

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

Wednesday, October 9, 2024 6:00 PM

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

1. Call to order & Roll Call

2. Opening Ceremonies

- Pledge of Allegiance

- Mission Statement

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

3. Adopt the Agenda

4. Resolution: Recognition of Lynn Pope's

Retirement (July 2016 to July 2024)

and also recognizing Mary Sorenson (Nov 2015 to June 2024)

5. Department Updates

-Career & Technical Education Department

-Early Childhood Department

-Instructional Services Department

-Special Education Department

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

-K12 ETA (Educational Technology Association)

2



**BOARD OF EDUCATION**

**Dr. James Mangutz**  
Board President

**Nancy Persing**  
Vice President

**Jim Gendernalik**  
Board Treasurer

**Lyn Sperry**  
Board Secretary

Trustees:

**Ian Faulkner**  
**Brie Molaison**  
**Kara Mularz**

**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

**Kurt Loll**  
Finance Director

**Somer Quinlan**, Executive  
Director of ROOC, Inc.

**Jared Socia**  
Director of Operations

To: Shawn Petri, Superintendent

From: Katie Keith, Early Childhood Supervisor

Date: October 2024

Subject: Early Childhood Update

**Great Start to Quality**

• We are celebrating accomplishing our goal that we set at the beginning of the fiscal year (October, 2023). While coaching our child care programs, we helped move programs up to quality levels they had never yet attained, twenty five times.

• We currently have 68% of the 206 licensed child care programs voluntarily participating in Great Start to Quality. 62% of these participating programs are licensed Family/Group homes. 75% of the participating programs are licensed Centers. This is the highest level of participation I have seen since being in the role of the Director.

• Our Northeast Great Start to Quality Resource Center staff attended a Process Communication Model (PCM) training in September. We enjoyed the training and are seeing many ways this will benefit our working relationships and all relationships in our lives. We continually work on making sure our Team culture is positive and supportive.



•

## **Great Start Collaborative & Great Start Parent Coalition**

The Collaborative has received our FY25 allocation. We are seeing an increase of \$155 with a total allocation of \$308,130 - That's 32p and 32p6 combined budget amounts. The 32p6 funds have been granted to us for a second year, but are not guaranteed money year to year. These dollars go to support our Talking is Teaching Campaign and the majority of our literacy initiatives.

Our early childhood department has been given the opportunity to participate in PDG5 miniseries. PDG5 miniseries will consist of short videos highlighting a large number of programs and services available in Michigan for families with children up to age 5, and for families that are expecting children.

The series is narrative, meaning they are crafting a story based on people's answers to very open-ended questions. The viewer will see footage of community events, classrooms, programs, and even families' homes where early childhood workers, guardians and young learners engage in everyday activities—learning, playing, eating, etc. The final product is meant to be representative of the whole state, and the goal is to promote Michigan as a great place to raise children.

COOR's early childhood department will focus on two families. One parent has received our newborn literacy bag at Grayling Munson Hospital and has also become a preschool teacher for a GSRP classroom in Grayling. The other parent will highlight participating in our Rose City Playgroup and touch on transitioning to a private tuition-based preschool.

## **Great Start Readiness Program**

Katie and Rebekah have provided multiple professional learning days for GSRP over the month of September. The professional learning for all staff was focused on the Pyramid Model Modules and supporting social-emotional learning. The professional learning for new staff focused on the necessary onboarding of tools and programs used by GSRP. Professional learning is monthly for the entire year for GSRP staff.



**BOARD OF EDUCATION**

- Dr. James Mangutz, President
- Nancy Persing, Vice President
- Jim Gendernalik, Treasurer
- Lyn Sperry, Secretary
- Ian Faulkner, 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
- Kurt Loll, Finance Director
- Somer Quinlan, Executive Director of ROOC, Inc.
- Jared Socia, Director of Operations

To: Shawn Petri, Superintendent  
 From: Melisa Akers, Director of Special Education  
 Date: October 1st, 2024  
 Subject: Special Education Department Update

**A Message from our Director, Melisa Akers**

I'd like to take a moment to congratulate Joe Moore on successfully completing the college courses required to obtain his Supervisor of Special Education approval from the Michigan Department of Education (MDE). Joe is now fully credentialed as a principal for a center-based program.

I also want to recognize Nicole Grace, who has completed her coursework for Director of Special Education approval through MDE. But that's not all—she was accepted into Western Michigan University's doctoral program and began her studies this month! In just a couple of years, we'll be calling her Dr. Grace!

I'm incredibly proud of both of them; they are valuable assets to our ISD, and I feel fortunate to work alongside them.

On another note, our SCI teacher at the CEC, Hannah VanCura, welcomed a healthy baby boy on September 24th! His name is Corey Joseph Eugene VanCura, weighing in at 8 lbs 4 oz and measuring 20 ½ inches long.



**A Message from Joe Moore, School Principal**

September was an action-packed month at the CEC & ATC. Students in Ms. Angie's ATC classrooms have been diligently working at their job sites throughout the community. We are incredibly grateful to the businesses that have partnered with us, providing our students with

the opportunity to learn valuable vocational skills. A special thank you to our Employment Placement Specialist, Kerri Smitz, who, alongside classroom teacher Angie Stern, coordinates the work-based learning programs for our ATC students.

Additionally, classrooms celebrated Constitution Day on September 17th. Students across all classes learned about the significance of the Constitution and its impact on shaping our nation. Ms. Pat made the day especially memorable by bringing in costumes and wigs, allowing her students to dress up as our Founding Fathers while they signed their own copies of the document. A great time was had by all!



The Gerrish Township Fire Department will visit the CEC on October 9th for their annual Fire Prevention Day presentation. This is a favorite event for students, who learn important safety tips for handling fires at home and school. They'll also have the chance to see the firefighters' equipment and explore a couple of fire trucks.

Additionally, Picture Day for CEC and ATC students is scheduled for October 11th.

We're excited for a fun and eventful October!

## **A Message from Nicole Grace, Special Education Technical Assistance**

We were excited to host Emily Rubin from the Northern Autism Network at Kirtland on October 1st. Emily, a Speech Language Pathologist and co-author of the SCERTS Model, Inc., shared insights on social communication, emotional regulation, and transactional support. Her presentation emphasized social-emotional engagement and provided invaluable strategies for building connections with all students, especially our autistic learners.

In addition, we are making great progress in revitalizing our Parental Advisory Committee (PAC) for the 2024-2025 school year. We're thrilled to welcome several returning parents from local districts, along with new members eager to serve as vital resources for families in their communities. Their involvement will be crucial as we prepare for monitoring of Least Restrictive Environments, and we look forward to their growth and collaboration with our department.

## **A Message from Michele Cochrane, Early On Coordinator**

We currently have 55 students enrolled. In the first quarter of FY 2024-25 (July to September), we received 45 new referrals: 16 from WBRC, 10 from CASD, 9 from HLCS, 9 from RAPS, 1 from Mio-AuSable, and none from Fairview.

The Fall Early On PLC will take place on Thursday, October 3rd, with thirteen providers from all our local districts attending. The team will evaluate their coaching practices in early intervention and identify strategies to enhance their approaches. Jennifer Dakers, Hearing Consultant, and Michelle Garcia, Early Hearing Detection and Intervention (EHDI) Program Coordinator from MDHHS, will provide training on our Welch Allyn Otoacoustic Emissions (OAE) hearing screeners and share the new EHDI 1/3/6 benchmarks. The EHDI goals are: "1" - All infants should be screened for hearing loss by 1 month of age, ideally before hospital discharge; "3" - All infants who do not pass the screening must have a diagnostic hearing evaluation by 3 months of age; "6" - All infants with hearing loss should be enrolled in Early On services by 6 months of age. Hearing and vision screenings are part of the initial Early On eligibility assessment, and children with identified hearing or vision loss are automatically eligible for Early On. During the PLC, providers will learn about resources like the [Hands and Voices](#), [Guide by Your Side](#) and [U of M Sound Support](#).

Playgroups will resume in October after relocating and setting up in new spaces. The Roscommon group is moving into the CATIC building, while the Mio group is transitioning from the Early Head Start Center to Mio Elementary. The Grayling group will switch classrooms but remain at Grayling Elementary. Each month will focus on a literacy and a social-emotional target.

This year's Early On 54d SSA allocation has increased by \$12,234. Our percentage of children eligible under Early On with Michigan Mandatory Special Education (MMSE) has risen to 16.7%, a 3% increase. We are actively addressing MMSE eligibility by comparing our MMSE rates to the rate of children who exit Early On and later require Special Education services, which currently stands at 32%. Using the MMSE Guidance documents from MiLEAP/MDE, we are training staff to consider MMSE criteria when evaluating children for Early On. Early On Data Reports can be found at [earlyondata.com](http://earlyondata.com).



# Educational Technology Association

Technology for Learning

---

## October 2024 ETA Report

Any Questions Please contact Josh Hayes, [jhayes@k12eta.org](mailto:jhayes@k12eta.org)

### Tickets (ETA Wide):

- Current Open: 297
- Created this month: 2845

### Trainings Provided:

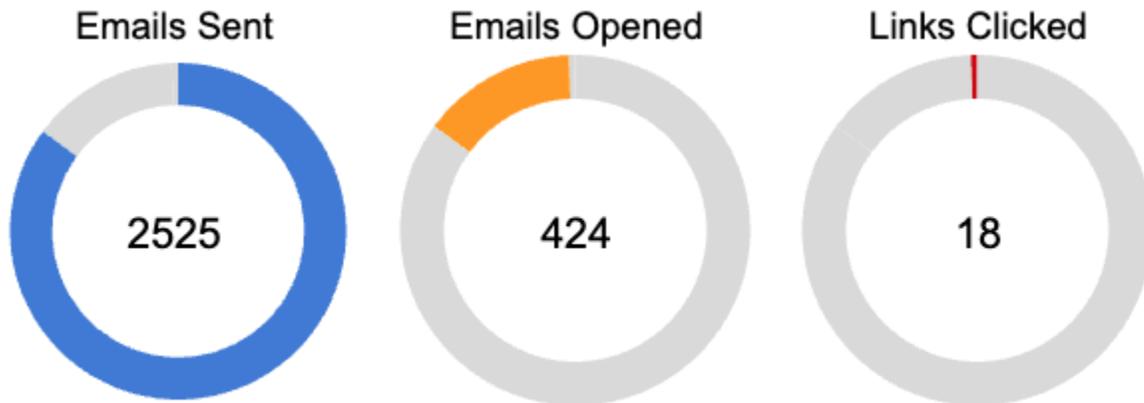
- Esports
- Artificial Intelligence
- Virtual Reality Tours
- PowerSchool
- Pupil Accounting

### Updates:

- We've received all of our Category 2 Erate equipment. We're now scheduling installation dates for Baldwin, COOR, Kaleva Norman Dickson, Lake City, Marion, Mason County Central, Mesick, Onekama, and Pine River.
- The ACD fiber build project is nearing completion. All fiber has been installed, and Crawford has already switched to the new network. We are now awaiting the switch-over of Houghton Lake, Mio, and West Branch lines.
- We've submitted a 12c grant application to potentially expand ETA's services to the Clare-Gladwin RESD. If awarded, we'll assess the feasibility of this partnership.
- September 12th required us to restore PowerSchool files using Veeam (our backup software).
- We continue attending cyber partner meetings (virtually) to stay informed of the newest threats. We then share this information with all the districts within the four ISD support regions of the ETA.
- Our external vulnerability scanned 96 threats in 1053 locations this month. We have no open vulnerabilities at this time.

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

- All backups have been verified. This month backups were tested on Crawford Ausable, Baldwin, Mesick, Mason County Central, Manton, MISD, WMISD, and WSESD.
- Below are the latest statistics from our latest phishing test.



# R.O.O.C. Inc.

11018 North Cut Road, Roscommon, MI 48653

[www.rooc.org](http://www.rooc.org)

## MEMORANDUM

To: Shawn Petri  
From: Somer Quinlan  
Re: ROOC Update  
Date: October 3, 2024

### **Grayling Rotary Presentation (Sept. 18th)**

We had the honor of being guest presenters at the Grayling Rotary Meeting on September 18th. This was a fantastic opportunity to share our mission and information about the programs and services we provide in Crawford County. The Rotarians showed great interest, asking insightful questions and expressing enthusiasm about our work. It was a valuable experience to connect with local community leaders and build awareness.

### **Gerrish Township Fire Department Visit (Oct. 9th)**

We are excited to welcome the Gerrish Township Fire Department to our facility on October 9th. They will be giving a presentation on fire safety, providing our clients with essential knowledge about emergency preparedness.

### **Community Resources Event (Oct. 16th)**

We are gearing up for the Community Resources Event at the CRAF Center on October 16th. This marks our third year attending, and we look forward to connecting with students from the Adult Transition Center once again. It's always a rewarding experience to share resources and build relationships with potential future clients and their families.

### **Transition Workshop (Oct. 22nd)**

On October 22nd, we will be participating in the Transition Workshop at Kirtland Community College. This event focuses on supporting individuals transitioning into adulthood, and we are eager to share information about the options and opportunities available to help them achieve their goals.

### **Halloween Costume Party (Oct. 31st)**

We will close out the month with our annual Halloween Costume Party on October 31st at the Artesia Youth Park. With DJ Party Pam providing music, the event promises to be a fun-filled celebration for all!



**BOARD OF EDUCATION**

**Dr. James Mangutz**

Board President

**Nancy Persing**

Vice President

**Jim Gendernalik**

Board Treasurer

**Lyn Sperry**

Board Secretary

Trustees:

**Ian Faulkner**

**Brie Molaison**

**Kara Mularz**

**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

**Kurt Loll**

Finance Director

**Somer Quinlan**, Executive  
Director of ROOC, Inc.

**Jared Socia**

Director of Operations

To: Shawn Petri, Superintendent

From: Mike Evans, CTE Director

Date: October 3, 2024

Subject: CTE Department Update

**CTE Facilities:**

Door boots and cameras have been installed and are working well. The RMS sign has been removed and construction/assembly of the new RMS/CATIC sign will begin within the next two weeks. In preparation for the move of the Construction/Building Trades program in 25/26, the current woodshop area has received a fresh coat of epoxy on the floor and "spruce" up from the RAPS maintenance crew.

**Grants:**

We are wrapping up our 61C Equipment grant as well as the 61i grant for our teachers this month (September). Mike is exploring grant opportunities in an attempt to help support current CTE offerings. With input from staff, appropriate grant opportunities will be pursued.

**Outreach/Marketing:**

Mike has attended numerous CTE-centered events throughout the month of September and is developing an excellent network of collaborators. Mike has been sharing positive stories and interactions with local principals and counselors regarding CTE students as well as at COOR-sponsored Counselor, Principal, and Assistant Principal forums. In addition to visiting local sites and events, a dedicated COOR ATIC Facebook site has been created to share their story with the community.

**Other:**

The 2024/25 school year has been excellent thus far! Students and staff are working hard to accomplish their goals, and it is showing. Currently there are 235 CATIC and 9 EMC students working toward their career and college goals. Through weekly "staff meetings" the teachers are collaborating and sharing successes in their programs. It has been amazing to see them share ideas and work together to find solutions to issues they are facing in the classrooms/labs.

6. Public Participation

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

-Vanessa Varner, Emergency Management Coordinator of Roscommon County.

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 previous meeting on September 11, 2024

12

C.O.O.R. Intermediate School District

**Wednesday, September 11, 2024 at 6:00 PM**

**Regular Board of Education Meeting**

11051 N. Cut Road, Roscommon, MI 48653



### 1. Call to order & Roll Call

President Mangutz called the meeting to order at 6:01 PM.

Present: Ian Faulkner, Jim Gendernalik, Jim Mangutz DDS, Kara Mularz, Nancy Persing, and Lyn Sperry. Absent: Brie Molaison. (6 present, 1 absent) Also present: Superintendent Petri, Natalie Davis, Mike Evans, Rebecca Socia, Jane Petri.

### 2. Opening Ceremonies

- Remembering 9/11: All present observed a moment of silence in remembrance.
- Pledge of Allegiance
- Mission Statement

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

### 3. Adopt the Agenda

*Adopt the agenda as presented.* This motion, made by Jim Gendernalik and seconded by Ian Faulkner, Carried (6-0).

### 4. Resolution: Recognition of Retirement

“Be It Resolved, the C.O.O.R. Intermediate School District Board of Education expresses sincere appreciation to Natalie Davis, Director of Career and Technical Education, for her valued and dedicated service to the C.O.O.R. Intermediate School District for the period of August 2021 to September 2024, and offers her best wishes in her retirement.”

Motion made by Jim Gendernalik and seconded by Nancy Persing. Motion carried (6-0).

Natalie stated that she enjoyed being part of the growing the program and overseeing the construction of the COOR Advanced Technical Innovation Center. She appreciated the kind and authentic leadership that Shawn Petri provides.

### 5. Resolution: Recognition of Retirement

“Be It Resolved, the C.O.O.R. Intermediate School District Board of Education expresses sincere appreciation to Mary Sorenson, Independence Facilitator, for her valued and dedicated service to the C.O.O.R. Intermediate School District for the period of Nov 2015 to June 2024, and offers her best wishes in her retirement.” Mary was not able to attend the meeting.

Motion made by Kara Mularz and seconded by Lyn Sperry. Motion carried (6-0).

6. Classroom Library Enhancement Grant presentation-

Michelle Ewald, Early Literacy Coach, reviewed the improvements that the \$10,000 in earmarked funds were able to make to both individual classroom libraries and the school library at the Rose City School. There were only funds to work with one school within the ISD and it was a hard choice. Other schools may utilize some of the guidelines for replacing outdated texts and finding new, engaging texts that help students see themselves in the printed materials.

7. Department Updates

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

A question was asked about the TRAILS program (Transforming Research into Action to Improve the Lives of Students), which focuses on social-emotional learning.

There was also a discussion on opportunities for adults to read to students as volunteers. The board encourages student growth & development in the community as well as at home.

Trustee Gendernalik asked how Mike Evans is doing. Evans reported that he is greeting students and going into classes every day and meeting with staff weekly. There a few too many kids enrolled in some of the classes based on ideal class size, even though a para-professional assists in each of the larger-sized classes. It would be better if the ISD were able to open a morning and afternoon session. Passing a CTE millage would offer more options for students.

8. Public Participation – None.

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

9. Consent Agenda

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

*Approve all items on the Consent Agenda.* This motion, made by Kara Mularz and seconded by Ian Faulkner, Carried (6-0). Brie Molaison: Absent, Ian Faulkner: Yes, Jim Gendernalik: Yes, Jim Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes

9.A. Approve minutes of the previous regular meeting on August 14, 2024

9.B. Approval of Bills for August 2024 totaling \$946,365.87

9.C. Approve Revenue & Expenditure Reports for August 2024

9.D. Amend contract with Benjamin Lowe, Public Safety Instructor, to increase to 4 days per week, a total of 158 days.

9.E. Ratify renewal of contract with PowerSchool for staff and parent communications (formerly School Messenger) for \$1,345.96 from Sept 7, 2024 to Sept 6, 2025.

## 10. Action Items

10.A. *Approve new student parking agreement for the COOR Educational Center/ Adult Transition Center.* This motion, made by Ian Faulkner and seconded by Lyn Sperry, Carried (6-0).

10.B. *Ratify lease for second storage unit at Towne & Country Storage for Great Start Collaborative for \$330 per year.* This motion, made by Kara Mularz and seconded by Nancy Persing, Carried (6-0). Brie Molaison: Absent, Ian Faulkner: Yes, Jim Gendernalik: Yes, Jim Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes. The board appreciated the discounted rate.

10.C. *Approve contract for Michelle Patterson, Early Math Specialist for one day per week in the 24-25 school year.* This motion, made by Lyn Sperry and seconded by Jim Gendernalik, Carried (6-0). Brie Molaison: Absent, Ian Faulkner: Yes, Jim Gendernalik: Yes, Jim Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes This is separate from her duties instructing the Teacher Cadet class.

10.D. *Approve COOR Educational Center Emergency Operations Plan.* This motion, made by Kara Mularz and seconded by Jim Gendernalik, Carried (6-0).

Superintendent Petri stated that Melisa Akers and Joe Moore worked on required updates and formatting. You never know what will happen, so now staff have the tools to react quickly if needed. It will be reviewed with staff annually.

10.E. *Approve agreement with Rodney Lamar Page in the amount of \$4,000 for two 60-minute breakout sessions and one 90-min finale on November 1st for all local district and ISD staff.* This motion, made by Nancy Persing and seconded by Ian Faulkner, Carried (6-0). Brie Molaison: Absent, Ian Faulkner: Yes, Jim Gendernalik: Yes, Jim Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes, Lyn Sperry: Yes

Superintendent Petri stated that it will be a great closing session for our Nov 1st PD event and that board members are encouraged to attend.

## 11. Information Items

-Social Media Report for August: Total reach of 6,418 for the month.

-Alternative Educational Academy of Ogemaw County (AEAOC) – August meeting minutes and September meeting agenda -- Superintendent Peri has walked through their facilities and been involved with financial updates and board actions. Board members should review the agendas and minutes as well. AEAOC owns the building in West Branch that was formerly Kirtland Community College. AEAOC has hired their own social worker and an on-site administrator, Pete Neuman. Superintendent Petri just completed the annual review. He recommended that

they identify and train their own Title IX Coordinator. They have an extension campus at Gladwin. Melinda Green from COOR ISD used to provide social work services, so it helped the ISD for AEAOC to hire their own. Our two social workers are covering all our local districts.

## 12. Superintendent's Report

- Superintendent Petri does not recommend going in on the Insulin Litigation.
- CEC construction: The district is almost to the RFP process for CEC construction project. The superintendent recommends taking out a 10-year loan and getting the work done in one phase. There is a need to utilize that space.
- Talent Together was recently highlighted by the Federal Secretary of Education. It's the largest teaching apprenticeship program in the country. The \$66 million categorical is helping people earning their teaching credentials to alleviate the teacher shortage. There are 275 teachers who are now in classrooms through Talent Together. New teachers can do apprenticeships at schools, and there are 63 apprentices currently across the state. There are seven people in the ISD enrolled in Talent Together right now. This year there are about 1,700 candidates in line for the next round, but only \$12.5 million dollars are available. Money is set aside for each teacher in the program to complete their study. 94% of the candidates are still in the program. Superintendent Petri is on the Talent Together board. He sees a need to lobby legislators to protect funding for this initiative.
- Strategic Planning will be rolling out soon with Rick Diebold as the facilitator. Board members are encouraged to start thinking about new goals.
- Superintendent Goals: Petri plans to bring his goals to the October meeting.
- Presentation of Lyle Spalding Award: Superintendent Petri asked to present the Spalding award to Sheila Smiley himself, since he worked with her previously at West Branch-Rose City Area Schools. This will be Sept 16<sup>th</sup>.

## 13. Communications

Angie Stern, teacher at the Adult Transition Center, shared a photo of refinished floor. Students and staff really liked the newly finished floor, new fridge, and new countertop at the Adult Transition Center.

## 14. Adjournment

Adjourn the meeting. This motion, made by Jim Gendernalik and seconded by Nancy Persing, Carried (6-0). Time: 7:30 PM

Respectfully submitted,

Rebecca Socia,  
Recording Secretary

Lyn Sperry,  
Board Secretary

B. Approval of Bills for September  
2024 totaling \$1,128,153.24

17

# A/P Check Register

Printed: 10/03/2024 2:41:31PM

COOR ISD

Check Date: 9/1/2024 to 9/30/2024

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
141200	AMAZON CAPITAL SERVICES INC	552	09/06/2024	104588	872.75	0.00	872.75
141731	AMBER AKIN	552	09/06/2024	104589	251.92	0.00	251.92
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	552	09/06/2024	104590	1,580.99	0.00	1,580.99
141145	AUSABLE MEDIA GROUP LLC	552	09/06/2024	104591	213.00	0.00	213.00
20535	BRENDA VAUGHAN-IDE	552	09/06/2024	104592	285.73	0.00	285.73
142033	CEV MULTIMEDIA LLC	552	09/06/2024	104593	2,750.00	0.00	2,750.00
3305	CHARTER TOWNSHIP OF GRAYLING	552	09/06/2024	104594	1,180.97	0.00	1,180.97
19631	CHRISTINA TAPPAN	552	09/06/2024	104595	586.10	0.00	586.10
142118	CMH EDUCATIONAL CONSULTING LLC	552	09/06/2024	104596	500.00	0.00	500.00
141698	COMPHEALTH MEDICAL STAFFING	552	09/06/2024	104597	630.70	0.00	630.70
4100	CONSUMERS ENERGY PAYMENT CENTER	552	09/06/2024	104598	2,775.98	0.00	2,775.98
8420	EAST HIGGINS LAKE TRUE VALUE	552	09/06/2024	104599	1,268.50	0.00	1,268.50
5812	EMERGENCY SERVICES OF HOUGHTON LAKE	552	09/06/2024	104601	680.96	0.00	680.96
6260	FEDEX	552	09/06/2024	104602	3.49	0.00	3.49
6781	FRONTIER	552	09/06/2024	104603	360.00	0.00	360.00
141738	GILL-ROY'S HARDWARE	552	09/06/2024	104604	234.86	0.00	234.86
141981	HEATHER SHARPE	552	09/06/2024	104605	3,677.70	0.00	3,677.70
142142	ILENE SMITH	552	09/06/2024	104606	43.48	0.00	43.48
141578	JARED SOCIA	552	09/06/2024	104607	60.00	0.00	60.00
142086	JENNIFER HART	552	09/06/2024	104608	2,660.45	0.00	2,660.45
15344	JESSICA PARTAKA	552	09/06/2024	104609	26.80	0.00	26.80
9950	KAPLAN EARLY LEARNING COMPANY	552	09/06/2024	104610	1,125.00	0.00	1,125.00
141667	KAREN WALTON EBNIT	552	09/06/2024	104611	1,750.00	0.00	1,750.00
20457	KATHRYN VANWORMER WALDIE	552	09/06/2024	104612	155.70	0.00	155.70
10030	KATIE KEITH	552	09/06/2024	104613	330.44	0.00	330.44
10020	KEENAN THERAPEUTICS PC	552	09/06/2024	104614	4,450.78	0.00	4,450.78
141692	KIWANIS CLUB OF WEST BRANCH	552	09/06/2024	104615	98.00	0.00	98.00
141781	KRISTEN KALTHOFF	552	09/06/2024	104616	19.43	0.00	19.43
142036	KYM NARAYANA	552	09/06/2024	104617	135.86	0.00	135.86
5155	LI'L WILLIES	552	09/06/2024	104618	115.00	0.00	115.00
9157	LOUIKO SUNDAY	552	09/06/2024	104619	87.10	0.00	87.10
12280	MAASE	552	09/06/2024	104620	310.00	0.00	310.00
8099	MARIE HARRIS	552	09/06/2024	104621	28.14	0.00	28.14
11598	MELISSA MAEDER	552	09/06/2024	104622	600.84	0.00	600.84
3753	MICHELE COCHRANE	552	09/06/2024	104623	86.43	0.00	86.43
13160	MSBO	552	09/06/2024	104624	380.00	0.00	380.00
14205	NCS PEARSON, INC.	552	09/06/2024	104625	1,289.40	0.00	1,289.40
21278	NICOLE GRACE	552	09/06/2024	104626	253.26	0.00	253.26
141987	NORTHERN FLOOR AND TILE SERVICE INC	552	09/06/2024	104627	49,127.00	0.00	49,127.00
141765	NORTHERN MICHIGAN EVENT BANQUET CENTER LLC	552	09/06/2024	104628	318.00	0.00	318.00
141229	PITNEY BOWES GLOBAL FINANCIAL SVS LLC	552	09/06/2024	104629	499.29	0.00	499.29
16250	QUILL CORP	552	09/06/2024	104630	243.38	0.00	243.38
141124	REBEKAH SEELow	552	09/06/2024	104631	88.29	0.00	88.29
7160	ROSCOMMON AREA PUBLIC SCHOOLS	552	09/06/2024	104632	97,546.48	0.00	97,546.48
17240	S & J EXCAVATING	552	09/06/2024	104633	3,500.00	0.00	3,500.00
141966	SAVVAS LEARNING COMPANY LLC	552	09/06/2024	104634	4,454.46	0.00	4,454.46
17870	SEG WORKERS COMPENSATION FUND	552	09/06/2024	104635	3,440.00	0.00	3,440.00
141133	SHANNON REA	552	09/06/2024	104636	291.28	0.00	291.28
15685	SHAWN PETRI	552	09/06/2024	104637	89.68	0.00	89.68

17

# A/P Check Register

Printed: 10/03/2024 2:41:33PM

COOR ISD

Check Date: 9/1/2024 to 9/30/2024

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
141756	SOUND E-RATE INC	552	09/06/2024	104638	3,229.00	0.00	3,229.00
141994	STACY SHAFTO	552	09/06/2024	104639	112.26	0.00	112.26
142189	STEVE SEWARD CONSULTING	552	09/06/2024	104640	12,700.00	0.00	12,700.00
19144	SUMMIT FIRE PROTECTION	552	09/06/2024	104641	756.00	0.00	756.00
20152	TAMMY TYLER	552	09/06/2024	104642	477.56	0.00	477.56
7180	TERESA GERTISER	552	09/06/2024	104643	16.08	0.00	16.08
141511	THALMA HIBBARD	552	09/06/2024	104644	76.38	0.00	76.38
141679	THINKING COLLABORATIVE	552	09/06/2024	104645	1,452.00	0.00	1,452.00
19800	THRUN LAW FIRM P.C.	552	09/06/2024	104646	1,052.50	0.00	1,052.50
141663	TOWN & COUNTRY STORAGE	552	09/06/2024	104647	342.00	0.00	342.00
141944	TRACEY STEIN	552	09/06/2024	104648	397.83	0.00	397.83
8232	TRACY HENDERSHOTT	552	09/06/2024	104649	1,857.32	0.00	1,857.32
141582	VISION CONSULTING LLC	552	09/06/2024	104650	400.00	0.00	400.00
141850	WILLARD'S EQUIPMENT COMPANY	552	09/06/2024	104651	16,800.00	0.00	16,800.00
20970	WM CORPORATE SERVICES INC	552	09/06/2024	104652	159.73	0.00	159.73
2651	XELLO INC	552	09/06/2024	104653	12,729.83	0.00	12,729.83
21775	XPRESS COPY CENTER	552	09/06/2024	104654	1,224.20	0.00	1,224.20
142190	KAYTI ALYSA BOWMAN	554	09/06/2024	104655	224.00	0.00	224.00
20310	UNITED WAY OF ROSCOMMON COUNTY	93	09/13/2024	104656	2.00	0.00	2.00
141441	VELO LAW OFFICE	93	09/13/2024	104657	107.98	0.00	107.98
142190	KAYTI ALYSA BOWMAN	557	09/17/2024	104658	661.00	0.00	661.00
141968	NORTH COUNTRY LOG COATINGS	558	09/18/2024	104659	9,000.00	0.00	9,000.00
12880	MESSA	99	09/20/2024	104660	5,221.44	0.00	5,221.44
142187	AED BRANDS	555	09/20/2024	104661	1,663.00	0.00	1,663.00
141200	AMAZON CAPITAL SERVICES INC	555	09/20/2024	104662	5,004.79	0.00	5,004.79
950	ASCD	555	09/20/2024	104664	28.47	0.00	28.47
1003	ATECH HEATING AND COOLING	555	09/20/2024	104665	269.00	0.00	269.00
142107	AXIUM SERVICES INC	555	09/20/2024	104666	10,880.42	0.00	10,880.42
2575	BURMAX COMPANY, INC	555	09/20/2024	104667	4,783.93	0.00	4,783.93
142005	CENTRAL MICHIGAN UNIVERSITY	555	09/20/2024	104668	4,988.00	0.00	4,988.00
142061	CHILDREN'S TRUST FUND ALLIANCE	555	09/20/2024	104669	2,500.00	0.00	2,500.00
141931	CHRISTINA PUDVAN	555	09/20/2024	104670	1,297.35	0.00	1,297.35
4100	CONSUMERS ENERGY PAYMENT CENTER	555	09/20/2024	104671	152.91	0.00	152.91
4400	CRAF CENTER	555	09/20/2024	104672	2,400.00	0.00	2,400.00
4490	CRAWFORD CO AVALANCH	555	09/20/2024	104673	101.00	0.00	101.00
4580	CRISIS PREVENTION INSTITUTE	555	09/20/2024	104674	200.00	0.00	200.00
4631	CROWNE PLAZA	555	09/20/2024	104675	147.34	0.00	147.34
4470	CRWFD CNTY TRANSP AUTH	555	09/20/2024	104676	992.00	0.00	992.00
142124	CRYSTAL DAVIS	555	09/20/2024	104677	58.81	0.00	58.81
141894	CULLIGAN WATER CONDITIONING	555	09/20/2024	104678	182.00	0.00	182.00
141892	DEALERS SUPPLY COMPANY	555	09/20/2024	104679	740.20	0.00	740.20
11056	DESIREE LIPSKI	555	09/20/2024	104680	1,168.76	0.00	1,168.76
5385	DTE ENERGY	555	09/20/2024	104681	212.75	0.00	212.75
142171	ELECTUDE USA LLC	555	09/20/2024	104682	5,202.00	0.00	5,202.00
5812	EMERGENCY SERVICES OF HOUGHTON LAKE	555	09/20/2024	104683	765.00	0.00	765.00
18577	EMS LINQ LLC	555	09/20/2024	104684	9,917.36	0.00	9,917.36
5821	EPS SECURITY	555	09/20/2024	104685	712.06	0.00	712.06
142023	FERRIS STATE UNIVERSITY	555	09/20/2024	104686	28,041.23	0.00	28,041.23
6781	FRONTIER	555	09/20/2024	104687	109.20	0.00	109.20
141903	FUHRS GRAYLING CAR CARE CORPORATION	555	09/20/2024	104688	452.33	0.00	452.33
141738	GILL-ROY'S HARDWARE	555	09/20/2024	104689	299.98	0.00	299.98
141244	GLOBAL INDUSTRIAL	555	09/20/2024	104690	4,262.63	0.00	4,262.63
7410	GOODHEART-WILCOX PUBLISHER	555	09/20/2024	104691	358.04	0.00	358.04

18

# A/P Check Register

Printed: 10/03/2024 2:41:33PM

COOR ISD

Check Date: 9/1/2024 to 9/30/2024

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
142113	GOOGLE VOICE INC	555	09/20/2024	104692	117.80	0.00	117.80
7536	GRAND TRAVERSE RESORT & SPA	555	09/20/2024	104693	220.40	0.00	220.40
7536	GRAND TRAVERSE RESORT & SPA	555	09/20/2024	104694	220.40	0.00	220.40
7536	GRAND TRAVERSE RESORT & SPA	555	09/20/2024	104695	220.40	0.00	220.40
7536	GRAND TRAVERSE RESORT & SPA	555	09/20/2024	104696	220.40	0.00	220.40
7536	GRAND TRAVERSE RESORT & SPA	555	09/20/2024	104697	220.40	0.00	220.40
7552	GRAYLING COOPERATIVE PRESCHOOL, INC.	555	09/20/2024	104698	30,404.85	0.00	30,404.85
141981	HEATHER SHARPE	555	09/20/2024	104699	105.04	0.00	105.04
141941	HELEN SHASTAL	555	09/20/2024	104700	790.42	0.00	790.42
142025	HOUGHTON LAKE COOPERATIVE PRESCHOOL INC	555	09/20/2024	104701	60,729.62	0.00	60,729.62
6195	IAN FAULKNER	555	09/20/2024	104702	30.00	0.00	30.00
9160	IMPACT OFFICE PRODUCTS	555	09/20/2024	104703	363.93	0.00	363.93
11870	INCOMPASS MICHIGAN	555	09/20/2024	104704	802.50	0.00	802.50
142086	JENNIFER HART	555	09/20/2024	104705	7,002.35	0.00	7,002.35
9025	JIM GENDERNALIK	555	09/20/2024	104706	67.52	0.00	67.52
141506	JOSH MEYER	555	09/20/2024	104707	454.08	0.00	454.08
141343	KARA MULARZ	555	09/20/2024	104708	80.92	0.00	80.92
141488	KATIE FUELLING	555	09/20/2024	104709	544.04	0.00	544.04
141880	KINGSCOTT ASSOCIATES INC	555	09/20/2024	104710	2,500.00	0.00	2,500.00
10250	KIRTLAND COMMUNITY COLLEGE	555	09/20/2024	104711	420.00	0.00	420.00
142036	KYM NARAYANA	555	09/20/2024	104712	45.40	0.00	45.40
5155	LI'L WILLIES	555	09/20/2024	104713	115.00	0.00	115.00
141972	LILLIE MEADOWS	555	09/20/2024	104714	21.44	0.00	21.44
141719	LYN SPERRY	555	09/20/2024	104715	72.88	0.00	72.88
142193	MASFPS	555	09/20/2024	104716	85.00	0.00	85.00
11598	MELISSA MAEDER	555	09/20/2024	104717	702.62	0.00	702.62
142077	MICHELLE CULTON EKSTROM	555	09/20/2024	104719	567.60	0.00	567.60
141775	MICHELLE EWALD	555	09/20/2024	104720	322.19	0.00	322.19
141914	MICHIGAN STATE FIREMENS ASSOCIATION	555	09/20/2024	104721	1,098.74	0.00	1,098.74
15652	NANCY PERSING	555	09/20/2024	104722	55.46	0.00	55.46
14205	NCS PEARSON, INC.	555	09/20/2024	104723	429.30	0.00	429.30
14890	OGEMAW COUNTY PUBLIC TRANSIT	555	09/20/2024	104724	108.00	0.00	108.00
16130	PAR	555	09/20/2024	104725	885.60	0.00	885.60
15585	PELION BENEFITS, INC.	555	09/20/2024	104726	6,875.88	0.00	6,875.88
141828	PONDER DOOR	555	09/20/2024	104727	3,621.51	0.00	3,621.51
16105	PRO-TECH CABLING SYSTEMS, INC	555	09/20/2024	104728	11,501.00	0.00	11,501.00
141711	PURITY CYLINDER GASES INC	555	09/20/2024	104729	3,838.09	0.00	3,838.09
16390	RAY'S PARTS CENTER	555	09/20/2024	104730	198.39	0.00	198.39
19081	ROBERT J GORDON DOFAA-INS PLLC	555	09/20/2024	104731	33.00	0.00	33.00
7160	ROSCOMMON AREA PUBLIC SCHOOLS	555	09/20/2024	104732	22,338.72	0.00	22,338.72
17030	ROSCOMMON COUNTY TRANSPORTATION AU	555	09/20/2024	104733	2,576.70	0.00	2,576.70
7161	ROSCOMMON FOOD SERVICE	555	09/20/2024	104734	2,153.63	0.00	2,153.63
18555	SPARTAN STORES LLC	555	09/20/2024	104735	10.32	0.00	10.32
141994	STACY SHAFTO	555	09/20/2024	104736	47.42	0.00	47.42
20152	TAMMY TYLER	555	09/20/2024	104737	469.64	0.00	469.64
141511	THALMA HIBBARD	555	09/20/2024	104738	8.47	0.00	8.47
13953	THE WILD PUMPKIN	555	09/20/2024	104739	140.00	0.00	140.00
141679	THINKING COLLABORATIVE	555	09/20/2024	104740	242.00	0.00	242.00
141944	TRACEY STEIN	555	09/20/2024	104741	46.39	0.00	46.39
141630	TWO RARE DESIGN	555	09/20/2024	104742	444.00	0.00	444.00
20571	VERIZON WIRELESS	555	09/20/2024	104743	1,138.89	0.00	1,138.89
141582	VISION CONSULTING LLC	555	09/20/2024	104744	1,090.18	0.00	1,090.18
20900	WALMART BUSINESS CARD	555	09/20/2024	104745	32.18	0.00	32.18

# A/P Check Register

Printed: 10/03/2024 2:41:33PM

COOR ISD

Check Date: 9/1/2024 to 9/30/2024

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21235	WEXFORD-MISSAUKEE ISD	555	09/20/2024	104746	120.00	0.00	120.00
21770	XEROX CORP	555	09/20/2024	104747	969.73	0.00	969.73
12880	MESSA	555	09/20/2024	104748	96,824.85	0.00	96,824.85
19978	TSA CONSULTING GROUP INC	93	09/27/2024	104749	1,970.00	0.00	1,970.00
20310	UNITED WAY OF ROSCOMMON COUNTY	93	09/27/2024	104750	2.00	0.00	2.00
141441	VELO LAW OFFICE	93	09/27/2024	104751	107.98	0.00	107.98
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	99	09/24/2024	104752	409.92	0.00	409.92
141619	ALLEGRA	560	09/30/2024	104753	1,161.09	0.00	1,161.09
141200	AMAZON CAPITAL SERVICES INC	560	09/30/2024	104754	1,640.83	0.00	1,640.83
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	560	09/30/2024	104756	1,508.57	0.00	1,508.57
141613	ANGELA GRIFFIS	560	09/30/2024	104757	5,000.00	0.00	5,000.00
11240	BEN LOWE	560	09/30/2024	104758	5,000.00	0.00	5,000.00
20535	BRENDA VAUGHAN-IDE	560	09/30/2024	104759	137.35	0.00	137.35
2575	BURMAX COMPANY, INC	560	09/30/2024	104760	275.00	0.00	275.00
142118	CMH EDUCATIONAL CONSULTING LLC	560	09/30/2024	104761	2,600.00	0.00	2,600.00
141698	COMPHEALTH MEDICAL STAFFING	560	09/30/2024	104762	13,867.70	0.00	13,867.70
4100	CONSUMERS ENERGY PAYMENT CENTER	560	09/30/2024	104763	2,524.50	0.00	2,524.50
4440	CRAWFORD AUSABLE SD	560	09/30/2024	104764	7,395.00	0.00	7,395.00
4900	DEAN TRANSPORTATION INC	560	09/30/2024	104765	23,613.84	0.00	23,613.84
141568	FICK & SONS, INC.	560	09/30/2024	104766	4,500.00	0.00	4,500.00
141697	FUN FIRST THERAPY	560	09/30/2024	104767	39,331.32	0.00	39,331.32
141918	GERRISH TOWNSHIP	560	09/30/2024	104768	25.00	0.00	25.00
141918	GERRISH TOWNSHIP	560	09/30/2024	104769	25.00	0.00	25.00
141738	GILL-ROY'S HARDWARE	560	09/30/2024	104770	96.36	0.00	96.36
7552	GRAYLING COOPERATIVE PRESCHOOL, INC.	560	09/30/2024	104771	20,439.54	0.00	20,439.54
142191	HIGGINS LAKE STORAGE	560	09/30/2024	104772	100.00	0.00	100.00
142002	HOLLAND BUS COMPANY	560	09/30/2024	104773	404.20	0.00	404.20
142025	HOUGHTON LAKE COOPERATIVE PRESCHOOL INC	560	09/30/2024	104774	42,512.24	0.00	42,512.24
141743	HULL BUILDING CENTER	560	09/30/2024	104775	70.50	0.00	70.50
141459	INACOMP	560	09/30/2024	104776	2,668.00	0.00	2,668.00
141506	JOSH MEYER	560	09/30/2024	104777	5,000.00	0.00	5,000.00
141203	JULIE BELL	560	09/30/2024	104778	199.36	0.00	199.36
141667	KAREN WALTON EBNIT	560	09/30/2024	104779	1,225.00	0.00	1,225.00
10020	KEENAN THERAPEUTICS PC	560	09/30/2024	104780	11,648.70	0.00	11,648.70
141492	KERRI SMITZ	560	09/30/2024	104781	53.60	0.00	53.60
142201	LACRETA M CLARK PHD	560	09/30/2024	104782	1,000.00	0.00	1,000.00
9157	LOUIKO SUNDAY	560	09/30/2024	104783	114.32	0.00	114.32
142109	MEEKHOF TIRE OF GAYLORD	560	09/30/2024	104784	1,007.00	0.00	1,007.00
14205	NCS PEARSON, INC.	560	09/30/2024	104785	510.25	0.00	510.25
21278	NICOLE GRACE	560	09/30/2024	104786	238.68	0.00	238.68
141765	NORTHERN MICHIGAN EVENT BANQUET CENTER LLC	560	09/30/2024	104787	922.00	0.00	922.00
141847	NORTHWEST EDUCATION SERVICES	560	09/30/2024	104788	75.00	0.00	75.00
141711	PURITY CYLINDER GASES INC	560	09/30/2024	104789	924.94	0.00	924.94
16250	QUILL CORP	560	09/30/2024	104790	494.17	0.00	494.17
16390	RAY'S PARTS CENTER	560	09/30/2024	104791	123.61	0.00	123.61
18430	REBECCA SOCIA	560	09/30/2024	104792	61.81	0.00	61.81
142182	RODNEY LAMAR PAGE	560	09/30/2024	104793	4,000.00	0.00	4,000.00
142198	RYAN KILDEE	560	09/30/2024	104794	2,000.00	0.00	2,000.00
142034	SARA PRIEST	560	09/30/2024	104795	80.00	0.00	80.00
141653	SARAH KAY RONDO	560	09/30/2024	104796	5,000.00	0.00	20 5,000.00

# A/P Check Register

Printed: 10/03/2024 2:41:33PM

COOR ISD

Check Date: 9/1/2024 to 9/30/2024

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
15685	SHAWN PETRI	560	09/30/2024	104797	441.86	0.00	441.86
141307	SNAP ON INDUSTRIAL	560	09/30/2024	104798	1,370.47	0.00	1,370.47
142200	STROBEL EDUCATION LLC	560	09/30/2024	104799	17,000.00	0.00	17,000.00
19370	SYLVESTER'S	560	09/30/2024	104800	61.95	0.00	61.95
1415	TAMMY BAUDOUX	560	09/30/2024	104801	489.10	0.00	489.10
141511	THALMA HIBBARD	560	09/30/2024	104802	163.48	0.00	163.48
141884	TRUGREEN COMMERCIAL	560	09/30/2024	104803	243.67	0.00	243.67
141582	VISION CONSULTING LLC	560	09/30/2024	104804	913.53	0.00	913.53
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	560	09/30/2024	104805	1,184.60	0.00	1,184.60
141103	ORS	94	09/06/2024	201705359	0.00	76,649.98	76,649.98
141105	HEALTH EQUITY	94	09/13/2024	201705361	0.00	1,994.55	1,994.55
20245	US TREASURY	94	09/13/2024	201705362	0.00	46,188.84	46,188.84
142166	JPMORGAN CHASE BANK NA	556	09/03/2024	201705363	0.00	3,372.48	3,372.48
141106	MICHIGAN DEPT OF TREASURY	96	09/20/2024	201705364	0.00	859.01	859.01
20245	US TREASURY	96	09/20/2024	201705365	0.00	190.44	190.44
141103	ORS	94	09/20/2024	201705366	0.00	81,012.19	81,012.19
141105	HEALTH EQUITY	94	09/27/2024	201705367	0.00	2,516.51	2,516.51
141106	MICHIGAN DEPT OF TREASURY	94	09/27/2024	201705368	0.00	15,781.82	15,781.82
20245	US TREASURY	94	09/27/2024	201705369	0.00	45,971.03	45,971.03
142167	BMO	559	09/05/2024	201705370	0.00	6,590.77	6,590.77
<b>Report Totals</b>					<b>\$847,025.62</b>	<b>\$281,127.62</b>	<b>\$1,128,153.24</b>

C. Approve Revenue & Expenditure  
Reports for September 2024

23

**Revenue and Expenditure Report  
SPECIAL EDUCATION FUND  
9/30/2024**

Revenue		September Activity	Open Encumbrance	Year to Date	Adopted Budget
100	Revenue from Local Sources	165,898	-	418,820	3,828,604
300	Revenue from State Sources	-	-	-	3,252,273
400	Revenues from Federal Sources	3,080	-	35,182	3,060,437
500	Incoming Transfers and Other Transactions	-	-	-	722,284
600	Fund Modifications (Other Operating Transfers In)	-	-	-	-
Total Revenue		168,978	-	454,002	10,863,598

Expense		September Activity	Open Encumbrance	Year to Date	Adopted Budget
122	Instruction	208,616	1,681	448,018	2,504,629
212	Early On	11,552	711	25,188	323,543
213	Health Services	62,777	2,025	114,225	789,017
214	Psychological Services	22,998	-	40,080	324,700
215	Speech Pathology and Audiology Services	97,111	3,121	138,918	1,032,942
216	Social Work Services	18,187	-	32,875	335,086
217	Visual Aid Services	2,404	-	2,404	15,000
218	Teacher Consultant-Special Education Programs	57	-	6,312	-
221	Improvement of Instruction	1,289	44	2,528	9,907
226	Supervision and Direction of Instructional Staff	48,389	1,236	173,069	530,981
231, 232, 252	Board of Education, Fiscal, Executive	11,834	-	51,555	146,570
241	Office of the Principal	16,339	443	55,646	210,088
249	Graduation Supplies and Materials	-	-	-	1,000
259	Other Business Services	-	-	7,066	13,058
261	Operations Buildings Services	23,457	-	89,176	293,746
271	Pupil Transportation Services	34,238	-	92,053	1,162,719
281	Planning, Research, Development, and Evaluation	12,504	-	44,326	160,803
284	Information Management Services	174	-	10,512	14,933
299	Staff Appreciation	370	118	370	500
371	Non-Public School Pupils	-	-	-	30,000
411	Payments to LEAs	-	-	-	2,667,060
441	Payments to Other Govern. Entities	-	-	888	48,600
456	Building Improvements Services	6,122	-	24,458	52,500
Total Expense		578,417	9,379	1,359,666	10,667,381

Revenues over Expenses

(905,664)      196,217

10/4/2024  
10:27 AM

**Revenue and Expenditure Report  
GENERAL FUND  
9/30/2024**

Revenue		September Activity	Open Encumbrance	Year to Date	Adopted Budget
100	Revenue from Local Sources	50,641		116,386	1,052,060
300	Revenue from State Sources	36,690		36,690	6,372,568
400	Revenues from Federal Sources	10,000		16,380	1,178,856
500	LEAs	21,145		21,145	361,761
600	Fund Modifications (Transfers In)				-
	Total Revenue	118,475	-	190,600	8,965,245

Expense		September Activity	Open Encumbrance	Year to Date	Adopted Budget
125	Compensatory Education	-	-	-	3,641
211	Truancy	-	-	-	5,000
213	Behavioral Services	16,957	485	50,188	227,882
216	Social Work Services	32,255	-	107,004	898,519
221	Improvement of Instruction	71,988	15,482	185,162	844,369
226	Supervision of Instructional Staff	19,898	1,535	72,490	440,870
231	Board of Education	506	120	31,134	99,306
232	Executive Administration	37,965	2,425	144,953	496,277
252	Fiscal Services	31,510	50	88,091	279,184
259	Other Business Services	-	-	2,158	3,931
261	Operations Buildings Services	5,964	-	23,537	89,516
266	Security Services	-	-	1,120	2,000
283	Staff/Personnel Services	1,209	-	1,209	5,000
284	Information Management Services	16,864	3,757	104,066	311,210
285	Pupil Accounting	7,021	-	26,642	94,060
299	Other Support Services	370	-	3,277	2,500
331	Community Activities	25,774	17,303	73,107	248,446
351	Custody and Care of Children	47,647	797	153,696	530,041
411	Payments to LEAs GSRP	260,636	64,769	344,803	2,993,102
445	TRAILS GRANT SEC 31 P	-	-	-	625,000
456	Building Improvements Services	-	-	-	15,000
626	Fund Modifications (Transfers Out)	-	-	-	530,000
	Total Expense	576,562	106,723	1,412,638	8,744,854

Revenues over Expenses

(1,222,038)

10/4/2024  
1:42 PM

**Revenue and Expenditure Report**  
**CAREER TECH FUND**  
**9/30/2024**

Revenue		September Activity	Open Encumbrance	Year to Date	Adopted Budget
4000	PERKINS				154,477
3440	61 A				358,975
3550	61 B				354,100
3790	61 C				576,923
2530	61 I				94,207
0000	CTE	297.00			914,276
	Total Revenue	297.00	-	-	2,452,958

Expense		September Activity	Open Encumbrance	Year to Date	Adopted Budget
4000	PERKINS	27,791	4,382	46,145	154,477
3440	61 A	30,132	19,014	45,327	358,975
3550	61 B	2,982	-	5,606	354,100
3790	61 C	82,690	33,028	122,697	576,923
2530	61 I	78,855	-	91,550	94,207
0000	CTE	75,667	143	188,021	914,108
	Total Expense	298,118	56,567	499,345	2,452,789

Revenues over Expenses (499,345) 168

10/4/2024  
11:09 AM

**Revenue and Expenditure Report  
ROOC FUND  
9/30/2024**

Revenue

	September Activity	Open Encumbrance	Year to Date	Adopted Budget
INTEREST	-	-	-	200
PRODUCTION	294	-	1,752	40,200
DONATIONS	-	-	-	10,600
GRANTS	-	-	-	-
SERVICES	114,121	-	191,492	983,500
STATE	-	-	-	70,923
Total Revenue	114,415	-	193,245	1,105,423

Expense

232	Program Administration	14,765	-	56,236	196,314
252	Fiscal Services	1,545	-	5,411	18,886
259	Other Business Services	-	-	2,972	3,643
261	Operations Buildings Services	4,779	-	31,278	90,520
271	Transportation	2,327	-	10,837	57,665
284	Technology	-	-	-	1,000
289	Consumers	3,590	1,688	11,956	74,010
290	Staff Retention	-	-	-	500
321	Summer Work Program	362	-	33,615	51,583
391	Direct Care Workers and Supervision	38,082	-	123,039	579,776
	Total Expense	65,450	1,688	275,345	1,073,896

Revenues over Expenses (82,100) 31,527

10/4/2024  
11:49 AM

D. Ratify a lease renewal for classroom space with West Branch-Rose City Area Schools for the Regional Resource Center lending library from Oct 1, 2024 to Sept 30, 2025 for \$75.00 per month

28

**LEASE AGREEMENT – WBRC AND COOR ISD  
FOR REGIONAL RESOURCE CENTER**

This Lease Agreement ("Lease") is made and effective October 1, 2024, by and between West Branch - Rose City Area Schools, a Michigan general powers school district organized and operating under the provisions of the Revised School Code, MCL 380.1, *et seq.*, as amended, whose address is P.O. Box 308, West Branch, Michigan 48661 ("Landlord") and C.O.O.R. ISD, a/k/a Crawford-Oscoda-Ogemaw-Roscommon ISD, a Michigan intermediate school district organized and operating under the provisions of the Revised School Code, MCL 380.1, *et seq.*, as amended, whose address is 11051 N. Cut Road, Roscommon, Michigan 48653-0827("Tenant").

WHEREAS, Landlord owns classrooms located at 515 Harrington, Rose City, MI commonly known as the Rose City Elementary School; and

WHEREAS, Tenant desires to rent one (1) classroom for the Regional Resource Center (RRC) office, and storage; and

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

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

1. **Term.** Landlord hereby leases the Leased Premises to Tenant and Tenant hereby leases the same from Landlord, for a twelve (12) month term, commencing October 1, 2024 and ending September 30, 2025, subject to the default provisions as provided in Paragraph 16.

2. **Rent.** The rent for this Lease shall be Seventy-Five Dollars (\$75.00) per month payable in advance of the first day of each month.

3. **Use.** The Leased Premises may be used and occupied by Tenant for RRC services and trainings and for no other purposes without the consent of Landlord, which consent shall be at the sole discretion of the Landlord. Tenant shall comply with all applicable zoning ordinances, laws, rules, or regulations.

4. **Sublease and Assignment.** Tenant shall not sublease all or any part of the Leased Premises, or assign this Lease in whole or in part without Landlord's consent, which consent shall be at the sole discretion of the Landlord.

5. **Repairs.** During the Lease term, Tenant shall make, at Tenant's expense, repairs to the Leased Premises, including such items as routine cleaning and minor maintenance and repair of floors and walls, and other parts of the Leased Premises damaged or worn through normal occupancy. Tenant shall perform all maintenance, repair and replacement upon Lease Premises necessitated by the action or inaction of Tenant, its agents, employees, or invitees. Landlord shall be responsible for the maintenance and repair of all the structural components of the Leased Premises, including but not limited to roof, walls, HVAC, electrical and plumbing systems.

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

7. **Insurance.**

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

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

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

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

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

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

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

12. **Damage and Destruction.** If the Leased Premises or any part thereof or any appurtenance thereto is damaged by fire, casualty, or structural defects that the same cannot be used for Tenant's purposes, then Landlord or Tenant shall have the right within thirty (30) days following damage to elect by notice to the other party to terminate this Lease as of the date of such damage. In the event of minor damage to any part of the Leased Premises, and if such damage does not render the Leased Premises unusable for Tenant's purposes, Landlord may, in its discretion, repair such damage at the cost of Landlord. If Landlord determines not to repair the minor damage, the Tenant may terminate this Lease upon thirty (30) days written notice to the Landlord. Tenant shall be relieved from paying rent and other charges during any portion of the Lease term that the Leased Premises are inoperable or unfit for occupancy or use in whole for Tenant's purposes. In the event the Leased Premises are not damaged to such extent that they are rendered wholly unusable, then Tenant shall continue to occupy that portion of the Leased Premises that are usable, and rent shall abate proportionately to the portion occupied. Rentals and other charges paid in advance for any such periods shall be credited on the next ensuing payments, if any, but if no further payments are to be made, any such advance payments shall be refunded to Tenant.

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

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

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

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

If to Landlord to:

West Branch - Rose City Area Schools  
Attn: Superintendent of Schools  
960 S.M-33  
P.O. Box 308  
West Branch, Michigan 48661

If to Tenant to:

C.O.O.R. ISD  
a/k/a Crawford-Oscoda-Ogemaw-Roscommon ISD  
Attn: Superintendent of Schools  
11051 N. Cut Road  
P.O. Box 827  
Roscommon, Michigan 48653-0827

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

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

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

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

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

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

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

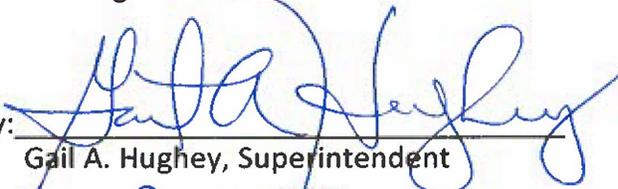
23. **Final Agreement.** This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

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

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

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

WEST BRANCH - ROSE CITY AREA SCHOOLS,  
A Michigan General Powers School District

By:   
Gail A. Hughey, Superintendent

Dated: 9.17.24

C.O.O.R. ISD, a/k/a  
CRAWFORD-OSCODA-OGEMAW-ROSCOMON ISD,  
A Michigan Intermediate School District

By:   
Shawn Petri, ISD Superintendent

Dated: 9/17/2024

E. Approve a one-year renewal with  
Sound E-rate for July 1, 2024 to  
June 30, 2025

34



**AGREEMENT FOR E-RATE CONSULTING**  
One-Year Agreement

This Agreement is made and entered into on this 1st day of August, 2024, by and between Sound E-rate, (CRN 17022566) (“Consultant”) and C.O.O.R ISD Internet Consortium (“Consortium Applicant.”)

WHEREAS, Consultant is in the business of providing consulting service on the School and Libraries Program (aka Schools and Libraries Division - SLD) which is a funding mechanism under the Universal Service Fund of the Federal Communications Commission, and administered by the Universal Service Administrative Company, USAC. The SLD is commonly known as the E-rate program and was authorized as part of the Telecommunications Act of 1996; and

WHEREAS, The Applicant intends to contract for the Consultant’s services for assistance in procuring Internet Access and Data Transmission (Category 1), and any E-rate eligible equipment and/or service (Category 2) needs from July 1, 2025, through June 30, 2026, school/funding year (Funding Year 2025); and

WHEREAS, The Consultant’s services include work performed prior to Funding Year 2025 (e.g., FY 2024 and prior) as hereinafter set forth; and

WHEREAS, The Consultant’s services include assistance, if necessary, to the Applicant after Funding Year 2025 with any audit of the Applicant’s E-rate Funding for Year 2025 as hereinafter set forth.

NOW, THEREFORE, BE IT RESOLVED THAT, the Consultant and the Applicant, in consideration of this Agreement and the mutual covenants and conditions contained herein, with the intent to be legally bound, hereby agree as follows:

**1. Consultant Services and Deliverables.**

- a. The Applicant hereby engages the Consultant to perform the following E-rate consulting services in accordance with the terms and conditions set forth in this Agreement:
  - i. Pre-Application Services
    1. Applicant agrees to add Consultant to the USAC online application and management portal for administration of E-Rate, Emergency Connectivity Fund (ECF), and other programs, such as the Pilot Cybersecurity Program (hereafter known as “USAC One Portal”) with full rights to forms (with the exception of Form 498) and appeals.
    2. Review current Internet Access/Data Transmission services and any E-rate eligible equipment and/or service needs as well as discuss with Applicant any future upgrades in service to ensure all eligible services will be included in the application.
    3. Conduct a discount analysis to determine whether the Applicant’s E-rate discount is the maximum allowed, or if required, use the State Valid File



from the State Education Agency (SEA). Update enrollment and poverty rate numbers during the USAC Administrative Window.

4. Verify with the appropriate SEA or State Library whether or not a technology plan has been submitted and approved to meet E-rate deadlines, *if applicable*.<sup>1</sup>
5. Verify with the Applicant that the Children’s Internet Protection Act (CIPA), including acceptable use policies and filtering, are in place. Work with the Applicant to implement any new CIPA requirements specifically for schools regarding education of students with respect to online activities.
6. Review and comment on any Letter of Agency (LOA) or other documentation required by the Consortia Lead in connection with the Applicant’s participation in a statewide or regional network.
7. Respond to any request for information on behalf of the Applicant concerning the Consortia Lead preparation of their network E-rate forms.

ii. Application Submission Services

1. With the Applicant’s help, secure access to the USAC One Portal, with full rights to Applicant forms, with the exception of the Form 498 (the Applicant banking information).
2. If necessary<sup>2</sup>, submit Form 470, Description of Services Requested and Certification Form applications to the SLD of USAC to satisfy competitive bidding requirements and draft any necessary Requests for Proposal (RFPs).<sup>3</sup>
3. Contact vendors to encourage bid participation in order to seek the lowest corresponding pre-discount pricing available as permitted by law and policy.
4. Work with the Applicant in an advisory capacity to review vendor proposals. The Applicant is ultimately responsible for choosing the most

---

<sup>1</sup> The 6th Report and Order CC Docket No. 02-6 and GN Docket No. 09-51, P#58, removed the requirement for tech plans for Priority (aka Category 1). Released September 28, 2010. The 7th Report and Order, aka, the Modernization Order, WC Docket No. 13-184, P#197, eliminated tech plan requirements for Category 2. Released July 23, 2014.

<sup>2</sup> Commercially available business class Internet access services are exempt from the FCC Form 470 posting requirement if they cost \$3,600 or less annually per entity (school or library), including any one-time costs such as installation; provide bandwidth speeds of at least 100 Mbps downstream and 10 Mbps upstream; and provide basic conduit access to the Internet at those required minimum speeds. The 7th Report and Order, aka, the Modernization Order, WC Docket No. 13-184, P#199.

<sup>3</sup> If Applicant is under a multi-year contract, review the Terms and Conditions, skip to 7. in list. If Applicant is part of consortia to take advantage of State Master Contract, with multi-schedule award, help Applicant with mini-bid.



cost-effective solution for their own educational goals and technology needs.

5. Work with Applicant personnel and counsel to negotiate contracts with vendors and prepare any necessary modifications and/or amendments to current contracts, subject to Board approval.
6. Ensure all contract language is E-rate compliant and that contracts are fully executed in a timely manner.
7. Submit Form 471, Services Ordered and Certification Form applications and required attachments / bulk uploads to SLD in applying for funding.
  - a. Perform due diligence to cost allocate funding of ineligible items/service.
  - b. Create and submit RAL corrections as necessary.
8. Coordinate all responses to Problem Resolution, Program Integrity Assurance (PIA) staffers on applications. If and when required, secure additional information from Applicant and forward to PIA via USAC One Portal.
9. Communicate with vendors on the funding requests (FRNs) submitted to the SLD to set up Service Provider Invoicing (discounted billing).
10. Work with Applicant financial staff to review vendor invoicing to Applicant to confirm that discounts are appropriately applied.
11. Develop appropriate language to be included in all E-rate related Letters of Intent and/or purchase orders.
12. Prepare summaries of E-rate funding requests submitted to the SLD on behalf of Applicant.
  - a. Compute the amount of non-discount the Applicant must pay as its share of the request, or
  - b. Any amounts that may be necessary upfront which result in a Billed Entity Applicant Reimbursement (BEAR) at the back end (if the vendor is unable to provide discounted billing)<sup>4</sup>

iii. Post-Commitment Services

---

<sup>4</sup> It is the Applicant's choice on how to receive discount: BEAR or SPI.



1. Validate Children's Internet Protection Act (CIPA) compliance and submit Form 486, Receipt of Service Confirmation Form to SLD to start the funding flow and to certify compliance with CIPA.
2. Validate Form 498 and SAM.gov status and apply for BEAR Access to submit Form 472, BEAR in the USAC legacy system for reimbursement, or complete all vendor paperwork to ensure discounts are applied to Applicant's accounts under SPI billing (discounted billing).
3. Review vendor invoices to Applicant to ensure discounts are applied appropriately, and services delivered within the allowed time frame and are consistent with the documentation submitted to SLD.
4. When necessary, prepare and submit Service Provider Identification Number (SPIN) changes in the USAC One Portal, from the original vendor, or if there is a vendor change on a State Master Contract.
5. When requested by service provider, prepare Service Certifications for submission to the USAC invoice reviewer. This is a requirement for a vendor to receive payment on goods or services rendered and must have correct dates of installation and proof of Applicant payment of the non-discount share of the project.
6. When necessary, prepare and submit Service Substitutions in the USAC One Portal.
  - a. Only if the vendor delivers services or equipment that is different from the original 471 documentation. This can happen when the Applicant's requirements change or there is a change of model number at the vendor level.
7. Confirm that the Applicant is actually using all of the goods and services for which funding was received and, if the Applicant's needs change, work with the Applicant and vendor to confirm service offerings with the Applicant's needs.
8. Review and edit vendor drafts of appeals of any denied vendor invoice to the Applicant.
9. When necessary, file appeals (This could include PIA or SLD mistakes).
10. Provide electronic copies of ALL E-rate documentation for Funding Year 2025 to comply with the 10-year document retention schedule.
11. Assist Applicant with other E-rate pre-commitment or post-commitment audits related to Funding Year 2025.



- iv. Other Services. Attend Applicant E-rate related meetings, consultations etc., upon request by the Applicant at their locations, or by using available technology (Zoom, WebEx, Google Meet, etc.) to attend these meetings.
- b. Consultant shall perform the services with due diligence in a timely, competent, and professional manner and in accordance with the highest professional standards. The Applicant shall cooperate by providing timely responses to Consultant’s reasonable requests for information needed to enable Consultant to perform the services.
  - c. The Applicant shall own all of the Consultant’s work product resulting from Consultant’s services provided pursuant to this Agreement.
  - d. Consultant shall keep in strictest confidence all confidential or proprietary information acquired in connection with the performance of services under the Agreement; except that Consultant may disclose such confidential or proprietary information to the State E-Rate Administrator, to the Universal Service Administrative Company (USAC), and the Federal Communications Commission (FCC) in order to carry out Consultant’s obligations under this Agreement. The Applicant may provide Consultant with access (orally, visually, or otherwise) to confidential, proprietary, and highly sensitive information relating to the Applicant, which may include, without limitation, information pertaining to the business, operations, finances, employees, students, and parents of the Applicant (collectively, “Personally Identifiable Information,” PII). Consultant acknowledges that from time to time, the Applicant may disclose PII to Consultant in order to enable Consultant to engage in the services described in this Agreement. Consultant recognizes and agrees that the unauthorized disclosure of PII could be harmful to the Applicant. Consequently, Consultant agrees not:
    - i. To use, at any time, PII for Consultant’s own benefit or for the benefit of any person, entity, or company other than the Applicant; or
    - ii. To disclose, directly or indirectly, any PII to any person who is not a current employee of the Applicant authorized to receive such PII, except in the performance of the services described in the Agreement, at any time prior or subsequent to the termination of this Agreement, without the express, written consent of the Applicant. Consultant acknowledges that any and all documents, including documents containing PII and are marked as such, furnished by the Applicant or otherwise acquired or developed by Consultant in connection with this Agreement (collectively, “Applicant Materials”) shall be at all times the sole property of the Applicant. Upon the termination of this Agreement or association with the Applicant, Consultant shall return to the Applicant or destroy any and all Applicant Materials that are in Consultant possession, custody, or control, whether in hard copy written or electronic form. The provisions of Section I.d. above shall survive termination or expiration of the Agreement. The parties acknowledge that the unauthorized access to, disclosure or dissemination of student education records is prohibited under state and federal law. Consultant shall comply with the Family Education Rights and Privacy Act of 1974 and any other applicable state and federal laws and regulations regarding the privacy of student records.



- e. Consultant shall fully obey and comply with all laws, ordinances, and regulations which are or shall become applicable to the services performed under this Agreement.
- f. Consultant shall not discriminate against any person for employment on the basis of race, nationality, sex, disability, age, religion, ancestry, or any other legally-protected classification in accordance with all state and federal laws.

**2. Applicant Responsibilities and Duties.** Applicant acknowledges that Consultant must provide documentation and requested data to multiple federal and state entities to meet program deadlines and maintain compliance with program requirements. To ensure Consultant is able to perform the services of this agreement, Applicant commits to provide information, documentation review and approvals in a timely manner. Specific Applicant responsibilities and duties include, but are not limited to, the items listed and timelines below:

a. Pre-Application and On-Boarding

- i. Update and maintain the following information in the USAC One Portal: Account Administrator, Manager Users, User Permissions, Form 498 as well as the SAM.gov / UEI (Unique Entity ID).
- i. Add Consultant to the USAC One Portal with full rights to forms (with the exception of Form 498) and appeals.
- ii. Within 30 days of signing this agreement, provide details of Applicant’s compliance with the Children’s Internet Protection Act (CIPA) requirements, including acceptable use policies, and filtering practices, Board agenda(s), and minutes approving CIPA policies.
- iii. Provide metrics required for EPC filings (e.g., Billed Entity Numbers (BENs), student counts, library square footage, various technology/equipment specifications, etc.).
- iv. Return signed Letter of Agency (LOA).
- v. During the planning stages, set up Consortia in EPC (e.g., entity names and BENs), collect LOAs (for new Consortia, includes LOA between Consortia and Consultant as well as LOAs between the Consortia and each Consortia member), and collect Form 479 from each consortia member to certify CIPA compliance.

b. Application Submission:

- i. At on-boarding, provide access to the USAC One Portal with full rights to Applicant forms (except Form 498).
- ii. Review and approve draft Form 470 at the start of FY Summer and Fall no later than 40 days before each year window closes.



- iii. Review and approve draft Requests for Proposal (RFPs) at the start of FY Summer and Fall no later than 40 days before each year window closes.
  - iv. Provide contact details for evaluation team invitations at the start of FY Summer and Fall no later than 40 days before each year window closes.
  - v. Review and approve bid evaluation criteria and scoring matrix after Allowable Contract Date (ACD) or at least 28 days after filing 470/RFP, And if necessary, add to next Board agenda.
  - vi. Provide decision on selected winning vendor(s) to superintendent, CFO, Board, or other authorized personnel within one (1) week from bid evaluation approval or next scheduled Board meeting.
  - vii. Review signed vendor contract(s) and/or Letter of Intent by appropriate applicant designee in accordance with the invoicing provisions of the applicable contract.
  - viii. Review Receipt Acknowledgment Letter (RAL) and provide modifications/revisions or approval as necessary within one week of FCDL.
  - ix. As necessary, provide Consultant with answers to questions from Program Integrity Assurance (PIA) reviewers within 48-hours of receipt of inquiry.
  - x. Once Funding Commitment Decision Letter (FCDL) is received, determine invoicing method for contracted vendor(s) within one week of receipt of FCDL.
  - xi. Review language included for PO before submission to portal with 470.
  - xii. Review and approve summaries of E-rate funding requests that will be submitted to SLD by the October 28 deadline of the appropriate funding year.
- c. Post-Commitment:
- i. At on-boarding, provide Consultant with all requirements for Children's Internet Protection Act (CIPA) compliance certification.
  - ii. Provide required details for proper vendor invoicing (BEAR reimbursement or SPI billing) upon receipt of FCDL.
  - iii. If Service Certifications submission required, provide correct dates of installation and proof of Applicant payment of non-discounted shares of project as needed for invoicing.



- iv. If Service Substitutions reporting is required, provide details of Applicant technology services invoicing requirements changes or details on vendor equipment changes (i.e., model numbers, etc.) as needed before invoicing.
- v. Provide documentation confirming Applicant use of all goods and services for which funding was received as needed before invoicing.
- vi. If appeals are filed, provide required information on denied vendor invoices, etc. as needed.
- vii. Before the start of each funding year on July 1st, Consortia leads collect Form 479 from each Consortia member to certify CIPA compliance.

**3. Representations and Warranties.** Consultant represents and warrants that at the time of executing the Agreement and during the Term hereof:

- a. All employees and agents that will perform services under this contract have not been convicted of any felonies;
- b. All employees and agents that will perform services under this contract have not been convicted of any crimes for fraud, bribery, molestation, sexual misconduct or moral turpitude;
- c. All employees and agents that will perform services under this contract are qualified to do so;
- d. Consultant is in full compliance with all laws;
- e. Consultant has not been disbarred as a consultant for any state or the federal government; and
- f. Consultant is not a party to any litigation.

**4. Terms of Agreement.**

- a. This Agreement will commence on the date first set forth above.
- b. Notwithstanding Section I.a.iii hereof, Consultant shall provide all post-commitment services related to the Funding Year 2025 including, but not limited to, assisting the Applicant with any FCC or USAC audit of prior years.

**5. Time Devoted by Consultant.** The Applicant is interested only in the result to be achieved, and the conduct and control of the Consultant's work will be the Consultant's sole and complete responsibility. The Consultant alone shall determine the hours the Consultant is to work on any given day and the location where the Consultant performs the Consultant's services. The Applicant will rely on the Consultant to work the number of hours that are reasonably necessary to fulfill the purposes of this Agreement.



## 6. Intellectual Property Rights.

- a. The parties expressly agree that all work is “work made for hire” under the copyright laws of the United States and other countries, and shall be considered work prepared by an employee within the scope of his or her employment or work specially ordered or commissioned for use as a contribution to a collective work. To the extent that any work product is not deemed “work made for hire,” Consultant hereby assigns all copyrights and intellectual property rights to the Applicant.
- b. All work product shall become the sole property of the Applicant upon completion by the Consultant and may be used by the Applicant in any manner during or after the term of this Agreement.

## 7. Payment to Consultant.

- a. Financial consideration for the cost of performance of this Agreement to be paid at the following rates for committed<sup>5</sup> applications:
  - i. \$2,000 for C1 applications less than or equal to \$50,000.00 in prediscout funding;
  - ii. For C1 applications above \$50,000, the fee is 4% up to \$750,000 of the total committed funds for each Consortium member<sup>6</sup>, capped at:
    1. \$30,000 for \$1,000,000.00 in prediscout funding;
    2. \$50,000 for \$2,000,000.00 in prediscout funding; and
    3. \$75,000 for \$3,000,000.00 and above in prediscout funding
  - iii. \$1,000 per Consortium member<sup>7</sup> for C2 applications.
- b. Category 1 and Category 2 application fees will be assessed in aggregate and shall be invoiced at a mutually agreeable schedule.
- c. Consultant shall invoice the Applicant for the amounts set forth herein. Any expenses incurred shall be the Consultant’s responsibility. As an independent contractor the Consultant shall not be entitled to any fringe or other benefits, including workers’ compensation coverage and insurance of any nature, which the Applicant provides to its employees. Consultant is solely responsible for meeting all of the Consultant’s insurance needs. Consultant understands that it is not insured by or under the insurance policies of the Applicant. Consultant represents and warrants that Consultant has secured and shall maintain at Consultant’s own expense all insurance that Consultant is required by law to carry in connection with the services described in this Agreement, as well as commercially reasonable insurance covering risks arising in connection with the services described in this Agreement, including professional liability insurance. Evidence of professional liability insurance for Consultant shall be promptly provided to the Applicant upon written request.

<sup>5</sup> The Funding Commitment Decision Letter, FCDL, displays the total undiscounted amount and is the basis by which the consulting fee is assessed.

<sup>6</sup> C.O.O.R ISD Internet Consortium Members: COOR ISD, Crawford AuSable School District, Fairview Area School District, Houghton Lake School District, Mio AuSable School District, Roscommon Area Public Schools, West Branch-Rose City School District

<sup>7</sup> Ibid



- d. Payment is not due until the Applicant receives an official invoice containing Consultant's federal tax identification number.
  - e. Consultant is not entitled to receive any compensation, commissions, or benefits other than those expressly provided for in this Agreement.
  - f. Notwithstanding any other payment provisions of this Agreement, the Applicant reserves the right to withhold payments for Consultant's failure to perform as agreed. Consultant may cure its failure to perform within twenty (20) days of its receipt of the Applicant's rejection notice, in which case the Applicant will promptly pay the Consultant the balance owed, if the cure is so made.
- 8. Independent Contractor.** Both the Applicant and the Consultant agree that the Consultant will act as an independent contractor in the performance of the Consultant's duties under this Agreement. Accordingly, the Consultant shall be responsible for the payment of all taxes including federal, state and local taxes arising out of the Consultant's activities in accordance with this Agreement, including by way of illustration but not limitation, federal and state income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fees as required. During the Consultant's contacts with third parties, the Consultant and its employees and agents shall identify themselves as a Consultant for the Applicant and not as an employee of the Applicant. The Consultant does not have the power or authority to bind the Applicant in any capacity. No joint venture, partnership, agency, employer-employee, or similar relationship is created in or by this Agreement. Neither party may assume or create obligations on the other party's behalf, and neither party may take action that creates the appearance of such authority. Consultant shall retain control over its employees and agents and Consultants employees shall not be considered common law employees of the Applicant. Notwithstanding anything to the contrary stated herein, with respect to the Patient Protection and Affordable Care Act of 2010 and the guidance issued thereunder by the Internal Revenue Service, the U.S. Treasury Department, the U.S. Department of Labor, and the U.S. Department of Health and Human Services, and, in particular, Section 4980H of the Internal Revenue Code of 1986, as amended, those persons performing services for Consultant on behalf of the Applicant shall not be considered common law employees of the Applicant. The Consultant specifically acknowledges and understands that, as an Independent Contractor, the Consultant is not entitled to health benefits, vacation days, sick days, pension benefits, unemployment compensation, workers' compensation, disability benefits, insurance, or other benefits that may now, or in the future, be provided to Applicants employees, based on their status as employees.
- 9. Indemnification and Insurance.**
- a. Consultant hereby agrees to indemnify, pay for the cost of defense of, and hold the Applicant harmless for and from any claim (including, but not limited to, claims for personal injury, damage to property, and negligence) and liability arising out of the Consultant's activities or in connection with providing the consulting services or subcontracting the consulting services to another party(s).
  - b. Throughout the term and for a period of five (5) years thereafter, Consultant shall maintain adequate insurance for its obligations and duties under this Agreement,



including but not limited to: (i) automobile; and (ii) professional liability or its equivalent insurance in the insurance certificates incorporated herein as Attachment "A".

- c. The cost of the premiums for all insurance that Consultant is required to maintain by this Agreement is to be paid by Consultant.

**10. Notices/Addresses.** All notices shall be in writing. The addresses of the parties are as follows:

- a. If to Consultant: Jeannene Hurley  
Sound E-rate  
PO Box 2782  
Washington, NC 27889
  
- b. If to Applicant: Shawn Petri, Superintendent  
C.O.O.R ISD Internet Consortium  
11051 N Cut Road  
Roscommon, MI 48653
  
- c. With copy to: Josh Hayes, Chief Technology Officer  
C.O.O.R ISD Internet Consortium  
11051 N Cut Road  
Roscommon, MI 48653

**11. Limitations on Liability.** No individual official, employee, or agent of the Applicant shall have any direct or indirect personal liability under or in connection with this agreement. The Applicant is a local agency and at all times retains its statutory immunity defense as provided by the laws of the State of Michigan.

**12. Survival of Certain Obligations.** Injunctive Relief. The obligations set forth in Section I (above) shall survive the expiration or termination of this Agreement. Should there be a breach of the provisions of Paragraph 8 hereof, the Consultant acknowledges that the Applicant would suffer irreparable harm and, therefore, the Applicant shall be entitled to injunctive relief in addition to any other available remedies.

**13. No Conflicts.** The Consultant certifies that it currently is under no outstanding agreement or obligation which directly or indirectly conflicts with or prevents the Consultant from performing consulting services under this Agreement, and that this Agreement does not constitute a breach of any obligation the Consultant has to a third party. The Consultant further agrees not to enter into any such conflicting agreement during the term of this Agreement.

**14. Severability.** In the event that any section, paragraph, or term of this Agreement shall be determined to be invalid or unenforceable by any competent tribunal for any reason, the remainder of the Agreement shall be unaffected thereby and shall remain in full force and effect and if any section, paragraph, or term of the Agreement is adjudged to any extent to be invalid or unenforceable by any competent tribunal, such section, paragraph, or term will be deemed modified to the extent necessary to make it enforceable.



- 15. Amendment.** This Agreement may be amended only by mutual agreement of the parties in writing.
- 16. Governing Law.** This Agreement is made under, governed by, and will be construed and enforced in accordance with the General Statutes of the State of Michigan without regard to any conflict of laws and provisions.
- 17. Disputes.**
- a. Any dispute or controversy arising out of any interpretation, performance, or breach of this Agreement shall first be reviewed administratively by the Applicant. The Applicant shall designate a claims administrator no later than thirty (30) days after a demand for an administrative determination. Consultant shall provide documentation in support of its claim or forfeit the right to proceed with the claim. Within thirty (30) days of the completion of the administrative investigation, the claims administrator will render a nonbinding decision and recommendation to both parties. The decision shall not be admissible in any proceeding.
  - b. The parties consent to exclusive jurisdiction and venue in the federal and state courts located in or nearest to Beaufort County, North Carolina.
  - c. During the pendency of the claim, Consultant shall continue to carry out its responsibilities under this Agreement and the Applicant shall continue to make all undisputed payments due and owing to Consultant.
- 18. Complete Agreement.** This Agreement contains the entire agreement between the parties with respect to the subject matter hereof and supersedes any and all other agreements, oral or written, and all other communications between the parties relating to the subject matter of this Agreement. The language of all parts of this Agreement shall in all cases be construed according to its fair meaning and not strictly for or against any of the parties.
- 19. Headings.** The headings and captions in this Agreement are for convenience and reference only and shall not be used in interpreting, construing or enforcing any of the provisions of this Agreement.
- 20. Audit Provisions.** Consultant shall maintain records that relate to the expenses for services performed under this Agreement for a period of five (5) years from the date of final payment, and shall make these records available to the Applicant and its representatives at reasonable times and with reasonable notice to Consultant.
- 21. Waiver of Breach.** The waiver by the Applicant or Consultant of a breach of any provision of this Agreement by the other party does not operate and shall not be construed as a waiver of any other breach of the other party.
- 22. Publicity.** Consultant shall not issue any media release, press release, or public announcement, including any promotional or marketing materials or presentations, relating to this Agreement or its subject matter without the prior written consent of the Applicant.



- 23. Assignment and Subcontracting.** Consultant shall not assign this Agreement or any of its rights or obligations without the prior written consent of the Applicant.
- 24. Termination.** This Agreement may be terminated for the convenience of the Applicant upon thirty (30) days prior written notice to the Consultant. Termination for cause may occur without a prescribed notice period. Consultant is entitled to a pro-rated payment for all satisfactory services performed up to the time of termination. The representations, warranties, and indemnities contained in this Agreement shall survive termination or expiration of it.
- 25. Force Majeure.** Consultant shall immediately notify the Applicant in writing of any cause that will prevent or delay its performance. After receipt of Consultant's notice, the Applicant may elect either to cancel this Agreement or to extend the time of performance as reasonably necessary.
- 26. Final Approval.** This Agreement is valid only upon approval by the superintendent, charter executive, library director, or designee.
- 27. Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original as against any party whose signature appears thereon, and all of which shall together constitute one and the same instrument. This Agreement shall be binding when one or more counterpart hereof, individually or taken together, shall bear the signatures of all the parties reflected on this Agreement as the signatories. Delivery of an executed counterpart of this Agreement by electronic mail (email) shall have the same binding effect as delivery of an executed original.
- 28. No Third-Party Beneficiaries.** Nothing in the Agreement or Terms shall be construed to create or extend any rights to third parties as third-party beneficiaries.
- 29. Binding Agreement.** The Agreement shall be binding upon the parties hereto, their personal representatives, heirs, executors, administrators, successors and assigns.



NOW THEREFORE, with the intent to be legally bound, each party hereto, by the duly authorized representative, hereby executes this Agreement to be effective as of the date first set forth above.

Sound E-rate, Inc  
PO Box 2782  
Washington NC 27889  
EIN: #84-2882918

C.O.O.R ISD Internet Consortium  
11051 N Cut Road  
Roscommon, MI 48653

---

Signature

---

Signature

August 1, 2024

---

Date

---

Date



Attachment A - Insurance Certificates

Available upon request



Attachment B  
FOR CFO or BUSINESS OFFICE USE

This instrument has been pre-audited in the manner required by the local government budget and Fiscal Control Act.

C.O.O.R ISD Internet Consortium  
11051 N Cut Road  
Roscommon, MI 48653

Shawn Petri

---

Printed Name

---

Signature

---

Date

F. Update bidding threshold (if state-wide data is available)

**8. Action Items**

A. Approve Danielle Csapo as a parent delegate for the COOR Educational Center's Parent Advisory Committee.

B. Approve Early Childhood personnel contracts effective Oct 1, 2024 to Sept 30, 2025

C. Action Item- Approve updated policy #4408 with option 2 recommended by the Policy Committee

51

## Series 4000: District Employment

### 4400 Professional Staff

#### 4408 Termination

This Policy must be implemented consistent with Policy 1101.

##### A. Probationary Teachers

For purposes of this Policy, the “termination” of a probationary teacher occurs when the probationary teacher is discharged during the term of an existing individual employment contract between the probationary teacher and the Board. Discontinuation of a probationary teacher’s employment at the expiration of an individual employment contract is not termination for purposes of this Policy and is addressed separately in Policy 4409.

The Board may terminate a probationary teacher for misconduct, inappropriate behavior, performance that is not effective, or for any other lawful reason at any time.

The Superintendent or designee may recommend the termination of a probationary teacher to the Board. The recommendation will include the reason(s) for the proposed termination.

Probationary teachers recommended for termination by the Superintendent or designee will be provided advance notice of the allegations; an opportunity for a hearing in closed or open session before the Board; and the time, date, and location of the Board hearing.

##### B. Tenured Teachers

The Superintendent or designee may recommend the termination of a tenured teacher by filing tenure charges with the Board. The Board will consider whether to proceed on the tenure charges or modify the charges. A tenured teacher may be terminated for a reason that is not arbitrary or capricious.

The tenured teacher may challenge the Board’s decision to discharge or demote the teacher by timely filing an appeal with the State Tenure Commission.

##### C. Non-Teaching Professionals and Teachers not subject to the Teachers’ Tenure Act (preschool, GSRP, or other teachers if they did not serve a probationary period under the Tenure Act)

[Choose Option 1 or 2:]

[Option 1: Unless otherwise provided by a collective bargaining agreement or individual employment contract: (1) a Non-Teaching Professional or teacher who is not subject to the Teachers’ Tenure Act is subject to 4 years of probationary service and may be non-renewed or terminated at-will by the Board; and (2) after

4 years, the non-probationary Non-Teaching Professional or teacher may be terminated for any reason that is not arbitrary or capricious, subject to due process.]

[Option 2: Unless otherwise provided by a collective bargaining agreement or individual employment contract, a Non-Teaching Professional or teacher who is not subject to the Teachers' Tenure Act may be terminated by the Board for any reason that is not arbitrary or capricious, subject to due process.]

The Superintendent or designee may recommend the termination of a Non-Teaching Professional or teacher to the Board. The recommendation will include the reason(s) for the proposed termination.

Non-Teaching Professionals or teachers recommended for termination by the Superintendent or designee will be provided advance written notice of the allegations; an opportunity for a hearing in closed or open session before the Board; and the time, date, and location of the Board hearing.

Legal authority: MCL 38.83(2), 38.101, 38.121

Date adopted: November 11, 2020

Date revised: October 9, 2024

## Series 4000: District Employment

### 4400 Professional Staff

#### 4408 Termination

This Policy must be implemented consistent with Policy 1101.

##### A. Probationary Teachers

For purposes of this Policy, the “termination” of a probationary teacher occurs when the probationary teacher is discharged during the term of an existing individual employment contract between the probationary teacher and the Board. Discontinuation of a probationary teacher’s employment at the expiration of an individual employment contract is not termination for purposes of this Policy and is addressed separately in Policy 4409.

The Board may terminate a probationary teacher for misconduct, inappropriate behavior, performance that is not effective, or for any other lawful reason at any time.

The Superintendent or designee may recommend the termination of a probationary teacher to the Board. The recommendation will include the reason(s) for the proposed termination.

Probationary teachers recommended for termination by the Superintendent or designee will be provided advance notice of the allegations; an opportunity for a hearing in closed or open session before the Board; and the time, date, and location of the Board hearing.

##### B. Tenured Teachers

The Superintendent or designee may recommend the termination of a tenured teacher by filing tenure charges with the Board. The Board will consider whether to proceed on the tenure charges or modify the charges. A tenured teacher may be terminated for a reason that is not arbitrary or capricious.

The tenured teacher may challenge the Board’s decision to discharge or demote the teacher by timely filing an appeal with the State Tenure Commission.

##### C. Non-Teaching Professionals and Teachers not subject to the Teachers’ Tenure Act (preschool, GSRP, or other teachers if they did not serve a probationary period under the Tenure Act)

Unless otherwise provided by a collective bargaining agreement or individual employment contract, a Non-Teaching Professional or teacher who is not subject to the Teachers’ Tenure Act may be terminated by the Board for any reason that is not arbitrary or capricious, subject to due process.

The Superintendent or designee may recommend the termination of a Non-Teaching Professional or teacher to the Board. The recommendation will include the reason(s) for the proposed termination.

Non-Teaching Professionals or teachers recommended for termination by the Superintendent or designee will be provided advance written notice of the allegations; an opportunity for a hearing in closed or open session before the Board; and the time, date, and location of the Board hearing.

Legal authority: MCL 38.83(2), 38.101, 38.121

Date adopted: November 11, 2020

Date revised: October 9, 2024

D. Renew contracts with Great Start Readiness Programs for 2024-25: Grayling Cooperative Preschool, Houghton Lake Cooperative GSRP, Roscommon Area Public Schools, and West Branch-Rose City Area Schools, Northeast Michigan Community Service Agency (NEMCSA), and Northwest Michigan Action Agency (NMCAA).

56

## GREAT START READINESS PROGRAM CONSORTIUM: AGENCY SUBCONTRACT AGREEMENT

This is intended to be a contract between:

**Subrecipient:** **Insert Program Name and Address**

**And**

**C.O.O.R. Intermediate School District (COOR ISD)**  
11051 North Cut Rd, Roscommon, MI 48653

**TERM:** The term of this contract shall be for a period of Twelve (12) months commencing on October 1, 2024 and shall continue through September 30, 2025.

**The Provisions Of This Contract Are As Follows:**

### **C.O.O.R. ISD RESPONSIBILITIES:**

#### **GRANT MANAGEMENT & BUDGET**

- **COOR ISD** and **Subrecipient** agree to participate in a Consortium to offer Great Start Readiness Program (GSRP) services to at-risk 4 year-old students who reside within the geographic boundaries (which are the school district boundaries of Crawford, Oscoda, Ogemaw, Roscommon) of **COOR ISD**. At-risk 4 year-old students who reside outside of **COOR ISD** geographic boundaries may be served by the Consortium as required by entering into a written agreement with the resident ISD if slots are available from that ISD. This Consortium will be administered and managed by **COOR ISD**.
- **COOR ISD** shall be responsible for completing the GSRP grant application for the consortium, and will complete all required program reports including Financial Reports and other MiLEAP required reports.
- **COOR ISD** shall collect all the required Michigan Student Data System Single Record Student Database (MSDS) data on participating GSRP students and submit the data to the MiLEAP.
- **COOR ISD** shall retain up to **eleven (11) percent** of the total Section 32D, GSRP award from the MiLEAP for managing and administering the GSRP Consortium and to provide an Early Childhood Specialist to manage and supervise the program quality and professional development elements of the GSRP program..
- **COOR ISD** shall pay the subrecipient the sum of **\$9064.65** per child served in a **School-Day GSRP** for **\_\_ school-day children** totaling \_\_\_\_\_ to provide GSRP classroom services. Amendment to the number of children served will be adjusted after the **November 1, 2025** count period.

- **COOR ISD** shall pay subrecipients for each funded GSRP child according to the MiLEAP allocation to provide GSRP transportation services. Subrecipient will only receive transportation funds if utilizing/providing transportation for GSRP children.
- **COOR ISD** shall make payments to **Subrecipient** upon receipt of invoices supported with appropriate documentation for actual expenses incurred in operating the GSRP Program. Program will invoice **COOR ISD** with actual expenses due to the Early Childhood Supervisor **by the first of each month**. Once approved by Early Childhood Supervisor, the reimbursement request and evidence will be submitted to Accounts Payable for payment. The monthly amount requested by subrecipients for reimbursement may not exceed the amount that the ISD has received in state aid for GSRP to date.
- Review [Fiscal Policies](#) for more information

### **PROGRAM QUALITY**

- **COOR ISD** shall collaborate with **Subrecipient** to ensure that GSRP staff receive ongoing professional learning that meets or exceeds the standards required by the [GSRP Implementation Manual](#).
- **COOR ISD** shall ensure, in partnership with the GSRP classroom staff, the implementation of all program quality standards, curriculum expectations, and child outcome standards as required by the MiLEAP.
- **COOR ISD**, in partnership with the **Subrecipient** shall assist in the design and implementation of the program Staff Development Plans.
- **COOR ISD** shall assign a qualified Early Childhood Specialist to ensure that the program adheres to the Classroom Coach standards required by the MiLEAP and to conduct the Classroom Coach evaluation for each GSRP classroom.
- Review [Professional Learning Policies](#) for more information.

### **DATA AND ASSESSMENT**

- **COOR ISD** shall be responsible for collecting from the **Subrecipient** and submitting to the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) required follow-up progress data for GSRP students.
- **COOR ISD** will hold the *Teaching Strategies GOLD* license, provide access to, monitor and support the online child assessment system.

## **SUBRECIPIENT RESPONSIBILITIES:**

### **PROGRAM REQUIREMENTS**

- **Subrecipient** shall ensure that enrolled four-year old children within the service area receive a quality classroom-based Great Start Readiness Program (GSRP) pre-k experience. The students shall receive at least **128 days/32 weeks** of classroom-based programming as required by the MiLEAP, with the exception of new classrooms receiving at least 80 days/20 weeks of classroom-based programming. Canceled class sessions due to unforeseen circumstances (snow days, etc.) that impact meeting the minimum amount of days/weeks of classroom-based programming shall be made up. If the total number of days in session is less than the required amount of 120 days, COOR ISD holds the right to recapture funds based on the difference of days in and out of session.
- Part-Day pre-k programs must provide for a minimum of three (3) hours of teacher/child contact time per day, for at least four (4) days per week. School-Day pre-k programs must operate for at least the same length of day as the local school district's/public school academy's first grade program for four (4) days per week.
- **Subrecipient** shall ensure that there are sufficient qualified teaching personnel provided for this GSRP program. Program staff will meet or exceed all qualifications and training standards required by the [GSRP Implementation Manual](#).
- **Subrecipient** shall ensure that all staff attend professional learning required by COOR ISD.
- **Subrecipient** is responsible for maintaining and securing child care licensing through the [Department of Human Services Child Care Licensing](#).
- **Subrecipient** shall ensure that all GSRP students are screened and enrolled into the program in accordance with MiLEAP requirements.
- **Subrecipient** ensures that program operations meet all Michigan Department of Lifelong Education, Advancement, and Potential and other pertinent regulations and management responsibilities.
- **Subrecipient** shall ensure that no person shall be excluded from participation in, denied the proceeds of, or be subject to discrimination in any form as a result of the performance of this Agreement. The **Subrecipient** shall further ensure that no applicant, candidate, employee, or volunteer will be subject to discrimination in any form and that affirmative action will be taken to ensure that applicants are employed and that employees are treated during employment without regard to race, religion, color, national origin, age, gender, or disability.

## **CURRICULUM/CHILD ASSESSMENT**

- **Subrecipient** shall ensure that all participating GSRP classrooms are utilizing *Creative Curriculum* or *Connect4Learning*. The use of any supplemental curriculum requires approval from C.O.O.R. ISD and MiLEAP per the [Implementation Manual](#).
- **Subrecipient** shall ensure that all participating GSRP students receive developmental screening within two weeks of enrollment into GSRP. **Subrecipient** shall ensure that all students' data is aggregated and submitted to **COOR ISD by the required date**.
- **Subrecipient** shall ensure that all participating GSRP students receive on-going assessment of developmental progress utilizing *Teaching Strategies GOLD*. Classroom teachers shall finalize data on all students, completing a minimum of three checkpoint seasons in a program year. All data must be finalized and provided to **COOR ISD** by the delegated dates in **November, February, and May**.
- **Subrecipient** agrees to provide **COOR ISD** with access to all student progress and assessment data for GSRP students served by this contract.
- **Subrecipient** shall maintain a medium rating or higher on the Classroom Coach score.
- **Subrecipient** shall ensure all programs must maintain the minimum rating on the Great Start to Quality.
- **Subrecipient** shall implement a team teaching model, all staff are fully engaged in all professional learning opportunities, planning curriculum, implementing curriculum both indoors and outdoors, child assessment and supporting engagement through home visits, conferences, and parent meetings.

## **PARENT PARTNERSHIPS/EDUCATION**

- Parent education and partnerships shall be an overriding theme of the GSRP. Strong focus shall be placed on child development, parental expectations, development of self-esteem, child management techniques, and the importance of family literacy practices. Parent partnership activities must include, but are not limited to the following:
- A minimum of two (2) parent-teacher conferences shall be held annually as well as two (2) home visitations by the child's teacher.
- Parent representation on the School Readiness Advisory and Data Analysis Committee and Great Start Collaborative per Michigan Department of Lifelong Education, Advancement, and Potential guidelines in order to include parents at the center of program decision-making.
- A minimum of two (2) GSRP Advisory Committee meetings per local GSRP site for parents to review required topics per the Michigan Department of Lifelong Education, Advancement, and Potential. The GSRP Advisory Committee will convene as a subcommittee of the School Readiness Advisory and Data Analysis Committee. The

local GSRP parent advisory committee also has to have representation from the GSRP teaching staff and support from other GSRP administration. **Subrecipient** is required to submit a list of committee members, sign-in logs, and agendas/minutes to **COOR ISD** for each meeting. See [Parent Advisory Policies](#) for more information.

- Parents shall be provided with both informational and educational services throughout the year.
- Linkages to human service, quality child care, and support agencies in the community.
- Parents shall be afforded every opportunity to participate in the adult and community education programs within the **Subrecipient's** local school district.
- **Subrecipient** shall provide collaborative kindergarten transition meetings for GSRP students.
- See [Monitoring Sub-recipients](#) for more information.

#### **GRANT MANAGEMENT & BUDGET**

- **Subrecipient** shall continue a robust outreach, recruitment, and enrollment system to be operationalized throughout the 2024-25 school year. The subrecipient will make every attempt to enroll all eligible children to the greatest extent possible. **If there are unserved eligible children on the subrecipient's waitlist, the budget will reflect the actual number of children enrolled.**
- All communication between Subrecipient Finance Manager and COOR ISD will be electronic through email communication and attachments to the Early Childhood Supervisor at [keithk@coorisd.net](mailto:keithk@coorisd.net).
- **Subrecipient** shall provide **COOR ISD** with a budget detail for the proposed GSRP expenditures by the requested date of October 1, 2024 and a final expenditure report detailing the actual expenses incurred in providing the GSRP program by mid **October 2025.**
- **Subrecipient** will agree to keep detailed budget records of expenditures and will supply records to **COOR ISD** upon request. The **Subrecipient** agrees to adhere to all of the budget guidelines as put forth in the [GSRP Implementation Manual](#).
- **Subrecipient** agrees that all non-consumable materials/items purchased with GSRP funds will be labeled with "**Property of COOR ISD GSRP.**"
- **Subrecipient** will maintain an up-to-date accurate inventory list with all non-consumable materials purchased with GSRP funds.

- **Subrecipient** will invoice **COOR ISD** actual expenses and documentation using the template provided by **COOR ISD** due to Early Childhood Supervisor, by the **first of each month**. **Reimbursement requests need to be submitted monthly. If this expectation is not met, all GSRP funds will be held and a mandatory meeting with the COOR ISD superintendent, Early Childhood Supervisor, and all Subrecipient administrators/finance people will be scheduled to create an action plan.**
- **Subrecipient** may carry over a maximum of **\$5,000** to the next contract year. Any other desired amount above \$5,000 will need to be considered for approval by COOR ISD. Carry over must be spent by June 30th of the following grant year. Any unspent carry over funds as of June 1 will be recaptured and utilized at the discretion of COOR ISD to benefit GSRP classrooms.
- Review the [Fiscal Policies and Review](#) for more information.
- **Subrecipient** must be fully enrolled by **November 1, 2024 or MiLEAP's designated date**. If assigned slots are unfilled as of **November 1, 2024**, **COOR ISD** reserves the right to reassign unused slots to another subrecipient and transfer the annual per child reimbursement award. Full enrollment must be maintained and **Subrecipient** will only be funded for the number of certified children entered into MSDS. If **Subrecipient** does not fill all the slots on the appointed MiLEAP count day, a deduction of funds will occur.
  - COOR ISD reserves the right to use unfilled slot funds for the betterment of GSRP
  - **If there are unserved eligible children on the subrecipient's waitlist, the budget will reflect the actual number of children enrolled. Flexible funding will be considered by the ISD if the subrecipient has sufficient evidence to verify robust recruitment and all eligible children are served.**
- **Subrecipient** shall ensure that the administrative fees charged to the grant do not exceed a reasonable amount of the total allocation per [MiLEAP guidelines](#).
- **Subrecipient** may not expend funds provided under this Agreement for goods or services other than those necessitated by the provision of those programs and services stipulated under this Agreement.
- **LEA/PSA Subrecipient** is responsible for maintaining a student data system which includes completing all necessary information set for by CEPI and MSDS for student count. The **Subrecipient** will upload all **Subrecipient** information into MSDS and work collaboratively to ensure all data is correct and without error. The **Subrecipient** shall furnish program-related reports to **COOR ISD** in a manner so that the State of Michigan timeline requirements of the grant are met.
- **CBO Subrecipient** is responsible for providing **COOR ISD** all necessary information set for by CEPI and MSDS for student count. **Subrecipient** will prepare reports in the format outlined by **COOR ISD** for MSDS data submission. **Subrecipient** will work collaboratively to ensure all data is correct and without error. The **Subrecipient** shall

furnish program-related reports to **COOR ISD** in a manner so that the State of Michigan timeline requirements of the grant are met.

- **Subrecipient** shall maintain administrative records for audit or inspection for seven (7) years after the expiration of this Agreement, unless written permission to destroy them is received from both **COOR ISD** and the State of Michigan. These administrative records include parent involvement/partnership records, budgets, financial records, supplementary child care records and children's records. See [Record Keeping Policies](#) for more information.

#### **AGREEMENT TERMS:**

This Agreement is subject to all of the conditions and terms expressed below:

- If the grant from the MiLEAP under which this Agreement is funded is terminated or suspended, or it has been determined that **Subrecipient** has not met the conditions of this Agreement, **COOR ISD** shall have the right to suspend or terminate this Agreement by providing 60 days advance written notice to **Subrecipient** and specify the effective date thereof. Upon the suspension/termination, **COOR ISD** assumes full responsibilities under this grant with MiLEAP.
- If **Subrecipient** is unable or unwilling to comply with existing or additional conditions and terms as may be lawfully applied by MiLEAP, **Subrecipient** may suspend or terminate the Agreement by providing 60 days advance written notice to **COOR ISD** and specify the effective date. Upon suspension/termination, **COOR ISD** assumes full responsibilities under this grant with MiLEAP.
- In the event of termination by either party, all property, equipment, finished and unfinished documents, data, and reports purchased with grant dollars or prepared by **Subrecipient** under this or previous Agreement(s) shall, at the option of **COOR ISD** become the property of **COOR ISD**.
- **COOR ISD** reserves the right to request changes in the scope of services to be provided by **Subrecipient** under this Agreement. Such changes shall be attributable to requirements of the MiLEAP. In the cases of funding decrease imposed by MiLEAP, **COOR ISD** reserves the right to adjust the maximum amount of reimbursement accordingly.
- During the term of this Agreement, both parties agree to keep confidential all information including any such information and material relating to any parent, child, vendor, licensee, or other party transacting business with either party, and not to release, use or disclose the same, except with the prior written permission of either party or as required by law including but not limited to FOIA.
- Disputes arising from or relating to this Agreement must be presented to the parties' Directors and Superintendents, in writing, for discussion and informal resolution. Such disputes must identify the provision in dispute or provisions in dispute, the full relief requested and all of the facts and circumstances supporting the requested relief, including

the names of all witnesses and relevant documents. If the issues cannot be resolved collectively between **COOR ISD** and the **Subrecipient**, then it can be submitted to the **COOR ISD** Board of Education to resolve these issues.

**Please sign below to indicate your approval of this contract.**

*Signature Here:*

<b>Local District Superintendent or Agency Representative</b>		<b>Date:</b>
<b>Local District or Agency Business Manager</b>		<b>Date:</b>
<b>Shawn Petri Superintendent, C.O.O.R. ISD</b>		<b>Date:</b>
<b>Katie L. Keith Early Childhood Supervisor C.O.O.R. ISD</b>		<b>Date:</b>

**GREAT START READINESS PROGRAM CONSORTIUM:  
AGENCY SUBCONTRACT AGREEMENT**

This is intended to be a contract between:

**Subrecipient:** **Insert Program Name and Address**

**And**

**C.O.O.R. Intermediate School District (COOR ISD)**

11051 North Cut Rd, Roscommon, MI 48653

**TERM:** The term of this contract shall be for a period of Twelve (12) months commencing on October 1, 2024 and shall continue through September 30, 2025.

**The Provisions Of This Contract Are As Follows:**

**C.O.O.R. ISD RESPONSIBILITIES:**

**GRANT MANAGEMENT & BUDGET**

- **COOR ISD** and **Subrecipient** agree to participate in a Consortium to offer Great Start Readiness Program (GSRP) services to at-risk 4 year-old students who reside within the geographic boundaries (which are the school district boundaries of Crawford, Oscoda, Ogemaw, Roscommon) of **COOR ISD**. At-risk 4 year-old students who reside outside of **COOR ISD** geographic boundaries may be served by the Consortium as required by entering into a written agreement with the resident ISD if slots are available from that ISD. This Consortium will be administered and managed by **COOR ISD**.
- **COOR ISD** shall be responsible for completing the GSRP grant application for the consortium, and will complete all required program reports including Financial Reports and other MiLEAP required reports.
- **COOR ISD** shall collect all the required Michigan Student Data System Single Record Student Database (MSDS) data on participating GSRP students and submit the data to the MiLEAP.
- **COOR ISD** shall retain up to **eleven (11) percent** of the total Section 32D, GSRP award from the MiLEAP for managing and administering the GSRP Consortium and to provide an Early Childhood Specialist to manage and supervise the program quality and professional development elements of the GSRP program..
- **COOR ISD** shall pay the subrecipient the sum of **\$10,877.58** per child served in an **Extended Year GSRP** for **\_\_ extended year children** totaling \_\_\_\_\_ to provide GSRP classroom services. Amendment to the number of children served will be adjusted after the **November 1, 2025** count period.

- **COOR ISD** shall pay subrecipients for each funded GSRP child according to the MiLEAP allocation to provide GSRP transportation services. Subrecipient will only receive transportation funds if utilizing/providing transportation for GSRP children.
- **COOR ISD** shall make payments to **Subrecipient** upon receipt of invoices supported with appropriate documentation for actual expenses incurred in operating the GSRP Program. Program will invoice **COOR ISD** with actual expenses due to the Early Childhood Supervisor **by the first of each month**. Once approved by Early Childhood Supervisor, the reimbursement request and evidence will be submitted to Accounts Payable for payment. The monthly amount requested by subrecipients for reimbursement may not exceed the amount that the ISD has received in state aid for GSRP to date.
- Review [Fiscal Policies](#) for more information

### **PROGRAM QUALITY**

- **COOR ISD** shall collaborate with **Subrecipient** to ensure that GSRP staff receive ongoing professional learning that meets or exceeds the standards required by the [GSRP Implementation Manual](#).
- **COOR ISD** shall ensure, in partnership with the GSRP classroom staff, the implementation of all program quality standards, curriculum expectations, and child outcome standards as required by the MiLEAP.
- **COOR ISD**, in partnership with the **Subrecipient** shall assist in the design and implementation of the program Staff Development Plans.
- **COOR ISD** shall assign a qualified Early Childhood Specialist to ensure that the program adheres to the Classroom Coach standards required by the MiLEAP and to conduct the Classroom Coach evaluation for each GSRP classroom.
- Review [Professional Learning Policies](#) for more information.

### **DATA AND ASSESSMENT**

- **COOR ISD** shall be responsible for collecting from the **Subrecipient** and submitting to the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) required follow-up progress data for GSRP students.
- **COOR ISD** will hold the *Teaching Strategies GOLD* license, provide access to, monitor and support the online child assessment system.

**SUBRECIPIENT RESPONSIBILITIES:**

**PROGRAM REQUIREMENTS**

- **Subrecipient shall ensure that all classrooms in place for more than one academic year, including relocated classrooms, offering the 5 day extended program option or 5 day extended GSRP/Head Start blend option must operate 5 days per week for a minimum of 180 days spread over at least 36 weeks. To better align with the local K-12 calendar and operations, the GSRP may schedule up to eight (8) days for family engagement including home visits or parent-teacher conferences. Up to five (5) professional learning and/or coaching days of five (5) or more hours may also be scheduled and counted as instructional days. Also in alignment with local K-12, the GSRP is allowed up to six (6) instructional days that may be forgiven for inclement weather cancellations. ISDs are responsible for ensuring that program schedules are set before school begins and do not take unfair advantage of these options. An MOU signed by COOR ISD and the subrecipient outlines the specific expectations to meet the requirements above. If the total number of days in session is less than the required amount of 180 days, COOR ISD holds the right to recapture funds based on the difference of days in and out of session.**

<b>Classroom Operational By:</b>	<b>Minimum Number of Instructional Teacher-Child Contact Days:</b>	<b>Family Engagement including home visits or parent teacher conferences</b>	<b>Professional learning and/or coaching days of five (5) or more hours</b>
August 31st	A minimum of 180 days	Eight (8)	Five (5)
September 30th	A minimum of 165 days	Seven (7)	Four (4)
October 31st	A minimum of 150 days	Six (6)	Three (3)
November 30 <sup>th</sup> or after	A minimum of 130 days	Five (5)	Three (3)

- Extended program pre-k programs must operate for at least the same length of day as the local school district's/public school academy's first grade program for five (5) days per week.
- **Subrecipient** shall ensure that there are sufficient qualified teaching personnel provided for this GSRP program. Program staff will meet or exceed all qualifications and training standards required by the [GSRP Implementation Manual](#).
- **Subrecipient** shall provide a detailed plan to COOR ISD outlining staff breaks during the school day.

- **Subrecipient** shall ensure that all staff attend professional learning required by COOR ISD.
- **Subrecipient** is responsible for maintaining and securing child care licensing through the [Department of Human Services Child Care Licensing](#).
- **Subrecipient** shall ensure that all GSRP students are screened and enrolled into the program in accordance with MiLEAP requirements.
- **Subrecipient** ensures that program operations meet all Michigan Department of Lifelong Education, Advancement, and Potential and other pertinent regulations and management responsibilities.
- **Subrecipient** shall ensure that no person shall be excluded from participation in, denied the proceeds of, or be subject to discrimination in any form as a result of the performance of this Agreement. The **Subrecipient** shall further ensure that no applicant, candidate, employee, or volunteer will be subject to discrimination in any form and that affirmative action will be taken to ensure that applicants are employed and that employees are treated during employment without regard to race, religion, color, national origin, age, gender, or disability.

#### **CURRICULUM/CHILD ASSESSMENT**

- **Subrecipient** shall ensure that all participating GSRP classrooms are utilizing *Creative Curriculum* or *Connct4Learning*. The use of any supplemental curriculum requires approval from C.O.O.R. ISD and MiLEAP per the [Implementation Manual](#).
- **Subrecipient** shall ensure that all participating GSRP students receive developmental screening within two weeks of enrollment into GSRP. **Subrecipient** shall ensure that all students' data is aggregated and submitted to **COOR ISD by the required date**.
- **Subrecipient** shall ensure that all participating GSRP students receive on-going assessment of developmental progress utilizing *Teaching Strategies GOLD*. Classroom teachers shall finalize data on all students, completing a minimum of three checkpoint seasons in a program year. All data must be finalized and provided to **COOR ISD** by the delegated dates in **November, February, and May**.
- **Subrecipient** agrees to provide **COOR ISD** with access to all student progress and assessment data for GSRP students served by this contract.
- **Subrecipient** shall maintain a medium rating or higher on the Classroom Coach score.
- **Subrecipient** shall ensure all programs must maintain the minimum rating on the Great Start to Quality.

- **Subrecipient** shall implement a team teaching model, all staff are fully engaged in all professional learning opportunities, planning curriculum, implementing curriculum both indoors and outdoors, child assessment and supporting engagement through home visits, conferences, and parent meetings.

## **PARENT PARTNERSHIPS/EDUCATION**

- Parent education and partnerships shall be an overriding theme of the GSRP. Strong focus shall be placed on child development, parental expectations, development of self-esteem, child management techniques, and the importance of family literacy practices. Parent partnership activities must include, but are not limited to the following:
- A minimum of two (2) parent-teacher conferences shall be held annually as well as two (2) home visitations by the child's teacher.
- Parent representation on the School Readiness Advisory and Data Analysis Committee and Great Start Collaborative per Michigan Department of Lifelong Education, Advancement, and Potential guidelines in order to include parents at the center of program decision-making.
- A minimum of two (2) GSRP Advisory Committee meetings per local GSRP site for parents to review required topics per the Michigan Department of Lifelong Education, Advancement, and Potential. The GSRP Advisory Committee will convene as a subcommittee of the School Readiness Advisory and Data Analysis Committee. The local GSRP parent advisory committee also has to have representation from the GSRP teaching staff and support from other GSRP administration. **Subrecipient** is required to submit a list of committee members, sign-in logs, and agendas/minutes to **COOR ISD** for each meeting. See [Parent Advisory Policies](#) for more information.
- Parents shall be provided with both informational and educational services throughout the year.
- Linkages to human service, quality child care, and support agencies in the community.
- Parents shall be afforded every opportunity to participate in the adult and community education programs within the **Subrecipient's** local school district.
- **Subrecipient** shall provide collaborative kindergarten transition meetings for GSRP students.
- See [Monitoring Sub-recipients](#) for more information.

## **GRANT MANAGEMENT & BUDGET**

- **Subrecipient** shall continue a robust outreach, recruitment, and enrollment system to be operationalized throughout the 2024-25 school year. The subrecipient will make every attempt to enroll all eligible children to the greatest extent

possible. **If there are unserved eligible children on the subrecipient's waitlist, the budget will reflect the actual number of children enrolled.**

- All communication between Subrecipient Finance Manager and COOR ISD will be electronic through email communication and attachments to the Early Childhood Supervisor at [keithk@coorisd.net](mailto:keithk@coorisd.net).
- **Subrecipient** shall provide **COOR ISD** with a budget detail for the proposed GSRP expenditures by the requested date of October 1, 2024 and a final expenditure report detailing the actual expenses incurred in providing the GSRP program by mid **October 2025**.
- **Subrecipient** will agree to keep detailed budget records of expenditures and will supply records to **COOR ISD** upon request. The **Subrecipient** agrees to adhere to all of the budget guidelines as put forth in the [GSRP Implementation Manual](#).
- **Subrecipient** agrees that all non-consumable materials/items purchased with GSRP funds will be labeled with “**Property of COOR ISD GSRP.**”
- **Subrecipient** will maintain an up-to-date accurate inventory list with all non-consumable materials purchased with GSRP funds.
- **Subrecipient** will invoice **COOR ISD** actual expenses and documentation using the template provided by **COOR ISD** due to Early Childhood Supervisor, by the **first of each month**. **Reimbursement requests need to be submitted monthly. If this expectation is not met, all GSRP funds will be held and a mandatory meeting with the COOR ISD superintendent, Early Childhood Supervisor, and all Subrecipient administrators/finance people will be scheduled to create an action plan.**
- **Subrecipient** may carry over a maximum of **\$5,000** to the next contract year. Any other desired amount above \$5,000 will need to be considered for approval by COOR ISD. Carry over must be spent by June 30th of the following grant year. Any unspent carry over funds as of June 1 will be recaptured and utilized at the discretion of COOR ISD to benefit GSRP classrooms.
- Review the [Fiscal Policies and Review](#) for more information.
- **Subrecipient** must be fully enrolled by **November 1, 2024 or MiLEAP's designated date**. If assigned slots are unfilled as of **November 1, 2024**, **COOR ISD** reserves the right to reassign unused slots to another subrecipient and transfer the annual per child reimbursement award. Full enrollment must be maintained and **Subrecipient** will only be funded for the number of certified children entered into MSDS. If **Subrecipient** does not fill all the slots on the appointed MiLEAP count day, a deduction of funds will occur.
  - COOR ISD reserves the right to use unfilled slot funds for the betterment of GSRP

- **If there are unserved eligible children on the subrecipient's waitlist, the budget will reflect the actual number of children enrolled. Flexible funding will be considered by the ISD if the subrecipient has sufficient evidence to verify robust recruitment and all eligible children are served.**
- **Subrecipient** shall ensure that the administrative fees charged to the grant do not exceed a reasonable amount of the total allocation per [MiLEAP guidelines](#).
- **Subrecipient** may not expend funds provided under this Agreement for goods or services other than those necessitated by the provision of those programs and services stipulated under this Agreement.
- **LEA/PSA Subrecipient** is responsible for maintaining a student data system which includes completing all necessary information set for by CEPI and MSDS for student count. The **Subrecipient** will upload all **Subrecipient** information into MSDS and work collaboratively to ensure all data is correct and without error. The **Subrecipient** shall furnish program-related reports to **COOR ISD** in a manner so that the State of Michigan timeline requirements of the grant are met.
- **CBO Subrecipient** is responsible for providing **COOR ISD** all necessary information set for by CEPI and MSDS for student count. **Subrecipient** will prepare reports in the format outlined by **COOR ISD** for MSDS data submission. **Subrecipient** will work collaboratively to ensure all data is correct and without error. The **Subrecipient** shall furnish program-related reports to **COOR ISD** in a manner so that the State of Michigan timeline requirements of the grant are met.
- **Subrecipient** shall maintain administrative records for audit or inspection for seven (7) years after the expiration of this Agreement, unless written permission to destroy them is received from both **COOR ISD** and the State of Michigan. These administrative records include parent involvement/partnership records, budgets, financial records, supplementary child care records and children's records. See [Record Keeping Policies](#) for more information.

#### **AGREEMENT TERMS:**

This Agreement is subject to all of the conditions and terms expressed below:

- If the grant from the MiLEAP under which this Agreement is funded is terminated or suspended, or it has been determined that **Subrecipient** has not met the conditions of this Agreement, **COOR ISD** shall have the right to suspend or terminate this Agreement by providing 60 days advance written notice to **Subrecipient** and specify the effective date thereof. Upon the suspension/termination, **COOR ISD** assumes full responsibilities under this grant with MiLEAP.
- If **Subrecipient** is unable or unwilling to comply with existing or additional conditions and terms as may be lawfully applied by MiLEAP, **Subrecipient** may suspend or terminate the Agreement by providing 60 days advance written notice to **COOR ISD** and

specify the effective date. Upon suspension/termination, **COOR ISD** assumes full responsibilities under this grant with MiLEAP.

- In the event of termination by either party, all property, equipment, finished and unfinished documents, data, and reports purchased with grant dollars or prepared by **Subrecipient** under this or previous Agreement(s) shall, at the option of **COOR ISD** become the property of **COOR ISD**.
- **COOR ISD** reserves the right to request changes in the scope of services to be provided by **Subrecipient** under this Agreement. Such changes shall be attributable to requirements of the MiLEAP. In the cases of funding decrease imposed by MiLEAP, **COOR ISD** reserves the right to adjust the maximum amount of reimbursement accordingly.
- During the term of this Agreement, both parties agree to keep confidential all information including any such information and material relating to any parent, child, vendor, licensee, or other party transacting business with either party, and not to release, use or disclose the same, except with the prior written permission of either party or as required by law including but not limited to FOIA.
- Disputes arising from or relating to this Agreement must be presented to the parties' Directors and Superintendents, in writing, for discussion and informal resolution. Such disputes must identify the provision in dispute or provisions in dispute, the full relief requested and all of the facts and circumstances supporting the requested relief, including the names of all witnesses and relevant documents. If the issues cannot be resolved collectively between **COOR ISD** and the **Subrecipient**, then it can be submitted to the **COOR ISD** Board of Education to resolve these issues.

**Please sign below to indicate your approval of this contract.**

*Signature Here:*

<b>Local District Superintendent or Agency Representative</b>		<b>Date:</b>
<b>Local District or Agency Business Manager</b>		<b>Date:</b>
<b>Shawn Petri Superintendent, C.O.O.R. ISD</b>		<b>Date:</b>
<b>Katie L. Keith Early Childhood Supervisor C.O.O.R. ISD</b>		



		<b>Date:</b>
--	--	--------------

**2024-25 GSRP Contract Reference Sheet**

GSRP folder in the Drive

MASTER: \$12,222 Extended program school day with 11% retained by COOR: \$10,877.58

MASTER: \$10,185 per school day child, with 11% retained by COOR: \$9064.65 per child

Head Start= \$5093 per Blend Head Start with 11% retained by COOR: \$4532.77 per child

FUNDING	PROGRAM NAME	Contact person	ADDRESS	ALLOCATION	SLOTS	CHILDREN	COOR 11%
School day	Grayling Cooperative Preschool GSRP  DC200088114	Gina Brunskill <a href="mailto:gsrpadministrator@casdk12.net">gsrpadministrator@casdk12.net</a>	306 Plum Street, Grayling, MI 49738	\$725,172	160	80	\$814,800*.11 =\$89,628
School day	Houghton Lake Cooperative GSRP  DC720416380	Kristy Carrick-Myers <a href="mailto:hlumc.preschool@gmail.com">hlumc.preschool@gmail.com</a>	4451 W. Houghton Lake Drive Drive, Houghton Lake, MI 48629	\$543,879	120	60	\$611,100 *.11= \$67,221
Extended program	Roscommon Area Public Schools  DC720412883	Marci Galloway <a href="mailto:gallowaym@rapsk12.net">gallowaym@rapsk12.net</a>	299 W. Sunset Dr., Roscommon, MI 48653	\$335,392.05	74	37	\$376,845* .11= \$41,452.95
School day	West Branch-Rose City Area Schools  RC DC650020381 WB DC650022545	Gail Hughey <a href="mailto:hugheyg@wbrc.k12.mi.us">hugheyg@wbrc.k12.mi.us</a>	960 S. M-33, PO Box 308, West Branch, MI 48661	\$725,172	160	80	\$814,800*.11 =\$89,628

9. Information Items

75

- Social Media Reports: COOR ISD and CATIC
- Save the date for Strategic Planning:  
Fri, Nov 22nd 8:30-4:00 at Houghton  
Lake
- New Sign for CATIC

# SEPTEMBER 2024 SOCIAL MEDIA STATS

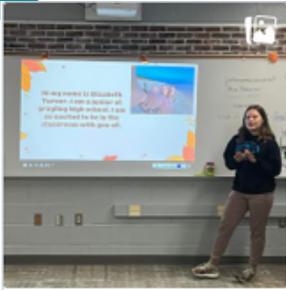


**C.O.O.R.**  
Advanced Technical  
Innovation Center

## TOP 6 POSTS:

## MONTHLY REACH: 2,231

1



Our teacher cadets shared "All About M...

**REACH: 918**

September 6  
**"All About Me"**  
3 shares - 10 reactions  
12 interactions

2



What an exciting start to the year! Our CO...

**REACH: 709**

September 5  
**Start to the year**  
2 shares - 14 reactions  
16 interactions

3



The Teacher Education Program had two...

**REACH: 585**

September 20th  
**Guest Speaker**  
1 shares - 12 reactions  
13 interactions

4

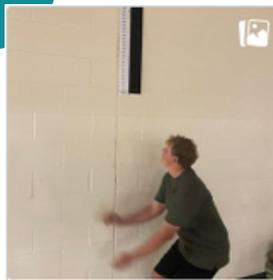


Cosmetology Class Shampoo Ad

**REACH: 540**

September 18  
**Shampoo Ad**  
6 shares - 45 reactions  
60 interactions

5



Public Safety students had an opportunity t...

**REACH: 385**

September 17th  
**Public Safety**  
1 shares - 8 reactions  
9 interactions

6



Shout out to Mrs.

**REACH: 346**

September 24  
**RES Shout Out**  
1 shares - 12 reactions -  
13 interactions

# SEPTEMBER 2024 SOCIAL MEDIA STATS



**C.O.O.R.**  
INTERMEDIATE  
SCHOOL DISTRICT

## TOP 6 POSTS OUT OF 12:

**MONTHLY REACH: 8,414**

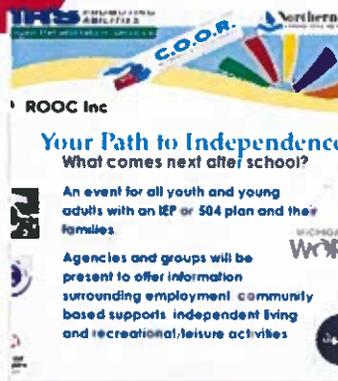
**1**



**REACH: 5,402**

September 12  
**EduStaff**  
33 shares - 28 reactions  
40 interactions

**2**

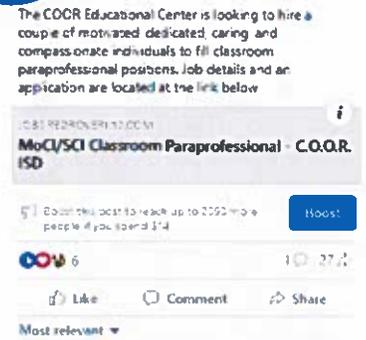


**REACH: 1,980**

September 23rd  
**Path to Independence**  
6 shares - 9 reactions  
11 interactions

**3**

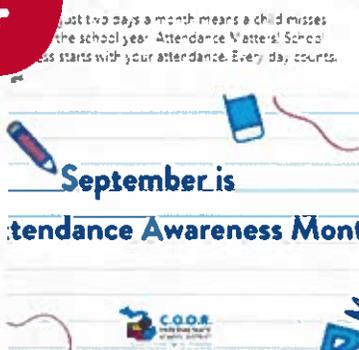
**UP FROM 6,418**



**REACH: 1,628**

September 20th  
**Para Position**  
27 shares - 16 reactions  
34 interactions

**4**



**REACH: 1,177**

September 4th  
**Attendance Awareness**  
7 shares - 14 reactions  
14 interactions

**5**



**REACH: 1,093**

September 17th  
**Local Food Drive**  
5 shares - 106 reactions  
89 interactions

**6**



**REACH: 645**

September 18th  
**Constitution Day**  
1 shares - 73 reactions -  
61 interactions



ROSCOMMON  
MIDDLESCHOOL



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



11051

MIDWEST  
SIGN COMPANY



**ROSCOMMON  
MIDDLE SCHOOL**



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



10. Superintendent's Report
1. Dyslexia Bills
2. Drinking water safety reports
3. NSI and Admin Pay Scale
4. MASA Council
5. Nov 1st PD
6. My Goals for the 23-24 school year.
11. Communications
  
12. **Adjournment**