

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

Wednesday, February 11, 2026 6:00 PM

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

### **1. Call to order & Roll Call**

**Time:**

### **2. Opening Ceremonies**

- Pledge of Allegiance

- Mission Statement: *To deliver expert services, impactful programs, and responsive leadership to our schools and communities*

### **3. Adopt the Agenda**

### **4. Department Updates**

-Career & Technical Education Department

-Early Childhood Department

-Instructional Services Department

-Special Education Department

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

-K12 ETA (Educational Technology Association)

2

## BOARD OF EDUCATION

Dr. James Mangutz,  
Board President

Nancy Persing,  
Vice President

Jim Gendernalik,  
Board Treasurer

Ian Faulkner,  
Board Secretary

Trustees:  
Anthony Bair  
Alyssa Faulkner  
Kara Mularz

## ADMINISTRATION

Shawn Petri,  
Superintendent

Melisa Akers, Director  
of Special Education

Mike Evans, Director  
of Career and Technical  
Education

Dr. Katie Harris, Director  
of Instructional Services

Katie Keith, Director of  
Early Childhood

Kurt Loll,  
Finance Director

Somer Quinlan,  
Director of ROOC, Inc.

Jared Socia,  
Director of Operations

To: Shawn Petri, Superintendent

From: Melisa Akers, Director of Special Education

Date: February 2, 2026

Subject: Special Education Update

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

January was School Board Recognition Month. I would like to take a moment to thank our Board of Education for their continued leadership, commitment, and support of our students, staff, and communities. Your time, service, and dedication are greatly appreciated.

We are pleased to announce the full-time hire of Debra Mattingly, our new in-person Speech Therapist for Houghton Lake. Staff and students are very excited to now have an in-person speech therapist. Debra was semi-retired and comes with a wealth of school experience. She was previously employed by IRESA and everyone we have spoken with about Debra says we are fortunate to have her.

This school year, we have had **six snow days**. We are monitoring weather conditions closely and continue to make thoughtful, safety-focused decisions when determining whether school should be in session.

For a center-based program, there are several additional factors we must consider beyond those faced by local districts:

- **District closures:** Our procedure is that we do not transport students from an open district if our routes require traveling through a district that is closed.

- **Transportation logistics:** Our drivers are on the roads much earlier and much later than drivers in local districts due to the vast geographic area we serve and the number of door-to-door stops required each day.
- **Extreme cold and student safety:** Frigid temperatures are a significant concern. Many of our buses require frequent use of the wheelchair lift, which necessitates opening the side of the bus and makes it difficult to maintain a consistent interior temperature. Additionally, many of our students are unable to communicate when their extremities are cold or numb, nor are they able to independently adjust clothing or positioning to address discomfort.
- **Accessibility challenges:** Safely maneuvering wheelchairs to and from buses through deep snow and unplowed or icy driveways presents ongoing challenges and increases risk for students, staff, and families.

Given these considerations, decisions regarding snow days for our center-based programs must prioritize student safety, transportation feasibility, and weather conditions across multiple districts.

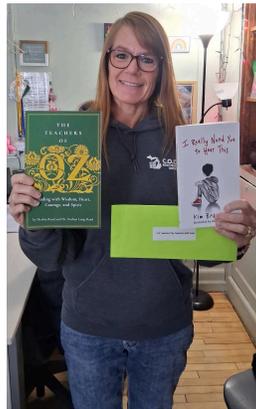
### **A Message from our Principal, Joe Moore:**

January has been another busy and productive month for the CEC and ATC programs. In recognition of Law Enforcement Appreciation Day, students created and colored pictures for the Gerrish Township Police Department and the Roscommon County Sheriff's Office. We are grateful for the dedicated first responders who help keep our students and staff safe.

Students in Ms. Angie's classroom continue to make strong progress in developing daily living skills. Cooking activities support a wide range of learning goals, including reading and following directions, kitchen safety, fine motor skills, and independence. This month, Jeffry successfully prepared ramen noodles for his class—nicely done, Jeffry!



Shannon Carll, one of our ATC instructors, was selected as the recipient of the Meemic Foundation's Blue Elephant Prize. The award was a complete surprise until Shannon opened the package, which included a \$10 Teachers Pay Teachers gift certificate and two books: *The Teachers of Oz: Reading With Wisdom, Heart, Courage and Spirit* and *I Really Need You to Hear This*. Congratulations, Shannon!



## **A Message from our Transition Coordinator, Kerri Smitz:**

### Transition Program Updates – Early 2026

I have confirmed the following worksites for the **2026 Michigan Rehabilitation Services (MRS)**

#### **Summer Program:**

- Higgins Lake North State Park
- Higgins Lake South State Park
- Rifle River
- Hartwick Pines
- Village of Roscommon

I am currently reviewing students across the ISD who would benefit from participation in the summer program. Student ages will range from 15 to 26 years old. The program will run for six weeks following the end of the school year.

Each worksite will include 4–6 students, supported by one job coach. Participating students will be paid \$13.73 per hour.

In addition, the Adult Transition Center (ATC) will be touring ROOC on February 6. We anticipate that 4–5 ATC/CEC students will attend ROOC following graduation this year.

### **A Message from our Compliance Monitor, Nicole Grace:**

January has brought positive momentum across the ISD. We welcomed a new Speech-Language Pathologist and a new School Social Worker, both of whom have been actively onboarding and have begun serving students in their respective districts. Their addition strengthens our capacity to meet student needs and support district teams.

This month, we also successfully closed out several directives from the Michigan Department of Education. This represents significant collaborative work across departments and districts and is worthy of celebration, as it reflects continued progress in compliance, responsiveness, and system improvement.

As we look ahead, we are encouraged by the promise of spring, upcoming professional learning opportunities through START and MAISA, and ongoing efforts to grow our teams. We remain committed to strengthening supports and services for students across the ISD.

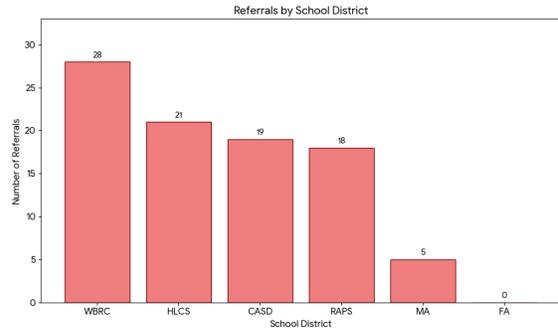
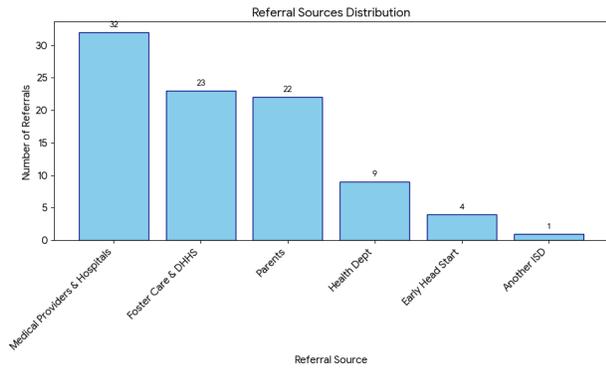
### **A Message from our Early On Coordinator, Michele Cochrane:**

We currently have 36 active Early On students.

During the second quarter (October–December), the program received 37 new referrals, distributed as follows:

- **WBRC:** 10
- **HLCS:** 9
- **CASD:** 8
- **RAPS:** 6
- **Mio:** 4
- **Fairview:** 0

The graphs below provide an overview of year-to-date referrals (July 1 to present).



**BOARD OF EDUCATION**

Dr. James Mangutz,  
Board President

Nancy Persing,  
Vice President

Jim Gendernalik,  
Board Treasurer

Ian Faulkner,  
Board Secretary

Trustees:  
Anthony Bair  
Alyssa Faulkner  
Kara Mularz

**ADMINISTRATION**

Shawn Petri,  
Superintendent

Melisa Akers, Director  
of Special Education

Mike Evans, Director  
of Career and Technical  
Education

Dr. Katie Harris, Director  
of Instructional Services

Katie Keith, Director of  
Early Childhood

Kurt Loll,  
Finance Director

Somer Quinlan,  
Director of ROOC, Inc.

Jared Socia,  
Director of Operations

To: Shawn Petri, Superintendent

From: Katie Keith, Director of Early Childhood

Date: February 2026

Subject: Early Childhood Update

**COOR Community and Family Connection (formerly  
Great Start Collaborative)**

COOR Community and Family Connection has been awarded \$20,000 through the Region 3 MiFamily Engagement Center Literacy Grant to support the continuation of the **COOR Birth to 5 Literacy Initiative**.

The Birth to 5 Literacy Initiative focuses on strengthening early literacy and language development for children from birth through age five by supporting families and caregivers. The initiative promotes simple, everyday practices—talking, reading, singing, and playing—that build early language skills, vocabulary development, phonological awareness, and a positive relationship with books. These early experiences provide a strong foundation for school readiness and long-term reading success.

The grant proposal was selected due to its strong alignment with MiFamily Engagement Center priorities and its demonstrated potential to positively impact early literacy outcomes and family engagement. Grant funds will be used to continue efforts that strengthen family involvement in learning and increase access to literacy resources across the community.

The funding will allow COOR to sustain literacy programming and further empower families in their role as children’s first and most influential teachers.

The MiFamily Engagement Centers are a statewide initiative funded by the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP). These centers support families, educators, and community partners through professional learning, coaching, resources, and grant opportunities designed to strengthen family engagement and literacy development from birth through young adulthood.

A press release has been created and sent to Becky Socia to disseminate out to our local papers.

RX Kids: As we heard last month there is some uncertainty around RX Kids. For now, we have been told to continue enrolling families into the program. As of January 26th, we have 33 families enrolled.

### **Great Start to Quality**

We welcome Tammy Tyler to our team to help us out with our work. She will be assisting with making sure our child care providers/parents have access to our Lending Library resources within all of the 11 counties we serve. We know Tammy brings great knowledge and experience with her from the Great Start Collaborative world and we plan to utilize that experience to have her do some of those same supports for our participants.

We should find out this week if we will receive one of the Home-based Pre-K for All Pilot grants that we submitted last month. There are 10 regions within Michigan and they will only be awarding 3 regions with a grant.

We also had a major change according to how we do things within our Quality Rating Improvement System. In the past, a program would go through the process of self evaluation of their program and form and complete goals to get a quality rating that would last for 2 years within our system before their rating would expire. This month, that has changed so the program's quality rating will last for 3 years. This will allow programs a longer time to work with one of our coaches in order to prepare for an on-site observation and to build true quality in their programs. It also gives them a little break if they have staffing changes or big goals to complete before they would need to re-rate.

### **Great Start Readiness Program**

[Enrollment Dashboard](#): current enrollment numbers

We continue to attempt to fill our programs for 2025-26 until the end of this month.

The 2026-27 enrollment season is now OPEN. Income is no longer being collected from families. There is still a priority system based on the family's Federal Poverty Level from self-reported income. Enrollment is required to start no later than March 1st for this year. COOR has updated all policies and protocols to support all of the changes from MiLEAP.



## February 2026 ETA Report

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

### Tickets (ETA Wide):

- Current Open: 312
- Created this month: 2376
- Closed this month: 2342

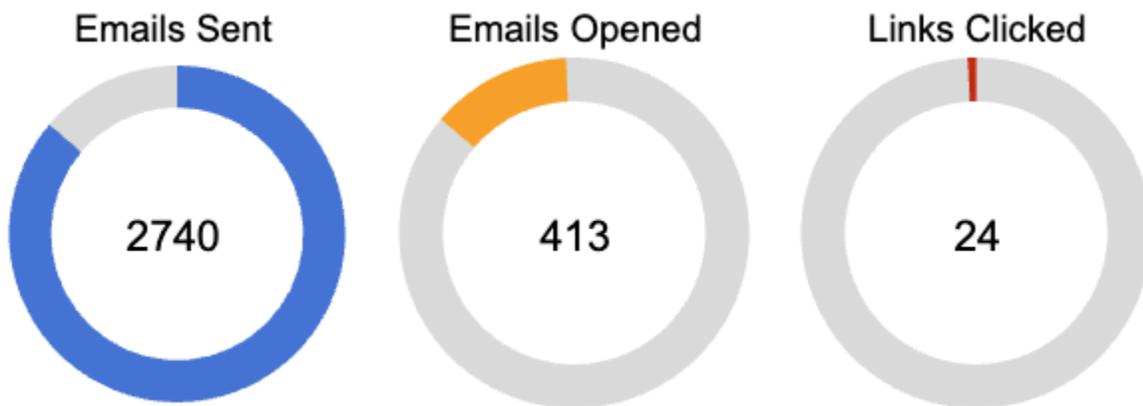
### Trainings Provided:

- Data Tracking
- Artificial Intelligence
- Sphero robots
- Virtual Reality
- PowerSchool User Group

### Updates:

- With E-rate season now upon us, we are strategically planning to leverage the funding secured through the 12c consolidation grant. These combined funds will be utilized to purchase essential network equipment for every district we serve, a critical step in strengthening and modernizing our entire regional network infrastructure to handle increasing digital demands and ensure high-speed, reliable connectivity.
- In Manistee, MDOT has provided updated project plans and is currently reviewing utility conflicts for the Manistee area. While the 6th Street corridor has been confirmed clear of obstructions, the team is requesting additional locates for the Lakeshore crossing and Parkdale line to ensure design flexibility. All project documentation, including the utility matrix and final plans, has been updated to reflect these latest field findings and prepare for upcoming relocations.
- A staff transition has resulted in an opening at Walkerville Public Schools. Fortunately, a qualified applicant was available and ready to start work immediately. Therefore, I would like to formally welcome Revin Gale to the ETA team, pending approval from the Wexford-Missaukee ISD board. Other locations with new technicians are Mason County Eastern, Manistee ISD, and West Shore ESD.

- 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.
- This month, our external vulnerability scan identified 113 threats across 1056 locations. One open vulnerability was noted, which was already known to the district and subsequently closed following our communication.
- All backups have been verified. Google backups were checked at Fairview Area Schools, Mesick Consolidated Schools, Kaleva Norman Dickson Schools, and Gateway to Success Academy. Veeam (server) backups have been checked for COOR ISD, Mason County Central, Mesick Consolidated Schools, Manistee ISD, and West Shore ESD.
- Below are the latest results from our phishing campaign.



# R.O.O.C. Inc.

11018 North Cut Road, Roscommon, MI 48653

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

## MEMORANDUM

To: Shawn Petri  
From: Somer Quinlan  
Re: ROOC Update  
Date: February 5, 2026

---

### **Growth and Outreach**

ROOC continues to make progress following the remodel project and has officially reopened the ROOC Store. The store is open in the mornings before participants begin their daily programming and again during the lunch hour. Clients have the opportunity to work in the store as part of their programming or purchase snacks during operating hours.

We are pleased to report that two new direct care workers joined the ROOC team this week, and three new clients have begun programming. These additions reflect continued growth and interest in ROOC services.

Tomorrow afternoon, students from the Adult Transition Center will be visiting ROOC to tour the facility and learn more about the programs and services available. This visit supports outreach efforts and helps build awareness of ROOC within the community.

---

### **Compliance**

Following clarification from the Michigan Department of Health and Human Services (MDHHS) and the Michigan Assisted Living Association (MALA), there has been a slight increase to the premium pay required for direct care workers. This premium pay is mandated for network providers under Medicaid managed care funding for behavioral health and community living supports.

ROOC direct care workers have been receiving premium pay; however, additional guidance was provided regarding the January minimum wage increase and its impact on the required premium pay rate. Adjustments have been made accordingly to remain compliant.

---

## **Program Spotlight**

### **By Lori Bowler, ROOC Director of Services**

ROOC has partnered with the Roscommon Community Garden for several years. Participants are involved in all aspects of the gardening process, including growing plants from seed, preparing garden beds in the spring, transplanting seedlings, caring for plants throughout the growing season, and harvesting produce. Some of the harvested food is enjoyed by participants, while the remainder is donated to the community. ROOC also assists with fall cleanup and preparing the garden for winter.

The Roscommon Community Garden has received grant funding to create an ADA-accessible area, including the addition of new garden beds. Long-time ROOC direct care worker Monica Fenton and I were invited to participate in the planning process. We met with community partners and stakeholders to help ensure the space is accessible and enjoyable for the people we serve. The meeting was very successful, and we look forward to the start of renovations this spring.

This spring, ROOC will also participate in activities at Gahagan Nature Preserve related to Earth Day and the life cycle of butterflies. Participants have enjoyed nature walks at the preserve for many years and value opportunities to learn about plants, animals, and the natural environment within our community.

Additionally, ROOC has been asked to assist in planning efforts to make other area parks more ADA accessible. These efforts will provide the people we serve with additional safe and engaging opportunities to enjoy the community. ROOC values being involved in the development of inclusive spaces and looks forward to these upcoming opportunities.

---

**BOARD OF EDUCATION**

Dr. James Mangutz,  
Board President

Nancy Persing,  
Vice President

Jim Gendernalik,  
Board Treasurer

Ian Faulkner,  
Board Secretary

Trustees:  
Anthony Bair  
Alyssa Faulkner  
Kara Mularz

**ADMINISTRATION**

Shawn Petri,  
Superintendent

Melisa Akers, Director  
of Special Education

Mike Evans, Director  
of Career and Technical  
Education

Dr. Katie Harris, Director  
of Instructional Services

Katie Keith, Director of  
Early Childhood

Kurt Loll,  
Finance Director

Somer Quinlan,  
Director of ROOC, Inc.

Jared Socia,  
Director of Operations

To: Shawn Petri, Superintendent

From: Mike Evans, Director

Date: February 5, 2026

Subject: CTE Update

**61v Grant Update**

In mid-January, additional guidance was released regarding the 61v Grant. This grant is intended to provide start-up funding for new CTE programs in “CTE Desert” areas and to expand middle school–level CTE opportunities.

While the grant provides initial funding to launch programs, it does not include resources for long-term sustainability. Given CEPD 11’s current financial constraints, we would be unable to sustain any new programming once grant funding ends. As a result, CEPD 11, along with many other CTE programs across the state, will not be pursuing the 61v Grant at this time.

**Perkins Math Proficiency Requirements**

New Perkins funding requirements related to math proficiency were also released. The state goal is for 33% of all CTE students to achieve a “proficient” score or higher on the math portion of the 11th-grade SAT.

Data for our Perkins Region (COOR ISD, CGRES, and IRESA), as well as local programs, show that most regions statewide have not met this benchmark. As a result, Michigan has been placed on a Perkins improvement plan.

As part of this plan, CEPDs are expected to support improvement efforts in the lowest-performing middle schools through targeted math instructional strategies. The state-designated provider for this work is Youth Solutions, and Perkins Regions are required to sign contracts by February 11, 2026.

After extensive discussion among superintendents and CEPD directors statewide, many Perkins Regions—including ours—have elected not to sign these contracts due to concerns related to transparency and the effectiveness of the program. At this time, our Perkins Region will not be entering into a contract with Youth Solutions.

## **CATIC Update**

Despite several weather-related disruptions following winter break, the first semester concluded successfully. Students and instructors are transitioning into the next phase of instruction, which will focus on additional professional certifications and expanded opportunities to explore local career pathways.

|                                  |          |       |                  |                             |                    |                 |         |                      |
|----------------------------------|----------|-------|------------------|-----------------------------|--------------------|-----------------|---------|----------------------|
| Core Performance Indicator (CPI) | Required | State | Region 6 Overall | CPED 11 (COORISD)           | CPED 15 (CGRES D)  | CPED 12 (IRESA) |         |                      |
| Math                             | 33.2     | 25.5  | 20.6             | 22.4                        | 23.5               | <10%            |         |                      |
| Core Performance Indicator (CPI) | Required | State | Region 6 Overall | Grayling HS-Constuction CTE | Mio - Business CTE | OHHS- CTE Dept  | CHA     | CATIC - All Students |
| Math                             | 33.2     | 25.5  | 20.6             | 63.6                        | 45.8               | 15.1            | No Data | 22.1                 |

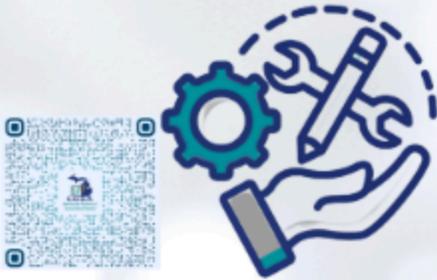
299H Sunset Dr  
Roscommon, MI 48653

Riddle me this: What has words but never speaks?

# CATIC CONNECTION

JANUARY 2026

NO. 3



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

Scan the QR code and upload your 25/26 CATIC student photos to see them across marketing materials and platforms!

### MENTAL HEALTH MOMENT

🦆 CTE Duck Scavenger Hunt!

Keep your eyes open — a tiny teal duck has waddled its way into each CTE classroom OR lab!



If you find one, bring it to Miss Heather in the Social Work Office to claim a small mental-health-themed prize. This activity is meant to add a little fun, encourage curiosity, and give students an easy, positive reason to stop by and check in. There's no limit to how many times you can participate. Each duck is numbered to match a classroom or lab - no duck trafficking between classrooms, please. Happy hunting!

### MONTHLY NEWS

With the start of the new year, seniors are encouraged to ensure all postsecondary plans are on track. College-bound students should verify that applications are submitted and the FAFSA is completed. Students pursuing trades or technical programs should confirm enrollment requirements and certifications are up to date. Those planning to enter the workforce immediately should be aware that many employers require background checks, drug testing, and other pre-employment screenings. Staying informed and prepared now will help ensure a smooth transition after graduation.

### REMINDERS

CATIC operates independently from the COOR Education Center (CEC). When COOR ISD is closed due to inclement weather, this closure applies only to the Education Center and **does not** impact CATIC operations.

CATIC remains open and in session whenever Roscommon Area Schools are open.

Mr. Evans is currently working collaboratively with the ISD Superintendent to explore the possibility of revising this process in the future.

### IMPORTANT DATES



JAN 28, 2026 - EARLY RELEASE ROSCO, WBRC

An Equal Opportunity Program / Employer  
Auxiliary aids, services, and alternative formats will be made available upon request to individuals with disabilities.  
Michigan Relay Center 1-844-578-0563 (Voice and TTY)

Riddle answer: A BOOK

The C.O.O.R. Intermediate School District gives notice that it does not discriminate based on race, color, national origin, ethnicity, religion, sex (including pregnancy, gender identity, and sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class in the education programs and activities operated by the District, including employment. Inquiries regarding discrimination or Title IX complaints should be addressed to your supervisor or the Title IX Coordinator: Alexis Ferguson, Human Resources Department 11051 N. Cut Road, Roscommon, MI 48653 989-275-9554 hr@coorisd.net

## BOARD OF EDUCATION

Dr. James Mangutz,  
Board President

Nancy Persing,  
Vice President

Jim Gendernalik,  
Board Treasurer

Ian Faulkner,  
Board Secretary

Trustees:  
Anthony Bair  
Alyssa Faulkner  
Kara Mularz

## ADMINISTRATION

Shawn Petri,  
Superintendent

Melisa Akers, Director  
of Special Education

Mike Evans, Director  
of Career and Technical  
Education

Dr. Katie Harris, Director  
of Instructional Services

Katie Keith, Director of  
Early Childhood

Kurt Loll,  
Finance Director

Somer Quinlan,  
Director of ROOC, Inc.

Jared Socia,  
Director of Operations

To: Shawn Petri, Superintendent

From: Katie Harris

Date: January 2026

Subject: Instructional Services Update

### **Instructional Services**

*Director: Katie Harris*

### **Instructional Leadership Team Communication**

- *Team members participated in a regional instructional round at Houghton Lake Jr/Sr. High School. The team visited classrooms in a structured way to observe student discourse. Instructional Rounds combines three elements of improvement-classroom observation, improvement strategy, and a network of educators. The team offered feedback to the HLHS staff as they begin their work around student engagement and talk.*

### **Student Support Network Communication**

- *Reviewed Implementation Timeline and created priorities as next steps for 2025-2026*
- *Reviewed Communication Graphic*
- *Created the 2026 SSN Monthly Communication google form to collect data on how and what SSN team members share at the district*
- *Debriefed how to use CLC*

### **AI Task Force Communication**

*Three Talking Points*

- *Team members reflected on opportunities and barriers regarding leadership conversations and discussed strategies for leveraging resources*
- *The team revised ISD-level guiding principles for AI use and explore guidance examples*
- *Team members continued to build our knowledge of AI literacy and tools*

### **Barriers**

- *This past month, we did not encounter any new barriers :).*

### **K-5 Literacy**

*K-5 Literacy Coach: Michelle Ewald*

- **MiCoachCompass** - K-5 literacy coaches have been learning about this digital tool, which is used to document time spent in coaching cycles. This technology is new to our ISD this school year, so the coaching group is working together to learn how to best make use of this tool.
- **Statewide Committees** - the 4-5 Literacy Essentials Workgroup has been meeting regularly to make decisions about delivery model and rollout schedule of the updated upper elementary document. This information will be made available to school districts very soon.
- **Fairview Elementary** - K-5 data meetings were held recently, with decisions made about students who require additional support.
- **Mio Elementary** - the district has reserved an office space weekly (each Tuesday) so that they can provide onsite coaching support on a regular and consistent basis.
- **Collins Elementary/Houghton Lake** - in conjunction with the building coach, plans are being made for classroom walkthroughs during the literacy block to observe Bookworms word study instruction.

### **31n Team**

*Behavioral Health Coordinator: Michelle Culton-Ekstrom*

*January 2026, 31n(6) providers are servicing and support local districts with...*

- 86 students are receiving individual or group therapy services through 31n
- Daily lunchtime drop-in sessions for SEL skills practice occurring
- Teaching TBRI Caregiver skills to school staff
- Working with school teams to provide referrals to ensure a safe home environment
- Supported educators with 504 and McKinney-Vento resources
- Teaching TRAILS to Wellness lessons to classes during PLC time
- Providing support to parents, including during emergency situations
- 1 Whole Child Assessment, 9 follow-up meetings with Dr. Sloane and districts
- Wellness Class presented for new educators
- Encouraging students by offering drop-in connections
- 31n Team members attend PD on Personality Disorders - Cluster A
- Collaborating with CATIC in selecting a Universal Screener

5. Public Participation

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

6. Consent Agenda

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

A. Approve minutes of previous meeting on January 7, 2026

20

C.O.O.R. Intermediate School District  
January 7, 2026 Organizational Meeting

Location: COOR ISD Central Office  
11051 N. Cut Rd. Roscommon, MI 48653



1. Call to order by Past President Mangutz at 6:01 PM

Roll Call

Anthony Bair: Absent, Kara Mularz: Present, Alyssa Faulkner: Present, Ian Faulkner: Present, Jim Gendernalik: Present, James Mangutz DDS: Present, Nancy Persing: Present  
Present: 7, Absent: 0

Shawn Petri, Superintendent announced that it was School Board Appreciation Month and thanked the board for their dedication and service.

2. Opening Ceremonies

- Pledge of Allegiance
- Mission Statement read by Superintendent Petri: *To deliver expert services, impactful programs, and responsive leadership to our schools and communities*

Past President Dr. Mangutz handed over the gavel to Superintendent Petri.

3. Organization of the Board

3.A. Election of Board President

Nomination: James Mangutz

*The COOR Intermediate School District Board of Education elects James Mangutz as President for this year until the Organizational meeting next January. This motion, made by Jim Gendernalik and seconded by Ian Faulkner, Carried.*

Anthony Bair: Yes, Alyssa Faulkner: Yes, Ian Faulkner: Yes, Jim Gendernalik: Yes, James Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes - Yes: 7, No: 0.

Superintendent Petri handed over the meeting to President Mangutz. Dr. Mangutz discussed his method of collaborative leadership.

3.B. Election of Board Vice President

Nomination: Nancy Persing

*The COOR Intermediate School District Board of Education elects Nancy Persing as Vice President for this year until the organizational meeting next January. This motion, made by Ian Faulkner and seconded by Anthony Bair, Carried.*

Anthony Bair: Yes, Alyssa Faulkner: Yes, Ian Faulkner: Yes, Jim Gendernalik: Yes, James Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes - Yes: 7, No: 0.

### 3.C. Election of Board Secretary

Nomination(s): Jim Gendernalik nominated Alyssa Faulkner, but she deferred.  
Kara Mularz nominated Ian Faulkner for secretary.  
*The COOR Intermediate School District Board of Education elects Ian Faulkner as Secretary for this year until the organizational meeting next January.*

This motion, made by Kara Mularz and seconded by James Mangutz DDS, Carried.  
Anthony Bair: Yes, Alyssa Faulkner: Yes, Ian Faulkner: Yes, Jim Gendernalik: Yes,  
James Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes - Yes: 7, No: 0

### 3.D. Election of Treasurer

Nomination: Jim Gendernalik

*The COOR Intermediate School District Board of Education elects Jim Gendernalik as Treasurer for this year until the organizational meeting next January.*

This motion, made by Ian Faulkner and seconded by Anthony Bair, Carried.  
Anthony Bair: Yes, Alyssa Faulkner: Yes, Ian Faulkner: Yes, Jim Gendernalik: Yes,  
James Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes - Yes: 7, No: 0

Nancy Persing stated how she appreciates the leadership of President Mangutz.

### 3.E. Committee Member Selection

- Finance Committee (Reporting, Budgets, Grants, etc.) – same as 2025
- Buildings and Grounds Committee (including Equipment) – same as 2025
- Legislative/Strategic Planning Committee (Quarterly Goal Review) – add Ian Faulkner
- Policy Committee (new Administrative Guidelines) – same as 2025
- Personnel Committee (Wages, Contract Negotiation, etc.) – same as 2025
- Evaluation of the Superintendent- Committee of the Whole – same as 2025
- CTE Steering Committee – same as 2025

## 4. Adopt the Agenda

*Adopt the agenda as presented.* This motion, made by Ian Faulkner and seconded by Kara Mularz, Carried.

Anthony Bair: Yes, Alyssa Faulkner: Yes, Ian Faulkner: Yes, Jim Gendernalik: Yes, James Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes - Yes: 7, No: 0.

## 5. Department Updates

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

## 6. Public Participation – None.

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

## 7. Consent Agenda

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

*Approve all items on the Consent Agenda.* This motion, made by Nancy Persing and seconded by Kara Mularz, Carried.

Anthony Bair: Yes, Alyssa Faulkner: Yes, Ian Faulkner: Yes, Jim Gendernalik: Yes, James Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes

Yes: 7, No: 0

7.A. Approve minutes of previous meeting on Dec 10, 2025

7.B. Approval of Bills for December 2025 in the amount of \$1,531,961.50

7.C. Approve Revenue & Expenditure Reports and MILAF statement for December 2025

7.D. Establish Board Per Diem for 2026

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

7.E. Call Regular Meetings - Meeting dates to be posted for 2025 (second Wednesdays):

February 11, 2026  
March 11, 2026  
April 8, 2026  
May 13, 2026  
June 10, 2026  
June 24, 2026 Special Meeting- Budgets  
July 8, 2026  
Aug 12, 2026  
Sept 9, 2026  
Oct 7, 2026  
Nov 11, 2026  
Dec 9, 2026  
Jan 13, 2027

7.F. Designate Recording Secretary and delegate Posting of Public Notices

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

7.G. Approve an increase in mileage rate from \$0.70 per mile to \$0.725 per mile match the IRS rate as of Jan 1, 2026

7.H. Appoint Designee for Posting of Public Notices

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

7.I. Approve COOR ISD's Title IX positions:

Coordinator: Alexis Wilson, Human Resources.

Investigators: Melisa Akers, Director of Special Education;

Shawn Petri, Superintendent; Katie Keith, Director of Early Childhood; Dr. Katie Harris, Director of Instructional Services; Mike Evans, Director of Career &

Technical Education; Somer Quinlan, Director of ROOC, Inc; Joseph Moore, Principal; Nicole Grace, Special Ed Compliance Monitor.

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

- Carl D. Perkins Application with the Michigan Department of Education-Office of Career & Technical Education (MDE-OCTE)

- All Fiscal Reports with OCTE in the Career and Technical Education Information System (CTEIS)

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

-Business Checking Accounts: General Fund, COOR Payroll, and ROOC Payroll.

-High Yield Savings Accounts: General Fund and ROOC Investment Fund.

-MILAF Cash Management Account

7.L. Signing of Checks

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

7.M. Approve Annual Updates to Board Policies

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

7.N. Extend Retainer Agreements

To extend the retainer agreement for \$2,500 and authorize the use of Thrun Law

Firm, P.C. This is the same price since 2023.

To extend the retainer agreement for \$799 and authorize the use of Clark Hill PLC for Special Education, 054, or ADA legal matters for the school year.

7.O. Approve Board Member Attendance at Conferences

That approval shall be given for any member of the Board of Education to attend the Governor's Education Summit, NSBA's Advocacy Institute, Northern Michigan School Legislative Association, as well as any conferences, training or meetings offered by the Michigan Association of School Boards, held in Michigan, for this year. Approval includes associated expenses for travel, lodging, food and conference fees. Specific dollar amounts for costs of registration, lodging, travel, and meals must be also subsequently be approved by the board's designee, the Superintendent.

7.P. Approve the Superintendent's Attendance at Conferences

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

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

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

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

7.R. Approve Professional Dues / Memberships

To approve payment of dues to the linked list of professional organizations for the year, totaling about \$28,732. (Some organizations utilize the calendar year and some utilize the fiscal year.)

7.S. Approve closing the C.O.O.R. ISD central office to the public, allowing staff to attend the following four events: All-staff Professional Development Day in August, COOR Educational Center Graduation, the Friday before Labor Day, Christmas Eve, New Year's Day, and the days between Christmas Eve and New Year's Day.

7.T. Approve renewal of the football field lease with the Roscommon Youth Football League from 2026 to 2030

8. Action Items- None

## 9. Information Items

- Social Media Report for December and 2025 report - reach of 10,277
- Dean Transportation is hiring bus attendants.
- Alternative Educational Academy of Ogemaw County Board Meetings:
  - Nov 10, 2025 minutes
  - Dec 15, 2025 agenda & minutes
  - Jan 5, 2026 agenda
  - 2025-26 amended budget

Superintendent Petri mentioned the historical value of the office building and sledding hill. Local residents had wedding receptions in this building.

## 10. Superintendent's Report

- Board Member Appreciation Month

Superintendent Petri recognized the board members as part of School Board Recognition Month. He stated he appreciates their involvement in the ISD, their listening skills, and their positive support. Dr. Mangutz stated that he appreciates the open discussion between board members. They were given gifts of appreciation.

- 31aa Per Pupil Mental Health and School Safety Grant

There is a legal appeal in the process, but Dec 30th was the deadline and Superintendent Petri reported that only one local district that accepted the 31aa funds. Majority turned down the funds due to the loss of legal rights by accepting the terms. There was no clear definition of a “mass casualty event.”

- School Budget

After the November election, there may be more adjustments to the school aid budget. Sales tax revenue decreases and that effects both the general fund and the school aid fund. COOR ISD has been careful with their budgets in advance.

In 2029, the Headlee Override renewal will expire. If a new renewal doesn't pass, the ISD millage rate goes back to 2019 levels and then may be adjusted down further.

- Critical Response Group maps

CRG maps have been updated with renovation detail at CEC. These are shared with 911 and local responders digitally and the ISD will print copies for local police. Our local police departments have access more than one method of access. Staff keys have been streamlined and consolidated. The ISD has made many very important safety upgrades over the past three years.

- Superintendent Evaluation

The board chose the February 11<sup>th</sup> meeting for the annual superintendent evaluation. We will move the Alternative Educational Academy fiscal presentation to the March 11th meeting.

The board wants to know about the challenges as well as the good points.

## 11. Communications - None

12. Adjournment

*Adjourn the meeting.* This motion, made by Jim Gendernalik and seconded by Kara Mularz, Carried.

Anthony Bair: Yes, Alyssa Faulkner: Yes, Ian Faulkner: Yes, Jim Gendernalik: Yes, James Mangutz DDS: Yes, Kara Mularz: Yes, Nancy Persing: Yes - Yes: 7, No: 0  
Time: 7:02

Respectfully submitted,



Rebecca Socia  
Recording Secretary



Ian Faulkner, Board Secretary

B. Approval of Bills for January  
2026 totaling \$2,172,723.94

28

# A/P Check Register

Printed: 02/06/2026 9:18:33AM  
 COOR ISD  
 Check Date: 1/1/2026 to 1/31/2026

| Vendor #                       | Vendor Name                             | Batch # | Check Date | Check # | Checks     | Direct Deposit | Total      |
|--------------------------------|---|---------|------------|---------|------------|----------------|------------|
| 141720                         | AMERICAN UNITED LIFE INSURANCE COMPANY  | 9008    | 01/08/2026 | 106651  | (369.14)   | 0.00           | (369.14)   |
| <b>Void by KLM on 1/8/2026</b> |   |         |            |         |            |                |            |
| 18097                          | STENGER & STENGER P.C                   | 93      | 01/02/2026 | 107596  | 94.44      | 0.00           | 94.44      |
| 20310                          | UNITED WAY OF ROSCOMMON COUNTY          | 93      | 01/02/2026 | 107597  | 2.00       | 0.00           | 2.00       |
| 141441                         | VELO LAW OFFICE                         | 93      | 01/02/2026 | 107598  | 154.13     | 0.00           | 154.13     |
| 225                            | AFLAC                                   | 99      | 01/05/2026 | 107599  | 1,102.44   | 0.00           | 1,102.44   |
| 142216                         | ACD.NET                                 | 688     | 01/09/2026 | 107600  | 374.34     | 0.00           | 374.34     |
| 142254                         | ALYSSA FAULKNER                         | 688     | 01/09/2026 | 107601  | 30.00      | 0.00           | 30.00      |
| 19598                          | AMBER LARRISON                          | 688     | 01/09/2026 | 107602  | 328.30     | 0.00           | 328.30     |
| 141720                         | AMERICAN UNITED LIFE INSURANCE COMPANY  | 688     | 01/09/2026 | 107603  | 1,687.58   | 0.00           | 1,687.58   |
| 142253                         | ANTHONY BAIR                            | 688     | 01/09/2026 | 107604  | 63.35      | 0.00           | 63.35      |
| 142235                         | AT&T MOBILITY                           | 688     | 01/09/2026 | 107605  | 38.73      | 0.00           | 38.73      |
| 141145                         | AUSABLE MEDIA GROUP LLC                 | 688     | 01/09/2026 | 107606  | 246.00     | 0.00           | 246.00     |
| 142041                         | CHARLES BISSELL                         | 688     | 01/09/2026 | 107607  | 51.93      | 0.00           | 51.93      |
| 142369                         | CLIA LABORATORY PROGRAM                 | 688     | 01/09/2026 | 107608  | 248.00     | 0.00           | 248.00     |
| 142118                         | CMH EDUCATIONAL CONSULTING LLC          | 688     | 01/09/2026 | 107609  | 5,800.00   | 0.00           | 5,800.00   |
| 141698                         | COMPHEALTH MEDICAL STAFFING             | 688     | 01/09/2026 | 107610  | 6,396.30   | 0.00           | 6,396.30   |
| 4100                           | CONSUMERS ENERGY PAYMENT CENTER         | 688     | 01/09/2026 | 107611  | 4,258.07   | 0.00           | 4,258.07   |
| 16940                          | COUNTY OF ROSCOMMON COUNTY TREASURER    | 688     | 01/09/2026 | 107612  | 180.75     | 0.00           | 180.75     |
| 4440                           | CRAWFORD AUSABLE SD                     | 688     | 01/09/2026 | 107613  | 178,064.74 | 0.00           | 178,064.74 |
| 11005                          | CROWNE PLAZA LANSING                    | 688     | 01/09/2026 | 107614  | 149.46     | 0.00           | 149.46     |
| 142124                         | CRYSTAL DAVIS                           | 688     | 01/09/2026 | 107615  | 60.10      | 0.00           | 60.10      |
| 141894                         | CULLIGAN WATER CONDITIONING             | 688     | 01/09/2026 | 107616  | 168.00     | 0.00           | 168.00     |
| 142348                         | CUSTER                                  | 688     | 01/09/2026 | 107617  | 89,133.18  | 0.00           | 89,133.18  |
| 4900                           | DEAN TRANSPORTATION INC                 | 688     | 01/09/2026 | 107618  | 71,084.88  | 0.00           | 71,084.88  |
| 142218                         | ELEVATE THERAPY COMPANY                 | 688     | 01/09/2026 | 107619  | 5,175.00   | 0.00           | 5,175.00   |
| 6260                           | FEDEX                                   | 688     | 01/09/2026 | 107620  | 37.50      | 0.00           | 37.50      |
| 141408                         | FOSTER BLUE WATER OIL LLC               | 688     | 01/09/2026 | 107621  | 577.50     | 0.00           | 577.50     |
| 141697                         | FUN FIRST THERAPY PLLC                  | 688     | 01/09/2026 | 107622  | 22,350.60  | 0.00           | 22,350.60  |
| 141918                         | GERRISH TOWNSHIP                        | 688     | 01/09/2026 | 107623  | 25.00      | 0.00           | 25.00      |
| 141933                         | GERRISH TWP FIRE EMS                    | 688     | 01/09/2026 | 107624  | 1,950.00   | 0.00           | 1,950.00   |
| 141738                         | GILL-ROY'S HARDWARE                     | 688     | 01/09/2026 | 107625  | 23.96      | 0.00           | 23.96      |
| 142113                         | GOOGLE VOICE INC                        | 688     | 01/09/2026 | 107626  | 95.66      | 0.00           | 95.66      |
| 7552                           | GRAYLING COOPERATIVE PRESCHOOL, INC.    | 688     | 01/09/2026 | 107627  | 57,134.05  | 0.00           | 57,134.05  |
| 142051                         | GREAT LAKES CAULKING & WATERPROOFING    | 688     | 01/09/2026 | 107628  | 4,180.00   | 0.00           | 4,180.00   |
| 141690                         | GREAT LAKES ROOFING AND COATING         | 688     | 01/09/2026 | 107629  | 500.00     | 0.00           | 500.00     |
| 142292                         | GREAT LAKES WEST                        | 688     | 01/09/2026 | 107630  | 4,479.67   | 0.00           | 4,479.67   |
| 141969                         | HARDWOOD HILLS CONSTRUCTION INC         | 688     | 01/09/2026 | 107631  | 37,142.97  | 0.00           | 37,142.97  |
| 142191                         | HIGGINS LAKE STORAGE LLC                | 688     | 01/09/2026 | 107632  | 100.00     | 0.00           | 100.00     |
| 142306                         | HOCK PAINTING INC                       | 688     | 01/09/2026 | 107633  | 12,225.50  | 0.00           | 12,225.50  |
| 8791                           | HOUGHTON LAKE COMMUNITY SCHOOL          | 688     | 01/09/2026 | 107634  | 145,002.78 | 0.00           | 145,002.78 |
| 142025                         | HOUGHTON LAKE COOPERATIVE PRESCHOOL INC | 688     | 01/09/2026 | 107635  | 47,684.66  | 0.00           | 47,684.66  |
| 142028                         | HURST MECHANICAL                        | 688     | 01/09/2026 | 107636  | 1,748.84   | 0.00           | 1,748.84   |
| 6195                           | IAN FAULKNER                            | 688     | 01/09/2026 | 107637  | 33.63      | 0.00           | 33.63      |
| 141911                         | INTEGRITY CONSTRUCTION SERVICES         | 688     | 01/09/2026 | 107638  | 1,000.00   | 0.00           | 1,000.00   |

# A/P Check Register

Printed: 02/06/2026 9:18:33AM

COOR ISD

Check Date: 1/1/2026 to 1/31/2026

| Vendor # | Vendor Name                            | Batch # | Check Date | Check # | Checks     | Direct Deposit | Total      |
|----------|--|---------|------------|---------|------------|----------------|------------|
| 142372   | IOSCO FAMILY COALITION                 | 688     | 01/09/2026 | 107639  | 1,236.09   | 0.00           | 1,236.09   |
| 9385     | IOSCO RESA                             | 688     | 01/09/2026 | 107640  | 137,907.35 | 0.00           | 137,907.35 |
| 141970   | JE JOHNSON CONTRACTING INC             | 688     | 01/09/2026 | 107641  | 37,494.00  | 0.00           | 37,494.00  |
| 9025     | JIM GENDERNALIK                        | 688     | 01/09/2026 | 107642  | 70.60      | 0.00           | 70.60      |
| 142329   | KAITLYN KING                           | 688     | 01/09/2026 | 107643  | 200.80     | 0.00           | 200.80     |
| 9950     | KAPLAN EARLY LEARNING COMPANY          | 688     | 01/09/2026 | 107644  | 46.70      | 0.00           | 46.70      |
| 141343   | KARA MULARZ                            | 688     | 01/09/2026 | 107645  | 92.35      | 0.00           | 92.35      |
| 10020    | KEENAN THERAPEUTICS PC                 | 688     | 01/09/2026 | 107646  | 3,318.23   | 0.00           | 3,318.23   |
| 141781   | KRISTEN KALTHOFF                       | 688     | 01/09/2026 | 107647  | 64.25      | 0.00           | 64.25      |
| 141656   | MARK A SLOANE DO PC                    | 688     | 01/09/2026 | 107648  | 2,187.50   | 0.00           | 2,187.50   |
| 142172   | MASTER ELECTRIC INC                    | 688     | 01/09/2026 | 107649  | 33,187.30  | 0.00           | 33,187.30  |
| 142077   | MICHELLE CULTON EKSTROM                | 688     | 01/09/2026 | 107650  | 217.00     | 0.00           | 217.00     |
| 141775   | MICHELLE EWALD                         | 688     | 01/09/2026 | 107651  | 359.00     | 0.00           | 359.00     |
| 141186   | MONICA'S DAYCARE                       | 688     | 01/09/2026 | 107652  | 180.00     | 0.00           | 180.00     |
| 15652    | NANCY PERSING                          | 688     | 01/09/2026 | 107653  | 57.55      | 0.00           | 57.55      |
| 142255   | NORTHERN INTENTION LLC                 | 688     | 01/09/2026 | 107654  | 1,400.00   | 0.00           | 1,400.00   |
| 142050   | NORTHERN MICHIGAN GLASS LLC            | 688     | 01/09/2026 | 107655  | 22,405.50  | 0.00           | 22,405.50  |
| 15585    | PELION BENEFITS, INC.                  | 688     | 01/09/2026 | 107656  | 250.00     | 0.00           | 250.00     |
| 142326   | PLAY ON WORDS LLC                      | 688     | 01/09/2026 | 107657  | 3,376.25   | 0.00           | 3,376.25   |
| 142014   | PORATH CONTRACTING INC                 | 688     | 01/09/2026 | 107658  | 5,620.00   | 0.00           | 5,620.00   |
| 16155    | PUBLIC CONSULTING GROUP, INC           | 688     | 01/09/2026 | 107659  | 16,056.23  | 0.00           | 16,056.23  |
| 141711   | PURITY CYLINDER GASES INC              | 688     | 01/09/2026 | 107660  | 1,840.64   | 0.00           | 1,840.64   |
| 142296   | QUINTEN GOSCHKE                        | 688     | 01/09/2026 | 107661  | 43.45      | 0.00           | 43.45      |
| 16380    | RAVEN ANALYTICAL LAB                   | 688     | 01/09/2026 | 107662  | 105.00     | 0.00           | 105.00     |
| 142293   | RITSEMA ASSOCIATES                     | 688     | 01/09/2026 | 107663  | 29,231.40  | 0.00           | 29,231.40  |
| 7160     | ROSCOMMON AREA PUBLIC SCHOOLS          | 688     | 01/09/2026 | 107664  | 93,344.15  | 0.00           | 93,344.15  |
| 142294   | SCHEPERS CONCRETE CONSTRUCTION LLC     | 688     | 01/09/2026 | 107665  | 10,278.20  | 0.00           | 10,278.20  |
| 141992   | SHARON MCMILLAN                        | 688     | 01/09/2026 | 107666  | 33.60      | 0.00           | 33.60      |
| 141994   | STACY SHAFTO                           | 688     | 01/09/2026 | 107667  | 48.20      | 0.00           | 48.20      |
| 142305   | STRAUS MASONRY                         | 688     | 01/09/2026 | 107668  | 10,000.00  | 0.00           | 10,000.00  |
| 141934   | THE LINCOLN ELECTRIC COMPANY           | 688     | 01/09/2026 | 107669  | 5,500.53   | 0.00           | 5,500.53   |
| 19800    | THRUN LAW FIRM P.C.                    | 688     | 01/09/2026 | 107670  | 4,442.50   | 0.00           | 4,442.50   |
| 20571    | VERIZON WIRELESS                       | 688     | 01/09/2026 | 107671  | 950.52     | 0.00           | 950.52     |
| 20970    | WM CORPORATE SERVICES INC              | 688     | 01/09/2026 | 107672  | 276.58     | 0.00           | 276.58     |
| 21770    | XEROX CORP                             | 688     | 01/09/2026 | 107673  | 946.46     | 0.00           | 946.46     |
| 4470     | CRWFD CNTY TRANSP AUTH                 | 8009    | 01/09/2026 | 107674  | 4,260.00   | 0.00           | 4,260.00   |
| 141720   | AMERICAN UNITED LIFE INSURANCE COMPANY | 688     | 01/09/2026 | 107675  | 369.14     | 0.00           | 369.14     |
| 141619   | ALLEGRA                                | 690     | 01/12/2026 | 107676  | 559.93     | 0.00           | 559.93     |
| 141200   | AMAZON CAPITAL SERVICES INC            | 690     | 01/12/2026 | 107677  | 1,584.79   | 0.00           | 1,584.79   |
| 16128    | FRED'S OF ROSCOMMON                    | 690     | 01/12/2026 | 107678  | 140.00     | 0.00           | 140.00     |
| 6781     | FRONTIER                               | 690     | 01/12/2026 | 107679  | 277.94     | 0.00           | 277.94     |
| 141488   | KATIE HARRIS                           | 690     | 01/12/2026 | 107680  | 417.90     | 0.00           | 417.90     |
| 10030    | KATIE KEITH                            | 690     | 01/12/2026 | 107681  | 53.20      | 0.00           | 53.20      |
| 5155     | LI'L WILLIES                           | 690     | 01/12/2026 | 107682  | 115.00     | 0.00           | 115.00     |
| 15351    | MICHELLE PATTERSON                     | 690     | 01/12/2026 | 107683  | 35.00      | 0.00           | 35.00      |
| 141526   | OGEMAW COUNTY TREASURER                | 690     | 01/12/2026 | 107684  | 313.37     | 0.00           | 313.37     |
| 141875   | RADIO NORTH LLC                        | 690     | 01/12/2026 | 107685  | 1,500.00   | 0.00           | 1,500.00   |
| 17030    | ROSCOMMON COUNTY TRANSPORTATION AU     | 690     | 01/12/2026 | 107686  | 2,238.00   | 0.00           | 2,238.00   |
| 17240    | S & J EXCAVATING                       | 690     | 01/12/2026 | 107687  | 1,800.00   | 0.00           | 1,800.00   |
| 142299   | SALENA LASKOWSKI                       | 690     | 01/12/2026 | 107688  | 30.00      | 0.00           | 30.00      |
| 19370    | SYLVESTER'S                            | 690     | 01/12/2026 | 107689  | 135.90     | 0.00           | 135.90     |
| 142373   | UNCOMMON RANCHER LLC                   | 690     | 01/12/2026 | 107690  | 673.60     | 0.00           | 673.60     |
| 21235    | WEXFORD-MISSAUKEE ISD                  | 690     | 01/12/2026 | 107691  | 120.00     | 0.00           | 120.00     |

29

# A/P Check Register

Printed: 02/06/2026 9:18:33AM

COOR ISD

Check Date: 1/1/2026 to 1/31/2026

| Vendor # | Vendor Name                          | Batch # | Check Date | Check # | Checks     | Direct Deposit | Total      |
|----------|--------------------------------------|---------|------------|---------|------------|----------------|------------|
| 18097    | STENGER & STENGER P.C                | 93      | 01/16/2026 | 107692  | 101.67     | 0.00           | 101.67     |
| 20310    | UNITED WAY OF ROSCOMMON COUNTY       | 93      | 01/16/2026 | 107693  | 2.00       | 0.00           | 2.00       |
| 141441   | VELO LAW OFFICE                      | 93      | 01/16/2026 | 107694  | 76.98      | 0.00           | 76.98      |
| 142375   | USA TRAILERS GRAYLING                | 693     | 01/16/2026 | 107695  | 8,365.00   | 0.00           | 8,365.00   |
| 12880    | MESSA                                | 99      | 01/21/2026 | 107696  | 10,024.11  | 0.00           | 10,024.11  |
| 225      | AFLAC                                | 99      | 01/21/2026 | 107697  | 1,102.44   | 0.00           | 1,102.44   |
| 141619   | ALLEGRA                              | 694     | 01/22/2026 | 107698  | 278.37     | 0.00           | 278.37     |
| 141200   | AMAZON CAPITAL SERVICES INC          | 694     | 01/22/2026 | 107699  | 2,523.23   | 0.00           | 2,523.23   |
| 551      | AMERICAN RED CROSS TRAINING SERVICES | 694     | 01/22/2026 | 107700  | 42.00      | 0.00           | 42.00      |
| 142235   | AT&T MOBILITY                        | 694     | 01/22/2026 | 107701  | 38.73      | 0.00           | 38.73      |
| 142107   | AXIUM SERVICES INC                   | 694     | 01/22/2026 | 107702  | 10,880.42  | 0.00           | 10,880.42  |
| 8392     | CHARLTON HESTON ACADEMY              | 694     | 01/22/2026 | 107703  | 109,043.86 | 0.00           | 109,043.86 |
| 19631    | CHRISTINA TAPPAN                     | 694     | 01/22/2026 | 107704  | 205.98     | 0.00           | 205.98     |
| 141698   | COMPHEALTH MEDICAL STAFFING          | 694     | 01/22/2026 | 107705  | 4,912.20   | 0.00           | 4,912.20   |
| 4400     | CRAF CENTER                          | 694     | 01/22/2026 | 107706  | 2,400.00   | 0.00           | 2,400.00   |
| 141894   | CULLIGAN WATER CONDITIONING          | 694     | 01/22/2026 | 107707  | 66.00      | 0.00           | 66.00      |
| 4900     | DEAN TRANSPORTATION INC              | 694     | 01/22/2026 | 107708  | 299.54     | 0.00           | 299.54     |
| 5385     | DTE ENERGY                           | 694     | 01/22/2026 | 107709  | 3,124.74   | 0.00           | 3,124.74   |
| 6110     | FAIRVIEW AREA SCH DIST               | 694     | 01/22/2026 | 107710  | 33,482.82  | 0.00           | 33,482.82  |
| 6115     | FAIRVIEW EAGLE'S NEST PRESCHOOL      | 694     | 01/22/2026 | 107711  | 2,045.00   | 0.00           | 2,045.00   |
| 16128    | FRED'S OF ROSCOMMON                  | 694     | 01/22/2026 | 107712  | 140.00     | 0.00           | 140.00     |
| 141918   | GERRISH TOWNSHIP                     | 694     | 01/22/2026 | 107713  | 50.00      | 0.00           | 50.00      |
| 141738   | GILL-ROY'S HARDWARE                  | 694     | 01/22/2026 | 107714  | 54.30      | 0.00           | 54.30      |
| 7552     | GRAYLING COOPERATIVE PRESCHOOL, INC. | 694     | 01/22/2026 | 107715  | 375.00     | 0.00           | 375.00     |
| 141941   | HELEN SHASTAL                        | 694     | 01/22/2026 | 107716  | 258.90     | 0.00           | 258.90     |
| 8791     | HOUGHTON LAKE COMMUNITY SCHOOL       | 694     | 01/22/2026 | 107717  | 19,129.73  | 0.00           | 19,129.73  |
| 71225    | JOSEPH MOORE                         | 694     | 01/22/2026 | 107718  | 247.63     | 0.00           | 247.63     |
| 141203   | JULIE BELL                           | 694     | 01/22/2026 | 107719  | 12.99      | 0.00           | 12.99      |
| 9950     | KAPLAN EARLY LEARNING COMPANY        | 694     | 01/22/2026 | 107720  | 1,149.88   | 0.00           | 1,149.88   |
| 20457    | KATHRYN VANWORMER WALDIE             | 694     | 01/22/2026 | 107721  | 96.90      | 0.00           | 96.90      |
| 10020    | KEENAN THERAPEUTICS PC               | 694     | 01/22/2026 | 107722  | 2,510.20   | 0.00           | 2,510.20   |
| 142371   | KELLY VIGANTS                        | 694     | 01/22/2026 | 107723  | 400.00     | 0.00           | 400.00     |
| 142036   | KYM NARAYANA                         | 694     | 01/22/2026 | 107724  | 44.00      | 0.00           | 44.00      |
| 142376   | LAURA LIPTON                         | 694     | 01/22/2026 | 107725  | 3,500.00   | 0.00           | 3,500.00   |
| 12280    | MAASE                                | 694     | 01/22/2026 | 107726  | 170.00     | 0.00           | 170.00     |
| 141422   | MELISA AKERS                         | 694     | 01/22/2026 | 107727  | 204.58     | 0.00           | 204.58     |
| 11598    | MELISSA MAEDER                       | 694     | 01/22/2026 | 107728  | 251.20     | 0.00           | 251.20     |
| 141411   | MERANDA HOMAN                        | 694     | 01/22/2026 | 107729  | 251.67     | 0.00           | 251.67     |
| 12880    | MESSA                                | 694     | 01/22/2026 | 107730  | 85,026.18  | 0.00           | 85,026.18  |
| 13776    | MICHIGAN VIRTUAL UNIVERSITY          | 694     | 01/22/2026 | 107734  | 1,404.40   | 0.00           | 1,404.40   |
| 13651    | MIO AUSABLE SCHOOL DISTRICT          | 694     | 01/22/2026 | 107735  | 7,619.41   | 0.00           | 7,619.41   |
| 141929   | MITCHELL1                            | 694     | 01/22/2026 | 107736  | 1,303.00   | 0.00           | 1,303.00   |
| 14545    | NEMCSA                               | 694     | 01/22/2026 | 107737  | 27,130.37  | 0.00           | 27,130.37  |
| 142326   | PLAY ON WORDS LLC                    | 694     | 01/22/2026 | 107738  | 1,810.00   | 0.00           | 1,810.00   |
| 141263   | PRESENCE LEARNING, INC.              | 694     | 01/22/2026 | 107739  | 3,108.00   | 0.00           | 3,108.00   |
| 16155    | PUBLIC CONSULTING GROUP, INC         | 694     | 01/22/2026 | 107740  | 16,056.23  | 0.00           | 16,056.23  |
| 16250    | QUILL CORP                           | 694     | 01/22/2026 | 107741  | 72.76      | 0.00           | 72.76      |
| 16390    | RAY'S PARTS CENTER                   | 694     | 01/22/2026 | 107742  | 1,076.10   | 0.00           | 1,076.10   |
| 141124   | REBEKAH SEELow                       | 694     | 01/22/2026 | 107743  | 136.40     | 0.00           | 136.40     |
| 16430    | REGION 7B CONSORTIUM                 | 694     | 01/22/2026 | 107744  | 12,500.00  | 0.00           | 12,500.00  |
| 7160     | ROSCOMMON AREA PUBLIC SCHOOLS        | 694     | 01/22/2026 | 107745  | 30,610.09  | 0.00           | 30,610.09  |

30

# A/P Check Register

Printed: 02/06/2026 9:18:33AM  
 COOR ISD  
 Check Date: 1/1/2026 to 1/31/2026

| Vendor #             | Vendor Name                            | Batch # | Check Date | Check #   | Checks                | Direct Deposit      | Total                 |
|----------------------|--|---------|------------|-----------|-----------------------|---------------------|-----------------------|
| 7161                 | ROSCOMMON AREA PUBLIC SCHOOLS          | 694     | 01/22/2026 | 107746    | 4,488.13              | 0.00                | 4,488.13              |
| 142299               | SALENA LASKOWSKI                       | 694     | 01/22/2026 | 107747    | 33.20                 | 0.00                | 33.20                 |
| 141740               | SCENARIO LEARNING LLC                  | 694     | 01/22/2026 | 107748    | 2,816.91              | 0.00                | 2,816.91              |
| 141994               | STACY SHAFTO                           | 694     | 01/22/2026 | 107749    | 3,377.16              | 0.00                | 3,377.16              |
| 18831                | STATE OF MICHIGAN                      | 694     | 01/22/2026 | 107750    | 21,037.00             | 0.00                | 21,037.00             |
| 141425               | SUNNY SPOT                             | 694     | 01/22/2026 | 107751    | 1,000.00              | 0.00                | 1,000.00              |
| 20152                | TAMMY TYLER                            | 694     | 01/22/2026 | 107752    | 270.80                | 0.00                | 270.80                |
| 141944               | TRACEY STEIN                           | 694     | 01/22/2026 | 107753    | 76.20                 | 0.00                | 76.20                 |
| 20571                | VERIZON WIRELESS                       | 694     | 01/22/2026 | 107754    | 909.50                | 0.00                | 909.50                |
| 141582               | VISION CONSULTING LLC                  | 694     | 01/22/2026 | 107755    | 1,160.77              | 0.00                | 1,160.77              |
| 21181                | WEST BRANCH ROSE CITY SCHOOL DISTRICT  | 694     | 01/22/2026 | 107756    | 167,651.03            | 0.00                | 167,651.03            |
| 18097                | STENGER & STENGER P.C                  | 93      | 01/30/2026 | 107757    | 96.49                 | 0.00                | 96.49                 |
| 19978                | TSA CONSULTING GROUP INC               | 93      | 01/30/2026 | 107758    | 6,830.00              | 0.00                | 6,830.00              |
| 20310                | UNITED WAY OF ROSCOMMON COUNTY         | 93      | 01/30/2026 | 107759    | 2.00                  | 0.00                | 2.00                  |
| 141720               | AMERICAN UNITED LIFE INSURANCE COMPANY | 99      | 01/27/2026 | 107760    | 408.66                | 0.00                | 408.66                |
| 141105               | HEALTH EQUITY                          | 94      | 01/02/2026 | 201705559 | 0.00                  | 2,838.51            | 2,838.51              |
| 20245                | US TREASURY                            | 94      | 01/02/2026 | 201705560 | 0.00                  | 46,252.81           | 46,252.81             |
| 141103               | ORS                                    | 94      | 01/09/2026 | 201705561 | 0.00                  | 74,497.40           | 74,497.40             |
| 141105               | HEALTH EQUITY                          | 94      | 01/16/2026 | 201705562 | 0.00                  | 2,913.51            | 2,913.51              |
| 20245                | US TREASURY                            | 94      | 01/16/2026 | 201705563 | 0.00                  | 44,675.87           | 44,675.87             |
| 141103               | ORS                                    | 94      | 01/23/2026 | 201705564 | 0.00                  | 75,243.34           | 75,243.34             |
| 141785               | ORS UAAL                               | 94      | 01/23/2026 | 201705565 | 0.00                  | 67,942.28           | 67,942.28             |
| 20245                | US TREASURY                            | 96      | 01/23/2026 | 201705566 | 0.00                  | 77.18               | 77.18                 |
| 141105               | HEALTH EQUITY                          | 94      | 01/30/2026 | 201705567 | 0.00                  | 2,913.51            | 2,913.51              |
| 141106               | MICHIGAN DEPT OF TREASURY              | 94      | 01/30/2026 | 201705568 | 0.00                  | 24,099.40           | 24,099.40             |
| 20245                | US TREASURY                            | 94      | 01/30/2026 | 201705569 | 0.00                  | 48,665.71           | 48,665.71             |
| 142166               | JPMORGAN CHASE BANK NA                 | 691     | 01/05/2026 | 201705570 | 0.00                  | 524.12              | 524.12                |
| 142166               | JPMORGAN CHASE BANK NA                 | 692     | 01/05/2026 | 201705571 | 0.00                  | 7,367.75            | 7,367.75              |
| 142167               | BMO                                    | 689     | 01/06/2026 | 201705572 | 0.00                  | 9,753.15            | 9,753.15              |
| 142167               | BMO                                    | 695     | 01/05/2026 | 201705573 | 0.00                  | 10,879.94           | 10,879.94             |
| <b>Report Totals</b> |  |         |            |           | <b>\$1,754,079.46</b> | <b>\$418,644.48</b> | <b>\$2,172,723.94</b> |

C. Approve Revenue & Expenditure  
Reports and MILAF statement for  
January 2026

33



**Account Statement - Transaction Summary**

For the Month Ending January 31, 2026

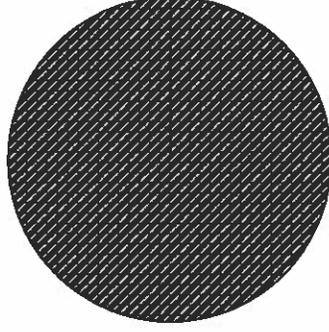
**C.O.O.R. INTERMEDIATE SCHOOL DISTRICT - General Fund - 203740**

| MILAF+ MAX Class     |              |
|----------------------|--------------|
| Opening Market Value | 4,214,080.55 |
| Purchases            | 13,377.04    |
| Redemptions          | 0.00         |
| Unsettled Trades     | 0.00         |
| Change in Value      | 0.00         |

**Closing Market Value**  
Cash Dividends and Income  
**\$4,227,457.59**  
**13,377.04**

| Asset Summary    |                       |                       |
|------------------|-----------------------|-----------------------|
|                  | January 31, 2026      | December 31, 2025     |
| MILAF+ MAX Class | 4,227,457.59          | 4,214,080.55          |
| <b>Total</b>     | <b>\$4,227,457.59</b> | <b>\$4,214,080.55</b> |

**Asset Allocation**



MILAF+ MAX Class  
100.00%



For the Month Ending January 31, 2026

**Account Statement**

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

| Trade Date              | Settlement Date | Transaction Description                         | Share or Unit Price | Dollar Amount of Transaction | Total Shares Owned |
|-------------------------|-----------------|---|---------------------|------------------------------|--------------------|
| <b>MILAF+ MAX Class</b> |                 |   |                     |                              |                    |
| <b>Opening Balance</b>  |                 |   |                     |                              |                    |
| 01/30/26                | 02/02/26        | Accrual Income Div Reinvestment - Distributions | 1.00                | 13,377.04                    | 4,227,457.59       |
| <b>Closing Balance</b>  |                 |   |                     |                              |                    |
| <b>4,227,457.59</b>     |                 |   |                     |                              |                    |

|                            | Month of January    | Fiscal YTD July-January |                            |
|----------------------------|---------------------|-------------------------|----------------------------|
| Opening Balance            | 4,214,080.55        | 4,127,294.07            | Closing Balance            |
| Purchases                  | 13,377.04           | 100,163.52              | Average Monthly Balance    |
| Redemptions (Excl. Checks) | 0.00                | 0.00                    | Monthly Distribution Yield |
| Check Disbursements        | 0.00                | 0.00                    | 3.74%                      |
| <b>Closing Balance</b>     | <b>4,227,457.59</b> | <b>4,227,457.59</b>     |                            |
| Cash Dividends and Income  | 13,377.04           | 100,163.52              |                            |

**Revenue and Expenditure Report  
GENERAL FUND  
1/31/2026**

| Revenue | January Activity                  | Open Encumbrance | Year to Date | Adopted Budget   |                  |
|---------|-----------------------------------|------------------|--------------|------------------|------------------|
| 100     | Revenue from Local Sources        | 352,387          | -            | 751,719          | 1,430,507        |
| 300     | Revenue from State Sources        | 890,336          | -            | 5,990,926        | 6,718,722        |
| 400     | Revenues from Federal Sources     | 22,161           | -            | 360,084          | 974,431          |
| 500     | LEAs                              | 60,615           | -            | 152,064          | 329,498          |
| 600     | Fund Modifications (Transfers In) | -                | -            | -                | -                |
|         | <b>Total Revenue</b>              | <b>1,325,499</b> | <b>-</b>     | <b>7,254,793</b> | <b>9,453,159</b> |

| Expense | January Activity                   | Open Encumbrance | Year to Date  | Adopted Budget   |                  |
|---------|------------------------------------|------------------|---------------|------------------|------------------|
| 125     | Compensatory Education             | -                | -             | -                | 3,641            |
| 211     | Truancy                            | -                | -             | -                | 5,000            |
| 212     | Guidance Services                  | 12,500           | -             | 25,000           | 30,000           |
| 213     | Behavioral Services                | 35,139           | -             | 151,331          | 313,062          |
| 216     | Social Work Services               | 42,282           | -             | 474,798          | 759,438          |
| 221     | Improvement of Instruction         | 72,351           | 479           | 414,516          | 1,041,470        |
| 226     | Supervision of Instructional Staff | 36,041           | -             | 193,966          | 339,171          |
| 231     | Board of Education                 | (20,105)         | -             | 24,884           | 88,961           |
| 232     | Executive Administration           | 51,658           | 814           | 320,717          | 551,590          |
| 252     | Fiscal Services                    | 24,860           | 225           | 170,060          | 343,055          |
| 259     | Other Business Services            | 141              | -             | 2,605            | 3,879            |
| 261     | Operations Buildings Services      | 22,605           | -             | 69,903           | 126,558          |
| 266     | Security Services                  | -                | -             | -                | 1500             |
| 283     | Staff/Personnel Services           | 1,404            | -             | 2,709            | 5,000            |
| 284     | Information Management Services    | 3,852            | 16,392        | 175,109          | 326,250          |
| 285     | Pupil Accounting                   | 10,520           | -             | 63,110           | 104,352          |
| 299     | Other Support Services             | -                | -             | 4,518            | 3,500            |
| 311     | Community Services Direction       | 16,480           | 42            | 112,301          | 209,983          |
| 331     | Community Activities               | 3,806            | 1,014         | 28,912           | 113,585          |
| 351     | Custody and Care of Children       | 59,459           | 2,356         | 439,977          | 668,649          |
| 411     | Payments to LEAs GSRP              | 297,167          | -             | 1,654,603        | 3,096,496        |
| 445     | TRAILS GRANT SEC 31 P              | -                | -             | 112,000          | 223,214          |
| 456     | Building Improvements Services     | -                | -             | -                | 15,000           |
| 626     | Fund Modifications (Transfers Out) | -                | -             | -                | 530,000          |
|         | <b>Total Expense</b>               | <b>670,160</b>   | <b>21,323</b> | <b>4,441,018</b> | <b>8,903,354</b> |

Revenues over Expenses

2,813,775

2/2/2026  
1:48 PM

**Revenue and Expenditure Report  
SPECIAL EDUCATION FUND  
1/31/2026**

| Revenue       |   | January<br>Activity | Open<br>Encumbrance | Year to<br>Date | Adopted<br>Budget |
|---------------|---|---------------------|---------------------|-----------------|-------------------|
| 100           | Revenue from Local Sources                        | 894,262             | -                   | 2,007,595       | 3,879,280         |
| 300           | Revenue from State Sources                        | 309,471             | -                   | 1,317,777       | 3,589,240         |
| 400           | Revenues from Federal Sources                     | 473,334             | -                   | 973,678         | 2,284,364         |
| 500           | Incoming Transfers and Other Transactions         | -                   | -                   | 129,822         | 1,891,118         |
| 600           | Fund Modifications (Other Operating Transfers In) | -                   | -                   | -               | 3,250,000         |
| Total Revenue |   | 1,677,067           | -                   | 4,428,872       | 14,894,002        |

| Expense       |  | January<br>Activity | Open<br>Encumbrance | Year to<br>Date | Adopted<br>Budget |
|---------------|--|---------------------|---------------------|-----------------|-------------------|
| 122           | Instruction                                      | 279,970             | 5,717               | 1,320,124       | 2,741,172         |
| 212           | Early On   | 11,263              | 355                 | 76,262          | 464,751           |
| 213           | Health Services                                  | 78,044              | 837                 | 445,710         | 847,651           |
| 214           | Psychological Services                           | 31,958              | 60                  | 189,849         | 374,987           |
| 215           | Speech Pathology and Audiology Services          | 114,346             | 177                 | 604,828         | 1,037,818         |
| 216           | Social Work Services                             | 43,527              | 117                 | 191,456         | 375,939           |
| 217           | Visual Aid Services                              | 1,161               | -                   | 12,676          | 20,000            |
| 218           | Teacher Consultant-Special Education Programs    | 47                  | 107                 | 3,447           | -                 |
| 221           | Improvement of Instruction                       | 625                 | -                   | 6,010           | 11,250            |
| 226           | Supervision and Direction of Instructional Staff | 64,686              | 647                 | 379,702         | 500,214           |
| 231, 232, 252 | Board of Education, Fiscal, Executive            | 40,085              | -                   | 167,545         | 263,825           |
| 241           | Office of the Principal                          | 21,734              | 4                   | 132,646         | 225,494           |
| 249           | Graduation Supplies and Materials                | -                   | 201                 | 121             | 1,000             |
| 259           | Other Business Services                          | 353                 | -                   | 8,474           | 11,658            |
| 261           | Operations Buildings Services                    | 23,520              | 275                 | 186,656         | 293,757           |
| 271           | Pupil Transportation Services                    | 85,296              | -                   | 367,857         | 1,246,580         |
| 281           | Planning, Research, Development, and Evaluation  | 18,174              | -                   | 107,329         | 176,060           |
| 284           | Information Management Services                  | 1,640               | -                   | 11,097          | 19,500            |
| 299           | Staff Appreciation                               | -                   | -                   | -               | 2,000             |
| 371           | Non-Public School Pupils                         | 3,181               | -                   | 17,099          | 40,000            |
| 411           | Payments to LEAs                                 | 561,890             | -                   | 866,431         | 2,210,753         |
| 441           | Payments to Other Govern. Entities               | 21,037              | -                   | 42,990          | 49,000            |
| 456           | Building Improvements Services                   | 296,878             | 96,943              | 2,693,584       | 3,538,500         |
| 511           | Debt Services                                    | -                   | -                   | 58,608          | 407,558           |
| Total Expense |  | 1,699,414           | 105,441             | 7,890,500       | 14,859,464        |

Revenues over Expenses

(3,461,628)

2/2/2026  
11:45 AM

**Revenue and Expenditure Report  
CAREER TECH FUND  
1/31/2026**

| Revenue |                      | January Activity | Open Encumbrance | Year to Date   | Adopted Budget   |
|---------|----------------------|------------------|------------------|----------------|------------------|
| 4000    | PERKINS              | -                |                  | 44,277         | 163,254          |
| 3440    | 61 A                 | 31,420           |                  | 202,819        | 360,640          |
| 3550    | 61 B                 | 113,942          |                  | 113,978        | 447,792          |
| 3790    | 61 C                 | -                |                  | 2,915          | 2,915            |
| 0000    | CTE                  | (104)            | -                | 238,746        | 851,100          |
|         | <b>Total Revenue</b> | <b>145,258</b>   | <b>-</b>         | <b>602,734</b> | <b>1,825,701</b> |

| Expense |                      | January Activity | Open Encumbrance | Year to Date   | Adopted Budget   |
|---------|----------------------|------------------|------------------|----------------|------------------|
| 4000    | PERKINS              | 8,745            | -                | 100,877        | 163,254          |
| 3440    | 61 A                 | 10,919           | 19,173           | 89,865         | 360,640          |
| 3550    | 61 B                 | 4,777            | -                | 42,696         | 447,792          |
| 3790    | 61 C                 | -                | -                | 2,915          | 2,915            |
| 0000    | CTE                  | 134,474          | -                | 570,120        | 1,040,441        |
|         | <b>Total Expense</b> | <b>158,914</b>   | <b>19,173</b>    | <b>806,473</b> | <b>2,015,042</b> |

Revenues over Expenses (203,739)

2/2/2026  
10:32 AM

**Revenue and Expenditure Report  
ROOC FUND  
1/31/2026**

Revenue

|               | January<br>Activity | Open<br>Encumbrance | Year to<br>Date | Adopted<br>Budget |
|---------------|---------------------|---------------------|-----------------|-------------------|
| INTEREST      | -                   |                     | 50              | 200               |
| PRODUCTION    | 891                 | -                   | 15,825          | 39,700            |
| DONATIONS     | -                   |                     | 7,697           | 10,600            |
| GRANTS        | -                   |                     | 4,000           | -                 |
| SERVICES      | -                   | -                   | 502,764         | 1,020,000         |
| STATE         | 5,203               |                     | 27,040          | 70,923            |
| Total Revenue | 6,093               | -                   | 557,377         | 1,141,423         |

Expense

|     |                                     |        |       |         |           |
|-----|-------------------------------------|--------|-------|---------|-----------|
| 232 | Program Administration              | 19,476 | -     | 126,885 | 204,774   |
| 252 | Fiscal Services                     | 2,153  | -     | 11,665  | 19,597    |
| 259 | Other Business Services             | -      | -     | 3,314   | 3,314     |
| 261 | Operations Buildings Services       | 7,093  | 258   | 51,373  | 94,858    |
| 271 | Transportation                      | 2,576  | -     | 37,597  | 66,658    |
| 284 | Technology                          | 300    | -     | 416     | 1,000     |
| 289 | Consumers                           | 3,839  | 949   | 31,553  | 77,409    |
| 290 | Staff Retention                     | -      | -     | -       | 500       |
| 321 | Summer Work Program                 | 515    | -     | 52,751  | 63,073    |
| 391 | Direct Care Workers and Supervision | 46,117 | -     | 285,676 | 544,282   |
|     | Total Expense                       | 82,069 | 1,207 | 601,230 | 1,075,465 |

Revenues over Expenses

(43,853)

2/2/2026  
10:54 AM

D. Approve Soccer Facility Lease renewal from February 12, 2026 to February 11, 2030.

40

## **SOCCER FACILITY LEASE**

This agreement is made as of January 13, 2021, between the C.O.O.R. Intermediate School District, with offices located at 11051 North Cut Road, Roscommon, Michigan, Lessor, hereinafter referred to as "COOR" or the "Lessor", and the Roscommon North Youth Soccer Association of Roscommon, Michigan, a voluntary nonprofit association organized as a regional affiliate of the Michigan State Youth Soccer Association (MSYSA) with mailing address P.O. Box 323 Roscommon, MI 48653, hereinafter referred to as "Soccer Association" or the "Lessee". The purpose of this lease is to provide certain real property described below for development and use as soccer fields and activities related thereto.

1. **TERM OF LEASE**

This lease shall remain in effect for a period of five years, from February 12, 2026 to February 11, 2030. Rent for the lease term shall be One Dollar (\$1.00) payable in advance. Thereafter, the lease may be renewed for periods of five years per renewal by Lessee and with the approval of the owner, upon written notice to Lessor not less than 90 days prior to the termination of the lease, together with payment of the sum of One Dollar (\$1.00) for each renewal period. The Soccer Association may renew this lease a minimum of four times. Failure of the Soccer Association to abide by the provisions of this lease shall be reasonable and just cause for its cancellation. COOR may terminate this Lease upon one year's written notice to the Soccer Association.

2. **LEGAL DESCRIPTION**

Gerrish Township, Roscommon County, Michigan:

The North 1040.0 feet of the Northwest 1/4 of the Southeast 1/4 of Section 3, T24N, R3W, excepting there from the Westerly 209.0 feet thereof. SUBJECT TO THE ROAD RIGHT OF WAY ON THE NORTHERLY SIDE THEREOF. Further subject to all reservations, restrictions, and easements of record, if any.

Lessee shall lease from Lessor part of the Property, as depicted in Attachment "A," which is attached hereto and incorporated by reference, and labeled "Youth Soccer" ("Leased Premises"). Lessor and Lessee acknowledge and agree that the part of the Property labeled "Youth Football" shall be governed by a separate lease agreement between Lessor and the Lessor," and the Roscommon Youth Football League of Roscommon ("RYFL"). As depicted in Attachment A, RYFL shall enter the Leased Premises from North Cut Road, and RNYSA shall enter its property from the Pinewood Drive entrance.

3. **CONSTRUCTION**

The Leased Premises includes eight soccer fields and a parking lot. The Property includes a well, which the Association and RYFL shall be equally responsible for maintaining. Lessee shall be permitted to make improvements to the Leased Premises, subject to the following conditions. Plans for the actual facilities and improvements to be located upon the premises must be submitted to and approved in writing by the COOR Board of Education or its designee(s) prior to

commencement of any construction. All construction, renovations, additions or changes which alter the landscape and/or existing structures by the Association shall require specific approval, in writing, by the COOR Board of Education or its designee(s). Any improvements that the Association makes to the real property or any fixtures that are affixed to the premises become the property of COOR I.S.D. Lessee shall comply with all zoning requirements, building codes, and other local, state, and federal laws and ordinances.

4. **CONSTRUCTION EXPENSES AND MAINTENANCE**

All permits (including the driveway permit), work, and construction on the premises shall be accomplished by the Soccer Association at its sole expense.

The Soccer Association shall have the responsibility of maintaining the property in good condition and repair at its expense. The Soccer Association shall see that any construction that is commenced upon the site shall be completed within time periods acceptable to COOR. The Soccer Association shall see that the grounds are groomed and that no unsafe or unsightly conditions are allowed upon the leased premises.

5. **USE OF SITE**

The Soccer Association shall have exclusive control over the use and scheduling of all activities upon the premises and its improvements. Any buildings, control structures, gates and locks that are keyed shall have duplicate keys that are provided by the Soccer Association to COOR for use in emergency situations.

COOR may use the soccer fields for its activities. However, control over use of the fields and scheduling shall belong to the Soccer Association. Any conflicts over scheduling will be subject to final resolution by the Soccer Association Board or its designee(s).

Use of the premises by Lessee shall be limited to soccer/football activities only. Any other usage will be by special written permission from COOR Board of Education or its designee(s). The Soccer Association shall comply with all local, state and federal laws, including laws about land usage and operation of a facility of this type.

6. **ACCESS BY COOR**

COOR may enter the leased premises at such times as it deems necessary for inspection, access, emergency, or other purposes necessitated by its ownership interest. Such entries by COOR shall not interfere with the lawful use of the premises by the Soccer Association.

7. **OWNERSHIP OF THE PROPERTY AND NAMING OF THE FIELD**

COOR is the owner of this real property and nothing in this Agreement connotes or denotes that the Soccer Association takes title to any real property whatsoever.

The Soccer Association may choose a name for the soccer facility and the field shall be recognized by that name as long as this lease remains in effect.

8. **ABANDONMENT**

Upon the termination of this lease and in case of abandonment of the premises by the Soccer Association, all facilities and permanent structures shall become the property of C.O.O.R. Intermediate School District. Abandonment shall consist of non-utilization or non-response to certified mail inquires by COOR to the Soccer Association.

Abandonment shall be deemed to have occurred when the Lessee fails for a period of six (6) months to respond in writing to a written notice of abandonment, forwarded by Lessor to Lessee at Lessee's address listed above (or such address as Lessee may furnish Lessor in writing) and to the Soccer Association's four officers (according to information as to identify, title and address, which shall be furnished to COOR by the Soccer Association at the beginning of the lease term and thereafter as changes occur) by certified or registered mail.

9. **HOLD HARMLESS AGREEMENT**

- a. The Soccer Association, its assignees, sub-lessees and other permitted users of the premises shall defend and hold harmless COOR Intermediate School District, its Board of Education, the members of its Board of Education, its officers, agents, and employees from any and all claims and losses incurred by, or resulting to any person, firm or corporation who may be damaged or injured by the Soccer Association, its assignees, sub-lessees and other permitted users of the premises in the performance of this agreement and for any losses of claims which may arise from this agreement and/or out of Lessee's use of; or other activities on the premises. Notice shall be promptly submitted to the Intermediate School District of any action being brought against the Soccer Association, its assignees, sub-lessees and other permitted users of the premises, and/or COOR Intermediate School District concerning this agreement.
- b. The Soccer Association shall indemnify the COOR Intermediate School District, its Board of Education, the members of its Board of Education, its officers, agents, volunteers, and employees from any and all claims and losses incurred by, or resulting to any person, firm or corporation who may be damaged or injured by the Roscommon North Youth Soccer Association, its assignees, sub-lessees, and other permitted users of the premises in the performance of this agreement and for any losses of claims which may arise out of Lessee's use of the premises, other activities on the premises, or activities related to improving and maintaining the premises. Such indemnity shall include, but not be limited to, attorney's fees and administration costs.
- c. The Soccer Association, its assignees, sub-lessees, and other permitted users of the premises shall provide liability insurance coverage

satisfactory to COOR, listing COOR, its Board of Education, the members of its Board of Education, its officers, agents, volunteers, and employees as additional insureds, and deliver proof of same to the COOR Superintendent annually or as often as changes in said policy occur. Such coverage shall be as least as broad as offered in the standard ISD CG 20 10 endorsement, a minimum of \$1,000,000. Furthermore, the Soccer Association shall provide COOR with a current list of its officers and trustees and keep that list maintained regarding any changes. The anniversary date of this lease shall coincide with the delivery of the documents/lists cited above.

- d. The Soccer Association shall obtain and provide to COOR a written confirmation from any of its assignees, sub-lessees, and other permitted users of the premises that they will indemnify, defend and hold harmless COOR Intermediate School District, its Board of Education, the members of its Board of Education, its officers, agents and employees from any and all claims and losses incurred by, resulting to any person, firm or corporation who may be damaged or injured by the assignees, sub-lessees, and other permitted users of the premises as a result of its use and activities on the premises or activities related to improving and maintaining the premises. The Soccer Association shall also obtain from all assignees, sub-lessees, and other permitted users, proof of the liability required in Paragraph 9.c., above. Both the written indemnification and hold harmless confirmation and proof of insurance shall be provided to COOR prior to the use of the premises by any assignee, sublessee or other permitted user.
  
- e. Notwithstanding any other provision contained in this Paragraph 9., the Soccer Association shall defend and hold harmless COOR Intermediate School District, its Board of Education, the members of its Board of Education, its officers, agents and employees from any and all claims and losses arising out of or in any way related to its assignees, sub-lessees, and other permitted users' use of the premises, other activities on the premises or activities related to improving and maintaining the premises.

10. **SECURITY**

The Lessor does not warrant the security of the premises.

11. **UTILITIES**

Lessee shall pay for all utilities used by it on the premises.

12. **TAXES AND ASSESSMENTS**

Lessee shall pay to the proper authorities, if and when due, all taxes, assessments and similar charges which at any time during the term of the lease may be taxed, assessed, or imposed on the Lessee, Lessor or the premises with respect to the premises.

13. **ASSIGNMENT**

Except as provided in this Section, Lessee shall not assign for transfer this lease or sublet the premises without the express written approval from COOR or its designee. Unauthorized assignment, transfer or subletting shall give Lessor the immediate right to terminate this lease and to re-enter and repossess the premises and Lessor shall be entitled to reimbursement for all expenses incurred in re-entry and removal of Lessee's equipment. The Soccer Association shall be authorized, without the necessity of COOR's specific approval, to permit the premises to be used by other organizations or groups for soccer/football events only. In the event that COOR or its designee permits the Lessee to sublet, assign or otherwise permit the use of the premises by a third party, the third party shall obtain the Lessee's permission for any use or activity on the premises and all of the terms and conditions contained in this lease shall remain fully binding upon the Lessee.

14. **ABANDONED PROPERTY**

Any personal property of Lessee which remains on the premises after the expiration of or termination of this lease or after the removal of Lessee from the premises, shall be deemed to have been abandoned by Lessee and may be either retained by Lessor as its property or disposed of in such manner as Lessor may see fit. Upon request of Lessor, Lessee shall promptly remove any such personal property at its own costs and expense.

15. **DEFAULT**

In the event Lessee fails to pay rent when due under this lease and shall not cure such failure within ten days after receipt of notice thereof from Lessor, or in the event of breach of any of the other terms of this agreement, it shall be lawful for Lessor to re-enter the premises and to remove all persons and property therefrom and to repossess the premises. Re-entry and repossession by Lessor shall not be construed as a termination of the obligation of Lessee to restore the premises to the conditions herein required. Lessor shall have as security for the payment of rent or other sums due it under the Lease a lien on all equipment and fixtures of Lessee maintained on the premises.

16. **HOLDING OVER**

If Lessee shall remain in possession of the premises after the expiration of the term of this lease and without executing a new lease, then such holding over shall be construed as a tenancy from month to month subject to all conditions, provisions and obligations of this lease.

17. **SAVINGS CLAUSE**

The invalidity or unenforceability of any provision of this lease shall not affect or impair the validity of any other provision.

18. **EXTENT OF AGREEMENT**

This Lease constitutes the entire agreement between the parties, except as herein provided; no subsequent alternations or amendments to this lease shall be binding upon the parties unless reduced to writing and signed by both Lessee and Lessor or their authorized agents.

19. **TERMINATION OF SOCCER FACILITY LEASE**

Upon the execution of this lease by both parties, previous Soccer Facility Leases shall terminate in their entirety.

20. **CIVIL RIGHTS**

Lessor and Lessee mutually agree to adhere to all applicable Federal, State and local laws and regulations prohibiting discrimination. The Parties further agree that they shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms and conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, political affiliation or beliefs, disability which is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight or marital status. A breach of this covenant shall be regarded as a material breach of this agreement.

21. **MISCELLANEOUS**

The following miscellaneous provisions are agreed to by the Parties:

- f. Except as specifically modified by this First Amendment, the Soccer Lease shall continue in full force and effect and is hereby ratified and affirmed by this Amendment.
- g. This Amendment shall be construed, interpreted and enforced under the laws of the State of Michigan.
- h. This Amendment shall be binding upon and shall inure to the benefit of the Parties and their respective permitted successors and assigns under the Soccer Lease.

**C.O.O.R. ISD BOARD OF EDUCATION, LESSOR**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Dr. Mangutz, President  
C.O.O.R. Board of Education

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Shawn C. Petri, Superintendent  
C.O.O.R. Intermediate School District

**ROSCOMMON NORTH YOUTH SOCCER ASSOCIATION, LESSEE**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Josh Traver, RNYSA President

7. **Action Items**

A. Ratify the hiring of Avery Smitz, Finance Intern from February 6, 2026 to August 28, 2026. The intern would work one day per week and possibly the full week of spring break.

B. Ratify the hiring of **Debra Mattingly, Speech Therapist** for Houghton Lake Community Schools, as CEA bargaining unit member at MA+30, step 30, effective January 26, 2026; and **Sara Giza, School Social Worker** for Houghton Lake Community Schools, as CEA bargaining unit member at MA+30, step 5, effective December 29, 2025

C. Approve updates to the COOR Educational Center School Safety Response Guide

47



# **COOR Educational Center School Safety Response Guide**

*Created October 2019; Board approved December 2019 with Biennial Review*

COOR Educational Center  
11018 North Cut Road

Roscommon, MI 48653  
Phone: (989) 275-9550

## Table of Contents

|   |    |
|---|----|
| School Safety Policy .....  | 2  |
| COOR Educational Center (CEC) .....                               | 2  |
| Safety Response Chain of Command.....                             | 2  |
| ROOC Inc.....   | 4  |
| Safety Response Chain of Command.....                             | 4  |
| Armed Subject or Hostage .....                                    | 5  |
| SUSPECTED Armed Subject or Hostage .....                          | 6  |
| Weapons on School Property.....                                   | 7  |
| Death or Homicide .....   | 8  |
| Drive-By Shooting.....  | 9  |
| Physical Assaults (Fights).....                                   | 10 |
| Telephone Bomb Threat.....  | 11 |
| Bomb Threat Checklist .....                                       | 12 |
| Explosion .....   | 13 |
| Arson .....   | 14 |
| Sexual Assault (Criminal Sexual Conduct).....                     | 15 |
| Robbery or Extortion .....  | 16 |
| Unauthorized Removal of a Student.....                            | 17 |
| Suicide Attempt.....  | 18 |
| Larceny (Theft).....  | 19 |
| Intruders .....   | 20 |
| Drug Use Or Overdose .....  | 21 |
| Drug Possession or Sale .....                                     | 22 |
| Minor In Possession of Alcoholic Liquor or Tobacco Products ..... | 24 |
| Bus Incident.....   | 25 |
| Bus Accident .....  | 26 |
| Field Trip Emergency .....  | 27 |
| Tornado or Severe Storm .....                                     | 30 |
| Shelter in Place .....  | 35 |
| Evacuation.....   | 36 |
| NEW - Parent and Pupil Reunification .....                        | 38 |
| Continuity of Operations Procedures (COOP).....                   | 39 |
| Mental Health and Pupil/Teacher Safety Training Plan .....        | 41 |
| Improving School Building Security .....                          | 41 |
| Threats to a School-Sponsored Activity/Event .....                | 41 |

---

|                               |    |
|-------------------------------|----|
| Vulnerability Assessment..... | 41 |
| Document Links .....          | 42 |

## School Safety Policy

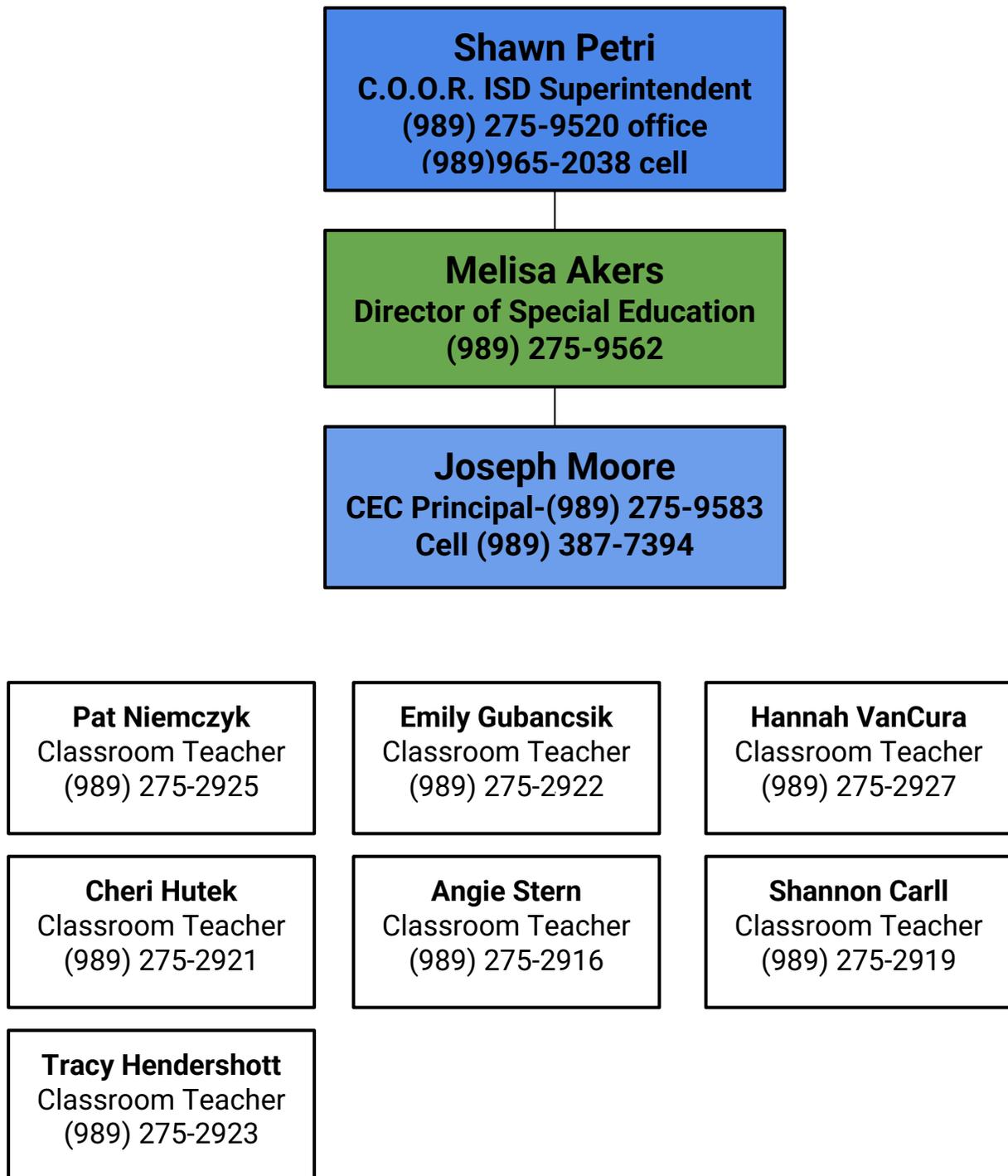
The C.O.O.R. Intermediate School District Board of Education is committed to maintaining a safe school environment. It acknowledges and agrees that school safety will be enhanced through the effective sharing of information and resources. The goal of the collaboration is to establish procedures to be followed when an incident defined in the School Safety Response Guide section of the Statewide School Safety Information policy occurs. C.O.O.R. Intermediate School District further agrees to develop internal policies and cooperative procedures, as needed, to implement the local School Safety Information Policy.

All schools (regardless of size, structure, or affiliation) should have an “all-hazards” emergency plan. This plan will detail how a school will respond to disasters, whether the school is impacted by severe weather or terrorism. Furthermore, the plan should define the roles and responsibilities of all school personnel during a crisis event.

A crucial element of the school planning process is the building of relationships with service groups that may assist a school during a crisis. Schools must construct their plans with the assistance of these groups. Some of the important services are, but not limited to; local emergency management, law enforcement, fire, emergency medical services, community mental health, hospitals, and community volunteer groups.

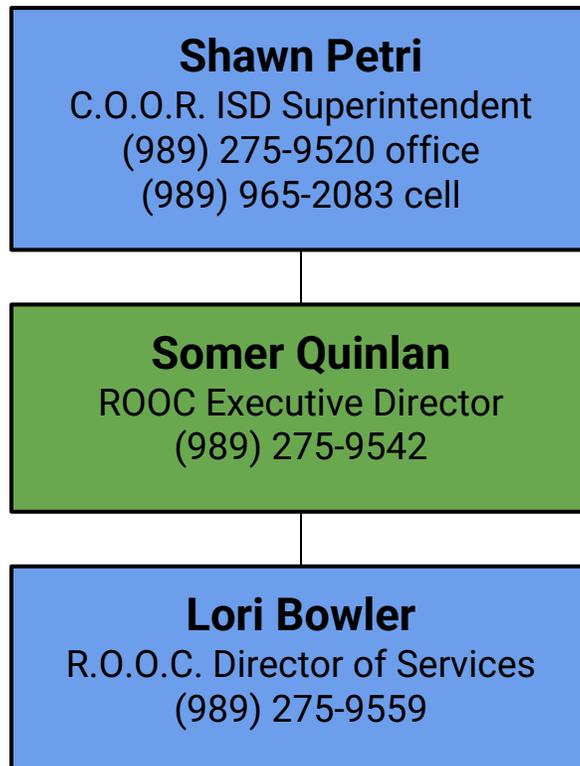
The plan itself is a living document. The plan “comes alive” as personnel act out their roles and responsibilities. Evaluation keeps it real, as needed changes are made and elements of the plan are refined.

# CEC Safety Response Chain of Command



During all Safety Response Incidents, the Office of the Superintendent is the only designated entity to disseminate information to outside agencies. All inquiries from outside agencies (such as newspapers, T.V. reporters, etc.) concerning an incident are to be referred to the Office of the Superintendent.

## **ROOC Inc. Safety Response Chain of Command**



During all Safety Response Incidents, the Office of the Superintendent is the only designated entity to disseminate information to outside agencies. All inquiries from outside agencies (such as newspapers, T.V. reporters, etc.) concerning an incident are to be referred to the Office of the Superintendent.

## Armed Subject or Hostage

### **Follow these procedures whenever:**

- A person has a weapon
- A person says they have a weapon
- A person is holding another person against their will

### **STAFF**

- Notify the Principal's office as soon as possible; advise whether a weapon was visible or indicated.
- Speak calmly to the suspect and the students.
  - Do Not Approach
  - Do Not Attempt to Confiscate Weapon
  - Communicate & Cooperate
- If a weapon is visible, ask calmly for permission to evacuate the class
- If evacuation is not allowed continue to cooperate with the subject until police arrive
- Complete necessary Incident Report

### **PRINCIPAL'S OFFICE**

- Identify problem and location
- Call 911 to report the incident
  - Identify assembly area for Emergency Response
  - Provide suspect(s) description
  - Secure emergency information from Skyward

### **If the weapon is visible or shots are fired:**

- Announce that the school is in lockdown over the PA system.
- Evacuate any locked out student(s) to a safe area (Evacuation is only advisable if the suspect(s) is/are contained).
- Escort police and EMS personnel to the scene and assist with evacuation under police guidance

**If a weapon is found on a student:**

- Police will secure the weapon for evidence and remove subject

**NOTIFICATIONS NECESSARY**

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- Staff

## **SUSPECTED Armed Subject or Hostage**

Follow these procedures whenever you suspect a subject may have a weapon on their person or in a backpack, briefcase, purse or other container carried or readily accessible by the subject.

### **STAFF**

- Notify the Principal's office as soon as possible
- If a weapon is suspected and the situation is NOT Violent:
  - Bring subject to the office or isolate the subject
  - Complete necessary Incident Report

### **PRINCIPAL'S OFFICE**

- Identify problem and location
- Assess credibility of information received
- Assess character, history, and school record of the suspect(s)
- Determine if you are going to approach the subject
- If approached:
  - Ensure at least two adults are present
  - Advise the subject what is suspected and ask location and type of weapon(s)
  - Any search must comply with the State of Michigan law

### **If the weapon is found on the subject:**

- Call 911 to report the incident
- Police will secure weapon for evidence

### **If not approachable because of personal safety:**

- **Treat as Armed Subject or Hostage (Refer to Armed Subject or Hostage Section)**

### **NOTIFICATIONS NECESSARY**

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- Staff

## Weapons on School Property

**Follow these procedures whenever you know or suspect a student may have a weapon in their locker, car, or anywhere else on school property.**

The term weapon includes: firearms, bombs, silencers, double-edged non-folding stabbing instruments, a switchblade, a blackjack, slingshot, billy club, bludgeon, metallic knuckles, sand club, sand bag, a laser or stun gun, a gas ejecting device that is not a self-defense spray device, or any other article carried or possessed for use as a weapon, e.g., a tire iron, a baseball bat carried for purposes of assault or defense.

### STAFF

- Notify the Principal's office as soon as possible

#### **If the weapon is visible on a student:**

- Refer to Armed Subject or Hostage

#### **If the weapon is suspected on a student**

- Refer to Suspected Armed Subject or Hostage

### PRINCIPAL'S OFFICE

- Identify problem and location
- Determine if reasonable suspicion exists to search for a weapon
- Determine if it is advisable to search for school property, by school personnel, for weapon
- If the weapon is found:
  - Call 911 to report the incident

### NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- Staff

---

# Death or Homicide

## STAFF

- Identify problem and location. Check the status of the victim.
- Notify the Principal's Office as soon as possible.
- If possible, remove students from the area, try to calm them
- Discourage discussion
- Wait for the police to arrive
- Complete necessary Incident Report
- Identify students in need of counseling

## PRINCIPAL'S OFFICE

- Identify problem and location
- Call 911 to report the incident
  - Provide suspects description, if applicable
- Assist the police in locating and identifying the possible suspect(s) and/or victim(s)
  - Assess whether suspect(s) can be safely isolated and/or detained
- Secure emergency information from Skyward for suspect(s) and/or victim(s)
  - Provide police and EMS with emergency information
- Initiate counseling services for staff and students

## NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- Staff

---

# Drive-By Shooting

## STAFF

- When shots are heard, yell to the students **“Drop to the Floor”**
- Move students to the safest area within the classroom
  - If time permits, the most secure location may be an inner room within the building
- Notify Principal’s Office as soon as possible
  - Advise if there are injuries and/or property damage
- Return to the classroom only when safe to do so
- Take attendance and immediately report any missing student(s)
- Discourage discussion
- Wait for the police to arrive
- Complete necessary Incident Report

## PRINCIPAL’S OFFICE

- Identify problem and location
- Call 911 to report the incident
  - Provide suspect(s) description
- Assist the police in locating and identifying the possible suspect(s) and/or victim(s)
- Secure emergency information from Skyward for suspect(s) and/or victim(s)
  - Provide police and EMS with emergency information
- Initiate counseling services for staff and students

## NOTIFICATIONS NECESSARY

- Superintendent’s Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- Staff

## Physical Assaults (Fights)

**It is recommended that if any of the following occur during a physical assault, the incident be reported to the police:**

- The victim alleges injury
- The victim is a member of the school staff
- There is injury to the victim and/or suspect, which required medical attention
- The suspect used a weapon during the physical assault

### STAFF

- Make contact with a calm voice
- If the behavior continues, shout "STOP" and then lower your voice
- Direct someone to go to the Principal's Office to get help
- Isolate students to an area where they can calm down without losing face
- Attempt to empty the area of other students to reduce audience and lessen the danger
- Do not leave students alone until they are calm
- If appropriate, escort student(s) to the Principal's Office
- If appropriate, complete necessary Incident Report

### PRINCIPAL'S OFFICE

- Identify the problem and intervene if necessary
- If appropriate, call 911 to report the incident
  - Determine if EMS is necessary for the injured student(s)
- Assist the police in locating and identifying the possible suspect(s) and/or victim(s)
- Secure emergency information from Skyward for suspect(s) and/or victim(s)

### NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- Staff

# Telephone Bomb Threat

## TELEPHONE CALL RECIPIENT

- Keep the caller on the telephone as long as possible
  - Do not hang the telephone up. Lay receiver down until police arrive
- Notify the Principal's office as soon as possible
- Write down everything the caller says
  - Use the attached Bomb Threat Checklist
- Make an educated guess at the age, sex, and race of the caller
  - Note any accent in the caller's voice
  - Note any background noises
- Wait for the police to arrive
- Complete necessary Incident Report

## STAFF

- Evacuate when advised
  - Take a copy of the attendance roster/book with you
- Take attendance when students are assembled away from school
  - Provide attendance list to Principal's Office

## PRINCIPAL'S OFFICE

- Call 911 to report the incident
  - Do not use the same telephone that threat call came in on
  - Provide details of the bomb threat
- Determine whether to evacuate the building. If necessary, refer to the evacuation procedure located in the appendix
  - Radio signals and/or electronic devices can activate bombs. **DO NOT USE RADIOS, CELLULAR TELEPHONES, ELECTRONIC BELLS/PA**
- Notify staff of information and/or instruction by messenger
- Don't touch a suspicious package. Note anything unusual/out of place.
- Coordinate a search team that will assist police
- Have a set of master door keys in hand

## NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Staff

---

# Bomb Threat Checklist

**Send someone to notify the Principal right away!**

**Principal's Office - Call 911**

Ask the questions from the list below if possible! Try to record the exact wording of the threat.

Time of Call: \_\_\_\_\_

Exact words of the caller: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Ask these questions:

When is the bomb going to explode?

\_\_\_\_\_

Where is the bomb right now?

\_\_\_\_\_

What does it look like?

\_\_\_\_\_  
\_\_\_\_\_

Identifying Characteristics or Other Identifying Data:

Describe the caller's voice (male, female, young, old, accent, calm, angry, excited, laughing, slurred, disguised, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Background Noise: \_\_\_\_\_

**Name of Individual taking threat:** \_\_\_\_\_

**Date of Threat:** \_\_\_\_\_

# Explosion

Approximately 70% of terrorist events involve the use of explosives. Explosives can be used to disperse other hazardous materials. Types of explosives are:

- Mechanical
- Chemical
- Nuclear/Radiological

## STAFF

Written, e-mail, verbal or call-in explosion threat OR upon discovery of potential explosive device:

- Stay calm
- Inform the Principal's office via messenger or building telephone
- **DO NOT operate radios or electronic equipment**
- Evacuate to designated assembly area, leaving doors open as you exit
  - Recommend 1,000 feet distance minimum
  - **DO NOT** remove any items from the building as you exit
- Take attendance
  - Report any missing students to the Principal's office

## PRINCIPAL'S OFFICE

Written, e-mail, verbal or call-in explosion threat OR upon discovery of potential explosive device:

- Upon notification, call 911 to report the incident and notify administration
- Use messenger to signal evacuation of staff and students to designated assembly area
  - Radio signals and/or electronic devices can activate explosive devices. **DO NOT USE** Radios, Cell Phones, Electronic bells/public address system (PA)
- Report any unaccounted students to first responder on scene
- Conduct attendance audit of visitors, staff and students

---

## Arson

Definition of Arson: Arson means the unauthorized starting of a fire on school property or assisting another in starting a fire.

- Call 911 to report the incident
- Note: After the initial discovery of any fire in a school building, the teacher and/or principal should complete an immediate site assessment to determine if partial or complete evacuation of the building is necessary.
- If arson is suspected, inform the responding police and fire personnel.
  - Assist police and fire investigators in their investigation
  - Help locate any possible suspect(s) and/or witnesses

## Sexual Assault (Criminal Sexual Conduct)

- Criminal Sexual Conduct involves nonconsensual sexual penetration or the unconsented touching of a person's intimate parts
- Sexual penetration includes oral sex or the insertion of any object into a person's genital or anal openings
- A person's intimate parts include the breast, buttock or genital areas
- Consensual sexual penetration involving a person under the age of 16 is criminal sexual conduct
- Consensual sexual touching involving a person under the age of 13 is criminal sexual conduct and consensual sexual touching of a person between the ages of 13 and 16 is criminal sexual conduct if the perpetrator is 5 or more years older than the victim
- Persons required to report child abuse or neglect refer to Child Protection Law, Act No. 238, Public Acts of 1975, as amended, being Sections 722.621 - 722.636. Michigan Compiled laws.

### STAFF

- Notify Principal's Office as soon as possible
  - If injuries or any sign of assault are present, inform office upon initial contact
- Do not leave the victim alone
  - Do not allow victim to alter physical condition by washing
- Discourage discussion between students
- If police have been called, wait for their arrival
- Complete necessary Incident Report

### PRINCIPAL'S OFFICE

- If an Emergency:
  - Call 911 to report incident
  - Identify alleged perpetrator
  - Comply with Child Protection Law and reporting requirements
- Direct appropriate staff to stay with the victim
- Assist the police in locating and identifying victim, and/or possible suspect(s), witnesses
  - Secure emergency information from Skyward

### NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- Staff

## Robbery or Extortion

**Armed Robbery:** The taking of property from a person by force or threat while armed with a weapon or article representing a weapon

**Unarmed Robbery:** The taking of property from a person by force or threat

**Extortion:** Threatening another person for the purpose of extorting money or property, or to compel the threatened person to do an act against the threatened person's will

### STAFF

- Notify Principal's Office as soon as possible
- Try to calm the student(s), if necessary

### PRINCIPAL'S OFFICE

- Identify problem and location
- Call 911 to report incident
  - Determine if weapon is visible or suspected
  - Provide suspect(s) information

# Unauthorized Removal of a Student

## OFFICE STAFF PREVENTATIVE ACTIONS

- Compile a list of students with special custody arrangement:
  - Example: Family Independence Agency supervised, Court ordered - No contact with named parent and/or person
- Check with the custodial parent, guardian, or Family Independence Agency (if indicated) **before** releasing the student, if a question should occur.
  - Obtain a copy of identification or driver's license of person picking up student
- Verify identity of any parent/guardian who telephones a request for student's release
  - Record time and date
- Hold in Office any student who appears reluctant to go with subject picking them up
  - Notify parent/guardian of student's reluctance

## STAFF

- Notify Principal's Office as soon as possible

## PRINCIPAL'S OFFICE

- Confirm that student was removed from school without authorization
- Call 911 to report incident
  - Provide Suspect(s) Description
  - Obtain License Plate (if possible)
- Notify parent/guardian listed on student intake form/Skyward
  - Notify other school(s) where sibling(s) may attend to alert them
- Assist the police in locating emergency information
- **Do not release any information to the Media**

## NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Staff

---

# Suicide Attempt

## STAFF

- Notify Principal's Office as soon as possible
- Try to calm the students and others
- Ask the student for permission to evacuate the area
  - Attempt to diffuse the situation
  - Do Not Negotiate
- Wait for police to arrive
- Complete necessary Incident Report
- Identify students in need of counseling

## PRINCIPAL'S OFFICE

- Identify problem and evaluate situation
- Call 911 to report the incident
  - EMS should be requested
- Secure emergency information from Skyward
- Assist the police in locating student
- Initiate counseling services for staff and students

## NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- District Psychologist (if applicable)
- Staff

**Note:** if weapon is visible refer to Armed Subject or Hostage

---

# Larceny (Theft)

## STAFF

- Notify Principal's Office as soon as possible

## PRINCIPAL'S OFFICE

- Identify problem and evaluate extent of theft
- **Less Significant Theft:** A call to police may not be necessary. The problem may be addressed by applying school district policy.
- **Significant Theft: Mandatory Reporting**
  - Theft of item(s) is \$100 in value
  - Numerous events of minor theft
  - Theft motivated by hate or gang-related
  - Call 911 to report incident
  - Assist police in locating and identifying possible suspect(s) and/or witnesses

## NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- Staff

---

# Intruders

## STAFF

- Notify Principal's Office of any suspicious person seen on school property
  - Report anyone who is not displaying the required visitor pass

## PRINCIPAL'S OFFICE

- Identify problem and location
- Approach subject and determine the nature of their business within the school
- Ask for identification
- Direct them to accompany you to the office
  - If looking for a specific student check file for court orders, e.g, personal protection orders or custody orders
- If they have no acceptable purpose, tell them to leave
- IF THEY REFUSE TO LEAVE:
  - Call 911 to report incident
    - Provide suspect(s) description
    - Await police response

## NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education

---

## Drug Use Or Overdose

### STAFF

- Notify Principal's office as soon as possible
  - Removal of student from class may be necessary
  - Provide the name of the student if notifying office
- Keep the student as stable as possible
  - Speak calmly until police arrive
- Discourage discussion between students
- Wait for police to arrive
- Complete necessary Incident Report

### PRINCIPAL'S OFFICE

- Identify problem and evaluate situation
- Call 911 to report incident
- If an EMERGENCY:
  - Request EMS
  - Secure Emergency information from Skyward
- Attempt to determine the following for EMS
  - Name of drug
  - Quantity of drug
  - Time and how drug was taken
- Provide police and EMS with emergency information

### NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- Staff

## Drug Possession or Sale

### STAFF

- Notify Principal's Office if you have knowledge of or information regarding:
  - A drug sale
  - Drug possession
  - Drug use

### **PRINCIPAL'S OFFICE**

- Identify problem and evaluate situation
  - Assess credibility of information received
- Assess character, history and school record of suspect(s)
- Determine if reasonable suspicion exists to search
- Determine if it is advisable to search school property by school personnel
  - Any search of personal property must comply with State of Michigan Law
- If drugs are found:
  - Call 911 to report incident
- Assist the police in locating and identifying possible suspect(s)
  - Any evidence should be turned over to the police
- Secure emergency information from Skyward for suspect(s) and/or witnesses

### **NOTIFICATIONS NECESSARY**

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- Staff

**Note:** If student is under the influence of an illegal drug, refer to Illegal Drug Use or Overdose

## **Vandalism or Destruction of Property**

### **STAFF**

- Notify Principal's Office as soon as possible

---

## PRINCIPAL'S OFFICE

- Identify problem
- Evaluate nature and extent of damage
  - **Less Significant Incident:**
    - Minor Damage
    - A call to police may not be necessary
    - Problem may be addressed by applying school district policy
    - Document damage in written form and/or with photographs
  - **Significant Incident - Mandatory Reporting:**
    - Damage in excess of \$100
    - Numerous events of minor damage
    - Damage motivated by hate or is gang related
    - Call non-emergency number (989) 275-0911 to report incident
    - Photograph damage and document in written form
    - Assist police in locating and identifying possible suspect(s) and/or witnesses

## NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Director of Operations
- Staff

# Minor In Possession of Alcoholic Liquor or Tobacco Products

**Alcoholic Liquor:** Alcoholic Liquor includes any beverage containing .05% or more of alcohol by volume. It cannot be possessed by anyone under the age of 21. Beverages with any alcohol content less than .05% by volume, such as non-alcohol beer, cannot be possessed by anyone under the age of 18 (MCL 750.28).

**Tobacco Products:** It is a misdemeanor for anyone under the age of 21 to possess tobacco products. Tobacco products include: cigarettes, cigars, chewing tobacco, tobacco snuff, pipe tobacco, or tobacco in any other form.

### **STAFF**

- Notify Principal's Office if you have knowledge of or information regarding the consumption of the following on school property:
  - Alcohol
  - Alcohol possession
  - Tobacco use
  - Tobacco possession

### **PRINCIPAL'S OFFICE**

- Identify problem and bring student to the Office
- Inform student what is suspected
  - Two adults should be present
  - If alcohol or tobacco products are found or usage has been witnessed, notify parent(s) and/or Guardian(s)
- Call non-emergency number (989) 275-0911 to report incident
  - Any search must comply with State of Michigan law

### **NOTIFICATIONS NECESSARY**

- Superintendent's Office
- Director of Special Education
- Staff

---

## Bus Incident

**Note:** In the event of a dangerous incident during school transportation, safety of the students and staff are the most important factors. (Examples: Armed Subject/Hostage, Assault, Bomb Threat, Larceny, Drug Possession, Vandalism, Weapons, etc.)

- Follow the School District Policy and refer to any of the previously mentioned school safety responses for direction.
- Calls to the Bus Garage (275-9531) , 911, and/or the Principal should occur in every emergency situation.

## Bus Accident

- Check for injuries
- Call Bus Garage - Keep line of communication open
  - Call 911 to report accident
  - Request EMS if there are any suspected injuries
- Secure vehicle and display warning signs
- Keep all students on the bus unless it is unsafe to do so
  - If threat of fire, move everyone to a safe location
- Administer first aid if necessary
- Account for all students
  - Record extent of injuries
- Complete necessary Incident Report

### **BUS GARAGE**

- If emergency call is received, record all accident information
  - Keep open communication with driver
- Call 911 if not done already by driver
- Provide a second bus and driver to assist with remaining students at the scene
- Notify Superintendent's office and Transportation Supervisor

### **SUPERINTENDENT'S OFFICE**

- Notify Director of Special Education and Principal of the accident
  - Provide updates when available
- Obtain list of student's names on the bus
- Obtain a list of injured students as soon as possible

### **PRINCIPAL'S OFFICE**

- Contact Parent(s) and/or Guardian(s)
- And inform them of the following:
  - List of injured (once available)
  - Medical facility to which injured was transported

## Field Trip Emergency

In the event of a dangerous incident, student injury or illness during a field trip, the safety and well-being of students and staff are the most important factors. Possible emergencies include a missing student, bus accidents, medical emergencies, and inclement weather.

### Missing Student

#### STAFF

- Check with other staff to insure student's location is not known
- Notify staff at the facility of field trip location of the missing student
- Return all students to bus or other secure area
- Appoint staff to search the area
- Notify Principal's Office as soon as possible
  - Call 911 if told to by Principal
- Secure student information from Skyward
- Prepare description of student's clothing (provide picture if possible)
- Complete necessary Incident Report

#### PRINCIPAL'S OFFICE

- If student is not located within 10 minutes, notify Director of Special Education or Superintendent
- Notify Parent(s) and/or Guardian(s)
- Have the last person to see the student available to talk with police
- Have description of student ready for police

---

# Medical Emergency

## STAFF

- Identify the nature of accident or illness
- Call 911 to report incident and provide them with a description of the problem.
- Take necessary First Aid action
- Notify Principal's office as soon as possible
- If possible, remove other students from vicinity to bus or other secure area
- Secure emergency information from Skyward
- Wait for ambulance
- Assist EMS on arrival and provide emergency information
- Assign staff to travel with student if taken to the hospital
- Complete necessary Incident Report

## PRINCIPAL'S OFFICE

- Notify Parent(s) and/or Guardian(s)
- Other notifications necessary:
  - Superintendent's Office
  - Director of Special Education

---

# Severe Weather

## STAFF

### When a Severe Weather Watch is in effect:

- Have cellular phone turned on
- Contact Principal to inform of watch
- If possible, return to school
- If radio is available, monitor weather reports
- Locate Safe shelter. If unable to locate safe shelter, evacuate to area where shelter can be found

### When Watch is Changed to Warning:

- Move students to safest shelter available
- If you must remain outdoors, show students how to take cover in nearest depression
  - Have student's lie flat facedown and cover their heads
- If you are able to locate shelter inside, follow general tornado procedures
  - Students positioned facing an inside wall, sit on floor with head tucked and arms covering head

### If Severe Weather Occurs While on the School Bus:

- When a tornado is sighted, head away from it's path, at a right angle of it
- Try to find shelter under a bridge or overpass
  - Once under overpass, have students open windows & drop to the floor & cover their heads
- In an open area, escort children to a low area (ditch, culvert, ravine, etC.)
  - Have students lie flat facedown & cover their heads
- Account for all students
- Report in as soon as possible

### After Severe Weather:

- Take roll ASAP
- Report any injuries or missing students
- Try to restore calm
- Assist in any First Aid needed in your area
- If necessary, call 911
- Notify Principal
- Await any further instructions

## Tornado or Severe Storm

- Teachers and students should know the difference between a National Weather Service issued Watch and Warning. Remember also there may not be a time for a tornado WARNING before a twister strikes. Tornadoes form suddenly.
  - A tornado WATCH is issued when the possibility of tornadoes exists
  - A tornado WARNING is issued when a tornado has been spotted or indicated on radar.
- Tornado shelter areas are designated in each school. Schools should use interior hallways on the ground floor that are *NOT* parallel to the tornado's path, which is usually from the southwest. Never use gymnasiums, auditoriums or other rooms with wide, free-span roofs. Avoid all windows and other glassed areas. ***The most dangerous locations of a building are usually along the south and west sides and at all corners.***
  - Teachers and students should know their designated shelter areas.
- During a tornado WATCH, specific staff members should be designated to monitor radio or TV for tornado warnings.
- Weather spotters should keep an eye on the sky for dark, rolling clouds, hail, rain, or a ***sudden increase in wind*** in addition to the telltale funnel or roaring noise.
  - **Note:** Tornadoes are often obscured by precipitation or darkness.
- Specific teachers should be assigned to round up students on playgrounds or in other outdoor arenas.
- When students are assembled in designated sheltered areas and when the danger is imminent, they should be instructed to respond to a specific command, such as DROP AND TUCK. They should assume a protective posture facing an interior wall.
  - **Note:** Most tornado deaths are caused by head injuries.

The COOR Educational Center [Tornado Plan Map](#) is posted in each classroom.

### Danger Signs

- **Severe Thunderstorms:** Thunder, lightning, heavy rain, and strong winds.
- **Hail:** Pellets of ice from dark-clouded skies
- **Roaring Noise:** Like a hundred railroad locomotives; a crashing thunderous sound
- **Funnel:** Dark, spinning rope or column from the sky to ground or a sudden increase in wind

## Prior to Onset of Bad Weather

### STAFF

- Be aware of WATCH and WARNING signals
- Know shelter area for your class
- Be aware of any other specific assignments during a WATCH or WARNING

### PRINCIPAL'S OFFICE

- Be aware of guidelines for safe and unsafe shelter areas
- Designate tornado shelter areas
- If possible, have a cellular phone on hand
- A PA announcement should be used (or messenger if no power) to indicate a tornado WARNING (tornado has been sighted and is approaching)
- Contact the CRAF Center (ATC) and inform them of the warning
- Have regular tornado drills: 1 per semester
  - Ensure staff and students know the difference between a WATCH and WARNING
  - Ensure staff and students are aware of shelter areas
  - Instruct students how to DROP AND TUCK.
  - Instruct students outdoors how to take cover in nearest depression
  - Designate staff to monitor radio and TV

## During a Tornado WATCH

### PRINCIPAL'S OFFICE

- Make PA announcement that a tornado WATCH is in effect
- Remind staff and students what to expect if a WARNING is issued
- Remind teachers in exterior rooms to close windows
- Activate pre-designated staff to monitor radio and TV for warnings
- Bring students and staff from playgrounds and other outdoor areas indoors
- Notify maintenance that gas **ONLY** should be shut down if he/she hears a tornado WARNING
- During a tornado WATCH, students may be released to parent or those listed on an emergency release form

### STAFF

- Close windows
- Remind students of tornado drill procedures
  - Define the shelter area they may need to move to
  - Review the DROP AND TUCK position facing the wall
  - Inform students not to be alarmed if lights go out
  - Immediate action may be called for - DROP AND TUCK under desks if instructed to do so

## During a Tornado WARNING

### PRINCIPAL'S OFFICE

- Make a P.A. WARNING announcement immediately
- Move all occupants to tornado shelter areas
- **IMPORTANT:** IF A TORNADO IS SPOTTED OR REPORTED AS BEING VERY IMMINENT, ISSUE A COMMAND OVER P.A. TO DROP AND TUCK WHERE THEY ARE, UNDER DESKS
- Ensure that appointed caretakers assist disabled students
- Account for all students
- Parents arriving at school to pick up students should be invited to shelter inside
- Keep all exterior doors closed

### STAFF

- Evacuate students to shelter area
  - Take roster with you
  - Take flashlight, if available
  - Leave classroom door open
- Have students sit on floor quietly
- Take roll and account for all students
- Keep students calm and quiet
- If you are given DROP AND TUCK command, ensure students face wall
- If you sense that a tornado is imminent, give the DROP AND TUCK command yourself

### MAINTENANCE

- Shut off gas but **NOT** electricity
- Ensure that all exterior doors are closed to prevent wind tunnel effect and flying debris
- If time permits, hand out flashlights
- If there is the possibility that a tornado has hit the building, shut off electrical power immediately.

### BUS DRIVER

- When a tornado is sighted, head away from its path, at a right angle
- Try to find shelter under a bridge or overpass
  - Once under overpass, have students open windows, drop to the floor, and cover their heads
- In an open area, escort children to a low area (ditch, culvert, ravine)
  - Have students lie flat facedown and cover their heads
- Account for all students
- Report in as soon as possible

---

## Post Tornado

### If Building is Struck by a Tornado:

#### PRINCIPAL'S OFFICE

- Call maintenance to ensure that gas and electricity have been shut off at main switches
- Activate medical responses (see medical problem or accident)
- Call 911 (use cell phone)
- Appropriate staff should administer first aid until medics arrive
- All injuries should be noted
- Evacuate damaged area cautiously
- Call the Director of Special Education's office who will ensure that the necessary administrators are notified.
- Take roll and search for any missing staff or students
- Establish a parent-information response team ASAP
- Retain students in an area until it is considered safe
- After crisis, principal should go to hospital to be with the injured
- Complete necessary Incident Report

#### MAINTENANCE

- Shut off gas and electricity at main switches

### If Tornado Passes Without Striking:

#### PRINCIPAL'S OFFICE

- Be cautious, as there may be other funnels in the area
- Continue to monitor radio and TV for current advisory information
- Notify utility companies of any break or suspected break in lines
- Retain students in the area until it is considered safe to return to class, go home, be released to parents, or board school busses
- Make P.A. announcement that all is clear to return to class

#### STAFF

- Take roll ASAP
- Report any injuries or missing students
- Try to restore calm
- Assist in any first aid needed in your area
- Await any further instructions

## Shelter in Place

**Definition:** Sheltering in Place is the use of any classroom or office for the purpose of providing temporary shelter from a hazardous material release.

### EXAMPLE EMERGENCIES:

- Hazardous Material Release
- Chemical Plant Accident
- Chemical Train Derailment
- Chemical Truck Overturning
- Pipeline Rupture
- Other Disaster Affecting the Environment

### PRINCIPAL'S OFFICE

- Receive information and instruction to shelter in place rather than evacuate, due to a nearby hazardous material release
- Activate the school shelter in place plan by PA announcement
- Require all persons in outside areas to go indoors
- Close and lock exterior doors and windows (**NO** entrance or exit)
- Ensure that appointed staff assist disabled students
- Ensure that maintenance immediately shuts off all heating, cooling and ventilation systems for entire building
- In severe cases instruct teachers to secure doors and windows
- Call the Director of Special Education's Office who will ensure that the necessary administrators are notified
- Allow no one to leave the shelter during the emergency
- Be in contact with police for continuous information and instructions until the incident is under control

### STAFF

- Move all students indoors [Tornado Plan Map](#)
- Close all windows and doors to the shelter
- Turn off room heating, cooling and ventilation systems
- If there appears to be air contamination within the shelter, place a wet paper towel over the nose and mouth for temporary respiratory protection
- Verify attendance
- Continue to follow instructions given over the P.A system
- Do not allow anyone to leave the shelter until the ALL CLEAR. *You will be notified by law enforcement, fire, emergency manager, principal or a designee.*

### MAINTENANCE

- Turn off all motors, fans and other power-driven equipment

---

# Evacuation

## EXAMPLE EMERGENCIES

- Fire
- Bomb Threat
- Fallen Aircraft
- Other Disaster
- Chemical Release

## PRINCIPAL'S OFFICE

- Sound fire alarm to signal an evacuation
- Use P.A announcement if alternate evacuation route or assembly area is to be used
- Call 911
- Advise staff to administer first aid as necessary
- Evacuate all staff and students to pre-designated evacuation areas
- Ensure that appointed staff assist students who are disabled
- Pre-appointed staff members should search all areas of building for stragglers
- Ensure that maintenance has turned off all motors, fans, and other power-driven equipment
- Call the Director of Special Education's office who will ensure that the necessary administrators are notified
  - Advise whether primary or alternate assembly area will be used
  - Advise whether students need to be transported by bus to other site
- After total roster is collected, pre-appointed staff should search building for any missing students
- If students are to be evacuated to another site or they are to be dismissed for the day, organize a system for loading the busses as quickly and safely as possible
- If students are to be dismissed for the day, check-out area should be established
- Students should only be released to parents or those listed on emergency release form
- Signal ALL CLEAR/ RETURN TO CLASS when appropriate
- Complete necessary Incident Report

## STAFF

- Evacuate when you hear fire alarm
- Be aware of pre-designated primary and alternative evacuation routes
- Take laptop with you so you can access your class list or have a class list pre-printed and readily available
- Close classroom door and turn out lights as students leave
- Leave building in an orderly manner without rushing or crowding
- If situation warrants, vehicle evacuation will be used to transport students to another site

- If emergency calls for an evacuation without the use of vehicles, walk from the building to the assigned location
- Students should be evacuated at least 300 feet from the building and out of the way of emergency vehicles
- Reassemble students and take roll
- Report any missing students
- Return to the room when you are instructed that it is safe

## **NEW** - Parent and Pupil Reunification

Our top priority in any emergency situation is the safety and security of students. One critical aspect of emergency response is an organized and accountable reunification of students with their parents/guardians in the event of a school crisis or emergency. As part of our Emergency Operations Plan (EOP), we have developed detailed evacuation and reunification plans for all of our school campuses. These plans have been shared with our staff and have been rehearsed by students and staff alike.

Parents/guardians are key partners in reunification events. Guardians can ensure the success of reunification operations by reviewing the steps of the plan and discussing these steps with their student. In stressful situations like those that require reunification, prior discussion and review of the plan helps the process run more smoothly and reduces anxiety.

### **On-Campus Reunification**

Depending on the situation, a reunification may occur at the school. This is an option if the campus is safe and reunification operations will not interfere with an investigation or other emergency responses.

### **Off-Campus Reunification**

If it is not safe to remain on campus or when parents coming to the school could create an additional hazard, reunification operations will be set up off-campus. COOR ISD has designated evacuation and reunification sites that building administrators and staff are familiar with. In the event of an off-campus reunification operation, parents/guardians will be notified via School Messenger text, email and phone call, the location of the reunification site. Notifications may also be made via COOR ISD and/or school specific social media accounts.

### **Delayed student release at Reunification**

Some students may not be released to their parent/guardian immediately. Students who witnessed an incident may need to be interviewed by law enforcement officials, others may need time to speak with a school counselor and some may be receiving medical attention on site. All of these can take time and may delay the release of a student. In these instances, COOR ISD staff will inform and update guardians of the situation as appropriate.

### **If a parent/guardian cannot immediately pick up their student**

If a guardian cannot go to the Reunification Site, their student will only be released to

---

individuals previously identified as emergency contacts. If an emergency contact has not been designated, students will be held until their guardian can arrive at the Reunification Site.

## **NEW- Continuity of Operations Procedures (COOP)**

1. The purpose of Continuity of Operations Procedures (COOP) is to ensure there are procedures in place to maintain or rapidly resume essential operations of the school district after the disruption of these normal operations. These essential operations are the academic, business and physical facilities of the school district.
2. Designated school staff will perform the essential functions as listed below:
  - a. Superintendent/Their Designee/Incident Commander
    - i. Determine when to close schools, and/or send students/staff to alternate locations.
    - ii. Disseminate information internally to students and staff.
    - iii. Communicate with parents, media, and the larger school community.
    - iv. Identify a line of succession, including who is responsible for restoring which business functions for the school.
    - v. Restore administrative and recordkeeping functions such as payroll, accounting, and personnel records.
  - b. Principal and/or Department Heads
    - i. Identify relocation areas for classrooms and administrative operations, if necessary.
    - ii. Create a system for registering students
    - iii. Brief and train staff regarding their additional responsibilities.
    - iv. Secure and provide needed personnel, equipment, resources, and services required for continued operations.
    - v. Identify strategies to continue teaching
    - vi. Other as needed
  - c. Custodians/Maintenance Personnel
    - i. Work with local government officials to determine when it is safe for students and staff to return to the school buildings and grounds.
    - ii. Manage the restoration of school buildings and grounds (e.g. debris removal, repairing, repainting, and/or re-landscaping)
    - iii. Other as needed
  - d. Teaching Staff
    - i. Work with others to obtain class teaching materials
    - ii. Work with others to obtain student curricular materials
    - iii. Prepare for alternative curricular delivery methods as needed.

- iv. Other as directed
  - e. School Secretary/Administrative Support Staff
    - i. Maintain inventory
    - ii. Maintain essential records
    - iii. Ensure duplicate records are kept at a different physical location.
    - iv. Secure classroom equipment, books, and materials in advance.
    - v. Retrieve, collect, and maintain all building personnel data (emergency contacts, etc. ).
    - vi. Provide accounts payable and cash management services
    - vii. Other duties as needed
  - f. Social Workers and School Nurses
    - i. Establish academic and support services for students and staff/faculty.
    - ii. Implement additional response and recovery activities according to established protocols.
  - g. Support Staff
    - i. Determine how transportation, food services, maintenance and custodial services will resume.
3. Annual Training
- a. All core COOP Plan members and senior staff will undergo annual training on the COOP Plan. Training will be designed to inform each member of their responsibilities during a COOP Plan implementation. Identified COOP Plan members will participate in exercises to test academic, physical, and business systems. Training will include testing the information technology (IT) systems and backup data including testing of off-site backup system data and IT operating systems in cooperation with the district office.
4. Inform staff that the threat of or incident no longer exists, and provide instructions for the resumption of normal operations.
5. Supervise an orderly return to the school building.
6. Conduct an after-action review of COOP operations, plans and procedures

---

## **Mental Health and Pupil/Teacher Safety Training Plan**

Our 31-N Behavioral Health Team is available to help meet the behavioral and mental health needs of our students and staff. The following [CDC Mental Health Resource](#) is available to help staff address mental health issues with their students.

## **Improving School Building Security**

C.O.O.R. ISD administration does an annual walk-through with the local police department (Gerrish Township and Roscommon Sheriff's Department) and the Emergency Management Director (989-275-8740). EOP document updates are completed at this time, if necessary. Any suggested improvements by law enforcement are reviewed by the school safety committee.

## **Threats to a School-Sponsored Activity/Event**

Staff are provided with contact numbers for transportation, administration, and first responders in the case of an emergency. All school personnel have these phone numbers printed on the back of their ID badges for quick reference.

If staff are off-campus with students during an emergency, they are to get to a point of safety and immediately call 911. They will then notify the contact numbers listed on the back of their ID badges.

## **Vulnerability Assessment**

A vulnerability assessment can help a school district identify vulnerabilities and help determine areas where improvement is needed. Annually, the CEC completes a walkthrough of the school facilities with local law enforcement, the fire department, and/or the county Emergency Management team.

## Document Links

- [CEC Bomb Threat Checklist](#)
- [Detailed Version of School Response Protocol](#)
- [In An Emergency Take Action PDF](#)
- [Public Address \(PA\) System Document](#)
- [Drill In Progress Door Sign](#)
- [School Response Protocol Parent Handout](#)
- [Lockdown Drill Worksheet](#)
- [Attendance Sheet and Green/Red Cards](#)
- [Office and Classroom Emergency Supplies Checklist](#)
- [School Safety Drills, Documentation, and Reporting Requirements](#)
- [Cardiac Emergency Response Plan](#)
- [Tornado Plan Map 2026](#)
- [Fire Evacuation Map 2026](#)

- D. Approve amended 2025-26 budgets
- ROOC, Inc.
  - Career & Technical Education

92

ROOC  
Fiscal Year Ending June 30, 2026  
Amended Budget January 30, 2026

|                      | AUDITED<br>24-25    | ORIGINAL<br>25-26   | AMENDED<br>25-26    |
|----------------------|---------------------|---------------------|---------------------|
| INTEREST             | -                   | 200                 | 100                 |
| PRODUCTION           | 94,290              | 39,700              | 31,700              |
| DONATIONS            | -                   | 10,600              | 10,000              |
| GRANTS               | -                   | -                   | 4,000               |
| SERVICES             | 1,069,554           | 1,020,000           | 1,116,534           |
| STATE                | 13,434              | 70,923              | 63,464              |
| <b>Total Revenue</b> | <b>\$ 1,177,278</b> | <b>\$ 1,141,423</b> | <b>\$ 1,225,799</b> |

EXPENSES by FUNCTION

|                                     |                   |                  |                  |     |
|-------------------------------------|-------------------|------------------|------------------|-----|
| Program Administration              | 286,230           | 195,974          | 199,437          | 232 |
| Financial Services                  | -                 | 19,597           | 19,748           | 252 |
| Insurance                           | -                 | 3,715            | 3,314            | 259 |
| Operations Building Services        | 51,413            | 96,310           | 94,679           | 261 |
| Transportation                      | 65,206            | 65,621           | 83,758           | 271 |
| Technology                          | -                 | 1,000            | 1,000            | 284 |
| Consumers                           | 60,382            | 77,409           | 74,503           | 289 |
| Staff Retention                     | -                 | 500              | 500              | 290 |
| Summer Work Program                 | -                 | 62,698           | 54,417           | 321 |
| Direct Care Workers and Supervision | 481,241           | 544,282          | 496,817          | 391 |
| <b>Total Expenses</b>               | <b>\$ 944,472</b> | <b>1,067,106</b> | <b>1,028,173</b> |     |

|                             |                   |                  |                   |
|-----------------------------|-------------------|------------------|-------------------|
| Total Revenues              | \$ 1,177,278      | \$ 1,141,423     | \$ 1,225,799      |
| Total Expenses              | \$ 944,472        | \$ 1,067,106     | \$ 1,028,173      |
| <b>CHANGE IN NET ASSETS</b> | <b>\$ 232,806</b> | <b>\$ 74,317</b> | <b>\$ 197,625</b> |

|                       |            |            |              |
|-----------------------|------------|------------|--------------|
| NET ASSETS JULY 1     | \$ 666,857 | 899,663    | 973,980      |
| ** NET ASSETS JUNE 30 | \$ 899,663 | \$ 973,980 | \$ 1,171,606 |

\*\* Audited July 1, 2025





5/8/2024

CAREER AND TECHNICAL EDUCATION FUND  
Friday, January 30, 2026

|                             |
|-----------------------------|
| 2025-2026<br>Amended Budget |
|-----------------------------|

|                             |                  |
|-----------------------------|------------------|
| PERKINS Preliminary Revenue | 163,011          |
| 61a                         | 422,793          |
| 61b                         | 313,344          |
| 61c                         | 2,915            |
| CTE                         | 772,920          |
| Total Revenue               | <u>1,674,984</u> |

|                              |                  |
|------------------------------|------------------|
| PERKINS Preliminary Expenses | 163,011          |
| 61a                          | 422,793          |
| 61b                          | 313,344          |
| 61c                          | 2,915            |
| CTE                          | 961,911          |
| Total Expense                | <u>1,863,975</u> |

Net Change in Assets Year End (188,991)

CAREER AND TECHNICAL EDUCATION FUND  
 Budgetary Comparison Schedule  
 For the Year Ended June 30, 2026

| Revenue      |  | Audited<br>24-25      | Original<br>25-26      | Amended<br>25-26       |
|--------------|--|-----------------------|------------------------|------------------------|
|              | Local Sources                                      | 20,718                | 4,600                  | 13,000                 |
|              | State Sources                                      | 1,066,779             | 897,847                | 808,973                |
|              | Federal Sources                                    | 154,477               | 163,254                | 163,011                |
|              | LEA Payments                                       | 461,000               | 480,000                | 410,000                |
|              | Transfers In                                       | 280,000               | 280,000                | 280,000                |
|              | Total Revenues                                     | <u>1,982,974</u>      | <u>1,825,701</u>       | <u>1,674,984</u>       |
| <br>         |  |                       |                        |                        |
| Expenditures |  |                       |                        |                        |
|              | Instruction  |                       |                        |                        |
|              | Added Needs  | 737,644               | 976,582                | 917,044                |
|              | Support Services                                   |                       |                        |                        |
|              | Pupil  | 62,275                | 53,500                 | 173,288                |
|              | Instructional Staff                                | 52,962                | 10,916                 | 8,162                  |
|              | General Administration                             | 283,505               | 268,357                | 269,248                |
|              | Business Services                                  | 42,965                | 42,898                 | 41,268                 |
|              | Oper and Maintenance                               | 96,984                | 103,143                | 109,942                |
|              | Transportation                                     | 131,371               | 128,250                | 137,500                |
|              | Information Services                               | 19,124                | 29,692                 | 38,449                 |
|              | Support Other                                      | 4,242                 | 4,000                  | 3,000                  |
|              | Payments to Other Public Schools                   | 435,115               | 398,265                | 166,073                |
|              | Facilities, Acquisition, Construction, Improvement | 121,546               | -                      | -                      |
|              | Total Expenses                                     | <u>1,987,733</u>      | <u>2,015,603</u>       | <u>1,863,975</u>       |
| <br>         |  |                       |                        |                        |
|              | Net Change in Fund Balance                         | (4,759)               | (189,902)              | (188,991)              |
|              | Fund Balance Beginning of Year                     | <u>124,231</u>        | <u>119,472</u>         | <u>119,472</u>         |
|              | Fund Balance End of Year                           | <u><u>119,472</u></u> | <u><u>(70,430)</u></u> | <u><u>(69,519)</u></u> |

#### 8. Information Items

- Social Media Report for January activity
- ISD-Wide Board Dinner April 9th, 5:30-8:30 (RSVP with Becky or in Google form)
- AEAO board minutes from Monday, January 5, 2026.
- AEAO board agenda for Monday, February 9, 2026.
- AEAO school index report

*You're  
Invited!*



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

# ISD-Wide Board Dinner Meeting

**Thurs, April 9, 2026  
5:30-8:30 PM**



**Roscommon High School and COOR  
Advanced Technical Innovation Center  
299H Sunset Dr - Roscommon, MI 48653**

**Please  
RSVP by  
March 9th**

***Alternative Educational Academy of Ogemaw County Board Meeting***  
***9:00 a.m.-Michigan Works, West Branch, MI***  
***Minutes-January 5, 2026***

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

**9:08 Call to Order by Tina Williams**

**Roll Call**

Board Present: Mark Berdan, Gail Hughey, Trisha Zeigler, Lisa Bolen, Bryan Crainer  
Staff Present: Tina Williams  
Guest Present: Shawn Petri

Mission and Vision statements read aloud.

**Oath of Office**

Bryan Crainer completed

**Public Comment**

None

**Additions to Agenda:**

None

**Approval of Agenda:**

Motion by Lisa Bolen; Second by Gail Hughey to approve the agenda as presented  
Motion passes 5-0

**Approval of Minutes from December 15, 2025:**

Motion by Mark Berdan; Second by Bryan Crainer to approve the minutes.  
Motion passes 5-0

**Reports:**

- a. Tina Williams provided general updates
  - i. The robotics season has started; We are currently recruiting students
  - ii. I provided Personalities Training in December to staff, feedback was positive
  - iii. Rick Bowers is working with Russo Engineering to determine if the West Branch parking lot needs to be resurfaced or replaced. Substrate sample drilling has been ordered.
- b. Current Enrollment was discussed; numbers will be reported next month
- c. Enrollment process was discussed; no concerns noted
- d. Tina shared visit to a NEMCSA transition apartment in Alpena and the board discussed possible avenues of partnership to support homeless youth enrolled at the AEA.

**Old Business:**

none

**New Business:**

- a. Motion by Mark Berdan; Second by Gail Hughey to approve the 2025-2026 General Fund Budget Amendment  
Yeas: Zeigler, Hughey, Berdan, Crainer, Bolen  
Nays: none  
Motion passes 5-0

**Next meeting:** February 9, 2026, 9:00 am

**Community Input:**

none

**Board Comments:**

none

Adjourned at 9:55 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-February 9, 2026**

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. Public Comment (Agenda Items Only)
5. Additions to Agenda
6. Approval of Agenda
7. Approval of Minutes from January 12, 2026
8. Reports:
  - a. General Updates
  - b. Current Enrollment
  - c. Enrollment Process
  - d. Annual Education Report
  - e. School Index Overview-Mi School Data
9. Old Business
10. New Business:
  - a. 2025-2026 2nd Quarter Account Activity
  - b. 2026 Robotics Travel
11. Future Meeting Date –March 9, 2026
12. Community Input
13. Board comments
14. Adjournment

## School Index School Overview

Alternative Educational Academy of Ogemaw County (02489) / Alternative Educational Academy of Ogemaw County (65900)

**School Overview**

2024-25

Click inside the tiles below to see more information about each key performance indicator.

|   |   |
|---|---|
|  <p><b>Overall Index Score</b><br/>25.51 / 100 points</p>                        |  <p><b>Support Category</b><br/>Universal Support<br/>Not identified for CSI, ATS, or TSI</p>   |
|  <p><b>Growth Index</b><br/>31.50 / 100 points</p>                              |  <p><b>Proficiency Index</b><br/>11.20 / 100 points</p>  |
|  <p><b>Graduation Rate Index</b><br/>19.82 / 100 points</p>                    |  <p><b>English Learner Progress Index</b><br/>N/A</p>   |
|  <p><b>School Quality and Student Success Index</b><br/>36.31 / 100 points</p> |  <p><b>Assessment Participation Index</b><br/>Assessment Participation<br/>84.00 / 100 points<br/>English Learner Participation<br/>N/A</p> |

# JANUARY SOCIAL MEDIA STATS



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

TOP 6 POSTS OUT OF 20:

MONTHLY REACH: 17,190

UP FROM: 10,277

1

COOR Intermediate School District  
Published by **Rebecca Sodi** · 47 ·  
Our thoughts are with Bill Wachowiak's family after his sudden passing. ❤️ Bill brightened many lives here at COOR ISD from 1987 to 2017... See more



**REACH: 4,157**

January 28  
**Bill Wachowiak  
Passing**  
5 shares - 53 reactions  
65 interactions

2



**REACH: 1,905**

January 30  
**Snow Day**  
4 shares - 43 reactions  
53 interactions

3



**REACH 1,107**

January 16  
**Tasty hot Treat**  
3 shares - 40 reactions  
47 interactions

4



**REACH: 1,102**

January 30  
**Cardboard Sled race**  
5 shares - 5 reactions  
13 interactions

5



**REACH: 1,058**

January 5  
**Dean Transportation  
Hiring**  
8 shares - 7 reactions  
15 interactions

6



**REACH: 1,048**

January 27  
**Board Of Education  
Champion**  
3 shares - 26 reactions -  
34 interactions

9. Superintendent's Report

- observing MLK day materials discussion
- furnace replaced
- Director contracts
- CTE Math Improvement Grant discussion
- Office space adjustments

10. Communications:

Recent article about an Adult Transition Center student by Central Michigan University photojournalism student Ella. The article's title is *A Second Family*.

The project was for Ella's photojournalism capstone class. She was assigned a long-term photo story based around the topic of community. Ella wanted to document the work of ATC teachers in order to show how ATC is its own community and also how the students are involved in the community through a series of pictures.

11. Superintendent Evaluation discussion

- A. Closed session -  
Vote to go into closed session for the purpose of an employee evaluation
- B. Return to Open Session

12. **Adjournment**

Time: \_\_\_\_\_