

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

Wednesday, January 8, 2025 6:00 PM

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

## 1. Call to order & Roll Call by Shawn

**Petri, Superintendent**

- School Board Appreciation Month
- Board member changes

## 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. Organization of the Board

### A. Election of Board President

The COOR Intermediate School District Board of Education elects \_\_\_\_\_ as President for the year 2025 until the Organizational meeting in January 2026.

Nomination(s):

### B. Election of Board Vice President

The COOR Intermediate School District Board of Education elects \_\_\_\_\_ as Vice President for the year 2025 until the Organizational meeting in January 2026.

Nomination(s):

### C. Election of Board Secretary

The COOR Intermediate School District Board of Education elects \_\_\_\_\_ as Secretary for the year 2025 until the organizational meeting in January 2026.

Nomination(s):

### D. Election of Treasurer

The COOR Intermediate School District Board of Education elects \_\_\_\_\_ as Treasurer for the year 2025 until the organizational meeting in January 2026.

Nomination(s):

### E. Committee Member Selection -or adjust committees

- Finance Committee (Reporting, Budgets, Grants, etc.)
- Buildings and Grounds Committee (including Equipment)
- Legislative/Strategic Planning Committee (Quarterly Goal Review)
- Policy Committee (new Administrative Guidelines)
- Personnel Committee (Wages, Contract Negotiation, etc.)
- Evaluation of the Superintendent-Committee of the Whole

3

-CTE Steering Committee

The previous committee list is  
attached for your reference.



## **2024 Board of Education Committees**

As of November 2024

### **Finance Committee**

1. Jim Gendernalik
2. Kara Mularz
3. Nancy Persing

Admin Reps: Kurt Loll, Melisa Akers

### **Policy Committee**

Administrative Guidelines / Procedures—new process.

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

Admin Rep: Katie Harris

### **Buildings and Grounds/ Equipment Committee**

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

Admin Rep: Jared Socia

### **Legislative/Strategic Planning Committee** (quarterly meetings)

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

Admin Reps: Katie Harris, Katie Keith

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

1. Brie Molaison
2. Jim Gendernalik
3. (Ian Faulkner, alternate)

Admin Rep: Katie Keith, Melisa Akers

### **Evaluation of the Superintendent**

Committee of the Whole

### **CTE Steering Committee** –

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

Administrator: Mike Evans

4. Adopt the Agenda

5. Interview of potential board members

The board may interview candidates to fill the open seats at this time.

-Applicants: Anthony Bair of Roscommon County, Alyssa Faulkner of Crawford County, and Frances Jacobs of Roscommon County.

6. Action on membership:

Nominate a new board of education trustee based on interviews to fill the following positions:

-Vacancy of six-year term from Jan 2025 to Dec 2030

-Partial term vacancy created by the resignation of Lyn Sperry, Jan 2025 to Dec 2026

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)

5



**BOARD OF EDUCATION**

**Dr. James Mangutz**  
Board President

**Nancy Persing**  
Vice President

**Jim Gendernalik**  
Board Treasurer

**Lyn Sperry**  
Board Secretary

**Trustees:**  
Ian Faulkner  
Kara Mularz  
Brie Molaison

**ADMINISTRATION**

**Shawn Petri**  
Superintendent

**Melisa Akers**  
Director of Special Education

**Mike Evans**  
Director of Career and  
Technical Education

**Katie Harris**  
Director of Instructional Services

**Katie Keith**  
Supervisor of Early Childhood

**Kurt Loll**  
Finance Director

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

**Jared Socia**  
Director of Operations

To: Shawn Petri, Superintendent

From: Katie Keith, Early Childhood Supervisor

Date: January 2025

Subject: Early Childhood Update

**Happy New Year!**

**Great Start to Quality**

It is hard to believe we are closing the first quarter already. We have been busy adjusting to ECIC overseeing our grant and what the expectations will be. We are staying positive and looking forward to new opportunities for our child care providers. We are also excited to see so many of our providers agreeing to have an on-site observation done for their programs for the first time, or even moving into levels of quality that they have never reached. In this first quarter, we have elevated 15 programs into a brand new level of quality. In partnership with the GSCs in the region, we are ready to promote our Building Blocks Early Childhood Virtual Conference that will take place in February. We have presentations on the following topics:

- Love & Logic, Make it/take it ideas
- Positive culture in the workplace
- Michigan AEYC membership benefits
- MSUE's Enquiring minds want to know
- Strategies for challenging behaviors.

One exciting opportunity coming in January is the opportunity to apply to be a Family Child Care Network (FCCN) Hub. This will enhance the support that we already have been giving the family child care programs. It will create a space for peer networking and additional support for the home licensed providers. Providers can join a local network of home-based family childcare business owners where their voice and leadership will influence policy, economic, and regulatory environments impacting your small business and the children and families you care for.

A family child care network is an interconnected group of Home-Based Child Care Business Owners that gathers to enhance supports for home-based child care, including quality, access to services, and sustainability. [more information on FCCN](#)

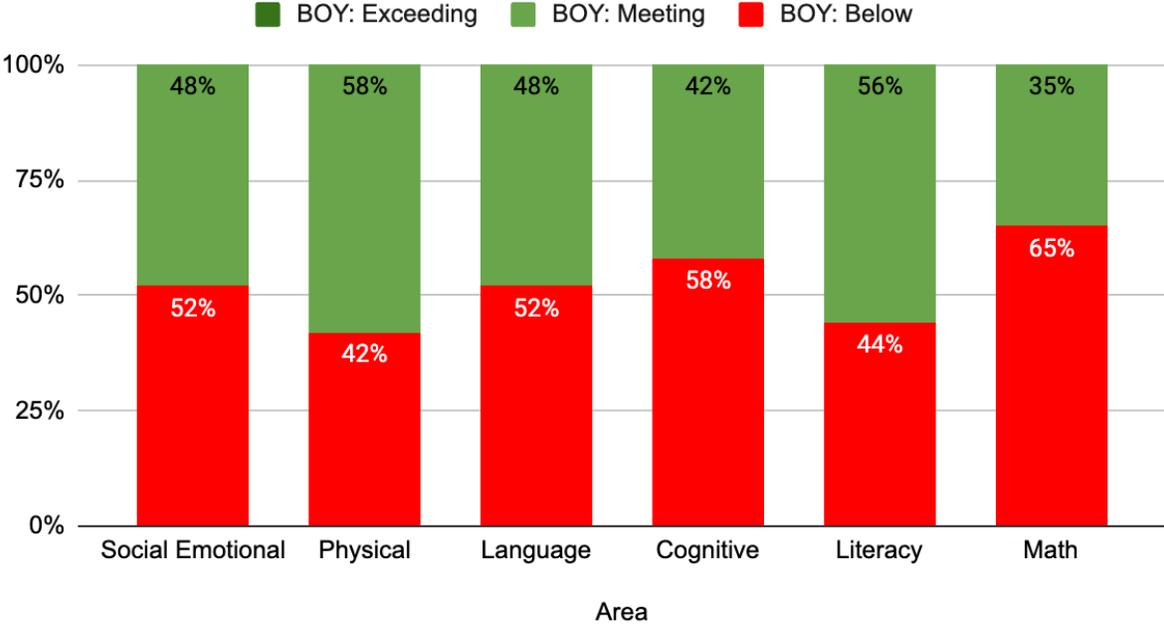
**Great Start Collaborative & Great Start Parent Coalition**

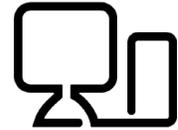
No updates

**Great Start Readiness Program**

GSRP classrooms participated in our December Professional Learning Community (PLC). We analyzed our beginning-of-the-year student data and reviewed the high-quality expectations to observe and collect evidence to level students accurately. We also reviewed student engagement and increasing opportunities to respond with students. All classrooms have follow-up tasks to collect and analyze data for the month of January.

2024-25 Beginning of Year TSG





# Educational Technology Association

---

Technology for Learning

## January 2025 ETA Report

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

### Tickets (ETA Wide):

- Current Open: 280
- Created this month: 927

### Trainings Provided:

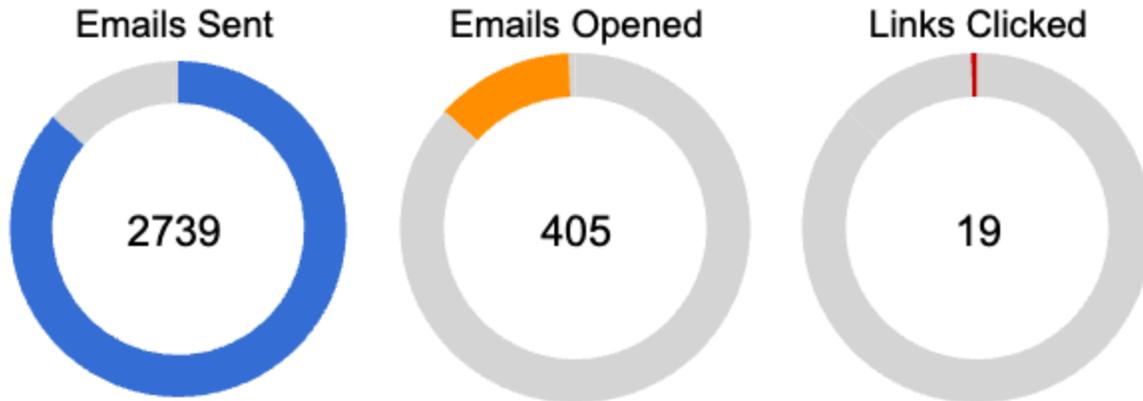
- littleBits STEAM kit
- Artificial Intelligence
- 3D Printing
- Virtual Reality Tours
- PowerSchool
- Pupil Accounting

### Updates:

- We are awaiting a response from Clare-Gladwin to ascertain whether they are still interested in pursuing the 12c grant from MDE to expand the ETA. Should they express interest, we will thoroughly review the details of this expansion to determine if it aligns best with the objectives of both the ETA and CGRESD. Our primary focus is to ensure that this collaboration enhances services while maintaining a manageable size technology department.
- The wireless network has been replaced over the break at Mason Country Central Schools. Additionally, we replaced some switches there to implement significant improvements.
- 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. Google backups were checked at Mio, Kaleva Norman Dickson Schools, ETA, and Mason County Central. Veeam (server) backups have been checked for West Shore ESD, Crawford AuSable Schools, Mesick, Mason Country Central, COOR ISD
- Below are the latest statistics from our latest phishing test.





**BOARD OF EDUCATION**

**Dr. James Mangutz**  
Board President

**Nancy Persing**  
Vice President

**Jim Gendernalik**  
Board Treasurer

**Lyn Sperry**  
Board Secretary

**Trustees:**  
Ian Faulkner  
Kara Mularz  
Brie Molaison

**ADMINISTRATION**

**Shawn Petri**  
Superintendent

**Melisa Akers**  
Director of Special Education

**Mike Evans**  
Director of Career and  
Technical Education

**Katie Harris**  
Director of Instructional Services

**Katie Keith**  
Supervisor of Early Childhood

**Kurt Loll**  
Finance Director

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

**Jared Socia**  
Director of Operations

To: Shawn Petri, Superintendent  
From: Michael Evans, CTE Director  
Date: January 2, 2024  
Subject: CATIC Update

**FSU Graduation**

On December 13, COOR ATIC instructors Angie Griffiths, Ben Lowe, Sarah Kay Rondo, Jemery Meyer and Kyle Sisco (WBRC) graduated from Ferris State University with their BA in Education Degrees. This marks the completion of a 61i Grant-funded journey that began in the 2022/23 school year. With this accomplishment, these teachers have also earned their MI teaching licenses. Congratulations to all!

**New Program Development**

In the month of December, Mr. Evans and his counterparts at CHA and WBRC began the application process for developing new CTE offerings to students.

WBRC is in the process of developing a unique Business/ Marketing program that will utilize the new/ updated CTE space at Ogemaw Heights High School.

CHA is in the exploratory phase of a new technology program. Mr. Evans and Mr. Bissel met with CHA's new technology instructor to discuss what developing a new program entails.

**Celebrations**

CATIC staff continue to celebrate students when the opportunity arises. December gave an opportunity to celebrate the accomplishments of not only the students of the month but also the rest of the student population. The days leading up to the Holiday Break were filled with instructor-led celebrations and hands-on activities showcasing what students have learned over the course of the year.





**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: Katie Fuelling

Date: December 2024

Subject: Instructional Services Update

**Instructional Services**

*Director: Katie Fuelling*

**COOR Instructional Leadership Team Communication**

*Due to weather conditions, the Instructional Leadership Team’s December meeting was rescheduled for January*

**COOR Student Support Network Communication**

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

**31n Team**

*Behavioral Health Coordinator: Michelle Culton-Ekstrom*

- We are excited to announce that Cassidy Quigley graduated with a 4.0 with her Master’s in Social Work!
- 31n currently provides 112 referred students with direct social work services, including weekly group and individual therapy sessions. Since November 1st, 31n Providers have completed almost 200 assessments, referral responses, and individualized plans of care.
  - Providers have been involved with student safety plan development while responding to crisis situations beyond their assigned caseload. Being present in districts provides valuable immediate and preventative crisis care.
  - Whole Child Assessments with Dr. Sloane remains busy, with three full assessments since the end of November, along with approximately 16 follow-ups and additional consultation time with local providers. Dr. Sloane’s recommendation letters support students in unique ways, such as describing the benefits of medications for their diagnosis.

## **K-5 Literacy**

*K-5 Literacy Coach: Michelle Ewald*

### **ISD-Wide Professional Learning**

#### **District-Level Support:**

Ongoing support in each of these elementary buildings:

- **Fairview Elementary -**
- **Houghton Lake/Collins Elementary -**
- **Mio Elementary -**
- **Roscommon Elementary -**

## BOARD OF EDUCATION

**Dr. James Mangutz**

Board President

**Nancy Persing**

Vice President

**Jim Gendernalik**

Board Treasurer

**Lyn Sperry**

Board Secretary

### Trustees:

Ian Faulkner

Kara Mularz

Brie Molaison

## ADMINISTRATION

**Shawn Petri**

Superintendent

**Melisa Akers**

Director of Special Education

**Mike Evans**

Director of Career and

Technical Education

**Katie Harris**

Director of Instructional

Services

**Katie Keith**

Supervisor of Early Childhood

**Kurt Loll**

Finance Director

**Somer Quinlan,**

Director of ROOC, Inc.

**Jared Socia**

Director of Operations

To: Shawn Petri, Superintendent

From: Melisa Akers, Director of Special Education

Date: January 2, 2025

Subject: Special Education Update

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

December may have been short on days, but it was full of activity! On December 17th, we held our annual Christmas party for students and their families at the CRAF Center. It was a well-attended event, and everyone had a great time. Be sure to check Joe's update below for photos and more details.

Kurt and I recently applied for additional 31aa funds through MDE, and we are excited to share that our application was approved. These funds, totaling an additional \$1,142 per pupil (approximately \$72,000), can be used to address safety concerns and enhance student mental health resources at the CEC and ATC.

### **A Message from our Principal, Joe Moore**

Happy New Year to all! As we step into 2025, we eagerly anticipate the opportunities and possibilities that lie ahead. A new year brings fresh beginnings and boundless potential, and we're excited to embrace it together.

December was brimming with joy and activity as the holiday spirit took center stage and everyone eagerly awaited the well-deserved winter break.

The Community & Parent Involvement Leadership Committee put in tremendous effort to host a memorable holiday party for our CEC/ATC students and their families. Based on feedback from last year, the committee made thoughtful adjustments to ensure a smooth and enjoyable event.

These changes included a catered taco bar and cookie decorating station provided by Chartwells, as well as reducing the event duration to 1.5 hours. This allowed staff to focus more on interacting with students and enjoying the celebration. The team also planned engaging and festive craft activities, creating moments that will undoubtedly be cherished for years to come.

A special thank-you goes to Keith and Mary Kleinert for generously donating their time and equipment to provide music for the event. Their contribution added an extra touch of warmth and joy to the celebration.

Here's to a wonderful 2025 filled with success, growth, and memorable experiences for all!





We usually reserve our goodbyes for June, but a unique situation arose in Ms. Angie's ATC classroom. One of her students, Amber Fitzgerald, shared that she would be moving to Florida at the end of December. Determined to make her farewell memorable, Ms. Angie organized a mini-graduation ceremony in the classroom, complete with all the pomp and circumstance.

We are incredibly proud of Amber and her accomplishments, and while we will miss her greatly, we wish her all the best in this exciting new chapter of her life.



Finally, I would like to welcome Abbey Zimostad and Erika Rajaniemi to our wonderful team of classroom paraprofessionals. Abbey will be assigned to Tracy Hendershott's Intermediate SCI classroom and Erika will serve as a floating paraprofessional and will fill in where needed when an absence cannot be fulfilled through Red Rover. We are excited to have them join us!

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

I am working to ensure that our local districts have easy access to technical assistance for frequently asked questions. This initiative includes creating video screencasts that districts can use to support their staff. These videos cover topics such as how to log services for teachers, paraprofessionals, and ancillary staff, as well as how to access virtual testing for speech pathologists. Districts are welcome to request additional videos that may be helpful for training new staff or providing ongoing support. Here is a sample video: [How to Enter Personal Care Services in an IEP](#).

Our first Parent Advisory Committee (PAC) meeting will be held on January 23rd at 6PM in the COOR Boardroom. Parent representatives from WBRC, RAPS, CASD, and COOR will gather to review the new PAC handbook and discuss their priorities for the group moving forward. A key focus for PAC this year and next will be understanding how to educate students in the least restrictive environment and how parents can support others with exceptional students. You can view the handbook [here](#).

# 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: January 6, 2025

As we welcome the year 2025, we reflect on the successful conclusion of our Holiday Christmas Party and the much-needed break that allowed everyone to recharge. We're all excited for the opportunities that this new year will bring!

We would like to extend our heartfelt gratitude to our community partners and recent donors for their continued support. A special thanks to Robinson Industries, the West Branch Knights of Columbus, the Cambridge Family, and the Money Family for their generous contributions. Your support makes a tremendous difference in the lives of the people we serve.

Looking ahead, we are preparing for necessary programming adjustments due to the upcoming construction phases of our building renovations. While the months ahead will require flexibility and patience, we are optimistic about the long-term improvements and the positive impact they will have on our services.

Here's to a successful 2025—together, we can make this year even more impactful!

Thank you for your ongoing dedication and support.



8. Resolution to borrow funds for construction project (placeholder)

9. 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.

10. 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, December 11, 2024

19



### 1. Call to order & Roll Call

President Mangutz called the meeting to order at 6:03 PM. Present: Ian Faulkner, James Mangutz DDS, Nancy Persing, and Jim Gendernalik. Absent: Kara Mularz, Lyn Sperry, and Brie Molaison. Present: 4, Absent: 3. Superintendent Petri, Mike Evans, Kurt Loll, and Rebecca Socia were in attendance. The other department directors joined the meeting remotely.

### 2. Opening Ceremonies

- Pledge of Allegiance
- Mission Statement- read by Dr. Mangutz: *C.O.O.R. ISD provides programs and services with our partners to support the current and emerging teaching and learning needs of our schools and communities.*

### 3. Adopt the Agenda

Adopt the agenda as presented. This motion, made by Ian Faulkner and seconded by Nancy Persing, Carried (4-0).

### 4. Department Updates – reviewed in advance of the meeting:

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

### 5. Public Participation

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

There was a request from the board to reinstate a second public participation listing on each agenda again near the end with a maximum time of 30 minutes for the first session.

### 6. Consent Agenda

*Approve all items on the Consent Agenda.* This motion, made by Nancy Persing and seconded by Ian Faulkner, Carried (4-0).

Brie Molaison: Absent, Kara Mularz: Absent, Lyn Sperry: Absent, Ian Faulkner: Yes, Jim Gendernalik: Yes, James Mangutz DDS: Yes, Nancy Persing: Yes

6.A. Approve minutes of previous meeting on November 13, 2024

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

6.C. Approve Revenue & Expenditure Reports for November 2024

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

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

## 7. Action Items

7.A. *Accept the amended ROOC 2024-25 budget as presented.* This motion, made by Nancy Persing and seconded by Jim Gendernalik, Carried (4-0).

Brie Molaison: Absent, Kara Mularz: Absent, Lyn Sperry: Absent, Ian Faulkner: Yes, Jim Gendernalik: Yes, James Mangutz DDS: Yes, Nancy Persing: Yes

Finance Director Kurt Loll discussed the changes to the projected budget.

Superintendent Petri is looking into formalizing a "lifetime lease." with the lawyers of that portion of the building to make sure they always have a space for their organization.

7.B. *Approve agreement with Integrity Construction Services, LLC to act as General Contractor for renovations at the COOR Educational Center and ROOC, Inc.* This motion, made by Ian Faulkner and seconded by Nancy Persing, Carried.

Brie Molaison: Absent, Kara Mularz: Absent, Lyn Sperry: Absent, Ian Faulkner: Yes, Jim Gendernalik: Yes, James Mangutz DDS: Yes, Nancy Persing: Yes

Yes: 4, No: 0, Absent: 3

Finance Director Kurt Loll discussed the MiLAF savings account. In November, COOR earned \$10,000 in interest. These funds will assist with transportation costs for Career Tech students.

We have submitted a \$4 million grant application for funding of the renovation costs. There has been no response yet.

Superintendent Petri reviewed the scope of work, including new windows and some new doors, adding two much-needed classrooms and a teacher work room in the current open vocational area. This will update the entire building, keeping in mind the safety of students. Work is expected to begin in March 2025 and finish by September 2025.

A financial advisor will review bank quotes. If any state grants are utilized, all contractors have to guarantee they will utilize prevailing wage for their employees.

Cost: \$240,000

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

Approve hiring of School Social Worker, Krystal Rainwater-Baker as member of the COOR Educational Association with salary at MA+30 Step 10 to work at RAPS and CHA from January 6, 2025 to June 30, 2025. This motion, made by Ian Faulkner and seconded by Nancy Persing, Carried.

Brie Molaison: Absent, Kara Mularz: Absent, Lyn Sperry: Absent, Ian Faulkner: Yes, Jim Gendernalik: Yes, James Mangutz DDS: Yes, Nancy Persing: Yes  
Yes: 4, No: 0, Absent: 3

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

Approve out-of-state travel and expenses. This motion, made by Nancy Persing and seconded by Ian Faulkner, Carried.

Brie Molaison: Absent, Kara Mularz: Absent, Lyn Sperry: Absent, Ian Faulkner: Yes, Jim Gendernalik: Yes, James Mangutz DDS: Yes, Nancy Persing: Yes  
Yes: 4, No: 0, Absent: 3

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

Approve a service agreement with Northern Intention, LLC for the February 12, 2025 combined Student Support Network and. This motion, made by Nancy Persing and seconded by Ian Faulkner, Carried.

Brie Molaison: Absent, Kara Mularz: Absent, Lyn Sperry: Absent, Ian Faulkner: Yes, Jim Gendernalik: Yes, James Mangutz DDS: Yes, Nancy Persing: Yes  
Yes: 4, No: 0, Absent: 3

## 8. Information Items

- Social Media Reports (COOR ISD and COOR ATIC)
  - MASB Midwinter Conference Feb 7th & 8th (virtual classes)
  - CEC Holiday Party: Tues, Dec 17th, 1-2:30pm
  - Alternative Educational Academy of Ogemaw County: 11-11-14 meeting minutes and 12-16-24 meeting agenda
- COOR Facebook reach for November: 7,542 CATIC Facebook reach: 1,782  
CATIC students of the month celebrate with a breakfast. They are celebrated on Facebook.  
Michelle Patterson's posts get a lot of views and likes  
Five of the CTE staff will receive their Bachelor's degrees at Ferris State University this Friday.

Wages will need to be increased with the new degrees.

#### 9. Superintendent's Report

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

There is currently one candidate from Houghton Lake to fill two vacancies on the board. Superintendent Petri hopes to get more applicants and interview candidates on January 8th.

The board may want to start the Jan meeting at 5:00 pm or start at 6:00 - have to do the organizational first.

Looking at a five-year salary schedule

- Central Office Snow Day process: closure, remote, or start at 10am
  - Gen Ed position: assist Katie Harris
- Internal work session for goals Jan 23rd

#### 10. Communications

- Board role changes & committee members

With two board seats changing, a secretary position and committee members will need to be considered.

#### 11. Adjournment - Time:

Adjourn the meeting. This motion, made by Ian Faulkner and seconded by Jim Gendernalik, Carried. (4-0), 3 Absent. Time: 7:15

B. Approval of Bills for December  
2024 totaling \$1,390,931.65

24

# A/P Check Register

Printed: 01/03/2025 12:58:11PM

COOR ISD

Check Date: 12/1/2024 to 12/31/2024

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
141873	ALBANESE CONFECTIONERY GROUP INC	584	12/03/2024	105145	77.36	0.00	77.36
141924	ALEXANDREA WARREN	584	12/03/2024	105146	151.96	0.00	151.96
141200	AMAZON CAPITAL SERVICES INC	584	12/03/2024	105147	5,539.35	0.00	5,539.35
141731	AMBER AKIN	584	12/03/2024	105149	96.24	0.00	96.24
19598	AMBER LARRISON	584	12/03/2024	105150	402.53	0.00	402.53
141937	ANGIE STERN	584	12/03/2024	105151	475.00	0.00	475.00
2554	BECKY BUNN	584	12/03/2024	105152	67.00	0.00	67.00
142098	BELL FORKLIFT	584	12/03/2024	105153	593.00	0.00	593.00
142206	BJOREM SPEECH PUBLICATIONS	584	12/03/2024	105154	59.00	0.00	59.00
3253	CEPD COUNCIL	584	12/03/2024	105155	100.00	0.00	100.00
141931	CHRISTINA PUDVAN	584	12/03/2024	105156	1,449.10	0.00	1,449.10
19631	CHRISTINA TAPPAN	584	12/03/2024	105157	147.40	0.00	147.40
141698	COMPHEALTH MEDICAL STAFFING	584	12/03/2024	105158	25,736.68	0.00	25,736.68
4183	CONSTRUCTIVE PLAYTHINGS	584	12/03/2024	105159	132.78	0.00	132.78
4100	CONSUMERS ENERGY PAYMENT CENTER	584	12/03/2024	105160	2,428.41	0.00	2,428.41
355	CONTINUED.COM LLC	584	12/03/2024	105161	396.00	0.00	396.00
4440	CRAWFORD AUSABLE SD	584	12/03/2024	105162	6,183.90	0.00	6,183.90
142124	CRYSTAL DAVIS	584	12/03/2024	105163	149.26	0.00	149.26
4900	DEAN TRANSPORTATION INC	584	12/03/2024	105164	478.29	0.00	478.29
142203	EASTERN MICHIGAN UNIVERSITY	584	12/03/2024	105165	4,084.00	0.00	4,084.00
5812	EMERGENCY SERVICES OF HOUGHTON LAKE	584	12/03/2024	105166	345.00	0.00	345.00
141691	EMILY GUBANCSIK	584	12/03/2024	105167	130.25	0.00	130.25
5821	EPS SECURITY	584	12/03/2024	105168	2,258.14	0.00	2,258.14
141408	FOSTER BLUE WATER OIL LLC	584	12/03/2024	105169	2,097.60	0.00	2,097.60
141697	FUN FIRST THERAPY	584	12/03/2024	105170	26,025.87	0.00	26,025.87
142113	GOOGLE VOICE INC	584	12/03/2024	105171	118.21	0.00	118.21
7552	GRAYLING COOPERATIVE PRESCHOOL, INC.	584	12/03/2024	105172	76,745.03	0.00	76,745.03
141981	HEATHER SHARPE	584	12/03/2024	105173	110.40	0.00	110.40
8791	HOUGHTON LAKE COMMUNITY SCHOOL	584	12/03/2024	105174	18,154.94	0.00	18,154.94
142025	HOUGHTON LAKE COOPERATIVE PRESCHOOL INC	584	12/03/2024	105175	41,802.39	0.00	41,802.39
6195	IAN FAULKNER	584	12/03/2024	105176	30.00	0.00	30.00
142142	ILENE SMITH	584	12/03/2024	105177	285.35	0.00	285.35
9385	IOSCO RESA	584	12/03/2024	105178	133,841.93	0.00	133,841.93
9025	JIM GENDERNALIK	584	12/03/2024	105179	135.04	0.00	135.04
141343	KARA MULARZ	584	12/03/2024	105180	110.92	0.00	110.92
141120	KAREN L POPE	584	12/03/2024	105181	83.78	0.00	83.78
141667	KAREN WALTON EBNIT	584	12/03/2024	105182	2,380.00	0.00	2,380.00
141488	KATIE HARRIS	584	12/03/2024	105183	569.75	0.00	569.75
10030	KATIE KEITH	584	12/03/2024	105184	244.62	0.00	244.62
142190	KAYTI ALYSA BOWMAN	584	12/03/2024	105185	701.00	0.00	701.00
10020	KEENAN THERAPEUTICS PC	584	12/03/2024	105186	5,715.02	0.00	5,715.02
141954	KURT NOTHSTINE	584	12/03/2024	105187	192.51	0.00	192.51
5155	LI'L WILLIES	584	12/03/2024	105188	115.00	0.00	115.00
141288	MELANIE GREEN	584	12/03/2024	105189	99.00	0.00	99.00
142179	MICHAEL EVANS	584	12/03/2024	105190	335.52	0.00	335.52
3753	MICHELE COCHRANE	584	12/03/2024	105191	233.07	0.00	233.07
142077	MICHELLE CULTON EKSTROM	584	12/03/2024	105192	591.32	0.00	591.32
141775	MICHELLE EWALD	584	12/03/2024	105193	336.86	0.00	336.86
142209	MICHELLE MACARTHUR	584	12/03/2024	105194	29.37	0.00	29.37
15351	MICHELLE PATTERSON	584	12/03/2024	105195	243.88	0.00	243.88
15652	NANCY PERSING	584	12/03/2024	105196	116.13	0.00	116.13
14205	NCS PEARSON, INC.	584	12/03/2024	105197	68.82	0.00	68.82

24

# A/P Check Register

Printed: 01/03/2025 12:58:11PM

COOR ISD

Check Date: 12/1/2024 to 12/31/2024

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21278	NICOLE GRACE	584	12/03/2024	105198	198.17	0.00	198.17
141765	NORTHERN MICHIGAN EVENT BANQUET CENTER LLC	584	12/03/2024	105199	2,883.20	0.00	2,883.20
14890	OGEMAW COUNTY PUBLIC TRANSIT	584	12/03/2024	105200	156.00	0.00	156.00
142231	PAULINE HAUSE	584	12/03/2024	105201	250.00	0.00	250.00
15860	PURCHASE POWER	584	12/03/2024	105202	1,009.75	0.00	1,009.75
141711	PURITY CYLINDER GASES INC	584	12/03/2024	105203	151.38	0.00	151.38
16250	QUILL CORP	584	12/03/2024	105204	127.94	0.00	127.94
16390	RAY'S PARTS CENTER	584	12/03/2024	105205	850.66	0.00	850.66
141124	REBEKAH SEELOW	584	12/03/2024	105206	56.92	0.00	56.92
141767	ROB AND BIGS MOVING COMPANY LLC	584	12/03/2024	105207	1,540.00	0.00	1,540.00
19081	ROBERT J GORDON DOFAA-INS PLLC	584	12/03/2024	105208	105.00	0.00	105.00
7160	ROSCOMMON AREA PUBLIC SCHOOLS	584	12/03/2024	105209	45,804.21	0.00	45,804.21
141133	SHANNON REA	584	12/03/2024	105210	229.66	0.00	229.66
141992	SHARON MCMILLAN	584	12/03/2024	105211	39.80	0.00	39.80
141994	STACY SHAFTO	584	12/03/2024	105212	47.42	0.00	47.42
141814	SUPERIOR AUTOMOTIVE EQUIPMENT	584	12/03/2024	105213	456.73	0.00	456.73
141834	TEXAS CHRISTIAN UNIVERSITY	584	12/03/2024	105214	3,000.00	0.00	3,000.00
141511	THALMA HIBBARD	584	12/03/2024	105215	243.95	0.00	243.95
19800	THRUN LAW FIRM P.C.	584	12/03/2024	105216	2,385.00	0.00	2,385.00
142006	TRAILS	584	12/03/2024	105217	178,571.43	0.00	178,571.43
141582	VISION CONSULTING LLC	584	12/03/2024	105218	665.09	0.00	665.09
141659	WEST BRANCH OPTIMIST CLUB	584	12/03/2024	105219	115.00	0.00	115.00
20310	UNITED WAY OF ROSCOMMON COUNTY	93	12/06/2024	105220	2.00	0.00	2.00
8420	EAST HIGGINS LAKE TRUE VALUE	587	12/10/2024	105221	129.28	0.00	129.28
12880	MESSA	99	12/12/2024	105222	5,307.75	0.00	5,307.75
142216	ACD.NET	586	12/13/2024	105223	689.71	0.00	689.71
142049	ALORA EHLERT	586	12/13/2024	105224	61.64	0.00	61.64
141200	AMAZON CAPITAL SERVICES INC	586	12/13/2024	105225	309.60	0.00	309.60
141731	AMBER AKIN	586	12/13/2024	105226	605.01	0.00	605.01
551	AMERICAN RED CROSS TRAINING SERVICES	586	12/13/2024	105227	46.00	0.00	46.00
810	APPLE COMPUTER INC	586	12/13/2024	105228	658.00	0.00	658.00
141145	AUSABLE MEDIA GROUP LLC	586	12/13/2024	105229	733.00	0.00	733.00
141990	AYESHA WEBER	586	12/13/2024	105230	108.54	0.00	108.54
141931	CHRISTINA PUDVAN	586	12/13/2024	105231	313.41	0.00	313.41
19631	CHRISTINA TAPPAN	586	12/13/2024	105232	155.83	0.00	155.83
3640	CLARE GLADWIN INT SD	586	12/13/2024	105233	30.00	0.00	30.00
3729	CLINTON COUNTY RESA	586	12/13/2024	105234	25.00	0.00	25.00
141698	COMPHEALTH MEDICAL STAFFING	586	12/13/2024	105235	10,019.47	0.00	10,019.47
4100	CONSUMERS ENERGY PAYMENT CENTER	586	12/13/2024	105236	149.78	0.00	149.78
4400	CRAF CENTER	586	12/13/2024	105237	2,400.00	0.00	2,400.00
4495	CRAWFORD AUSABLE DAY CARE	586	12/13/2024	105238	1,650.00	0.00	1,650.00
4440	CRAWFORD AUSABLE SD	586	12/13/2024	105239	1,000.00	0.00	1,000.00
4470	CRWFD CNTY TRANSP AUTH	586	12/13/2024	105240	1,192.00	0.00	1,192.00
142124	CRYSTAL DAVIS	586	12/13/2024	105241	108.39	0.00	108.39
141894	CULLIGAN WATER CONDITIONING	586	12/13/2024	105242	120.00	0.00	120.00
11056	DESIREE LIPSKI	586	12/13/2024	105243	239.71	0.00	239.71
142203	EASTERN MICHIGAN UNIVERSITY	586	12/13/2024	105244	2,958.00	0.00	2,958.00
142218	ELEVATE THERAPY COMPANY LLC	586	12/13/2024	105245	9,400.00	0.00	9,400.00
6260	FEDEX	586	12/13/2024	105246	18.05	0.00	18.05
6781	FRONTIER	586	12/13/2024	105247	290.20	0.00	290.20
141697	FUN FIRST THERAPY	586	12/13/2024	105248	28,491.95	0.00	28,491.95
141918	GERRISH TOWNSHIP	586	12/13/2024	105249	100.00	0.00	100.00

28  
25

# A/P Check Register

Printed: 01/03/2025 12:58:11PM

COOR ISD

Check Date: 12/1/2024 to 12/31/2024

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
141738	GILL-ROY'S HARDWARE	586	12/13/2024	105250	18.93	0.00	18.93
141981	HEATHER SHARPE	586	12/13/2024	105251	121.12	0.00	121.12
141941	HELEN SHASTAL	586	12/13/2024	105252	553.27	0.00	553.27
142025	HOUGHTON LAKE COOPERATIVE PRESCHOOL INC	586	12/13/2024	105253	1,117.27	0.00	1,117.27
6195	IAN FAULKNER	586	12/13/2024	105254	30.00	0.00	30.00
9160	IMPACT OFFICE PRODUCTS	586	12/13/2024	105255	485.41	0.00	485.41
142016	JAMIE MEAD	586	12/13/2024	105256	1,638.00	0.00	1,638.00
142086	JENNIFER HART	586	12/13/2024	105257	184.33	0.00	184.33
15344	JESSICA PARTAKA	586	12/13/2024	105258	48.24	0.00	48.24
9025	JIM GENDERNALIK	586	12/13/2024	105259	135.04	0.00	135.04
141667	KAREN WALTON EBNIT	586	12/13/2024	105260	1,750.00	0.00	1,750.00
20457	KATHRYN VANWORMER WALDIE	586	12/13/2024	105261	130.24	0.00	130.24
141488	KATIE HARRIS	586	12/13/2024	105262	454.93	0.00	454.93
10030	KATIE KEITH	586	12/13/2024	105263	78.93	0.00	78.93
10020	KEENAN THERAPEUTICS PC	586	12/13/2024	105264	4,854.31	0.00	4,854.31
10250	KIRTLAND COMMUNITY COLLEGE	586	12/13/2024	105265	1,435.14	0.00	1,435.14
142036	KYM NARAYANA	586	12/13/2024	105266	130.50	0.00	130.50
141321	LET'S TALK LITERACY LLC	586	12/13/2024	105267	12,000.00	0.00	12,000.00
5155	LI'L WILLIES	586	12/13/2024	105268	115.00	0.00	115.00
141972	LILLIE MEADOWS	586	12/13/2024	105269	368.90	0.00	368.90
9157	LOUIKO SUNDAY	586	12/13/2024	105270	104.52	0.00	104.52
141656	MARK A SLOANE DO PC	586	12/13/2024	105271	3,875.00	0.00	3,875.00
142109	MEEKHOF TIRE OF GAYLORD	586	12/13/2024	105272	1,092.00	0.00	1,092.00
11598	MELISSA MAEDER	586	12/13/2024	105273	416.59	0.00	416.59
3753	MICHELE COCHRANE	586	12/13/2024	105274	173.53	0.00	173.53
142077	MICHELLE CULTON EKSTROM	586	12/13/2024	105275	461.63	0.00	461.63
141775	MICHELLE EWALD	586	12/13/2024	105276	225.64	0.00	225.64
142209	MICHELLE MACARTHUR	586	12/13/2024	105277	500.00	0.00	500.00
15351	MICHELLE PATTERSON	586	12/13/2024	105278	67.00	0.00	67.00
13690	MISSAUKEE COUNTY TREASURER	586	12/13/2024	105279	40.72	0.00	40.72
141929	MITCHELL1	586	12/13/2024	105280	1,231.00	0.00	1,231.00
15652	NANCY PERSING	586	12/13/2024	105281	85.46	0.00	85.46
14205	NCS PEARSON, INC.	586	12/13/2024	105282	174.35	0.00	174.35
14545	NEMCSA	586	12/13/2024	105283	24,783.21	0.00	24,783.21
14631	NMCAA	586	12/13/2024	105284	4,085.17	0.00	4,085.17
15100	OSCODA COUNTY TREASURER	586	12/13/2024	105285	22.78	0.00	22.78
141229	PITNEY BOWES GLOBAL FINANCIAL SVS LLC	586	12/13/2024	105286	499.29	0.00	499.29
141263	PRENCE LEARNING, INC.	586	12/13/2024	105287	5,232.00	0.00	5,232.00
141711	PURITY CYLINDER GASES INC	586	12/13/2024	105288	3,345.27	0.00	3,345.27
16250	QUILL CORP	586	12/13/2024	105289	170.27	0.00	170.27
16390	RAY'S PARTS CENTER	586	12/13/2024	105290	602.22	0.00	602.22
18430	REBECCA SOCIA	586	12/13/2024	105291	28.81	0.00	28.81
141124	REBEKAH SEELow	586	12/13/2024	105292	255.79	0.00	255.79
19081	ROBERT J GORDON DOFAA-INS PLLC	586	12/13/2024	105293	48.00	0.00	48.00
17030	ROSCOMMON COUNTY TRANSPORTATION AU	586	12/13/2024	105294	2,028.00	0.00	2,028.00
7161	ROSCOMMON FOOD SERVICE	586	12/13/2024	105295	5,768.69	0.00	5,768.69
16970	ROSCOMMON GLASS	586	12/13/2024	105296	385.00	0.00	385.00
141676	SCHOLASTIC BOOK CLUBS	586	12/13/2024	105297	3,491.66	0.00	3,491.66
142045	SCOTTEEZ APPAREL & MORE	586	12/13/2024	105299	420.86	0.00	420.86
142012	SENTINEL TECHNOLOGIES INC.	586	12/13/2024	105300	4,615.12	0.00	4,615.12
141992	SHARON MCMILLAN	586	12/13/2024	105301	26.13	0.00	26.13
15685	SHAWN PETRI	586	12/13/2024	105302	331.50	0.00	331.50
18555	SPARTAN STORES LLC	586	12/13/2024	105303	25.85	0.00	25.85
141994	STACY SHAFTO	586	12/13/2024	105304	47.42	0.00	47.42

26 47.42

# A/P Check Register

Printed: 01/03/2025 12:58:11PM

COOR ISD

Check Date: 12/1/2024 to 12/31/2024

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
18782	STATE OF MICHIGAN	586	12/13/2024	105305	80,700.00	0.00	80,700.00
142225	SUNDROP MONTESSORI PRESCHOOL	586	12/13/2024	105306	2,186.00	0.00	2,186.00
1415	TAMMY BAUDOUX	586	12/13/2024	105307	165.40	0.00	165.40
20152	TAMMY TYLER	586	12/13/2024	105308	285.27	0.00	285.27
7180	TERESA GERTISER	586	12/13/2024	105309	32.16	0.00	32.16
8830	THE HOUGHTON LAKE RESORTER	586	12/13/2024	105310	146.72	0.00	146.72
141944	TRACEY STEIN	586	12/13/2024	105311	122.46	0.00	122.46
141630	TWO RARE DESIGN	586	12/13/2024	105312	1,261.50	0.00	1,261.50
20900	WALMART BUSINESS CARD	586	12/13/2024	105313	121.17	0.00	121.17
141121	WAYNE RESA	586	12/13/2024	105314	2,710.68	0.00	2,710.68
20970	WM CORPORATE SERVICES INC	586	12/13/2024	105315	362.74	0.00	362.74
21770	XEROX CORP	586	12/13/2024	105316	1,468.80	0.00	1,468.80
12880	MESSA	586	12/13/2024	105317	99,368.55	0.00	99,368.55
142226	STRATEGIC SOLUTION SERVICES	93	12/20/2024	105318	129.54	0.00	129.54
19978	TSA CONSULTING GROUP INC	93	12/20/2024	105319	1,970.00	0.00	1,970.00
20310	UNITED WAY OF ROSCOMMON COUNTY	93	12/20/2024	105320	2.00	0.00	2.00
12880	MESSA	99	12/17/2024	105321	5,409.46	0.00	5,409.46
225	AFLAC	99	12/30/2024	105324	1,177.98	0.00	1,177.98
142107	AXIUM SERVICES INC	588	12/31/2024	105325	10,880.41	0.00	10,880.41
5385	DTE ENERGY	588	12/31/2024	105326	3,471.28	0.00	3,471.28
12880	MESSA	588	12/31/2024	105327	95,963.79	0.00	95,963.79
141105	HEALTH EQUITY	94	12/06/2024	201705392	0.00	2,373.51	2,373.51
20245	US TREASURY	94	12/06/2024	201705393	0.00	44,304.06	44,304.06
141103	ORS	94	12/13/2024	201705394	0.00	80,966.26	80,966.26
141105	HEALTH EQUITY	94	12/20/2024	201705395	0.00	2,373.51	2,373.51
141106	MICHIGAN DEPT OF TREASURY	94	12/20/2024	201705397	0.00	15,445.97	15,445.97
20245	US TREASURY	94	12/20/2024	201705398	0.00	44,264.39	44,264.39
141103	ORS	94	12/27/2024	201705399	0.00	80,207.76	80,207.76
141785	ORS UAAL	94	12/27/2024	201705400	0.00	37,110.71	37,110.71
141106	MICHIGAN DEPT OF TREASURY	96	12/27/2024	201705401	0.00	155.72	155.72
20245	US TREASURY	96	12/27/2024	201705402	0.00	97.64	97.64
142167	BMO	590	12/05/2024	201705404	0.00	7,426.42	7,426.42
142166	JPMORGAN CHASE BANK NA	591	12/03/2024	201705406	0.00	911.18	911.18
142166	JPMORGAN CHASE BANK NA	592	12/31/2024	201705407	0.00	7,854.96	7,854.96
<b>Report Totals</b>					<b>\$1,067,439.56</b>	<b>\$323,492.09</b>	<b>\$1,390,931.65</b>

C. Approve Revenue & Expenditure  
Reports and MILAF statement for  
December 2024

29

**Revenue and Expenditure Report  
GENERAL FUND  
12/31/2024**

Revenue		December Activity	Open Encumbrance	Year to Date	Adopted Budget
100	Revenue from Local Sources	9,288	-	313,823	1,052,060
300	Revenue from State Sources	586,218	-	4,712,748	6,372,568
400	Revenues from Federal Sources	178,571	-	370,477	1,178,856
500	LEAs	-	-	95,780	361,761
600	Fund Modifications (Transfers In)	-	-	-	-
	Total Revenue	774,078	-	5,492,829	8,965,245

Expense		December Activity	Open Encumbrance	Year to Date	Adopted Budget
125	Compensatory Education	-	-	-	3,641
211	Truancy	-	-	-	5,000
213	Behavioral Services	27,638	5,158	125,247	227,882
216	Social Work Services	114,570	11,728	355,222	898,519
221	Improvement of Instruction	54,072	19,207	347,760	844,369
226	Supervision of Instructional Staff	22,814	8,721	140,350	440,870
229	Other Instructional Staff Services	-	-	-	-
231	Board of Education	(16,966)	106	24,365	99,306
232	Executive Administration	45,364	15,168	270,705	496,277
252	Fiscal Services	23,613	9,723	154,675	279,184
259	Other Business Services	-	67	2,336	3,931
261	Operations Buildings Services	6,292	1,848	41,173	89,516
266	Security Services	-	-	1,207	2,000
283	Staff/Personnel Services	-	-	1,209	2,000
284	Information Management Services	7,875	7,015	121,596	5,000
285	Pupil Accounting	6,700	4,756	47,324	311,210
299	Other Support Services	-	-	3,277	94,060
311	Community Services Direction	18,873	5,625	112,334	2,500
331	Community Activities	23,231	26,805	56,088	248,446
351	Custody and Care of Children	52,308	19,603	296,582	530,041
411	Payments to LEAs GSRP	180,423	32,499	894,454	2,993,102
445	TRAILS GRANT SEC 31 P	178,571	-	178,571	625,000
456	Building Improvements Services	-	-	-	15,000
626	Fund Modifications (Transfers Out)	-	-	-	530,000
	Total Expense	745,379	168,030	3,174,475	8,746,854

Revenues over Expenses

2,318,354

1/6/2025  
11:20 AM

**Revenue and Expenditure Report  
SPECIAL EDUCATION FUND  
12/31/2024**

Revenue		December Activity	Open Encumbrance	Year to Date	Adopted Budget
100	Revenue from Local Sources	74,424		1,012,485	3,828,604
300	Revenue from State Sources	286,206		983,323	3,252,273
400	Revenues from Federal Sources	50,804		477,101	3,060,437
500	Incoming Transfers and Other Transactions	-		171,918	722,284
600	Fund Modifications (Other Operating Transfers In)	-		-	-
Total Revenue		411,435		2,644,828	10,863,598

Expense		December Activity	Open Encumbrance	Year to Date	Adopted Budget
122	Instruction	234,561	71,961	1,111,442	2,504,629
212	Early On	12,860	2,684	61,910	323,543
213	Health Services	71,476	17,832	300,303	789,017
214	Psychological Services	28,585	8,098	125,428	324,700
215	Speech Pathology and Audiology Services	130,775	19,801	483,343	1,032,942
216	Social Work Services	20,029	7,639	91,909	335,086
217	Visual Aid Services	665	-	6,667	15,000
218	Teacher Consultant-Special Education Programs	-	-	6,212	-
221	Improvement of Instruction	(1,636)	-	3,834	9,907
226	Supervision and Direction of Instructional Staff	51,398	24,685	323,930	530,981
231, 232, 252	Board of Education, Fiscal, Executive	21,332	4,125	93,761	146,570
241	Office of the Principal	18,003	6,420	106,262	210,088
249	Graduation Supplies and Materials	-	-	-	1,000
259	Other Business Services	-	167	7,511	13,058
261	Operations Buildings Services	23,731	1,993	151,519	293,746
271	Pupil Transportation Services	9,336	2,623	279,146	1,162,719
281	Planning, Research, Development, and Evaluation	13,554	5,223	80,925	160,803
284	Information Management Services	5,810	-	16,810	14,933
299	Staff Appreciation	-	118	370	500
371	Non-Public School Pupils	2,680	-	5,451	30,000
411	Payments to LEAs	-	-	287,714	2,667,060
441	Payments to Other Govern. Entities	-	-	21,926	48,600
456	Building Improvements Services	-	5,000	37,473	52,500
Total Expense		643,159	178,368	3,603,845	10,667,381

Revenues over Expenses

(959,018)

1/6/2025  
10:09 AM

**Revenue and Expenditure Report  
CAREER TECH FUND  
12/31/2024**

Revenue		December Activity	Open Encumbrance	Year to Date	Adopted Budget
4000	PERKINS	44,785	-	44,785	154,477
3440	61 A	32,782	-	98,346	358,975
3550	61 B	122,113	-	122,113	354,100
3790	61 C	-	-	150,578	576,923
2530	61 I	-	-	91,550	94,207
0000	CTE	7,518	-	282,568	914,276
Total Revenue		207,198		789,939	2,452,958

Expense		December Activity	Open Encumbrance	Year to Date	Adopted Budget
4000	PERKINS	31,179	5,010	114,893	154,477
3440	61 A	10,795	799	77,070	358,975
3550	61 B	5,410	1,782	29,016	354,100
3790	61 C	1,540	-	134,737	576,923
2530	61 I	-	-	91,484	94,207
0000	CTE	69,485	34,622	376,191	914,108
Total Expense		118,409	42,213	823,391	2,452,789

Revenues over Expenses (33,451)

1/6/2025  
8:48 AM

**Revenue and Expenditure Report  
ROOC FUND  
12/31/2024**

Revenue

	December Activity	Open Encumbrance	Year to Date	Adopted Budget
INTEREST	-	-	41	200
PRODUCTION	389	-	10,083	40,700
DONATIONS	13,108	-	13,308	10,600
GRANTS	-	-	-	-
SERVICES	114,195	-	440,457	950,000
STATE	7,067	-	26,061	70,923
Total Revenue	134,760	-	489,951	1,072,423

Expense

232	Program Administration	17,602	4,742	99,156	182,747
252	Fiscal Services	1,483	736	10,102	19,597
259	Other Business Services	-	-	2,972	2,972
261	Operations Buildings Services	4,010	8,433	43,056	94,202
271	Transportation	3,376	571	26,355	54,057
284	Technology	320	-	320	1,000
289	Consumers	2,892	1,191	24,497	70,063
290	Staff Retention	-	-	-	500
321	Summer Work Program	348	171	34,700	45,649
391	Direct Care Workers and Supervision	44,233	12,579	241,156	484,999
	Total Expense	74,264	28,422	482,314	955,786

Revenues over Expenses

7,638

1/6/2025  
9:25 AM



**Account Statement**

For the Month Ending **December 31, 2024**

**C.O.O.R. INTERMEDIATE SCHOOL DISTRICT - General Fund - 203740**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>MILAF+ MAX Class</b>					
<b>Opening Balance</b>					<b>4,023,519.94</b>
12/31/24	01/02/25	Accrual Income Div Reinvestment - Distributions	1.00	15,749.68	4,039,269.62
<b>Closing Balance</b>					<b>4,039,269.62</b>

	Month of December	Fiscal YTD July-December		
<b>Opening Balance</b>	4,023,519.94	0.00	<b>Closing Balance</b>	4,039,269.62
<b>Purchases</b>	15,749.68	4,039,269.62	<b>Average Monthly Balance</b>	4,024,027.99
<b>Redemptions (Excl. Checks)</b>	0.00	0.00	<b>Monthly Distribution Yield</b>	4.61%
<b>Check Disbursements</b>	0.00	0.00		
<b>Closing Balance</b>	<b>4,039,269.62</b>	<b>4,039,269.62</b>		
<b>Cash Dividends and Income</b>	15,749.68	39,269.62		



**Account Statement - Transaction Summary**

For the Month Ending **December 31, 2024**

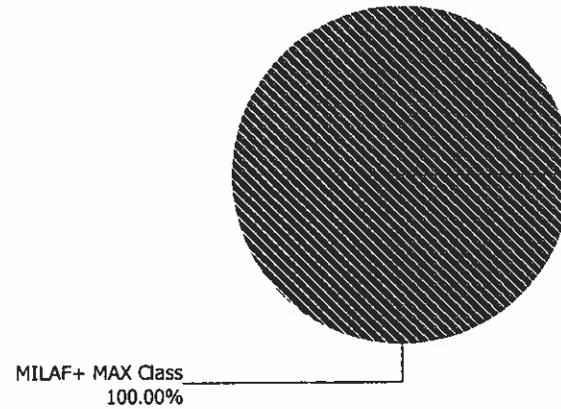
**C.O.O.R. INTERMEDIATE SCHOOL DISTRICT - General Fund - 203740**

MILAF+ MAX Class	
Opening Market Value	4,023,519.94
Purchases	15,749.68
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$4,039,269.62</b>
Cash Dividends and Income	15,749.68

Asset Summary		
	December 31, 2024	November 30, 2024
<b>MILAF+ MAX Class</b>	4,039,269.62	4,023,519.94
<b>Total</b>	<b>\$4,039,269.62</b>	<b>\$4,023,519.94</b>

Asset Allocation	
MILAF+ MAX Class	100.00%



**Important Disclosures**

**Important Disclosures**

This statement is for general information purposes only and is not intended to provide specific advice or recommendations. PFM Asset Management ("PFMAM") is a division of U.S. Bancorp Asset Management, Inc. ("USBAM"), a SEC-registered investment adviser. USBAM is direct subsidiary of U.S. Bank National Association ("U.S. Bank") and an indirect subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM. PFMAM maintains a written disclosure statement of our background and business experience. If you would like to receive a copy of our current disclosure statement, please contact Service Operations at the address below.

**Proxy Voting** PFMAM does not normally receive proxies to vote on behalf of its clients. However, it does on occasion receive consent requests. In the event a consent request is received the portfolio manager contacts the client and then proceeds according to their instructions. PFMAM's Proxy Voting Policy is available upon request by contacting Service Operations at the address below.

**Questions About an Account** PFMAM's monthly statement is intended to detail our investment advisory activity as well as the activity of any accounts held by clients in pools that are managed by PFMAM. The custodian bank maintains the control of assets and executes (i.e., settles) all investment transactions. The custodian statement is the official record of security and cash holdings and transactions. PFMAM recognizes that clients may use these reports to facilitate record keeping and that the custodian bank statement and the PFMAM statement should be reconciled and differences resolved. Many custodians use a settlement date basis which may result in the need to reconcile due to a timing difference.

**Account Control** PFMAM does not have the authority to withdraw funds from or deposit funds to the custodian outside the scope of services provided by PFMAM. Our clients retain responsibility for their internal accounting policies; implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

**Market Value** Generally, PFMAM's market prices are derived from closing bid prices as of the last business day of the month as supplied by ICE Data Services. There may be differences in the values shown for investments due to accrued but uncollected income and the use of differing valuation sources and methods. Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFMAM believes the prices to be reliable, the values of the securities may not represent the prices at which the securities could have been bought or sold. Explanation of the valuation methods for a registered investment company or local government investment program is contained in the appropriate fund offering documentation or information statement.

**Amortized Cost** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short term securities (those with less than one year to maturity at time of issuance) is amortized on a straightline basis. Such discount or premium with respect to longer term securities is amortized using the constant yield basis.

**Tax Reporting** Cost data and realized gains / losses are provided for informational purposes only. Please review for accuracy and consult your tax advisor to determine the tax consequences of your security transactions. PFMAM does not report such information to the IRS or other taxing authorities and is not responsible for the accuracy of such information that may be required to be reported to federal, state or other taxing authorities.

**Financial Situation** In order to better serve you, PFMAM should be promptly notified of any material change in your investment objective or financial situation.

**Callable Securities** Securities subject to redemption prior to maturity may be redeemed in whole or in part before maturity, which could affect the yield represented.

**Portfolio** The securities in this portfolio, including shares of mutual funds, are not guaranteed or otherwise protected by PFMAM, the FDIC (except for certain non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested. Actual settlement values, accrued interest, and amortized cost amounts may vary for securities subject to an adjustable interest rate or subject to principal paydowns. Any changes to the values shown may be reflected within the next monthly statement's beginning values.

**Rating** Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

Shares of some local government investment programs and TERM funds are distributed by representatives of USBAM's affiliate, U.S. Bancorp Investments, Inc. which is registered with the SEC as a broker/dealer and is a member of the Financial Industry Regulatory Authority ("FINRA") and the Municipal Securities Rulemaking Board ("MSRB"). You may reach the FINRA by calling the FINRA Hotline at 1-800-289-9999 or at the FINRA website address

<https://www.finra.org/investors/investor-contacts>. A brochure describing the FINRA Regulation Public Disclosure Program is also available from FINRA upon request.

**Key Terms and Definitions**

**Dividends** on local government investment program funds consist of interest earned, plus any discount ratably amortized to the date of maturity, plus all realized gains and losses on the sale of securities prior to maturity, less ratably amortization of any premium and all accrued expenses to the fund. Dividends are accrued daily and may be paid either monthly or quarterly. The monthly earnings on this statement represent the estimated dividend accrued for the month for any program that distributes earnings on a quarterly basis. There is no guarantee that the estimated amount will be paid on the actual distribution date.

**Current Yield** is the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical fund account with a balance of one share over the seven-day base period including the statement date, expressed as a percentage of the value of one share (normally \$1.00 per share) at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 7. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed.

**Average maturity** represents the average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. The stated maturity date of mortgage backed or callable securities are used in this statement. However the actual maturity of these securities could vary depending on the level or prepayments on the underlying mortgages or whether a callable security has or is still able to be called.

**Monthly distribution yield** represents the net change in the value of one share (normally \$1.00 per share) resulting from all dividends declared during the month by a fund expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

**YTM at Cost** The yield to maturity at cost is the expected rate of return, based on the original cost, the annual interest receipts, maturity value and the time period from purchase date to maturity, stated as a percentage, on an annualized basis.

**YTM at Market** The yield to maturity at market is the rate of return, based on the current market value, the annual interest receipts, maturity value and the time period remaining until maturity, stated as a percentage, on an annualized basis.

**Managed Account** A portfolio of investments managed discretely by PFMAM according to the client's specific investment policy and requirements. The investments are directly owned by the client and held by the client's custodian.

**Unsettled Trade** A trade which has been executed however the final consummation of the security transaction and payment has not yet taken place.

In August 2024, PFMAM converted its portfolio accounting system from FIS Investment Accounting Manager to SS&C PORTIA. The new system has recalculated the amortized cost and yield to maturity at cost of each security, based upon original cost and settlement date. Some securities, including some factored securities and previously exchanged securities, are now on a modified amortization schedule as compared with that of the past. Where transfers have occurred between your portfolios we have returned their settlement dates to the settlement dates of the original purchases in order to minimize any impact to their amortization schedules.

Please review the detail pages of this statement carefully. If you think your statement is wrong, missing account information, or if you need more information about a transaction, please contact PFMAM within 60 days of receipt. If you have other concerns or questions regarding your account, or to request an updated copy of PFMAM's current disclosure statement, please contact a member of your client management team at PFMAM Service Operations at the address below.

PFM Asset Management  
Attn: Service Operations  
213 Market Street  
Harrisburg, PA 17101

**NOT FDIC INSURED    NO BANK GUARANTEE    MAY LOSE VALUE**



**MILAF+**  
Michigan Liquid  
Asset Fund Plus

Customer Service  
PO Box 11760  
Harrisburg, PA 17108-11760

**ACCOUNT STATEMENT**

For the Month Ending

**December 31, 2024**

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

**Client Management Team**

**Amber Cannegieter**  
Key Account Manager  
213 Market Street  
Harrisburg, PA 17101-2141  
1-877-GO-MILAF  
cannegietera@pfmam.com

**Contents**

- Cover/Disclosures
- Summary Statement
- Individual Accounts

**Accounts included in Statement**

203740	General Fund
--------	--------------

**Important Messages**

MILAF will be closed on 01/01/2025 for New Year's Day.  
MILAF will be closed on 01/20/2025 for Martin Luther King Jr Day.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT  
KURT LOLL  
11051 N. CUT RD.  
ROSCOMMON, MI 48653-0827

**Online Access** [www.milaf.org](http://www.milaf.org)

**Customer Service** 1-877-GO-MILAF

D. Establish Board Per Diem for 2025

That a per diem allowance of \$30.00 shall be granted to board members for attendance at board meetings, committee meetings, and those activities identified by board policy, or authorized duty, if the duty is authorized in advance by resolution of the board. The board president or designee will be allowed compensation equal to one regular meeting for meeting once per month with the superintendent to prepare an agenda for the regular meeting. (see Policy 2306)

E. Approve an increase in mileage rate from \$0.67 per mile to \$0.70 per mile match the IRS rate as of Jan 9, 2025

38

## 2025 Standard Mileage Rates

### Notice 2025-5

#### SECTION 1. PURPOSE

This notice provides the optional 2025 standard mileage rates for taxpayers to use in computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes. This notice also provides the amount taxpayers must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that may be used in computing the allowance under a fixed and variable rate (FAVR) plan. Additionally, this notice provides the maximum fair market value (FMV) of employer-provided automobiles first made available to employees for personal use in calendar year 2025 for which employers may use the fleet-average valuation rule in § 1.61-21(d)(5)(v) or the vehicle cents-per-mile valuation rule in § 1.61-21(e).<sup>1</sup>

#### SECTION 2. BACKGROUND

Rev. Proc. 2019-46, 2019-49 I.R.B. 1301, provides rules for computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes, and for substantiating, under § 274(d) and § 1.274-5, the amount of

---

<sup>1</sup> Unless otherwise specified, all “section” or “§” references are to sections of the Internal Revenue Code (Code) or the Income Tax Regulations (26 CFR part 1).

ordinary and necessary business expenses of local transportation or travel away from home. Taxpayers using the standard mileage rates must comply with Rev. Proc. 2019-46. However, a taxpayer is not required to use the substantiation methods described in Rev. Proc. 2019-46, but instead may substantiate using actual allowable expense amounts if the taxpayer maintains adequate records or other sufficient evidence.

An independent contractor conducts an annual study for the Internal Revenue Service of the fixed and variable costs of operating an automobile to determine the standard mileage rates for business, medical, and moving use reflected in this notice. The standard mileage rate for charitable use is set by § 170(i).

Longstanding regulations under § 61 provide special valuation rules for employer-provided automobiles. The amount that must be included in the employee's income and wages for the personal use of an employer-provided automobile generally is determined by reference to the automobile's FMV. If an employer chooses to use a special valuation rule, the special value is treated as the FMV of the benefit for income tax and employment tax purposes. Section 1.61-21(b)(4). Two such special valuation rules, the fleet-average valuation rule and the vehicle cents-per-mile valuation rule, are set forth in § 1.61-21(d)(5)(v) and § 1.61-21(e), respectively. These two special valuation rules are subject to limitations, including that they may be used only in connection with automobiles having values that do not exceed a maximum amount set forth in the regulations.

### SECTION 3. STANDARD MILEAGE RATES

The standard mileage rate for transportation or travel expenses for 2025 is 70 cents per mile for all miles of business use (business standard mileage rate). See

section 4 of Rev. Proc. 2019-46. However, § 11045 of Public Law 115-97, 131. Stat. 2054 (December 22, 2017), commonly known as the Tax Cuts and Jobs Act (TCJA) suspends all miscellaneous itemized deductions that are subject to the two-percent of adjusted gross income floor under § 67, including unreimbursed employee travel expenses, for taxable years beginning after December 31, 2017, and before January 1, 2026. Thus, the business standard mileage rate provided in this notice cannot be used to claim an itemized deduction for unreimbursed employee travel expenses during the suspension. Notwithstanding the foregoing suspension of miscellaneous itemized deductions, deductions for expenses that are deductible in determining adjusted gross income are not suspended. For example, members of a reserve component of the Armed Forces of the United States (Armed Forces), state or local government officials paid in whole or in part on a fee basis, and certain performing artists are entitled to deduct unreimbursed employee travel expenses as an adjustment to total income on line 12 of Schedule 1 of Form 1040 (2024), *U.S. Individual Income Tax Return*, not as an itemized deduction on Schedule A of Form 1040 (2024), and therefore may continue to use the business standard mileage rate.

The standard mileage rate is 14 cents per mile for use of an automobile in rendering gratuitous services to a charitable organization under § 170. See section 5 of Rev. Proc. 2019-46.

The standard mileage rate for 2025 is unchanged from 2024 at 21 cents per mile for use of an automobile: (1) for medical care described in § 213; or (2) as part of a move for which the expenses are deductible under § 217(g). See section 5 of Rev. Proc. 2019-46. Section 11049 of the TCJA suspends the deduction for moving

expenses for taxable years beginning after December 31, 2017, and before January 1, 2026. However, the suspension does not apply to members of the Armed Forces on active duty who move pursuant to a military order and incident to a permanent change of station. Thus, except for taxpayers to whom § 217(g) applies, the standard mileage rate provided in this notice is not applicable for the use of an automobile as part of a move occurring during the suspension.

#### SECTION 4. BASIS REDUCTION AMOUNT

For automobiles a taxpayer uses for business purposes, the portion of the business standard mileage rate treated as depreciation is 26 cents per mile for 2021, 26 cents per mile for 2022, 28 cents per mile for 2023, and 30 cents per mile for 2024, and 33 cents per mile for 2025. See section 4.04 of Rev. Proc. 2019-46.

#### SECTION 5. MAXIMUM STANDARD AUTOMOBILE COST

For purposes of computing the allowance under a FAVR plan, the standard automobile cost may not exceed \$61,200 for automobiles (including trucks and vans). See section 6.02(6) of Rev. Proc. 2019-46.

#### SECTION 6. MAXIMUM VALUE OF EMPLOYER-PROVIDED AUTOMOBILES

For purposes of the fleet-average valuation rule in § 1.61-21(d)(5)(v) and the vehicle cents-per-mile valuation rule in § 1.61-21(e), the maximum FMV of automobiles (including trucks and vans) first made available to employees in calendar year 2025 is \$61,200.

#### SECTION 7. EFFECTIVE DATE

This notice is effective for: (1) deductible transportation expenses paid or incurred on or after January 1, 2025; (2) mileage allowances or reimbursements paid to

a charitable volunteer or a member of the Armed Forces to whom § 217(g) applies: (a) on or after January 1, 2025, and (b) for transportation expenses the charitable volunteer or such member of the Armed Forces pays or incurs on or after January 1, 2025; and (3) for purposes of the maximum FMV of employer-provided automobiles for which employers may use the fleet-average valuation rule in § 1.61-21(d)(5)(v) or the vehicle cents-per-mile rule in § 1.61-21(e), automobiles first made available to employees for personal use on or after January 1, 2025.

#### SECTION 8. EFFECT ON OTHER DOCUMENTS

Notice 2024-08 is superseded.

#### DRAFTING INFORMATION

The principal author of this notice is Christian Lagorio of the Office of Associate Chief Counsel (Income Tax and Accounting). For further information on this notice regarding the use of an employee-provided automobile, contact Mr. Lagorio at (202) 317-7005 (not a toll-free number). For further information on this notice regarding the use of an employer-provided automobile, contact Stephanie Caden of the Office of Associate Chief Counsel (Employee Benefits, Exempt Organizations, and Employment Taxes), at (202) 317-4774 (not a toll-free number).

F. Call Regular Meetings - Meeting dates to be posted for 2025: (second Wednesdays of each month except January):

February 12, 2025

March 12, 2025

April 9, 2025

May 14, 2025

June 11, 2025

June 25, 2025 Special Meeting- Budgets

July 9, 2025

Aug 13, 2025

Sept 10, 2025

Oct 8, 2025

Nov 12, 2025

Dec 10, 2025

Jan 7, 2025 (first week, not second)

G. Designate Recording Secretary and delegate Posting of Public Notices

Appoint Rebecca Socia, Administrative Assistant to the Superintendent, as Recording Secretary for the COOR Board of Education to be reimbursed for mileage at the current Board-approved rate, and per diem of \$65.00 per meeting. A paid alternate would fill in when she is not available.

H. Appoint Designee for Posting of Public Notices

To appoint the Superintendent's Secretary as designee responsible for implementing the public notice requirements of the Open Meetings Act.

I. Approve COOR ISD's Title IX positions:  
Coordinator: Alexis Wilson, Human Resources.  
Investigators: Melisa Akers, Director of Special Education  
and Shawn Petri, Superintendent

J. Authorize Michael Evans as signatory for the following agreements:

- Carl D. Perkins Application with the Michigan Department of Education-Office of Career & Technical Education (MDE-OCTE)
- All Fiscal Reports with OCTE in the Career and Technical Education Information System (CTEIS)

K. To designate J.P. MORGAN CHASE and Michigan Liquid Asset Fund as the depositories for the C.O.O.R. Intermediate School District for the following accounts; authorizing the administration to select the institution that is in the best interest of the school district; authorizing the Superintendent or his designee(s) to make transfers between business checking account(s) and/or high yield savings account(s);

authorizing transfers to be made by telephone, fax and/or other electronic means:

- Business Checking Accounts: General Fund, COOR Payroll, and ROOC Payroll.
- High Yield Savings Accounts: General Fund and ROOC Investment Fund.
- MILAT Cash Management Account

L. Signing of Checks

That COOR and R.O.O.C., Inc. payroll business checking accounts require only one signature; Shawn Petri, Board President, or Board Treasurer are hereby authorized to sign all checks. The General Fund business checking account requires only one signature.

M. Approve Annual Updates to Board Policies

Thrun Law Firm will update the Policy Manual, Handbooks, Administrative Guidelines, and Forms annually and on an "as needed" basis. The annual update fee may be less than \$2,500 for retainer clients if few or no updates are necessary in a given school year. Update fees are subject to automatic annual renewal and are invoiced.

N. Extend Retainer Agreements

To extend the retainer agreement for \$2,500 and authorize the use of Thrun Law Firm, P.C. This is the same price as 2023 and 2024. To extend the retainer agreement for \$799 and authorize the use of Clark Hill PLC for Special Education, 054, or ADA legal matters for the school year.

O. Approve closing the C.O.O.R. ISD central office to the public, allowing staff to attend the following four events: All-staff Professional Development Day in August, COOR Educational Center Graduation, Career Tech commencement, and the week between Christmas and New Year.

P. Approve Professional Dues / Memberships

To approve payment of dues to the linked list of professional organizations for the year totaling about \$26,557. (Some organizations utilize the calendar year and some utilize the fiscal year.)

45

## 2025 Professional Dues & Memberships

Jan 8, 2025

### BOARD OF EDUCATION

Cost	Staff	Professional Organization
\$54	District	AASB - American Association of School Boards
\$3,330	District	MASB - MI Association of School Boards
\$83	District	MASB Legal Trust Fund
\$50	District	Houghton Lake Chamber of Commerce
\$30	District	Higgins Lake- Roscommon Lake Chamber of Commerce
<b>\$3,547</b>	<b>Total for District</b>	

### SPECIAL EDUCATION

Cost	Staff	Professional Organization
\$300	Akers	Northern MI Association of Special Ed Administrators
\$183	Akers, Moore	CEC - Council for Exceptional Children & CASE
\$360	Akers, Moore, Vaughan-Ide, Grace	MAASE - MI Assoc. of Administrators of Special Education (4@ \$90)
\$40	Vaughan-Ide	MTSA - MI Transition Services Association
\$160	J Socia	MAPT - MI Assoc. for Pupil Transportation
\$170	Bell, Kalthoff	MPAAA - MI Pupil Accounting & Attendance Association (2@ \$85)
\$300	Bell	MSBO- MI School Business Officials (2 @ \$150)
<b>\$1,513</b>	<b>Total for Special Education</b>	

### CAREER TECH

Cost	Staff	Professional Organization
\$340	Evans	MASSP - MI Association of Secondary School Principals
\$30	Warren	MASSP Administrative Assistant
\$80	Meyer	AWS - American Welding Society
\$125	Evans	CEPD Administrators – Career Education Planning District
\$140	Evans	MIACTE Michigan Association of Career and Technical Education
<b>\$715</b>	<b>Total for Career Tech</b>	

### ROOC, INC.

Cost	Staff	Professional Organization
3000	Quinlan	Incompass, formerly MI Association of Rehab. Organizations (MARO)
150	Quinlan	Quinlan Grayling Regional Chamber of Commerce
<b>\$3,150</b>	<b>Total for ROOC, Inc.</b>	

### GENERAL FUND

Cost	Staff	Professional Organization
\$4,360	District	MAISA - Michigan Association of ISD Administrators Includes: Petri, Harris, Quinlan, Akers
\$180	District	MiDeal Extended Purchasing Program
\$0	District	Omnia Media Partners
\$0	District	REMC 3 - Regional Educational Media Centers
\$1,500	Keith	MAISA -ECAN- Early Childhood Administrators Network
\$75	Petri	MASA Reg 2- Michigan Assoc. of School Administrators
\$900	Petri	MASA Michigan Association of School Administrators
\$445	Harris	MASA Michigan Association of School Administrators
\$100	Petri	*CWMAIA- Central Western MI Association of ISD Administrators

\$450	Petri, Wilson	MNA - Michigan Negotiators Association (2@\$225)
\$0	Harris	MACUL- Michigan Association of Computer Users in Learning
\$500	Harris	MASSP - MI Association of Secondary School Principals
\$900	Loll, Macko, Rea Murphy, J Socia, Wilson	MSBO- MI School Business Officials (6 @ \$150)
\$60	Loll, Macko	NMSBO – Northern MI School Business Officials (2 @ \$30)
\$3,582	District	NMSLA - Northern MI Schools Legislative Association
\$1,822	local districts	half of NMSLA for local districts
\$600	Petri	*Rotary Club of Roscommon
\$121	Petri	Kiwanis Club of West Branch
\$109	Petri	Optimists Club of West Branch (Oct-Sept)
\$365	District	MIEM - MI Institute for Educational Management
\$35	Ewald	MI Reading Association (MRA)
\$99	Ewald	International Reading Association (IRA)- paid by MDE
\$45	Ewald	ILA - International Literacy Association
\$239	Harris	ASCD - Association for Supervision & Curriculum Development
\$75	Harris	MI-ASCD Michigan ASCD
\$0	Harris	Michigan Association of State and Federal Program Specialists
\$0	Harris	NMLC - Northern MI Learning Consortium
\$100	Harris	MI Continuous Improvement Facilitators Network
\$85	Harris	MAFSPS- <a href="#">Michigan Association of State and Federal Program Specialists</a>
\$170	Harris	Michigan Elementary and Middle School Principals Association
\$150	Seelow	NAEYC - National Association for the Education of Young Children
\$85	Rea	MPAAA – MI Pupil Accounting and Attendance Association
\$125	R Socia	MSPRA - MI School Public Relations Association
\$295	R Socia	NSPRA- National School Public Relations Association
\$60	McMillan, R Socia	MASSP Administrative Assistant (2@\$30)
<b>\$17,632</b>	<b>Total for General Fund</b>	

**\$26,557      Grand Total**

Updated Jan 2025

Q. Verify Current Newspapers of Record for C.O.O.R. ISD shall be:

- Crawford County Avalanche
- Oscoda County Herald
- Ogemaw County Herald
- Houghton Lake Resorter

R. Approve the Superintendent's Attendance at Conferences

That approval shall be given to the Superintendent to attend meetings and conferences in Michigan for the following organizations this year:

CWMAIA, Northern Michigan State Legislative Association (NMSLA), Michigan Association of School Boards (MASB), Michigan Association of Superintendents & Administrators (MASA), the Michigan Association of Intermediate School Administrators (MAISA), or the Michigan Negotiator's Association (MNA). Approval includes associated expenses for travel, lodging, food, and conference fees.

S. Approve Board Member Attendance at Conferences

That approval shall be given for any member of the Board of Education to attend the Governor's Education Summit, NSBA's Advocacy Institute, Northern Michigan School Legislative Association, as well as any conferences, training or meetings offered by the Michigan Association of School Boards, held in Michigan, for this year.

Approval includes associated expenses for travel, lodging, food and conference fees. Specific dollar amounts for costs of registration, lodging, travel, and meals must be also subsequently be approved by the board's designee, the Superintendent.

## 11. Action Items

A. Approve out-of-state travel and expenses for Crystal Davis to attend TBRI training in the Dallas, Texas area February 24-28, 2025

48



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

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

**Pre- Conference Information**

Revised 1-15-24 rs

Name: Crystal Davis Date submitted: 11.07.24

Conference / Event Title: TBRI Practioner Training

Location: Dallas/Fort Worth Dates: February 24-28, 2025

	Fees	Payable To	check	credit card
Registration	\$ <u>3,500</u>	<u>TCU Karen Purvis Institute</u>	<input type="checkbox"/>	<input type="checkbox"/>
Lodging	\$ _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Est. Meals	\$ _____			
Est. Mileage	_____ round trip miles			

OR  using COOR car/ carpooling

Crystal Davis / 11.07.24 \$ 500 due by 11.13.24  
**Employee Signature** Date Total

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

[Signature] / 11/8/24 \_\_\_\_\_ / \_\_\_\_\_  
 Department Head Date Superintendent Date

Accounting Code: \_\_\_\_\_

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

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

Lodging \_\_\_\_\_  
 Meals \_\_\_\_\_ Attach detailed Receipts. See note above.  
 Travel \_\_\_\_\_ miles X \$0.67 = \_\_\_\_\_  
 Other \_\_\_\_\_ Attach Receipts & Describe reason

\_\_\_\_\_  
**Employee Signature** Date Balance Due Employee: \$ \_\_\_\_\_  
 \_\_\_\_\_  
 Department Head Date

B. Approve the application for Shannon Rea, Pupil Accounting Auditor, to participate in the MSBO Leadership Institute program in 2025. Estimated costs include \$1,500 registration and five nights in hotel rooms for meetings throughout the year, split with Iosco RESA.

50



# 2025 Commitment Form

As a participant of the MSBO Leadership Institute, you will be engaged in reflective dialogue and establish realistic and clear professional goals that will work in your unique circumstances. It is our hope that you will have the opportunity to promote positive systemic changes in your own school district.

To get the full benefit of the experience, we need each participant to be fully engaged throughout the program. Please read this overview of what is expected in the MSBO Leadership Institute and sign this commitment to being an active participant.

I understand it is a one-year commitment and I will:

- Attend five MSBO Leadership Institute sessions:
  - Session 1: January 29-30, 2025
  - Session 2: March 7-8, 2025
  - Session 3: May 9-10, 2025
  - Session 4: August 6-7, 2025
  - Session 5: October 1-2, 2025
- Read professional literature and complete all assigned projects
- Participate in a leadership assessment
- Participate in other projects
- Participate in one-on-one coaching with an executive coach

I also understand that leadership training is not just the sharing of information but a process that involves working and learning in group dynamics. I agree that attendance at Leadership Institute sessions is imperative for my success in the program and that:

- Any group session should ONLY be missed for family or work emergencies, illness, etc.
- Any cancellation of group or one-on-one coaching sessions must be made with proper advance notification (at least one business day prior to the session and between the hours of 8:00 am - 4:00 pm).
- Any missed individual sessions must be made up prior to the next scheduled group session
- Repeated absences could result in removal from the program

Applicant Signature  Date 12/12/2024

### Supervisor Endorsement

Your signature ensures your employee's release time for full participation in the MSBO Leadership Institute.

Supervisor  Date 12/18/24

## Michigan School Business Officials Leadership Institute

### OVERVIEW

**BIO:** David Hulings, of Hulings and Associates, LLC, (H&A) has been speaking to educational groups for over 25 years. H&A is a Motivational Transition Coaching group, specializing in educational leaders. They have conducted hundreds of one on one executive leadership coaching sessions. H&A approach is to provide “tools” to leaders, so that, they can learn, master and incorporate these tools into their leadership tool box. Complete bios can be found at [www.hulingsandassociates.com](http://www.hulingsandassociates.com).

**MISSION:** H&A would be described as a “coaching” group. We are NOT consultants. We do not teach people to be leaders. The word “coach” comes from a town in the country of Hungary where they produced a “buggy.” The town in Hungary was “Kocs,” (pronounced, “Kouch.”) It was not unusual for a town to name something they invented after the town, itself. The object of the “buggy” was to take you from point “A” to point “B.” The mission and methodology of Hulings and Associates is to identify where someone is in regard to leadership (point A) and where they want to go in regard to leadership (point B). Hulings and Associates creates tools to help leaders get from point A to point B.

**CHALLENGE:** When developing a leadership institute that is designed with pre-determined, set topics, there is a large challenge. There is a need to provide specific tools to assist those attending, to reach “their” point-A-to-point-B journey, while at the same time, collectively enabling the cohort to learn from each other. The sharing with other cohort members their leadership challenges, hurdles and passions is fundamentally important to a leadership cohort. This challenge is the reason why Hulings and Associates uses the following methods to allow each person in the cohort to learn new material, interact with their unique cohort members and receiving personalized coaching at the same time.

**APPROACH:** Here are the avenues we would propose to accomplish the above mission and overcome the above challenge.

**Approach #1** - Five group cohort sessions that focus on five key, intersecting, areas of leadership dynamics. (See details on page 2.)

**Approach #2** - One on one coaching sessions for each individual cohort member. These are two-hour coaching sessions to apply all group work, done collectively, to their individual leadership journey. (See details on page 3.)

**Approach #3** - During the cohort time period, cohort members are placed into designed small groups. Each small group is given an assignment based upon the collective group topic. Each group makes a presentation to the collective group, based upon this small group work prior to the following group session. (See details on page 4.)

APPROACH #1 - COHORT  
COLLECTIVE GROUP MEETINGS



www.hulingsandassociates.com  
231.865.1455 • djhulings@gmail.com

Avenue #5  
LEADERSHIP AND  
INNOVATION

**Objective:**

Preparation for this session begins at the first group meeting. At the first session, members are instructed to come up with an **innovative** idea that they will present to the entire cohort, prior to the last group session. This ten-month exercise is to cause them to learn, first hand, the difficulty with the **innovative** thought process. During the last group session, members will learn how their style intersects with **innovation**; the root of change. They will leave the session with a deeper understanding of how **innovation** works and how to introduce **innovative** ideas into a culture to create change.

Avenue #1  
LEADERSHIP AND STYLE

**Objective:**

Each member will identify their unique leadership **style**. Leaders must know both their leadership **style** and know how to change that **style** when needed. Members will learn twelve distinct leadership **styles** and their preferences for each of the twelve.

Avenue #2  
LEADERSHIP AND  
CHANGE

**Objective:**

Each member will leave with an understanding of how their leadership style approaches **change** and the interaction of that style to the entire theory of **change** management. They will learn techniques on how to use their style to leverage the **change** process, as well as incorporate members of their team into the proposed **change**.



Five  
Intersecting  
Topics for  
Leadership  
Exploration and  
Growth!

Avenue #4  
LEADERSHIP AND CULTURE

**Objective:**

When leaders lead and introduce change into a **culture**, that **culture** will change. Each member of the cohort will leave this session with an understanding of various **cultures** and how their leadership style interacts with **culture**. Each member will learn to identify various **cultures** and how to measure how their leadership style interacts with a **culture** that has recently been impacted by change.

Avenue #3  
LEADERSHIP AND CONFLICT

**Objective:**

When a leader introduces change into a culture, that change will naturally create **conflict**. Knowing how their leadership style interacts with **conflict** is essential for all leaders. Each member will leave with a deeper understanding of six catalysts for **conflict** and how their leadership style interacts with that **conflict**. They will learn techniques of how to make sure **conflict** can be harnessed to perpetuate change and how to restore trust after a **conflict** situation.

**APPROACH #2 - ONE ON ONE  
EXECUTIVE COACHING SESSIONS**



www.hulingsandassociates.com  
231.865.1455 • djhulings@gmail.com

**COACHING SESSIONS:** The one on one executive coaching sessions are conducted:

1. Confidentially - all conversations are only between the coach and the individual member.
2. Conducted via video conference - all sessions will be conducted via a Zoom video conference.
3. Two hour sessions - each individual session is scheduled for two hours (10 hours total, per).
4. Individualize - based upon the objectives established during the first session, subsequent sessions will focus on merging the group session material to the individual members journey.
5. After each group session, members are given exercises to be completed prior to and discussed during their one on one coaching session.

**POINT A**



**POINT B**

**FIVE INDIVIDUALIZE COACHING SESSIONS**

SESSION	Initial Interview (Establishing Point A and Point B)	2nd Session (Leadership and Style)	3rd Session (Leadership and change)	4th Session (Leadership and conflict)	5th session (Leadership and culture/innovation)
<b>WHEN</b>	Prior to beginning of cohort	Between first and second group cohort meeting.	Between second and third group cohort meeting	Between third and fourth group cohort meeting.	Between fourth and fifth group cohort meeting.
<b>FOCUS</b>	<p>There are two key elements of executive coaching: The client has to completely trust the coach and the coach must deeply know the client. This first session is to begin the process of each of those elements.</p> <p>From this session, we will, together, identify key objectives tailored to their needs and their individualized Point A to Point B leadership journey. This session is to identify the Point A and the Point B of that leadership journey.</p>	<p>The first group session is about leadership style. Prior to that group session each participant will be given two assessments to complete. Each assessment will provide them insights into their specific leadership style. This coaching session is designed to identify the strengths and shadows of their leaderships style.</p>	<p>The second group session is on the topic of leadership and change. During this one on one session participants are challenged by their assigned exercises in regard to their leadership and change management. This coaching is designed to marry their change capacity with the objectives from the first 1:1 session.</p>	<p>The third group session is on conflict. During this one on one session the coaching is about how they individualize conflict management and what fears, strengths and shadows they may have when interacting with conflict. This is guided, once again, by the objectives from the first 1:1 session.</p>	<p>This, last, one on one coaching session focuses on the last group session (leadership and culture), as well as the upcoming, last group session, (leadership and innovation). We focus on how their leadership style intersects with a variety of identifiable cultures and how they are progressing on their innovative idea. 53</p>

APPROACH #3 - SMALL GROUPS WITHIN THE COHORT

David J. Hulings Motivational Transition Coach



www.hulingsandassociates.com 231.865.1455 • djhulings@gmail.com

SMALL GROUP SESSIONS:

- 1. Participants are divided into groups based upon a variety of factors to give each group a balanced set of cohort members: Geographically; Personality; and Occupationally.
2. Each small group changes between each session so that the participants engage with most members of the cohort during the leadership institute.
3. Each small group is assigned an exercise to complete prior to the next leadership group meeting. Each small group will present their exercise to the group on the evening, after dinner, prior to their next group meeting.
4. Each time the small group is given different presentation limitations and instructions.

01 SMALL GROUP - #1 ASSIGNMENT

Possible Assignment: Each group needs to study a leadership book on leadership style; or, conduct a study on a specific leader. The objective is to teach the other members of the cohort more about leadership styles.



02

SMALL GROUP - #2 ASSIGNMENT

Possible Assignment: Each group will select a change event to study from either another industry or in their own organization. The small group is to present the change story and teach the cohort more about change and change theory.



INNOVATIVE IDEA - #4 ASSIGNMENT



Assignment: This assignment is actually assigned at the first meeting group session. Each member must come up with an innovative idea and present it prior to the last group session. They get three minutes to present and can use no props.

04

Ancillary Aspects of Small Group:

- 1. Presentation skills - during each presentation, members are evaluated in regard to presentation skills and given group and one on one coaching feedback.
2. The assignments are naturally left somewhat ambiguous for the purpose of observing how members interact and how they assert their leadership capacity.



SMALL GROUP - #3 ASSIGNMENT

Possible Assignment: This small group is made up of a smaller number of members of the cohort (3 at a max). The assignment is to identify a conflict story we can all learn from; or, study and present a conflict resolution model.

03

C. Approve pay increase to COOR Area  
Technical Innovation Center (CATIC)  
Instructors who recently completed  
BA degrees, effective Dec 16, 2024

56

## Proposal to the C.O.O.R. Board of Education

**Date:** Jan 3, 2025

**Subject:** Wage Adjustment for Instructors with Bachelor of Arts in Education Degrees

### **Background:**

On December 13, 2024, the following instructors successfully earned their Bachelor of Arts in Education degrees from Ferris State University:

- Angie Griffiths
- Ben Lowe
- Josh Meyer
- Sarah Kay Rondo

Additionally, Stephanie Bates has previously earned her Bachelor of Arts in Education degree.

As part of our commitment to fair and equitable compensation for all instructional staff, it is essential that their wages align with the CEA Master Agreement scale. This scale reflects full-time equivalency (FTE), years of professional experience, and the level of educational attainment.

---

### **Proposal:**

To ensure these instructors are compensated equitably:

1. Adjust the contractual wages for Angie Griffiths, Ben Lowe, Josh Meyer, Sarah Kay Rondo, and Stephanie Bates in accordance with the CEA Master Agreement scale.
2. Place each instructor at the appropriate step/rail on the scale based on their FTE, years of experience, and educational qualifications.
3. Implement the proposed wage adjustments immediately.

---

### **Rationale:**

- Aligning compensation with the CEA Master Agreement ensures parity and consistency across the district.
- Recognizing these instructors' academic achievements fosters morale and demonstrates our commitment to professional growth and development.
- Properly scaling wages establishes a foundation for accurate compensation in future contracts.

---

### **Financial Implications:**

See attached

---

### **Recommendation:**

The administration recommends that the C.O.O.R. Board of Education approve the proposed wage adjustments for the identified instructors, effective immediately.

**Action Requested:**

The C.O.O.R. Board of Education is requested to vote on this proposal at the next scheduled meeting.

Sincerely,

A handwritten signature in cursive script that reads "Michael S. Evans". The signature is written in black ink and has a long, sweeping horizontal line extending to the right.

Michael Evans  
Director  
C.O.O.R. ATIC

D. Approve a service agreement with Marianne Swank, Ed.S. of Northern Intention, LLC to facilitate a two-day Professional Learning event titled "Teachers As Facilitators" on June 17 &18, 2025 in the amount of \$5,750

E. Approve updated the COOR Educational Center Student/Parent Handbook for 2024-25 as presented

59



# C.O.O.R.

## EDUCATIONAL CENTER

---

Crawford • Oscoda • Ogemaw • Roscommon

***2024-2025***

Center-Based Program Student/Parent Handbook

# TABLE OF CONTENTS

TABLE OF CONTENTS	1
LETTER TO GUARDIANS	4
OVERVIEW	5
C.O.O.R. ISD PHILOSOPHY	5
IMPORTANT DISTRICT INFORMATION	6
2024-2025 C.O.O.R. Educational Center Calendar (Updated 7/17/24)	7
EMERGENCY SCHOOL CLOSING PROCEDURES	8
NOTICE OF NON-DISCRIMINATION	9
SECTION 1: DISTRICT-WIDE POLICIES AND PROCEDURES	9
PROGRAM STAFFING	9
ANNUAL PAPERWORK	10
SCHOOL SAFETY	10
ATTENDANCE	10
BOOKS AND SUPPLIES	12
BULLYING	12
CELL PHONE USE	12
CHILDREN/ADULT PROTECTIVE SERVICES INVESTIGATIONS	12
CLASSROOM BEHAVIOR	13
COMMUNICABLE DISEASES	14
DAMAGE TO SCHOOL PROPERTY	14
DRESS AND GROOMING	14
EMERGENCY CONTACT INFORMATION	15
FOOD SERVICE	15
FIELD TRIPS	15
FIRST AID, ILLNESS, OR INJURY AT SCHOOL	15
GUARDIANSHIP	16
HEAD LICE	16
BED BUGS	17
STUDENTS EXPERIENCING HOMELESSNESS	17
IMMUNIZATIONS	17
LAW ENFORCEMENT INTERVIEWS	18
LIMITED ENGLISH PROFICIENCY	18
LOCKER USE	18
LOST AND FOUND	18
MEDICATION	18

PARTIES	19
PLAYGROUND USE	19
PROTECTION OF PUPIL RIGHTS	19
RIGHTS OF CUSTODIAL AND NON-CUSTODIAL PARENTS	20
SEARCH AND SEIZURE	20
STUDENT EDUCATION RECORDS	20
STUDENT AND FAMILY SCHOOL RELATIONS	21
TECHNOLOGY	22
TRANSPORTATION SERVICES	22
STUDENT PARKING	22
VIDEO SURVEILLANCE AND PHOTOGRAPHS	23
VISITOR EXPECTATIONS	23
WITHDRAWAL FROM SCHOOL	24
SECTION II: ACADEMICS	24
HOMEWORK	24
PLACEMENT	25
STUDENTS WITH DISABILITIES	25
200-DAY PROGRAMMING	25
HOMEBOUND/HOSPITALIZED SERVICES	25
WORK PERMITS	25
SECTION III: DISCIPLINE AND CODE OF CONDUCT	25
DISCIPLINE GENERALLY	25
FORMS OF SCHOOL DISCIPLINE & APPLICABLE DUE PROCESS	26
STUDENT CODE OF CONDUCT	27
SECTION IV: APPENDICES	30
APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION (Policy 3115)	30
APPENDIX B: ANTI-BULLYING (Policy 5207)	30
APPENDIX C: ASBESTOS CONTROL PROGRAM	30
APPENDIX D: PEST MANAGEMENT	30
APPENDIX E: PROTECTION OF PUPIL RIGHTS (Policy 5308)	30
APPENDIX F: DIRECTORY INFORMATION AND OPT OUT FORM (Form 5309 F-2)	30
APPENDIX G: ACCEPTABLE USE AGREEMENT & SIGNATURE PAGE (Form 3116 F-1 and F- 2)	30



## LETTER TO GUARDIANS

Dear Parents, Students and Guardians,

The Parent/Student Handbook was developed to answer many commonly asked questions about C.O.O.R. ISD schools and programs. This handbook contains important information that students and families participating in the C.O.O.R. ISD center-based programs are likely to need to ensure a successful school year. Throughout the handbook, the term “parents” refers to parents, legal guardians, or other persons who have agreed to assume school–related responsibility for a student.

The handbook summarizes and aligns with school district policies, administrative guidelines, state and federal regulations and student code of conduct. Policy adoption and revision is an ongoing process. If the handbook is ambiguous or conflicts with district policies and guidelines, the district policies and guidelines take precedence over the handbook. Changes in policy that affect student handbook provisions will be communicated via memos or other means to students and parents. These changes will generally supersede the provisions found in this handbook and those made obsolete by any newly adopted policy. This handbook is effective immediately and supersedes any prior handbook and other written materials on the same subjects.

Please become familiar with the enclosed information and keep the handbook available for frequent reference. If you have questions that are not addressed in this handbook, you are encouraged to contact the school principal. After reading the handbook, please sign the acknowledgement form on the last page and return the signed form to your child’s school within one week of receipt. Failure to submit the acknowledgement form does not alter the expectation that compliance with this Handbook is required. We appreciate your support of your child’s education and look forward to working with you to make this school year a success!

Sincerely,



Joseph Moore, M.Ed  
Principal/Special Education Supervisor  
C.O.O.R. Educational Center/Adult Transition Center

### **C.O.O.R. ISD Program Leadership**

Joseph Moore, School Principal	(989) 275-9583
Melisa Akers, Director of Special Education	(989) 275-9562
Brenda Vaughan-Ide, Transition Coordinator	(989) 275-9517
Nicole Grace, Special Education Technical Assistance	(989) 275-9528
Shawn Petri, ISD Superintendent	(989) 275-9520

## OVERVIEW

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy. Policies and guidelines of the C.O.O.R. ISD Board of Education are periodically reviewed and updated in response to changes in the law and other circumstances. Complete policy documentation can be found on the district’s website at [www.coorisd.net](http://www.coorisd.net) or by contacting the C.O.O.R. administration office or the school principal.

## C.O.O.R. ISD PHILOSOPHY

The C.O.O.R. Educational Center (CEC) is an educational institution providing specialized services to students who are Moderate to Severely Cognitively Impaired (CI) within the C.O.O.R. ISD service area. The CEC provides services for approximately 65 students.

Programs for students with Severe Cognitive Impairments (SCI) and Severe Multiple Impairments (SXI) are divided into two classrooms: Intermediate and Secondary. Programs for students with Moderate Cognitive Impairments (MoCI) are divided into five classrooms: Primary, Elementary, Intermediate, Secondary, and Adult. All programs are housed at the C.O.O.R. Educational Center and in downtown Roscommon at the CRAF Center.

Students attending the centralized programs at the CEC, participate in educational programming based on a functional skills curriculum that is focused on [Michigan’s Alternate Content Expectations/Essential Elements](#). This allows the Center to provide students with a realistic set of achievable expectations, which mirror the Michigan Curriculum framework.

Keeping with the functional skills curriculum concept, the purpose of the educational process at the center is to facilitate the student’s success in the larger community. The CEC experience provides an extensive set of age appropriate, community-based educational activities focusing on hands-on participation. Programming for primary and secondary age students includes the development of communication skills, self-care skills, daily living skills, socialization skills, physical education, pre-vocational education and vocational education. Adult students are provided with a very intense set of community-based training experiences designed to provide a coordinated set of activities between the school and adult service providers. These activities include pre-vocational training, work-study, self-determination skills, integration of community skills, and assistance in developing an adult living plan, with referral to agencies.

such as Michigan Rehabilitation Services, Community Mental Health, and other public or private agencies that can assist the student.

**CEC/ATC Mission:** Empowering students' independence by teaching them communication, life skills, academics, self-advocacy, and success.

**C.O.O.R. ISD Mission:** 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.

## **IMPORTANT DISTRICT INFORMATION**

District Website:

[www.coorisd.net](http://www.coorisd.net)

C.O.O.R. ISD Board Policies:

<https://meetings.boardbook.org/Public/Organization/1970>

Location Addresses:

### **Administration Office**

11051 North Cut Rd, Roscommon, MI 48653

Office Hours: 8:00 a.m. – 4:00 p.m.

Superintendent: Shawn Petri, Phone: 989-275-9520

Director of Special Education: Melisa Akers, Phone: 989-275-9562

### **C.O.O.R. Educational Center (CEC)**

11018 North Cut Rd, Roscommon, MI 48653

School Day Office Hours: 8:00 a.m. – 4:00 p.m.

Phone: 989-275-9550

### **C.O.O.R. Adult Transition Center (ATC) - Program Satellite Location**

606 Lake St, Roscommon, MI 48653

School Day Office Hours: 8:00 a.m. – 4:00 p.m.

Phone: 989-275-9550

# 2024-2025 C.O.O.R. Educational Center Calendar (Updated 7/17/24)

Extended School Year
School in Session
Prof. Development
No School/Holiday
CEC Prof. Learning

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
SCI-15 Staff-0 Students-0						

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
SCI-1 Staff-9 Students-8						

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Staff-20 Students-19						

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	0	31		
Staff-23 Students-22						

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Staff-18 Students-18						

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	6	27	28
29	30	31				
Staff-15 Students-14						

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Staff-20 Students-19						

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
Staff-20 Students-20						

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Staff-14 Students-13						

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Staff-20 Students-20						

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Staff-21 Students-20						

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Staff-10 Students-9						

Total SCI Days-200

Total Student Days-182

Total Staff Days-190

## EMERGENCY SCHOOL CLOSING PROCEDURES

In the event that school is canceled, delayed, or closed early because of inclement weather or some other event, school officials will notify local media (9 & 10) and post an announcement on the C.O.O.R. ISD Facebook page. An all call will also be sent out to families via phone, text, and/or email. Please make sure your contact information is always kept up to date with the school office.

When Roscommon Area Public Schools are closed, C.O.O.R. ISD programs are also closed. If the CEC is open but the local district in which you reside cancels school, transportation will not be provided. In addition, C.O.O.R. buses will not travel through a closed district to reach districts that are open. You may choose to transport your child to school; however, you are responsible for transportation at dismissal as well.

## Dean Transportation:

For questions regarding busing for the C.O.O.R. Educational Center, please contact Dean Transportation at 989-275-9531.

## NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in [Policy 3115B](#).

- A. Definitions: For definitions related to the District's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see Policy 3115A – Definitions.
- B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see Policy 3115B – Designation of Coordinators.
- C. Supportive Measures: For more information about supportive measures, see Policy 3115C – Supportive Measures.
- D. Informal Resolution: For more information about informal resolution, see Policy 3115D – Informal Resolution.
- E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see Policy 3115E – Grievance Procedure and Remedies.
- F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see Policy 3115F – Complaint Dismissal and Appeals.
- G. Pregnancy Discrimination: For more information about preventing and responding to pregnancy discrimination, see Policy 3115G – Additional Requirements to Prevent and Address Pregnancy Discrimination.
- H. Training, Recordkeeping, and Notice: For more information about training requirements, recordkeeping protocols, and notice of the District's nondiscrimination policy, see Policy 3115H – Training Requirements, Recordkeeping, and Policy Notice.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with [Policy 5206](#).

## SECTION 1: DISTRICT-WIDE POLICIES AND PROCEDURES

### PROGRAM STAFFING

Per Michigan Administrative Rules for Special Education (MARSE) regulations, the program for students with Severe Cognitive Impairments is staffed with one certified teacher and a minimum of two paraprofessionals for a maximum of 12 students. The maximum number of students may be extended to 15 if an additional paraprofessional is assigned with the placement of the 13th student. Individual educational activities focus on behavior, self-care, communication, motor development, community functioning, socialization and daily living skills for the students.

Per MARSE regulations, the program for students with Moderate Cognitive Impairments is staffed with one certified teacher and a minimum of one paraprofessional for a maximum of 15 students with not more than 10 students for each paraprofessional. Individual educational activities focus on behavior, self-care, communication, motor development, community functioning, socialization, and daily living skills for students.

Please note that the staffing requirements above are the minimum requirements per MARSE regulations and the ISD exceeds those minimums to ensure that our students and staff are fully supported. All classrooms currently have a minimum of at least three paraprofessionals.

## **ANNUAL PAPERWORK**

Enrollment packets for the following school year will be sent home with students in May. The enrollment packets are expected to be returned prior to the end of the current school year. If there are any questions regarding any of the forms, call the CEC Administrative Assistant at (989) 275-9550.

## **SCHOOL SAFETY**

It is important that all schools, regardless of size, promote and preserve a safe environment. Safe schools do not happen automatically. They require collaboration and support from students, parents, the faculty and the community. C.O.O.R. ISD has, in conjunction with other school districts in Roscommon County, developed and implemented a school safety plan. This safety plan has been developed with assistance from the local law enforcement and fire departments. Components of this plan include:

- Emergency evacuation plans for crisis situations
- Alternative staging area if school must be evacuated
- Emergency Communications Plan to inform parents of events

If it becomes necessary to remove students from our school facility because of a building crisis, students will be moved to a secondary staging location. In such a case, parents will be notified. Removal to the secondary location will make it easier to release students when it is safe to do so.

Parents wishing to pick up students from the secondary location may do so only after the situation has been stabilized and all students have been accounted for. In such a situation, the student will only be released to an authorized parent or guardian. No student will be released on their own.

## **School Security**

For safety concerns, it is requested that all individuals entering the building do so via the main entrance. Visitors are asked to check in at the front office prior to visiting classroom areas. Anyone who is not a C.O.O.R. staff member is considered a visitor.

## **Student Release From School**

Students are expected to attend school for the entire school day as prescribed by the IEP. Parents/legal guardians wishing students to leave school early should inform the school office no later than 9:00 a.m. that day.

Students will not be released to individuals other than their parents/legal guardians without written permission from the parent/legal guardian. If parents or guardians want someone other than themselves to pick up a student on a regular basis, they should have this on file with the school secretary.

## **ATTENDANCE**

Students are expected to attend school every day school is in session. Students need to remain at school

throughout the entirety of the defined school day, 9:00 am to 3:30 pm (M-F). If a student is unable to attend school, the student or parent must report that absence to the child's teacher or to the school office by 9:00 a.m. the day of the absence to report an illness.

### **Excused Absence**

Some examples of an excused absence: illness, transportation problems, death of a family member, doctor appointment, counseling and/or court appointment (note may be required), or pre-arranged vacations. The school will contact the student's parent/guardian if they have not been notified of the student's absence.

### **Unexcused Absence**

An unexcused absence is when the parent has not called or written to the school to report an absence or a doctor's note has not been received when required for prolonged student illness. Some examples of an unexcused absence are: oversleeping, babysitting, shopping, non-prearranged vacations, missing the bus, skipping school, or excessive absences due to illness without a doctor's note.

### **Planned Absences**

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Notes:

- Parents are expected to sign out their child at the office if leaving school during the school day.
- Absences from school for reasons other than illness are discouraged. Excessive unexcused absences may result in truancy intervention.
- For more information, see [Policy 5301](#).

### **Truancy**

A student's attendance shall be continuous and consecutive for the school year. Failure to comply with compulsory education can subject parent(s)/guardian(s) to criminal prosecution.

If a student is reported to be skipping, the school principal will contact the parents. Skipping school is defined as follows:

- A parent reports that a student is refusing to go to school
- A student is known to be skipping school (witnessed in the community when he/she should be in school)
- A student leaves school without permission
- A student refuses to attend class

When a student is absent 10% of the school year the building principal or designee may provide written notice to the student's parent/guardian encouraging the student's regular daily attendance and explaining the truancy process.

If the principal or designee determines that a student is repeatedly absent from school without valid excuse or has behavior problems and attempts to confer with the student's parent/guardian have not been successful, the principal or designee may request the law enforcement who has jurisdiction in the District to send notice to the parent/guardian requiring them to meet with District personnel to discuss the matter.

When a student is absent 25% of the school year, the principal or designee may notify local law enforcement

who will investigate and take all other steps permitted and required by law. For more information, see [Policy 5301](#).

## **BOOKS AND SUPPLIES**

The District will provide free instruction to all students and will not charge a fee for materials. Students and parents may purchase additional supplies at their own expense. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

## **BULLYING**

All types of bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy [5207](#) is attached to this handbook as Appendix B.

## **CELL PHONE USE**

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices. Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in restrooms or any other area in which others may have a reasonable expectation of privacy. Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

Teachers may also develop classroom rules for use of cell phones and other electronic devices. School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy [5209](#), the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

## **CHILDREN/ADULT PROTECTIVE SERVICES INVESTIGATIONS**

Michigan Child Protection Law requires school employees to report their suspicions of abuse or neglect of a child or vulnerable adult to Centralized Intake (CI) at the Michigan Department of Health and Human Services (MDHHS). All staff must report to the principal their intent to report suspected abuse and neglect.

The District will cooperate with Children/Adult Protective Services (CPS/APS) during an investigation of suspected child/vulnerable adult abuse or neglect. Cooperation may include allowing CPS/APS access to a student without parent consent if CPS/APS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

"Abuse" is defined as harm or threatened harm to a child's/vulnerable adult's health or welfare, which occurs through non-accidental physical or mental injury, and includes sexual abuse, sexual exploitation, or maltreatment.

"Neglect" includes negligent failure to provide adequate food, clothing, shelter, or medical care, and placing a child/vulnerable adult at unreasonable risk to health or welfare to eliminate that risk when able to do so and the risk is known.

## **CLASSROOM BEHAVIOR**

Teachers may establish classroom conduct rules that students must follow. The District's center programs utilize school-wide Positive Behavior Interventions and Support (PBIS) to establish the social culture and behavior supports needed for all children in a school to achieve both social and academic success. All student behavior is considered a function of communication. Behavior, like any skill, can be taught and learned.

As educators we:

- emphasize positive and proactive practices,
- respond to challenging behavior with an instructional focus (i.e., teach and strengthen social, emotional, and behavioral skills to replace the challenging behavior), and
- minimize their use of exclusionary and reactive discipline.

Routines and strategies which promote student success include but are not limited to:

- Structuring the physical environment
- Reducing visual and auditory distractions
- Teaching routines which promote independence
- Keeping directions short and simple
- Using visual supports
- Avoiding power struggles – offering choices whenever possible
- Being flexible
- Teaching behavioral expectations and consequences
- Utilizing positive language (i.e. "keep your feet on the floor" versus "stop kicking")
- Modeling and reinforcing desired behaviors
- Establishing classroom rules and expectations

Some children may present behaviors that require more intentional measures to ensure that the behaviors do not interfere with learning in the classroom. These measures may be outlined in a Behavior Intervention Plan (BIP). A BIP, although not defined in IDEA and its implementing regulations, is generally understood to mean a component of a child's educational program designed to address behaviors that interfere with the child's learning or that of others and behaviors that are inconsistent with school expectations. A BIP generally describes the behavior that inhibits the child from accessing learning and the positive behavioral interventions and other strategies that are to be implemented to reinforce positive behaviors and prevent negative behavior. In the discipline context, such plans are important to prevent the child's behavior that resulted in disciplinary action from recurring.

For a child with a disability whose behavior impedes their learning or that of others, and for whom the IEP Team has determined that a BIP is appropriate, or for a child with a disability whose violation of the code of student conduct is a manifestation of the child's disability, the IEP Team must identify that there is a BIP in the child's IEP (and review and modify it as necessary) to address the behavioral needs of the child.

If a student exhibits a pattern of behavior that poses a risk of creating an emergency situation in the future that

could result in the use of emergency seclusion or restraint, school personnel should develop a written emergency intervention plan to protect the health, safety, and dignity of the pupil.

[Questions and Answers: Addressing the Needs of Children with Disabilities and IDEA's Discipline Provisions](#)- US DOE OSERS July 2022

## **COMMUNICABLE DISEASES**

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

## **DAMAGE TO SCHOOL PROPERTY**

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

## **DRESS AND GROOMING**

In general, clothing should be clean and suitable for the climate and the occasion. Any student's dress, hairstyle, makeup, hygiene, or personal appearance that poses a threat to the safety, health, or welfare of others; violates any statute, Policy [5101](#), or the Dress Code; or significantly disrupts the educational environment—or is reasonably predicted by school officials to do so—may result in remedial or disciplinary action.

The final authority in matters of inappropriate attire lies with the building administrators. Students wearing inappropriate clothing will be directed to change immediately. If necessary, parents may be contacted to provide suitable clothing, students may utilize clothing provided by the District, or the student may be sent home to change. Repeated violations of the dress code may lead to more serious consequences.

### **Dress Code**

Tops must have straps or sleeves and must cover the student's entire torso. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Constitutes hate speech, including, but not limited to, swastikas or Confederate flags;
- Involves a student walkout;
- Urges a violation of law, Board Policy, rule or is not constitutionally protected. Students who represent

the District at an official or school-sponsored function or public event may be required to follow specific dress requirements as a condition of participation or attendance.

## **EMERGENCY CONTACT INFORMATION**

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

## **FOOD SERVICE**

C.O.O.R. ISD understands the impact that access to healthy food has on student learning. C.O.O.R. ISD partners with Roscommon Area Public Schools and Chartwells to offer healthy and delicious breakfast and lunch meals to our students in all of our special education programs. During the 2024-2025 school year, all C.O.O.R. ISD program students will have access to free breakfast and lunch each school day due to State of Michigan legislation.

Even though all students will have access to free meals this school year, we requested that C.O.O.R. ISD families complete a free and reduced meal application. The information obtained from these applications allows districts to apply for grants and state and federal funds for programs that support all students.

The district follows all guidelines regarding school meals specific to portions and diet and will accommodate special diets with proper paperwork from a student's physician. Students requiring a specified feeding plan will be supported through collaboration between the school team, parents, and the student's physician or feeding therapist. These plans may include special preparation of food or special assistance with feeding to ensure student safety during eating activities.

Menus are normally sent home with students at the beginning of each month. For more details about food service, please reach out to your child's program administrator. National income guidelines for free and reduced-price food service programs are available [here](#).

## **FIELD TRIPS**

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a [completed permission form](#) signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy [5506](#), the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

## **FIRST AID, ILLNESS, OR INJURY AT SCHOOL**

Children learn best when they are well and able to attend school regularly. When a child is not feeling well, he/she is not able to deal effectively with the demands of the illness and with the demands of school at the same time.

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a [communicable disease](#) may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Students at the CEC will be sent home, when any of these conditions are present:

- A low-grade temperature of 100 degrees taken by mouth or in the ear canal
- Diarrhea
- Vomiting
- Green drainage from the nose
- Heavy coughing for two (2) days

Children should not return to school for at least 24 hours after any of the above symptoms have subsided. In addition to the conditions listed above, a student will be sent home or not transported to/from school if he/she has a suspected or confirmed contagious condition. Specific information will be sent home with the student outlining the required steps for the student to be allowed to return to school.

Parents/guardians will be notified when a suspected or confirmed outbreak of a contagious condition occurs in the student's classroom, as appropriate. More information regarding C.O.O.R.'s policy on Communicable Disease can be found in Board Policy [3404](#).

## **GUARDIANSHIP**

When students reach the age of 18, they become their own legal guardian by law. If parents wish to continue to make educational decisions and provide consent for legal documents, they need to petition the Probate Court for guardianship. Documentation of acquisition of legal guardianship is required for the school to allow parents/guardians to continue to make educational decisions and provide consent for legal documents.

## **HEAD LICE**

A student with nits within  $\frac{1}{4}$  inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's Parent and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the Parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within  $\frac{1}{4}$  inch of the student's scalp, the student may return to class, but the District must inform the student's Parent about the need to remove the nits.

District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's Parents, teacher, school nurse, social workers, or administrators to determine the best approach to resolve the issue.

## **BED BUGS**

If a District official suspects that a student's clothing or belongings contain bed bugs, the school nurse or other District official may visually inspect the student's clothing or belongings. Any bugs found will be removed and collected for identification. If a live bed bug is discovered, the District will notify the student's Parent and provide educational materials on bed bug prevention and treatment.

If a student's clothing or belongings are infested by bed bugs, the student may be excluded from school until the Parent has confirmed that successful treatment has occurred or other remedial steps have been taken to ensure that bed bugs are not brought to school.

If bed bugs are found in a classroom or elsewhere in the school building, the building principal or designee will notify the Parents of all students in the affected school building and will provide information on bed bug prevention and treatment. The school building will not be closed due to bed bug presence. If pest management is necessary, it will be provided to affected areas of the school building consistent with Policy [3406](#).

## **STUDENTS EXPERIENCING HOMELESSNESS**

The District will provide a free public education to children and youth experiencing homelessness in the District and will afford them the educational rights and legal protections provided by federal and state law. Support services are provided through McKinney-Vento eligibility. Unhoused students (individuals who lack a fixed, regular, and adequate nighttime residence) will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who have secure housing.

A student or family experiencing homelessness should contact the District's McKinney-Vento liaison:

Brenda Vaughan-Ide

*McKinney-Vento Liaison*

11051 N. Cut Rd. Roscommon, MI 48653

Phone: 989-275-9517

[vaughan-ideb@coorisd.net](mailto:vaughan-ideb@coorisd.net)

For detailed information about Homeless Children and Youth, see Policy [5307](#).

## **IMMUNIZATIONS**

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with [Policy 5713](#) and state law.

Local county Health Departments can provide immunizations free of charge or for a minimal fee.

County Health Departments:

Roscommon County.....989-366-9166  
Grayling Office.....989-348-7800  
West Branch Office.....989-345-5020  
Mio Office.....989-826-3970

## **LAW ENFORCEMENT INTERVIEWS**

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy [5201](#). Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

## **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular programs offered by the District.

## **LOCKER USE**

Pursuant to Policy [5102](#), lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or do not violate Board Policy or building rules.

## **LOST AND FOUND**

All lost and found items are to be taken to the school office. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each school year.

## **MEDICATION**

Children's health conditions sometimes make it necessary for them to receive medication during school hours. The school is able to assist in the administering of medication following the policies and guidelines summarized below.

All medications, including prescription, over-the-counter, herbal remedies, supplements, and vitamins require the submission of an [Authorization for Medication Administration form](#). This form must be completed with the physician's signature and include written authorization from the parents before any medication can be administered by staff.

- In the event that the medication is no longer necessary, or the prescription is modified, the school must be notified immediately, and a new physician's order submitted.
- **Medication may only be delivered to school by a parent or the bus driver using the District-**

**approved medication envelope which is properly completed.** Medication may not be sent in the child’s lunch box, pocket or backpack.

- The medication must be brought to school in a container appropriately labeled by the physician or pharmacy. A minimum of a two-week and a maximum of one-month supply of medication is encouraged. Daily carrying of medication is to be avoided.
- If a child needs prescription pain medication after surgery or injury, they must recover at home until this medication is no longer needed during school hours.
- One medication form is needed for each medication.
- New [Authorization for Administration of Medication](#) forms, complete with physician signature and parent authorization, are required for each school year.
- If your child misses his/her morning medication at home, please do not send him/her to school until the medication is received.
- All prescription medication will be maintained in a secured place, accessible to authorized personnel only.
- Nurses or trained school personnel may apply topical school-stocked ointments or skin protectants and use wound cleansers for minor medical concerns identified by the nurse on an as-needed basis (to students with no documented allergy to the products), without obtaining a medication authorization form. The school stocked supplies include:

Saline	Dermoplast Pain Relieving Spray	Aquaphor
Antibiotic Ointment	Lip Guard	Deodorant
Hydrocortisone Cream	Burn Cream/Gel	Epsom Salt
Antifungal Cream	Bug spray	Eucerin Cream
Vitamin A&D Ointment	Zinc Oxide Skin Protectant	Toothpaste
Petroleum Jelly	Hand Sanitizer	
Liquid Bandage	Sunblock	

For additional information and requirements, see [Policy 5703](#).

## **PARTIES**

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

## **PLAYGROUND USE**

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

## **PROTECTION OF PUPIL RIGHTS**

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District’s website or upon request from the District’s administrative office. Parents may opt their child out of participation in activities identified by the Protection of

Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights Policy [5308](#) by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix E.

## **RIGHTS OF CUSTODIAL AND NON-CUSTODIAL PARENTS**

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times. If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

## **SEARCH AND SEIZURE**

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches. A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

## **STUDENT EDUCATION RECORDS**

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy [5309](#) for an overview of the District's collection, retention, use, and disclosure of student records.

Authorized staff members will review student records in the C.O.O.R. offices only. Permission to remove student records from the room in which they are stored is granted to the staff provided those staff members sign the items out. Permission to remove student records may be obtained from the school principal. Records must be returned to the office within one workday of removal. The C.O.O.R. Administrator assigned to safeguard all student records is Joseph Moore, School Principal.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

### **Right to Request Explanation or Interpretation**

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

## **Right to Request Amendment of Education Records**

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy [5309](#).

## **Directory Information**

"Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:

- student names, addresses, and telephone numbers;
- photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- major field of study;
- grade level;
- enrollment status (e.g., full-time or part-time);
- dates of attendance (e.g., 2013-2017);
- participation in officially recognized activities and sports;
- weight and height of athletic team members;
- degrees, honors, and awards received; and
- the most recent educational agency or institution attended.

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix F. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

## **STUDENT AND FAMILY SCHOOL RELATIONS**

Collaboration between home and school is important to the success of students. Open communication is a necessary component of collaboration. Parents are encouraged to contact their child's teacher whenever they have questions or concerns. Parents are further encouraged to contact the principal if they feel their questions or concerns have not been adequately addressed. If a complaint goes unresolved, a written complaint and a request for a conference should be sent to the Director of Special Education.

### **Incident Report**

Incident reports are used to document unusual events or occurrences including situations in which crisis intervention is necessary, behaviors that lead to suspension from school, and behaviors leading to other disciplinary measures.

Parents will receive copies of completed incident reports. Parents will be notified within 24 hours of incidents involving the use of emergency restraint or seclusion.

## **IDEA Procedural Safeguards**

“Procedural Safeguards for Parents of Students with Disabilities” is a document that explains the rights and safeguards provided under the Individuals with Disabilities Education Act (IDEA 2004). A copy of this document will be provided to you by the school at least annually. You may also access a copy of the Procedural Safeguards on the [C.O.O.R. ISD website](#). If you would like an additional copy of this document or need assistance in understanding the provisions of [IDEA](#), please contact the principal.

## **TECHNOLOGY**

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the [Acceptable Use Policy](#) and [AUP Signature Page](#) attached as Appendix G before they may use or access District technology resources.

Students who violate the District’s Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

## **TRANSPORTATION SERVICES**

Students attending C.O.O.R. ISD special education programs are provided transportation to and from their programs in accordance with their IEPs. C.O.O.R. contracts with Dean Transportation to provide these transportation services.

At the beginning of each school year, parents/guardians will receive information from the Transportation Coordinator regarding emergency procedures, designated secondary drop-off locations, and inclement weather policies. Specific driver names and estimated pick-up times will be provided along with a copy of the Transportation Rules.

While students are expected to follow school conduct rules while riding the bus, we understand that many students attending C.O.O.R. programs may need additional support to achieve this expectation. A student’s failure to comply with Board Policy, applicable codes of conduct, and any other applicable rules or behavioral expectations while using District-provided transportation, including while at a designated bus stop, may result in disciplinary action. When a student’s behavior becomes a safety concern, the transportation team, school team, and parents may meet to develop a Behavior Intervention Plan. Video cameras are placed on vehicles and buses to monitor student behavior on the vehicle/bus.

When a student has a health concern that requires a transportation health plan, the school nurse will work with the student’s IEP team and Dean Transportation to develop a plan based on information obtained from the student’s physician and parents. The nurse is responsible for training transportation staff and is available to transportation staff by phone during busing times to address health-related questions or concerns.

Should you have any questions in regards to transportation, please contact the Transportation Coordinator for Dean Transportation at (989) 275-9531.

## **STUDENT PARKING**

Students of legal driving age and that possess a valid driver’s license at the Adult Transition Center may be entitled to student parking privileges. Parking space at the CRAF Center is limited. Interested students will need to complete a [Student Parking Agreement](#) form. Student parking is a privilege, not a right, and can be revoked

at any time for failure to adhere to guidelines.

## **VIDEO SURVEILLANCE AND PHOTOGRAPHS**

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings on school property, while in a vehicle owned, leased, or contracted by the District, or at a school-sponsored activity or athletic event unless otherwise authorized by Policies [5210](#) or [5805](#), applicable law, or a District employee.

Students who attend programs through C.O.O.R. may be asked to participate in photo opportunities while involved in school activities. Student reference may be used for editorial, illustrative, or promotional purposes designed to represent and support C.O.O.R. programs and services and student success. Publication activities may include use of a student's first name only, individual or group photos, school-approved videos, digital or electronic media, or the ISD website. The district works to represent students in a positive light and strives to protect student privacy by obtaining parental consent prior to publication. [Photo release forms](#) are issued at the start of each school year or can be obtained from the school office.

## **VISITOR EXPECTATIONS**

While we welcome parents and visitors, we also seek to provide continuity of instruction and abide by the federal law regarding privacy and confidentiality of students. When picking up or dropping off your child, please stop at the front desk and notify the secretary.

Parents are welcome to visit and observe classroom programs so long as they comply with the following District guidelines:

- Parents and visitors must limit their time in the classroom to no more than thirty minutes per visit. Longer visits may occur with prior approval.
- Please call at least one school day ahead to make arrangements. Keep in mind that permission may not be granted for the day requested if that classroom has plans, such as a field trip or mandated testing.
- When you arrive, please sign-in at the front office. Please wait until the secretary has notified the classroom of your arrival.
- Visitors must complete a [confidentiality policy form](#).
- When in the classroom, please avoid talking with staff during instructional time. We expect that the staff is focused at all times on the students.
- Remember to try to be invisible when you are in the classroom. At first you will be distracting to the students, but if you try to be invisible, the students will get used to you and behave as if you were not there.
- While everyone wants to help children, remember that our students are working on goals such as independently washing hands, picking up objects they dropped, learning to use words or communication devices to ask for things, and staying in the classroom. Only the staff know which student is working on which goal, so please do not assist or interfere with students or staff unless asked to do so.
- Please do not talk about students while in the classroom.
- If you would like to talk to the teacher after your visit, please schedule another time to do so when the

teacher can provide you with their full attention.

- The teacher knows the classroom and the students. If the teacher asks you to leave the classroom, it may be because a student is becoming agitated. Please respect the wishes of the teacher and leave the classroom immediately.
- If your presence or leaving will cause your student to be upset, talk to the teacher and try to brainstorm ways to see your student in the classroom.
- If you want to leave with your student early, please make sure the teacher knows this prior to your visit.

All visitors are expected to abide by the same code of conduct as indicated for students in the handbook, including demonstrating self-respect, respect for others, and respect for property. Additionally, visitors must demonstrate appropriate behavior that allows everyone an equal opportunity to learn.

## **Volunteers**

Programs and activities can be enhanced with volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities (Board Policy [3105](#)). Individuals interested in volunteer opportunities should contact the principal. Any volunteer who works with or has access to students shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check, and the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program.

Each volunteer shall:

- agree to abide by all Board policies and district guidelines while on duty as a volunteer including signing, if appropriate, the district's Network and Internet Access Agreement Forms;
- be covered under the district's liability policy but the district cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- be asked to sign a form releasing the district of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.

## **WITHDRAWAL FROM SCHOOL**

Students who are transferring from the District are requested to submit written notice to the building principal at least 1 week before the withdrawal.

## **Enrolling Student in Another School**

If a student withdraws from a C.O.O.R. center-based program and a request for records is not received from the student's new district within ten (10) school days, the C.O.O.R. center-based program will take further action to ensure that the student has enrolled in school. If a parent elects to homeschool a student, written notification must be made to the building administrator by the parents.

# **SECTION II: ACADEMICS**

## **HOMEWORK**

Depending on the program, classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

## **PLACEMENT**

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

## **STUDENTS WITH DISABILITIES**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

## **200-DAY PROGRAMMING**

Programs designated as Severe Multiple Impairments (SXI) and Severe Cognitive Impairments (SCI) operate for 200 days, with 16 of those days during the months of July and August. The school calendar, which is distributed annually, will identify these dates.

## **HOMEBOUND/HOSPITALIZED SERVICES**

Homebound/hospitalized services provide instruction for students who are unable to attend school due to a physical or medical condition and must be confined to the home or are hospitalized. Requests for homebound/hospitalized services must be made by a physician licensed in the state of Michigan.

The physician must certify a medical condition that requires that the student must be confined to the home or hospitalized during regular school hours, state the probable duration of confinement, indicate the student's ability to participate in instruction, and specify any limitations imposed by the student's medical treatment program. Homebound and hospitalized services shall not be substituted for special education programs.

Students whose health allows them to attend school even on a reduced schedule should do so. Students receiving homebound or hospital services shall receive a minimum of two non-consecutive hours of instruction per week. Parents are directed to contact the building administrator should their child or student require home confinement due to medical conditions or hospitalization.

## **WORK PERMITS**

Information about student work permits is available at the school office.

# **SECTION III: DISCIPLINE AND CODE OF CONDUCT**

## **DISCIPLINE GENERALLY**

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the

administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook. The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

## **FORMS OF SCHOOL DISCIPLINE & APPLICABLE DUE PROCESS**

### **In-School Suspension**

The building administrator may require a student to serve in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

### **Suspension from Class, Subject, or Activity by Teacher**

A teacher and building administrator, in collaboration, may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student jeopardized the health or safety of any of the other participants in the class, subject, or activity.

All teachers will ensure that all procedures applicable to students with disabilities are followed. Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee will attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee will make reasonable efforts to invite a school psychologist or school social worker to attend the conference.

### **Removal for 10 or Fewer School Days**

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence.

### **Removal for More than 10 and Fewer than 60 School Days**

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the

hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the [7 factors](#) noted in the Student Code of Conduct before suspending a student.

### **Removal for 60 or More School Days**

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the [7 factors](#) noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

## **STUDENT CODE OF CONDUCT**

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following 7 factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)
<p><b>Illegal Substances or Paraphernalia, including Alcohol:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Tobacco/Nicotine:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies. All use of tobacco is prohibited on school grounds by school policy, as well as, state law.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Disruptive Behavior or Insubordination:</b> disrupting the learning environment or school activity or violating a school rule or directive.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>
<p><b>Dangerous Weapon Possession:</b> firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Other Weapons and Look-Alike Weapons Possession:</b> an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Use of an Object as a Weapon:</b> any object used to threaten or harm another, regardless of whether injury results.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Arson:</b> purposefully, intentionally, or maliciously setting a fire on school property.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Physical Assault (Student to Student):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion up to 180 school days</li> <li>● Police Referral</li> </ul>
<p><b>Physical Assault (Student to Employee, Volunteer, or Contractor):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>

<p><b>Verbal or Written Threat, including Bomb or Similar Threat:</b> statement that constitutes a threat against a student, employee, other person, or school property.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Plagiarism, Cheating, or other Falsification of Schoolwork:</b> submitting work that is not your own, including copying from others' work.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Credit Loss or Grade Reduction</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>
<p><b>Discrimination, Harassment (including Sexual Harassment), and Bullying:</b> violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>
<p><b>Criminal Sexual Conduct:</b> commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</b></p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>
<p><b>Sexting:</b> distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Misuse of District Technology:</b> violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>

## SECTION IV: APPENDICES

APPENDIX A: [NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION \(Policy 3115\)](#)

APPENDIX B: [ANTI-BULLYING \(Policy 5207\)](#)

APPENDIX C: [ASBESTOS CONTROL PROGRAM](#)

APPENDIX D: [PEST MANAGEMENT](#)

APPENDIX E: [PROTECTION OF PUPIL RIGHTS \(Policy 5308\)](#)

APPENDIX F: [DIRECTORY INFORMATION AND OPT OUT FORM](#) (Form 5309 F-2)

APPENDIX G: [ACCEPTABLE USE AGREEMENT & SIGNATURE PAGE](#) (Form 3116 F-1 and F-2)

## STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT

We, \_\_\_\_\_ and \_\_\_\_\_ have received and read the  
Parent/Guardian Student

C.O.O.R. ISD handbook for the 24-25 school year. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of C.O.O.R. ISD.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

12. Public Participation- Continued, if needed

13. Information Items

92

-Social Media Reports: COOR ISD and  
CATIC

-Special meeting date for more  
interviews?

# DECEMBER 2024 SOCIAL MEDIA STATS



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

## TOP 6 POSTS:

## MONTHLY REACH: 4764

1

### November Student of the Month

Cosmetology



Keira Skacal, WBRC

Keira consistently demonstrates an exceptional work ethic and a strong commitment to her studies. She shows up to class and gets right to work. She helps keep her peers on task and is always willing to help others including first year students. Keira likes to spend her time baking and looks forward to continuing her Cosmetology education with Kirtland Community College.

2



3

### November Student of the Month

Education General



Kendyl Frydrych, RAPS

Kendyl works hard and is always willing to help in her first grade classroom that she currently cadets in. She has also shown initiative with supporting and helping a student in 4th grade with special needs who she made a connection with last year while working in his 3rd grade classroom. She will be a wonderful teacher. Kendyl loves her English class, the snow and spending time outdoors. She plans to continue her education with Northern Michigan University in Elementary Education, and hopes to be in her first year of teaching by 2030.

REACH: 1815

Dec 11

### Student of the Month

1 shares -5 reactions-7 interactions

REACH: 1535

Dec 12

### FSU Graduation Day

6 shares -6 reactions 25 interactions

REACH: 668

Dec 12

### Student of the Month

2 shares - 14 reactions-20 interactions

4



REACH: 634

Dec 18

### Public Safety

2 shares - 5 reactions  
7 interactions

5

### November Student of the Month



REACH: 580

Dec 9

### Cover Page Update

2 shares - 9 reactions  
11 interactions

6

### November Student of the Month

Medical Occupations



Quincy Stirling, CASD

Quincy is a student that goes above and beyond in Medication Occupations. She volunteered to participate in our school wide round table event that includes adults from our community on ways to improve our Career and Technical Education programs. Quincy continues to thrive to be the best at what she does, while being a nice role model for others. She loves to ski this time of year and her favorite class right now is Med Occ. Although she may still be in school 5 years from now, she is planning to continue her education at a university.

REACH: 476

Dec 16

### Student of the Month

1 shares - 8 reactions -  
10 interactions

# DECEMBER 2024 SOCIAL MEDIA STATS



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

## TOP 6 POSTS OUT OF 22:

**MONTHLY REACH: 7,509**

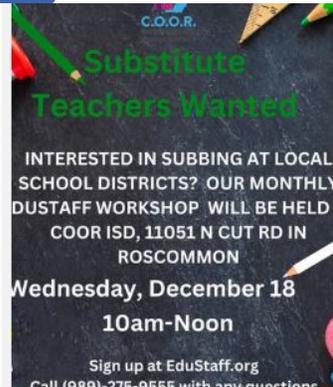
1



**REACH: 2,249**

December 2nd  
**Snow day**  
6 shares - 8 reactions 14 interactions

2



**REACH: 2,246**

December 17th  
**EduStaff**  
4 shares - 0 reactions 6 interactions

3



**REACH 1,053**

December 17th  
**Holiday Party**  
3 shares - 73 reactions 82 interactions

4



**REACH: 1,010**

December 4th  
**Inclement Weather**  
7 shares - 14 reactions 22 interactions

5



**REACH: 996**

December 10th  
**Staff Spotlight**  
6 shares - 33 reactions 47 interactions

6



**REACH: 873**

December 3rd  
**Sledding**  
3 shares - 47 reactions - 54 interactions 93

14. Superintendent's Report
- House Bill 6058, Insurance Cost
  - CEC Construction Loan options
  - Superintendent goals update

95

## 2024-25 Goals - Shawn Petri

January Update

- 1. To increase communication with stakeholders: articles, social media, and book reading.**
  - A. COOR Corner Newspaper articles
  - B. Increase in Social Media Posts
  - C. In-person and virtual meetings: Supt meetings, School Support Network (SSN), COOR Instructional Leadership team
  - D. MASA State Council
  - E. CEAC council president
  - F. Optimist of West Branch Board
  - G. Kiwanis, Optimist & Rotary membership
  
- 2. To establish professional and personal life balance.**
  - A. Limit evening events.
  - B. Attempt to make sure I work eight hours a day: if I come in early, I leave early.
  - C. Reading books
  - D. Practice for myself what I make others do.
  - E. Make sure I realize this is a job not a life.
  - F. Track extra time on calendar
  
- 3. To complete and implement a new strategic plan for the ISD.**
  - A. Focus groups and surveys were completed.
  - B. Looking forward to the completed plan in January and setting five new goals for the ISD
  
- 4. To develop an Admin Pay Schedule that will be accepted by ORS (Office of Retirement Services) for the NSI (Normal Salary Increases)**
  - A. We are in the process of having a new scale to recommend to the Board this Spring. This will fulfill the requirement from the Office of Retirement a required scale for the non-union
  - B. Working on second meeting to develop pay scale. Have a basic rough idea right now.

## 15. Communications

-Notification from MSBO that Alexis Wilson has earned the Human Resources Specialist certificate.

-Northern Lakes Community Mental Health Board Meeting from December (video is a clip of the recording from the board comment portion toward the end of the meeting talking about ROOC.)

--

<https://youtu.be/cSNKBat9SW8?si=YAk1HqGPAAupGeCj&t=6986>

-MASB Winter Institute has virtual classes for board members offered on Friday, Feb 7th and Saturday, Feb 8th.  
[www.masb.org/winterinstitute](http://www.masb.org/winterinstitute)



December 10, 2024

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

Dear Mr. Petri,

On behalf of the Michigan School Business Officials, it is my pleasure to inform you that Alexis Wilson has met the requirements for certification under the MSBO Voluntary Certification Program and has earned the Human Resource Specialist certification. This award reflects a high degree of academic and professional preparation established by the MSBO Board of Directors through our Professional Development Committee.

Ms. Wilson's certificate will be valid from 01/01/2025-12/31/2029. During this 5-year period, she will need to maintain active MSBO membership and earn 90 professional development hours in order to maintain and renew her certification.

I hope that you will join us in celebrating Ms. Wilson's accomplishment. You may wish to inform your district's Board of Education and/or the local media. It is an opportunity to highlight your staff's accomplishments and shed a positive light on your school district.

If you have any questions or want additional information, please call me.

Sincerely,

A handwritten signature in black ink, appearing to be 'RD', with a long horizontal line extending to the right.

Robert Dwan  
Executive Director

RD/cbb

cc: Alexis Wilson, HRS

16. **Adjournment**  
**Time:**