

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

Wednesday, January 10, 2024 6:00 PM

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

## 1. Call to order & Roll Call

School Board Appreciation- Superintendent Petri

## 2. Opening Ceremonies

- Pledge of Allegiance

- Mission Statement

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

## 3. Organization of the Board

A. Election of Board President

Nomination(s):

B. Election of Board Vice President

Nomination(s):

C. Election of Board Secretary

Nomination(s):

D. Election of Treasurer

Nomination(s):

E. Committee Member Selection

-Finance Committee (Reporting, Budgets, Grants, etc.)

-Buildings and Grounds Committee (including Equipment)

-Legislative/Strategic Planning Committee (Quarterly Goal Review)

-Policy Committee (new Administrative Guidelines)

-Personnel Committee (Wages, Contract Negotiation, etc.)

-Evaluation of the Superintendent-Committee of the Whole

-CTE Steering Committee

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The previous committee list is attached for your reference.



## **Proposed 2023 Board Committees**

As of Jan 12, 2023

### **Finance Committee**

1. Ian Faulkner
2. Kara Mularz
3. Nancy Persing

Admin Reps: Kurt Loll, Melisa Akers

### **Policy Committee**

Administrative Guidelines / Procedures—new process.

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

Admin Rep: Katie Fuelling

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

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

Admin Rep: Jared Socia

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

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

Admin Reps: Katie Fuelling, Katie Keith

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

1. Brie Molaison
2. Jim Gendernalik
3. (Dr. Mangutz, alternate)

Admin Rep: Katie Keith, Jill Radosta

### **Evaluation of the Superintendent**

Committee of the Whole

### **CTE Steering Committee** –

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

Administrator: Natalie Davis

4. Adopt the Agenda

5. Presentation: School Grades Report  
for the COOR Educational Center  
Melisa Akers, Director of Special  
Education

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# C.O.O.R. Educational Center School Grades Report

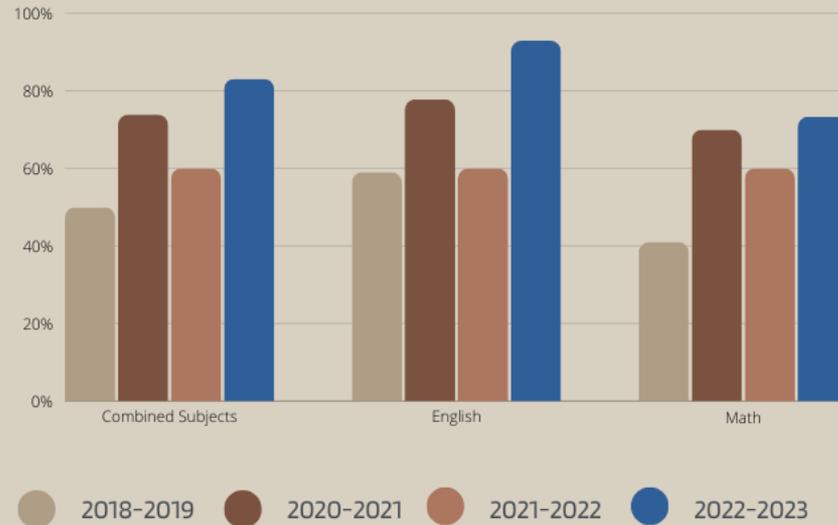


# Important Information about the Data

- Due to the suspension of state assessments during the pandemic, 2019-20 assessment data is not available.
- We do not receive grades in all measures due to our unique population and small size.
- You will see a dip due to the pandemic but the overall trajectory of our data shows a steady increase in Student Proficiency, Performance Among Peers, and Attendance.
- My theory for the increases
  - Implementation of consistent benchmarking began in 2021
  - A stronger emphasis on student growth/proficiency outside of the student's IEP goals.
  - Strong relationships between students and staff who are well trained in instructional practices for students with cognitive disabilities.

# MDE School Grades Report

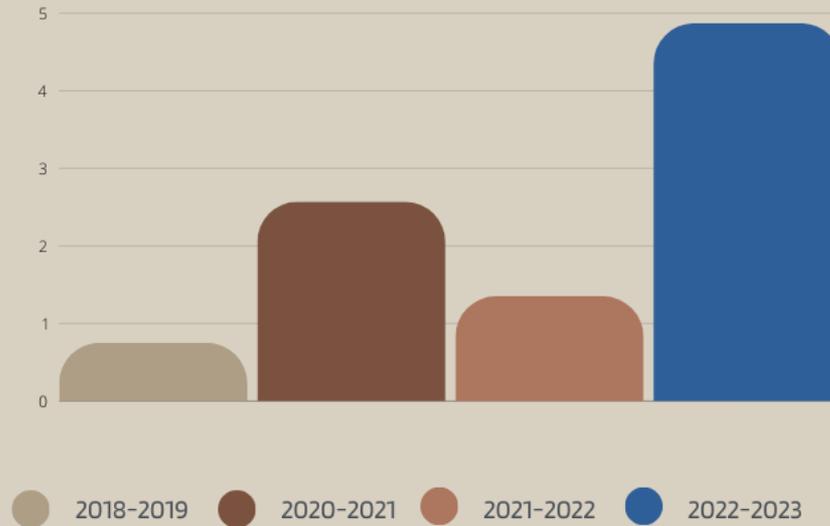
## STUDENT PROFICIENCY



The percentage of CEC students who are meeting Michigan's academic standards based on statewide test results (MiAccess).

# MDE School Grades Report

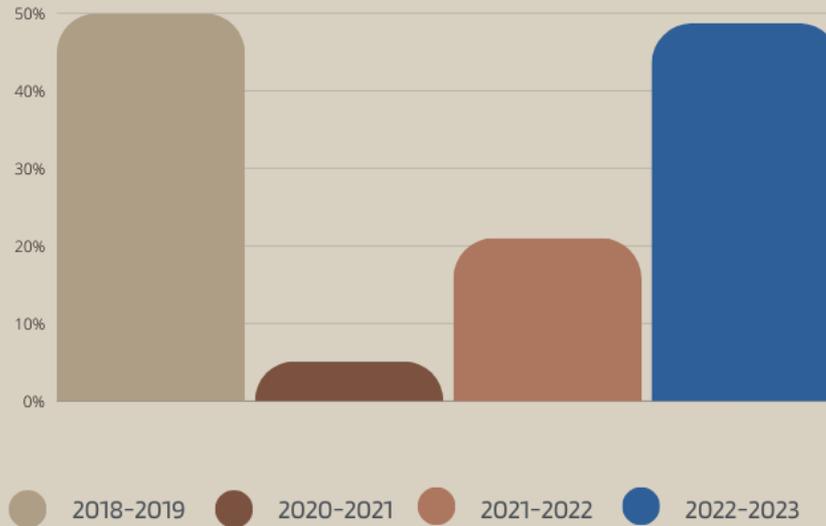
## PERFORMANCE AMONG PEERS



The comparison of student proficiency among similar schools. It compares an individual school to up to 30 schools with similar student enrollment, with similar numbers of students with disabilities, and students receiving free lunches.

# MDE School Grades Report

## ATTENDANCE



The percentage of students who were not absent on more than 10 percent of their enrolled days

# What's Next?

- Benchmarking will continue so we are able to accurately measure student proficiency in academics.
- We will be working on the development of a standards based report card that will provide a more detailed understanding of where each student is based on Michigan's Alternate Content Expectations for English and math. These report cards will be distributed to families each semester, in addition to the student's IEP progress reports (Anticipated for Fall 2024).

6. Department Updates

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



**BOARD OF EDUCATION**

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Jim Gendernalik,  
Trustee

Brie Molaison,  
Trustee

Kara Mularz,  
Trustee

**ADMINISTRATION**

Shawn Petri,  
Superintendent

Melisa Akers,  
Director of  
Special Education

Natalie Davis,  
Director of Career &  
Technical Education

Katie Fuelling,  
Director of  
Instructional  
Services

Katie Keith,  
Supervisor of Early  
Childhood

Somer Quinlan,  
Executive Director  
of ROOC, Inc.

Jared Socia,  
Director of Operations

To: Shawn Petri, Superintendent

From: Natalie Davis, CTE Director

Date: January 3, 2024

Subject: CTE Update

**CTE Construction Project:**

We are still waiting on our security entry system for the front door, but it has been ordered so it's a matter of time. We are getting quotes for signage right now and they are still taking care of a few "punch list" items and compressed air. The 400 Amp electrical panel has been shipped and should be here soon.

**Grants:**

Our teachers are continuing to work hard in their classes through the 61i grant, which wraps up in September of this year. I'm very proud of their efforts!

**Outreach/Marketing:**

We have started scheduling presentations- Grayling and Houghton Lake are finished and we have the rest scheduled. We are scheduling student tours for January and February, and Houghton Lake students will visit next week. We are doing this early with intention to gain exposure prior to the millage vote. The Open House is scheduled for next week also, on Tuesday, January 9th from 4:00-6:30 p.m.

**Millage:**

We've presented to all of the local school boards and will present to KCC Thursday, January 4th. We're excited about the Open House next week, and we are hosting the Business to Business breakfast with the Roscommon Chamber of Commerce here next Thursday, January 11th. I'll be visiting Houghton Lake Rotary club January 10th. If you have another group you'd like us to visit, please let me know. A mailing will go out soon to all registered voters.

**Other:**

I'll be working with Iosco and Clare-Gladwin this month to finalize our Comprehensive Local Needs Assessment and submit it to the state. I also have a required Perkins grant training in Lansing and the MI Career Ed Conference later this month. I will be presenting at the Career Ed Conference this year, as well as taking four local district school counselors to attend (Roscommon, Fairview, and two from Houghton Lake).





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Katie Keith,  
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Childhood

Somer Quinlan,  
Executive Director  
of ROOC, Inc.

Jared Socia,  
Director of Operations

To: Shawn Petri, Superintendent

From: Katie Keith, Early Childhood Supervisor

Date: January 2024

Subject: Early Childhood Update

**Great Start to Quality**

Our staff continues to receive training on the new On-Site Assessment tools that our child care providers will use when they are on their way to get to the highest level of quality (Demonstrating Quality). In the first quarter, the Resource Center hosted 16 training events with 70 child care providers attending. We hosted an in-person CPR training, started a Birth- to- 3 Literacy Essentials training series, Ages and Stages training, and many other trainings. In Quarter 1, our team coached 34 programs with a total capacity of 737 children. On December 13, we had a presence at the Early Head Start and Head Start Family night in Alpena and had items from our Lending Library out to show parents what items we have for them to check out.



## Great Start & Great Start Parent Coalition

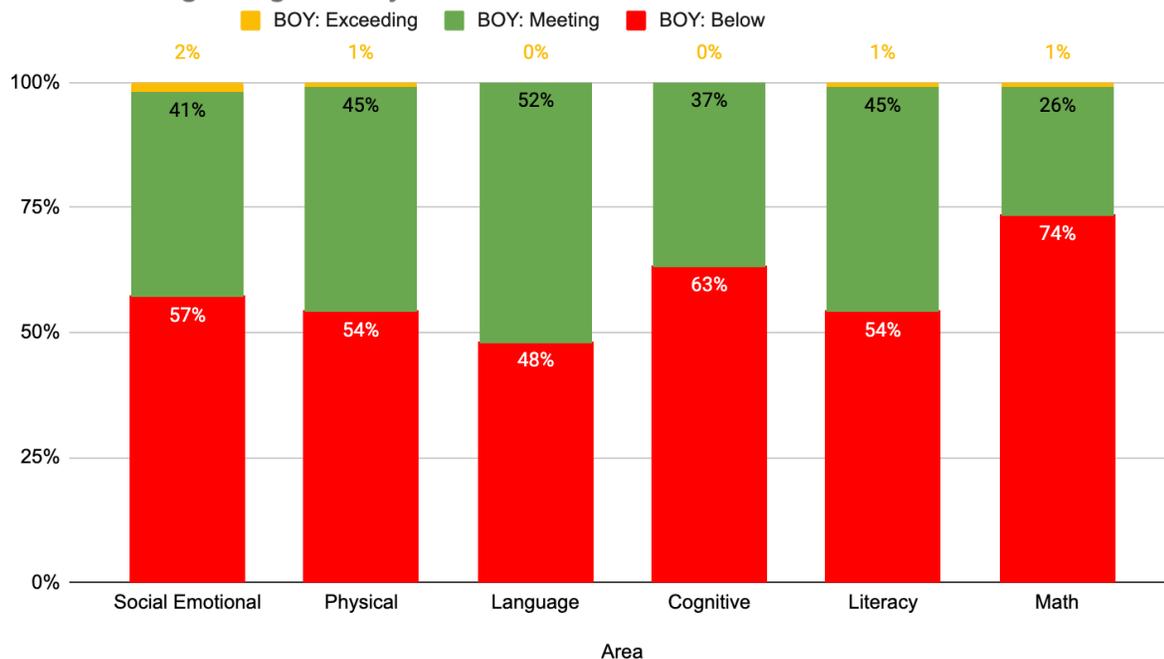
We had 24 kiddos and their families at our Holiday Kids Craft Night in Tawas! Santa even dropped in to take pictures! Every family left with our December book, "How to catch Santa".



## Great Start Readiness Program

GSRP classrooms completed their first student assessment checkpoint in December. The data is as follows:

2023-24 Beginning of the year TSG data



The data reflects more children below in multiple areas compared to 2022-23. We discussed as a team how to intentionally support the children so all of them grow in all areas. The next checkpoint is in February.



# Educational Technology Association

Technology for Learning

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## January 2023 ETA Report

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

### Tickets (ETA Wide):

- Current Open: 279
- Created this month: 1120

### Trainings Provided:

- Artificial Intelligence (AI)
- 3D Printers
- Virtual Reality Tours
- Google
- PowerSchool

### Updates:

- It is Erate season so we are working with districts to see what their needs are to leverage this funding to the fullest.
- Over the past month and break the Network team replaced switches at West Shore ESD, Casman Academy, Onekama, Kaleva Norman Dickson, and Bear Lake.
- We are watching Section 97G, that funding is being pushed back to late February now to due how the funds were distributed. We are hoping to have some Managed Detection Response (MDR) solutions in place with these funds soon.
- We continue attending cyber partner meetings (virtually) to stay informed of the newest threats. We then share this information with all the districts within the four ISD support regions of the ETA.
- Our external vulnerability scanned 72 threats in 1043 locations this month. We have one open vulnerability at this time due to a vendor appliance that has no connection to our network.
- All backups have been verified. This month backups were tested on Crawford Ausable, COOR ISD, Mason County Central, Mesick, MISD, WMISD, and WSESD.
- A file-level restore was made at Roscommon Area Public Schools

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



**BOARD OF EDUCATION**

To: Shawn Petri, Superintendent

Dr. James Mangutz, D.D.S.  
President

From: Katie Fuelling

Nancy Persing,  
Vice President

Date: December 2023 review

Ian Faulkner,  
Treasurer

Subject: Instructional Services Update

Lyn Sperry,  
Secretary

**Instructional Services**

*Director: Katie Fuelling*

Kara Mularz,  
Trustee

- COOR Instructional Leadership Team Communication

Jim Gendernalik,  
Trustee

- *The Instructional Leadership Team continued their work on planning a COOR-wide professional learning event next November by researching possible keynote speakers. The team selected the theme of the Art of Education The Art of Teaching for the event with the overall message of what you do matters, expectations matter. The Team hopes to finalize a speaker at their next meeting. Next, team members continued their learning around implementation science by diving deeper into the exploration and installation stages. Team members assessed where the team is with their work of setting a vision for teaching and learning across the ISD. The team wrapped up the meeting by revisiting previous work on identifying priority instructional practices that will serve as a guide for implementing an instructional system at the ISD and/or across districts.*

Brie Molaison,  
Trustee

**ADMINISTRATION**

Shawn Petri,  
Superintendent

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Director of  
Special Education

Natalie Davis,  
Director of Career &  
Technical Education

Katie Fuelling,  
Director of  
Instructional  
Services

**31n Team**

*Behavioral Health Coordinator: Michelle Culton-Ekstrom*

Katie Keith,  
Supervisor of Early  
Childhood

Our team is having a super productive year with supporting children, teachers, and families in our districts! We are grateful for your collaboration and continued support of the 31n program.

Somer Quinlan,  
Executive Director  
of ROOC, Inc.

During the recent 90 day period 31n Whole Child Specialists have provided the following services: 70 referral intakes, 33 plans of care, and 102 behavioral/clinical assessments.

Jared Socia,  
Director of Operations

Dr. Sloan's Whole Child Assessments have occurred with one student per month this period and he provided 20 follow-up appointments with district team members, parents, and 31n

team members. One appointment in November for a Whole Child Assessment went unfilled, and one appointment for a WCA was canceled in December. In January Dr. Sloane's schedule includes a full trauma assessment for one student and 7 follow up team sessions. Dr. Sloane works collaboratively with health professionals in the community providing recommendations for optimal mental and behavioral health care.

The 31n Whole Child Specialists have been continuing to provide valuable direct services with students and the school teams. Specialists provide group and individual sessions, skill building lessons, cognitive behavioral coaching, and respond to crisis situations. Specialists continue to utilize Trust Based Relational Interventions. Our Student Services Coach continues to provide direct support to teachers with building positive behavioral support within the classroom. In January our team is attending the Trails to Wellness Introduction to CBT and Mindfulness training, aimed at increasing group service opportunities. Our newest team member starts at the end of January at Fairview schools! Please feel free to contact [Michelle Culton-Ekstrom](#) if you have any questions about 31n Services.

## **Early Literacy**

*Early Literacy Coach: Michelle Ewald*

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

- ***Personalized Multi Media Literacy PD***

There are currently 10 staff members from five different buildings (Fairview, Collins/HL, Roscommon, Surline, and Rose City) who are participating in this online offering, and we officially began our work together in Google Classroom on January 8th.

### **District Professional Learning**

- ***Charlton Heston Academy***

Four staff members will be taking part in a book study of *Differentiated Literacy Instruction in Grades 4 & 5* (Walpole) beginning mid-January that will be facilitated through a series of onsite meetings.

- ***Collins Elementary (Houghton Lake)***

Planning is underway for co-facilitating one session (writing) with Deann Gross, Instructional Coach, and two sessions (vocabulary & differentiated instruction) with Heather Garvin, Interventionist, at district-wide PD on January 22nd.

- ***Mio Elementary***

Work has been ongoing with K-5 staff on implementing and evaluating Bookworms and CKLA curriculum pilots. This process will continue through

spring break, when it is expected a decision will be made about which series to adopt.

**Classroom Library Enhancement (CLE) Grant**

- ***Rose City Elementary***

K-3 staff is completing Michigan Virtual modules 3 and 4, and later this month we will meet to discuss our learning and begin the process of classroom library inventory to determine how best to put the grant funds to use.

R.O.O.C. Inc.

11018 North Cut Road, Roscommon, MI 48653

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

MEMORANDUM

To: Shawn Petri  
From: Somer Quinlan  
Re: ROOC Update  
Date: January 4, 2024

After a successful Holiday Christmas Party and a nice little break to charge everyone's batteries, we are all looking forward to what the 2024 year will bring!

We are thankful for the continued support from our community partners as well as our recent donors. We received a generous donation from Robinson Industries, The West Branch Knights of Columbus as well as the Cambridge Family.

Over the past year, there were many improvements made to our building and fleet of vehicles as well as growth and connection within our community expanding our programs and services to provide more opportunities to the people we serve.

WELCOME 2024!



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Brie Molaison,  
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Kara Mularz,  
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Somer Quinlan,  
 Executive Director  
 of ROOC, Inc.

Jared Socia,  
 Director of Operations

To: Shawn Petri, Superintendent

From: Melisa Akers, Director of Special Education

Date: January 5th, 2024

Subject: Special Education Department Update

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

I hope you all had a great holiday season and were able to enjoy time with your families.

The second round of Grow Your Own recipients were recently announced by MDE and three school districts within our ISD will receive these funds which will be used to pay tuition costs for staff who would like to pursue a degree in education. The schools who received these funds are Crawford Ausable, West Branch-Rose City, and Charlton Heston Academy.

As a continuation of MDE's effort to reward and retain the educator workforce, they have announced a loan repayment grant opportunity that will open in late February 2024. I am hoping to apply for this grant as it will be a great incentive for workforce retention. I will be sending out a survey to determine how many ISD staff members would be eligible. This opportunity is open to any staff who work directly with pre-K to 12 students. This includes therapists and school administrators, along with teachers and possibly paraprofessionals. As it is written, eligible candidates would receive payments between \$200-\$400 per month for the purpose of offsetting their existing student loans. Stay tuned to see if we are the recipients of this grant and, if so, how many staff members will benefit.

At the end of December, the annual School Grades and Rankings were released by MDE. It was exciting news for the COOR Educational Center as they have made significant progress in three areas: Proficiency, Performance Among Peers, and Attendance. Below is a summary of those scores. I will be presenting this information at the board meeting.

Indicator		2021-2022	2022-2023	Description
Student Proficiency	Combined Subjects	60%	83.1%	The percentage of CEC students who are meeting Michigan's academic standards based on statewide test results (MiAccess).
	English	60%	92.9%	
	Math	60%	73.3%	
Performance Among Peers		1.35	4.87	The comparison of student proficiency among similar schools. It compares an individual school to up to 30 schools with similar student enrollment, with similar numbers of students with disabilities, and students receiving free lunches.
Attendance		21.1%	48.7%	The percentage of students who were not absent on more than 10 percent of their enrolled days

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

We currently have 64 students enrolled. In the second quarter of FY 2023-24 (Oct-Dec) we had 32 new referrals: 9 CASD, 7 HLCS, 6 RAPS, 8 WBRC, 1 Mio-AuSable and 1 Fairview.

The Early On General Supervision monitoring was completed and we received their final report. There was one finding of noncompliance issued for a lack of documentation of service frequency and length of session. Three students will be offered compensatory time. The Corrective Action Plan, which must be submitted by Feb 1st, will include the development of procedures for documenting service frequency and length, or exceptional family circumstances.

Early On and Early Childhood Special Education (Birth to Five) has transitioned to the new Michigan Department of Lifelong Education, Advancement, and Potential. There's more information in this press release.

<https://www.michigan.gov/mileap/press-releases/2023/12/01/whitmer-launches-department-of-lifelong-education-advancement>

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

On Wednesday, December 20th, students, families, and staff gathered at the CRAF Center Gym for the first COOR Educational Center Holiday Party since 2018. It was wonderful to see everyone come together to celebrate and enjoy good food and fellowship. This party would not have happened without the hard work of our school leadership team, Meaghan Maynard, and our incredible generous sponsors: Roscommon County Community Foundation, Roscommon

Rotary Club, Up North Voice Michigan, Houghton Lake Resorter, and Walmart and Meijer of West Branch. These organizations donated money and food. Our party would not have been possible without their support. We are also very grateful to Keith & Mary Kleinert for providing the wonderful music.



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

Fall was BUSY. We have welcomed new students to the COOR Educational Center after extensive reviews, using new procedures developed this year. We have also continued to work closely with local districts to continue lines of support for students with complex needs. These students are being educated in their least restrictive environment, and we can help support the special and general education teams in a variety of aspects, from writing meaningful and compliant IEPs to sending Thalma in to support complex behavior and implementation of best practice. Thalma was critical in helping transition a new preschooler with complex needs into the classroom for the first time and it was amazing to see the outcome of special education, early childhood education, general education and local district teams coming together.

I'm currently busy onboarding a new speech language pathologist that will be providing in person services two days per week, continuing to coordinate all in person and virtual speech language pathologists, preparing for a follow-up ASD training at RAPS, a more comprehensive special education training for HLCS, an education benefit review training with Brenda at COOR, and will be submitting the last quarter's proportionate share documentation this week. In addition to longer term projects, I answer several procedural questions every day and am on call to support all special education staff in all local districts and the CEC for all their technical assistance needs. I'm also on the search for speech language pathology candidates for our open positions!

Winter is picking up at a fast pace and it's amazing and wonderful! Happy New Year.

7. Public Participation

-The public may raise his/her hand during this session of the meeting.

-Individuals may speak for a maximum of 5 minutes.

-Groups may speak for a maximum of 15 minutes.

8. 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 December 13, 2023.

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## Meeting Minutes

A regular meeting of the Board of Education (the “Board”) was held at 11051 N Cut Rd, Roscommon, MI, on Wednesday, Dec 13, 2023. President Mangutz called the meeting to order at 6:04 P.M.

### 1. Call to order & Roll Call

Attendance Taken at 6:04 PM. **Present:** Jim Gendernalik, Jim Mangutz DDS, Kara Mularz, Nancy Persing, Lyn Sperry, **Absent:** Ian Faulkner, Brie Molaison.

### 2. Opening Ceremonies

- Pledge of Allegiance & Mission Statement

### 3. Adopt the Agenda

*Adopt the agenda as presented, including recently added action item 8H.* This motion, made by Kara Mularz and seconded by Lyn Sperry, Carried (5-0, 2 absent).

### 4. Presentation: Michele Cochrane and Amber Akin with the C.O.O.R. ISD Early On Program.

There are currently eighteen people on the COOR ISD Early On team working with families and children up to age three. Children become eligible for Early On services if they are found eligible for special education services at birth, if they have a 20% or greater developmental delay, or if they have an established medical condition that puts them at risk for a developmental delay. The team works with families, often in their homes, under an Individualized Family Service Plan (IFSP). The Early On program was audited recently and the audit went very smoothly. This program changes lives & helps families greatly.

### 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.

### 7. Consent Agenda

*Approve all items on the Consent Agenda.* This motion, made by Kara Mularz and seconded by Nancy Persing, Carried (5-0, 2 absent).

7.A. Approve minutes of previous meeting, November 8, 2023

7.B. Approval of Bills for November 2023 totaling \$1,964,808.07

7.C. Approve Revenue & Expenditure Reports for November 2023

7.D. Approve the Early Childhood Support Network Subrecipient Contract and Scope of Work with the Eastern Upper Peninsula ISD for Great Start to Quality Resource Center as well as the contract with the Early Childhood Investment Corporation (ECIC) for the Infant/Toddler Quality Improvement program for Oct 1, 2023 to Sept 30, 2024

## 8. Action Items

- 8.A. *Approve overnight expenses and registration for Superintendent Petri to attend the Midwest School Safety Summit in Lansing on Jan 16-17 and the MAISA Mid-Winter Conference at the Renaissance Center in Detroit on Jan 24-26th.* This motion, made by Nancy Persing and seconded by Lyn Sperry, Carried (5-0, 2 absent).
- 8.B. *Authorize the superintendent or designee to seek bids for and purchase a company vehicle at a cost up to \$40,000 to replace the 2008 Chevy Impala.* This motion, made by Lyn Sperry and seconded by Kara Mularz, Carried (5-0, 2 absent).
- 8.C. Ratify the hiring of personnel:  
-Danielle Zick, Occupational Therapist for Crawford AuSable Schools, as a fulltime employee, member of the COOR Educational Association at MA+30, step 4 for 129 days through June 30, 2024.  
-Eileen Smith, Speech/Language Pathologist at Charlton Heston Academy two days per week (part time) at MA+30, step 30 through June 30, 2024.  
*Ratify the hiring of Danielle Zick, Occupational Therapist, and Eileen Smith, part time Speech/Language Pathologist.* This motion, made by Kara Mularz and seconded by Lyn Sperry, Carried (5-0, 2 absent).
- 8.D. *Approve a new contract with Josh Meyer, Welding Instructor, to make him a full-time employee with benefits, effective November 27, 2023 to and including June 6, 2024.*  
This motion, made by Nancy Persing and seconded by Jim Gendernalik, Carried (5-0, 2 absent).
- 8.E. *Approve a retention bonus of 1.0 to 1.5 percent for staff that have not received a stipend already through a collective bargaining agreement or handbook.*  
This motion, made by Lyn Sperry and seconded by Nancy Persing, Carried (5-0, 2 absent).  
  
This bonus will be awarded annually if the Superintendent deems that the COOR budget can afford it.
- 8.F. *Accept an amendment to the Special Education Budget for 2023-24 as presented.*  
This motion, made by Kara Mularz and seconded by Lyn Sperry, Carried (5-0, 2 absent).  
  
Kurt Loll, Finance Director, discussed the proposed changes. Categorical funding has been finalized. There was an increase in revenue from the state and federal sources. More staff have been added to increase services.
- 8.G. *Approve quote from Up North Security for interior door locks with electronic job access at the COOR Educational Center.* This motion, made by Kara Mularz and seconded by Nancy Persing, Carried (5-0, 2 absent). The company is based out of Rose City, Michigan.

## 9. Information Items

- November Social Media Report: Reach of 5,931 from 18 posts
- New Welding Parapro, Alex Koslakiewicz
- New Front Desk Receptionist, Alicia Smith
- January Organizational meeting Wed, Jan 10<sup>th</sup> at 6:00 PM and a Board Retreat for goal planning and Superintendent evaluation/goals – Monday, Jan 22<sup>nd</sup> at 5:00 PM
- AEAOC reports will be in February
- Save the date: April 16, 2024- ISD-Wide Board Dinner in Grayling

10. Superintendent's Report

- Thrun PERA Policies
- ISD Millage Chart – COOR ISD
- Save the Date: Board Dinner April 16, 2024
- MI Works 7b is asking for assistance in funding Career Navigators in local districts.
- Thrun Law firm has kept admin updated with PERA (public employee relations act) changes on bargaining agreement changes.
- CTE Millage Campaign Update Local districts each have large posters. Postcards will be sent to every voter. Shawn and Natalie have been presenting to many organizations. All RAPS staff toured the CATIC today.

11. Communications

- AEAOC Audit Presentation (Feb)
- AEAOC November minutes
- AEAOC December agenda
- AEAOC Graduation & Dropout Audit report
- Approve Policy updates from Thrun Law Firm for future adoption
- Dr. Gary Roberts was selected as the new KCC President

12. Adjournment

Adjourn the meeting. This motion, made by Jim Gendernalik and seconded by Kara Mularz, Carried (5-0, 2 absent). Time: 7:41

Respectfully submitted,



Rebecca Socia,  
Recording Secretary

Lyn Sperry  
Board Secretary

B. Approval of Bills for December  
2023 totaling \$1,232,162.07

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# A/P Check Register

Printed: 01/03/2024 11:46:57AM

COOR ISD

Check Date: 12/1/2023 to 12/31/2023

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
10020	KEENAN THERAPEUTICS PC	9341	12/07/2023	102729	(7,093.06)	0.00	(7,093.06)
<b>Void by KLM on 12/7/2023</b>							
141724	FIDELITY SECURITY LIFE INSURANCE COMPANY	99	12/01/2023	102953	440.80	0.00	440.80
142099	MARKEY TIRE AND AUTO	480	12/04/2023	102954	275.90	0.00	275.90
20310	UNITED WAY OF ROSCOMMON COUNTY	93	12/08/2023	102955	2.00	0.00	2.00
141586	WELTMAN, WEINBER & REIS CO., LPA	93	12/08/2023	102956	163.92	0.00	163.92
8420	EAST HIGGINS LAKE TRUE VALUE	481	12/07/2023	102957	146.61	0.00	146.61
6781	FRONTIER	481	12/07/2023	102958	900.00	0.00	900.00
16390	RAY'S PARTS CENTER	481	12/07/2023	102959	9,272.52	0.00	9,272.52
141983	SHANNON CARLL	481	12/07/2023	102960	160.00	0.00	160.00
141726	BLUE CROSS BLUE SHIELD OF MI	99	12/13/2023	102961	776.76	0.00	776.76
142013	BLUE CARE NETWORK	99	12/13/2023	102962	179.72	0.00	179.72
12880	MESSA	99	12/13/2023	102963	4,010.61	0.00	4,010.61
142110	ALEX KOSLAKIEWICZ	482	12/15/2023	102964	103.75	0.00	103.75
142049	ALORA EHLERT	482	12/15/2023	102965	14.41	0.00	14.41
141200	AMAZON CAPITAL SERVICES INC	482	12/15/2023	102966	5,581.53	0.00	5,581.53
141731	AMBER AKIN	482	12/15/2023	102968	672.03	0.00	672.03
19598	AMBER LARRISON	482	12/15/2023	102969	407.98	0.00	407.98
18560	ANNMARIE SPEAR	482	12/15/2023	102970	106.35	0.00	106.35
142107	AXIUM SERVICES INC	482	12/15/2023	102971	10,880.42	0.00	10,880.42
141990	AYESHA WEBER	482	12/15/2023	102972	138.86	0.00	138.86
142013	BLUE CARE NETWORK	482	12/15/2023	102973	30,231.86	0.00	30,231.86
141726	BLUE CROSS BLUE SHIELD OF MI	482	12/15/2023	102974	1,443.07	0.00	1,443.07
141726	BLUE CROSS BLUE SHIELD OF MI	482	12/15/2023	102975	703.49	0.00	703.49
142103	BOULDER POINTE PRODUCTIONS	482	12/15/2023	102976	3,685.00	0.00	3,685.00
11592	CARRIE MACKO	482	12/15/2023	102977	51.09	0.00	51.09
142092	CH COMMUNICATION CONSULTING	482	12/15/2023	102978	3,200.00	0.00	3,200.00
141931	CHRISTINA PUDVAN	482	12/15/2023	102979	198.34	0.00	198.34
19631	CHRISTINA TAPPAN	482	12/15/2023	102980	264.88	0.00	264.88
4100	CONSUMERS ENERGY PAYMENT CENTER	482	12/15/2023	102981	2,833.64	0.00	2,833.64
355	CONTINUED/CONTINUING EDUCATION	482	12/15/2023	102982	356.00	0.00	356.00
4331	COURTYARD DETROIT DOWNTOWN	482	12/15/2023	102983	537.37	0.00	537.37
4400	CRAF CENTER	482	12/15/2023	102984	2,400.00	0.00	2,400.00
4470	CRWFD CNTY TRANSP AUTH	482	12/15/2023	102985	1,200.00	0.00	1,200.00
141892	DEALERS SUPPLY COMPANY	482	12/15/2023	102986	170.50	0.00	170.50
4900	DEAN TRANSPORTATION INC	482	12/15/2023	102987	159.58	0.00	159.58
11056	DESIREE LIPSKI	482	12/15/2023	102988	648.98	0.00	648.98
142101	DOUBLE TREE BY HILTON LANSING	482	12/15/2023	102989	180.83	0.00	180.83
5812	EMERGENCY SERVICES OF HOUGHTON LAKE	482	12/15/2023	102990	1,275.00	0.00	1,275.00
141724	FIDELITY SECURITY LIFE INSURANCE COMPANY	482	12/15/2023	102991	32.86	0.00	32.86
141920	FRANCES JACOBS	482	12/15/2023	102992	70.89	0.00	70.89
6781	FRONTIER	482	12/15/2023	102993	95.87	0.00	95.87
141697	FUN FIRST THERAPY	482	12/15/2023	102994	14,383.13	0.00	14,383.13
141738	GILL-ROY'S HARDWARE	482	12/15/2023	102995	134.95	0.00	134.95
141981	HEATHER SHARPE	482	12/15/2023	102996	236.98	0.00	236.98
141941	HELEN SHASTAL	482	12/15/2023	102997	261.87	0.00	261.87
142025	HOUGHTON LAKE COOPERATIVE PRESCHOOL INC	482	12/15/2023	102998	27,992.93	0.00	27,992.93
141500	HYATT PLACE LANSING - EAST	482	12/15/2023	102999	0.00	0.00	0.00
<b>Void by KLM on 1/2/2024</b>							
9160	IMPACT OFFICE PRODUCTS	482	12/15/2023	103000	155.97	0.00	155.97
141970	JE JOHNSON CONTRACTING INC	482	12/15/2023	103001	17,978.40	0.00	17,978.40

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
142086	JENNIFER HART	482	12/15/2023	103002	94.32	0.00	94.32
9025	JIM GENDERNALIK	482	12/15/2023	103003	66.68	0.00	66.68
141506	JOSH MEYER	482	12/15/2023	103004	443.55	0.00	443.55
141343	KARA MULARZ	482	12/15/2023	103005	79.78	0.00	79.78
142106	KASSIDY QUIGLEY	482	12/15/2023	103006	561.34	0.00	561.34
19892	KATHRYN TOONSTRA	482	12/15/2023	103007	113.97	0.00	113.97
141488	KATIE FUELLING	482	12/15/2023	103008	345.19	0.00	345.19
10030	KATIE KEITH	482	12/15/2023	103009	329.86	0.00	329.86
142108	KAYLA MOORE	482	12/15/2023	103010	103.75	0.00	103.75
10020	KEENAN THERAPEUTICS PC	482	12/15/2023	103011	17,647.14	0.00	17,647.14
141492	KERRI SMITZ	482	12/15/2023	103012	72.05	0.00	72.05
141954	KURT NOTHSTINE	482	12/15/2023	103013	160.29	0.00	160.29
142036	KYM NARAYANA	482	12/15/2023	103014	111.88	0.00	111.88
141321	LET'S TALK LITERACY LLC	482	12/15/2023	103015	12,000.00	0.00	12,000.00
5155	LI'L WILLIES	482	12/15/2023	103016	115.00	0.00	115.00
141972	LILLIE MEADOWS	482	12/15/2023	103017	155.24	0.00	155.24
141719	LYN SPERRY	482	12/15/2023	103018	71.92	0.00	71.92
141656	MARK A SLOANE DO PC	482	12/15/2023	103019	2,750.00	0.00	2,750.00
12510	MASA	482	12/15/2023	103020	550.00	0.00	550.00
11952	MATTS LAKE STREET GRILL	482	12/15/2023	103021	90.00	0.00	90.00
142109	MEEKHOF TIRE OF GAYLORD	482	12/15/2023	103022	3,226.18	0.00	3,226.18
141288	MELANIE GREEN	482	12/15/2023	103023	442.13	0.00	442.13
11598	MELISSA MAEDER	482	12/15/2023	103024	252.70	0.00	252.70
12880	MESSA	482	12/15/2023	103025	50,360.20	0.00	50,360.20
142077	MICHELLE CULTON EKSTROM	482	12/15/2023	103026	428.42	0.00	428.42
141775	MICHELLE EWALD	482	12/15/2023	103027	398.11	0.00	398.11
15652	NANCY PERSING	482	12/15/2023	103028	109.78	0.00	109.78
141772	NATALIE DAVIS	482	12/15/2023	103029	253.42	0.00	253.42
14545	NEMCSA	482	12/15/2023	103030	26,108.18	0.00	26,108.18
141229	PITNEY BOWES GLOBAL FINANCIAL SVS LLC	482	12/15/2023	103031	500.46	0.00	500.46
16020	PRECISION DATA PRODUCTS	482	12/15/2023	103032	387.96	0.00	387.96
141263	PRESENCE LEARNING, INC.	482	12/15/2023	103033	12,748.00	0.00	12,748.00
16390	RAY'S PARTS CENTER	482	12/15/2023	103034	90.82	0.00	90.82
18430	REBECCA SOCIA	482	12/15/2023	103035	29.22	0.00	29.22
141124	REBEKAH SEELow	482	12/15/2023	103036	360.78	0.00	360.78
142072	REGION INSIGHTS	482	12/15/2023	103037	7,627.44	0.00	7,627.44
19081	ROBERT J GORDON DOFAA-INS PLLC	482	12/15/2023	103038	45.00	0.00	45.00
7160	ROSCOMMON AREA PUBLIC SCHOOLS BUSINESS OFFICE	482	12/15/2023	103039	37,566.07	0.00	37,566.07
17030	ROSCOMMON COUNTY TRANSPORTATION AU	482	12/15/2023	103040	2,200.00	0.00	2,200.00
7161	ROSCOMMON FOOD SERVICE	482	12/15/2023	103041	971.60	0.00	971.60
142100	SAFE AND SOUND SCHOOLS	482	12/15/2023	103042	299.00	0.00	299.00
141893	SCHOOL PSYCHOLOGICAL SERVICES PLLC	482	12/15/2023	103043	5,362.50	0.00	5,362.50
17870	SEG WORKERS COMPENSATION FUND	482	12/15/2023	103044	1,880.00	0.00	1,880.00
141133	SHANNON REA	482	12/15/2023	103045	86.20	0.00	86.20
141992	SHARON MCMILLAN	482	12/15/2023	103046	126.15	0.00	126.15
141307	SNAP ON INDUSTRIAL	482	12/15/2023	103047	60.76	0.00	60.76
142084	SOLIANT	482	12/15/2023	103048	1,560.06	0.00	1,560.06
18555	SPARTAN STORES LLC	482	12/15/2023	103049	455.22	0.00	455.22
141649	STAPLES	482	12/15/2023	103050	410.33	0.00	410.33
1415	TAMMY BAUDOUX	482	12/15/2023	103051	369.42	0.00	369.42
7180	TERESA GERTISER	482	12/15/2023	103052	20.96	0.00	20.96
141511	THALMA HIBBARD	482	12/15/2023	103053	153.27	0.00	153.27
142097	THE DISCOVERY SOURCE	482	12/15/2023	103054	1,613.52	0.00	1,613.52

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141944	TRACEY STEIN	482	12/15/2023	103055	360.78	0.00	360.78
8232	TRACY HENDERSHOTT	482	12/15/2023	103056	244.08	0.00	244.08
142102	UP NORTH EMBROIDERY	482	12/15/2023	103057	65.00	0.00	65.00
141976	UP NORTH SECURITY AND TECHNOLOGY	482	12/15/2023	103058	11,200.00	0.00	11,200.00
141582	VISION CONSULTING LLC	482	12/15/2023	103059	569.72	0.00	569.72
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	482	12/15/2023	103060	44,478.95	0.00	44,478.95
21235	WEXFORD-MISSAUKEE ISD	482	12/15/2023	103061	55.00	0.00	55.00
20970	WM CORPORATE SERVICES INC	482	12/15/2023	103062	124.83	0.00	124.83
21770	XEROX CORP	482	12/15/2023	103063	1,383.50	0.00	1,383.50
19978	TSA CONSULTING GROUP INC	93	12/22/2023	103064	1,710.00	0.00	1,710.00
20310	UNITED WAY OF ROSCOMMON COUNTY	93	12/22/2023	103065	2.00	0.00	2.00
141441	VELO LAW OFFICE	93	12/22/2023	103066	196.11	0.00	196.11
141586	WELTMAN, WEINBER & REIS CO., LPA	93	12/22/2023	103067	197.05	0.00	197.05
2045	BLUE CROSS BLUE SHIELD OF MI	483	12/20/2023	103068	244.49	0.00	244.49
4440	CRAWFORD AUSABLE SD	483	12/20/2023	103069	28.00	0.00	28.00
4900	DEAN TRANSPORTATION INC	483	12/20/2023	103070	83,819.70	0.00	83,819.70
5187	DISCOUNT MUGS	483	12/20/2023	103071	389.72	0.00	389.72
5385	DTE ENERGY	483	12/20/2023	103072	2,843.68	0.00	2,843.68
142111	ELIZABETH ROBERTS	483	12/20/2023	103073	250.00	0.00	250.00
141697	FUN FIRST THERAPY	483	12/20/2023	103074	24,881.05	0.00	24,881.05
8700	HOME DEPOT CREDIT SERVICES	483	12/20/2023	103075	1,889.47	0.00	1,889.47
9385	IOSCO RESA	483	12/20/2023	103076	144,743.93	0.00	144,743.93
141120	KAREN L POPE	483	12/20/2023	103077	441.99	0.00	441.99
141667	KAREN WALTON EBNIT	483	12/20/2023	103078	3,510.00	0.00	3,510.00
141422	MELISA AKERS	483	12/20/2023	103079	141.35	0.00	141.35
21278	NICOLE GRACE	483	12/20/2023	103080	2,164.95	0.00	2,164.95
142084	SOLIANT	483	12/20/2023	103081	1,083.38	0.00	1,083.38
141208	SOMER QUINLAN	483	12/20/2023	103082	15.03	0.00	15.03
18782	STATE OF MICHIGAN	483	12/20/2023	103083	79,900.00	0.00	79,900.00
20571	VERIZON WIRELESS	483	12/20/2023	103084	1,194.58	0.00	1,194.58
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	483	12/20/2023	103085	24,087.78	0.00	24,087.78
19631	CHRISTINA TAPPAN	484	12/21/2023	103086	168.07	0.00	168.07
141894	CULLIGAN WATER CONDITIONING	484	12/21/2023	103087	68.00	0.00	68.00
11056	DESIREE LIPSKI	484	12/21/2023	103088	335.89	0.00	335.89
5812	EMERGENCY SERVICES OF HOUGHTON LAKE	484	12/21/2023	103089	1,267.01	0.00	1,267.01
141738	GILL-ROY'S HARDWARE	484	12/21/2023	103090	21.99	0.00	21.99
10030	KATIE KEITH	484	12/21/2023	103091	123.66	0.00	123.66
142036	KYM NARAYANA	484	12/21/2023	103092	134.80	0.00	134.80
141422	MELISA AKERS	484	12/21/2023	103093	146.16	0.00	146.16
11598	MELISSA MAEDER	484	12/21/2023	103094	98.12	0.00	98.12
14631	NMCAA	484	12/21/2023	103095	2,626.68	0.00	2,626.68
141124	REBEKAH SEELow	484	12/21/2023	103096	194.41	0.00	194.41
17030	ROSCOMMON COUNTY TRANSPORTATION AU	484	12/21/2023	103097	40.00	0.00	40.00
141992	SHARON MCMILLAN	484	12/21/2023	103098	102.12	0.00	102.12
15685	SHAWN PETRI	484	12/21/2023	103099	310.17	0.00	310.17
20152	TAMMY TYLER	485	12/21/2023	103100	349.64	0.00	349.64
141105	HEALTH EQUITY	94	12/08/2023	201705256	0.00	2,081.03	2,081.03
20245	US TREASURY	94	12/08/2023	201705257	0.00	41,232.19	41,232.19
141785	ORS UAAL	94	12/06/2023	201705258	0.00	125,991.62	125,991.62
141103	ORS	94	12/01/2023	201705259	0.00	77,730.91	77,730.91
141103	ORS	94	12/15/2023	201705260	0.00	77,311.74	77,311.74
141105	HEALTH EQUITY	94	12/22/2023	201705261	0.00	2,081.03	2,081.03

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141106	MICHIGAN DEPT OF TREASURY	94	12/22/2023	201705262	0.00	14,954.42	14,954.42
20245	US TREASURY	94	12/22/2023	201705263	0.00	46,254.15	46,254.15
141103	ORS	94	12/28/2023	201705264	0.00	75,550.86	75,550.86
20245	US TREASURY	96	12/29/2023	201705265	0.00	380.87	380.87
<b>Report Totals</b>					<u>\$768,593.25</u>	<u>\$463,568.82</u>	<u>\$1,232,162.07</u>

C. Approve Revenue & Expenditure  
Reports for December 2023 (CTE, Gen  
Fund, ROOC, Special Ed, and Summary  
reports)

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**Revenue and Expenditure Report  
GENERAL FUND  
12/31/2023**

Revenue		December Activity	Open Encumbrance	Year to Date	Adopted Budget
100	Revenue from Local Sources	1,707	-	262,938	1,092,778
300	Revenue from State Sources	582,112	-	4,212,595	4,996,310
400	Revenues from Federal Sources	-	-	170,865	1,183,219
500	LEAs	34,529	-	198,786	412,921
600	Fund Modifications (Transfers In)	-	-	-	-
Total Revenue		618,348	-	4,845,184	7,685,228

Expense		December Activity	Open Encumbrance	Year to Date	Adopted Budget
125	Compensatory Education	-	-	132	5,461
211	Truancy	-	-	-	5,000
213	Behavioral Services	24,979	330	86,252	200,757
216	Social Work Services	96,479	59	214,166	746,881
221	Improvement of Instruction	64,601	1,758	353,541	762,637
226	Supervision of Instructional Staff	19,333	59	110,300	248,451
229	Other Instructional Staff Services	5,668	-	68,455	150,215
231	Board of Education	4,194	-	35,151	149,143
232	Executive Administration	35,411	197	233,779	383,817
252	Fiscal Services	26,983	-	183,364	317,906
259	Other Business Services	-	-	2,030	3,200
261	Operations Buildings Services	5,690	758	34,781	131,170
283	Staff/Personnel Services	-	-	2,557	3,000
284	Information Management Services	2,499	690	183,795	234,450
285	Pupil Accounting	8,542	-	55,166	104,040
299	Other Support Services	-	-	314	2,500
311	Community Services Direction	18,114	1,508	47,565	-
331	Community Activities	12,851	1,368	91,816	128,662
351	Custody and Care of Children	43,807	-	280,190	170,267
411	Payments to LEAs GSRP	143,965	-	1,038,910	2,550,040
445	TRAILS GRANT SEC 31 P	-	-	-	625,000
456	Building Improvements Services	-	-	8,545	5,000
626	Fund Modifications (Transfers Out)	-	-	-	360,000
Total Expense		513,114	6,727	3,030,809	7,287,597

Revenues over Expenses

1,814,375

1/2/2024  
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**Revenue and Expenditure Report  
CAREER TECH FUND  
12/31/2023**

Revenue		December Activity	Open Encumbrance	Year to Date	Adopted Budget
4000	PERKINS	-	-	19,664	167,242
3440	61 A	36,353	-	101,615	372,624
3550	61 B	96,563	-	120,206	383,078
3790	61 C	314,654	-	662,211	576,923
2530	61 I	-	-	183,795	183,795
0000	CTE	7,604	-	233,865	491,709
Total Revenue		455,174	-	1,321,356	2,175,371

Expense		December Activity	Open Encumbrance	Year to Date	Adopted Budget
4000	PERKINS	12,252	1,650	78,043	167,242
3440	61 A	13,286	63,261	105,758	372,624
3550	61 B	3,371	-	52,121	383,078
3790	61 C	18,281	275,035	384,933	576,923
2530	61 I	-	-	25,482	183,795
0000	CTE	55,687	45	274,271	469,964
Total Expense		102,877	339,991	920,608	2,153,626

Revenues over Expenses

400,748

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**Revenue and Expenditure Report  
SPECIAL EDUCATION FUND  
12/31/2023**

Revenue		December Activity	Open Encumbrance	Year to Date	Adopted Budget
100	Revenue from Local Sources	66,770	-	1,026,284	3,473,250
300	Revenue from State Sources	291,489	-	984,587	3,297,242
400	Revenues from Federal Sources	14,794	-	1,183,393	3,436,272
500	Incoming Transfers and Other Transactions	361,142	-	366,358	759,984
600	Fund Modifications (Other Operating Transfers In)	-	-	-	70,000
	<b>Total Revenue</b>	<b>734,194</b>	<b>-</b>	<b>3,560,621</b>	<b>11,036,748</b>

Expense		December Activity	Open Encumbrance	Year to Date	Adopted Budget
122	Instruction	165,356	4,629	984,036	2,359,475
212	Early On	34,172	1,013	202,963	406,327
213	Health Services	54,556	44	249,616	599,851
214	Psychological Services	28,744	-	122,710	240,511
215	Speech Pathology and Audiology Services	79,767	396	365,045	817,192
216	Social Work Services	19,512	1,522	93,961	303,249
217	Visual Aid Services	570	-	4,733	31,200
218	Teacher Consultant-Special Education Programs	11,043	-	54,933	138,117
221	Improvement of Instruction	-	-	4,977	16,698
226	Supervision and Direction of Instructional Staff	42,110	-	248,646	440,899
231, 232, 252	Board of Education, Fiscal, Executive	1,403	-	13,192	104,509
241	Office of the Principal	17,203	207	120,802	260,739
249	Graduation Supplies and Materials	-	-	-	750
259	Other Business Services	-	-	6,599	6,698
261	Operations Buildings Services	21,867	45	127,306	280,744
271	Pupil Transportation Services	94,736	825	413,024	1,058,156
281	Planning, Research, Development, and Evaluation	12,706	-	79,445	154,723
284	Information Management Services	36	-	3,664	9,433
299	Staff Appreciation	-	-	106	300
371	Non-Public School Pupils	-	-	1,131	30,000
411	Payments to LEAs	-	-	372,015	2,404,844
441	Payments to Other Govern. Entities	-	-	21,897	48,600
456	Building Improvements Services	-	-	399,892	426,816
	<b>Total Expense</b>	<b>583,781</b>	<b>8,680</b>	<b>3,890,689</b>	<b>10,139,831</b>

Revenues over Expenses

(330,068)

1/2/2024  
3:10 PM

**Revenue and Expenditure Report  
ROOC FUND  
12/31/2023**

Revenue

	December Activity	Open Encumbrance	Year to Date	Adopted Budget
INTEREST	-	-	93	775
PRODUCTION	472	-	13,516	30,000
DONATIONS	-	-	-	11,500
GRANTS	-	-	82,397	82,397
SERVICES	49,240	-	371,889	881,000
STATE	6,955	-	22,670	54,135
Total Revenue	56,667	-	490,564	1,059,807

Expense

232	Program Administration	16,476	78	115,904	229,395
252	Fiscal Services	1,213	-	7,085	14,679
259	Other Business Services	-	-	2,802	2,802
261	Operations Buildings Services	5,491	45	43,945	80,708
271	Transportation	3,836	-	104,981	138,878
284	Technology	-	-	-	1,100
289	Consumers	5,905	-	28,172	74,065
290	Staff Retention	-	-	-	522
321	Summer Work Program	401	-	25,808	40,275
391	Direct Care Workers and Supervision	35,713	-	213,087	466,718
	Total Expense	69,034	123	541,783	1,049,142

Revenues over Expenses

(51,218)

1/2/2024  
12:27 PM

D. Establish Board Per Diem for 2024

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

E. Approve an increase in mileage rate from \$0.655 to \$0.67 cents per mile to match the IRS rate as of Jan 1, 2024

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## 2024 Standard Mileage Rates

Notice 2024-08

### SECTION 1. PURPOSE

This notice provides the optional 2024 standard mileage rates for taxpayers to use in computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes. This notice also provides the amount taxpayers must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that may be used in computing the allowance under a fixed and variable rate (FAVR) plan. Additionally, this notice provides the maximum fair market value (FMV) of employer-provided automobiles first made available to employees for personal use in calendar year 2024 for which employers may use the fleet-average valuation rule in § 1.61-21(d)(5)(v) or the vehicle cents-per-mile valuation rule in § 1.61-21(e).<sup>1</sup>

### SECTION 2. BACKGROUND

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

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

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

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

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

### SECTION 3. STANDARD MILEAGE RATES

The standard mileage rate for transportation or travel expenses is 67 cents per mile for all miles of business use (business standard mileage rate). See section 4 of

Rev. Proc. 2019-46. However, § 11045 of Public Law 115-97, 131. Stat. 2054 (December 22, 2017), commonly known as the Tax Cuts and Jobs Act (TCJA) suspends all miscellaneous itemized deductions that are subject to the two-percent of adjusted gross income floor under § 67, including unreimbursed employee travel expenses, for taxable years beginning after December 31, 2017, and before January 1, 2026. Thus, the business standard mileage rate provided in this notice cannot be used to claim an itemized deduction for unreimbursed employee travel expenses during the suspension. Notwithstanding the foregoing suspension of miscellaneous itemized deductions, deductions for expenses that are deductible in determining adjusted gross income are not suspended. For example, members of a reserve component of the Armed Forces of the United States (Armed Forces), state or local government officials paid on a fee basis, and certain performing artists are entitled to deduct unreimbursed employee travel expenses as an adjustment to total income on line 12 of Schedule 1 of Form 1040 (2023), *U.S. Individual Income Tax Return*, not as an itemized deduction on Schedule A of Form 1040 (2023), and therefore may continue to use the business standard mileage rate.

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

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

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

#### SECTION 4. BASIS REDUCTION AMOUNT

For automobiles a taxpayer uses for business purposes, the portion of the business standard mileage rate treated as depreciation is 27 cents per mile for 2020, 26 cents per mile for 2021, 26 cents per mile for 2022, 28 cents per mile for 2023, and 30 cents per mile for 2024. See section 4.04 of Rev. Proc. 2019-46.

#### SECTION 5. MAXIMUM STANDARD AUTOMOBILE COST

For purposes of computing the allowance under a FAVR plan, the standard automobile cost may not exceed \$62,000 for automobiles (including trucks and vans). See section 6.02(6) of Rev. Proc. 2019-46.

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

For purposes of the fleet-average valuation rule in § 1.61-21(d)(5)(v) and the vehicle cents-per-mile valuation rule in § 1.61-21(e), the maximum FMV of automobiles (including trucks and vans) first made available to employees in calendar year 2024 is \$62,000.

#### SECTION 7. EFFECTIVE DATE

This notice is effective for: (1) deductible transportation expenses paid or incurred on or after January 1, 2024; (2) mileage allowances or reimbursements paid to

a charitable volunteer or a member of the Armed Forces to whom § 217(g) applies: (a) on or after January 1, 2024, and (b) for transportation expenses the charitable volunteer or such member of the Armed Forces pays or incurs on or after January 1, 2024; and (3) for purposes of the maximum FMV of employer-provided automobiles for which employers may use the fleet-average valuation rule in § 1.61-21(d)(5)(v) or the vehicle cents-per-mile rule in § 1.61-21(e), automobiles first made available to employees for personal use on or after January 1, 2024.

#### SECTION 8. EFFECT ON OTHER DOCUMENTS

Notice 2023-03 is superseded.

#### DRAFTING INFORMATION

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

F. Call Regular Meetings - Meeting dates to be posted for 2024:

February 14, 2024

March 13, 2024

April 10, 2024

May 8, 2024

June 12, 2024

June 26, 2024 Special Meeting- Budgets

July 10, 2024

Aug 14, 2024

Sept 11, 2024

Oct 9, 2024

Nov 13, 2024

Dec 11, 2024

Jan 8, 2025

Potential remote locations to be decided

G. Designate Recording Secretary and delegate

Posting of Public Notices

Appoint Rebecca Socia, Administrative

Assistant to the Superintendent, as Recording

Secretary for the COOR Board of Education to

be reimbursed for mileage at the current

Board-approved rate, and per diem of \$65.00

per meeting. This position is also appointed

as designee responsible for implementing the

public notice requirements of the Open

Meetings Act.

H. Appoint Designee for Posting of Public

Notices

To appoint the Superintendent's Secretary as

designee responsible for implementing the

public notice requirements of the Open

Meetings Act.

I. Approve COOR ISD's Title IX positions:

Coordinator: Alexis Ferguson, Human

Resources.

Investigators: Melisa Akers, Director of

Special Education

Decision Maker: Shawn Petri, Superintendent

Appeals: Katie Keith, Early Childhood

Supervisor

J. Authorize Natalie Davis as signatory for

the following agreements:

- Carl D. Perkins Application with the

Michigan Department of Education-Office of

Career & Technical Education (MDE-OCTE)

- All Fiscal Reports with OCTE in the Career

and Technical Education Information System

(CTEIS)

K. To designate J.P. MORGAN CHASE as

the depository 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.

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 Treasurer are hereby authorized to sign all checks. The General Fund business checking account requires only one signature.

M. Approve Annual Updates to Board Policies

Thrun Law Firm will update the Policy Manual, Handbooks, Administrative Guidelines, and Forms annually and on an "as needed" basis. The annual update fee may be less than \$2,750 for retainer clients if few or no updates are necessary in a given school year. Update fees are subject to automatic annual renewal and are invoiced.

N. Extend Retainer Agreements

To extend the retainer agreement for \$2,500 and authorize the use of Thrun Law Firm, P.C. This is the same price as 2023.

To extend the retainer agreement for \$599 and authorize the use of Clark Hill PLC for Special Education, 054, or ADA legal matters for the school year.

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**THRUN**  
LAW FIRM, P.C.

2900 WEST ROAD, SUITE 400  
EAST LANSING MI 48823-2396  
MAILING ADDRESS: P.O. BOX 2575  
EAST LANSING MI 48826-2575  
TAX ID#: 38-2201807

January 2, 2024

Board of Education  
C.O.O.R. ISD  
11051 N. Cut Road

Invoice# 292028  
Our file# 0759 - 00012  
Billing through 01/02/2024

Roscommon, MI 48653

Retainer

PROFESSIONAL SERVICES

01/02/2024 RT Annual Retainer Fee

2,500.00

Total Fees

\$2,500.00

BILLING SUMMARY

Total professional services

\$2,500.00

Total charges for this invoice

\$2,500.00

**Total balance now due \$2,500.00**

**Statement due upon receipt. Please make checks payable and remit to Thrun Law Firm, P.C.,  
P.O.Box 2575, East Lansing, MI 48826-2575. If you have any questions, please contact Vicki Williams by  
phone 517-374-4530, fax 517-484-0041, or email [vwilliams@thrunlaw.com](mailto:vwilliams@thrunlaw.com)**

**CLARK HILL PLC**  
**RETAINER AGREEMENT**

Special Education/504/ADA Legal and Related Services  
2023-2024 School Year

The District agrees to enter into such an arrangement in accordance with the terms expressed in the accompanying letter on the following basis (please check appropriate items):

For the 2023-2024 school year (July 1, 2023 through June 30, 2024) at the rate of:

  X   \$599 (Early Bird rate for sign-up by July 30, 2023)

       \$699 (sign-up after July 30, 2023)

Please make checks payable to Clark Hill PLC (please consider this document to be an invoice).

The following members of our District's staff (and general school counsel if desired) are authorized to utilize your firm's services under this Agreement:

Primary Contact Person: Melisa Akers  
Position/Title: Director of Special Education  
Address: 11051 North Cut Rd.  
Phone: 989-275-9562 Fax: \_\_\_\_\_ E-Mail: akersm@coorisd.net  
For Emergencies: Home Phone: \_\_\_\_\_ Cell Phone: 269-214-0448

Contact 2: Shawn Petri  
Position/Title: Superintendent  
Address: 11051 North Cut Rd.  
Phone: 989-275-9520 Fax: \_\_\_\_\_ E-Mail: petris@coorisd.net  
For Emergencies: Home Phone: \_\_\_\_\_ Cell Phone: 989-965-2038

Contact 3: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
For Emergencies: Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

We understand that contact persons can be changed at any time by merely advising the firm.

C.O.O.R. ISD  
Name of School

Dated: 6/19/23

By Melisa Akers

Print Name: Melisa Akers

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, trainings 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.

P. Approve Superintendent's Attendance at Conferences

That approval shall be given for the Superintendent to attend meetings of the CWMAIA, NMSLA, and conferences held by the Northern Michigan School Legislative Association, Michigan Association of School Boards, Michigan Association of Superintendents & Administrators, or the Michigan Association of Intermediate School Administrators held in Michigan for this year. Approval includes associated expenses for travel, lodging, food, and conference fees.

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

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

R. Approve Professional Dues / Memberships

To approve payment of dues to the linked list of professional organizations for the year. (Some organizations utilize the calendar year and some utilize a fiscal year.)

## 2024 Professional Dues & Memberships

Jan 10, 2024

### BOARD OF EDUCATION

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

### SPECIAL EDUCATION

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

### CAREER TECH

Cost	Staff	Professional Organization
\$340	Davis	MASSP - MI Association of Secondary School Principals
\$30	Warren	MASSP Administrative Assistant
\$80	Meyer	AWS - American Welding Society
\$189	Davis	ASCD - Assoc. for Supervision & Curriculum Devel. (Premium)
\$125	Davis	CEPD Administrators – Career Education Planning District
\$140	Davis	MIACTE Michigan Association of Career and Technical Education
<b>\$904</b>	<b>Total for Career Tech</b>	

### ROOC, INC.

Cost	Staff	Professional Organization
2950	Quinlan	Incompass, formerly MI Association of Rehab. Organizations (MARO)
150	Quinlan	Quinlan Grayling Regional Chamber of Commerce
<b>\$3,100</b>	<b>Total for ROOC, Inc.</b>	

### GENERAL FUND

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

\$445	Keith	MASA Michigan Association of School Administrators
\$250	Petri	AESA- Association of Educational Service Agencies
\$100	Petri	*CWMAIA- Central Western MI Association of ISD Administrators
\$225	Petri	MNA - Michigan Negotiators Association
\$0	Fuelling	MACUL- Michigan Association of Computer Users in Learning
\$500	Fuelling	MASSP - MI Association of Secondary School Principals
\$900	Loll, Macko, Rea Murphy, J Socia, Ferguson	MSBO- MI School Business Officials (6 @ \$150)
\$60	Loll, Macko	NMSBO – Northern MI School Business Officials (2 @ \$30)
\$3,582	District	NMSLA - Northern MI Schools Legislative Association
\$1,822	local districts	half of NMSLA for local districts
\$600	Petri	*Rotary Club of Roscommon
\$121	Petri	Kiwanis Club of West Branch
\$109	Petri	Optimists Club of West Branch (Oct-Sept)
\$365	District	MIEM - MI Institute for Educational Management
\$35	Ewald	MI Reading Association (MRA)
\$99	Ewald	International Reading Association (IRA)- paid by MDE
\$45	Ewald	ILA - International Literacy Association
\$239	Fuelling	ASCD - Association for Supervision & Curriculum Development
\$75	Fuelling	MI-ASCD Michigan ASCD
\$0	Fuelling	Michigan Association of State and Federal Program Specialists
\$0	Fuelling	NMLC - Northern MI Learning Consortium
\$100	Fuelling	MI Continuous Improvement Facilitators Network
\$150	Seelow	NAEYC - National Association for the Education of Young Children
\$85	Rea	MPAAA – MI Pupil Accounting and Attendance Association
\$125	R Socia	MSPRA - MI School Public Relations Association
\$295	R Socia	NSPRA- National School Public Relations Association
<b>\$17,787</b>	<b>Total for General Fund</b>	

**\$26,851      Grand Total**

Updated Jan 2024

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, Career Tech commencement, and the week between Christmas and New Year.

T. Authorize the following individuals to fill district Title IX roles:  
Coordinator: Alexis Ferguson, Human Resources  
Investigators: Melisa Akers, Director of Special Education  
Decision Maker: Shawn Petri, Superintendent  
Appeals: Katie Keith, Early Childhood Supervisor

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## Series 3000: Operation, Finance, and Property

### 3100 General Operations

#### 3118 Title IX Sexual Harassment

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

This policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment and retaliation, through this Policy will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

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

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

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

#### A. Definitions

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

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
  - b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
  - c. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).
    - i. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
    - ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
    - iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.
    - iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.
2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.
  3. "Appeals Officer" is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.

4. “Complainant” is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.
5. “Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.
6. “Day,” unless otherwise indicated, means a day that the District’s central office is open for business.
7. “Decision-Maker” is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker’s conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.
8. “Education Program or Activity” means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.
9. “Formal Complaint” means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.
10. “Grievance Process” is the process by which the District handles Formal Complaints.
11. “Investigator” is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.
12. “Report” means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. “Respondent” is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.

14. “Supportive Measures” are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment.
15. “Title IX Coordinator” is the person(s) designated by the District to coordinate the District’s Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on a specific matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

#### B. Posting Requirement

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

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

#### C. Designation of Title IX Coordinator

The District designates the following person(s) as the Title IX Coordinator(s):

Alexis Ferguson, Human Resources Department  
11051 N. Cut Road, Roscommon, MI 48653  
989-275-9555  
[hr@coorisd.net](mailto:hr@coorisd.net)

#### D. Reporting Title IX Sexual Harassment:

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

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

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

## E. General Response to Sexual Harassment

### 1. District's Obligation to Respond without Deliberate Indifference

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

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

### 2. Response to Report of Title IX Sexual Harassment

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

### 3. Formal Complaint Filed

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

### 4. Equitable Treatment

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

## 5. Documentation and Recordkeeping

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

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

## 6. Supportive Measures

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

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

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

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

Supportive measures may include, but are not limited to:

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

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

## 7. Respondent Removal

- a. Emergency Removal (Student)

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

b. Administrative Leave (Employee)

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

8. Law Enforcement

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

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

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

F. Grievance Process

1. Generally

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

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

Respondents generally or for or against an individual Complainant or Respondent.

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

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

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include absence of a party, party’s advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

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

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

## 2. Notice of Allegations

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

- a. A copy of this Policy, which includes the District’s Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process’s conclusion;

- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.

If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

### 3. Informal Resolution

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

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

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

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

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

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and

- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

#### 4. Investigation

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

##### a. Investigation Process

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

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

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

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

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

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

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully

respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

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

b. Investigation Report

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

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

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

5. Determination of Responsibility

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

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

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

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

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

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

- a. Identification of the sexual harassment allegations;
- b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
  - i. Notification to the parties;
  - ii. Party and witness interviews;
  - iii. Site visits;
  - iv. Methods used to collect evidence; and
  - v. Hearings held.
- c. Factual findings that support the determination;
- d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
- e. A statement of, and rationale for, the result as to each allegation, including:
  - i. A determination of responsibility;
  - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
  - iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.
- f. Appeal rights

## 6. Appeals

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

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

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

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

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

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

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

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

## G. Dismissal

### 1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

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

### 2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

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

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

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

#### H. Consolidation of Complaints

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

#### I. Remedies and Disciplinary Sanctions

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

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

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

7. Providing counseling memoranda with directives or recommendations;

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

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

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

1. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. Additional staff training;
3. A climate survey; or
4. Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

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

J. False Statements

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

K. Confidentiality

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

L. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation

against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

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

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

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

#### M. Training

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

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

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

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

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

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

## N. Record Keeping

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

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

## O. Office for Civil Rights

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

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

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

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

Date adopted: August 11, 2021

Date revised: January 11, 2023

9. **Action Items**

A. Approve an amendment to the 2023-24 General Fund budget, as presented.

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GENERAL FUND  
Fiscal Year Ending June 30, 2024  
1/10/2024

Proposed Amended Budget

LOCAL REVENUE	1,087,836
STATE REVENUE	6,638,230
FEDERAL REVENUE	1,183,219
LEA	423,900
OTHER (Internal Transfers)	-
<b>Total Revenue</b>	<b>9,333,186</b>

EXPENSES By FUNCTION

	125	3,641	Compensatory Education
	211	5,000	Truancy
	213-31n	288,051	Behaviorial Services 31N
	216-31n	821,016	Social Workers 31N
	221-31n	206,965	Improvement of Instruction
	221 EARLY CHILD	468,999	Improvement of Instruction-Early Child
	221 REAP	44,650	Improvement of Instruction-REAP Grant
	221 LIT	238,753	Improvement of Instruction-Early Literacy Coach
	226	252,657	Director of Instructional Services
	229	68,455	Instructional Services-Educator on Loan
	231	149,157	Board Activities
	232	464,157	Executive -Office of the Superintendent
	252	321,882	Fiscal Offices
	259	2,200	Other Business Services
	261	137,264	Operations Building Services
	266	-	Security Services
	283	3,500	Staff Personnel Professional Development
	284	284,450	Non Intstructional Technology Services
	285	106,209	Pupil Accounting
	299	2,500	Other Support Services
	311 331	414,525	Community Activities
	351	551,001	Custody and Care of Children
	411	3,093,102	Payments to LEAs GSRP
	445	625,000.00	TRAILS GRANT SEC 31 P
	456	12,500	Building Improvements
	6XX	360,000	Internal Transfers
<b>Total Expenses</b>		<b>8,925,631</b>	
<b>Total Revenues</b>		9,333,186	
<b>Total Expenses</b>		<b>8,925,631</b>	
<b>Revenue over Expenses</b>		<b>407,554</b>	

Projected Fund Balance July 1, 2023	1,834,902
Projected Fund Balance June 30, 2024	<b>2,242,456</b>

SPECIAL EDUCATION  
Fiscal Year Ending June 30, 2024  
1/10/2024

	AUDITED 22-23	Original 23-24	Proposed Amended	
LOCAL REVENUE	1,111,237	1,092,778	1,087,836	
STATE REVENUE	4,762,277	4,996,310	6,638,230	
FEDERAL REVENUE	898,744	1,183,219	1,183,219	
LEA	379,709	421,719	423,900	
OTHER (Internal Transfers)	-	-	-	
<b>Total Revenue</b>	<b>7151967</b>	<b>7694026</b>	<b>9,333,186</b>	
<b>EXPENSES By FUNCTION</b>				
125	5,461	5,461	3,641	Compensatory Education
211		5,000	5,000	Truancy
213-31n		200,757	288,051	Behaviorial Services 31N
216-31n	734,030	746,881	821,016	Social Workers 31N
221-31n		168,637	206,965	Improvement of Instruction
221 EARLY CHILD	1,004,025	324,350	468,999	Improvement of Instruction-Early Child
221 REAP		44,650	44,650	Improvement of Instruction-REAP Grant
221 LIT		225,000	238,753	Improvement of Instruction-Early Lit Cch
226	695,553	248,451	252,657	Director of Instructional Services
229		150,215	68,455	Instructional Services-Educator on Loan
231		149,143	149,157	Board Activities
232	320,956	383,817	464,157	Executive -Office of the Superintendent
252	182,498	317,906	321,882	Fiscal Offices
259		3,200	2,200	Other Business Services
261	82,884	131,170	137,264	Operations Building Services
266		-	-	Security Services
283		3,000	3,500	Staff Personnel PROFESSIONAL DVL MNT
284	353,300	234,450	284,450	Non Intstructional Technology Services
285		104,040	106,209	Pupil Accounting
299	2,773	2,500	2,500	Other Support Services
311 331		128,662	414,525	Community Activities
351	615,630	170,637	551,001	Custody and Care of Children
411	2,672,715	2,550,040	3,093,102	Payments to LEAs GSRP
445		625,000	625,000	TRAILS GRANT SEC 31 P
456	3,063	5,000	12,500	Building Improvements
6XX	349,657	360,000	360,000	Internal Transfers
<b>Total Expenses</b>	<b>7,022,545</b>	<b>7,287,967</b>	<b>8,925,631</b>	
	129,422	406,059	407,554	NET CHANGE Fund Balance
	1,834,902	1,964,324	1,964,324	FUND BALANCE Beginning of Year
	<b>1,964,324</b>	<b>2,370,383</b>	<b>2,371,878</b>	FUND BALANCE End of Year

B. Hire Pat Niemczyk as a teacher of the elementary MoCI classroom as part of the COOR Educational Association, BA step 30, effective January 11, 2024 to June 14, 2024.

C. Approve registration and expenses for any interested Board Members or the Superintendent to participate in the 2024 MASB Winter Institute taking place virtually from Friday, Feb 2nd to Saturday, Feb 3rd. These are Live Online Webinars.

The cost is \$99 for each session, except CBA 101 and Board President Workshops, which are \$189 each (9am-4pm).

Friday 9am-12pm, 1pm-4pm, or 6pm-9pm

Saturday 9am-12pm, 1pm-4pm, or 6pm-9pm

D. Approve registration fees & overnight expenses for Superintendent Petri to attend the following Michigan Negotiator's Association events:

-2024 Labor Relations Academy in Lansing on Feb 7-9, 2024

-2024 Spring Conference in Lansing on March 14, 2024

E. Approve a new lease with Image Makers of Traverse City for an upgraded Xerox copier at the COOR Educational Center for five years.

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# Lease Agreement



Customer: COOR INTERMEDIATE SCHOOL DISTRICT

BillTo: COOR INTERMEDIATE SCHOOL DISTRICT  
11051 N CUT RD  
ROSCOMMON, MI 48653-9332

Install: COOR INTERMEDIATE SCHOOL DISTRICT  
11018 N CUT RD  
ROSCOMMON, MI 48653

State or Local Government Negotiated Contract : 072817100

## Solution

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
1. C8170H2 (XEROX C8170H2)	- Office Finisher - 2/3 Hole Punch - Customer Ed	Lease Term: 60 months Purchase Option: FMV	- Xerox C8045 S/N 8TB612528 Trade-In as of Payment 60	1/8/2024

## Monthly Pricing

Item	Lease Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	
1. C8170H2	\$278.70	1: Black and White Impressions	1 - 26,969 26,970+	Included \$0.0000	- Consumable Supplies Included for all prints - Pricing Fixed for Term <i>- Annual Reconciliation of meters</i>
		2: Color Impressions	1 - 5,409 5,410+	Included \$0.0406	
<b>Total</b>	<b>\$278.70</b>	Minimum Payments (Excluding Applicable Taxes)			

## Authorized Signature

Customer acknowledges receipt of the terms of this agreement which consists of 2 pages including this face page.		Thank You for your business! This Agreement is proudly presented by Xerox and	
Signer: Shawn Petri	Phone: (989)275-9538	<b>Laura Nyquist</b> <b>(231)947-1588</b>	
Signature: _____	Date: _____	For information on your Xerox Account, go to <a href="http://www.xerox.com/AccountManagement">www.xerox.com/AccountManagement</a>	

## Terms and Conditions

**INTRODUCTION:**

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

**GOVERNMENT TERMS:**

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

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

**SOLUTION/SERVICES:**

**4. OVERSIZE PRINTS.** Each print made on the following Equipment, C8170H2, that is larger than 145 square inches (e.g., 11 x 17 = 187 square inches), but less than or equal to 491 mm in length, will register as two (2) prints on the applicable (B&W/color) meter, and, for that Equipment with extra-long print capability, for any impressions greater than 491 mm will register up to four (4) prints on the applicable (B&W/color) meter.

**PRICING PLAN/OFFERING SELECTED:**

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

**GENERAL TERMS & CONDITIONS:**

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

F. Adopt policy updates and new policies as prepared by Thrun Law firm, P. C. and adopt the attached resolution for the Professional Staff Policies

Policy numbers: 2303, 2306, 2404A, 2501, 2501A, 2506, 5707 and PERA

Policy changes: 4108, 4207, 4402R, 4403R, 4404, 4405R, 4407, 4408, 4409R, 4503R, 4504 (policies with "R" would replace current policies on July 1, 2024)

Google docs are linked below.

Professional Staff Board Policy Update

C.O.O.R. Intermediate School District  
Counties of Crawford, Oscoda, Ogemaw, and Roscommon, State of Michigan (the “ISD”)

An organizational meeting of the Board of Education (the “Board”) was held in the county of Roscommon, within the boundaries of the ISD, on the 10th day of January, 2024, at 6:00 o’clock in the p.m.

The meeting was called to order by James Mangutz, President.

Present: Members \_\_\_\_\_

Absent: Members \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_

**WHEREAS**, following recent legislative changes, the Board identified a need to review its current Board policies for corresponding updates; and

**WHEREAS**, the ISD’s administration (“Administration”) has reviewed the Thrun Law Firm Policy Manual Updates (“Policy Manual Updates”) and recommends the Policy Manual Updates for consideration, in the form presented for Board review and approval, to replace the Board’s existing policies listed below; and

**WHEREAS**, the Administration has reviewed any and all legal settlements and resolution agreements between the ISD and any state or federal agency, as applicable, that address the modification or agency review of existing Board policy and the Board has considered the impact of those settlements or agreements when recommending adoption of the Policy Manual Updates; and

**WHEREAS**, the Administration recommends that the Board adopt the Policy Manual Update as outlined below; and

**WHEREAS**, the Board has carefully reviewed, considered, and evaluated the Policy Manual Updates collectively and as individual Board members and the Administration’s recommendation.

**NOW THEREFORE, BE IT RESOLVED THAT:**

1. The Board accepts the Administration’s recommendation to adopt the Policy Manual Updates.
2. The following existing Board policies are hereby repealed and replaced with the corresponding Policy Manual Updates: Policies 4108, 4207, 4404, 4407, 4408, and 4504.
3. The Board hereby adopts the Policy Manual Updates that correspond with the Board policies listed in Paragraph 2 in the form presented and recommended by the Administration as new policies for the purpose of governing the ISD.

Professional Staff Board Policy Update

4. The following existing Board policies are hereby repealed, effective June 30, 2024, and replaced with the corresponding Policy Manual Updates: Policies 4402, 4403, 4405, 4409, and 4503.

5. The Board hereby adopts, effective July 1, 2024, the following Policy Manual Updates in the form presented and recommended by the Administration as new policies for the purpose of governing the ISD: Policies 4402-R, 4403-R, 4405-R, 4409-R, and 4503-R.

6. The Administration shall promptly review ISD publications and forms that may reference the now-repealed Board policies and revise those publications and forms as necessary to align them with the newly adopted Policy Manual within 30 calendar days after this resolution.

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

Ayes: Members \_\_\_\_\_

Nays: Members \_\_\_\_\_

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of C.O.O.R. Intermediate School, Counties of Crawford, Oscoda, Ogemaw, and Roscommon, State of Michigan, certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on January 10, 2024, the original of which is part of the Board’s minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the “Open Meetings Act” (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

10. Information Items

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- December Social media report card
- New CEC Parapro: Courtney Mallory

Alternative Educational Center of  
Ogemaw County:

- AEAOC December 2023 meeting minutes
- AEAOC January meeting agenda

April 16th ISD-wide Board Dinner at  
Grayling High School

	<b>23.24 Proposed 06/2023</b>	<b>23.24 Amended 01/08/24</b>
<b>Revenues</b>		
Local	20000	80,200
State	1,162,741	1,379,003
Federal	13,010	25,810
Other	0	
<b>Total Revenues</b>	<b>1,195,751</b>	<b>1,485,013</b>
<b>Expenditures</b>		
Instruction		
Basic programs	589,224	552,872
Added needs	0	0
Adult and continuing education	0	0
Subtotal	589,224	552,872
Support Services		
Pupil	196711	225,742
Instructional staff	5,000	5,000
General administration	105,000	105,000
School administration	139065	217,747
Business	30,906	29,052
Maintenance and operations	83,457	90,777
Transportation	6,500	47,684
Central	49,350	70,120
Other	0	0
Subtotal	615,989	791,122
Community services	0	0
Building acquisition and construction	20,000	3,800
Outgoing and other	31,548	41,367
<b>Total Expenditures</b>	<b>1,256,761</b>	<b>1,389,161</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>-61,010</b>	<b>95,852</b>
<b>Beginning fund Equity (estimated)</b>	<b>2,057,964</b>	<b>1,981,409</b>
<b>Projected Fund Equity</b>	<b>1,996,954</b>	<b>2,077,261</b>

***Alternative Educational Academy of Ogemaw County Board Meeting***  
***9:00 a.m.-Michigan Works Service Center in West Branch, MI***  
***Agenda-January 8, 2024***

1. Call to Order
2. Roll Call
3. Mission and Vision Statement

The mission of the Alternative Educational Academy is to provide innovative and responsive educational experiences through non-traditional programs that effectively meet the needs of at-risk students. The Academy will enhance educational opportunities for students by developing programs based on students' individual needs and circumstances.

“Recognizing Unlimited Potential”

4. Conflict of Interest forms
5. Additions to Agenda
6. Approval of Agenda
7. Approval of Minutes from December 11, 2023
8. Discussion Items:
  - a. Staffing
  - b. Current Enrollment
  - c. Enrollment Process
9. Personnel Action Items
  - a. Overnight Travel
10. Discussion Items with Action:
  - a. 2023-2024 Budget Amendment
11. Future Meeting Date – February 12, 2024
12. Community Input
13. Board comments
14. Adjournment

***Alternative Educational Academy of Ogemaw County Board Meeting***  
***9:00 a.m.-Michigan Works, West Branch, MI***  
***Minutes-December 11, 2023***

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

**9:10 Call to Order by Tina Williams**

**Roll Call**

Board Present: Gail Hughey, Mark Berdan, Trisha Ziegler  
Staff Present: Tina Williams  
Guest Present: Shawn Petri

Mission and Vision statement read aloud.

**Additions to Agenda:**

none

**Approval of Agenda:**

Motion by Gail Hughey; Second by Trisha Ziegler to approve agenda as presented  
Motion passes 3-0

**Approval of Minutes from November 11, 2023:**

Motion by Mark Berdan; Second by Gail Hughey to approve the minutes.  
Motion passes 3-0

**Discussion Items:**

- a. Current staffing was discussed; We have one school social worker position posted at this time
- b. Current Enrollment was discussed; WB-RC (58), WP (32), Other (48)/total 138
- c. Enrollment process was discussed; No concerns noted
- d. Tina provided an update on the Career Navigator program at the AEA, we currently have 18 students enrolled in JMG and many other students working with the CN informally.
- e. Tina reviewed the School Index Data

**Personnel Action Items:**

none

**Discussion with Action Items:**

- a. Motion by Mark Berdan; Second by Gail Hughey to approve the AEA Ogemaw Assistant Director position be increased from .5 fte to 1.0 fte.  
Yeas: Berdan, Ziegler, Hughey  
Nays: none  
Motion passes 3-0
- b. Motion by Trisha Ziegler; Second by Gail Hughey to approve the AEA Director to enter into .5 fte contract negotiations with Stephanie Davis to be promoted to Special Education Director upon completion of her directorship and endorsement.

Yeas: Berdan, Ziegler, Hughey

Motion passes 3-0

- c. Motion by Mark Berdan; Second by Trisha Ziegler to approve the AEA IT disposal process as discussed  
Motion passes 3-0

**Next meeting:** January 8, 2024 9:00 a.m. at Michigan Works

**Community Input**

none

**Board Comments**

none

Adjourned at 9:54 a.m.

*Minutes respectfully submitted by Tina Williams*

## 2024 Professional Dues & Memberships

Jan 10, 2024

### BOARD OF EDUCATION

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

### SPECIAL EDUCATION

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

### CAREER TECH

Cost	Staff	Professional Organization
\$340	Davis	MASSP - MI Association of Secondary School Principals
\$30	Warren	MASSP Administrative Assistant
\$80	Meyer	AWS - American Welding Society
\$189	Davis	ASCD - Assoc. for Supervision & Curriculum Devel. (Premium)
\$125	Davis	CEPD Administrators – Career Education Planning District
\$140	Davis	MIACTE Michigan Association of Career and Technical Education
<b>\$904</b>	<b>Total for Career Tech</b>	

### ROOC, INC.

Cost	Staff	Professional Organization
2950	Quinlan	Incompass, formerly MI Association of Rehab. Organizations (MARO)
150	Quinlan	Quinlan Grayling Regional Chamber of Commerce
<b>\$3,100</b>	<b>Total for ROOC, Inc.</b>	

### GENERAL FUND

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

\$445	Keith	MASA Michigan Association of School Administrators
\$250	Petri	AESA- Association of Educational Service Agencies
\$100	Petri	*CWMAIA- Central Western MI Association of ISD Administrators
\$225	Petri	MNA - Michigan Negotiators Association
\$0	Fuelling	MACUL- Michigan Association of Computer Users in Learning
\$500	Fuelling	MASSP - MI Association of Secondary School Principals
\$900	Loll, Macko, Rea Murphy, J Socia, Ferguson	MSBO- MI School Business Officials (6 @ \$150)
\$60	Loll, Macko	NMSBO – Northern MI School Business Officials (2 @ \$30)
\$3,582	District	NMSLA - Northern MI Schools Legislative Association
\$3,500	local districts	half of NMSLA for local districts (estimate)
\$600	Petri	*Rotary Club of Roscommon
\$121	Petri	Kiwanis Club of West Branch
\$109	Petri	Optimists Club of West Branch (Oct-Sept)
\$365	District	MIEM - MI Institute for Educational Management
\$35	Ewald	MI Reading Association (MRA)
\$99	Ewald	International Reading Association (IRA)- paid by MDE
\$45	Ewald	ILA - International Literacy Association
\$239	Fuelling	ASCD - Association for Supervision & Curriculum Development
\$75	Fuelling	MI-ASCD Michigan ASCD
\$0	Fuelling	Michigan Association of State and Federal Program Specialists
\$0	Fuelling	NMLC - Northern MI Learning Consortium
\$100	Fuelling	MI Continuous Improvement Facilitators Network
\$150	Seelow	NAEYC - National Association for the Education of Young Children
\$85	Rea	MPAAA – MI Pupil Accounting and Attendance Association
\$125	R Socia	MSPRA - MI School Public Relations Association
\$295	R Socia	NSPRA- National School Public Relations Association
<b>\$19,465</b>	<b>Total for General Fund</b>	

**\$28,529      Grand Total**

Updated Jan 2024

11. Superintendent's Report

12. Communications

- Certificates of Appreciation are being sent to sponsors of the COOR Educational Center Holiday Party: Roscommon County Community Foundation, Roscommon Rotary Club, Up North Voice Michigan, Houghton Lake Resorter, Walmart of West Branch, Meijer of West Branch, and Keith & Mary Kleinert.

13. **Adjournment**

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