457. The schedule below indicates the fund balance and the total change in fund balances as of June 30, 2022 and 2021.

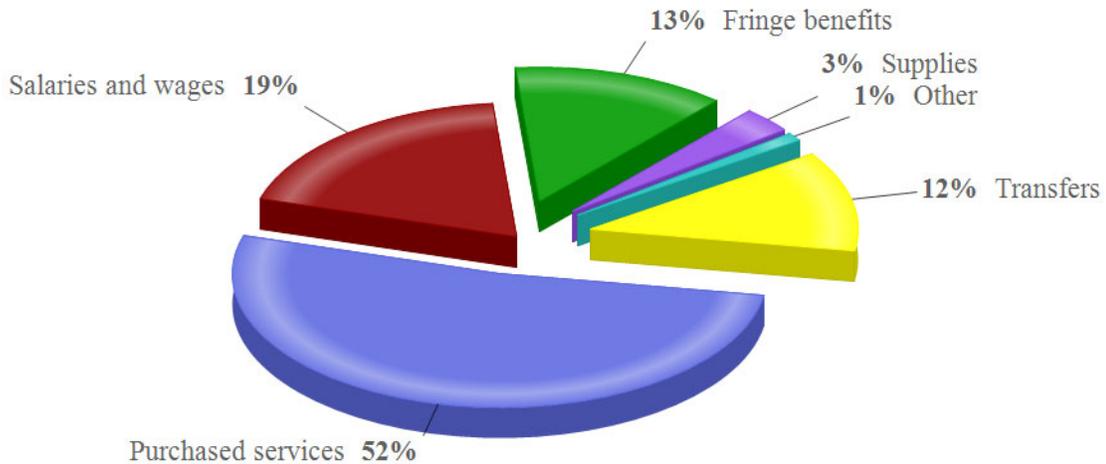
	Fund Balance <u>6/30/2022</u>	Fund Balance <u>6/30/2021</u>	Increase (Decrease)
General	\$ 1,834,902	\$ 1,737,009	\$ 97,893
Special Education	163,261	(268,180)	431,441
Career and Technical Education	245,390	291,253	(45,863)
Other Special Revenue Funds	30,992	20,503	10,489
Capital Projects	<u>297,576</u>	<u>55,022</u>	<u>242,554</u>
	2,572,121	1,835,607	736,514
Internal Service Fund	<u>0</u>	<u>2,850</u>	<u>(2,850)</u>
	<u>\$ 2,572,121</u>	<u>\$ 1,838,457</u>	<u>\$ 733,664</u>

- Our General Fund increased due to increased revenue from the state in several categoricals as well as a conservative spending practice by the ISD.
- Our Special Education Fund increased mainly due to cuts in programming and less cost for staffing due to hiring a lower cost when staff leave.
- Our Career and Technical Education Fund has had a significant increase in costs due to more programs being offered and the cost of implementations increased expenditures.
- Our School Lunch Fund increased due to federal revenues for school breakfast and lunch.
- Our NMEC Fund had a decrease due to NMEC having a revenue decrease.
- Our Capital Projects Fund increased due to transfers from other funds.
- Our Internal Service Fund was closed out during the year.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
 Management's Discussion and Analysis
 For the Year Ended June 30, 2022

As the graph below illustrates, the largest portions of General Fund expenditures are for purchased services.

Expenditures



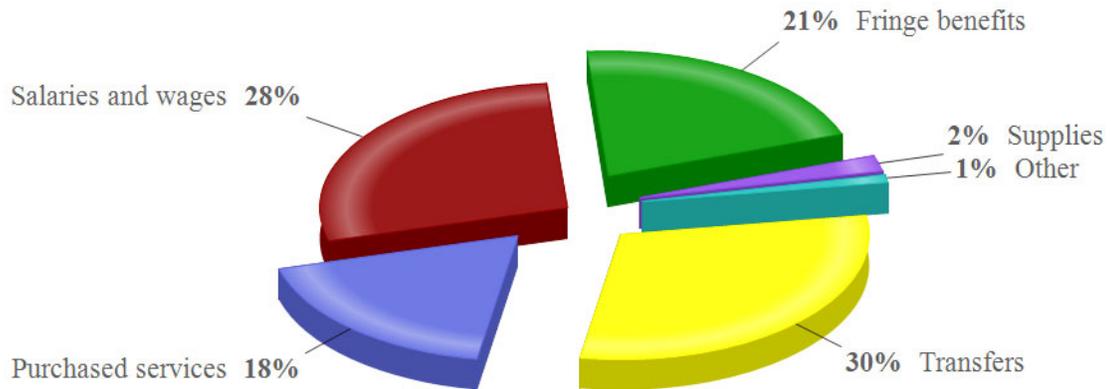
<u>Expenditures by Object</u>	<u>2022</u>	<u>2021</u>
Salaries and wages	\$ 1,171,917	\$ 836,823
Fringe benefits	776,706	563,063
Purchased services	3,201,842	2,656,017
Supplies	186,408	130,632
Other	74,771	48,505
Transfers	717,369	176,736
Total	<u>\$ 6,129,013</u>	<u>\$ 4,411,776</u>

Expenditures have increased by \$1,717,237 due partly to increased staffing in program areas reimbursed by 31n state categorical funding. COOR also has a contract with MDHHS for two personnel and contract services with a psychologist to perform evaluations and services.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
 Management's Discussion and Analysis
For the Year Ended June 30, 2022

The graph below illustrates the percentage of Special Education Fund expenditures.

Expenditures



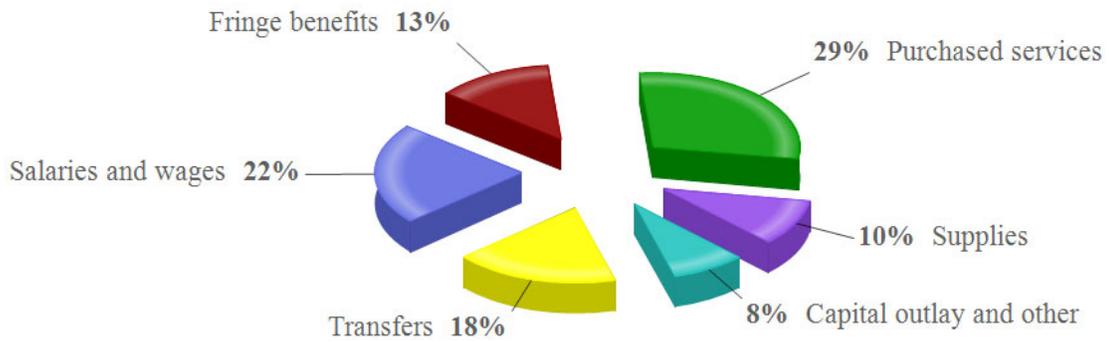
<u>Expenditures by Object</u>	<u>2022</u>	<u>2021</u>
Salaries and wages	\$ 2,254,572	\$ 2,062,902
Fringe benefits	1,787,884	1,673,169
Purchased services	1,497,755	1,144,424
Supplies	176,257	122,561
Other	28,079	76,484
Transfers	2,488,166	2,605,254
Total	<u>\$ 8,232,713</u>	<u>\$ 7,684,794</u>

Expenditures have increased by approximately \$547,919 over the prior year due to the increased need for third-party providers as well as staff additions to split classrooms to be in compliance.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
 Management's Discussion and Analysis
For the Year Ended June 30, 2022

The graph below illustrates the percentage of Career and Technical Education Fund expenditures.

Expenditures



<u>Expenditures by Object</u>	<u>2022</u>	<u>2021</u>
Salaries and wages	\$ 310,032	\$ 183,994
Fringe benefits	188,664	121,346
Purchased services	410,422	214,293
Supplies	134,256	103,754
Transfers	252,677	306,033
Capital outlay and other	119,502	14,332
Total	<u>\$ 1,415,553</u>	<u>\$ 943,752</u>

Expenditures have increased by \$471,801 due to program expansion and adding staff for the new programs. The CTE budget has also received increased revenue for these programs.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Management's Discussion and Analysis
For the Year Ended June 30, 2022

Budgetary Highlights

Over the course of the year, the School District revises its budget to reflect changes in revenues and expenditures. State law requires that the budget be amended to ensure that expenditures do not exceed appropriations. A schedule showing the School District's original and final budget amounts compared with amounts actually paid and received is provided in required supplemental information of these financial statements. Changes between the original and final amended budgets were as follows:

General Fund

- Budgeted revenues were amended to reflect adjustments in all revenue sources.
- Budgeted expenditures were amended to reflect changes in spending levels.
- Final actual revenue and expenditure totals were more than the final amended budget totals.

Special Education

- Budgeted revenues were amended to reflect adjustments of all revenue sources.
- Budgeted expenditures were amended to reflect changes in spending levels.
- Final actual revenue totals were less than the final amended budget total and expenditures were more than the final amended budget total.

Career and Technical Education Fund

- Budgeted revenues were amended to reflect adjustments in all revenue sources.
- Budgeted expenditures were amended to reflect changes in spending levels.
- Final actual revenue totals were less than the final amended budget total and expenditures were more than the final amended budget total.

Capital Assets

At June 30, 2022, the School District had \$1,684,493 invested in a broad range of capital assets, including land, buildings, furniture and equipment.

	<u>2022</u>	<u>2021</u>
Land	\$ 658,986	\$ 658,986
Buildings and improvements	2,621,852	2,558,946
Buses and other vehicles	997,318	997,318
Furniture and equipment	<u>632,214</u>	<u>552,514</u>
Total capital assets	4,910,370	4,767,764
Less accumulated depreciation	<u>3,225,877</u>	<u>3,103,985</u>
Net capital assets	<u>\$ 1,684,493</u>	<u>\$ 1,663,779</u>

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Management's Discussion and Analysis
For the Year Ended June 30, 2022

This year's additions of \$151,831 were for the MR system on the bus barn and spray foam roof, 3 mig welders, playground upgrades, two tractors and a limestone parking lot. No debt was issued for these additions. We present more detailed information about our capital assets in the notes to the financial statements.

Factors Expected to have an Effect on Future Operations

Our elected Board and administration consider many factors when setting the School District's 2023 fiscal year budget. The 2023 fiscal year budget was adopted in June 2022, based on property tax and state revenue estimates available at that time. Under State law, the School District cannot access additional property tax revenue for general operations. As a result, district funding is heavily dependent on the State's ability to fund local and intermediate school district operations. Once final membership and added cost calculations can be made, State law requires the School District to amend the budget if actual district resources are not sufficient to fund original appropriations.

Since the School District's revenue is heavily dependent on State funding and the health of the State's School Aid Fund, the actual revenue received depends on the State's ability to collect revenues to fund its appropriation to school districts. The State periodically holds a revenue-estimating conference to estimate revenues and to determine if adjustments in State Aid allocations are required.

The School District's fiscal management reflects both its conservative approach in projecting revenues and ongoing practice of providing programs and services in collaboration with constituent school districts, Kirtland Community College and other local agencies and organizations. These include:

- Center-Based Special Education Programs
- Career and Technical Education Programs
- Special Education Pupil Support Services
- Early Child Education Services
- Professional Development

The School District's conservative approach in projecting revenues is reflected in its 2022/23 budget which was adopted in June 2022. The following assumptions were used:

Revenues

- Property Tax - projected to increase slightly 2022/2023
- General Operations - all areas projected at 2021/2022 levels
- Special Education - all areas projected at 2021/2022 levels
- IDEA Flow Thru - same as 2021/2022 level
- Medicaid fee for service - same as 2021/2022 level

Expenditures

- Administrators - 2% increase
- Teachers - 2% increase
- Secretarial - 2% increase
- Support personnel - 2% increase
- Employee Benefits Insurance Package - Budgeted all eligible employees at the state hardcaps.
- Retirement - based on a full year average of 27.78%.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Management's Discussion and Analysis
For the Year Ended June 30, 2022

It is proactive of the School District to amend its budget twice during the fiscal year as actual revenue and expense information becomes available.

C.O.O.R. is expanding its Career Tech Program with \$2.5 million awarded in 61g funds that were received through State Aid in 2021/2022. We are excited about the possibilities of offering new programs and constructing an addition to house our current programs. With the additional funds of \$2.5 million, there will be increased revenues and expenditures which will be closely monitored by getting guidance from our Auditors.

Requests for Information

This financial report is designed to provide a general overview of the School District's finances for all those with an interest in the School District. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Office of the Superintendent
C.O.O.R. Intermediate School District
11051 North Cut Road
P.O. Box 827
Roscommon, MI 48653-0827

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Statement of Net Position
June 30, 2022

	Governmental Activities	Component Unit
Cash and investments	\$ 5,864,784	\$ 568,109
Receivables - net:		
Accounts receivable	6,207,075	100,415
Prepaid expenses	13,109	0
Inventory	0	350
Capital assets less accumulated depreciation	1,684,493	130,418
Total assets	13,769,461	799,292
 <u>Deferred Outflows of Resources</u>		
Related to pensions	1,986,925	0
Related to OPEB	745,893	0
Total Deferred Outflows of Resources	2,732,818	0
 <u>Liabilities</u>		
Accounts payable	4,079,888	409,882
Due to other governmental units	209,246	0
Unearned revenue	4,773,073	0
Accrued payroll and other liabilities	255,602	10,549
Long-term liabilities:		
Due in more than one year	67,534	0
Net pension liability	8,912,848	0
Net OPEB liability	574,528	0
Total liabilities	18,872,719	420,431
 <u>Deferred Inflows of Resources</u>		
Related to pensions	3,961,369	0
Related to OPEB	2,339,775	0
Total deferred inflows of resources	6,301,144	0
 <u>Net Position</u>		
Net investment in capital assets	1,684,493	130,418
Restricted for fund purpose	328,568	0
Unrestricted	(10,684,645)	248,443
Total net position	\$ (8,671,584)	\$ 378,861

See accompanying notes to financial statements.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Statement of Activities
For the Year Ended June 30, 2022

	Program Revenues			Governmental Activities	
Expenses	Charges for Services	Operating Grants/ Contributions	Revenue and Changes in Net Position	Net (Expense)	Component Unit
Functions/Programs					
Primary government -					
Governmental activities:					
Instruction	\$ 1,971,851	\$ 0	\$ 2,714,243	\$ 742,392	\$ 0
Support services	6,748,188	234,298	2,322,117	(4,191,773)	0
Community Services	7,850	0	11,912	4,062	0
Food services	50,665	389	65,526	15,250	0
Capital acquisition construction and improvement	28,271	0	0	(28,271)	0
Facilities acquisition construction and improvement	23,073	0	0	(23,073)	0
Transfers out to other governmental units	5,403,198	0	5,802,211	399,013	0
Loss on disposal of assets	2,152	0	0	(2,152)	0
Depreciation (unallocated)	128,965	0	0	(128,965)	0
Total governmental activities	\$ 14,364,213	\$ 234,687	\$ 10,916,009	(3,213,517)	0
Component Unit					
R.O.O.C., Inc.					
Support and program services	\$ 840,660	\$ 924,924	\$ 26,709	0	110,973
General revenues:					
Taxes:					
Property taxes, levied for general purposes				3,497,766	0
State aid				670,555	0
Interest and investment earnings				5,083	414
Other				799,262	6,161
Total general revenues				4,972,666	6,575
Change in net position				1,759,149	117,548
Net position - beginning of year				(10,430,733)	261,313
Net position - end of year				\$ (8,671,584)	\$ 378,861

See accompanying notes to financial statements.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Governmental Funds
Balance Sheet
June 30, 2022

	General	Special Education	Career and Technical Education	Other Nonmajor Governmental Funds	Total
<u>Assets</u>					
Cash and investments	\$ 3,432,881	\$ 0	\$ 2,398,991	\$ 32,912	\$ 5,864,784
Receivables - net:					
Accounts receivable	1,678,641	3,627,803	896,333	4,298	6,207,075
Due from other funds	0	176,730	70,205	360,076	607,011
Prepaid expenditures	11,982	0	0	1,127	13,109
 Total assets	 <u>\$ 5,123,504</u>	 <u>\$ 3,804,533</u>	 <u>\$ 3,365,529</u>	 <u>\$ 398,413</u>	 <u>\$12,691,979</u>
<u>Liabilities, Deferred Inflows of Resources and Fund Balance</u>					
<u>Liabilities</u>					
Accounts payable	\$ 473,818	\$ 3,113,573	\$ 429,326	\$ 63,171	\$ 4,079,888
Due to other funds	547,535	50,000	9,476	0	607,011
Due to other governmental units	209,246	0	0	0	209,246
Unearned revenue	2,025,919	59,143	2,681,337	6,674	4,773,073
Accrued payroll and other liabilities	10,217	245,385	0	0	255,602
 Total liabilities	 <u>3,266,735</u>	 <u>3,468,101</u>	 <u>3,120,139</u>	 <u>69,845</u>	 <u>9,924,820</u>
<u>Deferred Inflows of Resources</u>					
Unavailable revenue	21,867	173,171	0	0	195,038
<u>Fund Balance</u>					
Nonspendable - prepaid	11,982	0	0	1,127	13,109
Restricted for fund purposes	0	163,261	245,390	327,441	736,092
Unassigned	1,822,920	0	0	0	1,822,920
 Total fund balance	 <u>1,834,902</u>	 <u>163,261</u>	 <u>245,390</u>	 <u>328,568</u>	 <u>2,572,121</u>
 Total liabilities, deferred outflows of resources and fund balance	 <u>\$ 5,123,504</u>	 <u>\$ 3,804,533</u>	 <u>\$ 3,365,529</u>	 <u>\$ 398,413</u>	 <u>\$12,691,979</u>

See accompanying notes to financial statements.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
 Reconciliation of Balance Sheet of Governmental Funds
 to the Statement of Net Position
June 30, 2022

Total fund balance - governmental funds	\$ 2,572,121
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and are not reported in the funds	
Cost of the capital assets	4,910,370
Accumulated depreciation	(3,225,877)
Deferred outflows used in governmental activities are not financial resources and therefore are not reported in governmental funds:	
Related to Pensions	1,986,925
Related to OPEB	745,893
Long-term liabilities are not due and payable in the current period and are not reported in the funds:	
Compensated absences	(67,534)
Net pension liability	(8,912,848)
Net OPEB liability	(574,528)
Unavailable revenue from other governmental units at June 30, 2022 and collected after September 1, 2022	195,038
Deferred inflows used in governmental activities are not recognized as current resources and therefore are not reported in governmental funds:	
Related to pensions	(3,961,369)
Related to OPEB	(2,339,775)
Total net position - governmental activities	<u>\$ (8,671,584)</u>

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Governmental Funds
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Year Ended June 30, 2022

	General	Special Education	Career and Technical Education	Other Nonmajor Governmental Funds	Total
<u>Revenues</u>					
Local sources	\$ 1,114,508	\$ 3,203,755	\$ 0	\$ 12,301	\$ 4,330,564
State sources	4,073,138	2,062,951	945,629	429	7,082,147
Federal sources	719,109	2,501,258	145,856	65,526	3,431,749
Total revenues	<u>5,906,755</u>	<u>7,767,964</u>	<u>1,091,485</u>	<u>78,256</u>	<u>14,844,460</u>
<u>Expenditures</u>					
Support services:					
Instruction	31,257	1,791,465	339,731	0	2,162,453
Support services	3,126,813	3,952,520	533,199	0	7,612,532
Community services	0	7,850	0	0	7,850
Central and other	0	0	0	23,073	23,073
Food services	0	0	0	50,665	50,665
Capital outlay	0	0	25,029	123,358	148,387
Total expenditures	<u>3,158,070</u>	<u>5,751,835</u>	<u>897,959</u>	<u>197,096</u>	<u>10,004,960</u>
Excess (deficiency) of revenues over expenditures	<u>2,748,685</u>	<u>2,016,129</u>	<u>193,526</u>	<u>(118,840)</u>	<u>4,839,500</u>
<u>Other Financing Sources (Uses)</u>					
Operating transfers in from other governmental units	317,301	754,578	208,000	17,483	1,297,362
Operating transfers out to other governmental units	(2,454,726)	(2,430,878)	(517,594)	0	(5,403,198)
Operating transfers in from other funds	2,850	141,612	70,205	354,400	569,067
Operating transfers out to other funds	(516,217)	(50,000)	0	0	(566,217)
Total other financing sources (uses)	<u>(2,650,792)</u>	<u>(1,584,688)</u>	<u>(239,389)</u>	<u>371,883</u>	<u>(4,102,986)</u>
Net change in fund balance	97,893	431,441	(45,863)	253,043	736,514
Fund balance - beginning of year	1,737,009	(268,180)	291,253	75,525	1,835,607
Fund balance - end of year	<u>\$ 1,834,902</u>	<u>\$ 163,261</u>	<u>\$ 245,390</u>	<u>\$ 328,568</u>	<u>\$ 2,572,121</u>

See accompanying notes to financial statements.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
 Reconciliation of the Statement of Revenues, Expenditures and
 Changes in Fund Balance of Governmental Funds to the Statement of Activities
For the Year Ended June 30, 2022

Net change in fund balance - total governmental funds	\$ 736,514
<p>Amounts reported for governmental activities in the statements of activities are different because:</p>	
<p style="padding-left: 20px;">Governmental funds report capital outlays as expenditures; in the statement of activities, these costs are allocated over their estimated useful lives as depreciation</p>	
Depreciation expense	(128,965)
Capital outlay	151,831
Loss on disposal of asset	(2,152)
<p>Long-term liabilities are not due and payable in the current year period and are not reported to the funds:</p>	
<p>Decreases in compensated absences are reported as a decrease in expenditures when financial resources are used in the governmental fund in accordance with GASB Interpretation No. 6</p>	
	16,582
<p>Internal service funds are used by the district to charge costs of employee benefit programs to individual funds. The net change in fund balance of the internal service fund is reported with governmental activities</p>	
	(2,850)
<p>Unavailable revenue from other governmental units at June 30, 2022 and collected after September 1, 2022</p>	
	195,038
<p>Unavailable revenue from other governmental units at June 30, 2021 and collected after September 1, 2021</p>	
	(208,548)
<p>Some expenses reported in the statement of activities do not require the use of current resources and, therefore are not reported as expenditures in the governmental funds:</p>	
Pension related items	347,026
OPEB related items	654,673
	1,759,149
Change in net position of governmental activities	\$ 1,759,149

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Internal Service Fund
Statement of Net Position
June 30, 2022

	<u>Internal Service Fund - Insurance</u>
<u>Assets</u>	
Total assets	\$ <u> 0</u>
<u>Net Position</u>	
Total net position	\$ <u> 0</u>

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Internal Service Fund
Statement of Revenues, Expenses and Changes
in Net Position
For the Year Ended June 30, 2022

	<u>Internal Service Fund - Insurance</u>
<u>Operating Revenue</u>	
Total operating revenue	\$ <u>0</u>
<u>Expenses</u>	
Total expenses	<u>0</u>
<u>Other Financing Sources (Uses)</u>	
Operating transfers out to other funds	<u>(2,850)</u>
Change in net position	(2,850)
Net position, beginning of year	<u>2,850</u>
Net position, end of year	<u><u>\$ 0</u></u>

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Internal Service Fund
Statement of Cash Flows
For the Year Ended June 30, 2022

	<u>Internal Service Fund - Insurance</u>
Change in net position	\$ (2,850)
Due from/to other funds	<u>(70,923)</u>
Net cash flows from operating activities	<u>(73,773)</u>
Net change in cash	(73,773)
Cash - beginning of year	<u>73,773</u>
Cash - end of year	<u><u>\$ 0</u></u>

See accompanying notes to financial statements.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

C.O.O.R. Intermediate School District is an intermediate school district encompassing the constituent local school districts of Crawford AuSable, West Branch-Rose City Area, Fairview Area, Mio AuSable, Gerrish-Higgins and Houghton Lake, which are located in the four county areas of Crawford, Oscoda, Ogemaw and Roscommon Counties.

The accounting policies of C.O.O.R. Intermediate School District (School District) conform to U.S. generally accepted accounting principles (GAAP) as applicable to governmental units. The following is a summary of the significant accounting policies used by the School District:

Reporting Entity

The School District is governed by an elected Board of Education. The accompanying financial statements have been prepared in accordance with criteria established by the Governmental Accounting Standards Board for determining the various governmental and other nonprofit organizations to be included in the reporting entity. These criteria include significant operational financial relationships that determine which of the governmental and other nonprofit organizations are a part of the School District's reporting entity, and which organizations are legally separate component units of the School District. The School District has one component unit, R.O.O.C., Inc.

C.O.O.R. Intermediate School District receives funding from local, state, and federal governmental sources and must comply with any related regulations and requirements of these funding source entities. The Intermediate School District is not, however, included in any other governmental "reporting entity" since the School Board, consisting of seven members, is elected and has decision-making authority, power to designate management, ability to significantly influence operations, and primary accountability in fiscal matters.

R.O.O.C., Inc., a Michigan nonprofit corporation, was organized to provide and maintain programs for mentally and physically handicapped persons who are residents of the C.O.O.R. Intermediate School District. The C.O.O.R. Intermediate School District Board of Directors is also the Board of Directors for R.O.O.C., Inc. In addition, C.O.O.R. Intermediate School District exercises significant oversight responsibility over the financial activities and transactions of R.O.O.C., Inc. Accordingly, R.O.O.C., Inc. is considered a component unit of the C.O.O.R. Intermediate School District.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

District-wide and Fund Financial Statements

The district-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. All of the School District's government-wide activities are considered governmental activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenue includes (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes, intergovernmental payments and other items are not properly included among program revenues are reported as general revenue.

Separate financial statements are provided for all governmental funds, including the proprietary internal service fund for insurance which is also included in district-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

District-wide Statements - The district-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants, categorical aid and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

As a general rule, the effect of interfund activity has been eliminated from the district-wide financial statements.

Amounts reported as program revenue include (1) charges to customers or applicants for goods, services, or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions. Internally dedicated resources are reported as general revenue rather than as program revenue. Likewise, general revenue includes all taxes and unrestricted State aid.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund-based Statements - Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenue to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, unrestricted state aid, intergovernmental grants and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenue of the current fiscal period. All other revenue items are considered to be available only when cash is received by the government.

The School District reports the following major governmental funds:

General Fund - The General Fund is the School District's primary operating fund. It accounts for all financial resources of the School District, except those required to be accounted for in another fund.

Special Education Fund - The Special Education Fund is used to record all transactions associated with special education programs administered by the School District.

Career and Technical Education Fund - The Career and Technical Education Fund is used to record all transactions associated with all career and technical education programs administered by the School District.

The School District reports the following proprietary fund type:

Internal Service Fund - The Internal Service Fund accounts for revenue and costs associated with providing employee insurance services to certain employee groups with the School District. Because these services predominantly benefit governmental functions, they have been included within governmental activities in the governmental-wide financial statements. The Internal Service Fund was closed as of June 30, 2022.

Assets, Liabilities, and Net Position or Equity

Cash and Investments - Cash and cash equivalents include cash on hand, demand deposits and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

Receivables and Payables - In general, outstanding balances between funds are reported as "due to/from other funds."

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Capital Assets - Capital assets, which include land, buildings, equipment and vehicles, are reported in the applicable governmental activities column in the district-wide financial statements. Capital assets are defined by the School District as assets with an initial individual cost of more than \$5,000 and any asset susceptible to theft. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. Costs of normal repair and maintenance that do not add to the value or materially extend asset lives are not capitalized. The School District does not have infrastructure-type assets.

Buildings, equipment and vehicles are depreciated using the straight-line method over the following useful lives:

Buildings and improvements	7-50 years
Buses and other vehicles	8-10 years
Furniture and equipment	5-20 years

Compensated Absences - The liability for compensated absences reported in the district-wide statements consists of unpaid, accumulated annual and sick leave balances. The liability has been calculated using the vesting method, in which leave amounts for both employees who are currently eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included.

Long-term Obligations - In the district-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net position.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Defined Benefit Plan - For purposes of measuring the net pension and other postemployment benefit liability, deferred outflows of resources and deferred inflows of resources related to pensions and other postemployment benefits and pension and other postemployment benefits expense, information about the fiduciary net position of the Michigan Public School Employees Retirement Systems (MPERS) and additions to/deductions from MPERS fiduciary net position have been determined on the same basis as they are reported by MPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Fund Equity - The fund balance classifications are reported on the extent to which a government is bound to observe constraints imposed on the use of the resources reported in governmental funds. The fund balances are classified as nonspendable, restricted, committed, assigned and unassigned.

Nonspendable fund balance represents amounts that are not in a spendable form. The School District's nonspendable fund balance represents inventories and prepaid expenditures. In the fund financial statements, governmental funds report restrictions on fund balances for amounts that are legally restricted by outside parties for a specific purpose. Committed fund balance represents funds formally set aside by the School District for a particular purpose. The use of committed funds would be approved by the Board of Education through the budget process or official board action.

Assigned fund balance would represent tentative management plans that are subject to change which at the present time the School District does not have any assigned fund balance. The School District's intent would be to spend uncommitted/unassigned funds prior to the use of committed funds. When both restricted and unrestricted resources are available for use, it is the School District's policy to use restricted resources first, then unrestricted resources as they are needed.

Deferred Outflows and Inflows of Resources

Deferred Outflows - In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. For district-wide financial statements, the School District reports deferred outflows of resources related to pensions and other postemployment benefits. This amount is the result of a difference between what the plan expected to earn from plan investments and what is actually earned. This amount will be amortized over the next four years and included in pension and other postemployment benefits expense. Changes in assumptions relating to the net pension and other postemployment benefits liability are deferred and amortized over the expected remaining service lives of the employees and retirees in the plan. The School District also reported deferred outflows of resources for pension and other postemployment benefits contributions made after the measurement date. This amount will reduce the net pension and other postemployment benefits liability in the following year.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Deferred Inflows - In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. Unavailable revenue arises only under a modified accrual basis of accounting. Accordingly, unavailable revenue, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenue from receipts that are received after 60 days of year end. These amounts are deferred and recognized as inflow of resources in the period that the amounts become available. For district-wide financial statements, the School District reports deferred inflows of resources related to pensions and other postemployment benefits. This amount is the result of a difference between what the plan expected to earn from the plan investments and what the plan actually earned. This amount will be amortized over the next four years and included in pension and other postemployment benefits expense. Changes in assumptions relating to the net pension liability are deferred and amortized over the expected remaining service lives of the employees and retirees in the plan. Deferred inflows of resources also includes revenue received relating to Section 147c state aid deferred to offset the deferred outflows related to Section 147c pension contributions subsequent to the measurement period.

Use of Estimates - The process of preparing the basic financial statements in conformity with U.S. generally accepted accounting principles requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues and expenditures. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

Property Taxes - For the taxpayers of the School District, properties are assessed as of December 31 and the related property taxes are levied and become a lien on July 1 and/or December 31 of the following year. The final collection date is February 28, after which uncollected taxes are added to the County delinquent tax rolls.

State Aid - The School District also receives revenue from the state to administer certain categorical education programs. State rules require that revenue earmarked for these programs be used for its specific purpose. Certain categorical funds require an accounting to the state of the expenditures incurred. For categorical funds meeting this requirement, funds received, which are not expended by the close of the fiscal year are recorded as deferred revenue. Other categorical funding is recognized when the appropriation is received.

Events Occurring After Reporting Date

Management evaluates events occurring subsequent to the date of the financial statements in determining the accounting for and disclosure of transactions and events that affect the financial statements. Subsequent events have been evaluated through the date of the accompanying Independent Auditor's Report, which is the date the financial statements were available to be issued.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 2 - BUDGETS

The State of Michigan adopted a Uniform Budgeting and Accounting Act (Act) applicable to all local governmental entities in the state. The law requires appropriation acts to be adopted for General and Special Revenue Funds of school districts prior to the expenditure of monies in a fiscal year.

C.O.O.R. Intermediate School District follows these procedures in establishing the budgetary data reflected in the financial statements.

1. The School District's Superintendent submits to the Board of Education a proposed budget prior to July 1 of each year. The budget includes proposed expenditures and the means of financing them.
2. A public hearing is conducted to obtain taxpayer comments.
3. Budgeted amounts are as originally adopted, or as amended by the Board of Education throughout the year. Budgets are adopted to the functional level.
4. Appropriations lapse at year-end and therefore cancels all encumbrances. These appropriations are re-established at the beginning of the following year.

A comparison of actual results of operations to the budgeted amounts (at the level of control adopted by the Board of Education) for the General Fund, Special Education and Career and Technical Education are presented as Required Supplemental Information.

Expenditures shall not be made or incurred, unless authorized in the budget, in excess of the amount appropriated. Violations, if any, in the General Fund, Special Education and Career and Technical Education, are noted in the required supplementary information section.

NOTE 3 - CASH AND INVESTMENTS

Some statutes and the School District's investment policy authorize the School District to make deposits in the accounts of federally insured banks, credit unions and savings and loan associations that have an office in Michigan; the School District is allowed to invest in U.S. Treasury or Agency obligations, U.S. government repurchase agreements, bankers' acceptances, commercial paper rated prime at the time of purchase that matures not more than 270 days after the date of purchase, mutual funds and investment pools that are composed of authorized investment vehicles. The School District's deposits are in accordance with statutory authority.

At year-end, the School District's deposits and investments were reported in the basic financial statements in the following categories:

	Primary Government	Component Unit	Total
Cash and Investments	\$ 5,684,784	\$ 568,109	\$ 6,252,893

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 3 - CASH AND INVESTMENTS (CONTINUED)

The breakdown between deposits and investments for the School District is as follows:

	Primary Government	Component Unit
Deposits (checking and savings accounts)	\$ 5,684,484	\$ 567,859
Petty cash and cash on hand	300	250
Total	\$ 5,684,784	\$ 568,109

Credit Risk - Investments

State law limits investments in commercial paper and corporate bonds to a prime or better rating issued by nationally recognized statistical rating organizations (NRSROs). As of June 30, 2022, the School District's and the Component Unit's investment in the investment pool and the Municipal Investment Fund were rated AAA by Standard & Poor's.

The School District's and the Component Unit's investment policy does not identify interest rate risk, foreign currency risk or concentration of credit risk.

Custodial Credit Risk - Deposits

In the case of deposits, this is the risk that in the event of a bank failure, the School District's deposits may not be returned to it. As of June 30, 2022, \$3,784,160 of the School District's bank balance of \$4,034,160 was exposed to custodial credit risk because it was uninsured and exceeded the available federal depository insurance limits. As a result of overlap in bank account administration, the custodial credit risk of the Component Unit is included in the balances referred to above and cannot be presented for separate reporting.

Fair Value Measurement

The District is required to disclose amounts within a framework established for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described as follows:

Level 1: Quoted prices in active markets for identical securities.

Level 2: Prices determined using other significant observable inputs. Observable inputs are inputs that other market participants may use in pricing a security. These may include prices for similar securities, interest rates, prepayment speeds, credit risk and others.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 3 - CASH AND INVESTMENTS (CONTINUED)

Level 3: Prices determined using significant unobservable inputs. In situations where quoted prices or observable inputs are unavailable or deemed less relevant, unobservable inputs may be used. Unobservable inputs reflect the District's own assumptions about the factors market participants would use in pricing an investment and would be based on the best information available.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The District does not have any investments subject to the fair value measurement.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 4 - CAPITAL ASSETS

A summary of changes in governmental capital assets follows:

	Balance June 30, 2021	Additions	Disposals and Adjustments	Balance June 30, 2022	Component Unit
Assets not being depreciated:					
Land	\$ 658,986	\$ 0	\$ 0	\$ 658,986	\$ 5,500
Capital assets being depreciated:					
Buildings and improvements	2,558,946	62,906	0	2,621,852	821,594
Buses and other vehicles	997,318	0	0	997,318	54,033
Furniture and equipment	552,514	88,925	(9,225)	632,214	216,551
Subtotal	4,108,778	151,831	(9,225)	4,251,384	1,092,178
Accumulated depreciation:					
Buildings and improvements	1,934,933	41,574	0	1,976,507	696,676
Buses and other vehicles	722,092	70,673	0	792,765	54,033
Furniture and equipment	446,960	16,718	(7,073)	456,605	216,551
Subtotal	3,103,985	128,965	(7,073)	3,225,877	967,260
Net capital assets being depreciated	1,004,793	22,866	(2,152)	1,025,507	124,918
Net capital assets	<u>\$ 1,663,779</u>	<u>\$ 22,866</u>	<u>\$ (2,152)</u>	<u>\$ 1,684,493</u>	<u>\$ 130,418</u>

Depreciation expense for fiscal year ended June 30, 2022 was \$128,965. The School District determined that it was impractical to allocate depreciation to the various governmental activities as the assets serve multiple functions.

Component unit depreciation for fiscal year ended June 30, 2022 amounted to \$22,343.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 5 - INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS

A summary of interfund receivable and payable balances at June 30, 2022 are as follows:

		Payables			
		General	Special Education	Career Tech	Total
Receivables	Food Service	\$ 5,676	\$ 0	\$ 0	\$ 5,676
	Special Education	167,254	0	9,476	176,730
	Career and Technical Education	70,205	0	0	70,205
	Capital Projects	304,000	50,000	0	354,000
	NMEC	400	0	0	400
		\$ 547,535	\$ 50,000	\$ 9,476	\$ 607,011

A summary of interfund transfers made during the year ended June 30, 2022 are as follows:

		Transfers Out			
		General Fund	Special Education	Internal Service Fund	Total
Transfers In	General Fund	\$ 0	\$ 0	\$ 2,850	\$ 2,850
	Special Education	141,612	0	0	141,612
	Career and Technical Education	70,205	0	0	70,205
	NMEC	400	0	0	400
	Capital Projects	304,000	50,000	0	354,000
		\$ 516,217	\$ 50,000	\$ 2,850	\$ 569,067

These interfund receivable and payable balances resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur; (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

Transfers were made for program charges and to supplement Career and Technical Education operational costs and capital projects.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 6 - RECEIVABLES

Receivables at June 30, 2022 consist of accounts (fees), intergovernmental grants and interest.

A summary of the intergovernmental receivables (due from other governmental units) follows:

State aid	\$	1,912,351
Federal grants		2,838,881
Other		1,455,843
		\$ 6,207,075

NOTE 7 - UNEARNED REVENUE

Governmental funds report unearned revenue in connection with receivables for revenue that are not considered to be available to liquidate liabilities of the current period. Governmental funds also reflect unearned revenue in connection with resources that have been received but not yet earned. At the end of the current fiscal year, grant and categorical aid payments received prior to meeting all eligibility requirements amounted to \$4,773,073.

NOTE 8 - LONG-TERM OBLIGATIONS

The following is a summary of governmental long-term obligations for the School District for the year ended June 30, 2022:

	Balance June 30, 2021	Additions	Retirements and Payments	Balance June 30, 2022
Compensated absences	\$ 84,116	\$ 0	\$ 16,582	\$ 67,534

Long-term obligations at June 30, 2022 is comprised of the following issues:

Under the terms of the present contracts between the Board of Education of C.O.O.R. Intermediate School District and the various employee associations, the School District is contingently liable for unused sick and vacation days. Each employee may accumulate various amounts of sick and vacation days and must be paid for them upon retirement. At June 30, 2022, the amount of \$67,534 has been reflected in the district-wide financial statements.

NOTE 9 - RISK MANAGEMENT

The School District is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation), as well as medical benefits provided to employees. The School District has purchased commercial insurance for medical claims and participates in the SET-SEG risk pool for claims relating to workers' compensation, general liability, and property/casualty claims. Settled claims relating to the commercial insurance did not exceed the amount of insurance coverage in any of the past three fiscal years.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 9 - RISK MANAGEMENT (CONTINUED)

The SET-SEG shared-risk pool program in which the School District participates operates as a common risk-sharing management program for school districts in Michigan; member premiums are used to purchase commercial excess insurance coverage and to pay member claims in excess of deductible amounts.

NOTE 10 - DEFINED BENEFIT PENSION PLAN AND POSTEMPLOYMENT BENEFITS

Plan Description

The Michigan Public School Employees' Retirement System (MPSERS) (System) is a cost-sharing, multiple employer, state-wide, defined benefit public employee retirement plan governed by the State of Michigan (State) originally created under Public Act 136 of 1945, recodified and currently operating under the provisions of Public Act 300 of 1980, as amended. Section 25 of this act establishes the board's authority to promulgate or amend the provisions of the System. MPSERS issues a publicly available Comprehensive Annual Financial Report that can be obtained at www.michigan.gov/orsschools.

The System's pension plan was established by the State to provide retirement, survivor and disability benefits to public school employees. In addition, the System's health plan provides all retirees with option of receiving health, prescription drug, dental and vision coverage under the Michigan Public School Employees' Retirement Act.

The System is administered by the Office of Retirement Services (ORS) within the Michigan Department of Technology, Management & Budget. The Department Director appoints the Office Director, with whom the general oversight of the System resides. The State of Michigan Investment Board serves as the investment fiduciary and custodian for the system.

Benefits Provided - Overall

Participants are enrolled in one of multiple plans based on date of hire and certain voluntary elections. A summary of the pension plans offered by MPSERS is as follows:

<u>Plan Name</u>	<u>Plan Type</u>	<u>Plan Status</u>
Basic	Defined Benefit	Closed
Member Investment Plan (MIP)	Defined Benefit	Closed
Pension Plus	Hybrid	Closed
Pension Plus 2	Hybrid	Open
Defined Contribution	Defined Contribution	Open

Benefits Provided - Pension

Benefit provisions of the defined benefit pension plan are established by State statute, which may be amended. Public Act 300 of 1980, as amended, establishes eligibility and benefit provisions for the defined benefit (DB) pension plan. Retirement benefits for DB plan members are determined by final average compensation and years of service. DB members are eligible to receive a monthly benefit when they meet certain age and service requirements. The System also provides disability and survivor benefits to DB plan members.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 10 - DEFINED BENEFIT PENSION PLAN AND POSTEMPLOYMENT BENEFITS
(CONTINUED)

Prior to Pension reform of 2010 there were two plans commonly referred to as Basic and the Member Investment Plan (MIP). Basic Plan member's contributions range from 0% - 4%. On January 1, 1987, the Member Investment Plan (MIP) was enacted. MIP members enrolled prior to January 1, 1990, contribute at a permanently fixed rate of 3.9% of gross wages. Members first hired January 1, 1990, or later including Pension Plus Plan members, contribute at various graduated permanently fixed contribution rates from 3.0% - 7.0%.

Pension Reform 2010

On May 19, 2010, the Governor signed Public Act 75 of 2010 into law. As a result, any member of the Michigan Public School Employees' Retirement System (MPSERS) who became a member of MPSERS after June 30, 2010 is a Pension Plus member. Pension Plus is a hybrid plan that contains a pension component with an employee contribution (graded, up to 6.4% of salary) and a flexible and transferable defined contribution (DC) tax-deferred investment account that earns an employer match of 50% (up to 1% of salary) on employee contributions. Retirement benefits for Pension Plus members are determined by final average compensation and years of service. Disability and survivor benefits are available to Pension Plus members.

Pension Reform 2012

On September 4, 2012, the Governor signed Public Act 300 of 2012 into law. The legislation grants all active members who first became a member before July 1, 2010 and who earned service credit in the 12 months ending September 3, 2012, or were on an approved professional services or military leave of absence on September 3, 2012, a voluntary election regarding their pension. Any changes to a member's pension are effective as of the member's transition date, which is defined as the first day of the pay period that begins on or after February 1, 2013.

Under the reform, members voluntarily chose to increase, maintain, or stop their contributions to the pension fund.

An amount determined by the member's election of Option 1, 2, 3, or 4 described below:

Option 1 – Members voluntarily elected to increase their contributions to the pension fund as noted below, and retain the 1.5% pension factor in their pension formula. The increased contribution would begin as of their transition date and continue until they terminate public school employment.

- Basic plan members: 4% contribution
- Member Investment Plan (MIP)-Fixed, MIP-Graded, and MIP-Plus members: a flat 7% contribution

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 10 - DEFINED BENEFIT PENSION PLAN AND POSTEMPLOYMENT BENEFITS
(CONTINUED)

Option 2 – Members voluntarily elected to increase their contribution to the pension fund as stated in Option 1 and retain the 1.5% pension factor in their pension formula. The increased contribution would begin as of their transition date and continue until they reach 30 years of service. If and when they reach 30 years of service, their contribution rates will return to the previous level in place as of the day before their transition date (0% for Basic plan members, 3.9% for MIP-Fixed, up to 4.3% for MIP-Graded, or up to 6.4% for MIP-Plus). The pension formula for any service thereafter would include a 1.25% pension factor.

Option 3 – Members voluntarily elected not to increase their contribution to the pension fund and maintain their current level of contribution to the pension fund. The pension formula for their years of service as of the day before their transition date will include a 1.5% pension factor. The pension formula for any service thereafter will include a 1.25% pension factor.

Option 4 – Members voluntarily elected to no longer contribute to the pension fund and therefore are switched to the Defined Contribution plan for future service as of their transition date. As a DC participant they receive a 4% employer contribution to the tax-deferred 401(k) account and can choose to contribute up to the maximum amounts permitted by the IRS to a 457 account. They vest in employer contributions and related earnings in their 401(k) account based on the following schedule: 50% at 2 years, 75% at 3 years, and 100% at 4 years of service. They are 100% vested in any personal contributions and related earnings in their 457 account. Upon retirement, if they meet age and service requirements (including their total years of service), they would also receive a pension (calculated based on years of service and final average compensation as of the day before their transition date and a 1.5% pension factor).

Members who did not make an election before the deadline defaulted to Option 3 as described above. Deferred or nonvested public school employees on September 3, 2012, who return to public school employment on or after September 4, 2012, will be considered as if they had elected Option 3 above. Returning members who made the retirement plan election will retain whichever option they chose.

Employees who first worked on or after September 4, 2012 choose between two retirement plans: the Pension Plus Plan and a Defined Contribution that provides a 50% employer match up to 3% of salary on employee contributions.

Final Average Compensation (FAC) - Average of highest 60 consecutive months for Basic Plan members and Pension Plus members (36 months for MIP members). FAC is calculated as of the last day worked unless the member elected Option 4, in which case the FAC is calculated at the transition date.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 10 - DEFINED BENEFIT PENSION PLAN AND POSTEMPLOYMENT BENEFITS
(CONTINUED)

Pension Reform of 2017

On July 13, 2017, the Governor signed Public Act 92 of 2017 into law. The legislation closed the Pension Plus plan to newly hired employees as of February 1, 2018 and created a new, optional Pension Plus 2 plan with similar plan benefit calculations but containing a 50/50 contribution share between the employee and the employer, including the cost of future unfunded liabilities. The assumed rate of return on the Pension Plus 2 plan is 6%. Further, under certain adverse actuarial conditions, the Pension Plus 2 plan will close to new employees if the actuarial funded ratio falls below 85% for two consecutive years. The law included other provisions to the retirement eligibility age, plan assumptions, and unfunded liability payment methods.

Benefits Provided – Other postemployment benefit (OPEB)

Benefit provisions of the postemployment healthcare plan are established by State statute, which may be amended. Public Act 300 of 1980, as amended, establishes eligibility and benefit provisions. Retirees have the option of health coverage, which, through 2012, was funded on a cash disbursement basis. Beginning fiscal year 2013, it is funded on a prefunded basis. The System has contracted to provide the comprehensive group medical, prescription drug, dental and vision coverage for retirees and beneficiaries. A subsidized portion of the premium is paid by the System with the balance deducted from the monthly pension of each retiree health care recipient. For members who first worked before July 1, 2008, (Basic, MIP-Fixed, and MIP-Graded plan members), the subsidy is the maximum allowed by statute. To limit future liabilities of Other Postemployment Benefits, members who first worked on or after July 1, 2008, (MIP-Plus plan members), have a graded premium subsidy based on career length where they accrue credit towards their insurance premiums in retirement, not to exceed the maximum allowable by statute. Public Act 300 of 2012 sets the maximum subsidy at 80% beginning January 1, 2013; 90% for those Medicare eligible and enrolled in the insurances as of that date.

Retiree Healthcare Reform of 2012

Public Act 300 of 2012 granted all active members of the Michigan Public School Employees Retirement System, who earned service credit in the 12 months ending September 3, 2012, or were on an approved professional services or military leave of absence on September 3, 2012, a voluntary election regarding their retirement healthcare. Any changes to a member's healthcare benefit are effective as of the member's transition date, which is defined as the first day of the pay period that begins on or after February 1, 2013.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 10 - DEFINED BENEFIT PENSION PLAN AND POSTEMPLOYMENT BENEFITS
(CONTINUED)

Under Public Act 300 of 2012, members were given the choice between continuing the 3% contribution to retiree healthcare and keeping the premium subsidy benefit described above, or choosing not to pay the 3% contribution and instead opting out of the subsidy benefit and becoming a participant in the Personal Healthcare Fund (PHF), a portable, tax-deferred fund that can be used to pay healthcare expenses in retirement. Participants in the PHF are automatically enrolled in a 2% employee contribution into their 457 account as of their transition date, earning them a 2% employer match into a 401(k) account. Members who selected this option stop paying the 3% contribution to retiree healthcare as of the day before their transition date, and their prior contributions will be deposited into their 401(k) accounts.

Regular Retirement (no reduction factor for age)

Eligibility – A Basic plan member may retire at age 55 with 30 years credited service; or age 60 with 10 years credited service. For Member Investment Plan (MIP) members, age 46 with 30 years credited service; or age 60 with 10 years credited service; or age 60 with 5 years of credited service provided member worked through 60th birthday and has credited service in each of the last 5 years. For Pension Plus Plan (PPP) members, age 60 with 10 years of credited service.

Annual Amount – The annual pension is paid monthly for the lifetime of a retiree. The calculation of a member's pension is determined by their pension election under PA 300 of 2012.

Member Contributions

Depending on the plan selected, member contributions range from 0% - 7% for pension and 0% - 3% for other postemployment benefits. Plan members electing the defined contribution plan are not required to make additional contributions.

Employer Contributions

Employers are required by Public Act 300 of 1980, as amended, to contribute amounts necessary to finance the coverage of pension benefits and OPEB. Contribution provisions are specified by State statute and may be amended only by action of the State Legislature.

Employer contributions to the System are determined on an actuarial basis using the entry age normal actuarial cost method. Under this method, the actuarial present value of the projected benefits of each individual included in the actuarial valuation is allocated on a level basis over the service of the individual between entry age and assumed exit age. The normal cost is the annual cost assigned under the actuarial funding method, to the current and subsequent plan years. The remainder is called the actuarial accrued liability. Normal cost is funded on a current basis.

Pension and OPEB contributions made in the fiscal year ending September 30, 2021 were determined as of the September 30, 2018 actuarial valuations. The pension and OPEB benefits, the unfunded (overfunded) actuarial accrued liabilities as of September 30, 2018, are amortized over a 18-year period beginning October 1, 2020 and ending September 30, 2038.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 10 - DEFINED BENEFIT PENSION PLAN AND POSTEMPLOYMENT BENEFITS
(CONTINUED)

The School District's contributions are determined based on employee elections. There are several different benefit options included in the plan available to employees based on date of hire. Contribution rates are adjusted annually by the ORS. The range of rates is as follows:

	Pension	Other Postemployment Benefit
October 1, 2020 - September 30, 2021	13.39% - 19.78%	7.57% - 8.43%
October 1, 2021 - September 30, 2022	13.73% - 20.14%	7.23% - 8.09%

The School District's pension contributions for the year ended June 30, 2022 were equal to the required contribution total. Total pension contributions were approximately \$1,369,000. Of the total pension contributions approximately \$1,222,000 was contributed to fund the Defined Benefit Plan and approximately \$147,000 was contributed to fund the Defined Contribution Plan.

The School District's OPEB contributions for the year ended June 30, 2022 were equal to the required contribution total. Total OPEB contributions were approximately \$309,000. Of the total OPEB contributions approximately \$303,000 was contributed to fund the Defined Benefit Plan and approximately \$6,000 was contributed to fund the Defined Contribution Plan.

These amounts, for both pension and OPEB benefits, include contributions funded from State Revenue Section 147c restricted to fund the MPSERS Unfunded Actuarial Accrued Liability (UAAL) Stabilization Rate (100% for pension and 0% for OPEB).

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 10 - DEFINED BENEFIT PENSION PLAN AND POSTEMPLOYMENT BENEFITS
(CONTINUED)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

Pension Liabilities

The net pension liability was measured as of September 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation date of September 30, 2020 and rolled-forward using generally accepted actuarial procedures. The School District's proportion of the net pension liability was based on a projection of its long-term share of contributions to the pension plan relative to the projected contributions of all participating reporting units, actuarially determined.

<u>MPSERS (Plan) Non-University Employers:</u>	<u>September 30, 2021</u>	<u>September 30, 2020</u>
Total Pension Liability	\$ 86,392,473,395	\$ 85,290,583,799
Plan Fiduciary Net Position	\$ 62,717,060,920	\$ 50,939,496,006
Net Pension Liability	\$ 23,675,412,475	\$ 34,351,087,793
Proportionate share	0.03765 %	0.03873 %
Net Pension liability for the School District	\$ 8,912,848	\$ 13,303,352

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended June 30, 2022, the School District recognized pension expense of approximately \$271,000.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 10 - DEFINED BENEFIT PENSION PLAN AND POSTEMPLOYMENT BENEFITS
(CONTINUED)

At June 30, 2022, the School District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred (Inflows) of Resources
Differences between expected and actual experience	\$ 138,064	\$ (52,486)
Net difference between projected and actual earnings on pension plan investments	0	(2,865,452)
Changes in assumptions	561,834	0
Changes in proportion and differences between employer contributions and proportionate share of contributions	205,838	(527,225)
Unearned revenue related to pension portion of section 147 c	0	(516,206)
School District's contributions subsequent to the measurement date	1,081,189	0
Total	\$ 1,986,925	\$ (3,961,369)

\$1,081,189, reported as deferred outflows of resources related to pensions resulting from School District employer contributions subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the subsequent fiscal year.

Other amounts reported as deferred outflows of resources and (deferred inflows) of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30	Amount
2023	\$ (340,291)
2024	(585,419)
2025	(806,998)
2026	(806,719)
	\$ (2,539,427)

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 10 - DEFINED BENEFIT PENSION PLAN AND POSTEMPLOYMENT BENEFITS
(CONTINUED)

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

OPEB Liabilities

The net OPEB liability was measured as of September 30, 2021, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation date of September 30, 2020 and rolled-forward using generally accepted actuarial procedures. The School District's proportion of the net OPEB liability was based on a projection of its long-term share of contributions to the OPEB plan relative to the projected contributions of all participating reporting units, actuarially determined.

MPSERS (Plan) Non-University Employers:	September 30, 2021	September 30, 2020
Total OPEB Liability	\$ 12,046,393,511	\$ 13,206,903,534
Plan Fiduciary Net Position	\$ 10,520,015,621	\$ 7,849,636,555
Net OPEB Liability	\$ 1,526,377,890	\$ 5,357,266,979
Proportionate share	0.03764 %	0.03890 %
Net OPEB liability for the School District	\$ 574,528	\$ 2,083,726

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2022, the School District recognized OPEB expense of approximately \$(374,000).

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 10 - DEFINED BENEFIT PENSION PLAN AND POSTEMPLOYMENT BENEFITS
(CONTINUED)

At June 30, 2022, the School District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred (Inflows) of Resources
Difference between expected and actual experience	\$ 0	\$ (1,639,948)
Net difference between projected and actual plan investments	0	(433,032)
Changes in assumption	480,277	(71,867)
Changes in proportion and differences between employer contributions and proportionate share of contributions	26,831	(194,928)
School District's contributions subsequent to the measurement date	238,785	0
Total	\$ 745,893	\$ (2,339,775)

\$238,785, reported as deferred outflows of resources related to OPEB resulting from School District employer contributions subsequent to the measurement date, will be recognized as a reduction of the net OPEB liability in the subsequent fiscal year.

Other amounts reported as deferred outflows of resources and (deferred inflows) of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended June 30	Amount
2023	\$ (465,426)
2024	(434,428)
2025	(407,331)
2026	(375,777)
2027	(132,343)
Thereafter	(17,362)
	\$ (1,832,667)

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 10 - DEFINED BENEFIT PENSION PLAN AND POSTEMPLOYMENT BENEFITS
(CONTINUED)

Actuarial Assumptions

Investment rate of return for Pension - 6.80% a year, compounded annually net of investment and administrative expenses for the MIP, Basic and Pension Plus groups and 6.00% a year, compounded annually net of investment and administrative expenses for the Pension Plus 2 Plan.

Investment rate of return for OPEB - 6.95% a year, compounded annually net of investment and administrative expenses.

Salary increases - The rate of pay increase used for individual members is 2.75% - 11.55%, including wage inflation at 2.75%..

Inflation - 3.0%

Mortality assumptions -

Retirees: RP-2014 Male and Female Healthy Annuitant Mortality Tables scaled by 82% for males and 78% for females and adjusted for mortality improvements using projection scale MP-2017 from 2006.

Active: RP-2014 Male and Female Employee Annuitant Mortality Tables scaled 100% and adjusted for mortality improvements using projection scale MP-2017 from 2006.

Disabled Retirees: RP-2014 Male and Female Disabled Annuitant Mortality Tables scaled 100% and adjusted for mortality improvements using projection scale MP-2017 from 2006.

Experience study - The annual actuarial valuation report of the System used for these statements is dated September 30, 2020. Assumption changes as a result of an experience study for the periods 2012 through 2017 have been adopted by the System for use in the determination of the total pension and OPEB liability beginning with the September 30, 2018 Comprehensive Annual Financial Report.

The long-term expected rate of return on pension and other postemployment benefit plan investments - The pension rate was 6.80% (MIP, Basic, and Pension Plus Plan) and 6.00% for the Pension Plus 2 Plan, and the other postemployment benefit rate was 6.95%, net of investment and administrative expenses was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan and OPEB investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Cost of Living Pension Adjustments – 3.0% annual non-compounded for MIP members.

Healthcare cost trend rate for other postemployment benefit – Pre 65, 7.75% for year one and graded to 3.5% for year fifteen. Post 65, 5.25% for year one and graded to 3.5% in year fifteen.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 10 - DEFINED BENEFIT PENSION PLAN AND POSTEMPLOYMENT BENEFITS
(CONTINUED)

Additional assumptions for other postemployment benefit only – Applies to individuals hired before September 4, 2012:

Opt Out Assumption - 21% of eligible participants hired before July 1, 2008 and 30% of those hired after June 30, 2008 are assumed to opt out of the retiree health plan.

Survivor Coverage - 80% of male retirees and 67% of female retirees are assumed to have coverage continuing after the retiree’s death.

Coverage Election at Retirement - 75% of male and 60% of female future retirees are assumed to elect coverage for 1 or more dependents.

The target asset allocation at September 30, 2021 and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Investment Category	Target Allocation*	Long-Term Expected Real Rate of Return*
Domestic Equity Pools	25.0%	5.4%
Private Equity Pools	16.0%	9.1%
International Equity Pools	15.0%	7.5%
Fixed Income Pools	10.5%	(0.7)%
Real Estate and Infrastructure Pools	10.0%	5.4%
Absolute Return Pools	9.0%	2.6%
Real Return/Opportunistic Pools	12.5%	6.1%
Short Term Investment Pools	2.0%	(1.3)%
Total	100.0%	

*Long term rate of return are net of administrative expenses and 2.0% inflation.

Rate of return - For fiscal year ended September 30, 2021, the annual money-weighted rate of return on pension and OPEB plan investments, net of pension and OPEB plan investment expense, was 27.3% and 27.14% respectively. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amount actually invested.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 10 - DEFINED BENEFIT PENSION PLAN AND POSTEMPLOYMENT BENEFITS
(CONTINUED)

Pension discount rate - A single discount rate of 6.80% was used to measure the total pension liability (6.00% for the Pension Plus 2 Plan). This discount rate was based on the long-term rate of return on pension plan investments of 6.80% (6.00% for the Pension Plus 2 Plan). The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that contributions from school districts will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

OPEB discount rate - A single discount rate of 6.95% was used to measure the total OPEB liability. This discount rate was based on the long-term expected rate of return on OPEB plan investments of 6.95%. The projection of cash flows used to determine this discount rate assumed that plan member contributions will be made at the current contribution rate and that school districts contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

Sensitivity of the net pension liability to changes in the discount rate - The following presents the School District's proportionate share of the net pension liability calculated using a single discount rate of 6.80% (6.00% for the Pension Plus 2 Plan), as well as what the School District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	Pension		
	1% Decrease	Discount Rate	1% Increase
School District's proportionate share of the net pension liability	<u>\$12,742,956</u>	<u>\$8,912,848</u>	<u>\$5,737,438</u>

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 10 - DEFINED BENEFIT PENSION PLAN AND POSTEMPLOYMENT BENEFITS
(CONTINUED)

Sensitivity of the net OPEB liability to changes in the discount rate - The following presents the School District's proportionate share of the net OPEB liability calculated using the discount rate of 6.95%, as well as what the Reporting Unit's proportionate share of the net OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	Other postemployment benefit		
	1% Decrease	Discount Rate	1% Increase
School District's proportionate share of the net OPEB liability	<u>\$1,067,576</u>	<u>\$574,528</u>	<u>\$156,106</u>

Sensitivity to the net OPEB liability to changes in the healthcare cost trend rates - The following presents the School District's proportionate share of the net other postemployment benefit liability calculated using the healthcare cost trend rate of 7.0% (decreasing to 3.0%), as well as what the School District's proportionate share of the net other postemployment benefit liability would be if it were calculated using a healthcare cost trend rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	Other postemployment benefit		
	1% Decrease	Current Healthcare cost trend rates	1% Increase
School District's proportionate share of the net OPEB liability	<u>\$139,835</u>	<u>\$574,528</u>	<u>\$1,063,609</u>

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 10 - DEFINED BENEFIT PENSION PLAN AND POSTEMPLOYMENT BENEFITS
(CONTINUED)

Pension and OPEB Plan Fiduciary Net Position - Detailed information about the pension and OPEB plan's fiduciary net position is available in the separately issued Michigan Public School Employees Retirement System 2021 valuation.

Payable to the Pension and OPEB Plan - At year end the School District is current on all required pension and other postemployment benefit plan payments. Amounts accrued at year end for accounting purposes are included in the financial statements as a liability titled accrued payroll and payroll liabilities. These amounts represent current payments for June paid in July, accruals for summer pay primarily for teachers and the contributions due funded from State Revenue Section 147c restricted to fund the MPSERS Unfunded Actuarial Accrued Liability (UAAL) Stabilization Rate.

NOTE 11 - GRANTS

The School District receives significant financial assistance from federal and state governmental agencies in the form of grants. The disbursement of funds received under these programs generally require compliance with terms and conditions specified in the grant agreements and are subject to audit by the School District's independent auditors and other governmental auditors. Any disallowed claims resulting from such audits could become a liability of the General Fund or other applicable fund. Based on prior experience, the School District administration believes such disallowance, if any, would be immaterial.

NOTE 12 - TAX ABATEMENTS

The School District receives reduced property tax revenues as a result of Industrial Facilities Tax exemptions, Brownfield Redevelopment Agreements, and Payments in Lieu of Taxes (PILOT) granted by cities, villages and townships. Industrial facility exemptions are intended to promote construction of new industrial facilities, or to rehabilitate historical facilities; Brownfield Redevelopment Agreements are intended to reimburse taxpayers that remediate environmental contamination on their properties; PILOT programs apply to multiple unit housing for citizens of low income and the elderly.

There are no significant abatements made by the School District.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Financial Statements
For the Year Ended June 30, 2022

NOTE 13 - UPCOMING ACCOUNTING PRONOUNCEMENT

In May 2020, the GASB issued Statement No. 96, *Subscription-based Information Technology Arrangements*. This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset - an intangible asset - and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended. The School District is currently evaluating the impact this standard will have on the financial statements when adopted during the 2022-2023 fiscal year.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Required Supplemental Information
Budgetary Comparison Schedule - General Fund
For the Year Ended June 30, 2022

	Original Budget	Final Amended Budget	Actual	Variances with Final Budget Favorable (Unfavorable)
<u>Revenues</u>				
Local sources	\$ 1,019,436	\$ 996,080	\$ 1,114,508	\$ 118,428
State sources	3,912,961	4,060,576	4,073,138	12,562
Federal sources	601,899	652,951	719,109	66,158
Total revenues	<u>5,534,296</u>	<u>5,709,607</u>	<u>5,906,755</u>	<u>197,148</u>
<u>Expenditures</u>				
Instruction:				
Added needs	42,540	31,257	31,257	0
Support services:				
Pupil	568,347	405,558	346,852	58,706
Instructional staff	583,076	611,866	602,779	9,087
General administrative	577,020	597,155	725,440	(128,285)
School administrative	1,003,449	1,055,547	1,035,848	19,699
Business services	11,290	8,948	8,178	770
Operations and maintenance	107,827	95,117	62,363	32,754
Information services	294,447	356,252	344,294	11,958
Support other	0	0	1,059	(1,059)
Total expenditures	<u>3,187,996</u>	<u>3,161,700</u>	<u>3,158,070</u>	<u>3,630</u>
Excess (deficiency) of revenues over expenditures	<u>2,346,300</u>	<u>2,547,907</u>	<u>2,748,685</u>	<u>200,778</u>
<u>Other Financing Sources (Uses)</u>				
Operating transfers in from other governmental units	260,542	441,321	317,301	(124,020)
Operating transfers out to other governmental units	(2,266,450)	(2,325,419)	(2,454,726)	(129,307)
Operating transfers in from other funds	0	0	2,850	2,850
Operating transfers out to other funds	0	(516,217)	(516,217)	0
Total other financing sources (uses)	<u>(2,005,908)</u>	<u>(2,400,315)</u>	<u>(2,650,792)</u>	<u>(250,477)</u>
Net change in fund balance	340,392	147,592	97,893	(49,699)
Fund balance - beginning of year	<u>1,737,009</u>	<u>1,737,009</u>	<u>1,737,009</u>	<u>0</u>
Fund balance - end of year	<u>\$ 2,077,401</u>	<u>\$ 1,884,601</u>	<u>\$ 1,834,902</u>	<u>\$ (49,699)</u>

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
 Required Supplemental Information
 Budgetary Comparison Schedule - Special Education Fund
 For the Year Ended June 30, 2022

	Original Budget	Final Amended Budget	Actual	Variances with Final Budget Favorable (Unfavorable)
<u>Revenues</u>				
Local sources	\$ 3,122,278	\$ 3,185,763	\$ 3,203,755	\$ 17,992
State sources	1,985,588	1,985,791	2,062,951	77,160
Federal sources	2,405,363	2,683,782	2,501,258	(182,524)
Total revenues	<u>7,513,229</u>	<u>7,855,336</u>	<u>7,767,964</u>	<u>(87,372)</u>
<u>Expenditures</u>				
Instruction:				
Added needs	1,814,556	1,696,447	1,791,465	(95,018)
Support services:				
Pupil	1,774,605	1,973,368	1,999,654	(26,286)
Instructional staff	456,859	424,529	428,781	(4,252)
General administrative	124,707	144,610	67,356	77,254
School administrative	219,914	231,620	236,343	(4,723)
Business services	21,755	23,286	22,603	683
Operations and maintenance	153,254	198,786	204,545	(5,759)
Transportation	621,646	846,875	834,965	11,910
Information services	169,835	154,171	156,684	(2,513)
Support other	5,460	1,589	1,589	0
Community services	<u>0</u>	<u>0</u>	<u>7,850</u>	<u>(7,850)</u>
Total expenditures	<u>5,362,591</u>	<u>5,695,281</u>	<u>5,751,835</u>	<u>(56,554)</u>
Excess (deficiency) of revenues over expenditures	<u>2,150,638</u>	<u>2,160,055</u>	<u>2,016,129</u>	<u>(143,926)</u>
<u>Other Financing Sources (Uses)</u>				
Operating transfers in from other governmental units	666,612	525,000	754,578	229,578
Operating transfers out to other governmental units	(2,335,239)	(2,145,167)	(2,430,878)	(285,711)
Operating transfers in from other funds	0	141,612	141,612	0
Operating transfers out	0	(356,965)	(50,000)	306,965
Total other financing sources (uses)	<u>(1,668,627)</u>	<u>(1,835,520)</u>	<u>(1,584,688)</u>	<u>250,832</u>
Net change in fund balance	482,011	324,535	431,441	106,906
Fund balance - beginning of year	<u>(268,180)</u>	<u>(268,180)</u>	<u>(268,180)</u>	<u>0</u>
Fund balance - end of year	<u>\$ 213,831</u>	<u>\$ 56,355</u>	<u>\$ 163,261</u>	<u>\$ 106,906</u>

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
 Required Supplemental Information
 Budgetary Comparison Schedule - Career and Technical Education Fund
 For the Year Ended June 30, 2022

	Original Budget	Final Amended Budget	Actual	Variances with Final Budget Favorable (Unfavorable)
<u>Revenues</u>				
Local sources	\$ 1,000	\$ 0	\$ 0	\$ 0
State sources	554,059	1,002,508	945,629	(56,879)
Federal sources	145,856	145,856	145,856	0
Total revenues	<u>700,915</u>	<u>1,148,364</u>	<u>1,091,485</u>	<u>(56,879)</u>
<u>Expenditures</u>				
Instruction:				
Added needs	260,799	317,636	339,731	(22,095)
Support services:				
Pupil	153,305	163,680	55,922	107,758
Instructional staff	0	0	11,036	(11,036)
General administrative	245,696	358,229	384,271	(26,042)
Business services	4,254	1,850	791	1,059
Operations and maintenance	24,000	4,426	996	3,430
Transportation	0	0	3,459	(3,459)
Information services	0	0	75,665	(75,665)
Support other	1,033	0	1,059	(1,059)
Capital outlay	0	22,779	25,029	(2,250)
Total expenditures	<u>689,087</u>	<u>868,600</u>	<u>897,959</u>	<u>(29,359)</u>
Excess (deficiency) of revenues over expenditures	<u>11,828</u>	<u>279,764</u>	<u>193,526</u>	<u>(86,238)</u>
<u>Other Financing Sources (Uses)</u>				
Operating transfers in from other governmental units	196,317	208,000	208,000	0
Operating transfers out to other governmental units	(195,612)	(539,304)	(517,594)	21,710
Operating transfers in from other funds	0	45,817	70,205	24,388
Total other financing sources (uses)	<u>705</u>	<u>(285,487)</u>	<u>(239,389)</u>	<u>46,098</u>
Net change in fund balance	12,533	(5,723)	(45,863)	(40,140)
Fund balance - beginning of year	<u>291,253</u>	<u>291,253</u>	<u>291,253</u>	<u>0</u>
Fund balance - end of year	<u>\$ 303,786</u>	<u>\$ 285,530</u>	<u>\$ 245,390</u>	<u>\$ (40,140)</u>

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
 Required Supplemental Information
 Schedule of the Reporting Unit's Proportionate Share of the Net Pension Liability
 Michigan Public School Employees Retirement Plan
Last 10 Fiscal Years (Amounts were determined as of 9/30 of each fiscal year)

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Reporting unit's proportion of net pension liability (%)	0.03765 %	0.03873 %	0.03998 %	0.03753 %	0.04012 %	0.03894 %	0.03861 %	0.03753 %
Reporting unit's proportionate share of net pension liability	\$ 8,912,848	\$ 13,303,352	\$ 13,239,363	\$ 11,281,693	\$ 10,397,134	\$ 9,714,411	\$ 9,429,667	\$ 8,267,124
Reporting unit's covered-employee payroll	\$ 3,465,156	\$ 3,484,938	\$ 3,571,901	\$ 3,523,064	\$ 3,427,920	\$ 3,322,095	\$ 3,735,841	\$ 3,207,846
Reporting unit's proportionate share of net pension liability as a percentage of its covered-employee payroll	38.87821 %	26.19594 %	26.97940 %	31.22815 %	32.96985 %	34.19760 %	39.61795 %	38.80244 %
Plan fiduciary net position as a percentage of total pension liability	72.60000 %	59.72000 %	60.31000 %	62.36000 %	64.21000 %	63.27000 %	62.92000 %	66.15000 %

With the implementation of GASB Statement No. 68 in 2015, the 10 year history will be provided prospectively until a full 10 year history is shown.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
 Required Supplemental Information
 Schedule of the Reporting Unit's Pension Contributions
 Michigan Public School Employees Retirement Plan
Last 10 Reporting Unit Fiscal Years (Amounts were determined as of 6/30 of each fiscal year)

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Statutorily required contributions	\$ 1,222,142	\$ 1,103,778	\$ 1,088,622	\$ 1,058,389	\$ 1,029,255	\$ 955,926	\$ 905,044	\$ 707,465
Contributions in relation to statutorily required contributions*	<u>1,222,142</u>	<u>1,103,778</u>	<u>1,088,622</u>	<u>1,058,389</u>	<u>1,029,255</u>	<u>955,926</u>	<u>905,044</u>	<u>707,465</u>
Contribution deficiency (excess)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>				
Reporting unit's covered-employee payroll	\$ 3,704,909	\$ 3,321,745	\$ 3,687,887	\$ 3,525,626	\$ 3,494,800	\$ 3,539,385	\$ 3,256,176	\$ 3,267,840
Contributions as a percentage of covered-employee payroll	32.99 %	33.23 %	29.52 %	30.02 %	29.45 %	27.01 %	27.79 %	21.65 %

*Contributions in relation to statutorily required contributions are the contributions a reporting unit actually made to the System, as distinct from the statutorily required contributions.

With the implementation of GASB Statement No. 68 in 2015, the 10 year history will be provided prospectively until a full 10 year history is shown.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
 Required Supplemental Information
 Schedule of the Reporting Unit's Proportionate Share of the Net OPEB Liability
 Michigan Public School Employees Retirement Plan
Last 10 Fiscal Years (Amounts were determined as of 9/30 of each fiscal year)

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Reporting unit's proportion of net OPEB liability (%)	0.03764 %	0.03890 %	0.04052 %	0.04106 %	0.04021 %
Reporting unit's proportionate share of net OPEB liability	\$ 574,528	\$ 2,083,726	\$ 2,908,737	\$ 3,263,720	\$ 3,560,782
Reporting unit's covered-employee payroll	\$ 3,465,156	\$ 3,484,938	\$ 3,571,901	\$ 3,523,064	\$ 3,427,920
Reporting unit's proportionate share of net OPEB liability as a percentage of its covered-employee payroll	603.13092 %	167.24550 %	122.79904 %	107.94627 %	96.26874 %
Plan fiduciary net position as a percentage of total OPEB liability (Non-university employers)	87.33000 %	59.44000 %	48.46000 %	42.95000 %	32.48000 %

With the implementation of GASB Statement No. 75 in 2018, the 10 year history will be provided prospectively until a full 10 year history is shown.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
 Required Supplemental Information
 Schedule of the Reporting Unit's OPEB Contributions
 Michigan Public School Employees Retirement Plan
Last 10 Reporting Unit Fiscal Years (Amounts were determined as of 6/30 of each fiscal year)

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Statutorily required contributions	\$ 302,607	\$ 267,786	\$ 289,283	\$ 275,194	\$ 257,099
Contributions in relation to statutorily required contributions*	<u>302,607</u>	<u>267,786</u>	<u>289,283</u>	<u>275,194</u>	<u>257,099</u>
Contribution deficiency (excess)	<u>\$ 0</u>				
Reporting unit's covered-employee payroll**	\$ 3,704,909	\$ 3,321,745	\$ 3,687,887	\$ 3,525,626	\$ 3,494,800
Contributions as a percentage of covered-employee payroll	8.17 %	8.06 %	7.84 %	7.81 %	7.36 %

* Contributions in relation to statutorily required contributions are the contributions a reporting unit actually made to the System, as distinct from the statutorily required contributions.

** The employer's covered payroll is defined by GASB 85, *Omnibus 2017*, as payroll on which contributions to the OPEB plan are based. For non-university employers, covered payroll for both pension and OPEB represents payroll on which contributions to both plans are based.

With the implementation of GASB Statement No. 75 in 2018, the 10 year history will be provided prospectively until a full 10 year history is shown.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to Required Supplementary Information
For the Year Ended June 30, 2022

Changes of benefit terms: There were no changes of benefit terms in 2022.

Changes of assumptions: There were no changes of assumptions for the pension in 2022.

The assumption changes for 2022 for OPEB were:

Healthcare cost trend rate decreased to 7.0% Year 1 graded to 3.5% Year 15 from
7.5% Year 1 graded to 3.5% Year 12.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
 Other Supplemental Information
 Combining Balance Sheet
 Nonmajor Governmental Funds
June 30, 2022

	Special Revenue Funds			
	NMEC (Northern Michigan Electronics Consortium) Fund	Food Service Fund	Capital Projects Fund	Total
<u>Assets</u>				
Cash and investments	\$ 18,413	\$ 14,499	\$ 0	\$ 32,912
Receivables - net:				
Accounts receivable	0	4,298	0	4,298
Due from other funds	400	5,676	354,000	360,076
Prepaid expenditures	0	1,127	0	1,127
Total assets	\$ 18,813	\$ 25,600	\$ 354,000	\$ 398,413
<u>Liabilities and Fund Balance</u>				
<u>Liabilities</u>				
Accounts Payable	\$ 3,500	\$ 3,247	\$ 56,424	\$ 63,171
Deferred revenue	0	6,674	0	6,674
Total liabilities	3,500	9,921	56,424	69,845
<u>Fund Balance</u>				
Non-spendable - prepaid	0	1,127	0	1,127
Restricted for fund purposes	15,313	14,552	297,576	327,441
Total fund balance	15,313	15,679	297,576	328,568
Total liabilities and fund balance	\$ 18,813	\$ 25,600	\$ 354,000	\$ 398,413

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Other Supplemental Information
Combining Statement of Revenues, Expenditures
and Changes in Fund Balance - Nonmajor Governmental Funds
For the Year Ended June 30, 2022

	<u>Special Revenue Funds</u>		<u>Capital Projects Fund</u>	
	NMEC (Northern Michigan Electronics Consortium) Fund	Food Service Fund	Capital Projects Fund	Total
<u>Revenues</u>				
Local sources	\$ 0	\$ 389	\$ 11,912	\$ 12,301
State sources	0	429	0	429
Federal sources	0	65,526	0	65,526
Total revenues	<u>0</u>	<u>66,344</u>	<u>11,912</u>	<u>78,256</u>
<u>Expenditures</u>				
Support services:				
Central and other	23,073	0	0	23,073
Food services	0	50,665	0	50,665
Capital outlay	0	0	123,358	123,358
Total expenditures	<u>23,073</u>	<u>50,665</u>	<u>123,358</u>	<u>197,096</u>
Excess (deficiency) of revenues over expenditures	<u>(23,073)</u>	<u>15,679</u>	<u>(111,446)</u>	<u>(118,840)</u>
<u>Other Financing Sources (Uses)</u>				
Operating transfers in from other governmental units	17,483	0	0	17,483
Operating transfers in from other funds	400	0	354,000	354,400
Total other financing sources (uses)	<u>17,883</u>	<u>0</u>	<u>354,000</u>	<u>371,883</u>
Net change in fund balance	(5,190)	15,679	242,554	253,043
Fund balance - beginning of year	<u>20,503</u>	<u>0</u>	<u>55,022</u>	<u>75,525</u>
Fund balance - end of year	<u>\$ 15,313</u>	<u>\$ 15,679</u>	<u>\$ 297,576</u>	<u>\$ 328,568</u>



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING
STANDARDS

October 28, 2022

Board of Education
C.O.O.R. Intermediate School District
Roscommon, Michigan

We have audited, in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of C.O.O.R. Intermediate School District (School District), as of and for the year ended June 30, 2022 and the related notes to the financial statements, which collectively comprise C.O.O.R. Intermediate School District' basic financial statements and have issued our report thereon dated October 28, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered C.O.O.R. Intermediate School District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements but not for the purpose of expressing an opinion on the effectiveness of C.O.O.R. Intermediate School District's internal control. Accordingly, we do not express an opinion on the effectiveness of C.O.O.R. Intermediate School District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the School District's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.



Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2022-001, 2022-002 and 2022-003 that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether C.O.O.R. Intermediate School District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items 2022-002 and 2022-004.

School District's Response to Findings

C.O.O.R. Intermediate School District's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. C.O.O.R. Intermediate School District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing and not to provide an opinion on the effectiveness of the School District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Weinlander Fitzhugh



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE

October 28, 2022

Board of Education
C.O.O.R. Intermediate School District
Roscommon, Michigan

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited C.O.O.R. Intermediate School District's compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of C.O.O.R. Intermediate School District's major federal programs for the year ended June 30, 2022. C.O.O.R. Intermediate School District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, C.O.O.R. Intermediate School District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with U.S. generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of C.O.O.R. Intermediate School District and to meet our ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of C.O.O.R. Intermediate School District's compliance with the compliance requirements referred to above.



Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to C.O.O.R. Intermediate School District's federal programs.

Auditor's Responsibility for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on C.O.O.R. Intermediate School District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about C.O.O.R. Intermediate School District's compliance with the requirements for each major federal program as a whole.

In performing an audit in accordance with U.S. generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding C.O.O.R. Intermediate School District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of C.O.O.R. Intermediate School District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of C.O.O.R. Intermediate School District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.



Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Weinlander Fitzhugh

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
 Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2022

SECTION I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:

Unmodified opinion

Internal control over financial reporting:

- Material weakness(es) identified?
- Significant deficiency(ies) identified?

<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NONE REPORTED
<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO

Noncompliance material to financial statements noted?

Federal Awards

Internal Control over major programs:

- Material weakness(es) identified?
- Significant deficiency(ies) identified?

<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NONE REPORTED

Type of auditor's report issued on compliance of major programs:

Unmodified opinion

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
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Identification of major programs:

<u>ALN Number(s)</u>	<u>Name of Federal Program or Cluster</u>
84.027	Handicapped Preschool and School Program
84.173	Preschool Grant

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee?

<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
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C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2022

SECTION II - Financial Statement Findings

2022-001 (Repeat Finding 2021-001)

Criteria or Specific Requirement

Establish and maintenance of internal controls over the financial reporting process.

Condition

Due to the complexity of certain aspects of fund accounting, preparation of the government-wide financial statements in accordance with GASB 34, and the related note disclosures, the School District relies on auditor involvement to prepare its financial statements in accordance with U.S. generally accepted accounting principles.

Context

Internal controls should be in place to provide reasonable assurance to the School District that management possesses the specialized skills necessary to monitor and report annual financial activity without auditor involvement.

Effect

The effect of this condition places a reliance on the independent auditor to be part of the School District's internal control over financial reporting.

Cause

The School District does not have an individual on staff that has the specialized skills and experience to monitor financial activities and reporting in accordance with U.S. generally accepted accounting principles.

Recommendation

The School District should review and implement the specialized education and procedural activities to monitor and report annual financial activity without auditor involvement.

Views of the Responsible Officials and Planned Corrective Action

The School District will continue to develop the skills of the Business Manager. Refer to our corrective action plan for additional information.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2022

2022-002 (Repeat Finding 2021-002)

Criteria or Specific Requirement

School Districts should have controls in place to properly reflect anticipated revenues and expenditures, based on historical information, in the budget.

Condition

The School District incurred budget violations in its major funds revenues and expenditure accounts.

Context

The budget is used to monitor financial performance and reasonableness of financial reports.

Cause/Effect

The revenues and expenditures were not being monitored in comparison to actual and expected.

Recommendation

The School District should implement procedures to monitor activity and amend its funds required to adopt budgets in accordance with standards established by the State of Michigan.

Views of the Responsible Officials and Planned Corrective Action

The Business Manager will more closely monitor the budgeting process with the Department Directors and Supervisors. Refer to our corrective action plan for additional information.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2022

2022-003 (Repeat Finding 2021-003)

Criteria or Specific Requirement

During the course of the audit, we identified numerous misstatements, some of which were material to the School District's financial statements and provided audit entries to correct these misstatements. Material audit adjustments were required for accounts receivable and unearned revenue.

Condition

The fund level accounting records required material journal entries to correct accounts receivable and unearned revenue and to report balances in accordance with U.S. generally accepted accounting principles.

Context

The finding is a result of observation and inquiry with School District administration.

Effect

The effect of this condition places a reliance on the independent auditor to be part of the School District's internal controls.

Cause

The School District did not monitor its fund level reporting on a timely basis.

Recommendation

The School District should review the audit entries, understand why they were necessary and implement controls to ensure that the accounts and transactions affected are reviewed closely during the year and especially at year-end.

Views of the Responsible Officials and Planned Corrective Action

The Business Manager will review adjusted journal entries and decrease auditor involvement. Refer to our corrective action plan for additional information.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2022

2022-004

Criteria or Specific Requirement

The State of Michigan Department of Education requires the use of a uniform chart of accounts. Part of this chart of accounts includes a section for grant codes.

Condition

The uniform chart of accounts allows the District to track their expenditures by function, object and by grants. The client is not fully utilizing the prescribed state chart of accounts including the grant codes.

Context

Internal controls should be put in place to verify that the proper accounts are used.

Effect

This places a reliance on the auditor to reclassify certain expenditures to agree with the proper financial statement presentation. It also causes additional audit procedures related to the grants to verify the expenditures are complete and accurate.

Recommendation

The School District should review their current chart of accounts for the proper reporting for function and objects to verify that they are classifying their expenditures appropriately. The School District should also review all grant revenues and verify that they have the correct grant code utilized to track all grant expenditures. Grant expenditures and revenue for federal awards should also be tracked based on the project year.

Views of the Responsible Officials and Planned Corrective Action

The School District has begun the process of updating their current chart of accounts. Refer to our corrective action plan for additional information.

SECTION III - Federal Award Findings and Questioned Costs

There are no matters reported.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Summary Schedule of Prior Year Findings
For the Year Ended June 30, 2022

2021-001, 2021-002, 2022-003

Audit Finding

All audit findings listed above are repeat findings in the current year.

Corrective Action Taken

Corrective action plans were not implemented properly.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended June 30, 2022

Federal Grantor Pass Through Grantor <u>Program Title Grant Number</u>	Federal ALN <u>Number</u>	Approved Grant Award <u>Amount</u>	(Memo Only) Prior Year Expenditures	Accrued or (Deferred) Revenue at July 1, 2021	Adjustments and Transfers	Current Year Receipts (Cash Basis)	Current Year Expenditures	Accrued or (Deferred) Revenue at June 30, 2022	Payments to Subrecipients
Clusters:									
U.S. Department of Agriculture									
Passed through MDE									
Child Nutrition Cluster:									
<u>COVID-19 Seamless Summer Option (SSO) - Breakfast</u>									
	10.553								
Project 221971-20-21		\$ 4,878	\$ 0	\$ 0	\$ 0	\$ 4,878	\$ 4,878	\$ 0	\$ 0
Project 221971-21-22		15,382	0	0	0	13,722	15,319	1,597	0
		<u>20,260</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>18,600</u>	<u>20,197</u>	<u>1,597</u>	<u>0</u>
 <u>COVID-19 Seamless Summer Option (SSO) - Lunch</u>									
	10.555								
Project 211961-20-21		9,343	0	0	0	9,343	9,343	0	0
Project 211965-2021		5,676	0	0	0	5,676	0	(5,676)	0
Project 220910-2022		6,197	0	0	0	6,197	5,199	(998)	0
Project 211961-21-22		26,967	0	0	0	24,266	26,967	2,701	0
		<u>48,183</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>45,482</u>	<u>41,509</u>	<u>(3,973)</u>	<u>0</u>
 Non-Cash Assistance (Commodities)									
Entitlement	10.555	3,820	0	0	0	3,820	3,820	0	0
 Total Child Nutrition Cluster									
		<u>72,263</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>67,902</u>	<u>65,526</u>	<u>(2,376)</u>	<u>0</u>
 Special Education Cluster									
U.S. Department of Education									
Passed through MDE									
<u>Handicapped Preschool & Schools</u>									
	84.027								
PL 94-142 Flowthrough:									
Project 190450 - 1819		2,021,587	1,975,596	4,981	0	4,981	0	0	0
Project 210450 - 20-21		2,097,900	2,047,816	1,137,996	0	1,137,996	37,912	37,912	30,343
Project 220450 - 21-22		2,145,130	0	0	0	0	2,093,569	2,093,569	2,093,569
Total		<u>6,264,617</u>	<u>4,023,412</u>	<u>1,142,977</u>	<u>0</u>	<u>1,142,977</u>	<u>2,131,481</u>	<u>2,131,481</u>	<u>2,123,912</u>

See accompanying notes to Schedule of Expenditures of Federal Awards

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended June 30, 2022**

Federal Grantor Pass Through Grantor <u>Program Title Grant Number</u>	Federal ALN <u>Number</u>	Approved Grant Award <u>Amount</u>	(Memo Only) Prior Year Expenditures	Accrued or (Deferred) Revenue at July 1, 2021	Adjustments and Transfers	Current Year Receipts (Cash Basis)	Current Year Expenditures	Accrued or (Deferred) Revenue at June 30, 2022	Payments to Subrecipients
State Initiated / Competitive:	84.027a								
Project 210493-GSSG		\$ 132,000	\$ 131,452	\$ 84,291	\$ 1	\$ 84,292	\$ 0	\$ 0	\$ 0
Project 220493-21-22		132,000	0	0	0	0	132,000	132,000	0
Total		264,000	131,452	84,291	1	84,292	132,000	132,000	0
<u>Preschool Grant</u>									
PL 94-142 Preschool Incentive:	84.173								
Project 200460-1920		66,620	61,538	1,386	0	1,386	0	0	0
Project 210460-20-21		67,052	59,602	26,096	0	26,096	0	0	0
Project 220460-21-22		67,762	0	0	0	0	67,762	67,762	0
Total		201,434	121,140	27,482	0	27,482	67,762	67,762	0
Total Special Education Cluster		6,730,051	4,276,004	1,254,750	1	1,254,751	2,331,243	2,331,243	2,123,912
Other Federal Awards:									
U.S. Department of Agriculture									
Passed through MDE									
PEBT Administrative Funds	10.649								
COVID-19 Pandemic EBT Local Level Costs:									
Project 210982		614	0	0	0	614	614	0	0
U.S. Department of Treasury									
Passed through MDE									
COVID-19 Coronavirus State Fiscal Recovery Fund (GSRP)	21.027								
Project 222390-GSRP2122		300,150	0	0	0	0	169,450	169,450	169,450
Passed through MDE									
<u>Educationally Deprived Children</u>	84.010								
Title I Part D Grants:									
Project 211700-2021		42,540	42,540	42,540	0	42,540	0	0	0
Project 221700-2122		31,257	0	0	0	0	31,257	31,257	0
		73,797	42,540	42,540	0	42,540	31,257	31,257	0

See accompanying notes to Schedule of Expenditures of Federal Awards

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2022

Federal Grantor Pass Through Grantor <u>Program Title Grant Number</u>	Federal ALN <u>Number</u>	Approved Grant Award <u>Amount</u>	(Memo Only) Prior Year Expenditures	Accrued or (Deferred) Revenue at <u>July 1, 2021</u>	Adjustments and <u>Transfers</u>	Current Year Receipts <u>(Cash Basis)</u>	Current Year <u>Expenditures</u>	Accrued or (Deferred) Revenue at <u>June 30, 2022</u>	Payments to <u>Subrecipients</u>
<u>Infant and Toddler</u>									
Infant and Toddler Formula Grant	84.181								
Project 211340-20-21		\$ 80,041	\$ 76,138	\$ 76,138	\$ 0	\$ 75,988	\$ (150)	\$ 0	\$ 0
Project 221340-21-22		80,128	0	0	0	0	79,386	79,386	0
		<u>160,169</u>	<u>76,138</u>	<u>76,138</u>	<u>0</u>	<u>75,988</u>	<u>79,236</u>	<u>79,386</u>	<u>0</u>
<u>COVID-19 Governor's Emergency Education Relief (GEER) Funds</u>									
Project 201200-20-21	84.525C	5,869	5,869	5,869	0	5,869	0	0	0
Project 201230-20-21 (Early On)		7,768	3,854	3,854	0	3,854	0	0	0
		<u>13,637</u>	<u>9,723</u>	<u>9,723</u>	<u>0</u>	<u>9,723</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total non cluster programs passed through MDE		<u>548,367</u>	<u>128,401</u>	<u>128,401</u>	<u>0</u>	<u>128,865</u>	<u>280,557</u>	<u>280,093</u>	<u>169,450</u>
U.S. Department of Education									
Direct program									
Rural Education Achievement Program	84.358A								
Program S358A193327		21,168	21,168	9,181	0	9,181	0	0	0
Program S358A183509		23,559	3,798	3,798	0	3,798	14,514	14,514	0
		<u>44,727</u>	<u>24,966</u>	<u>12,979</u>	<u>0</u>	<u>12,979</u>	<u>14,514</u>	<u>14,514</u>	<u>0</u>
Total US Department of Ed non cluster programs		<u>593,094</u>	<u>153,367</u>	<u>141,380</u>	<u>0</u>	<u>141,844</u>	<u>295,071</u>	<u>294,607</u>	<u>169,450</u>
Total U.S. Department of Education		<u>7,395,408</u>	<u>4,429,371</u>	<u>1,396,130</u>	<u>1</u>	<u>1,464,497</u>	<u>2,691,840</u>	<u>2,623,474</u>	<u>2,293,362</u>
Passed through Other ISD's									
<u>Vocational Education - Basic Grants to States</u>	84.048								
Vocational Education Regional Allocation:									
Passed through Clare-Gladwin RESD:									
Perkins - Project 213520-21126		140,313	140,313	72,877	0	72,877	0	0	0
Perkins - Project 213520-21126		145,856	0	0	0	44,755	145,856	101,101	0
Total non cluster programs passed through other ISD's		<u>286,169</u>	<u>140,313</u>	<u>72,877</u>	<u>0</u>	<u>117,632</u>	<u>145,856</u>	<u>101,101</u>	<u>0</u>

See accompanying notes to Schedule of Expenditures of Federal Awards

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended June 30, 2022**

Federal Grantor Pass Through Grantor <u>Program Title Grant Number</u>	Federal ALN <u>Number</u>	Approved Grant Award <u>Amount</u>	(Memo Only) Prior Year Expenditures	Accrued or (Deferred) Revenue at July 1, 2021	Adjustments and Transfers	Current Year Receipts (Cash Basis)	Current Year Expenditures	Accrued or (Deferred) Revenue at June 30, 2022	Payments to Subrecipients
U.S. Department of Health and Human Services									
Passed through Michigan Community Health:									
<u>Medical Assistance Program Title XIX</u>	93.778	\$ 56,360	\$ 0	\$ 0	\$ 0	\$ 56,360	\$ 56,360	\$ 0	\$ 0
Medicaid Administrative Outreach									
Passed through Early Childhood Investment Corporation									
Childcare and Development Block Grant	93.575								
Fiscal 2020/2021-EUP		504,191	349,833	49,123	0	203,481	154,358	0	0
Fiscal 2020/2021-ECIC		16,984	14,360	2,254	0	4,878	2,624	0	0
Fiscal 2021/2022-EUP		527,691	0	0	0	233,674	326,113	92,439	0
Fiscal 2021/2022-ECIC		17,231	0	0	0	8,708	8,708	0	0
		<u>1,066,097</u>	<u>364,193</u>	<u>51,377</u>	<u>0</u>	<u>450,741</u>	<u>491,803</u>	<u>92,439</u>	<u>0</u>
Passed through MDE									
<u>RTT - Trusted Advisors</u>	93.434								
Project 213910 3.621		33,000	33,000	21,642	0	32,155	10,513	0	0
Project 213910 3.622		25,000	0	0	0	0	21,867	21,867	0
		<u>58,000</u>	<u>33,000</u>	<u>21,642</u>	<u>0</u>	<u>32,155</u>	<u>32,380</u>	<u>21,867</u>	<u>0</u>
Total Federal Financial Awards		<u>\$ 8,862,034</u>	<u>\$ 4,966,877</u>	<u>\$ 1,542,026</u>	<u>\$ 1</u>	<u>\$ 2,121,385</u>	<u>\$ 3,418,239</u>	<u>\$ 2,838,881</u>	<u>\$ 2,293,362</u>

See accompanying notes to Schedule of Expenditures of Federal Awards

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Schedule of Subrecipient Expenditures of Federal Awards
For the Year Ended June 30, 2022

Federal grantor/pass-through grantor/program title	Federal ALN number	Subrecipient award/ contract amount	Subrecipient current year expenditures	Current year cash transferred to subrecipient
PL-94-142 Flowthrough FY 20/21:	84.027			
Passed through to:				
Crawford AuSable Schools		\$ 412,475	\$ -	\$ 80,822
Fairview Area Schools		126,308	-	20,124
Roscommon Area Public Schools		286,167	-	104,126
Houghton Lake Community Schools		422,342	30,343	97,431
Mio-AuSable Schools		214,998	-	215,119
West Branch-Rose City Area Schools		432,211	-	432,211
Charlton Heston Academy		183,542	-	183,537
Total PL-94-142 Flowthrough 20/21 passed through to subrecipients		<u>\$ 2,078,043</u>	<u>\$ 30,343</u>	<u>\$ 1,133,370</u>
PL-94-142 Flowthrough FY 21/22:	84.027			
Passed through to:				
Crawford AuSable Schools		\$ 454,229	\$ 449,932	\$ 266,088
Fairview Area Schools		117,220	117,220	70,209
Roscommon Area Public Schools		249,093	240,953	239,402
Houghton Lake Community Schools		445,265	415,105	292,987
Mio-AuSable Schools		210,996	210,996	210,996
West Branch-Rose City Area Schools		416,132	416,132	-
Charlton Heston Academy		243,232	243,232	-
Total PL-94-142 Flowthrough 21/22 passed through to subrecipients		<u>\$ 2,136,167</u>	<u>\$ 2,093,570</u>	<u>\$ 1,079,682</u>
Total PL-94-142 Flowthrough passed through to subrecipients			<u>\$ 2,123,913</u>	<u>\$ 2,213,052</u>
COVID-19 Coronavirus State Fiscal Recovery Fund (GSRP)				
Passed through to:	21.027			
Charlton Heston Academy		\$ 145,638	\$ 82,924	\$ -
Grayling COOP Preschool		89,001	62,941	62,941
NEMSCA Roscommon		44,501	23,585	23,585
Total PL-94-142 GSRP passed through to subrecipients		<u>\$ 279,140</u>	<u>\$ 169,450</u>	<u>\$ 2,299,578</u>

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying schedule of expenditures of federal awards (Schedule) includes the federal grant activity of C.O.O.R. Intermediate School District under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of C.O.O.R. Intermediate School District, it is not intended to and does not present the financial position or changes in net position of C.O.O.R. Intermediate School District.

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts (if any) shown on the Schedule represent adjustments or credit made in the normal course of business to amounts reported as expenditures.

The School District has elected not to use the 10 percent de minimus indirect cost rate to recover costs as allowed under the Uniform Guidance.

NOTE 2 - OTHER DISCLOSURES

Management has utilized the NexSys, Cash Management System and the Grant Auditor Report in preparing the Schedule of Expenditures of Federal Awards.

NOTE 3 - RECONCILIATION OF REVENUE REPORTED IN THE FINANCIAL STATEMENTS

Total federal expenditures per Schedule of Expenditures of Federal Awards	\$ 3,418,239
Add:	
Infant and toddler	76,138
General Supervision	131,452
Early Childhood Investment Corporation	958
Less:	
RTT Trusted Advisors	21,867
IDEA	152,461
Preschool	15,115
Infant and toddler	5,595
Revenues per financial statements - federal sources	<u>\$ 3,431,749</u>

NOTE 4 - (UNAUDITED) DONATED PERSONAL PROTECTIVE EQUIPMENT

For the year ended June 30, 2022, the School District received immaterial amounts of donated personal protective equipment.

8. Consent Agenda

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

A. Approve minutes of previous meeting; October 19, 2022

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Meeting Minutes

A regular meeting of the Board of Education (the “Board”) was held Wednesday, October 19th, 2022 (rescheduled from October 12th). President Mangutz called the meeting to order at 6:03 P.M.

1. Call to order & Roll Call

Present: Ian Faulkner, Jim Gendernalik, Jim Mangutz DDS, Brie Molaison, Kara Mularz, Nancy Persing, Lyn Sperry. Present: 7, Absent: 0. Also in attendance: Superintendent Shawn Petri, Recording Secretary Rebecca Socia, Career Tech Director, Natalie Davis, and Director of Finance, Kurt Loll. Attending by Zoom was Instructional Services Director, Katie Fuelling, and tech assistant Cameron Kalthoff.

2. Opening Ceremonies

- Pledge of Allegiance
- Mission Statement

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

3. Adopt the Agenda

Adopt the agenda as presented. This motion, made by Persing and seconded by Molaison, was carried (7-0).

5. Department Updates – The Board reviewed these reports in advance and did not have any questions.

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

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.)

Approve all items on the Consent Agenda. This motion, made by Kara Mularz and seconded by Ian Faulkner. Ian Faulkner: Yes, Jim Gendernalik: Yes, Jim Mangutz DDS: Yes, Brie Molaison: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes. Yes: 7, No: 0

- 6.A. Approve minutes of the previous meeting, Sept 14, 2022
- 6.B. Approval of Bills for September 2022 totaling \$762,722.43
- 6.C. Approve Revenue & Expenditure Reports for September 2022
- 6.D. Approve new competitive bidding threshold to \$28,048 for the 2022-23 fiscal year
- 6.E. Renew contracts with Great Start Readiness Programs for 2022-23: Charlton Heston, Grayling Cooperative, HLUMC, NEMCSA, NMCAA, RAPS, and WBRC preschools.

Preschool Program Name	Slots	Funding
Charlton Heston	108	\$439,749.00
Grayling Cooperative	136	\$553,758.00
HLUMC	72	\$293,166.00
NMCAA	10	\$40,717.50
RAPS	46	\$187,300.50
WBRC	160	\$651,480.00
Totals	565	\$2,300,538.75

- 6.F. Renew retainer agreement with Clark Hill PLC for Special Education, 504 plan, and American Disabilities Act (ADA) legal guidance and related services for the 2022-2023 school year. The cost of the retainer is \$499.99

7. Action Items

- 7.A. Approve the amended lease agreement with Roscommon Area Public Schools for the Career & Technical Education programs at Roscommon Middle School, as amended.
Files updated 10-19-22

Approve the amended lease agreement with Roscommon Area Public Schools for the Career & Technical Education programs at Roscommon Middle School. This motion, made by Ian Faulkner and seconded by Lyn Sperry, was carried. Ian Faulkner: Yes, Jim Gendernalik: Yes, Jim Mangutz DDS: Yes, Brie Molaison: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes. Yes: 7, No: 0

Superintendent Petri discussed the recent change to section 4 on rent, tuition, and billing details. The annual cost last year was \$54,000 and has increased to \$96,000 because more rooms are being utilized now. RAPS will have to take this last amendment back to their Board of Education. The condo lease will replace this agreement when it is finalized.

- 7.B. Ratify contracts with Early Childhood staff from Oct 1, 2022 through Sept 30, 2023, including those who were previously contracted for the Regional Resource Center:
 - Christina Tappan, Great Start Collaborative Coordinator and Northeast Great Start to Quality Coordinator
 - Tammy Tyler, Great Start Parent Liaison
 - Desiree Lipski, Northeast Great Start to Quality Improvement Specialist
 - Helen Shastal, Northeast Great Start to Quality Coordinator and Quality Improvement Consultant
 - Marilynn Ellenberger, Quality Improvement Specialist and Consultant
 - Lauralea Taylor, Quality Improvement Specialist and Consultant

- Tracey Stein, Infant Toddler Specialist

Ratify contracts with Early Childhood staff from Oct 1, 2022 through Sept 30, 2023. This motion, made by Kara Mularz and seconded by Brie Molaison, was carried. Ian Faulkner: Yes, Jim Gendernalik: Yes, Jim Mangutz DDS: Yes, Brie Molaison: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes Yes: 7, No: 0

Superintendent Petri reported that Resource Center staff were able to become directly employed to help with retention because they can now get in the retirement system and get benefits. The Early Childhood portion of the General Fund budget will be adjusted.

7.C. Approve policy updates provided by Thrun Law Firm and update COOR ISD Board Policies as of October 5, 2022:

Policy 3105, 3109, 3118, 3301, 3302, 3303, 3304, 3305, 3306, 3307, 3308, 3409. The policy committee reviewed all the changes.

Adopt policy updates. This motion, made by Ian Faulkner and seconded by Lyn Sperry, was carried. Ian Faulkner: Yes, Jim Gendernalik: Yes, Jim Mangutz DDS: Yes, Brie Molaison: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes. Yes: 7, No: 0

7.D. Ratify a grant application for \$20,000 from the Illinois Facilities Fund to the Great Start to Quality Northeast Resource Center/COOR ISD for services provided through Sept 30, 2024.

IFF is a Community Development Financial Institution (CDFI) certified by the U.S. Department of the Treasury. "IFF strengthens nonprofits and the communities they serve by providing leadership, capital, and real estate solutions."

Ratify grant application to IFF for the Great Start to Quality Northeast Resource Center/COOR ISD through Sept 30, 2024. This motion, made by Lyn Sperry and seconded by Nancy Persing, Ian Faulkner: Yes, Jim Gendernalik: Yes, Jim Mangutz DDS: Yes, Brie Molaison: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes Yes: 7, No: 0

7.E. Approve a contract with Parallel Behavioral Health, P.C. to provide Speech and Language Services to Roscommon Area Public Schools and West Branch-Rose City Schools until December 31st to cover two maternity leaves and at Charlton Heston Academy through the end of the 2022-2023 school year.

Approve a contract with Parallel Behavioral Health, P.C. to provide Speech and Language Services through the end of the 2022-2023 school year. This motion, made by Kara Mularz and seconded by Brie Molaison, was carried. Ian Faulkner: Yes, Jim Gendernalik: Yes, Jim Mangutz DDS: Yes, Brie Molaison: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes. Yes: 7, No: 0

Virtual services are the best option we have at this time. The search continues for ancillary service providers who work in person.

7.F. Approve registration & overnight expenses for Superintendent Petri to attend the MASA Small & Rural Schools Conference in Petoskey on Nov 12-22, 2022. Registration is \$350.

Approve expenses for Superintendent Petri to attend the MASA Small & Rural District Conference. This motion, made by Brie Molaison and seconded by Lyn Sperry, was carried. Ian Faulkner: Yes, Jim Gendernalik: Yes, Jim Mangutz DDS: Yes, Brie Molaison: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes. Yes: 7, No: 0

7.G. Approve an amended budget for the Career Tech Center building project managed by Integrity Construction Services, LLC in the amount of \$2.7 million.

Approve an amended budget for the Career Tech Center building project managed by Integrity Construction Services, LLC in the amount of \$2.7 million. This motion, made by Kara Mularz and seconded by Brie Molaison, was carried. Ian Faulkner: Yes, Jim Gendernalik: Yes, Jim Mangutz DDS: Yes, Brie Molaison: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes. Yes: 7, No: 0

CTE Director Natalie Davis has applied for a 61c grant for equipment, and up to 50% of those funds can be used for construction costs for high-wage, high-demand classroom infrastructure. She has been working closely with Kurt Loll to look closely at the CTE budget. We also received the EMC expansion grant. We will now be collaborating with Alpena Community College. There are 13 CTE programs that don't get Vocational millage across the state who are eligible for this equipment grant.

Superintendent Petri stated that a few different resources may be utilized for payment of this higher amount, possibly including some general funds. Thursday morning, he meets with the Construction Manager to award bids to the winning bidders. The bidders were scheduled to actually break ground next Monday to beat the winter weather.

8. Information Items

- The 2022-23 Career Tech Cooperative Agreement was approved by all participating entities for Early-Middle College. The ISD is currently paying for transportation of local district students so they don't have to drive themselves.
- Social Media report card for September 2022
- Kids Count Data: current reports include 2021 demographics, economic well-being health, and other statistics by state and county – more reports can be downloaded from <http://www.kidscount.org>

9. Superintendent's Report

- Special Education Funding increase
- This funding could potentially increase \$400,000, but funds will be restricted to certain categories. If increase funds are gained for the CEC, the ISD wouldn't have to bill the LEAs nearly as much. The Durant settlement already gives 70% of transportation costs back.
- COOR Instructional Leadership Team - Superintendent Petri is very excited about this ISD-wide curriculum committee. They started by mapping what curriculum is being used for each subject matter in each of the local districts. The committee is rotating the meeting location around the ISD. They met in Houghton Lake and will meet in Fairview next month.

- Retirement of Jill Radosta, Director of Special Education. The open position has been posted.
- Competitive Bidding Threshold – the statewide threshold is now \$28,048.
- School Mapping - CRG quote - - School safety categorical funds- map each school district digitally for a statewide database. Chief Hill recommended doing this process. There are also Competitive bids for school resource officers and internal review of your emergency plan 31 category of general education mental health - short-term funding
- EMC (Early Middle College) planning grant was awarded to COOR CTE for \$50,000!
- Central office flooring - Central office staff may have to be put on remote work during the beginning of this construction project.

10. Communications

- Upgrades to AEAOC campus; The COOR Board is being informed of upgrades to the Alternative Educational Academy of Ogemaw County (in West Branch): they will be adding gutters to the building.
- MDHHS memo: Disability Employment Awareness Month in October
- OCR visit to CTE campus: Office of Civil Rights made a site visit audit at the Career Tech Center at Roscommon Middle School. The site visit went very well. RMS and RHS have small a few changes to make. Standard nondiscrimination language needs to appear on stationary, website, and job postings. Natalie Davis submitted a lot of paperwork in advance to help expedite the process.
- There was a MIOSHA complaint filed because the CRAF center doesn't usually turn on their boilers early and the fall, so there were a few days that the ATC classrooms were rather chilly, but admin staff took proactive measures and purchased space heaters. Our efforts were documented properly. Superintendent Petri has not heard if it has been resolved yet.

11. Public Participation- continued (only if needed) – None.

12. Adjournment

Adjourn the meeting. This motion, made by Kara Mularz and seconded by Nancy Persing, was carried (7-0). Meeting adjourned at 7:04 PM.

Respectfully submitted,



Rebecca Socia,
Recording Secretary

Lyn Sperry, Board Secretary
or another board trustee

B. Approval of Bills for October
2022 totaling \$1,043,201.02

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A/P Check Register

Printed: 11/02/2022 12:47:24PM

COOR ISD

Check Date: 10/1/2022 to 10/31/2022

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	99	10/07/2022	100228	880.18	0.00	880.18
141724	FIDELITY SECURITY LIFE INSURANCE COMPANY	99	10/07/2022	100229	723.36	0.00	723.36
71225	JOSEPH MOORE	352	10/05/2022	100232	200.00	0.00	200.00
141879	ALEXIS FERGUSON	351	10/07/2022	100233	20.00	0.00	20.00
141619	ALLEGRA	351	10/07/2022	100234	835.96	0.00	835.96
141200	AMAZON CAPITAL SERVICES INC	351	10/07/2022	100235	4,128.69	0.00	4,128.69
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	351	10/07/2022	100238	1,077.97	0.00	1,077.97
18560	ANNMARIE SPEAR	351	10/07/2022	100239	639.24	0.00	639.24
1003	ATECH HEATING AND COOLING	351	10/07/2022	100240	169.00	0.00	169.00
10605	AUDREY MCGEE	351	10/07/2022	100241	90.00	0.00	90.00
2554	BECKY BUNN	351	10/07/2022	100242	140.00	0.00	140.00
141930	BETH ROOSE	351	10/07/2022	100243	206.25	0.00	206.25
20535	BRENDA VAUGHAN-IDE	351	10/07/2022	100244	119.20	0.00	119.20
141931	CHRISTINA PUDVAN	351	10/07/2022	100245	461.25	0.00	461.25
19631	CHRISTINA TAPPAN	351	10/07/2022	100246	256.25	0.00	256.25
141197	CLARK HILL PLC	351	10/07/2022	100247	499.00	0.00	499.00
3729	CLINTON COUNTY RESA	351	10/07/2022	100248	1,400.00	0.00	1,400.00
141620	COMFORT INN - TRAVERSE CITY	351	10/07/2022	100249	177.45	0.00	177.45
4085	COMFORT INN & SUITES	351	10/07/2022	100250	178.50	0.00	178.50
141313	CONSCIOUS DISCIPLINE	351	10/07/2022	100251	989.00	0.00	989.00
4100	CONSUMERS ENERGY PAYMENT CENTER	351	10/07/2022	100252	2,478.03	0.00	2,478.03
11005	CROWNE PLAZA LANSING WEST	351	10/07/2022	100253	400.68	0.00	400.68
4470	CRWFD CNTY TRANSP AUTH	351	10/07/2022	100254	1,416.00	0.00	1,416.00
141894	CULLIGAN WATER CONDITIONING	351	10/07/2022	100255	107.00	0.00	107.00
4900	DEAN TRANSPORTATION	351	10/07/2022	100256	25,462.83	0.00	25,462.83
11056	DESIREE LIPSKI	351	10/07/2022	100257	222.50	0.00	222.50
5277	DOUBLE TREE BY HILTON HOTEL	351	10/07/2022	100258	120.75	0.00	120.75
8420	EAST HIGGINS LAKE TRUE VALUE	351	10/07/2022	100259	96.99	0.00	96.99
5812	EMERGENCY SERVICES OF HOUGHTON LAKE	351	10/07/2022	100260	867.38	0.00	867.38
141724	FIDELITY SECURITY LIFE INSURANCE COMPANY	351	10/07/2022	100261	435.48	0.00	435.48
141933	GERRISH FIRE EMS DEPT	351	10/07/2022	100262	990.00	0.00	990.00
141783	GRACE BROWN	351	10/07/2022	100263	277.50	0.00	277.50
7536	GRAND TRAVERSE RESORT & SPA	351	10/07/2022	100264	1,544.00	0.00	1,544.00
8428	HIGHSCOPE	351	10/07/2022	100265	196.00	0.00	196.00
8791	HOUGHTON LAKE COMMUNITY SCHOOL	351	10/07/2022	100266	1,014.00	0.00	1,014.00
8800	HOUGHTON LK UNITED METHODIST CHURCH PRESCHOOL	351	10/07/2022	100267	42,975.76	0.00	42,975.76
9160	IMPACT OFFICE PRODUCTS	351	10/07/2022	100268	571.89	0.00	571.89
141911	INTEGRITY CONSTRUCTION SERVICES	351	10/07/2022	100269	9,754.25	0.00	9,754.25
141932	KABINETREE KONCEPTS	351	10/07/2022	100270	3,776.58	0.00	3,776.58
141667	KAREN WALTON EBNIT	351	10/07/2022	100271	3,347.50	0.00	3,347.50
141488	KATIE FUELLING	351	10/07/2022	100272	624.18	0.00	624.18
10020	KEENAN THERAPEUTICS PC	351	10/07/2022	100273	6,003.04	0.00	6,003.04
10037	KELLOGG HOTEL & CONFERENCE CENTER	351	10/07/2022	100274	144.45	0.00	144.45
8188	KERRY HARWOOD	351	10/07/2022	100275	390.00	0.00	390.00
8099	MARIE HARRIS	351	10/07/2022	100276	150.87	0.00	150.87
12510	MASA	351	10/07/2022	100277	350.00	0.00	350.00
141802	MBEA	351	10/07/2022	100278	45.00	0.00	45.00
141422	MELISA AKERS	351	10/07/2022	100279	97.16	0.00	97.16

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141775	MICHELLE EWALD	351	10/07/2022	100280	193.75	0.00	193.75
141271	MICHIGAN CHAMBER SERVICES	351	10/07/2022	100281	47.50	0.00	47.50
13011	MICHIGAN SKYWARD USER GROUP	351	10/07/2022	100282	250.00	0.00	250.00
141929	MITCHELL1	351	10/07/2022	100283	1,159.00	0.00	1,159.00
13160	MSBO	351	10/07/2022	100284	770.00	0.00	770.00
15078	ORKIN PEST	351	10/07/2022	100285	103.00	0.00	103.00
15585	PELION BENEFITS, INC.	351	10/07/2022	100286	250.00	0.00	250.00
141622	PRESIDIO NETWORKED SOLUTIONS GROUP LLC	351	10/07/2022	100287	30.30	0.00	30.30
141711	PURITY CYLINDER GASES INC	351	10/07/2022	100288	20,677.39	0.00	20,677.39
16390	RAY'S PARTS CENTER	351	10/07/2022	100289	171.75	0.00	171.75
141124	REBEKAH SEELow	351	10/07/2022	100290	252.50	0.00	252.50
19081	ROBERT J GORDON DOFAA-INS PLLC	351	10/07/2022	100291	57.00	0.00	57.00
16970	ROSCOMMON GLASS	351	10/07/2022	100292	250.00	0.00	250.00
17240	S & J EXCAVATING	351	10/07/2022	100293	350.00	0.00	350.00
141893	SCHOOL PSYCHOLOGICAL SERVICES PLLC	351	10/07/2022	100294	5,475.00	0.00	5,475.00
141133	SHANNON REA	351	10/07/2022	100295	258.98	0.00	258.98
18154	SKYWARD INC.	351	10/07/2022	100296	143.50	0.00	143.50
141649	STAPLES	351	10/07/2022	100297	334.36	0.00	334.36
20152	TAMMY TYLER	351	10/07/2022	100298	450.88	0.00	450.88
7180	TERESA GERTISER	351	10/07/2022	100299	40.63	0.00	40.63
141511	THALMA HIBBARD	351	10/07/2022	100300	58.75	0.00	58.75
19800	THRUN LAW FIRM P.C.	351	10/07/2022	100301	1,767.50	0.00	1,767.50
20194	ULINE	351	10/07/2022	100302	73.66	0.00	73.66
141582	VISION CONSULTING LLC	351	10/07/2022	100303	1,311.19	0.00	1,311.19
141833	WEST BRANCH NAPA AUTO TRUCK	351	10/07/2022	100304	184.12	0.00	184.12
141659	WEST BRANCH OPTIMIST CLUB	351	10/07/2022	100305	110.00	0.00	110.00
13220	MICHIGAN STATE DISBURSEMENT UNIT	93	10/14/2022	100306	257.47	0.00	257.47
141729	THOMAS MCDONALD	93	10/14/2022	100307	483.69	0.00	483.69
20310	UNITED WAY OF ROSCOMMON COUNTY	93	10/14/2022	100308	2.00	0.00	2.00
141441	VELO LAW OFFICE	93	10/14/2022	100309	207.39	0.00	207.39
141691	EMILY GUBANCSIK	352	10/11/2022	100310	707.51	0.00	707.51
6781	FRONTIER	352	10/11/2022	100311	468.76	0.00	468.76
225	AFLAC	99	10/12/2022	100312	1,488.45	0.00	1,488.45
2045	BLUE CROSS BLUE SHIELD OF MI	99	10/21/2022	100313	1,282.96	0.00	1,282.96
141726	BLUE CROSS BLUE SHIELD OF MI	99	10/21/2022	100314	1,561.19	0.00	1,561.19
7552	GRAYLING COOPERATIVE PRESCHOOL, INC.	354	10/18/2022	100315	72,321.62	0.00	72,321.62
141937	ANGIE STERN	355	10/20/2022	100316	136.00	0.00	136.00
141200	AMAZON CAPITAL SERVICES INC	353	10/21/2022	100317	548.45	0.00	548.45
141731	AMBER AKIN	353	10/21/2022	100318	315.63	0.00	315.63
141145	AUSABLE MEDIA GROUP LLC	353	10/21/2022	100319	552.00	0.00	552.00
1605	BEAR LAKE TWP. TREASURER	353	10/21/2022	100320	1,202.62	0.00	1,202.62
141726	BLUE CROSS BLUE SHIELD OF MI	353	10/21/2022	100321	1,555.99	0.00	1,555.99
141726	BLUE CROSS BLUE SHIELD OF MI	353	10/21/2022	100322	1,183.56	0.00	1,183.56
2045	BLUE CROSS BLUE SHIELD OF MI	353	10/21/2022	100323	9,309.86	0.00	9,309.86
2045	BLUE CROSS BLUE SHIELD OF MI	353	10/21/2022	100324	85,148.83	0.00	85,148.83
13830	BRIE MOLLAISON	353	10/21/2022	100325	48.13	0.00	48.13
141938	COMFORT INN & SUITES UNIVERSITY SOUTH	353	10/21/2022	100326	113.93	0.00	113.93
4100	CONSUMERS ENERGY PAYMENT CENTER	353	10/21/2022	100327	98.47	0.00	98.47
4400	CRAF CENTER	353	10/21/2022	100328	2,100.00	0.00	2,100.00
4440	CRAWFORD AUSABLE SD	353	10/21/2022	100329	14,052.32	0.00	14,052.32
4900	DEAN TRANSPORTATION	353	10/21/2022	100330	73,110.66	0.00	73,110.66

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141936	DENTON TOWNSHIP EMS	353	10/21/2022	100331	880.00	0.00	880.00
11056	DESIREE LIPSKI	353	10/21/2022	100332	209.38	0.00	209.38
141703	ELENA ROTHNEY	353	10/21/2022	100333	53.75	0.00	53.75
5812	EMERGENCY SERVICES OF HOUGHTON LAKE	353	10/21/2022	100334	2,477.59	0.00	2,477.59
141920	FRANCES JACOBS	353	10/21/2022	100335	409.56	0.00	409.56
141903	FUHRS GRAYLING CAR CARE CORPORATION	353	10/21/2022	100336	41.91	0.00	41.91
141697	FUN FIRST THERAPY	353	10/21/2022	100337	23,537.51	0.00	23,537.51
8700	HOME DEPOT CREDIT SERVICES	353	10/21/2022	100338	545.00	0.00	545.00
141459	Inacomp	353	10/21/2022	100339	43,041.12	0.00	43,041.12
11870	INCOMPASS MICHIGAN	353	10/21/2022	100340	750.00	0.00	750.00
141886	IST INTEGRATED SYSTEMS TECHNOLOGIES	353	10/21/2022	100341	96,080.00	0.00	96,080.00
141904	JAMES WOJEY	353	10/21/2022	100342	189.92	0.00	189.92
9025	JIM GENDERNALIK	353	10/21/2022	100343	67.50	0.00	67.50
141506	JOSH MEYER	353	10/21/2022	100344	251.63	0.00	251.63
141343	KARA MULARZ	353	10/21/2022	100345	77.50	0.00	77.50
141667	KAREN WALTON EBNIT	353	10/21/2022	100346	2,405.00	0.00	2,405.00
10030	KATIE KEITH	353	10/21/2022	100347	43.88	0.00	43.88
10020	KEENAN THERAPEUTICS PC	353	10/21/2022	100348	6,761.80	0.00	6,761.80
141492	KERRI SMITZ	353	10/21/2022	100349	62.50	0.00	62.50
10250	KIRTLAND COMMUNITY COLLEGE	353	10/21/2022	100350	31,915.00	0.00	31,915.00
141692	KIWANIS CLUB OF WEST BRANCH	353	10/21/2022	100351	141.00	0.00	141.00
141927	LAURALEA TAYLOR	353	10/21/2022	100352	161.20	0.00	161.20
5155	LI'L WILLIES	353	10/21/2022	100353	115.00	0.00	115.00
141719	LYN SPERRY	353	10/21/2022	100354	110.00	0.00	110.00
11595	MAEDS	353	10/21/2022	100355	245.00	0.00	245.00
8099	MARIE HARRIS	353	10/21/2022	100356	120.58	0.00	120.58
141656	MARK A SLOANE DO PC	353	10/21/2022	100357	2,625.00	0.00	2,625.00
12039	MEDLER ELECTRIC CO	353	10/21/2022	100358	2,057.11	0.00	2,057.11
141288	MELANIE GREEN	353	10/21/2022	100359	443.75	0.00	443.75
141422	MELISA AKERS	353	10/21/2022	100360	206.34	0.00	206.34
15652	NANCY PERSING	353	10/21/2022	100361	83.75	0.00	83.75
141772	NATALIE DAVIS	353	10/21/2022	100362	216.88	0.00	216.88
14545	NEMCSA	353	10/21/2022	100363	47,602.91	0.00	47,602.91
141263	PRESENCE LEARNING, INC.	353	10/21/2022	100364	4,076.00	0.00	4,076.00
16100	PRO-ED	353	10/21/2022	100365	134.09	0.00	134.09
16105	PRO-TECH CABLING SYSTEMS, INC	353	10/21/2022	100366	2,110.05	0.00	2,110.05
16250	QUILL CORP	353	10/21/2022	100367	3,241.93	0.00	3,241.93
16390	RAY'S PARTS CENTER	353	10/21/2022	100368	240.25	0.00	240.25
19081	ROBERT J GORDON DOFAA-INS PLLC	353	10/21/2022	100369	15.00	0.00	15.00
7160	ROSCOMMON AREA PUBLIC SCHOOLS BUSINESS OFFICE	353	10/21/2022	100370	25,800.00	0.00	25,800.00
17030	ROSCOMMON COUNTY TRANSPORTATION AU	353	10/21/2022	100371	1,976.00	0.00	1,976.00
17915	SENSATIONAL BRAIN LLC	353	10/21/2022	100372	125.40	0.00	125.40
15685	SHAWN PETRI	353	10/21/2022	100373	87.00	0.00	87.00
20152	TAMMY TYLER	353	10/21/2022	100374	164.07	0.00	164.07
19545	TEACHING STRATEGIES LLC	353	10/21/2022	100375	3,580.65	0.00	3,580.65
141511	THALMA HIBBARD	353	10/21/2022	100376	11.25	0.00	11.25
141852	TODD L SEIDELL ARCHITECT LLC	353	10/21/2022	100377	54,400.00	0.00	54,400.00
20571	VERIZON WIRELESS	353	10/21/2022	100378	2,763.78	0.00	2,763.78
141582	VISION CONSULTING LLC	353	10/21/2022	100379	2,170.00	0.00	2,170.00
20900	WALMART BUSINESS CARD	353	10/21/2022	100380	297.46	0.00	297.46
21110	WEINLANDER-FITZHUGH-	353	10/21/2022	100381	4,500.00	0.00	4,500.00
21770	XEROX CORP	353	10/21/2022	100382	1,644.22	0.00	1,644.22

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13220	MICHIGAN STATE DISBURSEMENT UNIT	93	10/28/2022	100383	257.47	0.00	257.47
141729	THOMAS MCDONALD	93	10/28/2022	100384	483.69	0.00	483.69
20310	UNITED WAY OF ROSCOMMON COUNTY	93	10/28/2022	100385	2.00	0.00	2.00
141441	VELO LAW OFFICE	93	10/28/2022	100386	165.55	0.00	165.55
19978	TSA CONSULTING GROUP INC	93	10/28/2022	100387	1,920.00	0.00	1,920.00
141724	FIDELITY SECURITY LIFE INSURANCE COMPANY	99	10/28/2022	100388	523.98	0.00	523.98
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	99	10/28/2022	100389	596.16	0.00	596.16
141106	MICHIGAN DEPT OF TREASURY	94	10/03/2022	201705120	0.00	18,224.34	18,224.34
141103	ORS	94	10/07/2022	201705121	0.00	63,666.10	63,666.10
141105	HEALTH EQUITY	94	10/14/2022	201705122	0.00	2,391.68	2,391.68
20245	US TREASURY	94	10/14/2022	201705123	0.00	39,149.82	39,149.82
20245	US TREASURY	96	10/21/2022	201705124	0.00	304.70	304.70
141103	ORS	94	10/21/2022	201705125	0.00	69,519.43	69,519.43
141105	HEALTH EQUITY	94	10/28/2022	201705126	0.00	2,819.89	2,819.89
20245	US TREASURY	94	10/28/2022	201705127	0.00	38,594.64	38,594.64
141106	MICHIGAN DEPT OF TREASURY	94	10/28/2022	201705128	0.00	13,235.98	13,235.98
Report Totals					\$795,294.44	\$247,906.58	\$1,043,201.02

C. Approve Revenue & Expenditure
Reports for October 2022
(CTE, General Fund, ROOC, and
Special Education)

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COOR Intermediate School District				
Career Tech				
Statement of Revenue & Expenditures				
October 31, 2022				
Revenues	Current Budget	Month to Date 10/31/2022	Encumbered Amount	Year to Date 10/31/2022
Local Sources	20,000	-		10,000
State Sources	1,727,692	43,828	-	43,828
Federal Sources	169,596	-	-	-
Incoming Transfers	395,817	-	-	-
Total Revenues	2,313,105	43,828	-	53,828
Basic Program	215,325	84,195	2,142	218,245
Added Needs	-	-	-	-
Skilled Trades Initiative	163,910	121,278	17,808	247,693
Support Services - Pupil	176,646	5,179	10,336	23,650
Technology	10,702	6,025	-	22,711
General Administration	381,396	47,708	3,099	175,590
Business	1,850	-	-	10,883
Repairs & Maintenance	-	-	-	-
Building Improvements	1,000,000	2,110	-	21,864
Outgoing Transfers	252,678	(5,000)	-	(5,000)
Total Expenditures	2,202,507	261,495	33,385	715,636
Current Change in Fund Balance		(217,667)		(661,808)

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COOR Intermediate School District				
General Fund				
Statement of Revenue & Expenditures				
October 31, 2022				
Revenues	Current Budget	Month to Date 10/31/2022	Encumbered Amount	Year to Date 10/31/2022
Local Sources	1,023,800	80,780	-	227,083
State Sources	4,013,090	334,680	-	334,680
Federal Sources	628,122	118,505	-	254,377
Incoming Transfers	444,436	-	-	52,636
Total Revenues	6,109,448	533,965	-	868,776
Added Needs	31,257	-	-	-
School Administrative	1,039,312	58,059	20,853	310,741
Support Services - Instruction	766,978	75,994	2,634	269,086
General Administration	613,232	67,787	390	323,452
Business	8,948	601	17	7,769
Operations & Maintenance	70,480	4,054	7,158	34,172
Central	335,756	10,655	2,069	171,457
31N Services	372,579	33,914	173,788	309,270
Outgoing Transfers	2,709,863	162,900	65,321	375,928
Total Expenditures	5,948,405	413,965	272,229	1,801,875
Current Change in Fund Balance		120,000		(933,099)

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COOR Intermediate School District				
ROOC Inc				
Statement of Revenue & Expenditures				
October 31, 2022				
Revenues	Current Budget	Month to Date 10/31/2022	Encumbered Amount	Year to Date 10/31/2022
Northern Lakes	800,000	117,236	-	217,564
DHHS	40,000	-	-	-
Production	44,000	-	-	3,513
State Aid	40,157	-	-	-
Private	-	-	-	-
Donations	35,000	-	-	-
Interest	400	62	-	119
Snack Shack	-	-	-	-
Miscellaneous	8,000	640	-	34,133
Transfer from ROOC Unemployment	-	-	-	-
Total Revenues	967,557	117,938	-	255,329
General Administration	247,691	16,120	5,461	94,046
Operations & Maintenance	58,694	3,687	3,059	24,555
Activity Services	359,512	27,712	131	131,414
Support Employment Service	59,676	1,662	124	59,010
Production	41,563	3,739	1,255	19,957
Spencers	26,983	1,659	747	7,764
Respite	18,772	2,107	-	6,435
Transportation	125,700	3,879	33	55,440
Communications/Technology	300	-	-	-
Public Relations	-	-	-	-
Business	1,589	-	-	359
Total Expenditures	940,480	60,564	10,810	398,979
Current Change in Fund Balance		57,374		(143,650)

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COOR Intermediate School District				
Special Education				
Statement of Revenue & Expenditures				
October 31, 2022				
Revenues	Current Budget	Month to Date 10/31/2022	Encumbered Amount	Year to Date 10/31/2022
Local Sources	3,245,513	197,867	-	719,807
State Sources	1,995,741	205,788	-	205,788
Federal Sources	2,935,955	55,006	-	219,747
Incoming Transfers	691,612	-	-	45,778
Total Revenues	8,868,821	458,661	-	1,191,120
Instruction - Added Needs	2,308,866	182,062	12,112	573,148
Support Services - Pupil	2,074,477	161,189	33,250	447,395
Support Services - Instructional Staff	498,877	34,714	430	151,143
Support Services - General Administration	144,610	5,524	80	25,468
Support Services - School Administration	251,503	17,600	2,365	94,734
Support Services - Business	23,285	601	42	26,447
Operations & Maintenance	195,342	9,872	34,584	115,075
Pupil Transportation Services	834,445	107,893	2,449	183,466
Support Services - Central	162,400	13,132	676	51,410
Support Services - Other	1,589	-	-	1,029
Outgoing Transfers	2,422,205	14,053	-	14,887
Total Expenditures	8,917,599	546,641	85,989	1,684,202
Current Change in Fund Balance		(87,980)		(493,082)

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11:37 AM

9. Action Items

A. Resolution to Collect Summer Taxes - to adopt the Resolution prepared by Thrun Law Firm, P.C. to collect 2022 Summer Taxes in the Crawford AuSable School District and in the Mio AuSable School District.

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C.O.O.R. Intermediate School District (the "District")

A regular meeting of the board of education of the District (the "Board") was held in the county of Roscommon, within the boundaries of the District, on the 9th day of November, 2022, at six o'clock in the p.m.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

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

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board, pursuant to 1976 PA 451, as amended (the Revised School Code), invokes for 2023 its previously adopted ongoing resolution imposing a summer tax levy of all of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2023 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 2023.

3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under MCL 380.1611 or MCL 380.1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

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

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of the C.O.O.R. Intermediate School District hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on November 9, 2022, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

B. Adopt Policy updates from Thrun
Law Firm and replace all existing
Board policies of the same number:
4101,4102,4103, 4104, 4105, 4108,
4109, 4111, 4201, 4202, 4213, 4217,
4218, 4220, 4222, 4226, 4227, 4301,
4303, 4304, 4306, 4308, 4309, 4401,
4403, 4405, 4406, 4407, 4503, 4504,
4506, 4601, 4602

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Series 4000: District Employment

4100 Employee Rights and Responsibilities

4101 Non-Discrimination

A. Equal Employment Opportunity

The District is committed to equal employment opportunity and compliance with federal, state, and local laws that prohibit workplace discrimination, unlawful harassment, and unlawful retaliation based on any protected class or activity. This Policy applies to all aspects of employment, including recruiting, advertising, hiring, training, job placement, evaluation, classification, promotion, transfer, work assignment, compensation, benefits, discipline, demotion, termination, reduction in force, recall, and any other term or condition of employment.

This Policy prohibits discrimination against employees or applicants for employment based on the following protected classes: race, color, national origin, ethnicity, religion, sex (including pregnancy, gender identity, and sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class. This Policy also prohibits unlawful retaliation based on a protected activity.

The District prohibits unlawful employment discrimination as required by applicable civil rights statutes, including:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, religion, or national origin;
- Title VII of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, religion, sex (including gender identity, and sexual orientation), or national origin;
- Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex (including gender identity and sexual orientation);
- Age Discrimination in Employment Act of 1967 (ADEA), which prohibits discrimination based on age as to persons who are at least 40 years old;
- Equal Pay Act of 1963, which prohibits sex discrimination in payment of wages for persons performing substantially equal work in the same establishment;
- Section 504 of the Rehabilitation Act of 1973 (Section 504), which prohibits discrimination based on disability;
- Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified persons with disabilities in employment, public service, public accommodations, and telecommunications;

- Family and Medical Leave Act of 1993 (FMLA), which requires covered employers to provide up to 12 work weeks of unpaid, job-protected leave to eligible employees for certain family, military, and medical reasons, and up to 26 work weeks to care for a covered service member with a serious injury or illness;
- Pregnancy Discrimination Act of 1978, which prohibits discrimination based on pregnancy, childbirth, or related medical conditions;
- Genetic Information Non-Discrimination Act of 2008 (GINA), which prohibits discrimination based on genetic information as to health insurance and employment;
- Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), which provides job protection and reemployment rights to individuals who voluntarily or involuntarily leave employment to undertake military service, including military reservists and National Guard members called to duty;
- Michigan Elliott-Larsen Civil Rights Act of 1976 (ELCRA), which prohibits discrimination based on race, color, national origin, age, sex (including pregnancy and gender identity), religion, height, weight, or marital status;
- Michigan Persons with Disabilities Civil Rights Act of 1976 (MPDCRA), which prohibits discrimination against qualified persons based on disability that is unrelated to that person's ability to perform the duties of a particular position or genetic information;
- Michigan Equal Pay Act, which prohibits discriminatory wage practices based on sex; and
- Public Employment Relations Act of 1947 (PERA), which prohibits a public employer from discriminating against an employee based on membership or non-membership in a labor organization.
- Michigan Whistleblower Protection Act of 1980, which protects employees who report a violation or suspected violation of state, local, or federal law and employees who participate in hearings, investigations, or court actions.

B. Reporting Requirements

Any employee who believes he/she has been subjected to behavior that violates this Policy must file a complaint using the Employment Complaint Procedure in Policy 4104. If Title IX sexual harassment is alleged, the procedures set forth in Policy 3118 should be followed.

Employees with questions about compliance with this Policy and applicable laws should contact the Superintendent or the Employment Compliance Officer(s).

Board members, administrators, and supervisors must promptly report incidents of unlawful discrimination and retaliation. This duty to report applies to unlawful discrimination and retaliation that the Board member, administrator, or supervisor observes or about which he/she receives information.

Board members, administrators, or supervisors who receive a complaint alleging a violation of this Policy must promptly report the complaint, in writing, to the Employment Compliance Officer(s).

A failure to comply with reporting requirements may result in discipline, including discharge.

C. Employment Discrimination Compliance Training

The District will train administrators, supervisors, and the Employment Compliance Officer(s) on how to address and investigate discrimination and retaliation complaints.

The District may also provide discrimination and retaliation training to Board members and employees.

Training may be provided by an outside entity or person approved by the District.

Legal authority: 20 USC 1681 et seq.; 29 USC 206 et seq., 701 et seq., 2601 et seq.; 38USC 4301 et seq.; 42 USC 2000d et seq., 2000e et seq., 2000ff et seq., 12101 et seq.; MCL 37.1101 et seq., 37.2101 et seq.; MCL 423.201 et seq.; MCL 750.556

Date adopted: August 11, 2021

Date revised: November 9, 2022

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4102 *Anti-Harassment, Including Sexual Harassment*

A. Policy Statement

Employees will have the opportunity to work in an atmosphere free from unlawful harassment, including sex-based harassment, as defined by state, federal, and local laws. The District prohibits quid pro quo and hostile work environment harassment.

The District will promptly and thoroughly investigate complaints pursuant to Policy 4104 alleging unlawful harassment and take appropriate action, including discipline, against any person found to have violated this Policy. Investigation determinations will be based on a preponderance of the evidence.

Unlawful harassment is strictly prohibited. This Policy applies to employee conduct perpetrated against other employees, parents/guardians, officers, Board members, agents, contractors, volunteers, and members of the public. Although Title VII sexual harassment falls within this Policy, Title IX sexual harassment does not. For the District's Policy on Title IX sexual harassment, see Policy 3118. Allegations that an employee engaged in unlawful discrimination, harassment, or retaliation against a student will be investigated under Policy 5202.

This Policy applies to unlawful conduct related to work in any way, regardless of location.

B. Unlawful Employment Harassment Definition

Except with regard to Title IX sexual harassment, the following definitions apply:

1. "Quid pro quo" harassment occurs when a supervisor requires sex, sexual favors, or sexual contact from an employee or job candidate as a condition of employment and where:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, to obtain or maintain employment; or
 - b. submission to or rejection of that conduct or communication is used as a factor in a decision affecting a person's employment.
2. "Hostile work environment" harassment is unwelcome verbal, visual/written, or physical conduct towards an employee because of the employee's race, color, national origin, ethnicity, religion, sex (including pregnancy), height, weight, marital status, gender identity, age, sexual orientation, disability, genetic information, veteran status, military service, or any other protected class and that has:

- a. the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- b. the purpose or effect of unreasonably interfering with an employee's work; or
- c. an adverse impact on a person's employment opportunities.

Hostile work environment harassment is unlawful where it is based on an employee's protected class and the offensive conduct becomes a condition of continued employment or the conduct is sufficiently severe or pervasive to create a work environment that a reasonable person under the totality of circumstances would consider intimidating, hostile, or offensive.

3. Examples of conduct that may constitute unlawful sexual harassment include:
 - a. Verbal: Unwelcome comments, including: the use of derogatory, sexually suggestive, or vulgar language; the use of sexual innuendo; unwelcome advances or repeated requests for dates or sexual favors; threats based on or motivated by a person's sex; demanding or pressuring another person to submit to sexual requests or advances to attain academic or professional achievement; threatening another person's academic or professional reputation if that person does not submit to sexual requests or advances; or any other similar behavior.
 - b. Visual/Written: Subjecting another person to sexually suggestive, pornographic, or obscene images, text, or cartoons, including by electronic mail, text message, letter, or any other medium; the use of obscene gestures toward or around another person; leering at another person; or any other similar behavior.
 - c. Physical: Unwanted kissing, touching, patting, hugging, pinching, or any other unwanted physical contact; impeding another person's normal movements; stalking, assault, or battery based on the victim's sex; any other physical interference with another person based on that person's sex; or any other similar behavior.

C. Unlawful Retaliation

Unlawful retaliation against a complainant, witness, or other investigation participant is prohibited. Any person who unlawfully retaliates is subject to discipline, including discharge. A person who knowingly files a materially false complaint or makes a materially false statement is subject to discipline, including discharge.

D. Reporting Requirements

Board members, administrators, and supervisors must promptly report incidents of unlawful harassment and retaliation. This duty to report applies to unlawful

harassment and retaliation that the Board member, administrator, or supervisor observes or about which he/she receives information.

Board members, administrators, or supervisors who receive a complaint alleging a violation of this Policy must promptly report the complaint, in writing, to the Employment Compliance Officer(s).

A failure to comply with reporting requirements may result in discipline, including discharge.

Legal authority: 20 USC 1681 et seq.; 29 USC 621 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.8, 106.9; MCL 37.1101 et seq., 37.2101 et seq.; MCL 380.1300a

Date adopted: August 11, 2021

Date revised: November 9, 2022

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4103 Whistleblowers' Protection

An employee shall report, on his/her own behalf or on behalf of another employee, a violation or a suspected violation of a federal, state, or local law, regulation, or rule to the employee's supervisor or the Employment Compliance Officer(s). Reports must be made in good faith. An employee who makes or is about to make a report in good faith and in compliance with this Policy will not be discharged, subject to adverse employment action, or subject to other discrimination or retaliation.

If the employee's supervisor is the subject of the violation or suspected violation, the employee must report to the Employment Compliance Officer(s) or the Superintendent. If the Employment Compliance Officer(s) or the Superintendent is the subject of the violation or suspected violation, the employee must report to the President. If the President is the subject of the violation or suspected violation, the employee must report to the Vice President.

A report must be promptly submitted in writing pursuant to Policy 4101. The investigation of the alleged violation will be performed by an impartial investigator. The investigation may be referred to a third party investigator.

Legal authority: MCL 15.361 et seq.

Date adopted: November 11, 2020

Date revised: November 9, 2022

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4104 Employment Complaint Procedure

This employment complaint procedure is designed to facilitate: (1) prompt notification of alleged unlawful discrimination, including unlawful Title VII sexual harassment, and retaliation; (2) a prompt and thorough investigation of good faith allegations; and (3) the implementation of appropriate corrective action, if necessary, to eliminate verified, unlawful discrimination and retaliation from the workplace.

A. Initiating a Complaint

1. A Board member, employee, or employment applicant who believes he/she has been the subject of unlawful discrimination, including unlawful harassment, or retaliation must timely file a complaint, preferably within 10 business days of the alleged or suspected violation or when the reporter obtained knowledge of the alleged or suspected violation, with:

Human Resources/ Employment Compliance Officer
11051 N. Cut Road, Roscommon, MI 48653
989-275-9555
HR@coorisd.net

OR

C.O.O.R. ISD Superintendent
11051 N. Cut Road, Roscommon, MI 48653
989-275-9555

superintendent@coorisd.net

- Title IX sexual harassment complaints, including dual Title VII and Title IX harassment complaints that cannot be bifurcated, must be processed under Policy 3118
2. A complaint against the Employment Compliance Officer(s) must be made to the Superintendent or President. A complaint against the Superintendent must be made to the President. A complaint against the President must be made to the Vice President.
 3. A complaint of discrimination, including unlawful harassment, or retaliation, may be made verbally or in writing. The complaint will be memorialized on Form 4104-F.

B. Investigation Procedures

1. A written or verbal report (including an anonymous report) of discrimination, including unlawful harassment, or retaliation will be investigated promptly and thoroughly.
2. An impartial investigator will investigate the complaint and, if appropriate, notify law enforcement. A third-party investigator may be appointed to investigate the complaint. The investigator(s) should consult with legal counsel in appropriate cases.
3. The investigator(s) will determine the relevant and appropriate witnesses to be interviewed based on the allegations, Board policy, and the law, and use reasonable efforts to do so. In most cases, the Complainant(s) and the Respondent(s) will be interviewed. The investigator(s) should remind interviewees to maintain confidentiality to the extent permitted by law.
4. Complaints, evidence, witness statements, investigation notes, and findings will be maintained in a confidential manner and protected from disclosure to the extent permitted by law.
5. The preponderance of the evidence (i.e., more likely than not) standard of proof will be used to determine whether discrimination, including unlawful harassment, or retaliation occurred.
6. The investigator(s) may create an investigation report of factual conclusions and findings.
7. The outcome of the investigation will be reported to the Complainant(s) and the Respondent(s).

C. Remedies

The District will take prompt and appropriate remedial action to address substantiated instances of discrimination, including unlawful harassment, or retaliation. Remediation may include restorative practices, training, counseling, discipline, transfer, demotion, discharge, or other action as deemed appropriate.

D. False Complaint or False Statement

A person who knowingly files a false complaint or makes a materially false statement is subject to discipline, including discharge.

E. Unlawful Retaliation

Retaliation against an investigation participant is prohibited. Any person who unlawfully retaliates is subject to discipline, including discharge.

F. Appeal Process

A Complainant or Respondent who objects to the investigation process or findings must file a written appeal with the Superintendent within 10 business days after

receiving the investigation outcome. The written appeal must cite specific objections to the investigation process or findings. If the Superintendent is the Respondent or Complainant, an appeal must be filed with the President. If the President is the Respondent or Complainant, an appeal must be filed with the Vice President.

An appeal will be forwarded to the Board or designee for consideration and action. The Board or designee, in consultation with legal counsel, will take appropriate action, generally within 30 calendar days after receipt of the appeal. A Board officer will then notify the parties in writing of the appeal decision.

G. Reports to State or Federal Administrative Agencies

Any person who believes that he/she was the victim of discrimination, including unlawful harassment, or retaliation may file a complaint with the Michigan Department of Civil Rights (MDCR) or the Equal Employment Opportunity Commission (EEOC) at any time:

Michigan Department of Civil Rights Capitol Tower Building
110 W. Michigan Avenue, Suite 800
Lansing, MI 48933
Phone: 517-335-3165
Fax: 517-241-0546
TTY: 517-241-1965
Email: MDCR-INFO@michigan.gov

Equal Employment Opportunity Commission Patrick V. McNamara Building
477 Michigan Avenue - Room 865
Detroit, MI 48226
Phone: 800-669-4000
Fax: 313-226-4610
TTY: 800-669-6820
Email: info@eoc.gov

An agency complaint may be filed before, during, or after a complaint is filed with the District, or a person may forego filing a complaint with the District and rely solely on the MDCR or EEOC. The District recommends that a person who has been subjected to discrimination, including unlawful harassment, or retaliation, also file a complaint with the District to ensure that the District can take steps to prevent further discrimination, including unlawful harassment, or retaliation and to discipline the Respondent, if appropriate. The MDCR and EEOC do not serve as an appellate body for District decisions. An investigation by the MDCR or EEOC will occur separately from any District investigation.

Legal authority: U.S. CONST. amend. XIV; 20 USC 1681 et seq.; 29 USC 701 et seq.; 42 USC 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1630; 34 CFR 104, 106.8, 106.9, 110; MCL 15.261 et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: November 11, 2020

Date revised: November 9, 2022

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4105 Workplace Accommodations for Employees and Applicants with Disabilities

The District complies with the ADA, Section 504, the MPDCRA, and other federal, state, and local laws that prohibit discrimination in employment against qualified persons with disabilities. The District does not unlawfully discriminate against otherwise qualified employees or applicants for employment with a physical or mental impairment that substantially limits one or more major life activities, those regarded as having a disability, or those with a record of a disability.

An applicant or employee with a disability, like all other applicants and employees, must meet the District's requirements for the job, including education, training, employment experience, skills, or licenses/certifications. An applicant or employee with a disability must be able to perform the job's essential functions with or without reasonable accommodation(s). After an applicant has been given a conditional job offer, the District may ask disability-related questions about the applicant's ability to perform the essential functions of the position with or without reasonable accommodation.

An employee who requires a reasonable accommodation to perform essential job functions must promptly inform the employee's supervisor or the Superintendent or designee. An applicant who requires a reasonable accommodation to perform essential job functions must promptly inform the Superintendent or designee after receiving a conditional offer of employment. A reasonable accommodation is defined as a change in the work environment or in the methods of performing work to enable an otherwise qualified applicant or employee to perform the essential job functions of a position and to enjoy equal employment opportunities.

Upon receipt of an accommodation request, the District will begin the interactive process with the employee or applicant to consider reasonable accommodation options consistent with the ADA, Section 504, and the MPDCRA.

Reasonable accommodation requests that do not pose a direct threat to health or safety or cause undue hardship, as defined by law, will be considered for qualified applicants or employees with a physical or mental impairment that substantially limits one or more major life activities.

After considering the relevant medical information, essential job functions, and the applicant's or employee's requested accommodations, the District will, as appropriate, implement reasonable accommodations that do not pose a direct threat to health or safety or cause an undue hardship. The District is not obligated to adopt the applicant's or employee's specific accommodation request.

The District may engage or re-engage in the interactive process, as necessary.

The District may require a medical statement supporting the requested accommodation. The District may also require an employee to undergo an independent medical

examination, limited to the accommodation request, at the District's expense. Medical information will be kept confidential.

Reasonable accommodation of a disability with a limited duration may be provided.

An applicant or employee who believes he/she has been discriminated against under this Policy must promptly file a complaint using the Employment Complaint Procedure in Policy 4104.

A qualified applicant or employee with a disability who needs a reasonable accommodation to attend or participate in a public Board meeting may request an accommodation under Policy 2501.

Legal authority: 29 USC 701 et seq.; 42 USC 12101 et seq.; 29 CFR 1630; 34 CFR 104; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: November 11, 2020

Date revised: November 9, 2022

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4108 *Union Activity and Representation*

The District will not engage in any of the following:

- interfere with, restrain, or coerce employees in the exercise of their rights under the Public Employment Relations Act (PERA);
- discriminate in regard to hire, terms, or other conditions of employment based on membership or non-membership in a labor organization;
- discriminate against an employee because he/she has given testimony or instituted proceedings under PERA;
- initiate, create, dominate, contribute to, or interfere with the formation or administration of any labor organization; and
- use public school resources to assist a labor organization in collecting dues or service fees from wages of public school employees.

An employee who is subject to an investigatory interview that may result in discipline or reasonably believes that an investigatory interview may result in discipline may bring to the investigatory meeting another employee, or a union representative, if the employee is in an exclusively represented bargaining unit. If the employee's union representative of choice is not immediately available, the investigatory meeting need not be delayed and may proceed with another representative present.

The District may permit a union representative to attend other meetings, but is not obligated to do so unless required by law or by an applicable collective bargaining agreement. District administration is not required to inform an employee of the right to union representation.

An employee is not entitled to have legal representation present at an employment-related meeting with District administration, unless the Superintendent or designee gives prior permission.

Legal authority: MCL 423.209, 423.210; *NLRB v J Weingarten, Inc*, 420 US 251 (1975)

Date adopted: August 11, 2021

Date revised: November 9, 2022

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4109 Break Time for Nursing Mothers

The District will provide reasonable break time for a non-exempt (i.e., hourly) employee to express breast milk for her nursing child in a place, other than a bathroom, that is shielded from view and free from intrusion by co-workers and the public for 1 year after the child's birth or additional time may be granted for appropriate cause as determined by the Superintendent or designee. The break time for this purpose will be unpaid unless the non-exempt employee uses paid break time to which she is otherwise entitled under an applicable collective bargaining agreement, individual employment contract, or employee handbook.

Legal authority: 29 USC 207(r)

Date adopted: November 11, 2020

Date revised: November 9, 2022

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4111 Professional Development

A. General

For purposes of this Policy, “day” is defined as at least 6 hours and “year” is defined as July 1 to June 30.

B. Teachers

The District provides professional development for teachers in compliance with state law. At the District’s discretion and consistent with state law, professional development hours may be counted as student instructional hours, although the instructional calendar may be extended if necessary for the District to receive full state aid under federal or state law. To facilitate professional development, the District may provide a substitute, reimburse conference expenses or registration fees, or provide release time for attendance. Professional development may include working in professional learning communities or examining student data.

The District must document the following information:

- dates when professional development was provided;
- beginning and ending times; and
- topic(s) presented to participating teachers on each date.

The Superintendent or designee has the discretion to select topics for professional development. For each day that professional development is provided, the District must retain at least one of the following:

- sign-in/out sheet;
- attendance log;
- flyer/notices announcing the event;
- agenda/meeting minutes;
- travel voucher(s);
- food receipt(s); or
- District calendar (dates indicated).

The District will record teacher attendance, including probationary teachers, at professional development on the prescribed form published by MDE or a modified

form designed to assist teachers with tracking their professional development for teacher certification renewal.

In addition to the State-mandated professional development, the District is required by state law to provide 15 days of professional development to new teachers in their first 3 years of classroom teaching. Professional development should, where appropriate, align with the teacher's individual development plan.

C. Professional Staff

Professional staff are to participate in professional development as required under state law or the respective professional standards consistent with the professional's position. Professional development may be on a local, state, or national level. Superintendent or designee pre-approval is required before attending professional development.

D. Maintaining Certifications and Licenses

Teachers, Non-Teaching Professionals, Administrators, and the Superintendent must comply with professional development or continuing education obligations to maintain certifications or licenses, including the payment of any related fees. The District is not obligated to notify professionals that certifications or licenses are expiring.

E. Other Employees

The District may offer in-services or training on a mandatory or voluntary basis to other employees. If a training is mandated, employees will be paid and, if applicable, released for that time. If the District employs bus drivers, bus drivers will be paid for training time to keep a commercial driver's license (CDL) current.

Legal authority: MCL 257.312e, 257.1801 et seq.; MCL 380.1231, 380.1233, 380.1233a, 380.1233b, 380.1233c, 380.1246, 380.1526, 380.1527, 380.1531, 380.1536; MCL 388.1674, 388.1763

Date adopted: November 11, 2020

Dated revised: November 9, 2022

Series 4000: District Employment

4200 Employee Conduct and Ethics

4220 Use or Disposal of District Property

Employees are prohibited from using District property for personal use unless the Superintendent or designee approves the use in advance. Employee use of District property will be consistent with Policies 3304 and 4214.

After use, District property must be immediately returned to the appropriate location or department. The property must be returned in the same condition it was in at the time of acquisition. The employee is responsible for the cost of repair or replacement if the employee negligently damages the District's property.

Employees may not dispose of District property without the supervisor's written approval. Employees may not take possession of discarded District property without written approval from the Superintendent or designee.

State law regulates the disposal, removal, or refusal to return District books, papers, or records. Retention and disposal of District books, papers, or records must conform with the State of Michigan's Records Retention and Disposal Schedule for Michigan Public Schools.

An employee who violates this Policy may be subject to discipline, including discharge, and civil and criminal prosecution.

Legal authority: MCL 380.11a(3), 380.601a; MCL 399.811; MCL 750.491

Date adopted: November 11, 2020

Date revised: November 9, 2022

Series 4000: District Employment

4200 Employee Conduct and Ethics

4222 Unauthorized Work Stoppage and Strikes

Employees are prohibited from engaging in a strike. A strike is the concerted failure to report for duty, the willful absence from a person's position, the stoppage of work, the refusal to perform or volunteer for duties that had been performed in the past, or the abstinence in whole or in part from the full, faithful, and proper performance of the employment duties for the purpose of inducing, influencing, or coercing a change in employment conditions, compensation, or the rights, privileges, or obligations of employment.

Employees who violate this Policy may be subject to discipline, including discharge, and financial penalties under the Public Employment Relations Act.

The District is prohibited from engaging in a lock-out, unless operations have been ceased, in whole or in part, due to a strike in violation of this Policy.

Legal authority: MCL 423.201, 423.202

Date adopted: November 11, 2020

Date revised: November 9, 2022

Series 4000: District Employment

4200 Employee Conduct and Ethics

4226 *Intentionally Left Blank*

Legal Authority:

Date adopted:

Date revised:

Series 4000: District Employment

4200 Employee Conduct and Ethics

4227 False Medicaid Claims

Under federal law, when the District receives annual amount of at least \$5,000,000.000 in Medicaid payments, the District is required to inform all employees and contractors about the legal requirements and remedies in order to comply with and prevent fraud and abuse in the Medicaid Program.

A. The Federal False Claims Act (FCA). Medicaid prohibits individuals and organizations from submitting false or fraudulent claims to the government for payment or reimbursement. Any claim submitted by employees or contractors for Medicaid reimbursement must be accurate, correct, and complete.

1. An employee or contractor shall not knowingly submit a false claim. The term “knowingly” does not require the claimant to have actual knowledge that the claim is false. An employee violates this Policy by acting with reckless disregard or in deliberate ignorance. A violation of this Policy includes, but is not limited to:
 - a. knowingly presenting, or causing to be presented, a false or fraudulent claim for payment or approval
 - b. knowingly making, using, or causing to be made or used, a false record or statement material to a false or fraudulent claim;
 - c. conspiring to commit a violation under the FCA;
 - d. having possession, custody, or control of property or money used, or to be used, by the government and knowingly delivering, or causing to be delivered, less than all of that money or property;
 - e. authorizing to make or deliver a document certifying receipt of property used, or to be used, by the government and, intending to defraud the government, making or delivering the receipt without completely knowing that the information on the receipt is true;
 - f. knowingly buying, or receiving as a pledge of an obligation or debt, public property from an officer or employee of the government, or a member of the Armed Forces, who lawfully may not sell or pledge property; or
 - g. knowingly making, using, or causing to be made or used, a false record or statement material to an obligation to pay or transmit money or property to the government, or knowingly concealing or knowingly and improperly avoiding or decreasing an obligation to pay or transmit money or property to the government.

2. Penalties

- a. The FCA and Program Fraud Civil Remedies Act (“PFCRA”) provides civil and criminal remedies to individuals who violate federal law.
 - b. The District reserves the right to discipline, up to and including discharge, employees who violate this Policy.
 - c. The District reserves the right to terminate the contract with a third party contractor found to be in violation of this Policy.
- B. Michigan Medicaid False Claim Act (“MMFCA”) prohibits fraud in the obtaining of benefits or payments in connection with the medical assistance program.
1. An employee or contractor shall not knowingly:
 - a. make or cause to be made a false representation of a material fact in the application for, or the determination of, Medicaid benefits;
 - b. fail to report any event affecting the initial or continued right to receive a Medicaid benefit or fails to report an event affecting the initial or continued right of any other person on whose behalf the individual has applied for Medicaid benefits;
 - c. solicit, offer, or receive a bribe or kickback in connection with the furnishing of goods or services for which payment is made to a Medicaid provider;
 - d. make or receive a payment or the rebate of a fee for referring an individual to another for Medicaid services;
 - e. enter into a conspiracy or agreement to defraud the state by obtaining a Medicaid payment for a false claim;
 - f. make or cause to be made a false claim under the Social Welfare Act, Act 280 of Public Acts of 1939, as amended, to an employee or officer of the state; or
 - g. make or cause to be made a claim under the Social Welfare Act, which claim represents that goods or services are medically necessary in accordance with professionally-accepted medical standards when the goods or services are not medically necessary
 2. Penalties
 - a. The MMFCA provides civil and criminal remedies to individuals who violate federal law.
 - b. The District reserves the right to discipline, up to and including discharge, employees who violate this Policy.
 - c. The District reserves the right to terminate the contract with a third party contractor found to be in violation of this Policy.

Legal authority: 31 U.S.C. 3729-3733, 31 U.S.C. 3801, MCL 400.601 et seq

Date adopted: November 9, 2022

Date revised:

Series 4000: District Employment

4300 Non-Exempt Staff

4301 Definition

“Non-exempt staff” may include transportation, custodial, maintenance, food service, clerical, and paraprofessional employees and other employees who do not meet an exemption under the Fair Labor Standards Act or the Michigan Improved Workforce Opportunity Wage Act. The term does not include “exempt” professional staff, administrators, supervisors, or the Superintendent (as defined in Policies 4401, 4501, and 4601). Non-exempt staff are employed at-will and their employment may be altered or terminated at any time with or without cause, unless governed by a collective bargaining agreement or individual employment contract containing a different standard of employment security.

Unless otherwise provided by a collective bargaining agreement or individual employment contract, non-exempt staff will be subject to a probationary period of 1 work year.

Legal authority: 29 USC 201 et seq.; MCL 380.11a(3), 380.601a; MCL 408.934a

Date adopted: November 11, 2020

Date revised: November 9, 2022

Series 4000: District Employment

4300 Non-Exempt Staff

4303 *Compensatory Time*

- A. The District may offer Non-Exempt Staff compensatory time, in lieu of overtime pay, at a rate of 1.5 hours of compensatory time for 1 hour of time for which the employee earns overtime pay. The District may determine that some employee classifications are ineligible for compensatory time.
- B. For represented, Non-Exempt Staff compensatory time must be provided under a collective bargaining agreement, memorandum of understanding, or other agreement between the District and the exclusive collective bargaining representative.
- C. For non-represented, Non-Exempt Staff, the staff member must submit an express, voluntary written request to receive compensatory time in lieu of overtime pay before the performance of overtime work. This request is subject to prior approval by the District. The Non-Exempt Staff member's written request must be kept in the payroll file for each instance of compensatory time.
- D. Compensatory time is only available to those Non-Exempt Staff members who receive 10 or more paid days of leave per year, in addition to the compensatory time. If requested by the employee and approved by the District, the terms of the compensatory time plan are subject to the following:
 - 1. acceptance of compensatory time in lieu of overtime pay is not required as a condition of employment;
 - 2. employees are permitted to use compensatory time unless it will unduly disrupt District operations;
 - 3. employees may not accrue more than 240 hours of compensatory time at any time;
 - 4. employees may, at any time, request monetary compensation for accrued compensatory time at a rate not less than the regular rate earned by the employee at the time the employee earned the compensatory time. Payment must be made within 30 days after the request; and
 - 5. upon voluntary or involuntary termination of employment, an employee who has accrued compensatory time must be paid monetary compensation for accrued compensatory time at a rate not less than the regular rate earned by the employee at the time the employee earned the compensatory time.
- E. Unless otherwise prohibited by a collective bargaining agreement, the District may terminate a compensatory time plan after providing 60 days' notice to Non-Exempt staff. Employees will receive monetary compensation for accrued compensatory

time at a rate not less than the regular rate earned by the Non-Exempt Staff at the time the staff member earned the compensatory time.

- F. The District must provide Non-Exempt Staff who earn compensatory time a statement reflecting the accrual and use of compensatory time in the period that it is earned or used. The payroll records for Non-Exempt Staff who earn compensatory time must identify the accrual of compensatory time.
- G. The District will not directly or indirectly interfere with a Non-Exempt Staff member's right to request or not request compensatory time in lieu of overtime pay or require a member to use compensatory time. In assigning overtime hours, the District will not discriminate among Non-Exempt Staff within a classification based on the choice to request or not request compensatory time off in lieu of overtime pay.

Legal authority: 29 USC 207; MCL 408.414a, 408.934a

Date adopted: November 11, 2020

Date revised: November 9, 2022

Series 4000: District Employment

4300 Non-Exempt Staff

4304 Employee Timekeeping Responsibilities

Non-Exempt Staff must record all hours worked in compliance with District procedures. Non-Exempt Staff will be compensated for authorized recorded hours worked, including preliminary and subsequent work activities and overtime. Timekeeping records must reflect actual time worked to ensure accurate payment of wages.

Substantiated falsification or misrepresentation of hours worked may result in discipline, including discharge.

Legal authority: 29 USC 201 et seq.; MCL 408.471 et seq.

Date adopted: November 11, 2020

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Series 4000: District Employment

4300 Non-Exempt Staff

4306 Assignment and Transfer

The Board authorizes the Superintendent or designee to assign and transfer Non-Exempt Staff to meet identified District needs, including curricular, fiscal, personnel management, or other operating reasons. The Superintendent's or designee's authority includes assignment, transfer, and the addition or removal of Non-Exempt Staff member's duties and responsibilities. In exercising authority pursuant to this Policy, the Superintendent or designee will comply with the applicable collective bargaining agreement or individual employment contract.

Legal authority: MCL 380.11a(3), 380.601a

Date adopted: November 11, 2020

Date revised: November 9, 2022

Series 4000: District Employment

4300 Non-Exempt Staff

4308 *Reduction and Recall of Non-Exempt Staff*

The Board, in its sole discretion, may determine that a reduction in force of a Non-Exempt Staff member is appropriate due to curricular, fiscal, personnel management, or other operating conditions. A reduction in force may consist of a reduction of hours or personnel. Reductions in force and recalls are subject to Board approval.

A. Staff Subject to a Collective Bargaining Agreement or Individual Employment Contract

If the Board determines that a reduction of Non-Exempt Staff governed by a collective bargaining agreement or individual employment contract is necessary, the Superintendent will implement a reduction in force in conformance with the applicable agreement(s).

B. Non-Exempt Staff Not Subject to a Collective Bargaining Agreement or Individual Employment Contract Containing Reduction and Recall Provisions

1. Reduction in Force

The Superintendent or designee will make reduction in force recommendations to the Board. The Superintendent's or designee's recommendation to the Board may consider the following criteria for reduction, which are not in order of priority or weight:

- a. programs and services to be offered;
- b. employee qualifications, abilities, skills, and education;
- c. federal, state, and local funding;
- d. employment experience that is relevant to an assignment;
- e. federal and state laws or regulations that may mandate certain employment practices;
- f. special or advanced training that would be of present or future value to the District;
- g. the organizational and educational effect caused by a reduction of Non-Exempt Staff member(s);
- h. formal and informal evaluation of Non-Exempt Staff performance by a supervisor;
- i. length of service with the District and within a classification; and

- j. any other criteria that are rationally related to providing effective support services and operation of or administration of the District, such as discipline record and compliance with attendance Policies and procedures.

2. Notification

Notice will be provided as follows:

- a. Before the Board considers a reduction in force, the Superintendent or designee will notify, in writing, each affected non-exempt staff member that the Superintendent or designee is recommending a reduction in force or hours that would affect the non-exempt staff member and the date and time of the Board meeting at which the Board will consider the reduction in force.
- b. After the Board's decision on reduction in force, the Superintendent or designee will provide written notice of the Board's action to the affected non-exempt staff member(s).
- c. A non-exempt staff member who is subject to a reduction in force must, during the period which the member is eligible for recall, provide the District with an accurate residential address, email address, and phone number and report any subsequent change in the employee's contact information. Failure to maintain current contact information may be deemed a waiver of recall rights.
- d. The District may allow a laid off non-exempt staff member to be included on the District's list of substitutes at the Superintendent's or designee's discretion. If the District uses a laid off non-exempt staff member as a substitute, remuneration will be determined by the District or an applicable collective bargaining agreement.

C. Recall

A Non-Exempt Staff member subject to a reduction in force as described above will have preferred rights to recall to employment for a period of 12 months commencing on the date that the District implemented the reduction in force. The Non-Exempt Staff member will be recalled to any position within the member's classification. Recall decisions will be based on the criteria specified in subsection B.1 of this Policy.

A Non-Exempt Staff member who declines an offer of recall to a position comparable to that held at the time of layoff or for which he/she is otherwise qualified will be removed from the recall list and will forfeit any further employment rights with the District.

A Non-Exempt Staff member must respond within 10 days after the date the District sent notice of recall. Failure to do so may be deemed a waiver of recall rights.

Legal authority: MCL 380.11a(3), 380.601a

Date adopted: November 11, 2020

Date revised: November 9, 2022

Series 4000: District Employment

4300 Non-Exempt Staff

4309 *Discipline and Termination*

A. Discipline

The Superintendent or designee may discipline non-exempt staff for behavior warranting discipline, as determined by the Superintendent or designee, provided the discipline is not for an unlawful reason. Off-duty conduct may result in discipline if it adversely affects the District and is not a legally protected activity. Before discipline is imposed, the Non-Exempt Staff member will be provided notice of the alleged inappropriate behavior and an opportunity to respond to the allegations.

A Non-Exempt Staff member governed by a collective bargaining agreement or individual employment contract will be disciplined consistent with the procedures and standards specified within that agreement.

A Non-Exempt Staff member who reasonably believes an investigatory interview may result in discipline may bring a representative consistent with Policy 4108.

The Superintendent or designee will record discipline in writing, if warranted. Written discipline will be placed in the Non-Exempt Staff member's personnel file. The Non-Exempt Staff member may submit a written rebuttal letter consistent with Policy 4224.

Consistent with Revised School Code Section 1230b, unprofessional conduct will not be suppressed or removed from a personnel file.

B. Termination

A Non-Exempt Staff member is employed at-will and subject to discharge by the Superintendent or designee, with or without cause, provided the discharge is not for an unlawful purpose, unless a collective bargaining agreement, individual employment contract, law, Policy, or handbook provides otherwise.

Legal authority: MCL 380.1230b(6); MCL 423.501 et seq.; *NLRB v J. Weingarten, Inc.*, 420 US 251 (1975)

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Series 4000: District Employment

4400 Professional Staff

4401 Definition

A. General

Professional Staff primarily perform work that requires advanced knowledge or work that is intellectual in nature, consistent with the FLSA's definition of "professional." The Professional Staff member's area of expertise is related to learning or comes from prolonged course of study, including teachers and Non-Teaching Professionals, but excluding Administrators/Supervisors (as defined under Policy 4501) and the Superintendent (as defined under Policy 4601).

B. Teachers

Teachers are professional persons who provide or direct instruction to students and must be appropriately qualified and certified for the assigned teaching position, consistent with federal and state law and District Policies. Each teacher shall maintain required qualifications and certification as a condition of that teacher's continued employment.

A classroom teacher employed by the District must: (1) have a valid Michigan teaching certificate or authorization to teach under the law (see Revised School Code Section 1233b); and (2) be assigned by the District to deliver direct instruction to students as a teacher of record.

A teacher must promptly notify the Superintendent or designee, in writing, if the teacher's certification or authorization expires, is revoked, or nullified. Failure to provide this written notice, whether willfully or negligently, may result in discipline, including discharge.

C. Non-Teaching Professionals

Non-Teaching Professionals are "other Professional Staff" who are not teachers and who meet the professional exemption under the FLSA, such as counselors (i.e., those counselors who are not certified teachers), social workers, teacher consultants, behavior specialists, speech pathologists (i.e. who are not certified teachers), physical or occupational therapists, nurses, and psychologists. A Non-Teaching Professional is not required by law to hold a teaching certificate or authorization for the assigned duties. Each Non-Teaching Professional must be qualified and certified as required by the Board or federal and state law. Each Non-Teaching Professional must maintain those qualifications and certifications as a condition of that person's continued employment.

A Non-Teaching Professional must promptly notify the Superintendent or designee, in writing, if the person's certification, license, or endorsement expires,

is revoked, or nullified. Failure to provide this written notice, whether willfully or negligently, may result in discipline, including discharge.

Legal authority: 29 USC 201 et seq.; MCL 38.81 et seq.; MCL 380.1231, 380.1233, 380.1233b, 380.1236, 380.1237

Date adopted: November 11, 2020

Dated revised: November 9, 2022

Series 4000: District Employment

4400 Professional Staff

4403 Performance Evaluation

Performance evaluations are essential to provide quality educational services and to measure competency. This Policy does not diminish the Board's authority or ability to non-renew a professional staff member's contract at the end of the contract's term, consistent with applicable statutes, collective bargaining agreements, Policies, and individual employment contracts.

A. Teachers

Teachers will be evaluated pursuant to a performance evaluation system under Revised School Code Section 1249 and the Teachers' Tenure Act. This performance evaluation system will include, as appropriate, the following:

1. an annual evaluation process that meets statutory standards;
2. an evaluation tool that incorporates components required by law, including:
 - a. individual performance as a majority factor, including student growth (predominant factor), pedagogical skills (teacher's knowledge of the subject area and ability to impart that knowledge and preparation), classroom management, and relationships with students, parents/guardians, and other teachers;
 - b. student growth as required by law;
 - c. attendance and discipline;
 - d. significant, relevant accomplishments and contributions; and
 - e. relevant special training other than required professional development or continuing education.
3. an individualized development plan (IDP) for all probationary teachers, for teachers rated minimally effective or ineffective, or at the evaluator's discretion where performance deficiencies are noted;
4. classroom observations with appropriate feedback;
5. a mid-year progress report, if required by law;
6. an annual performance evaluation numerical score ("year-end effectiveness score"), unless the person qualifies for a biennial evaluation, correlated to effectiveness ratings of highly effective, effective, minimally effective, or ineffective;

7. a tool approved by MDE, a modified tool (if posting requirements are met), or a local evaluation tool if adopted in compliance with Revised School Code Section 1249 and corresponding regulations;
8. website posting of required information for the evaluation tool;
9. training on the evaluation tool for teachers and evaluators as required by law; and
10. other components that the Superintendent or designee deems relevant, important, or in the District's best interests.

If a tenured teacher is rated ineffective on 3 consecutive year-end annual evaluations, the teacher shall be discharged consistent with due process. The District is not precluded from discharging a teacher at other times as provided by the Teachers' Tenure Act.

B. Non-Teaching Professionals Subject to the Teachers' Tenure Act

The performance evaluation system for a Non-Teaching Professional with a teaching certificate who is subject to the Teachers' Tenure Act must include multiple observations. An IDP will be developed during the employee's probationary period. Except during the probationary period, which must include annual evaluations, the Superintendent or designee will evaluate the employee's performance at intervals determined by the Superintendent or designee. The Superintendent or designee has discretion to select and use an evaluation tool that serves the District's best interests.

The Superintendent or designee also has discretion to implement an IDP if performance deficiencies are noted, regardless of the employee's effectiveness rating.

C. Non-Teaching Professionals Not Subject to the Teachers' Tenure Act

For Non-Teaching Professionals without a teaching certificate who are not subject to the Teachers' Tenure Act, the Superintendent or designee will evaluate the employee's performance at intervals determined by the Superintendent or designee, except annual evaluation will be performed during the employee's probationary period. The Superintendent or designee has discretion to select and use an evaluation tool that serves the District's best interests.

An IDP may be established at the Superintendent's or designee's discretion.

If the Non-Teaching Professional's employment is governed by a collective bargaining agreement or individual employment contract, the Superintendent or designee will adhere to the applicable language on evaluation.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a, 380.1233b, 380.1248, 380.1249; 380.1249a(2); MCL 423.215

Date adopted: August 11, 2021

Date revised: November 9, 2022

Series 4000: District Employment

4400 Professional Staff

4405 *Reduction in Force and Recall*

A. Teachers

When making program and staffing decisions, the Board will retain the most effective teachers who are certified and qualified to instruct courses within the applicable curriculum, academic levels, and departments. The Board has the exclusive right to determine the size of the teaching staff based on curricular, fiscal, and other operating conditions. To the extent that the determinations involve Revised School Code Section 1248 requirements, this Policy will guide the implementation of that statute.

1. General Provisions

- a. The Superintendent will be responsible, acting within the approved budget, for establishing the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing teaching staff or that a reduction in teaching staff is necessary due to program or curricular considerations, the Superintendent will recommend to the Board the teaching positions to be reduced.
- b. If after a reduction of teachers, the Superintendent determines that the District's remaining programs and curriculum cannot be delivered through the existing teaching staff and that sufficient funds are budgeted to support an increase in the number of teachers, the Superintendent may recommend to the Board that teachers be added.
- c. Decisions about the reduction and recall of teachers will be guided by the following criteria:
 - i. Retaining the most effective teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), and department(s).
 - A) This Policy does not require the retention or recall of a probationary or tenured teacher whose most recent performance evaluation contains an overall rating of ineffective or minimally effective in preference to any probationary or tenured teacher rated either effective or highly effective, as reflected in that teacher's most recent performance evaluation.
 - B) A probationary teacher rated as effective or highly effective on the teacher's most recent annual year-end performance evaluation is not

subject to being displaced by a tenured teacher solely because the other teacher is tenured under the Teachers' Tenure Act.

- ii. Teachers must be properly certified, approved, or authorized for all aspects of their assignments. The teacher's certification, authorization, or approval status will be:
 - A) Determined by applicable statutes and regulations, including the Revised School Code, Teacher Certification Code, and MDE's Rules for Special Education Programs and Services; and
 - B) Based on documentation on file with the Superintendent's office.
 - 1) A teacher must maintain current and valid certification, approval, or authorization, as applicable, and will be responsible for filing a copy of the teaching certificate, approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.
 - 2) If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.
- iii. In addition, teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based upon documentation on file with the Superintendent's office, including:
 - A) Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
 - B) Compliance with applicable accreditation requirements;
 - C) Professional training and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment;
 - D) Formal or specialized training in the subject area(s) or grade level(s); and
 - E) Prior teaching experience relevant to the instructional assignment and anticipated to contribute to the teacher's effectiveness, including:
 - 1) Experience in a relevant building or department or at a relevant academic/grade level;
 - 2) Experience teaching relevant instructional subjects;
 - 3) Recency of relevant and comparable teaching assignments;

- 4) Previous effectiveness ratings;
 - 5) Disciplinary record, if any
 - 6) Attendance; and
 - 7) Other relevant factors as determined by the District.
- iv. Teachers must provide the District with current information and documentation supporting the teacher's certification and qualifications.
 - A) Reduction and recall decisions will be based on the teacher's certification and qualifications in the District's records at the time of the decision.
 - B) A laid off teacher must maintain current contact information (address, phone, and email address) with the Superintendent's office.
 - C) Failure to maintain current contact information may negatively impact the teacher's recall.
 - v. Teacher reductions and recalls are by formal Board action.
 - vi. Before the Board authorizes a teacher reduction, the Superintendent or designee will notify, in writing, the affected teacher of an opportunity to respond, either in person or in writing, to the proposed reduction.
 - vii. The Superintendent or designee will provide written notice of Board reduction in force or recall decisions to each affected teacher.
 - viii. A teacher's length of service with the District or tenure under the Teachers' Tenure Act will not be the primary or determining factor in reduction in force and recall decisions.
- d. Teacher reduction in force decisions will be implemented by the following:
 - i. If 1 or more teaching positions are to be reduced, the Superintendent will first identify the academic level(s) or department(s) affected by the reduction. Among those teachers who are certified, approved, or authorized and qualified to instruct the remaining curriculum within the affected academic level(s) or department(s), selection of a teacher(s) for reduction in force will be based on the year-end effectiveness score identified in Policy 4403.
 - ii. Teachers within the affected academic level(s) or department(s) who are certified and qualified for the remaining positions and who received the highest year-end effectiveness score will be retained. Teachers within the affected academic level(s) or department(s) with the lowest year-end effectiveness score will be laid off.

- iii. When a teaching position is identified for reduction and there exists a concurrently vacant teaching position for which the teacher in the position to be reduced is both certified and qualified, and the teacher has received an overall rating of at least effective on that teacher's most recent year-end performance evaluation, that teacher may be assigned to the vacant position unless the Superintendent determines that the District's educational interests would not be furthered by that assignment.
- iv. If more than 1 teacher whose position has been identified for reduction is certified and qualified for a concurrently vacant teaching assignment, the teacher with the highest year-end effectiveness score, if at least effective, will be given priority for the assignment unless the Superintendent determines that the District's educational interests would not be furthered by that assignment.
- v. If the reduction or recall decision involves more than 1 teacher and multiple teachers have the same year-end effectiveness score used to determine each teacher's effectiveness rating, a tenured teacher has priority over a probationary teacher and among tenured teachers. Teacher seniority (as established by the most recent seniority list for the bargaining unit to which the tenured teachers belong or, if none exists, the District's records) will determine preference for reduction or recall.

2. Teacher Recall Process

- a. A teacher is eligible for recall under this Policy for 36 months from the date the District implemented the reduction in force.
- b. The Superintendent will first identify the academic level(s) or department(s) where a teaching vacancy exists.
- c. Before or in lieu of initiating the recall of a laid-off teacher, the Superintendent may reassign teachers to fill vacancies in accordance with Policy 4402.
- d. After or in lieu of any reassignment of existing teaching staff, the Superintendent may take either of the following actions to fill a vacancy:
 - i. Recall the laid-off teacher with the highest overall effectiveness score on the teacher's most recent year-end evaluation under the performance evaluation system adopted by the Board and who is certified and qualified for the vacancy, provided the teacher was rated at least effective.
 - ii. Post the vacancy and consider all applicants if the Superintendent determines that:

- A) the District's educational interests would not be furthered by recalling an otherwise eligible laid-off teacher who meets the certification and qualification standards for the position and who received the highest overall effectiveness score on that teacher's most recent year-end evaluation; or
 - B) no teacher on layoff meets the certification and qualification requirements for the position as otherwise stated herein.
- e. The Superintendent or designee will provide written notice of the Board's recall decision to any recalled teachers and will establish the time within which a teacher must accept recall to preserve the teacher's employment rights.
 - f. A laid-off teacher who is offered an interview for a vacancy and who fails to appear at that interview forfeits all rights to recall and continued employment.
 - g. A laid-off teacher who is recalled and fails to accept recall by the time designated in the recall notice, or who does not report for work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent, will forfeit all rights to recall and continued employment unless the Superintendent, in the Superintendent's sole discretion, has extended the time limit in writing.

B. Reduction in Force and Recall of Non-Teaching Professionals

For Non-Teaching Professionals governed by a collective bargaining agreement, the Superintendent will implement the collective bargaining agreement's standards and procedures that pertain to reduction in force or recall when recommending a reduction in force or recall to the Board.

If no collective bargaining agreement exists, or if an existing agreement does not address reduction in force or recall of Non-Teaching Professionals, the Superintendent will recommend a reduction in force or recall among Non-Teaching Professionals using the same standards and procedures as set forth in this Policy for teachers.

C. Unemployment Compensation

A teacher or Non-Teaching Professional who is laid off and who is paid unemployment compensation chargeable to the District during the summer immediately following a reduction in force and who is recalled on or before the beginning of the next school year will be paid according to an annual adjusted salary rate such that the employee's unemployment compensation received plus the adjusted annual salary rate will be equal to the annual rate of salary the employee would have earned for the school year had the employee not been laid off.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a, 380.1248, 380.1249,
380.1532; MCL 423.215

Date adopted: November 11, 2020

Date revised: November 9, 2022

Series 4000: District Employment

4400 Professional Staff

4406 Professional Improvement Sabbaticals

The Board may, in its sole discretion and consistent with Revised School Code Section 632 and any applicable collective bargaining agreement, approve a Professional Staff member's paid or unpaid leave of absence for the purposes of pursuing professional improvement (i.e., a sabbatical) or any other similar circumstance. A Professional Staff member seeking a leave of absence must apply in writing to the Superintendent for presentation to the Board at least 60 days in advance. The leave of absence will be consistent with any applicable collective bargaining agreement or individual employment contract. If approved, the Board will negotiate a letter of agreement with the appropriate bargaining unit to approve a Professional Staff member's paid or unpaid leave of absence for the purposes of pursuing professional improvement or any other similar circumstance.

Legal authority: MCL 380.632

Date adopted: November 11, 2020

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Series 4000: District Employment

4400 Professional Staff

4407 Discipline

Maintaining appropriate procedures and standards for addressing misconduct and other inappropriate behavior by Professional Staff is a critical component in furthering an effective educational environment and in providing quality educational services to students. Off-duty conduct may result in discipline if it adversely impacts the District and is not a legally protected activity. Information about substantiated unprofessional conduct will not be suppressed or removed from a personnel file consistent with Revised School Code Section 1230b.

Tenured teacher discipline or demotion will occur only for a reason(s) that is not arbitrary or capricious. Likewise, the disciplining of other professionals will be governed by the arbitrary or capricious standard unless expressly stated otherwise in a collective bargaining agreement, employee handbook, or individual employment contract. Under the arbitrary or capricious standard, a disciplinary decision must be supported by a preponderance of the evidence and the discipline must have a rational relationship to the established misconduct or inappropriate behavior.

Before imposing discipline, the Superintendent or designee will investigate whether a Professional Staff member engaged in conduct that may justify discipline. The investigation should include discussions with witnesses determined by the Superintendent or designee to have relevant information and a review of tangible evidence (e.g., documents, video, electronic communications). The Professional Staff member will be provided an opportunity to respond to the allegation(s).

If a Non-Teaching Professional is governed by a collective bargaining agreement or individual employment contract, the Superintendent or designee will adhere to the disciplinary standards and procedures in that agreement. If the collective bargaining agreement or individual employment contract does not have an applicable provision, then the standards and procedures outlined below will apply.

The following procedures may be used for investigating allegations of Professional Staff misconduct or inappropriate conduct:

- A. The Superintendent or designee may consult with legal counsel in appropriate cases and may request that legal counsel assist with an investigation.
- B. The Superintendent or designee will give the Professional Staff member verbal or written notice of the allegation(s).
- C. If the complaint alleges suspected child abuse or neglect, the matter must be immediately reported to Children's Protective Services.

- D. The Superintendent or designee will give verbal or written notice of the time, date, and location of a meeting to provide the Professional Staff member with an opportunity to respond to the allegation(s) and substantiating factor(s).
- E. An employee who is subject to an investigatory interview that may result in discipline or who reasonably believes an investigatory interview may result in discipline may bring a representative consistent with Policy 4108.
- F. The Superintendent or designee is authorized to place a Professional Staff member on paid non-disciplinary administrative leave pending the completion of an investigation when, in the judgment of the Superintendent or designee, placing the Professional Staff member on leave will protect the investigatory process or work environment.
- G. If an investigation concludes that a preponderance of the evidence (i.e., more likely than not) establishes that the Professional Staff member engaged in conduct warranting discipline, the appropriate level of discipline will be guided by the following:
 - 1. the seriousness of the offense;
 - 2. the Professional Staff member's prior disciplinary and employment record;
 - 3. whether other Professional Staff members have engaged in similar or like past conduct known to the District's administration and the discipline imposed for those infractions;
 - 4. the existence of aggravating or mitigating factors, as determined by the Superintendent or designee;
 - 5. applicable federal or state law;
 - 6. the Professional Staff member's acceptance of responsibility;
 - 7. the likelihood of recurrence; and
 - 8. any other factors the Superintendent or designee determine are relevant.
- H. Disciplinary measures may include verbal warning (memorialized in writing), written reprimand, unpaid suspension, financial penalty, or discharge. Nothing in this Policy requires that the above disciplinary measures be applied progressively or sequentially. The District reserves the right to apply a disciplinary measure it determines to be appropriate to a specific set of circumstances. The District may consider additional preventative measures to address the misconduct, including training, coaching, and other remedial measures.
- I. Discipline will be confirmed in writing to the Professional Staff member and placed in that person's personnel file. The discipline imposed may also be reflected in the person's year-end performance evaluation where it pertains to areas measured in the evaluation.

J. The Superintendent or designee is authorized to impose discipline with the exception of:

1. the discharge of a Professional Staff member; and
2. the demotion of a tenured teacher, as defined in the Teachers' Tenure Act.

The Board's action may be based upon the Superintendent's or designee's written recommendation and applicable procedures set forth in the Teachers' Tenure Act.

K. A tenured teacher's salary may be escrowed after tenure charges are approved by the Board pursuant to Policy 4208.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a; MCL 423.215; *NLRB v J Weingarten, Inc*, 420 US 251 (1975)

Date adopted: November 11, 2020

Dated revised: November 9, 2022

Series 4000: District Employment

4500 Administrators/Supervisors

4503 Performance Evaluation

Performance evaluations of Administrators are an essential element of providing quality educational services and measuring an employee's competency. This Policy does not alter the Board's authority or ability to terminate an Administrator's employment during the term of an individual employment contract or to non-renew an Administrator's contract at the end of the contract's term.

A. Building Level and Central Office Instructional Administrators

The Superintendent or designee will ensure that building level and central office Administrators who are regularly involved in instructional matters are evaluated consistent with a performance evaluation system under Revised School Code Sections 1249 and 1249b. This performance evaluation system will include, if appropriate, the following:

1. a year-end annual evaluation by the Superintendent or designee, unless the Administrator qualifies for a biennial evaluation. This does not preclude more frequent Administrator evaluations as determined necessary by the Superintendent or designee;
2. an individualized improvement plan if the Administrator is rated minimally effective or ineffective or where performance deficiencies are noted;
3. student growth and other assessment required or authorized by law;
4. an overall effectiveness rating of highly effective, effective, minimally effective, or ineffective;
5. dismissal of an Administrator rated ineffective on 3 consecutive year-end evaluations;
6. an evaluation tool approved by the MDE, a modified tool (if posting requirements are met), or a local evaluation tool adopted in compliance with Revised School Code Sections 1249 and 1249b;
7. website posting of required information pertaining to the evaluation tool;
8. appropriate training for evaluators; and
9. other components that the Superintendent or designee deems relevant, important, or in the District's best interest.

B. Non-Instructional Administrators, Supervisors, and Directors

The Superintendent or designee may evaluate Non-Instructional Administrators, Supervisors, and Directors based on the appropriate evaluation instrument as

determined by the Board and consistent with any applicable collective bargaining agreement or individual employment contract. An individual improvement plan may be implemented to remediate and enhance employee performance.

Legal authority: MCL 380.11a, 380.601a, 380.1249, 380.1249b

Date adopted: November 11, 2020

Date revised: November 9, 2022

Series 4000: District Employment

4500 Administrators/Supervisors

4504 Performance Based Compensation

The Superintendent or designee will implement a performance based compensation system for building level and central office Administrators regularly involved in instructional matters pursuant to Revised School Code Section 1250 and State School Aid Act Section 164h. The system must include job performance and accomplishments as a significant factor in determining compensation and additional compensation and be based, at least in part, on student growth data as measured by assessments and other objective criteria for effective and highly effective professionals.

The Superintendent may recommend merit pay to the Board for non-instructional Administrators, Supervisors, and Directors.

Collective bargaining agreements and individual employment contracts covering administrative personnel regularly involved in instructional matters must include a method of compensation that complies with this Policy.

Legal authority: MCL 380.1249, 380.1249b, 380.1250; MCL 388.1764h

Date adopted: November 11, 2020

Date revised: November 9, 2022

Series 4000: District Employment

4500 Administrators/Supervisors

4506 Discipline

The Superintendent or designee may discipline Administrators, Supervisors, or Directors for misconduct, violations of contract, Policy, or law, or other inappropriate behavior. Off-duty conduct may result in discipline if it adversely impacts the District and is not otherwise a legally protected activity. This Policy does not cover termination of an Administrator, Supervisor, or Director, which is addressed in Policy 4507.

Before discipline is imposed, the Administrator, Supervisor, or Director will be provided an opportunity to respond to the allegation(s).

An Administrator, Supervisor, or Director governed by a collective bargaining agreement or individual employment contract may be disciplined consistent with applicable procedures and standards in that agreement. An employee who is subject to an investigatory interview that may result in discipline or who reasonably believes an investigatory interview may result in discipline may bring a representative consistent with Policy 4108.

If the Superintendent or designee concludes, by a preponderance of the evidence, that the conduct in question has been substantiated and that discipline is warranted, the Superintendent or designee may discipline the employee so long as the basis for the discipline follows the standard(s) identified in the employee's applicable collective bargaining agreement or individual employment contract. If the employee is not subject to a collective bargaining agreement or individual employment contract, the Superintendent or designee may implement discipline for any lawful reason. The disciplinary action may be considered in the employee's performance evaluation. Written discipline will be placed in the employee's personnel file.

A suspension without pay may be imposed as a disciplinary consequence, consistent with the Fair Labor Standards Act, for infractions of safety rules of major significance or infractions of workplace conduct rules, such as rules prohibiting unlawful harassment, workplace violence, drug or alcohol use, or for infractions of state or federal laws. Disciplinary deductions may only be made in full-day increments and must be imposed pursuant to a written Policy applicable to all employees.

Evidence of substantiated unprofessional conduct cannot be suppressed or removed from a personnel file consistent with Revised School Code Section 1230b.

The Teachers' Tenure Act shall apply if an Administrator's tenure rights are implicated by the disciplinary action.

Discipline that results in 5 days or more of lost compensation may be reviewed by the Board.

Legal authority: 29 CFR 541.602(b)(5); MCL 380.11a, 380.601a, 380.653, 380.1230b,
380.1249, 380.1249b; MCL 423.209

Date adopted: November 11, 2020

Date revised: November 9, 2022

Series 4000: District Employment

4600 The Superintendent

4601 General

A. Employment

Except in limited circumstances as otherwise allowed by law, the Board will employ a Superintendent as the District's chief administrative officer who will report to the Board. The Superintendent's individual employment contract will not exceed 5 years. The Superintendent will maintain appropriate certification, as well as comply with continuing education requirements, as a condition of continued employment. The Superintendent must immediately notify the Board if his or her certification expires or is nullified or revoked.

B. Duties and Responsibilities

The Superintendent will regularly advise the Board on significant legal, educational, financial, and other school-related developments affecting the District and the Board and will demonstrate exemplary leadership and knowledge of contemporary educational philosophy and effective practices.

The Superintendent will ensure compliance with requirements imposed by federal and state law, Policy, and governmental authorities with jurisdiction over Michigan schools. The Board delegates to the Superintendent the general power and authority to do the following, within Board-approved Policy and budgetary parameters:

1. direct curriculum and take actions to maximize student safety, welfare, and educational opportunities;
2. Suspend students up to 59 days and expel students consistent with Policy 5206;
3. ensure compliance with student disciplinary standards and procedures;
4. accept all employee resignations on the Board's behalf;
5. make other employment decisions consistent with these Policies, specifically including the right to hire, recall, transfer, assign, direct, discipline, and recommend or impose termination, as applicable;
6. develop and implement recruitment, application, and selection procedures to fill vacancies for Non-Exempt Staff, Teaching Professionals, Non-Teaching Professionals, Administrators, Supervisors, and Directors and to make hiring recommendations to the Board for approval, if applicable;

7. manage District grounds, buildings, property, and equipment and make determinations about their use, maintenance, improvements, purchases, and repairs in accordance with law;
8. temporarily close one or more of the District's schools or programs or alter the school day when the Superintendent determines that the action is necessary for the health and safety of students and staff;
9. maintain adequate supplies and materials for students and staff;
10. consult with outside advisors, attorneys, auditors, and others in the best interests of the District;
11. negotiate collective bargaining agreements and other contracts, subject to Board review and ratification;
12. serve as the Board's spokesperson and community liaison;
13. develop, recommend, and implement cooperative programs and services with other public and private entities that will promote attainment of District goals and objectives;
14. implement Board policies and supervise the District's day-to-day operations;
15. take action in circumstances not authorized by Board action or Policy when required to effectively run the District's day-to-day operations, to respond to a lawful order, or to implement rules to protect health and safety. The Superintendent should (1) inform the Board of the action taken and the need for expedited action; and (2) report the action to the Board during the first meeting following the action;
16. draft administrative guidelines and forms which are consistent with these Policies or the law to effectively run the District's operations; and
17. take action as permitted or required by law or as authorized by Board action or Policy.

C. Fiscal Management

The Superintendent, in consultation with other District personnel, will prepare and present to the Board a proposed annual District budget for the upcoming fiscal year. Budget adoption and amendments will be subject to Board approval. The Superintendent will furnish the Board with all information requested by the Board for proper consideration of the proposed budget. After the proposed budget is adopted by the Board at a public hearing held in compliance with the Budget Hearings of Local Government Act, the Superintendent, in consultation with the individual acting in the capacity of the District's business official, will oversee and control budget expenditures to ensure compliance with the budget adopted by the Board.

Legal authority: MCL 141.411 et seq.; MCL 380.11a, 380.601a, 380.653, 380.654,
380.1229(1), 380.1229(4), 380.1246, 380.1536

Date adopted: November 11, 2020

Date revised: November 9, 2022

Series 4000: District Employment

4600 The Superintendent

4602 *Hiring*

The Board will determine and select the best candidate to serve as the Superintendent, based on qualifications, experience, and demonstrated capabilities. The Board may enlist professional consultants, employees, community members, or others to assist with the recruitment and selection process.

Qualified candidates will possess and maintain certifications, permits, and approvals required by federal and state law for the office of Superintendent. The hiring process will comply with the Michigan Open Meetings Act.

Before hiring the selected candidate, an offer of employment will be conditioned on successful completion of a background check as described in Policy 4205.

The Board should consult with legal counsel when drafting the Superintendent's employment contract.

The Superintendent's employment contract shall not exceed five years in duration. If a Superintendent vacates the position before a new Superintendent is selected, the Board shall appoint an interim Superintendent to oversee operations until a new Superintendent is selected. Hiring decisions shall be based on qualifications, skills, knowledge, abilities, education, certifications/licenses, experience, demeanor, and other criteria the Board may deem relevant.

Legal authority: MCL 15.261 et seq.; MCL 380.1229(1), 380.1536

Date adopted: November 11, 2020

Date revised: November 9, 2022

C. Ratify a part-time contract with Marilyn Ellenberger, Quality Improvement Specialist from October 24, 2022 to September 30, 2023.

D. Approve contract with Melissa Maeder, Quality Improvement Specialist and Consultant from November 21, 2022 to September 30, 2023 for 210 days per year (prorated to 180).

E. Ratify the hiring of Meranda Homan, MOCI teacher at the CEC as of October 27, 2022 on the CEA salary scale at step one. She is taking courses to obtain her Michigan Teacher Certification.

F. Approve contract with Lillie Meadows, Early On Intervention Home Visitor, from November 28, 2022 through September 30, 2023. This is a part-time position.

G. Ratify the Early Childhood Support Network Subrecipient Contract for the Northeast Resource Center with the Eastern Upper Peninsula ISD, effective Oct 1, 2022 through Sept 30, 2023

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

**EARLY CHILDHOOD SUPPORT NETWORK
SUBRECIPIENT CONTRACT**

Subrecipient Northeast Resource Center C.O.O.R. ISD 11051 N. Cut Road Roscommon, MI 48653	Telephone: 877-614-7328 Federal ID Number: 38-1791360
Subrecipient Contact Shawn Petri, COOR ISD Superintendent Katie Ketih, COOR ISD Director of Early Childhood Helen Shastal, Northeast Resource Center Co-Director Chris Tappan, Northeast Resource Center Co-Director	Email petris@coordisd.net keithk@coorisd.net shastalh@coorisd.net tappanc@coorisd.net
Northern Early Childhood Support Network Contacts: <ul style="list-style-type: none"> • ECSN Project Lead: Jessica Savoie, jessicas@eupschools.org • ECSN Compliance, Monitoring, & Contracts Administrator: Alicia Lawlor, alawlor@eupschools.org • ECSN Training & Technical Assistance Administrator: Robin Hornkohl, rhornkohl@eupschools.org • ECSN Finance Contact: Tracy McCord, tmccord@eupschools.org 	
Description: Great Start to Quality Resource Center – Child Care Development Funds (CCDF) Northeast Resource Center	
Subrecipient Contract Period: October 1, 2022 to September 30, 2023	
Subrecipient Award: \$515,341 Quality Improvement: \$298,763 Infant & Toddler: \$205,428 ARPA for Stabilization Grant TA: \$11,150 The terms and conditions of this Contract including award amounts are contingent upon the FY23 allocation and allowable costs from the Michigan Department of Education. All spending must be federally allowable. Final allocations will be released upon approval of a state budget and notification from the Michigan Department of Education Office of Great Start.	
<p>Funds provided to the Great Start to Quality Resource Center by the Eastern Upper Peninsula Intermediate School District (EUPISD) are intended to support the core costs for implementation of annual Great Start to Quality Resource Center Scope of Work. Resource Centers are encouraged to develop a budget that uses funds efficiently while ensuring the performance measures are achieved. The EUPISD reserves the right to disallow fund usage for expenditures beyond the specified Scope of Work or for items deemed unreasonable or not cost-effective.</p> <p>In the event of any conflicts between the specifications, terms and conditions indicated by the Eastern Upper Peninsula Intermediate School District and those indicated by the sub-recipient, those of the Eastern Upper Peninsula Intermediate School District take precedence.</p> <p>By signing this Contract the applicant certifies that it will agree to perform all actions and support all intentions stated in this Contract and will comply with all state and federal regulations and requirements pertaining to this subrecipient award.</p>	

SUBRECIPIENT



10-25-22

Authorized Signature & Date

**EASTERN UPPER PENINSULA
INTERMEDIATE SCHOOL DISTRICT**

Authorized Signature & Date

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Section I. Subrecipient Terms and Conditions

Contained within this Section:

- A. Subrecipient
- B. Compliance with Applicable Laws
- C. Subrecipient Contract Period
- D. Insurance Coverage
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A. Subrecipient

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

B. Compliance with Applicable Laws

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

C. Subrecipient Contract Period

This Contract is entered into between EUPISD and the Subrecipient based on a Grant Contract with the Michigan Department of Education - Office of Great Start and the EUPISD effective October 1, 2022 (the "Grant Contract"). The terms of the Grant Contract will govern this Contract in the case of any conflict between this Contract and the Grant Contract.

D. Insurance Coverage

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

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

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

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

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

E. Confidentiality

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

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

F. Dispute Resolution

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

G. Indemnification

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

H. Disparagement

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

I. Record Retention & Access to Records

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

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

J. Procurement

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

K. Subcontracts

The Subrecipient warrants and represents:

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

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

L. Ownership of Work Product

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

M. Publication - Approval and Copyright

The Eastern Upper Peninsula Intermediate School District shall have copyright, property and publication rights in all written or visual material or other work products developed in connection with this Contract. The Subrecipient shall not publish or distribute any printed or visual material relating to the services provided under this Contract without prior written permission of the Eastern Upper Peninsula Intermediate School District. All materials must meet the equity, diversity, and inclusion criteria as defined by MDE OGS and Early Childhood Support Network.

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

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

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

N. Legal Effect

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

O. Responsibility of Personnel

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

P. Change Requests

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

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

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

In addition, the Eastern Upper Peninsula Intermediate School District may immediately cancel the Contract without further liability to the Eastern Upper Peninsula Intermediate School District or its employees if the Subrecipient, an officer of the Subrecipient, or an owner of a 25% or greater share if the Subrecipient is convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property,

attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or Federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the Eastern Upper Peninsula Intermediate School District, reflects on the Subrecipient's business integrity.

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

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

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

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

R. Continuing Responsibilities

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

S. Transition Responsibilities

Upon termination or expiration of this Contract for any reason, Subrecipient must, for a period of time specified by the State (not to exceed 90 calendar days), and within the current Contract period, provide all reasonable transition assistance requested by the State, to allow for the expired or terminated portion of the Contract Activities to continue without unplanned, significant or material interruption or adverse effect within Eastern Upper Peninsula Intermediate School District or Resource Center's control, and to facilitate the orderly transfer of such agreed upon SOW Activities to the State or its designees. Such transition assistance may include, but is not limited to: (a) continuing to perform the SOW Activities at the established Contract rates within the current Contract period or as negotiated for work beyond the current Contract period, if done so in advance of the current Contract period end date; (b) taking all reasonable and necessary measures to transition performance of the work, including all applicable and agreed upon SOW Activities, training, equipment, reports and other documentation, to the State or the State's designee; (c) taking all necessary and appropriate steps, or such other action as the State may direct, to preserve, maintain, protect, or return to the State all materials, data, property, and confidential information provided directly or

indirectly to Subrecipient by any entity, agent, vendor, or employee of the State; (d) transferring title in and delivering to the State, at the State’s discretion, all completed or partially completed deliverables prepared under this Contract as of the Contract termination date; and (e) preparing an accurate accounting from which the State and the EUPISD may reconcile all outstanding accounts (collectively, “Transition Responsibilities”).

T. Contract Inclusiveness/Amendment

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

U. Stop Work Orders

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

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

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

SECTION II. SCOPE OF WORK PLANS

Contained within this Section:

- A. Performance Monitoring Requirement
- B. Activities Allowed
- C. Deviations from Scope of Work Plans
- D. Scope of Work Changes

A. Performance Monitoring Requirements

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

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

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

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

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

If the Eastern Upper Peninsula Intermediate School District identifies questioned costs that cannot be substantiated or that are disallowed under the Contract, then the Eastern Upper Peninsula Intermediate School District may, at its discretion, and after consultation with the Subrecipient, require the Subrecipient to submit a reimbursement to the Eastern Upper Peninsula Intermediate School District to reflect adjustment for disallowed costs. The Subrecipient must submit reimbursement for disallowed costs within 5 days of any notice of a disallowed cost from Eastern Upper Peninsula Intermediate School District. If the Subrecipient fails to comply with monitoring requirements as set forth in this Contract, and within allotted time frames mutually established, the Eastern Upper Peninsula Intermediate School District may, at its discretion, invoke sanctions on the Subrecipient, which may include, but are not limited to, actions to collect disallowed costs and/or cancellation of the Contract.

B. Activities Allowed

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

C. Deviations from the Work Plan

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

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

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

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

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

D. Scope of Work Changes

If the Subrecipient deems a change necessary to the Scope of Work, the Subrecipient will notify the Contracts Administrator regarding these changes. Any proposed change(s) will be assessed to determine the reason(s) behind the need for a change and the potential impact to the program. No change to the Scope of Work will be made without explicit permission from Eastern Upper Peninsula Intermediate School District administration. Changes will be documented in writing and signed by both parties.

SECTION III. FISCAL MANAGEMENT

Contained within this Section:

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

A. Payment of Funds for the Purposes of this Contract

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

B. Allowable Costs

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

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

C. Reimbursement Schedule

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

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

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

D. Final Obligations

A report of estimated total Contract expenditures projected through the end of the contract period must be submitted to Eastern Upper Peninsula Intermediate School District no later than July 10, 2023 using guidelines as issued by Eastern Upper Peninsula Intermediate School District.

E. Fiscal Monitoring

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

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

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

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

F. Budget Amendments

Adjustments in budget line-items are required when actual expenditures exceed 10% of the original budgeted amount or are more than \$1,000 (whichever is greater). Adjustments must be pre-authorized by the Eastern Upper Peninsula Intermediate School District. An increase in a line item must be accompanied by an equal decrease in another line item within the Contract budget. The increase/decrease can be spread across a number of line items, as long as the total amount of the decrease equals the total amount of the

increase. All Line-Item Transfer Requests must be completed through a format provided by the Eastern Upper Peninsula Intermediate School District and are expected to occur no later than 30 days prior to the end date of this Contract.

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

The Subrecipient may not spend an amount that exceeds the total amount awarded for services performed under this Contract from **October 1, 2022 through September 30, 2023**. The Subrecipient will be reimbursed based on SOE submitted pursuant to the timelines outlined in the "Reimbursement Schedule" section of this Contract. Reimbursements shall not exceed the total amount of this Contract.

H. Audits

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

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

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

I. Audit Requirements

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

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

The reporting package includes:

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

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

J. Audit Related Sanctions

The Eastern Upper Peninsula Intermediate School District may impose sanctions on the Subrecipient if the Subrecipient fails to adhere to any of the audit requirements in this Contract. The Eastern Upper Peninsula

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

Funds provided to the Great Start to Quality Resource Center by the Eastern Upper Peninsula Intermediate School District, or the Early Childhood Support Network (ECSN) are intended to support the core costs for implementation of the FY23 Great Start to Quality Resource Center Scope of Work. Resource Centers are encouraged to develop a budget that uses funds efficiently while at the same time ensuring that performance measures are achieved. The Eastern Upper Peninsula Intermediate School District reserves the right to disallow fund usage for expenditures beyond the specified Scope of Work or for items deemed unallowable, unreasonable, or not cost-effective.

K. Warranties and Representations

The Subrecipient represents and warrants:

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

L. Management Responsibility

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

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

Failure to achieve Performance Metrics in the implementation of the Scope of Work for FY23, will subject the Resource Center to additional technical assistance and/or follow-up by the Eastern Upper Peninsula Intermediate School District, which may include a Corrective Action Plan and/or if the Eastern Upper Peninsula Intermediate School District determines necessary, the termination of this contract. Written documentation of process and status will be issued.

M. Fees and Other Sources of Funding

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

SECTION IV. ASSURANCES AND CERTIFICATIONS--FEDERAL PROGRAMS

Contained within this Section:

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

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

- A. Assurance regarding compliance with grant program requirements.** The Subrecipient agrees to comply with all applicable requirements of all state statutes, federal laws, executive orders, regulations, policies, and award conditions governing this Contract. The Subrecipient understands and agrees that if it materially fails to comply with the terms and conditions of this Contract, the Eastern Upper Peninsula Intermediate School District may withhold funds otherwise due to the Subrecipient from this Contract. The Eastern Upper Peninsula Intermediate School District may withhold up to 10 percent of any payment based on a monitoring finding, audit finding or pending final report. In addition, Subrecipient agrees to the following program requirements as specified by MDE OGS:
- 1. Use of MiRegistry.
 - a. 100% of professional development opportunities must be state approved. Resource Centers will implement professional development to support programs and providers in alignment with statewide policies and procedures
 - b. Resource centers must utilize the state training approval process
 - 2. All Resource Center Staff who provide in person or online training raining must be approved trainers in the MiRegistry.org system.
 - a. All Resource Center staff must adhere to all active Great Start to Quality protocols and guidelines
 - 3. All materials distributed by Resource Centers must meet the MDE/OGS, ECSN and ECIC standards of quality
 - a. RCs will review and maintain electronic media and social media
 - 4. RC is expected to have at least one FTE equivalent I/T Specialist dedicated fulltime to support of infant-toddler work.
- B. Assurance concerning materials developed with funds awarded under this grant.** The Subrecipient assures that the following statement will be included on any publication or project materials developed

with funds awarded under this Contract, including reports, films, brochures, and flyers: "These materials were developed under a grant awarded by the Michigan Department of Education."

- C. **Certification regarding nondiscrimination under federally and state assisted programs.** Assurance is hereby given to Eastern Upper Peninsula Intermediate School District that the Subrecipient will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Education.
- D. **Certification regarding Title II of the Americans with Disabilities Act (ADA), p.l. 101-336, state and local government services.** Assurance is hereby given to Eastern Upper Peninsula Intermediate School District that the Subrecipient will comply with the Americans with Disabilities Act (ADA) providing comprehensive civil rights protections for individuals with disabilities. Title II of the ADA covers programs, activities, and services of public entities. Title II requires that, "No qualified individual with a disability shall, by reason of such disability be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity." In accordance with Title II ADA provisions, the applicant has conducted a review of its employment and program/service delivery processes and has developed solutions to correcting barriers identified in the review.
- E. **Certification regarding Title III of the Americans with Disabilities Act (ADA), P.L. 101-336, public accommodations and commercial facilities.** Assurance is hereby given to Eastern Upper Peninsula Intermediate School District that the Subrecipient will comply with the Americans with Disabilities Act (ADA) providing comprehensive civil rights protections for individuals with disabilities. Title III of the ADA covers public accommodations (private entities that affect commerce, such as museums, libraries, private schools and day care centers) and only addresses existing facilities and readily achievable barrier removal. In accordance with Title III provisions, the applicant has taken the necessary action to ensure that individuals with a disability are provided full and equal access to the goods, services, facilities, privileges, advantages, or accommodations offered by the applicant. In addition, a Title III entity, upon receiving a grant from the Michigan Department of Education, is required to meet the higher standards (i.e., program accessibility standards) as set forth in Title III of the ADA for the program or service for which they receive a grant.
- F. **Certification regarding nondiscrimination under federally and state assisted programs.**
In the performance of this Contract or any contract, sub-Contract, or purchase order produced as a result of this Contract, the Subrecipient agrees it will not discriminate against any employee or applicant for employment or service delivery and access, with respect to their hire, tenure, terms, conditions or privileges of employment, programs and services provided, or any matter, directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position or to receive services. The Subrecipient further agrees that every sub-Contract entered into for the performance of any Contract or purchase order resulting therefrom will contain a provision requiring non-discrimination in employment, service delivery and access, as specified in this Contract, binding upon each Subrecipient. This covenant is required pursuant to the Elliott-Larson Civil Rights Act, 1976 PA 453, as amended, MCL 37.2201 et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 et seq., and any breach of these terms will be regarded as a material breach of the Contract or purchase order.

G. Debarment and Suspension.

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

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

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

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

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

H. HHS certification regarding drug-free workplace requirements:

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

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

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

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

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

The Subrecipient also assures that this language will be included in any subawards that contain provisions for children's services.

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

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

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

K. Hatch Political Activity and Intergovernmental Personnel Act

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

L. Prohibition Against Using Funds to Support Religious Activities

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

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

M. Health Insurance Portability and Accountability Act

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

1. The Subrecipient must not share any protected health data or information provided by Eastern Upper Peninsula Intermediate School District that falls within HIPAA requirements except to a subcontractor as appropriate under this Contract.
2. The Subrecipient must require the subcontractor not share any protected health data and information from Eastern Upper Peninsula Intermediate School District that falls under HIPAA requirements in the terms and conditions of the subcontract.
3. The Subrecipient must only use the protected health data and information for the purposes of this Contract.

4. The Subrecipient must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to protected health data and information by the Subrecipient's employees.
5. The Subrecipient must have a policy and procedure to report to Eastern Upper Peninsula Intermediate School District unauthorized use or disclosure of protected health data and information that falls under the HIPAA requirements of which the Subrecipient becomes aware.
6. Failure to comply with any of these requirements may result in the termination of this Contract in accordance with its terms.
7. In accordance with HIPAA requirements, the Subrecipient is liable for any claim, loss, or damage relating to unauthorized use or disclosure of protected health data and information received by the Subrecipient from Eastern Upper Peninsula Intermediate School District or any other source.
8. The Subrecipient will execute a Business Associate Contract, if requested by Eastern Upper Peninsula Intermediate School District

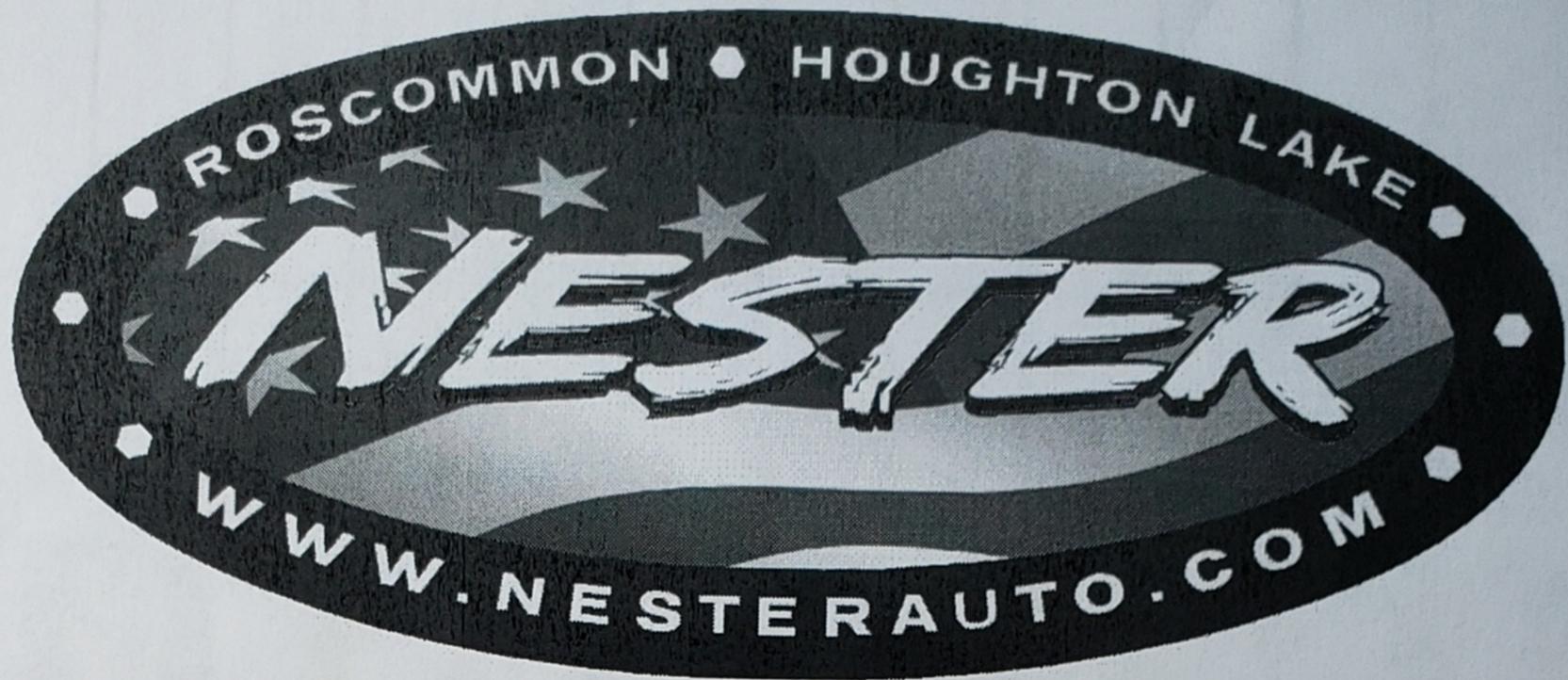
N. Child Care and Development Fund (CCDF) Program Assurances

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

- It will have in effect a program that complies with provisions of the Child Care and Development Fund Plan for Michigan, and is administered in accordance with the Child Care and Development Block Grant Act of 1990, as amended, Section 418 of the Social Security Act, and all other applicable Federal laws and regulations;
- No modifications of existing CCDF funded programs or services, including but not limited to, those listed in the annual Resource Center Scope of Work will be effective unless in writing, and signed by the Program Manager and the representative of the Subrecipient, at least 30 days prior to the date that change is to become effective. Any breach or default by a party will not be waived or released other than in writing signed by another party;
- The Subrecipient will submit all written contracts, and sub-contracts funded by this grant that are in excess of \$100,000 to Eastern Upper Peninsula Intermediate School District prior to execution for review and approval to ensure compliance with the CCDF State Plan and applicable state and federal laws and regulations. For other Contracts related to this Contract the Great Start to Quality Resource Center will permit Eastern Upper Peninsula Intermediate School District, or its designee, to visit the Subrecipient's offices and review and evaluate as requested. Five business days' notice will be given prior to the review and the review will take no longer than five business days.
- The Subrecipient will assist Eastern Upper Peninsula Intermediate School District in collecting and disseminating consumer education that will promote informed childcare choices information to parents of eligible children and the general public, as specified in the annual Resource Center Scope of Work.

H. Approve the purchase of a 2017 RAM 3500 Work Truck with 37,800 miles from Nester Auto in the amount of \$38,000 with an additional commercial use warranty for \$4,000. Final approval and purchase after a third-party inspection is complete. If the inspection results in concerns, a new bid process will be started.

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C.O.O.R ISD ¾ TON WORK TRUCK OPTIONS

1. 2017 Ram 3500 standard cab Work Truck with 37,800 miles. Truck has a BOSS wideout plow already installed and included in price. All warranties have expired on this vehicle. \$38,000
2. 2018 Ford F-250 standard cab XL/Work Truck with 14,500 miles. This truck will have approximately 1 year remaining on the factory powertrain warranty. \$41,000.

If warranty is a must have Don Nester Auto Group will sell you an extended service contract at our cost. I would suggest adding a powertrain contract to cover engine, transmission, transfer case. Cost will depend on length and miles of contract but I would say an average cost of approximately \$2,000.

Matthew Nester

Don Nester Auto Group-Houghton Lake

989-302-2510 Cell

mnester@nesterchevy.com

10. Information Items

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- Social Media Report Card
- Acceptance of Office forms for each elected position



C.O.O.R. INTERMEDIATE SCHOOL DISTRICT

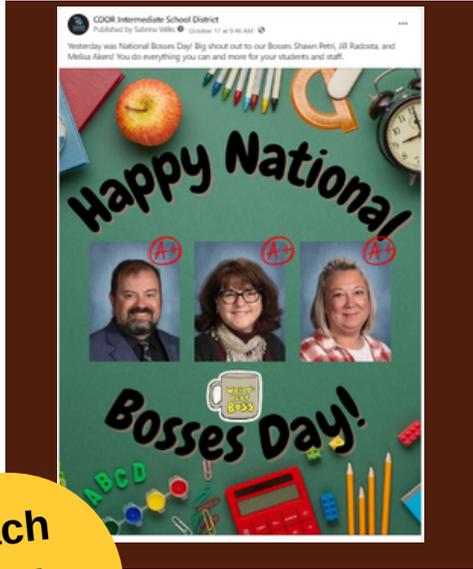
October 2022

Social Media Report Card

Facebook statistics

Audience: 951
(up 127)

Reach: 3,090



Reach
1,231
2 shares

Oct 17th
National Bosses Day



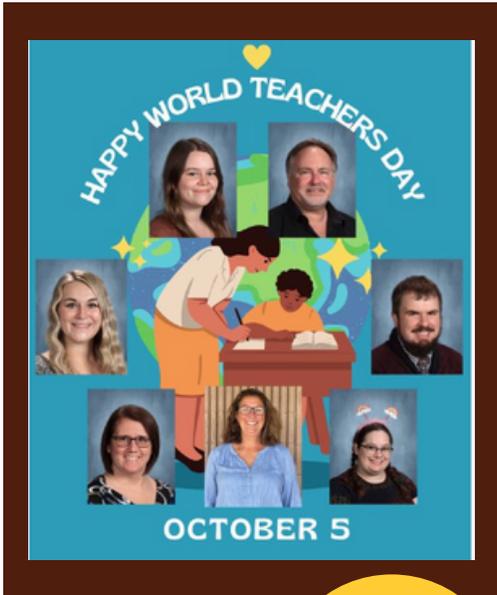
Reach
889
3 shares

Oct 4th
Join our Team
as CEC teacher



Reach
493
1 share

Oct 27th
World Occupational
Therapist's Day



Reach
695
8 shares

Oct 7th
World Teachers'
Day



Reach
611
2 shares

Oct 11th
COOR Therapists
participate in RAPS
Spirit Week

**SCHOOL BOARD MEMBER
ACCEPTANCE OF OFFICE AND OATH OF OFFICE**

Within 5 business days after the certification of a school board election, the school district's "election coordinator" is required to issue a "Certificate of Election" to each elected candidate. Within 10 business days after the issuance of the certificate, the newly elected candidate is required to file an "Acceptance of Office" with the secretary of the school board. The secretary of the school board is required to forward a copy of the "Acceptance of Office" to the school district's election coordinator. (MCL 168.308 and 309)

Before entering upon the duties of his or her office, an elected school board member must take and file the oath provided in Article XI, Section 1, of the State Constitution. (MCL 168.310(1)) The oath is filed with the secretary of the school board.

ACCEPTANCE OF OFFICE

I do hereby accept the office of Member of the Board of Education of _____,
(LEGAL NAME OF SCHOOL DISTRICT)

Michigan. Dated _____, 20____. _____
SIGNATURE

CONSTITUTIONAL OATH OF OFFICE

STATE OF MICHIGAN)
) SS
County of _____)

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the office of Member of the Board of Education of _____ according to the best of my ability.
(LEGAL NAME OF SCHOOL DISTRICT)

Signature

Name Printed or Typed

Sworn to and subscribed before me this _____ day of _____ 20____

Signature *

Title *

Name Printed or Typed *

Subscribed and sworn to by _____ Name of Notary _____
before me on the _____ day of _____, _____ Notary Public, State of Michigan, County of _____
My commission expires _____
Acting in the County of _____

Signature of notary public

* This information is requested if Oath of Office is taken before someone other than a notary public.
(October 2009)

11. Superintendent's Report
 - Next Steps with School Mapping
12. Communications
 - Thank you note from Ms. Judith Labean & Petri family
13. Public Participation- continued
14. **Adjournment**