



MONROE PUBLIC SCHOOLS

BOARD MEETING #4

February 25, 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.”

NOTICE OF NON-DISCRIMINATION

It is the policy of 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 St., Monroe, MI 48162, (734) 265-3070.

Prepared by the Office of the Superintendent, Gayle Lambert, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #4
Tuesday, February 25, 2014
7:00 p.m.

AGENDA

Page

A. Roll Call and Call to Order	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
B. Public Commentary – Agenda Items Only	Mr. Yeo	
C. Discussion and Action Items		
1. Approval of Minutes	Mr. Yeo	2
Move to approve the minutes of the following meetings as submitted:		
• February 11, 2014 Board Meeting #3 Minutes		
2. Reports and Updates	Mr. Yeo	6
a. February 12, 2014 Board Physical Resource Committee		
b. Informational Report – Contracted Coaches		
3. Adoption of Interim Operating Rules for the Monroe-Mason Alternative Education Association	Dr. Martin	9
Move to approve and adopt the Interim Operating Rules between the Monroe-Mason Alternative Education Association and the Monroe Board of Education acting as the fiscal agent for the Monroe County Adult Education Consortium, effective March 3, 2014.		
4. Consent Agenda – Teacher Appointments	Dr. McLeod	10
Move that agenda items C.5 – C.10 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.		
5. Teacher Appointment	Dr. McLeod	11
Move to approve the appointment of Erin Goodreau as an Alternative High School Teacher with Monroe Public Schools effective March 3, 2014 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
6. Teacher Appointment	Dr. McLeod	13
Move to approve the appointment of Ashley Kozak as an Alternative High School Teacher with Monroe Public Schools		

effective March 3, 2014 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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|---|-------------------|-----------|
| <p>7. Teacher Appointment
Move to approve the appointment of Christopher Kunder as an Alternative High School Teacher with Monroe Public Schools effective March 3, 2014 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p> | <p>Dr. McLeod</p> | <p>16</p> |
| <p>8. Teacher Appointment
Move to approve the appointment of Rebecca Rottenbucher as an Alternative High School Teacher with Monroe Public Schools effective March 3, 2014 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p> | <p>Dr. McLeod</p> | <p>18</p> |
| <p>9. Teacher Appointment
Move to approve the appointment of Ryan Walentowski as an Alternative High School Teacher with Monroe Public Schools effective March 3, 2014 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p> | <p>Dr. McLeod</p> | <p>21</p> |
| <p>10. Teacher Appointment
Move to approve the appointment of Kristen Williams as an Alternative High School Teacher with Monroe Public Schools effective March 3, 2014 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p> | <p>Dr. McLeod</p> | <p>24</p> |
| <p>11. Temporary School Staff Inc. Recommendation
Move to approve a recommendation to contract with Temporary School Staff, Inc. for the placement of Ann Blackmore as the Orchard Center High School Secretary in the Monroe Public Schools district upon completion of criminal history verifications.</p> | <p>Dr. McLeod</p> | <p>27</p> |
| <p>12. Consent Agenda – Exempt Employee Appointments
Move that Agenda Items C.13 – C.17 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.</p> | <p>Dr. McLeod</p> | <p>28</p> |
| <p>13. Exempt Employee Appointment
Move to approve the appointment of Mary Zagorski as</p> | <p>Dr. McLeod</p> | <p>29</p> |

an Educational Consultant at the Orchard Alternative High School for the 2013/14 school year effective March 3, 2014 and place on the appropriate salary level for this position, upon completion of all pre-employment requirements.

- | | | |
|--|------------|----|
| 14. Exempt Employee Appointment
Move to approve the appointment of Miranda Marshall as the Learning Bank Secretary at the Orchard Alternative High School for the 2013/14 school year effective March 3, 2014 and place on the appropriate salary level for this position, upon completion of all pre-employment requirements. | Dr. McLeod | 30 |
| 15. Exempt Employee Appointment
Move to approve the appointment of Vuncia Council as the Learning Bank Coordinator at the Orchard Alternative High School for the 2013/14 school year effective March 3, 2014 and place on the appropriate salary level for this position, upon completion of all pre-employment requirements. | Dr. McLeod | 31 |
| 16. Exempt Employee Appointment
Move to approve the appointment of Carole Nolan as a Learning Bank Instructor at the Orchard Alternative High School for the 2013/14 school year effective March 3, 2014 and place on the appropriate salary level for this position, upon completion of all pre-employment requirements. | Dr. McLeod | 32 |
| 17. Exempt Employee Appointment
Move to approve the appointment of Roderick Wooten as a Learning Bank Instructor at the Orchard Alternative High School for the 2013/14 school year effective March 3, 2014 and place on the appropriate salary level for this position, upon completion of all pre-employment requirements. | Dr. McLeod | 33 |
| 18. Coaching Recommendations
Move to approve the above listed coach for the 2013-14 school year; as per the MCEA master agreement. | Dr. McLeod | 34 |
| 19. Consent Agenda – Field Trips
Move that Agenda Items C.20 – C.23 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended. | Dr. McLeod | 35 |
| 20. State Swim Meet
Move to approve Monroe High School students' attendance at the State Swim Meet in Saginaw, Michigan according to the terms of Policy IICA, Field | Dr. McLeod | 36 |

Trips and Excursions.

- | | | |
|---|--------------|----|
| 21. State Wrestling Meet
Move to approve Monroe High School students' attendance at the State Wrestling Meet in Auburn Hills, Michigan according to the terms of Policy IICA, Field Trips and Excursions. | Dr. McLeod | 44 |
| 22. BPA State Leadership Conference
Move to approve the Monroe High School students' attendance at the BPA State Leadership Conference in Grand Rapids, Michigan according to the terms of Policy IICA, Field Trips and Excursions. | Dr. McLeod | 52 |
| 23. FIRST Robotics Competition
Move to approve the Monroe High School students' attendance at the FIRST Robotics Competition in Richland, Michigan according to the terms of Policy IICA, Field Trips and Excursions. | Dr. McLeod | 62 |
| 24. Best Practices Incentive Resolution
Move to approve the resolution certifying the district's compliance with the required best practices. | Mrs. Eighmey | 72 |
| 25. Title I Technology Purchase
Move to approve the purchase of technology for Arborwood, Custer, Manor and Waterloo at a total cost not to exceed \$182,661.35. This purchase will be funded by the Title I Grant. | Mrs. Everly | 75 |
| 26. Arborwood Campus Security Pilot Revised
Move to approve an increase in the funding of the security pilot at Arborwood Campus from \$15,000 to \$20,000. | Mr. Payne | 80 |
| 27. Superintendent's Comments | Dr. Martin | |
| 28. Old Business | Mr. Yeo | |
| 29. New Business | Mr. Yeo | |
| 30. Public Commentary – Any Topic | Mr. Yeo | |
| 31. Adjournment
Move that the February 25, 2014 Board Meeting #4 of the Monroe Public Schools Board of Education be adjourned. | Mr. Yeo | 82 |

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

- February 25, 2014 Board Meeting #3 Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- February 25, 2014 Board Meeting #3

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

Board Meeting #3

February 11, 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, Parliamentarian Dr. Tedd March, Trustee Mr. Aaron N. Mason (arrived at 7:25 p.m.), and Trustee Wendy Spicer

Board Members Absent: Trustee Ryan Philbeck

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

Administrators Absent: Jerry Oley, David Payne

President Yeo called the meeting to order at 7:09 p.m.

Presentation of Michigan Flag

State Representative Bill LaVoy presented a new State of Michigan flag to Dr. Martin. This flag was flown over the Michigan State Capital on November 14, 2013, and will replace the Michigan flag in front of the Administration Building which has been in use for several years.

Winterfest Presentation

Monroe High School student council members gave a power point presentation to the Board regarding activities that will take place next week to celebrate Winterfest. The theme for Winterfest this year is Music.

Public Commentary-Agenda Items Only

There was none at this time.

Approval of Minutes

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

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

Discussion: Dr. March abstained from the vote because he was absent from the January 28, 2014 Work Session and Board Meeting.

Vote: Motion carried by a 4-0 roll call vote.

Reports and Update

The Information Report – Contracted Coaches and the February 3, 2014 Board Personnel Committee Minutes were received without comment.

Staff Resignation

Motion by Dr. March; support by Mrs. Knabusch-Taylor 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.

Discussion: Mr. Yeo thanked Mr. Pollzzie for his years of service and wished him well in his future

endeavors.

Vote: Motion carried by a 5-0 roll call vote.

Upward Bound Student Leadership Conference

Motion by Mr. VanWasshenova; support by Ms. Spicer 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.

Vote: Motion carried by a 5-0 roll call vote.

MHS Band Trip to Orlando, Florida

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor 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.

Vote: Motion carried by a 5-0 roll call vote.

DECA State Conference

Motion by Mrs. Knabusch-Taylor; support by Mr. VanWasshenova 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.

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

Reinstatement Committee Recommendation

Motion by Mr. VanWasshenova; support by Dr. March 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.

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

Superintendent Comments

- Wednesday, February 12, 2014, will be the second count day for this school year and represents 10% of our state funding. Parents are urged to make every effort to have their children in school on that day.
- Today marks the first anniversary of Arborwood's partnership with Gerdau Specialty Steel. Since Arborwood partnered with Gerdau, the company has donated nearly \$9,000 to purchase Chromebooks for the two schools, volunteered in classrooms, and hosted a "Steel Week" with the Math and Science Academy to educate students about steel making and safety. An employee of Gerdau, who is part of a band, will be in music classrooms in the near future to talk with students about music.
- Some 120 seventh graders at Monroe Middle School will demonstrate what they have learned during their interdisciplinary project time (IPT) in a learning fair on Wednesday at 4:00 p.m. These are students of Jill Wilson, Lisa Cole, James Seelhoff, Kristina Roecker and Jessica Taulbee. IPT is a time set aside each day for students to investigate and research topics that interest them and look for ways those topics relate to the four core subjects.
- With last week's weather cancellations, we have reached 12 weather-related closing days, six more than allowed without having to make them up. Administration is looking into ways to cover those remaining days, but have not yet determined a specific course of action. There is no plan to use any days from the winter and spring breaks.

- The Monroe High School Athletic Hall of Fame induction ceremony was held on Friday. Although school was canceled, the game and ceremony went on as planned because several honorees came from out of state. One of those honorees was football player Audie Cole. Audie visited with MHS classes on Monday and stressed the importance of making good choices throughout life.
- The 8th grade open house at Monroe High School was held Monday evening with several hundred parents and incoming 8th graders in attendance. The school held a clubs and organization fair as part of the event, and parents and students were able to tour the school and participate in a number of informational sessions.
- The University of Toledo band director will be at MHS on Thursday to work with the instrumental music groups to help them prepare for a busy performing and festival schedule in the coming weeks.
- Later this month advertising will begin for kindergarten registration in April. Thirty-second commercials will run before every movie at the Phoenix Theaters. The start of this ad campaign coincides with the redesign of the theater with the installation of comfortable recliners, which is expected to cause an uptick in attendance at the time the ad is running.
- Mr. Yeo commented that administration will work with the teachers' union to decide the best method to make up snow days and would like to remind all staff that these discussions should not be had with students.

Old Business

- Board committee assignments will remain the same for 2014.

New Business

There was none at this time.

Public Commentary-Any Topic

There was none at this time.

Adjournment

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor that the February 11, 2014, Board Meeting #3 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:43 p.m.

June Knabusch-Taylor, Secretary

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- February 12, 2014 Board Physical Resource Committee Minutes
- Informational Report – Contracted Coaches

Physical Resource Committee

Wednesday, February 12, 2014 @ 4:30 PM

Minutes

Present: Tedd March, Ryan Philbeck, Bob Yeo, Kathy Eighmey, Keith Kohler, Barry Martin, George O'Dell, Jerry Oley

1. Jerry discussed 2013/14 Sinking Fund projects
 - MHS "B" Lot, Parking Lot Phase II - \$650,000
 - Discussion regarding traffic flow into MHS and guard shack
 - Arborwood South HVAC update (boiler) - \$1,000,000
 - Tight timeline to complete during summer, univents, piping and boilers
 - Arborwood South fire alarm update - \$100,000
 - MHS masonry repairs, tuckpointing - \$225,000
2. Dick Waters pool repairs
 - Discussion regarding repairs needed at Dick Waters Pool (Arborwood South). Jerry has a list of repairs in excess of \$100,000. No interest in making repairs at this time.

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
Garbo	Tim	Coach	Baseball - 9th Grade	MHS
Hedglen	John	Coach	Baseball - JV	MHS
Winger	Nicole	Coach	Softball - 7th Grade	Monroe Middle

Additional coaching notes:

- John Hedglen was previously approved as the 9th grade baseball coach; he is now being reassigned to JV.
- Tigra Delben has resigned from the MMS Assistant Track position; we are currently seeking a replacement.

**ADOPTION OF INTERIM OPERATING RULES
FOR THE MONROE-MASON ALTERNATIVE EDUCATION ASSOCIATION**

BACKGROUND

The Interim Operating Rules for the Monroe-Mason Alternative Education Association are being submitted for approval and adoption by the Board, acting as the fiscal agent for the Monroe County Adult Education Consortium.

RECOMMENDATION

Move to approve and adopt the Interim Operating Rules between the Monroe-Mason Alternative Education Association and the Monroe Board of Education acting as the fiscal agent for the Monroe County Adult Education Consortium, effective March 3, 2014.

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	_____	_____	_____	_____

CONSENT AGENDA – TEACHER APPOINTMENTS

ENCLOSURE

- C.5 Teacher Appointment – Erin Goodreau
- C.6 Teacher Appointment – Ashley Kozak
- C.7 Teacher Appointment – Christopher Kunder
- C.8 Teacher Appointment – Rebecca Rottenbucher
- C.9 Teacher Appointment – Ryan Walentowski
- C.10 Teacher Appointment – Kristen Williams

RECOMMENDATION

Move that Agenda Items C.5 – C.10 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

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	_____	_____	_____	_____

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Erin Goodreau as an Alternative High School Teacher with Monroe Public Schools. Ms. Goodreau will be assigned as an English Teacher at Orchard Center High School for the remaining 2013/14 school year.

Ms. Goodreau holds a Bachelor of Arts degree in Secondary Education from Grand Valley State University and is currently pursuing her Master’s degree in Curriculum and Instruction with Concordia University. Ms. Goodreau was most recently employed at the Orchard Center High School.

Members of the interview panel were: Ryan McLeod and Julie Everly, Assistant Superintendents; Melissa Provo, Assistant Principal; Cari Mitchey and Nicole Shaughnessy, Teachers.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Erin Goodreau as an Alternative High School Teacher with Monroe Public Schools effective March 3, 2014 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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	_____	_____	_____	_____

ERIN GOODREAU



EDUCATION

Concordia University	Pursuant of Masters in Curriculum and Instruction	Expected September 2014
Grand Valley State University	Bachelor of Arts in Secondary Education Major: Group Social Studies Minor: English	August 2007

EXPERIENCE

Orchard Center High School - <i>English & Social Studies Teacher</i> ; Monroe, MI	September 2007 - Present
<ul style="list-style-type: none">• Challenge at-risk education and expelled students in the subjects of Civics, Economics, English and U.S. History• Develop dynamic lesson plans and group activities in alignment with the Common Core• Actively engage students with the use of technology for web-based learning and research• Individualize curriculum based on specific student needs• Guide both parents and students in Individualized Education Plan meetings• Address concerns, grades and expectations daily to colleagues, parents and students• Collaborate with colleagues and administration in development of curriculum• Analyze data from assessments in order to adjust instruction based on students' needs• Developed and implemented curriculum for Family Time	
Monroe High School - <i>English Teacher</i> ; Monroe, MI	June 2009 - August, 2009
<ul style="list-style-type: none">• Implemented developed curriculum• Adjusted curriculum based on students' needs• Created several classroom management routines/procedures in order to help individual students' learning• Accurate record keeping of attendance and grades	

LEADERSHIP EXPERIENCE AND ACTIVITIES

• Student council advisor	2009 - Present
• Lead coordinator of annual Red Cross Blood Drive	2009 - Present
• Organized and planned annual school wide picnic	2009 - Present
• Member of School Improvement Committee	2010 - Present
• Teacher Leader of Positive Behavioral Interventions and Supports - Present	2011
• Yearbook advisor	2012
• Social Studies Department Head	2013
• Developed Curriculum for Best Practices Committee	2013

PROFESSIONAL DEVELOPMENT

• "Formative Assessment"	November 2012
• "Bullying Prevention and Techniques"	Spring 2011
• "Create Academic and Behavioral Interventions K-12"	November 2009
• TCI Training in San Francisco, California 2009	July
• Michigan Council on Economic Education	November 2008

ADDITIONAL INFORMATION

Technology Skills: MS Word, Excel, PowerPoint, Citrix, PowerSchool, eSchoolPlus, E2020 and Plato web applications
Interests: Traveling, Tiger's Baseball

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Ashley Kozak as an Alternative High School Teacher with Monroe Public Schools. Ms. Kozak will be assigned as a Science Teacher at Orchard Center High School for the remaining 2013/14 school year.

Ms. Kozak holds a Master of Science in Education from the University of Toledo and a Bachelor of Science from Lourdes University. Ms. Kozak finished her student teaching this past spring (2013).

Members of the interview panel were: Ryan McLeod and Julie Everly, Assistant Superintendents; Melissa Provo, Assistant Principal; Cari Mitchey and Nicole Shaughnessy, Teachers.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Ashley Kozak as an Alternative High School Teacher with Monroe Public Schools effective March 3, 2014 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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	_____	_____	_____	_____

ASHLEY ROSENTHAL KOZAK

EDUCATION & AWARDS

Woodrow Wilson Foundation

I received a prestigious award for teaching candidates with strong backgrounds in the STEM subjects. It was a highly selective program that chose 90 candidates from thousands of applicants to complete a MEd program at an established partner university, with preparation in a high needs urban or rural school.

The University of Toledo

Master of Science Education

Highly Selective Accelerated Licensure Alternative Master's Program
GPA: 3.8

Toledo, OH

June 2013

Lourdes University

Bachelor of Science

Major: Biology, with a focus in genetics, lab work and research
GPA: 3.2 Major GPA: 3.6

Sylvania, OH

December 2011

St. Ursula Academy

College Prep Coursework

Graduated with honors

Toledo, OH

May 2005

Ohio Licensure: Adolescent & Young Adult, Life Sciences, anticipated July 1, 2013
Passed Praxis II for both Integrated Science & Life Science

WORK EXPERIENCE

Computer Programming Contractor

MD Office

Toledo, OH

February 2012 – Present

- Contributed to developing electronic medical records software
- Utilized different programming languages along with managing SQL databases
- I continue to contract specialized projects for this company

Independently Contract

- I work on web development contracts involving design as well as PHP, HTML, and CSS programming

Lake Erie Academy

Junior High Math & Science Teacher

Toledo, OH

August 2013 – November 2013

- Taught 6th and 7th grade Math & Science following in line with the new state standards while differentiating for multiple learning disabilities
- Stepped down from full time to substitute for personal reasons in November

ASHLEY ROSENTHAL KOZAK

University of Toledo

Teaching Internship

Toledo, OH

August 2012 – June 2013

- Taught Biology, Honors Biology, and Biology II at Waite High School
- Created and implemented full lesson plans for all three preps
- Extensive experience in classroom management and differentiated instruction

Perrysburg High School

JV and Varsity Assistant Coach

Perrysburg, OH

March 2013 – August 2013

- Coaching student athletes on physical fitness, endurance, lacrosse attack techniques, leadership, and sportsmanship, as well as being a good role model to the athletes.

EXTRACURRICULAR ACTIVITIES

Jairus Foundation

- I volunteer as the Program Director for the Jairus Foundation. We find ways to support high needs families in a variety of ways, from Christmas gifts to providing surgeries to patients in the Dominican Republic. We have also provided tuition assistance to American students at elementary, high school, and college levels.

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Christopher Kunder as an Alternative High School Teacher with Monroe Public Schools. Mr. Kunder will be assigned as a Social Studies and E2020/ESP Teacher at Orchard Center High School for the remaining 2013/14 school year.

Mr. Kunder holds a Master of Arts degree in Educational Media and Technology from Eastern Michigan University and a Bachelor of Arts degree from Michigan State University. He was most recently employed at Orchard Center High School.

Members of the interview panel were: Ryan McLeod and Julie Everly, Assistant Superintendents; Melissa Provo, Assistant Principal; Cari Mitchey and Nicole Shaughnessy, Teachers.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Christopher Kunder as an Alternative High School Teacher with Monroe Public Schools effective March 3, 2014 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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	_____	_____	_____	_____

Christopher S. Kunder

Professional Objective

I am a dedicated educator with 12 years of experience seeking a position as a high school teacher and/or administrator. I am enthusiastic, flexible, and focused on increasing student achievement for all students.

Education and Certification

Master of Arts, Educational Media and Technology

Eastern Michigan University, Ypsilanti, MI. (2009)

Bachelor of Arts, College of Social Science

Michigan State University, East Lansing, MI. (2000)

Major: Interdisciplinary Studies in Social Science, Minor: History

Michigan Professional Education Certificate Renewal

License Number: IF0000000269366. (2013)

Social Studies (RX), History (CC), Educational Technology (NP) Grades 6-12

Key Qualifications

Classroom Success. 12 years of social studies instruction with focus on World and US History. Promoted to Lead Teacher in 2008 based on track record of success with at-risk youth and staff leadership. Extensive experience in the use of formative assessment, differentiated instruction, data collection, and technology integration. Effective and engaging use of research based teaching strategies and student-centered activities. Experienced in online and hybrid instruction, use of multiple learning management systems, and effective use of educational software and web based resources for productivity, research, communication, and collaboration.

Instructional Leadership. Responsible for providing ongoing staff professional development, literacy coaching, and teacher mentoring. Professional Learning Community leader. Led staff in planning and implementation of school improvement programs such as Multi-Tiered Systems of Support (MTSS), Positive Behavior Intervention and Supports (PBIS), and Reading Apprenticeship (RAISE). Led weekly best practices workshops on topics including technology integration, formative assessment, differentiated instruction, and at-risk education.

Administrative Experience. 6 years as Lead Teacher, led the development and implementation of school wide behavior expectations/discipline policy and character education program. Communication with students, parents, and the community of school information and activities, school website management. Planning and coordination of student and staff programs, events, and activities. Responsible for administration of school emergency procedures, supervision of building, and management of daily operations.

Employment History

Lead Teacher

Orchard Center High School, Monroe, MI. (2008 – Present)

- Social Studies Teacher, World History A/B
- School Administration
- Professional Development Leader
- Expelled Student Program Coordinator

Social Studies Teacher

Orchard Center High School, Monroe, MI. (2002 – 2008)

- Social Studies: World History A/B, US History A/B
- Electives: Career and Technology Skills, Web Design, Yearbook, TV Broadcasting

Social Studies Teacher – Internship (Michigan State University Teacher Education Program)

Walled Lake Central High School, Walled Lake, MI (2001-2002), Mr. Jeremy Brandon – mentor teacher

Coaching Experience

Basketball Coach, Orchard Center High School, Monroe, MI (2004-2006, 2012-2013)

Volleyball Coach, Orchard Center High School, Monroe, MI (2004-2005)

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Rebecca Rottenbucher as an Alternative High School Teacher with Monroe Public Schools. Mrs. Rottenbucher will be assigned as a Social Studies Teacher at Orchard Center High School for the remaining 2013/14 school year.

Mrs. Rottenbucher holds a Bachelor of Science in Education degree from Central Michigan University. She was most recently employed at Orchard Center High School.

Members of the interview panel were: Ryan McLeod and Julie Everly, Assistant Superintendents; Melissa Provo, Assistant Principal; Cari Mitchey and Nicole Shaughnessy, Teachers.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Rebecca Rottenbucher as an Alternative High School Teacher with Monroe Public Schools effective March 3, 2014 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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	_____	_____	_____	_____

REBECCA ROTTENBUCHER



PERSONAL PROFILE: A hardworking secondary education teacher with six years of teaching experience in a high school setting. Seeking a secondary Social Studies teaching position which allows me to utilize my skills and knowledge to motivate my students and enrich their comprehension in a student-centered classroom.

EDUCATION:

BACHELOR OF SCIENCE IN EDUCATION, *Central Michigan University*
Graduated May 2005
History Major (CC), Geography Minor (CB), Social Studies Endorsement (RX)
Certification: Secondary Professional Teaching Certificate (Grades 7-12)
Overall GPA: 3.56
Education GPA: 3.90

Dean's List: Fall 2000, Spring 2001, Spring 2002 through Fall 2004
President's List: Spring 2005
Golden Key National Honor Society: Induction November 2004

POST-GRADUATE PREPARATION:

- Completed BS+20 credit hours
- Currently pursuing an Integrated Science endorsement (DI)

TEACHING EXPERIENCE:

TEACHER, September 2008 – Present: employed by Mason Consolidated Schools
Orchard Center High School, Monroe, MI

- Responsible for daily teaching of 9-12 graders in various social studies classes including World History and Geography, US History and Geography, World Geography & Cultures, Michigan History and Events Making History
- Teach all subjects in GED Preparation classes
- Align and track High School Content Expectations (HSCEs) for all core classes
- Teach in the Expelled Students Program including tracking student behavior and grades
- Created and advised after-school sewing program using alternative funding sources for materials
- Maintain a good working relationship with all co-workers
- Chaperone field trips and after-school events, supervise weekly detention sessions
- Maintain open communication with parents regarding student behavior and achievement

QUALIFICATIONS:

- Strong desire to motivate students to be passionate about social studies courses
- Able to develop strong working relationships and rapport
- Excellent oration and conversational skills
- Adapt at multitasking
- Strong knowledge of Microsoft Office including Word, Excel, Publisher and Powerpoint
- Working knowledge of PhotoStory, Windows Movie Maker and Audacity
- Working knowledge of electronic recordkeeping software of grading and attendance

OTHER EMPLOYMENT:

CAKE DECORATING INSTRUCTOR, October 2007 - August 2008

Michaels, Denver, CO

Worked as a cake decorating instructor for evening and weekend classes at local craft store. Duties included teaching four different 4-week courses to students of all ages. Responsible for knowing and being able to demonstrate various techniques with several different types of icings and tools. Also responsible for in-store demonstrations and for designing and creating in-store displays.

BOOKKEEPER/OFFICE COORDINATOR, July 2006 – August 2008

Columbine Design, Inc., Englewood, CO

Duties included creating client invoices and statements, as well as contacting clients regarding problems and unpaid bills. Responsible for sorting and entering company bills into QuickBooks. Assisted Office Manager with marketing campaigns and human resources issues. Assisted the receptionist with answering phones, sending out mailings and preparing office for various meetings with staff and clients.

RECEPTIONIST/OFFICE ASSISTANT, March 2006 – June 2006

Lakeshore Staffing, Greenwood Village, CO

Worked as a contract employee with multiple prominent clients for varied periods of time, ranging from one day to six weeks. Duties included answering multi-line phones, taking messages, booking travel arrangements including airlines, hotels and car rentals. Also prepared mailings using a mail merge program and shipped with FedEx, USPS and local couriers. Performed basic office tasks of filing, copying and faxing documents.

OFFICE ASSISTANT/POST-PRODUCTION MANAGER, May 2005 - March 2006

A-Game Apparel, Flushing, MI

Duties included answering phones, taking messages, taking and inputting orders, scheduling jobs, keeping track of sales numbers and deposits, running credit cards and shipping finished products using UPS. Use of QuickBooksPro for order input, invoices and packaging slips. Also responsible for organizing printed items, checking in merchandise, maintaining orderly stock, answering phones, keeping a clean work area and training new employees.

REFERENCES:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Ryan Walentowski as an Alternative High School Teacher with Monroe Public Schools. Mr. Walentowski will be assigned as a Physical Education and E2020/ESP Teacher at Orchard Center High School for the remaining 2013/14 school year.

Mr. Walentowski holds a Master of Arts and Education degree from University of Phoenix and a Bachelor of Science in Kinesiology from Michigan State University. Mr. Walentowski was most recently employed with Orchard Center High School.

Members of the interview panel were: Ryan McLeod and Julie Everly, Assistant Superintendents; Melissa Provo, Assistant Principal; Cari Mitchey and Nicole Shaughnessy, Teachers.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Ryan Walentowski as an Alternative High School Teacher with Monroe Public Schools effective March 3, 2014 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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	_____	_____	_____	_____

Ryan S. Walentowski

OBJECTIVE

To obtain a position that will allow me to utilize my professional and personal attributes to positively enhance my workplace.

EDUCATION

Master of Arts and Education, Secondary Teacher Education
University of Phoenix, April 2008
Major: Secondary Education Teacher Certification/Physical Education
Grade Point Average: 3.97/4.0

Bachelor of Science in Kinesiology
Michigan State University, December 2003
Major: Kinesiology
Minor: Athletic Training

TEACHING EXPERIENCE

High School Physical Education Teacher, September 2009 – Present

Orchard Center High School, Monroe, Michigan

Director: Stephanie Cavanaugh

- Teach Physical Education, Lifetime Wellness, GED prep and Plato/e2020 – Health, Mathematics, Social Studies, Sciences, and other elective courses to regular, at-risk and expelled students
- Teach in the Expelled Student Program
- Incorporate technology into curriculum by having students use: Microsoft Word, web-based research projects, document cameras, and exercise tools
- Develop and implement lessons and activities aligned with the Michigan Merit Curriculum
- Instruct at-risk students daily
- Participate in Individualized Education Plan meetings
- Actively engage students during daily learning
- Coordinated School Health and Safety Planning Facilitator
- Student Council Advisor/Student Events Chairperson
- Student Responsibility Focus group member
- PBIS member

Substitute Teacher, February 2006 – June 2009

Monroe County Intermediate School District

- Assumed class responsibility for the education and supervision of the students
- Adapted lessons to many diverse school settings at the secondary level
- Assumed a long-term position at Dundee High School for Luan Sedlar during her absence – Taught Physical Education and Health at the high school level

Student Teacher, December 2007 – March 2008

Dundee High School, Dundee, Michigan

Principal: Jacqueline Schultz, Cooperating Teacher: Ryan Irwin

- Taught High School Physical Education and Health to students for 15 weeks
- Created several classroom management routines/procedures in order to help individual students' learning
- Implemented cooperative learning
- Chaperoned Dances, other extracurricular activities, and school functions

COACHING AND RELATED EXPERIENCE

Assistant Varsity Football Coach, August 2006 – Present

Ida High School, Ida, Michigan

Athletic Director: Tim Leonard Head Coach: Tom Walentowski

- Assume the duties of Offensive Coordinator
- Implement an offensive scheme that best fits the players in our program
- Prepare game plans on a weekly basis for offense, defense and special teams
- Utilize player personnel in order to achieve success and player participation
- Prepare students both academically and athletically for their future
- Teach real world situations through the game of football
- Have an understanding of every position on the football field and its responsibilities
- Prepare and execute in-season and off-season workout and training programs and camps

Athletic Trainer, September 2004 – June 2006,

Dundee High School, Dundee, Michigan

Athletic Directors: John Krimmel and Aaron Carner

- Worked as the Athletic Trainer for Dundee High School
- Took on various tasks at the request of the Administration and Athletic Directors

Student Athletic Trainer, August 2001 – December 2003

Michigan State University, East Lansing, Michigan

Head Athletic Trainers: Jeff Monroe, Dave Carrier, and Destiny Teachnor-Hawk

- Completed a three year student athletic training program at Michigan State University
- Trained for Football, Hockey, Cross Country and Track and Field

PROFESSIONAL DEVELOPMENT

“Do we really have homeless students here?” November 2013

Michigan High School Football Coaches Association Clinic, 2010-2014

Wing-T Coaching Clinic, 2006-2009

Bullying In-service, November 2010

“Bullying Prevention and Techniques”, Spring 2011

“There’s No Reading in Math”, November 2010

“Create Academic and Behavioral Interventions K-12”, November 2009

First-Aid Certification, August 2009

CPR Certification, August 2009

TECHNOLOGY SKILLS

Proficient in Microsoft Office: Word, Works, Excel, Publisher and PowerPoint
Trained in the PowerSchool, GradeQuick, and eSchoolPlus programs used for posting grades and communicating with parents and students

Skilled in web design

E2020, Plato and other online learning programs

PROFESSIONAL AFFILIATIONS

Coordinated School Health and Safety Planning committee for MISD, 2010-Present

Michigan High School Football Coaches Association, 2006-Present

National Athletic Training Association, 2003-2009

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Kristen Williams as an Alternative High School Teacher with Monroe Public Schools. Ms. Williams will be assigned as a Math Teacher at Orchard Center High School for the remaining 2013/14 school year.

Ms. Williams holds a Master of Science in Curriculum and Instruction from Concordia University and a Bachelor of Science in Education from Western Michigan University. Mrs. Williams was most recently employed with Orchard Center High School.

Members of the interview panel were: Ryan McLeod and Julie Everly, Assistant Superintendents; Melissa Provo, Assistant Principal; Cari Mitchey and Nicole Shaughnessy, Teachers.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Kristen Williams as an Alternative High School Teacher with Monroe Public Schools effective March 3, 2014 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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	_____	_____	_____	_____

Kristen L. Williams

Education

Bachelor of Science in Education, December 2007 3.6 GPA *Cum Laude*
Western Michigan University, Kalamazoo, Michigan
Major: Biological Sciences Minor: Mathematics

Masters of Science in Curriculum and Instruction, June 2013 4.0 GPA
Concordia University, Ann Arbor, Michigan

Michigan Professional Teaching Certificate:
6-12 Biology (DA endorsement)
6-12 Mathematics (EX endorsement)

Experience

Orchard Center Alternative High School

Mathematics and Science Teacher, September 2008 – Present

Prepared and taught Algebra 1, Algebra 2, Geometry, Biology, Environmental Science, Business Math, and Anatomy and Physiology in an alternative setting as well as teaching one and a half years in the Expelled Students Program. All courses and assessment tools were aligned closely to the High School Content Expectations (HSCE), and more recently to the Common Core State Standards (CCSS), and the Next Generation Science Standards (NGSS). Created and taught lessons using techniques to engage students in meaningful learning experiences by promoting cooperative learning and individualized learning through a variety of methods such as laboratory work, technology, creative writing, inquiry lessons, and group work.

Orchard Center Alternative High School

Long-Term Math Substitute Teacher, March – May 2008

Prepared and taught Algebra One, Business Math, and Pre-Algebra in an alternative setting. Utilized lessons plans that were provided as well as used personal techniques and lesson plans to strengthen students understanding of algebraic rules. The information was delivered in a simple, yet effective way for students to learn.

Portage Central High School

Intern Teacher, August – December 2007

Prepared and taught lessons for 10th grade biology and Honors Biology classes by using several resources available as well as creating an entire unit. These were in accordance to the standards in the state of Michigan as well as the curriculum of Portage Central Schools. Also, assisted in teaching I.B. (international baccalaureate) classes and labs in cooperation with a mentor teacher.

Related Experience

Portage Central High School

Pre-Intern Teacher, January – April 2006

Observed, assisted, and instructed a 10th grade Biology and Honors Biology class. Observed and utilized several strategies for classroom management as well as created lesson for laboratory and group work for students.

Portage Central High School

Learning Center Tutor, August – December 2007; January - April 2006

Tutored students in grades 9-12 in several subject areas including Biology, Earth Science, Geometry, and Calculus. Utilized several instructional techniques and one-on-one instruction to strengthen understanding and develop comprehension of the topics covered.

Monroe County (PCMI West)

Substitute Teacher, January – June 2008

Filled teaching positions in the absence of the regular classroom teacher. Followed lesson plans and different classroom activities left by the teacher. Maintained an active learning environment for students at the middle and high school levels by supervising students and utilizing classroom management strategies.

Allegan County (WSI)

Substitute Teacher, January – April 2006

Followed lesson plans and activities as provided by the teacher for several different subject areas and school districts, all at the high school level. Obtained and utilized several different classroom management strategies to maintain an active learning environment for all students.

Activities and Awards

Participant in Monroe High School PLC groups for Common Core Curriculum Devel. 2014

Participant in ten-day RAISE (Reading Apprenticeship Improving Sec. Ed.) Training, 2012, 2013

Member of OCHS Positive Behavioral Intervention and Support PLC, 2012, 2013

Member of OCHS School Improvement Team, 2013

Member of OCHS Multi-Tiered System of Supports Team (MTSS), 2013

Coach of OCHS Basketball Club, 2013

Participant in Algebra One Common Assessment Workshops of Monroe County, 2010

Participant in a three day Science Inquiry Workshop in Boles Harbor, Monroe, MI 2009

Deans List, College of Education and College of Arts and Sciences, 2002-2005, 2006, 2007

Portage Public Schools; Challenge Day Facilitator, December 2007

Thornapple Kellogg High School; Science Olympiad Tournament volunteer, January 2006

Golden Key National Honor Society, 2003 to present

Phi Sigma Theta National Honor Society, 2003 to present

Technical Skills

Experience with E2020 Online Classrooms

Proficient with Microsoft Office Suite and Internet Explorer

Proficient with Pearson PowerSchool

Experience with Pearson classroom software and materials

Experience with Vernier Science Probes and software

TEMPORARY SCHOOL STAFF INC. RECOMMENDATION

BACKGROUND

On behalf of the administration we are seeking approval from the Board to contract with Temporary School Staff, Inc. for the Orchard Center High School Clerical position and to make a recommendation to Temporary School Staff, Inc. for the placement of Ann Blackmore into this position.

ENCLOSURES

None

RECOMMENDATION

Move to approve a recommendation to contract with Temporary School Staff, Inc. for the placement of Ann Blackmore as the Orchard Center High School Secretary in the Monroe Public Schools district upon completion of criminal history verifications.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

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

CONSENT AGENDA – EXEMPT EMPLOYEE APPOINTMENT

ENCLOSURE

- C.13 Exempt Employee Appointment – Mary Zagorski
- C.14 Exempt Employee Appointment – Miranda Marshall
- C.15 Exempt Employee Appointment – Vuncia Council
- C.16 Exempt Employee Appointment – Carole Nolan
- C.17 Exempt Employee Appointment – Roderick Wooten

RECOMMENDATION

Move that Agenda Items C.13 – C.17 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

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	_____	_____	_____	_____

EXEMPT EMPLOYEE APPOINTMENT

BACKGROUND

On behalf of the administration I am recommending the appointment of Mary Zagorski as an Educational Consultant with Monroe Public Schools Orchard Alternative High School. Ms. Zagorski will begin this position on March 3, 2014.

ENCLOSURES

None

RECOMMENDATION

Move to approve the appointment of Mary Zagorski as an Educational Consultant at the Orchard Alternative High School for the 2013/14 school year effective March 3, 2014 and place on the appropriate salary level for this position, upon completion of all pre-employment requirements.

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	_____	_____	_____	_____

EXEMPT EMPLOYEE APPOINTMENT

BACKGROUND

On behalf of the administration I am recommending the appointment of Miranda Marshall as the Learning Bank Secretary with Monroe Public Schools Orchard Alternative High School. Ms. Marshall will begin this position on March 3, 2014.

ENCLOSURES

None

RECOMMENDATION

Move to approve the appointment of Miranda Marshall as the Learning Bank Secretary at the Orchard Alternative High School for the 2013/14 school year effective March 3, 2014 and place on the appropriate salary level for this position, upon completion of all pre-employment requirements.

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	_____	_____	_____	_____

EXEMPT EMPLOYEE APPOINTMENT

BACKGROUND

On behalf of the administration I am recommending the appointment of Vuncia Council as the Learning Bank Coordinator with Monroe Public Schools Orchard Alternative High School. Ms. Council will begin this position on March 3, 2014.

ENCLOSURES

None

RECOMMENDATION

Move to approve the appointment of Vuncia Council as the Learning Bank Coordinator at the Orchard Alternative High School for the 2013/14 school year effective March 3, 2014 and place on the appropriate salary level for this position, upon completion of all pre-employment requirements.

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	_____	_____	_____	_____

EXEMPT EMPLOYEE APPOINTMENT

BACKGROUND

On behalf of the administration I am recommending the appointment of Carole Nolan as a Learning Bank Instructor with Monroe Public Schools Orchard Alternative High School. Ms. Nolan will begin this position on March 3, 2014.

ENCLOSURES

None

RECOMMENDATION

Move to approve the appointment of Carole Nolan as a Learning Bank Instructor at the Orchard Alternative High School for the 2013/14 school year effective March 3, 2014 and place on the appropriate salary level for this position, upon completion of all pre-employment requirements.

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	_____	_____	_____	_____

EXEMPT EMPLOYEE APPOINTMENT

BACKGROUND

On behalf of the administration I am recommending the appointment of Roderick Wooten as a Learning Bank Instructor with Monroe Public Schools Orchard Alternative High School. Mr. Wooten will begin this position on March 3, 2014.

ENCLOSURES

None

RECOMMENDATION

Move to approve the appointment of Roderick Wooten as a Learning Bank Instructor at the Orchard Alternative High School for the 2013/14 school year effective March 3, 2014 and place on the appropriate salary level for this position, upon completion of all pre-employment requirements.

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	_____	_____	_____	_____

COACHING RECOMMENDATIONS

BACKGROUND

The following are Coaching Recommendations for the 2013/14 school year. All pre-employment information has been completed.

Last Name	First Name	Title	Sport	School
Miller	James	Coach	7 th Grade Baseball	MMS

RECOMMENDATION

Move to approve the above listed coach for the 2013-14 school year; as per the MCEA master agreement.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

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

CONSENT AGENDA – FIELD TRIPS

ENCLOSURE

- C.20 State Swim Meet – Saginaw, Michigan
- C.21 State Wrestling Meet – Auburn Hills, Michigan
- C.22 BPA State Leadership Conference – Grand Rapids, Michigan
- C.23 FIRST Robotics Competition – Richland, Michigan

RECOMMENDATION

Move that Agenda Items C.20 – C.23 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

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	_____	_____	_____	_____

**STATE SWIM MEET
IN STATE – OVERNIGHT**

BACKGROUND

John Ray, Monroe High School Athletic Director, wishes to petition the Board of Education for permission to take male swimmers from Monroe High School to the Division 1 State Swim Meet at Saginaw Valley State University in Saginaw, Michigan. The group will leave at 4:00 p.m. on Thursday, March 6, and return on Saturday, March 8, 2014 at approximately 7:00 p.m. Private vehicles will be transporting the students as needed.

The Monroe Public Schools Athletic fund 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 Monroe High School students’ attendance at the State Swim Meet in Saginaw, 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	_____	_____	_____	_____

overnight

Monroe Public Schools Field Trip Information Form

Date of Trip: March 6 - March 8

Grade/Team/Organization Making Request: MHS Varsity Boys Swimming

Destination: Saginaw Valley State University

Address: 7900 Bay Rd

City: University Center State: Mi Zip: _____

Means of Transportation: Private Vehicles

Number of Students and Adults Involved: 2 Students - 2 Adults

Exact Loading Location: Monroe High School

Estimated Time of Departure: 4:00pm, March 6

Estimated Time of Departure from Destination: 3:00pm, March 8

Expected Time of Arrival: 7:00pm, March 8

Purpose of Trip: Division 1 State Meet.

Faculty Supervisor: Doug Schade

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

Principal's Signature: X Valdez Date: 2-10-14

Approved Denied

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

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:

N/A athletic

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

N/A athletic

Follow-up classroom lessons:

N/A athletic

- ~~NA~~ Contract(s) with agent(s) making travel/accommodation arrangements
- Detailed Itinerary
- Funding sources
- ~~NA~~ Chaperones
- ~~NA~~ 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:

Saginaw Valley State University. To
Attend the division 1 state Swim and Dive
Meet.

School(s): Monroe High School

Chaperones: Doug Schode
Tonya Schode

Method of Transportation: Private Vehicle - parent only no form needed

Date of Departure: 3/6/2014

Time of Departure: 4pm

If overnight, number of nights: 2

Date of Return: 3/8/2014

Time of Return: 7pm

Number of Students Participating: 2

Number of Staff Supervising: 2

Number of Other Adults Assisting: 4

Number of School Days Student will be Attending Trip: 1

Cost Per Child: 275 - 300

Cost Per Chaperone: 275 - 300

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)
- ~~NA~~ 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)
- ~~NA~~ List of approved chaperones *parents only*
- Identification of funding sources *athletics*
- ~~NA~~ Signed private vehicle use (for transporting students - EEAE-F-3)
- ~~NA~~ Description of arrangements made for students with financial hardship
- ~~NA~~ All necessary signed contracts/agreements with participating travel agents
- ~~NA~~ Emergency telephone numbers for all participants
- ~~NA~~ Description of this trip and congruency with course curriculum
- ~~NA~~ Emergency Contingency Plan included, if method of transportation is flying.
- ~~NA~~ 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

Itinerary for Varsity Swim State Meet Trip (March 6-8)

Thursday, March 8:

Swimmers will depart Monroe in parents' vehicles at 4:00pm.

Swimmers will check in at Hotel in Saginaw Michigan approximately 6:00pm.

Free time until around 10:00pm.

Swimmers in rooms at 10:00pm.

Lights out no later than 11:00pm.

Friday, March 9:

Swimmers will eat breakfast at hotel around 8:00am.

Swimmers will depart hotel and leave for SVSU natatorium at 9:00am.

Swimmers will attend swim meet from 9:00am- 3:00pm.

Swimmers will return to hotel at 3:00pm.

Dinner and free time until 10:00pm.

Swimmers in rooms at 10:00pm

Lights out no later than 11:00pm.

Saturday, March 10

Swimmers will eat breakfast at hotel around 8:00am.

Swimmers will depart hotel and leave for SVSU natatorium at 9:00am.

Swimmers will attend swim meet from 9:00am- 3:00pm.

Swimmers will depart Saginaw in parents' vehicles.

Monroe Public Schools Overnight Trip Rules for Students

1. I will obey the rules and instructions of the faculty, coaches, and chaperones.
2. I will respect my classmates on the trip.
3. I will not use profanity and will not be involved in fights or rough play while on this trip.
4. I will not wander off by myself and will make the staff and chaperones aware of my whereabouts twenty four hours a day.
5. I am aware of the regulations banning tobacco, drugs, and alcohol. Disobeying these rules will mean immediate dismissal from the trip at the expense of my family.
6. I understand curfew will be established nightly and adhered to strictly.
7. I am aware that I must stay in my assigned room. I understand student couples are not permitted to be alone in a room together without a chaperone.
8. I am aware that no phone calls are allowed between rooms after curfew. I am also aware that no long distance calls may be charged to the room.
9. I understand no pay-per-view is allowed unless approved in advance.
10. I am aware that students assigned to a room are responsible for anything which happens in that room. The costs of missing items (towels, etc.) and/or damage to rooms, furnishings, etc., will be shared equally by those who occupy the room unless the responsible person(s) assumes the responsibility. Prior to leaving the hotel the last day, each room will be checked for missing items and damage.
11. I understand luggage and personal items are subject to search at any time.
12. I am aware discipline action taken while on a trip may be followed by further disciplinary action upon return to the school.

I have read and am aware and understand the above rules and responsibilities and agree to abide by them.

Waiver of Responsibility

It is agreed that in case of accident, resulting in personal injury to any student during the trip, the school and chaperones will not be held responsible. In the event of illness or family emergency which would require that a student be sent home before the termination of the trip, the student will be sent home by the best available means of transportation, accompanied by a chaperone, if possible. If it is not possible to send a chaperone with the student, it will be the responsibility of the parents or guardian to make arrangements for transportation home. In the event of hospitalization or other problem which would

4/12/2013

require a student to be sent home after the termination of a trip, it will be the parents or guardians responsibility to go to the hospital and/or make arrangements for transportation home. Financial responsibility for any transportation (student and chaperone) required will rest with the parents or guardian of the student involved.

Student

Date

Parent/Guardian

Date

Sponsor/Coach

Date

**STATE WRESTLING MEET
IN STATE – OVERNIGHT**

BACKGROUND

John Ray, Monroe High School Athletic Director, wishes to petition the Board of Education for permission to take wrestlers that qualify from Monroe High School to the State Wrestling Meet at The Palace of Auburn Hills. The group will leave at 7:00 a.m. on Thursday, February 27, and return on Saturday, March 1, 2014 at approximately 9:00 p.m. The coaches will transport the wrestlers from Monroe to The Palace, and from the hotel to the Palace for meets.

The Monroe Public Schools Athletic fund 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 Monroe High School students’ attendance at the State Wrestling Meet in Auburn Hills, 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 Information Form

Overnight

Date of Trip: Feb 27-28-~~29~~ March 1st

Grade/Team/Organization Making Request: MHS Wrestling

Destination: The Palace of Auburn Hills

Address: 6 Championship DR

City: Auburn Hills State: MI Zip: 48326

Means of Transportation: CARS

Number of Students and Adults Involved: 1-5

Exact Loading Location: _____

Estimated Time of Departure: a.m. on the 27th

Estimated Time of Departure from Destination: P.M. on the 29th

Expected Time of Arrival: _____

Purpose of Trip: State individual wrestling tournament

Faculty Supervisor: Don Mayes + Drew Morris

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

Principal's Signature: Val Orsi Date: _____

Approved Denied

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

Approved Denied

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 MHS wrestling team (individuals)
will travel to The Palace of Auburn
Hills for the state wrestling tournament.

School(s): Monroe High

Chaperones: Don Mayes

Method of Transportation: Private cars

Date of Departure: 2/27/14 Time of Departure: A.m.

If overnight, number of nights: 2

Date of Return: 2/28/14 Time of Return: P.m.

Number of Students Participating: 1-5

Number of Staff Supervising: 1

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) *to be detrimed*
- 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:

_____ *na Athletics* _____

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

_____ *na Athletics* _____

Follow-up classroom lessons:

_____ *na Athletics* _____

- 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. *on file*

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

Number of Other Adults Assisting: 2

Number of School Days Student will be Attending Trip: 2

Cost Per Child: 150-200

Cost Per Chaperone: 200-300

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes No
Chaperones: Yes *coaches* 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) *will have*
- 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) *to follow*
- List of approved chaperones *coaches*
- Identification of funding sources *athletics*
- Signed private vehicle use (for transporting students - EEAE-F-3) *on file*
- 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
PARENTAL PERMISSION FORM
(Out-of-State/Overnight/Out-of-Country Travel)

EXPLANATION AND DATES:

Departure Date/Day 2-27-14 Return Date/Day 6-1-14

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

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

The purpose of this trip is state-invoiced wrestling and the group sponsoring the trip is MHS Athletics.

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 _____

Monroe Public Schools Overnight Trip Rules for Students

1. I will obey the rules and instructions of the faculty, coaches, and chaperones.
2. I will respect my classmates on the trip.
3. I will not use profanity and will not be involved in fights or rough play while on this trip.
4. I will not wander off by myself and will make the staff and chaperones aware of my whereabouts twenty four hours a day.
5. I am aware of the regulations banning tobacco, drugs, and alcohol. Disobeying these rules will mean immediate dismissal from the trip at the expense of my family.
6. I understand curfew will be established nightly and adhered to strictly.
7. I am aware that I must stay in my assigned room. I understand student couples are not permitted to be alone in a room together without a chaperone.
8. I am aware that no phone calls are allowed between rooms after curfew. I am also aware that no long distance calls may be charged to the room.
9. I understand no pay-per-view is allowed unless approved in advance.
10. I am aware that students assigned to a room are responsible for anything which happens in that room. The costs of missing items (towels, etc.) and/or damage to rooms, furnishings, etc., will be shared equally by those who occupy the room unless the responsible person(s) assumes the responsibility. Prior to leaving the hotel the last day, each room will be checked for missing items and damage.
11. I understand luggage and personal items are subject to search at any time.
12. I am aware discipline action taken while on a trip may be followed by further disciplinary action upon return to the school.

I have read and am aware and understand the above rules and responsibilities and agree to abide by them.

Waiver of Responsibility

It is agreed that in case of accident, resulting in personal injury to any student during the trip, the school and chaperones will not be held responsible. In the event of illness or family emergency which would require that a student be sent home before the termination of the trip, the student will be sent home by the best available means of transportation, accompanied by a chaperone, if possible. If it is not possible to send a chaperone with the student, it will be the responsibility of the parents or guardian to make arrangements for transportation home. In the event of hospitalization or other problem which would

4/12/2013

require a student to be sent home after the termination of a trip, it will be the parents or guardians responsibility to go to the hospital and/or make arrangements for transportation home. Financial responsibility for any transportation (student and chaperone) required will rest with the parents or guardian of the student involved.

Student

Date

Parent/Guardian

Date

Sponsor/Coach

Date

**BUSINESS PROFESSIONALS OF AMERICAN
 STATE LEADERSHIP CONFERENCE
 IN STATE – OVERNIGHT**

BACKGROUND

Joni Weaks, Monroe High School teacher and BPA advisor, wishes to petition the Board of Education for permission to take eight (8) Monroe High School students to Grand Rapids, Michigan in order to attend the BPA State Competition. This overnight trip to attend the 2014 state conference will be held at the Amway Grand Hotel, DeVos Place Convention Center, and Davenport University in Grand Rapids, Michigan on March 20 – 23, 2014. The Monroe High School students studied their area of concentration and will compete in different areas of business. The students will also attend conferences while there.

Monroe Public Schools CTE/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.

ENCLOSURES

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 BPA State Leadership Conference in Grand Rapids, 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	_____	_____	_____	_____

February 3, 2014

Mr. William Ferrara and Mrs. Val Orr:

Monroe High School's Business Professionals of America Club had 8 students qualify for the state competition. We would like permission to attend the State Leadership Conference at the Grand Amway Hotel in Grand Rapids, Michigan. We plan to depart on Thursday, March 20, 2014 after school and return on Sunday, March 23, 2014 at 2:30 p.m.

My husband, Richard Weaks, will serve as the chaperone for boys, along with Stephanie Morgan for girls. We will have four girls and four boys this year. I will be involved with judging and working at the state conference at Davenport University. Rich and Stephanie will remain at the hotel for students.

The expenses will be paid by our funds through the CTE office account and the BPA club will cover all food and extra activities for the group.

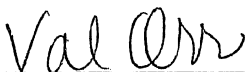
If you have any questions regarding this matter, please contact me. Thanks Bill and Val!

Sincerely,

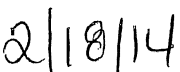


Joni Weaks, Advisor
Business Professionals of America

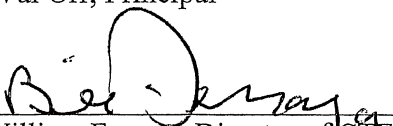
Approved by:



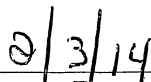
Mrs. Val Orr, Principal



Date



Mr. William Ferrara, Director of CTE



Date

***Please return to Joni Weaks' mailbox after you have approved. Thank you.**

Monroe Public Schools Field Trip Information Form

Date of Trip: March 20-23, 2014
Grade/Team/Organization Making Request: Monroe High School Business Professionals of America Club
Destination: Amway Grand Hotel, Grand Rapids MI
Address: 187 Monroe Ave. NW
City: Grand Rapids State: MI Zip: 49503
Means of Transportation: 3 vehicles driven by Rich Weaks, Joni Weaks + Stephanie Morgan
Number of Students and Adults Involved: 8 students, 3 adults
Exact Loading Location: Teachers Parking Lot @ MHS
Estimated Time of Departure: 2:45 pm.
Estimated Time of Departure from Destination: 11:00 am.
Expected Time of Arrival: 6-7 pm. on March 20
2:30 pm. on March 23
Purpose of Trip: State Competition and Leadership Conference

Faculty Supervisor: Joni Weaks

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

Principal's Signature: [Signature] Date: 2/18/14

Approved Denied

Assistant Superintendent's Signature: [Signature] Date: 2/19/14

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:

Students studied their area of
concentration to compete different areas of
business. They will also attend conferences while there.

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

They will apply their skills in business
areas that they have learned

Follow-up classroom lessons:

Club activities will be
shared with club and classes

- 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

Number of Other Adults Assisting: 2

Number of School Days Student will be Attending Trip: 1 (Friday)

Cost Per Child: registration - \$80.00

hotel - approx \$100.00
food (covered by BPA Club) - \$100.00

Cost Per Chaperone: registration - \$65.00

hotel - approx \$172.00
food (covered by BPA Club) - 100.00
transportation + mileage
(covered by BPA Club)

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

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 Business Professionals of America
Club Qualifiers will be attending the
State Leadership Conference on March 20-23, 2014,
This will be held at the Amway Grand Hotel
in Grand Rapids Michigan

School(s): Monroe High School

Chaperones: Joni A Weaks (advisor)

Richard A. Weaks (chaperone)

Stephanie Morgan (chaperone)

Method of Transportation: 3 vehicles

Date of Departure: 3/20/14

Time of Departure: 2:45 pm

If overnight, number of nights: 3

Date of Return: 3/23/14

Time of Return: 2:30 pm

Number of Students Participating: 8

Number of Staff Supervising: 1

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

EXPLANATION AND DATES:

Departure Date/Day Thursday, March 20, 2014 Return Date/Day Sunday, March 23, 2014

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

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

The purpose of this trip is State Leadership Conf. BPA and the group sponsoring the trip is Business Professionals of America

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) Joni Weaks, Teacher/Advisor
Rich Weaks, Chaperone
Stephanie Morgan, chaperone

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____

Notary Public

(Parent(s)/Guardian(s)) My commission expires _____

Schedule of Events

(Please note that times and locations are subject to change.)

A: Amway Grand Plaza Hotel DU: Davenport University CC: DeVos Place Convention Center

Special Information for Judged Events

Student arriving late for scheduled contest: If a student is late due to the fact that he/she was competing in another contest, they should receive an assessment event pass from the contest administrator of the contest they were involved in. Once the assessment event pass is submitted to the contest administrator of the contest for which the student arrives late, the student will be allowed to compete in a different or the last time slot. The rescheduled time will be based upon what is convenient for judges and the administration of that contest. If a student arrives late due to oversleeping or any other type of carelessness, that student will not be allowed to compete. Administrators will submit any assessment events passes received during their contest to the CEAC Representative at the end of the competition. (Scheduled contest are contests which involve appointment times.)

Judged Event Finals Postings: On Saturday, listings of finalists for those contests having finals will be posted at the location where the final round will be held. Finalists will be posted between 12:30-1:00 p.m.; therefore, please bring all necessary materials with you when you review the finals listing. Results from Friday preliminary events will be posted at the Assessment Events Headquarters.

Business Professionals of America-Michigan Association 2014 State Leadership Conference Tentative Schedule

DAY/DATE/TIME	EVENT	SITE
<u>Wednesday, March 19</u>		
4:00pm-10:00pm	State Executive Council Meeting	A
<u>Thursday, March 20</u>		
8:00am-10:00pm	State Executive Council Meeting	A
11:00am-12:00pm	BPA/Grand Rapids Staff Meeting	A
12:00pm-8:00pm	Luggage Holding	A
5:00pm-9:00pm	Registration/Courtesy Corps (Additional satellite check-in will be provided at all hotels on Thursday)	A
7:00pm-9:00pm	Exhibitor Display Setup	A
7:00pm-9:00pm	Assessment Events Headquarters	A
8:00pm-10:00pm	Special Event: "BPA's Got Talent" Sponsored by Davenport University (Open to all delegates)	A
9:00pm-9:45pm	Administrators/Proctors/Graders Meeting for all computer and non-judged events	A
10:00pm-10:30pm	Alumni/Volunteer Staff Meeting	A
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels

DAY/DATE/TIME	EVENT	SITE
10:00am-5:00pm	Broadcast News Production Team	A
10:00am-5:00pm	Computer Animation Team	A
10:00am-5:00pm	Economic Research Project Team	A
10:00am-5:00pm	Global Marketing Team	A
10:00am-5:00pm	Video Production Team	A
10:00am-4:00pm	Exhibits Open	A
10:30am-12:30pm	Advanced Spreadsheet Applications	DU
10:30am-12:30pm	Integrated Office Applications	DU
10:30am-12:30pm	Fundamental Spreadsheet Applications	DU
10:30am-3:00pm	Parliamentary Procedure Team (Preliminaries)	
	Section 1 Prep	A
	Section 1 Demo	A
	Section 2 Prep	A
	Section 2 Demo	A
11:00am-11:45am	Legacy Launcher #1	A
11:00am-11:45am	Legacy Launcher #2	A
11:00am-12:00pm	Computer Network Technology	A
11:30am-2:00pm	Judges Luncheon (By Invitation Only/Ticket Required)	A
12:30pm-2:00pm	Administrators & Proctors Meeting for all Saturday Judged Events	A
12:30pm-2:30pm	Basic Office Systems & Procedures	DU
12:30pm-2:30pm	Advanced Office Systems & Procedures	DU
12:30pm-2:30pm	Database Applications	DU
12:30pm-4:30pm	Financial Analyst Team (Finals/Demo)	A
1:00pm-1:45pm	Legacy Launcher #3	A
1:00pm-1:45pm	Legacy Launcher #4	A
1:00pm-2:00pm	Proctors Meeting for Open Event Personnel & Staff	A
1:00pm-2:30pm	Payroll Accounting	A
2:00pm-2:45pm	Legacy Launcher #5	A
2:00pm-2:45pm	Legacy Launcher #6	A
2:30pm-3:30pm	Systems Administration using Cisco	A
2:30pm-4:30pm	Administrative Support Team	DU
2:30pm-4:30pm	Legal Office Procedures	DU
2:30pm-4:30pm	Medical Office Procedures	DU
3:00pm-5:00pm	Advanced Accounting (for non-Financial Analyst Team members)	A
3:00pm-5:00pm	Fundamental Accounting (for non-Financial Analyst Team members)	A
3:45pm-4:45pm	Network Administration Using Microsoft	A
4:00pm-7:00pm	Parliamentary Procedure Team (Finals)	
	Prep	A
	Demo	A

DAY/DATE/TIME	EVENT	SITE
9:00am-4:00pm	Presentation Management – Team	A
9:00am-4:00pm	Exhibits Open	A
10:00am-2:00pm	Career Fair	A
10:00am-10:45am	Legacy Launcher #7	A
10:00am-10:45am	Legacy Launcher #8	A
10:00am-2:00pm	Presentation Management-Indiv. (Finals)	A
10:00am-3:00pm	College Fair	A
10:00am-5:30pm	Grading Room	A
11:00am-11:45am	Legacy Launcher #9	A
11:00am-11:45am	Legacy Launcher #10	A
11:30am-12:30pm	Judges Orientation (Final Judges Only)	A
11:30am-2:30pm	Judges Luncheon (By Invitation Only/Ticket Required)	A
1:00pm-1:45pm	Legacy Launcher #11	A
1:00pm-1:45pm	Legacy Launcher #12	A
1:30pm-4:30pm	Administrative Support Research Proj.-Indiv. (Finals)	A
1:30pm-4:30pm	Advanced Interview Skills (Finals)	A
1:30pm-4:30pm	Digital Media Production (Finals)	A
1:30pm-4:30pm	Economic Research Proj.-Indiv. (Finals)	A
1:30pm-4:30pm	Entrepreneurship (Finals)	A
1:30pm-4:30pm	Extemporaneous Speech (Finals)	
	Preparation	A
	Demonstration	A
1:30pm-4:30pm	Graphic Design Promotion (Finals)	A
1:30pm-4:30pm	Human Resource Mgmt. (Finals)	
	Preparation	A
	Demonstration	A
1:30pm-4:30pm	Interview Skills (Finals)	A
1:30pm-4:30pm	Prepared Speech (Finals)	A
2:30pm-2:45pm	Campaign Rally Setup (State Officer Candidates & Campaign Managers only)	A
2:45pm-4:15pm	“MEET THE CANDIDATES” Campaign Rally (First 30 minutes for Voting Delegates only)	A
6:30pm-9:00pm	Dinner Session (Doors open at 6:15pm) (2013-2014 State Officer Farewells, New Chapter Initiation, Scholarship, Barbara Chambers Outstanding Advisor Award, Honorary Lifetime Award, 2014-2015 State Officer Installation)	CC
9:00pm-9:30pm	Reception: 2014-2015 State Executive Council Officers, Advisors & Parents	A
9:00pm-9:30pm	Advisor Open Forum	A
9:30pm-10:30pm	Region 1 Advisors Meeting	A
9:30pm-10:30pm	Region 2 Advisors Meeting	A
9:30pm-10:30pm	Region 3 Advisors Meeting	A
9:30pm-10:30pm	Region 4 Advisors Meeting	A

**FIRST ROBOTICS COMPETITION
RICHLAND, MICHIGAN
MARCH 6-8, 2014**

BACKGROUND

Kyle Christensen, Monroe High School Physics and advisor/mentor to the FIRST Robotics Team, wishes to petition the Board of Education for permission to take up to nineteen (19) Monroe High School students to the First Robotics Competition. The competition is being held in Richland, Michigan from March 6-8, 2014. The Monroe High School students have been meeting for several months gearing up for the competition and honing their skills with team work, problem solving, and critical thinking. The robotics competition will involve time management, preventative maintenance, and communication skills.

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

ENCLOSURES

Monroe Public Schools – Abbreviated Field Trip and Excursion Check List Form. The complete packet 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 FIRST Robotics Competition in Richland, 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 HIGH SCHOOL CAREER & TECHNICAL EDUCATION

901 Herr Road Monroe, MI 48161 Phone 734.265.3450 Fax 734.265.3451

February 17, 2014

From: Kyle Christensen, Instructor, Monroe High School; Advisor, Monroe Trojan Robotics, FIRST Robotics Team #1528

Sub: FIRST Robotics Competition

As a teacher of Physics and advisor/mentor to the after school robotics team, I request permission to take the students on the attached documents to the FIRST Robotics Competition in Richland, MI. These students have worked hard throughout the year to raise the money for this trip and I think this is a great reward for their hard work and dedication to the program. In order for a team member to attend this trip, they must obtain a couple goals. The first goal they must achieve is having a 2.5 or above GPA and no failing grades during the current trimester. The second goal is to raise \$50 for the trip. This money is a deposit for their room at the event. When the student shows up for the event \$30 will be given to the student for food. The other \$20 will be used for a team dinner. If the students cannot raise the funds or is in a financial hardship, the team is willing to give them a loan for the remaining balance which the students/parents can pay-off by working the upcoming M.A.R.C. event. If there are any further questions, I will be attending the next school board meeting to answer them. Thank you for your consideration.

Kyle Christensen
Monroe High School
901 Herr Rd
Monroe, MI 48161
(734)265-3529
christensen@monroe.k12.mi.us

Monroe Public Schools Field Trip Information Form

Date of Trip: 3-6-14 - 3-8-14

Grade/Team/Organization Making Request: Monroe Trojan Robotics

Destination: Gull Lake High School

Address: 7753 N. 34th St.

City: Richland State: MI Zip: ~~48~~ 49

Means of Transportation: Private Transportation

Number of Students and Adults Involved: 19 | 3

Exact Loading Location: Monroe High School parking lot (teacher lot)

Estimated Time of Departure: 11:30 AM

Estimated Time of Departure from Destination: 6:00 PM

Expected Time of Arrival: 9:00 PM

Purpose of Trip: First Robotic Competition - District Event.

Faculty Supervisor: Kyle Christensen

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

Principal's Signature: Val Orr Date: 2-18-14

Approved Denied

Assistant Superintendent's Signature: [Signature] Date: 2/19/14

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:

Students built a 2016 Robot within a
two week time frame. They learned teamwork, constraints,
problem-solving and research skills.

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

Students compete with robot in a competition.

This will involve time management, critical thinking,
problem solving, preventative maintenance skills and
communication skills.

Follow-up classroom lessons:

Student will conduct lessons-learned activities and
follow continuous improvement guidelines to make
their robot better.

- 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:

Gull Lake

Robotics team to compete in the U.S. FOTORS.T.
District robotics competition.

School(s): Monroe High School

Chaperones: Kyle Christensen

Mine Mountain

Bill Ferrara

Jen Davis

Method of Transportation: Private Vehicles

Date of Departure: 3/6/14

Time of Departure: 12:00 pm

If overnight, number of nights: 2

Date of Return: 3/8/14

Time of Return: 9:30 pm

Number of Students Participating: 19 MAX (Pending permission slips)

Number of Staff Supervising: 4

Number of Other Adults Assisting: 0

Number of School Days Student will be Attending Trip: 2

Cost Per Child: \$ 50

Cost Per Chaperone: 0

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) *will send to admin when returned*
- 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) *will submit when returned*
- 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
PARENTAL PERMISSION FORM
(Out-of-State/Overnight/Out-of-Country Travel)

EXPLANATION AND DATES:

Departure Date/Day 3/6/14 Return Date/Day 3/8/14

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

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

The purpose of this trip is US First Robotics Competition - district and the group sponsoring the trip is Monroe Trojan Robotics.

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 _____

Gull Lake Robotics Travel Itinerary

Thursday(3/6/14)

- 11:00 AM Meet in F-118
- 11:30 AM Leave for Gull Lake from MHS parking lot
- 3:00 PM Arrive at Hotel/Check-in
- 4:00 PM Pits and Machine shopOpen
- 5:00 PM Registration and Inspection
- 10:00 PM Pits and Machine Shop Close
- 10:30 PM Arrive at Hotel

Friday (3/7/14)

- 6:30 AM Meet in breakfast area (attendance & breakfast)
- 7:15 AM Leave hotel for competition
- 8:00 AM Competition Pits Open
- 10:30 AM Opening Ceremonies
- 11:00 AM Qualification Matches
- 1:00 - 2:00 PM Lunch Break
- 2:00 - 7:00 PM Qualification Matches
- 8:00 PM Pits Close
- 8:30 PM Team Dinner
- 10:00 PM Return to hotel

Saturday (3/8/14)

- 6:30 AM Meet in breakfast area (attendance & breakfast)
- 7:15 AM Leave hotel for competition
- 8:00 AM Pits and Machine Shop Open
- 9:00 - 9:30 AM Opening Ceremonies
- 9:30 - 12:30 PM Qualification Matches
- 12:30 - 1:00 PM Alliance Selection
- 1:00 - 2:00 PM Lunch Break
- 2:00 - 5:00 PM Elimination Matches
- 5:00 - 6:00 PM Awards Ceremony
- 6:30 PM Depart for Monroe High School
- 9:45 PM Arrive Monroe High School

Gull Lake Chaperone List

1	Kyle Christensen
2	Mike Mountain
3	Bill Ferrara
4	Jen Davis
5	

Gull Lake Budget

In order for students to travel to the Gull Lake event, they had to pay \$50 for the event. This money is used to reserve the students spot for the travel. Once there the students are given \$30 for food for the event. In cases of financial hardship, the team provides meals for students.

BUDGET

TYPE			AMOUNT
Hotel Rooms (10 rooms 2 nights) est.			\$2,000.00
transportation			
		4 gas only	\$400.00
Team meals (est)			\$500.00
Teacher Meals:	3 teachers/3 day		\$360.00
Total:			\$3,260.00

All payments will come from the Monroe Trojan Robotics Account #39

BEST PRACTICES INCENTIVE RESOLUTION

BACKGROUND

On June 13, 2013 the Governor enacted legislation under Section 22f of the State School Aid Act, 2013 PA 60, that appropriates \$80,000,000 to provide \$52 per pupil allocations for the FY 2013-14 school year to local school districts and public school academies meeting seven out of eight of the following best practices.

- Hold policy on medical benefits plans (if directly employed by district, or not excluded by a voluntary employee beneficiary association)
- Obtain competitive bids for the provision of 2013/14 non-instructional services
- Accept applications for enrollment of non-resident pupils under Section 105 or 105c
- Monitor individual pupil academic growth in each subject area at least twice during the school fiscal year using competency based online assessments
- Support opportunities for pupils to receive postsecondary credit while attending secondary school
- Offer online courses or blended learning opportunities to all eligible pupils, and publish course syllabi
- Provide to parents and community members a dashboard/report card with required financial information on website
- Provide physical education or health education

Monroe Public Schools has met seven of the eight financial best practices.

ENCLOSURE

Best Practices Incentive – School Board Resolution

RECOMMENDATION

Move to approve the resolution certifying the district’s compliance with the required best practices.

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	_____	_____	_____	_____

Best Practices Incentive
School Board Resolution

WHEREAS, Section 22f of the State School Aid Act provides \$52 per pupil one-time grants to districts that satisfy at least 7 of 8 best practices criteria not later than June 1, 2014 [MCL 388.1622f].

WHEREAS, the board of education of MONROE PUBLIC SCHOOLS desires to receive the \$52 per pupil incentive payment.

WHEREAS, the MONROE PUBLIC SCHOOLS has satisfied at least 7 of 8 best practices criteria.

WHEREAS, eligibility for the incentive payment is contingent upon adopting a resolution that states the district has complied with the following 7 of 8 best practice criteria.

Now, therefore, be it resolved as follows:

1. The board of education of MONROE PUBLIC SCHOOLS certifies that the district has complied with the following requirements:
 - The district is the designated policy holder for medical benefit plan(s) pursuant to Section 22f(2)(a).
 - The district has obtained a competitive bid on non-instructional services pursuant to Section 22f(2)(b).
 - Food service management services were competitively bid for 2013-14.
 - The district accepts applications for enrollment by non-resident applicants under Section 105 or 105c (MCL 388.1705) pursuant to Section 22f(2)(c).
 - The district identifies which of the following it provides pursuant to Section 22f(2)(d):
 - Submits to the Michigan Department of Education a plan that shows progress toward developing the technology infrastructure necessary for the implementation of pupil academic growth assessments by 2014-2015.
 - The district supports opportunities for pupils to receive postsecondary credit while attending secondary school pursuant to Section 22f(2)(e).
 - The district offers online courses or blended learning opportunities to all eligible pupils, and publish course syllabi pursuant to Section 22f(2)(f).
 - The district identifies which of the following it provides pursuant to Section 22f(2)(h):
 - Physical Education.
 - Health education.
2. The board of education of MONROE PUBLIC SCHOOLS authorizes and directs its secretary to file this resolution with the State Aid and School Finance Office of the Michigan Department of Education.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Resolved this _____ day of _____, 20__.

Roll Call Vote: Passed: _____ Failed: _____

Board Representative Name

Board Representative Signature

Please send resolution to John A. Hayner at haynerj1@michigan.gov **or** it may be mailed to:
John A. Hayner, Michigan Department of Education, Office of State Aid and School Finance, P.O.
Box 30008, Lansing, Michigan 48909.

TITLE I TECHNOLOGY PURCHASE

BACKGROUND

See attached memo from David Payne.

ENCLOSURE

- Memo from David Payne
- Quotes from Apple Inc., CDW-G and Sehi Computer Products Inc.

RECOMMENDATION

Move to approve the purchase of technology for Arborwood, Custer, Manor and Waterloo at a total cost not to exceed \$182,661.35. This purchase will be funded by the Title I Grant.

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

Technology Department

1275 N. Macomb St

Monroe MI, 48162

MEMO

To: Dr. Martin

From: David Payne

Date: 2/21/14

Subject: Title I Technology Purchase

We are recommending the purchase of the following technology for Arborwood, Custer, Manor, and Waterloo. This technology if approved would be funded by the Title I Grant. The total cost of this purchase will not exceed \$182,661.35. As a majority of this technology is provided by Apple Computer we must go through their education department and will not have at least three competitive bids. Quotes for the technology are attached. Other items such as the HP Chromebooks, Chromebooks Carts, and management licenses are provided by CDWG and Sehi. These quotes were taken from the state wide REMC contract. Arborwood is purchasing 2 iPad carts and 4 Chromebooks carts. Custer, Manor, and Waterloo are purchasing 4, 1, and 2 iPad carts respectively. This technology will increase our one to one classrooms by 9 iPad carts as well as increasing student access to laptops by 120 for projects such as Dreambox and internet research. Each iPad cart totals \$14,539.95 and includes 30 Apple iPads, cases, and mobile charging station. The Chromebook carts cost \$12,950.45 and include 30 HP Chromebooks, 30 Chrome management licenses, and one mobile charging station.

Apple Inc. Education Price Quote

Customer: Kevin Hauser
 MONROE PUBLIC SCHOOLS
 Phone: 7342653000
 email: hauser@monroe.k12.mi.us

Apple Inc:

Eileen Crowley
 12545 Riata Vista Circle
 MS: 183-IES
 Austin, TX 78727
 Phone: 512-6742803
 Fax: 800-590-0325
 email: ecrowley@apple.com

Apple Quote: 2201333354
 Quote Date: 19-Feb-2014
 Quote Valid Until: 21-Mar-2014

Quote Comments:

Distributed Discount Pricing
 Purchase Order should reflect these amounts

#	Details and Comments	Qty	Unit List Price	\$ Discount per Unit	Net Unit Price	Extended Discounted Price	\$ Discount per Unit	Net Unit Price	Extended Discounted Price
1	iPad 2 16GB with Wi-Fi – Black (10-pack) IPAD 2 WI-FI 16GB BLACK – 10 PACK–USA Part Number: MC960LL/A Quantity: 270 Part Number: BG701LL/A	27	3,790.00	300.00	3490.00	94230.00	220.92	3569.08	96365.15
2	iPad Smart Case – Polyurethane – Dark Gray (Compatible with 2nd, 3rd and 4th Generation iPads) Part Number: MD454LL/A	270	49.00	0.00	49.00	13230.00	2.86	46.14	12458.82
3	Bretford PowerSync Cart for iPad 2 (30-pin) Part Number: H3635LL/A	9	2,599.95	0.00	2599.95	23399.55	151.55	2448.40	22035.58
Subtotals						130,859.55			130,859.55

Complete your order by one of the following:

- Submit order online as an Authorized Purchaser
<https://ecommerce.apple.com>
- Email a copy of this quote with your Purchase Order and reference Apple Quote number 2201333354 on it
institutionorders@apple.com

EDU List Price Total:	138,959.55
<i>Total Discount</i>	<i>8,100.00</i>
Extended Discounted Subtotal	130,859.55
<i>eWaste Fee / Recycling Fee</i>	<i>0.00</i>
Extended Discounted Total Price	130,859.55

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS:

- ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE, CONTACT austincontracts@apple.com
- IF YOU USE YOUR FORM OF PURCHASE ORDER TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
- YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE.
- UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL 21-Mar-2014 UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE. APPLE MAY MODIFY ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF THIS QUOTE CONTAINS A TYPOGRAPHIC OR OTHER ERROR.
- THE TOTAL AMOUNT OF DISCOUNT OFFERED IN THIS QUOTE IS PROPORTIONALLY ALLOCATED ACROSS ALL PRODUCTS WHICH ARE REFERENCED UNDER THE SECTION TITLED "DISTRIBUTED DISCOUNT PRICING" AND SHOULD MATCH THE AMOUNTS ON ANY CORRESPONDING CUSTOMER PURCHASE ORDER.
- UNLESS SPECIFIED ABOVE, SHIPPING AND HANDLING ARE INCLUDED IN THE TOTAL PRICE.

SEA # 1232305
 Opportunity ID: 161007558
 Fax: 800-590-0325

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SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
FBZF368	9512489	2/19/2014

BILL TO:
 KEVIN HAUSER
 1275 N MACOMB ST

SHIP TO:
 MONROE PUBLIC SCHOOLS
 Attention To: KEVIN HAUSER
 1275 N MACOMB ST

Accounts Payable
 MONROE , MI 48162-3128

MONROE , MI 48162-3128
 Contact: KEVIN HAUSER 734.265.3162

Customer Phone #734.265.3162

Customer P.O. # CHROME MGMT QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
RAYNELLE HOWLETT 866.224.4820		ELECTRONIC DISTRIBUTION	NET 30 Days-Govt/Ed	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
135	2856676	ACAD GOOGLE CHROMEOS MGT LIC+SUP 3Y Mfg#: CROS-SW-DN-EDU Contract: MARKET Electronic distribution - NO MEDIA	30.00	4,050.00
SUBTOTAL				4,050.00
FREIGHT				0.00
TAX				0.00
				US Currency
TOTAL				4,050.00

Please remit payment to:
 CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515

CDW Government
 230 North Milwaukee Ave.
 Vernon Hills, IL 60061

Fax: 312.705.9452

Sehi Computer Products Inc
 2930 Bond Street
 Rochester Hills MI 48309
 Prepared by: Craig Sehi

Monroe Public Schools
 HP Chromebook Pricing
 Priced under REMC number 116011

HP Chromebook 14

Items/description	Part no	Unit price	Qty	Ext price
HP Chromebook 14	Base	\$316.68	135	\$42,751.80
Operating system Chrome OS™	F7W49UA			
Processor Intel Haswell Celeron				
Integrated camera Integrated VGA Webcam				
Display 14-inch diagonal IPS panel (1366 x 768)				
Memory 4GB DDR3				
Internal Storage 16 GB embedded Multi-Media Card (eMMC) SSD				
Wireless LAN 802.11a/b/g/n (2x2) Bluetooth® 4.0 HS Combo				
Bluetooth Bluetooth® Wireless Technology				
Pointing Device Full-size Chrome keyboard, 19mm pitch, 1.4mm travel				
Battery HP 4-Cell 48 Wh Polymer Long Life Battery (9.5 Hours of Battery life)				
Warranty 1/1/0 Limited 1 year standard parts and labor warranty				
Spectrum vLT 32 Chromebook Cart with Cycle Timer	55320BWQ5	\$1,250.00	4	\$5,000.00

ARBORWOOD CAMPUS SECURITY PILOT REVISED

BACKGROUND

See attached memo from David Payne.

ENCLOSURE

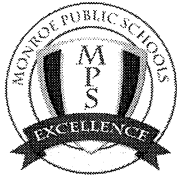
- Memo from David Payne

RECOMMENDATION

Move to approve an increase in the funding of the security pilot at Arborwood Campus from \$15,000 to \$20,000.

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

Technology Department

1275 N. Macomb St

Monroe MI, 48162

MEMO

To: Dr. Martin

From: David Payne

Date: 2/21/14

Subject: Arborwood Elementary Campus Security Pilot Revised

We are recommending the approval to increase the funding of the security pilot at Arborwood Elementary Campus from \$15,000 to \$20,000. As reported we received a grant from Video Insight in the amount of \$20,000. We would like to expand the pilot to leverage this new equipment and enlarge the scope of the pilot to cover more areas of the campus. This will give us a more detailed pilot and provide us more information before expanding to other schools. By expanding this pilot we could include access control for the main entrance doors as well as the two side doors on the south side of the building. Also this would include door sensors for all exterior doors allowing notification when doors are opened or left ajar. And with the grant we will be able to provide video surveillance at all doors as well. As the initial pilot would cover the main entrance and include a few cameras this upgrade would allow us to test several different scenarios with staff, students, and community. The visitor management portion of the pilot would stay the same and be integrated with the access control and video surveillance. We are recommending this upgrade so we can complete a pilot that evenly tests each area of security and be able to provide a solid recommendation at a future time.

ADJOURNMENT

RECOMMENDATION

Move to adjourn the February 25, 2014 Board Meeting #4.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____