

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

Wednesday, June 14, 2023 6:00 PM

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

1. Call to order & Roll Call

2. Opening Ceremonies

- Pledge of Allegiance

- Mission Statement

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

3. Adopt the Agenda

4. Public Budget Hearing on Proposed Budget for 2023-24

Notice was given in local newspapers.

A. Present 2023-24 General Fund Budget

Including tax revenue at the following rates:

0.2971 General Operating Mills

0.7431 Special Education Mills

B. Public Participation for Budget Hearing

Anyone in attendance may comment on the proposed 23-24 General Fund budget.

C. Set Tax Rate for 2023: To collect summer property taxes levied upon properties located within the boundaries of Crawford AuSable School District and Mio AuSable School District and to collect winter property taxes levied upon properties located within the boundaries of all other COOR ISD school districts. (The L4029 form shows both summer and winter).

3

Approve 2023 L-4029 forms showing the following local taxes at the following rates:

0.2506 allocated

0.0465 voted 2020

0.2971 total General Operating Mills

0.6271 voted 1968

0.1160 voted 2020

0.7431 total Special Education Mills

Two forms are used to fit all nine counties that have parcels in our ISD.

2023 Tax Rate Request (This form must be completed and submitted on or before September 30, 2023)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes	2023 Taxable Value of ALL Properties in the Unit as of 5-22-2023
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2023 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2023 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized

Prepared by	Telephone Number	Title of Preparer	Date
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2023 for instructions on completing this section.

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	3

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Instructions For Completing Form 614 (L-4029) 2023 Tax Rate Request, Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2023 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2022 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The 2022 permanently reduced rate can be found in column 7 of the 2022 Form L-4029. For operating millage approved by the voters after April 30, 2022, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2023 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2023 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2023. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2023 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2023 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2023 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2023. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2023 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2023. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.

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Prepared by	Telephone Number	Title of Preparer	Date
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For Commercial Personal	
For all Other	5

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

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Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2023 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2023. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2023 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

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Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.

2023 COOR ISD Tax Base

49 Townships with properties in COOR Intermediate School District:

SUMMER Collection in red, winter collection for those listed in black for the ISD.

Summer Tax Collection:	Winter Tax Collection:
CRAWFORD COUNTY (6) CASD- Summer	CRAWFORD COUNTY (2) RAPS
City of Grayling	South Branch Township
Beaver Creek Township (CASD parcels)	Beaver Creek Township (RAPS parcels)
Frederic Township	OGEMAW COUNTY (15) - WB/RC - Winter
Grayling Township	City of Rose City
Lovells Township	City of West Branch (WBRC collects summer)
Maple Forest Township	Churchill Township
	Cummings Township
	Edwards Township
KALKASKA COUNTY (1) Summer	Foster Township
Bear Lake Township- CASD	Goodar Township
	Hill Township
	Horton Township
OTSEGO COUNTY (1) Summer	Klacking Township
Otsego Lake Township -CASD	Logan Township
	Mills Township
	Ogemaw Township
ALCONA COUNTY (1) - Summer	Rose Township
Mitchell Township (Fairview collects winter)	West Branch Township (Ogemaw Co.)
	GLADWIN COUNTY (2) Winter
	Bourret Township (WBRC collects winter)
	Clement Township (WBRC collects winter)
OSCODA COUNTY (4) Mio Summer & Fairview	OSCODA COUNTY (3) Fairview Winter
Big Creek Township (Mio)	Elmer Township – Fairview parcels
Elmer Township – Mio parcels	Clinton Township
Greenwood Township – S (Mio)	Comins Township
Mentor Township- S (Mio)	ROSCOMMON COUNTY (11) RAPS Winter
	AuSable Township
	Backus Township
	Denton Township
	Gerrish Township (RAPS collects summer)
	Higgins Township
	Lake Township
	Lyon Township (RAPS collects summer)
	Markey Township
	Nester Township
	Richfield Township
	Roscommon Township
	MISSAUKEE COUNTY (5) –HLCS Winter
	Aetna Township (HLCS collects summer)
	Butterfield Township
	Enterprise Township
	Holland Township
	West Branch Township (Missaukee Co.)



updated 11-21-22

D. Action item: Approve Proposed
2023-24 Budgets as presented by Kurt
Loll, Finance Director:
General Fund 2023-24 Budget
Special Education 2023-24 Budget
ROOC, Inc. 2023-24 Budget
Career & Technical Education 2023-24
Budget

9

GENERAL FUND
Fiscal Year Ending June 30, 2024

Proposed

4/25/2023

LOCAL REVENUE	1,092,778
STATE REVENUE	4,996,310
FEDERAL REVENUE	1,183,219
LEA	412,921
OTHER (Internal Transfers)	-
Total Revenue	<u>7,685,228</u>

EXPENSES By FUNCTION

125	5,461	Compensatory Education
213-31n	200,757	Behaviorial Services 31N
216-31n	698,231	Social Workers 31N
221	148,437	Improvement of Instruction
221 EARLY CHILD	323,360	Improvement of Instruction-Early Chi
221 REAP	44,650	Improvement of Instruction-REAP Gi
221 LIT	225,000	Improvement of Instruction-Early Lite
226	248,451	Director of Instructional Services
229	141,416	Instructional Services-Educator on L
231	47,143	Board Activities
232	385,817	Executive -Office of the Superintendi
252	304,236	Fiscal Offices
259	8,000	Other Business Services
261	131,170	Operations Building Services
266	-	Security Services
283	3,000	Staff Personnel Services PROFESSIO
284	232,250	Non Intstructional Technology Servic
285	104,040	Pupil Accounting
299	-	Other Support Services
331	128,662	Community Activities
351	170,267	Custody and Care of Children
411	2,550,040	Payments to LEAs GSRP
445	625,000.00	TRAILS GRANT SEC 31 P
456	5,000	Buidling Improvements
6XX	360,000	Internal Transfers
Total Expenses	<u>7,090,389</u>	

Total Revenues	7,685,228
Total Expenses	<u>7,090,389</u>
Revenue over Expenses	594,839

Projected Fund Balance July 1, 2023	<u>1,834,902</u>
Projected Fund Balance June 30, 2024	<u>2,429,741</u>

SPECIAL EDUCATION
Fiscal Year Ending June 30, 2024

Proposed Preliminary Budget

LOCAL REVENUE	3,468,500
STATE REVENUE	2,844,495
FEDERAL REVENUE	2,996,839
LEA	758,068
OTHER	70,000
Total Revenue	\$ 10,137,902

EXPENSES By FUNCTION

	122	2,251,894	Special Education
	212	299,991	Early On
	213	547,716	Health Services
	214	238,475	Psychological Services
	215	781,932	Speech Pathology and Audiology
	216	334,197	Social Worker
	217	31,200	Visual Aid
	218	134,881	Teacher Consultant Special Education
	221	11,732	Improvement of Instruction
	226	369,400	Supervision of Instructional Staff
	232,231,252	81,307	Executive Fiscal
	241	187,209	Office of the Principal
	249	600	Graduation
	259	18,728	Other Business
	261	271,004	Operations Building Services
	271	1,020,986	Transportation
	281	150,914	Planning Research
	284	9,433	Technology
	371	30,000	Non Public Schools Prop Share
	411	2,284,719	Payments to LEAs
	441	48,600	Payments to Governmental Agencies
	456	422,810	Buidling Improvements
	Total Expenses	\$ 9,527,728	
	Total Revenues	10,137,902	
	Total Expenses	9,527,728	
	Revenue over Expenses	610,174	

d Fund Balance July 1, 2023	687,802
Fund Balance June 30, 2024	1,297,976

ROOC Fiscal Year Ending June 30, 2024
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**Proposed
13-Jun-23**

INTEREST	775
PRODUCTION	30000
DONATIONS	11500
GRANTS	6400
SERVICES	858700
STATE	54135
Total Revenue	<u><u>961510</u></u>

EXPENSES by FUNCTION

	232	220819
	252	14547
	261	71212
	271	54750
	284	1100
	289	58707
	290	0
	321	36787
	391	431314
Total Expenses		<u><u>889235</u></u>

Total Revenues	\$ 961,510.00
Total Expenses	<u>\$ 889,234.70</u>
Revenue over Expenses	\$ 72,275.30

Estimated Fund Balance July 1, 2023	<u>\$ 30,346.55</u>
Projected Fund Balance June 30, 2024	<u><u>\$ 102,621.85</u></u>

Program Administration
Financial Services
Operations Building Services
Transportation
Technology
Consumers
Staff Retention
Summer Work Program
Direct Care Workers and Supervision

2023-2024 Proposed CTE Budget

	Net Assets (6/30/22)	\$	-
PERKINS	Preliminary Revenue	\$	167,242.00
61a		\$	372,624.00
61b		\$	383,078.00
61c		\$	576,923.00
61i		\$	183,795.00
CTE		\$	491,709.00
	Total Revenue	\$	<u>2,175,371.00</u>

	Preliminary Expenses	\$	167,242.00
PERKINS		\$	372,624.00
61a		\$	383,078.00
61b		\$	576,923.00
61c		\$	183,795.00
61i		\$	469,964.01
CTE		\$	469,964.01
	Total Expense	\$	<u>2,153,626.01</u>

		\$	2,175,371.00
		\$	<u>2,153,626.01</u>
	Net Assets Year End	\$	<u>21,744.99</u>

Net Change in Fund 6/30/24 \$ 21,744.99

5. Department Updates

15

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



BOARD OF EDUCATION

Dr. James Mangutz,
President

Nancy Persing,
Vice President

Lyn Sperry,
Secretary

Ian Faulkner,
Treasurer

Jim Gendernalik,
Trustee

Brie Molaison,
Trustee

Kara Mularz,
Trustee

ADMINISTRATION

Shawn Petri,
Superintendent

Melisa Akers,
Director of
Special Education

Natalie Davis,
Director of Career &
Technical Education

Katie Fuelling,
Director of
Instructional
Services

Katie Keith,
Supervisor of Early
Childhood

Somer Quinlan,
Executive Director
of ROOC, Inc.

Jared Socia,
Director of Operations

To: Shawn Petri, Superintendent

From: Natalie Davis, CTE Director

Date: June 1, 2023

Subject: CTE Update

CTE Construction Project:

Total costs are projected at \$2,530,659.00, as amended last month when Ed Hunt shared the update with us. They are working on the Fire Suppression System now and getting ready to install and connect to the underground water tanks. We have had our first setback in supplies, as the electric panels and switchgear for our electrician have been backordered and are not available until December of 2023, so clearly not when we need them. Our electricians are creating a work-around so that we'll be able to open and operate in August, and correct in December when the equipment is available but I do not have details. I have been assured that I will have further details soon and we will still be able to gain occupancy in August.

Grants:

We're still waiting to hear about the second round of 61i funds, but I applied for an additional \$100,000 and we received an email that we would receive it. We haven't received our official MDE notification yet, but our teachers are working hard to continue their classes.

Outreach/Marketing:

We officially surpassed our goal of 200 students enrolled and are currently at 212 so that is very exciting for us!!

Other:

In February I connected with a high school classmate who is a Millwright. When I explained what we're doing here at COOR, he was very excited as they need more Millwrights. This demand has also been communicated to me through MI Works and our employers in the area, as Welding is no longer a high-wage high-demand career. This aligns with the priority of the steering committee, as Manufacturing was identified as a priority for our new center. I received a call last week, and the company my classmate works for is donating a FANUC robot to us and delivering it this Friday, June 2nd! They are also willing to help us as we move forward.

It's been a great year as we continue to grow and we can't wait to see our programs continue to flourish!



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Jim Gendernalik,
Trustee

Brie Molaison,
Trustee

Kara Mularz,
Trustee

ADMINISTRATION

Shawn Petri,
Superintendent

Melisa Akers,
Director of
Special Education

Natalie Davis,
Director of Career &
Technical Education

Katie Fuelling,
Director of
Instructional
Services

Katie Keith,
Supervisor of Early
Childhood

Somer Quinlan,
Executive Director
of ROOC, Inc.

Jared Socia,
Director of Operations

To: Shawn Petri, Superintendent

From: Katie Keith, Early Childhood Supervisor

Date: June 2023

Subject: Early Childhood Update

Great Start to Quality

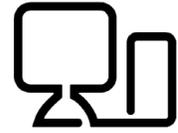
No updates at this time.

Great Start Collaborative

The GSC in partnership with the Montmorency/Oscoda Child Protection Council hosted a community baby shower for mothers with children 6 months or younger. The Collaborative and Parent Coalition facilitated education on safe sleep, car seat safety and literacy. Mothers left with diapers and wipes supported by our diaper grant and a large baby item such as a car seat, high chair, pack n play etc. The feedback from the mothers was phenomenal and encouraged us to keep this event going.

Great Start Readiness Program

Enrollment began June 1. We are able to enroll children up to 300% Federal Poverty Level. Most programs were able to enroll a large amount of children for the fall. We are looking forward to August to finalize enrollment!



Educational Technology Association

Technology for Learning

June 2023 ETA Report

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

Tickets (ETA Wide):

- Current Open: 253
- Created this month: 1154

Trainings Provided:

- Illuminate
- PowerSchool User Group
- PowerScheduler
- Virtual Field Trip

Updates:

- May 4th and 5th we hosted a PowerScheduler Workshop at West Shore ESD for and districts that wanted to attend in our ETA region. This was well attended and everyone who came said it was well worth it and hope that we do it again next year.
- COOR ISD is redesigning their webpage. We are helping to work with Foxbright to accomplish this.
- May 5th ClearRate, our phone provider had a fiber cut down state that took out phone service for many districts across the state including any districts that use our phone system. This outage lasted approximately 7 hours.
- May 8th we had a PowerSchool Outage due to a faulty switch that we had on order. Mike Stilson and Trent Miller working late on a Friday night to replace that hardware to limit the down time for districts.
- May 8th Shelby had an outage due to some faulty Spectrum hardware. We notified Spectrum and they were on site and replaced their equipment within a few hours.
- May 30th we had a major fiber issue in Manistee. One of the handholes got broke and mice got into it taking out Bear Lake and Onkama Schools. This outage lasted just over 2 days. We have a temporary patch in place until permits can be pulled from MDOT to replace that section of fiber.

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

- We are planning to have Baldwin Community Schools, Crawford AuSable Schools, and COOR ISD join our phone system. We are in the process of ordering phones and servers to accommodate them.
- We are continuing to attend cyber partner meetings (virtually) to stay informed of the newest threats. We then share this information with all the districts within the four ISD support regions of the ETA.
- Our external vulnerability scanned 53 threats in 1028 locations this month. There are no vulnerabilities that need action to be taken.
- All backups have been verified. This month backups were tested on Crawford Ausable, COOR ISD, Mesick, MISD, WMISD, and WSESD.
- We are continuing to fake phish our staff about once per month.



BOARD OF EDUCATION

To: Shawn Petri, Superintendent

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

From: Katie Fuelling

Nancy Persing,
Vice President

Date: May 2023

Ian Faulkner,
Treasurer

Subject: Instructional Services Update

Lyn Sperry,
Secretary

Kara Mularz,
Trustee

Jim Gendernalik,
Trustee

Brie Molaison,
Trustee

ADMINISTRATION

Shawn Petri,
Superintendent

Melisa Akers,
Director of
Special Education

Natalie Davis,
Director of Career &
Technical Education

Katie Fuelling,
Director of
Instructional
Services

Katie Keith,
Supervisor of Early
Childhood

Somer Quinlan,
Executive Director
of ROOC, Inc.

Jared Socia,
Director of Operations

31n Team

The 31n Team welcomed two new team members, Cassidy Quigley at Surline Elementary School in West Branch-Rose City Schools and Scott Beltz at Charlton Heston Academy. The team members join COOR ISD as part of an ongoing collaborative partnership with Michigan Department of Health and Human Services. This collaborative effort has resulted in servicing four local districts with mental and behavioral health services for students identified needing the extra support.

Additionally, 31n team members Stacy Shafto, Christie Pudvan, and Heather Sharpe will be attending the week-long Trust-Based Relational Intervention (TBRI) practitioner training in August as part of an ongoing effort to strengthen district capacity at the classroom, building, and district level for supporting students with challenging behaviors. 31n team members will provide professional learning opportunities, strategies, and guidance as part of a collaborative team-approach to addressing student needs. Local districts will also be sending two staff members to the August practitioner training.

The 31n Team continues to support districts in implementing TBRI in classrooms and behavior plans. 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 Coaches: Michelle Ewald and Grace Brown

- **LETRS Training** - Grace is over halfway finished with the teacher version of this training, and Michelle has just started working on the administrator version. Both trainings, designed to support systemic, schoolwide improvement in literacy instruction, are a two year time

commitment of independent reading/viewing completed by participants, applying learning through student/school case studies, and live collaborative sessions with educators from across the state.

- **Book Studies (Mio/Fairview)** - Michelle has completed a book study series of *How to Plan Differentiated Reading Instruction, K-3* (Walpole & McKenna) presented in two different formats, with both held at the Mio AuSable Schools. The first was an after school series completed by six teachers from Mio Elementary earlier this spring, while the second was an all-day session completed last week by ten Mio Elementary teachers, joined by three teachers from Fairview Elementary. It is the first time recently that staff from the two Oscoda County schools have been able to collaborate in the area of early literacy instruction, and it is a goal to continue to offer these opportunities.
- **Back-to-School PD** - planning is well underway for a variety of professional development sessions to be held at Charlton Heston Academy (differentiated instruction), Collins Elementary/HL (Curriculum Camp - foundational skills/writing/vocabulary instruction), Mio Elementary (ELA curriculum pilots/differentiated instruction), and Roscommon Elementary (Bookworms curriculum pilot/differentiated instruction) during the month of August. These are all being designed in partnership with instructional leaders in each building in order to best meet the needs of their staff and students. Stay tuned for more detail as this work is completed!

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: June 8, 2023

The grant funds from Incomass Michigan have been received and our first improvement project is underway. Our goal is to use the funds to make improvements to all areas of programming. Feedback from staff, clients and stakeholders surveys were used in making the decisions for improvements.

We are enjoying the summer weather allowing us to participate in nature walks with MSU Extension, work in the community garden, visit our local parks and we even have plans to attend the Ogemaw County Fair in the coming months.





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Lyn Sperry,
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Shawn Petri,
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Director of
Special Education

Natalie Davis,
Director of Career &
Technical Education

Katie Fuelling,
Director of
Instructional
Services

Katie Keith,
Supervisor of Early
Childhood

Somer Quinlan,
Executive Director
of ROOC, Inc.

Jared Socia,
Director of Operations

To: Shawn Petri, Superintendent

From: Melisa Akers, Director of Special Education

Date: June 5, 2023

Subject: Special Education Department Update

Director's Update

Retirement

We are all saddened to find out that our Adult Transition Teacher, Scott Mentel, will be retiring on June 30th. Below is his letter of resignation:

Sadly, I must notify you all that I will be retiring from this incredible job I love. My last official day of employment as a teacher here at COOR ISD will be June 30, 2023. My first official day of retirement will start on July 1, 2023. I have officially submitted my paperwork to the Michigan Office of Retirement. I cannot explain how sad and conflicted I am over this decision, I honestly thought I had at least five more years in me. Coming back to Michigan to work at COOR has been one of the biggest blessings in my entire 40 years of teaching in special education. Being able to have this job be part of my final memories and goodbyes in teaching means everything to me. However, my wife and I have battled more health problems these past three years than I could ever imagine and I realized that it is truly time to bite the bullet and start this new chapter in our lives. Both my wife and I deeply and sincerely appreciate all the love and support we have received from our COOR family and we are truly grateful.

*Best Regards,
Scott E. Mentel*

Scott and his wife have had a tough couple of years with their health and although he will be missed terribly, I hope that he will continue to improve and be able to enjoy retirement to the fullest!

Open Positions

We continue to have open positions in the Special Education department. If you know of anyone who would be interested, please

have them reach out to me as soon as possible. We are currently looking for one speech and language pathologist, an Early Childhood Special Education teacher, a teacher for our transition classroom, a school psychologist, an Occupational Therapist, and a School Social Worker.

New Hires

We are excited to announce that we have hired two new Speech and Language Pathologists! Olivia Merrow recently completed her fellowship at West Branch schools and starting in the fall she will be placed in West Branch and Mio schools. Jennifer Bell is our second SLP and she will be placed at Crawford-Ausable Schools in the fall.

COOR Educational Center

COOR Educational Center Benchmarking Data

End of year benchmarking data for the CEC students will be provided at the June 28th board meeting.

ATC Grant Award

ATC Instructor Shannon Carll was the recipient of a \$200 grant for her classroom through the Meemic Foundation. The Meemic Foundation has monthly contests that all Michigan educators can apply for on an individual basis or for the whole school. For more information about Meemic Foundation grants, visit:

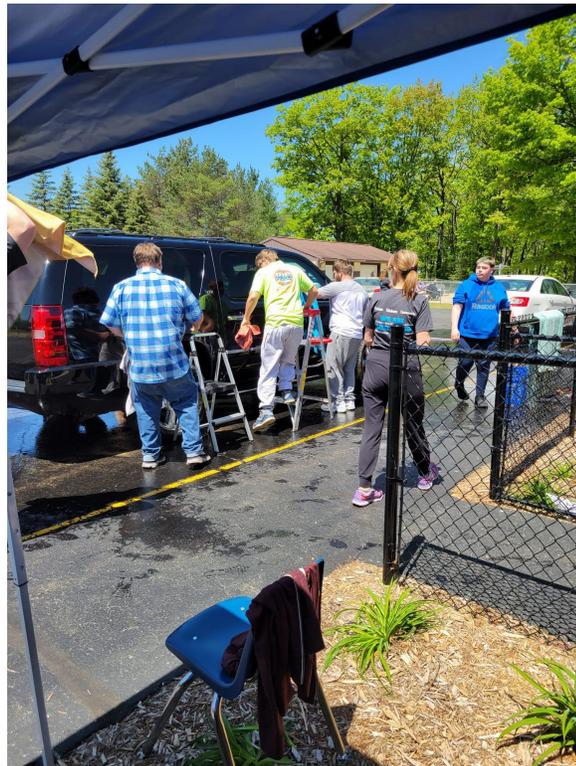
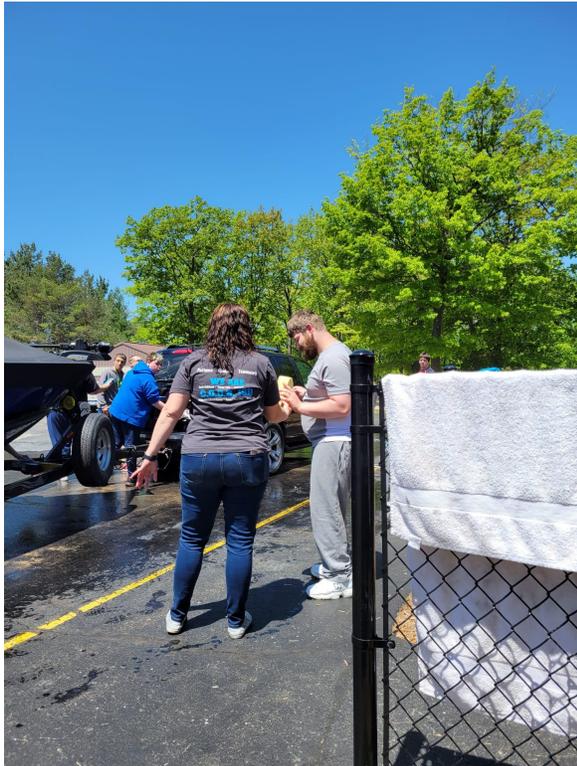
<https://www.meemic.com/the-meemic-foundation/grant-opportunities.aspx>



(Pictured L to R: Kaitlenn Duncan from the Kaitlenn Duncan Insurance Agency, ATC Instructor Shannon Carll, and CEC Principal Joe Moore).

CEC/ATC Fundraising Event

CEC & ATC students held a car wash, lemonade, and bake sale fundraiser to raise money to buy t-shirts for the students with the school's new mascot, a chameleon. The students were able to raise over \$730! A big thank you goes out to Gretchen Walsh and members of the CEC Climate & Culture Leadership Committee!!



6. 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.

7. Consent Agenda

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

A. Approve minutes of the previous meeting, May 10, 2023

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C.O.O.R. ISD Board of Education Meeting
Wednesday, May 10, 2023 at 6:00 PM
held at 299H W Sunset Drive,
Roscommon, MI 48653



Meeting Minutes

A regular meeting of the C.O.O.R. Intermediate School District Board of Education (the “Board”) was held Wednesday, May 10th, 2023. President Mangutz called the meeting to order at 6:00 P.M.

1. Call to order & Roll Call

Present: Jim Gendernalik, Dr. Jim Mangutz, Brie Molaison, Lyn Sperry. **Absent:** Ian Faulkner, Kara Mularz, Nancy Persing. Present: 4, Absent 3.

Also, in attendance was Superintendent Shawn Petri, Becky Socia, Joseph Moore, Natalie Davis, and Ed Hunt. Attending by Zoom were Katie Fuelling, Jared Socia, Somer Quinlan, and 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 Lyn Sperry and seconded by Brie Molaison, Carried (4-0).

4. Presentation:

Ed Hunt, Construction Manager for Integrity Construction Service, gave the board a progress update on the addition to the Career Tech center.

Mr. Hunt reported that the state plumbing inspector will be arriving tomorrow to inspect underground plumbing, and Mr. Hunt anticipated having a floor slab poured the following week. They are on schedule to have the building mostly done in early August. They had to add additional fire protection system for the shop spaces to meet state codes. The fire system pump will be one of the last items to be installed. The fire suppression system will be sufficient to protect the proposed next addition for heavy diesel mechanics. It could also be used to back feed the RAPS fire suppression system if their system fails.

The original construction proposal included \$200,000 in contingencies. The fire suppression system alone is \$209,803. The current contingency balance is now \$25,226.

There will be a bus duct system for power connection to the workshop spaces. There will be 13 welding booths. The concrete floor will be polished, but it needs 28 days of cure time before polishing. The main building should be trimmed out the last week of July or the first

week of August. Inspections will be scheduled for August. The Certificate of Occupancy is expected in the third week of August, just in time for students to start classes in the new space.

Natalie Davis is starting work to review proposals from firms to assist with a millage campaign for 2024. She will be meeting with a committee. President Mangutz reminded the group that it is important to get input from a steering committee that represents all our constituent communities.

5. Department Updates were reviewed in advance of the meeting. There were no questions from the board. Superintendent Petri mentioned that Joe Moore, who was in attendance, has accepted the COOR Educational Center Principal position offering.

6. Public Participation - There was no public participation and no previously submitted comments.

- 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.

7. Consent Agenda

Approve all items on the Consent Agenda. This motion, made by Lyn Sperry and seconded by Brie Molaison, Carried (4-0).

7.A. Approve minutes of previous meeting, April 12, 2023

7.B. Approval of Bills for April 2023 totaling \$1,301,375.08

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

7.D. Renew contract with MASB for Boardbook Tier II license at the cost of \$3,000

7.E. Continue giving central office staff the option to work four 10-hour days or four 9-hour days and 4 hours on Friday and close the office to the public on Fridays from June 19th to August 18, 2023.

7.F. Approve 2023-24 calendar for COOR ISD's Career Tech Program.

8. Action Items

8.A. Approve updated Career Tech Construction projected costs through Integrity Construction Services. Additional costs of a fire suppression system have been added for a total projected cost of \$2,530,659.00. *Approve updated projected totals for Career & Technical Education construction project. This motion, made by Brie Molaison and seconded by Lyn Sperry, Carried (4-0).*

8.B. Accept the Preliminary 23-24 General Fund Budget as presented. *Accept the Preliminary 23-24 General Fund Budget. This motion, made by Lyn Sperry and seconded by Brie Molaison, Carried (4-0).*

Superintendent Petri and President Mangutz presented the budget to several local districts at their May meetings. This preliminary proposed budget was based on estimated expenses and estimated property tax revenue. The tax revenue will be finalized when the

final property values are sent from Roscommon County Equalization. The public hearing for a property tax levy will be held June 14th. There is no Headlee rollback imposed this year. A significant portion of the revenue is transferred out to local preschool programs. The budget projects revenue over expenditures in the amount of \$138,070.

- 8.C. Authorize the Superintendent or Designee to request quotes for Vended School Meals Company Contract for 2023-24 through 2026-27 school years. *Authorize the Superintendent or Designee to request quotes for Vended School Meals Company Contract for 2023-24 through 2026-27 school years. This motion, made by Brie Molaison and seconded by Lyn Sperry, Carried (4-0)*
- 8.D. Ratify an amendment to the contract with Lillie Meadows, Early On Home Visitor, to reflect a full-time position. *Ratify an amendment to the contract with Lillie Meadows, Early On home visitors, to reflect a full-time position. This motion, made by Lyn Sperry and seconded by Brie Molaison, Carried (4-0).*
- 8.E. Approve Policy updates from Thrun Law Firm with options suggested by the Policy Committee for Policies 2401, 3116, and 3120. *Approve Policy updates from Thrun Law Firm with options suggested by the Policy Committee. This motion, made by Lyn Sperry and seconded by Brie Molaison, Carried (4-0).* The policy committee will be looking at Administrative Guidelines at their next meeting.
- 8.F. Approve a donation to the Artesia Youth Park for their generosity in accommodating ROOC consumers when the septic issue made our building unavailable. The ROOC staff did a wonderful job making many adjustments to our daily schedules and routines quickly, and the Artesia Youth Park offered to help however possible. In appreciation, we would like to make a \$500 donation to the Artesia Youth Park for again supporting our mission and preventing any disruption in programming for our clients. *Approve a \$500 donation to the Artesia Youth Park. This motion, made by Jim Gendernalik and seconded by Lyn Sperry, Carried (4-0).*
- 8.G. Approve Sergeant's Septic and Excavation estimate for plumbing replacement, aeration and sludge removal solution for the ROOC, Inc septic system in the amount of \$11,790. *Approve Sergeant's Septic and Excavation estimate for plumbing replacement, aeration and sludge removal solution for the ROOC, Inc septic system. This motion, made by Jim Gendernalik and seconded by Brie Molaison, Carried (4-0).*
- 8.H. Authorize the Director of Operations to accept bids for a drop ceiling and LED lighting for the CEC vocational room. *Authorize the Director of Operations to accept bids for a drop ceiling and LED lighting for the CEC vocational room. This motion, made by Jim Gendernalik and seconded by Brie Molaison, Carried (4-0).*

The heating & cooling expenses came in under budget for the ARP grant-funded project. The 3-5 year goal for that space was to install a drop ceiling. It is a vapor barrier with a 14-foot plenum, which will increase the efficiency of the HVAC system for that space.

- 8.I. Approve an estimate from Ponder Door in the amount of \$3,756.46. This would be a capital outlay project of retrofitting a door to a larger size to assist in making a storage room. *Approve an estimate from Ponder Door. This motion, made by Lyn Sperry and seconded by Jim Gendernalik, Carried (4-0).*

Director of Operations, Jared Socia, reported that ROOC staff were previously storing items for job skill training in part of the building being renovated as vocational space. They are now moving their storage to a location off the ROOC activities room. A four-foot door will accommodate the moving of pallets of goods as they are delivered and used. The storage area will be expanded by building a wall with an estimated cost around \$600. Much of the unused materials in the storage area has been purged in the last few months; items stored in this area will be used regularly.

The Building & Grounds committee will be completing a walk-through to see current projects on Friday, May 12th.

- 8.J. Ratify expenses for Sergeant's Septic & Excavating LLC to install a new culvert for a second entrance to COOR Educational Center back circle driveway in the amount of \$1,350. *Ratify expenses for Sergeant's Septic & Excavating LLC to install a new culvert. This motion, made by Jim Gendernalik and seconded by Brie Molaison, Carried (4-0).*

- 8.K. Approve registration and overnight expenses for Superintendent Petri to attend the MAISA Summer Conference in Traverse City June 21-22, 2023. Registration is \$300. *Approve registration and overnight expenses for Superintendent Petri to attend the MAISA Summer Conference. This motion, made by Jim Gendernalik and seconded by Brie Molaison, Carried (4-0).*

9. Information Items

- April Social Media Report Card - Recording Secretary Rebecca Socia reviewed the statistics from Facebook posts for the month of April with a reach of 7,163.
- AEA Ogemaw County: Monday, May 8, 2023 Agenda and April 10, 2023 Minutes. Superintendent Petri recently toured the Alternative Educational Academy classroom in Gladwin.

10. Superintendent's Report

- Superintendent Petri reminded board members that there are two meetings in next month, the regular meeting on June 14th and a June 28th meeting for final budget amendments. Administrative contracts, pay increases for unions, budget amendments, and proposed budgets are all being prepared for the June meetings.
- ARP & MSP grant updates: Great progress has been made on both grants. We are on pace to get them all completed by September. COOR ISD has not had this much construction going on in a long time.
- Legislative & State Budgets - Superintendent Petri has reviewed the House, Senate, and Governor's proposed budgets. The final state budget might be approved by Memorial day. Categorical funding may change. Superintendent Petri sees a lot of spending happening now and expects to have a much tighter budget in about two years. He wants

to be careful with long-term plans for spending. There are pending/proposed increases for special education and ISDs. The Consensus Revenue Estimating Conference is May 19th.

11. Communications

Superintendent Petri recommends that the 23-24 budget line for board training will be increased, since the board has identified the goal to increase training through MASB and they are acting on that goal.

Dr Mangutz and Lyn Sperry reported on the classes they attended at the MASB Spring Institute. Secretary Lyn Sperry enjoyed attending the Labor Relations class. She reviewed the full negotiation & bargaining process. Some laws are expected to change soon on allowable topics. There was a focus on respect, preparedness, having a culture of problem solving, and keeping a good relationship with the other party when negotiating with unions or other parties.

Superintendent Petri stated that the union groups have been respectful and considerate of the district's full budget when they negotiate. They meet annually to negotiate pay adjustments.

Advocacy for Public Education, class with Jennifer Smith: she stated that social media is being driven by people who aren't informed and may not have accurate information. Public Education has become more controversial, and it's important that the district or ISD presents their definition of an issue to the public before others miscommunicate the issue. Big take-away: Communicate early, clearly, consistently, and concisely. If speaking to a reporter-- awkward silence is OK- don't blather on, when you made your point, stop talking.

Advanced School Law with Brad Banasik - it's important that we look at the effect of school law on our district. MASB offers legal assistance to its members.

President Mangutz's takeaways:

- Don't wait, get a legal opinion, just do it right and you won't get in trouble.
- Great advice for anyone: we should *listen to learn*, not listen to respond.
- The Board President is a sounding board for the superintendent. (confidentiality)
- Many MASB trainings can be reimbursed. If you hold a training for 7 members, you could potentially get about \$700 reimbursed of the \$800 total fee.
- Committees can't narrow down options - all options need to be presented to the full board. Boards could post committee meetings - follow the Open Meetings Act. Keep minutes at committee meetings if they are posted.
- Other school districts have had very contentious meetings and big community issues to deal with.
- Team building activities

12. Public Participation (continued) - None.

13. Adjournment

Adjourn the meeting at 7:42. This motion, made by Lyn Sperry and seconded by Brie Molaison, Carried (4-0).

Respectfully submitted,

A handwritten signature in cursive script that reads "Rebecca Socia".

Rebecca Socia,
Recording Secretary

Reviewed by

Lyn Sperry,
Board Secretary

B. Approval of Bills for May 2023
totaling \$1,299,207.22

33

A/P Check Register

Printed: 06/05/2023 1:40:21PM

COOR ISD

Check Date: 5/1/2023 to 5/31/2023

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total	
4470	CRWFD CNTY TRANSP AUTH	9129	05/09/2023	101302	(2,408.00)	0.00	(2,408.00)	
			Void by KLM on 5/9/2023					
4484	COUNTRY INN & SUITES LANSING	9123	05/03/2023	101382	(180.20)	0.00	(180.20)	
			Void by KLM on 5/3/2023					
141879	ALEXIS FERGUSON	408	05/05/2023	101458	261.88	0.00	261.88	
141200	AMAZON CAPITAL SERVICES INC	408	05/05/2023	101459	2,300.55	0.00	2,300.55	
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	408	05/05/2023	101461	1,330.04	0.00	1,330.04	
141937	ANGIE STERN	408	05/05/2023	101462	36.68	0.00	36.68	
141145	AUSABLE MEDIA GROUP LLC	408	05/05/2023	101463	213.00	0.00	213.00	
141990	AYESHA WEBER	408	05/05/2023	101464	460.98	0.00	460.98	
11240	BEN LOWE	408	05/05/2023	101465	20.98	0.00	20.98	
11592	CARRIE MACKO	408	05/05/2023	101466	1,303.05	0.00	1,303.05	
8392	CHARLTON HESTON ACADEMY	408	05/05/2023	101467	35,617.72	0.00	35,617.72	
19631	CHRISTINA TAPPAN	408	05/05/2023	101468	171.74	0.00	171.74	
3729	CLINTON COUNTY RESA	408	05/05/2023	101469	2,500.00	0.00	2,500.00	
4100	CONSUMERS ENERGY PAYMENT CENTER	408	05/05/2023	101470	2,696.03	0.00	2,696.03	
141894	CULLIGAN WATER CONDITIONING	408	05/05/2023	101471	82.00	0.00	82.00	
4900	DEAN TRANSPORTATION INC	408	05/05/2023	101472	61,646.76	0.00	61,646.76	
141936	DENTON TOWNSHIP EMS	408	05/05/2023	101473	3,135.00	0.00	3,135.00	
11056	DESIREE LIPSKI	408	05/05/2023	101474	568.41	0.00	568.41	
141732	DM BURR GROUP	408	05/05/2023	101475	24,027.32	0.00	24,027.32	
141308	E.M.S. EDUCATION	408	05/05/2023	101476	25.00	0.00	25.00	
8420	EAST HIGGINS LAKE TRUE VALUE	408	05/05/2023	101477	77.02	0.00	77.02	
5812	EMERGENCY SERVICES OF HOUGHTON LAKE	408	05/05/2023	101478	400.00	0.00	400.00	
6115	FAIRVIEW EAGLE'S NEST PRESCHOOL	408	05/05/2023	101479	2,200.00	0.00	2,200.00	
141724	FIDELITY SECURITY LIFE INSURANCE COMPANY	408	05/05/2023	101480	512.95	0.00	512.95	
6598	FOXBRIGHT SOLUTIONS LLC	408	05/05/2023	101481	4,499.00	0.00	4,499.00	
141697	FUN FIRST THERAPY	408	05/05/2023	101482	40,514.76	0.00	40,514.76	
141933	GERRISH FIRE EMS DEPT	408	05/05/2023	101483	1,100.00	0.00	1,100.00	
7552	GRAYLING COOPERATIVE PRESCHOOL, INC.	408	05/05/2023	101484	42,672.02	0.00	42,672.02	
141883	HANNAH VANCURA	408	05/05/2023	101485	34.00	0.00	34.00	
141883	HANNAH VANCURA	408	05/05/2023	101486	162.00	0.00	162.00	
141883	HANNAH VANCURA	408	05/05/2023	101487	182.09	0.00	182.09	
141969	HARDWOOD HILLS CONSTRUCTION INC	408	05/05/2023	101488	20,958.30	0.00	20,958.30	
141941	HELEN SHASTAL	408	05/05/2023	101489	455.75	0.00	455.75	
8520	HOEKSTRA TRANSPORTATION INC	408	05/05/2023	101490	196.33	0.00	196.33	
8700	HOME DEPOT CREDIT SERVICES	408	05/05/2023	101491	340.44	0.00	340.44	
8791	HOUGHTON LAKE COMMUNITY SCHOOL	408	05/05/2023	101492	8,242.00	0.00	8,242.00	
8800	HOUGHTON LK UNITED METHODIST CHURCH PRESCHOOL	408	05/05/2023	101493	17,957.63	0.00	17,957.63	
141459	Inacomp	408	05/05/2023	101494	3,555.00	0.00	3,555.00	
141911	INTEGRITY CONSTRUCTION SERVICES	408	05/05/2023	101495	12,610.00	0.00	12,610.00	
9385	IOSCO RESA	408	05/05/2023	101496	102,530.43	0.00	102,530.43	
9429	JACKLIN STEEL SUPPLY CO	408	05/05/2023	101497	3,904.83	0.00	3,904.83	
141970	JE JOHNSON CONTRACTING INC	408	05/05/2023	101498	38,264.40	0.00	38,264.40	
141997	JIMCO FIRE PROTECTION INC	408	05/05/2023	101499	1,350.00	0.00	1,350.00	
71225	JOSEPH MOORE	408	05/05/2023	101500	418.11	0.00	418.11	
141203	JULIE BELL	408	05/05/2023	101501	60.00	0.00	60.00	
141120	KAREN L POPE	408	05/05/2023	101502	111.22	0.00	111.22	

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
141667	KAREN WALTON EBNIT	408	05/05/2023	101503	3,672.50	0.00	3,672.50
10030	KATIE KEITH	408	05/05/2023	101504	288.99	0.00	288.99
10020	KEENAN THERAPEUTICS PC	408	05/05/2023	101505	6,753.68	0.00	6,753.68
141492	KERRI SMITZ	408	05/05/2023	101506	65.50	0.00	65.50
10250	KIRTLAND COMMUNITY COLLEGE	408	05/05/2023	101507	350.00	0.00	350.00
141781	KRISTEN KALTHOFF	408	05/05/2023	101508	50.00	0.00	50.00
11192	KURT LOLL	408	05/05/2023	101509	409.17	0.00	409.17
141927	LAURALEA TAYLOR	408	05/05/2023	101510	0.00	0.00	0.00
Void by KLM on 5/19/2023							
5155	LI'L WILLIES	408	05/05/2023	101511	115.00	0.00	115.00
141972	LILLIE MEADOWS	408	05/05/2023	101512	309.55	0.00	309.55
8099	MARIE HARRIS	408	05/05/2023	101513	251.38	0.00	251.38
141945	MARILYNN ELLENBERGER	408	05/05/2023	101514	15.00	0.00	15.00
141656	MARK A SLOANE DO PC	408	05/05/2023	101515	5,250.00	0.00	5,250.00
19773	MAXIMUM SECURITY	408	05/05/2023	101516	250.00	0.00	250.00
141288	MELANIE GREEN	408	05/05/2023	101517	558.06	0.00	558.06
141422	MELISA AKERS	408	05/05/2023	101518	920.23	0.00	920.23
11598	MELISSA MAEDER	408	05/05/2023	101519	231.74	0.00	231.74
3753	MICHELE COCHRANE	408	05/05/2023	101520	212.22	0.00	212.22
141772	NATALIE DAVIS	408	05/05/2023	101521	410.23	0.00	410.23
141971	NIGHTHAWK ELECTRIC INC	408	05/05/2023	101522	40,500.00	0.00	40,500.00
14639	NOTARY ROTARY	408	05/05/2023	101523	26.30	0.00	26.30
141526	OGEMAW COUNTY TREASURER	408	05/05/2023	101524	155.69	0.00	155.69
141955	PARALLEL LEARNING BEHAVIORAL HEALTH PC	408	05/05/2023	101525	11,805.08	0.00	11,805.08
15730	PETTY CASH ROOC	408	05/05/2023	101526	171.22	0.00	171.22
141711	PURITY CYLINDER GASES INC	408	05/05/2023	101527	838.93	0.00	838.93
16250	QUILL CORP	408	05/05/2023	101528	214.82	0.00	214.82
18430	REBECCA SOCIA	408	05/05/2023	101529	34.06	0.00	34.06
7160	ROSCOMMON AREA PUBLIC SCHOOLS BUSINESS OFFICE	408	05/05/2023	101530	42,999.39	0.00	42,999.39
7161	ROSCOMMON FOOD SERVICE	408	05/05/2023	101531	172.00	0.00	172.00
16970	ROSCOMMON GLASS	408	05/05/2023	101532	300.00	0.00	300.00
141653	SARAH KAY RONDO	408	05/05/2023	101533	49.72	0.00	49.72
141676	SCHOLASTIC BOOK CLUBS	408	05/05/2023	101534	3,973.39	0.00	3,973.39
141893	SCHOOL PSYCHOLOGICAL SERVICES PLLC	408	05/05/2023	101537	5,137.50	0.00	5,137.50
141696	SCOTT MENTEL	408	05/05/2023	101538	300.00	0.00	300.00
141983	SHANNON CARLL	408	05/05/2023	101539	52.87	0.00	52.87
141133	SHANNON REA	408	05/05/2023	101540	267.11	0.00	267.11
15685	SHAWN PETRI	408	05/05/2023	101541	204.00	0.00	204.00
141307	SNAP ON INDUSTRIAL	408	05/05/2023	101542	309.00	0.00	309.00
141208	SOMER QUINLAN	408	05/05/2023	101543	35.56	0.00	35.56
18565	SPECIAL PAY PLAN CLIENT TRUST	408	05/05/2023	101544	8,432.57	0.00	8,432.57
141649	STAPLES	408	05/05/2023	101545	300.27	0.00	300.27
18782	STATE OF MICHIGAN	408	05/05/2023	101546	20,713.00	0.00	20,713.00
1415	TAMMY BAUDOUX	408	05/05/2023	101547	216.15	0.00	216.15
20152	TAMMY TYLER	408	05/05/2023	101548	389.60	0.00	389.60
141511	THALMA HIBBARD	408	05/05/2023	101549	178.16	0.00	178.16
19800	THRUN LAW FIRM P.C.	408	05/05/2023	101550	425.00	0.00	425.00
141852	TODD L SEIDELL ARCHITECT LLC	408	05/05/2023	101551	500.00	0.00	500.00
141944	TRACEY STEIN	408	05/05/2023	101552	159.69	0.00	159.69
8232	TRACY HENDERSHOTT	408	05/05/2023	101553	31.50	0.00	31.50
8232	TRACY HENDERSHOTT	408	05/05/2023	101554	160.00	0.00	160.00
141630	TWO RARE DESIGN	408	05/05/2023	101555	1,361.00	0.00	1,361.00
141582	VISION CONSULTING LLC	408	05/05/2023	101556	1,328.99	0.00	1,328.99
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	408	05/05/2023	101557	56,932.24	0.00	56,932.24

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141724	FIDELITY SECURITY LIFE INSURANCE COMPANY	409	05/08/2023	101558	45.49	0.00	45.49
4470	CRWFD CNTY TRANSP AUTH	410	05/09/2023	101559	2,408.00	0.00	2,408.00
18000	SET-SEG INC	410	05/09/2023	101560	4,740.00	0.00	4,740.00
141986	CREDIT ACCEPTANCE CORP	93	05/12/2023	101561	0.00	0.00	0.00
Void by KLM on 5/22/2023							
13220	MICHIGAN STATE DISBURSEMENT UNIT	93	05/12/2023	101562	153.56	0.00	153.56
20310	UNITED WAY OF ROSCOMMON COUNTY	93	05/12/2023	101563	2.00	0.00	2.00
141441	VELO LAW OFFICE	93	05/12/2023	101564	170.01	0.00	170.01
141703	ELENA ROTHNEY	411	05/15/2023	101565	35.90	0.00	35.90
141873	ALBANESE CONFECTIONERY GROUP INC	412	05/19/2023	101566	294.10	0.00	294.10
141619	ALLEGRA	412	05/19/2023	101567	312.76	0.00	312.76
141200	AMAZON CAPITAL SERVICES INC	412	05/19/2023	101568	3,142.67	0.00	3,142.67
19598	AMBER LARRISON	412	05/19/2023	101569	244.97	0.00	244.97
141996	AMERICAN SAFETY COUNCIL INC	412	05/19/2023	101570	2,500.00	0.00	2,500.00
141613	ANGELA GRIFFIS	412	05/19/2023	101571	3,316.00	0.00	3,316.00
18560	ANNMARIE SPEAR	412	05/19/2023	101572	381.45	0.00	381.45
2554	BECKY BUNN	412	05/19/2023	101573	189.95	0.00	189.95
11240	BEN LOWE	412	05/19/2023	101574	1,120.51	0.00	1,120.51
4472	BRENT CRYDERMAN	412	05/19/2023	101575	25.12	0.00	25.12
13830	BRIE MOLAISSON	412	05/19/2023	101576	49.00	0.00	49.00
2445	BROOKES PUBLISHING CO	412	05/19/2023	101577	8.00	0.00	8.00
8392	CHARLTON HESTON ACADEMY	412	05/19/2023	101578	35,063.91	0.00	35,063.91
141891	CHILD & FAMILY SERVICES OF NORTHEAST MICHIGAN INC	412	05/19/2023	101579	25.00	0.00	25.00
141931	CHRISTINA PUDVAN	412	05/19/2023	101580	512.08	0.00	512.08
4400	CRAF CENTER	412	05/19/2023	101581	2,400.00	0.00	2,400.00
4580	CRISIS PREVENTION INSTITUTE	412	05/19/2023	101582	1,799.00	0.00	1,799.00
4470	CRWFD CNTY TRANSP AUTH	412	05/19/2023	101583	1,312.00	0.00	1,312.00
4900	DEAN TRANSPORTATION INC	412	05/19/2023	101584	63,108.83	0.00	63,108.83
11056	DESIREE LIPSKI	412	05/19/2023	101585	251.73	0.00	251.73
6781	FRONTIER	412	05/19/2023	101586	511.62	0.00	511.62
141738	GILL-ROY'S HARDWARE	412	05/19/2023	101587	188.50	0.00	188.50
141783	GRACE BROWN	412	05/19/2023	101588	229.12	0.00	229.12
141981	HEATHER SHARPE	412	05/19/2023	101589	234.36	0.00	234.36
8520	HOEKSTRA TRANSPORTATION INC	412	05/19/2023	101590	169.90	0.00	169.90
142002	HOLLAND BUS COMPANY	412	05/19/2023	101591	1,059.51	0.00	1,059.51
9160	IMPACT OFFICE PRODUCTS	412	05/19/2023	101592	883.83	0.00	883.83
141886	IST INTEGRATED SYSTEMS TECHNOLOGIES	412	05/19/2023	101593	15,898.00	0.00	15,898.00
15344	JESSICA PARTAKA	412	05/19/2023	101594	162.20	0.00	162.20
9025	JIM GENDERNALIK	412	05/19/2023	101595	133.36	0.00	133.36
142000	JOE BOENSCH	412	05/19/2023	101596	1,040.00	0.00	1,040.00
141506	JOSH MEYER	412	05/19/2023	101597	1,112.00	0.00	1,112.00
141203	JULIE BELL	412	05/19/2023	101598	158.96	0.00	158.96
141667	KAREN WALTON EBNIT	412	05/19/2023	101599	3,932.50	0.00	3,932.50
19892	KATHRYN TOONSTRA	412	05/19/2023	101600	131.00	0.00	131.00
141488	KATIE FUELLING	412	05/19/2023	101601	480.77	0.00	480.77
10020	KEENAN THERAPEUTICS PC	412	05/19/2023	101602	6,698.32	0.00	6,698.32
141813	K-LOG	412	05/19/2023	101603	921.60	0.00	921.60
141214	KRISTIN LUBS-EAGLE	412	05/19/2023	101604	542.52	0.00	542.52
141719	LYN SPERRY	412	05/19/2023	101605	280.21	0.00	280.21
8099	MARIE HARRIS	412	05/19/2023	101606	66.44	0.00	66.44
11880	MARQUETTE-ALGER RESA	412	05/19/2023	101607	12,500.00	0.00	12,500.00
8441	MARY JO MAYES	412	05/19/2023	101608	319.64	0.00	319.64

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12505	MASSP	412	05/19/2023	101609	950.00	0.00	950.00
141422	MELISA AKERS	412	05/19/2023	101610	489.90	0.00	489.90
3753	MICHELE COCHRANE	412	05/19/2023	101611	6.88	0.00	6.88
141775	MICHELLE EWALD	412	05/19/2023	101612	244.84	0.00	244.84
13651	MIO AUSABLE SCHOOL DISTRICT	412	05/19/2023	101613	2,518.78	0.00	2,518.78
141678	MIO MINI STORAGE	412	05/19/2023	101614	800.00	0.00	800.00
141851	MISEN	412	05/19/2023	101615	0.00	0.00	0.00
Void by KLM on 5/24/2023							
15652	NANCY PERSING	412	05/19/2023	101616	60.00	0.00	60.00
141982	NATIONAL HEALTHCAREER ASSOCIATION	412	05/19/2023	101617	4,640.00	0.00	4,640.00
21278	NICOLE GRACE	412	05/19/2023	101618	2,045.25	0.00	2,045.25
14631	NMCAA	412	05/19/2023	101619	9,104.42	0.00	9,104.42
141263	PRESENCE LEARNING, INC.	412	05/19/2023	101620	8,466.00	0.00	8,466.00
141711	PURITY CYLINDER GASES INC	412	05/19/2023	101621	1,914.58	0.00	1,914.58
16250	QUILL CORP	412	05/19/2023	101622	781.68	0.00	781.68
141122	REBECCA WRIGHT	412	05/19/2023	101623	72.92	0.00	72.92
141124	REBEKAH SEELOW	412	05/19/2023	101624	206.20	0.00	206.20
19081	ROBERT J GORDON DOFAA-INS PLLC	412	05/19/2023	101625	69.00	0.00	69.00
7160	ROSCOMMON AREA PUBLIC SCHOOLS BUSINESS OFFICE	412	05/19/2023	101626	29,346.42	0.00	29,346.42
17030	ROSCOMMON COUNTY TRANSPORTATION AU	412	05/19/2023	101627	1,520.00	0.00	1,520.00
7161	ROSCOMMON FOOD SERVICE	412	05/19/2023	101628	7,308.09	0.00	7,308.09
141696	SCOTT MENDEL	412	05/19/2023	101629	102.65	0.00	102.65
141133	SHANNON REA	412	05/19/2023	101630	171.61	0.00	171.61
18555	SPARTAN STORES LLC	412	05/19/2023	101631	207.28	0.00	207.28
141994	STACY SHAFTO	412	05/19/2023	101632	166.04	0.00	166.04
1415	TAMMY BAUDOUX	412	05/19/2023	101633	353.05	0.00	353.05
141734	Teach Me To Talk!	412	05/19/2023	101634	462.00	0.00	462.00
7180	TERESA GERTISER	412	05/19/2023	101635	300.43	0.00	300.43
141511	THALMA HIBBARD	412	05/19/2023	101636	292.13	0.00	292.13
19719	THE H HOTEL	412	05/19/2023	101637	178.50	0.00	178.50
141582	VISION CONSULTING LLC	412	05/19/2023	101638	1,540.00	0.00	1,540.00
20900	WALMART BUSINESS CARD	412	05/19/2023	101639	48.53	0.00	48.53
20970	WASTE MANAGEMENT OF MI	412	05/19/2023	101640	124.83	0.00	124.83
21770	XEROX CORP	412	05/19/2023	101641	1,218.62	0.00	1,218.62
141927	LAURALEA TAYLOR	413	05/19/2023	101642	675.90	0.00	675.90
141975	ASE EDUCATION FOUNDATION	414	05/22/2023	101643	920.00	0.00	920.00
141680	CARRIE HAVLIK	415	05/22/2023	101644	184.93	0.00	184.93
13220	MICHIGAN STATE DISBURSEMENT UNIT	93	05/26/2023	101645	153.56	0.00	153.56
19978	TSA CONSULTING GROUP INC	93	05/26/2023	101646	1,545.00	0.00	1,545.00
20310	UNITED WAY OF ROSCOMMON COUNTY	93	05/26/2023	101647	2.00	0.00	2.00
141441	VELO LAW OFFICE	93	05/26/2023	101648	176.07	0.00	176.07
2045	BLUE CROSS BLUE SHIELD OF MI	99	05/26/2023	101649	1,957.25	0.00	1,957.25
141726	BLUE CROSS BLUE SHIELD OF MI	99	05/26/2023	101650	3,105.62	0.00	3,105.62
141726	BLUE CROSS BLUE SHIELD OF MI	416	05/23/2023	101651	359.59	0.00	359.59
141726	BLUE CROSS BLUE SHIELD OF MI	416	05/23/2023	101652	3,065.42	0.00	3,065.42
2045	BLUE CROSS BLUE SHIELD OF MI	416	05/23/2023	101653	78,012.86	0.00	78,012.86
2045	BLUE CROSS BLUE SHIELD OF MI	416	05/23/2023	101654	10,561.32	0.00	10,561.32
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	99	05/26/2023	101655	575.26	0.00	575.26
142005	CENTRAL MICHIGAN UNIVERSITY	418	05/30/2023	101656	2,457.85	0.00	2,457.85
141724	FIDELITY SECURITY LIFE INSURANCE COMPANY	99	05/30/2023	101657	478.64	0.00	478.64
225	AFLAC	99	05/30/2023	101658	1,250.04	0.00	1,250.04

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20245	US TREASURY	96	05/05/2023	201705190	0.00	268.26	268.26
141103	ORS	94	05/05/2023	201705191	0.00	69,945.88	69,945.88
141105	HEALTH EQUITY	94	05/12/2023	201705192	0.00	2,524.09	2,524.09
20245	US TREASURY	94	05/12/2023	201705193	0.00	38,747.15	38,747.15
20245	US TREASURY	96	05/19/2023	201705194	0.00	181.18	181.18
20245	US TREASURY	94	05/19/2023	201705195	0.00	341.77	341.77
141103	ORS	94	05/19/2023	201705196	0.00	70,579.79	70,579.79
141785	ORS UAAL	94	05/19/2023	201705197	0.00	55,277.21	55,277.21
141105	HEALTH EQUITY	94	05/26/2023	201705198	0.00	2,524.09	2,524.09
141106	MICHIGAN DEPT OF TREASURY	94	05/26/2023	201705199	0.00	13,203.83	13,203.83
20245	US TREASURY	94	05/26/2023	201705200	0.00	37,250.35	37,250.35
Report Totals					<u>\$1,008,363.62</u>	<u>\$290,843.60</u>	<u>\$1,299,207.22</u>

C. Approve Revenue & Expenditure
Reports for May 2023

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COOR Intermediate School District				
General Fund				
Statement of Revenue & Expenditures				
May 31, 2023				
Revenues	Current Budget	Month to Date 5/31/2023	Encumbered Amount	Year to Date 5/31/2023
Local Sources	1,201,847	17,157	-	1,044,580
State Sources	5,296,612	576,954	-	4,455,313
Federal Sources	1,497,057	53,930	-	455,828
Incoming Transfers	551,973		-	154,548
Total Revenues	8,547,489	648,042	-	6,110,268
Added Needs	5,461			5,461
School Administrative	1,045,133	85,826	48,157	803,234
Support Services - Instruction	1,021,531	82,275	40,798	864,863
General Administration	887,952	89,022	26,684	879,002
Business	9,957	1,745	-	11,483
Operations & Maintenance	993,863	6,612	1,826	75,886
Central	353,546	12,322	51,759	339,413
31N Services	918,416	76,141	17,752	618,226
Outgoing Transfers	3,277,820	264,605	416,934	2,467,228
Total Expenditures	8,513,679	618,548	603,909	6,064,796
Current Change in Fund Balance		29,493		45,472

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COOR Intermediate School District				
Special Education				
Statement of Revenue & Expenditures				
May 31, 2023				
Revenues	Current Budget	Month to Date 5/31/2023	Encumbered Amount	Year to Date 5/31/2023
Local Sources	3,245,285	95,120	-	3,275,230
State Sources	2,322,859	213,687	-	2,125,685
Federal Sources	3,074,388		-	1,147,606
LEA	754,578		-	406,313
OTHER	141,612			-
Total Revenues	9,538,722	308,807	-	6,954,834
Special Education	2,010,268	195,387	79,310	1,951,624
Guidance Services	96,146	8,084	5,818	89,563
Health Services	527,167	50,708	26,845	472,397
Psychological Services	232,664	26,779	8,977	211,138
Speech Pathology	771,641	92,190	66,772	784,623
Social Worker	158,396	15,309	6,614	154,737
Visual Aid	44,410	2,942	3,250	28,313
Teacher Consultant SE	131,697	10,065	4,159	109,267
Improvement of Instruction	2,782	435	-	4,411
Supervision of Instructional Staff	517,568	46,035	15,379	414,284
Executive/Fiscal	156,972	7,427	1,388	62,856
Office of the Principal	221,481	20,451	7,590	226,291
Other Business	27,497	111	-	24,375
Operations/Building Services	297,532	12,847	24,183	237,857
Transportation	873,446	130,627	2,807	736,204
Planning Research	147,645	11,290	5,109	157,738
Technology	26,677	-	36	10,310
Other Support Services	1,078	-	-	1,077
Welfare Activities	245	-	-	245
Non-Public Prop Share	11,000	-	-	-
Other Community Activiites	2,400	884	1,562	3,136
Payments to LEAs	2,231,887	-	-	1,457,532
Payments to Governmental Agencies	45,506	-	859	2,576
Building Improvements	476,076	20,171	22,080	84,432
Total Expenditures	9,012,181	651,744	282,736	7,224,987
Current Change in Fund Balance		(342,937)		(270,153)

6/9/2023
11:54 AM

COOR Intermediate School District				
ROOC Inc				
Statement of Revenue & Expenditures				
May 31, 2023				
Revenues	Current Budget	Month to Date 5/31/2023	Encumbered Amount	Year to Date 5/31/2023
Northern Lakes	800,000	87,425	-	605,002
DHHS	98,000	-	-	154
Production	30,000	5,088	-	18,537
State Aid	40,157	-	-	-
Private	-	-	-	-
Donations	10,000	-	-	6,867
Interest	400	88	-	207
Grant	-	53,247	-	53,247
Miscellaneous	17,750	297	-	35,170
Transfer from ROOC Unemployment	-	-	-	-
Total Revenues	996,307	146,145	-	719,185
General Administration	253,346	15,747	6,037	217,767
Operations & Maintenance	62,642	5,617	2,640	63,584
Activity Services	359,512	31,303	9,504	339,622
Support Employment Service	75,476	4,279	2,069	87,418
Production	18,772	50	17	22,689
Spencers	26,983	2,067	742	21,149
Respite	41,563	4,699	2,287	27,200
Transportation	94,900	3,383	1,420	83,910
Communications/Technology	3,700	3,555	-	3,574
Public Relations	27,477	-	-	-
Business	1,589	-	-	1,077
Total Expenditures	965,960	70,700	24,715	867,991
Current Change in Fund Balance		75,445		(148,806)

6/9/2023
11:15 AM

COOR Intermediate School District				
Career Tech				
Statement of Revenue & Expenditures				
May 31, 2023				
Revenues	Current Budget	Month to Date 5/31/2023	Encumbered Amount	Year to Date 5/31/2023
Local Sources	20,000	-	-	10,000
State Sources	1,594,802	130,226	-	1,058,788
Federal Sources	168,199	90,464	-	106,858
Incoming Transfers	377,276	-	-	225,000
Total Revenues	2,160,277	220,690	-	1,400,647
PERKINS	168,199	19,560	8,194	348,568
61a	372,624	7,017	26,307	68,793
61b	376,389	13,132	11,395	263,014
61c	689,921	132,757	135,190	305,043
61i	100,000	5,549	3,862	26,276
CTE	453,144	36,598	16,970	375,554
Total Expenditures	2,160,277	214,611	201,920	1,387,249
Current Change in Fund Balance		6,079		13,398

6/9/2023
10:55 AM

D. Approve contract renewals for administrators and non-union personnel from July 1, 2023 through June 30, 2025 unless listed otherwise:

Administrators:

1. Melisa Akers, Director of Special Education
2. Natalie Davis, Director of Career & Technical Education
3. Katie Fuelling, Director of Instructional Services through June 30, 2024
4. Katie Keith, Supervisor of Early Childhood
5. Kurt Loll, Director of Finances
6. Somer Quinlan, Executive Director of R.O.O.C., Inc.

E. Instructional Services:

1. Michelle Ewald, Early Literacy Coach, through June 30, 2024
2. Christina Pudvan, Student Engagement Coach
3. Stacy Shafto, Whole Child Specialist at CASD through June 30, 2024
4. Heather Sharpe, Whole Child Specialist at Mio and Fairview through June 30, 2024

F. Special Education Contracts:

1. Joseph Moore, C.O.O.R. Educational Center Principal
2. Brenda Vaughan-Ide, Compliance Monitor/Transition Coordinator

G. ROOC, Inc:

1. Lori Bowler, Director of Services
2. Christina Maske, Program Manager
3. Melinda Nagy, Director of Employment Services

H. Central Office:

1. Rebecca Socia, Administrative Assistant to the Superintendent

I. Renew contract with Karen Walton-Ebnit for Speech and Language Pathologist services up to 163 days (increasing from 24 hours per week up to 32 hours per week) for the 2023-24 school year and up to 16 days for the extended school year program.

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Agreement between

***C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
and
Karen Walton Ebnit***

July 1, 2023-June 30, 2024

This agreement is made by and between the C.O.O.R. Intermediate School District (hereinafter called the Board) and Karen Walton Ebnit (hereinafter called the Contractor/Speech Therapist) and supersedes any previous agreements between the parties hereto.

The Board and the Contractor agree to create a formal cooperative working relationship in order to provide Speech and Language Services during the board approved school year as well as additional service time required to meet the needs of those students requiring ESY and EO mandates. The Contractor agrees to provide the following:

Provide speech and language services to students, teachers, administrators and parents. These services may include individual, classroom, and individual therapeutic or systemic consultation. This position is considered at risk for exposure to Hepatitis B and the Speech Therapist may come in contact with hazardous chemicals.

ESSENTIAL JOB FUNCTIONS

1. Follow all established policies, practices, and procedures in terms of duties and responsibilities of the position as delegated by the Superintendent and/or administrators.
2. Participate as a member of the I.E.P.T. (Individualized Evaluation Planning Team) when appointed by the Superintendent/ Designee.
3. Chair IEP meetings for purposes of determining eligibility and reviewing program placement for students suspected of being speech and language impaired.
4. Participate as a member of a MET (Multidisciplinary Evaluation Team) when appointed by the Superintendent/Designee and serve as team coordinator in appropriate situations.
5. Provide ongoing educational assessment (after program eligibility has been established).
6. Develop educational activities and provide direct instruction to students.
7. Develop and update performance objectives in writing and in specific and measurable terms for each student on caseload. All performance objectives are to be based on instructional goals as specified by IEP and updated with progress reports every nine (9) weeks, or as often as general education report cards.

8. Will establish and maintain open communications with all parents, staff, administrators and outside agencies involved with the students.
9. Provide individual or group instruction to students with disabilities to enhance the child's educational progress based on the IEP report.
10. Work with classroom teachers to implement sequenced curricular activities that contribute to the development of positive communication attitudes and skills involving listening, cognition, and expression within social, education and cultural contexts.
11. Maintain a schedule within the assigned service area. Deviations from schedule are subject to prior notification of administration.
12. Maintain accurate records in a manner consistent with State and Federal Law as required by the intermediate school district and local educational agency, including monthly caseload reports.
13. Maintain a cooperative, harmonious relationship with professionals and others within the school setting which fosters recognition and respect for every individual.
14. Perform such tasks as the building principal/administrator may request in order to promote cooperative teamwork.
15. Follow school building rules and procedures outlined by the building principal.
16. Contractor will follow all building health and safety rules, policies and procedures.
17. Perform duties according to COOR safety and health policies.
18. Keep the work area in a neat and organized manner, as well as the surrounding area clean and orderly to maintain health and safety according to COOR policies.
19. Participate in school improvement activities such as student success teams, positive behavior support committee, etc.
20. Physically capable of performing personal safety techniques, lifting and positioning students.
21. Knowledge of common safety hazards and necessary safety precautions in order to establish a safe work environment. Ability to use the principles of safety, and to perform skills protecting the health and safety of self, students and staff.
22. This position is considered "at risk" for exposure to blood-borne pathogens. An awareness of potential risk and good practice in relation to "infection control" is necessary.

CRITICAL SKILLS / EXPERTISE / QUALIFICATIONS:

- 1. Currently certified, or eligible by the date of the contract for temporary certification, by the State of Michigan, Department of Education, Office of Professional Preparation and Certification Services as a teacher of students with speech and language impairment; **OR** possess a Master's Degree and the Certificate of Clinical Competence (CCC) from the American Speech-Language-Hearing Association (ASHA).
- 2. Ability to use a computer and assistive technology devices as necessary to complete job function.

REPORTS TO: Director of Special Education and/or building Principal

HOURS/WAGES:

The Board agrees to contract with Karen Walton-Ebnit for up to 4 days a and week up to 32 hours per week during the course of the regular school year at a rate of \$65.00 per hour for a period not to exceed 163 days (7.5 hours) with the total amount not to exceed \$80,000.00. Extended calendar year commitments in 2023 for ESY and EO for up to 2 days per week (7.5 hours) and up to 16 hours with the total amount not to exceed \$8,000.00. The number of hours and schedule of hours shall be agreed to by the Director of Special Education. If additional duties or requirements are added throughout the school year to meet compliance indicators or at administrative behest beyond what has been agreed upon, permission from the Director of Special Education and SLP Contractor agreed upon and obtained, according for remuneration of both parties.

The contractor will submit a monthly invoice detailing the number of days and hours worked each day as well as a log of professional activities to the Director of Special Education.

Mileage, if applicable, will be paid at the rate approved by the Internal Revenue Service for mileage incurred while traveling between the C.O.O.R. Intermediate School District Offices and/or the district school buildings when multiple locations are required during the same day. Mileage, if applicable, shall be included on the Contractor's monthly invoice that is submitted to the Director of Special Education.

The contractor will not receive any benefits not listed in this agreement.

MISCELLANEOUS

Karen Walton Ebnit will provide COOR ISD with a current copy of her liability policy.

Either party may terminate this agreement with written notification 30 (thirty) days prior to termination.

Karen Walton Ebnit, CCC-SLP

Date

Shawn Petri/Superintendent

Date

J. Approve renewal of MASB
membership at the cost of \$3,757.98

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INVOICE

Michigan Association of School Boards
1001 Centennial Way, Suite 400
Lansing, Michigan 48917-8249

517.327.5900
EIN: 38-1323441

Invoice #	INV-118245
Customer #	72000
Date	04/15/23
SUBTOTAL	\$3,757.98

Shawn Petri, Superintendent
COOR ISD
P.O. Box 827
Roscommon, MI 48653-0827

2023-2024 Membership Renewal Notice

The Michigan Association of School Boards appreciates the membership of your school district for the 2023-2024 fiscal year which begins July 1, 2023.

Your MDE Audited Fall Pupil Count: 7210.99

MASB 2023-2024 Membership:	\$3,674.98
Legal Trust Fund Annual Contribution	\$83.00
DUES RENEWAL SUBTOTAL:	\$3,757.98

+ DUES PLUS ADD-ON Video QTY _____ * Price \$2,000 = \$

MASB can help you tell your district's story through the power of video.
See the enclosed flyer for details on this special offer.

ADD DUES RENEWAL SUBTOTAL TO DUES PLUS ADD-ON FOR **GRAND TOTAL PAYABLE TO MASB** \$

FINANCIAL BENEFITS OF MEMBERSHIP

One of the many benefits of membership with MASB is the ability for our members to participate in the SET SEG insurance pools. In addition to competitive rates, many of our member districts enjoy significant workers' compensation premium reductions and property casualty net asset returns.

Last year, your district received **\$15,328.04** in savings this past year.

Please forward payment and a copy of this invoice by no later than **June 30, 2023** to:
MASB • 1001 Centennial Way, Suite 400 • Lansing, Michigan 48917-8249

Questions? Contact us at billing@masb.org or 517.327.5900.

K. Renew membership with the Michigan Association of Superintendents & Administrators (MASA) for July 1, 2023 to June 30, 2024 at the cost of \$995.95

L. Renew agreement with Public Consulting Group, LLC (PCG) for Medicaid consulting and billing from July 1, 2023 to June 30, 2026.

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**CONTRACT FOR MEDICAID REIMBURSEMENT SERVICES
BETWEEN C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
AND PUBLIC CONSULTING GROUP, LLC (PCG)**

This Agreement (the “**Agreement**”) is made by and between Public Consulting Group, LLC. (“**PCG**”), a corporation with a place of business at 148 State Street, Boston, MA 02109 and **C.O.O.R. ISD (“SCHOOL SYSTEM”)**, located at **11051 N Cut Rd, Roscommon, MI, 48653**, as of **July 1, 2023 (“Effective Date”)**.

WHEREAS, the Michigan Department of Health and Human Services authorizes Michigan school districts to enroll as a Medicaid health service provider; and

WHEREAS, under the school services program school districts can be reimbursed for certain school-based health services for students who are enrolled in Medicaid; and

WHEREAS, SCHOOL SYSTEM employs or contracts with health care providers to provide school-based health-related services to students; and

WHEREAS, some school-based health services are Medicaid reimbursable; and

WHEREAS, SCHOOL SYSTEM requires assistance in billing Medicaid for any and all covered school-based health services under the school services program that are provided to Medicaid eligible students, and in collecting amounts billed; and

WHEREAS, PCG has demonstrated its ability and expertise in these areas; and

WHEREAS, PCG is able and willing to perform such services;

WHEREAS, SCHOOL SYSTEM wishes to receive Medicaid billing services from PCG;

NOW THEREFORE, the parties hereto mutually agree as follows:

I. SCOPE OF SERVICES

A. PCG and SCHOOL SYSTEM shall each perform their respective services, as described in the attached **Exhibit A**, in accordance with the terms and conditions set forth in this Agreement and a separate Compliance Checklist that will be executed by both parties within thirty (30) days of the effective date of this Agreement. Failure by SCHOOL SYSTEM to concurrently or subsequently execute a Compliance Checklist shall provide PCG the right to terminate this Agreement with less than thirty (30) days’ notice.

B. The parties to this Agreement may expand the scope of this Agreement to include

Contract for MEDICAID
REIMBURSEMENT SERVICES:
C.O.O.R. ISD

other products or services offered by PCG, and to specify rates of payment for such products or services, by means of written amendments to this Agreement.

II. TERM

The initial term of this Agreement (the “**Initial Term**”) shall commence on the Effective Date and shall end on 6/30/26. Following the Initial Term, this Agreement shall automatically renew for successive one-year terms (each a “**Renewal Term**”), unless either party provides written notice to the other, at least thirty (30) days prior to the end of the Initial Term or then-current Renewal Term, as the case may be, of the notifying party’s election not to renew this Agreement, whereupon this Agreement shall end on the last day of the Initial Term or the then-current Renewal Term, as the case may be.

III. COMPENSATION, PAYMENT, AND BILLING PROCEDURE

- A.** SCHOOL SYSTEM shall compensate PCG for services rendered under this Agreement as set forth in the attached **Exhibit B**, on the basis of invoices that are issued pursuant to the terms and conditions of this Agreement.
- B.** PCG shall invoice SCHOOL SYSTEM only after reimbursement has been received by SCHOOL SYSTEM. Each invoice shall state, at a minimum, the nature of the reimbursement received, the date of reimbursement, and the time period of the services provided by PCG.
- C.** If a reimbursement is disallowed after it was paid to SCHOOL SYSTEM, the following terms shall apply:
 - (i)** For disallowances on claims attributable to errors or omissions caused by PCG, PCG will work with SCHOOL SYSTEM and take all reasonable actions to challenge the disallowance.
 - (ii)** PCG shall not be obligated to reimburse SCHOOL SYSTEM for a disallowance if SCHOOL SYSTEM does not allow PCG to fully participate in the review and audit process.
 - (iii)** PCG shall not be obligated to reimburse SCHOOL SYSTEM for any disallowance resulting from the errors, acts, or omissions of SCHOOL SYSTEM. PCG’s billing on behalf of SCHOOL SYSTEM is in good faith and the data SCHOOL SYSTEM enters is processed by PCG on an ‘as is’ basis. SCHOOL SYSTEM warrants that service data entered into EasyTrac and supporting claiming data furnished is accurate and complete and that SCHOOL SYSTEM has appropriate records to substantiate claims submitted on their behalf by PCG.
 - (iv)** Subject to the terms provided herein, in the event claims are disallowed as a result of PCG’s errors or omissions and federal funds are returned and all avenues for contesting the disallowance have been exhausted, PCG shall be

capped at paying SCHOOL SYSTEM only a refund equal to and no greater than the amount paid by SCHOOL SYSTEM to PCG on the amount disallowed.

- D. The terms of this Section shall survive expiration or termination of this Agreement. In particular, upon expiration or termination of the Agreement, PCG shall be entitled to payment for services provided prior to expiration or termination. The parties acknowledge that one or more invoices may be submitted by PCG after the expiration or termination date, following reimbursements received by SCHOOL SYSTEM on account of such services and SCHOOL SYSTEM shall be obligated to satisfy such invoices.

IV. **RECORDS**

- A. Upon reasonable notice, which will be no less than ten (10) business days, PCG shall allow SCHOOL SYSTEM and any of its duly authorized representatives or agents commercially reasonable access to any records of PCG that are pertinent to this Agreement for the purposes of audits or examination, provided that (i) any audit or examination requiring physical access to PCG's records shall take place during PCG's normal business hours of operation and in a commercially reasonable manner; and (ii) absent exigent circumstances, SCHOOL SYSTEM shall not request more than one (1) audit or investigation within a calendar year.
- B. PCG shall maintain its records relating to this Agreement for a period of at least five (5) years from the date of expiration or termination. Upon expiration or termination of the Agreement, PCG will also provide a zip file via SFTP file transfer to include service log and claim support information in either text format or Excel format going back five (5) years from the date of expiration or termination. If additional years are required, a different file format, and/or a delivery method other than SFTP is requested, PCG will provide SCHOOL SYSTEM data in the requested date range and format and charge per hour to do so. The hours to complete the work will be priced at the prevailing PCG rates. SCHOOL SYSTEM shall be obligated to pay prior to delivery of the data.

V. **CONFIDENTIALITY**

- A. The parties recognize that this Agreement concerns the use of information subject to federal and state laws including the Family Educational Rights and Privacy Act ("FERPA") and the Individuals with Disabilities Education Act ("IDEA").
- B. The parties shall comply with the requirements of applicable federal and state laws relating to the confidentiality of information and agree to amend this Agreement as may be necessary to reflect changes in the applicable law.

- C. PCG shall request from SCHOOL SYSTEM, and SCHOOL SYSTEM shall provide to PCG, only such information as is reasonably necessary to effectuate the purposes of this Agreement. PCG shall take commercially reasonable steps to safeguard all confidential information that it receives or creates pursuant to this Agreement.
- D. PCG shall not use confidential information received from SCHOOL SYSTEM identifying individual students for any purpose other than the purposes of this Agreement or other purposes directed or allowed by SCHOOL SYSTEM in a writing signed by SCHOOL SYSTEM.
- E. If SCHOOL SYSTEM determines it necessary in order to comply with its obligations under law, SCHOOL SYSTEM may examine facilities, systems, procedures, and records of PCG to the extent necessary in order to confirm the adequacy of security measures, subject to adequate advance written notice of no less than ten (10) business days and any examination requiring physical access to PCG's facilities or records shall take place including during PCG'S normal business hours of operation and in a commercially reasonable manner.
- F. If PCG is requested or required to disclose information received from SCHOOL SYSTEM pursuant to a subpoena or an order of a court or governmental agency having jurisdiction, PCG shall, prior to any disclosure of such information: (1) provide SCHOOL SYSTEM with prompt written notice of the existence, terms, and circumstances surrounding the legal or governmental request or requirement; (2) promptly consult with SCHOOL SYSTEM on taking steps to resist or narrow the request; (3) cooperate and assist SCHOOL SYSTEM with its efforts to obtain an order or otherwise limit or restrict the disclosure of its information that is subject to the legal or governmental request or requirement; and (4) only after fully complying with the above steps, if disclosure of such information is still required, furnish only such portion of the information as PCG is advised by counsel is legally required to be disclosed.
- G. SCHOOL SYSTEM will take reasonable steps to protect the EasyTrac Services from unauthorized access, copying, dissemination, and disclosure, and from other unauthorized use, and will report promptly to PCG any such use of which SCHOOL SYSTEM becomes aware. SCHOOL SYSTEM shall be responsible for the quality, integrity, and accuracy of all data entered and used in connection with the EasyTrac Services, including all deletions of such data by SCHOOL SYSTEM users. SCHOOL SYSTEM is responsible for establishing and enforcing any SCHOOL SYSTEM policies related to data security, information management, account management of SCHOOL SYSTEM users, and the proper handling of data extracted, reported, or otherwise removed by the system by SCHOOL SYSTEM personnel.

- H.** Nothing in this Agreement is intended to confer any rights, remedies, obligations, or liabilities upon anyone other than SCHOOL SYSTEM, PCG, and their respective successors and assigns.

VI. TERMINATION

Either party may terminate this Agreement if the other party materially breaches its terms. This provision applies only if the non-breaching party provides written notice to the breaching party and allows at least five (5) business days to cure the breach before the effective date of termination stated in the notice.

VII. OWNERSHIP INTERESTS AND LICENSE

Subject to the terms and conditions of this Agreement, including SCHOOL SYSTEM'S performance of its obligations hereunder, PCG shall provide the EasyTrac Services (including application and related supporting services) to SCHOOL SYSTEM, as more fully described below.

A. Definitions:

- (i)** "EasyTrac Services" means: (i) the Internet-based services described herein; (ii) all products related to such services; (iii) all New Releases, Updates, and Upgrades applicable to the foregoing and generally released by PCG; and (iv) the Documentation developed by PCG for distribution and use in combination with the foregoing.
- (ii)** "New Releases" means any new revision of EasyTrac Services that includes significant enhancements which add new features to the EasyTrac Services and which generally will be designated by a new version number either to the left of the decimal point (e.g., from v2.03 to v3.00) or one decimal place to the right of the decimal point (e.g., from v2.03 to v2.10).
- (iii)** "Updates" means any new revisions and/or modifications made to the EasyTrac Services and/or documentation in order to correct operational errors.
- (iv)** "Upgrades" means any new revision of the EasyTrac Services that includes corrections and minor modifications to existing features and which generally will be designated by a new version number which has changed from the prior number only two places to the right of the decimal point (e.g., from v2.02 to v2.03).

- B.** PCG grants to SCHOOL SYSTEM, and SCHOOL SYSTEM accepts, a non-exclusive, non-transferable, non-sublicensable right and license, during the Term only, to access via the Internet and use the EasyTrac Services to the extent reasonably necessary in performing related school business functions.

- C.** PCG grants to SCHOOL SYSTEM, and SCHOOL SYSTEM accepts, a non-exclusive, non-transferable, non-sublicensable royalty-free license under PCG's copyrights in PCG's documentation, during the Term only: (i) to incorporate PCG's documentation, in whole or in part, into other written materials prepared by or for SCHOOL SYSTEM with respect to the EasyTrac Services; and (ii) to reproduce and distribute modified and original versions of PCG's documentation, in hard copy or in an on-line format, as part of SCHOOL SYSTEM's documentation for the EasyTrac Services, and, if such SCHOOL SYSTEM's documentation is in an on-line format, allow SCHOOL SYSTEM users to make print copies of the same.
- D.** SCHOOL SYSTEM shall not use or grant to any person or entity other than authorized SCHOOL SYSTEM users the right to use the EasyTrac Services, which users shall be subject to the terms set forth herein. SCHOOL SYSTEM shall not distribute, market, or sublicense the EasyTrac Services, and shall not permit any SCHOOL SYSTEM user or third party to do so.
- E.** SCHOOL SYSTEM shall ensure that appropriate proprietary notices indicating PCG's intellectual property rights in the EasyTrac Services and related documentation are placed on all copies of written materials distributed by SCHOOL SYSTEM relating thereto. Examples of such documentation include training materials and manuals. School SYSTEM shall not remove, modify, or suppress any confidentiality legends or proprietary notices placed on or contained within the EasyTrac Services, and shall not permit any SCHOOL SYSTEM user or third party to do so.
- F.** SCHOOL SYSTEM shall not distribute any PCG documentation or intellectual property made available through this Agreement to any individual or organization that is not part of SCHOOL SYSTEM or an authorized SCHOOL SYSTEM user and shall not permit any SCHOOL SYSTEM user or third party to do so.
- G.** SCHOOL SYSTEM shall not transfer, rent, or permit access to the EasyTrac Services to any third party, and shall not permit any SCHOOL SYSTEM user or third party to do so.
- H.** SCHOOL SYSTEM shall not modify, decompile, disassemble, or otherwise attempt to reverse engineer the EasyTrac Services or any portion thereof, and shall not permit any SCHOOL SYSTEM user or third party to do so.
- I.** SCHOOL SYSTEM shall not circumvent any security protection within the EasyTrac Services and shall not permit any SCHOOL SYSTEM user or third party to do so.

- J.** Subject to the license rights granted to SCHOOL SYSTEM by this Section, all right, title, and interest in and to the EasyTrac Services, including the intellectual property rights and technology inherent in the EasyTrac Services, are and at all times will remain the sole and exclusive property of PCG. No right to use, print, copy, distribute, integrate, or display the EasyTrac Services, in whole or in part, is granted in this Agreement, except as is explicitly provided in this Agreement. Nothing contained in this Agreement will directly or indirectly be construed to assign or grant to SCHOOL SYSTEM any right, title, or interest in or to PCG's intellectual property rights or other rights in and to the EasyTrac Services or PCG's trademarks. Except as expressly authorized by this Agreement, SCHOOL SYSTEM shall not use, display, copy, distribute, modify, or sublicense the EasyTrac Services. PCG reserves all rights not expressly granted to SCHOOL SYSTEM by this Agreement.
- K.** SCHOOL SYSTEM acknowledges that PCG is and shall remain the owner of all right, title, and interest in and to each of PCG's trademarks in any form or embodiment thereof and is also the owner of all goodwill associated with PCG's trademarks. All goodwill generated by SCHOOL SYSTEM use of the EasyTrac Services with respect to PCG's trademarks shall inure exclusively to the benefit of PCG. SCHOOL SYSTEM shall promptly notify PCG of any third-party infringements of any of the PCG trademarks used in connection with the EasyTrac Services, or any act of unfair competition by third parties relating to the PCG trademarks, within a reasonable time of SCHOOL SYSTEM's knowledge of such infringements or acts.
- L.** PCG reserves the sole and exclusive right at its discretion to assert claims against third parties for infringement or misappropriation of its intellectual property rights in the EasyTrac Services.

VIII. INDEMNIFICATION, LIMITATION OF LIABILITY, AND INSURANCE

- A.** PCG shall defend, indemnify, and hold harmless SCHOOL SYSTEM from and against any suit, proceeding, assertion, damage, cost, liability, and expense (including court costs and reasonable attorneys' fees) incurred as a result of claims by a third party against SCHOOL SYSTEM or its affiliates, employees, or agents arising from or connected with a claim, related to this Agreement, that any EasyTrac Services infringes any valid patent, copyright, trade secret, or other intellectual property right under the laws of the United States, provided that SCHOOL SYSTEM promptly notifies PCG, in writing, of the suit, claim, or proceeding, or threat of suit, claim, or proceeding, and provides PCG with reasonable assistance for the defense of the suit, claim, or proceeding. PCG will have sole control of the defense of any claim and all negotiations for settlement or compromise.

- B.** SCHOOL SYSTEM shall defend, indemnify, and hold harmless PCG from and against any suit, proceeding, assertion, damage, cost, liability, and expense (including court costs and reasonable attorneys' fees) incurred as a result of claims of SCHOOL SYSTEM or third parties against PCG or its affiliates, licensors, suppliers, officers, directors, employees, or agents arising from or connected with SCHOOL SYSTEM's acts or omissions, misuse of the EasyTrac Services, unauthorized modification of EasyTrac Services, or unauthorized combination of the EasyTrac Services with any hardware, software, products, data, or other materials not specified or provided by PCG, provided that PCG promptly notifies SCHOOL SYSTEM, in writing, of the suit, claim, or proceeding, or threat of suit, claim, or proceeding, and provides SCHOOL SYSTEM with reasonable assistance for the defense of the suit, claim, or proceeding. SCHOOL SYSTEM will have sole control of the defense of any claim and all negotiations for settlement or compromise.
- C.** No party shall be liable to the other party for consequential, incidental, exemplary, special or punitive damages resulting from or relating to the Agreement, whether based on breach of contract, tort, or otherwise, even if such party has been advised of the possibility of such damages. UNDER NO CIRCUMSTANCES SHALL EITHER PARTY'S AGGREGATE LIABILITY UNDER THIS AGREEMENT TO THE OTHER PARTY EXCEED AN AMOUNT EQUAL TO THE TOTAL COMPENSATION PAID TO PCG PURSUANT TO THIS AGREEMENT. The forgoing limitations in this Section shall not apply to: claims for breach of confidentiality or proprietary rights; infringement of product marking; indemnification; or fraud.
- D.** PCG will maintain adequate insurance coverage for purposes of this Agreement, including commercial general liability, worker's compensation, cyber-security, and errors and omissions liability insurance.

IX. SUCCESSORS AND ASSIGNEES

SCHOOL SYSTEM and PCG each binds itself, its associates, partners, successors, assigns, and legal representatives to the other party to this Agreement with respect to all covenants of this Agreement. Neither SCHOOL SYSTEM nor PCG shall assign any interest in this Agreement or transfer any interest in the same (whether by assignment or notation) without prior written approval of the other party, which approval shall not be unreasonably withheld. Notwithstanding the foregoing, this Agreement may be assigned by either party: (i) to one of its affiliates or subsidiaries; or (ii) in connection with a merger, consolidation, sale of all of the equity interests of the party, or a sale of all or substantially all of the assets of the party to which this Agreement relates.

X. APPLICABLE LAW AND EXCLUSIVE FORUM

This Agreement, and all other aspects of the business relationship between the parties, is construed, interpreted, and enforced under and in accordance with the laws of the State of Michigan, without regard to choose of law provisions. The parties also consent to the personal jurisdiction in its courts and agree that the state and federal courts of the State of Michigan shall have exclusive jurisdiction over the enforcement of this Agreement.

XI. COMPLIANCE WITH LAWS

- A. The parties shall comply with all applicable federal and state laws and regulations.
- B. This Agreement and the transactions contemplated hereby are intended to comply with all applicable federal and state laws and regulations including but not limited to fraud and abuse laws. In the event that this Agreement or any of the transactions contemplated hereby are determined not to be in compliance with such laws and regulations, PCG and SCHOOL SYSTEM shall negotiate in good faith to modify the terms and provisions of this Agreement to remedy any prior noncompliance. If compliance cannot reasonably be achieved, this Agreement shall terminate at the election of either party and neither party shall have any further rights or obligations hereunder, except as otherwise provided herein; provided, however, that PCG and SCHOOL SYSTEM shall take all practicable action to remedy any noncompliance, if possible, including but not limited to repayment or return of any money or value received.
- C. This Agreement is intended to be interpreted as necessary to implement and comply with federal and state laws relating to confidentiality of health information and student information. The parties agree that any ambiguity in this Agreement is to be resolved in favor of a meaning that complies with and is consistent with such laws.

XII. EXTENT OF AGREEMENT

- A. This Agreement represents the entire and integrated Agreement between SCHOOL SYSTEM and PCG and supersedes all prior negotiations, representations, or agreements, either written or oral.
- B. This Agreement may be amended or revised only by a written amendment signed by authorized representatives of both SCHOOL SYSTEM and PCG and referencing this Agreement.

XIII. PROCUREMENT

- A. SCHOOL SYSTEM is solely responsible for its compliance with applicable

Contract for MEDICAID
REIMBURSEMENT SERVICES:
C.O.O.R. ISD

procurement laws and regulations.

- B.** To the extent specifically authorized by applicable procurement laws and regulations, this Agreement may be utilized by another school system or other entity for purposes of its own authority to contract with PCG. The terms of such resulting contract may differ from this Agreement, and SCHOOL SYSTEM assumes no authority, liability, or obligation to PCG or to any other school district or other entity with respect to any such resulting contract.

XIV. NOTICES AND CONTACT PERSONS

Any notices, requests, consents and other communications hereunder shall be in writing and shall be effective either when delivered personally to the party for whom intended, or five days following deposit of the same into the United States mail (certified mail, return receipt requested, or first class postage prepaid), addressed to such party at the address set forth below, who shall serve as Contact Persons unless replaced by a party by written notice to the other party:

PCG	SCHOOL SYSTEM
Kristin Hunter	Name:
Manager	Title:
Public Consulting Group, LLC	School System Name:
148 State Street	Address:
Boston, MA 02109	City, State, Zip:

XV. MISCELLANEOUS

- A.** The parties understand that PCG is not required to perform the services on a full-time basis for SCHOOL SYSTEM and may perform services for other individuals and organizations consistent with the limitations in this Agreement.
- B.** The failure of a party to enforce a provision of this Agreement shall not constitute a waiver with respect to that provision or any other provision of this Agreement.
- C.** If any provision in this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions in this Agreement shall continue in full force and effect.

Contract for MEDICAID
REIMBURSEMENT SERVICES:
C.O.O.R. ISD

- D.** Except as expressly provided in this agreement, PCG does not make any warranty with respect to the contracted services, whether written or oral, express or implied, and specifically disclaims any implied warranties, whether of merchantability, suitability, fitness for a particular purpose, or otherwise for said contracted services.
- E.** The parties agree that the terms of this Agreement result from negotiations between them. This Agreement will not be construed in favor of or against either party by reason of authorship.
- F.** Neither party shall be responsible for delays or failures in performance resulting from acts of God, acts of civil or military authority, terrorism, fire, flood, strikes, war, epidemics, pandemics, shortage of power, or other acts or causes reasonably beyond the control of that party. The party experiencing the force majeure event agrees to give the other party notice promptly following the occurrence of a force majeure event, and to use diligent efforts to re-commence performance as promptly as commercially practicable.
- G.** The captions and headings in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Agreement. nor the meaning of any provisions hereof.
- H.** Each party represents that: (1) it has the authority to enter into this Agreement; and (2) that the individual signing this Agreement on its behalf is authorized to do so.
- I.** The parties to this Agreement are independent contractors. There is no relationship of partnership, joint venture, employment, franchise, or agency between the parties. Neither party will have the power to bind the other or incur obligations on the other's behalf without the other's prior written consent. PCG shall be responsible for paying its employees, and for paying all applicable state and federal taxes including unemployment insurance, social security taxes, and state and federal withholding taxes. PCG understands that neither it nor its employees will be eligible for benefits or privileges provided by SCHOOL SYSTEM to its employees. Except as may be otherwise provided in this Agreement, PCG has complete and exclusive authority over the means and methods of performing the Contracted Services, need not adhere to policies and procedures applicable to SCHOOL SYSTEM employees, and may perform the contracted services according to its own schedule at its own offices or at any other location. PCG shall hire its own employees, use its own tools and equipment, and purchase its own supplies.
- J.** The provisions of this Agreement which by their nature would continue beyond the termination or expiration of this Agreement will survive the termination or expiration of this Agreement. Time is of the essence of each and every term of this Agreement.

K. In the event of any conflict between the terms of this Agreement and the Attachments, the following order of precedence shall govern: (i) Agreement; (ii) Exhibit A; and (iii) Exhibit B.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date written on page one of this Agreement.

For and on behalf of PCG:

For and on behalf of SCHOOL SYSTEM:

Name:
Title:
Date:

Name:
Title:
Date:

EXHIBIT A: SCOPE OF WORK

Subject to the terms and conditions of this Agreement, PCG and SCHOOL DISTRICT will provide the following services:

PCG

SCHOOL SYSTEM contracts with PCG to perform the following services:

I. EasyTrac™

A. Project Startup

PCG will meet with SCHOOL SYSTEM to:

- (i) Confirm procedures for managing, controlling, and coordinating all work and project results.
- (ii) Identify key personnel available to resolve technical and operational questions.

B. Access and Usage

PCG will grant nonexclusive and non-assignable right to SCHOOL SYSTEM to EasyTrac for SCHOOL SYSTEMS's users to obtain access and use of EasyTrac. PCG provides EasyTrac as a software service. SCHOOL SYSTEM is not required to purchase or install any software on their computers or tablets with the exception of a compatible Internet Browser and Adobe Acrobat Reader.

- (i) Server Hardware: PCG will provide appropriate server space remotely for SCHOOL SYSTEM.
- (ii) Server Software: PCG will provide all server and database software for SCHOOL SYSTEM.
- (iii) Server Administration: PCG will provide all server administration including database back up, system account management, system security, and system maintenance. Any scheduled maintenance by PCG, including of its EasyTrac Services, or the scheduled maintenance of PCG's Internet provider, shall not be deemed a failure to provide the EasyTrac Services.
- (iv) Server Internet Connection: PCG will provide the connection of the server to the Internet at an appropriate speed to carry SCHOOL SYSTEM traffic at no additional cost. Otherwise, PCG does not provide the Internet connectivity to SCHOOL SYSTEM, and obtaining and maintaining such connectivity will be the sole responsibility of SCHOOL SYSTEM.

C. Initial System Start-Up & On-Going Data Management

Both initially and going forward, data can either be directly entered into EDPlan by

SCHOOL SYSTEM or import stubs can be populated by SCHOOL SYSTEM.

If imports will be utilized, PCG has a standard set of import stubs for the data elements required for EasyTrac. PCG will assist SCHOOL SYSTEM populate the import stubs by providing consultation. SCHOOL SYSTEM is ultimately responsible to populate the import stubs per the instructions of the import for file and data structure and provide to PCG via a SFTP set up by PCG. PCG will upload the import stubs provided by SCHOOL SYSTEM into EasyTrac. After the initial upload, PCG will update the data elements on a mutually agreeable schedule through the import stubs provided by SCHOOL SYSTEM via a SFTP set up by PCG and per the instructions of the import for file and data structure.

D. Support

Helpdesk: PCG will provide user support for EasyTrac.

- (i) Online messaging and ticketing system embedded within EasyTrac and managed by PCG.
- (ii) PCG will make all reasonable efforts to respond to SCHOOL SYSTEM questions by the end of the second business day from receipt.

Initial Term Training: PCG will provide training sessions as outlined below. Trainings will be provided online, unless otherwise agreed to by PCG and SCHOOL SYSTEM. SCHOOL SYSTEM is responsible for providing training to all new service providers that were not part of the initial term training.

- Administrator: One (1) training
- Providers: One (1) training

Renewal Term Training: PCG will notify SCHOOL SYSTEM of ongoing training opportunities and resources, for example: annual “back to school” trainings and any relevant e-learning modules. If SCHOOL SYSTEM desires *additional* training sessions, PCG will provide pricing information to SCHOOL SYSTEM.

II. Claims Management

- A. PCG will prepare and maintain necessary paperwork for PCG to receive approval for submitting electronic claims and Remittance Advice to and from the approved State Medicaid Agency on behalf of SCHOOL SYSTEM.
- B. PCG will prepare, and update as appropriate, a Compliance Checklist identifying the relevant Medicaid documentation rules for the school services program.
- C. Based on the information entered in EasyTrac by SCHOOL SYSTEM as well as

the compliance check list options agreed in the Compliance Checklist, PCG will process, generate, and submit reimbursement claims to the appropriate State Medicaid Agency on behalf of SCHOOL SYSTEM.

- D.** PCG will perform monthly Medicaid enrollment verification checks.
- E.** PCG will review Remittance Advices and reconcile and correct denied claims as appropriate.
- F.** PCG will provide audit preparation and defense on claims for payment submitted by PCG on behalf of SCHOOL SYSTEM.
- G.** PCG will retain documentation that supports its claims for Medicaid reimbursement and meets the minimum the school services program requirements.
- H.** PCG will safeguard student records in accordance with FERPA, applicable provisions of HIPAA, and all applicable Michigan state laws.

III. Project Management

A. Project Status Update Meetings

PCG will meet via teleconference or on-site with SCHOOL SYSTEM'S Administrator(s)/Coordinator(s) to discuss the following areas, as appropriate:

- (i) Implementation progress and administrator/provider/staff feedback
- (ii) Questions related to any of the EDPlan modules
- (iii) Medicaid reimbursement information including documentation, service exceptions, reimbursement received, and denials

B. Medicaid Reimbursement Optimization & Reporting

SCHOOL SYSTEM'S Medicaid Coordinator/Administrator will have access to the following:

- (i) EasyTrac Dashboard, which offers a real-time view of common service exceptions and the ability to enter data or follow-up via options within the Dashboard
- (ii) Monthly auto-generated reports, available in EDPlan, detailing:
 - a. Denials Summary
 - b. Service Exceptions Summary
- (iii) On-demand standard reports

SCHOOL SYSTEM

- I.** SCHOOL SYSTEM will designate a District Medicaid Coordinator who has decision making authority or reports directly to someone who has such decision-making authority with respect to all matters in this agreement. The individual will serve as PCG primary point of contact with SCHOOL SYSTEM.
- II.** SCHOOL SYSTEM will actively participate in this project and be available for work sessions in accordance with an agreed upon work schedule and for other required tasks, activities and approvals necessary to meet the obligations of this agreement.
- III.** If PCG provides training onsite, provide site for training with an appropriately configured computer for each trainee.
- IV.** Assist PCG with the completion of paperwork for PCG to submit and receive electronic claims, payment remittances and Medicaid enrollment data on behalf of SCHOOL SYSTEM.
- V.** SCHOOL SYSTEM will review, approve/sign, and comply with SCHOOL SYSTEM requirements of the Compliance Checklist as well as all applicable federal and State Medicaid law, regulations, rules, and requirements.
- VI.** SCHOOL SYSTEM will enroll as a Medicaid provider and re-enroll as a Medicaid provider for billing transaction purposes as appropriate. This includes notifying Medicaid of any change in address, tax ID, or other information required to keep Medicaid provider enrollment records current at all times.
- VII.** SCHOOL SYSTEM will obtain and retain a National Provider Identifier (NPI) for billing transaction purposes.
- VIII.** PCG has a standard set of import stubs for the data elements required for EasyTrac. PCG will assist SCHOOL SYSTEM populate the import stubs by providing consultation. SCHOOL SYSTEM is ultimately responsible to populate the import stubs per the instructions of the import for file and data structure and provide to PCG via a SFTP set up by PCG. PCG will upload the import stubs provided by SCHOOL SYSTEM into EasyTrac. After the initial upload, PCG will update the data elements on a mutually agreeable schedule through the import stubs provided by SCHOOL SYSTEM via a SFTP set up by PCG and per the instructions of the import for file and data structure.
- IX.** SCHOOL SYSTEM will initially set up and manage ongoing access and supervisor relationships for its health-related service providers in EasyTrac.
- X.** SCHOOL SYSTEM will have its health-related service providers record all services they provide to special education students in EasyTrac. PCG will not submit claims for any services not entered in EasyTrac. PCG strongly recommends that service providers log

services for all students, regardless of Medicaid enrollment, for all health-related services covered by the school services program.

- XI.** SCHOOL SYSTEM will obtain one-time written parental consent to disclose information and bill Medicaid for services and to provide the parent or guardian with initial and annual notice of the disclosure. SCHOOL SYSTEM will enter the one-time written consent dates in EasyTrac.
- XII.** SCHOOL SYSTEM will be responsible for the accuracy and completeness of the data its employees provide PCG for claim submission. Errors must be corrected as soon as possible. SCHOOL SYSTEM, not PCG, is accountable for any SCHOOL SYSTEM errors or omissions.
- XIII.** SCHOOL SYSTEM will be responsible for informing its EasyTrac users of all relevant privacy regulations and policies.
- XIV.** If audited by the State or Federal Government or their agents, SCHOOL SYSTEM will disclose all Medicaid records required for audit purposes.
- XV.** SCHOOL SYSTEM will retain documentation that supports its claims for Medicaid reimbursement and meets the minimum Medicaid requirements for 5 years.
- XVI.** SCHOOL SYSTEM will ensure the availability of non-federal (state/local) funds expended for Medicaid covered services equal to the required state share match. SCHOOL SYSTEM can only use state/local monies for matching Medicaid. Districts may not use federal funds for the required match. If a federal grant has a cash match requirement, the funds used for the match cannot also be used as a match for Medicaid.

EXHIBIT B: COMPENSATION

SCHOOL SYSTEM shall pay PCG a performance-based fee of seven and one half percent (7.5%) of the net reimbursement amounts received from Medicaid up to \$1 Million of school system reimbursement effective for the school fiscal year of July 1 through June 30. SCHOOL SYSTEM shall pay PCG a performance-based fee of six and one half percent (6.5%) of the net reimbursement amounts received from Medicaid greater than \$1 Million of school system reimbursement effective for the school fiscal year of July 1 through June 30. The fee subject to a minimum fee twenty thousand dollars \$20,000 (“Minimum Fee”) per contract year. In the event the performance-based fees do not meet or exceed the Minimum Fee for the dates of service provided each contract year, SCHOOL SYSTEM shall pay PCG the difference between the Minimum Fee and the performance-based fees paid to PCG for that specific contract year.

- A. The fee shall be applied to all Incremental Revenue collected by the SCHOOL DISTRICT. “Incremental Revenue” is defined as any revenue to SCHOOL DISTRICT, including all reimbursements and accrued interest attributable to revenues derived from claims that are submitted by PCG pursuant to Exhibit A. These reimbursements include any settlements from the cost reporting process irrespective of whether PCG participated in the development and submission of the cost report.
- B. PCG will not be obligated to continue work in project areas that do not generate significant Incremental Revenue to SCHOOL DISTRICT. Conversely, PCG is obligated to continue to work in project areas that do generate significant Incremental Revenue to SCHOOL DISTRICT.
- C. Upon agreement with SCHOOL DISTRICT, PCG will convert from a performance-based fee to a flat fee if federal law at any time prohibits or restricts contingency compensation.
- D. Upon agreement with SCHOOL DISTRICT, PCG may establish a new performance-based percentage for reimbursement activities related to services not provided under this Agreement.

M. Renew Skyward student management
licensing for the COOR Educational
Center in the amount of \$49,352.50

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Invoice Detail

COOR ISD
 ATTN: ACCOUNTS PAYABLE
 11051 N CUT ROAD
 ROSCOMMON, MI 48653-9340

Invoice # 0000224461
 Invoice Date 07/01/2023
 Due Date 07/16/2023
 Invoice Total 49,352.50

* Invoice was emailed.

<u>Qty.</u>	<u>Item Description</u>	<u>Unit Price</u>	<u>Extension</u>
68.00	STUDENT MANAGEMENT CORE (SAAS) - SOFTWARE LICENSE	4.5000	306.00
68.00	SUPPORT FEE - STUDENT MANAGEMENT SUITE	2.0000	136.00
68.00	STUDENT PROFESSIONAL DEVELOPMENT CENTER - LICENSE	0.5000	34.00
68.00	SKYLERT INTERFACE (SAAS) - SOFTWARE LICENSE	0.2500	17.00
	==== COOR ISD ====		
1646.00	STUDENT MANAGEMENT CORE (SAAS) - SOFTWARE LICENSE	4.5000	7,407.00
1646.00	SUPPORT FEE - STUDENT MANAGEMENT SUITE	2.0000	3,292.00
1646.00	FOOD SERVICE (SAAS) - SOFTWARE LICENSE	1.2500	2,057.50
1646.00	FEE TRACKING (SAAS) - SOFTWARE LICENSE	0.7500	1,234.50
1646.00	STUDENT PROFESSIONAL DEVELOPMENT CENTER - LICENSE	0.5000	823.00
	==== Crawford AuSable School District ====		
1155.00	STUDENT MANAGEMENT CORE (SAAS) - SOFTWARE LICENSE	4.5000	5,197.50
1155.00	SUPPORT FEE - STUDENT MANAGEMENT SUITE	2.0000	2,310.00
1155.00	NEW STUDENT ONLINE ENROLLMENT (SAAS) - SOFTWARE LICENSE	1.2500	1,443.75
1155.00	STUDENT PROFESSIONAL DEVELOPMENT CENTER - LICENSE	0.5000	577.50
1155.00	LMS/ONE ROSTER API (SAAS) - SOFTWARE LICENSE	0.2500	288.75
1155.00	SKYLERT INTERFACE (SAAS) - SOFTWARE LICENSE	0.2500	288.75
	==== Houghton Lake Cmty School District ====		

REMIT TO:

SKYWARD ACCOUNTING DEPT
 2601 SKYWARD DRIVE
 STEVENS POINT, WI 54482

Invoice # 0000224461
 Invoice Date 07/01/2023
 Payor COOR ISD
 Due Date 07/16/2023 (COOR MI 000)

Invoice Amount: 49,352.50
 Remit Amount:



Invoice Detail

COOR ISD
 ATTN: ACCOUNTS PAYABLE
 11051 N CUT ROAD
 ROSCOMMON, MI 48653-9340

Invoice # 0000224461
 Invoice Date 07/01/2023
 Due Date 07/16/2023
 Invoice Total 49,352.50

* Invoice was emailed.

<u>Qty.</u>	<u>Item Description</u>	<u>Unit Price</u>	<u>Extension</u>
491.00	STUDENT MANAGEMENT CORE (SAAS) - SOFTWARE LICENSE	4.5000	2,209.50
491.00	SUPPORT FEE - STUDENT MANAGEMENT SUITE	2.0000	982.00
491.00	FOOD SERVICE (SAAS) - SOFTWARE LICENSE	1.2500	613.75
491.00	STUDENT PROFESSIONAL DEVELOPMENT CENTER - LICENSE ==== Mio-AuSable Schools ====	0.5000	245.50
816.00	STUDENT MANAGEMENT CORE (SAAS) - SOFTWARE LICENSE	4.5000	3,672.00
816.00	SUPPORT FEE - STUDENT MANAGEMENT SUITE	2.0000	1,632.00
816.00	STUDENT PROFESSIONAL DEVELOPMENT CENTER - LICENSE	0.5000	408.00
816.00	LMS/ONE ROSTER API (SAAS) - SOFTWARE LICENSE ==== Roscommon Area Public Schools ====	0.2500	204.00
1863.00	STUDENT MANAGEMENT CORE (SAAS) - SOFTWARE LICENSE	4.5000	8,383.50
1863.00	SUPPORT FEE - STUDENT MANAGEMENT SUITE	2.0000	3,726.00
1863.00	STUDENT PROFESSIONAL DEVELOPMENT CENTER - LICENSE	0.5000	931.50
1863.00	SKYLERT INTERFACE (SAAS) - SOFTWARE LICENSE	0.2500	465.75
1863.00	LMS/ONE ROSTER API (SAAS) - SOFTWARE LICENSE ==== West Branch-Rose City Area School District ====	0.2500	465.75

Software Licenses: 07/01/2023 - 06/30/2024

Quantity represents student count.

Total Extension **49,352.50**

REMIT TO:

SKYWARD ACCOUNTING DEPT
 2601 SKYWARD DRIVE
 STEVENS POINT, WI 54482

Invoice # 0000224461
 Invoice Date 07/01/2023
 Payor COOR ISD
 Due Date 07/16/2023 (COOR MI 000)

Invoice Amount: 49,352.50
 Remit Amount:

N. Approve Grayling Rotary's use of the admin office lawn & parking lot as a aid station/rest stop for the cyclists involved in the Black Bear Grand Fondo event to be held on July 8, 2023 (Rotary provides event insurance). Rotary's fiscal year ends on 7-1-2023 and so does the attached proof of insurance. They will send the ISD an updated proof when it is available after July 1st.

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	CONTACT NAME: Ali Sulita PHONE (A/C, No, Ext): 1-833-3ROTARY E-MAIL ADDRESS: rotary@ajg.com	FAX (A/C, No): 630-285-4062
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Westchester Surplus Lines Insurance Company	NAIC # 10172
INSURED All Active US Rotary Clubs & Districts ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 899307648

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	G73578917 001	7/1/2022	7/1/2023	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			G73578917 001	7/1/2022	7/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y / N N / A	NOT APPLICABLE			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER**CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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8. Action Items

A. Approve the Collective Bargaining Agreement with CESP, effective July 1, 2023 to June 30, 2025, as negotiated. This includes a wage increase of 3.5% and a one-time payment of \$400.

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**Master Agreement
Between
C.O.O.R. Intermediate School District
And
Michigan Education Association
C.O.O.R. ISD
Educational Support Personnel Association
July 1, 2021- June 30, 2023**

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ARTICLE 1 - RECOGNITION

- A. The C.O.O.R. Intermediate School District Board of Education hereby recognizes the C.O.O.R. ISD Educational Support Professionals Association, MEA-NEA, as the exclusive and sole bargaining agent for the purpose of negotiating wages, hours and conditions of employment for all full time and regular part-time Paraprofessionals and facilities and grounds support staff.

Excluded from the unit are Program Managers, Counselors, Kirtland Community College Aides, Secretarial, R.O.O.C. Employment Placement Specialists, C.E.C. Transition Technician, Students, Clerical Employees, Substitutes and Supervisors.

The parties acknowledge the positions in the bargaining unit are not exempt classifications for purposes of state or federal laws relating to such issues as the payment of overtime and other matters regulated by law. The inclusion of the word "Professional" in the title of the Association has no inference at present or in the future as to the type of positions that have a community of interest with the bargaining unit.

- B. The term "employees", when used hereinafter in this Agreement, shall refer to all personnel represented by the Association in the bargaining unit defined above.

The District will notify the Association President via email when new employees are hired, when employees are recalled or go on an unpaid leave of absence under Article 16 and when employment status has ended for reasons other than the limit on the duration of recall rights.

- C. The term "District" or "Employer", when used hereinafter in this Agreement, shall refer to the C.O.O.R. ISD Board of Education, its administrators and agents.
- D. The District recognizes the integrity of the bargaining unit and shall not negotiate with any other employee organization which purports to represent the employees covered by this Agreement.
- E. Regularly scheduled employees of the district outside of the bargaining unit shall not be permitted to displace or replace bargaining unit members except when bargaining unit members are not readily available.
- F. Except as set forth in this section for R.O.O.C., the term "substitute" is a person outside of the bargaining unit who is used on a per diem basis to fill in for an absent bargaining unit member who is on a paid or unpaid status, while awaiting the recall of a bargaining unit member or when in the process of filling a vacancy.
- G. All procedures (i.e. the process for securing, assigning and compensating substitutes, etc.) are within the exclusive jurisdiction of the District and are not subject to the grievance procedure.

- H. At R.O.O.C., employees may be reassigned to substitute for others at R.O.O.C. and will continue to receive their regular hourly rate of pay.

ARTICLE 2 - EMPLOYEE RIGHTS

- A. Pursuant to the Public Employment Relations Act, the Board and Association hereby agrees that every employee shall have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other lawful concerted activities for mutual aid and protection. The Board and Association agrees that it will not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitutions of Michigan and the United States and that it will not discriminate against any employee by reasons of his/her membership (or lack of membership) in the Association, or his/her institution of any grievance, complaint or proceeding under this Agreement.
- B. The District is an “equal opportunity employer.” The District and the Association will not discriminate and will take measures to ensure against discrimination on the bases of race, creed, religion, color, national origin, age, sex, handicap or marital status.
- C. Nothing contained within this Agreement shall be construed to deny or restrict any employee’s rights she/he may have under the law or any applicable laws and regulations.
- D. The employee shall have the right to review the contents of his/her personnel file, resulting from their employment within the C.O.O.R ISD. Items exempt from disclosure as listed in Act 397 of 1978 cannot be reviewed. An Association representative may be present at the employee’s request.
- E. The private and personal life of any employee is not within the appropriate concern or attention of the Board, unless it adversely affects their assignment and duties.

ARTICLE 3 - DISTRICT RIGHTS

The District, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself without limitation, all powers, rights, authority, duty and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States including, but without limiting in generality or foregoing the right to the executive management and administrative control of the school system and its properties and facilities and the activities of its employees, to hire all employees and subject to the provisions of the law and this Agreement, to determine their qualifications and the conditions of their continued employment or their dismissal, and to promote and transfer all such employees. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices and furtherance thereof, and the use of judgment and discretion in connection therewith will be limited only by the specific and express terms

of this Agreement, and then to the extent that specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan and of the United States.

ARTICLE 4 - ASSOCIATION RIGHTS

- A. The employees may be represented by up to four (4) stewards and the Association President and Vice President. The Association shall appoint one (1) steward and one (1) alternate steward from each of the following locations: R.O.O.C., and C.O.O.R. Instructional Paraprofessionals. With the permission of the supervisor, the steward or alternate shall be permitted to confer with bargaining unit employees with respect to formally filing grievances during normal working hours, provided it does not interfere with normal activity.

The Employer will be notified of the names of the Association representatives, in writing, of any election or change within seven (7) days. The alternate steward would serve only in the absence of a regular steward. All stewards and alternate stewards shall have completed their probationary period.

- B. The Association shall have the right to post notices of its activities and matters of Association concern on Association bulletin boards, one of which will be provided in the R.O.O.C. Work Center and C.O.O.R. Educational Center.
- C. The Association shall have the right to use inner-school communication service and boxes, if available, for communications to its members for such events as regular meetings, conventions, training programs, provided distribution of Association communications does not require the District to expend additional monies or allocate additional personnel time to perform such service.
- D. The Association shall have the right to use the school facilities and equipment including approved computers, duplicating equipment, calculating machines and all types of audio-visual equipment when such equipment is not otherwise in use. Association use of school facilities and equipment will be permitted provided that:
1. A request is made and use is arranged for in advance from an administrator.
 2. The use is strictly to service the legitimate purposes of the Association, such as duplication of records, notices, correspondence.
 3. The purpose is for the internal business of the Association and is not for public distribution.
 4. Such use is not detrimental to the best interest of the District.

5. The Association shall reimburse the District for any expendable supplies and machine usage at the same rate as that charged for non-school business use.
6. Performance of these activities shall not interfere with normal work responsibilities.

ARTICLE 5 - WORKING CONDITIONS

- A. The District shall provide restroom facilities at each District building.
- B. The Board will repair or replace any personal property of employees that is reasonable that may be damaged due to use on the job that is not the fault of the employee, provided that personal property is required for the job. Such property shall include, but is not limited to, clothing, watches, eyeglasses and wedding rings, however shall exclude other decorative jewelry. Damages must be reported immediately. Reimbursement will not exceed the actual cost of the item or a maximum of \$100.00, whichever is less. Glasses are exempt from the \$100.00 limitation for repair or replacement.
- C. Employees may submit for repair or replacement of a personal cell phone if it is damaged as a result of restraining a client or student or as a result of an assault initiated by a student or client, subject to the following provisions:
 1. The burden of proof that the damage was a result of an assault or restraining situation as described above must be established by the employee and the damage must be reported to administrator in writing via e-mail within forty-eight (48) hours from the time the damage occurred and must contain a complete description of the incident and the names of others who witnessed the incident.
 2. A request for repair or replacement must be submitted to the Director of Special Education for review within five (5) central office business days of the incident.
 3. A request for repair must be accompanied by a written estimate from a factory authorized repair facility.
 4. The cost of repair or replacement, if authorized, will not exceed four hundred dollars (\$400) or the actual price of repair or replacement, whichever is less. Employees seeking reimbursement will verify that the repair or replacement is not covered by an extended warranty plan.
 5. The decision of the Superintendent on the request for repair or replacement is final and shall not be subject to the grievance procedure.
 6. If the District provides the employee with a District cell phone or other communication device, Article 5 C will not apply.

- C. A representative of each department shall sit on the District Safety Committee.

ARTICLE 6 - WORK HOURS

- A. R.O.O.C. staff may have a different work week, either regularly or as an additional assignment which may include a combination of regular hours, evenings and/or weekends. It is understood by the parties that staff may be assigned as management determines is necessary to regular and additional assignments.
1. R.O.O.C. administrative staff will evaluate the needs of the organization and determine whether work assignments are to be completed by changing work locations of existing staff, creating an additional assignment, hiring additional staff, or changing the schedule of an existing employee.
 2. R.O.O.C. administrative staff will assign locations where bargaining unit members will work. As long as the work is to be completed within the scheduled hours, bargaining unit members will work in the location(s) to which they have been assigned that day.
- B. Thirty (30) minute lunch breaks will be scheduled by the District and may be either unpaid (duty free) or paid if required to be on duty. This provision only applies to those employees who are regularly scheduled for at least six and one half (6.5) consecutive hours per day.
- C. Employees who are regularly scheduled for at least six and one half (6.5) consecutive hours per day, may take a fifteen (15) minute break without consumers / students in the A.M. and also a fifteen (15) minute break without consumers / students in the P.M., or the first half and second half of their regular shift, whichever may apply, without loss of pay or benefits.

Employees regularly scheduled to work at least five (5.0) consecutive hours per day but less than six and one half (6.5) hours may take one fifteen (15) minute break without consumers/students.

The administration will establish the schedule for breaks.

- D. Any employee called by the District to perform duties/services and who reports as requested outside of regularly scheduled work time will be offered a minimum of two hours work.
- E. Time and one-half will be paid for actual hours worked in excess of forty (40) per week. Paid time off regardless of its origins shall not be counted for purposes of computing overtime pay.

- F. All regularly scheduled hours paid by the District to an employee shall be considered as hours worked for purposes of computing any of the fringe benefits under this Agreement.

ARTICLE 7 - SCHOOL CLOSINGS AND DELAYS

- A. When the C.O.O.R. ISD campus is officially closed for students, the following guidelines will be followed for C.E.C., R.O.O.C., and Facilities and Grounds Support Staff:
1. The C.E.C employees are not required to report for work.
 2. The C.E.C employees will be paid for full or partial days cancelled under Section 101-a of the State Aid Act where no make up is required to complete the school calendar.
 3. The R.O.O.C employees will be paid for the first two (2) days cancelled under Section 101-a of the State Aid Act.
 4. The R.O.O.C. Director reserves the right to pay for more than the first two (2) days cancelled under Section 101-a of the State Aid Act. If authorized, the total will not exceed the number of days afforded at C.E.C. in Section 2 above. Such decisions are not subject to review under the grievance procedure.
 5. The R.O.O.C. employees may use vacation days for inclement weather days not compensated by the District.
 6. Any R.O.O.C. employee who begins his/her duties at the regularly scheduled time or has been called in by the District to provide services will be compensated a minimum of two (2) hours work paid at his/her regular rate. If the District fails to cancel school at least fifteen (15) minutes prior to the employee's regularly scheduled starting time, the employee will be paid a minimum of two (2) hours work paid at his/her regular rate.
 7. Facilities and Grounds Support Staff are expected to report to work on school closings and delays. In the event they are unable to report, if available, a sick or vacation day may be used.

ARTICLE 8 - DISCIPLINE AND DISCHARGE OF EMPLOYEES

- A. Employees who have completed the probationary period will not be disciplined or discharged without just cause.
- B. Upon request an employee is entitled to have the steward or alternate steward from the department present in any meeting with the District which may result in discipline or discharge. No meeting shall be held until the employee has had sufficient time to have a

representative available. Reasonable effort will be made to meet within forty-eight hours.

- C. All disciplinary actions taken shall be confirmed in writing to the employee. The employee shall have the right to attach a response to any document placed in his/her personnel file.
- D. Records of disciplinary action must be specific in content, signed by the contributor and a copy furnished to the employee. Copies of anonymous complaints shall not be placed in an employee's personnel file.
- E. When issuing discipline or a discharge, an employee's entire employment record may be taken into consideration. Where a previously issued discipline is cited as supporting the level of discipline imposed in the current case, the Association reserves the right to assert through the grievance procedure that the usage of the prior discipline was inappropriate.
- F. All employees are required to notify the Superintendent, in writing, of an arraignment or conviction of a felony or misdemeanor. Failure to do so may result in discipline up to and including discharge.
- G. The Employer agrees promptly upon the discharge of an employee to notify in writing the employee and the Association President of the discharge. Said written notice shall contain the specific reasons for the discharge.

The discharged employee will be allowed to discuss his/her discharge with the steward or representative of his/her choice and the Employer will make available a room for the meeting.

Should the discharged employee who has completed the probationary period consider the discharge to be improper, it may be submitted to the grievance procedure by the steward after being signed by the employee. The steps of the grievance procedure may be waived by mutual agreement between the Association and the District.

ARTICLE 9 - PROTECTION OF EMPLOYEES

A. Protection of Employees

- 1. In the event an employee is subject to an unprovoked assault by a student/consumer which arises out of and in the course of his/her employment, it shall be promptly reported to his/her immediate supervisor. The District shall render reasonable assistance to the employee in connection with the handling of the incident by law enforcement and judicial authorities. The employee shall be compensated for all loss of time necessary for legal activities related to the incident, including meetings with law enforcement and court appearances. There

will be no loss of seniority or benefits for up to two years from the time of the assault.

In the event the employee is the subject of a civil action filed by someone other than an employee of the District which arose out of and in the course of his/her employment, the District's liability policy will provide reasonable legal counsel and render necessary assistance to the employee in his/her defense provided the employee's conduct was justified based upon what a reasonable and prudent person would do in like or similar circumstances.

Time lost in pursuing legal action under this Article shall be paid up to a limit of \$5,000.

2. In cases of altercations between employees, the District shall not be required to comply with Section A(1) above.
- B.
1. The District recognizes its responsibilities to give reasonable support and assistance with respect to the maintenance of student discipline in the District. Whenever it appears that a particular student/consumer interferes with an employee in the performance of his/her duties or persistently misbehaves while under the charge of the employee, said student's behavior shall be immediately reported to the supervisor in charge. A form shall be made available for such a report. Included on this form shall be a section for the supervisor to indicate to the employee the type of investigation and the remedy developed for the incident in question.
 2. The supervisor will provide the affected employee(s) with relevant non-confidential information when available upon request to the extent permitted by law.

ARTICLE 10 - GRIEVANCE PROCEDURE

- A. Any claim by an employee or the Association that there has been a violation, misinterpretation, or inequitable application of the specific terms and provisions of this Agreement, or a complaint concerning disciplinary action of a non-probationary employee which has been implemented without reasonable and just cause shall be a grievance and shall be resolved through the procedure set forth.
- B. The terms "days" in this Article shall mean Central Office business days except where otherwise indicated.

It is important that grievances be processed through the steps as rapidly as possible; the number of days at each step should be considered to be the maximum and every effort should be made to expedite the process. Failure by the employee and/or the Association, at any step of this procedure to appeal a decision within the specified time

limits shall be deemed an acceptance of the decision. The parties may, however, mutually agree to extend the time limit at any step provided, however, that such agreement to extend is agreed to verbally prior to the expiration of the deadline and reduced to writing and signed by the District and Association as soon as possible.

- C. In processing up to and including arbitration, release time will be granted upon mutual consent by the aggrieved person, Association and Superintendent. However, each party shall bear the cost of their own witnesses, representatives and all other expenses except the fees and expenses of the arbitrator. The fees and the approved expenses of the arbitrator shall be paid by the party against whom the arbitrator renders an adverse decision. In the case of compromise, the arbitrator shall decide on the distribution of his/her fees.

Further, in the event that the grievance is ruled as non-arbitrable, all legal fees and expenses shall be reimbursed to the District by the Association.

- D. Nothing contained herein shall be construed as limiting the right of an employee to discuss a matter informally with his/her supervisor as described in Level One (1) of the grievance procedure. No reprisals of any kind shall be taken by or against any party or interest, or any proper participant in the procedure by reason of such participation. A grievance may be withdrawn by mutual agreement at any level without prejudice.
- E. An employee covered under this Agreement or any group of such employees, or the Association believing they are aggrieved may file a grievance.

A group of employees may be represented at any level of the grievance procedure by a designated steward of the Association. A grievant may be required to attend a hearing at any level.

- F. The primary purpose of this grievance procedure is to secure equitable solutions at the lowest supervisory level possible. Both the Association and the District agree that these proceedings shall be kept confidential as may be appropriate at each level of the procedure.

- G. Procedure for Handling.

1. The employee who feels he/she has a grievance shall first identify it as a grievance issue, cite the appropriate contract section or sections, and shall discuss it with their supervisor with the object of resolving the matter informally.
2. If this fails to resolve the grievance, the employee or his/her steward will reduce the grievance to writing on their own time, this to be presented to his/her supervisor within ten (10) days following the act or condition which is the basis for the grievance, specifying the section of the Agreement he/she alleged was violated, the

events that caused the alleged violation and the remedy he/she seeks. The written grievance may be given to his/her supervisor by either the employee or the Association Steward.

3. Within ten (10) days of the receipt of the written grievance, the supervisor will arrange a conference, with the intent of satisfactorily resolving the grievance. At the time of the conference, the employee shall appear personally, and may be represented by the Association Steward, or both. Such conferences shall be scheduled during normal business hours at a time where there is no disruption of normal school routine and duties of the employees.
4. Within ten (10) days after such a conference or longer, the supervisor shall answer such grievances in writing to the steward or employee.
5. If the Association does not accept the supervisor's written answer, the grievance may be appealed to the Superintendent or his/her designee by sending such notice to him/her, in writing, within ten (10) days after the date of the supervisor's written decision.
6. Within ten (10) days after receipt of the written appeal, the Superintendent or his/her designated representative, will arrange for a conference to satisfactorily resolve the grievance. Every attempt will be made to schedule grievance hearings so that the employees involved shall not lose any regular scheduled pay nor will the District be obligated to pay any additional monies to hear any scheduled grievances. Conferences will be scheduled at a time when there is no disruption of normal school routines and duties of the employees.
7. Within ten (10) days after the conference the Superintendent or his/her designated representative shall answer such grievances in writing.
8. Such answer shall be final and binding unless appealed to the next step within twenty (20) days from the date of the Superintendent's written decision.
9. If the grievance is not settled at the preceding step, it may be submitted to mediation by the Association through the Michigan Employment Relations Commission within twenty (20) days from the date of the Superintendent's disposition. No individual shall have the right to appeal to mediation or arbitration.

If mediation fails to achieve a settlement of the grievance, the Association may within ten (10) days of the mediation session, file a Demand to Arbitrate with the American Arbitration Association whose Rules and Regulations shall govern the proceeding. The individual grievant will put in writing that they wish to take their case to arbitration. In the case of an Association grievance, this is waived.

10. This Agreement constitutes a contract between the parties and shall be interpreted and applied by the parties and by the arbitrator in the same manner as other collective bargaining agreements.

The function and purpose of the arbitrator is to determine disputed interpretations of terms actually found in the Agreement, or to determine disputed facts upon which the application of the Agreement depends. The arbitrator shall, therefore, not have authority nor shall he/she consider his/her function to include the decision of any issue not submitted or to so interpret or apply the Agreement as to change what can fairly be said to have been the intent of the parties as determined by generally accepted rules of contract construction.

The arbitrator shall not give any decision which in practical or actual effect modifies, revises, detracts from, or adds to any of the terms or provisions of this Agreement. Past practice of the parties in interpreting or applying terms of this Agreement can be relevant evidence, but may not be used so as to justify or result in what is, in effect, a modification, whether by addition, or detracting of written terms of this Agreement.

The arbitrator has no obligation or function to render a decision merely because, in his/her opinion, such a decision is fair and equitable, or because in his/her opinion it is unfair or inequitable.

11. It is expressly agreed to by the parties, in writing, the arbitrator is limited to hearing one issue or grievance upon its merits at any one hearing. Separate arbitrators shall be constituted for each grievance appealed to binding arbitration.
12. Neither party may assert in arbitration proceedings any events not disclosed to the other party prior to the arbitration hearing.
13. No claim for back wages shall exceed the amount of wages the employee would otherwise have earned less any unemployment compensation received by the employee during the period covered by back pay.

ARTICLE 11 – PROBATIONARY PERIOD AND SENIORITY

- A. New employees hired under this Agreement shall be considered as probationary employees for the first one hundred eighty (180) working days of their employment. The probationary period starts the first day of work under this classification and will be extended when work days are missed. Probationary employees may be disciplined or discharged without recourse to the grievance procedure.

Thirty calendar days after the date of hire, fringe benefits shall begin the first day of the month following the month in which their thirty days are completed.

When an employee completes the probationary period, his/her seniority date shall be established as his/her date of hire.

B. Seniority shall be attained within each non-interchangeable department as follows:

1. C.E.C.
2. R.O.O.C.
3. Facilities and Grounds

C. Seniority

1. System-wide seniority will be determined for each employee as length of service within a classification in the bargaining unit as of the employee's first working day in that classification. Employees who transfer from one classification in the bargaining unit to another classification will retain their seniority in their initial classification. If the transfer is to a classification within the bargaining unit, then seniority will begin to accrue in the new classification as of the date of transfer.

Length of Service/Seniority, as of the first working day in the bargaining unit shall be used in computing sick leave, longevity, and vacation benefits (prorated for employees working less than fifty-two (52) weeks per year).

2. Non-interchangeable departmental seniority shall be determined for each employee effective his/her first day assigned to the non-interchangeable department since the last date of hire within the bargaining unit, provided the employee has successfully completed his/her probationary period.
3. An employee who moves from one non-interchangeable job classification to another non-interchangeable job classification, shall continue to accrue system-wide seniority. However, seniority within the first non-interchangeable job classification shall be frozen until the employee returns to the first non-interchangeable classification (if ever) when it shall continue to accrue. He/she would start at the bottom of the seniority list in the new non-interchangeable job classification.
4. Unpaid absences from work under Article 16 or layoff shall not be construed as a break in continuous service. Seniority shall not accrue during such periods, but employees will retain their frozen seniority status while on leave or layoff. Once an employee returns from an unpaid absence their seniority will continue to accrue.
5. If two employees are awarded the same seniority date, their ranking shall be determined by lot.

D. The District will maintain an up to date seniority list, a copy of which will be posted on the appropriate bulletin board as soon as possible after July 30 of each year and changes as

they occur. The names of all employees who have completed their probationary period shall be listed on the seniority list in order of their most recent hiring date, starting with the employee with the greatest amount of seniority at the top of the list.

The Association President shall affix his/her signature and date showing that the seniority list has been received and posted. If no objections to the information on the list are received within ten (10) business days of the signature, the list will be deemed accurate until the next posting period.

- E. An employee shall lose his/her seniority and further employment rights for the following reasons:
1. He/she quits or retires.
 2. He/she is discharged and the discharge is not reversed through the grievance procedure.
 3. He/she fails to return to work within ten (10) working days after the receipt or proof of non-delivery of notice of recall by certified mail to the last known address of such employee as shown by the District's records.
 4. He/she is absent without notification unless the employee can demonstrate there were extenuating circumstances preventing such notification.

ARTICLE 12 - LAYOFF AND RECALL

- A. If the Employer finds it necessary to consolidate or eliminate jobs on a permanent basis within this bargaining unit, notice of this proposed consolidation or elimination shall be given to the Association in writing ten (10) working days prior to any final action. At the request of the Association, a specific conference shall be held within five (5) days of notification to the Association for the purpose of discussion and explanation of the proposed consolidation or elimination.

The word "layoff" means the elimination of a position or a reduction in annual working hours in a position in excess of three hundred sixty (360) hours in a given fiscal year (July 1 to June 30).

In the event of a layoff, the procedures in Section A(1) and (2) below will be applied after all temporary and probationary employees have been laid off assuming the remaining employees are qualified and available to perform the remaining work.

Whenever practical, the District shall provide individual employees and their steward with thirty (30) calendar days written notice prior to any layoffs. However, one (1) week shall be given on any layoff for economic reasons.

1. Any seniority (see Article 11--Probationary Period and Seniority) employee in a position that is scheduled for layoff (as defined above) will, if qualified, exercise their right to bump in the following manner:
 - a. Into a position within the department the employee is currently assigned to (Special Education, Facilities and Grounds Support Staff, or R.O.O.C.) for which their seniority entitles them.
 - b. In the event there are no such positions within their current department to which the employee can bump, the employee will then have the right to bump into a position that their seniority entitles them to within another department in which the employee has frozen seniority.
 - c. If no such position exists, the employee will be laid off.

2. The employee's right to bump will be implemented as follows to avoid any undue disruption and delays:
 - a. Once notified of their options under Section A(1) (a) and (b) above, the employee must give notice as to which position the employee will be bumping into within one (1) central office business day.
 - b. Bumping may be to the position held by the least senior employee scheduled the same number of annual work hours; or
Bumping may be exercised to a position scheduled with less annual hours held by the least senior employee scheduled that number of annual hours.

- B. Employees who have completed the probationary period and who are laid off (see Section A-1-c above) shall be maintained on a recall list for twenty-four (24) months from the effective date of layoff. Laid off employees shall be recalled, if qualified, in the inverse order of layoff and most senior employees shall be recalled to the first vacancy in a department where the employee has seniority rights (see Article 11--Probationary Period and Seniority). Vacancies will not be posted when there are qualified employees on layoff with recall rights as set forth above.

Recall will be by certified mail with return receipt requested, to the last known address on file with the District and shall require that the employee report to work within five (5) working days after delivery or proof of non-delivery. If an employee fails to report for recall, he/she shall be considered a quit.

ARTICLE 13 – VACANCIES AND TRANSFERS

- A. A vacancy shall be defined as a newly created position or a permanent position vacated by an employee in the bargaining unit.

- B. All vacancies within the bargaining unit shall be posted on the web site listing the specific minimum requirements and qualifications of the position for a period of seven (7)

working days. A copy will be sent to the Association President via interoffice mail or e-mail prior to filling such positions.

A vacancy shall be staffed by a current employee, whenever possible, who applies for and meets the qualifications for the position. Administration shall consider current employee's qualifications/evaluations including, but not limited to training, extent of experience, and demonstrated ability. Seniority will be used when internal candidates possess equal skills and qualifications for the position and are both being considered to fill the position.

No vacancies will be posted until such time as any changes in assignments are implemented for existing staff, as outlined under Article 6 (Working Hours).

- C. Internal and external applicants interested in the vacancy shall apply in writing within the posting period.
 1. Except as set forth herein, in the event two (2) or more applicants apply for the same vacancy and ability and capacity are equal, the District shall appoint the individual having the greatest seniority (see Article 11--Probationary Period and Seniority) to the vacancy.
 2. When a posted position is filled, the District shall make known its decision as to which applicant has been selected by sending a District-wide email notification. If a vacancy is not filled with a current employee, the District shall, upon request by the affected employee, notify the affected employee giving the reason(s) as to why he/she was not selected to fill the position.
 3. The Association reserves the right to process a grievance up to and including the arbitration level if Article 13 hasn't been followed in regards to vacancies and transfers.
- C. If an employee transfers to a position within the District that is not included in the bargaining unit, the employee shall lose all seniority rights.
- D. The parties agree that involuntary transfers of employees are to be minimized. Any proposed involuntary transfer for a reasonable or just cause, shall be discussed with the Association prior to its implementation. Whenever possible, seniority will be considered to determine which employees will be affected by the transfer within the individually affected classrooms; District administration may ask employees to consider a voluntary transfer.
- E. At least ten (10) working days prior to the actual transfer, the affected employee and the Association will be notified, in writing, of the effective date of transfer.

ARTICLE 14 - EMPLOYEE EVALUATION

- A. All employees upon employment (or when there is a change) will be apprised of the specific evaluation criteria and procedure prior to the conducting of any formal evaluation.
1. Employees who have completed the probationary period will be evaluated a minimum of once every two (2) years.
 2. Evaluations shall be conducted by the employee's immediate supervisor.
 3. All evaluations shall be in writing and a conference shall be held between the employee and the supervisor to discuss the evaluation within ten (10) working days of the final observation.
 4. All evaluations must indicate the supervisor's observations of the employee's particular strengths and those areas needing assistance.
 5. If the overall evaluation is rated as ineffective or minimally effective, the supervisor and the employee will develop a growth plan that may include specific goals, timelines, and expectations to assist the employee to improve. Subsequent evaluation reports must note the progress or lack of progress of the growth plan.
 6. If the employee disagrees with the evaluation, he/she may submit a written response which shall be attached to the evaluation in the personnel file.
 7. The evaluation tool used shall be consistent within each classification. It is agreed that performance evaluations will not be used as a form of discipline. However, the evaluation may be used as documentation of performance when considering dismissal of an employee.

ARTICLE 15 - PAID ABSENCES

- A. Each employee shall be credited twelve (12) sick leave days at the beginning of the school year. The unused portion of which may accumulate to ninety (90) days for educational support staff. Facilities and Grounds Support Staff may accumulate to one hundred (100) days. Sick or personal leave shall not be taken when an employee is not scheduled to work.
- B. Bargaining Unit Members who will be absent from work shall call the C.O.O.R. office unless otherwise instructed, prior to 7:00 A.M.
- C. CEC educational support staff will also be credited with three (3) personal days at the beginning of the school year. Personal days must be approved forty-eight (48) hours in advance by the employee's immediate supervisor except in emergency situations.

- D. At the end of the school year, unused personal days do not accumulate, but they may be converted into sick days.
- E. When employees take accrued sick or personal time, the District will charge the amount of time missed from their regular work schedule up to a maximum of eight (8) hours from their sick or personal leave bank.
- F. At the beginning of each school year, the District may furnish each employee with a written statement of their current sick leave bank.
- G. Employees will be allowed to use these paid sick leave days in accordance with the following conditions:
 - 1. Michigan Paid Medical Leave
In accordance with Michigan Paid Medical Leave Act (PMLA), MCL 408.961 et seq., an eligible non-exempt (hourly) employee may use paid medical leave for any of the following for the employee or family member:
 - a. Mental or physical illness, injury or health condition, including related medical diagnosis, care, treatment, or preventative medical care.
 - b. For a victim of domestic violence or sexual assault, any related medical care or legal proceedings.
 - c. For closure of the employee's primary workplace by order of a public official; for an employee's need to care for a child whose school or place of care has been closed by order of a public official; or a determination by health authorities that the presence of the employee or family member in the community would jeopardize the health of others due to exposure to a communicable disease. (An example of this would be the 2020 pandemic.)
 - d. A family member includes a child or step child, parent, spouse, grandparent, grandchild, or sibling as defined by the PMLA. This provision shall be interpreted and applied consistent with the PMLA, and shall not provide greater benefits than that allowed by statute.
 - e. To be eligible, the non-exempt (hourly) employee must be employed for more than 25 weeks in a calendar year, working an average of at least 25 hours per week during the immediately preceding calendar year.
 - 2. Following a severe injury, significant illness, or surgery, before any employee may return to work, he/she must have a written release from the treating physician.
 - 3. The employee may be required to present a statement from his/her physician certifying an absence greater than two days.

4. At the discretion of the Superintendent or Superintendent's designee, additional days may be granted by the District. The decision made is not subject to the grievance procedure.
- H. Benefits shall continue to accrue during paid sick leave but not during short or long term unpaid absences.
- I. Each employee will be covered by the applicable worker's compensation laws. The employee will be charged his/her accumulated sick leave on a pro-rated basis to make up the difference of his/her regular weekly income when covered by an approved claim.
- J. Any employee hurt on the job shall receive their full day pay for that day and not be charged against their paid sick leave.
- K. Bereavement days shall not be charged to the employee's sick leave.
1. Death in the Immediate Family—The employee may take a maximum of five (5) days per death. The immediate family member shall be interpreted as spouse, mother, father and children (including foster step-children under the employee's guardianship).
 2. Death in the Extended Family—The employee may take a maximum of three (3) days per death. The extended family member shall be interpreted as brother, sister, grandparents, grandchildren, father-in-law and mother-in-law.
 3. Death in the Extended Family—The employee may take a maximum of one (1) days per death. The extended family member shall be interpreted as uncle, aunt, nephew, niece, brother-in-law and sister-in-law.
 4. The employee may request additional time from the Superintendent or designee, chargeable to an employee's sick leave, personal day, or vacation day for bereavement.
 5. Other Deaths—The employee may take one (1) day per death to attend the funeral of any person chargeable to an employee's sick leave, personal day, or vacation day for bereavement.
- L. An employee shall be considered on leave of absence when called for or ordered to report for jury duty and/or to serve as a witness. The employee will receive their regular rate of pay in exchange for payment received from the court minus mileage.
- M. A total of three (3) days per year will be provided to the Association for the Association's Officers to conduct Association business. Two (2) additional days per year may be requested if needed. The Employer may approve or disapprove a request for the additional two days.

N. Beginning with the 2021-2022 school year, employees will receive an annual stipend according to the amount of unused accumulated paid sick leave employees have available as of June 30 as listed below:

1. \$100 annual stipend for 15 accumulated paid sick leave days
2. \$150 annual stipend for 20 accumulated paid sick leave days
3. \$200 annual stipend for 25 accumulated paid sick leave days

ARTICLE 16 - UNPAID ABSENCE AND LEAVE

A. Upon exhaustion of paid time off, the employee may apply for an unpaid leave within ten (10) working days, or after the ten (10) working days will be placed on an unpaid leave of absence if he/she is not able to return to work. All paid time off shall be used prior to an employee being placed on an unpaid leave of absence, the following process will be followed:

1. Unpaid leaves related to the medical conditions of the employee or employee's family member will only be considered when supported by a physician's statement applied to the employee or employee's family member (i.e., spouse, child, parent, grandparent, or grandchild).
2. Unpaid leave is not permitted for use as vacation time; however, the Superintendent or designee may make an exception to this prohibition for an employee provided that any such employee may not make this request more than once in any five (5) year interval. Such exceptions, if granted by the Superintendent in his/her discretion, shall not be precedent setting.
3. When an employee has exhausted all available leave/sick time, not including FMLA, a letter from the District may be forwarded to the employee and placed in their personnel file indicating the employee is out of leave/sick time.
4. Any unpaid leave request must be submitted to the building administration in advance of ten (10) calendar days before the unpaid absence. If the unpaid leave request is an emergency, the employee must contact their building administrator promptly to allow for immediate planning of coverage. The employee must submit an unpaid leave request form within ten (10) calendar days or on the first day that they return to work.
5. Upon the use of unpaid days, not including FMLA or days granted under Article 16 Section 1(b) above, the employee will receive a notice from the District which will be placed in his/her personnel file indicating that attendance at work is an essential job function, that their absenteeism is detrimental to the operation of the C.O.O.R. Intermediate School District, and steps may be taken to improve their attendance. This letter will be considered a verbal warning that additional time used beyond contractual days may result in discipline up to and including termination.
6. The District reserves the right to approve or deny requests for unpaid leave with past work attendance history being a significant factor. Absences in excess of contractual days supported by a physician's statement applied to an employee or employee's

- family member may be waived at the discretion of the Board with past work history being a significant factor.
7. Employees requesting unpaid leave, not including FMLA, may be asked to reimburse the District for the cost of the member's health insurance premium benefit, and vision and dental benefits for any unpaid leave days, for each day or proration of days granted. If the bargaining unit member has not worked within a sixty (60) calendar day period, the District will invoice the employee for the current and any future balances. If the employee is working at COOR ISD, the balance will be collected through payroll deduction.
 8. Health insurance premiums, at the contractual rate, will remain in force for up to one (1) year when a member is on a District-approved continuous unpaid leave. At the end of the one (1) year period, employees may continue health coverage through COBRA health coverage.
- B. Unpaid leaves may be granted for a period up to one (1) year upon written request for the following reasons:
1. Mental disability (Doctor's statement required and updated every ninety (90) calendar days).
 2. Physical disability (Doctor's statement required and updated every ninety (90) calendar days).
 3. Parental care (natural birth, adoption, or hospice care of a family member).
 4. Military
- C. Seniority accrued prior to the commencement of unpaid leave shall be reinstated upon the employee's return from unpaid leave.
- D. The District shall comply with the 1993 Family and Medical Leave Act. This policy shall be interpreted consistently with the definitions contained in the Act.
1. Employees with at least one (1) full year of service and at least one thousand two hundred fifty (1,250) hours of work in the last twelve (12) months are entitled to unpaid leave of up to twelve (12) weeks in any one (1) year period for leaves authorized under FMLA.
 2. Leaves may be continuous or intermittent with the agreement of the employee and superintendent. Benefits shall continue during the leave upon payment of appropriate contributions.
 3. Upon conclusion of the leave, the employee shall be returned to the same position or an equivalent position. If the employee does not return as scheduled, termination from the position may result.
 4. The Superintendent reserves all rights to require proper documentation of all unpaid leaves under the FMLA Act and this Article 16.
- E. When an unpaid leave in excess of twenty (20) working days is granted under Article 16 Section 2, the following guidelines will be used:

1. If the District determines that a position cannot be eliminated and may be covered internally or filled with a substitute, upon return from this unpaid leave, the employee will be placed in his/her former position if said position still exists. If the position no longer exists or the leave exceeds twelve (12) months, the employee will be placed in the position of the least senior employee working the same workday and work year in his/her classification.
2. If the District determines that a position cannot be eliminated and the position will be posted as a vacancy, upon return from this unpaid leave, the employee will be assigned to replace the least senior employee in the said classification.
3. If the former position no longer exists due to layoffs as outlined in Article 12, upon return from this unpaid leave, the employee's return would be determined by the recall language outlined in Article 12-B.

ARTICLE 17 - HOLIDAYS

- A. Employees are granted ten (10) paid holidays each year. They are: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Day and two (2) days during the Christmas-New Year holiday season.

Pay for a holiday will be based upon the employee's regular daily schedule of hours up to a maximum of 8 hours.

- B. To be eligible for holiday pay, the employee must have worked his/her last regularly scheduled work day previous to the holiday, and his/her first regularly scheduled work day following the holiday.

If an employee loses time on either or both of these days, the requirement will be considered satisfied if:

1. The employee was under a doctor's care or is confined to a hospital, and such confinement or care commenced during the week in which the holiday fell, or
2. The employee was on a paid vacation, or
3. The employee was on an approved leave of absence, and on a paid status.

- C. Holidays shall be paid at double time for time actually worked. Failure of the lowest seniority qualified employee(s) in the non-interchangeable job classification who fails to work when scheduled will not be eligible for holiday pay.

- D. Holidays falling on a Saturday will be observed the preceding Friday. Holidays falling on a Sunday will be observed on the following Monday.

ARTICLE 18 – VACATION

- A. All R.O.O.C. and Facilities and Grounds Support Staff who have completed the probationary period and who are scheduled to work at least 1750 hours per year shall be granted vacation time.

Vacation time will be earned as follows:

- 5/12 - Day per month from the 1st through 12th month of employment.
- 5/6 - Day per month from the 13th through 24th month of employment.
- 1 - Day per month from the 25th through 60th month of employment.
- 1 1/4 - Day per month from the 61st through 120th month of employment.
- 1 2/3 - Day per month from the 121st month of employment and thereafter.

The above credit amounts to:

- 5 days of vacation earned during the first year.
- 10 days of vacation earned during the second year.
- 12 days of vacation earned during the third, fourth & fifth years.
- 15 days of vacation earned during the sixth through tenth years.
- 20 days of vacation earned during the eleventh year and thereafter.

Number of hours shall be based on a regular work schedule up to a maximum of eight (8) hours and for employees with irregular schedules, the same procedure used with paid leave time and holidays will apply in addition to the eight (8) hour maximum.

- B. Paid vacations in the Special Education Department is subject to the following:
1. Bargaining unit members assigned to the Special Education Department on or before February 24, 2015 will be granted vacation time. After February 24, 2015, any newly hired bargaining unit member or those employees transferring from R.O.O.C. will not be eligible for paid vacation.
 2. For eligible employees, the number of vacation days granted annually, on their anniversary date, will remain the same as during the 2011-2012 agreement. For example, a person that was credited with five (5) days in the 2011-2012 agreement would continue to be credited with five (5) days in future agreements.
 3. For eligible employees, vacation days may not be taken when students are in attendance. Payment requests must be submitted with the employee's time sheet for the payroll period in question. Vacation days shall be used for weekdays (Monday-Friday) when the employee is not scheduled to work.
 4. Bargaining unit members transferring from R.O.O.C. to the Special Education Department who have accumulated vacation time remaining will be paid in full for their remaining days.
- C. Vacation will be requested in writing at least ten (10) business days prior to commencement of leave. The Employer shall respond to the employee's request within

five (5) business days of submission of said request. Absent notification the request shall be considered granted.

The supervisor will arrange the vacation schedule to the best interest of the program, giving consideration to the employees' preference when practical.

- D. Vacation pay shall be at the regular rate as established for that classification. When a vacation day is taken, an eligible employee will receive their regular work schedule as determined by their supervisor, but not to exceed eight (8) hours per vacation day.
- E. ROOC and Facilities and Grounds Support Staff may accumulate up to, but not more than 1.5 times their vacation days in accordance with earned vacation schedules.
- F. All unused vacation will be paid at termination of employment.

ARTICLE 19 - COMPENSATION

A. When a new job is created, the Employer will notify the Association of the classification and rate structure. In the event the Association does not agree that the classification and rate are proper, it shall be subject to negotiations.

B. Pay rates for each classification are set forth in Appendix A of this Agreement.

C. Upon resignation after fifteen (15) or more years of employment with the District and retirement under the M.P.S.E.R.S. from the C.O.O.R. Intermediate School District, the employee will be reimbursed for one-half of the sick time accrued, up to a maximum payout of forty (40) days. (280 hours, 320 hours, etc.).

D. Each month an up-to-date report will be provided to each employee stating the amount of sick and vacation time available.

ARTICLE 20- FRINGE BENEFITS

A. The Employer shall provide to eligible bargaining unit member the following:

PLAN A - For eligible employees needing medical insurance

HEALTH - Two options:

PPO Plan

\$500/\$1,000 in network deductible and \$1,000/\$2,000 out of network annual deductibles; prescription drug coverage (three tier copay/coinsurance)

HSA PPO PLAN———

HSA PPO prescription drug coverage (three tier copay/coinsurance).

LONG TERM DISABILITY- 66-2/3%
 \$2,500 Monthly Maximum
 90-Day Wait
 Coordinated Benefits
 Alcohol/Drug Addiction 2-year
 Mental/Nervous 2 year

DENTAL

100/80/80/80 (\$1,200 annual maximum Classes I-III and \$1,500 lifetime maximum on Class IV Orthodontia)

GROUP TERM LIFE - \$20,000 (R.O.O.C./C.E.C.)

GROUP TERM LIFE - \$40,000 (Facilities and Grounds)

ACCIDENTAL DEATH
 & DISMEMBERMENT - \$20,000

ACCIDENTAL DEATH
 & DISMEMBERMENT - \$40,000 (Facilities and Grounds)

VISION - VSP Choice Network

PLAN B--

Any eligible employee who does not take health insurance coverage will have Plan B (the same level of LTD, group term Life and AD&D, single subscriber vision, and single subscriber dental outlined above) and two hundred fifty dollars (\$250) per month paid via the first regular payroll of the month under a qualified Section 125 Plan.

- B. 1. Employees working thirty (30) or more hours in a five (5) day work week during the scheduled calendar school year excluding vacation or break times will receive a full allocation of the amounts set forth in Section C for the medical plan and full payment for the non-medical plans.

In the event that an employee is hired to work at least twenty-one (21) hours and less than thirty (30) hours in a five (5) day work week during the scheduled calendar school year excluding vacation or break times the District and Association will meet to determine the portion of the medical and non-medical benefits paid by the District. Employees working less than twenty-one (21) hours in a five (5) day work week during the scheduled calendar school year excluding vacation or break times are not eligible for medical or non-medical benefit contributions.

2. Insurance will be provided with employee premium co-pays in accordance with the law for a twelve (12) month period from September 1 until August 31.

- C. 1. The District's maximum monthly contribution for all costs associated with health insurance shall be no higher than the 2021 PA 152 State Hard Cap amounts. On January 1 per MCL 15.563 and specified in the Michigan Department of Treasury annual memorandum and as defined by law, the District will implement each subsequent hard cap. For example, on January 1, 2022 the 2022 hard caps will begin implementation.

The District will pay one hundred percent (100%) of non-medical (Plan B) costs for members working thirty (30) or more hours in a five (5) day work week during the scheduled calendar school year excluding vacation or break times.

2. If the monthly cost for HSA Plan is less than the annual PA 152 State Hard Cap amounts, the District will contribute the remaining amount up to the hard cap toward the HSA deductible for the employee, enrolled in a HSA medical plan option, on a monthly basis subject to any restrictions under the Internal Revenue Service Rules and Regulations.
 3. Any premiums in excess of the District's contribution will be payroll deducted as a condition of this Agreement pursuant to the authority set forth in MCLA 408.477. To the extent afforded under the Internal Revenue Code, any deductions will be made with pre-tax dollars during the employee's work year. An employee's insurance obligation to the District must be paid in full on or before receiving final compensation from the District.
 4. It is understood that the District or Association may open this Agreement for the express purpose of reviewing Medical and Non-Medical Benefits insurance bids. The bid from the carrier must be equal to or exceed the specifications as contained in this Article. A change in benefits will only take place if both parties are in agreement.
- D. Unless continuation of insurance benefit premiums is required under the Family Medical and Leave Act, an employee's benefits will terminate when on an unpaid leave of absence under Article 16. Benefit contributions will commence upon return from the leave on the first day of the month following the return from the unpaid leave.

Insurance benefit contributions will cease effective the date an employee is laid off.

When an employee is absent for a day without pay and benefit contributions are not required to be paid by the district under the Family Medical and Leave Act, the employee will assume all the cost of the benefits through payroll deductions as a condition of this Agreement. In the event any remaining balance is due and attributable to the lack of sufficient funds being available to cover the amounts owed by the employee through payroll deduction, the remaining balance will remain immediately due and payable by the employee through a personal check to the Business Office.

ARTICLE 21 - TERMINATION AND MODIFICATION

- A. If either party desires to amend and/or terminate this Agreement, it shall, sixty (60) days prior to the above termination date, give written notification of the same.
- B. If neither party shall give notice, this Agreement shall continue in effect from year to year thereafter, subject to notice of amendment or termination by either party, on sixty (60) days' written notice prior to the current year's termination date.
- C. Any subsequent amendments that may be agreed upon shall become and be a part of this Agreement without modifying or changing any of the other terms of this Agreement unless ratified by the parties.
- D. Notice of termination or modification. Notice shall be in writing and shall be sufficient if sent to the Association or Superintendent.
- E. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.
- F. Should it become apparent during the course of the Agreement that it should be mutually advisable to both parties to negotiate any given items, the parties may do so upon mutual consent.
- G. Neither party in any negotiations shall have any control over the selection of the bargaining representatives of the other party. Each party may select its representatives from within or outside the District. While the Association and District shall execute no final agreement without ratification, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations.
- H. If the parties fail to reach an agreement in any such negotiations, either party may invoke mediation through the Michigan Employment Relations Commission (MERC), or take any other lawful measures it may deem appropriate.

ARTICLE 22 - MISCELLANEOUS

- A. Any employee who fails to give a two (2) week written notice to quit shall have their file marked "not eligible for rehire."
- B. The Association and the District recognize that strikes and other forms of work stoppages by employees are contrary to law and public policy. The Association and the District subscribe to the principle that differences shall be resolved by peaceful and

appropriate means without interruption of the school program. The Association therefore agrees that its officers, representatives and members during the life of this Agreement shall not authorize, instigate, cause, aid, encourage, ratify or condone - nor shall any employee take part in any strike, slow down or stoppage of work, boycott, picketing or similar interruption of activities of the Employer. The Employer agrees there will be no lock out of employees.

- C. If any provisions of this Agreement shall, at any time, be held contrary to law by a court of competent jurisdiction in the State of Michigan or the United States, whichever is applicable, or from whose judgment no appeal has been taken within the time provided for doing so, and in the event such provisions shall not be valid and subsisting except to the extent such provisions are permitted by law, all of the provisions of this Agreement shall continue in full force and effect. In the event this Agreement, or any part of this Agreement, is found contrary to law under the conditions described above, the parties shall meet to negotiate the items in question, as soon as possible.
- D. Special conferences for important matters will be arranged between the Association and the Employer or its designated representative upon the request of either party. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conferences shall be confined to those included on the agenda. Conferences may be held during regular working hours with the consent of the Employer. In that event, the members of the Association shall not lose time or pay for the time spent in such special conferences. This meeting may be attended by representatives of the Association and notice shall be given to the Employer at the time the request is made for the meeting.
- E. An emergency manager appointed under the Local Government and School District Fiscal Accountability Act has the right to reject, modify, or terminate the collective bargaining agreement as provided in the Local Government and School District Fiscal Accountability Act to the extent afforded by law.
- F. Nothing herein shall obligate the Employer to assign work to an employee if such an assignment will cause the employee to earn overtime.
- G. The parties agree that this Agreement incorporates their full and complete understanding and any prior oral or written agreements or practices not incorporated herein during the negotiations of the successor agreement are superseded by the terms of this Agreement. The parties further agree that no such oral or written understanding or practices arising during the term of the successor agreement will be recognized in the future unless committed to writing and signed by the parties as amendments or additions to this Agreement.

future unless committed to writing and signed by the parties as amendments or additions to this Agreement.

ARTICLE 23 - DRUG FREE WORKPLACE

In accordance with the law, the Board of Education of the C.O.O.R. Intermediate School District prohibits the use, possession, concealment, or distribution of drugs or any alcoholic beverage by employees on school grounds, in school or school-approved vehicles, or at any school-related event.

Drugs include any anabolic steroid, dangerous controlled substance as defined by statute, or substance that could be considered a "look-alike" controlled substance.

Compliance with this policy is mandatory. Any employee who violates this provision will be terminated without recourse to the grievance procedure. When appropriate or required by law, the district will also notify law enforcement officials.

ARTICLE 24 - DURATION

This Agreement shall be in effect upon ratification by the parties or July 1,2021, whichever is later and shall remain in effect until June 30, 2023.

The District agrees to type the Agreement and provide copies on the District's web site.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on the day and year first above written;

FOR THE ASSOCIATION:

Blair Williams, CESPAs President

Date: 6-7-21

FOR THE EMPLOYER:

Shawn Petri, Superintendent

Date: 6-9-21

Association Team

Blair Williams, CESPAs President
Tracy Hendershott
Andrea Baldwin
Rhonda Kruch, MEA UniServ

Board Team

Shawn Petri, Superintendent
Jill Radosta, Director of Special Education
Katie Keith, Early Childhood Coordinator
Melisa Akers, CEC Principal

APPENDIX A
CLASSIFICATIONS AND RATES

I. CESPAs Staff Paraprofessionals,

Year	2021-2022	2022-2023
	\$13.16	TBD

II. R.O.O.C. Staff

Year	2021-2022	2022-2023
	\$10.66	TBD

III. Facilities and Grounds Support Staff

Year	2021-2022	2022-2023
	\$13.26	TBD

TBD: Salary reopener for the 2022-2023 negotiated hourly wage no later than May 15, 2022.

Parties agree to reconvene for wages only if minimum wage increases above current wage scale for the impact of minimum wage.

IV. R.O.O.C. staff who work morning, evening or weekend hours as defined below will earn a shift premium of 25 cents per hour.

Evening, Morning or Weekend Work: Morning/Evening work is any assignment that takes place between 5:00 p.m. and 7:00 a.m., Monday through Friday, Weekend work occurs at any time between 12:00 a.m. Saturday and 12:00 am Monday.

V. Wage will be twenty (20) cents less per hour for the probationary period for all classifications.

VI. Longevity

Employees who have attained system-wide seniority will receive longevity on their anniversary date based on the following schedule:

5 - 9 years	\$ 100
10 - 15 years	\$ 500
16 - 19 years	\$ 925
20 + years	\$ 1150

 This provision will not apply to employees hired after June 30, 2016.

GRIEVANCE FORM

COOR EDUCATION SUPPORT PERSONNEL ASSOCIATION

Name of Grievant: _____

Grievance #: _____

Date Grievance Occurred: ___/___/___

Contract Article(s) Violated: _____

LEVEL ONE: Informal Discussion: The employee who feels he/she has a grievance shall first identify it as a grievance issue, cite the appropriate contract section or sections, and shall discuss it with their supervisor with the object of resolving the matter informally.

Date of Discussion with Supervisor: ___/___/___

Results of discussion:

_____/_____/_____
Signature of Supervisor Date

Disposition: Satisfactory Unsatisfactory

_____/_____/_____
Signature of Grievant/Association Date

LEVEL TWO: The employee or his/her steward will reduce the grievance to writing on their own time, this to be presented to his/her supervisor within ten (10) days following the act or condition which is the basis for the grievance, specifying the section of the contract he/she alleged was violated, the events that caused the alleged violation and the remedy he/she seeks.

Date submitted to Supervisor: ___/___/___

Nature of the Grievance (attach additional information if needed):

Remedy Sought:

LEVEL TWO (continued): Within ten (10) days of the receipt of the written grievance, the supervisor will arrange a conference, with the view of satisfactorily resolving the grievance.

Date of Level Two Meeting: ___/___/___

Disposition of Supervisor: Within ten (10) days after such conference or longer, if mutually agreed to, the supervisor shall answer such grievance in writing to the steward or employee.

_____/_____/_____
Signature of Supervisor Date

Written disposition received: ___/___/___ Satisfactory Unsatisfactory

_____/_____/_____
Signature of Grievant/Association Date

LEVEL THREE: The grievance may be appealed to the Superintendent of Schools or his/her designee by sending such notice to him/her, in writing, within ten (10) days after the date of the supervisor's written decision.

Date submitted to Superintendent/Designee: ___/___/___

LEVEL THREE (continued) Within ten (10) days after receipt of the written appeal, the Superintendent or his/her designated representative, will arrange for a conference to satisfactorily resolve the grievance.

Date of Level Three Meeting: ___/___/___

Disposition of Superintendent/Designee: Within ten (10) days after the conference, or longer if mutually agreed to, the Superintendent or his/her designated representative shall answer such grievance in writing.

_____/_____/_____
Signature of Superintendent/Designee Date

Written disposition received: ___/___/___ Satisfactory Unsatisfactory

_____/_____/_____
Signature of Grievant Date

Signature of Association

____/____/____
Date

LEVEL FOUR: If the grievance is not settled at the preceding step, it may be submitted by the Association to mediation through the Michigan Employment Relations Commission within twenty (20) days from the date of the Superintendent's disposition. No individual shall have the right to appeal to mediation.

B. Approve a 3.5% salary increase
for the COOR Education Association
(CEA) staff group

109

23-24 Actual

Based on 184 day calendar

Steps	BA	BA+18	BA+30	MA	MA+15	MA+30
1	39,695.39	40,759.58	41,757.47	42,723.89	43,658.86	44,558.98
2	41,680.15	42,797.56	43,845.34	44,860.09	45,841.80	46,786.93
3	43,764.16	44,937.43	46,037.61	47,103.09	48,133.89	49,126.28
4	45,952.37	47,184.31	48,339.49	49,458.25	50,540.58	51,582.59
5	48,249.99	49,543.52	50,756.46	51,931.16	53,067.61	54,161.72
6	50,662.49	52,020.70	53,294.29	54,527.72	55,720.99	56,869.81
7	52,688.99	54,101.53	55,426.06	56,708.83	57,949.83	59,144.60
8	54,796.55	56,265.59	57,643.10	58,977.18	60,267.83	61,510.38
9	56,988.41	58,516.21	59,948.83	61,336.27	62,678.54	63,970.80
10	58,698.06	60,271.70	61,747.29	63,176.36	64,558.89	65,889.92
11	60,459.00	62,079.85	63,599.71	65,071.65	66,495.66	67,866.62
12	61,668.18	63,321.44	64,871.70	66,373.08	67,825.58	69,223.95
13	62,901.55	64,587.87	66,169.14	67,700.54	69,182.09	70,608.43
14	63,530.56	65,233.75	66,830.83	68,377.55	69,873.91	71,314.51
15	64,165.87	65,886.09	67,499.14	69,061.32	70,572.65	72,027.66
16	64,807.53	66,544.95	68,174.13	69,751.94	71,278.37	72,747.94
17	65,131.57	66,877.68	68,515.00	70,100.70	71,634.76	73,111.68
18	65,457.22	67,212.06	68,857.57	70,451.20	71,992.94	73,477.23
19	65,784.51	67,548.12	69,201.86	70,803.46	72,352.90	73,844.62
20	66,113.43	67,885.86	69,547.87	71,157.47	72,714.67	74,213.84
21	66,444.00	68,225.29	69,895.61	71,513.26	73,078.24	74,584.91
22	66,776.22	68,566.42	70,245.09	71,870.83	73,443.63	74,957.84
23	67,110.10	68,909.25	70,596.31	72,230.18	73,810.85	75,332.63
24	67,445.65	69,253.80	70,949.30	72,591.33	74,179.90	75,709.29
25	67,782.88	69,600.07	71,304.04	72,954.29	74,550.80	76,087.84
26	68,121.79	69,948.07	71,660.56	73,319.06	74,923.56	76,468.27
27	68,462.40	70,297.81	72,018.87	73,685.65	75,298.18	76,850.62
28	68,804.71	70,649.30	72,378.96	74,054.08	75,674.67	77,234.87
29	69,148.74	71,002.54	72,740.85	74,424.35	76,053.04	77,621.04
30	69,494.48	71,357.56	73,104.56	74,796.47	76,433.31	78,009.15

\$ 31,389.56 194 Day contract for Classroom Teachers in Grow Your Own

C. Approve a change to the COOR
Educational Center calendar, making
June 16th a staff day and June 15th
the last student day

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C.O.O.R. EDUCATIONAL CENTER

2022-2023 SCHOOL CALENDAR

Hours of Instruction 9:00 a.m. to 3:30 p.m.

July 2022

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SCI Days - 12

August 2022

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Staff - 8 SCI - 4 Student - 7

September 2022

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Staff Days - 20 Student Days - 19

October 2022

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Staff Days - 21 Student Days - 20

November 2022

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Staff Days - 20 Student Days - 19

December 2022

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Staff Days - 16 Student Days - 15

January 2023

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Staff Days - 21 Student Days - 20

February 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Staff Days - 19 Student Days - 18

March 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Staff Days - 17 Student Days - 16

April 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Staff Days - 18 Student Days - 17

May 2023

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Staff Days - 22 Student Days - 21

June 2023

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Staff - 12 Students - 11

- First/Last Day of School
- No School for Students - PLC Day for Staff
- No School For Students - PD for Staff (count as student days)
- No School
- Scheduled School Days
- SCI Classroom Added Days

Total Student Days - 183
 Total Staff Days - 194
 Total SCI Days - 200
 (Minimum of 180 days and 1,098 hours required)

Revised 5/23/23
 Board Approved:

D. Ratify second amendment to the agreement with DHHS to a Whole Child Specialist, Scott Beltz, at Charlton Heston Academy

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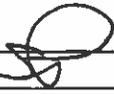
AGREEMENT NUMBER: DFA23-65002

AMENDMENT NUMBER: 2

Between

**THE STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

And

AGENCY	COOR Intermediate School District 
AGENCY ADDRESS	11051 N. Cut Rd PO Box 827 , Roscommon, MI 48653
AGENCY EMAIL	Petris@coorisd.net

STATE CONTACT	NAME	EMAIL
Contract Administrator	Christen Satchwell	SatchwellC@michigan.gov
BGP Analyst	Emily Quintero	QuinteroE1@michigan.gov

AGREEMENT SUMMARY			
SERVICE DESCRIPTION	Donated Funds Agreement		
COUNTY(IES) SERVED	Roscommon & Ogemaw		
INITIAL EFFECTIVE DATE	October 1, 2022	CURRENT EXPIRATION DATE	September 30, 2023
CURRENT AGREEMENT VALUE	\$191,013		
AGREEMENT TYPE	Revenue		

AMENDMENT DESCRIPTION			
EXTEND EXPIRATION DATE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	NEW EXPIRATION DATE
AMENDMENT AMOUNT	ESTIMATED REVISED AGGREGATE AGREEMENT VALUE		
\$26,736	<input checked="" type="checkbox"/> INCREASE	<input type="checkbox"/> DECREASE	\$217,749
NATURE OF CHANGE	Update the agreement to four Service Workers and add a work location.		

The individual or officer signing this Agreement certifies by his or her signature that he or she is authorized to sign this Agreement on behalf of the responsible governing board, official or Agency.

FOR THE AGENCY:

COOR Intermediate School District


Agency

Signature of Director or Authorized Designee

Shawn Petri Superintendent
Print Name Title

5-18-2023
Date

FOR THE STATE:

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

Signature of Director or Authorized Designee
Jeanette Hensler, Director-Grants Division
Bureau of Grants and Purchasing
Print Name Title

Date

Agreement Number: DFA23-65002
Amendment Number: 1

**STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

WHEREAS, the Michigan Department of Health and Human Services (hereinafter referred to as "MDHHS") entered into an Agreement effective October 1, 2022, with COOR Intermediate School District (hereinafter referred to as "Agency"), having a mailing address of 11051 N. Cut Rd PO Box 827, Roscommon, MI 48653, for the purpose as set forth therein; and,

WHEREAS, it is mutually desirable to MDHHS and to the Agency to amend the aforesaid Agreement.

THEREFORE, in consideration of the promises and mutual covenants hereinabove and hereinafter contained, the parties hereto agree to the following amendment of said Agreement. This amendment shall be attached to the Agreement, said Agreement being hereby reaffirmed and made a part hereof.

Article I

This amendment shall be effective on the date of MDHHS signature.

Article II

The maximum dollar amount of the Agreement shall be increased by \$26,736 from \$191,013 to \$217,749 for the period October 1, 2022 through September 30, 2023.

Article III

In Part II, Section III., Financial Requirements, Item C., Payment Schedule shall be amended as follows:

1. Payment to MDHHS shall be made in accordance with the annual payment schedule below. The Agency shall make final payments to MDHHS no later than July 1.

PAYMENT DUE DATES	AMOUNT OF PAYMENT
January 1, 2023	\$42,574
April 1, 2023	\$42,574
July 1, 2023	\$132,601

Article IV

Contract Number: DFA23-65002
Amendment Number: 2

In the Special Provision section, Other Specific Program Requirements shall be amended as follows:

MDHHS shall assign one additional Service Worker, who is full time starting May 28, 2023 to provide services consistent with the following MDHHS job classifications(s):

Article V

The Locations(s) From which work locations for assigned MDHHS Staff is modified to add a location. Locations now include:

- Roscommon Area Public Schools, 299H West Sunset, Roscommon, MI 48653
- Houghton Lake Community Schools, 4433 W Houghton Lake Dr. Houghton Lake, MI 48629
- West Branch Rose City Schools 960 M-33 West Branch, MI 48661
- Charlton Heston Academy, 1350 N. St. Helen Rd, St. Helen, MI 48656

E. Accept an RFQ from Roscommon Area Public Schools for vended school meals for the 23-24 school year in the amount of \$55,527.80, pending state approval. This was the only bid we received.

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BID SHEET
VENDED SCHOOL MEALS CONTRACT
RFQ (under \$250,000)
(to be completed by District/Sponsor and Bidder)

This bid is being offered by:

Roscommon Area Public Schools

Name of Vended Meal Company

This bid is being offered to:

COOR ISD

Name of School District/Sponsor

Projected total number of days for the 2023-2024 school year	Breakfast	Lunch	Snack	Supper
School Nutrition Programs (SNP)	184	184	n/a	n/a
Child and Adult Care Food Program (CACFP)	n/a	n/a	n/a	n/a
Summer Food Service Program (SFSP)	n/a	n/a	n/a	n/a

Note:

Price per Meal and Meal Equivalents must be quoted as if no USDA Foods will be received.
 All totals must be carried out to the second decimal place and must not be rounded.
 No additional fees, costs, or expenses may be charged to the School District/Sponsor above the fixed price cost.
 Meals/Units are based on claims for January 2023 for SNP.

	<u>Meals/Units</u> (MDE completes)		<u>Proposed Rate</u> (Bidder completes)		
1. School Nutrition Programs (SNP)					
Reimbursable Breakfasts	9,452	x	\$2.40	=	\$22,684.80
Reimbursable Lunches	9,123	x	\$3.60	=	\$32,842.80
Reimbursable Snacks		x	\$0.00	=	\$0.00
Non-Program Meal Equivalents (Adult a la carte)	111	x	\$5.25	=	\$582.75
TOTAL SNP					\$55,527.60
2. Child and Adult Care Food Program (CACFP) - if applicable					
Reimbursable Breakfasts		x	\$0.00	=	\$0.00
Reimbursable Lunches		x	\$0.00	=	\$0.00
Reimbursable Snacks		x	\$0.00	=	\$0.00
Reimbursable Suppers		x	\$0.00	=	\$0.00
TOTAL CACFP					\$0.00
3. Summer Food Service Program (SFSP) - if applicable					
Reimbursable Breakfasts		x	\$0.00	=	\$0.00
Reimbursable Lunches		x	\$0.00	=	\$0.00
Reimbursable Snacks		x	\$0.00	=	\$0.00
Reimbursable Suppers		x	\$0.00	=	\$0.00
TOTAL SFSP					\$0.00
4. Special Milk Program (SMP) - if applicable					
Special Milk		x	\$0.00	=	\$0.00
TOTAL SMP					\$0.00
TOTAL ESTIMATED COST					\$55,527.60
5. Fresh Fruit and Vegetable Program (FFVP) PER DAY - if applicable					
Flat Rate for FFVP PER DAY (as defined in RFP)					n/a
TOTAL FFVP					\$0.00
6. Additional Food Service Markup PER DAY for Salad/Food Bar - if applicable					
Additional Markup PER DAY for Salad/Food Bar (as defined in RFP)					n/a
TOTAL MARKUP					\$0.00

By submission of this bid, the bidder certifies that, in the event the bidder receives an award under this solicitation, the bidder shall operate in accordance with all applicable program laws and regulations. This contract shall be in effect for one year and may be renewed by mutual agreement for four additional one-year periods.

Vendor Representative Signature:



Date:

6-7-23

NOTE: The bidder must use this bid sheet when submitting its bid.

F. Approve a lease with RAPS for Early On and Special Education staff offices and playgroup at Roscommon Elementary from July 1, 2023 to June 30, 2025, at the rate of \$500 per month

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LEASE AGREEMENT

This Lease Agreement ("Lease") renewal is effective July 1, 2023, by and between Roscommon Area Public Schools, a Michigan general powers school district organized and operating under the provisions of the Revised School Code, MCL 380.1, *et seq.*, as amended, whose address is 299H W. Sunset Drive, P.O. Box 825, Roscommon, Michigan 48653-0825 ("Landlord") and C.O.O.R. ISD, a/k/a Crawford-Oscoda-Ogemaw-Roscommon ISD, a Michigan intermediate school district organized and operating under the provisions of the Revised School Code, MCL 380.1, *et seq.*, as amended, whose address is 11051 N. Cut Road, Roscommon, Michigan 48653-0827("Tenant").

WHEREAS, Landlord owns classrooms located at 175 West Sunset, Roscommon, MI commonly known as the Roscommon Elementary School; and

WHEREAS, Tenant desires to rent one (1) classroom for the COOR ISD Early Childhood office; and

WHEREAS, both Landlord and Tenant have determined it would be in their best interests to assist each other with regards to the rented classrooms.

THEREFORE, in consideration of the mutual promises herein, contained and other good and valuable consideration, it is agreed:

- 1. Term.** Landlord hereby leases the Leased Premises to Tenant and Tenant hereby leases the same from Landlord, for a twenty-four (24) month term, commencing July 1, 2023 and ending June 30, 2025, subject to the default provisions as provided in Paragraph 16.
- 2. Rent.** The rent for this Lease shall be Five Hundred Dollars (\$500.00) per room, per month, payable in advance of the first day of each month.
- 3. Use.** The Leased Premises may be used and occupied by Tenant for educational services and for no other purposes without the consent of Landlord, which consent shall be at the sole discretion of the Landlord. Tenant shall comply with all applicable zoning ordinances, laws, rules, or regulations.
- 4. Sublease and Assignment.** Tenant shall not sublease all or any part of the Leased Premises, or assign this Lease in whole or in part without Landlord's consent, which consent shall be at the sole discretion of the Landlord.
- 5. Repairs.** During the Lease term, Tenant shall make, at Tenant's expense, repairs to the Leased Premises, including such items as routine cleaning and minor maintenance and repair of floors and walls, and other parts of the Leased Premises damaged or worn through normal occupancy. Tenant shall perform all maintenance, repair and replacement upon Lease Premises necessitated by the action or inaction of Tenant, its agents, employees, or invitees. Landlord shall be responsible for the maintenance and repair of all the structural components of the Leased Premises, including but not limited to roof, walls, HVAC, electrical and plumbing systems.

6. **Alterations and Improvements.** Tenant shall have the right, following Landlord's review of plans and consent (in writing), to remodel, redecorate, and make additions, improvements, and replacements of and to all or any part of the Leased Premises from time to time as Tenant may deem desirable, provided the same are made in a workmanlike manner and utilizing good quality materials. Tenant shall have the right to place and install personal property, trade fixtures, equipment, and other temporary installations in and upon the Leased Premises, and fasten the same to the Leased Premises. All personal property, equipment, machinery, trade fixtures, and temporary installations, placed or installed on the Leased Premises by Tenant and not removed upon the termination of this Lease, shall become the Landlord's property free and clear of any claim by Tenant. Tenant shall have the right to remove the same at any time during the term of this Lease provided that all damage to the Leased Premises caused by such removal shall be repaired by Tenant at Tenant's expense.

7. **Insurance.**

A. Landlord shall maintain fire and extended coverage insurance on the Property in such amounts as Landlord shall deem appropriate. Tenant shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property, including removable trade fixtures, located in the Leased Premises.

B. Tenant shall maintain a policy or policies of comprehensive broad form general liability insurance with respect to the Leased Premises in the amount of \$1,000,000 single incident (\$2,000,000 aggregate) with the premiums thereon fully paid on or before due date. Landlord shall be listed as an additional insured on the Tenant's policy or policies of comprehensive general liability insurance, and Tenant shall provide Landlord with current certificates of insurance evidencing the Tenant's compliance with this Paragraph 8. The policy or policies of comprehensive general liability insurance shall contain language which provides that the Landlord shall be notified, in writing, at least thirty (30) days prior to the cancellation of the policy or policies. In the event of cancellation of coverage, the Landlord may obtain a policy or policies of comprehensive general liability insurance, the premium(s) of which shall be considered rent under this Lease Agreement and the Tenant shall reimburse the Landlord within thirty (30) days from receipt of an invoice for the premiums(s).

C. Tenant shall indemnify and hold the Landlord harmless from any and all liabilities, damages, awards, penalties, costs, claims, causes of action and expenses, including but without limitation actual attorney's fees incurred by the Landlord, arising out of or in any way related to the Tenant's possession and/or use of the Leased Premises.

8. **Utilities.** Except as provided below, Landlord shall pay when due all charges for water, sewer, gas, electricity, and other services and utilities consumed at the Leased Premises during the term of this Lease. Tenant shall pay for any telephone line and usage, internet and custodial services at the Leased Premises.

9. **No Signs or Advertising Displays.** Tenant shall not place any signs or advertising displays of any kind on or at the Leased Premises or the Premises.

10. Rules and Regulations. Tenant shall abide by all rules and regulations imposed by the Landlord upon the Tenant as a result of the Tenant's possession and/or use of the Leased Premises.

11. Entry. Landlord shall have the right to enter upon the Leased Premises at reasonable hours to inspect the same, provided Landlord shall not thereby unreasonably interfere with Tenant's use of the Leased Premises.

12. Damage and Destruction. If the Leased Premises or any part thereof or any appurtenance thereto is damaged by fire, casualty, or structural defects that the same cannot be used for Tenant's purposes, then Landlord or Tenant shall have the right within thirty (30) days following damage to elect by notice to the other party to terminate this Lease as of the date of such damage. In the event of minor damage to any part of the Leased Premises, and if such damage does not render the Leased Premises unusable for Tenant's purposes, Landlord may, in its discretion, repair such damage at the cost of Landlord. If Landlord determines not to repair the minor damage, the Tenant may terminate this Lease upon thirty (30) days written notice to the Landlord. Tenant shall be relieved from paying rent and other charges during any portion of the Lease term that the Leased Premises are inoperable or unfit for occupancy or use in whole for Tenant's purposes. In the event the

Leased Premises are not damaged to such extent that they are rendered wholly unusable, then Tenant shall continue to occupy that portion of the Leased Premises that are usable, and rent shall abate proportionately to the portion occupied. Rentals and other charges paid in advance for any such periods shall be credited on the next ensuing payments, if any, but if no further payments are to be made, any such advance payments shall be refunded to Tenant.

13. Default. If default shall at any time be made by Tenant in the payment of rent when due to Landlord as herein provided, or if default shall be made in any of the other covenants or conditions to be kept, observed, and performed by Tenant, and such default shall continue for thirty (30) days after notice thereof, in writing, to Tenant by Landlord, without correction thereof, then having been completed or corrected, this Lease shall terminate and the Landlord may pursue all legal and equitable remedies against the Tenant. In the event of a default, the Tenant shall pay the Landlord's costs, including without limitation Landlord's actual attorney's fees, incurred as a result of the Tenant's default.

14. Quiet Possession. Landlord covenants and warrants that upon performance by Tenant of its obligations hereunder, Landlord will keep and maintain Tenant in exclusive, quiet, peaceable, and undisturbed and uninterrupted possession of the Leased Premises during the term of this Lease.

15. Condemnation. If any legally, constituted authority condemns the Leased Premises or such part thereof which shall make the Leased Premises unsuitable for leasing, this Lease shall cease when the public authority takes possession, and Landlord and Tenant shall account for rental as of that date. Such termination shall be without prejudice to the rights of either party to recover compensation from the condemning authority for any loss or damage caused by the condemnation. Neither party shall have any rights in or to any award made to the other by the condemning authority.

16. Notice. Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

If to Landlord to:

Roscommon Area Public Schools
Attn: Superintendent of Schools
299H W. Sunset Drive
Roscommon, Michigan 48653-0825

If to Tenant to:

C.O.O.R. ISD a/k/a Crawford-Oscoda-Ogemaw-Roscommon ISD
Attn: Superintendent of Schools
11051 N. Cut Road
Roscommon, Michigan 48653-0827

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

17. Waiver. No waiver of any default of Landlord or Tenant hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Landlord or Tenant shall not be construed as a waiver of a subsequent breach of the same covenant, term, or condition.

18. Headings. The headings used in this Lease are for convenience of the parties only and shall not be considered in interpreting the meaning of any provision of this Lease.

19. Successors. The provisions of this Lease shall extend to, and be binding upon, Landlord and Tenant and their respective legal representatives, successors and permitted assigns.

20. Consent. Landlord shall not unreasonably withhold or delay its consent with respect to any matter for which Landlord's consent is required or desirable under this Lease.

21. Surrender of Leased Premises. Tenant covenants and agrees to surrender possession of Leased Premises to Landlord upon expiration of term of this Lease, or upon earlier termination of this Lease, in as good condition and repair as the same shall be at the commencement of this Lease, ordinary wear and tear excepted.

22. Compliance with Law. Tenant shall comply with all laws, orders, ordinances, and other public requirements now or hereafter pertaining to Tenant's use of the Leased Premises. Landlord shall comply with all laws, orders, ordinances, and other public requirements now or hereafter affecting the Leased Premises.

23. Final Agreement. This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

24. Joint Drafting. This Lease shall be deemed to be have drafted jointly by the Landlord and the Tenant and shall not be construed against either party as the drafter.

25. Execution in Counterparts. This Lease may be executed in counterparts, including facsimile and electronic signatures, and all of which counterparts which may be considered to be one and the same Lease.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

ROSCOMMON AREA PUBLIC SCHOOLS,
a Michigan general powers school district

By: _____

Its: Superintendent of Schools

Dated: _____

C.O.O.R. ISD, a/k/a CRAWFORD-OSCODA-OGEMAW-ROSCOMMON
ISD, a Michigan Intermediate school district

By: _____

Its: Director of Special Education

Dated: _____

G. Approve the following new hires and a payment agreement:

7. Olivia Merrow, Speech Language Pathologist, COOR Education Association agreement, MA30, step 3 starting July 1, 2023 pending background check
8. Jennifer Bell, Speech Language Pathologist, COOR Education Association agreement, MA30, step 12 starting July 1, 2023 pending background check
9. Charles Bissell, Automotive Instructor at the COOR Advanced Technical Innovation Center, pending background check
10. Authorize payment to Kyle Sisco for Welding Lab setup and machine training

H. Approve airfare and expenses to send Kyle Sisco, CTE instructor, and Roy Boomer, Paraprofessional at Ogemaw Heights High School, to attend the Titans of CNC Inspector Certification in Grapevine, Texas August 7-9, 2023. This training would allow the staff to become certified Titan CNC Trainers, who could then train anyone in the state.

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

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

Pre- Conference Information Revised 7-7-22 rs

Name: Kyle Sisco Date submitted: 6-5-2023

Conference / Event Title: TITANS OF CNC Inspector Certification *8-8*

Location: GRAPEVINE TX Dates: 8-7-2023 *Training 8-8*

	Fees	Payable To	check	credit card
Registration	\$ <u> </u>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Lodging	\$ <u>300</u>	_____	<input type="checkbox"/>	<input type="checkbox"/>

Est. Meals \$ 100 Lodging confirmation # _____

Est. Mileage 500 ~~1300~~ round trip miles OR using COOR car/ carpooling

Airfare Dallas FW + taxi/Uber to hotel

Employee Signature _____ Date 6-5-23 Total \$ 1,200

Approval to Attend the above is: GRANTED or DENIED

Department Head DKD Date 1/11/23 Superintendent _____ Date _____

Accounting Code: _____

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

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

- Registration Fee _____ (should be paid in advance)
- Lodging _____
- Meals _____ Attach detailed Receipts. See note above. ^^^
- Travel _____ miles X \$0.625 = _____
- Other _____ Attach Receipts & Describe reason

Employee Signature _____ Date _____ Balance Due Employee: \$ _____

Department Head _____ Date _____ Superintendent _____ Date _____



**C.O.O.R. Request for Approval:
INTERMEDIATE
SCHOOL DISTRICT Conference/Workshop/Meeting**

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

Pre- Conference Information

Revised 7-7-22 rs

Name: Ray Boomer Date submitted: 6-5-23

Conference / Event Title: Titans of CNC Inspector Certification

Location: Grapevine Tx Dates: 8-7-23

*Training 8-8
8-9*

	Fees	Payable To	check	credit card
Registration	\$ <u>—</u>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Lodging	\$ <u>300</u>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Est. Meals	\$ <u>100</u>	Lodging confirmation # _____		
Est. Mileage	<u>500</u> 1000	round trip miles		
		OR <input type="checkbox"/> using COOR car/ carpooling		

Airtare

Employee Signature: _____ / 6-5-23 Date
Total: \$ 1200

Approval to Attend the above is: GRANTED or DENIED

Department Head: A. Davis / 6/16/23 Date
Superintendent: _____ / _____ Date

Accounting Code: _____

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

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

Registration Fee _____ (should be paid in advance)
Lodging _____
Meals _____ Attach detailed Receipts. See note above. ^^^
Travel _____ miles X \$0.625 = _____
Other _____ Attach Receipts & Describe reason

Employee Signature: _____ / _____ Date
Balance Due Employee: \$ _____
Department Head: _____ / _____ Date
Superintendent: _____ / _____ Date





BECOME A CERTIFIED INSPECTOR

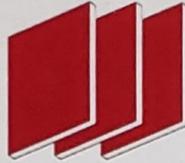
FOR THE CNC EXPERT PLATFORM

- 1-DAY, IN-PERSON TRAINING WITH TITAN & TEAM IN TEXAS
- AUGUST 8TH, 2023
- HANDS-ON METROLOGY AND GD&T INSTRUCTION
- AND MORE...

EMAIL TO EXPRESS YOUR INTEREST:
EDUCATION@CNCEXPERT.COM
SPACE IS LIMITED

I. Discontinue the Ascent New Teacher Program
for the 2023-24 school year
J. Accept bids for the CEC
Vocational room: Metal Arts
Construction bid for the
installation of acoustical ceiling
grid and tile in the in the amount
of \$29,710 and Global Green
Corporation bid for LED lighting in
the amount of \$23,784.75

130



Metal Arts Construction

BID PROPOSAL Rev1

May 24, 2023

23083-MTB

COOR ISD
Attn: Jared Socia

Re: Acoustical Grid & Tile

Scope of Work Inclusion:

1. 2x2 Acoustical grid and tile installed in 3 areas. (68'x74', 51'x39', 11'x10')
2. Metal trim around metal building columns.
3. State Inspection included.
4. Daily clean-up to an Owner provided dumpster.

Base Bid using Armstrong 1713 Fine Fissured 2x2 tile with .70 NRC \$ 29,710.00

Scope of Work Exclusions:

1. Sales Tax.
2. Prevailing Wages.
3. Cleaning out of existing spaces.
4. Demolition of HVAC, electrical devices.
5. Insulation.
6. Wall / soffit framing.
7. Dumpster fees.
8. Temporary power, heat, water.

Thank you for the opportunity to bid this project. We look forward to working with your firm on this and future projects. If you have any questions or comments regarding this Bid Proposal, please do not hesitate to contact me at the numbers listed below.

Sincerely,

Matt Brownlee

Matt Brownlee
Metal Arts Construction, Inc.

This proposal may be withdrawn by us if not accepted within thirty (30) days.

K. Authorize the Superintendent or his representative to seek bids for electrical upgrades to accommodate new HVAC units in the CEC Vocational room

9. Information Items

132

- CEC graduation invitation: Ceremony on June 14th at 1:30PM
- Summer Camp Enrollment data
- Save the date: Thursday, Aug 3rd - NMSLA Dinner in Traverse City
- Quote from S&J Excavating to grade the area behind CEC to prep for setting the new HVAC units for the Vocational room.
- May 2023 Social Media Report
- Alternative Educational Academy of Ogemaw County:
 - May meeting minutes
 - June meeting agenda
 - 22-23 final budget
 - 23-24 budget
 - 23-24 calendar

Congratulations Class of 2023

C.O.O.R. Education Center
2023 Graduation Ceremony

6.14.2023 @ 1:30

Roscommon High School Auditorium
10600 Oakwood Road, Roscommon
Cake & punch to follow in cafeteria



2023 SUMMER CAMP



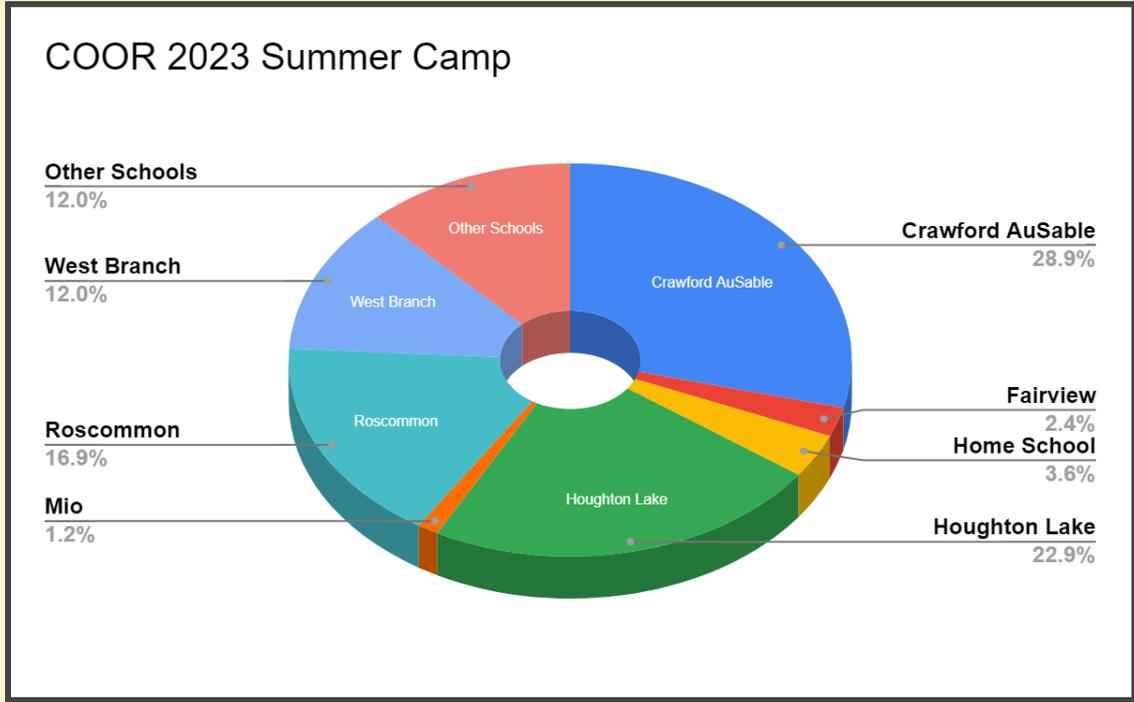
C.O.O.R.
INTERMEDIATE
SCHOOL DISTRICT

Crawford
Decoda
Ogemaw
Roscommon

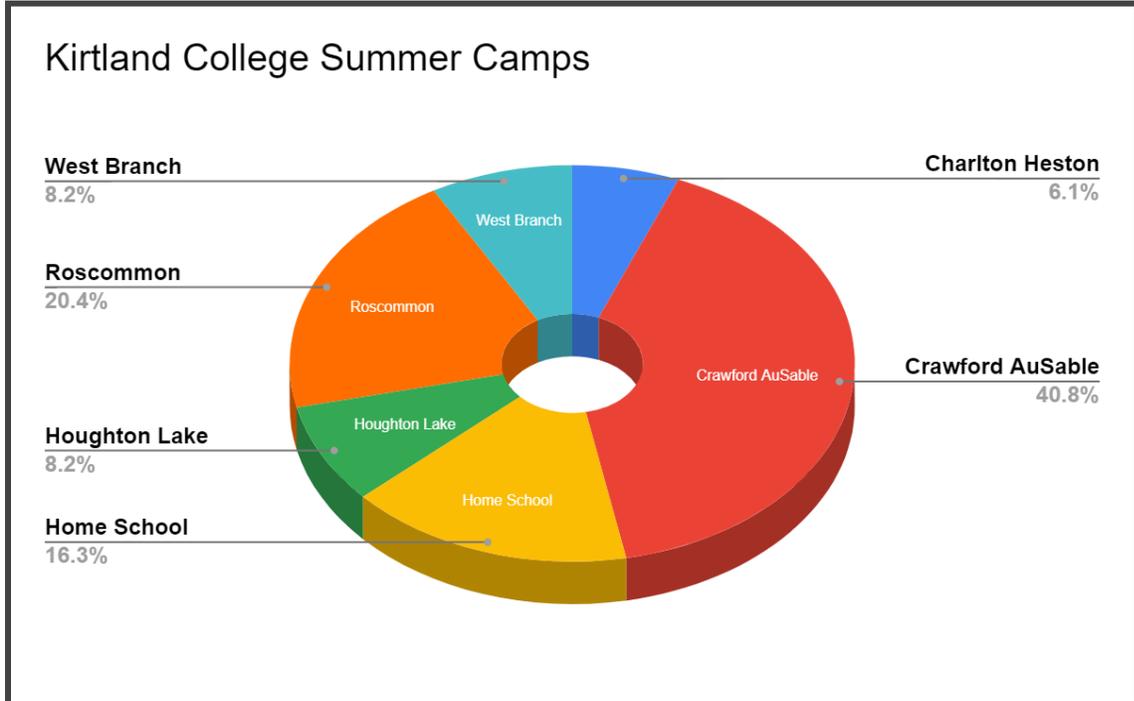


MISTEM
Network
Northeast Michigan (NEM) Region

COOR Summer Camps: 83 Total Participating Students



Kirtland College Summer Camps: 49 COOR Students Participating out of 91 Total



S&J EXCAVATING

Wade Hartman

Top Soil - Sand - Gravel - Limestone - Septic Tanks - and more

11355 Steckert Bridge Rd. - Roscommon MI 48653

(989) 275-5656

DATE 5-8-23

NAME Roooc

ADDRESS _____

"Side walk project"

AMOUNT	DESCRIPTION	UNIT COST	TOTAL COST
	Remove stumps & HAUL AWAY		
	Level Holes.		1500. ⁰⁰
	Delivered approx. 200yds Fill Sand	15 ⁰⁰ yd	3000 ⁰⁰
	to bring up grade around building for sidewalk		
		TOTAL	4500 ⁰⁰
*	Any additional fill sand if needed is		
to	15. ⁰⁰ yd delivered		

May 2023



C.O.O.R.
INTERMEDIATE
SCHOOL DISTRICT

Social Media Report Card



Audience: 1,044
Reach: 13,792
(up 88.6%)

2023 SUMMER CAMP

FREE Students Entering 7th, 8th & 9th & 10th, 11th & 12th Grade 2023

REGISTRATION Deadline June 2, 2023

Welding Fundamentals June 19 & 20 9:30a-3p Houghton Lake High School	Vex IQ Robotics June 19 & 20 9:30a-3p Build, Code & Compete Robots Graying Middle School
Welding Advanced June 14 & 15 9:30a-3p Students who have completed beginners welding course Houghton Lake High School	Camp Brave Heart June 14 & 15 9:30a-3p First Aid / CPR / AED Training Ogemaw Heights High School
Sphere We Go! June 15 & 16 9:30a-3p Exploration of water, air, soil & life Graying Middle School	Exploring Electricity June 19 & 20 9:30a-3p Explore & practice skills to work with electricity Roscommon Middle School
Indoor Aerial Drone Challenge June 22 & 23 9:30a-3p Program & Operate a Drone EdU Competition Drone Roscommon Middle School	eSports June 27 & 28 100p-500p Learn about the eSports Industry & Prepare Games Kirtland Community College

COOR ISD Registration Link: <http://bit.ly/3o72npH>

KIRTLAND SUMMER CAMP OFFERINGS

Painting Camp (Full) June 14, 21 & 28
Illustrators Art (20h Fee) June 19, 26 & 27
1st Year Science University June 19th
Learn in Autumn/Invent June 20-22
Gardening June 22-22
Registration Link: <http://bit.ly/3ZCJCH1>

4H Forestry in Michigan
Oshagan Nature Preserve
Roscommon (2025 Fee)
July 18-20
Registration Link: <http://bit.ly/3Lmyxv8>

4H LAKES NAUTRAL RESOURCES
Camp Chickagami, Presque Isle
July 23-29
www.4h.org/education/4hgreat_lakes_natural_resources

MISTEM Network
Michigan Michigan 4H991 Region

Reach 3,304
28 shares

May 17th
Summer Camps

COOR Intermediate School District
Published by Joseph Moore May 16 at 2:56 PM

Put it on your calendars, everyone! The students at the CEC are putting on a car wash, bake sale, and lemonade stand fundraiser! Come support a great cause!

Car Wash Fundraiser
May 25 from 10:00a.m-2:00p.m at 11051 N. Cut Road, Roscommon, MI 48653

The C.O.O.R. Education Center is having a Car Wash, Bake Sale, and Lemonade Stand. The proceeds will go towards purchasing the students t-shirts with the school logo on them, a chameleon. Everything is by donation.

Car Wash
Lemonade Stand
Bake Sale

Reach 2,700
48 shares

May 16th
Fundraiser

COOR Intermediate School District
Published by Joseph Moore May 14 at 11:43 AM

We have a winner! AIC teacher Shannon Carll was awarded a \$200 grant for her classroom through the Meemic Foundation. She was presented her check by Kaitlin Duncan from the Kaitlin's Duncan Insurance Agency. Congratulations, Shannon!

Reach 2,627
4 shares

May 14th
Meemic Grant awarded to Ms.Carll

Stars of the Week

Reach 1,464
5 shares

259 reactions & comments!
May 29th
Stars of the Week

COOR Intermediate School District
Published by Sharon McMillan May 10

2023 Summer Camps are filling up fast. Referenced below are the spots remaining for the camp offerings. For camp details and registration go to: <http://bit.ly/3UL0wNc>

Graying Middle School Charlton Heston Academy Crawford Ausable Schools Fairview Area Schools Houghton Lake Junior/Senior High School Roscommon Middle School Roscommon High School @Graying High School West Branch-Rose City Area Schools Rose City School Ogemaw Heights High School Mio AuSable Schools

SUMMER CAMP INDOOR AERIAL DRONE CHALLENGE JUNE 22-23 9:30A-3P Roscommon Middle School 7 Spots Remaining	SUMMER CAMP Spheres We Go! June 15-16 9:30a-3p Roscommon Middle School 18 Spots Remaining
SUMMER CAMP Camp Brave Heart (First Aid / CPR) / AED Training! JUNE 14 15 9:30a-3p Ogemaw Heights High School 7 Spots Remaining	SUMMER CAMP eSports JUNE 27-28 10-3p Kirtland Community College 20 Spots Remaining
SUMMER CAMP Advanced Welding Camp The night we weld JUNE 14-15 9:30a-3p Houghton Lake High School 10 Spots Remaining	

Reach 1,362
10 shares

May 29th
Featuring Summer Camps

	22.23 Proposed 06/2022	22.23 Amended 01/2023	22.23 Final 06/2023
Revenues			
Local	0	719	56968
State (Est 110/109.72 actual)	1,057,000	1,175,328	1,162,741
Federal (REAP and ESSER III)	113,456	142,092	284,452
Other	0	0	0
Total Revenues	1,170,456	1,318,139	1,504,161
Expenditures			
Instruction			
Basic programs	474,463	519,420	503,998
Added needs	0	0	0
Adult and continuing education	0	0	0
Subtotal	474,463	519,420	503,998
Support Services			
Pupil	189,601	194,293	195,678
Instructional staff	3,000	3,000	4,572
General administration	105,000	105,000	105,000
School administration	117,672	125,190	124,190
Business	28,376	30,148	30,729
Maintenance and operations	61,000	47,500	58,476
Transportation	6,000	5,500	6,037
Central	33,000	41,935	44,140
Other	0	0	0
Subtotal	543,649	552,566	568,822
Community services	0	0	0
Building acquisition and construction	50,000	60,000	60,000
Outgoing and other	36,095	35,256	34,515
Total Expenditures	1,104,207	1,167,242	1,172,835
Revenues Over/(Under) Expenditures	66,249	150,897	331,326
Beginning fund Equity (estimated)	1,654,230	1,726,638	1,726,638
Projected Fund Equity	1,720,479	1,877,535	2,057,964

	23.24 Proposed 06/2023
Revenues	
Local	20000
State (100*9516 and 31a)	1,162,741
Federal (REAP)	13,010
Other	0
Total Revenues	1,195,751
Expenditures	
Instruction	
Basic programs	589,224
Added needs	0
Adult and continuing education	0
Subtotal	589,224
Support Services	
Pupil	196711
Instructional staff	5,000
General administration	105,000
School administration	139065
Business	30,906
Maintenance and operations	83,457
Transportation	6,500
Central	49,350
Other	0
Subtotal	615,989
Community services	0
Building acquisition and construction	20,000
Outgoing and other	31,548
Total Expenditures	1,256,761
Revenues Over/(Under) Expenditures	-61,010
Beginning fund Equity (estimated)	2,057,964
Projected Fund Equity	1,996,954

Alternative Educational Academy of Ogemaw County

2023 - 2024 School Calendar

August '23						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						4

September '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						19

October '23						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						22

November '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						18

December '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						16

January '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						18

February '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
						21

March '24						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						16

April '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						19

May '24						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						22

June '24						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						5

July '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- School Closed/ Holidays
- Teacher in-Service Day (no school for students)
- Half Day (for students)
- First and Last Day of School

Alternative Educational Academy of Ogemaw County Board Meeting
9:00 a.m.-Michigan Works Service Center in West Branch, MI
Agenda-June 12, 2023

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

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

“Recognizing unlimited Potential”

4. Appointment of Board Trustee (3-year term July 1, 2023-June 30, 2026)
5. Additions to Agenda
6. Approval of Agenda
7. Approval of Minutes from May 8, 2023
8. Discussion Items:
 - a. Staffing
 - b. Current Enrollment
 - c. Enrollment Process
 - d. Summer Session
 - e. CTE Transportation
9. Personnel Action Items:

None
10. Discussion Items with Action:
 - a. School Social Worker position
 - b. Cohort policy exception
 - c. 2023-2024 Calendar
 - d. 2022-2023 Final Budget Amendment
 - e. 2022-2023 Final Food Service Amendment
 - f. 2023-2024 Proposed Budget
 - g. 2023-2024 Proposed Food Service Budget
11. Future Meeting Date – August 7, 2023

12. Community Input
13. Board comments
14. Adjournment

Alternative Educational Academy of Ogemaw County Board Meeting
9:00 a.m.-Michigan Works, West Branch, MI
Minutes-May 8, 2023

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

9:02 Call to Order by Tina Williams

Roll Call

Board Present: Joe Perrera, Gail Hughey, Lisa Bolen, Trisha Ziegler
Staff Present: Tina Williams, Jeff Hutchison
Guest Present: Shawn Petri, COOR ISD

Mission and Vision Statement read aloud.

Additions to Agenda:

none

Approval of Agenda:

Motion by Lisa Bolen; Second by Gail Hughey to approve agenda as presented
Motion passes 4-0

Approval of Minutes from March 13, 2023:

Motion by Joe Perrera; Second by Trisha Ziegler; to approve the minutes.
Motion passes 4-0

Discussion Items:

- a. Staffing was discussed; AEAO posted two positions: Special Education (full-time) and Secondary General Education (full time).
- b. Current Enrollment was discussed; WB-RC (51), WP (23), Other (50)/total 124
- c. The enrollment process was discussed; no concerns noted at this time
- d. Tina shared that staff attended the Michigan Alternative Education Organization conference on April 27 and 28.
- e. Sam Achtabowski, Career Navigator, has started his position at the AEA. He is in the West Branch location 2-3 days a week.

Personnel Action Items:

none

Discussion with Action Items:

Lisa Bolen asked about the basketball court project. It is scheduled to be started in June.

- a. Motion by Lisa Bolen; Second by Trisha Ziegler to approve the 3rd Quarter Account Activity as presented for 2022-2023.

Yeas: Hughey, Ziegler, Bolen, Perrera

Nays: none

Motion passes 4-0

Next meeting: June 12, 2023 9:00 a.m. at Michigan Works

Community Input

None

Board Comments

Lisa Bolen shared information regarding surveys and services about child care. Shannon Mckinstry is the NEMCSA contact.

Adjourned at 9:17 a.m.

Minutes respectfully submitted by Tina Williams

10. Superintendent's Report
-2023 Lyle Spalding Award for
Leadership in Educational Technology
-Vocational room project update:
grading & gravel

144

11. **Communications**

12. **Public Participation- continued**

13. **Adjournment**