

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

Wednesday, July 12, 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. Presentations:

-Michelle Ewald, Early Literacy Coach

-Greysen Petri, Public Safety/EMC graduate

5. Department Updates

-Career & Technical Education Department

-Early Childhood Department

-Instructional Services Department

-Special Education Department (updated)

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

-K12 ETA (Educational Technology Association)

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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: July 5, 2023

Subject: CTE Update

CTE Construction Project:

Total costs are projected at \$2,530,659.00, as amended in May and we are within budget. Unfortunately we've had a setback with electrical as the control panels are backordered and not available through any vendor until December. This is consistent with all commercial construction projects throughout the country and outside of our control, but we will not have full power to our shop spaces until December. We are looking at creative ways to obtain power to come up with possible solutions, and we'll have further details soon.

Grants:

We received our official notification on the 61i grant, and we'll receive an additional \$93,205.33 for our teachers to further their education. Our teachers are working hard to continue their classes and we're excited to support them.

Outreach/Marketing:

We officially surpassed our goal of 200 students enrolled and are currently at 221 so that is very exciting for us!! We're working with local districts to provide transportation and believe we have this worked out. This will also be supported in our CTE millage.

Millage:

We are asking you to consider an agreement with Banach and Associates to take care of our CTE millage. We should have language drafted soon to move forward.

Other:

I attended EdCon, the MASSP conference in Traverse City with most of our secondary administrators and it was an awesome time to get to know each other better and learn from other colleagues. I am very proud of all of our secondary administrators and the positive relationships we've developed within our team. They are eager to support each other and I'm excited to continue to work with them.

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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Jared Socia,
Director of Operations

To: Shawn Petri, Superintendent

From: Katie Keith, Early Childhood Supervisor

Date: July 2023

Subject: Early Childhood Update

Great Start to Quality

We partnered with LARA to host a virtual Child Care Access Fair for people who are interested in opening up a licensed child care program. There were approximately 30 participants from around the state. We are definitely seeing an uptick in new licensed programs opening in our NE region. Each of our 11 counties is showing new programs opening or in the process of opening. We had an Advisory team meeting with community partners and focused on new licenses opening and also discussed how all of the folks who are trained for the Birth to 3 Literacy Essentials plan on presenting the trainings and materials. This will help us with our Professional Development plan for our providers for FY24. We had a team member (Lauralea Taylor) leave us, but we have quickly been able to find a qualified person to begin covering the Northwest area of our region in July. We have team members who have been attending the RCCIP grant (Rural Child Care Innovation Program) town hall meetings and provider appreciation events in order to support identifying the barriers of childcare access and to find ways to build interest in the field of Early Childhood.

Great Start Collaborative

No update at this time

Great Start Readiness Program

Please review our [end of year data](#) for GSRP for 2022-23.

Great Start & Great Start Parent Coalition

Great Start Parent Coalition of Iosco County are now hosting evening meetings to meet the needs of our working parents. POP UP Literacy Event is offered once a month at the Dewy Durant Park in Tawas.

Great Start Parent Coalition will be partnering with the Roscommon Area Christian Ministries to bring the NMCAA Diaper Grant to the upcoming Food Distribution at the RAPS Bus garage on July 22,2023.

Great Start Coordinator and Parent Liaison organized and hosted the Crawford County Neighborhood Connect June 22nd at the Crawford Ausable High School. 17 Vendors attended from various agencies serving Crawford County residence. DHHS and Crawford Roscommon Child Protection Council partnered at the event to give away household supplies, back packs, PPE, diapers, wipes and diaper cream. The Christian Help Center ordered and distributed the Food Truck to all participants. 103 family intakes were completed, 63 minor children benefited from the event. Crawford Ausable Schools allowed the event to take place free of charge.



Educational Technology Association

Technology for Learning

July 2023 ETA Report

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

Tickets (ETA Wide):

- Current Open: 243
- Created this month: 524

Trainings Provided:

- PowerSchool End-of-Year Workshop

Updates:

- It is summertime, we have projects in every district including cleaning out and dusting all computers and projectors, inventory, new devices, and adding security cameras to name a few. This is our time to get projects done and get the technology ready for students.
- COOR ISD is redesigning their webpage. We are helping to work with Foxbright to accomplish this.
- We have moved Baldwin Community Schools to our phone system
- We have moved Crawford AuSable Schools to our phone system
- Mason County Central has joined the ETA. We are working on hiring two employees to help support them. This will bring us to 17 districts and 4 ISDs. We could not do this without our amazing staff.
- 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.

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

- 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: June 2023

Ian Faulkner,
Treasurer

Subject: Instructional Services Update

Lyn Sperry,
Secretary

Kara Mularz,
Trustee

Jim Gendernalik,
Trustee

Brie Molaison,
Trustee

31n Team

The 31n Team is facilitating book studies over the summer as part of the recommended texts from the Whole Child Assessment. Team members, Jamie Mead and Michelle MacArthur, are taking the lead as the team looks to strengthen knowledge on trauma-informed instructional strategies and practices. Additionally, the team started their search for a new Behavioral Health Coordinator. Using the adopted COOR ISD Talent Management hiring process, team members conducted the first step with reviewing applications and screening candidates. Next, the team will facilitate the technical expertise and performance task interviews late next week.

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Jared Socia,
Director of Operations

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

- **LETRS Training** - Michelle 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.
- **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: July 6, 2023

Many improvements are being made at ROOC this month! As part of our improvements to all areas of programming, we began with having the floor painted in our activity room and it turned out beautiful. We purchased a new curriculum, fresh art supplies, additional specialized exercise equipment as well as some new equipment for our janitorial crew. Our fleet of vehicles are in for safety inspections this week and we are even working on an additional grant for a new wheelchair accessible van!

ROOC is continuing to grow in all areas of programming and services. We are currently working on contracting with an additional Community Mental Health Provider and have recently gained a second janitorial contract.

We are all enjoying the summer weather and looking forward to a favorite event at the end of July. The Special Olympics Canoe Race will be taking place on July 28th at 2:45pm at Penrod's Canoe Livery in Grayling. Good luck to all of the athletes participating!

6. Public Participation: 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, June 28, 2023

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Meeting Minutes

A special meeting of the C.O.O.R. Intermediate School District Board of Education (the “Board”) was held Wednesday, June 28th, 2023. President Mangutz called the meeting to order at 6:00 P.M.

1. Call to order & Roll Call

Present: Ian Faulkner, Dr. Jim Mangutz, Brie Molaison, Lyn Sperry, Nancy Persing.

Absent: Jim Gendernalik, Kara Mularz. Present: 5, Absent 2.

Shawn Petri, Becky Socia, Kurt Loll, Scott Mentel, Tammy Mentel, and Jane Petri were also in attendance. Attending by Zoom were Joseph Moore, Natalie Davis, Katie Fuelling, Somer Quinlan, and Cameron Kalthoff.

2. Opening Ceremonies

- Pledge of Allegiance

- Mission Statement read by President Mangutz

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

3. Adopt the Agenda

Adopt the agenda as presented. This motion, made by Ian Faulkner and seconded by Brie Molaison, Carried (5-0).

4. Resolution: Recognition of Retirement

*"BE IT RESOLVED the COOR Intermediate School District Board of Education expresses sincere appreciation to **Scott Mentel, Adult Transition Center Instructor**, for his valued and dedicated services to the C.O.O.R. Intermediate School District for the period of July 2020 to June 2023, and offers him best wishes in his retirement."*

This motion, made by Nancy Persing and seconded by Lyn Sperry, Carried (5-0).

Principal Moore thanked Mr. Mentel for his hard work and dedication. He worked with Scott as a colleague and also as his supervisor. You could tell that Scott’s passion was for the students! Everything he did revolved around giving the students the best experience possible and getting them ready to be productive members of the community.

Superintendent Petri thanked Mr. Mentel for making strong bonds with his students, doing garden projects, meat stick sales, and other projects that helped students learn important

skills. His graduation preparation made the ceremony go very smoothly.

The garden that Mr. Mentel started at the school has some perennials that should come back each year, like rhubarb, mint, and asparagus. The students cook with the garden vegetables in the fall. Mr. Mentel said that this was his best job ever.

5. Presentation of the COOR Educational Center Goal Progress, according to Public Act 144 of 2022 section 98b by Joseph Moore, CEC Principal

The 2022-23 school year data was given to the board along with 2021-22 school year data for comparison.

Principal Moore reported that for all grades, the mid-year goal was for 75% of students to show progress in reading or math and the end-of year goal was 100% of students to show progress in reading or math. For grades K-8, they nearly met that goal with 94% of students showing progress.

For grades 9-14, the goals were the same. From February to June, it jumped from 73% to 93% of students improving performance for ELA and from 76% to 88% of students improving performance for Math.

Superintendent Petri mentioned that the students at the ATC greet visitors warmly. Principal Moore enjoys reconnecting with the students from a different position. Principal Moore stated that we have an incredible group of educators doing a great job working with our students. It is a labor of love.

6. Public Participation- None.

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.)

Approve all items on the Consent Agenda. This motion, made by Ian Faulkner and seconded by Nancy Persing, Carried (5-0).

7.A. Approve minutes of previous meeting, June 14, 2023

7.B. Approve a 3% wage increase for secretarial staff with a three-step advance on the scale for each employee, along with a longevity bonus to be paid in November; \$500 for 0-5 years, \$750 for 6-10 years, and \$1,000 for 11+ years of service at COOR ISD.

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

Administrators:

1. Jared Socia, Director of Operations

Central Office Contracts:

1. Alexis Ferguson, Payroll and Benefits Coordinator
2. Carrie Macko, Accounting Department Supervisor
3. Kimberly Murphy, Business Office Staff Accountant
4. Kimberly Murphy, Food Service Director
5. Shannon Rea, Pupil Accounting Auditor
6. Rebekah Seelow, Early Childhood Supervisor, through June 30, 2024
7. Annmarie Spear, Early Literacy Coach, through June 30, 2024 ("Educator on loan")

Special Education Contracts:

1. Michele Cochrane, Early On Coordinator, through June 30, 2024
2. Teresa Gertiser, School Nurse, through June 30, 2024
3. Kerri Smitz, Employment Placement Specialist, through June 30, 2024

ROOC, Inc.

1. Stacey Barnes, Compliance Clerk

7.D. Renew contract with Jim Huiskens and School Psychological Services PLLC

8. Action Items

8.A. Approve 2023-2026 contract renewal for Superintendent Shawn Petri with a 3% salary increase. *Approve Shawn Petri's contract with a 3% increase through June 30, 2026.* This motion, made by Brie Molaison and seconded by Lyn Sperry, Carried (5-0).

8.B. Accept the final 2022-23 budget amendments as presented:

- General Fund
- Special Education
- Career & Technical Education
- ROOC, Inc
- Food Services (with 2023-24 Proposed Budget)
- Capital Projects (with 2023-24 Proposed Budget)
- NMEC (with 2023-24 Proposed Budget)

Accept proposed 2023-24 and final 2022-23 budgets as presented. This motion, made by Ian Faulkner and seconded by Nancy Persing, Carried (5-0).

Finance Director Kurt Loll stated that the Northern Michigan Electronic Consortium (NMEC) will not be necessary after 23-24. It was a consortium with AMA ESD. The fund balance will be spent or redistributed to the members.

The Food Service budget includes new equipment to upgrade the food serving equipment. New equipment was delivered and the invoice should be arriving any day.

Capital Projects Fund - CTE funds from the state needed to be deferred in this account. A new truck and bus were purchased. Some building improvements were made across the

district, such as roof repair, door lock upgrades, door replacements, etc. The admin building will need more maintenance and upgrades. Superintendent Petri is looking long-term for longevity. There are discussions about a potential storage building. The board would like to review a 1-year, 3-year, and 5-year plan.

The accounting department recently met with the auditors to discuss processes and prepare for the audit in advance of the field work in July. Bank reconciliations are up to date. Carrie Macko is back as the Accounting Supervisor, assisting the director. Mr. Loll reported that the full Accounting team is doing a great job. The new account codes will be active as of July 1st with lots of old account codes being retired and after the audit they will be cleared out.

ROOC, Inc.

Kurt Loll commended the diligent work of the ROOC administrator and staff to find grant money. They even increased revenue despite diminishing enrollment. New paint will be applied in the next two weeks to freshen up the building.

Career Tech

Half of the 61c funds can be used for construction costs. Equipment can still be purchased up to Sept 30th. There is a projection of a small revenue over expense balance. There are currently 220 students enrolled for fall 2023. Natalie Davis is expecting to move the CTE office in either late July or mid-August. The exterior trim is getting finished and garage doors will be installed in the shop area soon.

The Special Education budget has a large change in revenues from year to year. Medicaid payments also increased. They continue the effort to keep expenses low. Now that there is an increasing fund balance, they should be able to purchase the school bus with this budget instead of using Capital Project funds. Legislation has increased the reimbursement for special education services, so we can increase support to students in local districts. The Special Ed Director will be looking to reduce the bill-back costs to local districts as well. Medicaid funds and AOP funds have been reducing the local districts' expenses to the ISD. The participation rate of Medicaid service logging will be available soon in a new report.

The increased tax revenue and state aid also applied to the General fund budget. The budgets were set very conservatively. The healthy fund balance can be utilized if needed in the future. Some revenue was deferred and may continue to be deferred unless we stay fully staffed in those departments. Local districts are getting some training in Grand Rapids and Chicago for TBRI to support/grow our 31n team with trauma awareness and supporting student mental health. Superintendent Petri is very happy with the partnership the ISD has developed with MDHHS to support the local students. The ISD has increased its services and is looking to see how to increase them further.

Supt Petri will be meeting with the local district superintendents in July to review and discuss all the services that are needed across the ISD.

- 8.C. *Authorize the superintendent to close one COOR Early Literacy Coach position as of July 1, 2023 and redistribute the funds to the locals for their Instructional Coaches.* This motion, made by Lyn Sperry and seconded by Brie Molaison, Carried (5-0).

After discussions with administrators and literacy coaches from local school districts, it was recommended to change the funding structure to avoid a duplication of positions. The local district coaches will be required to be part of the state organization to bring back information to the local districts. They will each continue to grow & develop the Literacy Essentials. Math Essentials are just being launched as well. Our educator on loan supports the regional group.

- 8.D. *Approve expenses for interested board members and the superintendent to attend the Northern Michigan Legislative Association Dinner at the Hagerty Center in Traverse City on August 3, 2023.* This motion, made by Brie Molaison and seconded by Nancy Persing, Carried (5-0).

Board members will receive the latest update relative to school legislative matters and will have an opportunity to discuss specific Northern Michigan education issues. RSVPs need to be processed July 13th at a cost of \$32.40 per person. Social Hour is at 5:30PM with dinner at 6:30 PM.

- 8.E. *Approve a quote from Northern Floor & Tile to replace flooring in 2 classrooms at a cost of \$11,190 and a quote from North Country Log Coatings to paint 3 classrooms at a cost of \$1,480 each.* This motion, made by Ian Faulkner and seconded by Lyn Sperry, Carried (5-0).

Natalie Davis stated that they are re-arranging some classrooms and would like to get fresh paint and install sterile flooring in the Medical Occupations Lab before moving the medical equipment. Only shop space is being added with new construction, so welding and automotive will need to use a classroom for lecture and table work. The flooring would be similar to the Cosmetology Lab. Each classroom is looking professional and clean.

- 8.F. *Approve costs to replace the current VOIP phone system at a cost of \$9,468.23 for 98 phones and PA equipment plus \$15,224.88 for a new server that will handle the phones as well as other data. This server has the potential to run local district phone systems. Approve technology expenses in the amount of \$24,693.11.* This motion, made by Ian Faulkner and seconded by Brie Molaison, Carried (5-0).

Josh Hayes, ETA Director, suggested these upgrades to the phone system. In the future, if local districts want to tie into our system, it is sufficient for that possibility. Superintendent said that training would be provided on the new equipment. Funding would come from a technology line item in the General Fund budget.

- 8.G. Approve quote for new Wireless Access Points from Sentinel Technologies in the amount of \$24,399.00 *Approve quote for new wireless access points.* This motion, made by Lyn Sperry and seconded by Nancy Persing, Carried (5-0).

Superintendent Petri stated that when the budget is sound, it's a good time to upgrade infrastructure.

- 8.H. *Accept a bid for sealing & striping of asphalt for COOR ISD this summer in the amount of \$33,383.40 from Dave's Seal Coating* This motion, made by Nancy Persing and seconded by Ian Faulkner, Carried (5-0).

Superintendent Petri stated that in the past it cost about \$10,000 to seal our driveways and parking lots. This bid includes a lot of cold patching, re-leveling, and sealing of cracks along with a better sealing and a more thorough covering of the old parking lines. He thinks that we may need to resurface or tear up parts of the parking lot in 3-5 years, so we will need to start budgeting for a larger budget item. This is part of continuing upkeep of the grounds.

- 8.I. *Approval to seek bids for a school bus for purchase in the 2023-24 fiscal year.* This motion, made by Ian Faulkner and seconded by Brie Molaison, Carried (5-0).

Superintendent Petri reported that it takes about 18 months to get a new bus delivered. The previous purchase is supposed to be delivered very soon. School buses now cost about \$130,000. We are now adding air conditioning to the new buses because our students are on the bus for a long amount of time. Air conditioning only adds about \$3,000 per bus. The board felt that A/C would make it a much more comfortable ride for the students and reduce unwanted behaviors.

- 8.J. Accept the bid from Blanchard Electric of Houghton Lake for electrical upgrades to accommodate the new HVAC units in the CEC Vocational room in the amount of \$14,300.

Accept the bid from Blanchard Electric for electrical upgrades to accommodate the new HVAC units in the CEC Vocational room. This motion, made by Ian Faulkner and seconded by Lyn Sperry, Carried (5-0).

This is the winning bidder for electrical power supply for the HVAC units.

9. Information Items

Becky Socia mentioned that one recent applicant pointed out the ISD's social media presence shows a positive district culture.

10. Superintendent's Report

- CEC well drilling update:
A new well is being drilled at CEC, covered by the ARP grant. However, the job will not be complete after drilling the new well. It was recommended that horizontal drilling is done under the building to link the well to the holding system, testing the old well while the new well is being used, and then potentially connecting the two supplies so they can be backups for each other if the testing is clear of any PFAS. Further horizontal drilling may be necessary next summer. You don't want to lose water when school is in session.

11. Communications

- MDE letter accepting changes to COOR ISD Special Ed Plan
- The MASB Summer Institute will be at Macomb ISD in Clinton Township on Friday, August 11 through Sunday, August 13th. Please let Becky know if you would like to register for classes on Friday, Saturday, or Sunday.

12. Public Participation- continued (None)

13. Adjournment

Adjourn the meeting. This motion, made by Nancy Persing and seconded by Lyn Sperry, Carried (5-0). Time: 7:50 PM.

Respectfully submitted,



Rebecca Socia,
Recording Secretary

Reviewed by

Lyn Sperry,
Board Secretary

B. Approval of Bills for June 2023
totaling \$2,235,739.35

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A/P Check Register

Printed: 07/06/2023 7:05:36AM

COOR ISD

Check Date: 6/1/2023 to 6/30/2023

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
18665	SPRINGHILL SUITES LANSING	9178	06/27/2023	101342	(231.08)	0.00	(231.08)
Void by KLM on 6/27/2023							
141989	256 EMBROIDERY	417	06/02/2023	101659	15.00	0.00	15.00
6592	4IMPRINT	417	06/02/2023	101660	1,068.65	0.00	1,068.65
141200	AMAZON CAPITAL SERVICES INC	417	06/02/2023	101661	66.87	0.00	66.87
141731	AMBER AKIN	417	06/02/2023	101662	512.87	0.00	512.87
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	417	06/02/2023	101663	1,320.23	0.00	1,320.23
141960	ANDREA STING	417	06/02/2023	101664	30.00	0.00	30.00
1003	ATECH HEATING AND COOLING	417	06/02/2023	101665	22,080.00	0.00	22,080.00
141145	AUSABLE MEDIA GROUP LLC	417	06/02/2023	101666	213.00	0.00	213.00
141963	BAY MASONRY	417	06/02/2023	101667	88,311.60	0.00	88,311.60
2554	BECKY BUNN	417	06/02/2023	101668	229.25	0.00	229.25
141503	BRUCE HUGO	417	06/02/2023	101669	29.34	0.00	29.34
8392	CHARLTON HESTON ACADEMY	417	06/02/2023	101670	46,925.82	0.00	46,925.82
19631	CHRISTINA TAPPAN	417	06/02/2023	101671	367.78	0.00	367.78
4100	CONSUMERS ENERGY PAYMENT CENTER	417	06/02/2023	101672	2,319.17	0.00	2,319.17
4440	CRAWFORD AUSABLE SD	417	06/02/2023	101673	10,105.19	0.00	10,105.19
141894	CULLIGAN WATER CONDITIONING	417	06/02/2023	101674	74.00	0.00	74.00
11056	DESIREE LIPSKI	417	06/02/2023	101675	689.46	0.00	689.46
5385	DTE ENERGY	417	06/02/2023	101676	1,248.82	0.00	1,248.82
141691	EMILY GUBANCSIK	417	06/02/2023	101677	56.33	0.00	56.33
5817	ENABLING DEVICES	417	06/02/2023	101678	251.95	0.00	251.95
141724	FIDELITY SECURITY LIFE INSURANCE COMPANY	417	06/02/2023	101679	525.12	0.00	525.12
6349	FIRST BOOK	417	06/02/2023	101680	2,989.60	0.00	2,989.60
141697	FUN FIRST THERAPY	417	06/02/2023	101681	20,698.98	0.00	20,698.98
7552	GRAYLING COOPERATIVE PRESCHOOL, INC.	417	06/02/2023	101682	58,211.42	0.00	58,211.42
141883	HANNAH VANCURA	417	06/02/2023	101683	42.40	0.00	42.40
141941	HELEN SHASTAL	417	06/02/2023	101684	797.80	0.00	797.80
8520	HOEKSTRA TRANSPORTATION INC	417	06/02/2023	101685	340.08	0.00	340.08
8700	HOME DEPOT CREDIT SERVICES	417	06/02/2023	101686	27.96	0.00	27.96
141911	INTEGRITY CONSTRUCTION SERVICES	417	06/02/2023	101687	20,110.00	0.00	20,110.00
9385	IOSCO RESA	417	06/02/2023	101688	102,530.45	0.00	102,530.45
141904	JAMES WOJEY	417	06/02/2023	101689	67.07	0.00	67.07
141970	JE JOHNSON CONTRACTING INC	417	06/02/2023	101690	5,850.00	0.00	5,850.00
141956	JOANNE SAMBORN	417	06/02/2023	101691	30.00	0.00	30.00
141667	KAREN WALTON EBNIT	417	06/02/2023	101692	2,925.00	0.00	2,925.00
141488	KATIE FUELLING	417	06/02/2023	101693	5,500.20	0.00	5,500.20
10020	KEENAN THERAPEUTICS PC	417	06/02/2023	101694	6,209.76	0.00	6,209.76
142004	KELLY KLANN	417	06/02/2023	101695	30.00	0.00	30.00
141492	KERRI SMITZ	417	06/02/2023	101696	168.37	0.00	168.37
141954	KURT NOTHSTINE	417	06/02/2023	101697	146.31	0.00	146.31
141927	LAURALEA TAYLOR	417	06/02/2023	101698	527.15	0.00	527.15
5155	LI'L WILLIES	417	06/02/2023	101699	115.00	0.00	115.00
8099	MARIE HARRIS	417	06/02/2023	101700	81.87	0.00	81.87
141945	MARILYNN ELLENBERGER	417	06/02/2023	101701	15.00	0.00	15.00
16885	MARY JO RONDO	417	06/02/2023	101702	34.29	0.00	34.29
11598	MELISSA MAEDER	417	06/02/2023	101703	690.19	0.00	690.19
141961	METAL ARTS CONSTRUCTION INC	417	06/02/2023	101704	7,425.00	0.00	7,425.00
141770	MICHIGAN BARK PRODUCTS INC	417	06/02/2023	101705	3,005.00	0.00	3,005.00
141851	MISEN	417	06/02/2023	101706	108.00	0.00	108.00
141772	NATALIE DAVIS	417	06/02/2023	101707	58.17	0.00	58.17
14205	NCS PEARSON, INC.	417	06/02/2023	101708	57.00	0.00	57.00

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141955	PARALLEL LEARNING BEHAVIORAL HEALTH PC	417	06/02/2023	101709	10,550.32	0.00	10,550.32
141229	PITNEY BOWES GLOBAL FINANCIAL SVS LLC	417	06/02/2023	101710	500.46	0.00	500.46
141124	REBEKAH SEELOW	417	06/02/2023	101711	263.18	0.00	263.18
19081	ROBERT J GORDON DOFAA-INS PLLC	417	06/02/2023	101712	21.00	0.00	21.00
141133	SHANNON REA	417	06/02/2023	101713	30.00	0.00	30.00
15685	SHAWN PETRI	417	06/02/2023	101714	118.73	0.00	118.73
18150	SHRED EXPERTS LLC	417	06/02/2023	101715	66.00	0.00	66.00
141947	SHULL TRANSPORT INC	417	06/02/2023	101716	900.00	0.00	900.00
141649	STAPLES	417	06/02/2023	101717	73.06	0.00	73.06
141993	STEPHENIE IRISH	417	06/02/2023	101718	3,645.00	0.00	3,645.00
20152	TAMMY TYLER	417	06/02/2023	101719	489.81	0.00	489.81
141511	THALMA HIBBARD	417	06/02/2023	101720	340.60	0.00	340.60
141944	TRACEY STEIN	417	06/02/2023	101721	754.12	0.00	754.12
142006	TRAILS TRANSFORMING RESEARCH INTO ACTION TO	417	06/02/2023	101722	267,857.14	0.00	267,857.14
20571	VERIZON WIRELESS	417	06/02/2023	101723	1,050.61	0.00	1,050.61
141582	VISION CONSULTING LLC	417	06/02/2023	101724	1,990.73	0.00	1,990.73
20970	WASTE MANAGEMENT OF MI	417	06/02/2023	101725	124.83	0.00	124.83
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	417	06/02/2023	101726	56,932.24	0.00	56,932.24
21235	WEXFORD-MISSAUKEE ISD	417	06/02/2023	101727	55.00	0.00	55.00
13220	MICHIGAN STATE DISBURSEMENT UNIT	93	06/09/2023	101728	153.56	0.00	153.56
20310	UNITED WAY OF ROSCOMMON COUNTY	93	06/09/2023	101729	2.00	0.00	2.00
141441	VELO LAW OFFICE	93	06/09/2023	101730	176.07	0.00	176.07
141731	AMBER AKIN	419	06/09/2023	101731	456.54	0.00	456.54
19598	AMBER LARRISON	419	06/09/2023	101732	4,772.25	0.00	4,772.25
141990	AYESHA WEBER	419	06/09/2023	101733	150.65	0.00	150.65
20535	BRENDA VAUGHAN-IDE	419	06/09/2023	101734	313.09	0.00	313.09
141931	CHRISTINA PUDVAN	419	06/09/2023	101735	451.82	0.00	451.82
4100	CONSUMERS ENERGY PAYMENT CENTER	419	06/09/2023	101736	111.48	0.00	111.48
4470	CRWFD CNTY TRANSP AUTH	419	06/09/2023	101737	1,420.00	0.00	1,420.00
8420	EAST HIGGINS LAKE TRUE VALUE	419	06/09/2023	101738	270.59	0.00	270.59
141703	ELENA ROTHNEY	419	06/09/2023	101739	35.90	0.00	35.90
5812	EMERGENCY SERVICES OF HOUGHTON LAKE	419	06/09/2023	101740	780.00	0.00	780.00
141715	EMILY BORESON	419	06/09/2023	101741	30.00	0.00	30.00
141697	FUN FIRST THERAPY	419	06/09/2023	101742	20,378.80	0.00	20,378.80
141738	GILL-ROY'S HARDWARE	419	06/09/2023	101743	12.49	0.00	12.49
141783	GRACE BROWN	419	06/09/2023	101744	103.36	0.00	103.36
141883	HANNAH VANCURA	419	06/09/2023	101745	305.66	0.00	305.66
141981	HEATHER SHARPE	419	06/09/2023	101746	227.94	0.00	227.94
8791	HOUGHTON LAKE COMMUNITY SCHOOL	419	06/09/2023	101747	1,355.00	0.00	1,355.00
71225	JOSEPH MOORE	419	06/09/2023	101748	425.85	0.00	425.85
141488	KATIE FUELLING	419	06/09/2023	101749	639.20	0.00	639.20
10030	KATIE KEITH	419	06/09/2023	101750	129.95	0.00	129.95
10020	KEENAN THERAPEUTICS PC	419	06/09/2023	101751	5,727.12	0.00	5,727.12
141927	LAURALEA TAYLOR	419	06/09/2023	101752	142.33	0.00	142.33
141972	LILLIE MEADOWS	419	06/09/2023	101753	476.51	0.00	476.51
141656	MARK A SLOANE DO PC	419	06/09/2023	101754	3,500.00	0.00	3,500.00
141288	MELANIE GREEN	419	06/09/2023	101755	465.05	0.00	465.05
141422	MELISA AKERS	419	06/09/2023	101756	102.71	0.00	102.71
12201	MERIT NETWORK	419	06/09/2023	101757	2,462.00	0.00	2,462.00

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141775	MICHELLE EWALD	419	06/09/2023	101758	231.83	0.00	231.83
13651	MIO AUSABLE SCHOOL DISTRICT	419	06/09/2023	101759	14,593.60	0.00	14,593.60
142007	NEWSELA INC	419	06/09/2023	101760	2,400.00	0.00	2,400.00
141758	NW MICHIGAN ORIENTATION AND MOBILITY SERVICES LLC	419	06/09/2023	101761	568.75	0.00	568.75
15078	ORKIN PEST	419	06/09/2023	101762	373.00	0.00	373.00
15720	PETTY CASH COOR	419	06/09/2023	101763	24.98	0.00	24.98
15860	PURCHASE POWER	419	06/09/2023	101764	500.00	0.00	500.00
16390	RAY'S PARTS CENTER	419	06/09/2023	101765	121.42	0.00	121.42
19081	ROBERT J GORDON DOFAA-INS PLLC	419	06/09/2023	101766	24.00	0.00	24.00
7160	ROSCOMMON AREA PUBLIC SCHOOLS BUSINESS OFFICE	419	06/09/2023	101767	4,447.46	0.00	4,447.46
16920	ROSCOMMON AUTO RECYCLERS	419	06/09/2023	101768	326.00	0.00	326.00
141653	SARAH KAY RONDO	419	06/09/2023	101769	217.22	0.00	217.22
141893	SCHOOL PSYCHOLOGICAL SERVICES PLLC	419	06/09/2023	101770	4,500.00	0.00	4,500.00
17811	SCOTT'S MINI STORAGE	419	06/09/2023	101771	40.00	0.00	40.00
141992	SHARON MCMILLAN	419	06/09/2023	101772	17.23	0.00	17.23
18555	SPARTAN STORES LLC	419	06/09/2023	101773	223.19	0.00	223.19
18782	STATE OF MICHIGAN	419	06/09/2023	101774	858.58	0.00	858.58
7180	TERESA GERTISER	419	06/09/2023	101775	41.27	0.00	41.27
141852	TODD L SEIDELL ARCHITECT LLC	419	06/09/2023	101776	1,000.00	0.00	1,000.00
8232	TRACY HENDERSHOTT	419	06/09/2023	101777	2,902.00	0.00	2,902.00
141582	VISION CONSULTING LLC	419	06/09/2023	101778	612.50	0.00	612.50
21235	WEXFORD-MISSAUKEE ISD	419	06/09/2023	101779	44,500.00	0.00	44,500.00
21770	XEROX CORP	419	06/09/2023	101780	1,247.66	0.00	1,247.66
13220	MICHIGAN STATE DISBURSEMENT UNIT	93	06/23/2023	101781	35.17	0.00	35.17
19978	TSA CONSULTING GROUP INC	93	06/23/2023	101782	1,720.00	0.00	1,720.00
20310	UNITED WAY OF ROSCOMMON COUNTY	93	06/23/2023	101783	2.00	0.00	2.00
141441	VELO LAW OFFICE	93	06/23/2023	101784	176.07	0.00	176.07
18560	ANNMARIE SPEAR	420	06/20/2023	101785	719.02	0.00	719.02
4440	CRAWFORD AUSABLE SD	420	06/20/2023	101786	97,256.65	0.00	97,256.65
4490	CRAWFORD CO AVALANCH	420	06/20/2023	101787	42.12	0.00	42.12
4900	DEAN TRANSPORTATION INC	420	06/20/2023	101788	83,040.42	0.00	83,040.42
142008	DEANNA EARNHARDT	420	06/20/2023	101789	54.92	0.00	54.92
141732	DM BURR GROUP	420	06/20/2023	101790	9,244.28	0.00	9,244.28
141308	E.M.S. EDUCATION	420	06/20/2023	101791	25.00	0.00	25.00
5812	EMERGENCY SERVICES OF HOUGHTON LAKE	420	06/20/2023	101792	745.56	0.00	745.56
6781	FRONTIER	420	06/20/2023	101793	511.62	0.00	511.62
141697	FUN FIRST THERAPY	420	06/20/2023	101794	25,220.33	0.00	25,220.33
141933	GERRISH FIRE EMS DEPT	420	06/20/2023	101795	792.00	0.00	792.00
142009	GLOBAL GREEN CORPORATION	420	06/20/2023	101796	11,892.38	0.00	11,892.38
141883	HANNAH VANCURA	420	06/20/2023	101797	57.82	0.00	57.82
8661	HOLLY HOLM	420	06/20/2023	101798	125.00	0.00	125.00
8830	HOUGHTON LK RESORTER	420	06/20/2023	101799	22.50	0.00	22.50
8800	HOUGHTON LK UNITED METHODIST CHURCH PRESCHOOL	420	06/20/2023	101800	19,671.85	0.00	19,671.85
11700	JIM MANGUTZ	420	06/20/2023	101801	238.42	0.00	238.42
71225	JOSEPH MOORE	420	06/20/2023	101802	143.29	0.00	143.29
141488	KATIE FUELLING	420	06/20/2023	101803	118.61	0.00	118.61
141781	KRISTEN KALTHOFF	420	06/20/2023	101804	55.02	0.00	55.02
8099	MARIE HARRIS	420	06/20/2023	101805	206.30	0.00	206.30
141422	MELISA AKERS	420	06/20/2023	101806	160.00	0.00	160.00
3753	MICHELE COCHRANE	420	06/20/2023	101807	51.47	0.00	51.47
14205	NCS PEARSON, INC.	420	06/20/2023	101808	1,640.10	0.00	1,640.10

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14545	NEMCSA	420	06/20/2023	101809	48,129.27	0.00	48,129.27
14631	NMCAA	420	06/20/2023	101810	3,287.05	0.00	3,287.05
141955	PARALLEL LEARNING BEHAVIORAL HEALTH PC	420	06/20/2023	101811	11,257.88	0.00	11,257.88
141828	PONDER DOOR	420	06/20/2023	101812	1,530.78	0.00	1,530.78
141124	REBEKAH SEELow	420	06/20/2023	101813	81.09	0.00	81.09
7160	ROSCOMMON AREA PUBLIC SCHOOLS BUSINESS OFFICE	420	06/20/2023	101814	107,589.20	0.00	107,589.20
17030	ROSCOMMON COUNTY TRANSPORTATION AU	420	06/20/2023	101815	1,920.00	0.00	1,920.00
7161	ROSCOMMON FOOD SERVICE	420	06/20/2023	101816	8,042.59	0.00	8,042.59
17029	ROSCOMMON ROTARY	420	06/20/2023	101817	440.00	0.00	440.00
141133	SHANNON REA	420	06/20/2023	101818	30.00	0.00	30.00
19370	SYLVESTER'S	420	06/20/2023	101819	60.00	0.00	60.00
7180	TERESA GERTISER	420	06/20/2023	101820	15.72	0.00	15.72
141834	TEXAS CHRISTIAN UNIVERSITY	420	06/20/2023	101821	1,000.00	0.00	1,000.00
8232	TRACY HENDERSHOTT	420	06/20/2023	101822	143.54	0.00	143.54
141884	TRUGREEN COMMERCIAL	420	06/20/2023	101823	234.30	0.00	234.30
141630	TWO RARE DESIGN	420	06/20/2023	101824	16.00	0.00	16.00
20571	VERIZON WIRELESS	420	06/20/2023	101825	1,245.41	0.00	1,245.41
141582	VISION CONSULTING LLC	420	06/20/2023	101826	490.00	0.00	490.00
20900	WALMART BUSINESS CARD	420	06/20/2023	101827	133.71	0.00	133.71
141833	WEST BRANCH NAPA AUTO TRUCK	420	06/20/2023	101828	399.90	0.00	399.90
18560	ANNMARIE SPEAR	421	06/22/2023	101829	160.00	0.00	160.00
5385	DTE ENERGY	421	06/22/2023	101830	354.63	0.00	354.63
6115	FAIRVIEW EAGLE'S NEST PRESCHOOL	421	06/22/2023	101831	3,250.00	0.00	3,250.00
9385	IOSCO RESA	421	06/22/2023	101832	102,529.84	0.00	102,529.84
10020	KEENAN THERAPEUTICS PC	421	06/22/2023	101833	5,606.90	0.00	5,606.90
13651	MIO AUSABLE SCHOOL DISTRICT	421	06/22/2023	101834	1,011.97	0.00	1,011.97
141340	MSPRA	421	06/22/2023	101835	115.00	0.00	115.00
17670	SCHOLASTIC INC	421	06/22/2023	101836	1,406.50	0.00	1,406.50
141649	STAPLES	422	06/22/2023	101837	564.95	0.00	564.95
2045	BLUE CROSS BLUE SHIELD OF MI	99	06/30/2023	101838	1,959.40	0.00	1,959.40
141726	BLUE CROSS BLUE SHIELD OF MI	99	06/30/2023	101839	1,552.81	0.00	1,552.81
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	99	06/30/2023	101840	575.26	0.00	575.26
141990	AYESHA WEBER	423	06/26/2023	101841	100.85	0.00	100.85
20535	BRENDA VAUGHAN-IDE	423	06/26/2023	101842	56.33	0.00	56.33
8392	CHARLTON HESTON ACADEMY	423	06/26/2023	101843	7,390.93	0.00	7,390.93
4440	CRAWFORD AUSABLE SD	423	06/26/2023	101844	36,411.92	0.00	36,411.92
4900	DEAN TRANSPORTATION INC	423	06/26/2023	101845	132.69	0.00	132.69
142001	FURNITURE LEISURE	423	06/26/2023	101846	2,917.68	0.00	2,917.68
141955	PARALLEL LEARNING BEHAVIORAL HEALTH PC	423	06/26/2023	101847	20,948.55	0.00	20,948.55
16155	PUBLIC CONSULTING GROUP, INC	423	06/26/2023	101848	50,544.70	0.00	50,544.70
15685	SHAWN PETRI	423	06/26/2023	101849	134.14	0.00	134.14
141582	VISION CONSULTING LLC	423	06/26/2023	101850	98.91	0.00	98.91
225	AFLAC	99	06/29/2023	101851	1,210.26	0.00	1,210.26
141731	AMBER AKIN	424	06/29/2023	101879	493.22	0.00	493.22
18560	ANNMARIE SPEAR	424	06/29/2023	101880	130.42	0.00	130.42
980	ASCOMNORTH, INC.	424	06/29/2023	101881	16,750.00	0.00	16,750.00
141709	BLANCHARD CONTRACTING INC	424	06/29/2023	101882	750.00	0.00	750.00
13830	BRIE MOLAIson	424	06/29/2023	101883	118.30	0.00	118.30
141931	CHRISTINA PUDVAN	424	06/29/2023	101884	33.93	0.00	33.93
141894	CULLIGAN WATER CONDITIONING	424	06/29/2023	101885	103.00	0.00	103.00
141732	DM BURR GROUP	424	06/29/2023	101886	748.14	0.00	748.14
141703	ELENA ROTHNEY	424	06/29/2023	101887	30.00	0.00	30.00

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5812	EMERGENCY SERVICES OF HOUGHTON LAKE	424	06/29/2023	101888	405.00	0.00	405.00
141691	EMILY GUBANCSIK	424	06/29/2023	101889	127.51	0.00	127.51
5883	ESTR PUBLICATIONS, INC.	424	06/29/2023	101890	14.60	0.00	14.60
141635	JANWAY	424	06/29/2023	101891	6,562.50	0.00	6,562.50
9025	JIM GENDERNALIK	424	06/29/2023	101892	103.36	0.00	103.36
141343	KARA MULARZ	424	06/29/2023	101893	79.78	0.00	79.78
19892	KATHRYN TOONSTRA	424	06/29/2023	101894	103.49	0.00	103.49
141488	KATIE FUELLING	424	06/29/2023	101895	464.29	0.00	464.29
141214	KRISTIN LUBS-EAGLE	424	06/29/2023	101896	293.44	0.00	293.44
141719	LYN SPERRY	424	06/29/2023	101897	143.84	0.00	143.84
3753	MICHELE COCHRANE	424	06/29/2023	101898	708.71	0.00	708.71
141775	MICHELLE EWALD	424	06/29/2023	101899	173.71	0.00	173.71
15652	NANCY PERSING	424	06/29/2023	101900	195.98	0.00	195.98
21278	NICOLE GRACE	424	06/29/2023	101901	2,045.25	0.00	2,045.25
141955	PARALLEL LEARNING BEHAVIORAL HEALTH PC	424	06/29/2023	101902	22,764.91	0.00	22,764.91
18430	REBECCA SOCIA	424	06/29/2023	101903	19.65	0.00	19.65
7161	ROSCOMMON FOOD SERVICE	424	06/29/2023	101904	3,061.83	0.00	3,061.83
18150	SHRED EXPERTS LLC	424	06/29/2023	101905	121.00	0.00	121.00
141994	STACY SHAFTO	424	06/29/2023	101906	98.12	0.00	98.12
1415	TAMMY BAUDOUX	424	06/29/2023	101907	396.28	0.00	396.28
141940	THE CRITICAL RESPONSE GROUP	424	06/29/2023	101908	2,846.90	0.00	2,846.90
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	424	06/29/2023	101909	250,431.95	0.00	250,431.95
141103	ORS	94	06/02/2023	201705201	0.00	69,588.92	69,588.92
141105	HEALTH EQUITY	94	06/09/2023	201705202	0.00	2,524.09	2,524.09
20245	US TREASURY	94	06/09/2023	201705203	0.00	39,436.94	39,436.94
141103	ORS	94	06/16/2023	201705204	0.00	70,953.48	70,953.48
141105	HEALTH EQUITY	94	06/23/2023	201705205	0.00	2,415.51	2,415.51
141106	MICHIGAN DEPT OF TREASURY	94	06/23/2023	201705206	0.00	12,776.17	12,776.17
20245	US TREASURY	94	06/23/2023	201705207	0.00	34,824.21	34,824.21
20245	US TREASURY	96	06/30/2023	201705208	0.00	934.00	934.00
141103	ORS	94	06/30/2023	201705209	0.00	65,297.98	65,297.98
141785	ORS UAAL	94	06/30/2023	201705210	0.00	61,507.48	61,507.48
Report Totals					\$1,875,480.57	\$360,258.78	\$2,235,739.35

C. Approve Revenue & Expenditure
Reports for June 2023

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COOR Intermediate School District				
Career Tech				
Statement of Revenue & Expenditures				
June 30, 2023				
Revenues	Current Budget	Month to Date 6/30/2023	Encumbered Amount	Year to Date 6/30/2023
Local Sources	20,000	10,000	-	20,000
State Sources	1,594,802	246,571	-	1,305,359
Federal Sources	168,199	-	-	106,858
Incoming Transfers	377,276	49,276	-	274,276
Total Revenues	2,160,277	305,847	-	1,706,493
PERKINS	168,199	13,384	577	354,335
61a	372,624	164,250	33,833	240,569
61b	376,389	260,898	-	512,517
61c	689,921	158,800	81,328	409,980
61i	100,000	3,862	-	26,276
CTE	453,144	(38,705)	11,595	331,474
Total Expenditures	2,160,277	562,490	127,333	1,875,152
Current Change in Fund Balance		(256,643)		(168,658)

7/10/2023
10:55 AM

COOR Intermediate School District				
General Fund				
Statement of Revenue & Expenditures				
June 30, 2023				
Revenues	Current Budget	Month to Date 6/30/2023	Encumbered Amount	Year to Date 6/30/2023
Local Sources	1,201,847	11,354	-	1,055,934
State Sources	5,296,612	2,437,306	-	6,892,618
Federal Sources	1,497,057	84,664	-	540,492
Incoming Transfers	551,973	-	-	154,548
Total Revenues	8,547,489	2,533,324	-	8,643,592
Added Needs	5,461	-	-	5,461
School Administrative	1,045,133	62,919	39,086	771,256
Support Services - Instruction	1,021,531	143,775	40,326	925,891
General Administration	887,952	6,133	51,393	820,821
Business	9,957	16	1,870	11,623
Operations & Maintenance	993,863	8,461	5,182	81,091
Central	353,546	63,508	91,939	430,779
31N Services	918,416	42,749	34,512	601,595
Outgoing Transfers	3,277,820	970,087	-	2,755,776
Total Expenditures	8,513,679	1,297,649	264,307	6,404,294
Current Change in Fund Balance		1,235,675		2,239,298

7/10/2023
1:04 PM

COOR Intermediate School District				
General Fund				
Statement of Revenue & Expenditures				
June 30, 2023				
Revenues	Current Budget	Month to Date 6/30/2023	Encumbered Amount	Year to Date 6/30/2023
Local Sources	1,201,847	11,354	-	1,055,934
State Sources	5,296,612	2,437,306	-	6,892,618
Federal Sources	1,497,057	84,664	-	540,492
Incoming Transfers	551,973	-	-	154,548
Total Revenues	8,547,489	2,533,324	-	8,643,592
Added Needs	5,461	-	-	5,461
School Administrative	1,045,133	62,919	39,086	771,256
Support Services - Instruction	1,021,531	143,775	40,326	925,891
General Administration	887,952	6,133	51,393	820,821
Business	9,957	16	1,870	11,623
Operations & Maintenance	993,863	8,461	5,182	81,091
Central	353,546	63,508	91,939	430,779
31N Services	918,416	42,749	34,512	601,595
Outgoing Transfers	3,277,820	970,087	-	2,755,776
Total Expenditures	8,513,679	1,297,649	264,307	6,404,294
Current Change in Fund Balance		1,235,675		2,239,298

7/10/2023
1:04 PM

COOR Intermediate School District				
ROOC Inc				
Statement of Revenue & Expenditures				
June 30, 2023				
Revenues	Current Budget	Month to Date 6/30/2023	Encumbered Amount	Year to Date 6/30/2023
Northern Lakes	800,000	79,630	-	684,631
DHHS	98,000	-	-	154
Production	30,000	7,269	-	25,806
State Aid	40,157	86,613	-	86,613
Private	-	-	-	-
Donations	10,000	971	-	7,838
Interest	400	-	-	207
Grant	-	-	-	53,247
Miscellaneous	17,750	800	-	35,970
Transfer from ROOC Unemployment	-	-	-	-
Total Revenues	996,307	175,282	-	894,466
General Administration	253,346	42,850	26,746	281,327
Operations & Maintenance	62,642	6,045	21,117	88,105
Activity Services	359,512	26,321	-	356,438
Support Employment Service	75,476	18,257	-	103,606
Production	18,772	17	604	23,293
Spencers	26,983	2,129	-	22,536
Respite	41,563	6,333	-	31,246
Transportation	94,900	3,635	-	86,125
Communications/Technology	3,700	-	-	3,574
Public Relations	27,477	4,007	211	4,218
Business	1,589	-	2,802	3,879
Total Expenditures	965,960	109,593	51,480	1,004,348
Current Change in Fund Balance		65,689		(109,881)

7/10/2023
1:45 PM

COOR Intermediate School District				
Special Education				
Statement of Revenue & Expenditures				
June 30, 2023				
Revenues	Current Budget	Month to Date 6/30/2023	Encumbered Amount	Year to Date 6/30/2023
Local Sources	3,245,285	124,036	-	3,399,266
State Sources	2,322,859	227,052	-	2,352,736
Federal Sources	3,074,388	24,451	-	1,172,057
LEA	754,578	15,118	-	421,431
OTHER	141,612	-	-	-
Total Revenues	9,538,722	390,656	-	7,345,490
Special Education	2,010,268	214,028	16,904	2,103,246
Guidance Services	96,146	12,644	3,042	99,431
Health Services	527,167	55,158	2,731	503,441
Psychological Services	232,664	17,429	1,177	220,766
Speech Pathology	771,641	173,733	3,536	895,120
Social Worker	158,396	18,644	27	166,794
Visual Aid	44,410	3,761	-	28,824
Teacher Consultant SE	131,697	12,288	(44)	117,352
Improvement of Instruction	2,782	361	-	4,772
Supervision of Instructional Staff	517,568	35,310	34,074	468,289
Executive/Fiscal	156,972	7,371	7,494	76,334
Office of the Principal	221,481	17,070	10,310	246,081
Other Business	27,497	-	6,198	30,573
Operations/Building Services	297,532	22,433	21,058	257,165
Transportation	873,446	93,338	15,984	842,720
Planning Research	147,645	9,943	8,985	171,557
Technology	26,677	72	-	10,346
Other Support Services	1,078	-	-	1,077
Welfare Activities	245	-	-	245
Non-Public Prop Share	11,000	-	-	-
Other Community Activiites	2,400	1,640	-	3,214
Payments to LEAs	2,231,887	114,132	-	1,571,664
Payments to Governmental Agencies	45,506	859	-	2,576
Building Improvements	476,076	52,253	-	114,605
Total Expenditures	9,012,181	862,465	131,477	7,936,192
Current Change in Fund Balance		(471,808)		(590,703)

7/10/2023
2:01 PM

8. Action Items

A. 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. State approval has now been awarded.

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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

June 29, 2023

Mr. Shawn Petri, Superintendent
C.O.O.R. ISD
11051 N Cut Rd
Roscommon, MI 48653-9340

Re: Agreement No. 72000

Dear Mr. Petri:

Michigan Department of Education (MDE) has received and reviewed the documentation that was submitted for C.O.O.R. ISD's vended school meals company contract.

The proposal that was submitted by Roscommon Area Public Schools did not contain amendments to the RFQ vended school meals company contract. MDE concurs with the school sponsor's recommendation that this contract be awarded to Roscommon Area Public Schools. This contract can be taken to your school board for approval. Once the board approves this contract, a signed copy must be forwarded to MDE for its files.

The contract with Roscommon Area Public Schools is in effect beginning July 1, 2023, with up to four (4) one-year renewals. Contract renewals must be approved by MDE before being taken to the school board for approval and being signed by the school district. All contract renewals should be in place prior to July 1st to be in effect by the start of the new school year.

If MDE can be of further assistance to you or your approved vendor, contact the Food Service Contract Unit at mde-fsmc-vended@michigan.gov.

Sincerely,

Aimee Alaniz, M.Ed., MA
Interim Director, Office of Health and Nutrition Services
State Child Nutrition Director

aa:ts:ck

cc: Kimberly Murphy

STATE BOARD OF EDUCATION

PAMELA PUGH – PRESIDENT • ELLEN COGEN LIPTON / TIFFANY D. TILLEY – CO-VICE PRESIDENTS
JUDITH PRITCHETT – SECRETARY • MARSHALL BULLOCK II – TREASURER
MITCHELL ROBINSON – NASBE DELEGATE • TOM MCMILLIN • NIKKI SNYDER

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.

B. Approve MOU delegating of Nancy DeGuzman as an extension of COOR ISD to fill the role of Truancy Officer for Mio AuSable Schools and Fairview Area Schools and authorize payment to Mio AuSable Schools in the amount of \$5,000 for these services.

C. Approve agreement with MAISA for Annmarie Spear, Learning Project Coordinator, to serve as Educator on Loan for the region.

D. Approve an agreement with Banach, Banach & Cassidy in the amount of \$21,500 to assist with the 2024 CTE millage campaign.

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MEMORANDUM OF AGREEMENT

ELECTION-RELATED SERVICES THAT WILL BE PROVIDED TO C.O.O.R. ISD BY BANACH, BANACH & CASSIDY, INC.

We are pleased that you have selected Banach, Banach & Cassidy, Inc. (BB&C) to help with planning and communication services related to C.O.O.R. ISD's February 2024 election.

BB&C is prepared to work with C.O.O.R. ISD on all aspects of the February 2024 election. Our work will focus on what it takes to be successful at the polls, including...

- database creation
- strategy development
- preparing and monitoring election activities
- developing an online “message monitoring survey” to continuously assess public information needs and opinions related to the ballot proposal
- development of communication materials such as:
 - ✓ news release announcing the election
 - ✓ messages to C.O.O.R. ISD staff, parents, and community members
 - ✓ messages from C.O.O.R. ISD and local district superintendents and principals
 - ✓ creation of an informational fact card for use as a handout
 - ✓ creation of a mailing prior to the availability of absentee ballots
 - ✓ creation of two postcard mailings
 - ✓ development of social media messaging
 - ✓ other items identified by research as appropriate

Our primary contact at C.O.O.R. ISD will be Superintendent Shawn Petri and Career Education Director/Principal Natalie Davis.



BB&C principals (William, Cynthia, and Kelsey) will be committed to your election and available 24/7. We invite calls from C.O.O.R. ISD's primary contacts to discuss matters and ask questions/make suggestions at any time during the campaign.

What we expect from you

Just as BB&C will be available to Shawn Petri and Natalie Davis, we expect that they will be available to respond to calls from BB&C 24/7, as necessary.

BB&C will develop a schedule of bi-monthly and weekly virtual meetings with Shawn Petri and Natalie Davis. The purpose of these meetings will be to review campaign strategy and discuss campaign activities.

Our professional fee

Our professional fee for this election will be \$21,500. Fifty-percent of this fee will be invoiced upon acceptance of the MEMORANDUM OF AGREEMENT. The final fifty percent plus any mutually agreed-upon expenses will be invoiced on January 24, 2024. Expenses related to the purchase of voter records from County Clerks, if any, will be included in the final invoice.

Printing and mailing services are available to C.O.O.R. ISD at BB&C's cost. If C.O.O.R. ISD agrees to use these services, they will be invoiced by BB&C's printer/mail provider, Boulder Pointe Productions, to C.O.O.R. ISD as they occur.

To confirm your acceptance of this MEMORANDUM OF AGREEMENT, please sign below and return it to william.banach@gmail.com. If you have any questions, please call William Banach at 586/623-2985.

As soon as we receive your acceptance, BB&C will begin researching and conceptualizing your campaign.

Shawn Petri, Superintendent
C.O.O.R. ISD

James Mangutz, President
Board of Education

Date _____

Date _____

COOR ISD (Crawford-Oscoda-Ogemaw-Roscommon)

6.6.23

Banach Banach & Cassidy 2024 ELECTIONS

WHO WE ARE AND WHAT WE DO

Notified Natalie Davis that Presidential Primary is now scheduled for February 27

Crawford-Oscoda-Ogemaw-Roscommon

1. Who we are

- a. Marketing, survey research, finance campaign planning
- b. BB&C finance campaigns have generated over \$15 billion for school districts, ISDs, and colleges
- c. A good day in May 2023 that included a 69% yes vote in Michigan's largest school election—a \$550 million bond for the Utica Community Schools.
- d. Our success rate is now 156 of 158 in school elections... on the first attempt!

2. What we do

- a. We work with you to develop a research-based informational campaign.
- b. We use a variety of demographic, psychographic, and neuroscience data sources to build a database for your election.
- c. We continually survey to assess levels of support among various target audiences. These “message monitoring” surveys run during the entire election campaign and are included in the election services we provide.
- d. We are the invisible hand; it's your election.
- e. We help you address the election anxieties all educational systems experience.

3. How we work with you

- a. Available 24/7
- b. Our primary point of contact is the superintendent and/or the superintendent's designee
- c. We prepare items for distribution
 - Staff/administration will not be asked to write anything (**This is especially important for COOR ISD's local district superintendents and principals.**)
 - We continuously ask you to strengthen our thinking by sharing information on what you are hearing from staff and school community.

4. There are four phases in every election

- a. Phase I - Pre-Election Constituency Building
 - This started the day after your last election. What is communicated during this phase sets the stage for the next election.

b. Phase II – Analysis

- In this phase you complete the necessary analysis to determine what you would like to place on the ballot.
- Activities include analyzing building needs, developing proposed project lists, getting feedback on the proposed projects, and finalizing the project list.
- **You are currently ending this Phase as you move toward Phase III.**

c. Phase III - Education

- Phase III begins once the Board of Education calls the election. Informational materials are prepared and shared with ISD and local school district staff and community members during this phase of the campaign.
- Our role is to help with the facts and the perceptions related to the campaign, working from the inside out.
- **Our primary focus here is non-advocacy informational materials because educational funds cannot be used to advocate for a yes vote.**

d. Phase IV - Responding & Reinforcing

- This phase runs concurrently with Phase III and focuses on listening to the community and responding to questions and concerns.

Election Timelines:

Timeline 1

For COOR ISD's February 27 Election

This timeline includes everything we do from the day the election is called through Election Day.

Of special note: Absentee Ballots available six weeks prior to Election Day which is early January 2024. You must have your story told by then. Here's why: Over the past five years the number of absentee voters has been increasing, totalling over 50% of the voters in some school elections. After the November 2022 elections, we predicted that the number of absentee voters would increase... and it has. For example, in four of BB&C's May 2023 elections, absentee voters made up approximately 70% of the electorate.

Note also that a primary target audience for your election will be parents. Communicating the COOR ISD story to them by the time absentee ballots become available will be a challenge because they will be in holiday mode and vacation during December.

Timeline 2 Preparing for negative opposition

Timeline 3 (deals with citizens committees)

- A citizens committee puts a public face on the campaign and enables you to have an advocacy initiative.
- If you elect to have a citizens committee, we will work with you to assure continuity of messaging, particularly vote yes advocacy messaging.

5. The components of your election

- a. We work with you to develop a strategy and identify various non-advocacy communication initiatives. Campaigns generally include:
 - campaign timeline (updated in bi monthly and then weekly Zoom meetings with the superintendent and/or superintendent's designee)
 - FAQ
 - news release/targeted email announcing the election
 - fact card
 - Power Point presentation for virtual or in person meetings
 - localized superintendent messages to the community
 - localized principal messages to parents
 - messages from teachers
 - reminder to vote school messenger calls
 - website election info page
 - pre-election mailings (likely voter mailings, postcard reminders, etc.)
 - rolling online "Message Monitoring" survey sampling to adjust informational activities as necessary
 - social media messaging (ISD, local district & personal accounts)
 - and... whatever else research indicates is necessary to win
 -

6. An open invitation: help us "strengthen the thinking"

- a. Share current communication methods at building/district level
- b. Identify meetings/activities (school or community) where you can share information about the election.

7. Cost

What is included: Everything mentioned above, including building a data base for COOR ISD and conducting Messaging Monitor surveys during the course of the entire campaign.

- We are available too you 24/7 and meet with you via Zoom weekly in the final months of the election campaign.
- \$21,500

E. Approve Administrative Guidelines
related to policies in section 2000
and 3000

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Series 2000 Bylaws

2200 Board Powers

2202-F Authority to Enter into Contracts Checklist

Contract Authority/Due Diligence Checklist

Confirm the following regarding a proposed contract, agreement, or other cooperative arrangement:

- The subject matter is within the Board's contracting authority as provided by Michigan law.
- The financial obligations are within Board budget parameters.
- Unless permitted by law, does not grant unconditional indemnity to a non-employee third party or hold a third party harmless from liability. Any provision that would indemnify a third party must be prefaced with the phrase "to the extent permitted by law."
- If an independent contractor is a party, a representation or provision is included that requires the independent contractor and its employees, if applicable, to comply with all applicable legal requirements and policies.
- Does not conflict with existing contractual obligations, policies, and laws.
- Has been expressly approved by the Board or by an entity or person expressly delegated authority by the Board to approve the contract.
- Will be signed by 1 or more District officials authorized by the Board to act as signatory on the Board's behalf.
- Contains a non-discrimination clause as required by Michigan's Elliot-Larsen Civil Rights Act.

Series 2000 Bylaws

2300 Board Member Conduct

2301-F Conflict of Interest Disclosure Form

Board Member Name Office Term

I have reviewed Policy 2301 and disclose the following conflict(s) of interest to the Board:

If the conflict of interest relates to a contract from which I would receive a direct financial benefit (check all that apply):

- The contract is for emergency services or repairs.
- I would benefit in an amount less than \$250 and less than 5% of the contract's public cost.
- I would benefit in an amount between \$250 and \$5,000, or an amount that is 5% or more of the contract's public cost.
- I would benefit in an amount exceeding \$5,000.

I swear and affirm that the above information is true to the best of my knowledge and belief.

Board Member Signature Date

Subscribed and sworn before me in _____ County,
Michigan, on the ____ day of _____, 20____

_____ (signature)
_____ (printed)

Notary public, State of Michigan, County of _____
My Commission expires on _____
Acting in the County of _____

Series 2000 Bylaws

2300 Board Member Conduct

2304-F Gift Disclosure Form

Board Member Name: _____

I confirm receipt of the below-described gift, donation, or contribution from
_____, a vendor or
Contractor that has submitted a bid to the District in response to a request for proposals
the District currently has under consideration.

Description of gift, donation, or contribution: _____

Fair market value of gift, donation, or contribution if ascertainable: \$ _____

Board Member Signature Date

For Internal Use	
Date of receipt of this form:	_____
Receiving party's name and title/position:	_____
Date on which gift was publicly disclosed:	_____

Series 2000 Bylaws

2300 Board Member Conduct

2305-F Board Member Reimbursement and Travel Expenses Form

General Information

Board Member Name: _____

Event Type: Workshop Conference Training program Meeting

Other (describe): _____

Event name: _____

Location: _____

Date(s) of attendance: _____

Expenditures (Note: attach copies of related receipts/invoices)

Event fees: \$ _____

Auto mileage: _____ miles at \$ _____ (IRS Rate) = \$ _____

Meals Total Cost (itemize below): \$ _____

Date	Breakfast	Lunch	Dinner
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

Lodging: \$ _____

Other: \$ _____

Did you receive money from any other sources to pay for the above expenditures?
If yes, enter source and amount below.

Source: _____ \$ _____

2305-F Board Member Reimbursement and Travel Expenses Form

Total amount submitted for reimbursement: \$ _____

By signing this form, I understand and agree that:

The information provided is complete and accurate to the best of my knowledge and belief. I acknowledge I have read and understand Policy 2305 Board Member Reimbursement and Travel Expenses and understand that the Board may deny my reimbursement request. I have attached all billing statements, receipts, invoices, and travel requests and expense forms related to this reimbursement request.

Board Member Signature

Date

For Internal Use

Approved Not Approved

If approved, date of Board meeting _____

Series 2000: Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2501A *Electronic Board of Education Meetings*

The Board may hold electronic meetings, and Board members and the public may participate remotely, only as permitted by this Policy, the Open Meetings Act, and other applicable law.

A. Definitions

The definitions in this section apply only to this Policy. All other words found in this Policy, unless specifically defined, are given their plain meaning.

1. “Two-Way Communication” means telephone, video, or other means of conferencing that allows Board members to hear and be heard by both the public and other Board members, and allows the public to hear and be heard by other members of the public and the Board members during public comment. Real-time typed public comments that may be read to or shared with Board members and the public is a sufficient form of two-way communication for purposes of public participation during an electronic Board meeting.

B. Permissible Reasons for Wholly Electronic Board Meetings

The Board may hold a meeting wholly electronically, with every Board member and the public participating remotely, if every Board member simultaneously satisfies one or more of the conditions identified in Section C of this Policy.

C. Permissible Reasons for Individual Board Member Remote Participation

A Board member who is not physically present at an in-person Board meeting due to military duty, a “disability” within the meaning of the ADA, or other reason permitted by Michigan law may be counted toward a quorum, deliberate, and vote. To qualify, members absent due to military duty must follow the procedures listed in Section D, below. Unless otherwise provided, any Board member who is not absent due to a qualifying exception must be physically present at the meeting to participate.

D. Procedures to Accommodate Board Member Remote Participation

The Board institutes the following procedures to ensure that a Board member who is not physically present at an in-person Board meeting may be counted toward a quorum, deliberate, and vote at a Board meeting.

1. The Board and the remote Board member will ensure there is Two-Way Communication during the meeting;
2. The remote Board member must provide notice to the recording secretary at least 24 hours before the meeting; and

3. The Superintendent or designee will ensure that public notice of the remote Board member's physical absence and information on how to contact the remote Board member is provided sufficiently in advance of the Board meeting so that a member of the public may provide input on or ask questions about any business that will come before the Board at the meeting.

E. Procedures to Ensure Public Participation at Electronic Meetings

If the Board convenes a wholly electronic meeting or any Board member participates remotely, the public will also be provided the opportunity to attend the public meeting remotely.

The Board will not require the public to register or otherwise provide their names or other information as a condition of attending a Board meeting, whether in-person or remotely. The Board may require the public to submit information, consistent with public participation rules, to participate in the public comment portion of a meeting.

F. Electronic Board Meeting Notice Requirements

The Superintendent or designee will post notice of an electronic Board meeting at least 18 hours before the meeting. If the Board will be convening in a physical location with one or more Board members attending remotely pursuant to Section C, the notice must include both the physical and virtual locations of the meeting.

If the District has an internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, the notice must be included on a portion of the District's website that is fully accessible to the public, either on the District's homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic meetings that is accessible through a prominent and conspicuous link on the District website's homepage. The link must clearly describe its purpose for public notice of non-regularly scheduled or electronic meetings.

The notice must clearly explain:

1. Why the Board is holding an electronic meeting;
2. How the public may participate remotely. If a telephone number, internet address, virtual meeting address, or other information is needed to participate, that information must be specifically provided;
3. How the public may contact Board members to provide input on or ask questions about business that will come before the Board at the meeting;
4. Which Board members will be participating remotely and information about how the public may contact those Board members in advance of the meeting to provide input on or ask questions about any business that will come before the Board at the meeting; and

5. How persons with disabilities may participate in the meeting.

G. Electronic Board Meeting Agenda Requirements

The Superintendent or designee must post the electronic meeting's agenda to the District's website, if an agenda exists. The agenda must be posted at least two hours before the electronic meeting begins. The Board may amend the agenda at the meeting.

Legal authority: MCL 15.263, 15.263a.

Date adopted: August 11, 2021

Date revised: September 14, 2022

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2500 Board Meetings and Open Meetings Act Compliance

2501A-F-1 Electronic Board Meeting Checklist

Deciding whether to hold an electronic Board meeting:

- For a **wholly electronic** Board meeting, every Board member is absent due to military duty, an ADA “disability”, or other reason permitted by Michigan law.
- For a **hybrid physical/electronic** Board meeting, a Board member is participating remotely because
 - The Board member is absent due to military duty.
 - The Board member must participate remotely as a reasonable accommodation for an ADA “disability”.
 - The Board member is subject to another reason permitted by Michigan law.

Preparing for an electronic Board meeting:

- Ensure the Board, each Board member participating remotely, and the public have access to Two-Way Communication.
- Ensure that persons with disabilities will be able to participate in the meeting and notice is given about how to request an accommodation.
- At least 18 hours before the electronic Board meeting, post the electronic Board meeting notice. The notice must include:
 - Why the Board is holding an electronic meeting;
 - How the public may participate remotely;
 - How the public may contact Board members to provide input or ask questions about business that will come before the Board; and
 - How persons with disabilities may participate in the meeting.

If the District has an internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, the notice must be included on a portion of that website that is fully accessible to the public, either on the District’s homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the District website’s homepage. The link must clearly describe its purpose for public notice of non-regularly scheduled or electronic public meetings.

2501A-F-1 Electronic Board Meeting Checklist

- At least 2 hours before the electronic meeting, post the meeting agenda to the District's website, if an agenda exists.
- The Superintendent or designee must provide notice to the public of which Board members will be participating remotely and information about how members of the public may contact those Board members in advance of the meeting to provide input or ask questions on any business that will come before the Board.
- Although not required by the Open Meetings Act, consider completing an Affidavit of Website Posting of the Public Notice of Electronic Meeting.

During the electronic Board meeting:

- Confirm the Board, each Board member participating remotely, and the public have access to Two-Way Communication.

Series 2000 Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2501A-F-1 Electronic Board Meeting Checklist

Deciding whether to hold an electronic Board meeting:

- For a **wholly electronic** Board meeting, one or more of the following apply:
 - On or before December 31, 2021, there is a statewide State of Emergency or Disaster and convening a meeting in a physical location would risk the personal health or safety of the Board or the public.
 - On or before December 31, 2021, there is a local State of Emergency or Disaster that affects an area where the Board typically holds its meetings and convening a meeting in that physical location would risk the personal health or safety of the Board or the public.
 - On or before December 31, 2021, every Board member has a medical condition as defined by the Open Meetings Act, or is absent due to military duty or a State of Emergency or Disaster affecting the area in which each Board member resides.
 - Every Board member is absent due to military duty (no date restrictions).
- For a **hybrid physical/electronic** Board meeting, a Board member is participating remotely because of one or more of the following:
 - Until December 31, 2021, there is a statewide State of Emergency or Disaster and the Board member's in-person attendance at a physical meeting would risk the personal health or safety of the Board members or the public.
 - Until December 31, 2021, there is a local State of Emergency or Disaster that affects an area in which the Board member resides and the Board member's in-person attendance at a physical meeting would risk the personal health or safety of the Board members or the public.
 - Until December 31, 2021, the Board member has a medical condition as defined by the Open Meetings Act.
 - The Board member is absent due to military duty (no date restrictions).

Preparing for an electronic Board meeting:

- Ensure the Board, each Board member participating remotely, and the public have access to two-way communication.
- Ensure that persons with disabilities will be able to participate in the meeting and notice is given about how to request an accommodation.
- At least 18 hours before the electronic Board meeting, post the electronic Board meeting notice. The notice must include:
 - Why the Board is holding an electronic meeting;

2501A-F-1 Electronic Board Meeting Checklist

- How the public may participate remotely;
- How the public may contact Board members to provide input or ask questions about business that will come before the Board; and
- How persons with disabilities may participate in the meeting.

If the District has an internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, the notice must be included on a portion of that website that is fully accessible to the public, either on the District's homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the District's website homepage. The link must clearly describe its purpose for public notice of non-regularly scheduled or electronic public meetings.

- At least 2 hours before the electronic meeting, post the meeting agenda to the District's website, if an agenda exists.
- The Superintendent or designee must provide notice to the public of which Board members will be participating remotely and information about how members of the public may contact those Board members in advance of the meeting to provide input or ask questions on any business that will come before the Board. This information may be included in the meeting notice.
- Although not required by the OMA, consider completing an Affidavit of Website Posting of the Public Notice of Electronic Meeting.

During the electronic Board meeting:

- At the beginning of the meeting, a Board member who is participating remotely must publicly announce that he or she is participating remotely and (except for remote attendance for military duty) must identify his or her physical location, which must include the county, city, township, or village and the state from which the Board member is attending remotely.
- Confirm the Board, each Board member participating remotely, and the public have access to two-way communication.
- Record the remote Board member's public announcement in the minutes.

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2500 Board Meetings and Open Meetings Act Compliance

2501A-F-2 Advance Notice of Remote Participation

Advance Notice of Remote Participation

Directions: *A Board member must provide notice of his or her absence and necessary contact information to the Superintendent or Superintendent's designee sufficiently in advance of the Board meeting, and consistent with the procedures in Policy 2501A, so that the District can provide public notice of the Board member's remote participation and information on how a member of the public may provide input to that Board member on any business that will come before the Board.*

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2500 Board Meetings and Open Meetings Act Compliance

2501A-F-3 Electronic Board Meeting Notice

Directions [Delete directions and notes in document before posting]: *At least 18 hours before an electronic Board meeting, the Superintendent or designee must prominently post this notice. If the District has an internet presence that includes at least monthly updates of public meeting agendas or minutes, this notice must be included on a portion of its website that is fully accessible to the public, either on the District's homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings, that is accessible through a prominent and conspicuous link on the District's website homepage. The link must clearly describe its purpose for public notice of non-regularly scheduled or electronic public meetings. If the electronic meeting is a special or rescheduled regular meeting, the special meeting posting requirements contained in MCL 15.265 must also be satisfied. For Board meetings at which significant Board action is anticipated (e.g., related to the sale of property, approval of contracts, or adoption of bond or finance documents), consider completing an Affidavit of Website Posting.*

The **C.O.O.R. Intermediate School District** Board of Education will hold a **[regular/rescheduled regular/special]** Board meeting on **[Day of the Week]**, **[Month]** **[Calendar Day]**, **[Year]**.

The meeting will be held both electronically and in person. One or more Board members will be participating in the Board meeting remotely due to:

- Military duty.
- Reasonable accommodation under the ADA.
- Other reason permitted by Michigan law.

The public may attend and participate using this portal: **[insert telephone number, internet address, virtual meeting address, or other information needed to participate]**. The public may also attend and participate in person, subject to health and safety requirements, if applicable.

Members of the public may contact any Board member in advance of the meeting to provide input or ask questions about business that will come before the Board by **[insert individual Board member contact information (e.g. email addresses)]**.

[OPTIONAL]: The following Board members will be participating remotely: **[insert names]**. Information is included above on how to contact these Board members in advance of the meeting to provide input or ask questions about any business coming before the Board.

Any person with a disability requiring special accommodations to participate in this meeting should contact the Superintendent's office at **989-275-9538; info@coorisd.net; or 11051 N. Cut Road, Roscommon, MI 48653** in advance of the meeting.

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2500 Board Meetings and Open Meetings Act Compliance

2501A-F-3 Electronic Board Meeting Notice

Directions [Delete directions and notes in document before posting]: *At least 18 hours before an electronic Board meeting, the Superintendent or designee must prominently post this notice. If the District has an internet presence that includes at least monthly updates of public meeting agendas or minutes, this notice must be included on a portion of its website that is fully accessible to the public, either on the District's homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings, that is accessible through a prominent and conspicuous link on the District's website homepage. The link must clearly describe its purpose for public notice of non-regularly scheduled or electronic public meetings. If the electronic meeting is a special or rescheduled regular meeting, the special meeting posting requirements contained in MCL 15.265 must also be satisfied. For Board meetings at which significant Board action is anticipated (e.g., related to the sale of property, approval of contracts, or adoption of bond or finance documents), consider completing an Affidavit of Website Posting.*

Choose Option A (Wholly Electronic) or Option B (Hybrid) and delete option not chosen:

Option A – Wholly Electronic Meeting

The C.O.O.R. Intermediate School District Board of Education will hold a [regular/rescheduled regular/special] Board meeting on [Day of the Week], [Month] [Calendar Day], [Year].

The meeting will be held wholly electronically. The public may attend and participate virtually using this link: [insert telephone number, internet address, virtual meeting address, or other information needed to participate].

The Board of Education is holding a *wholly electronic* Board meeting because all Board members will be physically absent due to military duty, ADA accommodation, or other reason permitted by Michigan law

Members of the public may contact any Board member in advance of the meeting to provide input or ask questions about business that will come before the Board by [insert individual Board member contact information (e.g. email addresses)].

[OPTIONAL]: The following Board members will be participating remotely: [insert names]. Information is included above on how to contact these board members in advance of the meeting to provide input or ask questions about any business coming before the Board.

Any person with a disability requiring special accommodations to participate in this meeting should contact the Superintendent's office at [insert contact information] in advance of the meeting.

2501A-F-3 Electronic Board Meeting Notice

Option B – Hybrid Meeting

The C.O.O.R. Intermediate School District Board of Education will hold a [regular/rescheduled regular/special] Board meeting on [Day of the Week], [Month] [Calendar Day], [Year].

The meeting will be held both electronically and in person. One or more Board members will be participating in the Board meeting remotely due to:

- Military duty.
- Reasonable accommodation under the ADA.
- Other reason permitted by Michigan law.

The public may attend and participate using this portal: [insert telephone number, internet address, virtual meeting address, or other information needed to participate]. The public may also attend and participate in person, subject to health and safety requirements, if applicable.

Members of the public may contact any Board member in advance of the meeting to provide input or ask questions about business that will come before the Board by [insert individual Board member contact information (e.g. email addresses)].

[OPTIONAL]: The following Board members will be participating remotely: [insert names]. Information is included above on how to contact these Board members in advance of the meeting to provide input or ask questions about any business coming before the Board.

Any person with a disability requiring special accommodations to participate in this meeting should contact the Superintendent's office at 989-275-9538; info@coorisd.net; or 11051 N. Cut Road, Roscommon, MI 48653 in advance of the meeting.

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2500 Board Meetings and Open Meetings Act Compliance

2506-F Organizational Meeting Checklist

The following issues may be addressed by the Board at an organizational meeting conducted pursuant to Policy 2506:

- Elect Board officers (see Policy 2405):

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

- Committee appointments (see Policy 2505)
- Establish the schedule for regular Board meetings
- Designate District staff member(s) authorized to post Board meeting notices under the Open Meetings Act: _____
- Designate authorized check signers: _____
- Designate depository(ies) for District funds: _____
- Designate legal counsel: _____
- Designate auditor: _____
- Designate official publication: _____
- Establish rental fees for District facilities and equipment (see Policy 3304)

Series 3000: Operations, Finance, and Property

3100 General Operations

3102-F Alcohol Request Use Form

Requester Information

Name(s) of Individual(s)/Organization: _____

Designated Representative: _____

Address: _____

Phone Number: _____

Email: _____

Event Information

Name/Description of Event: _____

Date: _____ Start Time: _____ End Time: _____

Location: _____

- Purpose of Event:
- Recognized Religious Service or Ceremony
 - Adult Education or College Extension Course
 - School Fundraising
 - Social Gathering
 - Other (briefly describe)

Terms & Conditions

Requester will comply with, and is responsible to ensure that all permitted attendees comply with, applicable federal, state, and local laws, rules, and regulations related to the possession or consumption of alcohol associated with the above-described event (“Event”), including any additional requirements or conditions that may be imposed by the Superintendent or designee.

Requester agrees to indemnify, defend, and hold harmless the District and its board members, officers, employees, and agents from all claims, damages, and liabilities,

3102-F Alcohol Request Use Form

including attorneys' fees, in any manner related to the possession or consumption of alcohol associated with the Event.

Requester agrees to be responsible for all injuries and damage to persons or property in any manner related to the possession or consumption of alcohol associated with the Event.

Unless exempted, Requester must obtain and maintain insurance for the Event in the type(s) and amount(s) the Superintendent or designee deems necessary. That insurance must name the District as an additional insured. Requester will provide evidence of such insurance prior to the Event.

Requester may also be required to complete form 3304-F, Facilities Use Request Form.

The Designated Representative is primarily responsible for the obligations stated herein if the Requester is not a legally recognized organization.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

For Internal Use	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Date: _____	
Signature of Superintendent or Designee: _____	
<input type="checkbox"/> Insurance is required. Name of insurer: _____	
<input type="checkbox"/> Insurance is not required.	
Approval is subject to the following additional requirements:	

Requester acknowledges and agrees to the additional requirements (if applicable).	
Signature: _____	
Printed Name: _____	
Date: _____	

Series 3000: Operations, Finance, and Property

3100 General Operations

3105-F Volunteer Service Form

The Board of Education recognizes and appreciates the generosity and support it receives from volunteers.

Volunteer Information

Name: _____ (“Volunteer”)

Address: _____

Phone Number: _____ Date of Birth: _____

Email: _____

Names of children attending the District, if any: _____

Volunteer must provide a valid form of photo identification (e.g., driver’s license, passport, or state issued identification card).

Have you previously volunteered for the District? Yes No

Have you previously been denied the opportunity to volunteer for the District? Yes No

Are you a registered sex offender? Yes No

Have you been convicted of a felony? Yes No

If yes, please describe the offense(s), date(s), and location(s):

Are you the subject of a current criminal or child protective services investigation or do you have pending criminal charges against you? Yes No

If yes, please describe the investigation or charges:

3105-F Volunteer Service Form

Requested Volunteer Position

Title/Description: _____

Start date: _____ End date: _____

Terms & Conditions

Volunteer agrees to indemnify, defend, and hold harmless the District, its officers, employees, agents, board members, students, and guests from all claims, damages, and liabilities, including attorneys' fees, in any manner arising out of Volunteer's volunteer services. Volunteer is responsible for all injuries or damages to persons or property caused by Volunteer.

If the District approves this request, Volunteer certifies that when serving in the volunteer position he or she will: (i) perform as a volunteer and not as a District employee; (ii) comply with all federal, state, and local laws, rules, and regulations; (iii) comply with any additional requirements or conditions that may be imposed by the Superintendent; and (iv) not use or be under the influence of illegal drugs or alcohol.

Volunteer acknowledges that volunteering for the District is a privilege, not a right. The District's Superintendent or designee may reject a person's request or terminate a Volunteer's assignment at any time for any reason that is not unlawful. Volunteer may also be required to complete a background check at any time and hereby consents to such a background check.

Volunteer confirms that, to the best of his or her knowledge, the information provided within this form is true, complete, and accurate.

Volunteer Signature: _____

Date: _____

For Internal Use	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Date: _____	
Signature of Superintendent or Designee: _____	
Approval is subject to the following additional requirements:	

Volunteer acknowledges and agrees to the additional requirements (if applicable).	
Signature: _____	
Printed Name: _____	Date: _____

Series 3000: Operations, Finance, and Property

3100 General Operations

3106-F Booster Clubs, PTOs, and Other Support Groups

Support groups are required to complete this form annually by [insert date], whether operating within the District or as a separate legal entity.

New Support Group **Renewal of Existing Support Group**

Name of Support Group: _____

Contact Person Name: _____

Contact Person Title: _____

Address: _____

Phone: _____ Email: _____

Program or Activity Supported: _____

Please indicate the status of the support group:

- Internal Support Group (e.g., parent/guardian group operating within the District).
Complete Section A.
- External Support Group (e.g., booster club, PTO, other separate legal entity).
Complete Section B and the attached Acknowledgment and Release Form.

Section A: Internal Support Groups

Building of Operation: _____

Describe purpose, activities, events, and fundraisers held (if applicable):

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Primary Staff Contact: _____

3106-F Booster Clubs, PTOs, and Other Support Groups

Section B: External Support Groups

Type of Entity (e.g., non-profit corporation): _____

Bylaws Adopted: Yes No Date Adopted: _____

Date of Formation: _____ (use State of Michigan incorporation date, if applicable)

EIN: _____ (attach copy of IRS confirmation or approval letter)

Banking Institution: _____

If in the process of forming a legal entity, please describe steps taken and pending approvals:

Note: If any of the above steps have not been completed at the time of filing this form, once completed, a new or updated form must be submitted to the District.

Date of Annual Meeting and Election of Officers: _____

Name and Contact Information of Current Officers:

Title	Name	Phone	Email
President			
Vice President			
Treasurer			
Secretary			

Signature: _____ Date: _____

Printed Name: _____ Title: _____

External Support Groups must complete the attached Acknowledgment and Release Form.

3106-F Booster Clubs, PTOs, and Other Support Groups

For Internal Use	
Date Received:	_____
Received by: _____	Printed Name: _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Signature of Superintendent or Designee:	_____
[Optional: If denied, describe basis (attach additional sheet if necessary)]	

If approved or denied by Board of Education, date of Board Meeting: _____	

3106-F Booster Clubs, PTOs, and Other Support Groups

**Acknowledgment and Release Form
Booster Clubs, PTOs, and Other Legally Separate Parent/Guardian Groups**

By executing this Acknowledgement and Release (“Acknowledgment”), I certify that I am an authorized representative or officer of the group identified below (“Organization”). On behalf of the Organization, which is operated as a separate legal entity from the District, I certify the following:

I have read and understand District Policy 3106 related to the policies and procedures applicable to our Organization. The Organization’s operations will comply with applicable Board policies and procedures, administrative guidelines, and Board and administrative directives. I certify on behalf of the Organization that the Organization will not represent to any third party that it is an agent of the District or has any authority to act on behalf of the District.

The Organization is currently a properly formed separate legal entity (or is in the process of becoming a separate legal entity) as indicated on District form 3106-F. The Organization certifies that it has: (1) established a legal entity through the State of Michigan; (2) obtained an employer identification number (EIN) through the Internal Revenue Service and does not utilize the District’s EIN for any purpose; and (3) established a separate bank account in the name of the Organization.

As a legally separate entity, the Organization is fully responsible for compliance with applicable state and federal laws. The District does not require the Organization to obtain tax-exempt status as a 501(c)(3) or other form of charitable organization, which is a decision for the Organization. The Organization is solely responsible for consulting with appropriate professionals on legal, tax, accounting, and other compliance matters, as deemed necessary by the Organization, including whether tax-exempt status would be beneficial for the Organization. Information provided by the District is general in nature and should not be construed as legal advice. District personnel may participate in the Organization’s events and activities on a voluntary basis but may not be required to participate. The Organization is responsible for safeguarding funds raised by the Organization and has adopted written procedures or internal controls related to funds to minimize fraud or abuse. The District will not be liable for the failure of the Organization to properly safeguard funds or for losses associated with fraud or misuse of funds. Events and activities, including fundraisers, held by the Organization are not District-sponsored events and the District will not be held liable for such events or activities.

By execution of this Acknowledgment, I certify on behalf of the Organization that I have read and understand this Acknowledgment and that the Organization releases and holds the District harmless from liability arising from the operation of the Organization, including liability related to events and activities, failure to comply with applicable law, financial losses incurred, including those resulting from fraud or similar acts, and other liability associated with the Organization’s operations.

Name of Organization: _____

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Series 3000: Operations, Finance, and Property

3100 General Operations

3107-F Use of Detection Dogs Policy Notice

Note: This language can be added to other required annual notices (e.g., McKinney-Vento, pesticide awareness, asbestos) distributed to parents.

The District may use detection dogs, without a warrant or consent, to sniff property in an effort to locate illegal drugs or contraband according to Board Policy 3107's protocol. Detection dogs will not be used to search a person unless the search is otherwise authorized by law or Policy.

The District will inform students and personnel over the public address system when a detection dog is being used and may direct students and personnel to remain in place or relocate.

A detection dog alerting on a person's property constitutes reasonable suspicion for a District administrator to search the property. Anything found during a search that violates Policy, school rules, school handbook, or state or federal law may be seized and used as evidence in a disciplinary proceeding. Any illegal drugs, dangerous weapons, and other illegal items found during a search will be tagged and identified by a District administrator and turned over to law enforcement.

Series 3000: Operations, Finance, and Property

3100 General Operations

3108-F Notification of Service Animal

Note: Students or staff who want to be accompanied by a service animal are encouraged but not required to complete this form.

Assisted Person: _____

Assisted Person is: Staff Student Other

Animal Owner (if different than Assisted Person): _____

Animal Handler (if different than Assisted Person): _____

Animal Name: _____ Type of Animal: Dog Miniature Horse

Note: District staff may ask the questions below only if the answers are not readily apparent:

Is the service animal required because of a disability? Yes No

What type of work or task has the service animal been trained to perform?

By signing below, I acknowledge that I have read and understand Policy 3108, Service Animals, and will abide by its terms.

I understand that either I or a handler will be responsible for the care and supervision of the animal on the District's property, unless state or federal law requires the District to provide a handler for the animal.

I understand that the animal must *always* be under my control or the control of the handler.

I understand that the District may exclude or remove the service animal from District property or functions if the service animal: (i) is out of control and neither I nor the handler take effective action to control it, (ii) is not housebroken, (iii) presents a direct threat to the health or safety of others in the school, or (iv) fundamentally alters the nature of the District's services, programs, or activities.

I understand that I am responsible for any damage to District property or injury to persons caused by the animal.

Owner Signature (If not parent/guardian)

Date

3108-F Notification of Service Animal

Parent/Guardian Signature

Date

Assisted Person Signature

Date

Handler Signature

Date

Note: This note may be deleted before distributing the form. Neither state nor federal law require persons with disabilities to possess a license, identification card, patch or other identifying item for a service animal. If your local regulations require an animal to be licensed and vaccinated, you can consider including the provision below:

Please attach:

- Proof of current local licensure
- Proof of current vaccinations and immunizations from a licensed veterinarian (as required by state and local law)

School Official Signature

Date

Title

This form is valid until the end of the current school year. It should be renewed prior to the start of each subsequent school year or whenever a different service animal will be used.

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3100 General Operations

3109-F Therapy Animal Request Form

Note: This Form applies only if Option 1 is selected in Policy 3109.

Owner: _____

Animal Name: _____

Type of Animal: _____

Is it a certified therapy/emotional support/comfort/companion animal? Yes No

Has the animal received any training or certification? Yes No

If yes, please provide details (attach any certifications or proof of training):

Is the animal current on all required immunizations and vaccinations? Yes No

Does the animal have an ID that indicates it is a therapy animal? Yes No

I have attached the following documentation:

- Proof of current licensure
- Proof of current vaccinations and immunizations from a licensed veterinarian
- Declaration page indicating adequate liability insurance coverage

Building areas or other District property authorized by the Superintendent or designee for the therapy animal (e.g., hallways, main office, gym, 2nd grade classroom Room No. 102):

By signing below, I acknowledge that I have read and understand Policy 3109, Non-Service Animals, and will abide by the terms of that Policy.

I understand that either I or a handler will be responsible for the care and supervision of the animal on District property.

I understand that the animal must be under my control or a handler's control *at all times*.

I understand that the animal must wear appropriate identification identifying it as a therapy animal while on District property.

3109-F Therapy Animal Request Form

I will only bring the animal into the authorized areas listed above that have been pre-authorized by the Superintendent or designee.

I understand that the District may exclude or remove the animal from District property or functions if the animal: (i) is out of control, (ii) is not housebroken, (iii) presents a direct threat to others, or (iv) otherwise disrupts the educational process. I will remove the animal immediately if this determination is made.

I understand that if a student or employee suffers an allergic reaction to the animal, I must remove the animal to another location determined by the Superintendent or designee.

I understand that I am responsible for any damage to District property or injury to persons caused by the animal.

Owner Signature (If not parent/guardian)

Date

Parent/Guardian Signature

Date

Handler Signature (If necessary)

Date

School Official Signature

Date

This form is valid until the end of the current school year. It should be renewed prior to the start of each subsequent school year or whenever a different therapy animal will be used.

Series 3000: Operations, Finance, and Property

3100 General Operations

3111-F Drone Use Request Form

Contact Information

Name: _____

Phone Number: _____

Email: _____

Flight Information

Proposed Flight Date(s): _____

Proposed Flight Time(s): _____

Aircraft Make/Model: _____

FAA Registration #: _____

(Drones weighing more than 0.55 lbs and less than 55 lbs must be FAA registered.)

Purpose: Recreational Commercial

Camera or recording device to be used: Yes No

Acknowledgment

I acknowledge that I have read and understand Policy 3111, Drones, and will abide by the terms of that Policy.

Signature

Date

3111-F Drone Use Request Form

For Internal Use				
<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not Approved	Date: _____
Signature of Superintendent or Designee: _____				
Approval is subject to the following additional requirements:				

Requester acknowledges and agrees to the additional requirements (if applicable).				
Signature: _____				
Printed Name: _____				
Date: _____				

Series 3000: Operations, Finance, and Property

3100 General Operations

**3116-F-1 Agreement for Acceptable Use of Technology Resources Students
Grades K-[(elementary age)]**

Building/Program Name _____ Student Name _____

I understand that I may be permitted to use the school's computers, electronic devices, and Internet at school and at home under the following school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for schoolwork.
- I will only use the computers, electronic devices, and Internet as directed by my teacher or other school employee.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I should not access.
- If I accidentally access a website that I know I should not look at, I will tell my parent/guardian or teacher right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my parent/guardian or teacher right away.
- I will not use the school's computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my parent/guardian or teacher right away.
- I will not damage the school's computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will give the school's computers and other electronic devices back to the school at the school's request.
- I will not use the school's computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the school's computers, electronic devices, or Internet and pretend that it is my own work.
- I will keep my password secret from everyone except my parent/guardian.
- I understand that the school can see everything that I do on the school's computers, electronic devices, and Internet.
- I understand that the school has filters on its computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the school's computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

Student Signature _____

Date _____

**3116-F-1 Agreement for Acceptable Use of Technology Resources Students
Grades K-[redacted] (elementary age)]**

I have read this Agreement and agree that as a condition of my child's use of the school's Technology Resources, which include: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I have explained the rules listed above to my child.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the school's Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand that the school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I have read this Agreement and agree to its terms.

Parent/Guardian Signature

Date

cc: parent/guardian, student file

Series 3000: Operations, Finance, and Property

3100 General Operations

**3116-F-2 Agreement for Acceptable Use of Technology Resources
Middle School/High School**

Building/Program Name	User Name
-----------------------	-----------

This Agreement is entered into on: _____

This Agreement is between _____ (“Student” or “User”)
and _____ (“school”).

The purpose of this Agreement is to grant access to and define acceptable use of the school’s technology resources (“Technology Resources”).

Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting any telephone, electronic, data, Internet, audio, video, or radio transmissions, signals, telecommunications, or services and include without limitation: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the school’s Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the school’s Technology Resources is a privilege that may be revoked by the school at any time and for any reason.
- B. You have no expectation of privacy when using the school’s Technology Resources. The school reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The school also reserves the right to remove any material from the Technology Resources that the school, in its sole discretion, chooses to including, without limitation, any information that the school determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. The Technology Resources do not provide you a “public forum.” You may not use the Technology Resources for commercial purposes or for political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology

**3116-F-2 Agreement for Acceptable Use of Technology Resources
Middle School/High School**

Resources to contact or communicate with public officials provided you follow all other rules.

D. The school's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password. Likewise, using or accessing another person's account is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person whose account or password you used or accessed.

E. You may not use the Technology Resources to engage in bullying, including cyberbullying. Bullying and cyberbullying are defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely, to harm one or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
2. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the school) to engage in bullying or cyberbullying may be grounds for discipline under the school's student code of conduct.

F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3)

**3116-F-2 Agreement for Acceptable Use of Technology Resources
Middle School/High School**

- taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
 3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors includes all material described in Sections F.1 and F.2 of this Agreement as well as [Insert any additional language from Board Policy or applicable student handbook].
 4. Bullying and cyberbullying (as defined in paragraph E).
 5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
 6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
 7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of information belonging to others or information you are not authorized to access.
 8. Unauthorized copying or use of licenses or copyrighted software.
 9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
 10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
 12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.
 13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
 14. Misusing equipment or altering system software without permission.
 15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. You may contact a public official, however, to express an opinion on a topic of interest.

3116-F-2 Agreement for Acceptable Use of Technology Resources
Middle School/High School

16. Copying, recording, or sharing any information received or obtained via the school's Technology Resources that includes personally identifiable information about any other student including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.
 17. Using the Technology Resources in any way that violates any federal, state, or local law or rule, Policy, or the school's codes of conduct, or student handbooks.
- G. You must promptly disclose to your parent/guardian or teacher any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a school employee.
- H. It is the policy of the school, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are: (1) obscene, (2) child pornography, or (3) harmful to minors.
- I. It is the policy of the school to prohibit its minor students from: (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the school to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.
- J. The school does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the school's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.
- K. The school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- L. You will return all Technology Resources to the school in good working order immediately on request.
- M. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

**3116-F-2 Agreement for Acceptable Use of Technology Resources
Middle School/High School**

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the school or its Internet Service Provider. I also agree to follow all rules in the applicable student code of conduct and handbook. As a condition of using the Technology Resources, I agree to release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the school monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

Student Signature

Date

**3116-F-2 Agreement for Acceptable Use of Technology Resources
Middle School/High School**

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, or documents that identify another student by name, voice, or likeness.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I have read this Acceptable Use Agreement and agree to its terms.

Parent/Guardian Signature

Date

cc: parent/guardian, student file

Series 3000: Operation, Finance, and Property

3100 General Operations

3118-F-1 Title IX Sexual Harassment Formal Complaint Form



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

11051 North Cut Road
Roscommon, MI 48653
phone (989) 275-9555

This form is being submitted by: Complainant Title IX Coordinator

Complainant Name: _____

Address: _____

Phone: _____ Email: _____

If the Complainant is a student:

Date of Birth: _____ Grade: _____

School Building Attending: _____

If the Complainant is an employee:

Job Title: _____ Building: _____

Complaint Details

Reporter's Name (if different than Complainant): _____

Reporter's Relationship to Complainant: _____

Reporter's Address: _____

Reporter's Phone: _____ Reporter's Email: _____

1. Describe the alleged sexual harassment that you are requesting the District investigate. Please be specific. Describe the incident(s) and identify the individuals and potential witnesses involved. Describe or attach any evidence you believe is relevant. Attach additional pages if needed.

3118-F-1 Title IX Sexual Harassment Formal Complaint Form

2. Describe the date/time/location(s) of the alleged incident(s).

3. What would you like the District to do to remedy the situation?

Complainant's/Coordinator's Signature

Date

Please submit this form to:

Alexis Ferguson, Human Resources Dept.
11051 N. Cut Road, Roscommon, MI 48653
989-275-9562
HR@coorisd.net

A person alleging discrimination by the District on the basis of sex may file a complaint through the District's grievance procedure. A complaint may also be filed at any time with the Office for Civil Rights (OCR), U.S. Department of Education, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115. Filing a complaint with the District is not a prerequisite to filing with OCR. For additional information about the District's grievance procedure, please contact the Title IX Coordinator identified above.

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3100 General Operations

3118-F-2 Title IX Documentation of Supportive Measures Form – Internal Form

Supportive measures are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator at no cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment or deter sexual harassment. If the District does not provide a Complainant with supportive measures, the District must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

This form must be completed by the Title IX Coordinator.

Complainant Name: _____

Respondent Name: _____

Report Date: _____ Formal Complaint Date (If Applicable): _____

1. Supportive measures offered to Complainant (include description and date):

2. Supportive measures offered to Respondent (include description and date):

3118-F-2 Title IX Documentation of Supportive Measures Form

3. Supportive measures rejected by either party:

4. If a determination was made that supportive measures are not required, explain the rationale for that determination:

Title IX Coordinator Signature

Date

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3118-F-3 Title IX Formal Complaint Notice Letter

Upon receipt of a Formal Complaint, the District must provide written notice to the Complainant(s) and Respondent(s). The Notice Letter must include all of the information contained in this template letter. Each party must receive a Notice Letter that is substantially similar in content.



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INTERMEDIATE SCHOOL DISTRICT
Crawford • Oscoda • Ogemaw • Roscommon

11051 N. Cut Road, P.O. Box 827
Roscommon MI, 48653
Phone: 989-275-9555
Fax: 989-275-5881

[Date]

[Name]

[Address]

[City, State, Zip Code]

Re: Notice of Title IX Investigation/[Complainant or Respondent]

Dear [Name]:

On [Date], the District received a report that [Respondent's Name], who is a District [Student/Employee/Volunteer/Contractor] allegedly engaged in sexual harassment, as defined by the District's Title IX Sexual Harassment Policy, against [Complainant's Name]. Specifically, [Describe Alleged Sexual Harassment - Include Identity of Parties Involved]. Allegedly, [Respondent's Name]'s conduct occurred at [Location, if known] on or around [Date/Time, if known].

[Choose Option 1 or 2.]

[(Option 1 - If law enforcement has opened its own investigation) The District will cooperate with [Law Enforcement Agency Name] as it conducts an investigation into the allegations. The District will also, in accordance with Title IX, conduct an independent investigation into these allegations and will provide notice of additional allegations if any emerge.]

[(Option 2 - No law enforcement involvement yet.)The District has opened a Title IX investigation into these allegations and will provide notice of additional allegations if any emerge.]

Pursuant to federal law, during the pendency of the investigation, [Respondent's Name] is presumed not responsible for the alleged conduct.

3118-F-3 Title IX Formal Complaint Notice Letter

The Complainant and Respondent are permitted, but are not required, to each have an advisor of their choice, such as an attorney or other representative, during the Title IX Grievance Process. If you intend to have an advisor assist in this process, please provide me with the advisor's contact information as soon as practicable.

During the investigation, the District will provide the following supportive measures to [Complainant's/Respondent's Name]:

[Describe Supportive Measures directly related to Party to whom Notice Letter is addressed. Supportive Measures must be kept confidential to the extent possible and should only be shared with another party if they directly relate to both parties (i.e., both parties informed of no contact order, but not of counseling to other party).]

[(NOTE: Include only if Supportive Measures were Rejected) The District offered [Identify supportive measures that were rejected] as supportive measures for [Complainant's/Respondent's Name], which were declined.]

The District is also willing to discuss other supportive measures that you believe are necessary. Please contact me to discuss the need for additional supports.

A detailed description of the District's Title IX Grievance Process can be found in the District's Title IX Policy, which is available at: [Insert link to Policy]. A hard copy of the Policy is attached.

The Investigator will reach out to you separately to schedule an interview.

All parties will have an opportunity to inspect and review all evidence before the investigation report is finalized. At the conclusion of the Grievance Process, a Decision-Maker will provide all parties with a written determination of responsibility.

The District's Title IX Policy also details the District's informal resolution process. If you are interested in pursuing informal resolution, please contact me.

[NOTE: If Complainant/Respondent is a student and if the District's Student Code of Conduct includes a prohibition on false statements, then include the following language: As a reminder, the District's Student Code of Conduct prohibits students from making false statements or submitting false statements during this investigation.]

The District prohibits retaliation against any person who reports or files a sexual harassment complaint or who cooperates in the investigation of such a complaint. Retaliation can result in disciplinary action up to and including discharge or expulsion. Retaliation allegations should be reported to the Title IX Coordinator.

If you have any questions about this process, please do not hesitate to contact me.

Sincerely,

[Title IX Coordinator]

3118-F-3 Title IX Formal Complaint Notice Letter

Enclosure: [District's Title IX Sexual Harassment Policy]

Series 3000: Operation, Finance, and Property

3100 General Operations

3118-F-4 Title IX Notice of Additional Allegations Letter

New or additional allegations may arise during the course of an investigation. If the Investigator decides to investigate allegations that were not included in the initial Notice Letter, this Notice of Additional Allegations must be provided to the Complainant(s) and Respondent(s).



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INTERMEDIATE SCHOOL DISTRICT
Crawford • Oscoda • Ogemaw • Roscommon

11051 N. Cut Road, P.O. Box 827
Roscommon MI, 48653
Phone: 989-275-9555
Fax: 989-275-5881

[Date]

[Name]

[Address]

[City, State, Zip Code]

Re: Notice of Additional Allegations during Title IX Investigation

Dear [Name]:

On [Insert Date], you were notified that the District initiated a Title IX investigation into allegations that [Describe original allegations and identify parties] at [Insert location, if known] on or around [Insert date, if known].

In the course of our investigation, we received additional allegations that [Describe specific new allegations and identify parties] at [Insert location, if known] on or around [Insert date, if known].

[Choose Option 1 or 2.]

[Option 1 - Because they arise out of the same facts and circumstances as the original allegation(s), the new allegation(s) will be consolidated with the original allegations. A determination of responsibility as to all allegations will be made as part of the current Grievance Process. You will have the same opportunity to review any evidence related to the new allegations as with the original allegations.]

[Option 2 - The District will respond to these new allegations pursuant to its Title IX Sexual Harassment Policy. A separate Grievance Process may be initiated if either a Complainant or the Title IX Coordinator files a Formal Complaint.]

During the pendency of this investigation, [Respondent's Name] is presumed not responsible for the conduct described in the new allegations.

3118-F-4 Title IX Notice of Additional Allegations Letter

[NOTE: New allegations may not require another interview.]

[Optional - As part of its investigation into these new allegations, the District would like to interview [Complainant's/Respondent's Name] on [Date]. [Complainant's/Respondent's Name] is entitled to bring an advisor of [his/her] choice, including an attorney, to the interview.]

If you have any questions about this process, please do not hesitate to contact me.

Sincerely,

[Title IX Coordinator]

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3118-F-5 Title IX Mandatory Dismissal Letter

The Title IX regulations require dismissal of a Formal Complaint in the situations outlined below. Mandatory dismissal under the regulations does not prohibit the District from investigating whether another school policy, rule, or law may have been violated or from issuing appropriate discipline based on the results of a misconduct investigation. Such an investigation is advisable in some circumstances – particularly where the Complainant is a student and the Respondent is an employee. Letters substantially similar to the following should be sent to the Complainant(s) and the Respondent(s).



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11051 N. Cut Road, P.O. Box 827
Roscommon MI, 48653
Phone: 989-275-9555
Fax: 989-275-5881

[Date]

[Name]

[Address]

[City, State, Zip Code]

Re: Mandatory Dismissal of Title IX Formal Complaint

Dear [Name]:

On [Date], the District received a Formal Complaint alleging a violation of the District's Title IX Sexual Harassment Policy. Upon further review, the Title IX regulations require dismissal of the Formal Complaint because (select all that apply):

- The allegations in the Formal Complaint, even if proven, would not constitute sexual harassment as defined in the District's Title IX Sexual Harassment Policy.
- The allegations did not occur in the school's programs or activities.
- The allegations did not occur in the United States.

A determination that the Title IX Formal Complaint must be dismissed does not prohibit the District from investigating whether another school policy, rule, or law may have been violated or from issuing appropriate discipline based on the results of the misconduct investigation.

You may appeal this dismissal by following the procedures outlined in the Appeals section of the District's Title IX Sexual Harassment Policy. That Policy is available at: [Insert link to policy].

The District strictly prohibits retaliation against an individual who filed a Title IX complaint or who cooperated in a Title IX investigation. If you believe that you were subject to retaliation, please promptly contact the District's Title IX Coordinator.

3118-F-5 Title IX Mandatory Dismissal Letter

Sincerely,

[Title IX Coordinator Name]

[Title IX Coordinator Contact Information]

Series 3000: Operation, Finance, and Property

3100 General Operations

3118-F-6 Title IX Discretionary Dismissal Letter

The Title IX regulations permit, but do not require, dismissal of a Formal Complaint in the situations outlined below. Discretionary dismissal under the regulations does not prohibit the District from investigating whether another school policy, rule, or law may have been violated or from issuing appropriate discipline based on the results of a misconduct investigation. Such an investigation is advisable in some circumstances – particularly where the Complainant is a student and the Respondent is an employee. Letters substantially similar to the following should be sent to the Complainant(s) and the Respondent(s).



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Phone: 989-275-9555
Fax: 989-275-5881

[Date]

[Name]

[Address]

[City, State, Zip Code]

Re: Dismissal of Title IX Formal Complaint

Dear [Name]:

On [Date], the District received a Formal Complaint alleging a violation of the District's Title IX Sexual Harassment Policy. Upon further review, the Title IX Formal Complaint should be dismissed because [select all that apply]:

- The Complainant notified the Title IX Coordinator in writing on [Date] that the Complainant wishes to withdraw the complaint, in whole or in part.
- The Respondent's [enrollment/employment] at the District has ended.
- The following circumstances prevent the District from gathering evidence sufficient to reach a determination: [describe specific circumstances, which may include, but are not limited to, situations where: (1) the Complainant refuses to participate in the Grievance Process but has not sent written notice withdrawing the complaint; or (2) the Respondent is not under the authority of the District and the District is unable to collect sufficient evidence to make a determination of responsibility.]

A determination that the Title IX Formal Complaint should be dismissed does not prohibit the District from investigating the complaint to determine whether another school policy, rule, or law may have been violated or from issuing appropriate discipline based on the results of the misconduct investigation.

3118-F-6 Title IX Discretionary Dismissal Letter

You may appeal this dismissal by following the procedures outlined in the Appeals section of the District's Title IX Sexual Harassment Policy. That Policy is available at: [\[Insert link to policy\]](#).

The District strictly prohibits retaliation against an individual who filed a Title IX complaint or who cooperated in a Title IX investigation. If you believe that you were subject to retaliation, please promptly contact the District's Title IX Coordinator.

Sincerely,

[\[Title IX Coordinator Name\]](#)

[\[Title IX Coordinator Contact Information\]](#)

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3118-F-7 Title IX Investigation Report Checklist – For Internal Use Only!

The investigation report must fairly summarize the relevant evidence gathered during the investigation. It should be in narrative form and include the information in this checklist to provide the Decision-Maker sufficient information to make a responsibility determination and to comply with Title IX requirements. The checklist is not designed to limit the scope of any investigation.

Complainant's Information

- Complainant's name. If student: age, grade level, and building. If employee: job title and building.
- Name of Complainant's advisor (if any).

Respondent's Information

- Respondent's name. If student: age, grade level, and building. If employee: job title and building.
- Name of Respondent's advisor (if any).

Investigator's Information

- Investigator's name, title, and training verification.
- Statement that investigator does not have a conflict of interest or bias against either party, generally or individually, that affected the investigation.

Relevant Chronology (including, but not limited to)

- Date formal complaint filed/signed by Complainant or Title IX Coordinator.
- Date investigation initiated.
- Dates Complainant(s) and Respondent(s) were notified of interviews.
- Date evidence was submitted to parties/advisors for review.
- Date each party's response to evidence was due and whether any response was received .
- Date investigation report submitted to Decision-Maker.

Nature of the Allegations

- Describe each allegation, including date, time, place, and nature of the incident(s).
- If investigation revealed additional allegations not in original notice to the parties and investigator decides to investigate those allegations, identify the date notice of additional allegations was given to parties and describe additional allegations.
- If additional allegations are made or discovered and are not included in investigation, state basis for decision not to investigate.

Fact-finding Activities

- Summarize Complainant's and Respondent's interview; note interview dates and who attended (e.g., advisor, parent, attorney, or other representative).

3118-F-7 Title IX Investigation Report Checklist

- Identify any other contacts with Complainant, Respondent, or their advisors (include date, purpose, and contact method).
- Summarize all other witness interviews; note interview dates and who attended.
- Identify and describe any relevant evidence, including which party submitted the evidence or how it was obtained if not through a party.
- Describe any other fact-finding as part of the investigation (e.g., site visits, record review, video review, or hearing).

Evidence Review

- Before completing investigation report, send hard or electronic copies of all evidence to Complainant, Respondent, and respective advisors, if any, for review. *Each party has 10 calendar days to review evidence and submit a written response to the Investigator.*
- Summarize any written response(s) received.
- Consider any written response(s) received before completing the investigation report.
- Describe how, if at all, the written response(s) affected your investigation, including a description of any additional investigation conducted as a result of the written response(s) (e.g., additional witness interviews, materials reviewed, or investigatory steps taken).

Findings of Fact

- Make specific findings of fact based on full investigation. *Findings of fact will be reviewed by the Decision-Maker. The investigator does not make a determination of responsibility (i.e., whether a policy was violated or whether harassment occurred). The investigator should, however, make credibility determinations, where applicable.*
- Do not consider a party's medical or psychological records without the party's written consent (or, in the case of a student, parent/guardian consent).

General Tips for Investigation Report

- Ensure each party has equal opportunity to submit evidence.
- Cite standard of review (e.g., preponderance of evidence).
- Note presumption that Respondent is not responsible.
- Cite applicable Board policies and code of conduct provisions.
- Ensure report is clear, concise, and complete.
- Assume final report may be released by either party
- Make findings of fact necessary for Decision-Maker to make determination of responsibility.

Delivery of Investigation Report

- Send finalized investigation report to Title IX Coordinator, Decision-Maker, Complainant, and Respondent at least 10 calendar days after the parties were sent all evidence to inspect and review.
- Inform parties that they may, but are not required to, submit written questions of any party or witness to the Decision-Maker.

Series 3000: Operation, Finance, and Property

3100 General Operations

3118-F-8 Title IX Determination of Responsibility

Formerly known as “outcome” or “conclusion” letters, these letters notify the parties of the Decision-Maker’s determination of responsibility. The letters must be substantially similar in content and sent to the Complainant(s) and Respondent(s) simultaneously once the Decision-Maker has made a determination of responsibility.



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

11051 N. Cut Road, P.O. Box 827
Roscommon MI, 48653
Phone: 989-275-9555
Fax: 989-275-5881

[Date]

[Name]

[Address]

[City, State, Zip Code]

Re: Title IX Investigation - Determination of Responsibility

Dear [Name]:

The District has completed its investigation into the Formal Complaint of sexual harassment, [Choose one - filed on/signed] on [Insert date] by [Insert Complainant Name if filed by Complainant or Title IX Coordinator Name if signed by Coordinator].

The allegations of sexual harassment, as that term is defined in the District’s Title IX Sexual Harassment Policy (the “Policy”), include: [Identify allegations, e.g., “engaged in inappropriate conduct with another District student on a District school bus,” “another student inappropriately touched your student”].

The Policy defines “sexual harassment” as conduct on the basis of sex that satisfies one or more of the following:

- A District employee conditioning the provision of a District aid, benefit, or service on an individual’s participation in unwelcome sexual conduct;
- Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).

3118-F-8 Title IX Determination of Responsibility

Upon the receipt of the Formal Complaint, the District took the following procedural steps [This list is not exhaustive. Modify this list depending on what was done during the investigation, include relevant dates and a description for each procedural step taken]:

- Notice to the parties informing them of the commencement of the investigation and the allegations involved;
- Witness interviews;
- Party interviews;
- Site visits; and
- Evidence reviewed - Identify the methods used to gather other evidence].

On [Insert date at least 10 calendar days before investigation report was finalized], you were given an opportunity to review all evidence compiled during the investigation and to provide a written response, which you [did/did not do]. On [insert date at least 10 calendar days before date of this letter], you received a copy of the investigation report. You had the opportunity to review the investigation report, submit a written response to the report, and submit written questions to the other party or witnesses before my determination of responsibility. You [identify whether party did/did not submit written response or written questions]. [Provide additional relevant information about written questions (e.g., whether the Decision-Maker determined the questions to be irrelevant; whether the party/witness to whom the questions were directed responded; how the Decision-Maker considered responses to the questions)].

Based on a preponderance of the evidence, I make the following findings of fact: [Insert findings of fact relevant to whether the allegations are true and whether they constitute sexual harassment. Include specific dates, times, locations, and quotes. Make necessary credibility decisions and explain basis for those decisions.]

Based on the foregoing, I determine:

[Insert whether a preponderance of the evidence substantiated each allegation and the rationale for that decision, e.g., "Based on witness testimony and video surveillance, a preponderance of the evidence substantiates that Respondent touched Complainant inappropriately on the bus."]

[Insert conclusions about the application of the findings of fact to the Title IX Policy, e.g., "I find that, based on a preponderance of the evidence, a reasonable person would find that the (comments made to the Complainant/inappropriate touching/ etc.) was so severe, pervasive, and objectively offensive that it effectively denied the Complainant equal access to the District's educational program or activity."]

[If applicable, insert conclusions about the application of the findings of fact to other relevant code of conduct, policy, law, or rule, e.g., "Respondent's behavior also violated other District policies and codes of conduct. Specifically, (identify and describe policy/law/rule/code section and how it was violated.)]

3118-F-8 Title IX Determination of Responsibility

As a result of this determination of responsibility, the District will take the following actions to restore or preserve equal access to the District's education programs and activities: [\[Insert broad description of action.\]](#)

For Complainant, remedial measures [\[Choose one - will/will not\]](#) be provided.

For Respondent, the District [\[Choose one - will/will not\]](#) impose disciplinary sanctions. [\[Insert disciplinary sanctions to be taken, if any.\]](#).

The Title IX Coordinator will communicate separately with each party about implementation of applicable remedial measures.

Pursuant to the Policy, you may appeal this determination of responsibility within 5 business days of this correspondence for the following reasons:

1. A procedural irregularity that affected the outcome;
2. New evidence that was not reasonably available at the time the determination of responsibility was made that could affect the outcome; or
3. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

The Appeals process is described in the District's Title IX Policy, which can be found here: [\[Insert link to policy\]](#). A hard copy of the Policy is also enclosed.

As a reminder, the District prohibits retaliation against any person who files a sexual harassment complaint or who cooperates in the investigation of such a complaint.

Please do not hesitate to contact me if you have any additional information or questions.

Sincerely,

[\[Decision-Maker\]](#)

Enclosure: [\[District's Title IX Sexual Harassment Policy\]](#)

C: Title IX Coordinator

Series 3000: Operation, Finance, and Property

3100 General Operations

3118-F-9 Record Retention Requirements – Post in Title IX Coordinator's Office

Title IX Recordkeeping Protocol

The District establishes the following recordkeeping protocol for complaints or reports of sexual harassment under the District's Title IX Sexual Harassment Policy. The records identified below must be maintained for at least 7 years from the date of creation.

- A. Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
 - 1. The basis for the District's conclusion that its response to the report was not deliberately indifferent;
 - 2. Documentation demonstrating that the District has taken measures designed to restore or preserve equal access to the District's education program or activity; and
 - 3. If supportive measures are not provided to the Complainant, documentation of the reasons why such a response was not clearly unreasonable in light of the known circumstances.
- B. Records of each sexual harassment investigation, including:
 - 1. A determination of responsibility;
 - 2. Disciplinary sanctions imposed on the Respondent;
 - 3. Remedies provided to the Complainant; and
 - 4. Appeal records, if applicable, including results of the appeal.
- C. Records of any informal resolution, including the results of an informal resolution.
- D. All materials used to train Title IX Coordinators, Investigators, Decision-Makers, and any person who facilitates an informal resolution process. Training materials must also be maintained on the District's website.

A copy of an investigation report involving a specific employee may also be kept in the employee's personnel file only as required or permitted by the Bullard-Plawecki Employee Right to Know Act, MCL 423.501 et seq.

Employees who document incidents or reports of Title IX sexual harassment should keep a copy of all written reports and documentation.

Student personally identifiable information is protected and must be kept confidential pursuant to state and federal law.

This notice will be posted in the Title IX Coordinator's office. Copies are available in the Title IX Coordinator's office.

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3100 General Operations

3118-F-10 Notice of Availability of Informal Resolution

After a Formal Complaint has been filed but before a determination of responsibility has been made, Districts may, but are not required to, offer an informal resolution process to the parties, if appropriate. An informal resolution process is a voluntary, alternative means of resolving the Formal Complaint without a full investigation and adjudication under the Title IX grievance process. The informal resolution process is never appropriate to resolve an allegation that an employee sexually harassed a student. This notice informs the parties of the availability of informal resolution and additional information about the process.



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On [date], the District received a Formal Complaint alleging that [insert name], the Respondent, engaged in sexual harassment in violation of the District's Title IX Sexual Harassment Policy against [insert name], the Complainant. The Formal Complaint alleges that [insert specific allegations].

After a Formal Complaint has been filed but before a determination of responsibility has been made, the Title IX regulations permits the District to offer an informal resolution process to the parties, if appropriate. An informal resolution process is a voluntary, alternative means of resolving the Formal Complaint without a full investigation and adjudication under the Title IX grievance process. The informal resolution process is never appropriate to resolve an allegation that an employee sexually harassed a student.

This notice is to inform you of the availability of informal resolution to address the Formal Complaint in this matter and to provide additional information about the process.

During informal resolution, the Title IX Coordinator (or another trained individual designated by the District) will work with the parties to try to facilitate a mutually acceptable resolution of the Formal Complaint. This may involve the use of mediation, restorative justice practices, facilitated discussions, or similar dispute resolution practices, as determined appropriate by the District. If an agreement is reached during informal resolution, it will be reduced to writing and signed by both parties. The parties will be bound by the agreement's terms and precluded from resuming the formal grievance process to address the allegations in the Formal Complaint.

The Complainant and Respondent are not required to participate in informal resolution as a condition of enrollment or employment, continued enrollment or employment, or enjoyment of any other right afforded by the District. The District neither encourages nor discourages the use of informal resolution. Participation in the process is voluntary and both parties must consent in writing to participate in informal resolution. Likewise, either party may withdraw their consent to participate and resume the formal

3118-F-10 Notice of Availability of Informal Resolution

grievance process at any time before the parties reach agreement through informal resolution. The decision to participate, not participate, or to terminate an informal resolution once it has started will not be a factor in any determination made by the Decision-Maker as to whether a Title IX policy violation occurred.

Finally, any informal resolution discussions will be kept confidential to the extent permitted by law and may not be introduced as evidence in the formal grievance process should informal resolution be unsuccessful. The District is required, however, to maintain records on any informal resolution and its results, and may share those records as permitted or required by law.

I have read and understand the information above and voluntarily agree to participate in the informal resolution process.

Print Name

Signature of Party

Date

Series 3000: Operation, Finance, and Property

3100 General Operations

3118-F-11 Declining to File Title IX Formal Complaint

If a Complainant declines to file a Formal Complaint after the initial “triage” meeting and the Title IX Coordinator determines not sign a Formal Complaint, the Title IX Coordinator should document that refusal by sending the Complainant this letter.



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[Date]

[Name]

[Address]

[City, State, Zip Code]

Re: Declining to File Title IX Formal Complaint

Dear [Name]: I am the Title IX Coordinator for [insert District]. On [date], the District received a report alleging that [insert the allegations with specificity].

Pursuant to Title IX regulations and Policy 3118, the District must conduct a prompt and fair investigation of any Formal Complaint of sexual harassment. Sexual harassment may include, among other things, the creation of a hostile sexual environment, sexual assault, dating violence, and domestic violence.

On [insert date], I met with you to: (1) offer you the opportunity to file a Formal Title IX Complaint, (2) explain the Title IX grievance process, and (3) offer you supportive measures. I further informed you that if you chose not to file a Formal Title IX Complaint, the District would still investigate and address these allegations to the best of its ability under other applicable laws, policies, or codes of conduct, and to the extent permitted by law.

Finally, I informed you that you are entitled to supportive measures regardless of whether a Formal Title IX Complaint is filed. Supportive measures are provided at no cost to you and are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties and the District’s educational environment or to deter sexual harassment.

This letter confirms that you declined to file a Title IX Formal Complaint. [Option 1: You also declined any supportive measures from the District.] [Option 2: You, however,

3118-F-11 Declining to File Title IX Formal Complaint

did accept the District's offer of supportive measures, which includes [insert supportive measures.]

If you have additional information to share about these allegations, would like to discuss supportive measures or filing a Formal Complaint, or have other questions, please contact me at [insert contact information].

As noted in Board Policy 3118, please be reminded that retaliation against any person who makes a report or files a complaint of sexual harassment or cooperates in the investigation of such a complaint is strictly prohibited.

Sincerely,

Title IX Coordinator

Series 3000: Operations, Finance, and Property
2 3200 Finance and Borrowing
3202-F Truth in Budgeting/Taxation Notice

[SCHOOL DISTRICT LEGAL NAME]
NOTICE OF A PUBLIC HEARING
ON PROPOSED 20[]-20[] BUDGET

PLEASE TAKE NOTICE that on [], 20[], at [] o'clock [].m., at [], [], Michigan, the Board of Education of [School District Legal Name] will hold a public hearing to consider the District's proposed 20[]-20[] budget.

The Board may not adopt its proposed 20[]-20[] budget until after a public hearing. A copy of the proposed 20[]-20[] budget, including the proposed property tax millage rate, is available for public inspection during normal business hours at [], [], Michigan.

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.¹

This notice is given by order of the Board of Education.

Secretary

¹ **Note:** This sentence must be printed in 11-point boldfaced type as shown.

Series 3000: Operations, Finance, and Property

3200 Finance and Borrowing

3206-F Annual Summer Tax Resolution Form

[Note: Do not use if establishing or changing a summer tax levy]

Annual Summer Tax Resolution

[School District Legal Name] (the "District")

A [] meeting of the board of education of the District (the "Board") was held in the [], within the boundaries of the District, on the [] day of [], 20[], at [] o'clock in the [].m. (the "Meeting").

The Meeting was called to order by _____, President.

Present: Members

Absent: Members

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

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect [50% or 100%] of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board, pursuant to 1976 PA 451, as amended (the Revised School Code), invokes for 20[] its previously adopted ongoing resolution imposing a summer tax levy of [Choose One: one-half or all] of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board's original resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 20[] in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 20[].

3206-F Annual Summer Tax Resolution Form

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

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

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of [redacted], hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board’s minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the “Open Meetings Act” (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

Series 3000: Operations, Finance, and Property

3200 Finance and Borrowing

3211-F Post-Issuance Compliance Checklist

Transaction Parties

Overall Responsible Office
(for Debt Management Activities): _____

Bond Counsel: _____

Municipal Advisor: _____

Paying Agent: _____

Rebate Specialist: _____

Other: _____

Other: _____

Other: _____

Other: _____

Tax Law Requirements

	Document Reference	Responsibility
A. Use of Proceeds		
1. Proceeds spent consistent with ballot purposes		
2. Proceeds spent consistent with SLRF application (if applicable)		
3. No private business use arrangement with private entity (includes federal government) beyond permitted <i>de minimis</i> amount unless cured by remedial action (contact bond counsel if approaching more than 5% private use)		
a. Sale of bond financed facilities		
b. Lease of bond financed facilities		
c. Portion of facility managed by third party		
d. Special legal access/entitlement		

	Document Reference	Responsibility
B. Arbitrage and Rebate		
1. Contracts to spend 5% of proceeds within six months of bond issuance		
2. 85% of proceeds spent within three years		
3. Proceed with due diligence to spend balance of proceeds after three-year anniversary of bond issuance		
4. Rebate (if not exempt from rebate). IRC §148(f)		
a. If owed, arbitrage rebate is first payable on fifth anniversary of bond issuance, plus 60 days		
b. Monitor expenditures prior to semi-annual target dates for 6-month, 18-month, or 24-month spending exception		
C. Record Retention		
1. Maintain general records relating to issue for life of issue, plus any refunding, plus three years (this includes records evidencing expenditures)		
2. Maintain special records required by safe harbor for investment contracts or defeasance escrows. Treas. Reg. § 1.148-5		
3. Maintain record of election to utilize the QTE \$10,000,000 small issue bond designation		
D. Allocations of Bond Proceeds to Expenditures		
Make any allocations of bond proceeds to expenditures needed under Treas. Reg. § 1.148-6(d) by 18 months after the later of the date the expenditure was made, or the date the project was placed in service, but not later than the earlier of 5 years after the bonds were issued or 60 days after the issue is retired		

Disclosure Requirements

	Document Reference	Responsibility
A. Securities Law Requirements		
1. Determine applicability of continuing disclosure agreement (CDA)		
2. Identify obligated person for purposes of Rule 15c2-12 compliance		
3. Name Dissemination Agent, if applicable		
4. Periodically determine that required CDA filings have been prepared, sent to, and received by EMMA and State repository		
5. Information required to be provided to EMMA		
a. Annual reports		
i. Quantitative financial information and operating data disclosed in official statement		
ii. Audited financial statements		
b. Other information		
i. Change of fiscal year		
ii. Failure to file annual report		
6. Material Event Disclosure		
Notify EMMA, in timely manner, of any following events with respect to bonds, if event is material within meaning of federal securities laws:		
a. Principal and interest payment delinquencies		
b. Non-payment related defaults		
c. Unscheduled draws on debt service reserves reflecting financial difficulties		
d. Unscheduled draws on credit enhancements reflecting financial difficulties		

	Document Reference	Responsibility
e. Substitution of credit or liquidity providers, or their failure to perform		
f. Adverse tax opinions or events affecting the tax-exempt status of the bonds		
g. Modifications to rights of holders of the bonds		
h. Bond calls and tender offers		
i. Defeasances		
j. Release, substitution, or sale of property securing repayment of the bonds		
k. Rating changes		
l. Bankruptcy, insolvency, or receivership		
m. Merger/consolidation/annexation		
n. Appointment of new or additional trustee		
o. Incurrence of a Financial Obligation		
p. Default, acceleration, termination, or modification of a Financial Obligation		
7. Failure of obligated person to timely file financial information (including audited financial statements) and operating data with EMMA		
B. Notification to Underwriters of Bonds		
1. Determine whether bond purchase agreement requires issuer of the bonds to notify underwriters for a specified period of time of any fact or event that might cause the official statement to contain any untrue statement of material fact or omit to state a material fact necessary to make the statements made therein, in light of the circumstances under which they were made, not misleading		

	Document Reference	Responsibility
2. Determine whether bond purchase agreement requires issuer of the bonds to provide underwriters the annual audit within a specified period of time of the end of each fiscal year		
C. Local Disclosure		
State and/or local disclosure requirements		
1. Security Report		
2. Annual filing with the State Treasurer for five years (Energy Bonds only)		

Miscellaneous State Law and Document Requirements

A. Insurance		
1. Proof of receipt of final title policy and proof of delivery to trustee or custodian		
2. Monitor compliance with property and casualty insurance requirements		
B. Financial Covenants		
Monitor compliance with rate covenant or other covenants		
C. Transfer of Property		
1. Restrictions on transfer of cash		
2. Restrictions on releases of property		
3. Restrictions on granting liens or encumbering property		
D. Investments		
1. Compliance with permitted investments per MCL 380.1223		
2. For yield restricted funds, investment is not at a rate higher than permitted		

Series 3000: Operations, Finance, and Property

3200 Finance and Borrowing

3212-F Continuing Disclosure Compliance Checklist

To be completed annually by December 1 and placed in compliance file

Contracting With Outside Entity For Compliance

If a contracting entity performs continuing disclosure services for the District, complete the checklist below:

- Does the District have a written contract with that entity, and has the District reviewed it?
- Has the District or its auditor provided the financial and operating information, audit, and material events, as described below, to the contracting entity?
- Has the District reviewed the information that the contracting entity plans to post on EMMA on the District's behalf?
- Has the contracting entity provided the District with copies of the audit and operating data submissions to EMMA along with a cover sheet showing the filing date?
- Has the District contacted the contracting entity to verify that all material event notice filings are up to date? This includes underlying rating changes and may include rating changes for bond insurers and the State of Michigan.
- If the District is aware of any material events listed in Section V, has the District provided those to the contracting entity?
- Has the District verified that the contracting entity posted a known material event by providing a copy of the filing to the District?

If the District has contracted with another entity to post required information to EMMA on its behalf, the District does not need to complete sections II, IV & V of this checklist in detail. It is important, however, to be familiar with the requirements listed below and post Material Event Notices as they occur. Forward these to the District's contracting entity immediately upon receipt.

Outstanding Bonds & Agreements

Determine outstanding securities and review related Continuing Disclosure Agreements:

Name of Bond	Year	CUSIP #s	Final Maturity or Refunded	Disclosure Required?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

3212-F Continuing Disclosure Compliance Checklist

- Does the District have procedures in place to obtain and update Operating Data?
 - **Responsible party/parties for updating Operating Data:**

-
- Has the District contacted any other entities on whom the District may have to rely in order to obtain any Operating Data?

Material Events

Ask staff the following questions on a periodic basis, at least quarterly (*note that under SEC Rule 15c2-12 the District should report these events to EMMA and/or the contracting entity within 10 business days of occurrence*):

- Is the District in danger of missing a bond payment?
- Is the District in danger of defaulting on any other major covenants with respect to its bonds?
- Has the IRS (or any other federal agency) contacted the District about the District's bond issues?
- Has the District approved any new documents which substantially change the rights of bondholders?
- Have any of the District's outstanding bonds been refunded or otherwise called for redemption?
- Have any properties which are mortgaged as part of bond issues been sold, replaced, substituted, or had any other significant changes in title?
- Has a rating agency, such as Standard & Poor's or Moody's, contacted the District about a rating review? Has the District received any notifications from a rating agency? Does the District have any reason to believe the rating on its outstanding bonds is about to change?
- Is the District about to file bankruptcy or any other similar financial duress protection?
- Is the District about to merge, consolidate, or change in a similar fashion?
- Has the District's trustee bank merged, consolidated, or changed its name in a similar fashion? Has the District appointed new and/or additional trustee?
- Are any of the District's outstanding bonds insured? If so, has the District checked with its financial advisor or underwriter about any change in rating of the bond insurer?
- Are any of the District's outstanding bonds qualified for participation in the Michigan School Bond Qualification and Loan Program? If so, has the District checked with its financial advisor or the State of Michigan about any change in the State of Michigan's credit rating?
- Has the District issued any new borrowings for which no official statement was prepared (e.g., state aid note, tax anticipation note, installment purchase agreement)?
- Has the District agreed to modify the terms of any existing borrowings or experienced a default, termination, acceleration, or other similar event with respect to such borrowings?

3212-F Continuing Disclosure Compliance Checklist

If any question is answered “yes”, consider drafting a Material Event Notice to be posted on EMMA and/or consulting with the District’s bond counsel or financial advisor as soon as possible to discuss. The SEC requires a Material Event Notice to be posted within 10 business days of the occurrence of an event.

Notice of Failure to File

Have any of the District’s audits or Operating Data been posted on EMMA late? If so, has the District posted a Notice of Failure to File? Discuss this with the District’s financial advisor and bond counsel.

Compliance Officer

Date Completed



COOR ISD Purchase and Procurement Process:

The following procedure is for the purchase of materials by employees of COOR ISD for COOR ISD. This process is following Board Policy 3301 Purchasing and Procurement as adopted in November of 2020 and Revised in November of 2021.

Purchase amounts are less than 10,000 dollars as a whole.

1. Superintendent or designee must sign a purchase order before purchase is allowed. This includes purchasing from local businesses as well. In the case of an emergency the superintendent or designee may authorize the purchase but a purchase order must follow with notation on top who authorized the purchase.

Purchase amounts greater than 10,000 dollars as a whole.

1. Three written bids are required and at least one of those bids are to be local. It is also encouraged to use Michigan companies and veteran owned companies as defined in Board Policy 3301 (As written in Section D 3 of policy).
2. If the amount is greater than the State of Michigan bid threshold and falls within the required services for bidding in the state system, then the bid process must be placed on the statewide system.
3. Each bidder responding to a request for proposals must certify that it is not an Iran-linked business as defined by MCL 129.312. (Board Policy 3301 Section C 2)

Sealed bid opening process.

1. The Superintendent or designee, person in charge of the RFP and Business Manager must be present. All dates for bids closings and openings will be posted on COOR ISD website. A list of all bids and their amounts will be kept. The lowest bid will be taken unless concerns under Board Policy 3301 Section C 3 B are considered.



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Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3301A Purchasing and Procurement with Federal Funds

This Policy applies to purchases of property and services with federal funds and subject to the Uniform Grant Guidance. All terms in this Policy have the same respective meanings as defined by federal regulation (2 CFR 200.1-99).

A. State Law Requirements Still Apply

Bidding requirements under Policy 3301 and Policy 3306, as applicable, remain enforceable in addition to any requirements in this Policy.

B. Procurement Methods

The District must use 1 of the following procurement methods that includes information sufficient to inform all potential bidders about the District's technical, service, and bid procedure requirements:

1. Purchases up to \$10,000 (micro-purchases)

- a. To the extent District administration determines that the cost of the purchase is reasonable, micro-purchases may be made or awarded without bidding in accordance with this Policy. For purposes of this subsection, "reasonable" means the purchase is comparable to market prices for the geographic area.
- b. To the extent practicable, the District will distribute micro-purchases equitably among qualified suppliers.

2. Purchases between \$10,000 and \$250,000 (small purchase procedures)

The District will use a bidding procedure in Policy 3301 subsection C.1., except that the District may use the bidding procedure in subsection B.1.a, above, for purchases up to the then-current state bid threshold published annually by MDE if the District satisfies the annual certification requirements of 2 CFR 200.320(a)(1)(iv).

3. Purchases over \$250,000

- a. The District must either receive sealed bids through formal advertising or prepare a comprehensive request for proposals and submit it to at least 5 sources.
- b. With either method, the District will perform a price analysis, making an independent estimate of costs before receiving bids.

- C. The District will take affirmative steps to assure that minority-owned businesses, women's business enterprises, and labor surplus area firms are included in bidding opportunities.
- D. A person may protest the veracity, conformity, or eligibility of a bid. The District will handle bid protests as follows:
 - 1. Within 48 hours of the time bid results are available, the protesting person will submit a written protest to the Superintendent describing in detail the nature of the protest;
 - 2. The Superintendent or designee will review the written protest, and the Superintendent may bring it to the Board's attention in the Superintendent's discretion; and
 - 3. A person's failure to file a protest as described above is an irrevocable waiver of the bid protest.

Nothing in this Policy reduces or eliminates the District's rights or protections afforded under the law.

- E. The District will retain all bids and formal bid solicitation documents for a period of 6 years after the bid opening date, or longer if required by law.

Legal authority: 2 CFR 200.1 et seq.

Date adopted: October 19, 2022

Date revised:

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3302-F Tax Assessor Letter

To be sent on District letterhead

[Date]

Via Registered First Class Mail, Return Receipt Requested

[Mr./Mrs. _____]
Assessor for [_____]
[Address Line 1]
[Address Line 2]

Re: [Insert District Name] – Acquisition of Property Located within [Village/
Township/City] of [_____] , County of [_____] , State of Michigan,
Parcel Identification Number [_____] (the “Property”)

Dear [Mr./Mrs. _____]:

As provided in Section 7m of the General Property Tax Act, MCL 211.7m, I enclose a copy of a [Insert reference to conveying document, e.g., Warranty Deed, Quit Claim Deed, Memorandum of Land Contract] that confirms [Insert District Name] (the “District”) acquired the Property. The original [Insert reference to conveying document] has been sent to the [_____] County Register of Deeds for recording. Please take whatever action is necessary to ensure that the Property is exempt from taxation. Please note that the property is also exempt from taxation under Michigan Revised School Code Section 1141(1), MCL 380.1141(1).

Should you have any questions or concerns about this matter, please feel free to contact me.

Very truly yours,

[Name, Title]

[Contact Information]

Enclosure

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3303-F Gifts and Donations Form

The Board of Education recognizes and appreciates the generosity and support it receives from individuals, companies, parent/guardian support groups, the community, and other donors (“Donors”).

The District is a tax-exempt organization that may receive charitable contributions under Internal Revenue Service (IRS) Code Section 170(c)(1). The District is not a tax-exempt organization under Section 501(c)(3). For additional information on deductions related to a donation (“Donation”) or charitable contribution, Donors are encouraged to consult with a tax professional. Donations to the District shall be treated as public funds to be used for a public and educational purpose in accordance with state and federal law. Donors may also donate directly to, _____ (*insert name of educational foundation supporting the District*). The Foundation is a tax-exempt organization under Section 501(c)(3) (*insert tax-exempt status if applicable*).

Donor Information

Name of Donor: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

If the Donor is an internal support group operating within the District as described under Policy 3106, please provide the following information, if applicable:

Describe student group or club, activity, or event:

3303-F Gifts and Donations Form

Donation Information

School building associated with Donation: _____

Insert "district-wide" if not associated with a particular school building.

Please indicate type of Donation and complete the appropriate section that follows.

- Cash Donation
- Real Property
- Personal Property (e.g., equipment, supplies)
- Other (e.g., services, capital projects, or other construction):

Cash or Monetary Donation:

Amount of Donation: \$ _____

Do not attach checks to this Form. The District will provide notification of acceptance or, if unable to accept, notification of the reason for non-acceptance.

Personal Property:

Description of Personal Property: _____

Estimated fair market value: * \$ _____

Real Property and Capital Projects:

Description of Real Property: _____

Estimated fair market value: * \$ _____

Pursuant to Policy 3303, donations of real property require approval by the Board of Education. The Superintendent or designee will contact Donors desiring to gift real property or complete capital projects for additional documentation as identified in Policy 3303.

Other:

Description: _____

* For specific information related to valuation, see IRS Publication 561, *Determining the Value of Donated Property*.

3303-F Gifts and Donations Form

Donation Purpose

Is the gift or donation for a specific purpose? Yes No

If yes, please describe the specific purpose (e.g., the District building, event or student club) as well as any other related details:

Is the Donation for the purchase of a gift or an award for recognition (e.g., volunteer services, student achievement, staff appreciation)? Yes No

If yes, please describe the purpose: _____

Do any other terms, conditions, or restrictions apply to the Donation? Yes No

If yes, please describe: _____

By signing this form, I understand and agree that:

The information provided is complete and accurate to the best of my knowledge and belief. I acknowledge that I have read and understand Board Policy 3303, Gifts and Donations, and understand that accepted Donations become public funds of the District unless a specific exception applies under law. Donor acknowledges that the District shall not be accountable to replace Donations that are lost, destroyed, or become obsolete. I further represent that I am an authorized representative of the Donor.

Signature: _____ Date: _____

Printed Name: _____

Title or Position (if Donor is other than an individual): _____

For Internal Use	
<input type="checkbox"/> Accepted	<input type="checkbox"/> Not Accepted
Date: _____	
Signature of Superintendent or Designee: _____	
<input type="checkbox"/> Donor Contacted by: _____	
<i>staff member name</i>	
Date: _____	
If approved by Board, date of Board meeting: _____	
Link to PDF version of Form on District letterhead	

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3304-F Facilities Use Request Form

Requester Name ("Requester"): _____

Organization Name ("Organization"), if applicable: _____

Requester's Position within Organization: _____

Address: _____

Phone Number: _____ Email: _____

- Type of Group: Student Group
 Non-Curricular Education Group
 Non-Student Group

Is your organization a registered 501(c)(3) or other nonprofit? Yes No

Is your organization a governmental body? Yes No

Description of Requested Use: _____

Date of Requested Use: _____ Approximate Number of Attendees: _____

Start Time: _____ End Time: _____

Facilities/Room(s) Requested: _____

- Additional Requests: Equipment
 Custodial (set up, tear down, cleaning)
 Kitchen (cooking, serving, cleaning)
 Technology (sound, lighting)
 Miscellaneous/Special Requests

If yes to any, please describe: _____

Will a fee be charged for admission and/or parking? Yes No

3304-F Facilities Use Request Form

Name of Supervising Adult (if other than Requester): _____

As the Supervising Adult, I have read and understand Policy 3304, Use of District Property. I will abide by, and I will ensure that all permitted attendees abide by, the terms of that Policy.

I understand that submitting this request does not guarantee my requested use of District property. I will not access District facilities related to this request, nor will I allow such access by individuals affiliated with the Organization (if applicable), without first obtaining permission from the Superintendent or designee.

I acknowledge that: (i) student groups take priority over non-student groups; (ii) I may have to pay a fee to use the requested District facilities; (iii) I am primarily responsible to supervise the event, maintain order and safety, and protect District property; (iv) I am primarily responsible for any damage caused to District property related to the event; and (v) I may be required to provide proof of adequate insurance before using District property. Both for myself and the Organization (if applicable), I agree to indemnify and hold harmless the District from any personal injury or property damage incurred because of the use(s) requested herein.

Signature: _____ Date: _____

3306-F-1 Familial Disclosure Affidavit to Accompany Construction Bids

D. I declare the above information to be true to the best of my knowledge, information, and belief. I could completely and accurately testify regarding the information contained in this Affidavit if requested to do so.

Signature of Affiant

Date

Subscribed and sworn before me in _____ County,

Michigan, on the ____ day of _____, 20____

_____ (signature)

_____ (printed)

Notary public, State of Michigan, County of _____

My Commission expires on _____

Acting in the County of _____

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3306-F-2 Iran Economic Sanctions Act Certification

Iran Economic Sanctions Act Certification to Accompany Construction Bids

I am the [job or position title] of [name of bidder], or I am bidding in my individual capacity (“Bidder”), with authority to submit a binding bid to the District. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, et seq. (“Act”). I am fully aware that the District will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

Signature

Date

Printed Name

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3306-F-3 Bid Advertisement Checklist

Content of Bid Advertisement

Each bid advertisement must include the following information:

- Location where bids will be received
- Date and time of bid deadline
- Time and place of a public bid opening
- A statement that late bids will not be considered or accepted
- A statement requiring each bidder to submit a Familial Disclosure Affidavit
- A statement requiring bid security of at least 5% of the bid amount

Placing Bid Advertisement

Each bid advertisement must be posted:

- Once in a newspaper of general circulation within the District
- For at least 2 weeks on the State-designated bid website (SIGMA)

Bid Opening

Each bid opening must:

- Take place at the location designated in the bid advertisement
- Be open to the public
- Have a Board designee open and read aloud each bid

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3406-F-1 Annual Pesticide Application Notice

To be sent on District letterhead

[Date]

Dear Parent or Guardian:

As part of its integrated pest management program, the District annually notifies its students' parents/guardians that they will be given at least 48 hours' advance notice before the non-emergency application of a pesticide on school grounds (other than application pursuant to a bait or gel formulation).

Notice will be provided by posting at the school's entrances and by [Choose one: (i) posting in a public, common area of the school, other than the entrances; (ii) email; (iii) a telephone call to parents/guardians resulting in either direct contact or a recorded message; (iv) providing students with written notice to be delivered to their parents/guardians; or (v) posting on the District's website]. In addition to this notice, and upon request only, parents/guardians are entitled to receive notice by first-class mail postmarked 3 days before an application. Requests for this additional notice must be in writing and directed to me or to the person listed below.

Pesticides may be applied without advance notice in an emergency. The District will promptly notify parents/guardians as set forth herein after any emergency application.

The District's integrated pest management program and pesticide application records are available for review. The person responsible for the school's pesticide application procedures is:

Name: [Name of person responsible]
Phone: [Phone number of person responsible]
Email: [Email of person responsible]

Please contact me if you have any questions about this correspondence.

[Printed Name], Superintendent
[Contact Information]

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3406-F-2 Advance Pesticide Application Notice

To be sent on District letterhead

[Date]

Dear Parent or Guardian:

As part of its integrated pest management program, the District provides notice to students' parents/guardians at least 48 hours before the non-emergency application of a pesticide on school grounds (other than application pursuant to a bait or gel formulation).

On [_____, 20____ (date of expected application)], a pesticide will be applied at [_____] (name and address of school facility)]. The application is intended to target [_____] (type of pest)].

The person responsible for maintaining records with specific information on pest infestation and actual pesticide application is:

- Name: [Name of person responsible]
- Phone: [Phone number of person responsible]
- Email: [Email of person responsible]

For additional information related to pesticide use, please contact the National Pesticide Information Center at (800) 858-7378 or the Michigan Department of Agriculture and Rural Development at (800) 292-3939.

[Printed Name], Superintendent
[Contact Information]

9. Information Items

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- June Social Media Report
- Non-union Hourly Support Staff Handbook updates
- Proof of Insurance received from Rotary for their Black Bear Grand Fondo event
- Potential meeting locations at local districts:
 - Fairview in October
 - Mio in November
 - West Branch in March

June 2023 Social Media Report



C.O.O.R.
INTERMEDIATE
SCHOOL DISTRICT

Crawford
 Oscoda
 Ogemaw
 Roscommon

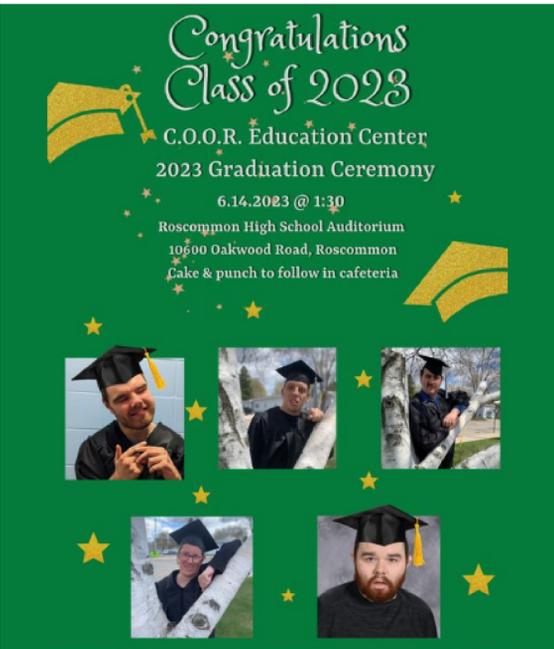
Facebook Monthly Reach: 6,155 (-54.4%)

Facebook Followers: 1,053

Facebook Page Visits: 1,284

COOR Intermediate School District
 Published by Joseph Moore · June 14 at 9:52 AM · 🌐

The COOR Educational Center is proud to celebrate and honor our Class of 2023 today at 1:30 pm at Roscommon High School.



Reach
2,164
 June 14th
 Adult Transition
 Center
 Graduation

COOR Intermediate School District
 Published by Rebecca Socia · June 19 at 9:44 AM · 🌐

Dean Transportation North Region Bus Rodeo today. COOR ISD is hosting one of four first-round competitions. Winners go on to compete in Lansing. Good luck, Deb!
 Update: Ray from Alpena got first, Deb got second, and Robert from Lake City got 3rd place.
 Congrats!



Reach
1,324
 June 19th
 Dean
 Transportation
 Bus Rodeo

COOR Intermediate School District
 Published by Natalie Davis · June 27 at 10:11 AM · 🌐

Awesome time with our COOR secondary admin team! Missing Jeff Goodwin in the pics but here too.



Reach
1,180
 June 27th
 COOR leaders
 at the MASSP
 conference

COOR Intermediate School District
 Published by Rebecca Socia · June 20 at 10:33 AM · 🌐

Flash back to June 6th, field day at the COOR Educational Center. What a gorgeous day to spend more time outside! Thank you, Gretchen, for organizing the fun stations! #COOR4Kids #michiganisds



Reach
931
 June 20th Field
 Day activities at
 COOR Educational
 Center

Natalie Davis also posted to Twitter (300 views) and LinkedIn (235 views)

COOR Intermediate School District
 Published by Sharon McMillan · June 20 at 2:01 PM · 🌐

Vex Robotics Summer Camp 🤖 Students were asked: "What skills have you learned in summer camp that you can apply in real life?" Teamwork! Experiment! Cooperativeness! Engineering! Technology!



Reach
806
 June 20th
 Vex Robotics
 Summer Camp

COOR Intermediate School District
 Published by Joseph Moore · June 14 at 3:24 PM · 🌐

Our most sincere apologies for the technical difficulties which prevented us from livestreaming the graduation ceremony. If you are the family member of a graduate that would like a recording of the event, please email CEC Principal Joe Moore, moorej@coorisd.net.

See insights and ads Boost post

👍❤️👏 8 3 comments 4 shares

👍 Like 💬 Comment ➦ Share

Write a comment...

Betty Trout
 Has the video been posted yet???? As I can't find it

Like Reply Hide See Response 2w

View more comments

Reach
803
 June 14th
 Graduation



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: Toni Hanes 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	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:**

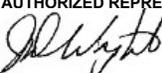
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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	<input checked="" type="checkbox"/> 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 002	7/1/2023	7/1/2024	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	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			G73578917 002	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> 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			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER 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**

[Empty space for Certificate Holder]	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 

133



Non-Union Hourly Support Staff Handbook

Date Approved: July 12, 2023

The Mission of C.O.O.R. ISD

is to provide programs and services with our partners to support the current and emerging teaching and learning needs of our schools and communities.

The Vision of the C.O.O.R. ISD

is to be the leader for excellence in the continuum of services supporting programs within the schools and communities we serve.

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Dear C.O.O.R. ISD Staff:

Let me first take a moment to say congratulations and welcome to C.O.O.R. ISD. We are honored you chose to work for this organization and look forward to having you on the team. As an Intermediate School District, our first priority is service to our schools and the students they educate, as is evident in our mission statement. As a part of the organization, your work has a direct impact on many of the services provided to those educational institutions, acting as the liaison between the state and federal programs for our locals.

C.O.O.R. ISD has served a four-county district which consists of Crawford, Oscoda, Ogemaw and Roscommon Counties for over fifty years. Our district actually reaches into a total of nine counties. C.O.O.R. ISD, which is the second-largest geographically of the fifty-six ISDs in Michigan, is very rural in nature. We are nestled in beautiful Northern Michigan. As an ISD we have six districts and two PSAs (Public School Academies). The districts and academies are:

- Alternative Educational Academy of Ogemaw County
- Charlton Heston Academy
- Crawford-AuSable Schools
- Fairview Area Schools
- Houghton Lake Community Schools
- Mio AuSable Schools
- Roscommon Area Public Schools
- West Branch-Rose City Schools

Again, I would like to congratulate you on your new position and let you know my door is always open, and I welcome conversations that aim to improve our organization.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shawn C. Petri". The signature is fluid and cursive, with a long horizontal stroke at the end.

Shawn C. Petri. C.O.O.R. ISD Superintendent

INTRODUCTION

The information presented in this handbook is for informational purposes and is also designed to acquaint each employee with certain employment-related aspects within the district. This handbook is not a contract or guarantee of employment, nor is it intended to create contractual obligations for the ISD of any kind. Statements of policy, procedure, practice, and benefits are subject to change. Each employee will receive notice of changes from the Superintendent or designee.

The information contained in this handbook is not subject to modification or amendment in writing or verbally by any agent of the Board of Education. Changes in this handbook can only be implemented by the Board in accordance with its procedures. This handbook will supersede any prior conditions of employment that conflict with its terms.

The Superintendent makes recommendations each year relating to the salary and insurance benefits as well as other provisions in this handbook. An annual review of this handbook previous to taking to the Board shall happen between the superintendent or designee and up to two employees from the Non-Union Support Staff. When changes are approved by the Board of Education, employees will be notified. Employees are encouraged to provide input for future changes by directing comments in writing to the Superintendent.

The Non-Union Hourly Support Staff positions covered by this handbook include: Special Education Administrative Assistant, Administrative Assistant to the Director of Special Education, Administrative Assistant to the Director of Instructional Services and General Education, Administrative Assistant CEC, Administrative Assistant R.O.O.C., Administrative Assistant CTE, Administrative Assistant/Receptionist/Technology Assistant, and all Full-Time and Part-Time Clerical Staff.

The conditions outlined in this handbook cover regularly employed persons in the aforementioned capacities and do not apply to temporary, casual, on-call, seasonal or substitute employees.

BOARD POLICIES

Employees are responsible for familiarizing themselves and complying with the Board of Education Policies. Copies of the policies and related Administrative Guidelines are available at the superintendent's office and linked to the District's website. [C.O.O.R. Intermediate School District Public View - BoardBook Premier](#)

EMPLOYMENT STATUS

Employees covered by this handbook who have completed the probationary period will not be disciplined or discharged for reasons that are arbitrary or capricious.

Newly hired employees will serve a sixty (60) workday probationary period and are considered as being employed "at-will". Any work time missed will serve to extend the probationary period.

Probationary employees are considered to be employed at the will of the Board of Education and their employment may be terminated with or without cause. Probationary employees will not be entitled to any paid sick leave, personal business, jury pay, witness pay or vacation time. Once the probationary period is successfully completed, paid sick time, personal business time and vacation credit will be added to the employee's credit for future use.

EMPLOYEE RIGHTS

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 (including pregnancy, gender identity, and sexual orientation), handicap or marital status.

Discrimination/Title IX, Section 504, or Civil Rights Complaints or inquiries should be addressed to your supervisor and the Title IX/Section 504/Civil Rights Coordinator: Jill Radosta, Director of Special Education. Mailing Address: 11051 N Cut Rd, PO Box 827, Roscommon MI 48653, email: sedirector@coorisd.net

A complaint form is available on the website www.coorisd.net under "Staff Links."

ACCIDENT / INJURY REPORTING

Employees must report all injuries and accidents on and off the job that have an effect upon their ability to perform their job immediately to their supervisor and complete a report form (the form is available from the Superintendent's Office). Prompt and thorough reporting of accidents can protect employees and the Board from unnecessary liability.

ATTENDANCE, ABSENCES, TARDINESS

Attendance and punctuality are important performance evaluation factors. Each employee is expected to maintain an acceptable attendance record that will not cause the District hardships or extra expense in conducting business. If an employee must be late or absent because of sickness, a family emergency, etc., notify their immediate supervisor as early as possible.

DEDUCTIONS FROM PAY

The district will withhold from employee paychecks legally required deductions, such as taxes, those ordered by any court order, and those available through voluntarily signed authorization for credit-union, annuities, or other available programs designated by the Board.

PERSONNEL FILES

An employee will have the right to review the contents of their personnel file.

The employee may submit a written notation regarding any material in their file and the notations will be attached to the file copy of the document in question.

Evaluations

Each employee shall have an annual review completed by their supervisor. Once the evaluation is complete, (including a review meeting between the employee and supervisor) a copy of the evaluation will be put in the employee's personnel file.

WORK SCHEDULES

The district determines the schedule of all daily, weekly and annual work hours and the schedule of the foregoing.

A permanent change in an employee's work schedule will not be made without prior discussion with the employee involved. The district may occasionally change an employee's work schedule on a given day in case of emergency or to meet other needs of the district.

Employees scheduled to work eight hours per day will be afforded fifteen-minute paid breaks in the a.m. and p.m. and an unpaid lunch period of thirty (30) minutes.

Employees scheduled to work less than eight hours per day but more than six hours will be afforded one fifteen-minute paid break and will not be scheduled for an unpaid lunch.

Supervisor and staff will collaborate to determine scheduled breaks and lunch periods to assure coverage of the offices at all times. Breaks and lunch periods may be combined if approved by the supervisor.

OFFICE CLOSURES / DELAY PROCEDURES

The Superintendent or designated administrator will notify employees if offices are closed or delayed due to inclement weather or similar conditions on a regularly scheduled workday. If offices are closed due to inclement weather, hourly employees will be granted a full day's pay by C.O.O.R. ISD.

In the event of a two (2) hour delay due to weather or other commute concerns, the hourly employees will be asked to report to work at 10:00 a.m. and will be paid for the time prior to reporting. Employees may use their available sick time if they elect not to report or are unable to report.

If the office is closed for any reason, the hourly employees will be given a full day's pay. If any employee is working in local districts and those districts are closed, they are to report to the Central Office if it is open.

The direct supervisor or designee of the hourly employee will make the decision as to whether or not the option to work from home is granted if there is immediate work that needs to be done and cannot wait until the next workday. In this case, they will receive their hourly wage and do not have to use any accrued leave time.

COMPENSATION AND OVERTIME

Pay for purposes of vacations, holidays and other paid time off will be based upon the employee's regular daily schedule of hours.

No employee may work overtime or additional hours without the prior authorization of their supervisor. Time and one-half will be paid for all hours worked over forty (40) hours in one week. Paid time off will not be counted as hours worked in computing overtime. Overtime will be paid along with the regular payroll for that workweek in which the hours are worked and no compensatory time will be authorized.

VACANCIES AND TRANSFERS

Vacancies will not be filled on a permanent basis until it has been posted for at least five (5) business days on the district's website. Vacancy postings will include any required qualifications and other information relating to the position. Applicants may be submitted to the Superintendent's office unless directed to an alternative location.

The applicant from within or outside the district who is determined by the administration to be the most highly qualified will be selected. The district will inform applicants of the decision.

In the event of a transfer to a vacancy within or between departments, the employee shall be given a twenty (20) workday trial period in which to show their ability to perform the work. Days missed will serve to extend the trial period. The district will give the employee reasonable assistance to achieve acceptable performance levels in the new position. If the employee is unable to demonstrate the ability to perform the work to an acceptable level during the trial period or at the option of the affected employee, the employee will be returned to their previous assignment.

Temporary transfers of employees may occur to meet operational needs.

REDUCTION IN PERSONNEL

A layoff occurs when a position is eliminated. Reductions in annual work hours are not considered a layoff.

The positions covered by this handbook are considered as unique and distinguishable from one another in terms of the skills and training needed to meet the district's needs and to succeed in the position. As such and in most instances, the employee who is laid off will be the employee who occupies the position being eliminated to avoid undue disruption to district operations. The

final determination as to which positions and employees are laid off is determined by the administration and is not subject to review through the complaint procedure.

Employees who are subject to layoff will be notified at thirty (30) calendar days prior to the effective date of the layoff except in the case of emergency.

HOLIDAYS

All employees will have the following days off with pay that fall within the employees work year. Should the day off fall on a Saturday or Sunday, either Friday or Monday shall replace that day.

- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Christmas Week - 2 additional (flexible) days
- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July

Employees must work the last scheduled day before and after the holiday in order to qualify for holiday pay unless vacation days have been approved.

VACATION

An employee must be regularly scheduled to work at least 1760 hours per year in order to qualify for a vacation with pay.

Time served with the district in regular employment status from the employee's last date of hire will be utilized in determining the amount of credit issued. Except as afforded below, periods of layoff and unpaid leaves of absence will not be counted. Vacation will be credited as follows for each year the employee has worked seventy-five percent of the workdays:

- 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 and fifth years.
- 15 Days of vacation earned during the sixth through the tenth years.
- 20 Days of vacation earned during the eleventh year and thereafter.

If an employee uses days in excess of days actually earned in a given year and goes on an unpaid leave, is laid off or separates employment, the excess will be withheld from the employee's paycheck.

Vacation time will be requested, in writing, prior to commencement of leave. The Superintendent or designated administrator will arrange the vacation schedule to the best interests of the office, giving consideration to employee's preferences when practical.

- 1 Vacation day = 48 hour notice
- 2 Vacation days = 1 week notice

3 or more Vacation days = 2 week notice

Employees may accumulate up to, but not more than one-half times their vacation days, in accordance with the earned vacation schedule.

All earned unused vacation will be prorated and paid at termination of employment, based on the amount of time worked for that year.

PAID SICK LEAVE

Each employee will be credited with one (1) sick day for each month worked, the unused portion of which will accumulate up to ninety (90) days.

Sick leave days may be used by an employee for the following:

Personal Illness or Disability: The employee may use all or any portion of their leave to recover from their own illness or disability. The employee may also use their accumulated sick leave on a prorated basis to make up the difference of their regular weekly income for leaves covered by Worker's Compensation.

Immediate Family Illness: Employees may use sick days to care for the illness or disability of the employee's spouse, child or parent.

BEREAVEMENT DAYS

Funeral/Bereavement: Employees may take up to five (5) paid leave days, not out of sick, personal, or vacation time, per death of an immediate family member. Immediate family members shall be here defined as: The employee's spouse and/or significant other, children, stepchildren, parents, stepparents, siblings, grandchildren, grandparents, parent-in-law, and brother/sister-in-law. Additional paid days may be taken from personal or vacation time upon approval of the Superintendent or designated administrator.

Employees may take one (1) day as paid leave not out of sick, personal or vacation time, ~~from sick and/or vacation leave at the employee's option~~ to attend the funeral of a close, non-family member. This time off will be considered and granted by the employee's administrator or Superintendent on a case-by-case basis. Only two days allowed each for separate funerals. Additional days will be taken from Paid Leave Time and must be approved.

PERSONAL BUSINESS

In addition to the other paid time off provisions, employees will receive up to three (3) personal days per year to attend to personal business. Personal business days cannot be used just prior to or following scheduled holidays, breaks, or vacation, without supervisory approval.

Employees may roll their unused portion of personal days into paid sick leave up to the allotted accumulation amount previously stated.

An employee planning to use a personal day or days shall notify their supervisor at least three (3) days in advance except in cases of an emergency.

JURY DUTY OR WITNESS

Employees called for jury duty or as a witness for the district shall be paid their regular pay provided they relinquish their jury duty payment. Court paid mileage will be retained by the employee.

PAYMENT FOR UNUSED SICK LEAVE UPON RETIREMENT

(under the Michigan Public School Employees Retirement System)

The employee will be reimbursed for one-half of the sick time accrued up to a maximum payout equal to twenty-five (25) day pay if employed for less than fifteen (15) years.

After fifteen (15) years or more, the employee will be reimbursed for one-half of the sick time accrued up to a maximum payout equal to forty (40) day pay.

UNPAID LEAVE

Unpaid leaves of absence may be requested for the following purposes:

Military Leave - Available to an employee who is inducted or enlists for military duty in any branch of the armed forces of the United States in accordance with the applicable state and federal laws.

Prolonged Family Illness or Disability- Available to the employee who must assume the responsibility for the care of the employee's spouse, child or parent.

Employee Illness or Disability- Use of sick and/or vacation time to be used first in conjunction with FMLA procedures.

Family Medical and Leave Act- Up to twelve (12) weeks afforded to eligible employees as provided in district policy.

Leaves that are not required to be approved by law are subject to the approval of the Superintendent.

With the exception of any extended period required for military leaves, all unpaid leaves will be limited to one year. There will be no extensions of unpaid leaves beyond one year. During the duration of the leave, the position will be filled in a manner determined by the district. The employee on leave will be returned to their former position provided it still exists.

Employees returning from leave are expected to provide at least fifteen (15) working day notice.

INSURANCE

All insurance claims submitted and disputes relative to eligibility are subject to the terms set forth by the various insurance administrators and underwriters. As such, any claims disputes are not subject to the complaints procedure outlined in this handbook.

Eligible employees are responsible for the completion of all necessary enrollment forms and for fulfilling any requirements established by the insurance administrators or underwriters.

The district's sole responsibility is to pay the Board approved costs on behalf of eligible employees and their eligible dependents.

District premium contributions will be made for eligible dependents. Eligible dependents shall be the spouse of the insured employee, unless legally separated, and dependent children provided the dependents are permitted to enroll under the insurance company definition of eligible dependents under two-party or full family enrollment.

The Board will determine each year how much it will contribute toward the cost of all medical, dental and vision and for those eligible employees electing cash in lieu of medical benefits.

The district will determine the third party administrators, underwriters and the level of benefits and deductibles and copays, etc. of the various insurance options available to eligible employees and may elect to self-insure.

In order to be eligible for contributions toward insurance costs, the employee must be regularly scheduled to work at least 1560 hours per year. The plans will include medical, dental, vision, long term disability and term life.

If an employee's work schedule is less than 1560 hours per year and the district is required to offer medical insurance to the employee, the district may elect that option rather than paying the penalties under the Affordable Care Act. The contributions made by the district will be limited to the amount of single subscriber medical insurance required to achieve compliance under the Act. No other insurance benefit contributions or cash in lieu of will be paid.

Benefits contributions will commence:

1. Effective upon the first day of the probationary period.
2. Effective with the first day following the return from unpaid leaves where the continuation of any benefit contribution is not required under the Family Medical and Leave Act.

Benefits contributions terminate as follows:

1. Effective with the date of severance from employment.
2. On the effective date of a layoff.

Where the law affords, employees who separate employment or have other conditions that afford continuation of benefits at the employees own costs, arrangements for continuation can be made through the Business Office or underwriter as may be applicable.

PAY SCALE

Year	Hourly
1	16.97
2	17.14
3	17.32
4	17.49
5	17.75
6	17.93
7	18.11
8	18.29
9	18.47
10	18.84

Year	Hourly
11	19.22
12	19.60
13	19.99
14	20.39
15	20.60
16	20.80
17	21.01
18	21.22
19	21.43
20	21.65

When a district wide cost of living increase is awarded to this employee group, the increase will be applied to the base rate of year one, which in turn will apply to the subsequent steps.

COMPLAINT PROCEDURE

A complaint shall be defined as an alleged misapplication or misinterpretation of the provisions of this handbook.

The discipline and discharge of employees shall not be the basis of any complaint filed under this procedure. The term "days" as used herein shall mean business days.

Written complaints must contain the following: (see attached form)

1. It shall be signed by the complaining party.
2. It shall contain a synopsis of the facts giving rise to the complaint.
3. It shall cite the section or subsections of this handbook alleged to have been misinterpreted or misapplied.
4. It shall contain the date of the alleged infraction.
5. It shall specify the relief requested.

Any written complaint not submitted in accordance with the above requirements may be rejected as improper.

Level One - An employee alleging a violation of the provisions of this handbook will within ten (10) business days of its occurrence or knowledge of its occurrence orally discuss the complaint with their immediate supervisor in an attempt to find a resolution.

If no resolution is obtained within five business days of the discussion with the supervisor, the complaint shall be reduced to writing and submitted to Level Two within five (5) additional days.

Level Two - Within twenty (20) days of receiving the complaint, the Superintendent will meet with the complainant. The Superintendent will issue a decision in writing within ten (10) business days of the conclusion of its investigation of the complaint. The Superintendent does have the authority to interpret, but not to amend this handbook, and therefore the decision is final.

Non-Discrimination Notice

The C.O.O.R. Intermediate School District gives notice that it does not discriminate based on race, color, national origin, ethnicity, religion, sex (including pregnancy, gender identity, and sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class in the education programs and activities operated by the District, including employment.

Title IX, Section 504, or Civil Rights Complaints or inquiries should be addressed to your supervisor *and* the Title IX/Section 504/Civil Rights Coordinator: Alexis Ferguson, Human Resources Department.

RECEIPT OF NON-UNION HOURLY SUPPORT STAFF HANDBOOK

I, the undersigned, understand that the Non-Union Hourly Support Staff Handbook describes important information regarding employment at **C.O.O.R. Intermediate School District**. I understand that I should contact my Human Resources representative with any questions that I may have that are not answered by the Non-Union Hourly Support Staff Handbook.

Furthermore, I understand that the information, policies, and benefits outlined are subject to periodic change. I also acknowledge that this will cause necessary periodic revisions to be made to the Non- Union Hourly Support Staff Handbook. I understand that any revised information may supersede, modify, or could even eliminate existing policies.

I acknowledge that this Non-Union Hourly Support Staff Handbook is not a contract of employment and that it is not a legally binding document. It is rather, a simple acknowledgment that I have received the Non-Union Hourly Support Staff handbook, and that I need to take the time to actually read and understand the information that it contains. Furthermore, I understand that it is my responsibility to understand and comply with the policies that it contains, as well as any revisions that are made to it in the future.

Employee's Printed Name _____

Employee's Signature _____

Date Signed _____



Non-Union Hourly Support Staff Handbook

Date Approved: July 12, 2023

The Mission of C.O.O.R. ISD

is to provide programs and services with our partners to support the current and emerging teaching and learning needs of our schools and communities.

The Vision of the C.O.O.R. ISD

is to be the leader for excellence in the continuum of services supporting programs within the schools and communities we serve.

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Dear C.O.O.R. ISD Staff:

Let me first take a moment to say congratulations and welcome to C.O.O.R. ISD. We are honored you chose to work for this organization and look forward to having you on the team. As an Intermediate School District, our first priority is service to our schools and the students they educate, as is evident in our mission statement. As a part of the organization, your work has a direct impact on many of the services provided to those educational institutions, acting as the liaison between the state and federal programs for our locals.

C.O.O.R. ISD has served a four-county district which consists of Crawford, Oscoda, Ogemaw and Roscommon Counties for over fifty years. Our district actually reaches into a total of nine counties. C.O.O.R. ISD, which is the second-largest geographically of the fifty-six ISDs in Michigan, is very rural in nature. We are nestled in beautiful Northern Michigan. As an ISD we have six districts and two PSAs (Public School Academies). The districts and academies are:

- Alternative Educational Academy of Ogemaw County
- Charlton Heston Academy
- Crawford-AuSable Schools
- Fairview Area Schools
- Houghton Lake Community Schools
- Mio AuSable Schools
- Roscommon Area Public Schools
- West Branch-Rose City Schools

Again, I would like to congratulate you on your new position and let you know my door is always open, and I welcome conversations that aim to improve our organization.

Sincerely,



Shawn C. Petri. C.O.O.R. ISD Superintendent

INTRODUCTION

The information presented in this handbook is for informational purposes and is also designed to acquaint each employee with certain employment-related aspects within the district. This handbook is not a contract or guarantee of employment, nor is it intended to create contractual obligations for the ISD of any kind. Statements of policy, procedure, practice, and benefits are subject to change. Each employee will receive notice of changes from the Superintendent or designee.

The information contained in this handbook is not subject to modification or amendment in writing or verbally by any agent of the Board of Education. Changes in this handbook can only be implemented by the Board in accordance with its procedures. This handbook will supersede any prior conditions of employment that conflict with its terms.

The Superintendent makes recommendations each year relating to the salary and insurance benefits as well as other provisions in this handbook. An annual review of this handbook previous to taking to the Board shall happen between the superintendent or designee and up to two employees from the Non-Union Support Staff. When changes are approved by the Board of Education, employees will be notified. Employees are encouraged to provide input for future changes by directing comments in writing to the Superintendent.

The Non-Union Hourly Support Staff positions covered by this handbook include: Special Education Administrative Assistant, Administrative Assistant to the Director of Special Education, Administrative Assistant to the Director of Instructional Services and General Education, Administrative Assistant CEC, Administrative Assistant R.O.O.C., Administrative Assistant CTE, Administrative Assistant/Receptionist/Technology Assistant, and all Full-Time and Part-Time Clerical Staff.

The conditions outlined in this handbook cover regularly employed persons in the aforementioned capacities and do not apply to temporary, casual, on-call, seasonal or substitute employees.

BOARD POLICIES

Employees are responsible for familiarizing themselves and complying with the Board of Education Policies. Copies of the policies and related Administrative Guidelines are available at the superintendent's office and linked to the District's website. [C.O.O.R. Intermediate School District Public View - BoardBook Premier](#)

EMPLOYMENT STATUS

Employees covered by this handbook who have completed the probationary period will not be disciplined or discharged for reasons that are arbitrary or capricious.

Newly hired employees will serve a sixty (60) workday probationary period and are considered as being employed "at-will". Any work time missed will serve to extend the probationary period.

Probationary employees are considered to be employed at the will of the Board of Education and their employment may be terminated with or without cause. Probationary employees will not be entitled to any paid sick leave, personal business, jury pay, witness pay or vacation time. Once the probationary period is successfully completed, paid sick time, personal business time and vacation credit will be added to the employee's credit for future use.

EMPLOYEE RIGHTS

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 (including pregnancy, gender identity, and sexual orientation), handicap or marital status.

Discrimination/Title IX, Section 504, or Civil Rights Complaints or inquiries should be addressed to your supervisor and the Title IX/Section 504/Civil Rights Coordinator: Jill Radosta, Director of Special Education. Mailing Address: 11051 N Cut Rd, PO Box 827, Roscommon MI 48653, email: sedirector@coorisd.net

A complaint form is available on the website www.coorisd.net under "Staff Links."

ACCIDENT / INJURY REPORTING

Employees must report all injuries and accidents on and off the job that have an effect upon their ability to perform their job immediately to their supervisor and complete a report form (the form is available from the Superintendent's Office). Prompt and thorough reporting of accidents can protect employees and the Board from unnecessary liability.

ATTENDANCE, ABSENCES, TARDINESS

Attendance and punctuality are important performance evaluation factors. Each employee is expected to maintain an acceptable attendance record that will not cause the District hardships or extra expense in conducting business. If an employee must be late or absent because of sickness, a family emergency, etc., notify their immediate supervisor as early as possible.

DEDUCTIONS FROM PAY

The district will withhold from employee paychecks legally required deductions, such as taxes, those ordered by any court order, and those available through voluntarily signed authorization for credit-union, annuities, or other available programs designated by the Board.

PERSONNEL FILES

An employee will have the right to review the contents of their personnel file.

The employee may submit a written notation regarding any material in their file and the notations will be attached to the file copy of the document in question.

Evaluations

Each employee shall have an annual review completed by their supervisor. Once the evaluation is complete, (including a review meeting between the employee and supervisor) a copy of the evaluation will be put in the employee's personnel file.

WORK SCHEDULES

The district determines the schedule of all daily, weekly and annual work hours and the schedule of the foregoing.

A permanent change in an employee's work schedule will not be made without prior discussion with the employee involved. The district may occasionally change an employee's work schedule on a given day in case of emergency or to meet other needs of the district.

Employees scheduled to work eight hours per day will be afforded fifteen-minute paid breaks in the a.m. and p.m. and an unpaid lunch period of thirty (30) minutes.

Employees scheduled to work less than eight hours per day but more than six hours will be afforded one fifteen-minute paid break and will not be scheduled for an unpaid lunch.

Supervisor and staff will collaborate to determine scheduled breaks and lunch periods to assure coverage of the offices at all times. Breaks and lunch periods may be combined if approved by the supervisor.

OFFICE CLOSURES / DELAY PROCEDURES

The Superintendent or designated administrator will notify employees if offices are closed or delayed due to inclement weather or similar conditions on a regularly scheduled workday. If offices are closed due to inclement weather, hourly employees will be granted a full day's pay by C.O.O.R. ISD.

In the event of a two (2) hour delay due to weather or other commute concerns, the hourly employees will be asked to report to work at 10:00 a.m. and will be paid for the time prior to reporting. Employees may use their available sick time if they elect not to report or are unable to report.

If the office is closed for any reason, the hourly employees will be given a full day's pay. If any employee is working in local districts and those districts are closed, they are to report to the Central Office if it is open.

The direct supervisor or designee of the hourly employee will make the decision as to whether or not the option to work from home is granted if there is immediate work that needs to be done and cannot wait until the next workday. In this case, they will receive their hourly wage and do not have to use any accrued leave time.

COMPENSATION AND OVERTIME

Pay for purposes of vacations, holidays and other paid time off will be based upon the employee's regular daily schedule of hours.

No employee may work overtime or additional hours without the prior authorization of their supervisor. Time and one-half will be paid for all hours worked over forty (40) hours in one week. Paid time off will not be counted as hours worked in computing overtime. Overtime will be paid along with the regular payroll for that workweek in which the hours are worked and no compensatory time will be authorized.

VACANCIES AND TRANSFERS

Vacancies will not be filled on a permanent basis until it has been posted for at least five (5) business days on the district's website. Vacancy postings will include any required qualifications and other information relating to the position. Applicants may be submitted to the Superintendent's office unless directed to an alternative location.

The applicant from within or outside the district who is determined by the administration to be the most highly qualified will be selected. The district will inform applicants of the decision.

In the event of a transfer to a vacancy within or between departments, the employee shall be given a twenty (20) workday trial period in which to show their ability to perform the work. Days missed will serve to extend the trial period. The district will give the employee reasonable assistance to achieve acceptable performance levels in the new position. If the employee is unable to demonstrate the ability to perform the work to an acceptable level during the trial period or at the option of the affected employee, the employee will be returned to their previous assignment.

Temporary transfers of employees may occur to meet operational needs.

REDUCTION IN PERSONNEL

A layoff occurs when a position is eliminated. Reductions in annual work hours are not considered a layoff.

The positions covered by this handbook are considered as unique and distinguishable from one another in terms of the skills and training needed to meet the district's needs and to succeed in the position. As such and in most instances, the employee who is laid off will be the employee who occupies the position being eliminated to avoid undue disruption to district operations. The

final determination as to which positions and employees are laid off is determined by the administration and is not subject to review through the complaint procedure.

Employees who are subject to layoff will be notified at thirty (30) calendar days prior to the effective date of the layoff except in the case of emergency.

HOLIDAYS

All employees will have the following days off with pay that fall within the employees work year. Should the day off fall on a Saturday or Sunday, either Friday or Monday shall replace that day.

- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Christmas Week - 2 additional (flexible) days
- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July

Employees must work the last scheduled day before and after the holiday in order to qualify for holiday pay unless vacation days have been approved.

VACATION

An employee must be regularly scheduled to work at least 1760 hours per year in order to qualify for a vacation with pay.

Time served with the district in regular employment status from the employee's last date of hire will be utilized in determining the amount of credit issued. Except as afforded below, periods of layoff and unpaid leaves of absence will not be counted. Vacation will be credited as follows for each year the employee has worked seventy-five percent of the workdays:

- 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 and fifth years.
- 15 Days of vacation earned during the sixth through the tenth years.
- 20 Days of vacation earned during the eleventh year and thereafter.

If an employee uses days in excess of days actually earned in a given year and goes on an unpaid leave, is laid off or separates employment, the excess will be withheld from the employee's paycheck.

Vacation time will be requested, in writing, prior to commencement of leave. The Superintendent or designated administrator will arrange the vacation schedule to the best interests of the office, giving consideration to employee's preferences when practical.

- 1 Vacation day = 48 hour notice
- 2 Vacation days = 1 week notice

3 or more Vacation days = 2 week notice

Employees may accumulate up to, but not more than one-half times their vacation days, in accordance with the earned vacation schedule.

All earned unused vacation will be prorated and paid at termination of employment, based on the amount of time worked for that year.

PAID SICK LEAVE

Each employee will be credited with one (1) sick day for each month worked, the unused portion of which will accumulate up to ninety (90) days.

Sick leave days may be used by an employee for the following:

Personal Illness or Disability: The employee may use all or any portion of their leave to recover from their own illness or disability. The employee may also use their accumulated sick leave on a prorated basis to make up the difference of their regular weekly income for leaves covered by Worker's Compensation.

Immediate Family Illness: Employees may use sick days to care for the illness or disability of the employee's spouse, child or parent.

BEREAVEMENT DAYS

Funeral/Bereavement: Employees may take up to five (5) paid leave days, not out of sick, personal, or vacation time, per death of an immediate family member. Immediate family members shall be here defined as: The employee's spouse and/or significant other, children, stepchildren, parents, stepparents, siblings, grandchildren, grandparents, parent-in-law, and brother/sister-in-law. Additional paid days may be taken from personal or vacation time upon approval of the Superintendent or designated administrator.

Employees may take one (1) day as paid leave not out of sick, personal or vacation time, ~~from sick and/or vacation leave at the employee's option~~ to attend the funeral of a close, non-family member. This time off will be considered and granted by the employee's administrator or Superintendent on a case-by-case basis. Only two days allowed each for separate funerals. Additional days will be taken from Paid Leave Time and must be approved.

PERSONAL BUSINESS

In addition to the other paid time off provisions, employees will receive up to three (3) personal days per year to attend to personal business. Personal business days cannot be used just prior to or following scheduled holidays, breaks, or vacation, without supervisory approval.

Employees may roll their unused portion of personal days into paid sick leave up to the allotted accumulation amount previously stated.

An employee planning to use a personal day or days shall notify their supervisor at least three (3) days in advance except in cases of an emergency.

JURY DUTY OR WITNESS

Employees called for jury duty or as a witness for the district shall be paid their regular pay provided they relinquish their jury duty payment. Court paid mileage will be retained by the employee.

PAYMENT FOR UNUSED SICK LEAVE UPON RETIREMENT

(under the Michigan Public School Employees Retirement System)

The employee will be reimbursed for one-half of the sick time accrued up to a maximum payout equal to twenty-five (25) day pay if employed for less than fifteen (15) years.

After fifteen (15) years or more, the employee will be reimbursed for one-half of the sick time accrued up to a maximum payout equal to forty (40) day pay.

UNPAID LEAVE

Unpaid leaves of absence may be requested for the following purposes:

Military Leave - Available to an employee who is inducted or enlists for military duty in any branch of the armed forces of the United States in accordance with the applicable state and federal laws.

Prolonged Family Illness or Disability- Available to the employee who must assume the responsibility for the care of the employee's spouse, child or parent.

Employee Illness or Disability- Use of sick and/or vacation time to be used first in conjunction with FMLA procedures.

Family Medical and Leave Act- Up to twelve (12) weeks afforded to eligible employees as provided in district policy.

Leaves that are not required to be approved by law are subject to the approval of the Superintendent.

With the exception of any extended period required for military leaves, all unpaid leaves will be limited to one year. There will be no extensions of unpaid leaves beyond one year. During the duration of the leave, the position will be filled in a manner determined by the district. The employee on leave will be returned to their former position provided it still exists.

Employees returning from leave are expected to provide at least fifteen (15) working day notice.

INSURANCE

All insurance claims submitted and disputes relative to eligibility are subject to the terms set forth by the various insurance administrators and underwriters. As such, any claims disputes are not subject to the complaints procedure outlined in this handbook.

Eligible employees are responsible for the completion of all necessary enrollment forms and for fulfilling any requirements established by the insurance administrators or underwriters.

The district's sole responsibility is to pay the Board approved costs on behalf of eligible employees and their eligible dependents.

District premium contributions will be made for eligible dependents. Eligible dependents shall be the spouse of the insured employee, unless legally separated, and dependent children provided the dependents are permitted to enroll under the insurance company definition of eligible dependents under two-party or full family enrollment.

The Board will determine each year how much it will contribute toward the cost of all medical, dental and vision and for those eligible employees electing cash in lieu of medical benefits.

The district will determine the third party administrators, underwriters and the level of benefits and deductibles and copays, etc. of the various insurance options available to eligible employees and may elect to self-insure.

In order to be eligible for contributions toward insurance costs, the employee must be regularly scheduled to work at least 1560 hours per year. The plans will include medical, dental, vision, long term disability and term life.

If an employee's work schedule is less than 1560 hours per year and the district is required to offer medical insurance to the employee, the district may elect that option rather than paying the penalties under the Affordable Care Act. The contributions made by the district will be limited to the amount of single subscriber medical insurance required to achieve compliance under the Act. No other insurance benefit contributions or cash in lieu of will be paid.

Benefits contributions will commence:

1. Effective upon the first day of the probationary period.
2. Effective with the first day following the return from unpaid leaves where the continuation of any benefit contribution is not required under the Family Medical and Leave Act.

Benefits contributions terminate as follows:

1. Effective with the date of severance from employment.
2. On the effective date of a layoff.

Where the law affords, employees who separate employment or have other conditions that afford continuation of benefits at the employees own costs, arrangements for continuation can be made through the Business Office or underwriter as may be applicable.

PAY SCALE

Year	Hourly
1	16.97
2	17.14
3	17.32
4	17.49
5	17.75
6	17.93
7	18.11
8	18.29
9	18.47
10	18.84

Year	Hourly
11	19.22
12	19.60
13	19.99
14	20.39
15	20.60
16	20.80
17	21.01
18	21.22
19	21.43
20	21.65

When a district wide cost of living increase is awarded to this employee group, the increase will be applied to the base rate of year one, which in turn will apply to the subsequent steps.

COMPLAINT PROCEDURE

A complaint shall be defined as an alleged misapplication or misinterpretation of the provisions of this handbook.

The discipline and discharge of employees shall not be the basis of any complaint filed under this procedure. The term "days" as used herein shall mean business days.

Written complaints must contain the following: (see attached form)

1. It shall be signed by the complaining party.
2. It shall contain a synopsis of the facts giving rise to the complaint.
3. It shall cite the section or subsections of this handbook alleged to have been misinterpreted or misapplied.
4. It shall contain the date of the alleged infraction.
5. It shall specify the relief requested.

Any written complaint not submitted in accordance with the above requirements may be rejected as improper.

Level One - An employee alleging a violation of the provisions of this handbook will within ten (10) business days of its occurrence or knowledge of its occurrence orally discuss the complaint with their immediate supervisor in an attempt to find a resolution.

If no resolution is obtained within five business days of the discussion with the supervisor, the complaint shall be reduced to writing and submitted to Level Two within five (5) additional days.

Level Two - Within twenty (20) days of receiving the complaint, the Superintendent will meet with the complainant. The Superintendent will issue a decision in writing within ten (10) business days of the conclusion of its investigation of the complaint. The Superintendent does have the authority to interpret, but not to amend this handbook, and therefore the decision is final.

Non-Discrimination Notice

The C.O.O.R. Intermediate School District gives notice that it does not discriminate based on race, color, national origin, ethnicity, religion, sex (including pregnancy, gender identity, and sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class in the education programs and activities operated by the District, including employment.

Title IX, Section 504, or Civil Rights Complaints or inquiries should be addressed to your supervisor *and* the Title IX/Section 504/Civil Rights Coordinator: Alexis Ferguson, Human Resources Department.

RECEIPT OF NON-UNION HOURLY SUPPORT STAFF HANDBOOK

I, the undersigned, understand that the Non-Union Hourly Support Staff Handbook describes important information regarding employment at **C.O.O.R. Intermediate School District**. I understand that I should contact my Human Resources representative with any questions that I may have that are not answered by the Non-Union Hourly Support Staff Handbook.

Furthermore, I understand that the information, policies, and benefits outlined are subject to periodic change. I also acknowledge that this will cause necessary periodic revisions to be made to the Non- Union Hourly Support Staff Handbook. I understand that any revised information may supersede, modify, or could even eliminate existing policies.

I acknowledge that this Non-Union Hourly Support Staff Handbook is not a contract of employment and that it is not a legally binding document. It is rather, a simple acknowledgment that I have received the Non-Union Hourly Support Staff handbook, and that I need to take the time to actually read and understand the information that it contains. Furthermore, I understand that it is my responsibility to understand and comply with the policies that it contains, as well as any revisions that are made to it in the future.

Employee's Printed Name _____

Employee's Signature _____

Date Signed _____

10. Superintendent's Report

- Michigan State Police Grant complete
- Lyle Spalding Award for Leadership in Educational Technology
- Soccer Lease
- CTE construction update
- CTE Millage decisions
- Invite to district-wide opener, all-staff meeting Aug 21st in Houghton Lake

11. Communications

MSBO notification of Kurt Loll's class completion

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June 26, 2023

Mr. Shawn Petri
COOR ISD
11051 N Cut Rd
Roscommon, MI 48653-0827

Dear Mr. Petri,

On behalf of Michigan School Business Officials, it is my pleasure to inform you that Kurt Loll has completed the MSBO Business Manager Academy at Saginaw Valley State University. This program reflects a high degree of participation, mentoring with peers or a facilitator, and "hands-on" application of school business skills. The Business Manager Academy required an 11-month commitment with outside engagement with the cohort.

I hope that you will join us in celebrating Kurt Loll's accomplishment. You may wish to inform your district's board of education and the local media. It is an opportunity to highlight your staff's accomplishments and shed a positive light on your school district.

If you have any questions or want additional information, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "David Martell". The signature is written in a cursive style with a prominent 'D' and 'M'.

David Martell
Executive Director

A handwritten signature in black ink that reads "RD". The signature is written in a cursive style with a prominent 'R' and 'D'.

Robert Dwan
Deputy Executive Director

cc: Kurt Loll

12. Public Participation, continued (if needed)

13. **Adjournment**