



# **MONROE PUBLIC SCHOOLS**

## **BOARD MEETING #13**

**July 22, 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**

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

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Board Meeting #13  
Tuesday, July 22, 2014  
**7:00 p.m.**

**AGENDA**

		<u>Page</u>
<b>A. Roll Call and Call to Order</b>	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
<b>B. Public Commentary – Agenda Items Only</b>	Mr. Yeo	
<b>C. Discussion and Action Items</b>		
1. <b>Approval of Minutes</b>	Mr. Yeo	2
Move to approve the minutes of the following meetings as submitted:		
• July 8, 2014 Board Meeting #12		
2. <b>Reports and Updates</b>	Mr. Yeo	6
a. July 7, 2014 Board Personnel Committee Minutes		
3. <b>Administrator Appointment</b>	Dr. McLeod	10
Move to approve the appointment of Chantele Henry as an Administrator with Monroe Public Schools effective July 23, 2014 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
4. <b>Administrator Appointment</b>	Dr. McLeod	14
Move to approve the appointment of Alex Schukow as an Administrator with Monroe Public Schools effective August 11, 2014 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
5. <b>Teacher Appointment</b>	Dr. McLeod	16
Move to approve the appointment of Laura Jacquin as a Teacher with Monroe Public Schools effective August 26, 2014 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		

- |   |                     |           |
|---|---------------------|-----------|
| <p><b>6. Staff Resignations</b><br/>Move to approve the resignations from Monroe Public Schools of Mary Zagorski and Roy Lawson effective June 30, 2014.</p>  | <p>Mrs. Everly</p>  | <p>18</p> |
| <p><b>7. Request for Teacher Leave of Absence</b><br/>Move to approve a leave of absence for Kim Pearch for the 2014/15 school year in accordance with Article 12, Section D-7 of the master agreement. This leave will begin August 26, 2014.</p>  | <p>Mrs. Everly</p>  | <p>21</p> |
| <p><b>8. Waterloo Playground</b><br/>Move to approve the purchase of the installation and filler for the Waterloo Elementary School playground at a cost not to exceed \$16,212.00. Money for this purchase will be taken from the Sinking Fund (installation) and the General Fund (filler).</p> | <p>Mrs. Everly</p>  | <p>23</p> |
| <p><b>9. Replacement of Walk-in Freezer at MHS</b><br/>Move to approve replacement of walk in freezer at Monroe High School for a cost not to exceed \$37,380.50. Cost for the freezer and related work will be taken from the 2014/15 Food Service Fund pending State approval.</p>              | <p>Mrs. Eighmey</p> | <p>27</p> |
| <p><b>10. Superintendent's Comments</b></p>   | <p>Dr. Martin</p>   |           |
| <p><b>11. Old Business</b></p>  | <p>Mr. Yeo</p>      |           |
| <p><b>12. New Business</b></p>  | <p>Mr. Yeo</p>      |           |
| <p><b>13. Public Commentary – Any Topic</b></p>   | <p>Mr. Yeo</p>      |           |
| <p><b>14. Adjournment</b><br/>Move that the July 22, 2014 Board Meeting #13 of the Monroe Public Schools Board of Education be adjourned.</p>   | <p>Mr. Yeo</p>      | <p>40</p> |

**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**

- July 8, 2014 Board Meeting #12 Minutes

**RECOMMENDATION**

Move to approve the following minutes as submitted:

- July 8, 2014 Board Meeting #12

**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 #12

July 8, 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 Ryan Philbeck, and Trustee Wendy Spicer

Board Members Absent: Trustee Aaron N. Mason

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

Administrators Absent: Jerry Oley

President Yeo called the meeting to order at 7:00 p.m.

Mr. Yeo congratulated Mr. Vergiels on his new job at Plymouth-Canton and thanked him for his years of service.

**Public Commentary-Agenda Items Only**

There was none at this time.

**Approval of Minutes**

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

- June 24, 2014 Budget Hearing
- June 24, 2014 Board Meeting #11
- June 25, 2014 Special Board Meeting (2 sets)
- June 25, 2014 Closed Meeting (2 sets)

Discussion: Ms. Spicer abstained because she was not in attendance.

Vote: Motion carried by a 5-1 roll call vote. Ms. Spicer abstained.

**Reports and Update**

The June 24, 2014 Board Finance Committee of the Whole and Community Relations Minutes were received.

**Seat Time Waiver**

Motion by Mr. VanWasshenova; support by Mr. Philbeck to approve the use of Michigan Virtual University and University of Nebraska Online High School courses in addition to certain other selected online course providers as monitored through GenNet in our Monroe Virtual High School program to comply with the requirements as stated.

Discussion: Mr. Philbeck is pleased that both programs are utilized.

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

**MHS Competitive Cheer Camp**

Motion by Mr. VanWasshenova; support by Mr. Philbeck to approve the Monroe High School Competitive Cheer Camp at Kalahari Resort in Sandusky, Ohio, July 27 through July 29, 2014, according to the terms of Policy IICA, Field Trips and Excursions.

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

**MHS Cross Country Camp**

Motion by Mr. Knabusch-Taylor; support by Dr. March to approve the Monroe High School Cross Country Team Camp at Lake Dianne in Camden, Michigan, August 4 through August 9, 2014, according to the terms of Policy IICA, Field Trips and Excursions.

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

**Recommendation of Reinstatement**

Motion by Mrs. Knabusch-Taylor; support by Mr. VanWasshenova to approve the Monroe Public Schools Reinstatement Committee's recommendation to reinstate Student A for the purpose of going to Mason High School for the 2014-2015 school year; and Student B to summer school with a behavior, academic, attendance contract, and counseling is also recommended.

Discussion: Mrs. Knabusch-Taylor stated that the committee was creative in finding good placements for these students. Mr. Philbeck said this was his first opportunity to see a successful, full circle process and it was really rewarding.

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

**Classroom Furniture Purchase - MMS**

Motion by Mr. Knabusch-Taylor; support by Dr. March to approve the purchase of classroom furniture from School Specialty at a cost not to exceed \$5,684.94. Money for this purchase will come from the General Fund.

Discussion: For future furniture needs, Ms. Spicer said she can check with the DTE salvage group to see if they have something that would meet our needs.

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

**Security Purchase for Arborwood North, MHS, MMS and OCHS**

Motion by Mr. Philbeck; support by Dr. March to approve the purchase of AIPHONE security systems for Arborwood North, Monroe High School, Monroe Middle School and Orchard Center High School at a cost not to exceed \$19,381.64. Money for this purchase will come from the General Fund.

Discussion: The AIPHONEs are one of four systems that were tested in the security pilot at Arborwood South. Mr. VanWasshenova asked if this could be purchased using sinking funds since the equipment will be attached to the building. Mrs. Eighmey will check into this and report back. Mrs. Knabusch-Taylor is concerned with the total cost of the security systems, which could be \$200,000-\$300,000. The security systems will eventually phase out security guards at the main entrances which will save around \$250,000. The installation of the AIPHONEs is phase one of the security pilot. Mr. Philbeck asked if this was the only piece of equipment purchased, would it help reduce the cost of security guards. Mrs. Everly stated that at AWS it proved to be very effective during non-high traffic times. Mr. Yeo commented that the Board was previously informed of the security plan and its cost, and appreciates the refresher.

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

**Superintendent Comments**

- The Summer Learning Academy is going very well. Mrs. Everly stated this is a great extension of what we had at Arborwood last year. Dr. McLeod said that the enthusiasm from staff and students is amazing.
- The high school parking lot is at a standstill. They are waiting for the drain tiles to be delivered. One of the boilers at Arborwood has been removed and the other is halfway; all of the univents have been removed from the classrooms.
- The Education Foundation met this week. Dr. Martin is hoping for better attendance at the August 4<sup>th</sup> meeting because several important decisions need to be made.
- Mr. VanWasshenova, Mrs. Knabusch-Taylor and Dr. Martin updated the City Council on the Mini-Library Project at their meeting on Monday. The City Council is very supportive of this project.
- Advertising for our open positions has been done outside of the district as well as within, and we have received several applications.
- Mayor Clark informed Dr. Martin that he and Mr. Bentley are willing to do a presentation to the Board on the River Raisin Heritage Corridor-East master plan.

**Old Business**

Mr. Yeo suggested that the Board have a workshop session off-site to discuss goals and bring information back to the administrative team.

Mr. Yeo addressed Mrs. Pace and assured her that the board is trying to do the right thing and takes her comments very seriously.

**New Business**

There was none at this time.

**Public Commentary-Any Topic**

Selma Rankins would like to see data showing that social workers and counselors can make Monroe Public Schools better. Mr. Vergiels was very helpful to him during his employment at Monroe Public Schools. Mr. Rankins would like to see more black teachers and administrators hired.

**Adjournment**

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor that the July 8, 2014, Board Meeting #12 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:54 p.m.

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**June Knabusch-Taylor, Secretary**



## **REPORTS AND UPDATES**

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

- July 7, 2014 Board Personnel Committee Minutes

# Monroe Public Schools Board Personnel Committee Meeting Minutes

**Date of Meeting:** July 7, 2014

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

**Next Meeting:** August 4, 2014

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1. **Call to Order:** The meeting was called to order at 5:12 pm.
2. **Minutes:** June meeting minutes were previously approved
3. **Public Commentary:** None
4. **Staffing Updates:**

**Administrator Screening Update:** Dr. McLeod informed the committee that the positions for Orchard Center High School/State and Federal Program Coordinator; Monroe High School Assistant Principal; and Manor Elementary Principal have been posted. Candidates have been screened for the two secondary positions and ten candidates have been offered interviews for July 9<sup>th</sup>. Candidates for the elementary position will be screened for a tentative interview date of July 21<sup>st</sup>. Representing the Board on these interview panels will be Larry VanWasshenova on July 9<sup>th</sup> and Wendy Spicer on July 21<sup>st</sup>.

The committee discussed that the duties of the Orchard High School Coordinator will include supervision of the Orchard Center High School, the Adult Education Program, the Virtual High School program and coordination of the State and Federal Programs. There was discussion on the best location(s) to offer these services, noting that virtual opportunities are not necessarily limited to any particular location which would open up the possibility of offering satellite services throughout the district. Discussions on this topic will continue after the Orchard Coordinator is hired.

Mrs. Everly also reminded the group that part of the Administrator restructure is to implement Dean of Student positions at Monroe Middle, Arborwood Campus, and Custer Complex. Those positions will need to be posted. She also noted that the restructure plan would include the reduction of an administrator position at Arborwood due to enrollment levels. The committee is aware that Dr. Martin does hold the right to assign within the administrator ranks and the committee would be supportive of administration to make assignments that would best meet the needs of the district.

**Marketing/Communication Facilitator:** Dr. Martin shared that Bobb Vergiels has turned in his letter of resignation from the position of Marketing/Communication Facilitator. Administration informed the committee that there are plans to take this opportunity to review our current resources, the current duties for this position, and what this position could look like to meet the district needs going forward. The Board expressed concerns about 'farming out' this position, but is supportive for allowing some time to review and determine what will be best for the district. Dr. Martin wanted to let the board know administration does plan to fill the position, however they want to review the position further and not necessarily fill the position as it stands today.

**GSRP Update:** Mrs. Everly reminded the committee that the ISD, being the fiscal agent for the GSRP grant, has expressed interest in taking over ownership of the GSRP and staffing for that program. Currently the GSRP teachers are union teachers, paid by Monroe Public Schools and reimbursed by the ISD. With the proposed plan, pending a draft agreement with the ISD, our teachers would be reassigned within our K-6 buildings and the ISD would hire/contract the teaching staff for GSRP. Mrs. Everly assured the committee that we do have tentative assignments within our K-6 buildings for these current GSRP teachers, noting that she has had conversations with these teachers and their union.

Mrs. Everly also noted that by contracting these positions, the ISD will be able to offer more preschool slots so they would be able to serve more students. In addition to the current preschool classes offered at Riverside, there are also discussions of additional classroom sites at Custer, Arborwood and Raisinville. One of our barriers Monroe Public had with GSRP was the lack of funding for transportation. The ISD will be able to offer a whole day program and tying into our transportation to offer bussing services. The ISD also oversees the grant for Head Start which is housed at SMT. On a positive note, Early Childhood is one place where the current governor is continuing to funnel money.

**Student Services Update** – Dr. McLeod shared that we have posted and are currently accepting candidates for the Student Service Provider positions. These positions will be funded by 31a and have duties similar to the Social Worker positions we currently have at the elementary. The position will require a background in Social Work. Mrs. Everly shared that we have 25 applications to date. Administration is planning to host a round robin interview process to initially screen candidates. These positions will be contracted through Temporary School Staffing, Inc.

**Teacher Posting Update** – Dr. McLeod updated the committee on the teacher staffing plans for fall, reminding the committee that administration’s goal with the restructure in counseling and pending GSRP was to make sure that all of our current teaching staff would have assignments. At this point enrollments have been reviewed and tentative teaching assignments given to all of the current teachers. With that process complete, we now have vacancies in Family/Consumer Science and Special Education that will need to be filled. These positions are currently posted on our website and we are accepting candidates.

## 5. **Old Business:**

**Summer Learning Academy:** Mrs. Everly reported that **the high school credit recovery** through Summer Learning Academy is going well. A project based learning concept is being used in place of the E2020 program this summer. She shared that administration is learning a lot about the project based learning and hearing great things from the students.

**Counseling Restructure:** Dr. McLeod noted the goal of administration was to create a plan that would be best to help students and make sure that everyone has a job. The committee was supportive of the caring thought process to do the right thing; however Mr. Yeo expressed some concern that the counselors selected for the new positions have the right attitude. Mrs. Everly noted that administration saw the same concern raised when the shift was made from Consultants to School Improvement Coaches. Dr. McLeod and Mrs. Everly will continue to meet with this team and move forward with planning – framing the conversation with those committed to making this plan work.

**CTE Shared Services:** Mr. Yeo requested an update on the CTE Shared Services. Dr. McLeod noted administration will have a better feel for how well the program is working during the upcoming school year. Dr. Martin will continue conversations with the ISD to access their thoughts on the shared service as well. Dr. McLeod noted at the high school specifically, Mrs. Orr has been working more hands on with curriculum development in the CTE department and with Mr. Ferrera to define his role in that process, and supports are being put in place for those teachers.

6. **New Business:**

**Building Community:** Mrs. Knabusch-Taylor shared that she'd had conversations with the Mayor of Monroe and thought it would be good to have him present his plans for the future of Monroe to the Board. Since he has plans of building the community, and Monroe Public Schools is a big piece of this community, the thought it would be good for the Board as a whole to hear his presentation. Dr. Martin will put that on the list for a future workshop topic.

**MCCC OnSite:** Dr. McLeod shared that plans continue to move forward with offering college level courses at MHS. These courses will look similar to dual enrollment, but rather than our students going to MCCC, the MCCC professors will come to MHS. There was some initial rumors that the college professors would not be interested in this assignment, however with the enrollment being down at MCCC, the college is excited to be in this partnership and plans for fall continue.

**Teacher Contract Concern:** Dr. McLeod wanted to make the committee aware of a concern brought to our attention by The Mackinaw Center. The Mackinaw Center has found language in the current teacher contract that is in violation of the law, specifically in the areas of right to work and dues collections. We have assured them that our policy and practice is in line with the law, as that would supersede the contract and that we would be working with the teachers union to address this language concern.

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

8. **Next Meeting:** August 4, 2014 at 5:00 PM

9. **Adjournment:** The meeting was adjourned at 7:20 PM

**ADMINISTRATOR APPOINTMENT**

**BACKGROUND**

On behalf of the administration and the interview panel I am recommending the appointment of Chantele Henry as an Administrator with Monroe Public Schools. This Administrator will be assigned as the Principal at Orchard High School and the Coordinator of State/Federal Programs.

Mrs. Henry holds a Bachelor of Arts in Secondary Education from Eastern Michigan University and a Master of Arts in Educational Administration and Supervision from University of Toledo. Mrs. Henry has administrative experience from Howell High School and an interim administrative experience from Monroe Public Schools. She was most recently employed as a Graduation Coach at Monroe Public Schools.

Members of the interview panel were: Barry Martin, Superintendent; Ryan McLeod and Julie Everly, Assistant Superintendents; Shannon Collum and Kristen Williams, Teachers; Valerie Orr and Kim Diven, Administrators; Kendra Sulfaro, Parent; and Larry VanWasshenova, Board Member.

**ENCLOSURE**

Resume

**RECOMMENDATION**

Move to approve the appointment of Chantele Henry as an Administrator with Monroe Public Schools effective July 23, 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	_____	_____	_____	_____

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# Chantele Henry

[REDACTED]  
[REDACTED]  
[REDACTED]

## Professional Summary

- 10 years of secondary teaching experience and 2 years of experience as an Assistant Principal
- Masters Degree, Bachelors Degree and Associates Degree in Education
- Knowledgeable of current research on modern high school and leadership skills to implement a restructuring plan
- Committed to training staff and empowering others to develop a shared vision
- Proficient at numerous educational tools and various technologies
- Over nine years of experience in supervision of staff and/or volunteers

## Professional Experience in Education

### **Summer Learning Academy Teacher/Facilitator**

Summer 2014

- Helped design the credit recovery plan for the High School Summer Learning Academy Program
- Collaborated daily with a team of teachers on project based learning best practice
- Led students through the inquiry cycle for the development of their inquiry project
- Coached students daily through their personal SMART goals

### **Graduation Coach - Monroe Public Schools**

2013 - 2014

- Managed a caseload of sixty at-risk middle school and high school students
- Collaborated with teachers on best-practice instruction for at-risk students
- Participated on both middle school and high school leadership teams
- Led professional development curriculum workshops for middle school & high school
- Coached teachers using the plan/teach/debrief model

### **Interim Assistant Principal – Monroe Public Schools**

2012 – 2013

- Led the process of developing a comprehensive master schedule
- Directed the design of staff development opportunities
- Collaborated with teachers and administrators to refine and write the school improvement plan
- Assisted the staff in the development of curriculum and managed the instructional process within the schools standards for the Math and Social Studies departments
- Led curriculum revision workshops for the high school math and social studies departments
- Provided ongoing supervision and training as well as performance evaluations for 15 teachers
- Demonstrated ability to work harmoniously and constructively with support administrators, clerical and other building staff

### **Assistant Principal – Howell High School**

2002 – 2003

- Directed the Freshman and Sophomore class, master schedule, and counseling department
- Responsible for report writing, maintenance of records, and program monitoring

### **Art Department Director – Monroe High School**

2009 – 2010 & 1996 – 2002

- Directed reform efforts that provided the Art Department with Michigan state standards and benchmarks
- Served as a leader on the school improvement committee

### **Art Teacher – Monroe High School**

2008 – 2010 & 1996 – 2002

- Taught traditional art and technology based art courses to high school students

**Summer School Principal – Monroe High School** Summer 2000

- Lead and held oversight of the summer school program

**Social Sciences Teacher – Monroe Middle School** 1994 – 1996

- Taught American History and World Cultures to students in middle school

### **Professional Preparation**

**Post Graduate Courses – The University of Phoenix** 2009 – 2010

- Courses to renew teacher certification

**Master of Arts in Educational Administration & Supervision – University of Toledo** 1996 - 1998

**Bachelor of Arts in Secondary Education – Eastern Michigan University** 1991 – 1993

- Dual Major in Art and Social Sciences

**Associates of Science – Monroe County Community College** 1989 – 1991

### **Certifications**

- Michigan Secondary Social Science and Art Teaching Certificate 2013
- Michigan Secondary Administrative Certificate 2017

### **Non-Profit Professional Experience**

**Executive Leader, Pastor & Teacher – CedarCreek Church** 2003 – 2011

- Directional leader and overseer of entire family ministry from infant to college age
- Recruited, trained and led 20 staff & 400 volunteers to serve 1,800 children on a given weekend
- Wrote, published and implemented our own nationally recognized children's curriculum
- Conducted multiple orientations while leading over 450 volunteers
- Monitored the progress towards meeting goals for a staff of 25 people, providing leadership and coaching in the progress
- Developed and regularly updated the policies and procedures handbook

**Chief Operations Officer – Cherry Street Mission Ministries** 2011 – 2012

- Supervised 65 employees and 13 buildings at Cherry Street Mission Ministries
- Led the design and implementation of all social programs and stabilization services
- Worked with a multi-cultural population of adults to bring stability and transformation
- Develop and regularly update the policies and procedures handbook
- Fostered teamwork among staff, and lead training and development activities Conducted program evaluation to continuously improve the program
- Researched, prepared and managed multiple grants to be compliant with report requirements

### **Business Experience**

**Co-owner – Henry Properties, LLC** 1998 – Present

- Management of maintenance and repairs, financials and tenant relations

**Independent Consultant – Education and Business** 2000 – Present

- Leadership, Strategic Planning, Shared Visioning, and Coaching

### **Professional Accolades**

**Leadership and Development** 1998 – 2002

- High School Leadership & Development Committee – Wrote and won the \$100,000 Bill and Melinda Gates Foundation Grant
- School Improvement Committee – Wrote and received the State Blue Ribbon Exemplary School Award

**Teacher Recognition**

1994 – 2001

- Voted Favorite Teacher of the year for seven consecutive years at Monroe High School
- Nominated for Michigan Student Teacher of the Year

**Technology & Computer Skills**

- Microsoft Office
- PowerSchool
- Pearson Inform
- PowerScheduler
- Career Cruising
- Schoology
- Educreations
- Edmodo
- Teachscape
- TalentEd
- Perform
- Edutopia
- Khan Academy
- Photoshop
- Apple TV & iPads
- All Google Applications

**Publications**

**Church Curriculum & Instructional Materials**

- Lead writer and producer of multiple publications posted at [www.livingitout.tv](http://www.livingitout.tv)
- CedarCreek Church Children's Curriculum

**Community Involvement & Volunteer Experience**

**CedarCreek Church**

2007 – Present

- Teacher & Leader of Dave Ramsey's Financial Peace University classes



**ADMINISTRATOR APPOINTMENT**

**BACKGROUND**

On behalf of the administration and the interview panel I am recommending the appointment of Alex Schukow as an Administrator with Monroe Public Schools. This Administrator will be assigned as an Assistant Principal at Monroe High School for the 2014-15 school year.

Mr. Schukow holds a Bachelor’s Degree in Secondary Education and a Master’s Degree in Physical/General Science, both from Eastern Michigan University. He was most recently employed as a Science Teacher at Monroe High School.

Members of the interview panel were: Barry Martin, Superintendent; Ryan McLeod and Julie Everly, Assistant Superintendents; Shannon Collum and Kristen Williams, Teachers; Valerie Orr and Kim Diven, Administrators; Kendra Sulfaro, Parent; and Larry VanWasshenova, Board Member.

**ENCLOSURE**

Resume

**RECOMMENDATION**

Move to approve the appointment of Alex Schukow as an Administrator with Monroe Public Schools effective August 11, 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	_____	_____	_____	_____

# ALEX PAUL SCHUKOW

Professional Educator (DA, DC & DI)

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## CAREER OBJECTIVE

Seeking an educational leadership opportunity as part of an administrative team.

## EDUCATION

- Eastern Michigan University (2011 - Present)  
Master's Degree in Physical/General Science, GPA 4.0
  - Eastern Michigan University (2005 - 2009)  
Major: Secondary Education Biology, GPA 4.0  
Minor: Secondary Education Chemistry, GPA 4.0
- 

## WORK EXPERIENCE

### Self-Employed Lawn Care Professional (1999 - Present)

Saline, MI

•Started the business in high school to fund college, now used for subsidiary income. On average, maintained 25 accounts with additional side jobs. Services included: weekly mowing, weeding, mulching, bush/tree trimming, rotor-tilling, & fertilizing. Roles in the business included overseeing the following: billing, marketing, scheduling work, completion of work and investments.

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## TEACHING EXPERIENCE

### Science Teacher (2012- Present)

Monroe High School, Monroe, MI

- Taught AP Biology, Anatomy and Physiology, Chemistry and Chemistry in the Community
- District School Improvement Team, Chemistry PLC Leader, RAISE trained, AP Biology certified, Monroe Public Schools Technology Task Force, Summer Learning Academy Steering Committee and Alternate Scheduling Committee (2013-2014)
- Waterloo Elementary Science Extended Day Programs and effective teacher rating (2012-Present)

### Personal Assistant to Dr. D.S. Ping (2012 - Present)

Ping's Professional Sports Agency, Saline, MI

- Assisted with conditioning of NFL football players

### Graduate Assistant (2011 - 2012)

Department of Physics and Astronomy

Eastern Michigan University, Ypsilanti, MI

- Taught PHY 100, 101, and 221/223 labs
- American Association of Physics Teachers Outstanding Teaching Assistant Award

### Science Teacher (2010 - 2011)

Monroe High School, Monroe, MI

- Taught/co-taught Physical Science
- Taught Ecology at the Knabusch Math and Science Center

### Title I Science Teacher (2009 - 2010)

Cesar Chavez Academy High School, Detroit, MI

- Taught Chemistry, Biology and Honors Biology

## TESTIMONIALS

"Character, integrity, responsibility, passion, and compassion are not just words to Alex. He lives his life on a daily basis with these characteristics." *Mark Schuby, Student Assistance Coordinator, Saline Area Schools, Saline, MI*

"As someone who hires teachers now, I see him as exemplifying the qualities that I hope to instill and nurture in those I send into the field of education: to be caring, to be a learner, to be dedicated to the profession, to be responsible and to teach with a fire that will engage the students." *Dr. Nic Cooper, Faculty, Baker College, Jackson, MI*

"He is often referred to by students as one of their best, parents want their children to be in his classroom, he is well respected by his colleagues and will be difficult to replace at Monroe High School. In my twenty years of teaching I have met few teachers as skilled as Alex Schukow." *Cheryl Bindus, Teacher, Waterloo Elementary School, Monroe, MI*

"Mr. Schukow demonstrated a strong ability to work with other colleagues to ensure he was giving the best education possible to all students. He collaborated with different teachers, adjusted lesson plans for individual student's needs and presented lessons in a way that was relevant to the lives of his students." *Rachel Vote (Reising), ESL Teacher, Monroe Public Schools, Monroe, MI*

"He is already a credit to his family and to the profession of teaching. He has my highest recommendation." *Otto Zillgitt, Assistant Principal, Monroe High School, Monroe, MI*

**TEACHER APPOINTMENT**

**BACKGROUND**

On behalf of the administration I am recommending the appointment of Laura Jacquin as a teacher with Monroe Public Schools. Ms. Jacquin will be assigned as a Special Education Teacher for the 2014/15 school year.

Ms. Jacquin holds her Bachelor of Science degree from Central Michigan University. She was most recently employed in a long term substitute teaching assignment at Monroe High School.

**ENCLOSURE**

Resume

**RECOMMENDATION**

Move to approve the appointment of Laura Jacquin as a Teacher with Monroe Public Schools effective August 26, 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	_____	_____	_____	_____

# Laura Jacquin

"I've learned  
that people  
will forget  
what you  
said, people  
will forget  
what you  
did, but  
people will  
never forget  
how you  
made them  
feel."  
-Maya  
Angelou

"Tell me and I  
forget. Teach  
me and I  
remember.  
Involve me  
and I learn."  
-Benjamin  
Franklin

## Education

### Bachelor of Science in Secondary Education

Central Michigan University, Mt. Pleasant, MI  
Major in Cognitive Impairment with a GPA of 3.47 on a 4.0 scale  
Minors in English and Speech

## Skills

Differentiated instruction	15 years in babysitting and nanny work
Innovative lesson planning	MS Office proficient
Experience working with students with special needs	Energetic and organized
Competent in Smartboard technology	Outstanding interpersonal skills
	Strong verbal communication

## Long-term Substitute History- PESG

- Substitute Resource Room Teacher, 12/2013 to 02/2014  
Co-taught 8<sup>th</sup> grade Math and English
- Summer School English 9 Teacher, 07/2013 to 07/2013  
Farmington Public Schools – North Farmington High School  
Taught English 9A and 9B at North Farmington High School
- Substitute EI/Resource Room Teacher, 03/2013 to 06/2013  
Farmington Hills, MI.– Co-taught English and taught in an EI classroom at North Farmington High School. Proctored during a school-wide assessment.
- Substitute Clerical Skills Teacher, 01/2013 to 03/2013  
Livonia, MI – Taught in a transitions program at Western Wayne Skill Center for students after High School
- Substitute Enrichment Teacher, 01/2012 to 04/2012  
Livonia, MI – Taught Enrichment for Western Wayne Skill Center. Administered a school-wide assessment
- Substitute ASD Teacher , 10/2010 to 02/2011  
Canton, MI – Taught 1-3 grade for students with Autism at Bird Elementary School
- ASD Teacher, 09/2010 to 06/2011  
Novi, MI – Taught K-2 in an ASD classroom at Thornton Creek Elementary School. Administered the DRA and Dibbels
- Substitute ASD Teacher, 05/2010 to 06/2010  
Novi, MI – Taught K-2 in an ASD classroom at Thornton Creek Elementary. Administered the SAS
- Substitute ASD Teacher, 02/2010 to 03/2010  
Canton, MI –. Taught in an ASD classroom at Plymouth High School. Administered ACT, MI-Access, MME, and Work Keys

**STAFF RESIGNATIONS**

**BACKGROUND**

We have received a verbal resignation from **Mary Zagorski**. Ms. Zagorski was a part-time contracted Special Education Instructor at Orchard Center High School and is not interested in working full time. Her resignation was effective June 30, 2014.

We have received a letter of resignation from **Roy Lawson** for the purpose of retirement. Mr. Lawson has been a custodian for Monroe Public Schools for the past 25 years, most recently at Arborwood Elementary. His retirement was effective June 30, 2014.

**ENCLOSURES**

Letters of Resignation

**RECOMMENDATION**

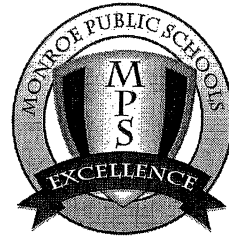
Move to approve the resignations from Monroe Public Schools of Mary Zagorski and Roy Lawson effective June 30, 2014.

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

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

# Monroe Public Schools

1275 N. Macomb Street \* P.O. Box 733 \* Monroe, MI 48162 \* 734-265-3000



Mary Zagorski  
[REDACTED]  
[REDACTED]

June 26, 2014

Dear Mary:

This letter is a follow-up to our telephone conversation. As we discussed, a decision has been made to increase the half-time special education teacher consulting position at Orchard Center High School to full-time. Due to structural changes, we will be increasing the special education position to a full-time position effective June 30, 2014. During our conversation you indicated that were not interested in becoming a full-time employee.

As a result, we must regrettably inform you that your services as an Educational Consultant at Orchard High School are no longer needed as of the end of the current 2013-14 contract period. This decision is in no way a reflection on the commendable service you have provided over the years to the Monroe-Mason Consortium. It is unfortunately a result of the other factors previously mentioned and a need to prioritize and efficiently utilize the limited resources available.

On behalf of the Board, administration, staff, and students, I wanted to thank you for your dedicated service to this program. We all wish you the best as you move on to different challenges.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ryan McLeod'.

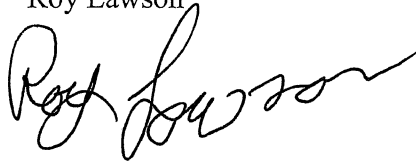
Ryan McLeod, Ed.D.  
Assistant Superintendent  
Monroe Public Schools

July 9, 2014

Please accept this letter as my resignation from Monroe Public Schools effective immediately..

Sincerely,

Roy Lawson

A handwritten signature in black ink that reads "Roy Lawson". The signature is written in a cursive style with a large, looped initial "R" and a long, sweeping underline.

**REQUEST FOR TEACHER LEAVE OF ABSENCE**

**BACKGROUND**

Kim Pearch has requested an unpaid leave of absence for the 2014/15 school year as per Article 12, Section D-7 of the Master Agreement.

**ENCLOSURE**

Letter of Request

**RECOMMENDATION:**

Move to approve a leave of absence for Kim Pearch for the 2014/15 school year in accordance with Article 12, Section D-7 of the master agreement. This leave will begin August 26, 2014.

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

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



July 15, 2014

Monroe Public Schools  
1275 North Macomb Street  
Monroe, MI 48162

Dr. Martin, Mrs. Everly, Dr. McLeod  
President Yeo, Vice-President VanWasshenova,  
Board Members

Members of the Board of Education,

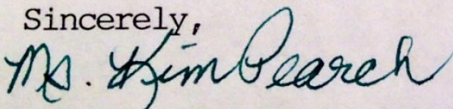
I come before you to request a one year leave of absence from my position as an elementary classroom teacher. This leave, if approved, would be for the 2014-15 school year and is due to personal reasons.

I understand by taking this leave of absence that it is unpaid and that I will receive no benefits from Monroe Public Schools which includes no service time toward my retirement. I also understand that upon my return I will only be offered a position that I am highly qualified for and does not guarantee a particular building or grade assignment.

This request comes with a great deal of mixed emotions because I miss teaching more than you could ever imagine. And the children...that is a given because I feel as if a part of my heart is missing. I will also miss my daily commitment to the recycling program that I developed in 2009 but at the same time I take great pride of how the overall program has expanded. And the best part of the recycling program is seeing how much the students have learned and now share the knowledge with others. That truly is a WIN-WIN!

I appreciate the support you have given to me and I look forward to returning to the classroom.

Sincerely,



Ms. Kim Pearch

**PLAYGROUND EQUIPMENT INSTALLATION AND FILLER  
WATERLOO ELEMENTARY SCHOOL**

**BACKGROUND**

Waterloo Elementary School was the recipient of a \$25,000 playground award from Bridgestone Tire. The students, staff, and families of the Waterloo community have selected their playground structure. The Bridgestone Award and the P.T.O. will be covering the full cost of the equipment. As practiced in the past when a school makes a playground equipment purchase, we are requesting that the district utilizes the sinking fund to have the equipment installed by GameTime Certified Installers and ground filler placed in the required fall zone areas by our Monroe Public Schools Maintenance Department.

The quote from GameTime for installation is attached. The installation cost is \$12,212.00. The woodchip filler cost will not exceed \$4,000.

**ENCLOSURE**

GameTime Quote

**RECOMMENDATION**

Move to approve the purchase of the installation and filler for the Waterloo Elementary School playground at a cost not to exceed \$16,212.00. Money for this purchase will be taken from the Sinking Fund (installation) and General Fund (filler).

**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	_____	_____	_____	_____



**GameTime c/o Sinclair Recreation**  
**PO Box 1409**  
**Holland, MI 49422-1409**  
**Ph: 800-444-4954**  
**Fax: 616-392-8634**

**QUOTE**  
**#60676**

07/18/2014

**Waterloo Elementary - Option Two - US Communities - Check With Order - FULL INSTALL**

Waterloo Elementary School  
 Attn: Vince @  
 1933 S. Custer Rd.  
 Monroe, MI 48161-1828  
 Phone: 734-265-5100  
 Fax: 734-265-3301

Project #: P53320  
 Ship To Zip: 48161

Quantity	Part #	Description	Unit Price	Amount
1	INSTALL	Installation - Playground Unit at Waterloo Elementary	\$12,212.00	\$12,212.00
1	RDU	Game Time - Custom Play Structure (1) 564 -- Curved Balance Beam (1) 6141 -- Mini Pod Toad Stool (1) 26058 -- 3 Way X-Pod Step (1) 26077 -- Xcelerator (1) 26080 -- Stretched Loop Ladder (1) 26088 -- Tri Ladder (1) 26092 -- PS Plus Single Link Cross Beam (6) 26094 -- Triangular Shroud (1) 26095 -- Hanging Pod Link (1) 26142 -- Single with Step (1) 80000 -- 49" Sq Punched Steel Deck (1) 80001 -- 49"Tri Punched Steel Deck (1) 80688 -- 2' Tri Transfer Platform (2) 81666 -- Fun Seat (2) 90003 -- Wide Triangle Deck (2) 90006 -- Trapezoid Deck (1) 90109 -- 7'-6"/8' Schooner Climber (1) 90131 -- 5'-6"/6'-0" Trunk Climber (1) 90266 -- 8' Upright Ass'Y (Alum) (1) 90267 -- 9'Upright Ass'Y (Alum) (7) 90268 -- 10' Upright Ass'Y (Alum) (2) 90270 -- 12' Upright Ass'Y (Alum) (2) 90271 -- 13' Upright Ass'Y (Alum) (5) 90272 -- 14' Upright Ass'Y (Alum) (1) 90299 -- 7'-6"/8' Wavy Tree Climber (1) 90372 -- 5'-6"/6'-0" Climbing Pole (1) 90508 -- 4' Double Zip Slide (1) 90512 -- 8' Std Zip Slide (1) 90592 -- Ridge Climber (single) (1) 90612 -- Crawl-In Double Fun-L Up (1) 90642 -- Spiral Climber (8'-0")	\$43,122.00	\$43,122.00



**GameTime c/o Sinclair Recreation**  
**PO Box 1409**  
**Holland, MI 49422-1409**  
**Ph: 800-444-4954**  
**Fax: 616-392-8634**

**QUOTE**  
**#60676**

07/18/2014

**Waterloo Elementary - Option Two - US Communities - Check With Order - FULL INSTALL**

Quantity	Stock ID	Description	Unit Price	Amount
		(1) 90655 -- Pod Climber		
		(1) 91150 -- Entryway - Timbers		
		(4) 91151 -- Climber Entryway -Timbers		
		(2) 91157 -- Archway w/Socket - Timbers		
		(2) 91201 -- 2' Transfer System-Timbers		

Contract: USC

SubTotal:	\$55,334.00
Additional Discount:	(\$20,894.16)
CWO Discount:	(\$666.84)
Freight:	\$2,137.74
<b>Total Amount:</b>	<b>\$35,910.74</b>

THIS QUOTATION IS SUBJECT TO POLICES IN THE CURRENT GAMETIME PARK AND PLAYGROUND CATALOG AND THE FOLLOWING TERMS AND CONDITIONS. OUR QUOTATION IS BASED ON SHIPMENT OF ALL ITEMS AT ONE TIME TO A SINGLE DESTINATION, UNLESS NOTED, AND CHANGES ARE SUBJECT TO PRICE ADJUSTMENT. PURCHASES IN EXCESS OF \$1,000.00 TO BE SUPPORTED BY YOUR WRITTEN PURCHASE ORDER MADE OUT TO GAMETIME, C/O SINCLAIR RECREATION.

Pricing: f.o.b. factory, firm for 30 days from date of quotation.

Sales Tax will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

Payment terms: Payment in full, check submitted with order.

Shipment: Order shall ship within 30-45 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.

Installation: Shall be by a Certified GameTime Installer. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs. Payment terms for installation is Net 10 Days.

Exclusions: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.



GameTime c/o Sinclair Recreation  
PO Box 1409  
Holland, MI 49422-1409  
Ph: 800-444-4954  
Fax: 616-392-8634

QUOTE  
#60676

07/18/2014

**Waterloo Elementary - Option Two - US Communities - Check With Order - FULL INSTALL**

**Acceptance of quotation:**

Proposed By Sarah Sahtoe: \_\_\_\_\_

Accepted By (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Facsimilie: \_\_\_\_\_

P.O. No: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Purchase Amount: **\$35,910.74**

**Order Information:**

Bill To: \_\_\_\_\_

Contact: \_\_\_\_\_

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

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

City, State, Zip: \_\_\_\_\_

Tel: \_\_\_\_\_

Ship To: \_\_\_\_\_

Contact: \_\_\_\_\_

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

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

City, State, Zip: \_\_\_\_\_

Tel: \_\_\_\_\_

SALES TAX EXEMPTION CERTIFICATE #: \_\_\_\_\_ (PLEASE PROVIDE A COPY OF CERTIFICATE)

**REPLACEMENT OF WALK IN FREEZER AT MONROE HIGH SCHOOL**

**BACKGROUND**

It has become necessary to replace the walk in freezer at Monroe High School due to its age and condition. This will include replacement of the deteriorated concrete slab that the freezer is mounted on. Gratton Construction has submitted a proposal for the concrete work for a cost not to exceed \$17,860. The freezer would be purchased from Young Supply Company for a cost of \$19,520.50. Total cost for the project would be \$37,380.50. The necessary electrical work and hook up required for final completion will be done in-house. Board approval is being requested pending final approval from the State.

**ENCLOSURE**

- Email from Jerry Oley
- Quote from Gratton Construction Company for concrete work
- Quotes from Young Supply Company and Bush Refrigeration for the freezer
- Quote from Steel Refrigeration for installation only

**RECOMMENDATION**

Move to approve replacement of walk in freezer at Monroe High School for a cost not to exceed \$37,380.50. Cost for the freezer and related work will be taken from the 2014/15 Food Service Fund pending State approval.

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	_____	_____	_____	_____

## Katherine Eighmey

---

**From:** Jerry Oley  
**Sent:** Tuesday, July 08, 2014 8:01 AM  
**To:** Nancy Boykin; Tim Salenbien; Katherine Eighmey  
**Subject:** New Freezer at MHS  
**Attachments:** FEN-OPER-363@monroe.k12.mi.us\_20140708\_065352.pdf

Hi Nancy,

After reviewing this over it would be our recommendation that Gratton Construction do all the ground, teardown and installation work at a cost of \$17,860. Additionally, we would recommend that you purchase the freezer unit from Young Supply Co. at the cost of \$19,520.

Total cost is \$37,380

MPS will do the hook up and provide the needed electrical work for final completion.

Jerry

# GRATTON CONSTRUCTION CO., INC.

General Contractors  
1128 West Front Street  
Monroe, Michigan 48161-1630

June 20, 2014

Mr. Jerry Oley  
Monroe Public Schools  
4920 W. Albain Rd.  
Monroe, MI 48161

[oley@monroe.k12.mi.us](mailto:oley@monroe.k12.mi.us)

Subject: Freezer at the High School

Dear Mr. Oley,

Gratton Construction Co., Inc. proposes to do the following related to the replacement of the 16' x 12' freezer:

1. After M.P.S. disconnects electrical and removes Freon, Gratton will demo freezer and remove from site.
2. Remove deteriorated concrete slab.
3. Form and pour 7" thick ½" bar reinforced slab, slab to be 18' x 14'.
4. Patch asphalt at entrance to freezer.

For the sum of ---- \$11,400.00

Alternate 1:

Gratton to erect freezer:

Add the sum of ---- \$5,900.00

Alternate 2:

Gratton to increase pad size to accommodate pad mounted condensing unit.

Add the sum of ---- \$560.00

Not included:

1. Electrical.
2. Mechanical or refrigeration work.
3. Materials related to the freezer including steel if condenser is roof mounted.

Sincerely,  
Gratton Construction Co., Inc.



James R. Palmer,  
President

JRP/bj





**Young Supply Co.**  
Refrigeration • Air Conditioning • Heating • Ventilation  
"Committed To Excellence"

Corporate Office: 52000 Sierra Drive, Chesterfield Twp, MI 48047  
Phone: (586) 421-2400 | Fax: (586) 421-1111 | Purchasing Fax: (586) 421-1212

**BRANCHES**

- \*1200 ROSEWOOD ANN ARBOR, MI 48104 (734) 882-3184
- \*854 FRONT AVE. N.W. GRAND RAPIDS, MI 49504 (616) 774-0318
- \*988 AUBURN ROAD PONTIAC, MI 48342 (248) 302-9108
- \*2150 PLESS DR. STE. 11A BRIGHTON, MI 48114 (810) 229-7400
- \*236 HOOVER BLVD. HOLLAND, MI 49423 (616) 494-8245
- \*125 DAVENPORT ST. SAGINAW, MI 48602 (989) 750-0441
- \*5200 SIERRA DR. CHESTERFIELD TWP, MI 48047 (586) 945-4408
- \*1068 HAMILTON DR. HOLLAND, OH 43528 (419) 868-9088
- \*1916 MONROE ST. TOLEDO, OH 43613 (419) 242-9494
- \*1177 W. BALTIMORE DETROIT, MI 48202 (313) 475-3280
- \*3710 GEMBRIT CR. KALAMAZOO, MI 49001 (269) 343-8225
- \*3151 CASE AVE. TRAVERSE CITY, MI 49684 (231) 223-4400
- \*529 KELSO ST. FLINT, MI 48608 (810) 233-3639
- \*1130 RAMADA DR. LANSING, MI 48911 (313) 882-5094
- \*2317 FLOTT AVENUE TROY, MI 48062 (248) 577-0442
- \*30800 8 MILE RD. FARMINGTON HILLS, MI 48336 (248) 477-0200
- \*1220 JOHN A PAPALAS DR. LINCOLN PARK, MI 48146 (313) 920-8800

**QUOTE**

CUSTOMER: 433748  
SHIP TO: MONROE PUBLIC SCHOOLS  
MAINT DEPT HVAC  
4920 W ALBAIN RD  
MONROE, MI 48161-9509  
BILL TO: MONROE PUBLIC SCHOOLS  
MAINT DEPT HVAC  
4920 W ALBAIN RD  
MONROE, MI 48161-9509

*Attn: Tom Tipping  
1-734-265-3301*

U.P.C. VENDOR	QUOTE DATE	ORDER NO.
000000	06/18/14	15062494-00
P.O. NO.		PAGE#
SODEXO WALK-N FREEZER		1

CORRESPONDENCE TO: YOUNG SUPPLY COMPANY

**REVISED**


*INCLUDES 5YR COMPRESSOR WARRANTY*

INSTRUCTIONS:	TERMS
	1% 10, 25 N30
SHIP POINT	SHIP VIA
DTOL - YOUNG SUPPLY COMPANY	CUSTOMER P/U

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY P.O.	QTY SHIPPED	QTY. UM.	UNIT PRICE	AMOUNT (NET)
1	QUOTE#10997 OUTDOOR WALK-IN FREEZER W/ FIELD INSTALLED ROOF SHIPPED TO JOBSITE ONLY! BOX INCLUDES INTERIOR RAMP. "RAIN" ROOF & LOCKING BAR W/ INSIDE RELEASE ARE ALSO INCLUDED BUT MUST BE FIELD INSTALLED AFTER THE FREEZER IS ERCTED.	1		1	each	13450.00	13450.00
2	LET120BEK BOHN TRIM-AIRE 230/1 EC MOTOR LOW TEMP EVAPORATR WITH LLSV & NON MOP TXV FACTORY MOUNTED. ROOM T/STAT SHIPPED LOOSE; ALL INCLUDED IN PRICE.	1		1	each	1888.00	1888.00
3	BHT031L6D OUTDOOR UNIT LOW TEMP.; R404A 460/3PH SEE SPEC'S INCLUDES LIQUID LINE DRIER & SIGHT GLASS. SUCTION LINE FILTER & ACCUMULATOR. "FIXED" HIGH & LOW PRESSURE CONTROLS. FLOODED HEAD PRESSURE CONTROL, CRANKCASE HEATER. ARE ALL FACTORY MOUNTED. THE CRANKCASE PRESSURE REGULATING VALVE IS FURNISHED BUT MUST BE FIELD INSTALLED.	1		1	each	3185.00	3185.00
4	387820L 3/4WALL ADP 3/8x7/8x20" LINE SET 90* ENDS 3/4 WALL INSUL	1		1	each	141.70	141.70
5	CROT-10-0/60 7/8 SPOR CRANKCASE PRESSURE REGULATOR 7/800	1		1	EACH	202.20	202.20
6	R-404A 24 REFG HP62-24# DISPOSABLE R-404A HAZ CODE: UN3337	1		1	EACH	164.40	164.40
7	A19BBC-2C PENN COILED BULB STAT .30/120 3/12 DIFF	1		1	EACH	84.70	84.70
8	WARR CF12K6E-TF5 4 YEAR EXTENDED WARRANTY	1		1	each	315.00	315.00
9	P3410F TAYP 3/4" PVC PIPE /FOOT	10		10	EACH	0.59	5.90
10	P3445 TAYP 3/4" PVC 45 ELBOW 417-007	2		2	EACH	0.80	1.60
11	I11812W ARMC 11/8 ID X 1/2 WALL BLACK INSUL/FOOT 150 BOX	12		12	EACH	0.70	8.40
12	W52-12L CHEM HEATING CABLE. 240V 12' 5 WATT PRE-ASSEMBLED	1		1	each	73.60	73.60
12	Lines Total			33	Total		19520.50
					Invoice Total		19520.50

Last Page

Last Page

 <p><b>A Brand of Heatcraft Refrigeration Products</b>                  2175 West Park Place Boulevard                  Stone Mountain, GA 30087                  800.537.7775                  www.thecoldstandard.com</p>	<h2 style="margin: 0;">BHT031L6D</h2> <p style="margin: 0;">Hermetic Air-cooled</p>
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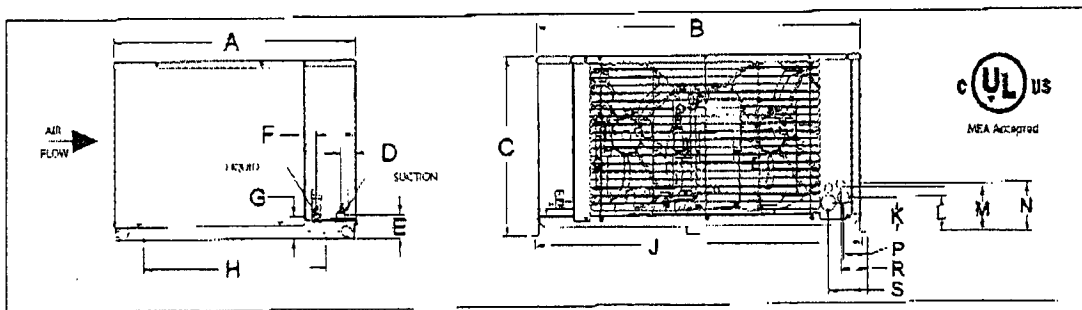
Project: Young Supply Co	QUOTATION: DWK20140620142720;0 Item No: 1
Location: Toledo, Ohio 43604	Submitted by: Dennis Krumm
Customer: Young Supply Co	DATE: 6/20/2014
Identity #:	<input checked="" type="checkbox"/> For Record      By: _____
Tag:	<input type="checkbox"/> For Approval      Date: _____

**PHYSICAL & ELECTRICAL DATA**

REFRIGERANT	COMPRESSOR		CONNECTIONS (inches)		RECEIVER CAPACITY (90%)	NET WEIGHT	SOUND DATA	ALTITUDE	AMBIENT TEMP
	Model No.	H P	Liquid	Suction					
R404A/R507	CF12K6E	3	1/2	7/8	14	230	77	0	95°F Ambient


POWER SUPPLY	COMPRESSOR		FAN MOTOR			MCA†		MOP‡		Evap. Fan	Defrost Heater
	Volts / Ph / Hz	RLA	LRA	QTY	HP	FLA	Air	Elec.	Air	Elec.	Amps
460/3/60	5.3	42	2	1/15	1	15	23.8	15	25	^	^

†MCA=Minimum Circuit Ampacity  
 ‡MOP = Maximum Overcurrent Protection



DIMENSIONS (inches)								
A	B	C	D	E	F	G	H	J
28 1/4	37 3/4	19 3/4	1 11/16	2 5/8	4 9/16	2 9/16	21 1/8	38 1/4

DIMENSIONS (inches)						
K	L	M	N	P	R	S
3 1/4	3 13/16	4 15/16	5 1/4	1 15/16	2 1/4	3 11/16

 <p><b>A Brand of Heatcraft Refrigeration Products</b>                  2175 West Park Place Boulevard                  Stone Mountain, GA 30087                  800.537.7775                  www.thecoldstandard.com</p>	<h2 style="margin: 0;">BHT031L6D</h2> <p style="margin: 0;">Hermetic Air-cooled</p>
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Location: Toledo, Ohio 43604	Submitted by: Dennis Krumm
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Identity #:	<input checked="" type="checkbox"/> For Record      By: _____
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CAPACITY (BTUH)						
40 °F SST	35°F SST	30 °F SST	25 °F SST	20 °F SST	15 °F SST	10°F SST
0	0	0	0	0	0	0

CAPACITY (BTUH)						
5 °F SST	0 °F SST	-5 °F SST	-10 °F SST	-15 °F SST	-20 °F SST	-25 °F SST
0	17690	16800	14360	12640	10910	9170


CAPACITY (BTUH)						
-30 °F SST	-35 °F SST	-40 °F SST				
7470	0	0				

SST = Saturated Suction Temperature

**STANDARD FEATURES**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Cabinet &amp; Construction</li> <li>• Painted steel cabinets</li> <li>• Heavy duty steel raised base with 1-1/2" legs</li> <li>• Suction service valves for hermetic and scroll compressors located outside the cabinet</li> <li>• Semi-hermetic compressor models have a suction valve on the compressor and an access fitting on the suction line entering the cabinet</li> <li>• Receiver with fusible plug, liquid shutoff valve and charging port</li> <li>• Large electrical panel</li> <li>• Prefabricated wiring harnesses</li> <li>• Piping is pre-bent to eliminate leaks</li> </ul> <p>Coil:</p> <ul style="list-style-type: none"> <li>• Microchannel coil technology (not including 1-1/2 through 3 HP semi-hermetic models but including 29M2 models)</li> <li>• Completely leak tested in a helium environment</li> <li>• Liquid Drier/Sight Glass on 005-025/027-060 L6, ZF Scroll</li> </ul> | <ul style="list-style-type: none"> <li>Compressor</li> <li>• Hermetic, semi-hermetic and scroll, R-22 and R-404A/507 available for both medium and low temperature applications</li> <li>• Spring mounted compressors with vibration eliminators on all 1-1/2 to 6 HP semi-hermetic compressors; 1/2 to 1 HP compressors are rigid mounted and have a discharge loop</li> <li>• Discharge service valves</li> <li>• Bump tested and allowed to cycle off on the high and low pressure control</li> <li>• Encapsulated, auto-reset, high and low pressure controls (adjustable low pressure control on low temperature models)</li> </ul> <p>Fan Motors:</p> <ul style="list-style-type: none"> <li>• Rated for 50 and 60 cycle application</li> <li>• Standard PSC or optional Variable Speed EC (VSEC) with Orbus™ Controller</li> <li>• Fan guards and wiring conduit on indoor models</li> <li>• Specifically matched fans with motor and coil</li> </ul> |
|--|--|

**OPTIONS**

	A Brand of Heatcraft Refrigeration Products 2175 West Park Place Boulevard Stone Mountain, GA 30087 800.537.7775 www.thecoldstandard.com	<b>BHT031L6D</b> Hermetic Air-cooled
	Project: Young Supply Co      QUOTATION: DWK20140620142720:0 Item No: 1 Location: Toledo, Ohio 43604      Submitted by: Dennis Krumm Customer: Young Supply Co      DATE: 6/20/2014 Identity #: <input checked="" type="checkbox"/> For Record      By: _____ Tag: <input type="checkbox"/> For Approval      Date: _____	

Project: Young Supply Co	QUOTATION: DWK20140620142720:0 Item No: 1
Location: Toledo, Ohio 43604	Submitted by: Dennis Krumm
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Identity #:	<input checked="" type="checkbox"/> For Record      By: _____
Tag:	<input type="checkbox"/> For Approval      Date: _____

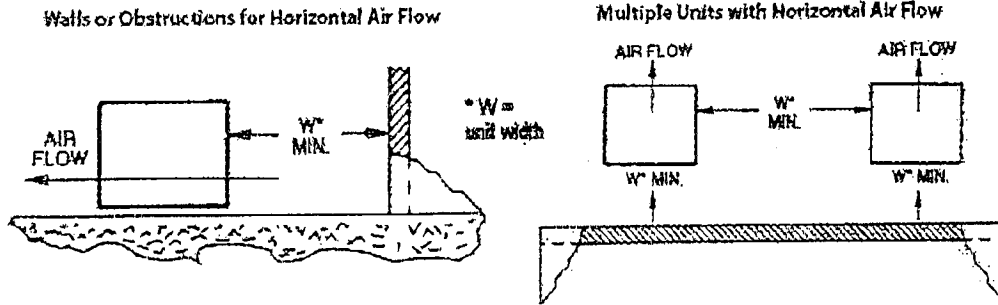
**Mounted Options:**


<input checked="" type="checkbox"/> Defrost Controls: Defrost Timer	<input checked="" type="checkbox"/> Suction Filter: Suction Filter
<input checked="" type="checkbox"/> Liquid Filter Drier: Liquid Drier and Sight Glass	<input checked="" type="checkbox"/> Misc: Suction Accumulator

**Ship Loose Options:**

None
------

**MINIMUM UNIT CLEARANCES**



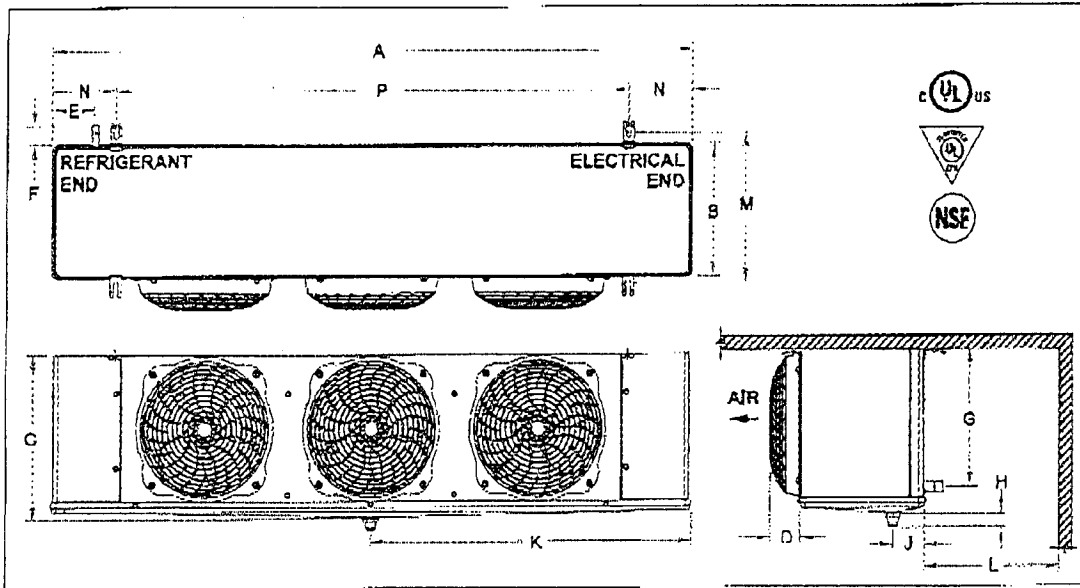
 <p><b>A Brand of Heatcraft Refrigeration Products</b>                  2175 West Park Place Boulevard                  Stone Mountain, GA 30087                  800.537.7775                  www.thecoldstandard.com</p>	<h2 style="margin: 0;">LET120BK</h2> <p style="margin: 0;">Low Profile Walk-in</p>
--	--

Project: Young Supply Co	QUOTATION: DWK20140620142720;0 Item No: 1
Location: Toledo, Ohio 43604	Submitted by: Dennis Krumm
Customer: Young Supply Co	DATE: 6/20/2014
Identity #:	<input checked="" type="checkbox"/> For Record By: _____
Tag:	<input type="checkbox"/> For Approval Date: _____

**PHYSICAL & ELECTRICAL DATA**

DEFROST TYPE	AIR FLOW	VOLTAGE	CAPACITY	RATING TD	RATING SST	Approx. NET WEIGHT	ALTITUDE
Electric	2100	208-230/1/60	11760	10	-22	60	0

FANS				HEATERS		CONNECTIONS (inches)		
QTY	FLA	MOTOR TYPE	BLADE	AMPS	WATTS	INLET	OUTLET	DRAIN
3	1.5	EC	12.0	11.7	2700	1/2	7/8	3/4



DIMENSIONS (inches)											
A	B	C	D	E	F	G	H	J	K	L	M
61.50	12.00	14.94	2.88	4.19	1.75	12.38	1.06	3.00	30.75	18.00	13.44

DIMENSIONS (inches)								
N	P	R	S	T	U	V	X	Y
6.13	49.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00



**A Brand of Heatcraft Refrigeration Products**

2175 West Park Place Boulevard  
 Stone Mountain, GA 30087  
 800.537.7775  
 www.thecoldstandard.com

**LET120BK**  
 Low Profile  
 Walk-in

Project: Young Supply Co	QUOTATION: DWK20140620142720;0 Item No: 1
Location: Toledo, Ohio 43604	Submitted by: Dennis Krumm
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Identity #:	<input checked="" type="checkbox"/> For Record By: _____
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**STANDARD FEATURES**

- Cabinet
  - Aluminum textured panels
  - Front Access to electrical and refrigeration components
  - Small, low profile physical cabinet size with optimized interior space
  - The electrical board is front facing for easy access
  - Internal panels are isolated for quiet operation
  - Liquid line solenoid wire harness factory installed for quick installation
  - Pre-drilled holes on the back of the unit for room thermostat and controls
- Drain Pan:
  - Drain fitting is located to the back of the unit with larger diameter
- Coil:
  - Cross-fin cooling coils with corrugated aluminum fins spaced 6 FPI & 3/8" OD staggered copper tubes provide optimum heat transfer
  - Generous coil surface helps to maintain steady room temperature and minimize product shrinkage
  - Coils are dehydrated and sealed at the factory
- Sweat connections to reduce potential for leaks
- Fan Guards and Motors:
  - Motors are factory-wired to unit junction box for fast installation
  - Thermal overload protected motors are resiliently mounted inside the unit to assure minimum noise level
  - EC motors (optional) available factory-installed

**OPTIONS**

**Mounted Options:**

<input checked="" type="checkbox"/> Motor: EC	<input checked="" type="checkbox"/> Coil: TXV and LLSV
---	--

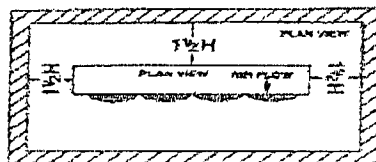
**Ship Loose Options (by Unit):**

<input checked="" type="checkbox"/> 7/8 Crankcase Pressure Regulator (CPR)	
--	--

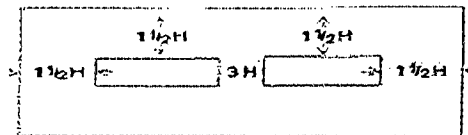
**Ship Loose Options (by System):**

<input checked="" type="checkbox"/> Electronic Thermostat	
---	--

**MINIMUM UNIT CLEARANCES**



One evaporator



Two evaporators

# BUSH REFRIGERATION

1700 Admiral Wilson Blvd.  
Camden, NJ 08105  
800-220-2874  
Fax: 856-338-0989

Submitted to: Monroe School District	Fax:
Contact: Tim Salenbien	Job Address:
Address: 4920 W Albain Rd	City, State, Zip:
City, State, Zip: Monroe, MI 48161	E-mail: salenbien@monroe.k12.mi.us
Phone: (734) 265-3333	Date: 7/1/2014

## Outdoor Expandable Walk-In Storage Freezer

EQUIPMENT:	One	(1) Outdoor Expandable Walk-In Storage Freezer/WITH NSF .050 ALUMINUM FLOOR *Overall Dimensions: 12' x 16' x 8' high
	One	(1) SCROLL 4.5 horsepower, low-temp, air-cooled, outdoor condensing unit, R-404a, with sight glass, drier, pressure control, crankcase heater, head master control, weather hood, PSC MOTOR and defrost timer
	One	(1) matching electric defrost evaporator coil with expansion valve, solenoid valve, EC MOTORS, and thermostat
	One	(1) Hinged self-closing access door with HEATED FRAME, pressure relief vent, light fixture, light switch & digital thermometer Dimensions: 36" x 78" high
	One	(1) outdoor rubber roof membrane
	One	(1) outdoor sloped roof

### **R VALUE 46 / 5.5" CFC FREE ENCAPSULATED URETHANE INSULATION**

A 3" clearance is required between the panels and walls in the building for air circulation.

Exterior Finish: Galvanized Steel

Interior Finish: Galvanized Steel

**ELECTRIC:** Customer is responsible for all electrical hook-up. This consists of a \_\_ amp, 460V. A.C., THREE phase disconnect box located within 5 feet of compressor location with 8 feet of wire for compressor hook-up, and a 20 amp, 460v. SINGLE PHASE A.C. electric line with a safety switch and sufficient wire to reach the top center of freezer for evaporator coil hook-up and storage compartment light.

**DRAINAGE:** Customer is responsible for all drainage hook-up

**WARRANTY:** One (1) Year on Parts  
Five (5) Years on Compressor  
Ten (10) Years against Panels

\*Actual Dimensions may vary, if critical, notify Bush Refrigeration.

Bush Refrigeration is not responsible for any permits or ordinances.

Bush Refrigeration strives to use the best quality parts and systems available. We reimburse your warranty claims quickly. However, product loss remains a potential occurrence with all commercial refrigeration. If product loss occurs, we will not reimburse these expenses. Please discuss this coverage with your insurance carrier.

Initials: \_\_\_\_\_ Page 1

# BUSH REFRIGERATION

Replacement parts are available to you in an even exchange for faulty parts covered by your warranty. Shipping charges for warranty parts will be sole responsibility of the buyer. If you purchase parts from your local service person, we will reimburse you our cost for said part(s).

Any service to be provided under these warranties must be paid to the service personnel by the customer and Bush Refrigeration will reimburse the customer to the extent allowed under these warranties and agreed to, in advance, by Bush personnel. The customer may not deduct service bills from any monies owing and due to Bush Refrigeration, Inc.

**INSTALLATION:** Your Equipment will be delivered by a common carrier. You must inspect Crates and/or Boxes for damage before signing for shipment. (Note any damage on freight bill). You are responsible for the unloading (which means removing the equipment from the truck to ground) and installation of your equipment.

**NOTE:** Regardless of the care and precautions taken by us, damage can occur in shipping. The common carrier is responsible for such damage. It is your responsibility to report and/or be responsible for damage, which is caused by the common carrier. All boxes and packing materials should be saved, as they, along with the damaged merchandise, will need to be inspected by the freight company before a claim is resolved. If you have any questions, please call Bush Refrigeration.

**PRICE:** \$ 17,200.00 (Includes shipping)

**TERMS:** \$ 17,200.00 Payable by PURCHASE ORDER to Bush Refrigeration, due with signed contract.

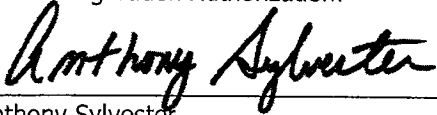
Above Pricing is Valid for 30 days.

## Acceptance of Contract:

The above prices and specifications are satisfactory and are hereby accepted. Cancellation of contract will subject customer to a restocking charge of 25% to 50% of the entire contract price.

Any claim or action brought under this Agreement shall be exclusively brought in Camden County or the United States District Court for the District of New Jersey. Each party hereto expressly consents to the exclusive jurisdiction of the State of New Jersey and specifically waives any objection based upon improper venue with regard to any claim or action brought in Camden County or the United States District Court for the District of New Jersey.

Bush Refrigeration Authorization:



Anthony Sylvester

Date: 7/1/2014

Customer Authorization:

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

Initials: \_\_\_\_\_ Page 2



## Tim Salenbien

---

**From:** Tony Sylvester <asylvester@bushrefrigeration.com>  
**Sent:** Tuesday, July 01, 2014 3:19 PM  
**To:** Tim Salenbien  
**Subject:** Emailing: Monroe School District.pdf  
**Attachments:** Monroe School District.pdf

Tim,

Please pay particular attention to 2 things.

One, I am using a 4.5 hp scroll system.

Two, I am using 5.5" urethane panels with an r-value of 46. Chances are the competition is using a 4" panel with the r-value of only 32.

My panel is 40 percent more energy efficient. If you want me to re quote with the 4" walls then please let me know.

thank you

tony

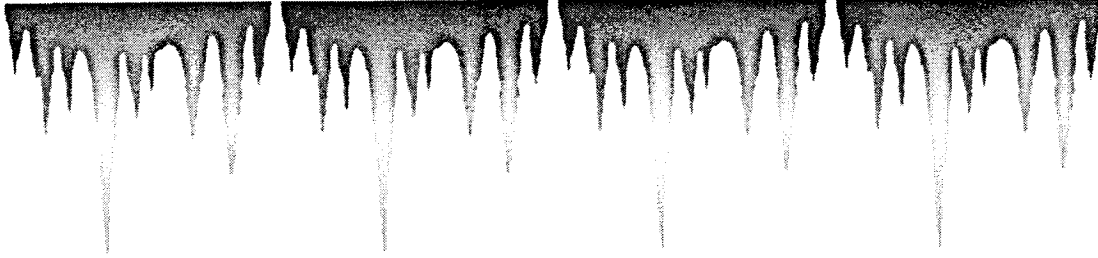
Your message is ready to be sent with the following file or link attachments:

Monroe School District.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

# Steele Refrigeration LLC

All Commercial Refrigeration, Coolers, Freezers, Ice Machines, CO2, & HVAC  
**Sales, Service & Installation**



To: Monroe Public Schools  
Attn: Tom Tippery  
Email: Tippery@monroe.k12.mi.us

Date: June 24, 2014  
(good for 30 days)

Thank you for the opportunity to give an estimate on installing a 12X16 freezer. This includes setting up the box, installing the membrane roof, hanging the evaporator coil, setting the condensing unit, and piping the two together. \$6,000.00

To install the refrigeration system only: \$2,500.00

The equipment is being supplied by the customer.

Steele Refrigeration LLC  
Dale Steele  
Cell: 419-260-5419  
Office: 419-478-8042  
steelerefrigeration@gmail.com

Accepted \_\_\_\_\_

Date \_\_\_\_\_

**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the July 22, 2014 Board Meeting #13.

**HAND VOTE**

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

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