

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

Thursday, February 13, 2025 6:00 PM

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

1. Call to order & Roll Call

2. Opening Ceremonies

- Pledge of Allegiance

- Mission Statement

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

3. Adopt the Agenda

4. Presentations on Alternative

Educational Academy of Ogemaw County - student performance and financial audit for 2023-24 by Tina Williams, Director and Cindy Scott, Auditor - Stephenson & Company, P.C.

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Alternative Educational Academy of Ogemaw County

2024 Audit Results



Audit Opinion Letter

Unmodified Opinion (Highest Level of Assurance)

Auditors' Responsibilities for the Audit of the Financial Statements

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

Management's Discussion and Analysis

Begins on Page 4

Management's recap of the current year activity in layman's terms

Financial Highlights

Details the Capital Outlay Additions – None in the CY (See Page 8)

Discusses Economic Factors and Next Year's Budgets

Encourage you to read through it page by page when time permits

Government- Wide Financial Statements

Begins on Page 9

Incorporates all Long-Term Activity (Fixed Assets, Long Term Debt, etc.)

Includes Academy Fixed Assets - \$461,712

The Academy does not currently have any Long-Term Debt

Ending Net Position - \$2,570,497

Government-Wide Financial Statements

- Big Changes from 2023:
 - Revenues are up about \$3,000:
 - Increased State Aid of about \$202,000
 - Increased At Risk Usage of about \$25,000
 - Increased Other Grants of about \$10,000
 - Increased Investment Income of about 32,000
 - Offset by decreased COVID-19 Grants of about \$267,000



Government- Wide Financial Statements

- Big Changes from 2023 (Continued):
 - Expenses are up about \$169,000
 - Contracted Wages increased about \$151,000
 - Increased Transportation costs of about \$31,000
 - Offset by ESSER related Supply decreases of about \$15,000



Fund Financial Statements

Begins on Page 11

- These are the Funds you Monitor and Budget
- Major Fund:
 - General Fund
- Non-Major Fund:
 - Food Service Fund

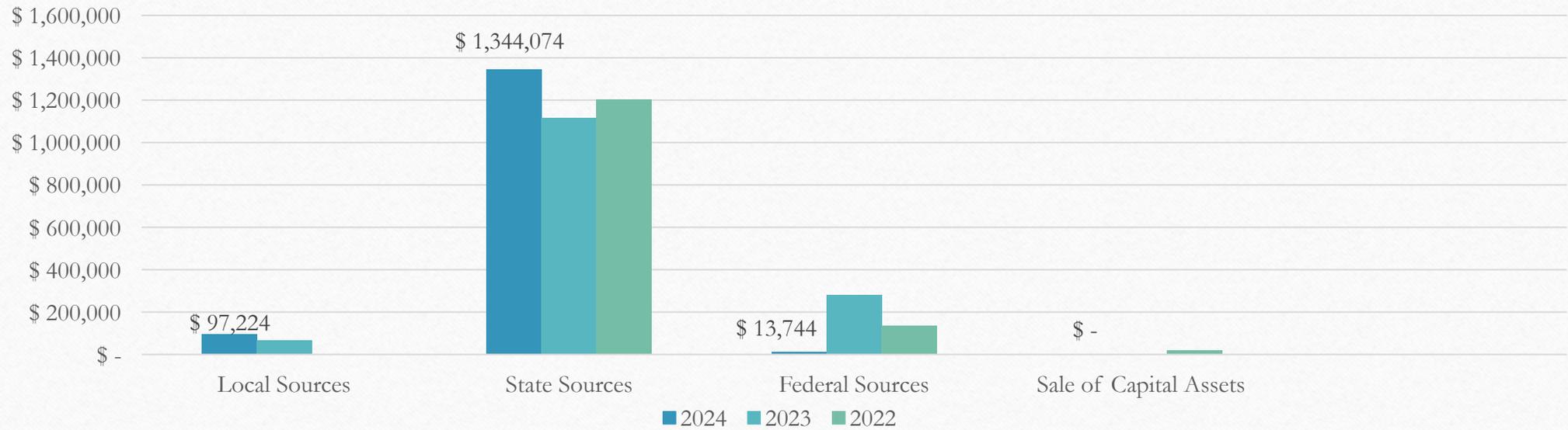
Ending Fund Balance

- **General Fund - \$2,104,213**

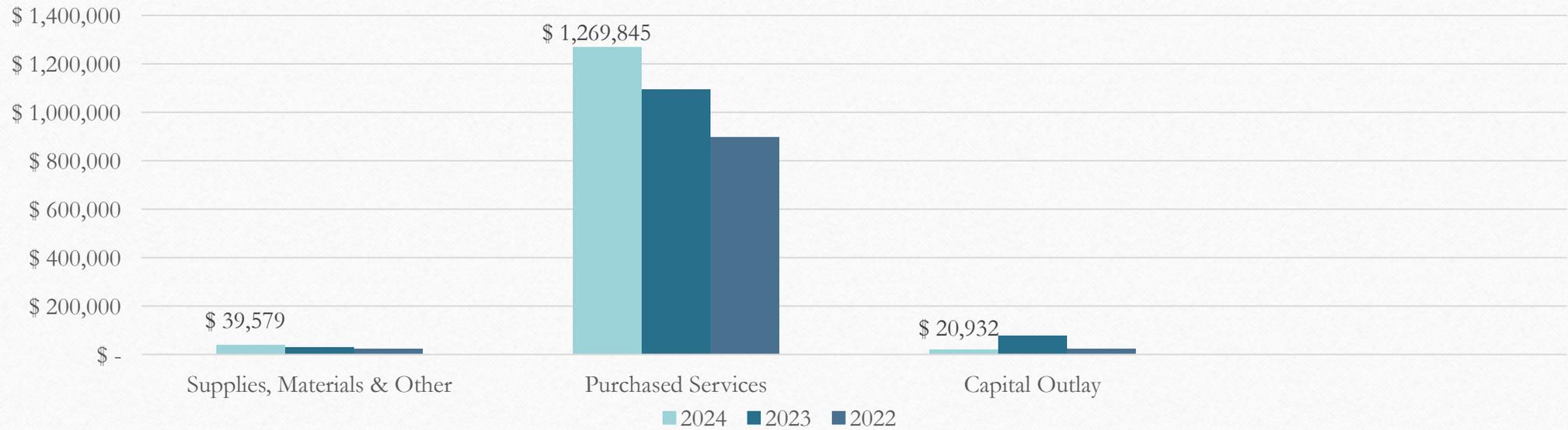
(Increase of \$124,686)

- **Food Service Fund \$4,572**

(Increase of \$2,690)



General Fund Revenues



General Fund Expenses



General Fund Expenses— 3 Year Comparison

As of June 30, 2024, a Trustee of the Alternative Educational Academy of Ogemaw County's Board of Education was also the Executive Director of NEMCSA. During the current fiscal year, the Academy contracted with NEMCSA for a School Success Worker, for a total cost of \$28,500.

As of June 30, 2024, a Trustee of the Alternative Educational Academy of Ogemaw County's Board of Education was also the Director of MiWorks. During the current fiscal year, the Academy contracted with MiWorks for their Career Navigator program, for a total cost of \$22,500.

Notes to the Financial Statements – Related Parties



Required Supplementary Information

Page 25

- Budget to Actual Comparisons
 - General Fund Revenues:
 - Original Budget - \$1,195,751
 - Final Budget - \$1,545,971
 - Actual - \$1,455,043
 - Variance - \$90,929 (5.88%)
 - General Fund Expenses:
 - Original Budget - \$1,256,761
 - Final Budget - \$1,350,503
 - Actual - \$1,330,356
 - Variance - \$20,147 (1.49%)



Other Information

Begins on Page 26

Individual Fund Schedules

Independent Auditors' Report on
Internal Control – No Findings

No Corrective Action Plan
Required

Management Letter – Appendix I

Significant Audit Matters	• Significant Estimates (None)
Difficulties Encountered	• None
Corrected & Uncorrected Misstatements	• None Material
Disagreements with Management	• None
Management Representations	• Provided
Consultations with Other Independent Accountants	• None
Other Issues or Matters	

**Management
Letter –
Appendix II**

Material Weakness:

- None

Significant Deficiency:

- None

Other Matters:

- None

Management Letter – Appendix II

Status of Prior
Year
Comments:

IT Inventory
Listing–
Progress Made



Stephenson & Company, P.C.
Certified Public Accountants & Consultants

Any Questions?

Cynthia R. Scott, CPA, CFE

Audit Partner ~ Certified Fraud
Examiner

West Branch Office

(989) 345-0850

cynthias@scopc.com

5. Discuss 2025 Board Committee Membership or adjusting Committees as needed:
- 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
 - CTE Steering Committee

The previous committee list is linked 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

6. Approve the resolution authorizing the Issuance and Delegating the Sale of Bonds for the renovation of the COOR Educational Center for \$3,500,000.

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**C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
RESOLUTION AUTHORIZING THE ISSUANCE
AND DELEGATING THE SALE OF BONDS
AND OTHER MATTERS RELATING THERETO**

C.O.O.R. Intermediate School District, Michigan (the "Issuer")

A regular meeting of the board of education of the Issuer (the "Board") was held in the _____, within the boundaries of the Issuer, on the 12th day of February, 2025, at _____ o'clock in the __.m. (the "Meeting").

The Meeting was called to order by _____, President.

Present: Members

Absent: Members

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

WHEREAS:

1. This Board deems it advisable and necessary to issue bonds for the purpose of completing, remodeling, improving, furnishing and refurbishing, and equipping and re-equipping a special education building and special education facilities; and preparing, developing, improving and equipping related playgrounds and sites (the "Project"); and Act 451, Public Acts of Michigan, 1976, as amended, authorizes this Board to issue bonds for the purpose of financing all or a portion of the Project; and

2. The Issuer estimates the necessary cost of the Project to be Three Million Four Hundred Fifty-Five Thousand Four Hundred Seventy-Five Dollars (\$3,455,475), of which it is necessary to borrow the sum of not to exceed Three Million Five Hundred Thousand Dollars (\$3,500,000), and issue bonds of the Issuer therefor to pay all or a portion of said cost including the cost of issuing the bonds; and

3. The Issuer may have the opportunity to directly or privately place the bonds with a sophisticated investor or commercial bank (the "Purchaser"); and

4. The Issuer has received a recommendation from PFM Financial Advisors LLC (the "Financial Advisor") regarding the private placement of the Bonds; and

5. Prior to the issuance of bonds, the Issuer must either achieve qualified status or secure prior approval of the Bonds from the Michigan Department of Treasury (the "Department") pursuant to Act 34, Public Acts of Michigan, 2001, as amended.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Bonds of the Issuer aggregating the principal sum of not to exceed Three Million Five Hundred Thousand Dollars (\$3,500,000) be issued for paying the costs of Project

purposes and the cost of issuing the bonds. The bonds shall be designated 2025 School Improvement Bonds (General Obligation – Limited Tax) (the “Bonds”).

2. The Bonds shall be dated the date of delivery, or such other date as established at the time of sale; shall be fully registered bonds as to principal and interest; shall be numbered consecutively in the direct order of maturity from 1 upwards; and shall bear interest at a rate or rates to be hereafter determined not exceeding the maximum rate of five and five tenths percent (5.5%) per annum.

3. The Bonds may consist of serial or term Bonds or any combination thereof which shall be determined upon sale of the Bonds. The Bonds are issuable in minimum denominations of \$100,000 and multiples of \$5,000 over \$100,000, not exceeding the aggregate principal amount for each maturity, and shall mature on April 1 in each year, in the final principal amounts determined upon sale, with interest thereon payable on October 1, 2025, or such other date as may be established at the time of sale, and semiannually thereafter on April 1 and October 1 in each year.

4. The Bonds shall otherwise be subject to redemption at the times, in the amounts, manner and at the prices as determined upon sale of the Bonds.

5. The Bonds and the interest thereon shall be payable in lawful money of the United States of America at or by a bank or trust company to be designated by the Superintendent or the Director of Finance of the Issuer (each an “Authorized Officer”) at the time of sale (herein called the “Paying Agent”), which shall act as the paying agent and bond registrar or such successor paying agent-bond registrar as may be approved by the Issuer, on each semiannual interest payment date and the date of each principal maturity.

6. Book Entry. At the request of the Purchaser, the ownership of one fully registered bond for each maturity in the aggregate principal amount of such maturity shall be registered in the name of Cede & Co., as nominee of The Depository Trust Company (“DTC”). So long as the Bonds are in the book entry form only, the Paying Agent shall comply with the terms of the Blanket Issuer Letter of Representations to be entered into between the Issuer and DTC, which provisions shall govern registration, notices and payment, among other things, and which provisions are incorporated herein with the same effect as if fully set forth herein. An Authorized Officer is authorized and directed to enter into the Blanket Issuer Letter of Representations with DTC in such form as determined by an Authorized Officer, in consultation with bond counsel, to be necessary and appropriate. In the event the Issuer determines that the continuation of the system of book entry only transfer through DTC (or a successor securities depository) is not in the best interest of the DTC participants, beneficial owners of the Bonds, or the Issuer, the Issuer will notify the Paying Agent, whereupon the Paying Agent will notify DTC of the availability through DTC of the bond certificates. In such event, the Issuer shall issue and the Paying Agent shall transfer and exchange Bonds as requested by DTC of like principal amount, series and maturity, in authorized denominations to the identifiable beneficial owners in replacement of the beneficial interest of such beneficial owners in the Bonds, as provided herein.

So long as the book-entry-only system remains in effect, in the event of a partial redemption the Paying Agent will give notice to Cede & Co., as nominee of DTC, only, and only Cede & Co. will be deemed to be a holder of the Bonds. DTC is expected to reduce the credit balances of the

applicable DTC Participants in respect of the Bonds and in turn the DTC Participants are expected to select those Beneficial Owners whose ownership interests are to be extinguished or reduced by such partial redemptions, each by such method as DTC or such DTC Participants, as the case may be, deems fair and appropriate in its sole discretion.

7. In the event the Bonds are not or are no longer in book entry form only, the following provisions would apply to the Bonds:

The Paying Agent shall keep or cause to be kept, at its principal office, sufficient books for the registration and transfer of the Bonds, which shall at all times during normal business hours be open to inspection by the Issuer; and, upon presentation and surrender for such purpose, the Paying Agent shall, under such reasonable regulations as it may prescribe, transfer or cause to be transferred on said books, Bonds as herein provided.

Any Bond may be transferred upon the books required to be kept pursuant to this section by the person in whose name it is registered, in person or by a duly authorized agent, upon surrender of the Bond for cancellation, accompanied by delivery of a duly executed written instrument of transfer in a form approved by the Paying Agent. Whenever any Bond or Bonds shall be surrendered for transfer, the Issuer shall furnish or cause to be furnished a sufficient number of manual or facsimile executed Bonds and the Paying Agent shall authenticate and deliver a new Bond or Bonds for like aggregate principal amount. The Paying Agent shall require the payment of any tax or other governmental charge required to be paid with respect to the transfer to be made by the bondholder requesting the transfer.

8. If any Bond shall become mutilated, the Issuer, at the expense of the holder of the Bonds, shall furnish or cause to be furnished, and the Paying Agent shall authenticate and deliver, a new Bond of like tenor in exchange and substitution of the mutilated Bond, upon surrender to the Paying Agent of the mutilated Bond. If any Bond issued under this resolution shall be lost, destroyed or stolen, evidence of the loss, destruction or theft and indemnity may be submitted to the Paying Agent, and if satisfactory to the Paying Agent and the Issuer, the Issuer at the expense of the owner, shall furnish or cause to be furnished, and the Paying Agent shall authenticate and deliver a new Bond of like tenor and bearing the statement required by Act 354, Public Acts of Michigan, 1972, as amended, being sections 129.131 to 129.134, inclusive, of the Michigan Compiled Laws, or any applicable law hereafter enacted, in lieu of and in substitution of the Bond so lost, destroyed or stolen. If any such Bond shall have matured or shall be about to mature, instead of issuing a substitute Bond, the Paying Agent may pay the same without surrender thereof.

9. The President and Secretary are authorized to provide the Bonds in conformity with the specifications of this resolution by causing their manual or facsimile signatures to be affixed thereto, and upon the manual execution by the authorized signatory of the Paying Agent, the Treasurer is authorized and directed to cause said Bonds to be delivered to the Purchaser upon receipt of the purchase price and accrued interest, if any.

Blank Bonds with the manual or facsimile signatures of the President and Secretary affixed thereto, shall, at the direction of bond counsel and as necessary, be delivered to the Paying Agent for safekeeping to be used for registration and transfer of ownership.

10. There is hereby created a separate depository account to be kept with a bank located in the State of Michigan and insured by the Federal Deposit Insurance Corporation, previously approved as an authorized depository of funds of the Issuer, to be designated 2025 SCHOOL BOND DEBT RETIREMENT FUND (the "DEBT RETIREMENT FUND"), all proceeds from taxes levied for the DEBT RETIREMENT FUND shall be deposited as collected into said fund to be used for the purpose of paying the principal and interest on the Bonds as they mature or are redeemed. Upon receipt of the Bond proceeds from the sale of the Bonds, the accrued interest, if any, shall be deposited in the DEBT RETIREMENT FUND. DEBT RETIREMENT FUND monies may be invested as authorized by law.

11. The Issuer irrevocably pledges to make the annual principal and interest payments on the Bonds beginning with the fiscal year 2025-2026 and during each fiscal year for which a budget is adopted, the first budget obligation within its authorized millage and other available funds until such time as the principal and interest on the Bonds have been paid in full.

12. Commencing with the 2025 tax levy, there shall be levied upon the tax rolls of the Issuer in each year for the purpose of the DEBT RETIREMENT FUND a sum not less than the amount estimated to be sufficient to pay the principal and interest on the Bonds as such principal and interest fall due, the probable delinquency in collections and funds on hand being taken into consideration in arriving at the estimate. The Issuer pledges its limited tax full faith and credit for the payment of the principal and interest on the Bonds, payable from ad valorem taxes including those taxes levied for special education purposes that may be used for Bond purposes under applicable law, which will be levied within the authorized constitutional, statutory, and charter tax rate limitations of the Issuer for such purposes and an irrevocable appropriation of a sufficient amount of taxes will be made each year from said millage rate for the payment of principal and interest on the Bonds as due, subordinate only to any first liens on said funds pledged for the payment of state aid notes, lines of credit or tax anticipation notes heretofore or hereafter issued. The Issuer reserves the right to issue additional bonds of equal standing.

Because the Issuer does not have the power to levy taxes for the payment of the Bonds in excess of its constitutional, statutory or charter tax rate limitations, the Bonds will be limited tax general obligations of the Issuer, and, if tax collections are insufficient to pay the principal of or interest on the Bonds when due, the Issuer pledges to use any and all other resources available for the payment of the Bonds.

13. There is hereby created a separate account to be designated 2025 CAPITAL PROJECTS FUND, to which the proceeds of the Bond issue are to be credited.

14. The Bonds shall be in substantially the form attached hereto as Exhibit A.

15. An Authorized Officer is authorized to pursue, negotiate and select a sophisticated investor or commercial bank for a private placement of the Bonds, subject to the requirements of paragraph 18 below. An Authorized Officer is authorized to execute any documents or agreements necessary to evidence or consummate the private placement in accordance with the provisions of this resolution. Based upon information provided by the Issuer's Financial Advisor, a negotiated sale allows flexibility in the timing, sale and structure of the Bonds in response to changing market conditions.

16. An Authorized Officer is authorized to approve circulation of a Preliminary Official Statement or Marketing Bulletin, as necessary, describing the Bonds.

17. An Authorized Officer, or designee if permitted by law, is authorized to:

- A. File with the Department an application for approval to issue the Bonds, if required, and to pay any applicable fee therefor and, further, within fifteen (15) business days after issuance of the Bonds, file any and all documentation required subsequent to the issuance of the Bonds, together with any statutorily required fee.
- B. Make application for municipal bond insurance if, upon advice of the Issuer's Financial Advisor, the purchase of municipal bond insurance will be cost effective. The premium for such bond insurance shall be paid by the Issuer from Bond proceeds.

18. The authorization to make a direct placement of the Bonds is subject to the following parameters:

- A. the true interest cost rate on the Bonds shall not exceed five and five tenths percent (5.5%) per annum;
- B. the term of the Bonds shall not exceed ten (10) years; and
- C. the receipt of express written recommendation of the Issuer's Financial Advisor identified herein to accept the terms of the bond purchase and/or placement agreement.

19. An Authorized Officer is further authorized and directed to (i) appoint a paying agent for the Bonds; (ii) select a bond insurer, accept a commitment therefor and authorize payment of a bond insurance premium to insure any or all of the Bonds if recommended in writing by the Issuer's Financial Advisor; (iii) if required, deem a Preliminary Official Statement for the Bonds final for purposes of SEC Rule 15c2-12(b)(1); and (iv) if required, execute and deliver a final Official Statement on behalf of the Issuer.

20. The President or Vice President, the Secretary, the Treasurer, the Superintendent, the Director of Finance, and/or all other officers, agents and representatives of the Issuer and each of them shall execute, issue and deliver any certificates, statements, warranties, representations, or documents necessary to effect the purposes of this resolution, the Bonds, or the bond purchase and/or placement agreement.

21. The officers, agents and employees of the Issuer are authorized to take all other actions necessary and convenient to facilitate the sale and delivery of the Bonds.

22. Thrun Law Firm, P.C., is appointed as bond counsel for the Issuer with reference to the issuance of the Bonds authorized by this resolution. Further, Thrun Law Firm, P.C., has informed this Board that it represents no other party in the issuance of the Bonds.

23. The financial consulting firm of PFM Financial Advisors LLC, is appointed as financial advisor to the Issuer with reference to the issuance of the Bonds herein authorized.

24. The Board covenants to comply with existing provisions of the Internal Revenue Code of 1986, as amended (the "Code"), necessary to maintain the exclusion of interest on the Bonds from gross income.

25. The Bonds of this issue are hereby designated as "qualified tax-exempt obligations" for purposes of deduction of interest expense by financial institutions under the provisions of the Code. In making said designation, the Board determines that the reasonably anticipated amount of tax-exempt obligations which will be issued by the Issuer or entities which issue obligations on behalf of the Issuer during calendar year 2025 will not exceed \$10,000,000, excluding only those tax-exempt obligations as permitted by Section 265(b)(3)(C)(ii) of the Code.

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

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

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

Secretary, Board of Education

CJI/keh

EXHIBIT A

**[No.]
UNITED STATES OF AMERICA
STATE OF MICHIGAN
C.O.O.R. INTERMEDIATE SCHOOL DISTRICT
2025 SCHOOL IMPROVEMENT BOND
(GENERAL OBLIGATION - LIMITED TAX)**

Rate Maturity Date Date of Original Issue CUSIP No.

REGISTERED OWNER:
PRINCIPAL AMOUNT:

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT, STATE OF MICHIGAN (the "Issuer"), promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America on the Maturity Date specified above, with interest thereon, from the Date of Original Issue until paid at the Rate specified above on the basis of a 360-day year, 30-day month, payable on October 1, 2025, and semiannually thereafter on the first day of April and October of each year (the "Bond" or "Bonds"). Principal on this Bond is payable at the corporate trust office of _____, MICHIGAN (the "Paying Agent"), upon presentation and surrender hereof. Interest is payable by check or draft mailed to the Registered Owner at the registered address shown on the registration books of the Issuer kept by the Paying Agent as of the close of business on the 15th day of the month preceding any interest payment date. The Issuer may hereafter designate a successor paying agent/bond registrar by notice mailed to the Registered Owner not less than sixty (60) days prior to any interest payment date.

This Bond is one of a series of bonds of like date and tenor, except as to denomination, rate of interest and date of maturity, aggregating the principal amount of Three Million Five Hundred Thousand Dollars (\$3,500,000) issued under and in pursuance of the provisions of Act 451, Public Acts of Michigan, 1976, as amended; Act 34, Public Acts of Michigan, 2001, as amended; and by resolutions duly adopted by the Board of Education of the Issuer on _____, 20__ and _____, 20__, for the purpose of authorizing issuance of the Bonds by the Issuer.

The series of Bonds of which this is one is issued for the purpose of completing, remodeling, improving, furnishing and refurbishing, and equipping and re-equipping a special education building and special education facilities; and preparing, developing, improving and equipping related playgrounds and sites.

The limited tax, full faith, credit and resources of the Issuer are hereby pledged for the payment of the principal and interest on the Bonds. The Bonds of this issue are payable primarily from ad valorem taxes, including those taxes levied for special education purposes that may be used for Bond purposes under applicable law, which will be levied within the authorized constitutional, statutory and charter tax rate limitations of the Issuer and an irrevocable appropriation of a sufficient amount of such taxes will be made each year as a first operating budget obligation for the payment of the principal of and interest on the Bonds as due, subordinate only



to any first liens on said funds pledged for the payment of state aid notes, lines of credit or tax anticipation notes heretofore or hereafter issued and, if taxes are insufficient to pay the Bonds when due, the Issuer has pledged to use any and all other resources available for the payment of the Bonds. The Issuer does not have the power to levy taxes for the payment of the Bonds in excess of its constitutional, statutory or charter tax rate limitations. The Issuer reserves the right to issue additional bonds of equal standing.

MANDATORY REDEMPTION

The Bonds maturing on _____, 20__, are term Bonds subject to mandatory redemption, in part, by lot, on the redemption dates and in the principal amounts set forth below and at a redemption price equal to the principal amount thereof, without premium, together with accrued interest thereon to the date fixed for redemption. When term Bonds are purchased by the Issuer and delivered to the Paying Agent for cancellation or are redeemed in a manner other than by mandatory redemption, the principal amount of the term Bonds affected shall be reduced by the principal amount of the Bonds so redeemed or purchased in the order determined by the Issuer.

<u>Bonds due</u>	<u>Principal Amounts</u>
<u>Redemption Dates</u>	<u>Principal Amounts</u>
_____, 20__	\$
_____, 20__	
_____, 20__	
_____, 20__ (maturity)	

NO OPTIONAL REDEMPTION

Bonds of this issue are not subject to redemption at the option of the Issuer prior to maturity.

Notice of redemption of any Bond shall be given not less than thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption by mail to the Registered Owner at the registered address shown on the registration books kept by the Paying Agent. Bonds shall be called for redemption in multiples of \$5,000, and Bonds of denominations of more than \$5,000 shall be treated as representing the number of Bonds obtained by dividing the denomination of the Bond by \$5,000, and such Bonds may be redeemed in part, provided the unredeemed portion has a par value of not less than \$100,000. The notice of redemption for Bonds redeemed in part shall state that upon surrender of the Bond to be redeemed a new Bond or Bonds in an aggregate principal amount equal to the unredeemed portion of the Bond surrendered shall be issued to the Registered Owner thereof. No further interest payment on the Bonds or portions of Bonds called for redemption shall accrue after the date fixed for redemption, whether presented for redemption, provided funds are on hand with the Paying Agent to redeem the same.

If less than all of the Bonds of any maturity shall be called for redemption prior to maturity, unless otherwise provided, the particular Bonds or portions of Bonds to be redeemed shall be selected by the Paying Agent, in such manner as the Paying Agent in its discretion may deem proper, in the principal amounts designated by the Issuer. Upon presentation and surrender of such Bonds at the corporate trust office of the Paying Agent, such Bonds shall be paid and redeemed.

This Bond is registered as to principal and interest and is transferable, as provided in the resolutions authorizing the Bonds, only upon the books of the Issuer kept for that purpose by the

Paying Agent, by the Registered Owner hereof in person or by an agent of the Registered Owner duly authorized in writing, upon the surrender of this Bond together with a written instrument of transfer satisfactory to the Paying Agent duly executed by the Registered Owner or agent thereof and thereupon a new Bond or Bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the resolutions authorizing the Bonds, and upon payment of the charges, if any, therein provided. The Bonds are issuable in minimum denominations of \$100,000 and multiples of \$5,000 over \$100,000 not exceeding the aggregate principal amount for each maturity.

It is hereby certified and recited that all acts, conditions and things required to be done, to happen, and to be performed, precedent to and in the issuance of this Bond, have been done, have happened and have been performed in due time, form and manner, as required by law.

This Bond shall not be deemed a valid and binding obligation of the Issuer in the absence of authentication by manual execution hereof by the authorized signatory of the Paying Agent.

IN WITNESS WHEREOF, C.O.O.R. Intermediate School District, State of Michigan, by its Board of Education, has caused this Bond to be signed in the name of the Issuer by the manual or facsimile signature of its President and countersigned by the manual or facsimile signature of its Secretary as of _____, 2025, and to be manually signed by the authorized signatory of the Paying Agent as of the date set forth below.

C.O.O.R. INTERMEDIATE SCHOOL
DISTRICT
STATE OF MICHIGAN

Countersigned

By _____
Secretary

By _____
President

CERTIFICATE OF AUTHENTICATION

Dated:

This Bond is one of the Bonds described herein.

(Name of Bank)

(City, State)

PAYING AGENT

By _____
Authorized Signatory

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned hereby sells, assigns and transfers unto _____
_____ the within Bond and does hereby irrevocably
constitute and appoint _____ attorney to transfer
the Bond on the books kept for registration of the within Bond, with full power of substitution in
the premises.

Dated: _____

NOTICE: The assignor's signature to this assignment
must correspond with the name as it appears upon the
face of the within Bond in every particular without
alteration or any change whatever.

Signature Guaranteed:

Signature(s) must be guaranteed by an eligible guarantor institution participating in a
Securities Transfer Association recognized signature guarantee program.

The Paying Agent will not effect transfer of this Bond unless the information concerning
the transferee requested below is provided.

Name and Address: _____

(Include information for all joint owners if the Bond is held by joint
account.)

PLEASE INSERT SOCIAL SECURITY NUMBER OR
OTHER IDENTIFYING NUMBER OF ASSIGNEE

(if held by joint account, insert number
for first named transferee)

7. Department Updates - Board members read these
in advance of the meeting.

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



BOARD OF EDUCATION

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Jared Socia,
Director of Operations

To: Shawn Petri, Superintendent

From: Michael Evans, CTE Director

Date: February 6, 2025

Subject: CATIC Update

Student Tours & Presentations

As we begin scheduling for the 2025-26 school year, CATIC staff and students have been actively hosting prospective students from local schools, offering them a firsthand look at the exciting opportunities available in Career and Technical Education (CTE). These tours have been well received and have generated significant interest in our programs across the ISD.

CATIC-Kirtland Partnership

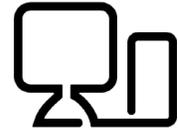
CATIC continues to strengthen its partnership with Kirtland Community College to enhance student outcomes. In January, Mr. Evans and Ms. Alex met with Kirtland staff to discuss key aspects of this collaboration. The meeting reaffirmed our shared commitment to fostering student success, and we look forward to the positive impact of these efforts. Stay tuned for updates!

Additionally, students from Medical Occupations, Public Safety, and Cosmetology participated in a tour of Kirtland’s Four Mile Campus in late January. This visit provided valuable insight into college life and laid a strong foundation for their continued education after graduation.



Michigan Career Education Conference

Also in late January, Mr. Evans attended the Michigan Career Education Conference, where he had the opportunity to network with CTE professionals from across the state and explore new initiatives and opportunities offered by the Michigan Office of CTE.



Educational Technology Association

Technology for Learning

February 2025 ETA Report

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

Tickets (ETA Wide):

- Current Open: 301
- Created this month: 1513

Trainings Provided:

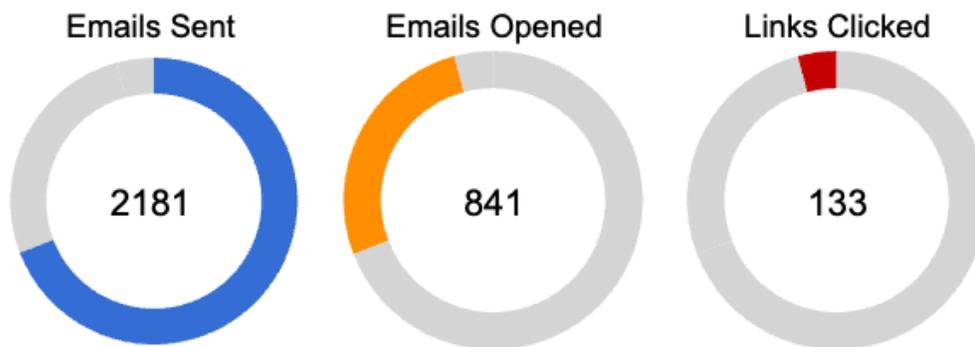
- Illuminate
- Google Classroom
- Artificial Intelligence
- 3D Printing
- Virtual Reality Tours
- PowerSchool
- Pupil Accounting

Updates:

- PowerSchool, the company that provides school districts with student information management software, recently notified schools across the country, including us, that some school information may have been impacted by a recent cyber incident impacting PowerSchool's systems. We are actively working with PowerSchool and our local districts to plan for the best action moving forward.
- It is currently E-Rate season. Therefore, we are collaborating with districts to assess their connectivity requirements back to the ISD. This includes districts with expiring contracts and those requiring network equipment to fully utilize this funding opportunity.
- Clare-Gladwin RESD and our organization have a verbal agreement to combine our network teams, or network operation center (NOC). We have received a 12c consolidation grant to complete this project and are beginning to plan how to best support both our members and theirs. Our goal is to not only maintain, but to improve, our current level of service.

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

- 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.
- 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.





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To: Shawn Petri, Superintendent

From: Katie Keith, Early Childhood Supervisor

Date: February 2025

Subject: Early Childhood Update

Happy New Year!

Great Start to Quality

We are starting the second quarter off on a great note. We are getting ready to submit the application for the Family Child Care Network (FCCN) by February 7th, 2025. If awarded, we will begin implementing the work in April. This will require an additional part-time person to replace some of our Licensed Exempt work in order for two of our Quality Improvement Coaches to begin the work of the Family Child Care Network Hub. One hub consists of 25 licensed home child care providers or Licensed Exempt Providers.

Since this round of the grant will only be a partial year, we only have until October 1st to complete the work. We decided to only invite the licensed providers for this round and there will most likely be a group located in Alpena and Gaylord. We are hearing that this grant should be available to apply for the next 4 years and possible 5 additional years beyond that. In the next rounds, we will extend the invitation to Licensed Exempt child care providers. This is great news for our home-based licensed child care providers.

This grant helps assist with business supports, quality of care, child care well-being, and connects them to resources and programs in the community. We are currently working with partners in the community (Mi Works, Local Health Departments, Family Engagement Center, SBA, and others) to provide a catalog of topics that they can choose to have presentations and trainings put on. This Hub will be led by the child care providers. They will be gaining experience to become leaders and bring will in turn, bring more professionalism to their programs.

[For more info on FCCN](#)

Great Start Collaborative & Great Start Parent Coalition

Our Iosco Family Coalition has been hard at working creating opportunities for families in their communities.

The IFC has started back up their Tot Time which is held weekly for families and is focused on school readiness activities, fine and gross motor skills and social emotional development. Tot Time runs from January through April and is facilitated by our Family Coalition.

The IFC also hosted a I enjoy an evening of bo share exactly what the attended the event.



Great Start FLOAT SAFE GRANT PROPOSAL

Tammy Tyler
GREAT START FAMILY LIAISON
TYLER@COORISD.NET



FAMILY FIRST AID TRAINING



TRAINING INCLUDES:

- ✔ CPR (Hands Only)
- ✔ STOP THE BLEED
- ✔ Choking Relief
- ✔ Basic First Aid Education

MARCH 10, 2025

SESSION 1 3:00PM-4:15PM

SESSION 2 5:00PM-6:15PM

LOCATION:

**IOSCO RESA BUILDING
27 N REMPERT RD,
TAWAS CITY, MI 48763**

- Registration required
- Limited seats available
- Two Sessions to chose from
- Child Care and Snacks
- Door Prizes and Giveaways



Brought to by :

Iosco Co Family Coalition
Great Start COOR/IOSOC
& MY MICHIGAN Health

CONTACT US:

989-915-2752 Tammy Tyler

tylert@coorisd.net

Register here:

<http://bit.ly/3WDkfXm>

The materials are funded through a grant provided by the Michigan Department of Lifelong Education, Advancement, and Potential

REGISTER NOW



connect with peers and ed as a way to recruit and le h



Iosco Family Coalition launched the Family First Aid Training to the community. It went viral with the homeschool families in both Iosco and Ogemaw Counties. Tammy was able to talk with the Homeschool Leaders, she will be working on two Kids First Aid Trainings to take place in Ogemaw and Iosco Counties. This is an amazing opportunity to support our hard to reach homeschool groups. Our partnership with MY MI will make these completely free events for the participants. see flyer above

Great Start received school use permission from Grayling High School to move forward with the 2025 Neighborhood Connect, 2024 Neighborhood Connect reached 236 families in Crawford County. see "Save the Date" above.

Presentations to Ogemaw, Oscoda, and Crawford County Yak Councils took place in January, to support the "Float Safe" water safety initiative. Presentation to Iosco Yak will take place in February. See grant proposal cover above

Gerrish Township committed to a Sea Tow Grant to fund a "Float Safe" loaner station at the

Gerrish Marina and Boat Launch. Tammy has a presentation for permission to install a second loaner station and little library at Gerrish Carlos Park site.

Great Start Readiness Program

Enrollment season for the 2025-26 school year is open! Families may now register for pre-k in our [COOR Pregnancy to Preschool database](#). As the enrollment season starts, we roll over all children 0-3 years old in the database into the upcoming year. By rolling the children over every year, families are reassured they only ever have to complete an intake once and they know COOR aims to offer the most relevant programs based on the age and needs of their child. Every year prior to enrollment season, we gather as a partnership committee consisting of all pre-k programs, early on, and Head Start to review and update our protocols, timelines and expectations. With the implementation of Pre-K for All, our partnership committee was able to move up the initial enrollment date and increase the frequency of when children are being enrolled. Families may apply via the database, programs make contact and set up application meetings and then are put on the enrollment priority list based on the Federal Poverty Level. Starting April 1, 2025, we will begin to enroll children every two weeks so we are continuously filling spots. Programs keep spots open over the summer for any late enrollees. We are hoping all programs are full before the start of school.

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Jared Socia,
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To: Shawn Petri, Superintendent

From: Melisa Akers, Director of Special Education

Date: February 3, 2025

Subject: Special Education Update

A Message from our Director, Melisa Akers

January brought its share of health challenges to the CEC and the central office special education team, with several staff members out due to Influenza, Norovirus, and COVID. Thankfully, everyone is back at work, and we're hoping to make it to spring without another wave of illness—fingers crossed!

LINKFEST 2024: A Day of Inclusion & Fun

The annual **LINKFEST** event took place on **January 28th**, bringing together students from across the ISD for a day of fun and connection. **Amy Bontekoe, Peer to Peer Coordinator at Houghton Lake Community Schools**, organizes this incredible event each year, and **COOR proudly sponsors the tubing rentals** at Hanson Hills.

This year's event saw **63 students—both with and without disabilities—participate** in the tubing adventure. The group enjoyed a pizza lunch followed by Mrs. Bontekoe's famous homemade chocolate chip cookies. Rosy cheeks, snowy faces, and big smiles were in abundance!

What is Peer to Peer?

Peer to Peer is an **evidence-based program** designed to foster meaningful **connections between students with and without disabilities**

throughout the school day. By harnessing **natural opportunities for interaction**, Peer to Peer:

- Promotes **belonging for all students**
- Provides **peer education** that increases **understanding and acceptance of disabilities**
- Builds an **inclusive school culture**

If you're interested in learning more about **Peer to Peer**, click [here](#).





A Message from our Principal, Joe Moore

January was another exciting and busy month at CEC & ATC! Our classroom teachers planned engaging and hands-on activities, incorporating sensory play, cooking, and exposure to new languages and cultures.

- **Ms. Pat and her team** led students through a variety of sensory play experiences, including making their own snow from a kit, adding food coloring to real snow, and even creating candy using snow.
- **Ms. Hannah's class** had a blast making personal pizzas. Cooking activities like this help students develop fine motor skills, follow directions, engage their senses, and experience a sense of accomplishment.
- **Ms. Shannon and her team** have been introducing sign language to their students. Learning sign language fosters awareness of the challenges faced by the deaf community, breaks down communication barriers, and introduces students to a unique culture.
- **Ms. Angie's students** put their baking skills to the test by making an apple cake from scratch. The class worked together to follow the recipe and, of course, enjoyed tasting their delicious creation!



One of my growth goals this year is to strengthen the school's connection with parents, families, and guardians. To support this, I will be creating a monthly newsletter that highlights the incredible activities happening in our classrooms. This newsletter will be emailed to parents and guardians and posted on the COOR ISD website. You can find the [→most recent edition here.←](#)

Over the past few months, we have successfully filled several paraprofessional vacancies at CEC & ATC. Please join me in welcoming **Abbey Zimostrad, Cheyenne Harris, Gwyneth Murray, Emily Boersen, and Erika Rajaniemi** to our team! Additionally, we are excited to welcome our newest hire, **Bonnie Zabel**, who joined us on Monday (2/3) and is now part of **Tracy Hendershott's classroom** at CEC. With just a few vacancies remaining, we are hopeful to find qualified individuals soon.

A special **congratulations** to the incredible team in **Ms. Cheri's classroom** for their outstanding attendance this school year! **Courtney, Jessica, and Gwyn** have a combined total of only five absences—an impressive display of commitment and

reliability. Their dedication does not go unnoticed, and we truly appreciate their hard work.

A Message from our Special Education Technical Assistance, Nicole Grace

Northern Autism Network (NAN) Engagement & Special Education Training Updates

This past month, we had the privilege of hosting the **Northern Autism Network (NAN)** for their second in-person meeting of the year. As representatives of this group, **Amber Larrison and I** work to support four key priority areas aimed at enhancing services for Autistic students across the ISD:

- **Professional Development & Resource Dissemination**
- **Establishing a Coaching Structure**
- **Implementation of Evidence-Based Practices through Coaching**
- **Peer-to-Peer Support**

As part of these efforts, we actively pursue **grant funding through START** to expand programs, training, and services. This spring, NAN funds will support **four professionals and two parents of Autistic students** in attending the **Annual START Conference in Lansing**. With a focus on communication, this opportunity will help establish an **Alternative and Augmentative Communication (AAC) Implementation Team** within the ISD.

Additionally, we recently welcomed **special education teams from Grayling, Mio, West Branch-Rose City, and Houghton Lake** for training on the **Educational Benefit Review Process**, facilitated by **Melisa, Brenda, and myself**. This process is crucial for assessing student progress within the general education curriculum and evaluating the effectiveness of their **Individualized Education Plan (IEP)**. It serves as a valuable tool in complex cases and when considering placement changes, ensuring that students receive the **maximum educational benefit**.

We look forward to continuing these efforts to strengthen our support systems for students, educators, and families!

A Message from our Early On Coordinator, Michele Cochrane

Early Childhood Updates & Initiatives

We currently have **50 students enrolled**, with **38 new referrals** received in the **second quarter of FY 2024-25 (Oct-Dec)**. Referral breakdown by district:

- **12** from HLCS
- **11** from CASD
- **9** from WBRC
- **4** from RAPS
- **1** from Mio-AuSable

- 1 from Fairview

Upcoming Training & Presentations

On **February 24th**, **MiLEAP personnel** will visit our ISD to provide an **in-person Early On Medicaid training**. Recent updates to the Medicaid Manual have introduced new billing codes that expand reimbursement opportunities for Early On services. These newly covered services include:

- Skills training and development
- Developmental delay prevention activities
- Family training
- Assessment of home, physical, and family environment

Additionally, on **February 22nd**, **Michele Cochrane (Early On Coordinator)** and **Tammy Baudoux (Occupational Therapist)** will present at the regional early childhood conference, *Building Blocks for Kids*. Their session on **Inclusion in Childcare and Preschool** will highlight the [All Together Now](#) childcare inclusion modules, which are available for free on the CCRESA Early On Training and TA website. They will also share the [Preschool Collective Action Plan](#) (developed in 2022) and collaborate with providers on strategies to foster inclusive environments where all children can thrive.

Help Me Grow Pilot Initiative

COOR ISD is participating in Cohort 2 of the Office of Special Education's **Build Up/Help Me Grow Pilot**. Beginning in **March**, COOR ISD will be integrated into [Help Me Grow](#), enhancing coordination of Child Find efforts for children ages 3-5. This initiative is a **collaborative effort** between our ISD Early Childhood departments and LEA Special Education teams, aiming to:

- Strengthen **Child Find processes** for preschool-aged children
- Improve **educational outcomes** for young learners
- Foster **stronger professional relationships** across districts

Although the pilot is focused on Preschool Special Education Child Find, Help Me Grow will also connect families with referrals and resources for additional services. **Michele Cochrane and Amber Larrison** are leading this initiative.

These efforts reflect our commitment to **enhancing early childhood services, expanding access to resources, and ensuring that all children receive the support they need to succeed in their early years.**



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Jared Socia,
Director of Operations

To: Shawn Petri, Superintendent

From: Katie Harris

Date: January 2025

Subject: Instructional Services Update

Instructional Services

Director: Katie Harris

COOR Instructional Leadership Team Communication

The Instructional Leadership Team continued their work on developing a regional instructional system by providing feedback to the Student Support Network on a regional vetting process for approving suggested resources and/or materials. Next, team members continued their analysis of the November 1st participant exit results using a distress lens to sort the feedback for action planning. The team also provided a recommendation to the Superintendents for next steps on a regional professional learning event.

COOR Student Support Network Communication

The Student Support Network (SSN) continued their work of developing a regional student support system to provide consistent and effective structures and resources to address the nonacademic needs of the whole child by using the hexagon tool to determine a resource vetting process. The team used program indicators to generate sample questions when considering a resource and/or material. From there, the regional Instructional Leadership Team will provide SSN team members feedback as both teams decide on a regional vetting process. Next month, the team members will join the ILT members in a combined training to increase facilitation strategies, tools, and techniques.

31n Team

Behavioral Health Coordinator: Michelle Culton-Ekstrom

- The 31n Team has been very busy this year already with several Whole Child Trauma Assessments and Follow Up Appointments with Dr. Sloane. The comprehensive assessment preparation is completed by the whole child specialist in collaboration with the school team and family. This process is very detailed, requiring several psychological assessments, psychosocial interviews, observation of the student in the classroom,

trauma history collection, and interviews with parents and teachers. Often this takes the team members involved an average of 25 hours of preparation time. Dr. Sloane reviews the extensive information and meets with the school team and parents for two hours. His report is often 40 pages or more, providing details of the assessments, diagnoses, and behavioral and medication recommendations. Additionally, resources for ongoing classroom and parental support is included. Dr. Sloane also follows up after the team meeting with a letter to the child's physician, providing information from the team and testing, along with medication recommendations. The team then reconvenes in one month for a follow up meeting, and again two to three more monthly meetings. The Whole Child Assessment process offers support to students with the most severe mental behavioral health needs.

- Our Whole Child Specialists continue their daily work with students who are experiencing a variety of behavioral mental health needs. Documentation in bhworks is required of each Whole Child Specialist. The top needs identified are recorded as: Life management, inadequate social skills, Post-Traumatic Stress Disorder, Adjustment Disorder, unspecified Life management difficulty, Stress, Adjustment disorder with mixed anxiety and depressed mood, Life management difficulty-Social role conflict, Antisocial behavior, Negative life event in childhood, Disappearance or death of family member, and more.
- Our Student Engagement Coach, Christie Pudvan, remains busy providing supportive strategies for teachers and students. This includes observation time, providing nurture circles, social emotional lessons, and professional learning lessons for school staff. This has been a valuable service for all.
- At the end of February all of the Whole Child Specialists will be TBRI ® Practitioners, as Crystal Davis completes her week-long training this month.

K-5 Literacy

K-5 Literacy Coach: Michelle Ewald

ISD-Wide Professional Learning

- An ISD-wide podcast, "Literacy Quick Hitters: 5 Minutes to Improve Instruction," produced locally (by me), has been launched. The first episode, centered around [classroom lighting research](#), has been distributed to staff members via building leadership. It will also be available on our COOR ISD website. The podcast format will provide brief overviews of timely literacy-related topics, with the ultimate goal of follow up professional learning and/or coaching sessions at the building level.
- The topic of upcoming changes required in K-12 schools related to dyslexia legislation is a focus statewide right now. Keeping our districts informed about the latest information about new requirements looks to be an ongoing focus in the literacy realm until these new laws take full effect in the 2027-28 school year.

District-Level Support:

Ongoing support in each of these elementary buildings:

- **Fairview Elementary** - continued work with one classroom teacher analyzing student ELA data and adjusting literacy instruction according to student needs.
- **Grayling Elementary** - currently exploring the possibility of a local version of a *Reading Above the Fray* book study. This professional learning would be co-facilitated with the building coach.
- **Houghton Lake/Collins Elementary** - ongoing ELA curriculum pilots are coming to a close, with a final decision to be made in February. Once the staff selects a new curriculum, the focus will shift to professional learning to support full implementation in the fall.
- **Mio Elementary** - support for CKLA implementation through staff and grade level team meetings continues on a regular basis.
- **Roscommon Elementary** - the current focus is working alongside the building coach and grade level teams to adjust literacy instruction as a response to the analysis of midyear ELA data.

R.O.O.C. Inc.

11018 North Cut Road, Roscommon, MI 48653

www.rooc.org

MEMORANDUM

To: Shawn Petri
From: Somer Quinlan
Re: ROOC Update
Date: February 6, 2025

January has been a productive and busy month filled with annual reviews and compliance activities. Despite facing some obstacles due to inclement weather and legislative funding confusion, our commitment to delivering the highest quality services to those we serve remains unwavering. The following is an update on key activities and progress made during the month.

- **Staff Performance Appraisals:** All staff performance appraisals were completed successfully during January. This is part of our ongoing commitment to employee development and maintaining high standards of care.
- **ROOC Client Handbook & Recipient Rights Reviews:** As part of our annual review process, we met with each of our clients to review the ROOC Client Handbook and discuss Recipient Rights. This ensures that all clients remain informed and that our policies are transparent and consistent with best practices.
- **CARF Accreditation:** This year, we are preparing for the CARF Accreditation survey and audit, which will take place in the fall. As our last 3-year CARF accreditation occurred in October 2022, we are working to ensure all standards are met and our organization remains fully compliant.
- **Inclement Weather:** The past month has seen some challenges related to weather disruptions. However, our team has remained adaptable and committed to continuing services despite these circumstances.
- **Legislative Funding Confusion:** We will remain well informed of any potential impacts and continue to advocate for the necessary resources of our organization.
- **Client Growth:** We are pleased to report that we have gained three additional clients in 2025, marking a positive step forward in expanding our reach and providing services to more individuals in need.
- **Building Construction:** As part of our plans for 2025, we are preparing for construction work that will take place within our building this year. This will involve “temporary” changes to our production and storage areas, as well as adjustments to functional areas for programming. We are working diligently to ensure minimal disruption during this process.

January has been a month of steady progress, despite the challenges we have faced. We will continue to adapt and strive to deliver the best services possible to the individuals we serve. As always, we remain committed to the mission of our organization and to the people we serve.

8. 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.

9. Consent Agenda

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

A. Approve minutes of previous meeting January 8, 2025

B. Approval of Bills for January 2025 totaling \$2,255,827.03

52

A/P Check Register

Printed: 2/6/2025 3:10 PM

COOR ISD

Expense on Date: 01/01/2025 to 1/31/2025

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
142226	STRATEGIC SOLUTION SERVICES	93	01/03/2025	105322	124.04	0.00	124.04
20310	UNITED WAY OF ROSCOMMON COUNTY	93	01/03/2025	105323	2.00	0.00	2.00
141200	AMAZON CAPITAL SERVICES INC	589	01/02/2025	105329	444.08	0.00	444.08
141731	AMBER AKIN	589	01/02/2025	105330	261.30	0.00	261.30
141937	ANGIE STERN	589	01/02/2025	105331	622.98	0.00	622.98
141990	AYESHA WEBER	589	01/02/2025	105332	62.98	0.00	62.98
2554	BECKY BUNN	589	01/02/2025	105333	85.76	0.00	85.76
20535	BRENDA VAUGHAN-IDE	589	01/02/2025	105334	206.36	0.00	206.36
13751	CATHERINE MIX	589	01/02/2025	105335	278.00	0.00	278.00
142005	CENTRAL MICHIGAN UNIVERSITY	589	01/02/2025	105336	3,375.00	0.00	3,375.00
3640	CLARE GLADWIN INT SD	589	01/02/2025	105337	100.00	0.00	100.00
16940	COUNTY OF ROSCOMMON COUNTY TREASURER	589	01/02/2025	105338	233.96	0.00	233.96
4440	CRAWFORD AUSABLE SD	589	01/02/2025	105339	4,499.00	0.00	4,499.00
141894	CULLIGAN WATER CONDITIONING	589	01/02/2025	105340	53.00	0.00	53.00
5096	DEWEY'S AUTO REPAIR	589	01/02/2025	105341	451.39	0.00	451.39
6349	FIRST BOOK	589	01/02/2025	105342	2,085.00	0.00	2,085.00
141933	GERRISH FIRE EMS DEPT	589	01/02/2025	105343	1,782.00	0.00	1,782.00
8428	HIGHSCOPE	589	01/02/2025	105344	150.00	0.00	150.00
8791	HOUGHTON LAKE COMMUNITY SCHOOL	589	01/02/2025	105345	44,616.16	0.00	44,616.16
142142	ILENE SMITH	589	01/02/2025	105346	115.98	0.00	115.98
141911	INTEGRITY CONSTRUCTION SERVICES	589	01/02/2025	105347	5,000.00	0.00	5,000.00
9385	IOSCO RESA	589	01/02/2025	105348	121,182.69	0.00	121,182.69
71225	JOSEPH MOORE	589	01/02/2025	105349	149.00	0.00	149.00
141488	KATIE HARRIS	589	01/02/2025	105350	116.58	0.00	116.58
141972	LILLIE MEADOWS	589	01/02/2025	105351	186.06	0.00	186.06
9157	LOUIKO SUNDAY	589	01/02/2025	105352	57.62	0.00	57.62
12280	MAASE	589	01/02/2025	105353	310.00	0.00	310.00
12985	MICHIGAN NEGOTIATORS ASSOCIATION	589	01/02/2025	105354	550.00	0.00	550.00
13160	MSBO	589	01/02/2025	105355	1,500.00	0.00	1,500.00
14205	NCS PEARSON, INC.	589	01/02/2025	105356	114.00	0.00	114.00
21278	NICOLE GRACE	589	01/02/2025	105357	2,742.50	0.00	2,742.50
14880	OFFICE CENTRAL	589	01/02/2025	105358	115.99	0.00	115.99
14890	OGEMAW COUNTY PUBLIC TRANSIT	589	01/02/2025	105359	120.00	0.00	120.00
18430	REBECCA SOCIA	589	01/02/2025	105360	77.72	0.00	77.72
19081	ROBERT J GORDON DOFAA-INS PLLC	589	01/02/2025	105361	48.00	0.00	48.00
17240	S & J EXCAVATING	589	01/02/2025	105362	7,500.00	0.00	7,500.00
15685	SHAWN PETRI	589	01/02/2025	105363	210.95	0.00	210.95
1415	TAMMY BAUDOUX	589	01/02/2025	105364	408.70	0.00	408.70
7180	TERESA GERTISER	589	01/02/2025	105365	28.81	0.00	28.81
141511	THALMA HIBBARD	589	01/02/2025	105366	75.56	0.00	75.56
142227	THE MASTER TEACHER AWARDS & GIFTS	589	01/02/2025	105367	105.90	0.00	105.90
8232	TRACY HENDERSHOTT	589	01/02/2025	105368	48.50	0.00	48.50
21200	WESTERN PSYCHOLOGICAL SVS	589	01/02/2025	105369	188.10	0.00	188.10
142216	ACD.NET	593	01/10/2025	105370	689.71	0.00	689.71
142151	ALL CAMPUS SECURITY	593	01/10/2025	105371	676.40	0.00	676.40
141200	AMAZON CAPITAL SERVICES INC	593	01/10/2025	105372	843.99	0.00	843.99
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	593	01/10/2025	105374	1,629.33	0.00	1,629.33
141937	ANGIE STERN	593	01/10/2025	105375	50.00	0.00	50.00
142235	AT&T MOBILITY	593	01/10/2025	105376	11.40	0.00	11.40
141145	AUSABLE MEDIA GROUP LLC	593	01/10/2025	105377	246.00	0.00	246.00
142234	CHERRYROAD MEDIA INC	593	01/10/2025	105378	91.80	0.00	91.80

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
141931	CHRISTINA PUDVAN	593	01/10/2025	105379	1,992.00	0.00	1,992.00
19631	CHRISTINA TAPPAN	593	01/10/2025	105380	60.02	0.00	60.02
142118	CMH COMMUNICATIONS CONSULTING	593	01/10/2025	105381	39,545.00	0.00	39,545.00
141698	COMPHEALTH MEDICAL STAFFING	593	01/10/2025	105382	14,668.47	0.00	14,668.47
4100	CONSUMERS ENERGY PAYMENT CENTER	593	01/10/2025	105383	3,221.05	0.00	3,221.05
16940	COUNTY OF ROSCOMMON COUNTY TREASURER	593	01/10/2025	105384	305.48	0.00	305.48
4440	CRAWFORD AUSABLE SD	593	01/10/2025	105385	11.45	0.00	11.45
11005	CROWNE PLAZA LANSING WEST	593	01/10/2025	105386	298.92	0.00	298.92
11005	CROWNE PLAZA LANSING WEST	593	01/10/2025	105387	149.46	0.00	149.46
11005	CROWNE PLAZA LANSING WEST	593	01/10/2025	105388	149.46	0.00	149.46
4470	CRWFD CNTY TRANSP AUTH	593	01/10/2025	105389	660.00	0.00	660.00
4900	DEAN TRANSPORTATION INC	593	01/10/2025	105390	83.58	0.00	83.58
11056	DESIREE LIPSKI	593	01/10/2025	105391	182.09	0.00	182.09
8420	EAST HIGGINS LAKE TRUE VALUE	593	01/10/2025	105392	0.00	0.00	0.00
Void by KLM on 1/13/2025							
142218	ELEVATE THERAPY COMPANY	593	01/10/2025	105393	5,600.00	0.00	5,600.00
6110	FAIRVIEW AREA SCH DIST	593	01/10/2025	105394	37,766.53	0.00	37,766.53
6115	FAIRVIEW EAGLE'S NEST PRESCHOOL	593	01/10/2025	105395	5,075.00	0.00	5,075.00
16128	FRED'S OF ROSCOMMON	593	01/10/2025	105396	126.00	0.00	126.00
6781	FRONTIER	593	01/10/2025	105397	180.00	0.00	180.00
141697	FUN FIRST THERAPY PLLC	593	01/10/2025	105398	52,099.84	0.00	52,099.84
141738	GILL-ROY'S HARDWARE	593	01/10/2025	105399	5.58	0.00	5.58
142113	GOOGLE VOICE INC	593	01/10/2025	105400	118.21	0.00	118.21
7552	GRAYLING COOPERATIVE PRESCHOOL, INC.	593	01/10/2025	105401	54,131.90	0.00	54,131.90
141941	HELEN SHASTAL	593	01/10/2025	105402	167.35	0.00	167.35
142191	HIGGINS LAKE STORAGE	593	01/10/2025	105403	100.00	0.00	100.00
141319	HOLIDAY INN EXPRESS LUDINGTON	593	01/10/2025	105404	0.00	0.00	0.00
Void by KLM on 1/14/2025							
8588	HOLIDAY INN GRAND RAPIDS DOWNTOWN	593	01/10/2025	105405	160.66	0.00	160.66
8791	HOUGHTON LAKE COMMUNITY SCHOOL	593	01/10/2025	105406	138,050.40	0.00	138,050.40
142025	HOUGHTON LAKE COOPERATIVE PRESCHOOL INC	593	01/10/2025	105407	48,166.65	0.00	48,166.65
6195	IAN FAULKNER	593	01/10/2025	105408	30.00	0.00	30.00
142086	JENNIFER HART	593	01/10/2025	105409	71.02	0.00	71.02
9025	JIM GENDERNALIK	593	01/10/2025	105410	138.40	0.00	138.40
141203	JULIE BELL	593	01/10/2025	105411	32.15	0.00	32.15
141343	KARA MULARZ	593	01/10/2025	105412	113.20	0.00	113.20
141667	KAREN WALTON EBNIT	593	01/10/2025	105413	1,610.00	0.00	1,610.00
142106	KASSIDY QUIGLEY	593	01/10/2025	105414	3,471.31	0.00	3,471.31
20457	KATHRYN VANWORMER WALDIE	593	01/10/2025	105415	92.72	0.00	92.72
141488	KATIE HARRIS	593	01/10/2025	105416	1,032.50	0.00	1,032.50
10030	KATIE KEITH	593	01/10/2025	105417	74.50	0.00	74.50
141492	KERRI SMITZ	593	01/10/2025	105418	229.81	0.00	229.81
142036	KYM NARAYANA	593	01/10/2025	105419	51.44	0.00	51.44
141656	MARK A SLOANE DO PC	593	01/10/2025	105420	4,000.00	0.00	4,000.00
141422	MELISA AKERS	593	01/10/2025	105421	236.90	0.00	236.90
11598	MELISSA MAEDER	593	01/10/2025	105422	226.98	0.00	226.98
12201	MERIT NETWORK INC	593	01/10/2025	105423	2,625.00	0.00	2,625.00
13690	MISSAUKEE COUNTY TREASURER	593	01/10/2025	105424	11.35	0.00	11.35
15652	NANCY PERSING	593	01/10/2025	105425	86.60	0.00	86.60
142135	NATIONAL SEATING & MOBILITY INC	593	01/10/2025	105426	219.10	0.00	219.10

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14205	NCS PEARSON, INC.	593	01/10/2025	105427	56.05	0.00	56.05
14631	NMCAA	593	01/10/2025	105428	4,844.27	0.00	4,844.27
142233	OGEMAW COUNTY SUPERIOR NEWS	593	01/10/2025	105429	47.60	0.00	47.60
141526	OGEMAW COUNTY TREASURER	593	01/10/2025	105430	118.48	0.00	118.48
15078	ORKIN PEST	593	01/10/2025	105431	113.99	0.00	113.99
15100	OSCODA COUNTY TREASURER	593	01/10/2025	105432	46.34	0.00	46.34
141424	PATRICIA NIEMCZYK	593	01/10/2025	105433	100.00	0.00	100.00
15585	PELION BENEFITS, INC.	593	01/10/2025	105434	250.00	0.00	250.00
141828	PONDER DOOR	593	01/10/2025	105435	3,652.60	0.00	3,652.60
141263	PRESENCE LEARNING, INC.	593	01/10/2025	105436	1,533.00	0.00	1,533.00
141711	PURITY CYLINDER GASES INC	593	01/10/2025	105437	3,332.69	0.00	3,332.69
16250	QUILL CORP	593	01/10/2025	105438	96.85	0.00	96.85
141875	RADIO NORTH LLC	593	01/10/2025	105439	1,500.00	0.00	1,500.00
16390	RAY'S PARTS CENTER	593	01/10/2025	105440	369.14	0.00	369.14
141124	REBEKAH SEELOW	593	01/10/2025	105441	40.05	0.00	40.05
19081	ROBERT J GORDON DOFAA-INS PLLC	593	01/10/2025	105442	30.00	0.00	30.00
7160	ROSCOMMON AREA PUBLIC SCHOOLS	593	01/10/2025	105443	143,695.10	0.00	143,695.10
17240	S & J EXCAVATING	593	01/10/2025	105444	3,000.00	0.00	3,000.00
141893	SCHOOL PSYCHOLOGICAL SVS PLLC	593	01/10/2025	105445	6,590.00	0.00	6,590.00
17870	SEG WORKERS COMPENSATION FUND	593	01/10/2025	105446	3,440.00	0.00	3,440.00
18555	SPARTAN STORES LLC	593	01/10/2025	105447	41.25	0.00	41.25
141649	STAPLES	593	01/10/2025	105448	185.12	0.00	185.12
142225	SUNDROP MONTESSORI PRESCHOOL	593	01/10/2025	105449	392.00	0.00	392.00
20152	TAMMY TYLER	593	01/10/2025	105450	319.44	0.00	319.44
8830	THE HOUGHTON LAKE RESORTER	593	01/10/2025	105451	146.72	0.00	146.72
19800	THRUN LAW FIRM P.C.	593	01/10/2025	105452	4,355.50	0.00	4,355.50
141944	TRACEY STEIN	593	01/10/2025	105453	118.44	0.00	118.44
141582	VISION CONSULTING LLC	593	01/10/2025	105454	2,193.53	0.00	2,193.53
20900	WALMART BUSINESS CARD	593	01/10/2025	105455	80.74	0.00	80.74
20970	WM CORPORATE SERVICES INC	593	01/10/2025	105456	171.07	0.00	171.07
21770	XEROX CORP	593	01/10/2025	105457	1,275.77	0.00	1,275.77
142226	STRATEGIC SOLUTION SERVICES	93	01/17/2025	105458	91.00	0.00	91.00
20310	UNITED WAY OF ROSCOMMON COUNTY	93	01/17/2025	105459	2.00	0.00	2.00
8420	EAST HIGGINS LAKE TRUE VALUE	8013	01/13/2025	105460	4,285.46	0.00	4,285.46
12880	MESSA	99	01/14/2025	105461	4,127.79	0.00	4,127.79
225	AFLAC	99	01/23/2025	105462	588.99	0.00	588.99
141924	ALEXANDREA WARREN	594	01/24/2025	105463	77.05	0.00	77.05
141200	AMAZON CAPITAL SERVICES INC	594	01/24/2025	105464	2,509.73	0.00	2,509.73
142235	AT&T MOBILITY	594	01/24/2025	105466	49.63	0.00	49.63
142107	AXIUM SERVICES INC	594	01/24/2025	105467	10,880.42	0.00	10,880.42
11240	BEN LOWE	594	01/24/2025	105468	155.88	0.00	155.88
142237	BENCHMARK EDUCATION	594	01/24/2025	105469	368.94	0.00	368.94
142005	CENTRAL MICHIGAN UNIVERSITY	594	01/24/2025	105470	3,580.00	0.00	3,580.00
3301	CHARLEVOIX EMMET ISD	594	01/24/2025	105471	7,281.00	0.00	7,281.00
8392	CHARLTON HESTON ACADEMY	594	01/24/2025	105472	58,859.14	0.00	58,859.14
141931	CHRISTINA PUDVAN	594	01/24/2025	105473	170.18	0.00	170.18
141698	COMPHEALTH MEDICAL STAFFING	594	01/24/2025	105474	9,636.41	0.00	9,636.41
16940	COUNTY OF ROSCOMMON COUNTY TREASURER	594	01/24/2025	105475	86.54	0.00	86.54
4400	CRAF CENTER	594	01/24/2025	105476	2,400.00	0.00	2,400.00
4440	CRAWFORD AUSABLE SD	594	01/24/2025	105477	181,712.76	0.00	181,712.76
4480	CRAWFORD COUNTY	594	01/24/2025	105478	172.23	0.00	172.23
142124	CRYSTAL DAVIS	594	01/24/2025	105479	28.81	0.00	28.81
4900	DEAN TRANSPORTATION INC	594	01/24/2025	105480	114,231.82	0.00	114,231.82

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142240	DELL MARKETING LP	594	01/24/2025	105481	6,338.85	0.00	6,338.85
5385	DTE ENERGY	594	01/24/2025	105482	3,736.89	0.00	3,736.89
6781	FRONTIER	594	01/24/2025	105483	110.56	0.00	110.56
141981	HEATHER SHARPE	594	01/24/2025	105484	1,983.77	0.00	1,983.77
142191	HIGGINS LAKE STORAGE	594	01/24/2025	105485	100.00	0.00	100.00
9385	IOSCO RESA	594	01/24/2025	105486	126,899.30	0.00	126,899.30
141506	JOSH MEYER	594	01/24/2025	105487	107.77	0.00	107.77
141203	JULIE BELL	594	01/24/2025	105488	159.09	0.00	159.09
141667	KAREN WALTON EBNIT	594	01/24/2025	105489	1,820.00	0.00	1,820.00
141488	KATIE HARRIS	594	01/24/2025	105490	606.41	0.00	606.41
10030	KATIE KEITH	594	01/24/2025	105491	386.95	0.00	386.95
5155	LI'L WILLIES	594	01/24/2025	105492	115.00	0.00	115.00
8099	MARIE HARRIS	594	01/24/2025	105493	27.20	0.00	27.20
142172	MASTER ELECTRIC ELECTRICAL CONTRACTOR	594	01/24/2025	105494	2,400.00	0.00	2,400.00
12880	MESSA	594	01/24/2025	105495	95,381.61	0.00	95,381.61
142077	MICHELLE CULTON EKSTROM	594	01/24/2025	105499	278.05	0.00	278.05
141775	MICHELLE EWALD	594	01/24/2025	105500	98.34	0.00	98.34
15351	MICHELLE PATTERSON	594	01/24/2025	105501	100.50	0.00	100.50
142239	MICHIGAN SPEECH LANGUAGE HEARING ASSOCIATION	594	01/24/2025	105502	640.00	0.00	640.00
13651	MIO AUSABLE SCHOOL DISTRICT	594	01/24/2025	105503	58,394.82	0.00	58,394.82
142135	NATIONAL SEATING & MOBILITY INC	594	01/24/2025	105504	2,344.92	0.00	2,344.92
141847	NORTHWEST EDUCATION SERVICES	594	01/24/2025	105505	3,640.50	0.00	3,640.50
14890	OGEMAW COUNTY PUBLIC TRANSIT	594	01/24/2025	105506	72.00	0.00	72.00
16250	QUILL CORP	594	01/24/2025	105507	296.89	0.00	296.89
16390	RAY'S PARTS CENTER	594	01/24/2025	105508	153.29	0.00	153.29
19081	ROBERT J GORDON DOFAA-INS PLLC	594	01/24/2025	105509	48.00	0.00	48.00
7160	ROSCOMMON AREA PUBLIC SCHOOLS	594	01/24/2025	105510	71,419.82	0.00	71,419.82
16920	ROSCOMMON AUTO RECYCLERS	594	01/24/2025	105511	425.00	0.00	425.00
17030	ROSCOMMON COUNTY TRANSPORTATION AU	594	01/24/2025	105512	1,416.00	0.00	1,416.00
7161	ROSCOMMON FOOD SERVICE	594	01/24/2025	105513	1,624.91	0.00	1,624.91
15685	SHAWN PETRI	594	01/24/2025	105514	207.20	0.00	207.20
141994	STACY SHAFTO	594	01/24/2025	105515	47.42	0.00	47.42
141649	STAPLES	594	01/24/2025	105516	132.14	0.00	132.14
20571	VERIZON WIRELESS	594	01/24/2025	105517	1,213.09	0.00	1,213.09
141582	VISION CONSULTING LLC	594	01/24/2025	105518	1,547.53	0.00	1,547.53
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	594	01/24/2025	105519	221,355.01	0.00	221,355.01
21235	WEXFORD-MISSAUKEE ISD	594	01/24/2025	105520	44,000.00	0.00	44,000.00
142226	STRATEGIC SOLUTION SERVICES	93	01/31/2025	105521	129.54	0.00	129.54
19978	TSA CONSULTING GROUP INC	93	01/31/2025	105522	3,155.00	0.00	3,155.00
20310	UNITED WAY OF ROSCOMMON COUNTY	93	01/31/2025	105523	2.00	0.00	2.00
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	99	01/27/2025	105524	213.21	0.00	213.21
141105	HEALTH EQUITY	94	01/03/2025	201705403	0.00	2,573.51	2,573.51
20245	US TREASURY	94	01/03/2025	201705404	0.00	41,978.04	41,978.04
141103	ORS	94	01/10/2025	201705408	0.00	76,860.99	76,860.99
141105	HEALTH EQUITY	94	01/17/2025	201705409	0.00	2,573.51	2,573.51
20245	US TREASURY	94	01/17/2025	201705410	0.00	41,445.36	41,445.36
20245	US TREASURY	96	01/24/2025	201705411	0.00	129.46	129.46
141103	ORS	94	01/24/2025	201705412	0.00	78,932.72	78,932.72
141105	HEALTH EQUITY	94	01/31/2025	201705414	0.00	2,573.51	2,573.51
141106	MICHIGAN DEPT OF TREASURY	94	01/31/2025	201705415	0.00	22,019.88	22,019.88
20245	US TREASURY	94	01/31/2025	201705416	0.00	43,114.33	43,114.33

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
142167	BMO	595	01/07/2025	201705417	0.00	2,863.08	2,863.08
141103	ORS	94	02/07/2025	201705418	0.00	82,150.16	82,150.16
Report Totals					<u>\$1,858,612.48</u>	<u>\$397,214.55</u>	<u>\$2,255,827.03</u>

C. Approve Revenue & Expenditure
Reports for January 2025

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**Revenue and Expenditure Report
GENERAL FUND
1/31/2025**

Revenue	January Activity	Open Encumbrance	Year to Date	Adopted Budget	
100	Revenue from Local Sources	343,957	-	673,529	1,052,060
300	Revenue from State Sources	920,692	-	5,633,441	6,372,568
400	Revenues from Federal Sources	3,030	-	373,507	1,178,856
500	LEAs	61,129	-	156,909	361,761
600	Fund Modifications (Transfers In)	-	-	-	-
	Total Revenue	1,328,808	-	6,837,386	8,965,245

Expense	January Activity	Open Encumbrance	Year to Date	Adopted Budget	
125	Compensatory Education	3,641	-	3,641	3,641
211	Truancy	-	-	-	5,000
213	Behavioral Services	76,312	8,028	201,559	227,882
216	Social Work Services	42,648	33	397,870	898,519
221	Improvement of Instruction	75,006	2,104	422,691	844,369
226	Supervision of Instructional Staff	29,975	269	170,353	440,870
229	Other Instructional Staff Services	857	201	25,223	-
231	Board of Education	66,183	1,722	336,888	99,306
232	Executive Administration	34,437	673	189,111	496,277
252	Fiscal Services	278	-	2,615	279,184
259	Other Business Services	8,325	396	49,510	3,931
261	Operations Buildings Services	-	-	1,207	89,516
283	Staff/Personnel Services	-	-	1,209	2,000
284	Information Management Services	56,010	-	177,606	5,000
285	Pupil Accounting	11,024	18	58,348	311,210
299	Other Support Services	-	-	3,277	94,060
311	Community Services Direction	20,944	114	133,278	2,500
331	Community Activities	7,546	31,971	63,634	248,446
351	Custody and Care of Children	71,798	387	368,380	530,041
411	Payments to LEAs GSRP	491,582	71,220	1,386,036	2,993,102
445	TRAILS GRANT SEC 31 P	-	-	178,571	625,000
456	Building Improvements Services	-	-	-	15,000
626	Fund Modifications (Transfers Out)	-	-	-	530,000
	Total Expense	996,566	117,133	4,171,006	8,744,854

Revenues over Expenses

2,666,380

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**Revenue and Expenditure Report
SPECIAL EDUCATION FUND
1/31/2025**

Revenue	January Activity	Open Encumbrance	Year to Date	Adopted Budget	
100	Revenue from Local Sources	911,541	-	1,924,026	3,828,604
300	Revenue from State Sources	307,232	-	1,290,555	3,252,273
400	Revenues from Federal Sources	329,852	-	806,954	3,060,437
500	Incoming Transfers and Other Transactions	171,918		343,836	722,284
600	Fund Modifications (Other Operating Transfers In)	-		-	-
	Total Revenue	1,720,543	-	4,365,371	10,863,598

Expense	January Activity	Open Encumbrance	Year to Date	Adopted Budget	
122	Instruction	282,685	6,185	1,394,127	2,504,629
212	Early On	10,683	1,351	72,592	323,543
213	Health Services	77,142	12,285	377,446	789,017
214	Psychological Services	36,051	45	161,479	324,700
215	Speech Pathology and Audiology Services	143,900	160	624,488	1,032,942
216	Social Work Services	32,566	70	124,476	335,086
217	Visual Aid Services	3,741	-	10,408	15,000
218	Teacher Consultant-Special Education Programs	-	-	6,212	-
221	Improvement of Instruction	191	-	4,025	9,907
226	Supervision and Direction of Instructional Staff	76,686	701	400,616	530,981
231, 232, 252	Board of Education, Fiscal, Executive	13,752	387	107,513	146,570
241	Office of the Principal	30,341	89	136,603	210,088
249	Graduation Supplies and Materials	-	-	-	1,000
259	Other Business Services	696	-	8,207	13,058
261	Operations Buildings Services	26,069	2,005	177,625	293,746
271	Pupil Transportation Services	125,418	359	404,578	1,162,719
281	Planning, Research, Development, and Evaluation	17,203	18	98,128	160,803
284	Information Management Services	154	618	16,964	14,933
299	Staff Appreciation	-	1,063	370	500
371	Non-Public School Pupils	3,000	-	11,206	30,000
411	Payments to LEAs	506,912	-	794,625	2,667,060
441	Payments to Other Govern. Entities	-	-	21,926	48,600
456	Building Improvements Services	8,653	5,000	46,126	52,500
	Total Expense	1,395,844	30,337	4,999,740	10,667,381

Revenues over Expenses

(634,369)

2/4/2025
8:20 AM

**Revenue and Expenditure Report
CAREER TECH FUND
1/31/2025**

Revenue		January Activity	Open Encumbrance	Year to Date	Adopted Budget
4000	PERKINS	63,501		108,286	154,477
3440	61 A	32,782		131,129	358,975
3550	61 B	40,704		162,817	354,100
3790	61 C	-		150,578	576,923
2530	61 I	-		91,550	94,207
0000	CTE	7,425		289,993	914,276
Total Revenue		144,412	-	934,352	2,452,958

Expense		January Activity	Open Encumbrance	Year to Date	Adopted Budget
4000	PERKINS	17,059	3,884	131,952	154,477
3440	61 A	10,356	7,620	87,426	358,975
3550	61 B	15,655	-	44,670	354,100
3790	61 C	2,400	1,915	137,137	576,923
2530	61 I	-	-	91,484	94,207
0000	CTE	106,878	7,397	483,069	914,108
Total Expense		152,348	20,815	975,738	2,452,789

Revenues over Expenses (41,386)

2/3/2025
3:05 PM

**Revenue and Expenditure Report
ROOC FUND
1/31/2025**

Revenue

	January Activity	Open Encumbrance	Year to Date	Adopted Budget
INTEREST	11	-	63	200
PRODUCTION	844	-	10,927	40,700
DONATIONS	-	-	13,308	10,600
GRANTS	-	-	-	-
SERVICES	66,853	-	505,086	950,000
STATE	7,067	-	33,128	70,923
Total Revenue	74,775	-	562,512	1,072,423

Expense

232	Program Administration	18,260	104	117,416	182,747
252	Fiscal Services	2,228	-	12,330	19,597
259	Other Business Services	-	-	2,972	2,972
261	Operations Buildings Services	14,422	862	57,503	94,202
271	Transportation	3,034	244	29,943	54,057
284	Technology	-	-	320	1,000
289	Consumers	4,133	697	28,630	70,063
290	Staff Retention	-	-	-	500
321	Summer Work Program	526	-	35,226	45,649
391	Direct Care Workers and Supervision	54,360	69	295,516	484,999
	Total Expense	96,963	1,975	579,855	955,786

Revenues over Expenses

(17,343)

2/4/2025
9:23 AM



Account Statement

For the Month Ending **January 31, 2025**

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
MILAF+ MAX Class					
Opening Balance					4,039,269.62
01/02/25	01/02/25	Adjustment to December 2024 Dividend	1.00	49.58	4,039,319.20
01/31/25	02/03/25	Accrual Income Div Reinvestment - Distributions	1.00	15,299.09	4,054,618.29
Closing Balance					4,054,618.29

	Month of January	Fiscal YTD July-January
Opening Balance	4,039,269.62	0.00
Purchases	15,348.67	4,054,618.29
Redemptions (Excl. Checks)	0.00	0.00
Check Disbursements	0.00	0.00
Closing Balance	4,054,618.29	4,054,618.29
Cash Dividends and Income	15,299.09	54,568.71

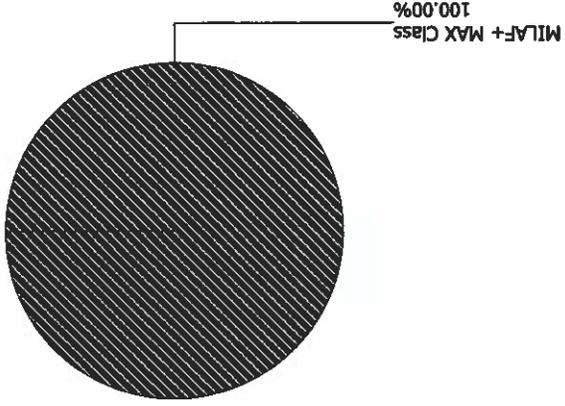
Closing Balance	4,054,618.29
Average Monthly Balance	4,039,811.12
Monthly Distribution Yield	4.46%

Account Statement - Transaction Summary

For the Month Ending January 31, 2025

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

MILAF+ MAX Class	
Opening Market Value	4,039,269.62
Purchases	15,348.67
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$4,054,618.29
Cash Dividends and Income	15,299.09



Asset Summary	
January 31, 2025	4,054,618.29
December 31, 2024	4,039,269.62
Total	\$4,054,618.29
Asset Allocation	
	\$4,039,269.62

D. Approve a new 60-month lease with Image Makers for a newer Xerox Copier/Printer at the Adult Transition Center.

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Lease Pricing PROPOSAL



Presented to Adult Transition

By Laura Nyquist

On 1/17/2025

State or Local Government Negotiated Contract : 072788500

Solution				
Item	Product Description	Agreement Information	Trade Information	Requested Install Date
1.	C8235H (XEROX C8235H) - Customer Ed	Lease Term: 60 months Purchase Option: FMV	- Xerox C8035 S/N 3TX420467 Trade-In as of Payment 62	2/3/2025

Monthly Pricing					
Item	Lease Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	
1. C8235H	\$96.52	1: Black and White Impressions	All Prints	\$0.0069	- Consumable Supplies Included for all prints - Pricing Fixed for Term
		2: Color Impressions	All Prints	\$0.0483	
Total	\$96.52	Minimum Payments (Excluding Applicable Taxes)			

All information in this proposal is considered confidential and is for the sole use of Adult Transition. If you would like to acquire the solution described in this proposal, we would be happy to offer a Xerox order agreement. Pricing is subject to credit approval and is valid until 2/16/2025.

For any questions, please contact me at (231)947-1588

Financial Analysis for Adult Transition

Prepared on 1/16/2025

Current Costs		Trade Items	Agreement Information	Equipment Monthly Payment	Maintenance Monthly Payment	Print Charges			Totals			
						Meter	Volume Band	Per Print Rate	AMPV	Above Plan	Meter Charges	
1	CR8035 3TX420467	- Leased 60 of 60 EXTEND - 12/17/19	\$99.42	Included	Meter BW CLR	All Prints All Prints	\$0.0069 \$0.0483	1,520 1,067	1,520 1,067	\$10.49 \$51.54	\$161.44	
Xerox Total				\$99.42	\$0.00				2,587		\$62.02	\$161.44
Grand Total				\$99.42	\$0.00				2,587		\$62.02	\$161.44

Proposed Costs

Proposed Costs		New Items	Agreement Information	Equipment Monthly Payment	Maintenance Monthly Payment	Print Charges			Totals			
						Meter	Volume Band	Per Print Rate	AMPV	Above Plan	Meter Charges	
1	CR235H (XEROX CR235H)	- Lease - Term: 60 months	\$96.52	Included	Meter 1: Black and White Impressions 2: Color Impressions	All Prints All Prints	\$0.0069 \$0.0483	1,520 1,067	1,520 1,067	\$10.49 \$51.54	\$158.55	
Total				\$96.52	Included				2,587		\$62.03	\$158.55

Monthly Savings \$2.89
Annual Savings \$34.68
Contract savings \$173.40

Lease Agreement



Customer: COOR INTERMEDIATE SCHOOL DISTRICT

Bill To: COOR INTERMEDIATE
SCHOOL DST
11051 N CUT RD
ROSCOMMON, MI 48653-9332

Install: ADULT TRANSITION
CENTER
606 LAKE ST
ROSCOMMON, MI 48653-7615

State or Local Government Negotiated Contract : 072788500

Solution

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
1. C8235H (XEROX C8235H)	- Customer Ed	Lease Term: 60 months Purchase Option: FMV	- Xerox C8035 S/N 3TX420467 Trade-In as of Payment 62	2/12/2025

Monthly Pricing

Item	Lease Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	
1. C8235H	\$96.52	1: Black and White Impressions 2: Color Impressions	All Prints All Prints	\$0.0069 \$0.0483	- Consumable Supplies Included for all prints - Pricing Fixed for Term
Total	\$96.52	Minimum Payments (Excluding Applicable Taxes)			

Authorized Signature

<p>Customer acknowledges receipt of the terms of this agreement which consists of 2 pages including this face page.</p>		<p>Thank You for your business! This Agreement is proudly presented by Xerox and</p>	
<p>Signer: Shawn Petri</p>	<p>Phone: (989)275-9520</p>	<p>Laura Nyquist (231)947-1588</p>	
<p>Signature </p>	<p>Date </p>	<p>For information on your Xerox Account, go to www.xerox.com/AccountManagement</p>	

Terms and Conditions

INTRODUCTION:

1. NEGOTIATED CONTRACT. The Products are subject solely to the terms in the Negotiated Contract identified on the face of this Agreement, and, for any option you have selected that is not addressed in the Negotiated Contract, the then-current standard Xerox terms for such option.

GOVERNMENT TERMS:

2. REPRESENTATIONS & WARRANTIES. This provision is applicable to governmental entities only. You represent and warrant, as of the date of this Agreement, that: (1) you are a State or a fully constituted political subdivision or agency of the State in which you are located and are authorized to enter into, and carry out, your obligations under this Agreement and any other documents required to be delivered in connection with this Agreement (collectively, the "Documents"); (2) the Documents have been duly authorized, executed and delivered by you in accordance with all applicable laws, rules, ordinances and regulations (including all applicable laws governing open meetings, public bidding and appropriations required in connection with this Agreement and the acquisition of the Products) and are valid, legal, binding agreements, enforceable in accordance with their terms; (3) the person(s) signing the Documents have the authority to do so, are acting with the full authorization of your governing body and hold the offices indicated below their signatures, each of which are genuine; (4) the Products are essential to the immediate performance of a governmental or proprietary function by you within the scope of your authority and will be used during the Term only by you and only to perform such function; and (5) your payment obligations under this Agreement constitute a current expense and not a debt under applicable state law and no provision of this Agreement constitutes a pledge of your tax or general revenues, and any provision that is so construed by a court of competent jurisdiction is void from the inception of this Agreement.

3. FUNDING. This provision is applicable to governmental entities only. You represent and warrant that all payments due and to become due during your current fiscal year are within the fiscal budget of such year and are included within an unrestricted and unencumbered appropriation currently available for the purchase/maintenance of the Products, and it is your intent to use the Products for the entire term and to make all payments required under this Agreement. If (1) through no action initiated by you, your legislative body does not appropriate funds for the continuation of this Agreement for any fiscal year after the first fiscal year and has no funds to do so from other sources, and (2) you have made a reasonable but unsuccessful effort to find a creditworthy assignee acceptable to Xerox in its sole discretion within your general organization who can continue this Agreement, this Agreement may be terminated. To effect this termination, you must, at least 30 days prior to the beginning of the fiscal year for which your legislative body does not appropriate funds, notify Xerox in writing that your legislative body failed to appropriate funds and that you have made the required effort to find an assignee. Your notice must be accompanied by payment of all sums then owed through the current year under this Agreement. You will return the Equipment, at

your expense, to a location designated by Xerox and, when returned, the Equipment will be in good condition and free of all liens and encumbrances. You will then be released from any further payment obligations beyond those payments due for the current fiscal year (with Xerox retaining all sums paid to date).

PRICING PLAN/OFFERING SELECTED:

4. FIXED PRICING. If "Pricing Fixed for Term" is identified in Maintenance Plan Features, the maintenance component of the Minimum Payment and Print Charges will not increase during the initial Term of this Agreement.

GENERAL TERMS & CONDITIONS:

5. REMOTE SERVICES. Certain models of Equipment are supported and serviced using product information that is automatically collected by Xerox or transmitted to or from Xerox by the Equipment connected to your network ("Remote Product Info") via electronic transmission to a secure off-site location ("Remote Transmission"). Remote Transmission also enables Xerox to transmit Releases of Software to you and to remotely diagnose and modify Equipment to repair and correct malfunctions. Examples of Remote Product Info include product registration, meter read, supply level, Equipment configuration and settings, software version, and problem/fault code information. Remote Product Info may be used by Xerox for billing, report generation, supplies replenishment, support services, recommending additional products and services, and product improvement/development purposes. Remote Product Info will be transmitted to and from you in a secure manner mutually agreeable to the parties. Remote Transmission will not allow Xerox to read, view or download the content of any of your documents or other information residing on or passing through the Equipment or your information management systems. You grant the right to Xerox, without charge, to conduct Remote Transmission for the purposes described above. Upon Xerox's request, you will (a) provide contact information for Equipment such as name and address of your contact and IP and physical addresses/locations of Equipment and (b) ensure that any Maintenance Release or Update released by Xerox to provide security patches, releases and/or certificates for the Remote Transmission and/or Software is promptly enabled by Customer upon notification by Xerox or by the Equipment or when otherwise made available on xerox.com. You will enable Remote Transmission via a method mutually agreeable to both parties, and you will provide reasonable assistance to allow Xerox to provide Remote Transmission. Unless Xerox deems Equipment incapable of Remote Transmission, you will ensure that Remote Transmission is maintained at all times Maintenance Services are being performed. If you are unable to maintain Remote Transmission, or if Xerox disables Remote Transmission from any Equipment at your request, or if you disable Remote Transmission from any Equipment, Xerox reserves the right to charge you a per device fee for such affected Equipment due to the increased service visits that will be required in order to (x) obtain such information, (y) provide such transmissions, and (z) provide such Maintenance Services and Consumable Supplies that otherwise would have been provided remotely and/or proactively.

E. Ratify a contract with Charlton
Heston Academy for GSRP services for
the 2024-25 school year

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

This is intended to be a contract between:

**Subrecipient: Charlton Heston Academy
1350 N St Helen Rd, St. Helen, MI 48656**

And

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

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

The Provisions Of This Contract Are As Follows:

C.O.O.R. ISD RESPONSIBILITIES:

GRANT MANAGEMENT & BUDGET

- **COOR ISD and Subrecipient** agree to participate in a Consortium to offer Great Start Readiness Program (GSRP) services to at-risk 4 year-old students who reside within the geographic boundaries (which are the school district boundaries of Crawford, Oscoda, Ogemaw, Roscommon) of **COOR ISD**. At-risk 4 year-old students who reside outside of **COOR ISD** geographic boundaries may be served by the Consortium as required by entering into a written agreement with the resident ISD if slots are available from that ISD. This Consortium will be administered and managed by **COOR ISD**.
- **COOR ISD** shall be responsible for completing the GSRP grant application for the consortium, and will complete all required program reports including Financial Reports and other MiLEAP required reports.
- **COOR ISD** shall collect all the required Michigan Student Data System Single Record Student Database (MSDS) data on participating GSRP students and submit the data to the MiLEAP.
- **COOR ISD** shall retain up to **eleven (11) percent** of the total Section 32D, GSRP award from the MiLEAP for managing and administering the GSRP Consortium and to provide an Early Childhood Specialist to manage and supervise the program quality and professional development elements of the GSRP program..
- **COOR ISD** shall pay the subrecipient the sum of **\$9,064.65** per child served in a School-Day GSRP for **54 school-day children totaling \$489,491.10** to provide GSRP classroom services. Amendment to the number of children served will be adjusted after the **November 1, 2025** count period.

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

PROGRAM QUALITY

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

DATA AND ASSESSMENT

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

SUBRECIPIENT RESPONSIBILITIES:

PROGRAM REQUIREMENTS

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

CURRICULUM/CHILD ASSESSMENT

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

PARENT PARTNERSHIPS/EDUCATION

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

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

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

GRANT MANAGEMENT & BUDGET

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

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

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

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

AGREEMENT TERMS:

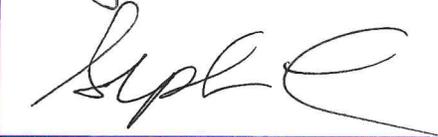
This Agreement is subject to all of the conditions and terms expressed below:

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

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

Please sign below to indicate your approval of this contract.

Signature Here:

Local District Superintendent or Agency Representative		1/30/25 Date:
Local District or Agency Business Manager		1/30/25 Date:
Shawn Petri Superintendent, C.O.O.R. ISD		Date:
Katie L. Keith Early Childhood Supervisor C.O.O.R. ISD		Date:

F. Ratify the Subaward Agreement with the Early Childhood Investment Corporation for the fiscal year Oct 1, 2024 through Sept 30, 2025.

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I. **Grantor**

The Early Childhood Investment Corporation (“ECIC”) is the granting entity. ECIC is located at 6639 Centurion Dr., Suite 180, Lansing, MI 48917. The Great Start to Quality Lead was granted to the Early Childhood Investment Corporation by the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP)/Child Development and Care (CDC) through a competitive bid process.

II. **Term**

This Subaward Agreement (“Agreement”) is between COOR Intermediate School District (“Subrecipient”) and ECIC for the term October 1, 2024 through September 30, 2025 (the “Term”).

III. **Maximum Amount of Agreement**

The Subrecipient may not spend an amount that exceeds **\$545,283** for services performed under this Agreement during the Term. Of this amount, a minimum of **\$205,428** must be spent on Infant/Toddler activities.

The Subrecipient will be paid based on a reimbursement basis. Reimbursements shall not exceed the total amount of this Agreement. Indirect may be approved and allowable, within the provided budget, if conditions of 2 CFR Part 200 Section 200.414 and Appendix IV are met and authorized.

IV. **Subaward/Subrecipient**

This Agreement is a subaward, and therefore constitutes a subrecipient relationship with ECIC.

Conditions of Award, if applicable, will be included as Attachment F. Any Conditions of Award issued as part of this subaward agreement must be met within the identified timeframe.

V. **Financial Requirements**

A. **Use of Funds**

Funds provided to the Subrecipient by ECIC shall be used solely in alignment with the approved budget and budget detail (Attachment A), Scope of Work (Attachment B), and approved Project Plan (Attachment C). If it is found that funds were used for activities outside of the Scope of Work, ECIC will work with the Subrecipient to address noncompliance.

All expenses must adhere to 2 CFR Part 200 Subpart E and provided Budget Guidance.

Subrecipients must participate in ongoing progress reporting and provide accurate, timely documentation. Providing false or inaccurate information pertaining to the agreement or improper use of the funds will result in the return or repayment of funds and any organization applying for these funds agrees to repay funds as required.

B. **Deviation Allowance/Amendments**

A deviation allowance modifying an established budget category by \$10,000 is permissible without written approval of ECIC. Any modification or deviation in excess of this provision, including any adjustment to the total amount of this provision, including any adjustment to the total amount of this Agreement, must be made in writing, and executed by all parties to this Agreement before the modifications can be implemented. This deviation allowance does not

authorize new categories, new projects, elimination of projects, subcontracts, equipment items, or positions not shown in Attachment A. A deviation must not exceed the total contract amount.

A Budget Amendment will be required for any budget category modification of \$10,000 or greater. Budget Amendments shall be requested in writing, in advance, and require ECIC approval prior to the Subrecipient exceeding a line item by \$10,000 or greater, as budgeted. The request should include a narrative description of the requested changes.

C. Indirect Costs

The US Department of Education defines Indirect Costs as:

Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. Indirect costs support the overall administration of a recipient organization. Generally, salaries of administrative and/or clerical personnel are classified as indirect or overhead costs in an organization's accounting system included as a portion of the stated indirect costs. If these salaries can be adequately documented as direct costs, they can be included as direct costs; however, a justification must be included in the narrative.

An indirect cost rate is simply a mechanism for determining fairly and conveniently within the boundaries of sound administrative principle, what proportions of Departmental/organization administration costs each program should bear. An indirect cost rate represents the ratio between the total indirect costs and benefiting direct costs, after excluding and/or reclassifying unallowable costs. This will allow for each program or activity represented in the direct costs base to assume their fair share of indirect costs when the rate is applied.

2 CFR Part 200.414(f) outlines compliance requirements for direct versus indirect costs:

In addition to the procedures outlined in the appendices in paragraph (e) of this section, any non-federal entity that has never received a negotiated indirect cost rate, except for those non-federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B) may elect to charge a de minimis rate of 15% of modified total direct costs (MTDC) which may be used indefinitely. As described in §200.403 Factors affecting allowability of costs, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

In order to comply with these requirements outlined in the Uniform Grants Guidance 2024 Revision, the indirect rate for the CCDF Agreement is set at 15%.

D. Reimbursement

ECIC is not liable for any costs incurred by the subrecipient prior to the approved budget period.

Payment for this Agreement is reimbursement based. Subrecipients will submit a Statement of Expenses (SOE), using the template provided by ECIC. SOEs will be submitted monthly, to ensure spending remains in alignment with funding goals. ECIC will issue payment within 30 days

of approved SOEs. Subrecipients will be set up as a vendor in ECIC's on-line bill portal, and payments will be made through Electronic Funds Transfers (EFT) Direct Deposits.

At the end of the contract period, subrecipients are required to submit a final expenditure report as part of close out activities.

All CCDF funds reimbursed by ECIC will be performance-based, meaning payments will be tied to documented progress against milestones and deliverables outlined in the Statement of Work (Attachment B).

The Subrecipient will adhere to its Travel Policy for reimbursing its employees' travel expenses. If the Subrecipient's travel policy is silent on an issue, the Subrecipient will refer to the Non-State Employee Travel Expense Reimbursement procedures issued by the Michigan Department of Technology, Management, and Budget (DTMB).

E. Audit Requirements

According to the Uniform Grants Guidance 2024 Revision, a recipient of Federal funds is required to conduct a single audit or a program specific audit if the amount of funds is \$1,000,000 or greater. If the Subrecipient is required to have a single audit performed, the Subrecipient must submit the reporting package and an audit transmittal letter to ECIC within 60 days of completion to the address that follows.

The reporting package includes:

- i Financial statements and Schedule of Expenditures of Federal Awards (SEFA)
- ii Summary schedule of prior audit findings
- iii Auditor's report(s)
- iv Corrective action plan

A copy of Subrecipient audit reports must be submitted to ECIC within 60 days of completion.

If a single audit is not required pursuant to the Uniform Grants Guidance 2024 Revision, the Subrecipient must still submit a letter stating why a single audit was not required and the Subrecipient's fiscal year to which it pertains.

F. Audit Related Sanctions

ECIC may impose sanctions on the Subrecipient if the Subrecipient fails to adhere to any of the audit requirements in this Contract. ECIC will notify the Subrecipient in writing of any imposed sanctions. In cases of continued inability or unwillingness to comply with audit requirements, ECIC may recoup all federal payments made to the Subrecipient during the period that a single audit was required.

G. Expenditure Projections and Statement of Expenditure Requirements

A report of estimated total agreement expenditures projected through the end of the Agreement term must be submitted no later than June 13, 2025 using guidelines issued by ECIC. Underspending, particularly if not reflected in projections, may impact future consideration of awards.

Final SOE due date is October 6, 2024. The final SOE must be clearly marked "FINAL". Final SOEs not received by the due date may result in a loss of funding requested per the report of

estimated total agreement expenditures and may result in the potential reduction in the subsequent year's agreement amount.

H. **Un-obligated Funds**

Any un-obligated balance of funds held by the Subrecipient at the end of the Agreement term will be returned to ECIC or treated in accordance with instructions provided by ECIC.

VI. **Reporting**

Reference Reporting Requirements (Attachment D) for content and timelines.

VII. **Technical Assistance/Support**

A. **Planned Technical Assistance/Support:**

The Subrecipient will participate in ongoing Technical Assistance with ECIC. This will include, but is not limited to, the following:

- i Engage in project kick-off meeting with ECIC to become oriented to project and subrecipient requirements
- ii Engage in monthly learning cohort meetings with fellow Subrecipients facilitated by ECIC
- iii Engage in every other month individual meetings with ECIC to discuss progress, concerns, questions, etc.
- iv ECIC will facilitate an optional TA sessions, at least every other month – “office hours” - where Subrecipients can bring questions and get “in real time” answers

B. **Emergent Technical Assistance/Support:**

In the event of emergent technical assistance or support needs, Subrecipients should contact ECIC via email to:

- Donna Wade for monitoring related items at dwade@ecic4kids.org
- Christy Opsommer for GSQ systems related items copsommer@ecic4kids.org
- Jenn Rountree for coaching or training related items at jroundtree@ecic4kids.org

VIII. **Subrecipient Monitoring**

Subrecipient monitoring is multifaceted and includes risk-assessment, financial, and programmatic monitoring activities (see Subrecipient Monitoring Plan Attachment E).

Subrecipient will identify a primary contact for ECIC regarding performance concerns. ECIC will work with the primary contact to seek their understanding and response to performance concerns. ECIC's goal will be to achieve satisfactory resolution of performance concerns within reasonable time frames. If necessary, a plan will be developed jointly between ECIC and Subrecipient, to ensure adequate progress or resolution will be made within an established timeframe.

In addition, ECIC reserves the right to perform scheduled on-site visits during normal business hours, to monitor Subrecipient's activities under this Agreement at any time, either during the term, or within one year after termination of the Agreement. Subrecipient shall cooperate with ECIC, authorized representatives of MiLEAP/CDC, Federal Grantor Agency, Comptroller General of the United States and State Auditor General, or any of their duly authorized representatives, to records, files and documentation related to this Agreement, to the extent authorized by applicable state or federal law, rule, or regulation.

If ECIC detects noncompliance with this Agreement, and/or questioned costs during the course of a review, these items shall be identified and conveyed to Subrecipient. If adequate progress or resolution is not made within the established timeframe, the Subrecipient may have a temporary withholding of payment, pending correction of noncompliance, or may be subject to a formal Corrective Action Plan.

Subrecipient will be required to address each item in ECIC's report by providing a Corrective Action Plan (CAP) to eliminate or correct each issue of noncompliance. ECIC will monitor completion of the CAP in conjunction with Subrecipient.

If ECIC identifies questioned costs that cannot be substantiated or that are disallowed under the Agreement, then ECIC may, at its discretion, and after consultation with Subrecipient, require Subrecipient to submit a reimbursement to ECIC to reflect adjustment for disallowed costs. Subrecipient must submit reimbursement for disallowed costs within five (5) days of any notice of a disallowed cost from ECIC.

If Subrecipient fails to comply with monitoring requirements as set forth in this Agreement, and within allotted time frames mutually established, ECIC may, at its discretion, invoke sanctions, which may include, but are not limited to, actions to collect disallowed costs, cancellation of the Agreement, or ineligibility of future contracts or subawards.

IX. Assurances

The following assurances are hereby given to ECIC:

A. Racial Equity, Diversity, and Inclusion

ECIC has a longstanding and ongoing commitment to racial equity, diversity and inclusion, both within the organization and externally through its programming, investments and stake-holder engagement efforts. ECIC believes that racial equity is an aspirational pursuit insisting that all people— regardless of their racial/ethnic group identification, skin color or physical traits – will have equal opportunity to experience well-being in a just society. ECIC strongly encourages racial and other forms of diversity by the Subrecipient in all aspects of the Project and throughout all levels of the organization or partnership of organizations. It is ECIC's belief that embedding racial equity within all levels of an organization, together with racially equitable policies, processes, and programming, are necessary to advance the kind of society that will produce thriving children and families.

B. Legal Effect

Except as otherwise agreed in writing by the parties, ECIC assumes no liability for costs incurred by the Subrecipient or payment under this Agreement, until Subrecipient is notified in writing that this Agreement has been approved by ECIC and has been signed by all the parties.

C. Insurance Coverage

The Subrecipient notes and agrees ECIC assumes no responsibility or liability for the Subrecipient's operations. Thus, the Subrecipient shall provide and maintain public liability insurance in such amounts as necessary to cover all claims which may arise out of the Subrecipient's operations under the terms of the Agreement and provide proof of such insurance coverage upon request to ECIC prior to the effective date of this Agreement. Unemployment compensation coverage and workers compensation insurance shall be maintained by the Subrecipient in accordance with applicable federal and state laws and regulations.

The Subrecipient shall provide and maintain general, event, professional, medical and/or automobile liability including non-owned auto insurance in such amounts as necessary to cover all claims which may arise out of the Subrecipient's operations under the terms of the Agreement and provide proof of such insurance coverage to ECIC upon request. The Subrecipient agrees to provide evidence that all applicable insurance policies related to the Subrecipient's negligence arising out of the requirements of this Agreement will not cause the policy to be cancelled, materially changed, or not renewed without 30 days prior written notice to ECIC.

The Subrecipient shall maintain all required insurance coverage during the Term and any extensions thereto.

D. Publication Rights

Where activities supported by this Agreement produce books, films, or other such copyrightable materials issued by the Subrecipient, the Subrecipient will acknowledge that ECIC and MiLEAP/CDC reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish and use such materials and to authorize others to reproduce and use such materials. This cannot include service recipient information or personal identification data.

Where activities supported by this Agreement produce any materials for marketing and outreach, copyrighted materials or modifications of previously produced materials bearing acknowledgement of ECIC's, or MiLEAP/CDC's, name or logo must be reviewed and approved prior to reproduction and use of such materials.

E. Acknowledgement

All publications including reports, films, brochures, and any project materials developed with funding from this program, must include one of the statements referenced below, as they apply:

- "These materials were developed under a grant awarded by the Michigan Department of Lifelong Education, Advancement, and Potential using Child Care Development Funds (CCDF)."
- "Funding from the Child Care Development Fund within the Michigan Department of Lifelong Education, Advancement, and Potential supports the implementation of Great Start to Quality."

F. Disputes

The Subrecipient shall notify ECIC in writing of intent to pursue a claim against ECIC for breach of any terms of this Agreement. No suit may be commenced by the Subrecipient for breach of this Agreement prior to the expiration of 90 days from the date of such notification. Within this 90-day period, the Subrecipient, at the request of ECIC, must meet with the Chief Executive Officer of ECIC or designee for the purpose of attempting resolution of the dispute.

This Agreement will be governed by and construed in accordance with the laws of the state of Michigan, excluding any choice-of-law rules that would require the application of the laws of any other jurisdiction.

G. Agreement Inclusiveness/Amendment

This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto. If a revision to federal or state law or regulation occurs, that in ECIC's sole discretion, requires that this Agreement be amended, then ECIC will propose an amendment to the Agreement that reflects the revision of the law or regulation. If the Subrecipient refuses to sign such amendment within 15 days after receipt, this Agreement shall automatically be amended to reflect the revision of the law or this Agreement will terminate upon such refusal, in the sole discretion of ECIC. This Agreement may otherwise be amended only by the written consent of all the parties hereto.

H. Indemnification

Subrecipient shall indemnify, defend, and hold harmless ECIC, its employees, agents, and representatives from and against any and all claims, demands, actions, causes of action, suits, damages, losses and expenses (including reasonable attorneys' fees) involving any injury, death, damage or loss which arise out of or are in connection with the negligent, reckless or intentional acts or omissions of Subrecipient or Subrecipient's employees, contractors or agents. Subrecipient further agrees to indemnify ECIC for any and all liability or loss arising in any way out of Subrecipient's performance or non-performance of this Agreement.

I. Assurance Regarding Compliance with Grant Program Requirements

Subrecipient agrees to comply with all applicable requirements of all state statutes, federal laws, executive orders, regulations, policies, and award conditions governing this program. Subrecipient understands and agrees that if it materially fails to comply with the terms and conditions of the subaward, ECIC may withhold funds otherwise due to the Subrecipient from this grant program, until the Subrecipient comes into compliance, or the matter has been adjudicated and the amount disallowed has been recaptured (forfeited). ECIC may withhold up to 100 percent of any payment based on a monitoring finding, audit finding, or pending final report.

J. Compliance with Applicable Laws

The Subrecipient will comply with applicable federal and state laws, guidelines, rules, and regulations in carrying out the terms of this Agreement. The Subrecipient will also comply with all applicable general administrative requirements such as OMB Circular A-110 (Relocated to 2 CFR Part 215), along with 2 CFR Part 200, and 45 CFR Part 75 Subpart F, which are specific to CCDF, implemented through applicable portions of the associated "Common Rule" and covering cost principles, grant/agreement principles, and audits in carrying out the terms of this Agreement.

K. Anti-Lobbying Act

The Subrecipient will comply with the Anti-Lobbying Act, 31 USC 1352 as revised by the Lobbying Disclosure Act of 1995, 2 USC 1601 et seq., and Title V Section 503 of the Departments of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act (Public Law 111-117); 123 stat 3279. Further, the Subrecipient will require that the language of this assurance be included in the award documents of all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

L. Non-Discrimination

In the performance of any contract, sub-contract, or purchase order produced as a result of this Agreement, the Subrecipient agrees it will not discriminate against any employee or applicant

for employment or service delivery and access, with respect to their hire, tenure, terms, conditions or privileges of employment, programs and services provided, or any matter, directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position or to receive services. The Subrecipient further agrees that every subcontract entered into for the performance of any contract or purchase order resulting therefrom will contain a provision requiring non-discrimination in employment, service delivery and access, as specified in this Agreement, binding upon each subcontractor. This covenant is required pursuant to the Elliot-Larson Civil Rights Act, 1976 PA 453, as amended, MCL 37.2201 et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 et seq., and any breach of these terms will be regarded as a material breach of the contract or purchase order.

Additionally, assurance is given to ECIC that proactive efforts will be made to identify and encourage the participation of minority owned, and women owned businesses, and businesses owned by handicapped persons in contract solicitations. The Subrecipient will incorporate language in all contracts awarded: (1) prohibiting discrimination against minority owned and women owned businesses and businesses owned by handicapped persons in subcontracting; and (2) making discrimination a material breach of contract, resulting in possible termination.

M. Subcontracts

Assure for any subcontract service, activity, or product:

- i That a written subcontract is executed by all affected parties prior to the initiation of any new subcontract activity.
- ii That any executed subcontract to this Agreement will require the subcontractor to comply with all applicable terms and conditions of this Agreement. In the event of a conflict between this Agreement and the provisions of the subcontract, the provisions of this Agreement will prevail. A conflict between this Agreement and a subcontract, however, will not be deemed to exist where the subcontract:
 - a. Contains additional non-conflicting provisions not set forth in this Agreement.
 - b. Restates provisions of this Agreement to afford the Subrecipient the same or substantially the same rights and privileges as ECIC or requires the Subcontractor to perform duties and/or services in less time than that afforded the Subrecipient in this Agreement.
 - c. That the subcontract does not affect the Subrecipient's accountability to ECIC for the subcontracted activity.

That any billing or request for reimbursement for subcontract costs is supported by a valid subcontract and adequate source documentation on costs and services.

That the Subrecipient will submit all written agreements and subcontracts funded by this Agreement that total over \$100,000 to ECIC prior to execution for review and approval. Subrecipient retains responsibility for subcontractor oversight and adherence to applicable organization, state, and federal laws and regulations. For other contracts related to this Agreement, the Subrecipient will permit ECIC, or its designee, to visit Subrecipient offices and review and evaluate as requested. Seven (7) business days' notice will be given prior to the review and the review will take no longer than seven (7) business days from the date from the start of the review.

N. Procurement

Grantee will adhere to their own procurement policies. Assure that all purchase transactions, whether negotiated or advertised, will be conducted openly and competitively in accordance

with the principles and requirements of 2 CFR Part 200 Subpart F and 45 CFR Part 75 Subpart F, which are specific to CCDF, or A-102 (as revised), and implemented through applicable portions of 45 CFR Subtitle A, Section 92.36, as promulgated by responsible federal contractor(s). Records sufficient to document the significant history of all purchases must be maintained for a minimum of six (6) years after the end of the agreement term.

O. CERTIFICATION REGARDING TITLE II OF THE AMERICANS WITH DISABILITIES ACT (A.D.A.), P.L. 101-336, STATE AND LOCAL GOVERNMENT SERVICES

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title II of the ADA covers programs, activities, and services of public entities. Title II requires that, "No qualified individual with a disability shall, by reason of such disability be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity." In accordance with Title II ADA provisions, the applicant has conducted a review of its employment and program/service delivery processes and has developed solutions to correcting barriers identified in the review.

P. CERTIFICATION REGARDING TITLE III OF THE AMERICANS WITH DISABILITIES ACT (A.D.A.), P.L. 101-336, PUBLIC ACCOMMODATIONS AND COMMERCIAL FACILITIES

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title III of the ADA covers public accommodations (private entities that affect commerce, such as museums, libraries, private schools, and day care centers) and only addresses existing facilities and readily achievable barrier removal. In accordance with Title III provisions, the applicant has taken the necessary action to ensure that individuals with a disability are provided full and equal access to the goods, services, facilities, privileges, advantages, or accommodations offered by the applicant. In addition, a Title III entity, upon receiving a grant from the Michigan Department of Lifelong Education, Advancement, and Potential, is required to meet the higher standards (i.e., program accessibility standards) as set forth in Title III of the ADA for the program or service for which they receive a grant.

Q. Prohibition Against Using Funds to Support Religious Activities

The Subrecipient will not use funds administered by the State of Michigan or federal government to support inherently religious activities, such as worship, religious instruction, or proselytization. If the Subrecipient engages in such activities, it must offer them separately, in time or location, from the programs or services funded with state or federal assistance, and participation must be voluntary for the beneficiaries of the state or federally funded programs or services.

The Subrecipient will strictly adhere to provisions of federal law and regulation, including those found in 42 U.S.C. 604a.

R. Debarment and Suspension

Assurance is hereby given to ECIC that the Subrecipient will comply with Federal Regulation, 2 CFR Part 180 and certifies to the best of its knowledge and belief that it, including its employees and subcontractors:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the Subrecipient.
- Have not, within a three-year period preceding this Agreement, been convicted of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation

of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- Are not presently indicted, or otherwise criminally or civilly charged, by a government entity (federal, state, or local) with commission of any offense enumerated in section 2, and.
- Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

S. Federal Requirements: Pro-Children Act

Assurance is hereby given to ECIC that the Subrecipient will comply with Public Law 103-227, also known as the Pro-Children Act of 1994, 20 USC 6081 et seq., which requires that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted by, and used routinely or regularly, for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. The Subrecipient also assures that this language will be included in any subawards that contain provisions for children's services.

The Subrecipient also assures, in addition to compliance with Public Law 103-227, any service or activity funded in whole or in part through this Agreement will be delivered in a smoke-free facility or environment. Smoking will not be permitted anywhere in the facility, or those parts of the facility under the control of the Subrecipient. If activities or services are delivered in facilities or areas that are not under control of the Subrecipient (e.g., a mall, restaurant, or private work site), the activities or services will be smoke-free.

T. Hatch Political Activity and Intergovernmental Personnel Act

The Subrecipient will comply with the Hatch Political Activity Act, 5 USC 1501-1508, and the Intergovernmental Personnel Act of 1970, as amended by Title VI of the Civil Service Reform Act, Public Act 95-454, 42 USC 4728. Any person or organization involved in the administration of federally assisted programs cannot use Federal funds for partisan political purposes of any kind.

U. Health Insurance Portability and Accountability Act

To the extent that this Act is pertinent to the services that the Subrecipient provides to ECIC under this Agreement, the Subrecipient assures that it is in compliance with the Health Insurance Portability and Accountability Act (HIPAA) requirements including the following: Assure that all terms of the Agreement will be appropriately adhered to and that records and detailed documentation for the project or program identified in this Agreement will be maintained for a period of not less than six (6) years from the date of termination, the date of submission of the final expenditure report, or until any litigation and audit findings have been resolved.

- i The Subrecipient must not share any protected health data or information provided by ECIC or MiLEAP/CDC that falls within HIPAA requirements except to a subcontractor as appropriate under this Agreement.

- ii The Subrecipient must require the subcontractor not share any protected health data and information from ECIC or MiLEAP/CDC that falls under HIPAA requirements in the terms and conditions of the subcontract.
- iii The Subrecipient must only use the protected health data and information for the purposes of this Agreement.
- iv The Subrecipient must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to protected health data and information by the Subrecipient's employees.
- v The Subrecipient must have a policy and procedure to report to ECIC unauthorized use or disclosure of protected health data and information that falls under the HIPAA requirements of which the Subrecipient becomes aware.
- vi Failure to comply with any of these requirements may result in the termination of this Agreement in accordance with Part II, Section VI Termination.
- vii In accordance with HIPAA requirements, the Subrecipient is liable for any claim, loss, or damage relating to unauthorized use or disclosure of protected health data and information received by the Subrecipient from ECIC or MiLEAP/CDC or any other source.

V. Child Care and Development Fund (CCDF) Program Assurances

The Subrecipient will assure that the following apply and are adhered to:

- i It will have in effect a program that complies with provisions of the Child Care and Development Fund Plan for Michigan FY 2025-2027, and is administered in accordance with the Child Care and Development Block Grant Act of 1990, as amended (42 U.S.C. 9857, et seq.), Section 418 of the Social Security Act (42 U.S.C. 618), 45 CFR Parts 98 and 99., and all other applicable Federal laws and regulations;
- ii No modifications of existing CCDF funded programs or services will be effective unless in writing, and signed by ECIC and the representative of the Subrecipient, at least 30 days prior to the date that change is to become effective. Any breach or default by a party will not be waived or released other than in writing signed by another party.

The Subrecipient will submit all written agreements and subcontracts funded by this Agreement that are in excess of \$100,000 to ECIC prior to execution for review and approval to ensure compliance with the CCDF State Plan and applicable state and federal laws and regulations. For other contracts related to this Agreement Subrecipient will permit ECIC, or its designee, to visit Subrecipient offices and review and evaluate as requested. Seven business days' notice will be given prior to the review and the review will take no longer than seven business days.

- iii Subrecipient will assist ECIC in collecting and disseminating consumer education that will promote informed child care choices information to parents of eligible children and the general public.

X. Termination of Agreement

ECIC may terminate this Agreement without further liability or penalty to ECIC by giving the Subrecipient written notice stating the reasons for termination, and the effective date of such cancellation, thirty (30) days prior to the date of termination.

This Agreement may be terminated by the Subrecipient by giving thirty (30) days written notice to ECIC stating the reasons for termination and the effective date.

This Agreement may be terminated on thirty (30) days prior written notice upon the failure of either party to carry out the terms and conditions of this Agreement, provided the alleged defaulting party is given notice of the alleged breach and fails to cure the default within thirty (30) day period.

This Agreement may be terminated immediately if the Subrecipient, or an official of the Subrecipient, or an owner, convicted of, or is charged, by a prosecutor or attorney general, with a felony related to any criminal activity referenced in Section III of this Agreement, which is directly connected to the work performed in this Agreement, during the term of this Agreement or any extension thereof.

Upon termination, prior to expiration, of an agreement in which the scope of work is directly connected to the work performed hereunder between Subrecipient and any of its subcontractors, Subrecipient agrees to immediately notify ECIC, and automatically assign all of its duties, rights, title and interest, relevant to the work performed hereunder, to ECIC. Provisions relating to confidentiality, indemnification of Subrecipient, and any and all ownership rights that Subrecipient has in the work performed by subcontractor will continue to inure to the benefit of Subrecipient. In addition, within five (5) days of notice of termination, Subrecipient agrees to provide ECIC notification of all outstanding costs/invoices associated with contract. If, at the time of termination, there are outstanding invoices with subcontractor which are billable expenses ECIC has approved, Subrecipient agrees to remit payment to the subcontractor within 60 days of, when Subrecipient has received the billing statement from subcontractor and Subrecipient has received funds from ECIC.

A. Transition Responsibilities

Upon termination or expiration of this Agreement for any reason, Subrecipient must, for a period of time specified by ECIC (not to exceed 90 calendar days), and within the current Agreement period, provide all reasonable transition assistance requested by ECIC or MiLEAP/CDC, to allow for the expired or terminated portion of the Agreement Activities to continue without unplanned, significant or material interruption or adverse effect within Subrecipient's control, and to facilitate the orderly transfer of such agreed upon SOW Activities to ECIC or its designees. Such transition assistance may include, but is not limited to: (a) continuing to perform the SOW Activities at the established Agreement rates within the current Agreement period or as negotiated for work beyond the current Agreement period, if done so in advance of the current Agreement period end date; (b) taking all reasonable and necessary measures to transition performance of the work, including all applicable and agreed upon SOW Activities, training, equipment, reports and other documentation, to ECIC or ECIC's designee; (c) taking all necessary and appropriate steps, or such other action as ECIC may direct, to preserve, maintain, protect, or return to ECIC all materials, data, property, and confidential information provided directly or indirectly to Subrecipient by any entity, agent, vendor, or employee of ECIC; (d) transferring title in and delivering to ECIC, at ECIC's discretion, all completed or partially completed deliverables prepared under this Agreement as of the Agreement termination date; and (e) preparing an accurate accounting from which ECIC and Subrecipient may reconcile all outstanding accounts (collectively, "Transition Responsibilities").

B. Final Report Upon Termination

Should either party terminate this Agreement, within forty-five (45) days after the termination, the Subrecipient will provide ECIC with all financial performance and other reports required as a condition of this Agreement. ECIC will make payments to the Subrecipient for allowable reimbursable costs not covered by previous payments. The Subrecipient will immediately refund to ECIC any funds not authorized for use and any payments to the Subrecipient in excess of allowable reimbursable expenditures.

XI. Stop Work Orders

ECIC may, at any time, by written stop work order to the Subrecipient, require that the Subrecipient stop all, or any part, of the work called for by the Agreement for a period of up to ninety (90) calendar days after the stop work order is delivered to the Subrecipient, and for any further period to which the parties may agree. The stop work order will be specifically identified and will indicate that it is issued under this Section of the Agreement and include the reasons for the stop work order. Upon receipt of the stop work order, the Subrecipient will immediately comply with its terms, and take all necessary and reasonable steps to minimize the incurrence of costs allocable to the work covered by the stop work order during the period of work stoppage.

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

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

XII. Closeout

Closeout occurs after the term end date. Closeout does not affect recovery of disallowed costs, recovery of unused funds, access to records, and audit requirements.

Supporting documentation for all expenses and program activities must be retained for a period of six (6) years, following the end of the fiscal year of the period of performance end date. Documentation must be promptly submitted to ECIC when requested.

ECIC may request a transfer of subrecipient records to ECIC, if applicable, for the duration of the retention period.

XIII. Severability

If any provision of this Agreement or any document attached to or incorporated by reference is waived or held to be invalid, such waiver or invalidity will not affect other provisions of this Agreement.

XIV. Liability

All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Subrecipient in performance of this Agreement will be the responsibility of the Subrecipient, and not the responsibility of ECIC, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Subrecipient, provided that nothing herein will be construed as

a waiver of any government immunity that has been provided to the Subrecipient or its employees by statute or court decisions.

All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by ECIC in the performance of this Agreement will be the responsibility of ECIC, and not the responsibility of the Subrecipient, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any ECIC employee or agent, provided that nothing herein will be construed as a waiver of any governmental immunity by the State, its agencies (MiLEAP/CDC) or employees as provided by statute or court decisions.

In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Subrecipient and ECIC in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage will be borne by the Subrecipient and ECIC in relation to each party's responsibilities under these joint activities, provided that nothing herein will be construed as a waiver of any governmental immunity by the Subrecipient, the State, its agencies (MiLEAP/CDC) or their employees, respectively, as provided by statute or court decisions.

XV. Availability of Funds

ECIC's payment of Federal or State funds for purposes of this Agreement is subject to and conditional upon the availability of those funds for such purposes. No commitment is made by ECIC to continue or expand activities covered by this Agreement. Funding for services to be provided beyond the end of the initial State fiscal year is dependent on legislative appropriation.

XVI. Conflict of Interest

The Subrecipient, ECIC, and MiLEAP/CDC are subject to the provisions of 1968 PA 317, as amended, MCL 15.321 et seq., MSA 4.1700(51) et seq., and 1973 PA 196, as amended, MCL 15.341 et seq., MSA 4.1700 (71) et seq., and specifically, for CCDF, 2 CFR 200.112 and 45 CFR 75.112.

XVII. Confidentiality

The Subrecipient, ECIC, and MiLEAP/CDC each acknowledge that the other possesses and will continue to possess confidential information that has been developed or received by it. The use or disclosure of information concerning services, applicants or recipients obtained in connection with performance of this Agreement will be restricted to purposes directly connected with the administration of the programs implemented by this Agreement.

Subrecipient Budget Summary			
Subrecipient Name:	COOR ISD	GSQ Budget Amount:	\$ 339,855.00
		I/T Budget Amount	\$ 205,428.00
Budget Contact:	Christina Tappan	Budget Period:	10/1/20-09/30/25
Budget Contact Phone:	9892759566	Budget Contact Email:	tappanc@coorisd.net
Complete Address:	11051 N. Cut Road Roscommon, MI 48653	Federal Employer Identification Number (FEIN)/Federal Tax ID Number:	38-1791360
LINE ITEM BUDGET DESCRIPTOR			
LINE ITEM BUDGET DESCRIPTOR		GSQ Budget	I/T Budget
Salaries		\$ 182,277.26	\$ 119,431.46
Fringe Benefits		\$ 119,139.43	\$ 79,543.94
Travel		\$ 20,500.00	\$ 3,500.00
General Supplies		\$ 8,914.16	\$ 1,450.00
Equipment		\$ -	\$ -
Contract Services		\$ 1,076.75	\$ -
Miscellaneous/Other		\$ 7,947.40	\$ 1,502.60
Indirect		\$ -	
Total		\$ 339,855.00	\$ 205,428.00

Subrecipient Budget

Line Item	Narrative Detail	GSQ Budget	I/T Budget
Salaries	<i>Support for staff salary directly related to the implementation of the Scope of Work (SOW). Please list each position, FTE, and budgeted salary for this SOW.</i>		
	Helen Shastal, Co-Director/QIC (.75 FTE) (.25 QIC FTE)	\$ 43,346.77	\$ 18,577.19
	Chris Tappan, Co-Director (.25 FTE)	\$ 11,052.38	
	Katie Keith, Admin Supervisor (.20 FTE)	\$ 20,000.00	
	Melissa Maeder Quality Improvement Coach (1 FTE)	\$ 33,601.05	\$ 14,400.45
	Kym Narayana, Quality Improvement Coach .1	\$ 32,745.44	\$ 14,033.76
	Desiree Lipski, Quality Improvement Coach	\$ 41,531.62	\$ 17,799.26
	Tracey Stein, Infant Toddler Specialist		\$ 54,620.80
	Total Salaries:	\$ 182,277.26	\$ 119,431.46
Fringe Benefits	<i>Includes, but is not limited to, FICA, unemployment insurance, retirement, health insurance, life insurance and long-term disability.</i>		
	Life Insurance	\$ 588.00	\$ 492.00
	Health Insurance (medical, dental, vision)	\$ 30,200.80	\$ 20,646.20
	Retirement	\$ 55,075.51	\$ 36,469.01
	UAAL	\$ 19,330.91	\$ 12,800.23
	FICA	\$ 13,944.21	\$ 9,136.50
	Total Fringe Benefits:	\$ 119,139.43	\$ 79,543.94
Travel	<i>Includes the costs of mileage, lodging, meals, and incidental expenses for travel associated with the implementation of the Scope of Work. The current IRS mileage rate is the max that can be charged. Indicate mileage rate to be used.</i>		
	Mileage: conference mileage (258 x 5 staff x 6 events) (Monthly mileage 373x5 staff x12 months approx =\$15000)	\$ 17,185.80	\$ 3,000.00
	Meals \$36 meal x 5 x 6 events	\$ 864.00	\$ 216.00
	Lodging (\$100x 5 x 6 events)	\$ 2,400.00	\$ 284.00
	Incidentals (bridge tolls, parking)	\$ 50.20	
	Total Travel:	\$ 20,500.00	\$ 3,500.00
General Supplies	<i>Include supplies needed to implement the Scope of Work (no single item should exceed \$10,000)</i>		
	<i>Consumable Supplies</i>		
	Office Supplies	\$ 2,700.00	\$ 300.00
	Lending Library	\$ 2,000.00	\$ 1,000.00
	<i>Non-consumable Supplies</i>		
	Tech and Supply	\$ 2,214.16	
Software Licensing	\$ 2,000.00	\$ 150.00	
	Total Supplies:	\$ 8,914.16	\$ 1,450.00
Equipment	<i>Include items for purchases above a per unit threshold of \$10,000, needed for implementation of the Scope of Work.</i>		
	No equipment will be purchased for this project	\$ -	\$ -
	Total Equipment	\$ -	\$ -
Contract Services	<i>Contract Services are ongoing with a third party under a subcontract for the performance of a specific deliverable. Subcontracts over \$100,000 must have a separate budget submitted.</i>		
	<i>Contractor Name</i>	<i>Description</i>	
	Kathy Greinsteiner	Presentation at Early Childhood Conference	\$ 500.00
	Other Presenters		\$ 576.75
	Total Contracted Services:	\$ 1,076.75	\$ -
Misc./Other	<i>Includes direct expenses not listed elsewhere such as internet, postage, printing, staff professional development, cell phone allowance, etc.</i>		
	Postage	\$ 357.40	\$ 142.60
	Cell phone	\$ 1,800.00	
	Zoom \$54.17x12 months=650	\$ 290.00	\$ 360.00
	Meeting Support	\$ 500.00	\$ 500.00
	Occupancy Rent	\$ 900.00	
	Advertising	\$ 1,800.00	\$ 200.00
	Professional Development	\$ 500.00	\$ 100.00
	Printing	\$ 1,800.00	\$ 200.00
	Total Miscellaneous/Other:	\$ 7,947.40	\$ 1,502.60
	Subtotal	\$ 339,855.00	\$ 205,428.00
	Indirect Costs		
	Total Budget	\$ 339,855.00	\$ 205,428.00

Indirect Calculations

Sub-Recipient Indirect Rate: 0%

<u>General Fund</u>	<u>GSQ Budget</u>	<u>I/T Budget</u>	<u>Exclusions</u>	<u>Remaining Budget</u>
Salaries	\$ 182,277.26	\$ 119,431.46		\$ 301,708.72
Fringe Benefits	\$ 119,139.43	\$ 79,543.94		\$ 198,683.37
Travel	\$ 20,500.00	\$ 3,500.00		\$ 24,000.00
General Supplies	\$ 8,914.16	\$ 1,450.00		\$ 10,364.16
Contracted Services	\$ 1,076.75	\$ -	\$ -	\$ 1,076.75
Misc./Other	\$ 7,947.40	\$ 1,502.60		\$ 9,450.00
Total:	\$ 339,855.00	\$ 205,428.00		\$ 545,283.00
			Indirect Rate:	0%
				\$ -

Contracted Services Check

GSQ OK

I/T OK

<u>Contracted Services</u>	<u>GSQ Budget</u>	<u>I/T Budget</u>	<u>Exclusions</u>	<u>Indirect Threshold</u>
<i>Contractor Name</i>				
Kathy Greinsteiner	\$ 500.00	\$ -	\$ -	\$ 50,000.00
Other Presenters	\$ 576.75	\$ -	\$ -	\$ 50,000.00
Total:	\$ 1,076.75	\$ -	\$ -	

Indirect costs are capped at \$50,000 for each subcontract over the entire contract period.

NEGSTQ Budget Narrative-2025

Salaries:

Some staff are separated out into other program/grants but are all 1 FTE.

Salaries Total = **\$301,708.72**

Role Co Director	Name	Responsibility	Annual Salary	Project Percentage	Total Funded by Grant
Co Director	Helen Shastal	Overall direction and oversight of the project; programming	\$64,895.00	95%	61,923.96
Co-Direc tor	Chris Tappan	Oversight of expenditures/budgets	\$65,014.00	16%	\$11,052.38
Supervisor	Katie Keith	communicate organizational needs, oversee employees' performance, provide guidance, support, identify development needs - creates systems and protocols, policies and procedures	\$100,894.56	20%	\$20,000
Quality Improvement Coach	Desiree Lipski	Provides coaching and training	\$64,002.00	93%	\$59,330.88
Quality Improvement Coach	Kym Narayana	Provides coaching and training	\$54,080.00	70%	\$46,779.20
Quality Improvement Coach	Melissa Maeder	Provides coaching and training	\$58,678.66	81%	\$48,001.50
Infant/Toddler Specialist	Tracey Stein	provide content expertise and technical assistance support to ITLC and other providers within their region.	\$54,620.00	100%	54,620.80

Fringe Benefits:

Fringe Benefits include:

- FICA at 7.65% = \$23,080.71
- Medical insurance/Dental/Vision = \$50,847.00
- Unemployment (FUTA and SUTA) = \$1,065
- Life insurance at 0.05% = \$1,080.00
- Retirement/UAALt at 31% = \$123,675.66

Fringe Total = \$198,683.37

Travel:

Estimated travel costs are based on similar travel from the past three years and include travel costs for an estimated 5 staff x6 events. In addition to monthly mileage average 373 miles x 5 staff x 12 months

Travel Rates:

- Mileage – based on current IRS rate of \$.67/mile (rate will be adjusted if the IRS rate changes)
- Lodging – in-state lodging is based on the state rate of \$100/night; planned for 5 staff members and 6 events
- Meals - based on State of Michigan travel rates; out of state meal amounts are based on select cities rates; only actual costs, up to the maximum (select or non-select, in-state or out-of-state), will be charged.
 - \$36 meals x 5 staff members x 6 events
- Incidentals include estimates for parking total of \$50.20

Travel Total = \$24,000.00

General Supplies:

Consumable Supplies:

- General Office Supplies – \$3,000 for estimated consumable supplies necessary for program implementation, based on \$250/month per FTE
- Lending Library Supplies - \$3000 new materials and reordering supplies for broken/missing pieces of Lending Library items.

Non-consumable Supplies:

- Tech/Supply Hardware –laptop, owls for trainings \$2,214
- Software – Zoom accounts \$2150

Supplies Total = \$10,364.16

Equipment:

No equipment will be purchased for this project.

Contract Services:

- Training (contractor(s) not yet identified) – estimated cost of \$576.75, Kathy Greinsteiner \$500 for Early Childhood Conference
-

Contracts Total = **\$1076.75**

Misc/Other:

- Printing and postage – estimated cost of \$2,000 for printing and mailing of postcards, training materials, etc. -postage cost \$500=Total \$2,500
- Cell Phone Allowance – \$30mo cell x 5 employees x 12 =\$1800
- Zoom:\$54.17x12 months=650
- Meeting Support – estimated costs for meeting room and equipment rental at \$100 per meeting x 10 meetings
- Occupancy – Rent – \$75 per months months -rent for classroom Lending Library=\$900
- Advertising-\$2,000 in newspapers, promotional items etc. (\$181.82 for each county x 11 counties)
- Staff Recertifications/Professional Memberships: \$600 such as recertifications for staff

Misc/Other Total = **\$9,450.00**

Indirect:

No indirect cost

Total Budget = \$545,283

Great Start to Quality Resource Center FY25 Scope of Work

I. Early Childhood Professional Development, Quality Improvement Consultation and Technical Assistance

Desired outcome: High-quality professional development and intensive quality improvement consultation are available and accessible to all licensed early learning and development programs and license exempt subsidized providers.

Item #	Key Activities	Progress Measure
1	Respond to technical assistance needs of providers within the RC service area by providing professional development for licensed early learning and development programs and license exempt scholarship providers who are serving children birth through 12 years of age.	
A	Develop and maintain a professional development training plan that supports RC service area provider needs.	<p>Develop and maintain a professional development/training plan that demonstrates identified trainings, supports and services have been identified through assessing service area needs (such as provider assessments, Quality Improvement Plans (QIPs) and other local data). Training plan should include supporting providers serving Native American children, children with disabilities and children receiving care on military installations.</p> <p>Plan must use various training modalities and utilize experts in areas like workforce development, literacy, SE and others.</p> <p>All required trainings should be offered with in-person options, as well as virtual options.</p> <p>Plan should include intended outreach activities to engage all providers within the service area.</p> <p>Plan should include self-training developed by partner for RC use like MiRegistry 101, GSQ 101, and training on observation tools.</p>
B	Utilize MiRegistry for professional development offerings within the service area.	<p>MiRegistry is used for all professional development.</p> <p>All trainings and all trainers must be approved in MiRegistry.</p>

C	<p>Break down barriers to MiRegistry use within the service area.</p> <p>Support direct care programs providing in-house professional development with becoming approved trainers and training sponsor organizations in the registry and submitting their training for approval and scheduling events.</p>	<p>Regional barriers for MiRegistry use have been addressed.</p> <p>Narrative summary of programs supported as part of quarterly reporting.</p>
D	<p>Prioritize support for programs at levels less than demonstrating quality, serving scholarship eligible children, willing to serve scholarship eligible children and infants and toddlers.</p>	<p>Using data from the public export RCs/Coaches prioritize programs serving scholarships eligible children when addressing resource center needs and caseload prioritization. Provide data on providers who were prioritized.</p>
E	<p>Share information and resources about supporting children with special needs and talking to parents of children with developmental delays.</p> <p>Examples may include: CCRESA modules; Michigan Alliance partnership, Early On, IECMHC referrals).</p>	<p>Narrative summary of activities related to support, information, and resources shared with providers as part of quarterly reporting.</p>
F	<p>Provide training and ongoing technical support for emergent priorities in early childhood as identified by MiLEAP or ECIC.</p>	<p>Evidence of training availability in MiRegistry and/or coaching support.</p>
G	<p>RC coaching staff working directly with programs will be trained on CLASS and ERS assessment tools.</p> <p>RC staff working with school age programs will be trained in SEL PQA basic training.</p>	<p>Identified RC coaching staff receive overview training on CLASS and ERS assessment tools. Report participation in quarterly report.</p> <p>Identified RC staff receive SEL PQA basic training. Report participation in quarterly report.</p>
2	<p>Facilitate quality improvement coaching with early learning and development programs within the resource center service area to achieve and maintain the highest level of quality as measured by Great Start to Quality self-reflections, quality improvement goals, and assessments.</p>	
A	<p>Regularly review provider Quality Improvement Plans and provide coaching/support in alignment with the current RC Protocols.</p>	<p>All child care providers working with a Quality Improvement Coach (QIC) will create and maintain a Quality Improvement goal/goals in the system. QICs will assure providers have goals in place and are actively working towards increased quality while on a QIC caseload.</p>
	<p>Implement LearnERS coaching framework</p>	<p>Identify two coaches in each region to implement LearnERS with providers in your service area.</p> <p>All participating coaches will participate in training from Branagh Information Group.</p>

		Participating programs will be identified in Q1
B	Connect eligible programs to the T.E.A.C.H. scholarship offered through the Michigan Association for the Education of Young Children (MiAEYC).	Utilizing report from MiAEYC identify the number of providers referred to T.E.A.C.H. who have started a scholarship.
C	Connect eligible programs to the T.E.A.C.H. scholarship offered through the Michigan Association for the Education of Young Children (MiAEYC).	Evidence that providers are connected to Social Emotional Consultants, included in the quarterly report number of referrals made per quarter (if applicable).
D	The RC will encourage licensed programs to complete the on demand 30-hour center based business series training or the family business series modules to help create business sustainability within the service area.	Request data report from MiRegistry quarterly to identify providers from the service area who have completed the trainings.
3	Provide CCDF required training.	
A	All required trainings should be offered in person (priority), as well as having some virtual options.	Each RC must develop a training plan for their service area that prioritizes in person training while remaining responsive to the needs and preferences of providers and submit to ECIC. This plan should detail how the trainings were selected, how offerings respond to provider needs, rationale for choosing in person or virtual offerings, and what quarter they will be offered.
B	Two trainings provided per resource center and meet the definitions/requirement of homelessness under McKinney- Vento. Trainings are to be offered in person. A RC can provide a rationale to ECIC for approval to offer one of the offerings virtually.	Two trainings will be provided by each resource center and participation data will be provided quarterly.
C	RCs will work in partnership with the IT Statewide Lead at ECIC along with MiLEAP to promote the Infant/Toddler Development and Care Practices 45 hour on demand training (formerly called B-3). RCs will work with the IT Statewide Lead and ECIC to develop an implementation plan to support the coordination and facilitation of quarterly virtual follow up sessions and individualized requests for support as needed for training participants.	Quarterly follow up sessions, number of participants, and number of individual follow up requests will be reported by RCs quarterly. (Report can be requested from MiRegistry.) RCs will work with the IT Statewide Lead to report on quarterly follow up session participation and recommendations.

D	<p>Three health and safety trainings will be provided per resource center. Trainings will be provided on an ongoing basis with all the trainings offered in person.</p> <p>As needed, RCs to work with ECIC /MiLEAP to provide virtual Spanish offerings and supports to providers.</p>	<p>The trainings will be provided by each resource center and participation data will be provided quarterly.</p>
E	<p>As needed, RCs to work with ECIC /MiLEAP to provide virtual Spanish offerings and supports to providers.</p>	<p>Completion of one HOPEful Conversations training.</p>
F	<p>Maintain one staff person who has completed Go NAPSACC consultant training to support providers with utilizing Go NAPSACC resources to meet their quality improvement goals.</p>	<p>Provide a narrative of how the RC is sharing this resource with providers to support their quality improvement plans and access the 37 online training modules.</p> <p>NOTE: these trainings are approved in MiRegistry and a data exchange is in place. Not on public calendar, as an individual provider can't directly access. They access through their program. 1 account/program.</p>
G	<p>Provide Level Two professional development for License Exempt (LE) providers in MiRegistry.</p> <p>Resource Centers will offer pathways for providers to achieve the 10 hours of training needed for Level Two. Providers should be offered a continuum of professional development/training with the goal of 10- hour segments/blocks to be achieved.</p> <p>Examples: creating a package of 10 hours of training for the LE provider to complete; offering the HOPEful Conversations training; 10 hours of self-paced courses.</p>	<p>Narrative describing activities and offerings to help more LE providers achieve Level Two each quarter.</p> <p>NOTE: MiRegistry has contact info that is shared already for the Refresher training, we could add the level 2 info (begin/end date) and they could use the list to target outreach to providers.</p>
H	<p>Staff attend required CCDF train-the-trainers (ToT) offered by ___, MiLEAP or a MiLEAP identified partner to meet SOW requirements. ToT may be offered virtually or in person.</p>	<p>Staff members identified and attended the ToT.</p>
4	<p>Provide Infant Toddler focused training, technical assistance, and coaching, including use of the Michigan Infant Toddler Model within each Resource Center.</p>	

A	Ensure that trainings with Infant Toddler focus will be provided within each resource center service area.	Annually, 15% of all professional development opportunities (excluding all required state training) must be specifically targeted to Infants/Toddlers with 100% of the content focused on Infants and Toddlers. Note: Training done for members of the Infant Toddler cohorts can be counted.
B	Ensure Infant Toddler Specialists engage infant toddler teachers in improving the quality of care. All RCs participate in IT Specialist Network, including Statewide Leadership Team and all requirements in the model related to cohorts and ITS Specialist training requirements.	Provide required data to IT Specialist Network. RC Participation documented.
D	The RC will encourage licensed programs to complete the Infant/Toddler Development and Care Practices 45 hour on demand training (formerly called B-3) to help providers meet child care licensing requirements.	Request data report from MiRegistry quarterly to identify providers from the service area who have completed the trainings.

II. Support for Families

Desired outcome: Provide families with consumer education and resources that meet their needs and support their understanding of quality early learning programs.

Item #	Key Activities	Progress Measure
1	Provide Resource and Referral Support to Help Ensure Families Have Access to High Quality Early Learning Opportunities	
A	Through collaboration with child care licensing, GSCs/GSFCs, TriShare hubs (where available), Regional Coalitions, FCCNs, market Great Start to Quality to families and community partners using MiLEAP approved materials and resources.	Share approved GSQ materials and engage parents/families and other stakeholders through multiple avenues including but not limited to community events, partner agencies, local ISD contacts, regional coalitions, FCCNs, TriShare hubs, child care providers, social media, website, email, print materials, and other avenues as appropriate, reporting will be conducted annually on where/how GSQ materials were distributed.
B	Support families via multiple methods (phone, email, online search, scholarship calculator, in-person, etc.) in finding quality child care options that fit their needs including reduction of barriers to access and affordability (as resources allow), and provision of equitable services.	Quarterly reporting from WLS to identify the number of families contacting the RC in finding childcare.
C	Encourage participation in Head Start/GSRP enrollment and recruitment efforts throughout the region to help support PreK for All.	Evidence of partnerships that support Head Start/GSRP enrollment and recruitment efforts throughout the region to promote PreK for All, such as partnership meetings, referral of eligible children/families, referral to GSQ, etc.

2	Engage with GSCs and GSPCs, Regional Coalitions, FCCNs, Child Care Licensing and Other Stakeholders	
A	Utilize GSCs/GSFCs, Regional Coalitions, TriShare hubs, and School Readiness Advisory Committee to inform families about resources that are available to support families with finding high quality early learning opportunities.	Provide examples of engagement with GSCs/GSFCs, Regional Coalitions, TriShare hubs, and School Readiness Advisory Committee that occurred during the quarter. Examples should include the outcomes of the engagement.
B	Engage with FCCNs and other quality initiative partners as requested to ensure a coordinated early childhood system that supports children and families.	Provide examples of engagement that occurred during the quarter. Examples should include outcomes of the engagement.
3	Provide Resources	
A	Culturally relevant lending Library Resources in support of infants, toddlers, preschoolers, and school age are available to all families.	Provide a narrative that highlights usage trends among families.
B	Support families in finding access to care including families who are served or in need of services under Part C and 619 of IDEA by collaborating with GSC, ISDs and other community partners (like Help Me Grow) to promote use of developmental screening tools, and referral to consultation and support on developmental screening outcomes.	Evidence of coordination with local developmental screening partners such as ISDs/partners to advocate and support use of developmental screening tools and evidence of coordinated approach to family engagement.
C	Provide outreach, resources, training and coaching to providers that represent the diversity of cultures, languages, ethnicities, and sexual identities within the service area. ECIC to approve materials before use.	Evidence of outreach, availability of resources, training, and coaching within the quarter.
III. Support Provider Engagement in Great Start to Quality (GSQ)		
<i>Desired outcome: Improve the quality of early learning programs serving children birth through 12 years of age through a continuum of coordinated quality improvement supports and services.</i>		
Item #	Key Activities	Progress Measure
1	Increase Provider Engagement In GSQ	
A	Develop strategies and outcomes for increasing engagement and increasing quality levels in GSQ for center and home-based providers.	Evidence of strategies and outcomes to address increased engagement and higher quality levels will be reported each quarter.

B	Increase provider engagement and participation within the resource center service area to reach a minimum of ____% of providers are participating at Reflecting on Quality or higher.	By December 1, 2024 work collaboratively with MiLEAP and ECIC to determine GSQ engagement metrics for the FY.
C	Bi-monthly RCs will collaborate with ECIC who will host a statewide webinar/forum for providers to provide feedback and ask questions about GSQ. RCs will provide possible topics and market the opportunity to providers. Information and recommendations obtained from these meetings will be shared back with the Department for CQI.	RCs participate monthly. Narrative reporting to include common topics from webinars will be submitted to MiLEAP by ECIC.
2	Bi-monthly RCs will collaborate with ECIC who will host a statewide webinar/forum for providers to provide feedback and ask questions about GSQ. RCs will provide possible topics and market the opportunity to providers. Information and recommendations obtained from these meetings will be shared back with the Department for CQI.	
A	Partner/collaborate with each Great Start Collaborative (GSC), Great Start Family Coalition (GSFC), School Readiness Advisory Committee, TriShare hubs, Regional Coalitions and other community partners throughout the RC service area to identify and implement activities designed to increase engagement and provider participation in Great Start to Quality.	Provide examples of engagement with GSCs/GSFCs, Regional Coalitions, TriShare hubs, and School Readiness Advisory Committee that occurred during the quarter. Examples should include activities to support quality improvement. At minimum, evidence of participation in at least three quarterly meetings, events, conferences.
3	Make Resources Available for Providers to Support Quality Improvement	
A	Make Resources Available for Providers to Support Quality Improvement	Provide a narrative that highlights usage trends among providers.
4	Promote a Culture of Quality and Equity	
A	Identify barriers that providers are experiencing using or accessing developmental screening tools. Provide resources, training, coaching, and referrals to help reduce barriers.	Narrative describing identified barriers and recommendations for how to partner with service area stakeholders to increase availability of resources, training, and coaching to support providers and families.
B	Providers receive targeted support and coaching on working with children with differing abilities.	Narrative describing supports, training and coaching provided during the quarter.
C	Provide outreach, resources, training and coaching to providers that represent the diversity of cultures, languages, ethnicities, and sexual identities within the service area. ECIC to approve materials before use.	Evidence of outreach, availability of resources, training, and coaching within the quarter.

IV. Infant Toddler Learning Communities (ITLCs)		
<i>Desired outcome: Increase the quality and supply of infant toddler early learning and development programs throughout the resource center service area through professional development and engagement with the Infant Toddler Specialist Network utilizing the MiLEAP approved model.</i>		
Item #	Key Activities	Progress Measure
1	ITLC Cohort Development & Management	
A	Support all aspects of implementation of ITL Specialist Network/Cohort activities as defined in the FY25 IT Model including onboarding and implementation of new ITLC cohorts as defined in the IT Model and Guidance Documents; the transition of each ITLC cohort; and implementation of intentional continued learning opportunities for all previous ITLC cohort members.	Evidence of recruitment and implementation plan for new ITLC Cohort; ongoing learning activities for previous cohort members as outlined in the transition plan.
B	Support staffing and budgeting and required activities of IT Specialist Network/Cohort as defined in FY25 Infant Toddler Model.	Evidence of staffing and budgeting for IT activities.
2	Professional Development for ITS'	
A	ITS meet all requirements including training requirements and best practices as defined in FY25 IT Model Document. Including participation in all training (statewide and regional) and CoP sessions.	IT specialists have evidence of meeting training and COP requirements defined in IT model.
3	Data Reviews and Activity Reports	
A	RCs and ITS' engage in ongoing quality improvement activities as defined in the FY25 IT Model Document.	ITS reports on ongoing quality improvement activities to ECIC.
B	Assist ECIC in preparing IT Activity Report.	RCs will gather data on and summarize how their technical assistance, coaching, and practices focusing on infants and toddlers have been impacted by the information discussed and learned by the infant and toddler learning community using the schedule and format defined in the FY25 I/T Model Document.
V. Supply Building		

Desired outcome: In collaboration with other partners increase supply of quality programming by collecting and analyzing data to identify existing gaps and barriers for child care services to identify strategies that provide a full range of options to better meet the needs of families within the service area.

Item #	Key Activities	Progress Measure
1	Engage In Activities to Promote Increased Availability and Access to Child Care and PreK for All	
A	Utilizing child care maps produced by MSU collaborate with others (Regional Coalitions, FCCNs, child care licensing, GSCs/GSFCs, TriShare hubs) to Identify existing gaps and barriers for regional child care services to define strategies to better meet the needs of families within the RC service area. This includes supporting PreK for All efforts within the service area.	Regularly assess gaps and barriers for child care services in coordination with Regional Coalitions, PreK for All, FCCNs, child care licensing, GSCs/GSFCs, TriShare hubs, ECIC and MiLEAP.
B	Partner with child care licensing and utilize child care licensing resources to support license exempt providers or others interested in being a licensed provider through the licensing process.	Narrative evidence of outreach/coaching/support for license exempt providers and other interested parties through coordination and partnerships with child care licensing.
C	Engage in provider recruitment through professional development, meetings/events, or conferences.	Narrative describing engagement (ex: one-one meetings, events, conferences, and events coordinated by child care licensing or other partners).
D	When engaging with partners provide ongoing data to support an increase the supply of high-quality infant toddler early learning programs within the resource center service area.	Narrative describing engagement (ex: one-one meetings, events, conferences, and events coordinated by child care licensing or other partners). Include number of new programs created through the partnerships (if applicable).
E	By participating as a member of the Regional Coalition help by providing data that helps to identify barriers, share considerations, and strategies for the community to develop localized supply building strategies in coordination with a variety of community stakeholders.	Narrative describing engagement and contributions to the supply building efforts of the Regional Coalitions.
F	Within the RCs service area engage and gather feedback/input from licensed early learning programs, license exempt scholarship providers, and families, to help gather information on how to best support child care accessibility for all children/families, including access to PreK for All.	Narrative describing feedback/input gathered (by group) during the quarter. Recommendations shared with other partners to address barriers and needs.

G	Support the implementation of the School State Aid Act, Section 32d (15)(a) by ensuring that a Great Start to Quality resource center provides or supports each intermediate district to access the contact information for each licensed child care center located in the resource center service area of the intermediate district or consortium by March 1 of each year.	Provide at least one Great Start Readiness Partners' Report to each ISD within the region no later than March 1 of each calendar year.
2	Supporting Child Care Options-Emergency Conditions	
A	As requested, be ready to support and implement the CCDF Emergency Preparedness Plan (Michigan Statewide Child Care Emergency Preparedness Plan & Response Plan) to facilitate child care options and availability during public health emergencies and/or a natural disaster.	Narrative reflecting how the RC has made this resource available and accessible to other partners working within the Service Area during at least one meeting throughout the FY. Narrative should include plan for implementation if necessary.
VI. Infrastructure and Organizational Administration		
<i>Desired outcome: The Great Start to Quality Resource Center administration and management structure, organization capacity and experience supports successful Great Start to Quality implementation within the resource center service area.</i>		
Item #	Key Activities	Progress Measure
1	General	
A	All RC Directors and staff participate in MiLEAP and ECIC activities as requested to support the implementation of the work.	RC Directors and staff engage and provide expertise in meetings sponsored.
B	Implement all Great Start to Quality implementation protocols and guidelines provided by ECIC to ensure program fidelity.	RCs will ensure that all current GSQ protocols, procedures, and guidelines are adhered to by all staff regarding the implementation of GSQ.
2	Continuous Quality Improvement	
A	Utilize data, available maps, CQI processes, and experiential learning to develop and implement strategies to improve the implementation of Great Start to Quality in the RC service area.	Evidence that data and continuous quality improvement (CQI) is used to inform GSQ implementation within the RC service area.

B	Convene an RC led Stakeholder group to engage in conversations/CQI related to Great Start to Quality implementation and provider supports at least 3 times during the FY.	Using data to drive discussions and decisions there is evidence that meetings were held and covered the following objectives: 1) Engagement of diverse stakeholder groups, including providers 2) Data driven decision-making to inform GSQ participation supports needed (is there equitable access for all providers in the service area) 3) Infant/Toddler quality and supply building 4) Data driven decision-making to inform professional development offerings (is there equitable access for all providers in the service area) 5) Supply Building and Workforce Strategies
3	Staffing	
A	Caseload for each Quality Improvement Coach will support the successful attainment of quarterly and annual progress.	Documentation of the number of providers on QI caseload.
B	Each RC will be expected to staff the Infant Toddler Specialist role as defined in the FY25 Infant Toddler Statewide Model document.	Documentation of the number of ITS' in the service area.
C	Each RC will be expected to staff the LearnERS coaches (2) role who will support the successful attainment of quarterly and annual progress.	Document of coaches and programs participating in their service area. Evidence of participation in regularly scheduled meetings and other activities as identified by RC, ECIC or MiLEAP.
D	Coordination and collaboration with child care licensing to identify shared initiatives, resolve problems and ensure ongoing communication on child care issues.	Evidence of participation in regularly scheduled meetings and other activities as identified by RC, ECIC or MiLEAP.
4	Ensure a Culture of Quality and Equity	
A	All RC staff will attend at least one DEI/ implicit bias training offered by ECIC or another entity.	Evidence of training completion.

Required Activites	Column2	Work Plan
1 I. Early Childhood Professional Development, Quality Improvement		
2 Respond to technical assistance needs of providers within the RC service area by providing professional development for licensed early learning and development programs and license exempt scholarship providers who are serving children birth through 12 years of age.		
3 Required Activites	Performance Metrics	Work Plan
4 Develop and maintain a professional development training plan that supports RC service area provider needs.	Develop and maintain a professional development/training plan that demonstrates identified trainings, supports and services have been identified through assessing service area needs (such as provider assessments, Quality Improvement Plans (QIPs) and other local data). Training plan should include supporting providers serving Native American children, children with disabilities and children receiving care on military installations. Plan must use various training modalities and utilize experts in areas like workforce development, literacy, SE and others. All required trainings should be offered with in-person options, as well as virtual options. Plan should include intended outreach activities to engage all providers within the service area. Plan should include self-training developed by partner for RC use like MiRegistry 101, GSQ 101, and training on observation tools.	NE RC has a PD plan developed and it includes all of the components mentioned in the metrics. We post our trainings on our FB page to providers, We email all providers fliers of our PD opportunities, we print and share PD fliers at community events that we attend to share with partners to share out, we share PD opportunities in newsletters to LEPs, and share our PD opportunities at our Partner meetings. If there are programs that are serving children with disabilities or receiving military care, they are receiving all of our communications. (Q1-Q4) Please see full PD plan and other details in the following link: https://docs.google.com/spreadsheets/d/1P5DIZNDZwRN2KLE-vrDqGMf8-yBZI_iGZWHq1Xhsk1A/edit?usp=sharing
5 Utilize MiRegistry for professional development offerings within the service area.	MiRegistry is used for all professional development. All trainings and all trainers must be approved in MiRegistry.	NE RC uses Miregistry for all professional development. All staff are trained in how to create PD
6 Break down barriers to MiRegistry use within the service area. Support direct care programs providing in-house professional development with becoming approved trainers and training sponsor organizations in the registry and submitting their training for approval and scheduling events.	Regional barriers for MiRegistry use have been addressed. Narrative summary of programs supported as part of quarterly reporting.	NE RC promotes our providers to become TSOs. We have a self paced course open all year for self paced courses and support the programs through the process. (Q1-Q4)
7 Prioritize support for programs at levels less than demonstrating quality, serving scholarship eligible children, willing to serve scholarship eligible children and infants and toddlers.	Using data from the public export RCs/Coaches prioritize programs serving scholarships eligible children when addressing resource center needs and caseload prioritization. Provide data on providers who were prioritized.	NE RC has a caseload summary tool that we use to prioritize our caseloads according to needs. We are currently revamping our criteria for prioritizing, but you
8 Share information and resources about supporting children with special needs and talking to parents of children with developmental delays. Examples may include: CCRESA modules; Michigan Alliance partnership, Early On, IECMHC referrals).	Narrative summary of activities related to support, information, and resources shared with providers as part of quarterly reporting.	NE RC shares information on Screening and Assessment tools, Early ON links/brochures, and host trainings on ASQ/ASQ-SE as self paced options with follow up support. We also connect our providers with the screening and assessment tools, kits on special needs from our Lending Library and deliver these items directly to providers and then do our coaching around
9 Provide training and ongoing technical support for emergent priorities in early childhood as identified by MILEAP or ECIC.	Evidence of training availability in MiRegistry and/or coaching support.	NE RC asks providers what training needs/desires they may have. We do this within our coaching visits,
10 RC coaching staff working directly with programs will be trained on CLASS and ERS assessment tools. RC staff working with school age programs will be trained in SEL PQA basic training.	Identified RC coaching staff receive overview training on CLASS and ERS assessment tools. Report participation in quarterly report. Identified RC staff receive SEL PQA basic training. Report participation in quarterly report.	NE RC staff has been specifically identified to make sure they attend each of these types of trainings: ERS, CLASS, and SEL PQA. Participation will be monitored and reported in the quarterly report. (Q1-Q4)
11 Required Activites	Performance Metrics	Work Plan
12 Facilitate quality improvement coaching with early learning and development programs within the resource center service area to achieve and maintain the highest level of quality as measured by Great Start to Quality self-reflections, quality improvement goals, and assessments.		
13 Regularly review provider Quality Improvement Plans and provide coaching/support in alignment with the current RC Protocols.	All child care providers working with a Quality Improvement Coach (QIC) will create and maintain a Quality Improvement goal/goals in the system. QICs will assure providers have goals in place and are actively working towards increased quality while on a QIC caseload.	All NE RC coaches know how to use the QIP tool and works with each provider to create goals and then supports/monitors progress. Every provider on a caseload will have a QIP and the coach will be actively
14 Implement LearnERS coaching framework	Identify two coaches in each region to implement LearnERS with providers in your service area. All participating coaches will participate in training from Branagh Information Group. Participating programs will be identified in Q1	2 coaches have been identified and will attend necessary training in order to support LearnERS cohort. (Q1) Coaches have begun recruiting programs (Q1)to begin January, 2025. (Q2)
15 Connect eligible programs to the T.E.A.C.H. scholarship offered through the Michigan Association for the Education of Young Children (MiAEYC).	Utilizing report from MiAEYC identify the number of providers referred to T.E.A.C.H. who have started a scholarship.	NE RC uses an internal coding system within Miregistry to be able to pull this information rather quickly. We would love to be able to request a report
16 Connect providers to Social Emotional Consultants, trainings offered in MiRegistry, and IECMH cohort opportunities for providers.	Evidence that providers are connected to Social Emotional Consultants, included in the quarterly report number of referrals made per quarter (if applicable).	N/A (We do not have access to SE Consultants)

	Required Activities	Column2	Work Plan
17	Connect providers to Social Emotional Consultants, trainings offered in MiRegistry, and IECMH cohort opportunities for providers.	Evidence that providers are connected to Social Emotional Consultants, included in the quarterly report number of referrals made per quarter (if applicable).	Same as above
18	The RC will encourage licensed programs to complete the on demand 30-hour center based business series training or the family business series modules to help create business sustainability within the service area.	Request data report from MiRegistry quarterly to identify providers from the service area who have completed the trainings.	NE RC will share the flier for the 30 hr on demand CCBA trainings with providers by email and FB post. We also inform our partners so they can share as needed. (Q1-Q4)
19	Provide CCDF required training		
20	Required Activities	Performance Metrics	Work Plan
21	All required trainings should be offered in person (priority), as well as having some virtual options.	Each RC must develop a training plan for their service area that prioritizes in person training while remaining responsive to the needs and preferences of providers and submit to ECIC. This plan should detail how the trainings were selected, how offerings respond to provider needs, rationale for choosing in person or virtual offerings, and what quarter they will be offered.	NE RC is committed to hosting trainings in a mixed format of virtual/self-paced in order to meet the needs of each provider. (Q1-Q4) See PD plan: https://docs.google.com/spreadsheets/d/1P5DIZNDZwRN2kLE-vrDqGMf8-
22	Two trainings provided per resource center and meet the definitions/requirement of homelessness under McKinney- Vento. Trainings are to be offered in person. A RC can provide a rationale to ECIC for approval to offer one of the offerings virtually.	Two trainings will be provided by each resource center and participation data will be provided quarterly.	NE RC will offer one in person training and one virtual as we have never had anyone show up for an in person offering. We can try one of each for this year, but in the last few years, we have not had good luck
23	RC's will work in partnership with the IT Statewide Lead at ECIC along with MiLEAP to promote the Infant/Toddler Development and Care Practices 45 hour on demand training (formerly called B-3). RC's will work with the IT Statewide Lead and ECIC to develop an implementation plan to support the coordination and facilitation of quarterly virtual follow up sessions and individualized requests for support as needed for training participants.	Quarterly follow up sessions, number of participants, and number of individual follow up requests will be reported by RCs quarterly. (Report can be requested from MiRegistry.) RCs will work with the IT Statewide Lead to report on quarterly follow up session participation and recommendations.	NE RC will partner with MiLEAP, IT statewide lead, and ECIC to promote providers to take the Infant/Toddler Development and Care Practices 45 hr training and will partner to best support providers and any requests they might have.
24	Three health and safety trainings will be provided per resource center. Trainings will be provided on an ongoing basis with all the trainings offered in person. As needed, RCs to work with ECIC /MiLEAP to provide virtual Spanish offerings and supports to providers.	The trainings will be provided by each resource center and participation data will be provided quarterly.	NE RC will provide 3 Health and Safety trainings in person. If we have a need for a Spanish offering, we will reach out to MiLEAP/ECIC
25	Continue to offer HOPEful Conversations training within the service area. A minimum of one offering per year. (Note this can be part of the RC plan for helping to move more LE providers to Level Two.)	Completion of one HOPEful Conversations training.	NE RC is committed to hosting at least one HOPEFUL conversations training.
26	Maintain one staff person who has completed Go NAPSACC consultant training to support providers with utilizing Go NAPSACC resources to meet their quality improvement goals.	Provide a narrative of how the RC is sharing this resource with providers to support their quality improvement plans and access the 37 online training modules. NOTE: these trainings are approved in MiRegistry and a data exchange is in place. Not on public calendar, as an individual provider can't directly access. They access through their program. 1 account/program.	NE RC has 2 trainers that are NAPSACC certified and they promote the trainings/opportunity with providers in our Region. Providers who are interested are granted access to the materials. They email fliers to programs to draw interest and sign them up.
27	Provide Level Two professional development for License Exempt (LE) providers in MiRegistry. Resource Centers will offer pathways for providers to achieve the 10 hours of training needed for Level Two. Providers should be offered a continuum of professional development/training with the goal of 10- hour segments/blocks to be achieved. Examples: creating a package of 10 hours of training for the LE provider to complete; offering the HOPEful Conversations training; 10 hours of self paced courses.	Narrative describing activities and offerings to help more LE providers achieve Level Two each quarter. NOTE: MiRegistry has contact info that is shared already for the Refresher training, we could add the level 2 info (begin/end date) and they could use the list to target outreach to providers.	LEPs are made aware of most of the same offerings as our regular providers. (Hopeful Conversations, B3 Literacy Essentials) Our LEP trainers promote trainings at the end of the LEPPT training. We also put out a newsletter to LEPs that includes at least 10 hours of PD that we have upcoming or on demand.
28	Staff attend required CCDF train-the-trainers (ToT) offered by MiLEAP or a MiLEAP identified partner to meet SOW requirements. ToT may be offered virtually or in person.	Staff members identified and attended the ToT.	Currently, All staff has attended the ToT trainings to facilitate CCDF trainings. If there are continuing TA events, etc, we may decide to have only one or two of
29	Required Activities	Performance Metrics	Work Plan
30	Provide Infant Toddler focused training, technical assistance, and coaching, including use of the Michigan Infant Toddler Model within each Resource Center.		

Required Activities	Column2	Work Plan
31 Ensure that trainings with Infant Toddler focus will be provided within each resource center service area.	Annually, 15% of all professional development opportunities (excluding all required state training) must be specifically targeted to Infants/Toddlers with 100% of the content focused on Infants and Toddlers. Note: Training done for members of the Infant Toddler cohorts can be counted.	NE RC will ensure that at least 15% of the PD opportunities are 100% IT content focused.
32 Ensure Infant Toddler Specialists engage infant toddler teachers in improving the quality of care. All RCs participate in IT Specialist Network, including Statewide Leadership Team and all requirements in the model related to cohorts and ITS Specialist training requirements.	Provide required data to IT Specialist Network. RC Participation documented.	Ne RC ITS will provide all required data to the IT Specialist network. RC participation will be documented and can be shared upon request.
33 The RC will encourage licensed programs to complete the Infant/Toddler Development and Care Practices 45 hour on demand training (formerly called B-3) to help providers meet child care licensing requirements.	Request data report from MiRegistry quarterly to identify providers from the service area who have completed the trainings.	NE RC would love to have access to see who in our region has completed the 45hrs of IT Development and Care trainings. Using that information, we can target promotion to programs who have not completed the
34 II. Support for Families		
35 Required Activities	Performance Metrics	Work Plan
36 Provide Resource and Referral Support to Help Ensure Families Have Access to High Quality Early Learning Opportunities		
37 Through collaboration with child care licensing, GSCs/GSFCs, TriShare hubs (where available), Regional Coalitions, FCCNs, market Great Start to Quality to families and community partners using MiLEAP approved materials and resources.	Share approved GSQ materials and engage parents/families and other stakeholders through multiple avenues including but not limited to community events, partner agencies, local ISD contacts, regional coalitions, FCCNs, TriShare hubs, child care providers, social media, website, email, print materials, and other avenues as appropriate, reporting will be conducted annually on where/how GSQ materials were distributed.	NE RC will share out GSQ materials to parents, families, and stakeholders and will record what was shared with who and where in a google document in order to be able to report that information upon request.
38 Support families via multiple methods (phone, email, online search, scholarship calculator, in-person, etc.) in finding quality child care options that fit their needs including reduction of barriers to access and affordability (as resources allow), and provision of equitable services.	Quarterly reporting from WLS to identify the number of families contacting the RC in finding childcare.	NE RC will capture when families reach out to find childcare in WLS and pull that information for reporting.
39 Encourage participation in Head Start/GSRP enrollment and recruitment efforts throughout the region to help support PreK for All.	Evidence of partnerships that support Head Start/GSRP enrollment and recruitment efforts throughout the region to promote PreK for All, such as partnership meetings, referral of eligible children/families, referral to GSQ, etc.	NE RC will have at least one staff member that will attend Pre-K for ALL meetings and we will continue to promote fliers on FB and by emails for programs and
40 Required Activities	Performance Metrics	Work Plan
41 Engage with GSCs and GSPCs, Regional Coalitions, FCCNs, Child Care Licensing and Other Stakeholders		
42 Utilize GSCs/GSFCs, Regional Coalitions, TriShare hubs, and School Readiness Advisory Committee to inform families about resources that are available to support families with finding high quality early learning opportunities.	Provide examples of engagement with GSCs/GSFCs, Regional Coalitions, TriShare hubs, and School Readiness Advisory Committee that occurred during the quarter. Examples should include the outcomes of the engagement.	NE RC partners with GSCs/GSFCs, Regional coalitions, Tri Share hubs and school readiness committees. We track attendance to meetings and outcomes to share if requested
43 Engage with FCCNs and other quality initiative partners as requested to ensure a coordinated early childhood system that supports children and families.	Provide examples of engagement that occurred during the quarter. Examples should include outcomes of the engagement.	NE RC will track meetings and partnerships and will report on that each quarter
44 Required Activities	Performance Metrics	Work Plan
45 Provide Resources		
46 Culturally relevant lending Library Resources in support of infants, toddlers, preschoolers, and school age are available to all families.	Provide a narrative that highlights usage trends among families.	Our LL has items that are culturally relevant to our Region. Providers should see themselves and their
47 Support families in finding access to care including families who are served or in need of services under Part C and 619 of IDEA by collaborating with GSC, ISDs and other community partners (like Help Me Grow) to promote use of developmental screening tools, and referral to consultation and support on developmental screening outcomes.	Evidence of coordination with local developmental screening partners such as ISDs/partners to advocate and support use of developmental screening tools and evidence of coordinated approach to family engagement.	NE RC hosts on demand trainings on ASQ and ASQ-SE for providers to learn about catching delays early and supporting families. We follow up with providers to make sure they are prepared to use ASQ/ASQ-SE tools. We also talk about opportunities in the region
48 III. Support Provider Engagement in Great Start to Quality (GSQ)		
49 Required Activities	Performance Metrics	Work Plan
50 Increase Provider Engagement In GSQ		
51 Develop strategies and outcomes for increasing engagement and increasing quality levels in GSQ for center and home-based providers.	Evidence of strategies and outcomes to address increased engagement and higher quality levels will be reported each quarter.	NE RC will monitor quality levels and engagement each quarter. Director will create a sheet to record this
52 Increase provider engagement and participation within the resource center service area to reach a minimum of % of providers are participating at Reflecting on Quality or higher.	By December 1, 2024 work collaboratively with MiLEAP and ECIC to determine GSQ engagement metrics for the FY.	NE RC is currently at 70% participation. Our goal is to raise that to 73% participation by Sept. 30, 2025.
53 Bi-monthly RCs will collaborate with ECIC who will host a statewide webinar/forum for providers to provide feedback and ask questions about GSQ. RCs will provide possible topics and market the opportunity to providers. Information and recommendations obtained from these meetings will be shared back with the Department for CQI.	RCs participate monthly. Narrative reporting to include common topics from webinars will be submitted to MiLEAP by ECIC.	RC will provide possible topics that are harvested from providers and will market these meetings to providers to attend.
54 Required Activities	Performance Metrics	Work Plan
55 Stakeholder Engagement to Promote High Quality Early Learning Opportunities		

	Required Activities	Column2	Work Plan
56	Partner/collaborate with each Great Start Collaborative (GSC), Great Start Family Coalition (GSFC), School Readiness Advisory Committee, TriShare hubs, Regional Coalitions and other community partners throughout the RC service area to identify and implement activities designed to increase engagement and provider participation in Great Start to Quality.	Provide examples of engagement with GSCs/GSFCs, Regional Coalitions, TriShare hubs, and School Readiness Advisory Committee that occurred during the quarter. Examples should include activities to support quality improvement. At minimum, evidence of participation in at least three quarterly meetings, events, conferences.	NE RC has a google tracking sheet that records meetings attended . We have our staff assigned as to who attends which meetings in our region ranging from GSC, school readiness, Regional coalition meetings, etc.
57	Required Activities	Performance Metrics	Work Plan
58	Make Resources Available for Providers to Support Quality Improvement		
59	Lending library Resources in support of infants, toddlers, preschoolers, and school age will be made available to licensed and licensed- exempt providers.	Provide a narrative that highlights usage trends among providers.	NE RC encourages providers to sign up and get a sign in for our LIBIB app to see our LL items, place items on hold, and then staff delivers items and exchanges
60	Required Activities	Performance Metrics	Work Plan
61	Promote a Culture of Quality and Equity		
62	Identify barriers that providers are experiencing using or accessing developmental screening tools. Provide resources, training, coaching, and referrals to help reduce barriers.	Narrative describing identified barriers and recommendations for how to partner with service area stakeholders to increase availability of resources, training, and coaching to support providers and families.	This conversation is always visited during our partner meeting. All partners share out what they are currently doing, think of how to partner and how to dissolve
63	Providers receive targeted support and coaching on working with children with differing abilities.	Narrative describing supports, training and coaching provided during the quarter.	We have conversations with providers on all of the different resources we have to help families and
64	Provide outreach, resources, training and coaching to providers that represent the diversity of cultures, languages, ethnicities, and sexual identities within the service area. ECIC to approve materials before use.	Evidence of outreach, availability of resources, training, and coaching within the quarter.	NE RC keeps diversity, culture, and all of the things that make us unique in the forefront when working with our audience. We have been trained on DEI and we share those concepts with providers when it is fitting. All people are welcome to our program and we enjoy
65	IV. Infant Toddler Learning Communities (ITLCs)		
66	Required Activities	Performance Metrics	Work Plan
67	ITLC Cohort Development & Management		
68	Support all aspects of implementation of ITL Specialist Network/Cohort activities as defined in the FY25 IT Model including onboarding and implementation of new ITLC cohorts as defined in the IT Model and Guidance Documents; the transition of each ITLC cohort; and implementation of intentional continued learning opportunities for all previous ITLC cohort members.	Evidence of recruitment and implementation plan for new ITLC Cohort; ongoing learning activities for previous cohort members as outlined in the transition plan.	NE RC will make sure to adhere to the expectations of the ITS role and protocols. All tracking of recruitment and activities are kept by the ITS in google sheets and can be provided upon request.
69	Support staffing and budgeting and required activities of IT Specialist Network/Cohort as defined in FY25 Infant Toddler Model.	Evidence of staffing and budgeting for IT activities.	NE RC will keep records of financial and staffing information related to the ITLC budget and work plan
70	Required Activities	Performance Metrics	Work Plan
71	Professional Development for ITS		
72	ITS meet all requirements including training requirements and best practices as defined in FY25 IT Model Document. Including participation in all training (statewide and regional) and CoP sessions.	IT specialists have evidence of meeting training and COP requirements defined in IT model.	ITS will show evidence of trainings attended and COP requirements as defined by the IT model.
73	Required Activities	Performance Metrics	Work Plan
74	Data Reviews and Activity Reports		
75	RCs and ITS' engage in ongoing quality improvement activities as defined in the FY25 IT Model Document.	ITS reports on ongoing quality improvement activities to ECIC	ITS will use CQI to inform the activities and work using the IT model document.
76	Assist ECIC in preparing IT Activity Report.	RCs will gather data on and summarize how their technical assistance, coaching, and practices focusing on infants and toddlers have been impacted by the information discussed and learned by the infant and toddler learning community using the schedule and format defined in the FY25 I/T Model Document.	ITS will cooperate with ECIC to give any data that is helpful to inform the work as it pertains to the IT model document. ITS will keep record of the content.
77	V. Supply Building		
78	Required Activities	Performance Metrics	Work Plan
79	Engage In Activities to Promote Increased Availability and Access to Child Care and PreK for All		
80	Utilizing child care maps produced by MSU collaborate with others (Regional Coalitions, FCCNs, child care licensing, GSCs/GSFCs, TriShare hubs) to identify existing gaps and barriers for regional child care services to define strategies to better meet the needs of families within the RC service area. This includes supporting PreK for All efforts within the service area.	Regularly assess gaps and barriers for child care services in coordination with Regional Coalitions, PreK for All, FCCNs, child care licensing, GSCs/GSFCs, TriShare hubs, ECIC and MILEAP.	NE RC is committed to working with partners to identify barriers and gaps of service pertaining to PreK for All. NE RC will hold 3 partnership meetings and will discuss the barriers and gaps in order to work together to support families to participate in PreK for All. Staff also is broken up to attend meetings such as GSC,
81	Partner with child care licensing and utilize child care licensing resources to support license exempt providers or others interested in being a licensed provider through the licensing process.	Narrative evidence of outreach/coaching/support for license exempt providers and other interested parties through coordination and partnerships with child care licensing.	NE RC will continue to partner with LARA/OSS go support interested individuals to go through the process to become licensed. We love helping people
82	Engage in provider recruitment through professional development, meetings/events, or conferences.	Narrative describing engagement (ex: one-one meetings, events, conferences, and events coordinated by child care licensing or other partners).	Staff from NE RC are prompted to speak about GSTQ participation at meetings, community events, PD

	Required Activities	Column2	Work Plan
83	When engaging with partners provide ongoing data to support an increase the supply of high-quality infant toddler early learning programs within the resource center service area.	Narrative describing engagement (ex: one-one meetings, events, conferences, and events coordinated by child care licensing or other partners). Include number of new programs created through the partnerships (if applicable).	NE RC will track meetings/interactions where conversations around supply building occur. Evidence can be provided if requested.
84	By participating as a member of the Regional Coalition help by providing data that helps to identify barriers, share considerations, and strategies for the community to develop localized supply building strategies in coordination with a variety of community stakeholders.	Narrative describing engagement and contributions to the supply building efforts of the Regional Coalitions.	NE RC has members assigned to attend local meetings that are around supply building. When we attend these meetings, we offer data to support the work and strategies for outreach. We are a willing
85	Within the RCs service area engage and gather feedback/input from licensed early learning programs, license exempt scholarship providers, and families, to help gather information on how to best support child care accessibility for all children/families, including access to PreK for All.	Narrative describing feedback/input gathered (by group) during the quarter. Recommendations shared with other partners to address barriers and needs.	NE RC will work with regional partners, licensed providers, LEPs, and families to discuss barriers and recommendations and we will share out that information to address the needs.
86	Support the implementation of the School State Aid Act, Section 32d (15)(a) by ensuring that a Great Start to Quality resource center provides or supports each intermediate district to access the contact information for each licensed child care center located in the resource center service area of the intermediate district or consortium by March 1 of each year.	Provide at least one Great Start Readiness Partners' Report to each ISD within the region no later than March 1 of each calendar year.	NE RC will send out a GSRP report to each ISD in our Region by March 1st.
87	Required Activities	Performance Metrics	Work Plan
88	Supporting Child Care Options-Emergency Conditions		
89	As requested, be ready to support and implement the CCDF Emergency Preparedness Plan (Michigan Statewide Child Care Emergency Preparedness Plan & Response Plan) to facilitate child care options and availability during public health emergencies and/or a natural disaster.	Narrative reflecting how the RC has made this resource available and accessible to other partners working within the Service Area during at least one meeting throughout the FY. Narrative should include plan for implementation if necessary.	NE RC had partnered with the local ISD and GSC during COVID and developed an emergency plan. We will reach out to the ISD/GSC and meet to discuss and improve the plan if needed. If some sort of Emergency
90	VI. Infrastructure and Organizational Administration		
91	Required Activities	Performance Metrics	Work Plan
92	General		
93	All RC Directors and staff participate in MiLEAP and ECIC activities as requested to support the implementation of the work.	RC Directors and staff engage and provide expertise in meetings sponsored.	NE RC directors will attend meetings with ECIC and MiLEAP to lend our expertise and wisdom as input
94	Implement all Great Start to Quality implementation protocols and guidelines provided by ECIC to ensure program fidelity.	RCs will ensure that all current GSQ protocols, procedures, and guidelines are adhered to by all staff regarding the implementation of GSQ.	NE RC directors will make sure that the team is working in accordance to our protocols that have been
95	Required Activities	Performance Metrics	Work Plan
96	Continuous Quality Improvement		
97	Utilize data, available maps, CQI processes, and experiential learning to develop and implement strategies to improve the implementation of Great Start to Quality in the RC service area.	Evidence that data and continuous quality improvement (CQI) is used to inform GSQ implementation within the RC service area.	NE RC will provide evidence of CQI using the data set that are available to inform the implementation of GSQ in our RC area. (in Q2, we will have evidence of CQI)
98	Convene an RC led Stakeholder group to engage in conversations/CQI related to Great Start to Quality implementation and provider supports at least 3 times during the FY.	Using data to drive discussions and decisions there is evidence that meetings were held and covered the following objectives: 1. Engagement of diverse stakeholder groups, including providers 2. Data driven decision-making to inform GSQ participation supports needed (is there equitable access for all providers in the service area) 3. Infant/Toddler quality and supply building 4. Data driven decision-making to inform professional development offerings (is there equitable access for all providers in the service area) 5. Supply Building and Workforce Strategies	NE RC has 3 stakeholder partner group meetings (Partners in Quality Meetings) scheduled and have sent out the invite to all participating partners. We will make sure to add the 5 bullet points from these metrics into the agenda. Evidence will be seen in the agenda and notes after the meetings have occurred. (Q1-Q4)
99	Required Activities	Performance Metrics	Work Plan
100	Staffing		
101	Caseload for each Quality Improvement Coach will support the successful attainment of quarterly and annual progress.	Documentation of the number of providers on QI caseload.	NE RC holds our information of caseloads for each coach in a tool named the "Caseload Summary Tool".
102	Each RC will be expected to staff the Infant Toddler Specialist role as defined in the FY25 Infant Toddler Statewide Model document.	Documentation of the number of ITS' in the service area.	NE RC has one full time ITS. See FY25 staffing plan in Smartsheets
103	Each RC will be expected to staff the LearnERS coaches (2) role who will support the successful attainment of quarterly and annual progress.	Document of coaches and programs participating in their service area. Evidence of participation in regularly scheduled meetings and other activities as identified by RC, ECIC or MiLEAP.	NE RC has two team members who have started attending the LearnERS meetings in order to begin recruiting and implementing the LearnERS Cohort in Q2. Meeting attendance is recorded in our google
104	Coordination and collaboration with child care licensing to identify shared initiatives, resolve problems and ensure ongoing communication on child care issues.	Evidence of participation in regularly scheduled meetings and other activities as identified by RC, ECIC or MiLEAP.	NE RC values our partnership with LARA and OSS and will continue to partner, reach out with questions/concerns and this will be documented in our
105	Required Activities	Performance Metrics	Work Plan
106	Ensure a Culture of Quality and Equity		
107	All RC staff will attend at least one DEI/ implicit bias training offered by ECIC or another entity.	Evidence of training completion	All RC staff will attend at least one DEI/implicit bias training that is hosted by ECIC or another entity.
108			

109	Required Activites	Column2	Work Plan

FY25 Reporting Requirements

The subrecipient will develop and adhere to a plan for assuring required reports are completed, accurate, well documented, and submitted in a timely manner.

While reporting requirements and timelines are noted below, these expectations may be revised at any time to meet the reporting needs of ECIC and/or and/or the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) – Child Development and Care Office (CDC). MiLEAP/CDC. Notice of revisions will be sent directly to the primary contact.

Financial Reports:

Statement of Expenditures

The Subrecipient will submit a Statement of Expenditure (SOE) using a template provided by ECIC and provide other supporting documentation when requested. The SOE shall indicate costs incurred and paid in performance of this Agreement for the month(s) being billed. No expenditures can be billed to ECIC that were not included within the accepted final budget, or approved amendment(s), and in alignment with the Agreement and Scope of Work.

To ensure that funds are used and spent in compliance with state and federal requirements, the Subrecipient will submit SOEs monthly. SOEs should be submitted within 8 (eight) business days after the end of each month.

SOE Due Dates

- SOEs are due by the 8th business day of the following month, with the following exceptions:
 - October will be submitted as soon as possible following the execution of the subaward agreement
 - FINAL September SOE is due on October 6, 2025

Expenditure Projections

A report of estimated total expenditures projected through the end of the term must be submitted no later than June 13, 2025 using guidelines issued by ECIC. Underspending, particularly if not reflected in projections, may impact future consideration of awards.

ECIC retains the right to adjust current budgets if substantial underspending is reported or projected on the Final Obligation Report.

Final SOE

The invoice for the final month of this Contract must be submitted no later than six (6) days after the close of the month, unless otherwise specified by ECIC in writing, to meet year-end closing deadlines from the State of Michigan. The final SOE will be labeled as FINAL.

Programmatic Reports:

Monthly Report Content

- Project Plan updates
- Metric reporting

Monthly Report Due Dates

- Monthly Reports are due by the 12th day of the following month, with the following exception:
 - October will be submitted as soon as possible following the execution of the contract

Quarterly Report Content

- Quarterly Progress Reports - Includes Progress, challenges, and opportunities in implementation of the work plan
- Staffing Plan – Updates to initial staffing plan only, if applicable

Quarterly Progress Report Due Dates

- Progress Report #1: October 1, 2024 to December 31, 2024 is due by January 12, 2025
- Progress Report #2: January 1, 2025 to March 31, 2025 is due by April 12, 2025
- Progress Report #3: April 1, 2025 to June 30, 2025 is due by July 12, 2025
- Progress Report #4: July 1, 2025 to September 30, 2025 is due by October 12, 2025

Narrative Reports

The Subrecipient will complete quarterly narrative reports. ECIC will provide a template and guidance for these reports. The due dates for the narrative reports are in alignment with the outlined SOE due dates.

Progress Meetings

The Subrecipient will provide information about progress on the implementation of their approved project plan (Attachment C), and achievement of required metrics.

Subrecipient Monitoring Plan

Activity	Intent	Frequency	Component
Risk Assessment	Assess risk of subawarding to applicant, and to determine any necessary conditions of award, or areas for on-going monitoring	Annually	Finance
Project Plan Review and Approval	Ensure project plan aligns with intent and requirements of the award	Prior to agreement execution	Programmatic
Budget Review and Approval	Ensure budget will support the project plan and is within budget guidelines	Prior to agreement execution, and upon any amendments or revisions	Finance and Programmatic
Phone Calls and emails	Monitor progress, engage in CQI conversations, provide technical assistance, and monitor spending	On-going and as needed	Programmatic
Phone call/Site visit	Monitor financial compliance with federal statutes, regulations, and the terms and conditions of the subaward.	Phone call or site visit following receipt of the audit and annual financial statements will be determined. Additional phone calls, onsite visits, desk monitoring, and/or transaction testing conducted based on risk assessment.	Finance
Statement of Expenditure (SOE) Review and Approval	Monitor on-going expenditures to ensure alignment with activity, allowable expenses, and adequate distribution of spending	Monthly	Finance and Programmatic
Monthly Project Plan and Metric Reporting	Ensure project plan continues to meet the requirements and ensure on-going implementation is adequate.	Monthly	Programmatic
Quarterly Progress Report Review	Ensure project plan continues to meet the requirements and ensure on-going implementation is adequate.	Quarterly	Programmatic

10. **Action Items**

A. Approve the amended Career &
Technical Education budget as
presented by the Finance Director

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CAREER AND TECHNICAL EDUCATION FUND
February Board Meeting

2024-2025 Amended Budget

PERKINS Preliminary Revenue	154,477
61a	360,640
61b	447,792
61c	150,578
61i	91,550
CTE	879,490
Total Revenue	<u>2,084,525</u>

PERKINS Preliminary Expenses	154,477
61a	320,217
61b	447,792
61c	150,578
61i	91,484
CTE	859,465
Total Expense	<u>2,024,012</u>

Net Change in Assets Year End 60,513

CAREER AND TECHNICAL EDUCATION FUND
 Budgetary Comparison Schedule
 For the Year Ended June 30, 2025

		Audited 23-24	Preliminary 24-25	Amended 24-25
Revenue				
	Local Sources	12,111	10,000	3,297
	State Sources	2,289,667	1,458,481	1,147,351
	Federal Sources	203,665	154,477	154,477
	LEA Payments	388,000	550,000	499,400
	Transfers In	40,000	280,000	280,000
	Total Revenues	<u>2,933,443</u>	<u>2,452,958</u>	<u>2,084,525</u>
Expenditures				
	Instruction			
	Added Needs	1,132,055	1,106,287	788,552
	Support Services			
	Pupil	65,623	61,695	61,695
	Instructional Staff	22,690	14,724	51,585
	General Administration	208,498	325,789	286,016
	Business Services	33,126	48,099	40,912
	Oper and Maintenance	457,704	98,387	102,130
	Transportation	120,498	155,250	125,250
	Information Services	54,827	16,010	14,873
	Support Other	-	-	3,000
	Payments to Other Public Schools	979,183	626,548	435,465
	Facilities, Acquisition, Construction, Improvement	-		114,535
	Total Expenses	<u>3,074,204</u>	<u>2,452,789</u>	<u>2,024,012</u>
	Net Change in Fund Balance	(140,761)	168	60,513
	Fund Balance Beginning of Year	<u>264,992</u>	<u>124,231</u>	<u>124,231</u>
	Fund Balance End of Year	<u><u>124,231</u></u>	<u><u>124,399</u></u>	<u><u>184,744</u></u>

B. Adopt policy 4113, ESTA and
remove Policy 4305, PMLA as
presented by Thrun Law Firm and
adopt Jan 29th updates from Thrun
Law Firm: revisions to Policies
3115-3115H, 3118, 4101, 4102, 4104,
4105A, 5202, and 5206.

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Series 3000: Operations, Finance, and Property

3100 General Operations

3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, 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.

Title IX sexual harassment is covered by Policy 3118.

A contract to which the District is a party will be read to include a covenant by the contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, height, weight, and marital status.

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. Reserved

H. Training and Notice: For more information about training requirements and notice of the District's non-discrimination policy, see Policy 3115H – Training Requirements and Policy Notice.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: November 11, 2020

Date revised: August 14, 2024, February 12, 2025

Series 3000: Operations, Finance, and Property

3100 General Operations

3115A Definitions for 3115 Series

- A. The following definitions apply to policies 3115-3115H, 4101, 4102, and 5202, which address non-discrimination, anti-harassment, and non-retaliation:
1. “Appeals Officer” means a person who is designated to hear a determination appeal or a dismissal appeal. The Appeals Officer may not be the same person as the Coordinator, Decisionmaker, Investigator, or Informal Resolution Facilitator.
 2. “Complainant” means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination and who was participating or attempting to participate in the District’s education program or activity at the time of the alleged Unlawful Discrimination.
 3. “Complaint” means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged Unlawful Discrimination.
 4. “Coordinator” means the person(s) designated by the District to coordinate the District’s compliance with state and federal non-discrimination laws. The Coordinator may be the same person as the Investigator and Decisionmaker.
 5. “Day” means a day that the District’s central office is open for business, unless otherwise indicated.
 6. “Decisionmaker” means the person designated to issue a determination as to whether Unlawful Discrimination occurred. The Decisionmaker may be the same person as the Coordinator and Investigator.
 7. “Disciplinary Sanctions” means consequences imposed on a Respondent following a determination that the Respondent engaged in Unlawful Discrimination.
 8. “Grievance Procedure” means the process outlined in Policy 3115E.
 9. “Informal Resolution Facilitator” means the person designated to facilitate an informal resolution process. The Informal Resolution Facilitator may not be the same person as the Investigator or the Decisionmaker.
 10. “Investigator” means the person designated to investigate a complaint of Unlawful Discrimination. The Investigator may be the same person as the Coordinator and Decisionmaker.

11. “Key Role” means Coordinator, Investigator, Decisionmaker, Informal Resolution Facilitator, or Appeals Officer.
12. “Party” means a Complainant or Respondent.
13. “Remedies” means measures provided, as appropriate, to a Complainant or any other person the District identifies as having had their equal access to the District’s education program or activity limited or denied by Unlawful Discrimination. These measures are provided to restore or preserve that person’s access to the District’s education program or activity after the District determines that Unlawful Discrimination occurred.
14. “Respondent” means a person who is alleged to have violated the District’s prohibition on Unlawful Discrimination.
15. “Retaliation” means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District’s education program or activity, for the purpose of interfering with any right or privilege secured by the 3115 Policy Series, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the 3115 Policy Series. Retaliation does not include a requirement that a District employee participate in a Grievance Procedure.
16. “Supportive Measures” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:
 - a. Restore or preserve that Party’s access to the District’s education program or activity, including measures that are designed to protect the safety of the Parties or the District’s educational environment; or
 - b. Provide support during the District’s Grievance Procedure or during an informal resolution process.
17. “Unlawful Discrimination” means to treat a person differently or less favorably due to the person’s race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, or pregnancy), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis or any other legally protected class, and includes unlawful harassment and retaliation based on a person’s membership in a protected classification.

B. Examples of Unlawful Harassment

Unlawful harassment may include, but is not limited to:

1. ***Race, Color, or National Origin Harassment***, which is prohibited by Title VI and Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, or national origin harassment is unwelcome conduct based on a person's actual or perceived race, color, or national origin that creates a hostile environment or becomes a condition of continued employment. Race includes traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. Race, color, or national origin harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct.

Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, or national origin harassment.

2. ***Disability Harassment***, which is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a person's actual or perceived disability that creates a hostile environment or becomes a condition of continued employment. Disability harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.
3. ***Sex-Based Harassment***, which is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Michigan Elliott-Larsen Civil Rights Act, and includes harassment based on sex, sex stereotypes, sex characteristics, pregnancy, sexual orientation, and gender identity. Title IX sexual harassment is governed by Policy 3118.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: November 11, 2020

Date revised: August 14, 2024, February 12, 2025

Series 3000: Operations, Finance, and Property

3100 General Operations

3115B Designation of Coordinators

The District designates the following person(s) to serve as non-discrimination Coordinators:

Title IX Coordinator

[TITLE IX COORDINATOR NAME OR POSITION/TITLE]
[TITLE IX COORDINATOR ADDRESS]
[TITLE IX COORDINATOR PHONE NUMBER]
[TITLE IX COORDINATOR EMAIL]

[Optional Second Title IX Coordinator:]

[TITLE IX COORDINATOR NAME OR POSITION/TITLE]
[TITLE IX COORDINATOR ADDRESS]
[TITLE IX COORDINATOR PHONE NUMBER]
[TITLE IX COORDINATOR EMAIL]

Section 504 Coordinator

[SECTION 504 COORDINATOR NAME OR POSITION/TITLE]
[SECTION 504 COORDINATOR ADDRESS]
[SECTION 504 COORDINATOR PHONE NUMBER]
[SECTION 504 COORDINATOR EMAIL]

Civil Rights Coordinator/Employment Compliance Officer

[CIVIL RIGHTS COORDINATOR NAME OR POSITION/TITLE]
[CIVIL RIGHTS COORDINATOR ADDRESS]
[CIVIL RIGHTS COORDINATOR PHONE NUMBER]
[CIVIL RIGHTS COORDINATOR EMAIL]

[NOTE (delete after drafting): The District may select more than one Coordinator per position and the same person may serve in multiple positions.]

A Complaint against a Coordinator listed above may be made to the Superintendent or Board President. A Complaint against the Superintendent may be made to the Board President. A Complaint against the Board President may be made to the Board Vice President.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: November 11, 2020

Date revised: August 14, 2024, February 12, 2025

Series 3000: Operations, Finance, and Property

3100 General Operations

3115B Designation of Coordinators

The District designates the following person(s) to serve as non-discrimination Coordinators:

Title IX Coordinator
Payroll & Benefits Coordinator
11051 N. Cut Road, Roscommon, MI 48653
989-275-9554

Section 504 Coordinator
Special Education Director
11051 N. Cut Road, Roscommon, MI 48653
989-275-9562

Civil Rights Coordinator/Employment Compliance Officer
Special Education Director
11051 N. Cut Road, Roscommon, MI 48653
989-275-9562

A Complaint against a Coordinator listed above may be made to the Superintendent or Board President. A Complaint against the Superintendent may be made to the Board President. A Complaint against the Board President may be made to the Board Vice President.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: November 11, 2020

Date revised: August 14, 2024, February 12, 2025

Series 3000: Operations, Finance, and Property

3100 General Operations

3115C Supportive Measures

A. Supportive Measures

The District will offer and coordinate Supportive Measures, as appropriate, for Complainants, Respondents, and others whose access to the District's education program and activity was impacted by alleged Unlawful Discrimination. Supportive Measures are designed to restore or preserve a person's access to the District's education program or activity or provide support during the District's Grievance Procedure and informal resolution process. Supportive Measures are available at any time, including before, during, and after the Grievance Procedure or Informal Resolution Process.

Supportive Measures must not unreasonably burden any Party.

B. Students with Disabilities

If a Party is a student with a disability, the applicable Coordinator or designee should consult with one or more members, as appropriate, of the student's Section 504 or Individualized Education Program Team (as applicable), to ensure compliance with Section 504 or the IDEA in the implementation of Supportive Measures.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: November 11, 2020

Date revised: August 14, 2024, February 12, 2025

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3115D *Informal Resolution*

In lieu of resolving a Complaint through the Grievance Procedure, and if offered by the District, the Parties may elect to participate in an informal resolution process. If the Complaint involves Title IX Sexual Harassment, the informal resolution process in Policy 3118 applies. Informal resolution is not available to resolve a Complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local law.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: November 11, 2020

Date revised: August 14, 2024, February 12, 2025

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3115E *Grievance Procedure and Remedies*

A. Grievance Procedure

1. Generally

The District has adopted the following Grievance Procedure that provides for the prompt and equitable resolution of Unlawful Discrimination, including harassment and retaliation, Complaints, excluding Title IX Sexual Harassment complaints. This Grievance Procedure will be used to investigate and resolve Complaints of Unlawful Discrimination, including harassment and retaliation, between and among students, employees, volunteers, contractors, and Board members.

The District will treat Complainants and Respondents equitably.

The District requires that any individual serving in a Key Role not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The District presumes that the Respondent is not responsible for the alleged Unlawful Discrimination until a determination is made at the conclusion of the Grievance Procedure.

2. Grievance Procedure Timeframes

The District anticipates that most investigations will be concluded within 60 days. Investigations that involve several parties or witnesses, or investigations that are more complex, may exceed 60 days.

3. Confidentiality

The District will take reasonable steps to protect the privacy of the Parties and witnesses during its Grievance Procedure. These steps will not restrict the ability of the Parties to obtain and present evidence, including consulting with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the Grievance Procedure.

4. Evidence Considerations

The Decisionmaker will objectively evaluate all relevant evidence. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

5. Complaint Consolidation

The District may consolidate Complaints when the allegations arise out of the same facts or circumstances.

6. Notice of Allegations

Upon receiving a Complaint, the applicable Coordinator will notify the Parties of the following:

- a. The Grievance Procedure and any informal resolution process;
- b. Sufficient information available at the time to allow the Parties to respond to the allegations, including the identities of the Parties involved in the incident(s), the conduct alleged to constitute Unlawful Discrimination, and the date(s) and location(s) of the alleged incident(s); and
- c. Retaliation is prohibited.

If, during an investigation, the District decides to investigate additional allegations of Unlawful Discrimination by the Respondent toward the Complainant that are not included in the notice provided or that are included in a Complaint that is consolidated, the District will notify the Parties of the additional allegations.

7. Investigation

The District will ensure an adequate, reliable, and impartial Complaint investigation. The burden is on the District - not on the Parties - to conduct an investigation that gathers sufficient evidence to determine whether Unlawful Discrimination occurred.

The Parties will be provided an equal opportunity to present fact witnesses and other inculpatory and exculpatory relevant evidence.

Throughout the investigation, the Investigator must determine what, if any, facts remain in dispute. If dispositive facts are not reasonably in dispute (e.g., based on Party admissions, irrefutable evidence), further investigation is not required.

8. Determination

Following the investigation and evaluation of the evidence, the Decisionmaker will:

- a. Use the preponderance of the evidence standard to determine whether Unlawful Discrimination occurred.
- b. Notify the Parties in writing of the determination whether Unlawful Discrimination occurred, including the rationale for such determination and the procedures and permissible bases for the Complainant and Respondent to appeal, if applicable.
- c. Comply with this Grievance Procedure before imposing any disciplinary sanctions against a Respondent.

9. Remedies

If there is a determination that Unlawful Discrimination occurred, the applicable Coordinator will, as appropriate:

- a. Coordinate the provision and implementation of remedies to a Complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by Unlawful Discrimination;
- b. Coordinate the imposition of any Disciplinary Sanctions against a Respondent; and
- c. Take other appropriate prompt and effective steps to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity.

10. False Statements

A person who knowingly files a false Complaint or makes a materially false statement is subject to discipline, including discharge from employment or expulsion.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: November 11, 2020

Date revised: August 14, 2024, February 12, 2025

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3115F *Complaint Dismissal and Appeals*

A. Complaint Dismissal

The District may dismiss a Complaint if:

1. The District is unable to identify the Respondent after taking reasonable steps to do so;
2. The Respondent is not participating in the District's education program or activity and is not employed by the District;
3. The Complainant voluntarily withdraws any or all of the allegations in the Complaint and the applicable Coordinator declines to initiate a Complaint; or
4. The District determines the conduct alleged in the Complaint, even if proven, would not constitute Unlawful Discrimination.

Upon dismissal, the District will promptly notify the Complainant of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, the District will also notify the Respondent of the dismissal and the basis for the dismissal promptly following notification to the Complainant, or simultaneously if notification is in writing.

Upon dismissal, the District will take prompt and effective steps, as appropriate, through the applicable Coordinator, to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity. The District will offer Supportive Measures to the Complainant as appropriate. The District will also offer Supportive Measures to the Respondent as appropriate if the Respondent has been notified of the Complaint allegations.

B. Determination Appeal Procedures

Unless expressly stated in writing by the Decisionmaker, determinations are not subject to appeal.

Legal authority: 34 CFR 106.1, et seq.

Date adopted: November 11, 2020

Date revised: August 14, 2024, February 12, 2025

Series 3000: Operations, Finance, and Property

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3115G Intentionally Left Blank

Date adopted: November 11, 2020

Date revised: August 14, 2024, February 12, 2025

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3115H Training Requirements and Policy Notice

A. Training Requirements

All Coordinators and individuals assigned to serve in a Key Role must be adequately trained.

B. Nondiscrimination Notice Requirement

The District will prominently post on its website a notice of nondiscrimination, clearly stating that it applies to students, parents, employees, and applicants for admission and employment. The notice of nondiscrimination will comply with all applicable laws.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: November 11, 2020

Date revised: August 14, 2024, February 12, 2025

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3118 Title IX Sexual Harassment

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and its implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020 unless the District previously investigated the allegations under a different policy pursuant to the now-vacated Title IX 2024 regulations. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of Unlawful Discrimination and Unlawful Harassment (e.g., race, age, disability) Complaints that include allegations of Title IX sexual harassment may be investigated under this Policy or bifurcated and investigated pursuant to the applicable Grievance Procedure under Policies 3115-3115H. Investigating other forms of discrimination, including harassment and retaliation, pursuant to this Policy will fulfill the District's investigation requirements under Policies 3115-3115H, 4104, and 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 3115-3115H, 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and Informal Resolution Facilitator cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or Informal Resolution Facilitator must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

A. Definitions

For purposes of this Policy only, the below terms are defined as follows:

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:
 - a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
 - b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
 - c. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).
 - i. "Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or fondling, directed against another person without the consent of that person, including when that person is incapable of giving consent.
 - A) Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - B) Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - C) Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - D) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

- E) Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - F) Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.
- ii. “Dating violence” means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - iii. “Domestic violence” means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of Michigan.
 - iv. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.
2. “Actual Knowledge” means notice of sexual harassment or allegations of sexual harassment to the District’s Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.
 3. “Appeals Officer” is the person designated by the District to decide appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.
 4. “Complainant” is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.
 5. “Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District

employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.

6. “Day,” unless otherwise indicated, means a day that the District’s central office is open for business.
7. “Decision-Maker” is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker’s conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.
8. “Education Program or Activity” means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.
9. “Formal Complaint” means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.
10. “Grievance Process” is the process by which the District investigates and determines responsibility for Formal Complaints.
11. “Investigator” is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator has a conflict of interest or bias.
12. “Report” means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. “Respondent” is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.
14. “Supportive Measures” are non-disciplinary, non-punitive, individualized supports offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment.

15. "Title IX Coordinator" is the person(s) designated by the District to coordinate the District's Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on any matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

B. Posting Requirement

The Title IX Coordinator's contact information (name or title, office address, electronic mail address, and telephone number), along with the District's Title IX nondiscrimination statement, must be prominently posted on the District's website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

C. Designation of Title IX Coordinator

All Coordinators, including the Title IX Coordinator, are identified in Policy 3115B.

D. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of possible sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

E. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

2. Response to Report of Title IX Sexual Harassment

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

3. Formal Complaint Filed

Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using a designated Title IX Sexual Harassment Formal Complaint Form.

4. Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

5. Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

6. Supportive Measures

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- e. No-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

7. Respondent Removal

a. Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

b. Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

F. Grievance Process

1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include, but is not limited to, absence of a party, party's advisor, or witness; concurrent law

enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

2. Notice of Allegations

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

- a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;
- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and

If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during an investigation or the disciplinary process, a citation to that portion of the Code of Conduct. If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in the initial notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

3. Informal Resolution

During the Grievance Process, *after* a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to a final resolution; and
- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or that could be disclosed.

4. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

a. Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding the privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment

unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, during the Grievance Procedure. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Investigator or Title IX Coordinator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision-Maker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision-Maker must:

- a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and
- b. Provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

- a. Identification of the sexual harassment allegations;
- b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
 - i. Notification to the parties;
 - ii. Party and witness interviews;
 - iii. Site visits;
 - iv. Methods used to collect evidence; and

- v. Hearings held.
 - c. Factual findings that support the determination;
 - d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
 - e. A statement of, and rationale for, the result as to each allegation, including:
 - i. A determination of responsibility;
 - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
 - iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.
 - f. Appeal rights.
2. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

- a. A procedural irregularity that affected the outcome.
- b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.
- c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.
- d. [District may choose to include additional appeal grounds, but should consult with legal counsel before doing so.]

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

B. Dismissal

1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if substantiated, would not constitute sexual harassment as defined in this Policy;
- b. The Formal Complaint's allegations did not occur in the District's programs or activities; or
- c. The Formal Complaint's allegations did not occur in the United States.

2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or
- c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

C. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable.

D. Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant’s or the Respondent’s locker or work space;
6. Issuing a “no contact” directive between the Complainant and Respondent;
7. Providing counseling memoranda with directives or recommendations.

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. Additional staff training;
3. A climate survey; or

4. Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

B. False Statements

Any person who knowingly makes a materially false statement in bad faith during a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

C. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

D. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

E. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

F. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

G. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
Phone: (216) 522-4970
E-mail: OCR.Cleveland@ed.gov

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR Part 106

Date adopted: August 14, 2024

Date revised: February 12, 2025

Series 3000: Operation, Finance, and Property

3100 General Operations

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



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

This form is being submitted by: Complainant Title IX Coordinator

Complainant Name: _____

Contact Information: _____

If the Complainant is a student:

Date of Birth: _____ Grade: _____

School Building Attending: _____

If the Complainant is an employee:

Job Title: _____ Building: _____

Complaint Details

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

Reporter's Relationship to Complainant: _____

Reporter's Contact Information: _____

Respondent's Name (if known): _____

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

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

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

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

Complainant's/Coordinator's Signature

Date

Please submit this form to:

Alexis Ferguson,
Payroll & Benefits Coordinator
11051 N. Cut Road
Roscommon, MI 48653
HR@coorisd.net
989-275-9555

A person alleging discrimination by the District on the basis of sex may file a complaint through the District's grievance procedure. A complaint may also be

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

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

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4101 *Non-Discrimination*

A. Equal Employment Opportunity

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

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

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

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

- Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified persons with disabilities in employment, public service, public accommodations, and telecommunications;
- Pregnancy Discrimination Act of 1978, which prohibits discrimination based on pregnancy, childbirth, or related medical conditions;
- Pregnant Workers Fairness Act (PWFA), which requires covered employers to provide reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause an undue hardship.
- Genetic Information Non-Discrimination Act of 2008 (GINA), which prohibits discrimination based on genetic information as to health insurance and employment;
- Michigan Elliott-Larsen Civil Rights Act of 1976 (ELCRA), which prohibits discrimination based on race, color, national origin, age, sex, pregnancy, sexual orientation, gender identity or expression, religion, height, weight, or marital status;
- Michigan Persons with Disabilities Civil Rights Act of 1976 (MPDCRA), which prohibits discrimination against qualified persons based on disability that is unrelated to that person's ability to perform the duties of a particular position or genetic information; and
- Michigan Equal Pay Act, which prohibits discriminatory wage practices based on sex.

The District also complies with and prohibits employment action that violates the following statutes:

- Family and Medical Leave Act of 1993 (FMLA), which requires covered employers to provide up to 12 work weeks of unpaid, job-protected leave to eligible employees for certain family, military, and medical reasons, and up to 26 work weeks to care for a covered service member with a serious injury or illness;

- Michigan Paid Medical Leave Act of 2018 (PMLA), which provides eligible employees paid medical leave for certain reasons;
- Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), which provides job protection and reemployment rights to individuals who voluntarily or involuntarily leave employment to undertake military service, including military reservists and National Guard members called to duty;
- Public Employment Relations Act of 1947 (PERA), which prohibits a public employer from discriminating against an employee based on membership or non-membership in a labor organization;
- Fair Labor Standards Act of 1938 (FLSA), which establishes minimum wage, overtime pay, record keeping, and youth employment standards affecting employees; and
- Michigan Whistleblower Protection Act of 1980, which protects employees who report a violation or suspected violation of state, local, or federal law and employees who participate in hearings, investigations, or court actions.

B. Reporting Requirements

Any employee who believes he/she has been subjected to behavior that violates this Policy is encouraged to file complaint promptly with a supervisor. A complaint implicating an individual's civil rights will be investigated pursuant to the procedures outlined in Policy 4104 and 3115-3115H. A complaint alleging Title IX sexual harassment will be investigated pursuant to the procedures outlined in Policy 3118.

Employees with questions about compliance with this Policy and applicable laws should contact the Superintendent or the Employment Compliance Officer(s) identified in Policy 3115B.

Board members, administrators, and supervisors must promptly report incidents of Unlawful Discrimination and Retaliation that he/she observes or about which he/she receives information.

Board members, administrators, or supervisors who receive a complaint alleging a violation of this Policy must promptly report the complaint, in writing, to the Employment Compliance Officer(s) identified in Policy 3115B.

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

C. Employment Discrimination Compliance Training

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

The District may also provide Unlawful Discrimination and Retaliation training to Board members and employees.

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

Legal authority: 20 USC 1681 et seq.; 29 USC 206 et seq., 701 et seq., 2601 et seq.; 38USC 4301 et seq.; 42 USC 2000d et seq., 2000e et seq., 2000ff et seq., 12101 et seq.; H.R. 2617-1626, 117th Cong. § 103(1) (signed into law December 29, 2022); MCL 37.1101 et seq., 37.2101 et seq.; MCL 423.201 et seq.; MCL 750.556; 34 CFR 106.1 et seq.

Date adopted: August 11, 2021

Date revised: August 14, 2024, February 12, 2025

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4102 *Anti-Harassment*

A. Policy Statement

Employees will have the opportunity to work in an atmosphere free from unlawful harassment as defined by state, federal, and local laws.

The District will promptly and thoroughly investigate complaints alleging unlawful harassment and take appropriate action, including discipline, against any person found to have engaged in unlawful harassment.

- B. The District's procedures for investigating unlawful harassment are contained in Policy 3115-3115H. The District's procedures for investigating Title IX sexual harassment are contained in Policy 3118.

C. Reporting Requirements

Board members, administrators, and supervisors must promptly report incidents of unlawful harassment and Retaliation that he/she observes or about which he/she receives information.

Board members, administrators, or supervisors who receive a complaint alleging a violation of this Policy must promptly report the complaint, in writing, to the Employment Compliance Officer(s) identified in Policy 3115B.

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

Legal authority: 20 USC 1681 et seq.; 29 USC 621 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1 et seq.; MCL 37.1101 et seq., 37.2101 et seq.; MCL 380.1300a

Date adopted: August 11, 2021

Date revised:

November 9, 2022, February 14, 2024, August 14, 2024, February 12, 2025

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4104 Employment Complaint Procedure for Allegations Implicating Civil Rights

This employment complaint procedure for allegations implicating an employee's civil rights is designed to facilitate: (1) prompt notification of alleged Unlawful Discrimination, including unlawful harassment and Retaliation; (2) a prompt and thorough investigation of good faith allegations; and (3) the implementation of appropriate corrective action, if necessary, to eliminate verified Unlawful Discrimination, harassment, and Retaliation from the workplace.

A. Initiating a Complaint

1. A Board member, employee, or employment applicant who believes he/she has been the subject of Unlawful Discrimination, harassment or Retaliation, must timely file a complaint, preferably within 10 business days of the alleged or suspected violation or when the reporter obtained knowledge of the alleged or suspected violation, with the Employment Compliance Officer or applicable coordinator listed in Policy 3115B.
2. A complaint of Unlawful Discrimination, including harassment or Retaliation, may be made verbally or in writing. The complaint will be memorialized on Form 3115-F-1.
3. A complaint alleging Title IX sexual harassment must be in writing. Policy 3118 governs the Title IX sexual harassment complaint procedures.

B. Investigation Procedures

A written or verbal report (including an anonymous report) of Unlawful Discrimination, including harassment or Retaliation, will be investigated promptly and thoroughly using the Grievance Procedure outlined in Policy 3115E, unless the Complaint is dismissed pursuant to Policy 3115F or informal resolution is reached Pursuant to Policy 3115D.

A complaint alleging Title IX sexual harassment will be investigated pursuant to the process set forth in Policy 3118.

C. Reports to State or Federal Administrative Agencies

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

Michigan Department of Civil Rights Capitol Tower Building
110 W. Michigan Avenue, Suite 800
Lansing, MI 48933

Phone: 517-335-3165
Fax: 517-241-0546
TTY: 517-241-1965
Email: MDCR-INFO@michigan.gov

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

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

Legal authority: U.S. CONST. amend. XIV; 20 USC 1681 et seq.; 29 USC 701 et seq.; 42 USC 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1630; 34 CFR 104, 106.1, et seq.; MCL 15.261 et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: November 11, 2020

Date revised: November 9, 2022, February 14, 2024, August 14, 2024, February 12, 2025

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4105-F Workplace Accommodations for Employees and Applicants with Disabilities

CONFIDENTIAL: Guide to the Interactive Process

To be completed by the human resources administrator in coordination with the employee’s supervisor or applicant.

Step 1 — Gather Relevant Information

The administrator should obtain:

- Employee’s or applicant’s written request for accommodation(s)
- Certification and other relevant information from physician/health care provider, if necessary. Medical information will be kept confidential
- Job description
- Collective bargaining agreement or individual employment contract

Step 2 — Explain How the Physical or Mental Impairment Substantially Limits One or More Major Life Activities

Describe the impairment: _____

Describe the major life activity/ies affected: _____

4105-F Workplace Accommodations for Employees and Applicants with Disabilities

Step 3 — Identify Essential Job Functions in Consultation with the Employee’s Supervisor

Step 4 — Discuss with Employee or Applicant

Document interactive discussions with employee or Applicant, including dates, names of persons present, and content of discussion.

Date	Description of Meeting
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Step 5 — Requested Accommodation(s)

List all accommodation(s) identified in the interactive discussions:

Step 6 — Evaluate Proposed Accommodation(s)

Analyze the pros, cons, and reasonableness of the identified accommodation(s):

4105-F Workplace Accommodations for Employees and Applicants with Disabilities

Step 7 — Accommodation(s) Offered

Specific accommodation(s) to be provided, including dates accommodation(s) will begin and/or end:

Reasons for denial of any accommodation(s) requested by the employee:

Step 8 — Evaluate Accommodation(s) Provided

Conduct periodic checks with the employee to ensure that the accommodation(s) is effective. If not, re-engage in the interactive process. Document these discussions, noting the dates of the meeting, the content of the discussion, and next steps.

Date	Description of Meeting
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Retain this document in the employee’s confidential personnel file or similar file for applicants.

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4105A Pregnancy Workplace Accommodations for Employees and Applicants
[Recommended for Districts with 15 or More Employees] [Note: If the Board elects not to adopt this Policy, delete the body of the policy and replace the title with “Intentionally Left Blank” after the policy number and in the Table of Contents to ensure accurate numbering of subsequent policies in the Policy Manual.]

The District complies with state and federal law prohibiting pregnancy discrimination. The District will provide reasonable accommodations to known limitations related to pregnancy, childbirth, or related medical conditions of a qualified employee absent an undue hardship. The District treats pregnancy or related conditions as any other temporary medical condition for all job-related purposes. For purposes of this policy, the term “employee” includes an applicant for employment where relevant.

For an employee who requires a reasonable accommodation due to a known limitation related to pregnancy, childbirth, or related medical conditions, the employee or the employee’s representative must make a proper District official (as identified in Pregnant Workers Fairness Act (“PWFA”) regulations) aware of the limitation.

Upon receipt of an accommodation request, the District will begin the interactive process with the employee to consider whether the employee is qualified under the PWFA and, if so, reasonable accommodation options consistent with the PWFA that do not cause undue hardship [Optional: using the interactive process form, 4105A-F].

Determining whether an employee is qualified may be a two-step inquiry. First, the District will determine whether the employee can perform the essential job functions of the employee’s position with or without a reasonable accommodation. If so, the employee is qualified. If not, then the District will consider the employee to be qualified if: (1) any inability to perform an essential job function(s) is for a temporary period, (2) the essential function(s) could be performed in the near future, and (3) the inability to perform the essential function(s) can be reasonably accommodated without an undue hardship.

Reasonable accommodation requests will not be granted if they cause an undue hardship, as defined by law. The District may require medical documentation supporting the requested accommodation where allowed by law because the information is necessary for assessing the accommodation request. Medical information will be kept confidential.

After considering any relevant medical information, essential job functions, and the employee’s requested accommodations, the District will, as appropriate, implement reasonable accommodations for a qualified employee that do not cause an undue hardship. The District is not obligated to adopt the employee’s specific accommodation request. The District may engage or re-engage in the interactive process, as necessary.

A reasonable accommodation may include a voluntary leave of absence. If an employee has insufficient leave or insufficient accrued employment time to qualify for leave, or if the

District does not maintain a leave policy applicable to the employee, the District will treat any pregnancy or related conditions as a justification for a voluntary leave of absence without pay for a reasonable period of time, at the conclusion of which the employee will be reinstated to the status held when the leave began or to a comparable position without decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment.

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

Legal authority: 42 USC 2000gg et seq.; 29 CFR 1636.1 et seq.; 34 CFR 106.57

Date adopted: November 9, 2022

Date revised: February 12, 2025

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4113 Michigan Earned Sick Time Act (ESTA)

A. General

This Policy will only apply if ESTA is in effect.

Eligible employees may accrue and use paid leave as provided by the ESTA. Applicable provisions of a collective bargaining agreement, individual employment contract, or handbook, which exceed the rights provided to employees under the ESTA, remain in place and may provide additional paid leave time that is not provided by the ESTA.

If a collective bargaining agreement is in effect on February 21, 2025, the ESTA does not apply to employees subject to that collective bargaining agreement until the collective bargaining agreement's expiration date. The ESTA does not preempt or override the terms of a collective bargaining agreement in effect on February 21, 2025.

B. Definitions

1. Benefit year: the 12-month period from July 1 to June 30.
2. Family member:
 - a. biological, adopted, or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the eligible employee stands *in loco parentis*;
 - b. biological parent, foster parent, stepparent, or adoptive parent or legal guardian of an eligible employee or an eligible employee's spouse (under the laws of any state) or domestic partner or a person who stood *in loco parentis* when the eligible employee was a minor child;
 - c. grandparent, grandchild, and biological, foster, or adopted sibling; or
 - d. any other individual related by blood or affinity whose close association with the eligible employee is the equivalent of a family relationship.
3. All other ESTA-defined terms apply to this Policy.

C. Eligibility

A newly hired employee may not use accrued earned sick time until 90 calendar days after the employee's start date, unless otherwise provided in a collective bargaining agreement, individual employment contract, employee handbook, or ESTA. If a collective bargaining agreement is in effect on February 21, 2025,

bargaining unit members are not eligible employees until the collective bargaining agreement's expiration date.

D. Accrual of ESTA Leave

Unless subject to a grandfathered collective bargaining agreement, an employee begins accruing earned sick time on February 21, 2025 or the employee's start date, whichever is later.

An eligible employee will receive 1 hour of earned sick time for every 30 hours worked, but the eligible employee may only use up to 72 hours of earned sick time in a single benefit year. An FLSA-exempt eligible employee is assumed to work 40 hours per workweek unless the employee's normal workweek is less than 40 hours.

Accrued leave will carry over from benefit year to benefit year. The District may frontload earned sick time in increments that comply with the ESTA.

If ESTA is in effect, leave for any ESTA qualifying circumstances up to a maximum of 72 hours per benefit year will run concurrently with other paid leave benefits as allowed by ESTA. When an eligible employee uses other paid leave benefits for an ESTA qualifying circumstance, the employee's paid time is first deducted from the earned sick time accrued under ESTA. Additional absences, above and beyond earned sick time under ESTA, are governed by an applicable collective bargaining agreement, individual employment contract, or Board Policy.

As used in this subsection, "other paid leave" benefits includes but is not limited to paid vacation days, personal days, sick days, and other paid time off. Earned sick time can be used for the purposes, and subject to the conditions, described below.

E. Qualifying Circumstances

An eligible employee may use earned sick time for the following reasons:

1. the employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
2. for the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of the employee;
3. if the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal

proceedings related to or resulting from the domestic violence or sexual assault;

4. for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
5. for closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

F. Use of ESTA Leave

When requesting use of earned sick time, if the eligible employee's need to use leave is foreseeable, the employee must provide notice to the District of the employee's intent to use earned sick time at least 7 days prior to the date leave is to begin. If the eligible employee's need to use leave is not foreseeable, the employee must provide notice to the District of the employee's intent to use earned sick time as soon as practicable. For leave of more than 3 consecutive days, upon District request the eligible employee must provide the District in a timely manner with documentation that earned sick time was used for an ESTA purpose. The District will be responsible for paying the eligible employee's expenses in obtaining the requested documentation.

In cases of domestic violence or sexual assault, sufficient documentation includes any of the following:

- a police report indicating that the employee or the employee's family member was a victim of domestic violence or sexual assault;
- a signed statement from a victim and witness advocate affirming that the employee or the employee's family member is receiving services from a victim services organization; or
- a court document indicating that the employee or the employee's family member is involved in legal action related to domestic violence or sexual assault.

All health, sexual assault, and domestic violence information and documentation received from an employee about earned sick time remains confidential and will not be disclosed, except to the employee, with the employee's written permission, or as and to the extent required by law.

Failure to comply with notice procedures or document requests to support the use of earned sick time may result in discipline, including discharge.

Unless otherwise provided in an employee's collective bargaining agreement, individual employment contract, or handbook:

- earned sick time must be used in 15-minute increments;
- an employee using earned sick time will not receive overtime pay, holiday pay, or bonuses for the earned sick time;
- upon discharge or other separation from employment, an employee automatically loses accrued earned sick time unless the employee is rehired by the District within 6 months of the separation; and
- accrued earned sick time that is not used before an employee's discharge or any other separation from employment will have no monetary value, subject to the ESTA requirement to reinstate previously accrued and unused earned sick time if the employee is rehired by the District within 6 months of the separation.

G. Notice and Recordkeeping

The District will:

- provide an ESTA notice created by the Michigan Department of Labor and Economic Opportunity to each eligible employee at hire or by February 21, 2025, whichever is later (see 4113-F);
- display in a conspicuous location in each of its buildings the ESTA poster created by the Michigan Department of Labor and Economic Opportunity; and
- retain for not less than 3 years records documenting hours worked and earned sick time taken by employees.

Legal authority: MCL 408.934b, 408.961 et seq., *Mothering Justice v Attorney General*, 2024 Mich LEXIS 1454 (July 31, 2024)

Date adopted: February 12, 2025

Date revised:

Complaint Filing

An employee affected by an alleged violation, at any time within 3 years after the alleged violation or the date when the employee knew of the alleged violation, whichever is later, may do any of the following:

(a) Bring a civil action for appropriate relief, including, but not limited to, payment for used earned sick time; rehiring or reinstatement to the employee's previous job; payment of back wages; reestablishment of employee benefits to which the employee otherwise would have been eligible if the employee had not been subjected to retaliatory personnel action or discrimination; and an equal additional amount as liquidated damages together with costs and reasonable attorney fees as the court allows.

(b) File a claim with the department, which shall investigate the claim. Filing a claim with the department is neither a prerequisite nor a bar to bringing a civil action.

Visit www.michigan.gov/wageclaim to file a claim with the Wage and Hour Division.

If a violation is found and the claim cannot be informally resolved, the Wage and Hour Division will issue a written determination that the employee or employer may appeal. If appealed, a hearing before an administrative law judge (ALJ) will be scheduled. The employer and employee are expected to attend the administrative hearing to provide evidence and give testimony regarding the claim. The ALJ may affirm, modify or reverse the department's determination.

Employee

An employee is an individual engaged in service to an employer in the business of the employer, except that employee does not include an individual employed by the United States government.

Employer

Employer means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, government entity, or other entity that employs one or more individuals, except that employer does not include the United States government.

Contact Information

This brochure is intended for general information only. It does not include all of the provisions of Public Act 338 of 2018, as amended.

For information on the laws administered by the Wage and Hour Division contact:

Department of Labor & Economic Opportunity

Wage and Hour Division

Stevens T. Mason Building
530 W. Allegan St. Lansing, MI 48933
517-284-7800

Southeast Michigan

3026 W. Grand Blvd., Suite 9-450
Detroit, MI 48202

Mailing Address:

PO Box 30476
Lansing, MI 48909-7976

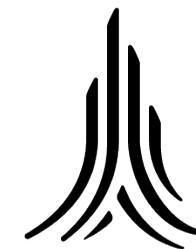
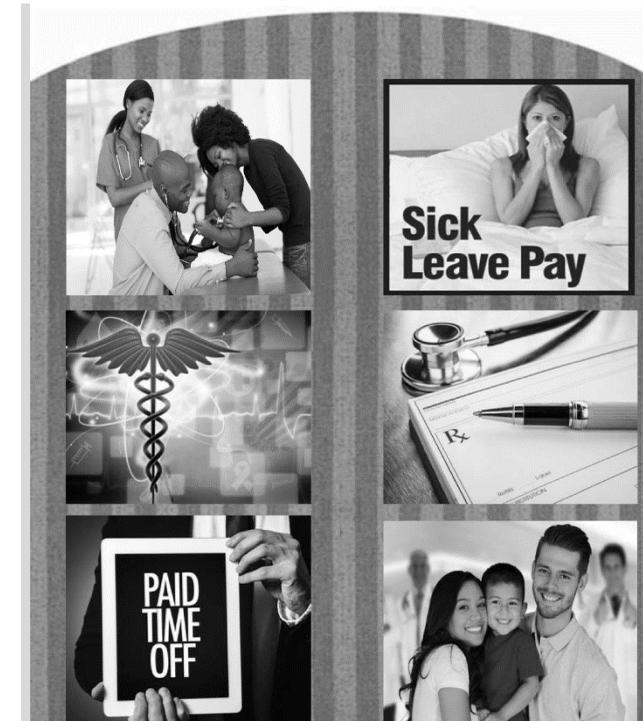
Overnight Mailing Address:

2407 N. Grand River
Lansing, MI 48906

Toll Free: 1-855-4MI-WAGE
(1-855-464-9243)

Website: www.michigan.gov/wagehour

An Overview of the Earned Sick Time Act Public Act 338 of 2018 (ESTA)



MICHIGAN DEPARTMENT OF
**LABOR & ECONOMIC
OPPORTUNITY**

Department of Labor & Economic
Opportunity

Wage and Hour Division

1-855-4MI-WAGE (1-855-464-9243)

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www.michigan.gov/wagehour

Earned Sick Time Accrual Amount

Earned Sick Time accrual:

- Employees shall accrue a minimum of 1 hour of earned sick time for every 30 hours worked.
- An employer with less than 10 employees; an employee shall not be entitled to use more than 40 hours of paid earned sick time in a year unless the employer selects a higher limit.
- An employer with 10 or more employees; an employee shall not be entitled to use more than 72 hours paid earned sick time per year unless the employer selects a higher limit.
- Earned sick time shall carry over from year to year, but an employer with less than 10 employees is not required to permit an employee to use more than 40 hours of paid earned sick time and 32 hours of unpaid earned sick time in a single year, and employers with 10 or more employees are not required to permit an employee to use more than 72 hours of paid earned sick time in a single year.
- An employer is in compliance with this act if the employer provides any paid leave in at least the same amounts as that provided under this act that may be used for the same purposes and under the same conditions provided in this act and that is accrued at a rate equal to or greater than the rate described in this act. Paid leave includes but is not limited to paid vacation days, personal days, and paid time off.

Earned Sick Time Hours

- Earned sick time must be used in 1-hour increments unless the employer has a different increment policy and the policy is in writing in an employee handbook or other employee benefits document.
- This act does not require an employer to provide financial or other reimbursement to an employee for accrued earned sick time that was not used upon the employee's termination, resignation, retirement, or other separation from employment.
- An employer shall pay each employee using paid medical leave at a pay rate equal to the greater of either the normal hourly or base wage for that employee or the minimum wage established under the Improved Workforce Opportunity Wage Act, 2018 PA 337, as amended.
- An employer shall not require an employee to search for or secure a replacement worker as a condition for using earned sick time.

Earned Sick Time May Be Used For

- The employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee's mental or physical illness, injury, or health condition; or preventative medical care for the eligible employee.
- For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
- For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease.

Exercise of Rights

- An employer or any other person shall not interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under this act.
- An employer shall not take retaliatory personnel action or discriminate against an employee because the employee has exercised a right protected under this act. "Retaliatory personnel action" means any of the following:
 - Denial of any right guaranteed under this act.
 - A threat, discharge, suspension, demotion, reduction of hours, or other adverse action against an employee or former employee for exercise of a right guaranteed under this act.
 - Sanctions against an employee who is a recipient of public benefits for exercise of a right guaranteed under this act.
 - Interference with, or punishment for, an individual's participation in any manner in an investigation, proceeding, or hearing under this act.
- An employer's absence control policy shall not treat earned sick time taken under this act as an absence that may lead to or result in retaliatory personnel action.

***** Act 338 of 2018 THIS NEW ACT IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2018 REGULAR SESSION SINE DIE *****

EARNED SICK TIME ACT
Act 338 of 2018

An initiation of legislation to provide workers with the right to earn sick time for personal or family health needs, as well as purposes related to domestic violence and sexual assault and school meetings needed as the result of a child's disability, health issues or issues due to domestic violence and sexual assault; to specify the conditions for accruing and using earned sick time; to prohibit retaliation against an employee for requesting, exercising, or enforcing rights granted in this act; to prescribe powers and duties of certain state departments, agencies, and officers; to provide for promulgation of rules; and to provide remedies and sanctions.

History: 2018, Act 338, Eff. (sine die).

The People of the State of Michigan enact:

***** 408.961.new THIS NEW SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2018 REGULAR SESSION SINE DIE *****

408.961.new Short title.

Sec. 1. This act shall be known and may be cited as the "earned sick time act".

History: 2018, Act 338, Eff. (sine die).

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

***** 408.962.new THIS NEW SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2018 REGULAR SESSION SINE DIE *****

408.962.new Definitions.

Sec. 2. As used in this act:

- (a) "Department" means the department of licensing and regulatory affairs.
- (b) "Director" means the director of the department of licensing and regulatory affairs or his or her designee.
- (c) "Domestic partner" means an adult in a committed relationship with another adult, including both same-sex and different-sex relationships. "Committed relationship" means one in which the employee and another individual share responsibility for a significant measure of each other's common welfare, such as any relationship between individuals of the same or different sex that is granted legal recognition by a state, political subdivision, or the District of Columbia as a marriage or analogous relationship, including, but not limited to, a civil union.
- (d) "Domestic violence" has the same meaning as provided in section 1 of 1978 PA 389, MCL 400.1501.
- (e) "Earned sick time" means time off from work that is provided by an employer to an employee, whether paid or unpaid, that can be used for the purposes described in subsection (1) of section 4 of this act.
- (f) "Employee" means an individual engaged in service to an employer in the business of the employer, except that employee does not include an individual employed by the United States government.
- (g) "Employer" means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, government entity, or other entity that employs 1 or more individuals, except that employer does not include the United States government.
- (h) "Family member" includes all of the following:
 - (i) A biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis.
 - (ii) A biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child.
 - (iii) A person to whom the employee is legally married under the laws of any state or a domestic partner.
 - (iv) A grandparent.
 - (v) A grandchild.
 - (vi) A biological, foster, or adopted sibling.
 - (vii) Any other individual related by blood or affinity whose close association with the employee is the

equivalent of a family relationship.

(i) "Health care professional" means any of the following:

(i) Any person licensed under federal law or the law of this state to provide health care services, including, but not limited to, nurses, doctors, and emergency room personnel.

(ii) A certified midwife.

(j) "Retaliatory personnel action" means any of the following:

(i) Denial of any right guaranteed under this act.

(ii) A threat, discharge, suspension, demotion, reduction of hours, or other adverse action against an employee or former employee for exercise of a right guaranteed under this act.

(iii) Sanctions against an employee who is a recipient of public benefits for exercise of a right guaranteed under this act.

(iv) Interference with, or punishment for, an individual's participation in any manner in an investigation, proceeding, or hearing under this act.

(k) "Sexual assault" means any act that constitutes a violation of section 520b, 520c, 520d, 520e, 520f, or 520g of the Michigan penal code, 1931 PA 328, MCL 750.520b, 750.520c, 750.520d, 750.520e, 750.520f, and 750.520g.

(l) "Small business" means an employer for which fewer than 10 individuals work for compensation during a given week. In determining the number of individuals performing work for compensation during a given week, all individuals performing work for compensation on a full-time, part-time, or temporary basis shall be counted, including individuals made available to work through the services of a temporary services or staffing agency or similar entity. An employer is not a small business if it maintained 10 or more employees on its payroll during any 20 or more calendar workweeks in either the current or the preceding calendar year.

History: 2018, Act 338, Eff. (sine die).

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

***** 408.963.new THIS NEW SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2018 REGULAR SESSION SINE DIE *****

408.963.new Earned sick time to be provided by employer; accrual; use; "year" defined; workweek; compliance; pay rate; "normal hourly wage" defined; replacement worker not required.

Sec. 3. (1) Each employer shall provide earned sick time to each of the employer's employees in this state.

(a) Employees of a small business shall accrue a minimum of one hour of earned sick time for every 30 hours worked but shall not be entitled to use more than 40 hours of paid earned sick time in a year unless the employer selects a higher limit. If an employee of a small business accrues more than 40 hours of earned sick time in a calendar year, the employee shall be entitled to use an additional 32 hours of unpaid earned sick time in that year, unless the employer selects a higher limit. Employees of a small business must be entitled to use paid earned sick time before using unpaid earned sick time.

(b) All other employees shall accrue a minimum of one hour of paid earned sick time for every 30 hours worked but shall not be entitled to use more than 72 hours of paid earned sick time per year, unless the employer selects a higher limit.

(c) Earned sick time shall carry over from year to year, but a small business is not required to permit an employee to use more than 40 hours of paid earned sick time and 32 hours of unpaid earned sick time in a single year, and other employers are not required to permit an employee to use more than 72 hours of paid earned sick time in a single year.

(2) Earned sick time as provided in this section shall begin to accrue on the effective date of this law, or upon commencement of the employee's employment, whichever is later. An employee may use accrued earned sick time as it is accrued, except that an employer may require an employee hired after April 1, 2019, to wait until the ninetieth calendar day after commencing employment before using accrued earned sick time.

(3) For purposes of subsection (1), "year" shall mean a regular and consecutive twelve-month period, as determined by an employer.

(4) For purposes of earned sick time accrual under this act, an employee who is exempt from overtime requirements under section 13(a)(1) of the Fair Labor Standards Act, 29 USC 213(a)(1), is assumed to work 40 hours in each workweek unless the employee's normal work week is less than 40 hours, in which case earned sick time accrues based upon that normal workweek.

(5) An employer other than a small business is in compliance with this section if the employer provides

any paid leave in at least the same amounts as that provided under this act that may be used for the same purposes and under the same conditions provided in this act and that is accrued at a rate equal to or greater than the rate described in subsections (1) and (2). An employer that is a small business is in compliance with this section if the employer provides paid leave in at least the same amounts as that provided under this act that may be used for the same purposes and under the same conditions provided in this act and that is accrued at a rate equal to or greater than the rate described in subsections (1) and (2) provided further that that employees of the small business are entitled to use paid earned sick time before using unpaid earned sick time. For purposes of this subsection, “paid leave” includes but is not limited to paid vacation days, personal days, and paid time off.

(6) An employer shall pay each employee using paid earned sick time at a pay rate equal to the greater of either the normal hourly wage for that employee or the minimum wage established under the workforce opportunity wage act, 2014 PA 138, MCL 408.411 to 408.424, but not less than the minimum wage rate established in section 4 of the workforce opportunity wage act, 2014, PA 138, MCL 408.414. For any employee whose hourly wage varies depending on the work performed, the “normal hourly wage” means the average hourly wage of the employee in the pay period immediately prior to the pay period in which the employee used paid earned sick time.

(7) An employer shall not require an employee to search for or secure a replacement worker as a condition for using earned sick time.

History: 2018, Act 338, Eff. (sine die).

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

***** 408.964.new THIS NEW SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2018 REGULAR SESSION SINE DIE *****

408.964.new Earned sick time; permissible uses; advance notice; incremental use; documentation; disclosure of details relating to domestic violence or sexual assault or family member's medical condition; other purposes.

Sec. 4. (1) An employer shall permit an employee to use the earned sick time accrued under section 3 for any of the following:

(a) The employee’s mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee’s mental or physical illness, injury, or health condition; or preventative medical care for the employee.

(b) For the employee’s family member’s mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee’s family member’s mental or physical illness, injury, or health condition; or preventative medical care for a family member of the employee.

(c) If the employee of the employee’s family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

(d) For meetings at a child’s school or place of care related to the child’s health or disability, or the effects of domestic violence or sexual assault on the child; or

(e) For closure of the employee’s place of business by order of a public official due to a public health emergency; for an employee’s need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee’s or employee’s family member’s presence in the community would jeopardize the health of others because of the employee’s or family member’s exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

(2) If the employee’s need to use earned sick time is foreseeable, an employer may require advance notice, not to exceed 7 days prior to the date the earned sick time is to begin, of the intention to use the earned sick time. If the employee’s need for the earned sick time is not foreseeable, an employer may require the employee to give notice of the intention as soon as practicable.

(3) Earned sick time may be used in the smaller of hourly increments or the smallest increment that the employer’s payroll system uses to account for absences or use of other time.

(4) For earned sick time of more than 3 consecutive days, an employer may require reasonable

documentation that the earned sick time has been used for a purpose described in subsection (1). Upon the employer's request, the employee must provide the documentation to the employer in a timely manner. The employer shall not delay the commencement of earned sick time on the basis that the employer has not yet received documentation. Documentation signed by a health care professional indicating that earned sick time is necessary is reasonable documentation for purposes of this subsection. In cases of domestic violence or sexual assault, one of the following types of documentation selected by the employee shall be considered reasonable documentation: (a) a police report indicating that the employee or the employee's family member was a victim of domestic violence or sexual assault; (b) a signed statement from a victim and witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization; or (c) a court document indicating that the employee or employee's family member is involved in legal action related to domestic violence or sexual assault. An employer shall not require that the documentation explain the nature of the illness or the details of the violence. If an employer chooses to require documentation for earned sick time, the employer is responsible for paying all out-of-pocket expenses the employee incurs in obtaining the documentation. If the employee does have health insurance, the employer is responsible for paying any costs charged to the employee by the health care provider for providing the specific documentation required by the employer.

(5) An employer shall not require disclosure of details relating to domestic violence or sexual assault or the details of an employee's or an employee's family member's medical condition as a condition of providing earned sick time under this act. If an employer possesses health information or information pertaining to domestic violence or sexual assault about an employee or employee's family member, the employer shall treat that information as confidential and shall not disclose that information except to the affected employee or with the permission of the affected employee.

(6) This act does not require an employer to provide earned sick time for any purposes other than as described in this section.

History: 2018, Act 338, Eff. (sine die).

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

***** 408.965.new THIS NEW SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2018 REGULAR SESSION SINE DIE *****

408.965.new Transfer of employee to separate division, entity, or location; retention of earned sick time; reinstatement; successor employer; unused earned sick time.

Sec. 5. (1) If an employee is transferred to a separate division, entity, or location, but remains employed by the same employer, the employee shall retain all earned sick time that was accrued at the prior division, entity, or location and may use all accrued earned sick time as provided in section 4. If an employee separates from employment and is rehired by the same employer within 6 months of the separation, the employer shall reinstate previously accrued, unused earned sick time and shall permit the reinstated employee to use that earned sick time and accrue additional earned sick time upon reinstatement.

(2) If a different employer succeeds or takes the place of an existing employer, the successor employer assumes the responsibility for the earned sick time rights that employees who remain employed by the successor employer accrued under the original employer. Those employees are entitled to use earned sick time previously accrued on the terms provided in this act.

(3) This act does not require an employer to provide financial or other reimbursement to an employee for accrued earned sick time that was not used upon the employee's termination, resignation, retirement, or other separation from employment.

History: 2018, Act 338, Eff. (sine die).

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

***** 408.966.new THIS NEW SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2018 REGULAR SESSION SINE DIE *****

408.966.new Exercise of rights under act; interference, restraint, or denial prohibited; retaliatory personnel action or discrimination prohibited; absence control policy leading to or resulting in retaliatory personnel action prohibited; person mistakenly alleging violation; rebuttable presumption of violation.

Sec. 6. (1) An employer or any other person shall not interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under this act.

(2) An employer shall not take retaliatory personnel action or discriminate against an employee because the employee has exercised a right protected under this act. Rights protected by this act include, but are not limited to, the right to use earned sick time pursuant to this act, the right to file a complaint or inform any person about any employer's alleged violation of this act, the right to cooperate with the department in its investigations of alleged violations of this act, and the right to inform any person of his or her rights under this act.

(3) An employer's absence control policy shall not treat earned sick time taken under this act as an absence that may lead to or result in retaliatory personnel action.

(4) The protections in this section apply to any person who mistakenly but in good faith alleges a violation of this section.

(5) There is a rebuttable presumption of a violation of this section if an employer takes adverse personnel action against a person within 90 days after that person does any of the following:

(a) Files a complaint with the department or a court alleging a violation of this act.

(b) Informs any person about an employer's alleged violation of this act.

(c) Cooperates with the department or another person in the investigation or prosecution of any alleged violation of this act.

(d) Opposes any policy, practice, or act that is prohibited under this act.

(e) Informs any person of his or her rights under this act.

History: 2018, Act 338, Eff. (sine die).

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

***** 408.967.new THIS NEW SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2018 REGULAR SESSION SINE DIE *****

408.967.new Violation of act; actions by employee; enforcement by director; civil remedies; civil fine.

Sec. 7. (1) If an employer violates this act, the employee affected by the violation, at any time within 3 years after the violation or the date when the employee knew of the violation, whichever is later, may do any of the following:

(a) Bring a civil action for appropriate relief, including, but not limited to, payment for used earned sick time; rehiring or reinstatement to the employee's previous job; payment of back wages; reestablishment of employee benefits to which the employee otherwise would have been eligible if the employee had not been subjected to retaliatory personnel action or discrimination; and an equal additional amount as liquidated damages together with costs and reasonable attorney fees as the court allows.

(b) File a claim with the department, which shall investigate the claim. Filing a claim with the department is neither a prerequisite nor a bar to bringing a civil action.

(2) (a) The director shall enforce the provisions of this act. In effectuating such enforcement, the director shall establish a system utilizing multiple means of communication to receive complaints regarding non-compliance with this act and investigate complaints received by the department in a timely manner.

(b) Any person alleging a violation of this chapter shall have the right to file a complaint with the department. The department shall encourage reporting pursuant to this subsection by keeping confidential, to the maximum extent permitted by applicable laws, the name and other identifying information of the employee or person reporting the violation, provided, however, that with the authorization of such person, the department may disclose his or her name and identifying information as necessary to enforce this chapter or for other appropriate purposes.

(c) Upon receiving a complaint alleging a violation of this chapter, the department shall investigate such complaint and attempt to resolve it through mediation between the complainant and the subject of the complaint, or other means. The department shall keep complainants notified regarding the status of their complaint and any resultant investigation. If the department believes that a violation has occurred, it shall issue to the offending person or entity a notice of violation and the relief required of the offending person or entity. The department shall prescribe the form and wording of such notices of violation including any method of appealing the decision of the department.

(d) The department shall have the power to impose penalties and to grant an employee or former employee all appropriate relief including but not limited to payment of all earned sick time improperly withheld, any

and all damages incurred by the complainant as the result of violation of this act, back pay and reinstatement in the case of job loss.

(3) If the director determines that there is reasonable cause to believe that an employer violated this act and the department is subsequently unable to obtain voluntary compliance by the employer within a reasonable time, the department shall bring a civil action as provided in subsection (1)(a) on behalf of the employee. The department may investigate and file a civil action under subsection (1)(a) on behalf of all employees that employer who are similarly situated at the same work site and who have not brought a civil action under subsection (1)(a). A contract or agreement between the employer and the employee or any acceptance by the employee of a paid or unpaid leave policy that provides fewer rights or benefits than provided by this act is void and unenforceable.

(4) In addition to liability for civil remedies described in this section, an employer who fails to provide earned sick time in violation of this act or takes retaliatory personnel action against an employee or former employee is subject to a civil fine of not more than \$1,000.00.

(5) An employer that willfully violates a notice or posting requirement of section 8 is subject to a civil fine of not more than \$100.00 for each separate violation.

History: 2018, Act 338, Eff. (sine die).

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

***** 408.968.new THIS NEW SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2018 REGULAR SESSION SINE DIE *****

408.968.new Written notice to employee; contents; language; display of poster; creation by department; availability.

Sec. 8. (1) An employer subject to this act shall provide written notice to each employee at the time of hiring or by April 1, 2019, whichever is later, including, but not limited to, all of the following:

- (a) The amount of earned sick time required to be provided to an employee under this act.
- (b) The employer's choice of how to calculate a "year" according to subsection 3 of section 3.
- (c) The terms under which earned sick time may be used.

(d) That retaliatory personnel action by the employer against an employee for requesting or using earned sick time for which the employee is eligible is prohibited.

(e) The employee's right to bring a civil action or file a complaint with the department for any violation of this act.

(2) The notice required under subsection (1) shall be in English, Spanish, and any language that is the first language spoken by at least 10% of the employer's workforce, as long as the department has translated the notice into such language.

(3) An employer shall display a poster at the employer's place of business, in a conspicuous place that is accessible to employees, that contains the information in subsection (1). The poster displayed should be in English, Spanish, and any language that is the first language spoken by at least 10% of the employer's workforce, as long as the department has translated the poster into such language.

(4) The department shall create and make available to employers notices and posters that contain the information required under subsection (1) for employers' use in complying with this section. The department shall provide such notices and posters in English, Spanish, and any other languages deemed appropriate by the department.

History: 2018, Act 338, Eff. (sine die).

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

***** 408.969.new THIS NEW SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2018 REGULAR SESSION SINE DIE *****

408.969.new Multilingual outreach program.

Sec. 9. The department shall develop and implement a multilingual outreach program to inform employees, parents, and persons who are under the care of a health care provider about the availability of earned sick time under this act. This program must include distribution of notices and other written materials in English and in other languages to child care and elder care providers, domestic violence shelters, schools, hospitals, community health centers, and other health care providers.

History: 2018, Act 338, Eff. (sine die).

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

***** 408.970.new THIS NEW SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2018 REGULAR SESSION SINE DIE *****

408.970.new Retention of records.

Sec. 10. An employer shall retain for not less than 3 years records documenting the hours worked and earned sick time taken by employees. To monitor compliance with the requirements of this act, an employer shall allow the department access to those records, with appropriate notice and at a mutually agreeable time. If a question arises as to whether an employer has violated an employee's right to earned sick time under this act and the employer does not maintain or retain adequate records documenting the hours worked and earned sick time taken by the employee or does not allow the department reasonable access to those records, there is a presumption that the employer has violated the act, which can be rebutted only by clear and convincing evidence.

History: 2018, Act 338, Eff. (sine die).

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

***** 408.971.new THIS NEW SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2018 REGULAR SESSION SINE DIE *****

408.971.new Other law, regulation, requirement, policy, or standard, including collective bargaining agreement; scope and limitation of act.

Sec. 11. (1) This act provides minimum requirements pertaining to earned sick time and shall not be construed to preempt, limit, or otherwise affect the applicability of any other law, regulation, requirement, policy, or standard, including a collective bargaining agreement, that provides for greater accrual or use of time off, whether paid or unpaid, or that extends other protections to employees.

(2) This act does not do any of the following:

- (a) Prohibit an employer from providing more earned sick time than is required under this act.
- (b) Diminish any rights provided to any employee under a collective bargaining agreement.
- (c) Subject to section 12, preempt or override the terms of any collective bargaining agreement in effect prior to the effective date of this act.
- (d) Prohibit an employer from establishing a policy that permits an employee to donate unused accrued earned sick time to another employee.

History: 2018, Act 338, Eff. (sine die).

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

***** 408.972.new THIS NEW SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2018 REGULAR SESSION SINE DIE *****

408.972.new Collective bargaining agreement.

Sec. 12. If an employer's employees are covered by a collective bargaining agreement in effect on the effective date of this act, this act applies beginning on the stated expiration date in the collective bargaining agreement, notwithstanding any statement in the agreement that it continues in force until a future date or event or the execution of a new collective bargaining agreement.

History: 2018, Act 338, Eff. (sine die).

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

***** 408.973.new THIS NEW SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2018 REGULAR SESSION SINE DIE *****

408.973.new Rules.

Sec. 13. The director may promulgate rules in accordance with the administrative procedures act of 1969, Rendered Monday, November 5, 2018

1969 PA 306, MCL 24.201 to 24.328, as necessary to administer this act.

History: 2018, Act 338, Eff. (sine die).

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

***** 408.974.new *THIS NEW SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2018 REGULAR SESSION SINE DIE* *****

408.974.new Severability.

Sec. 14. If any portion of this act or the application thereof to any person or circumstances shall be found to be invalid by a court, such invalidity shall not affect, impair, or invalidate the other portions or applications of the act that can be given effect without the invalid portion or application, and to this end the provisions of this act are declared to be severable.

History: 2018, Act 338, Eff. (sine die).

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4113-F Michigan Earned Sick Time Act (ESTA) Form [For Districts with At Least 10 Employees] [Note: If the District has less than 10 employees, please contact the Thrun Board Policy Administrator to receive a different version of this ESTA form.]

ESTA Hire Notice

Pursuant to the Michigan Earned Sick Time Act (ESTA), an eligible employee earns 1 hour of earned sick time for every 30 hours worked, but the District may cap use of earned sick time to 72 hours per ESTA benefit year. The District's ESTA benefit year is the 12-month period from July 1 to June 30. [Optional: may adjust 12-month period]

Retaliatory personnel action by the employer against an employee for requesting or using earned sick time for which the employee is eligible is prohibited. An eligible employee has a right under the ESTA to bring a civil action or file a complaint with the Michigan Department of Labor and Economic Opportunity (LEO) for any ESTA violation.

Terms under which earned sick time may be used are identified in the ESTA and in District Policy 4113, which terms are incorporated by reference into this Notice. An eligible employee may use earned sick time for the following reasons:

- A. the employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
- B. for the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of the employee;
- C. if the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
- D. for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
- E. for closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family

member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

A LEO ESTA brochure is attached to this notice, along with a copy of the ESTA.

Series 4000: District Employment

4300 Non-Exempt Staff

4305 *Intentionally Left Blank*

Date adopted: November 11, 2020

Date revised: February 12, 2025

Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5202 Unlawful Discrimination, Harassment, and Retaliation Against Students

The District prohibits unlawful discrimination. “Unlawful Discrimination” includes unlawful harassment and retaliation, unless specifically stated otherwise. The District will investigate all allegations of Unlawful Discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in Unlawful Discrimination.

Complaints alleging Unlawful Discrimination, harassment, and Retaliation against a student will be investigated using the process outlined in Policies 3115-3115H.

Complaints alleging Title IX sexual harassment will be investigated using the Grievance Process outlined in Policy 3118.

The identities of the District’s Title IX Coordinator, Section 504 Coordinator, and Civil Rights Coordinator are listed in Policy 3115B.

A. Student Handbooks

The Superintendent or designee will include in student handbooks a statement explaining the District’s policy against Unlawful Discrimination, including unlawful harassment and Retaliation. This statement must include an explanation of types of Unlawful Discrimination, examples of harassment, reporting requirements, and consequences as described in this Policy.

B. Reporting Requirements

District personnel must immediately report incidents of alleged Unlawful Discrimination, including incidents that District personnel witness or about which they receive reports or information, regardless of whether the incidents are verbal, visual, or physical, and whether the incidents also constitute harassment, bullying, or hazing.

District personnel who witness an act of Unlawful Discrimination must intervene immediately, unless circumstances would make intervention dangerous. A person who is unable to intervene should promptly attempt to find another person who is able to intervene, contact a building administrator, or contact law enforcement, as the situation requires.

Any student who witnesses an act of Unlawful Discrimination is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected Unlawful Discrimination. A student may also anonymously report an incident of Unlawful Discrimination. The District will investigate anonymous reports to the extent possible pursuant to Policies 3115-3115H or Policy 3118, as applicable. Minor students do not need Parent permission to file a

Complaint or participate in the Grievance Procedure described in Policies 3115-3115H and 3118.

C. Office for Civil Rights

Any person who believes that he or she was the victim of Unlawful Discrimination may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education
Office for Civil Rights
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
Phone: (216) 522-4970
E-mail: OCR.Cleveland@ed.gov

An OCR complaint may be filed before, during, or after filing a Complaint with the District. A person may forego filing a Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to Unlawful Discrimination also file a Complaint with the District to ensure that the District is able to take steps to prevent any further discrimination and to discipline the alleged perpetrator, if appropriate. OCR does not serve as an appellate body for District decisions. An investigation by OCR will occur separately from any District investigation.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: November 11, 2020

Date revised: August 14th, 2024, February 12, 2025

Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5206 Student Discipline [Note: This Policy complies with all relevant laws and rules and reflects the most common practices to address student discipline. If this Policy does not reflect your District's practices, Thrun Law Firm will work with you to modify the Policy to incorporate your District's practices consistent with applicable law.]

[Note: The Board must also adopt Policies 5206A, 5206B, 5206C, and 5206E. Board Policy 5206D is optional.]

A. Student Discipline - Generally

The Board is committed to providing students and staff with a safe learning environment free from substantial disruption. Consistent with this commitment, 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 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.

B. Applicability

This Policy applies to student conduct that occurs:

1. on District property;
2. at a school-sponsored or school-related event;
3. on a school bus or vehicle;
4. while traveling to or from school, including at a bus stop; and
5. at any other time or place if the conduct has a nexus to the school, substantially disrupts the school environment, or as permitted by law.

C. Student Code of Conduct

The Superintendent or designee will develop, regularly update, and annually publish a student code of conduct in all student handbooks. The student code of conduct must:

1. identify offenses that may result in discipline;
2. identify possible disciplinary consequences for each offense, which may, if appropriate, include suspension or expulsion;
3. be consistent with applicable state and federal laws and Board Policies; and

4. include a copy of Policy 5206E entitled “Suspension from Class, Subject, or Activity by Teacher.”

D. Definitions

For purposes of this Policy:

1. “suspend” or “suspension” means a disciplinary removal from school for less than 60 school days;
2. “expel” or “expulsion” means a disciplinary removal from school for 60 or more school days;
3. “restorative practices” means practices that emphasize repairing the harm to the victim and the school community caused by a student’s misconduct; and
4. “Mandatory 7 Factors” means the following:
 - a. the student’s age;
 - b. the student’s disciplinary history;
 - c. whether the student has a disability;
 - d. the seriousness of the behavior;
 - e. whether the behavior posed a safety risk;
 - f. whether restorative practices are a better option; and
 - g. whether lesser interventions would address the behavior.

E. Restorative Practices

Before suspending or expelling a student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student’s misconduct, recognizing the Board’s objective of minimizing out-of-school suspensions and expulsions. Likewise, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment, and cyberbullying.

All victim-offender conferences must be conducted consistent with state and federal law and Policies. No student who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

F. Discretionary Suspension or Expulsion

Under Michigan law, a suspension of 10 or fewer school days is presumed to be reasonable. A suspension of more than 10 school days or an expulsion is, in most circumstances, presumed not to be justified. Before imposing a suspension or an expulsion, administrators or the Board must consider the Mandatory 7 Factors.

1. Building Administrators - 10 or fewer days

The Board delegates to all building administrators the authority to suspend a student for up to 10 school days consistent with the student code of conduct.

A building administrator may also suspend a student for up to 10 school days pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion.

Before exercising this authority, the building administrator must consider the Mandatory 7 Factors.

Additionally, before suspending a student for any length of time, the building administrator must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

2. Superintendent - Less than 60 school days

The Board delegates to the Superintendent the authority to suspend a student for less than 60 school days consistent with the student code of conduct. Before exercising this authority, the Superintendent must consider the Mandatory 7 Factors.

Any time the Superintendent finds that a suspension of more than 10 school days is warranted, the Superintendent must base the rationale on the Mandatory 7 Factors and explain the rationale in writing.

Additionally, before suspending a student for any length of time, the Superintendent must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

3. Board - Suspension or Expulsion

The Board may suspend or expel a student for an offense consistent with the student code of conduct.

Before exercising this authority, the Board must consider the Mandatory 7 Factors.

Any time the Board finds that a suspension of more than 10 school days or expulsion is warranted, the Board must base the rationale on the Mandatory 7 Factors and explain the rationale in writing.

Before exercising this authority, the Board must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

G. Criminal Sexual Conduct – Discretionary Suspension or Expulsion

If a student commits criminal sexual conduct, as defined in Revised School Code Section 1311, against another student enrolled in the District and expulsion is not mandatory under Policy 5206 H.3, the District may suspend or expel the student even if the student has not been criminally charged, subject to consideration of the Mandatory 7 Factors.

Before exercising this authority, the District must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

H. Mandatory Suspension or Expulsion

Building principals and other administrators must refer all incidents that may result in a mandatory suspension or expulsion to the Superintendent or designee for transmission to the Board. As explained below, the Board recognizes that in some circumstances it may choose not to suspend or expel a student. Nothing in this section may be construed as limiting the Board's discretion to suspend or expel a student for any offense that the student code of conduct identifies as possibly resulting in suspension or expulsion.

1. Possession of a Dangerous Weapon

a. Possession of a Firearm

If a student possesses a firearm in a weapon-free school zone, the Board will permanently expel the student unless the student demonstrates, in a clear and convincing manner, at least one of the following:

- the student was not possessing the firearm to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- the student did not knowingly possess the firearm;
- the student did not know or have reason to know that the firearm constituted a "dangerous weapon"; or
- the student possessed the firearm at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board will not expel the student unless the Board finds that, based on the circumstances, expulsion is warranted.

b. Possession of a Dangerous Weapon (Other than a Firearm)

If a student possesses a dangerous weapon (other than a firearm) in a weapon-free school zone, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

The Board is not required to expel a student for possession of a dangerous weapon (other than a firearm) if the student demonstrates, in a clear and convincing manner, at least one of the following:

- the student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- the student did not knowingly possess the weapon;
- the student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”; or
- the student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board will not expel the student unless the Board finds that, based on the circumstances, expulsion is warranted.

c. Applicable Definitions for Dangerous Weapon Offense

“Weapon-free school zone” means school property and a vehicle used by a school to transport students to or from school property.

“School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.

“Dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

“Firearm” means (i) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (ii) the frame or receiver of any such weapon; (iii) any firearm muffler or firearm silencer; or (iv) any destructive device. “Firearm” does not include an antique firearm, as defined by 18 USC § 921.

“Destructive device” means (i) any explosive, incendiary, or poison gas (including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device); (ii) any type of weapon (other than a shotgun or a shotgun shell that the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (iii) any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled.

d. Additional Procedures for Dangerous Weapon Expulsion

The Superintendent or designee must ensure that if a student is expelled for possession of a dangerous weapon, the student’s permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for possession of a dangerous weapon to the county department of social services or the county community mental health agency and notify the student’s Parent (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion. The Superintendent or designee must also make a referral to local law enforcement and contact the student’s Parent immediately any time a student is found to have brought a dangerous weapon to school or possessed a dangerous weapon at school, at a school related activity, or in a school vehicle. If a District official confiscates a dangerous weapon, the District official will give the dangerous weapon to law enforcement and will not release the dangerous weapon to any other person, including the legal owner.

Unless reinstated pursuant to Revised School Code Section 1311(6), a student expelled by another district or public school academy for possession of a dangerous weapon may not enroll in the District.

2. Arson

If a student commits arson as defined in Revised School Code Section 1311, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

The Superintendent or designee must ensure that if a student is expelled for committing arson, the student's permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for committing arson to the county department of social services or the county community mental health agency and notify the student's Parent (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to Revised School Code Section 1311(6), a student expelled by another district or public school academy for committing arson may not enroll in the District.

3. Criminal Sexual Conduct

If a student commits criminal sexual conduct as defined in Revised School Code Section 1311, 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 District, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

The Superintendent or designee must ensure that if a student is expelled for committing criminal sexual conduct, the student's permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for committing criminal sexual conduct to the county department of social services or the county community mental health agency and notify the student's Parent (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to Revised School Code Section 1311(6), a student expelled by another district or public school academy for committing criminal sexual conduct may not enroll in the District.

4. Physical Assault

a. Physical Assault Against Employee, Volunteer, or Contractor

If a student in grade 6 or above commits a physical assault at school against an employee, volunteer, or contractor and the victim reports the physical assault to the Board or to a school administrator or, if the victim is unable to report the assault, another person makes the report on the victim's behalf, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

The Superintendent or designee must ensure that if a student is expelled for physically assaulting an employee, volunteer, or contractor, the student's permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for physically assaulting an

employee, volunteer, or contractor to the county department of social services or the county community mental health agency and notify the student's Parent (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to Revised School Code Section 1311a(5), a student expelled by another district or public school academy for physically assaulting an employee, volunteer, or contractor may not enroll in the District.

b. Physical Assault Against Another Student

If a student in grade 6 or above commits a physical assault at school against another student and the physical assault is reported to the Board or to an administrator, the District will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

A resident student in grade 6 or above who is currently expelled by another district or public school academy for committing a physical assault against another student may request to enroll in the District. The Superintendent or designee will consider the request along with any information the Superintendent or designee determines relevant. The Superintendent or designee may either grant or deny the request. The Superintendent's decision is final.

c. Applicable Definitions for Physical Assault

- i. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.
- ii. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

5. Bomb Threat or Similar Threat

If a student in grade 6 or above makes a bomb threat or similar threat directed at a school building, other District property, or at a school-related event, the District will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

A resident student in grade 6 or above who is currently expelled by another district or public school academy for making a bomb threat or similar threat may request to enroll in the District. The Superintendent or designee will consider the request along with any information the Superintendent or designee determines relevant. The Superintendent or designee may either grant or deny the request. The Superintendent's decision is final.

I. Victims of Alleged Sexual Assault

The District will not expel a student or suspend a student for more than 10 days for an action the student took immediately preceding, immediately following, or that could reasonably be tied to an incident in which the student was sexually assaulted or an incident in which the student reports being sexually assaulted, an incident where another person witnesses and reports the student's sexual assault, or an incident for which school officials receive credible information that the student was sexually assaulted. This subsection does not apply if:

- The student is convicted of, pleads guilty or responsible to, or is adjudicated responsible for aggravated assault, assault with intent to commit murder, assault with intent for great bodily harm, assault with intent to maim, attempted murder, homicide, manslaughter; or criminal sexual conduct;
- The student commits an act described in Section H.1 through H.3 of this Policy;
- A Title IX investigation conducted pursuant to Policy 3118 concludes by clear and convincing evidence that the report of sexual assault was false; or
- The Board or the Superintendent determines, after considering the Mandatory 7 factors, that a longer-term suspension or expulsion is warranted.

In determining whether to suspend a student described in this section, the District will consider the recommendations of the District's Title IX Coordinator, as applicable.

J. Statewide School Safety Information Policy (SSSIP) & Law Enforcement Reporting

The Superintendent or designee must notify law enforcement when required by the SSSIP and make all other reports and provide all other notifications required by the SSSIP or any state or federal law. Nothing in this Policy limits the ability of a school administrator to contact law enforcement at any other time.

K. Educational Programming During Suspension or Expulsion

Except as otherwise required by law or as provided in this Policy, a student who has been suspended or expelled may not be on school property, attend classes or other school functions, or participate in extracurricular activities during the student's suspension or expulsion without written permission from the Superintendent or designee. District personnel may assist students who have been suspended or expelled to explore alternative means, as allowed by law, to earn

credit and to complete coursework during the period of the student's suspension or expulsion.

Legal authority: 18 USC 921; 20 USC 1401 et seq., 7151; 29 USC 705, 794-794b; MCL 380.1308-1310, 380.1310a, 380.1310c, 380.1310d, 380.1310e, 380.1311, 380.1311a, 380.1312, 380.1313

Date adopted: August 11, 2021

Date revised: August 14, 2024, February 12, 2025

C. Approve Committee Member assignments for 2025 as discussed in item #5

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11. Information Items

- Social Media Reports: COOR ISD and COOR ATIC

- Construction information for the Facilities Committee

- 2024 MASB Winter Institute taking place virtually from Friday, Feb 2nd to Saturday, Feb 3rd. These are Live Online Webinars. The cost is \$99 for each session, except CBA 101 and Board President Workshops, which are \$189 each (9am-4pm).

Friday 9am-12pm, 1pm-4pm, or 6pm-9pm

Saturday 9am-12pm, 1pm-4pm, or 6pm-9pm

JANUARY 2025 SOCIAL MEDIA STATS



C.O.O.R.
INTERMEDIATE
SCHOOL DISTRICT

TOP 6 POSTS OUT OF 12:

MONTHLY REACH: 7,808

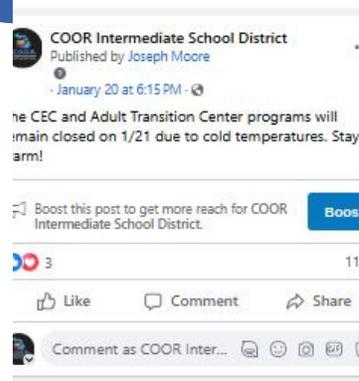
1



REACH: 2,518

January 14th
Masters
7 shares - 56 reactions
65 interactions

2



REACH: 1,056

January 20th
Closed
11 shares - 3 reactions
14 interactions

3

UP FROM 7,509



REACH 600

January 20th
Closed
6 shares - 10 reactions
16 interactions

4



REACH: 600

January 9th
Making Pizza
5 shares - 45 reactions
51 interactions

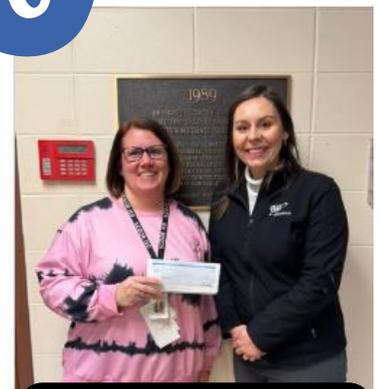
5



REACH: 547

January 10th
Sensory fun
4 shares - 35 reactions
40 interactions

6



REACH: 498

January 31
**Meemic Foundation
Check**
0 shares - 37 reactions -
38 interactions

JANURAY 2025 SOCIAL MEDIA STATS



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

TOP 6 POSTS:

MONTHLY VIEWS: 13,684
MONTHLY REACH: 2659

1



IEWS: 3269

Jan 13
Student of the Month
910 Reach -22
interactions

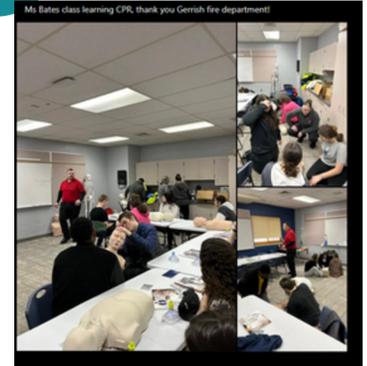
2



IEWS: 3185

Jan 31
Kirtland CC Visit
1610 Reach -16
interactions

3



IEWS: 665

Jan 28
Med. Occ CPR Training
313 Reach -
13 interactions

4



IEWS: 475

Jan 16
CTE Month
185 Reach- 5
interactions

5



IEWS: 470

Jan 31
Business Breakfast
199 Reach- 14
interactions

6



IEWS: 411

Dec 16
312 Reach -
8 interactions

2024 SOCIAL MEDIA STATS

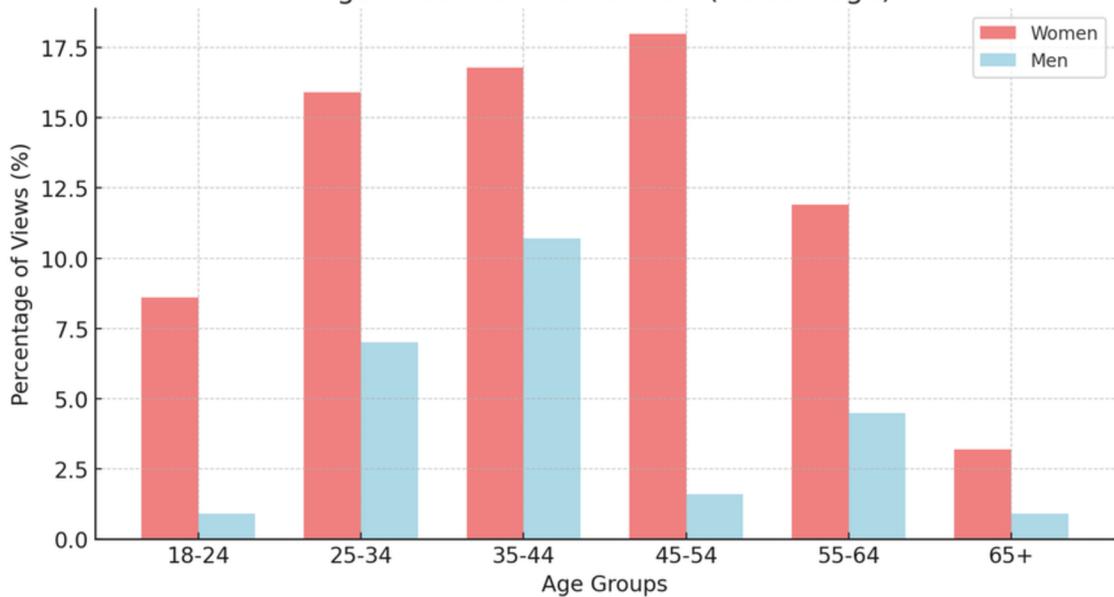


C.O.O.R.
Advanced Technical
Innovation Center

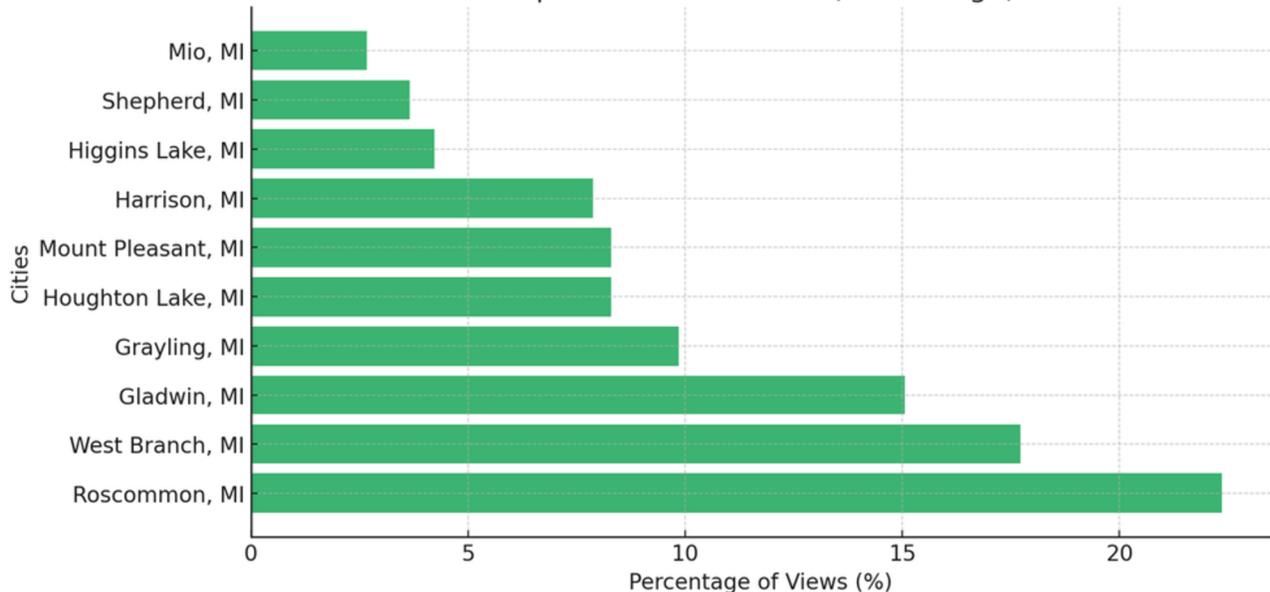
SEPTEMBER 1 - DECEMBER 31, 2024

TOTAL VIEWS: 53,447
TOTAL REACH: 13463
TOTAL VISITS: 2245
TOTAL FOLLOWS: 139

Age & Gender Distribution (Percentage)



Top Cities Distribution (Percentage)



12. Alternative Educational Academy of
Ogemaw County Documents:
- Jan 27, 2025 meeting agenda
 - Proposed charter contract 2025-2030
(first draft)
 - Jan 27, 2025 meeting minutes
 - Feb 10, 2025 meeting agenda

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Alternative Educational Academy of Ogemaw County Board Meeting
9:00 a.m.-Michigan Works, West Branch, MI
Minutes-January 27, 2025

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

9:02 Call to Order by Tina Williams

Roll Call

Board Present: Gail Hughey, Mark Berdan, Trisha Ziegler
Staff Present: Tina Williams
Guest Present: Shawn Petri

Mission and Vision statements read aloud.

Conflict of Interest forms signed.

Additions to Agenda:

none

Approval of Agenda:

Motion by Mark Berdan; Second by Gail Hughey to approve agenda as presented
Motion passes 3-0

Approval of Minutes from December 16, 2024:

Motion by Trisha Ziegler; Second by Gail Hughey; to approve the minutes.
Motion passes 3-0

Discussion Items:

- a. Tina shared general updates:
 - i. MAEO Stars students in the Ogemaw County Herald-reading to preschoolers. Project sponsored by the Tawas Area Elks.
 - ii. The Pupil Accounting Audit was completed on January 13th. No FTE deductions.
 - iii. Gad Audit also completed with no findings.
 - iv. Tina shared the profile of a recent AEA graduate
- b. Current Enrollment was discussed; WB-RC (44), WP (35), Other (55)/total 134
- c. Enrollment process was discussed; no concerns noted
- d. Charter Contract 2025-2030 edits were reviewed
- e. The AEA was able to locate and purchase a used 2018 Ford Transit 10-passenger van, total cost 43, 814.00

Personnel Action Items:

- a. Motion by Mark Berdan; Second by Gail Hughey to approve Rick Bower's overnight travel request to MACUL conference.
Motion passes 3-0

Discussion with Action Items:

- a. Motion by Mark Berdan; Second by Gail Hughey to approve the 2024-2025 General Funds Budget Amendment.
Motion passes 3-0
- b. Motion by Mark Berdan; Second by Trisha Ziegler to approve the posting for a student transporter, costs not to exceed \$15,000 for the current school year.
Motion passes 3-0

Next meeting: February 10, 2025 9:00 a.m. at Michigan Works

Community Input

None

Board Comments

Adjourned at 9:42 a.m.

Minutes respectfully submitted by Tina Williams

Alternative Educational Academy of Ogemaw County Board Meeting
9:00 a.m.-Michigan Works Service Center in West Branch, MI
Agenda-January 13, 2025

Rescheduled to Jan 27th

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

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

“Recognizing Unlimited Potential”

4. Conflict of Interest Forms
5. Additions to Agenda
6. Approval of Agenda
7. Approval of Minutes from December 16, 2024

8. Discussion Items:
 - a. General Updates
 - b. Current Enrollment
 - c. Enrollment Process
 - d. Charter Contract
 - e. School Van Purchase

9. Personnel Action Items
 - a. Overnight Travel - Attend MCCAWL conference
 - b. Post for driver
10. Discussion Items with Action:
 - a. 2024-2025 General Funds Budget Amendment

11. Future Meeting Date – February 10, 2025
12. Community Input
13. Board comments
14. Adjournment

Feb Board Meeting?

Alternative Educational Academy of Ogemaw County Board Meeting
9:00 a.m.-Michigan Works, West Branch, MI
Minutes-December 16, 2024

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

9:02 Call to Order by Tina Williams

Roll Call

Board Present: Gail Hughey, Mark Berdan, Lisa Bolen, Trisha Ziegler
Staff Present: Tina Williams
Guest Present: Shawn Petri

Mission and Vision statement read aloud.

Additions to Agenda:

none

Approval of Agenda:

Motion by Lisa Bolen; Second by Mark Berdan to approve agenda as presented
Motion passes 4-0

Approval of Minutes from November 11, 2024:

Motion by Mark Berdan; Second by Trisha Ziegler; to approve the minutes.
Motion passes 4-0

Discussion Items:

- a. Tina shared general updates:
 - i. MAEO Stars students to a reading event at the Villas tomorrow, the Tawas Area Elks purchased several books for the library
 - ii. The bowling team won their first meet against Tawas on the 7th
 - iii. Robotics travel costs; The team participated in the Rookie Workshop in GR on Saturday
- b. Staffing was discussed; we have one tutor position posted.
- c. Current Enrollment was discussed; WB-RC (42), WP (35), Other (53)/total 130
- d. Enrollment process was discussed; no concerns noted
- e. Tina reviewed the school index components; overall improvement from 22/23 to 23/24: 6.17 to 16.58 with the greatest gains in assessment participation (36.05 to 77.52).

Personnel Action Items:

None

Discussion with Action Items:

- a. Motion by Mark Berdan; Second by Trisha Ziegler to approve up to \$65,000.00 to purchase a vehicle, with preference given to local dealer and with insurance approval.
Yeas: Berdan, Hughey, Bolen, Trisha
Nays: none

AEA-Ogemaw Enrollment by District

January 27, 2025

West Branch / Rose City	44
Whittemore-Prescott	35
Other	55

TOTAL	134
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Beaverton	4
Berrien Springs	1
Burton-Flex High	1
Burton Glen	1
Charlton Heston Academy	12
Clare High School	1
Connections Academy	1
D'iberville High School, MS	1
Edwardsburg Alt. Ed	1
Ewart	1
Gaylord	1
Gladwin	8
Great Lakes Adventist Academy	1
Great Lakes Cyber Academy	2
Hale	1
Houghton Lake Adult Ed	1
Lakeview High School	1
Michigan International Prep	3
Michigan Online School	2
Michigan Virtual Academy	2
Pinconning	1
Standish Sterling	6
Thomas Walker HS Virginia	1
Vassar Alternative Ed.	1
Other Total	55

	24.25 Proposed 06/2024	24.25 Amended 01/2025
Revenues		
Local	100000	100,000
State (9800 x 120, 31a)	1,326,000	1,450,705
Federal	25,000	28,743
Other		
Total Revenues	1,451,000	1,579,448
Expenditures		
Instruction		
Basic programs	601,273	585,454
Added needs	0	0
Adult and continuing education	0	0
Subtotal	601,273	585,454
Support Services		
Pupil	267522	205,521
Instructional staff	7,600	7,600
General administration	105,000	105,000
School administration	189758	230,972
Business	21,353	27,497
Maintenance and operations	98,338	89,821
Transportation	40,545	34,000
Central	96,334	80,215
Other	0	0
Subtotal	826,450	780,626
Community services	0	
Capital Outlay	0	60,000
Outgoing and other	42,564	43,521
Total Expenditures	1,470,287	1,469,601
Revenues Over/(Under) Expenditures	-19,287	109,847
Beginning fund Equity (estimated)	2,176,877	2,104,213
Projected Fund Equity	2,157,590	2,214,060

Alternative Educational Academy of Ogemaw County Board Meeting
9:00 a.m.-Michigan Works Service Center in West Branch, MI
Agenda-February 10, 2025

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

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

“Recognizing Unlimited Potential”

4. Additions to Agenda
5. Approval of Agenda
6. Approval of Minutes from January 27, 2024
7. Discussion Items:
 - a. General Updates
 - b. Staffing
 - c. Current Enrollment
 - d. Enrollment Process
 - e. AER
 - f. 2023-2024 Student Data
8. Personnel Action Items
none
9. Discussion Items with Action:
 - a. 2024-2025 2nd Quarter Account Activity
10. Future Meeting Date – March 10, 2025
11. Community Input
12. Board comments
13. Adjournment

13. Superintendent's Report
-Martin Luther King, Jr. Day
-Optimist Club Special Communications
Contest
- Title IX positions
- Proposed Mission, Vision, Beliefs,
and Goals

215

COOR ISD Mission Statement

Proposed January 2025

Serve stakeholders by providing services, programs, and leadership with responsiveness and expertise.

Vision Statement

To be leaders in learning, innovation, and collaboration empowering students and educators to continuously improve.

Belief Statements

We believe in...

- the value of collaboration
- the whole child
- providing high-quality services and programming
- parents and community playing a pivotal role
- services for all
- the value of all students

COOR ISD Goal Statements

Developed January 2025

Goal Area #1: Academics/Programs

Offer high-quality and differentiated professional learning and coaching.

Goal Area #2: Learning Environment/Culture

Modernize facilities to provide productive work environments and enhanced learning spaces.

Goal Area #3: Personnel/Leadership

Develop and implement talent management and leadership systems.

Goal Area #4: Communication/Community Engagement

Develop and implement a communication system.

Goal Area #5: Operations/Finance

Increase revenue streams.

14. Communications
Thank-you letter from Lyn Sperry

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Shawn, Becky, and COOR ISD Board,

Thank you for the thoughtful gifts.
It was truly a pleasure and an honor to serve in a small way as part of COOR's growth and progress over the past four years.
I anticipate, given the current trajectory, there will be many more successes to come.

Best wishes, Lynn Sperry



15. Public Comment (continued if needed)

16. **Adjournment**