

# **MONROE PUBLIC SCHOOLS**

## **BOARD MEETING #3**

**February 11, 2014**

**7:00 p.m.**

## **BOARD OF EDUCATION**

**MR. ROBERT YEO, PRESIDENT**

**MR. LAWRENCE VANWASSHENOVA, VICE-PRESIDENT**

**MRS. JUNE KNABUSCH-TAYLOR, SECRETARY**

**DR. TEDD MARCH, PARLIAMENTARIAN**

**MR. AARON N. MASON, TRUSTEE**

**MR. RYAN PHILBECK, TRUSTEE**

**MS. WENDY SPICER, TRUSTEE**

## **SUPERINTENDENT OF SCHOOLS**

**DR. BARRY N. MARTIN**

*“Monroe Public Schools is committed to being the premier education organization in the region. We are devoted to promoting high expectations for all in a state-of-the-art 21st century curriculum. We recognize that the students and communities we serve are our customers, and we promise to make all decisions in their best interest.”*

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Board Meeting #3  
Tuesday, February 11, 2014  
**7:00 p.m.**

**AGENDA**

**Page**

<b>A. Roll Call and Call to Order</b>	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
2. Presentation of Michigan Flag	Mr. Vergiels	
3. Winterfest Presentation	Mr. Vergiels	
<b>B. Public Commentary – Agenda Items Only</b>	Mr. Yeo	
<b>C. Discussion and Action Items</b>		
1. <b>Approval of Minutes</b>	Mr. Yeo	2
Move to approve the minutes of the following meetings as submitted:		
• January 28, 2014 Board Work Session Minutes		
• January 28, 2014 Board Meeting #2		
2. <b>Reports and Updates</b>	Mr. Yeo	8
a. Informational Report – Contracted Coaches		
b. February 3, 2014 Board Personnel Committee Meeting Minutes		
3. <b>Staff Resignation</b>	Dr. McLeod	12
Move to approve the resignation from Monroe Public Schools for Anthony Pollzzie effective on the last working day for teachers of the 2013-14 school year.		
4. <b>Upward Bound Student Leadership Conference</b>	Dr. McLeod	14
Move to approve the Upward Bound Program overnight trip to Grand Rapids, Michigan, on Friday, February 28 through Saturday, March 1, 2014, according to the terms of Policy IICA, Field Trips and Excursions.		
5. <b>MHS Band Trip to Orlando, Florida</b>	Dr. McLeod	27
Move to approve the Monroe High School Marching Band, Jazz Band, and Orchestra trip to Orlando, Florida, according to the terms of Policy IICA, Field Trips and Excursions.		
6. <b>DECA State Conference</b>	Dr. McLeod	43
Move to approve the Monroe High School students’		

attendance at the DECA State Career Development Conference in Detroit, Michigan, according to the terms of Policy IICA, Field Trips and Excursions.

- |  |            |    |
|--|------------|----|
| <b>7. Reinstatement Committee Recommendation</b><br>Move to approve the recommendation of Monroe Public Schools Reinstatement Committee that student #1 be reinstated to Monroe High School, and student #3 be reinstated to Orchard Center High School. If approved this will be effective third trimester with the successful completion of their current courses. The committee does not recommend reinstatement for students #2 and #4 at this time. | Dr. McLeod | 67 |
| <b>8. Superintendent's Comments</b>  | Dr. Martin |    |
| <b>9. Old Business</b>   | Mr. Yeo    |    |
| <b>10. New Business</b>  | Mr. Yeo    |    |
| <b>11. Public Commentary – Any Topic</b>   | Mr. Yeo    |    |
| <b>12. Adjournment</b><br>Move that the February 11, 2014 Board Meeting #3 of the Monroe Public Schools Board of Education be adjourned.   | Mr. Yeo    | 68 |

**ROLL CALL**

	<u>Present</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____
Dr. March	_____	_____
Mr. Mason	_____	_____
Mr. Philbeck	_____	_____
Ms. Spicer	_____	_____
Mr. VanWasshenova	_____	_____
Mr. Yeo	_____	_____

**APPROVAL OF MINUTES**

**ENCLOSURES**

- January 28, 2014 Board Work Session Minutes
- January 28, 2014 Board Meeting #2 Minutes

**RECOMMENDATION**

Move to approve the following minutes as submitted:

- January 28, 2014 Board Work Session
- January 28, 2014 Board Meeting #2

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Work Session  
Tuesday, January 28, 2014  
**6:00 p.m.**

**MINUTES**

**Roll Call and Call to Order**

Board Members Present: President Robert Yeo, Vice President Larry VanWasshenova, Secretary June Knabusch-Taylor, Trustee Aaron N. Mason, Trustee Ryan Philbeck, and Trustee Wendy Spicer

Board Members Absent: Parliamentarian Dr. Tedd March

Administrators Present: Barry Martin, Julie Everly, Ryan McLeod, Katherine Eighmey

Administrators Absent: Jerry Oley, David Payne

President Yeo called the meeting to order at 5:59 p.m.

**Substance Abuse Intervention and Prevention**

Mrs. Sacks presented a breakdown of the three different levels of prevention and early intervention programs for Monroe Public Schools. At the high school level, it is a three tier program which is mandated somewhat by a grant from the government. When there is a problem with a student, the first step is for administration, Mrs. Sacks and the liaison officer to meet with the student, possibly interview other students and talk to the student's parents. The substance abuse team then meets to determine whether or not the student did what he/she is accused of doing, determine a consequence and develop a program for when they return to school. When a student returns to school, he/she is part of an eight lesson insight substance abuse program.

The second part of the program is tobacco use and possession which is similar to the three tier program for substance abuse; and the last part is conflict resolution which is a course entitled PPI (Positive Peer Influence) which is a student mediated program.

Project Alert is an 8<sup>th</sup> grade prevention program at the middle school that deals with long and short term effects of substances, peer pressures, and choices and decisions. If there's an issue, Mrs. Sacks will do classroom presentations.

Prevention lessons are taught in elementary and middle school and Mrs. Sacks feels this is where the most concentration needs to be, especially 6<sup>th</sup> and 7<sup>th</sup> grade. Mr. Mason would like to see more prevention programs at the high school level. Currently, it is only addressed in Health class which all students take during their freshman year.

**Adjournment**

Motion by Mr. Mason; support by Mr. Philbeck that the 6:00 p.m., January 28, 2014, Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:01 p.m.

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**June Knabusch-Taylor, Secretary**

# MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #2

January 28, 2014

7:00 p.m.

## MINUTES

### **Roll Call and Call to Order**

Board Members Present: President Robert Yeo, Vice President Lawrence VanWasshenova, Secretary June Knabusch-Taylor, Trustee Mr. Aaron N. Mason, Trustee Ryan Philbeck, and Trustee Wendy Spicer

Board Members Absent: Parliamentarian Dr. Tedd March

Administrators Present: Barry Martin, Julie Everly, Ryan McLeod, Katherine Eighmey

Administrators Absent: Jerry Oley, David Payne

President Yeo called the meeting to order at 7:06 p.m.

### **MHS Student Recognition**

Mr. Vergiels introduced Monroe High School junior Kyla Smith who won a United Nations writing contest. This was the first time that Monroe High School was involved in the competition. In July, she will spend 12 days in New York, Canada and Philadelphia learning about the UN. Kyla plans to work in international affairs, and feels this trip will be very beneficial to her goal.

### **Sodexo Presentation**

For the third year in a row, Sodexo sponsored the Healthy High School Challenge, and for the third year in a row, Monroe won a cash prize. This is a nationwide competition where Sodexo encourages students to purchase healthy meals, snacks and beverages. Over 320 schools participated in the challenge and Monroe High School won second place for the second year in a row. For placing 2<sup>nd</sup> in the challenge, Mrs. Boykin presented the Student Council with a \$2,000 check.

### **Manor School Focus Update**

Mrs. McMahon shared demographic and statistical data for Manor School. Dr. Weber, who is Manor's consultant, will be at the next school improvement meeting to work with the staff. Mrs. McMahon feels they are on target with what they need to be doing in the classrooms. They continue to look at the data very closely. Each Thursday, every grade level meets to discuss the data. The school improvement coach also meets with the teachers putting together pacing charts to stay on target. Teachers are focusing on a whole grade level rather than just their class.

Mr. VanWasshenova appreciated the information that Mrs. McMahon provided.

### **Public Commentary-Agenda Items Only**

There was no public commentary at this time.

### **Approval of Minutes**

Motion by Mr. VanWasshenova; support by Mr. Philbeck to approve the minutes of the following meetings as submitted:

- January 14, 2014 Work Session

- January 14, 2014 Board Organizational Meeting
- January 14, 2014 Board Meeting #1

Vote: Motion carried by a 6-0 roll call vote.

### **Reports and Update**

December 16, 2013 Board Curriculum Committee Minutes and TSSI Informational Report – Contracted Coaches were received without comment.

### **Staff Resignations**

Motion by Mr. Mason; support by Mrs. Knabusch-Taylor to approve the resignation from Monroe Public Schools for David Ray effective January 29, 2014 and Letitia Kunselman effective January 31, 2014.

Vote: Motion carried by a 6-0 roll call vote.

### **OCHS Director Contract Extension**

Motion by Mr. VanWasshenova; support by Mr. Mason to approve authorization to the Superintendent to negotiate an agreement with Mason Consolidated Schools for reimbursement of employments costs for the placement of Stephanie Cavanaugh in the position of Orchard Center High School Director for the remainder of the 2013/14 school year effective March 3, 2014 to June 30, 2014.

Vote: Motion carried by a 6-0 roll call vote.

### **Revised Monroe County Adult Education Consortium Operating Agreement**

Motion by Mrs. Knabusch-Taylor; support by Mr. Philbeck to approve the revised Monroe County Adult Education Consortium Operating Agreement for 2013-2014 trimester three.

Discussion: Mr. VanWasshenova noted that the revised agreement does not include a board member from each district on the advisory committee. Dr. Martin stated that it was their intention to keep board members on the committee, and he will correct this omission in the operating agreement.

Vote: Motion carried by a 6-0 roll call vote.

### **MHS College Pendant Board Purchase**

Motion by Mr. VanWasshenova; support by Mr. Philbeck to approve the purchase of MiCore Bulletin Boards for Monroe High School from J.M. Pruz Company at a cost of \$4,695.00 to be paid from the MHS building budget.

Discussion: Mrs. Orr explained that as part of the college going culture initiative at Monroe High School they want to recognize publicly those students that are going on to a post-secondary institution. This would involve hanging boards, similar to colored bulletin boards, around the outside of the media center, and on each bulletin board will hang pennants from different universities and colleges. Student names will hang next to the university pennant or pennants that they have been accepted to. Then at the end of the year, there will be a ceremony called Decision Day. Families will be invited to attend, and students will pick which university they plan to attend.

Vote: Motion carried by a 6-0 roll call vote.

### **Superintendent Comments**

- With today's cancellation, we have had eight weather-related cancellations for the school year and will have to make up two of those days in the future. We have not yet determined when that is but we will keep you posted.
- Due to school cancellations, the Compass testing at Monroe High School will be rescheduled. This is an important component of Direct College. Nearly 500 of our students signed up to take the test.



- Last week was the kickoff of the literacy project through the Education Foundation. This project is being led by Mrs. Knabusch-Taylor and Mr. VanWasshenova, and both are very pleased with the progress so far.
- The National Technical Honor Society induction ceremony will be held at Monroe High School on Tuesday, February 18. Monroe Middle School will have their National Junior Honor Society induction ceremony on Wednesday, February 19. Both ceremonies will start at 7:00 p.m.
- On February 19, Monroe High School will host a representative from the Kendall College of Art and Design, a part of Ferris State University, to talk with students interested in pursuing advanced studies in art, design or digital media. As one teacher described it, “Our kids can be admitted to college right here in their high school classroom.” In addition, the Kendall representative will be able to award scholarships. This is another example of the culture shift at MHS. Just recently 50 students, mostly seniors, toured Eastern Michigan University for the day.
- Monroe High will host its annual 8<sup>th</sup> grade open house for students and parents on Thursday, February 6.
- Congratulations to Monroe Middle School students for raising \$425 during school spirit week just before Christmas. This money was used to buy toys for young patients at C.S. Mott Children’s Hospital.
- There will be an early release on Wednesday, February 5.

**Old Business**

Mr. Yeo introduced and welcomed Stephanie Cherry. Ms. Cherry is the new dean of students at Monroe High School.

Mr. Mason mentioned this marks the fifth year that Monroe Public Schools, along with other schools in the county, have participated with the Monroe Middle College and this will be the first graduating class.

**New Business**

There was no new business.

**Public Commentary-Any Topic**

There was no public commentary at this time.

**Closed Session**

Motion by Mr. Mason; support by Mr. VanWasshenova to convene in closed session to review material subject to the attorney-client privilege. Open Meeting Act, Sect., 8(h).

Vote: Motion carried by a 6-0 hand vote at 7:50 p.m.

**Adjournment of Closed Session and Reconvene**

Motion by Mr. Mason; support by Mr. VanWasshenova that the closed session be adjourned and Board Meeting #2 be reconvened into open session.

Vote: Motion carried by a 6-0 hand vote at 8:55 p.m.

**Adjournment**

Motion by Mr. Mason; support by Mr. Yeo that the January 28, 2014, Board Meeting #2 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 8:55 p.m.

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**June Knabusch-Taylor, Secretary**

## **REPORTS AND UPDATES**

### **BOARD COMMITTEES/OTHER REPORTS**

- Informational Report – Contracted Coaches
- February 3, 2014 Board Personnel Committee Meeting Minutes

## **Informational Report** **Contracted Coaches**

The following coach will be placed in the listed positions below by Temporary School Staff, Inc. upon completion of criminal history verifications for the 2013/14 spring season:

Last Name	First Name	Title	Sport	School
Volpi	Annalee	Supervisor	Middle School	MMS

# Monroe Public Schools Board Personnel Committee Meeting Minutes

**Date of Meeting:** February 3, 2014

**Present:** June Knabusch-Taylor, Robert Yeo  
Barry Martin, Ryan McLeod and Holly Scherer

**Next Meeting:** March 3, 2014

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1. **Call to Order:** The meeting was called to order at 5:10 PM.
2. **Minutes:** December meeting minutes previously approved (no meeting in January)
3. **Public Commentary:** None
4. **Staffing Updates:** Review of recent staffing changes was held. Mrs. Scherer reported that we are seeking candidates to fill a full time technology support person recently vacated. It was reviewed that the department currently has 15 staff members, including print shop; and 6 of those are full time positions. Mrs. Everly reported that we continue to struggle with finding and retaining bus drivers. With recent resignations in that group, we have again depleted our sub pool and are currently advertising for substitute drivers and assistants.
5. **Orchard Center High School Transition:** Dr. McLeod reported that Administration has been reviewing the staffing at Orchard Center High School and evaluating positions based on the ratios and guidelines that Monroe Public Schools currently uses. Dr. McLeod shared that there are lots of questions right now about how this transition will work, the tight timelines for the transition, and noted that administration will continue to address those as best we can. He reported that Orchard currently has nine teaching staff and MPS has now posted and would anticipate hiring six teachers based on the enrollment of less than 100 students at that building. The timelines will be to interview on February 10<sup>th</sup> and identify candidates to bring a hiring resolution to the Board at the February 25<sup>th</sup> meeting. Mrs. Everly confirmed that these teachers, if already tenured, would serve a two year probationary period with MPS. It was noted that the Orchard Teachers are a recognized MEA unit; which is separate from the Monroe Teachers, and that we will be reviewing their current bargaining agreement with Mason Schools and negotiating future terms and conditions for employment with that group and Monroe Public Schools.

In addition Monroe Public Schools, as approved at the last board meeting, will be contracting with Mason Consolidated Schools for Stephanie Cavanaugh to remain as the Principal at Orchard for the remainder of the school year. Mrs. Knabusch-Taylor questioned what would happen with the staff at the end of the school year and Dr. McLeod noted that administration would work through the same type of staffing plans that we do with each building, by reviewing enrollments and making staffing decisions based on those projections. Administration is also reviewing the remaining positions at Orchard, such as clerical, assistants and other ancillary staff; as well as the Adult Education/Learning Bank program and staffing. The Learning Bank is a joint effort between Monroe Public, Monroe County Community College, and Monroe Bank and Trust.

6. **Teacher Job Fairs:** Dr. McLeod reported that we will be sending representation to the teacher job fairs at Western Michigan University, Eastern Michigan University, and Michigan State University in early April. It was noted that Monroe Public School continues to have the need to hire and recruit the best teaching candidates and this is a good opportunity to screen a number of candidates.
7. **Criminal History Record Information and Substitute Teachers:** Mrs. Scherer reminded the group that state law requires all persons that are regularly and continuously employed, whether by Monroe Public

directly or contracted within the district, to be fingerprinted. The district currently holds the print records on all employee groups; the only exception was for substitute teachers whose records were held by our third party contractor. A clarification from the Michigan State Police will no longer allow the third party provider to receive those print records; those must be housed at each individual district where the substitute works. She assured the committee that all substitute teachers are printed before they are allowed to work, the challenge will be in tracking which substitutes are new to our district so we can request a copy of their prints from the ISD. We are currently working with the ISD and our building secretaries to develop procedures to comply with this change.

8. **Old Business:**

Mr. Yeo expressed concern on the number of teacher subs that the district continues to use on a daily basis. Mrs. Scherer shared that the district fills between 30-60 sub jobs each day, for all reasons. Mrs. Everly noted that administration does look for afterschool opportunities for professional development when possible. Dr. McLeod added that part of the problem is that there is not enough time built into the calendar to provide the professional development needs for learning delivery methods, sharing new content standards and strategies that teachers need.

Mr. Yeo asked for an update on the Administrative position changes. Specifically updates on the positions of Coordinator of Compensatory Education and the shared Career-Technology Director. Dr. McLeod reported that the Dean of Students position is now in place.

9. **New Business:**

Mrs. Knabusch-Taylor asked what guidelines coaches are given on responding or reporting when a student injury occurs during an event or at practice. Dr. McLeod will look into that policy to share with the board. He did confirm that all students are required by the MHSAA to have or purchase insurance as a requirement to play sports. Mrs. Everly also reported that on the topic of Athletics – Dr. Ray is working on the final draft of the parent input survey with the plan that will be sent out multiple times; beginning of season, mid-point, and end of season.

10. **Future Agenda Items:** None noted

11. **Next Meeting:** March 3, 2014 at 5:00 PM

12. **Adjournment:** The meeting was adjourned at 6:40 PM

**STAFF RESIGNATION**

**BACKGROUND**

**Anthony Pollzzie:** We have received a letter of resignation from Anthony Pollzzie for the purpose of retirement. Mr. Pollzzie has been a teacher for Monroe Public Schools for the past 40 years. His resignation is effective at the end of the 2013-14 school year.

**ENCLOSURE**

Letter of Resignation

**RECOMMENDATION**

Move to approve the resignation from Monroe Public Schools for Anthony Pollzzie effective on the last working day for teachers of the 2013-14 school year.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Anthony J. Pollzzie  
309 E. 6<sup>th</sup> St.  
Monroe, MI 48161  
734-242-9336  
[tpollzzie@gmail.com](mailto:tpollzzie@gmail.com)  
Feb. 3, 2014

Dr. Barry Martin  
Board of Education  
Monroe Public Schools

Dear Dr. Barry Martin

I would like to take this opportunity to officially notify Monroe Public Schools of my retirement at the end of this 2013-2014 school year. I have been employed at the Monroe Public Schools for 40 years.

I would like to thank you for all of the opportunities you have given me at Monroe Middle School. I would also like to thank all of the staff for the wonderful experiences here at MMS.

It was very hard to make this decision but I've decided now is the best time. I have many great memories of this building as Monroe Junior High School and Monroe Middle School, from my first principal Mr. Lee Randall to Mrs. Cindy Flynn.

If I can be of any help assisting you in finding a replacement, please let me know.

Sincerely,



Anthony J. Pollzzie  
Industrial Tech. Teacher



**UPWARD BOUND  
 STUDENT LEADERSHIP CONFERENCE  
 FEBRUARY 28 – MARCH 1, 2014**

**BACKGROUND**

Upward Bound Program Director from Monroe High School, Anthony Quinn, wishes to petition the Board of Education for permission to take seven (7) students and two (2) adult chaperones to a two day Upward Bound Student Leadership Summit in Grand Rapids, Michigan. The group is staying at the Courtyard Grand Rapids Downtown. The students will have a variety of sessions, workshops, scholarship opportunities and a tour of Grand Valley State University. This is a federally approved trip for the Upward Bound Program covered by the U.S. Department of Education. Funding for this comes from the Upward Bound Grant and The United Way; no student monies will be used to cover this.

**ENCLOSURE**

The Monroe Public Schools Abbreviated Field Trip & Excursion Check List Form. The complete packet will be housed in the office of the Assistant Superintendent of Curriculum, Instruction pre K-6, and Human Resources.

**RECOMMENDATION**

Move to approve the Upward Bound Program overnight trip to Grand Rapids, Michigan, on Friday, February 28 through Saturday, March 1, 2014, according to the terms of Policy IICA, Field Trips and Excursions.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

2-28-14  
Lambert

Holly  
1/29

2/28/14  
Up Board

### MONROE HIGH SCHOOL FIELD TRIP REQUEST

All requests for any field trip must be submitted to the Principal AT LEAST 15 SCHOOL DAYS BEFORE THE DATE OF THE TRIP.

**Building Policy:** Field trips should be Academic in nature, tied to content standard and include follow-up activities.

Date of trip: February 28, 2014

Date of request: January 24, 2014

Grade or organization making request: Upward Program

Faculty Sponsor: Danielle Lambert / Anthony Quinn

Destination: Grand Rapids, Michigan - Courtyard Grand Rapids Downtown

Address: 11 Monroe Ave, NW, Grand Rapids, MI 49503

Phone Number of Destination: 1-877 901 1ele 32

Purpose: MI-CAPP Students Leadership  
Conference at Grand Valley State University

Estimated time of departure: 12:00 PM February 28, 2014

Estimated return time: 2:00 PM March 1, 2014 approx.

Substitute needed: yes  no

Principal's signature: Val [Signature]

approved  denied

Reason for denial \_\_\_\_\_

# Monroe Public Schools Field Trip Information Form

Date of Trip: February 28 to March 1, 2014  
Grade/Team/Organization Making Request: Upward Bound  
Destination: Grand Valley State Univ. - Grand Rapids, MI  
Address: Courtyard Grand Rapids Downtown  
11 Monroe Avenue, NW Grand Rapids, MI 49503  
City: Grand Rapids State: MI Zip: 49503  
Means of Transportation: Enterprise Van  
Number of Students and Adults Involved: 9  
Exact Loading Location: Monroe County Community College  
Estimated Time of Departure: 12:00 PM February 28, 2014  
Estimated Time of Departure from Destination: 9:30 PM March 1, 2014  
Expected Time of Arrival: 3:00-4:00 PM Feb-28, 2014  
Purpose of Trip: Student Leadership Conference

Faculty Supervisor: Anthony Quinn

Substitute(s) needed:  Yes  No (This does not secure the substitute)

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 2/3/14

Approved  Denied

## MONROE PUBLIC SCHOOLS FIELD TRIP CHECK LIST

Complete the following check list before submitting a formal request to the Board of Education for approval of overnight, out-of-state (except Cedar Point, Toledo, and vicinity) or out-of-country field trips. Follow the timelines as outlined in Board Policy IICA.

- Written request to appropriate principal
- Written approval by such principal and the superintendent or his/her designee
- Written parent permission form (IICA-F1/Board Policy Manual)
- Completion of curriculum alignment form:

All field trips should be designed to enhance the curriculum standards and benchmarks. List below a brief description of activities, lessons, projects, etc. leading up to, during, and following this field trip.

Pre-trip lessons:

This is a federally approved trip for the UB program. The

grant stipulates that the program provide comprehensive range of activities to generate academic and self help to infuse excitement and motivation needed to succeed in high school and post-secondary education. The Conference will provide leadership development workshops.

How this trip will engage students in activities congruent to our content standards during this trip:

Attached are past itineraries that highlights a variety of activities that will be available for the students to participate in with other students from Michigan. Students will spend the week end in workshops aimed at raising their self-perception, leadership and motivation for continued academic achievement. Our UB students will also have a chance to tour Grand Valley State Univ.

Follow-up classroom lessons:

Participating students have been asked to present the information received/learned at the conference to the UB program. In addition, each student will write out a reflection summary of what they took away and/or learned from the conference.

- Contract(s) with agent(s) making travel/accommodation arrangements
- Detailed Itinerary Past agendas attached
- Funding sources Upward Bound Federal grant and United Way funding
- Chaperones
- Arrangements made for students with financial hardship
- If private vehicle(s) used, Form EEAE-F-3 (Board Policy Manual) attached.

Drafted: 1/20/95  
Revised: 12/16/97

# MONROE PUBLIC SCHOOLS

## ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

Complete details of this field trip can be obtained from the Assistant Superintendents of Secondary and/or Elementary Curriculum. All details are in compliance with Board Policy IICA.

### FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

See attached information for  
details on the itinerary. We  
will tour the campus of Grand  
Valley State University and  
the Gerald Ford Presidential  
Library and Museum

School(s):

Monroe High School - Upward  
Bound

Chaperones:

Anthony Quinn Director of UB  
Dannielle Lambert Academic Skills Corr/Teacher

Method of Transportation:

Trinity Bus Company

Date of Departure: 2/28/14

Time of Departure: 12:00 PM

If overnight, number of nights: 1

Date of Return: 3/01/14

Time of Return: 7:00 PM

Number of Students Participating: 7

Number of Staff Supervising: 2

Number of Other Adults Assisting: 0

Number of School Days Student will be Attending Trip: 0

Cost Per Child: \$ 225.00

Cost Per Chaperone: \$ 225.00

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes

No

Chaperones: Yes

No

Included in this field trip request packet are copies of the following:

- Full compliance with Board of Education Policy IICA - Field Trips & Excursions Forms
- Signed parent permission forms for each student participant (IICA - FI)
- Field Trip Permission Forms (F-II)
- Compliance with Educational Academic Field Trip regulations - Standard Practice Bulletin I-11
- Written request to appropriate building principal
- Written description of field trip to parents
- Written approval by building principal
- Detailed itinerary (Out of country trips may not have detailed itinerary until 30 days prior to trip) *past/current*
- List of approved chaperones
- Identification of funding sources *UB grant and Funding From United Way*
- Signed private vehicle use (for transporting students - EEAE-F-3)
- n/a*  Description of arrangements made for students with financial hardship
- n/a*  All necessary signed contracts/agreements with participating travel agents
- Emergency telephone numbers for all participants
- Description of this trip and congruency with course curriculum
- n/a*  Emergency Contingency Plan included, if method of transportation is flying.
- n/a*  Turn in Criminal History forms, on non-staff chaperones, to the Superintendents Office prior to any deposits being made to any travel agent.

Updated: 09/12/06



January 30, 2014

Dear Parent/Guardian:

**RE: 2014 MI-CAPP Student Leadership Summit and TriO Day**

Your student has been selected by the MCCC's Upward Bound Program to attend the **2014 MI-CAPP Student Leadership Summit and TriO Day** taking place on **February 28 to March 1, 2014**. The summit is scheduled to be held in Grand Rapids, MI, at **Grand Valley State University**. Students will be staying overnight at the **Courtyard Grand Rapids Downtown** located at 11 Monroe Avenue, NW, Grand Rapids, Michigan 49503, on Friday, February 28, 2014. The phone number for the hotel is 616.242.6000. Since Monroe High School has a half day of school, students will leave **Monroe County Community College** at approximately **12:00 PM on Friday, February 28**, from the back parking lot, and will return to **Monroe County Community College** at approximately **7:00 PM, on Saturday, March 1, 2014**. As always, there is not a charge to the students for summit registration, meals or hotel accommodations. However, there are vending machines and a game room if they would like to bring extra spending money.

Students will spend the day in workshops aimed at raising their self-perception, consciousness, leadership and motivation for continued academic achievement. In addition, all MCCC Upward Bound students who will be participating in the summit are expected to turn in a **notarized permission slip** and a **"Code of Conduct" form**.

If there are any questions or concerns, please feel free to contact me at 734.265.3446 or at [lambertd@monroe.k12.mi.us](mailto:lambertd@monroe.k12.mi.us). Thank you in advance for allowing your student to participate in this event.

Sincerely,

Dannielle A. Lambert  
Academic Skills Coordinator/Teacher  
Monroe High School

Enclosures (3)

**Main Campus** \* 1555 South Raisinville Road \* Monroe, MI 48161-9746 \* 1-734-242-7300  
**Whitman Center** \* 7777 Lewis Avenue \* Temperance, MI 48182 \* 1-734-847-0559

[www.monroeccc.edu](http://www.monroeccc.edu)

Monroe Public Schools  
Field Trip Permission Form

School: Monroe High School

Date of Trip: Feb 28 - March 2, 2014

Departure Time: 10AM, Feb 28, 2014

Return Time: 12 noon, March 1, 2014

Group/Class Taking Trip: Upward Bound

Destination: Grand Rapids, Michigan (Grand Valley State University)

❖ This form serves as the district's official notification for the parent(s)/guardian of students involved and, by signing, acknowledges the fact that the student's parent(s)/guardian approves of their child taking said trip. This form must be completed and signed before any student will be allowed to travel with the group.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # (Home): \_\_\_\_\_ Telephone # (Emergency): \_\_\_\_\_

Insurance Co.: \_\_\_\_\_

Name of Policy Holder: \_\_\_\_\_

Contract #: \_\_\_\_\_

Parental Acknowledgment:

I/We hereby give consent to allow our child to make this trip and further consent for any necessary emergency medical treatment and/or admission, to any hospital for my/our child.

Signatures:

\_\_\_\_\_

Date: \_\_\_\_\_

Parent(s)/Guardian

❖ Return to Your Child's Classroom Teacher



Monroe Public Schools  
PARENTAL PERMISSION FORM  
(Out-of-State/Overnight/Out-of-Country Travel)

EXPLANATION AND DATES:

Departure Date/Day Feb 28, 2014 Return Date/Day March 1, 2014

A group of students and adult chaperones are planning a trip to: City Grand Rapids

State Michigan Country USA (daily itinerary must be attached).

The purpose of this trip is Exposure to College internat. leadership development and the group sponsoring the trip is Upward Bound

This form serves as the district's official notification for the parents of students involved and, by signing, acknowledges the fact that the student's parents approve of their child taking said trip. This form must be signed and returned before any student will be allowed to travel with the group.

Please fill in the information requested below as thoroughly and completely as possible.

GENERAL INFORMATION:

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_ Emergency Phone \_\_\_\_\_

MEDICAL INFORMATION

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Last Tetanus Shot \_\_\_\_\_ Allergies (if any) \_\_\_\_\_

Current medication (if any) \_\_\_\_\_ Recent illness or surgeries (within past six months) \_\_\_\_\_

Other pertinent information \_\_\_\_\_

Your child will be in the care of (staff member name) \_\_\_\_\_

S/he has your permission to seek emergency medical care for your child as needed.

INSURANCE INFORMATION:

Insurance Company \_\_\_\_\_ Contract No. \_\_\_\_\_

Name of Policy holder \_\_\_\_\_ Policy Number: \_\_\_\_\_

MEDICAL ACKNOWLEDGMENT:

I/we hereby give consent for emergency medical treatment and/or admission, as necessary, to any hospital for my/our child.

SIGNATURES:

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

(Parent(s)/Guardian(s))

Notary Public  
My commission expires \_\_\_\_\_

MI-CAPP 2014

Student Leadership Summit/TRiO Day

February 28 - March 1, 2014

The History of TRiO: Who are we?

Grand Valley State University  
Friday, February 28, 2014  
Allendale Campus  
One Campus Drive  
Kirkhof Center  
Allendale, MI 49401

Saturday, March 1, 2014  
DeVos Campus  
401 Fulton Street West  
Grand Rapids, MI 4950

## *Schedule of Events*

Friday, February 28, 2014

1:00 – 3:00 p.m.	Check- In & Registration (Kirkhof Center)
3:00 – 4:30 p.m.	GVSU Tour & Admissions Presentation and Workshops
4:30 – 4:45 p.m.	Break* (Kirkhof Lobby)
4:45 – 5:45 p.m.	Workshops (Kirkhof Center)
6:00 – 7:30 p.m.	Scholarship Award Dinner (Grand River Room)
8:00 – 10:30 p.m.	Free Time*: Kirkhof Center Rec Center Kelly Family Sports Center
10:30 p.m.	Return to Hotel
11:30 p.m.	<b><i>Must be in your registered room, TRiO Staff to monitor halls</i></b>

Saturday, March 1, 2014

8:30 – 9:30 a.m.	Breakfast (Eberhard Center)
10:00 – 10:15 a.m.	General Information Session (Loosemore Auditorium)
10:30 a.m. – 12:30 p.m.	History of TRiO & the War on Poverty Project Video Presentations Letters, Emails, Tweets
12:30 – 1:00 p.m.	Closing Remarks
1:00-2:00PM	Lunch (on our own)
2:00-4:00PM	President Gerald R. Ford Museum
4:30PM	Home

\*All programs are encouraged to bring snack foods and beverages for a snack table to be set-up in the Kirkhof Center.

This is a general schedule. The times may be adjusted by ½ hour to accommodate a program. You will receive a final Schedule of Events, what students should bring for activities, etc. prior to your arrival. Thank you for your patience.

Please Note: All TRiO personnel and students who are attending the Friday Session only must register and pay \$65.00. We do not have a "dinner only" ticket sale. The \$25.00 dinner tickets are only for the guests of the students. This is a fundraiser and the only method we have to raise funds for the scholarships that are awarded to the students. Please send in your registration for Friday only or for both Friday and Saturday. Friday only is \$65.00 per person. Friday and Saturday is \$75.00 per person. If you have questions, please contact Josh Brandsen at 616-331-3423 or Arnie Smithalexander at 616-331-3679.

MI-CAPP 2014

Student Leadership Summit/TRiO Day

February 28 - March 1, 2014

The History of TRiO: Who are we?

Grand Valley State University  
Friday, February 28, 2014  
Allendale Campus  
Kirkhof Center  
One Campus Drive  
Allendale, MI 49401

Saturday, March 1, 2014  
DeVos Campus  
401 Fulton Street West  
Grand Rapids, MI 49504

**Code of Conduct**

Michigan College Access Programs & Personnel (MI-CAPP) defines the following conduct as accepted and preferred practices for participants and program sponsors during the TRiO Day/Student Leadership Summit. Violations or the failure to comply with the Code will be deemed as obtrusive to the general welfare of the TRiO Day/Student Leadership Summit. Participants and/or program sponsors (as well as the participants' sponsoring program) who do not abide by the Code of Conduct may be subject to exclusion from the present and possibly future conferences.

1. Participants and/or program sponsors will neither engage in, nor aid, abet or entice another into any disorderly conduct or breach the peace of any MI-CAPP or host facility owned or controlled property, or at any MI-CAPP or host facility sponsored or supervised activity.
2. Participants and/or program sponsors will comply with the directions of any MI-CAPP and/or host facility staff acting in reasonable performance of their duty and will provide personal identification (i.e., name, program, etc.) when requested to do so.
3. Participants and/or program sponsors will not cause nor engage in conduct that endangers the health or safety of another person.
4. Participants and/or program sponsors will not be involved with theft or damage to property of both the Association and host facility community.
5. Participants and/or program sponsors acknowledge that the possession and/or consumption of alcoholic beverages while on the grounds or in the building of the host facility by minors is prohibited by state law.
6. Participants and/or program sponsors acknowledge that state law prohibits the possession, use or distribution of narcotics or illegal drugs on host facility or controlled property.

*The participants and program sponsors, by virtue of their signatures on the Conduct Agreement, agree to abide by the above expectations.*

Participation in the MI-CAPP Student Leadership Summit brings with it certain responsibilities for the student, parent/guardians and the sponsoring program. As a participant in the Summit, each student must agree to and abide by the following:

1. Each participant will be held responsible for his/her conduct during Summit activities (refer to the TRiO Student Leadership Summit Code of Conduct).
2. Attendance at Summit events and activities, either as participant or observer, is mandatory.

If these responsibilities are not met, participation by the student and possibly the student's sponsoring program, in the Summit is subject to termination.

**Participant Statement of Acceptance**

I certify that I will abide with the above statements and that I accept them as true. If any sponsoring program permits my participation, I agree to follow the rules and regulations established by the MI-CAPP Board of Directors for participation in the Summit.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

**Parent/Guardian and Program Statement of Acceptance**

We understand our signature means we will hold each participant responsible for his/her overall conduct and compliance to the rules and regulations of the Student Leadership Summit and the hosting association. We further understand that our responsibility includes cooperation with staff members from each sponsoring program and other associations or host facility personnel.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Sponsor Signature

\_\_\_\_\_  
Date

**MI-CAPP 2014 Student Leadership Summit/TRiO Day**  
**The History of TRiO: Who are we?**  
**February 28 - March 1, 2014**

**Hotel Accommodation Information**

A block of rooms are being held for this conference at the following location:

*Courtyard Grand Rapids Downtown*  
*11 Monroe Avenue, NW*  
*Grand Rapids, MI 49503*

Each program is responsible for their own accommodations. The room blocks are reserved under *(TRIO STUDENT LEADERSHIP)*. The room rate is \$144 a night, plus applicable state and local taxes. You will need to provide a tax-exempt letter for state taxes.

Self-parking is \$14 per day and valet parking is \$19 per day.

Free wireless internet is offered in the lobby and guest rooms.

Check-in time is 4:00 p.m.; Check-out time is 11:00 a.m.

You may make your reservation using the dedicated booking website at the following link:

[https://resweb.passkey.com/Resweb.do?mode=welcome\\_ei\\_new&eventID=10947370](https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=10947370)

You may, also, reserve your room by phone at the following toll free number: 1-877-901-6632.

Remember to mention the "TRiO Student Leadership" room block reservation identifier.

Please don't wait to reserve your room.

UPWARD BOUND 2014 ANNUAL  
STUDENT LEADERSHIP CONFERENCE  
FEBRUARY 28-MARCH 1, 2014  
GRAND RAPIDS, MICHIGAN  
COURTYAR GRAND RAPIDS DOWNTOWN

CHAPERONES

---

CHAPERONE: ANTHONY QUINN, DIRECTOR OF UPWARD BOUND

CHAPERONE: DANNIELLE LAMBERT, ACADEMIC SKILLS COORDINATOR FOR UPWARD BOUND

**MONROE HIGH SCHOOL  
BAND TRIP – ORLANDO, FLORIDA**

**BACKGROUND**

Mr. James Nuechterlein, Director of Instrumental Music for Monroe High School, wishes to petition the Board of Education for permission to take up to one hundred (100) Monroe High School Marching Band, Jazz Band, and Orchestra students to Orlando, Florida. While in Florida the group will be performing at Walt Disney World. The students will also be participating in the “You’re Instrumental” workshop, a Disney Entertains Participatory Workshop. All groups have been rehearsing the music to perform in Orlando with the objective of presenting an outstanding performance that represents Monroe Public Schools and the City of Monroe. While on this trip the students will be expected to perform at a high level of excellence and they will be instructed that their behavior will represent Monroe.

No Monroe Public Schools funds will be used to defray the cost of this trip and all aspects of the trip will be in accordance with related Board policies.

**ENCLOSURE**

Monroe Public Schools – Abbreviated Field Trip and Excursion Check List Form. The complete packet will be housed in the office of the Assistant Superintendent of Elementary Education, Instruction and Human Resources.

**RECOMMENDATION**

Move to approve the Monroe High School Marching Band, Jazz Band, and Orchestra trip to Orlando, Florida, according to the terms of Policy IICA, Field Trips and Excursions.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

# MONROE PUBLIC SCHOOLS

## ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

Complete details of this field trip can be obtained from the Assistant Superintendents of Secondary and/or Elementary Curriculum. All details are in compliance with Board Policy IICA.

### FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

The Monroe High School Trojan Marching Band Jazz Band and Orchestra will be traveling to Orlando, Florida and will be performing at Walt Disney World. While in Florida the students will also be participating in the "You're Instrumental" workshop, a Disney Entertains Participatory Workshop. They will also have a chance to visit all the Theme Parks at Walt Disney World and Universal Studios Orlando. They will also take a trip to the beach at Cocoa Beach.

School(s): Monroe High School

Chaperones: Nancy Durkin, Carla Garbo, Michelle Geftos, Mary Beth Ingels, Lyndsay Kieselbach, Mike Kieselbach, Christine Mushing, Kevin Pilgrim, David Staffeld, Elizabeth Stewart. All adults have chaperoned previous trips.

Date of Departure: 4 / 21 / 14

Time of Departure: 9:00 am

If overnight, number of nights: 5

Date of Return: 4 / 26 / 14

Time of Return: 8:00 pm

Number of Students Participating: 100

Number of Staff Supervising: 1

Number of Other Adults Assisting: 10

Number of School Days Student will be Attending Trip:   0  .

Cost Per Child:  \$799.00 .

Cost Per Chaperone:  \$907.00 .

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes

No

Chaperones: Yes

No

Included in this field trip request packet are copies of the following:

- X Full compliance with Board of Education Policy IICA - Field Trips & Excursions Forms
- X Signed parent permission forms for each student participant (IICA - FI)
- X Field Trip Permission Forms (F-II)
- X Compliance with Educational Academic Field Trip regulations - Standard Practice Bulletin I-11
  
- X Written request to appropriate building principal
- X Written description of field trip to parents
- X Written approval by building principal
- X Detailed itinerary (Out of country trips may not have detailed itinerary until 30 days prior to trip)
- X List of approved chaperones
- X Identification of funding sources
- Signed private vehicle use (for transporting students - EEAE-F-3)
- X Description of arrangements made for students with financial hardship
- X All necessary signed contracts/agreements with participating travel agents
  
- X Emergency telephone numbers for all participants
- X Description of this trip and congruency with course curriculum
- Emergency Contingency Plan included, if method of transportation is flying.
  
- X Turn in Criminal History forms, on non-staff chaperones, to the Superintendents Office prior to any deposits being made to any travel agent.

Updated: 09/12/06



## **MONROE PUBLIC SCHOOLS** **FIELD TRIP CHECK LIST**

Complete the following check list before submitting a formal request to the Board of Education for approval of overnight, out-of-state (except Cedar Point, Toledo, and vicinity) or out-of-country field trips. Follow the timelines as outlined in Board Policy IICA.

- X Written request to appropriate principal
- X Written approval by such principal and the superintendent or his/her designee
- X Written parent permission form (IICA-F1/Board Policy Manual)
- X Completion of curriculum alignment form:  
All field trips should be designed to enhance the curriculum standards and benchmarks. List below a brief description of activities, lessons, projects, etc. leading up to, during, and following this field trip.  
Pre-trip lessons:  
All ensembles will be rehearsing the music to be performed at Disney World

with the objective of presenting an outstanding performance that represents Monroe Public Schools and the City of Monroe to the utmost.

How this trip will engage students in activities congruent to our content standards during this trip:

Students will be expected to perform the music for our presentation at a high level of quality. They will be instructed that their performance and behavior will represent Monroe. They will also be participating in the "You're Instrumental" workshop, a Disney Entertains Participatory Workshop. This is a three hour rehearsal workshop presenting what it is to be a professional musician.

Follow-up classroom lessons:

We will view videos of our performances and workshop and critique then.

- X Contract(s) with agent(s) making travel/accommodation arrangements
- X Detailed Itinerary
- X Funding sources
- X Chaperones
- X Arrangements made for students with financial hardship
- If private vehicle(s) used, Form EEAE-F-3 (Board Policy Manual) attached.

Drafted: 1/20/95  
Revised: 12/16/97

MONROE HIGH SCHOOL  
Instrumental Music Department

*James Nuechterlein, Director of Instrumental Music*

Monroe High School  
901 Herr Road  
Monroe, Michigan 48161  
734-265-3585

*nuechter@monroe.k12.mi.us*

*Trojan Marching Band  
Wind Ensemble  
Concert Band  
Orchestra  
Jazz Band*

TO: Valerie Orr, Principal  
FROM: James Nuechterlein, Director of Instrumental Music  
DATE: January 8, 2014  
SUBJECT: Written approval for Band/Orchestra trip to Florida

The Monroe High School Trojan Marching Band, Jazz Band and Orchestra are planning a performance trip to Florida during our Easter vacation, April 21 to 26, 2014. In compliance with Board Policy IICA, I need to request written approval from you for permission to take this trip.

The Marching Band, Jazz Band and Orchestra have applied and have been accepted to perform at Walt Disney World in Orlando, Florida, as part of their Disney Magic Music Days school performance program. The Orchestra and the Jazz Band have been scheduled to perform on the Waterside Stage at the Downtown Disney Marketplace on Tuesday, April 22, and the Marching Band has been scheduled to perform in the Magic Kingdom on Friday, April 25. All of our musicians will be participating in the "You're Instrumental" workshop, a Disney Entertains Participatory Workshop on Wednesday, April 23.

We will be departing from Monroe High School on Monday morning, April 21, 2014, and returning on Saturday evening, April 26, 2014. This coincides with Monroe Public Schools' Easter vacation. All trip arrangements are being handled by Mr. Lloyd Whitehead of Travel Adventures, Inc. of Lapeer, Michigan. We have used their services in past trips and have been very pleased with their service.

I have included a copy of the Preliminary Information sheet that was sent out to all band and orchestra parents on September 30, 2013. I will also provide you with all the complete information that parents will be receiving before the trip. At this point we are planning on 100 students and 9 adults going on this trip.

I assume that just a short note is all that is needed for the School Board. Thank you for your time and consideration.

Attachment: Preliminary Information

## Melissa Zienert

---

**From:** Valerie Orr  
**Sent:** Monday, January 13, 2014 4:26 PM  
**To:** James Nuechterlein  
**Subject:** RE: Florida Trip Approval memo

The trip looks good to me. Please feel free to proceed for board approval.

Valerie Orr  
Principal  
Monroe High School

---

**From:** James Nuechterlein  
**Sent:** Tuesday, January 07, 2014 7:56 PM  
**To:** Valerie Orr  
**Subject:** Florida Trip Approval memo

Val,

I have attached a formal letter of information and request for approval for our Bands' and Orchestra's trip to Florida during the 2014 Easter vacation. Please reply back with a written note that I can send with my full packet to the school board.

Thanks.

Jim

*James Nuechterlein*

*Director of Instrumental Music*

MONROE HIGH SCHOOL

901 Herr Road

Monroe, MI 48161

734-265-3585 - office

734-265-3471 - fax

734-693-2684 - cell

 GO GREEN & KEEP THIS E-MAIL ON THE SCREEN

#### NOTICE OF NONDISCRIMINATION

It is the policy of the Monroe Public Schools not to discriminate on the basis of race, color, national origin, gender, age, disability, religion, height, weight or marital status in its programs, services, employment, or any other activities. For information contact the office of the Superintendent of Schools, 1275 N. Macomb Street, Monroe, MI 48162, 734-265-3010.

MONROE HIGH SCHOOL  
Instrumental Music Department

*James Nuechterlein, Director of Instrumental Music*

Monroe High School  
901 Herr Road  
Monroe, Michigan 48161  
734-265-3585

*nuechter@monroe.k12.mi.us*

*Trojan Marching Band  
Wind Ensemble  
Concert Band  
Orchestra  
Jazz Band*

TO: Ryan McLeod  
FROM: James Nuechterlein  
DATE: January 10, 2014  
SUBJECT: Band/Orchestra trip to Florida



The Monroe High School Trojan Marching Band, Jazz Band and Orchestra are planning a performance trip to Florida during our Easter vacation, April 21 to 26, 2014. In compliance with Board Policy IICA, we would like to petition the administration and Board of Education of the Monroe Public Schools for permission to take part in this opportunity.

The Marching Band, Jazz Band and Orchestra have applied and have been accepted to perform at Walt Disney World in Orlando, Florida, as part of their Disney Magic Music Days school performance program. The Orchestra and the Jazz Band have been scheduled to perform on the Waterside Stage at the Downtown Disney Marketplace on Tuesday, April 22, and the Marching Band has been scheduled to perform in the Magic Kingdom on Friday, April 25. All of our musicians will be participating in the "You're Instrumental" workshop, a Disney Entertains Participatory Workshop on Wednesday, April 23.

We will be departing from Monroe High School on Monday morning, April 21, 2014, and returning on Saturday evening, April 26, 2014. This coincides with Monroe Public Schools' Easter vacation. All trip arrangements are being handled by Mr. Lloyd Whitehead of Travel Adventures, Inc. of Lapeer, Michigan. We have used their services in past trips and have been very pleased with their service.

A complete proposed itinerary, Rules and Regulations sheet and Preliminary Information sheet are attached. Once the final rooming list is forwarded to the travel agency, a final trip cost will be determined. The estimated cost of the proposed trip for each student will be approximately \$799.00. The Instrumental Boosters Club has a program in place for parents to work to earn money for their child toward the cost of the trip. The cost can also be defrayed by a number of fund raising projects that we are offering. At this point we are planning on 100 students and 11 adults going on this trip.

Thank you for your time and consideration.

Attachments: Proposed Itinerary, Rules and Regulations, Preliminary Information

cc: Valerie Orr

**FLORIDA TRIP**  
**Preliminary Information**  
(as of September 30, 2014)

**GROUPS**

Monroe High School Orchestra, Marching Band and Jazz Band.

**ACTIVITY**

Performance trip to the Orlando, Florida area, including Walt Disney World.

**DATES**

Six days and five nights during Easter vacation, 2014. The dates are set for leaving in the morning of Monday, April 21 and returning the evening of Saturday, April 26, 2014.

**ACCOMMODATIONS**

Hotel accommodations have not been made yet. The hotel will be a quality establishment, usually a AAA Three-Star rate hotel. This hotel will be located off the Disney property in the Orlando/Kissimmee, Florida area.

Room assignments will be set before we leave. Check-in will be handled through the chaperons. A curfew time, and lights-out quiet time will be listed on the schedule, and *will be enforced* by hired security.

**TRANSPORTATION**

Chartered, video equipped, air-conditioned motor coaches.

**CHAPERONS**

Adult parent chaperons will be veterans of previous trips/projects and will know most of the students going on the trip.

**TOUR PACKAGE (COST) INCLUDES**

Some of the following may vary slightly, depending on when our performance times are.

- All transportation via chartered motor coaches
- Three nights lodging
- Three continental breakfasts at the hotel
- Three dinners with the Disney Meal Coupon
- Time on the beach at Cocoa Beach, Florida
- One-day ticket to Universal Studios and Island of Adventure.
- "You're Instrumental Workshop" at Disney World
- V.I.P Magic Music Days Pass which includes:
  - Admission to three theme parks (Magic Kingdom, Epcot and MGM Studios)
  - Group participation award
- Nighttime security
- Professional tour escort (Travel Adventures, Lapeer, Michigan)
- Health and accident insurance
- "Price Guard" protection and Customer Trust Account

## TRIP COSTS

Trip costs per student will vary at this point according to how many people will actually be going on the trip. At this point we have two motor coaches reserved to accommodate 100 students and ten adult chaperons. The preliminary cost estimates at this time is between \$800.00 to \$850.00 per person. We will make every effort to keep the costs down.

Costs may increase if the number of people decreases. This is due to the fact that the cost of transportation (buses) remains constant, resulting in each person having to pay more if less people go on the trip. The exact cost will be determined when we have received all the deposits and a finalized concrete list of how many are going can be made.

## PAYMENT SCHEDULE

A payment schedule will be set up through our travel agent, Brightspark Travel, Inc. All payments by you will be made directly to them. Information regarding this is included in this mailing. Any fundraising money or money in your student's account with the Boosters will be transferred to the travel company before the final payment is due.

Once the Disney performance dates and times are set, and individual trip deposits (\$70.00) have been received, the trip details can be determined. A full information package will then be put together and mailed to you.

All these facts, figures and dates are subject to change before the trip, due to circumstances beyond our control or the travel agent's control.

Every effort is being made to make this trip as enjoyable and affordable for everyone to participate. Since this trip is not only a fun trip, but also a performance trip, it is hoped that many of the members of the Orchestra, Marching Band and Jazz Band will and can make this trip.

**Complete Both Sides**

Monroe Public Schools  
PARENTAL PERMISSION FORM  
(Out-of-State/Overnight/Out-of-Country Travel)

EXPLANATION AND DATES:

Departure Date/Day Monday, April 21, 2014 . Return Date/Day Saturday, April 26, 2014 .

A group of students and adult chaperones are planning a trip to: City Orlando/Disney area .

State Florida . Country United States . (daily itinerary must be attached).

The purpose of this trip is performances at Disney World by Bands and Orchestra , and the group sponsoring

the trip is Monroe High School Instrumental Music Department .

This form serves as the district's official notification for the parents of students involved and, by signing, acknowledges the fact that the student's parents approve of their child taking said trip. This form must be signed and returned before any student will be allowed to travel with the group.

Please fill in the information requested below as thoroughly and completely as possible.

GENERAL INFORMATION:

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_ Emergency Phone \_\_\_\_\_

MEDICAL INFORMATION:

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Last Tetanus Shot \_\_\_\_\_ Allergies (if any) \_\_\_\_\_

Current medication (if any) \_\_\_\_\_ Recent illnesses or injuries (within past six months) \_\_\_\_\_

Other pertinent information \_\_\_\_\_

Your child will be in the care of (staff member name) James Nuechterlein, Director . S/he has your permission to seek emergency medical care for your child as needed.

INSURANCE INFORMATION:

Insurance Company \_\_\_\_\_ Contract No. \_\_\_\_\_

Name of Policyholder \_\_\_\_\_ Policy No. \_\_\_\_\_

MEDICAL ACKNOWLEDGEMENT:

I/we hereby give consent for emergency medical treatment and/or admission, as necessary, to any hospital for my/our child.

SIGNATURES:

Signed before me this \_\_\_\_\_ day of

\_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_

\_\_\_\_\_  
(Parent(s)/Guardian(s))

My commission expires \_\_\_\_\_

**Must be signed & notarized. Return this form by February 14, 2014.**

# Monroe High School Bands & Orchestra

## Travel Code of Conduct

1. Be certain you read and understand this Travel Code of Conduct. It covers all forms of travel.
2. School policies pertaining to school trips and functions will apply throughout all trips. School policies prohibit possession of tobacco, alcohol, drugs, or firearms by any student. Any infraction of these rules will result in the parent being notified immediately and arraignments will be made to send the student home – regardless of the time of day or night. (See procedures below.) All fees will be forfeited. Further disciplinary action as per school policies will be determined by appropriate Assistant Principal after the trip.
3. School policies prohibit use of inappropriate language, inappropriate clothing, and public display of affection. The judgment of the adults on the trip will be final as to what is acceptable and what is not.
4. Students who need to take medication on a trip should bring the medication in its original container and notify the director in writing. This applies to prescription and OTC (over the counter) drugs.
5. Follow all direction given to you by a chaperon, bus driver, or guide. Also be considerate of these people at all times. They are along to help you have a successful trip. Without them there would be no trip.
6. Radios, CD players, MP3 players, iPods, etc. on the bus will be acceptable only with headphones. Students must assume the responsibility for the security of their own belongings. Do not leave these items sitting out.
7. Do not leave any money or valuables in your room when you are away. Do not take excessive amounts of money or valuables with you on a trip.
8. Absolutely no boys in girls' rooms or girls in boys' rooms at any time – for any reason. Also no one from any other group is allowed in any of our rooms.
9. Conduct yourself in an appropriate and courteous manner at all times. Be considerate of the other hotel guests/dorm residents. Remember who you are representing. Let's leave everyone with a good impression of our group.
10. Curfew times are clearly noted. Do not leave your room for any reason after this time. Contact a chaperon if any emergency arises.
11. Any damage to property will be paid for by the person or persons involved.
12. Any student in violation of local or state laws will be turned over to the local authorities. If the student is subsequently returned to the group, he/she will be sent home.
13. ALL school rules are in effect throughout the duration of any trip.
14. By following this code of conduct, and using common sense, you will help make this trip an enjoyable one for all involved. Rules apply to **ALL** STUDENTS whether eighteen years old or not.

### Procedures for sending a student home:

1. The student will call home to the parent or guardian in the presence of the director. The student will explain the reason for the call. The director will then speak to the parent.
2. The parent will be asked how they would prefer their child to be sent home. At band camp the parent will be told to pick up their child immediately.
3. The student will be immediately separated from the rest of the group and remain in the company of the director or chaperon until the child goes home.

*We have read and agree to the above Travel Code of Conduct and fully understand any consequences that may occur if they are broken.*

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

***Please complete BOTH SIDES.***

**Return this form by February 14, 2014.**





Simplifying Student Travel

TOUR AGREEMENT
MONROE HS BAND AND ORCHESTRA
DISNEY WORLD ORLANDO

Brightspark Travel, Inc
234 W. Louis Glick Hwy Suite 302
Jackson, MI 49201
Toll-free: 800-688-0845
Fax: 517-788-6847
www.brightsparktravel.com

MONROE HIGH SCHOOL has entered into an agreement with Brightspark Travel, Inc. to make travel arrangements to Orlando on April 21, 2014 through April 26, 2014.

Changes in trip dates, inclusions, or number of participants before or after booking may affect trip pricing. Brightspark Travel, Inc. may arrange similar activities and attractions at their discretion due to availability and vendor restrictions.

MONROE HS BAND has agreed to a tour based on 107 paying participants.

The undersigned has read and understands this agreement and accepts the Terms and Conditions accompanying this Tour Agreement. By signing this Tour Agreement the undersigned, on behalf of MONROE HS BAND, agrees to contract for the above stated trip with Brightspark Travel, Inc. and confirms that the trip information stated herein is correct, acknowledging any necessary or requested changes from the Proposal attached hereto.

Pricing per passenger for our trip is as follows:

Table with 3 columns: Participant Type, Price, Room Occupancy. Rows include Student/Youth, Paying Adult, and Complimentary.

- The trip includes 1 non-paying (complimentary) participant(s).
Please note that each room has 2 beds
\* RGP is a highly recommended elective protection plan

For each participant below 107 projected paying participants you agreed to pay \$299.00, plus the cost of any nonrefundable vendor payments such as airline or theatre tickets, to cover any fixed group costs incurred by Brightspark Travel, Inc.

MONROE HS BAND
Representative

Signature Date
Name
Title

MONROE HS BAND agrees to make the following installment payments schedule:

Table with 4 columns: Installment, Due Date, Quad Occupancy, Double Occupancy. Rows include Registration Fee, installments 2-5, and TRIP COST.

BRIGHTSPARK TRAVEL, INC.
Representative

Signature Date
Lloyd Whitehead
Name

MONROE HS BAND agrees to submit a rooming list for this tour on or before:

February 20, 2014

Tour Consultant
Title

MONROE HS BAND has contracted with Brightspark Travel, Inc. to administer all participant billing and payment collection through its individual billing program.

PLEASE RETURN THIS SIGNED TOUR AGREEMENT TO YOUR BRIGHTSPARK TOUR CONSULTANT





Simplifying Student Travel

# TOUR AGREEMENT MONROE HS BAND ORLANDO

# 598912

Brightspark Travel, Inc  
234 W. Louis Glick Hwy Suite 302  
Jackson, MI 49201  
Toll-free: 800-688-0845  
Fax: 517-788-6847  
www.brightsparktravel.com

MONROE HIGH SCHOOL has entered into an agreement with Brightspark Travel, Inc. to make travel arrangements to Orlando on April 21, 2014 through April 26, 2014. Brightspark Travel, Inc. has agreed to provide for the trip inclusions as outlined on the enclosed Tour Proposal.

MONROE HS BAND has agreed to a tour based on 107 paying participants.

Pricing per passenger for our trip is as follows:

Participant Type	Price	Room Occupancy
Student/Youth	\$736 + \$79 RGP*	Quad
Paying Adult	\$845 + \$79 RGP*	Double
Complimentary	\$0	Double

- The trip includes 1 non-paying (complimentary) participant(s).
- Please note that each room has 2 beds
- \* RGP is a highly recommended elective protection plan

For each participant below 107 projected paying participants you agreed to pay \$298.00, plus the cost of any nonrefundable vendor payments such as airline or theatre tickets, to cover any fixed group costs incurred by Brightspark Travel, Inc. Fixed group costs include motorcoaches, step-on guides, security guards, prepaid non-refundable deposits, etc., and the expenses of non-paying participants.

MONROE HS BAND agrees to make the following installment payments schedule:

Installment	Due Date	Quad Occupancy	Double Occupancy
Registration Fee	10/15 06/03/2013	\$70 + \$79 RGP*	\$70 + \$79 RGP*
2	11/15 08/02/2013	\$166	\$166
3	1/15 10/15/2013	\$166	\$166
4	2/14 12/02/2013	\$166	\$166
5	3/14 02/21/2014	\$168	\$277
TRIP COST		\$736 + \$79 RGP	\$845 + \$79 RGP

MONROE HS BAND agrees to submit a rooming list for this tour on or before:

February 20, 2014

MONROE HS BAND has contracted with Brightspark Travel, Inc. to administer all participant billing and payment collection through its individual billing program.

Changes in trip dates, inclusions, or number of participants before or after booking may affect trip pricing. Brightspark Travel, Inc. may arrange similar activities and attractions at their discretion due to availability and vendor restrictions. Some activities cannot be booked until the participants' first payments are received.

The undersigned has read and understands this agreement and accepts the Terms and Conditions accompanying this Tour Agreement. By signing this Tour Agreement the undersigned, on behalf of MONROE HS BAND, agrees to contract for the above stated trip with Brightspark Travel, Inc. and confirms that the trip information stated herein is correct, acknowledging any necessary or requested changes from the Proposal attached hereto. Payment of invoices pursuant to this Tour Agreement signifies acceptance of its Terms and Conditions attached hereto.

MONROE HS BAND  
Representative

*James Nuechterlein* 4-22-13  
 Signature Date  
 Name James Nuechterlein  
 Title Band/Orchestra Director

BRIGHTSPARK TRAVEL, INC.  
Representative

Signature \_\_\_\_\_ Date 04/19/2013

Lloyd Whitehead  
Name

Tour Consultant  
Title

→ increased to \$799 w/ addition of Cocoa beach & Universal Studios

PLEASE RETURN THIS SIGNED TOUR AGREEMENT TO YOUR BRIGHTSPARK TOUR CONSULTANT



## ITINERARY

### MONROE HS BAND

### ORLANDO

April 21 - 26, 2014

#### DAY 1 - MONDAY, APRIL 21, 2014

GROUP	TIME	ACTIVITY
ALL	9:00 AM	Depart for Disney World Orlando to begin your tour! You will have a 23 hour drive including time for meals and rest stops.  Lunch is at your own expense  Rest Stop Enroute  Dinner at Your Own Expense  Rest stops Overnight

#### DAY 2 - TUESDAY, APRIL 22, 2014

GROUP	TIME	ACTIVITY
ALL		Walt Disney World - Disney Performing Arts On Stage - Jazz Band Performance  Walt Disney World - Disney Performing Arts On Stage - Orchestra Performance  Breakfast on your own
	9:00 AM	Arrive in Orlando, FL at Disney's Hollywood Studios  Disney's Hollywood Studios theme park, one of 4 Theme Parks in Walt Disney World Resort, offers behind-the-scenes glimpses of Hollywood-style action with live shows, thrilling attractions, backstage tours and special events that only happen in this Disney Park dedicated to entertainment.  Lunch is at your own expense  Continue at Park  Dinner - Walt Disney World Meal Coupon  Fantasmic! is a breathtaking 25-minute fireworks and water show performed select nights at Disney's Hollywood Studios theme park that brings together all of your favorite Disney Characters—including heroes, princess and villains—for the very first time.
	10:00 PM	Check in at your hotel: Buena Vista Suites

#### DAY 3 - WEDNESDAY, APRIL 23, 2014

GROUP	TIME	ACTIVITY
ALL	7:00 AM	Enjoy a Full American Breakfast at your hotel.  Cocoa Beach - enjoy the sand and the surf in Cocoa Beach



Lunch is at your own expense

combined workshop      1:30 PM      Walt Disney World Workshop - You're Instrumental - for Orchestra and Band Combined

ALL      8:15 PM      Pirates Dinner Adventure

**DAY 4 - THURSDAY, APRIL 24, 2014**

GROUP	TIME	ACTIVITY
-------	------	----------

ALL	7:00 AM	Enjoy a Full American Breakfast at your hotel.  Universal Orlando - You will enjoy "Islands of Adventure" today and see the Harry Potter area.  Lunch is at your own expense  Continue at Park  Dinner - Universal Orlando Resort Meal Voucher
-----	---------	--

**DAY 5 - FRIDAY, APRIL 25, 2014**

GROUP	TIME	ACTIVITY
-------	------	----------

ALL	7:00 AM	Enjoy a Full American Breakfast at your hotel.  Magic Kingdom theme park, one of 4 Theme Parks in Walt Disney World Resort, captures the enchantment of fairy tales with exciting entertainment, classic attractions, and beloved Disney Characters.
Band	10:00 AM	Walt Disney World Performance - Marching Band Performance
ALL		Lunch is at your own expense  Continue at Park  Dinner - Walt Disney World Meal Coupon  Wishes Nighttime Spectacular (fireworks show)
	10:00 PM	Depart for Home. You will have a 23 hour ride on your way home including time for meals and rest stops.

**DAY 6 - SATURDAY, APRIL 26, 2014**

GROUP	TIME	ACTIVITY
-------	------	----------

ALL		Breakfast on your own  Rest Stop Enroute  Lunch is at your own expense  Rest Stop Enroute
-----	--	---



**ITINERARY**  
**MONROE HS BAND**  
**ORLANDO**  
**April 21 - 26, 2014**

Dinner at Your Own Expense

8:00 PM Arrive at Monroe High School - Welcome Home!

Rest stops Overnight



**DECA STATE CONFERENCE  
IN STATE - OVERNIGHT**

**BACKGROUND**

Monroe High School teacher and DECA advisor, Jeff Brown, wishes to petition the Board of Education for permission to take eighteen (18) Monroe High School students to Detroit, Michigan in order to attend the DECA State Career Development Conference. This overnight trip to attend the 2014 state conference will be held at the Renaissance Center in Detroit, Michigan, from Friday, March 14 through Sunday, March 16, 2014. The Monroe High School students learn marketing, small business ownership and intro to business marketing in DECA. The students competing in this competition will report back to all marketing students at MHS and they will begin preparation for the next competition.

No Monroe Public Schools funds will be used to defray the cost of this trip and all aspects of the trip will be in accordance with related Board policies.

**ENCLOSURE**

Monroe Public Schools – Abbreviated Field Trip and Excursion Check List Form. The complete packet is housed in the office of the Assistant Superintendent of Elementary Education, Instruction and Human Resources.

**RECOMMENDATION**

Move to approve the Monroe High School students’ attendance at the DECA State Career Development Conference in Detroit, Michigan according to the terms of Policy IICA, Field Trips and Excursions.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

## **MONROE PUBLIC SCHOOLS FIELD TRIP CHECK LIST**

Complete the following check list before submitting a formal request to the Board of Education for approval of overnight, out-of-state (except Cedar Point, Toledo, and vicinity) or out-of-country field trips. Follow the timelines as outlined in Board Policy IICA.

- Written request to appropriate principal
- Written approval by such principal and the superintendent or his/her designee
- Written parent permission form (IICA-F1/Board Policy Manual)
- Completion of curriculum alignment form:

All field trips should be designed to enhance the curriculum standards and benchmarks. List below a brief description of activities, lessons, projects, etc. leading up to, during, and following this field trip.

Pre-trip lessons:

ALL Activities/lessons align with  
state and national marketing benchmarks.  
- see attached sheets

How this trip will engage students in activities congruent to our content standards during this trip:

Tests and role plays align with state  
benchmarks.

Follow-up classroom lessons:

Creates student interest in all phases of  
marketing, management and entrepreneurship.

- Contract(s) with agent(s) making travel/accommodation arrangements
- Detailed Itinerary
- Funding sources
- Chaperones
- Arrangements made for students with financial hardship
- If private vehicle(s) used, Form EEAE-F-3 (Board Policy Manual) attached.

Drafted: 1/20/95  
Revised: 12/16/97

# MONROE PUBLIC SCHOOLS

## ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

Complete details of this field trip can be obtained from the Assistant Superintendents of Secondary and/or Elementary Curriculum. All details are in compliance with Board Policy IICA.

### FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

See Attached

School(s): MHS

Chaperones: Jeff Brown

Randy Dupont

Method of Transportation: MPS Bus

Date of Departure: 3/14/14

Time of Departure: 9:54

If overnight, number of nights: 2

Date of Return: 3/16/14

Time of Return: 3:00

Number of Students Participating: 18

Number of Staff Supervising: 2



Number of Other Adults Assisting: 0

Number of School Days Student will be Attending Trip: 1

Cost Per Child: 100<sup>00</sup>

Cost Per Chaperone: n/a

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes  No   
Chaperones: Yes  No

Included in this field trip request packet are copies of the following:

- Full compliance with Board of Education Policy IICA - Field Trips & Excursions Forms
- Signed parent permission forms for each student participant (IICA - FI)
- Field Trip Permission Forms (F-II)
- Compliance with Educational Academic Field Trip regulations - Standard Practice Bulletin I-11
- Written request to appropriate building principal
- Written description of field trip to parents
- Written approval by building principal
- Detailed itinerary (Out of country trips may not have detailed itinerary until 30 days prior to trip)
- List of approved chaperones
- Identification of funding sources
- Signed private vehicle use (for transporting students - EEAE-F-3)
- Description of arrangements made for students with financial hardship
- All necessary signed contracts/agreements with participating travel agents
- Emergency telephone numbers for all participants
- Description of this trip and congruency with course curriculum
- Emergency Contingency Plan included, if method of transportation is flying.
- Turn in Criminal History forms, on non-staff chaperones, to the Superintendents Office prior to any deposits being made to any travel agent.

Updated: 09/12/06

# Monroe Public Schools Field Trip Information Form

Date of Trip: 3/14/14 - 3/16/14

Grade/Team/Organization Making Request: MHS DECA

Destination: DETROIT, MI GM REN CEN

Address: Detroit Marriott @ Ren Cen

City: Detroit State: MI Zip: 48243

Means of Transportation: MPS Bus

Number of Students and Adults Involved: 18 students - 2 adults

Exact Loading Location: MHS Main Entrance, Flag Pole

Estimated Time of Departure: 10:00 a.m.

Estimated Time of Departure from Destination: 11:15 a.m.

Expected Time of Arrival: 12:30 p.m.

Purpose of Trip: DECA State Conference (See Attached)

Faculty Supervisor: Jeff Brown

Substitute(s) needed:  Yes  No (This does not secure the substitute)

Principal's Signature: [Signature] Date: \_\_\_\_\_

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 2/4/14

Approved  Denied

# Monroe High School DECA

*An Association of Marketing Students*

1/16/14

Mrs. Val Orr  
Monroe High School  
901 Herr Road  
Monroe, MI 48161

Dear Val:

This is the Monroe High School DECA chapter's written request that you allow us to attend the 2014 DECA State Career Development Conference in Detroit, Michigan. Please consider allowing us to attend this educational conference from Friday, March 14<sup>th</sup> (9:54 AM) – Sunday, March 16<sup>th</sup>, 2014 (3:00 PM.)

DECA is a co-curricular, student-centered organization specifically designed to provide activities that will motivate Monroe High School students to learn marketing, management and entrepreneurial competencies that will prepare them to become skilled, employable workers in the field of marketing.

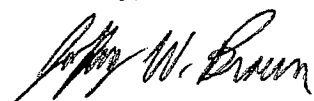
The purpose of DECA is to provide learning opportunities to marketing education students through goal-oriented chapter activities. The focus of these activities is always upon developing greater understanding and appreciation of marketing, management and entrepreneurship. These activities contribute to occupational competence by promoting greater understanding and appreciation for the responsibilities of citizenship in our private and free enterprise system.

Our DECA chapter is to the marketing education program what a civic or professional organization is to a group of businesspeople. Chapter activities are recognized as a part of the total educational program because they develop leadership skills, professional attitudes, business competency, citizenship characteristics, and social growth of the individual. These same activities serve me, your marketing teacher/DECA advisor, as a teaching tool by creating student interest in all phases of marketing, management and entrepreneurship.

Find enclosed, with this request for approval, a detailed agenda of our plans during the DECA State Career Development Conference. This will be an invaluable trip for the students attending. They will report back to their non-attending DECA members. Winners at the State level will automatically qualify to attend the International Conference held in Atlanta, GA.

With your approval, I would like to present this trip to the MPS Board of Education. Thank you.

Sincerely,



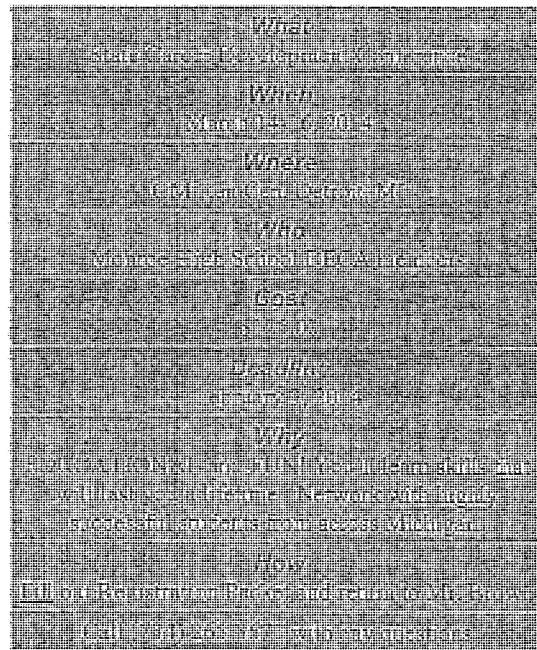
Jeffery W. Brown  
DECA Advisor

Cc: Bill Ferrara

# MICHIGAN DECA STATE CONFERENCE

March 14 - 16, 2014 - GM Ren Cen, Detroit, MI

## Registration Packet



### CONTENTS:

Letter to Parents  
Conference Highlights and Agenda  
Delegate Code of Conduct  
MHS Permission Forms

RETURN ALL FORMS TO MR. BROWN BY February 3, 2014

# Monroe High School DECA Chapter

901 Herr Road, Monroe, MI 48161 (734) 265-3671

TO: DECA Parents  
FROM: Jeff Brown, DECA Advisor *J. B.*  
DATE: January 17, 2014  
SUBJECT: 2014 DECA State Career Development Conference

By now you already know your daughter or son qualified for the State DECA Conference by finishing in the top 10 overall in their event at the District V DECA Conference. (There were over 900 delegates participating at our district conference.) Eighteen Monroe High School students are qualified to attend the DECA State Conference. Monroe High School students really demonstrated that they are learning business skills in their marketing education class and at their Co-op training stations. You are also receiving this letter because your daughter or son indicated to us that they wanted to participate in the State DECA Conference on March 14-16, 2014.

Please sign the enclosed permission slips and attach \$125.00 payable to MHS DECA if you want your daughter/son to participate in the DECA State Conference.

We will continue our preparation for the State Conference in our marketing classes. Students will take one online examination that covers marketing, management, and economics. They will role play two impromptu business case problems during the day on Saturday. All judges are business professionals who will donate their time on Saturday to work with students. Students will be entered in the economics and math competition on Saturday afternoon also.

Students should meet us at Monroe High School's Flagpole entrance at 9:54 on Friday, March 14, for departure. (School is in session on this day, they will be excused for the remainder of the day for an educational field trip.) Students must have business attire for the competition part of the conference. DECA discourages students from wearing any denim type clothing at the conference, however, other types of casual clothing may be worn during times students are not competing or attending meetings. The use of personal automobiles or visitation by friends not registered at the conference is forbidden. We should return to MHS's Flagpole entrance sometime between 2:00-3:00 PM on Sunday, March 16, 2014.

The chaperone will be Jeff Brown (marketing teacher at MHS). 2,500 other high school students from approximately 150 Michigan High Schools will be in attendance at the State DECA Conference. Michigan DECA has planned many fun and entertaining activities in addition to the competitive events. Michigan DECA employs a large security staff just for this conference to insure the safety and enjoyment of all students.

Winners in each event will be crowned as Michigan State Champions. Michigan State Champions will receive an automatic bid to participate in the International DECA Conference in Atlanta, Georgia during the last week of April, 2014. At this point in time our main focus is the State Conference. (The International Conference will only be discussed when or if there are Monroe High School delegates qualified to participate.)

Michigan DECA is sponsored by the Michigan State Department of Education and supported by student dues and various corporate pledges. National DECA is sponsored by the U.S. Department of Education and is one of the largest youth groups in North America with over 200,000 members. I am the volunteer sponsor for the Monroe High School DECA Chapter because it motivates our students to learn marketing, management, and business concepts. DECA is an extension of our curriculum taken to the application level of the learning process.

If you have any questions or concerns about our plans to attend the State DECA Conference, please call me at Monroe High School, 265-3671. **Thanks again for your continued support.**

P.S. Please fill out the enclosed permission forms and give them to your daughter/son with a \$125.00 check made payable to MHS DECA. Thank you.

For more information go to [www.mideca.org](http://www.mideca.org)

Monroe Public Schools  
Field Trip Permission Form

School: MHS  
Date of Trip: 3-14 THRU 3-16 2014  
Departure Time: 9:54 AM 3/14/14  
Return Time: 2:00 PM 3/16/14  
Group/Class Taking Trip: DECA  
Destination: GM REN CEN DETROIT, MI

❖ This form serves as the district's official notification for the parent(s)/guardian of students involved and, by signing, acknowledges the fact that the student's parent(s)/guardian approves of their child taking said trip. This form must be completed and signed before any student will be allowed to travel with the group.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: JEFF BROWN

Address: \_\_\_\_\_

Telephone # (Home): \_\_\_\_\_ Telephone # (Emergency): \_\_\_\_\_

Insurance Co.: \_\_\_\_\_

Name of Policy Holder: \_\_\_\_\_

Contract #: \_\_\_\_\_

Parental Acknowledgment:

I/We hereby give consent to allow our child to make this trip and further consent for any necessary emergency medical treatment and/or admission, to any hospital for my/our child.

Signatures:

\_\_\_\_\_

Date: \_\_\_\_\_

Parent(s)/Guardian

❖ Return to Your Child's Classroom Teacher

Monroe Public Schools  
PARENTAL PERMISSION FORM  
(Out-of-State/Overnight/Out-of-Country Travel)

EXPLANATION AND DATES:

Departure Date/Day 3/14/14 Return Date/Day 3/16/14

A group of students and adult chaperones are planning a trip to: City DETROIT

State MI Country USA (daily itinerary must be attached).

The purpose of this trip is STATE CONFERENCE and the group sponsoring the trip is DECA

This form serves as the district's official notification for the parents of students involved and, by signing, acknowledges the fact that the student's parents approve of their child taking said trip. This form must be signed and returned before any student will be allowed to travel with the group.

Please fill in the information requested below as thoroughly and completely as possible.

GENERAL INFORMATION:

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_ Emergency Phone \_\_\_\_\_

MEDICAL INFORMATION

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Last Tetanus Shot \_\_\_\_\_ Allergies (if any) \_\_\_\_\_

Current medication (if any) \_\_\_\_\_ Recent illness or surgeries (within past six months) \_\_\_\_\_

Other pertinent information \_\_\_\_\_

Your child will be in the care of (staff member name) \_\_\_\_\_

S/he has your permission to seek emergency medical care for your child as needed.

INSURANCE INFORMATION:

Insurance Company \_\_\_\_\_ Contract No. \_\_\_\_\_

Name of Policy holder \_\_\_\_\_ Policy Number: \_\_\_\_\_

MEDICAL ACKNOWLEDGMENT:

I/we hereby give consent for emergency medical treatment and/or admission, as necessary, to any hospital for my/our child.

SIGNATURES:

\_\_\_\_\_

(Parent(s)/Guardian(s))

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_



 MICHIGAN  
**DECA** Code of Conduct/Medical Treatment Authorization

Name \_\_\_\_\_ Chapter Monroe High DECA  
Conference SCDC Conference Date March 14-16, 2014

Attendance at any DECA sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, adults, and any other authorized persons attending the conference. This form must be signed by each student, and the student's parent or guardian, attending a DECA conference or activity (including, but not limited to; conferences, meetings, workshops, etc.) and brought to the conference by the chapter advisor.

Delegates shall abide by the rules and practices of DECA at all times, including to and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in Michigan DECA. Determination of penalties for violations will be at the discretion of Michigan DECA. Additional penalties may be imposed by the local school district.

**The following shall be regarded as major violations of the DECA Code of Conduct and will result in the student being sent home and not being allowed to participate in any DECA activities for the remainder of the school year. Determination of other penalties for violations will be at the discretion of Michigan DECA, the DECA chapter advisor or local school district.**

1. Alcohol, drugs, and tobacco: A student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medication prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol or chemical substances in any form (including tobacco), at any time, or under any circumstances, on public or private properties. All local and state laws concerning personal behavior will be honored.
2. Willful companionship: Being in the willful companionship of someone who violates any portion of the Code of Conduct, or failing to report any direct knowledge (other than hearsay) of the Code of Conduct violations.
3. Personal conduct: Conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); throwing objects out the window, or into the hallway; other serious violations of personal conduct regulations.
4. Private transportation: No driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor (delegates are required to stay at state selected hotels). Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. Once a driving/riding delegate has arrived at the conference site, s/he shall not be in a private automobile again until leaving the site at the end of the conference.
5. Abusive behavior and lewd conduct: A student shall not engage in any lewd, indecent, sexual or obscene act or expression. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation, or disability is prohibited.
6. Violations of the student's school district code of conduct.

**MICHIGAN DECA Code of Conduct/Medical Treatment Authorization**

As parent/guardian, I have reviewed the Delegate Code of Conduct with our son/daughter, and he/she agrees to abide by the rules. The Chapter Advisors and/or Michigan DECA has the right to send the delegate home from the activity, at my expense, provided that he/she has violated the Delegate Code of Conduct and I have been notified of the violation and transportation arrangements.

The delegate has my permission to attend the Michigan DECA activity. I understand the delegate will be supervised by the DECA chapter advisor. I, the parent/guardian, will not hold the school, the advisor, the Board of Education, Michigan DECA, nor the conference staff responsible for any injuries while attending or while en-route to and from the DECA sponsored activity.

In the event of accident or illness requiring emergency medical treatment, occurring while in attendance at this DECA activity, I, the undersigned parent/guardian hereby authorizes the DECA chapter advisor to procure suitable medical treatment for the below signed delegate, and I will provide for the payment of those costs on behalf of the named delegate. I also expect the DECA chapter advisor to contact me by telephone, as soon as possible, if medical services are necessary.

State Career Development Conference March 14-16, 2014

Conference or Activity Monroe High School Date

Name of School

Name of Delegate Date of Birth

Address City State Zip

Daytime Phone Evening Phone

Emergency Contact Phone

Please list any medications or physical limitations:

Parent/Guardian's Signature Date

Delegate's Signature Date

*Jeffrey W. Brown* 1/17/14

Advisor's Signature Date

*Paul Jensen* 1/17/14

Principal's Signature Date

Insurance Company Policy Number

The DECA Chapter Advisor must bring a signed form for each delegate to each conference.

It is recommended that this form be notarized for out-of-state travel.

# State Career Development Conference

**March 14-16, 2014**

## *Detroit, Michigan*

The 2014 conference will be held in Downtown Detroit on March 14-16, and it promises to be one of the most exciting, competitive and FUN Michigan DECA events of the year! You will have the opportunity to meet and compete with over 3,000 Michigan DECA members from throughout the state and also meet important and influential business professionals. The SCDC is a time for you to develop your occupational and leadership skills as well as meet other fun and energetic Michigan DECA members.

After participating in competitive events during the day, you will have free time to meet and socialize with other Michigan DECA members. Members will also elect the new Michigan DECA State Executive Council who will lead us into another exciting DECA year!

The Michigan DECA SCDC gives you the opportunity to meet DECA members from around the state, interact with important business representatives, and last but not least, compete for a chance to represent Michigan DECA at the International Career Development Conference, held in Atlanta, Georgia in May 2014!

### **Conference Registration**

The conference registration fee will cover two meals (breakfast on Saturday and Sunday mornings), registration materials, and conference administrative expenses.

### **Eligibility**

Only students that are competing at the State Conference may attend the conference. Delegates may not enter more than one event (i.e. Individual, Written, or Chapter event). The only exception is the Merit Award Program.

### **Refunds**

Refunds will be given only if Michigan DECA is notified of the cancellation in writing. Cancellations must be submitted on the Refund Request Form to receive your chapter's refund.

If Notified by:

February 24 = \$80.00 refund

March 3 = \$40.00 refund

After March 3 = No Refund

### **Substitution Policy**

Chapter Advisors have volunteered to double check each State Conference registration to be sure that chapters are following the substitution policy and that the correct qualifiers from the District Conferences are advancing on to the State Conference. Students will not be able to compete if one member of the team is unable for any reason to attend the next level of competition.

### **Presentations using the Internet:**

Students will not be able to use the hotel or convention center internet for their event presentations, because that would involve asking someone else to help them with their equipment. (Refer to the event's presentation guidelines.) They may use an internet aircard or personal hotspot with their computer if the students have one. But we caution that it could be difficult for students to receive and maintain a connection due to so many people using cell phones while at the conference. If they lose connection, they

# State Career Development Conference

will not be given additional time. Our suggestion is to save anything that they might want to reference directly onto their computer.

## **Economics and Marketing Mathematics Applied Academics Certification**

Delegates are required to take one (or both) of the tests on Saturday. A certificate will be awarded to those who achieve minimum proficiency on the test. The top ten participants will receive special recognition.

## **Dress During the Conference**

Business attire is required for all scheduled sessions and activities. During free time, shirts must have sleeves and no bare midriff. Skirts and shorts must be at least fingertip length. ***No cargo pants, jeans (denim material), T-shirts, sweatshirts, flip-flop sandals, or athletic shoes of any form will be allowed during the competition or at sessions!*** Delegates' clothing must be neat and in good repair in order to compete, attend the sessions, or be allowed on stage. Delegates wearing any of these items will be sent to change, before being allowed to compete or attend any conference sessions. Please refer to the Michigan DECA Dress Code for more information.

## **Schedule**

Conference registration will start at 11:00am on Friday, March 14th. The first student activity will start around 2:30 p.m. A tentative schedule is available for download here.

## **Meals**

Two (2) meals are included in the registration fee; breakfast on Saturday and Sunday mornings. Other meals will be the responsibility of each delegate and/or chapter. There are a number of restaurants in the Renaissance Center, some that are located outside of the food court are not open on the weekends. There are a lot of great affordable restaurants accessible via the Detroit People Mover. We will provide a list of nearby restaurants and their hours in the chapter's registration packets.

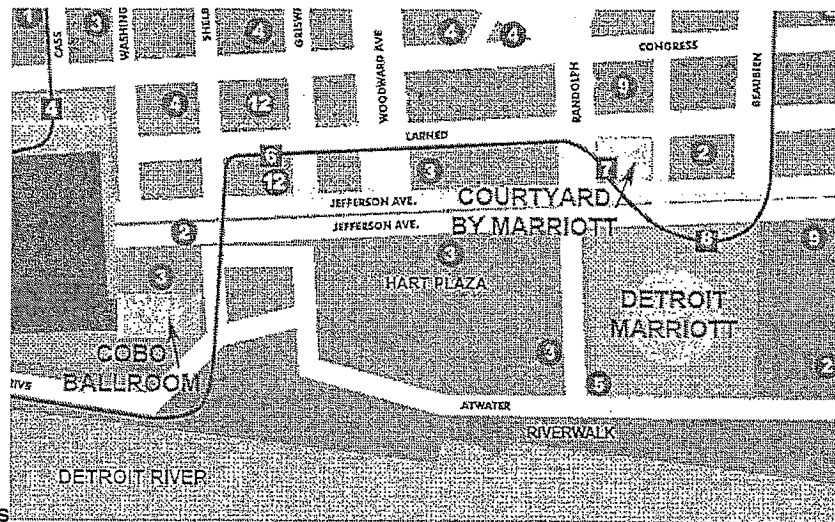
## **Hotels**

Michigan DECA Policy requires that all competitors stay at one of the official conference hotels. Conference Registration will not be accepted for schools that are not staying at one of the official hotels. Michigan DECA will be staying at:

- The Detroit Marriott at the Renaissance Center, 400 Renaissance Drive West, Detroit, Michigan 48243 (313) 568-8000
- The Courtyard by Marriott Downtown Detroit, 333 East Jefferson Avenue, Detroit, Michigan 48226 (313) 222-7700

The Courtyard by Marriott is connected by skyway to the Renaissance Center.

# State Career Development Conference



## Location of Activities

The Opening and Award Sessions will be held in the brand new Riverview Ballroom at COBO Hall. All competition will take place at the Detroit Marriott in the Renaissance Center.

## Seating at Sessions

Schools that achieve all three (3) goals of DECA's membership campaign will have reserved seating at the award session of their choice. Refer to the membership campaign guidelines for more information. Seating for other schools will not be assigned. One seat will be allocated for each paid delegate. New chapters will have reserved seating at the opening session only.

## State Conference T-Shirts

Michigan Alumni DECA is selling State Conference T-shirts again this year. The shirts will be designed around the conference theme, and will be heavyweight, 100% cotton T-shirts. The T-shirts are \$12.00 each at the Alumni booth. Pre-orders of shirts on the conference registration form, you will receive a discounted price of \$10.00 per shirt. Please consider ordering your shirts when you register for the conference, as in past years we were completely sold out by early Saturday afternoon! This fundraiser is designed help Alumni Division so they can sponsor a competitive event to provide more travel scholarships for qualifiers to attend the International Career Development Conference.

## Name Badges & Wrist Bands

All delegates (adult and student) must wear their name badges and wrist bands at all times. No one will be admitted to conference activities without a name badge and wrist band. If a delegate loses their wrist band or name badge, a replacement may be obtained in the conference headquarters for \$5.00 each. Delegates will be required to show identification for a replacement name badge, or must have their Advisor with them.

## Curfew

All students must be in their own room at curfew. No chapter activities (meetings, practice sessions, etc.) may be conducted after curfew, even if it takes place in their Advisor's room. Room service will not deliver after curfew. All advisors/chaperones are required to conduct room checks at curfew and patrol the floors of the hotel after curfew on Friday and Saturday evenings. Trying to manage a large number of students is a difficult task, therefore we need every advisor's support and assistance.

## Code of Conduct & Medical Treatment Authorization Forms

Each delegate, student and adult, must sign the Code of Conduct & Medical Treatment Form. This form

# State Career Development Conference

must be hand-carried to the conference by the Chapter Advisor. Do not send them to the Michigan DECA office.

No alcoholic beverages or drugs may be possessed by any delegate at the conference. This is a school function. Delegates may not enter the lounges at the hotels. Students suspected of being under the influence of alcohol will be required to take a breath alcohol test as specified by state law. A uniformed police officer will be on site during the evening hours of the conference.

## **Private Autos at the Conference**

The use of private automobiles will not be permitted after arrival at the conference. Car doors shall be locked upon arrival, and the keys turned over to the chapter advisor.

## **Voting Delegates**

The role of a voting delegate is an important one. Voting delegates are required to attend the candidate speeches and are encouraged to meet each candidate prior to the election session. All Voting Delegates must attend the conference as a competitor.

## **Voting**

Voting will take place on Saturday from 2:00 p.m. to 4:00 p.m. Each year, some voting delegates do not show up or are late for the election. Our policy is that voting delegates will not be admitted after 4:00 p.m.

## **Number of Voting Delegates per Chapter Membership**

According to the Constitution, each chapter is allowed one voting delegate per 40 members or a major fraction thereof. See the table below for the number of voting delegates based on chapter size. The appropriate number of voting delegate ribbons will be included in your chapter's registration materials. The advisor will distribute the ribbons to the voting delegates for their chapter. Voting Delegates must wear their ribbon to vote. Replacement ribbons will not be provided once a chapter has picked up their registration materials at the conference.

- 1 voting delegate for chapters that have 1 to 61 members
- 2 voting delegates for chapters that have 62 to 101 members
- 3 voting delegates for chapters that have 102 to 141 members
- 4 voting delegates for chapters that have 142 to 181 members
- 5 voting delegates for chapters that have 182 to 221 members
- 6 voting delegates for chapters that have 222 to 261 members
- 7 voting delegates for chapters that have 262 to 301 members
- 8 voting delegates for chapters that have 302 to 341 members

## **Certificates of Excellence**

Michigan DECA will issue Certificates of Excellence to all competitors that receive an average score above 70% during competition. The certificates will be distributed after the conference.

## **Conference Assistance**

To have a successful conference, each advisor will need to assist with the conference. All advisors will be pre-assigned by the event chairperson to work a competitive event. All individuals are required to assist during their assigned time. Because this assistance is important, advisors who do not assist during their entire assigned time, will have letters stressing the importance of their assistance and their absence sent to their school principal. Advisors and chaperones must attend all general and award sessions with their students, to assure proper dress and conduct (behavior) during the sessions.

# State Career Development Conference

## **Advisor Reception & Recognition**

The Michigan Marketing Educators (MME) and Michigan DECA will host a reception and recognition session for all advisors on Friday evening.

## **Chaperones**

All chaperones attending the conference will also be responsible to assist with conference management and supervision. Please select your preference for the area you would like each of your chaperones to assist with on the registration form. All chaperones are required to pay the conference registration fee.

## **Supervision**

At least one (1) adult must attend and pay the registration fee for every ten (10) student delegates attending. Advisors and chaperones must attend all general and award sessions with their students, to assure proper dress and conduct (behavior) during the sessions.

# Friday, March 14, 2014

## Tentative Program of Events

Time	Activity	Location
10:00 a.m. - 1:00 p.m.	<b>Written Event Judges</b>	Mackinac Ballroom (Level 5)
11:00 a.m. - 4:00 p.m.	<b>Conference Registration</b>	Ontario Registration Desk (Level 3)
1:15 p.m. - 2:00 p.m.	<b>Adult Assistants Meeting</b> Friday Written Events	Ontario West (Level 3)
2:00 p.m. - 5:00 p.m.	<b>T-Shirt Pickup and Sales</b>	Renaissance Foyer (Level 4)
2:00 p.m. - 11:00 p.m.	<b>Conference Headquarters</b>	Ontario Registration Desk (Level 3)
2:00 p.m. - 3:00 p.m.	<b>Written Event Orientation</b> Business Services Operations Buying & Merchandising Operations Community Service Project Creative Marketing Project Entrepreneurship - Growing Your Business Entrepreneurship Promotion Proj. Entrepreneurship Written Financial Literacy Promotion Proj. Financial Operations Hospitality & Tourism Operations International Business Plan Learn & Earn Project Public Relations Project Sports & Entertainment Operations	Ambassador Ballroom (Level 3)
3:00 p.m. - 3:30 p.m.	<b>Adult Assistants Meeting</b> Apparel & Accessories Marketing Automotive Services Marketing Business Finance Business Services Marketing Food Marketing Hotel & Lodging Management Human Resources Management Marketing Management Quick Serve Restaurant Management Restaurant & Food Service Mgt. Retail Merchandising Sports & Entertainment Series	Ontario West (Level 3)

*All activities are in the Marriott Hotel, unless noted under the room name.*



# Friday, March 14, 2014

## Tentative Program of Events

Time	Activity	Location
5:00 p.m. - 5:45 p.m.	<b>Event Orientation and Scheduling</b> Business Law & Ethics TDM Buying & Merchandising TDM Financial Services TDM Hospitality Services TDM Leadership & Teamwork Marketing Communications TDM Principles of Business Management Principles of Finance Principles of Hospitality & Tourism Principles of Marketing Sports & Entertainment TDM Travel & Tourism TDM	Joliet (Level 5) LaSalle A (Level 5) Nicolet B (Level 5) Duluth (Level 5) Mackinac (Level 5) Cadillac B (Level 5) LaSalle B (Level 5) Cadillac A (Level 5) Brule (Level 5) Nicolet A (Level 5) Marquette (Level 5) Richard (Level 5)
3:00 p.m. - 3:30 p.m.	<b>State Officer Candidates' Meeting</b>	Greco (Level 4)
6:00 p.m. - 6:45 p.m.	<b>Event Orientation and Scheduling</b> Advertising Campaign Chapter Awards Program Entrepreneurship Innovation Plan Entrepreneurship Participating Fashion Merchandising Promotion Plan Gold Merit Awards Program Hospitality & Tourism Professional Selling Professional Selling Event School Based Enterprise Sports & Entertainment Promotion Plan	Mackinac (Level 5) Mackinac (Level 5) Mackinac (Level 5) Mackinac (Level 5) Mackinac (Level 5) Mackinac (Level 5) Brule (Level 5) Brule (Level 5) Mackinac (Level 5) Mackinac (Level 5)
4:00 p.m. - 6:00 p.m.	<b>Officer Candidates' Campaign Booths</b>	Renaissance Foyer (Level 4)
7:30 p.m. - 8:30 p.m.	<b>Chapter Advisors' Meeting</b> Michigan Marketing Educators Annual Meeting	Mackinac Ballroom (Level 5)
9:00 p.m. - 10:30 p.m.	<b>Opening Session</b>	Cobo Hall Ballroom
10:00 p.m. - 10:30 p.m.	<b>Election of State Officers</b> <i>Voting Delegates may vote as their schedule permits.</i>	Cobo Hall Ballroom
11:00 p.m.	<b>Chapter Meetings</b>	Your Advisor's Room
11:00 p.m. - 11:30 p.m.	<b>Alumni Meeting</b>	Greco (Level 4)
11:30 p.m.	<b>Curfew</b> - Delegates in own room & room check by advisor. <i>No food deliveries are allowed after this time.</i>	

*All activities are in the Marriott Hotel, unless noted under the room name.*

# Friday, March 14, 2014

Time	Activity	Location
3:00 p.m. - 7:00 p.m.	<b>Written Event - Presentations</b> <i>All competitors are to report according to their assigned time.</i>	Renaissance Ballroom (Level 4)
3:00 p.m. - 8:00 p.m.	<b>Vendor &amp; Career Exposition</b>	Renaissance Foyer (Level 5)
4:00 p.m. - 4:30 p.m.	<b>Adult Assistants Meeting</b> Business Law & Ethics TDM Buying & Merchandising TDM Financial Services TDM Hospitality Services TDM Leadership & Teamwork Marketing Communications TDM Principles of Business Management Principles of Finance Principles of Hospitality & Tourism Principles of Marketing Sports & Entertainment TDM Travel & Tourism TDM	Ontario West (Level 3)
4:00 p.m. - 4:45 p.m.	<b>Event Orientation and Scheduling</b> Apparel & Accessories Marketing Automotive Services Marketing Business Finance Business Services Marketing Food Marketing Hotel & Lodging Management Human Resources Management Marketing Management Quick Serve Restaurant Management Restaurant & Food Service Mgt. Retail Merchandising Sports & Entertainment Series	Joliet (Level 5) LaSalle B (Level 5) LaSalle A (Level 5) Cadillac A (Level 5) Cadillac B (Level 5) Duiuth (Level 5) Nicolet B (Level 5) Nicolet A (Level 5) Brule (Level 5) Richard (Level 5) Marquette (Level 5) Mackinac (Level 5)
5:00 p.m. - 5:30 p.m.	<b>Adult Assistants Meeting</b> <i>For Saturday Written Events</i>	Ontario West (Level 3)
5:00 p.m. - 7:00 p.m.	<b>Dinner</b> <i>As your schedule permits</i>	On Your Own

*All activities are in the Marriott Hotel, unless noted under the room name.*

## Saturday, March 16, 2014

# Tentative Program of Events

Time	Activity	Location
1:00 p.m. - 5:00 p.m.	<b>Competitive Events</b> Apparel & Accessories Marketing Business Services Marketing Buying & Merchandising TDM Quick Serve Restaurant Management Restaurant & Food Service Mgt. Retail Merchandising Sports & Entertainment Series Sports & Entertainment TDM Travel & Tourism TDM	
1:00 p.m. - 5:00 p.m.	<b>Competitive Events</b> Advertising Campaign Chapter Awards Program Entrepreneurship Innovation Plan Entrepreneurship Participating Fashion Merchandising Promotion Plan Gold Merit Awards Program Hospitality & Tourism Professional Selling Professional Selling Event School Based Enterprise Sports & Entertainment Promotion Plan	
6:00 p.m. - 8:00 p.m.	<b>Dinner on your own</b>	
10:00 p.m. - 10:30 p.m.	<b>Written Event Return</b> <i>Chapter Advisors Only</i>	
11:00 p.m.	<b>Alumni Meeting</b>	Greco (Level 4)
11:00 p.m.	<b>Chapter Meetings</b>	Your Advisor's Room
11:30 p.m.	<b>Curfew</b> - Delegates in own room & room check by advisor. <i>No food deliveries are allowed after this time.</i>	

## Sunday, March 17, 2014

7:30 a.m. - 9:00 a.m.	<b>Breakfast</b> <i>Meal ticket is required.</i>	
9:00 a.m.	<b>Doors open for session</b> <i>Business attire is required.</i>	Cobo Hall Ballroom

*All activities are in the Amway Grand Plaza Hotel, unless noted under the room name.*

# Saturday, March 15, 2014

Time	Activity	Location
7:00 a.m. - 8:30 a.m.	<b>Breakfast</b> <i>Meal ticket is required.</i>	
8:30 a.m.	<b>Morning Judge Check-In</b>	Mackinac Ballroom (Level 5)
8:30 a.m. - 1:00 p.m.	<b>Competitive Events</b> Automotive Services Marketing Business Law & Ethics TDM Business Finance Financial Services TDM Food Marketing Hospitality Services TDM Hotel & Lodging Management Human Resources Management Marketing Management Marketing Communications TDM	
8:30 a.m. - 1:00 p.m.	<b>Competitive Events</b> Principles of Business Management Principles of Finance Principles of Hospitality & Tourism Principles of Marketing	
8:30 a.m. - 1:00 p.m.	Leadership & Teamwork Competition	Level 5
9:00 a.m. - 2:00 p.m.	<b>Vendor &amp; Career Exposition</b>	Renaissance Foyer (Level 4)
9:00 a.m. - 6:00 p.m.	<b>Conference Headquarters</b>	Ontario Registration Desk (Level 3)
9:30 a.m. - 2:30 p.m.	<b>Economics Examination</b> <i>Open to all delegates</i>	LaSalle (Level 5)
9:30 a.m. - 2:30 p.m.	<b>Math Examination</b> <i>Open to all delegates</i>	Duluth (Level 5)
10:00 a.m. - 1:30 a.m.	<b>Administrator's Orientation</b> <i>By Invitation Only</i>	Cadillac (Level 5)
Noon - 1:00 p.m.	<b>Afternoon Judge Check-In</b>	Mackinac Ballroom (Level 5)
9:30 p.m. - 10:30 p.m.	<b>Entertainment</b> Brian Imbus, Hypnosis	Renaissance Ballroom (Level 4)

*All activities are in the Marriott Hotel, unless noted under the room name.*

# Sunday, March 17, 2014

Time	Activity	Location
9:30 a.m. - 12:00 p.m. <i>Estimated Times</i> 9:45 a.m.	<b>Grand Awards Session</b> (Order of Awards Presentation) <i>Business Services Operations</i> <i>Buying &amp; Merchandising Operations</i> <i>Community Service Project</i> <i>Creative Marketing Project</i> <i>Entrepreneurship - Growing Your Business</i> <i>Entrepreneurship Promotion Project</i> <i>Entrepreneurship Written</i> <i>Financial Literacy Promotion Project</i> <i>Financial Operations</i> <i>Hospitality &amp; Tourism Operations</i> <i>H&amp;R Block Dollars &amp; Sense Challenge</i> <i>International Business Plan</i> <i>Learn &amp; Earn Project</i> <i>Public Relations Project</i> <i>Sports &amp; Entertainment Marketing Operations</i> <i>Introduction of 2013-2014 State Officers</i>	Cobo Hall Ballroom
10:15 a.m.	<i>Chapter Awards Program</i> <i>School Based Enterprise</i> <i>Gold Merit Award Program</i> <i>Advertising Campaign</i> <i>Entrepreneurship Innovation Plan</i> <i>Entrepreneurship Participating</i> <i>Fashion Merchandising Promotion Plan</i> <i>Hospitality &amp; Tourism Professional Selling</i> <i>Leadership &amp; Teamwork</i> <i>Professional Selling Event</i> <i>Sports &amp; Entertainment Promotional Project</i>	
10:45 a.m.	<i>Apparel &amp; Accessories Marketing</i> <i>Automotive Services Marketing</i> <i>Business Finance</i> <i>Business Services Marketing</i> <i>Food Marketing</i> <i>Hotel and Lodging Management</i> <i>Human Resources Management</i> <i>Marketing Management</i> <i>Principles of Business Management</i> <i>Principles of Finance</i> <i>Principles of Hospitality and Tourism</i> <i>Principles of Marketing</i> <i>Quick Serve Restaurant Management</i> <i>Restaurant and Food Service Management</i> <i>Retail Merchandising</i> <i>Sports &amp; Entertainment Series</i> <i>Business Law &amp; Ethics TDM</i> <i>Buying and Merchandising TDM</i> <i>Hospitality Services TDM</i> <i>Travel &amp; Tourism Marketing TDM</i> <i>Financial Services TDM</i> <i>Marketing Communications TDM</i> <i>Sports &amp; Entertainment TDM</i>	
11:30 a.m.		

SUN.

**REINSTATEMENT COMMITTEE RECOMMENDATION**

**BACKGROUND**

On Wednesday, January 29, 2014 the Monroe Public Schools Reinstatement Committee met to review the requests for reinstatement of four students.

**ENCLOSURE(S)**

n/a

**RECOMMENDATION**

Move to approve the recommendation of Monroe Public Schools Reinstatement Committee that student #1 be reinstated to Monroe High School, and student #3 be reinstated to Orchard Center High School. If approved this will be effective third trimester with the successful completion of their current courses. The committee does not recommend reinstatement for students #2 and #4 at this time.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the February 11, 2014 Board Meeting #3.

**HAND VOTE**

MOTION: \_\_\_\_\_ SUPPORT: \_\_\_\_\_ ACTION: \_\_\_\_\_

TIME: \_\_\_\_\_