



# **MONROE PUBLIC SCHOOLS**

## **BOARD MEETING #16**

**September 9, 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 #16  
Tuesday, September 9, 2014  
**7:00 p.m.**

**AGENDA**

**Page**

<b>A. Roll Call and Call to Order</b>	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
<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:		
• August 26, 2014, Board Work Session		
• August 26, 2014, Board Meeting #15		
• September 4, 2014, Special Work Session		
2. <b>Reports and Updates</b>	Mr. Yeo	10
a. August 18, 2014, Board Curriculum Committee Minutes		
b. Informational Report – Contracted Services Recommendations		
3. <b>Clerical Appointment</b>	Mrs. Everly	14
Move to approve the appointment of Shonna Wener as part-time secretary with Monroe Public Schools effective Wednesday, September 10, 2014, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
4. <b>Clerical Appointment</b>	Mrs. Everly	16
Move to approve the appointment of Lori Sieler as secretary with Monroe Public Schools effective Wednesday, September 10, 2014, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
5. <b>Clerical Appointment</b>	Mrs. Everly	18
Move to approve the appointment of Jessica Maniaci as secretary with Monroe Public Schools effective		

Wednesday, September 10, 2014, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

- |   |              |    |
|---|--------------|----|
| <b>6. Staff Resignations</b><br>Move to approve the resignations from Monroe Public Schools of Melissa Provo effective August 26, 2014; James Seelhoff effective August 27, 2014; and Melinda Carr effective September 15, 2014.  | Dr. McLeod   | 21 |
| <b>7. Washington D.C. and New York City Field Trip – MMS</b><br>Move to approve Monroe Middle School’s field trip request to Washington D.C. and New York City, April 23 through April 26, 2015, according to the terms of Policy IICA, Field Trips and Excursions.   | Dr. McLeod   | 25 |
| <b>8. Food Service Equipment Purchase</b><br>Move to approve the purchase of two mobile heated pan cabinets and a walk-in freezer from Burkett Restaurant Equipment and one convection oven from Zesco for a total cost not to exceed \$19,856.49. Cost for the equipment will be taken from the 2014/15 Food Service Fund. | Mrs. Eighmey | 42 |
| <b>9. Superintendent’s Comments</b>   | Dr. Martin   |    |
| <b>10. Old Business</b>   | Mr. Yeo      |    |
| <b>11. New Business</b>   | Mr. Yeo      |    |
| <b>12. Public Commentary – Any Topic</b>  | Mr. Yeo      |    |
| <b>13. Adjournment</b><br>Move that the September 9, 2014, Board Meeting #16 of the Monroe Public Schools Board of Education be adjourned.  | Mr. Yeo      | 57 |

**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**

- August 26, 2014, Board Work Session Minutes
- August 26, 2014, Board Meeting #15 Minutes
- September 4, 2014, Special Work Session Minutes

**RECOMMENDATION**

Move to approve the following minutes as submitted:

- August 26, 2014, Board Work Session
- August 26, 2014, Board Meeting #15
- September 4, 2014, Special Work Session

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

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

# MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Work Session  
Tuesday, August 26, 2014  
5:30 p.m.

## MINUTES

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

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

Board Members Absent: Parliamentarian Dr. Tedd March, Trustee Ryan Philbeck

Administrators Present: Barry Martin, Julie Everly, Ryan McLeod, Katherine Eighmey, Jerry Oley (arrived at 6:30 p.m.)

Administrators Absent: David Payne

President Yeo called the meeting to order at 5:39 p.m.

### **River Raisin Heritage Corridor-East Master Plan**

Mayor Robert Clark and Scott Bentley, Superintendent of the River Raisin National Battlefield Park, presented an update on the River Raisin Heritage Corridor-East project. They discussed three essential parts of the plan. A critical part of the plan is the Foundation Board, which will perform the non-National Park Service activities. The Enterprise Neighborhood Zone will help improve our community and neighborhood, and lastly, the student educational programs that are available through the National Park. Mayor Clark shared a power point that displayed what has been accomplished so far and what the concept plan is for the future. This concept plan continues to be a work in progress.

Mr. Bentley discussed how the National Battlefield has partnered with the ISD on multiple educational projects. The number of students participating in field trips has increased substantially since 2012. A goal of the National Battlefield is to support teachers by providing meaningful, relevant, effective and fun standards based educational connections and experiences to the battlefield; provide diverse youth from all walks of life innovative place-based inquiry centered learning opportunities; bring history and science alive in the hearts and minds of students; and provide students the tools they need to break the cycle of poverty. The field trip programs are based on lesson plans and curriculums that are tied into the standards of the schools to enhance the teacher's work in the classroom. They have created curriculum partnerships with Monroe and Wayne County teachers and curriculum experts.

### **Adjournment**

Motion by Mr. VanWasshenova; support by Mr. Mason that the 5:30 p.m., August 26, 2014 Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 5-0 hand vote at 6:52 p.m.

# MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #15

August 26, 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 (arrived at 7:05 p.m.), Trustee Aaron N. Mason, and Trustee Wendy Spicer

Board Members Absent: Trustee Ryan Philbeck

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

Administrators Absent: David Payne

President Yeo called the meeting to order at 7:03 p.m.

Mr. Yeo requested a moment of silence in memory of Nancy Boykin who recently passed away.

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

There was none at this time.

### **Approval of Minutes**

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

- August 12, 2014 Board Meeting #14

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

### **Reports and Update**

The Informational Report – Contracted Services Recommendations was received. Mrs. Everly introduced the new employees that were in attendance and the Board welcomed them to Monroe Public Schools.

### **Teacher Appointment**

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor to approve the appointment of Kevin Reina 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.

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

### **Teacher Appointment**

Motion by Mr. Mason; support by Dr. March to approve the appointment of Jacquelyn McEnhill 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.

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

### **Coaching Recommendation**

Motion by Mr. VanWasshenova; support by Dr. March to approve Ron Motyka as the head coach for 9<sup>th</sup>

grade football for the 2014/15 school year, as per the MCEA master agreement.

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

### **Staff Resignation**

Motion by Mrs. Knabusch-Taylor; support by Mr. Mason to approve the resignation from Monroe Public Schools of Kristen Williams effective August 19, 2014.

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

### **Ratification of the Teamster Master Agreement**

Motion by Mr. Mason; support by Mrs. Knabusch-Taylor to ratify the Master Agreement for July 1, 2013 through June 30, 2015 between the Teamsters Local 214 Bus Drivers and the Monroe Board of Education effective July 21, 2014.

Discussion: Mr. VanWasshenova was appreciative of the information that was provided. Mrs. Everly noted that the Teamsters rep commented how this group is very different than it was seven years ago; they have grown so much and become organized and focused.

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

### **Robotics Curriculum - Waterloo**

Motion by Mrs. Knabusch-Taylor; support by Mr. VanWasshenova to approve the purchase of the LEGO EV3 Curriculum Materials from LEGO at a cost not to exceed \$11,000.00. Funds for this purchase will come from the elementary curriculum budget.

Discussion: Mrs. McLaughlin, Waterloo principal, noted that letters were sent to several businesses requesting donations to fund this project and received one response stating they were unable to donate at this time. Mrs. Everly commented that there is overwhelming excitement at Waterloo because of the Robotics, the STEAM initiative and the new playground.

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

### **CTE Book and Software Purchase**

Motion by Mr. VanWasshenova; support by Mr. Mason to approve the purchase of textbooks, online components and supporting software for Office Management 1 & 2, Internet & Computer Apps, and Business Law at a total cost, including shipping and handling, of \$14,546.91. This purchase will be funded through a combination of Added Cost and General Fund monies.

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

### **Teacher Appointment**

Motion by Mr. Mason; support by Mr. VanWasshenova to approve the appointment of Kaitlyn McBride as an alternative high school 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.

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

### **Freezer Replacement - MHS**

Motion by Mr. Mason; support by Mr. VanWasshenova to approve the replacement of the reach-in freezer at Monroe High School for a cost not to exceed \$4,114. Cost for the freezer will be taken from the 2014/15 Food Service Fund.

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



**Superintendent Comments**

Dr. Martin thanked the custodial/maintenance and technology staff for their hard work this summer in getting our buildings and technology ready for the new school year. There were a number of major projects this summer that presented some challenges, but everyone seemed to contribute extra effort to making sure things were completed and our buildings are safe and ready to go on September 2<sup>nd</sup>.

Many staff members came in over the summer on their own time for professional development, student activities and other projects, and we appreciate their giving of their time to improve their own skills and support students throughout the summer.

Dr. Martin mentioned in particular the members of his immediate team and expressed his appreciation for the work they did over the summer. Mrs. Everly and Dr. McLeod did an excellent job with all of the personnel and curriculum issues over the summer including new hiring and professional development. Mr. Oley and his team were on top of all of the summer projects and made sure all jobs were completed in a timely and efficient manner. Mr. Payne and his department spent many hours making sure our technology continued to be well monitored and upgraded throughout the summer so devices and programs were in place and functioning properly for the upcoming school year. Mrs. Eighmey and her staff made it through a successful audit in July that was the result of her skillful management of the district finances. These people are all very dedicated to Monroe Public Schools and it shows in their work on a daily basis.

Dr. Martin is looking forward to a great new school year, although hopefully with less inclement weather. The teachers and principals will be working very hard this week getting ready for open house and making sure their classrooms are ready for students. No doubt that the buildings will be ready for learning and everyone will be off to a good start thanks to their dedication to our students and families.

Open houses began tonight with an open house at MMS which started at 5:30. The high school open house is tomorrow from 5:00 to 6:30 and all elementary open houses are tomorrow also, from 6:00 to 7:30. Orchard has an open house and ice cream social on Thursday from 5:30 to 7:30.

We believe that the new playground structure at Waterloo should be in place by the Waterloo Open House. It will not be ready for use at that time, but at least people should be able to see the results of all of their efforts in the Bridgestone contest this past school year. A ribbon cutting ceremony is planned for the new structure during the open house time on Wednesday.

**Old Business**

There was none at this time.

**New Business**

Motion by Mr. Mason; support by Ms. Spicer to approve the resignation from Monroe Public Schools of Erin Goodreau effective August 26, 2014.

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

Mr. Yeo was disappointed that only a few of the newly hired employees attended tonight's meeting.

**Public Commentary-Any Topic**

There was none at this time.

**Adjournment**

Motion by Mr. VanWasshenova; support by Dr. March that the August 26, 2014, Board Meeting #15 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:34 p.m.

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**June Knabusch-Taylor, Secretary**

# MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Special Work Session  
Tuesday, September 4, 2014  
5:00 p.m.

## MINUTES

### Roll Call and Call to Order

- Board Members Present: President Robert Yeo, Vice President Larry VanWasshenova, Secretary June Knabusch-Taylor, and Trustee Wendy Spicer
- Board Members Absent: Parliamentarian Dr. Tedd March, Trustee Aaron N. Mason, Trustee Ryan Philbeck
- Administrators Present: Barry Martin, Julie Everly, Ryan McLeod, Katherine Eighmey, Jerry Oley, David Payne
- Administrators Absent: None

President Yeo called the meeting to order at 5:09 p.m.

### Board Goals

Board members and administrators divided up into three groups to talk about areas of concern, and brainstorm what kind of updates or changes need to be made to the board goals. The top three areas of concern are Human Resources/Administrator Restructure, Student Achievement/District Performance, and Revenue Increases/Finance.

- Ms. Spicer summarized the Human Resources/Administrator Restructure. They discussed combining an HR and PR position, but upon further discussion they determined that it would be more valuable to the district to have two positions. Having one person dedicated to HR would provide consistency and structure to the district. It's critical that student achievement be the main focus of the HR position. The second position discussed was the District/Community Engagement Coordinator. We want this position to define and promote positive outcomes, and develop partnerships with parents, businesses and other districts. This could be a part time position.
- Mrs. Eighmey summarized the discussion on Revenue Increase/Finance. To increase revenue we need to increase enrollment. For example, we need to research why students are home schooled so we know how to service them. In order to attract and keep our students, we need to market what we can offer such as the Leader in Me program at Manor, and STEAM at Waterloo. Other schools have been very successful with a Scrip program to enhance revenue. Communicate through social media what our school district has to offer. Use more online resources in classrooms to reduce expenses.
- In Dr. McLeod's summary on Student Achievement, they questioned if a 10% increase in student achievement is an appropriate goal. Would incremental goals make more sense? Mrs. Knabusch-Taylor suggested displaying a chart in the board room to show progress. The community measures us by the MEAP. We need to provide other data to the community that we value above the MEAP. How can we better prepare our students to test? We have seen some success with ACT prep at the high school level. We are the biggest school in the county so it's difficult to compare our results to another district within the county. We need to continue targeting instruction and providing interventions.

Administration will take the information that was discussed this evening and work within the framework of what is already in place, and provide an update to the board.

**Adjournment**

Motion by Mrs. Knabusch-Taylor; support by Ms. Spicer that the 5:00 p.m., September 4, 2014, Special Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 4-0 hand vote at 7:01 p.m.

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**June Knabusch-Taylor, Secretary**

## **REPORTS AND UPDATES**

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

- August 18, 2014, Board Curriculum Committee Minutes
- Informational Report – Contracted Services Recommendations

## Monroe Public Schools Board Curriculum Committee



**Date of Meeting:** August 18, 2014  
**Next Meeting:** September 15, 2014

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- 1) **In Attendance:** Julie Everly, June Knabusch Taylor, Tedd March, Amy McBroom, Ryan McLeod, Selma Rankins, Jessica Schultz, Joanie Weeks
- 2) **Call to Order:** Ryan McLeod called the meeting to order at 5:05
- 3) **Public Commentary:** Mr. Rankins introduced himself. He wanted to know what Julie Everly has done this year to educate black children. He would like to know who the new assistant principal is at Monroe Middle School. Mr. Rankins met with Mr. Clark, the mayor of Monroe, and expressed his concerns. He also spoke to the President of the ISD and expressed his concerns. Mr. Rankins feels that teachers should teach the way coaches coach.
- 4) **Photoshop Textbook:** Mrs. Shultz introduced Amy McBroom, an art teacher from MHS. Ms. McBroom presented the books that are currently being used for the Photoshop for Artist Classes; she also discussed the new books she would like for 3D Photoshop. She has found that MPS needs to have a more diverse Photoshop education for students who would like to pursue this area as a career. She has also researched what a student will need in order to have this class be relevant in college or in the work place.
- 5) **CTE Textbook and Programing:** Joni Weeks was assigned Business Law last year to teach; with that assignment she realized the materials were very outdated. It took quite some time to get a quote together since she wanted to get the best possible price. Mrs. Weeks has taken her classes to District Court, the jail, and they were able to experience "The Loaf" meal product which is used for controlling the population in jail. A class set is 40 books and there are 4 sections being taught for 2014-2015.  

Everfi is a financial literacy program that Monroe Bank and Trust offers online. Mrs. Weeks taught this last year and really found a lot of benefit with this program for the students.
- 6) **Lucy Calkins Units of Writing:** 6, 7, 8<sup>th</sup> grade are finally in print and we will bring a proposal for purchase to the board.
- 7) **Old Business:** Ryan McLeod presented a document to show the grades for the world language classes. This showed the grades as well as how many students received an "A," "B," "C," "D," or an "F."

The Waterloo team has continued to implement the different aspects of the STEAM program. Parents are utilizing Facebook messaging if they need support for uniforms and Mrs. McLaughlin is matching community agencies for assistance with them.

Mrs. Joseph at Manor has met with parents who have expressed concerns.

- 8) **New Business:** We now have three Focus Schools. Lego Robotics materials have been purchased for this program.
- 9) **Adjournment:** Julie Everly adjourned the meeting at 6:34.

**Informational Report**  
**Contracted Services Recommendations**

Revised 9-9-2014

To update you on the assignments for the social-emotional support and administrative restructuring projects for the 2014/15 school year:

The following persons have now declined positions

<b>First_Name</b>	<b>Last_Name</b>	<b>Position</b>	<b>Building</b>
Michelle	Kelley	School Climate Liaison	MHS
Kimberlyn	Fleszar	Student Service Provider	MHS
Adrienne	Conley	Alternative Education Technician	OCHS

We are recommending that Temporary School Staff Inc. make the following placements with Monroe Public Schools upon completion of all criminal background checks.

<b>First_Name</b>	<b>Last_Name</b>	<b>Position</b>	<b>Building</b>
Michael	Lynch	School Climate Liaison	MHS
Brenda	Woolard	Student Service Provider	MHS
Brian	Ready	Academic Data Specialist	Ad Bldg.

We are still looking to fill:

<b>First_Name</b>	<b>Last_Name</b>	<b>Position</b>	<b>Building</b>
TBA		School Climate Liaison	MHS
TBA		Technology Liaison	MHS
TBA		Technology Liaison	MHS
TBA		Alternative Education Technician	OCHS



**CLERICAL APPOINTMENT**

**BACKGROUND**

On behalf of the administration and the interview panel I am recommending the appointment of Shonna Wener as Classification II Secretary with Monroe Public Schools. Ms. Wener will be assigned to as a part-time secretary at Monroe Middle School for the 2014/15 school year.

Ms. Wener has taken coursework in business management from Baker College. She was most recently employed as an account manager with Renew Valve and Machine in Carleton.

Members of the interview panel were: Cindy Flynn, principal; Sandy Williams and Melissa Zienert, secretaries; and Ryan McLeod, assistant superintendent.

**ENCLOSURES**

Resume

**RECOMMENDATION**

Move to approve the appointment of Shonna Wener as part-time secretary with Monroe Public Schools effective Wednesday, September 10, 2014, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

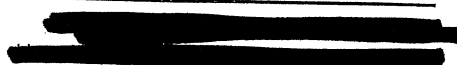
**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

	<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	_____	_____	_____	_____

# Shonna Wener

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## Summary

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Results-oriented Account Manager with diverse background in management and customer service. Dedicated to providing excellent customer service and making operational and procedural improvements.

## Highlights

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- Client relations specialist
- Conflict resolution techniques
- Meticulous attention to detail
- Skilled multi-tasker
- Microsoft Office, Excel
- Scheduling
- Deadline-oriented
- software proficiency
- SAP and CICS
- Industrial Valve repair quoting
- Project Coordinator
- Order Processing
- Logistics

## Accomplishments

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Played an instrumental role in sizing, quoting and purchasing industrial valves for large projects at Hemlock Semiconductor and Dow Corning.

## Experience

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### Account Manager

January 2006 to Current

#### Renew Valve & Machine - Carleton, MI

Improved service quality and increased sales by developing a strong knowledge of company's products and services.

Resolved customer questions, issues and complaints.

Developed rapport with the customer base by handling difficult issues with professionalism.

Addressed negative customer feedback immediately.

Provided a high level of product and leadership support to representatives and clients.

Collected, monitored and evaluated customer requirements to achieve desired delivery time and order fill rates.

Used sizing program to meet the clients needs per their specifications.

### Logistics Coordinator

April 2003 to September 2005

#### La-Z-Boy, Inc. - Monroe, MI

Developed a program to monitor freight issues and damage reports.

Tracked customer orders and had daily contact with dealers.

Worked within CICS program, addressed any issues with late orders.

## Education

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63 credit hours : Business Management

Baker College - Clinton Township, MI, United States

Coursework in Marketing, Business Management and Communications

**CLERICAL APPOINTMENT**

**BACKGROUND**

On behalf of the administration and the interview panel I am recommending the appointment of Lori Sieler as Classification II Secretary with Monroe Public Schools. Ms. Sieler will be assigned at Custer Elementary School for the 2014/15 school year.

Ms. Sieler is a Monroe High School graduate. She has been previously employed as an instructional assistant and a substitute secretary for Monroe Public Schools.

Members of the interview panel were: Jennifer Bennett, principal; Montyne Barbee, assistant principal; Karen Garling, secretary; and Julie Everly, assistant superintendent.

**ENCLOSURES**

Resume

**RECOMMENDATION**

Move to approve the appointment of Lori Sieler as secretary with Monroe Public Schools effective Wednesday, September 10, 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	_____	_____	_____	_____

## Holly Scherer

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**From:** Lori Sieler  
**Sent:** Wednesday, August 13, 2014 7:58 AM  
**To:** Personnel Department  
**Subject:** Classification II Secretary position at Custer Complex

August 12, 2014

To Whom It May Concern,

I am writing in response to the posted position of Classification II Secretary at Custer Elementary. I have been involved at Custer Elementary for the past 13 years, as a parent, and also working as a classroom assistant and substituting in the offices for the past year, and feel that it is a great place to work.

I would like to be considered for this position. I have worked in other office settings, operating the front desk, and performing numerous secretarial duties. I was responsible for answering the phone lines, creating and typing various correspondence, working with different computer programs, scheduling appointments, filing, and also training others. I am experienced in working with many different types of people. You will find that I get along very well with others and am a team player. I am a hard worker and have a strong work ethic. I feel that I would be an asset to your office.

Please feel free to contact me at with any questions you may have. I can be reached at [REDACTED]

Thank you for your time and consideration! I look forward to hearing from you soon.

Sincerely,

Lori L. Sieler

**CLERICAL APPOINTMENT**

**BACKGROUND**

On behalf of the administration and the interview panel I am recommending the appointment of Jessica Maniaci as Classification II Secretary with Monroe Public Schools. Ms. Maniaci will be assigned to Arborwood Elementary School for the 2014/15 school year.

Ms. Maniaci holds an Associate’s degree from Washtenaw Community College and also graduated from Monroe High School. She was previously employed as a substitute secretary for Monroe Public Schools.

Members of the interview panel were: Steve Pollzzie, principal; Sandy Williams and Melissa Zienert, secretaries; and Julie Everly, assistant superintendent.

**ENCLOSURES**

Resume

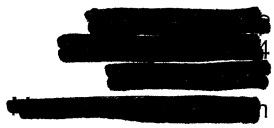
**RECOMMENDATION**

Move to approve the appointment of Jessica Maniaci as secretary with Monroe Public Schools effective Wednesday, September 10, 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	_____	_____	_____	_____

**Jessica Maniaci**



**Objective**

My career goals are to bring my skill set and positivity to the work environment. I am a self-starter and a fast learner, willing to take on new tasks, efficient in communication and computer skills, and passionate about working with children.

**Employment History**

**Clerical Assistant**

August 2007 – Current Monroe Public Schools, Monroe, MI

- Greet and direct people as they enter the building, answer and distribute phone calls that come in, check in any packages received, distribute the mail and faxes as they enter
- Hand out registration packets and information needed
- Register and schedule students into the school and classes that are needed
- Update student data in PowerSchool

**Pharmacy Technician**

September 2008 – May 2012 Yinger Pharmacy Shoppe, Monroe, MI

- Enter prescriptions (written, verbal, or faxed) into the computer, bill insurance companies, contact Dr. office with any prescription issues
- Pull medications from shelf, fill prescription(s), stock shelves, take inventory, check in daily shipments
- Run the cash register, enter check deposits, place daily reorders
- Help customers with any over the counter products, deliver medications to patients' homes when necessary, request medication refills

**Athletic Coach, Umpire, and Score Keeper**

2000 – December 2008 Monroe Public Schools, Monroe, MI

- 2007/2008 – 7<sup>th</sup> and 8<sup>th</sup> grade cheerleading coach for football and basketball season, organized fundraisers, ordered uniforms/warm-ups/attire, taught cheers/routines/stunting/tumbling
- 2004-2007 – Intramural sports coach (boys & girls basketball and girls volleyball)
- 2000-2004 – Intramural sports score keeper and score board operator

**Education**

May 2012 – July 2014 Washtenaw Community College, Ann Arbor, MI

- Associates degree in Radiography
- Class President, Outstanding Clinical Student

August 2007-June 2008 Owens Community College, Toledo, Ohio

Monroe High School graduate of 2007

**Other Experience**

2 years of radiography clinical experience – with a 12 week specialized rotation with pediatric imaging.

Monroe Public Schools - Experience with registering and scheduling students. Proficient with PowerSchool and Microsoft Office.

The first year that PowerSchool came to our district I was hired in technology to set up PowerSchool coding, linking, scheduling. Scheduled students and trained secretaries at all elementary schools on PowerSchool usage.

I also have experience with entering immunizations into MCIR.

Substitute secretary at MHS, MMS, several elementary schools, and at the administration building.

### **References**

Available upon request

**STAFF RESIGNATIONS**

**BACKGROUND**

We have received a letter of resignation from **Melissa Provo** for the purpose of other employment. Ms. Provo has been employed with Monroe Public Schools for the past 13 years, the last two as the assistant principal for Monroe Middle School. Her resignation was effective August 26, 2014.

We have received a letter of resignation from **James Seelhoff** for the purpose of other employment. Mr. Seelhoff has been employed as a social studies teacher with Monroe Middle School for the past two years. His resignation was effective August 27, 2014.

We have received a letter of resignation from **Melinda Carr** for the purpose of other employment. Ms. Carr was employed as a secretary with Monroe Public Schools for the past 12 years, most recently at Manor Elementary. Her resignation will be effective September 15, 2014.

**ENCLOSURES**

Letters of Resignation

**RECOMMENDATION**

Move to approve the resignations from Monroe Public Schools of Melissa Provo effective August 26, 2014; James Seelhoff effective August 27, 2014; and Melinda Carr effective September 15, 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	_____	_____	_____	_____



Melissa Provo

[REDACTED]  
[REDACTED]  
August 16, 2014

Dear Monroe Public Schools Board of Education,

It is with a heavy heart that I am writing this letter to resign from my position as Assistant Principal of Monroe Middle School, effective August 26, 2014. I have worked my entire professional life at Monroe Middle School and have been privileged to work in such a wonderful school district and building. I have accepted an Assistant Principal position in Northville Public Schools.

I know that as Board of Education members, you are concerned about the direction Monroe Public Schools is heading in regards to curriculum and instruction. Through my job search, it became clear that MPS is light years ahead of most districts in terms of curriculum, coaching, technology, and instruction. This work needs to continue, Monroe Public Schools is an incredibly progressive school district. The experience and wonderful training that I have received here is what makes me valuable to the Northville Public School District.

Because of the controversial situation that occurred this spring, my family and I have made the decision that it is time for me to move on. I cannot let the controversy surrounding me be a barrier to the work continuing. The people who are invested in creating a climate of fear through rumors and untruths will not be able to use me and that situation to hold the staff at Monroe Middle School back from growing and moving in the right direction. The staff at Monroe Middle School must not think that the changes are because of me, but instead, they are part of a very well planned and executed plan to transform Monroe Public Schools into a cutting edge school district. This work will continue after me. It is because of my deep respect for the leadership of Monroe Public Schools and my deep belief in the work that is being done here that I must resign.

I am very grateful for every opportunity I have received at MPS to grow and learn.

Sincerely,



Melissa M. Provo

James Seelhoff  
[REDACTED]  
[REDACTED]

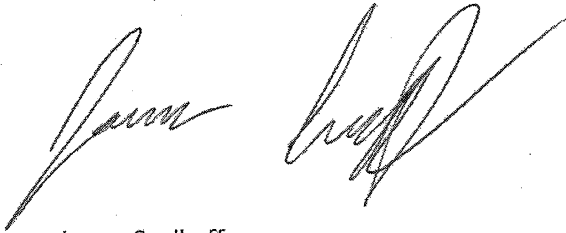
Dear Monroe Public Schools Board of Education,

I am writing this letter to resign my position as a Social Studies Teacher at Monroe Middle School, effective immediately. This was not an easy decision, as I have grown to deeply care for the students, staff, and community surrounding Monroe Middle School. I am very grateful for the opportunity to learn and grow within this community, and I only have the fondest feelings for the district. I have accepted a position as a Middle School Teacher in Jackson Public Schools.

I again wish to thank you and all the wonderful students and staff members here in Monroe. I have learned and experienced a great deal, and I know that I walk away from the district a better educator and a better person. I wish the best for the district and all the students and staff, so that each student may continue to grow and learn when they enter into these halls.

Thank you for the opportunities, experiences, and for your time reading this letter.

Sincerely,

A handwritten signature in cursive script, appearing to read 'James Seelhoff', written in black ink.

James Seelhoff

August 30, 2014

Dr. Barry Martin, Superintendent

Ms. Julie Everly, Assistant Superintendent

Mr. Ryan McLeod, Assistant Superintendent

Mrs. Holly Scherer, Human Resources Specialist

Ms. Terry Joseph, Principal, Manor Elementary

Please accept this as my letter or resignation from my position at Monroe Public Schools pending approval of my hire at Jefferson Schools at their Board of Education meeting on September 15, 2014.

I'd like to thank everyone at Monroe Public Schools for the opportunity to work in such a dynamic district these many years!

Respectfully,

*Melinda Carr*

Melinda Carr

**MONROE MIDDLE SCHOOL  
WASHINGTON D.C. and NEW YORK CITY  
OUT OF STATE OVERNIGHT TRIP**

**BACKGROUND**

James Drew, Monroe Middle School teacher, would like to petition the Board of Education for permission to escort a group of eighth grade students to Washington D.C. and New York City. The group will leave on Thursday, April 23, 2015, and return to MMS on Sunday morning, April 26, 2015. The travel plans have been arranged through Corporate Travel, of Dearborn Heights, Michigan.

No Monroe Public School funds will be used to defray the cost of this trip. The students will have fund raising opportunities and there will be the possibility of scholarships for students from donations.

**ENCLOSURES**

Monroe Public Schools – Abbreviated Field Trip & Excursion Check List Form along with the complete itinerary from Corporate Travel Service, Inc.

**RECOMMENDATION**

Move to approve Monroe Middle School’s field trip request to Washington D.C. and New York City, April 23 through April 26, 2015, 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

Date of Trip: April 23-26, 2015

Grade/Team/Organization Making Request: 8th grade Monroe Middle School Class Trip

Destination: Washington D.C. and New York City

Address: attached

City: attached State:            Zip:           

Means of Transportation: for hire coach buses

Number of Students and Adults Involved: 50-200

Exact Loading Location: 5th St. near Monroe Middle School

Estimated Time of Departure: 4:30 a.m.

Estimated Time of Departure from Destination: 1000 p.m. April 25

Expected Time of Arrival: 11:00 a.m. April 26

Purpose of Trip: to enhance the 8th and 9th  
grade history curriculum

Faculty Supervisor: James Drew

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

Principal's Signature: Cindy Thyer Date: 9-5-14

Approved  Denied

Assistant Superintendent's Signature: Julie M. Everly Date: 9-5-14

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:

Washington D.C. and New York City  
8<sup>th</sup> grade students from Monroe Middle  
School will be traveling to these cities to  
enrich the 8<sup>th</sup> and 9<sup>th</sup> grade history  
curriculums and to enrich their societal  
experience.

School(s): Monroe Middle School

Chaperones: James Draw

Kevin Pilgrim

TBA

Method of Transportation: Corporate Travel Contract

Date of Departure: 4/23/15

attached  
Time of Departure: 4:30 a.m.

If overnight, number of nights: 3

(all night drive on last day)

Date of Return: 4/26/15

Time of Return: 11:00 a.m.

Number of Students Participating: TBA - 50 to 150

Number of Staff Supervising: TBA 6 - 10

Number of Other Adults Assisting: TBA - 20-30

Number of School Days Student will be Attending Trip: 2

Cost Per Child: \$599

Cost Per Chaperone: \$699

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes   
Chaperones: Yes

No   
No

*(not generally, but  
need student fund  
man get used  
and fundraisers  
go through  
mms  
account)*

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 MIDDLE SCHOOL  
FIELD TRIP REQUEST**

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

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

Date of trip: April 23 - April 26, 2015

Date of request: 8/28/14

Grade or organization making request: 8th grade class trip to Washington

Faculty Sponsor: James Drew for MMS

Destination: Washington DC and New York City

Address: attached

Phone Number of Destination: 734-255-2860 (Drew's cell)

Purpose: Students will reinforce the 8th grade history curriculum, the founding of our nation. The trip will include a stop in New York City to give a look into the 5th grade history curriculum.

Estimated time of departure: 5 A.M. April 23

Estimated return time: 10 A.M. April 26

Substitute needed:  yes  no

Principal's signature: Cindy Lynn

approved  denied

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



## Cindy Flynn

---

**From:** James Drew  
**Sent:** Friday, August 29, 2014 12:46 PM  
**To:** Cindy Flynn  
**Subject:** DCNYC Permission Request

Dear Mrs. Flynn,

The purpose of this email is to request your permission to pursue Board approval for the 2015 8<sup>th</sup> grade class trip to Washington D.C. and New York City. Students will be making connections between the history curriculum in the eighth and ninth grades and the experiences on the trip. Walk-on guides will engage with students in in-depth conversations as we tour both cities. It is truly and educational experience.

Students are required to practice maturity and develop skills to assist them later in life, such as, behaving appropriately in public places and being responsible for their belongings.

2015 will be our 6<sup>th</sup> annual trip for the 8<sup>th</sup> graders. I hope we have the opportunity to provide this experience for the 8<sup>th</sup> grade students this year and the years to follow.

Thank you for your consideration,  
James Drew  
Teacher/School Improvement Coach

# Memo

To: Ryan McLeod  
From: Cindy Flynn  
CC: James Drew  
Date: August 29, 2014  
Re: MMS Washington DC and NYC

---

I am sending this memo to recommend a two night field trip for our MMS students to Washington DC and NYC. The trip will engage students in activities equal to the 8<sup>th</sup> grade American History curriculum. Many of activities that the 8<sup>th</sup> grade social studies teachers will be teaching will include American history, how to budget, travel planning, teamwork and other cross curricular ties.

Mr. Drew is organizing the trip and has done the research on the program that will be offered to our students through Corporate Travel. This field trip will be of no cost to the school or district. However, due to the cost of the trip to our students and their families, I have been discussing with Mr. Drew fundraising ideas to help cover some of the expense of the trip for our students. We are committed to making sure that all of our students, regardless of economic status, have equal access to participate in this trip. He has also provided me with a tentative itinerary. It appears that he has done all the planning and organizing necessary to ensure that the trip will be successful.

If you have any questions, feel free to contact either James or me.



# EDUCATIONAL TOURS BY CORPORATE TRAVEL

August 28, 2014

James Drew  
Monroe Middle School  
503 Washington  
Monroe, MI 48161

RE: Overnight Motorcoach Tour Agreement

Dear Mr. Drew,

Thank you for selecting an educational tour from Corporate Travel Service. We are grateful you have allowed Corporate Travel Service, a Michigan based company and a member of SYTA (Student Youth Travel Association), the opportunity to operate your planned student tour. Our entire staff looks forward to serving you in a caring and professional manner. With over 42 years of providing Educational Tour Excellence, we will strive to merit your trust.

The information below serves as the final agreement for your tour to **Washington D.C. and New York City.**

<b>DATES OF TRAVEL:</b>	<b>April 23-26, 2015</b>			
<b>TOUR COST:</b>	<b>Quad</b>	<b>Triple</b>	<b>Double</b>	<b>Single</b>
	<b>\$599.00</b>	<b>\$639.00</b>	<b>\$689.00</b>	<b>\$859.00</b>

All rates are based on a minimum of (48) paying passengers per motor coach. If your group falls below the minimum number a charge of \$260.54 will be assessed for each empty seat. Rates are subject to change.

**SCHOOL SUPPLEMENT:** *You have chosen the checked option below:*

The above tour costs reflect a school supplement of **\$20.00** per person. These funds will be used to cover outstanding student occupancy balances and school incidental expenses such as t-shirts, teacher substitutes, etc. Most schools elect to take this option to cover forced triple or double occupancies, that is, those that are not elected on the reservation form by the participant but are required due to an uneven number of male and female students not evenly fitting into quad occupancies. Any balance of funds collected and not needed to cover these triple and double occupancies will be returned to the school after the trip is paid in full.

\* Overnight tour prices are per person according to room type and are determined with the final rooming list from your school: a "Single" room is one person in a room with one bed, a "Double" is two persons in a room with two beds, a "Triple" is three persons in a room with two beds, and a "Quad" is four persons in a room with two beds. There is an additional fee for rollaway beds in any room type. Rollaway beds are subject to availability.

Your tour prices listed above **do** include one escort.

\* Escorts: Our escort will meet your group at your school and remain with you until the tour returns. By signing this agreement you agree that the sole responsibility of the tour escort is to accompany your school and coordinate details of the itinerary with the suppliers at the destination, e.g. confirming arrival and departure times. The escort acts solely as a liaison between the group and the various attractions and suppliers at the destination to ensure as smooth a travel experience as possible. The escort will assist with: arrival and departure procedures at each attraction and destination, monitoring the service quality of the tour, and in the event of an emergency, coordinating appropriate action including seeking instruction from the main office. By signing this agreement you agree that the tour escort is not a chaperone and is not in any way responsible for ensuring the health or safety of any individual traveler on this tour.

**MOTOR COACHES RESERVED:** 4 (56) passenger deluxe motor coaches.

**INCLUSIONS:**

- Round trip deluxe motor coach transportation
- Two night accommodations at the Embassy Suites / Homewood Suites, Ashburn, VA
- Two full American breakfasts at the hotel
- Two lunch cash allowances of \$10.00 each
- One boxed lunch
- Two dinner cash allowances of \$10.00 each
- One evening dinner cruise with DJ aboard the Spirit of New York
- Stop en-route – Flight 93 Memorial / Shanksville
- One ½ day tour of Washington, D.C. with licensed step-on guide
- Two illuminated monument tours of Washington, D.C. with licensed step-on guide
- Four-hour sightseeing tour of New York City with licensed step-on guide
- Wreath for presentation at Arlington – school to obtain appointment
- Security each evening – 10:00 p.m. – 4:00 a.m., one security guard per motor coach
- Services of one Corporate Travel Escort beginning and ending at Monroe Middle School
- Gratuities to step on guides and motor coach drivers
- 24-Hour Emergency number provided to all participants on tour (wristband)

**COMPLIMENTARY TOURS:**

Corporate Travel will provide one (1) complimentary tour for every fifteen (15) paying passengers; the sixteenth (16th) passenger travels at no cost. The complimentary tour is based on double occupancy with two (2) passengers sharing the room. Those electing single occupancy will be charged an additional fee.

**PAYMENT SCHEDULE:**

Motorcoach Deposit: \$100.00 per motorcoach required immediately to begin securing reservations. Please know that proposed inclusions are subject to availability at the time we receive your deposit. If an inclusion is not available, we will suggest suitable alternatives.

<b>First Payment: *</b>	\$150.00 per person due on or before 10/10/14
<b>2<sup>nd</sup> Payment:</b>	\$150.00 per person due on or before 11/12/14
<b>3<sup>rd</sup> Payment:</b>	\$150.00 per person due on or before 01/15/15
<b>Rooming List:</b>	Due 59 days prior to departure 02/23/15
<b>Final Payment:</b>	Due on or before 02/23/15

**ROOMING LIST:**

Rooming list is due in our office no later than 59 days prior to departure. It is your responsibility to clearly note any special requests and/or requirements on the rooming list, e.g.: smoking/non-smoking rooms, low salt or kosher dietary restrictions, mobility impairment, adjoining room requests, or any other special room arrangements for your group. Please be aware that your requests and the hotel's other guests overlapping stays may preclude the hotel, or other suppliers, from being able to honor all of your requests. Special arrangements cannot be guaranteed. *As of this year, we are mandating no room list changes can be made after April 16, 2015, one week prior to departure.*

**RESERVATION FORMS:**

Forms must be completed *with full legal name*. Passengers 16 years and older may be required to present government issued photo identification at some attractions. Incomplete reservation forms will be returned and reservation will not be confirmed until complete information is submitted.

**NOTE:** Everyone traveling must fill out a reservation form including students, teachers, staff, parents and complimentary passengers.

\*Final/Late Payments: We are unable to accept personal checks in our office after 03/19/14. We will accept cash, school checks, bank checks, and money orders only. Payments must be prompt in order for us to meet obligations with our suppliers. Late payments may result in space being cancelled and cancellation fees being assessed. Payments received after final due date will incur a \$20 late fee.

**FORM OF PAYMENT:**

Checks may be made payable to Corporate Travel Service, and mailed directly to Corporate Travel with the appropriate reservation forms by the first scheduled payment deadline. There is a \$25 bank fee for all returned checks. Note: In order to accurately identify payments, please mark the name of the student on each check. **NOTE: With this option, all fundraising monies must be submitted to Corporate Travel with a list of participants, and the amount to be applied to their account no later than 90 days prior to departure.**

**ONLINE RESERVATIONS:**

*Online booking is available for your school.  
www.ctscentral.net/booking Trip #10744 Group #1944*

**CANCELLATION POLICY:**

All cancellations must be received in writing. Penalties will be per the fax or postmark date.

From date of deposit to <b>90</b> days prior to departure	<b>\$25.00 per seat Administrative Fee</b>
From <b>89</b> to <b>60</b> days prior to departure	<b>\$50.00 penalty per seat</b>
From <b>59</b> to <b>45</b> days prior to departure	<b>\$150.00 penalty per seat</b>
Cancellations received less than 45 days	<b>No Refund.</b>

**SPECIAL REQUEST:**

In the 2014-2015 school season, we are requesting a cell phone number for the head chaperone. This will be given to the motor coach company as well as an "on call" Corporate Travel staff member allowing an open line of communication on the day of departure. Cell phone number: \_\_\_\_\_

**CANCELLATION INSURANCE:**

Travel Insurance is optional, but highly recommended. The cost varies with the price of the trip and age of the traveler. Insurance covers many aspects of travel, including trip cancellation and medical coverage. It must be purchased within 14 days of depositing on your trip to get the best coverage. Please call Travel Guard International, toll free at 1-877-248-8992 to purchase. Give the operator ID #23611545. Ask for the policy with "Cancel for Any Reason" coverage.

**DEVIATING PASSENGERS:**

In order to insure the safety of passengers and a quality touring experience, deviating passengers are prohibited. All travel must be as a group via the air and motorcoach arrangements made by Corporate Travel Service. *We cannot be responsible for persons following in a car or meeting the group at the destination.*

**FINAL DOCUMENTS:**

Final documents are generally ready (2) weeks prior to trip departure date and will be released to the group when account is in good standing.

Thank you for booking with Corporate Travel Service, Inc. *Please sign and date below to acknowledge your approval of the above terms, conditions, and inclusions. Return a copy of this signed contract by September 4, 2014, to hold confirmed space.*

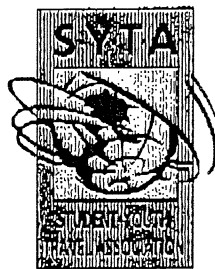
Corporate Travel Representative:

Group Leader/Teacher:

Dawn Kubala  
Educational Tour Consultant  
Date: August 28, 2014

James Drew  
Monroe Middle School  
Date: \_\_\_\_/\_\_\_\_/14

cc: Ops File/ajr  
Educational Tour Consultant



# TOUR ITINERARY



## EDUCATIONAL TOURS BY CORPORATE TRAVEL

**NAME OF SCHOOL:** Monroe Middle School **TENATIVE**  
**DESTINATION:** Washington DC and New York City  
**START DATE OF TRAVEL:** April 23, 2015  
**END DATE OF TRAVEL:** April 26, 2015

**This Itinerary is Considered Final. Any and all changes will be communicated by your Tour Escort**

### **April 23, 2015 (Thursday)**

(L, D)  
04:30 a.m. Motor coaches report for boarding at Monroe Middle School,  
503 Washington, Monroe, MI.  
05:00 a.m. Depart school and drive to Washington, DC.  
Stop in Shanksville to visit the Flight 93 Memorial  
Lunch included in route at a fast food place using your \$10.00 cash  
allowance  
05:00 p.m. Dinner using \$10.00 cash allowance  
(Bus 1 and 2 – Ronald Reagan)  
(Bus 3 and 4 – Union Station)  
06:30 p.m. Guides meet for an illuminated tour of Lincoln, Vietnam, Korean,  
and WWII memorials.  
09:30 p.m. Depart for Hotel  
10:15 p.m. Check in at the Embassy Suites Dulles North,  
44610 Waxpool Road, Ashburn Virginia (703)723-5300  
Security on duty

### **April 24, 2015 (Friday)**

(B, L, D)  
07:00 a.m. Full American Breakfast included at the hotel.  
08:00 a.m. Depart hotel for Washington D.C.  
09:00 a.m. Arrival at Arlington National Cemetery.  
Meet your step on guide at the Visitor's Center.  
11:15 a.m. Visit the 911 memorial  
12:15 p.m. Lunch included using \$10.00 cash allowance  
(Bus 1 and 2 – Union Station)  
(Bus 3 and 4 – Ronald Reagan)  
01:40 p.m. Bus 1 and 2 Capitol Tour (65 tickets at 1:40 and 46 tickets at 1:50)  
01:40 p.m. Bus 3 and 4 visit the Library of Congress and Supreme Court  
02:50 p.m. Bus 1 and 2 visit the Library of Congress and Supreme Court  
03:10 p.m. Bus 3 and 4 Capitol tour (55 tickets at 3:10 and 55 tickets at 3:20)  
04:30 p.m. Depart for dinner at the Pentagon City Mall using \$10.00 cash allowance.  
06:30 p.m. Meet your guides and begin your Illuminated tour of Monuments.  
Tour to include FDR, Jefferson, MLK Jr, and a White House photo stop.  
09:00 p.m. Depart for Hotel  
09:45 p.m. Arrival at Hotel  
10:00 p.m. Security on duty

**April 25, 2015 (Saturday)**

(B, L, D)

- 06:30 a.m. Full American Breakfast included at the hotel.
- 07:30 a.m. Check out time at the hotel.  
Please bring your luggage to the motor coaches.
- 08:00 a.m. Departure for New York City  
Stop in route for lunch using \$10.00 cash allowance
- 02:30 p.m. Arrival time in New York City, meet your local step-on guides for your four hour tour
- 06:30 p.m. Boarding begins at the Chelsea Pier for your dinner cruise
- 07:00 p.m. Dinner cruise begins on The Spirit of New York
- 10:00 p.m. Depart for School.  
Rest stops made in route.

**April 26, 2015 (Sunday)**

- 09:00 a.m. Arrival time at Monroe Middle School.

(B, L, D) Indicates included meals: breakfast, lunch and dinner.

Special Notes:

- Please attach luggage tags to your luggage. You are responsible for transporting your luggage at the hotel.
- You will be given a wristband which is to be worn during the entire tour. It provides you with an emergency number should you get separated from your group.
- Please know that we have every expectation of visiting all sights listed. Sometimes unexpected circumstances cause delays such as weather, long lines at sights, motorcades, dignitary visits, etc.



**PASSENGER RESERVATION FORM**

**Monroe Middle School/Washington D.C. and New York City/April 23-26, 2015**

*(This form must be completed and signed and returned along with deposit to secure reservation)*

<b>Tour Prices (per person)</b> (Please check one)	Student Rates <input type="checkbox"/> Quad Occupancy: \$599.00 Per Person Adult Rates <input type="checkbox"/> Double Occupancy: \$689.00 Per Person	<input type="checkbox"/> Triple Occupancy: \$639.00 Per Person <input type="checkbox"/> Single Occupancy: \$859.00 Per Person
<b>Passenger Full Name:</b> _____ <b>Adult Signature required below.</b>		
You are a: <input type="checkbox"/> Male <input type="checkbox"/> Female Birthdate: (Required) ____/____/____		
Address: _____ Phone: Home _____ Work/Cell _____		
City: _____ State: _____ Zip: _____		
Parent Email Address (required): _____ <i>* Email To Be Used for Reminders Only</i>		

To Reserve Your Seat, Initial Deposit must be received by October 10, 2014 – Reservations First Come /First Served  
 Cash, check or money order is accepted. To insure proper credit please include the traveler's name on the memo line of all checks.

Deposit Schedule	Cancellation Policy
Initial Deposit of \$150.00 is due on 10/10/14	From date of deposit until 01/23/15 - \$25.00 administrative fee
2 <sup>nd</sup> payment of \$150.00 is due on 11/12/14	From 01/24/15 – 02/22/15 - \$50.00 penalty per person
3 <sup>rd</sup> payment of \$150.00 is due on 01/15/15	From 02/23/15 – 03/08/15 - \$150.00 penalty per person
Final Payment due on 02/23/15	Cancellations received on or after 03/09/15 - NO REFUND
*Please make your final payment on time so you can insure your room assignment.	

\*Final payment based on rooming list submitted by school. Personal checks not accepted after: 02/23/15

Make Checks Payable to: Corporate Travel Service

Return This Form With Deposit To Corporate Travel Service, 23420 Ford Rd. Dearborn Heights, MI 48127 (313) 565-8388 ext 185 or 122

**\$20.00 Late Fee Applied to All Late Payments** Payments can only be made online if the passenger's initial deposit was made online

Corporate Travel accepts Mastercard or VISA for FULL PAYMENT only: CC#:	Expiration Date: ____/____/____
_____	_____
Cardholder's Signature: _____	Three Digit Security Code from back of card _____

**Cancellation Insurance Information:** Travel/cancellation Insurance is optional, but highly recommended. The cost varies with the price of the trip and age of the traveler. Insurance covers many aspects of travel, including trip cancellation and medical coverage. It must be purchased within 14 days of your trip deposit to get the best coverage. Please call Travel Guard, toll free at 1-877-248-8992 to purchase, or visit [www.travelguard.com](http://www.travelguard.com). Give the operator ID #23 11545. Ask for "Cancel For Any Reason" policy.

**Release:** Corporate Travel Service, Inc., its employees, shareholders, officers and directors (collectively "CTS") does not own or operate any entity which is to or does provide goods or services for your trip, including, for example, lodging facilities, transportation companies, local ground operators, including, without limitation, various entities which may utilize the CTS name, guides, sightseeing companies, entertainment, food or drink service providers, equipment suppliers, etc. As a result, CTS is not responsible for any negligent or willful act or failure to act of any person or entity. In addition, CTS is not responsible for any negligent or willful act or failure to act of any other person or entity it does not own or control. Without limitations CTS is not liable for any direct, indirect, consequential, or incidental damage, injury, death, loss, accident, delay, inconvenience or irregularity of any kind which may be occasioned by reason of any act or omission beyond its control, including, without limitation any willful or negligent act, failure to act, breach of contract or violation of local law or regulation of any third party such as a cruise line, airline, train, hotel, bus, taxi, van, local ground handler or guide, whether or not it uses the CTS name, financial default or insolvency of any supplier which is to, or does supply any goods or services for this trip. Similarly, CTS is not responsible for any loss, injury, death or inconvenience due to delay or changes in schedule, overbooking of accommodation, default of any third party, attacks or bites by animals, insects or pests, injury or death while on activities sponsored by lodging facilities or by other third parties, sickness, the lack of appropriate medical care, evacuation to some, if necessary, weather, strikes, acts of God or government, acts of terrorism, or the threat thereof, force majeure, war, quarantine, epidemics, or the threat thereof, criminal activity, or any other cause beyond its control. Should any named guest speaker, host, artist, or other personality be unable to participate in this event, every effort will be made to secure a substitute. Regardless of the participation of said personality the tour will proceed as scheduled on the dates listed. By signing this form to participate in this tour, you agree that the terms of the cancellation penalty will be binding upon you regardless of whether any named speaker, host, artist, or other personality is able to participate. Prices based on a minimum number of participants per motor coach. Price subject to change.

**Terms and Conditions: Photography:** CTS may take photographs or film of its trips and trip participants, and participant grants CTS express permission to do so and for CTS to use such for promotional or commercial use without payment of any fee or royalties. **Unused Services:** There is no right to a refund for any unused services. **Baggage:** Baggage is at owner's risk throughout the tour. The right is reserved to alter or cancel the itinerary, at Corporate Travel Service's sole discretion, as it may deem necessary or advisable. **Participation:** Corporate Travel Service reserves the right to decline to accept or retain any participant on any of its tours if, in its sole discretion, it deems accepting or retaining any such participant as being detrimental to the tour. In the event any participant is removed from a trip, Corporate Travel Service's only obligation is to refund to that person that portion of the payment allocable to unused services. **Binding Arbitration:** Any controversy or claim arising out of or relating in any way to these Terms and Conditions or any other information relating in any way to the trip, or to the trip itself, shall be settled solely and exclusively by binding arbitration in Dearborn Heights, Michigan, in accordance with the commercial rules of the American Arbitration Association then existent. Substantive (but not procedural) Michigan law shall apply in any such arbitration. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract. Including but not limited to any claim that all or any part of this contract is void or voidable. \* Please retain a copy of this form for your personal records\*

I have read and accept the conditions regarding payment schedule, cancellation penalties, pricing, Release, terms and conditions, and binding arbitration. Should I wish to purchase optional insurance, I understand that it is my responsibility to contact Travel Guard.

Signature _____	Date _____
<i>*Signature Required for person listed above. (Parent/Guardian must sign for students)</i>	



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

EXPLANATION AND DATES:

Departure Date/Day April 26~~0009~~, 2015 Return Date/Day April 29, 2015  
A group of students and adult chaperones are planning a trip to: City Washington D.C./NYC  
State DC/NY Country USA (daily itinerary must be attached).  
The purpose of this trip is enrich the 8th + 9th grade history curriculum and the group sponsoring  
the trip is Monroe Middle School.

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 \_\_\_\_\_

To be completed by parent/Guardian





**PURCHASE OF DISTRICT FOOD SERVICE EQUIPMENT**

**BACKGROUND**

The district has excess Food Service Fund balance from fiscal year 2012/13 that must be spent by October 31, 2014. Sodexo and Monroe Public Schools personnel developed a list of district equipment needs that have been approved by the state. Three of these items meet the threshold of requiring board action; therefore, we are requesting approval to purchase a convection oven (\$6,561.49), two mobile heated pan cabinets (\$3,470 each), and a walk-in freezer (\$6,355). These purchases total \$19,856.49.

**ENCLOSURES**

Quotes from Burkett Restaurant Equipment, Performance Interiors, and Zesco.

**RECOMMENDATION**




Move to approve the purchase of two mobile heated pan cabinets and a walk-in freezer from Burkett Restaurant Equipment and one convection oven from Zesco for a total cost not to exceed \$19,856.49. Cost for the equipment will be taken from the 2014/15 Food Service Fund.




**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	_____	_____	_____	_____

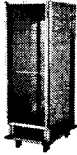
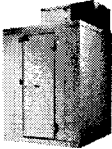
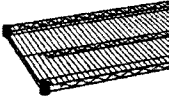
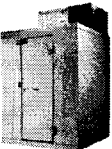
**Project:**  
 Monroe Public Schools

**From:**  
 Burkett Restaurant Equipment  
 Travis Lusky  
 Business Development Manager  
 O: 419-720-8194  
 C: 419-290-2363  
 tlusky@basequipment.com


Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>MOBILE HEATED PAN CABINET, SINGLE SECTION</b>  Cres Cor Model No. H-137-UA-12D Packed: ea Cabinet, Mobile Heated, insulated, top-mount heater assembly, recessed push/pull handles, (12) sets of chrome plated wire universal angle slides aon 4-1/2" ctrs adjustable 1-1/2" centers, solid state electronic control, LED digital display, field reversible dutch doors, heavy duty 5" swivel casters (2 with brakes), anti-microbial latches, aluminum exterior and interior, NSF, CSAus 1 ea Standard Warranty: 1 yr labor w/3 yr parts warranty 1 ea 120v/60/1-ph, 1500 w, 12.0 amp, 10 ft power cord, NEMA 5-15P, standard 1 ea Right-hand door swing, standard	\$3,470.00	\$3,470.00
2	1 ea	<b>SLICER</b>  Globe Model No. C12 Packed: ea Food Slicer, manual, 12" diameter knife, 0 to 9/16" slice thickness, removable gravity feed food chute, top mounted sharpener, slice deflector and knife cover, belt driven, ball bearing chute slide system, rubber feet, anodized aluminum, 1/3 HP, 115v/60/1, 3 amps, NEMA 5-15P, cETLus, NSF/ANSI 8-2010 1 ea 1 year parts (excludes wear/expendable parts), 1 year labor warranty - CONTACT FACTORY FOR DETAILS	\$950.00	\$950.00
2.A	1 ea	<b>SLICER</b>  Globe Model No. G12 Packed: ea Food Slicer, manual, medium duty, 12" diameter knife, top mounted sharpener, belt driven, ball bearing chute slide, attached knife ring guard, knife cover interlock, removable slice deflector, power indicator light, motor overload protection with manual reset, anodized aluminum construction, 1/2 HP, 115v/60/1, 3 amps, NEMA 5-15P, cETLus, NSF/ANSI 8-2010 1 ea 1 year parts (excludes wear/expendable parts), 1 year labor warranty - CONTACT FACTORY FOR DETAILS	\$1,140.00	<Alternate>
2.B	1 ea	<b>SLICER</b>	\$2,990.00	<Alternate>

Item	Qty	Description	Sell	Sell Total
		Globe Model No. G12A Packed: ea Food Slicer, automatic, medium duty, 12" diameter knife, top mounted sharpener, ball bearing chute slide, attached knife ring guard, knife cover interlock, automatic & independent 35° chute, metal bottom enclosure, removable slice deflector, power indicator light, food fence, motor overload protection, anodized aluminum construction, 1/2 HP, 115v/60/1, 3 amps, NEMA 5-15P, cETLus, NSF/ANSI 8-2010		
	1 ea	1 year parts (excludes wear/expendable parts), 1 year labor warranty - CONTACT FACTORY FOR DETAILS		<Alternate>
<b>3</b>	<b>1 ea</b>	<b>HOT FOOD SERVING COUNTER</b> Vollrath Model No. 38119 Packed: ea ServeWell® Hot Food Table, (5) well, 76"W x 32"D x 34"H, individually controlled Thermoset fiber-reinforced resin wells equipped with drains, inside mounted elements, includes: plate shelf with cutting board & undershelf, 300 series stainless steel, adjustable legs, 208-240v/60/1-ph, 3000-4000 watts, 16.6 amps, 10' cord with NEMA 6-30P, cULus, NSF, Made in U.S.A., KD	\$1,845.00	\$1,845.00
	1 ea	38055 ServeWell® Single Deck Cafeteria Breath Guard, 72-1/2"W x 10"W x 13"H, 30 series stainless steel, plexi breath guard, Made in U.S.A.	\$360.00	\$360.00
	1 ea	38065 ServeWell® Buffet Breath Guard, 76"L x 35-3/8"W x 23-1/2"H, fits all 5-Pan ServeWell® units, Made in U.S.A., Note: the buffet breath guard will not mount on units manufactured before 05/08 that do not have the four (4) threaded breath guard mounting holes on each end	\$755.00	<Optional>
	1 ea	38095 ServeWell® Customer Side Plate Rest, 72-1/2"W x 10"D x 1"H, 300 series stainless steel, Made in U.S.A.	\$345.00	\$345.00
	1 ea	38099 ServeWell® 4" Caster Set, (2) with brakes, (2) without brakes, Made in U.S.A. (38099)	\$145.00	<Optional>
<b>ITEM TOTAL:</b>				<b>\$2,550.00</b>
<b>4</b>	<b>1 ea</b>	<b>SANDWICH GRILL TOASTER</b> Vollrath Model No. 40794 Packed: ea Cayenne® Italian Panini Sandwich Press, electric, single, 16-1/8" x 9-5/8" fixed grooved lower grill, spring loaded self-balancing upper grill with grooves & American handle, cast iron plates, (1) thermostat 570°F (300°C), stainless steel housing, 1.7 kw, 120v/60/1-ph, US MODEL ONLY, ETL, NSF, model# TSI7001	\$380.00	\$380.00
				
<b>5</b>	<b>1 ea</b>	<b>PROOFER HOLDING CABINET</b> Metro Model No. C519-CFC-U Packed: ea C5™ 1 Series Heated Holding & Proofing Cabinet, mobile, full height, non-insulated, clear polycarbonate door, removable bottom mount control module, thermostat to 190°F, universal wire slides on 3" centers, adjustable on 1-1/2" increments (18) 18" x 26" or (34) 12" x 20" x 2-1/2" pan capacity, 5" casters (two with brakes), aluminum, 120v/60/1-ph, 2000 watts, 16.7 amps, NEMA 5-20P, UL, CUL, NSF	\$1,595.00	\$1,595.00
				
<b>5.A</b>	<b>1 ea</b>	<b>PROOFER HOLDING CABINET</b>	\$1,400.00	<Alternate>

Initial: \_\_\_\_\_

Item	Qty	Description	Sell	Sell Total
		Toastmaster Model No. E9451-HP34CDN Packed: ea Heater/Proofer Cabinet, mobile, full-size, non-insulated, (34) 18" x 26" sheet pan capacity with 1-1/2" OC, mechanical controls, removable bottom mount heat console, Lexan lift-off door with full length door handle, magnetic door gaskets, welded aluminum construction, 5" swivel casters with brakes, 15 amps, 120v/60/1-ph		
	1 ea	Exclusive on-site 1 year parts & labor warranty (USA & Canada only)		<Alternate>
<b>6</b>	<b>1 ea</b>	<b>WALK IN FREEZER, MODULAR, SELF-CONTAINED</b>	<b>\$6,205.00</b>	<b>\$6,205.00</b>
		Kolpak Model No. P6-068-FT Packed: ea Walk-In Freezer, Polar-Pak, 6'-6" H, 5'-10" W, 7'-9" L, w/floor, 1-1/2 hp. low temp (-0F) top mounted unit, 26 gauge embossed galvanized interior & exterior, .100 smooth aluminum floor, 2-1/2" dial thermometer		
	1 ea	208-230v/60/1ph, 13.5 amps, 1-1/2 hp. (standard voltage)		
	1 ea	26" X 66" Door, std.		
	1 ea	Door hinge right add "R" to end of model no.		
<b>6.1</b>	<b>4 ea</b>	<b>WIRE SHELVING</b>	<b>\$14.00</b>	<b>\$56.00</b>
		Thunder Group Model No. CMEP1836 Packed: 2 ea Wire Shelving, 18" x 36", 850 lb. capacity, with 4 sets of sleeve clips, adjustable legs, heavy duty, epoxy coated, green, NSF		
	1 ea	5 year warranty, standard		
	4 ea	CMEP1830 Wire Shelving, 18" x 30", 850 lb. capacity, with 4 sets of sleeve clips, adjustable legs, heavy duty, epoxy coated, green, NSF	\$12.00	\$48.00
	4 ea	CMEP1872 Wire Shelving, 18" x 72", 600 lb. capacity, with 4 sets of sleeve clips, adjustable legs, heavy duty, epoxy coated, green, NSF	\$24.00	\$96.00
	12 ea	CMEC072 Shelving Post, 74"H, with leveling foot, heavy duty, epoxy coated, green, NSF	\$9.00	\$108.00
			<b>ITEM TOTAL:</b>	<b>\$308.00</b>
<b>6.A</b>	<b>1 ea</b>	<b>WALK IN FREEZER, MODULAR, SELF-CONTAINED</b>	<b>\$6,355.00</b>	<b>&lt;Alternate&gt;</b>
		Kolpak Model No. P7-068-FT Packed: ea Walk-In Freezer, Polar-Pak, 7'-6" H, 5'-10" W, 7'-9" L, w/floor, 1-1/2 hp. low temp (-0F) top mounted unit, 26 gauge embossed galvanized interior & exterior, .100 smooth aluminum floor, 2-1/2" dial thermometer		
	1 ea	208-230v/60/1ph, 13.5 amps, 1-1/2 hp. (standard voltage)		<Alternate>
	1 ea	26" X 78" Door, std.		<Alternate>
	1 ea	Door hinge right add "R" to end of model no.		<Alternate>
<b>7</b>	<b>1 ea</b>	<b>REACH-IN REFRIGERATOR, 1 SECTION</b>	<b>\$2,289.00</b>	<b>\$2,289.00</b>



Item	Qty	Description	Sell	Sell Total
		True Food Service Equipment Model No. TS-23 Packed: ea Refrigerator, Reach-in, one-section, (1) stainless steel door, stainless steel front/sides, stainless steel interior, (3) gray PVC coated wire shelves, interior lighting, 4" castors, 1/3 HP, 115v/60/1, 7.6 amps, 9' cord, NEMA 5-15P, cUL, NSF, CE, ENERGY STAR®, MADE IN USA		
	1 ea	Self-contained refrigeration standard		
	1 ea	Warranty - 5 year compressor (self-contained only), please visit www.Truemfg.com for specifics		
	1 ea	4" Swivel castors, standard (adds 5" to OA height)		
	1 ea	Warranty - 3 year parts and labor, please visit www.Truemfg.com for specifics		
	1 ea	Door hinged right standard		
8	1 ea	<b>CONVECTION OVEN</b> Southbend Model No. BGS/22SC Packed: ea Bronze Convection Oven, Gas, double-deck, standard depth, solid state controls, 60-minute cook timer, electronic ignition, oven interior light, stainless steel front, top, sides & door, porcelain interior, 6" stainless steel legs, 120v/60/1, NEMA 5-15P, 1/2hp blower, 108,000 BTU, CSA, NSF	\$5,000.00	\$5,000.00
	1 ea	1 year parts & labor including doors warranty, std		
	1 ea	Natural Gas		
	1 ea	Castors in lieu of legs	\$195.00	<Optional>
	1 ea	Dormont 1675KIT48 Safety System Moveable Gas Connector Kit, 3/4" inside dia., 48" long, covered with stainless steel braid, coated with blue antimicrobial PVC, 1 SnapFast™ QD, 1 full port valve, (2) 90° elbows, coiled restraining cable with hardware, 180,000 BTU/hr minimum flow capacity, limited lifetime warranty	\$150.00	<Optional>
			<b>ITEM TOTAL:</b>	<b>\$5,000.00</b>
8.A	1 ea	<b>CONVECTION OVEN</b> Southbend Model No. ES/20SC Packed: ea MarathonerGold Oven, Convection, Electric, double-deck, standard depth, solid state controls, with 6" high legs, stainless steel front, sides, top, and rear jacket	\$6,725.00	<Alternate>
	1 ea	3 year parts & labor, 5 years warranty on doors (parts only, excluding door glass), std		<Alternate>
	1 ea	(2) 208v/60/3-ph, 34 amps standard		<Alternate>
	1 ea	Castors in lieu of legs		<Alternate>
ZZZ	1 ea	Custom Model No. FREIGHT Packed: ea Inbound Freight Charges	\$600.00	\$600.00
ZZZ	1 ea	<b>INSTALLATION</b> Burkett Restaurant Equipment Model No. BURKETT INSTALL Packed: ea Installation of the quoted equipment which includes:  Delivery of equipment to the site	\$520.00	\$520.00

Initial: \_\_\_\_\_

Burkett Restaurant Equipment

09/04/2014

Item	Qty	Description	Sell	Sell Total
		Uncrating and setting the items in place All equipment accessories installed		
		All final connections (plumbing, electrical, mechanical, etc.) to be by other trades.		
		This quote is bases on non-union labor. If union labor is required quote will be adjusted accordingly.		
			Total	\$23,867.00

Burkett Restaurant Equipment & Supplies  
Terms and Conditions  
Effective 6/1/2011

I. Used (Reconditioned) Equipment

All equipment or supplies marked as "used" or "reconditioned" have been previously used and purchased by our company with the intent of returning them to working condition for our customers who are willing to sacrifice the benefits of a new product for a lower price. We reserve the right to use after-market, used, reconditioned or non-OEM parts in your "used" or "reconditioned" product. You can expect a "used" or "reconditioned" product to be mechanically sound when you receive it, but you cannot expect it to look exactly like a new product. You should expect to see some scratches, dents, dings, cosmetic defects, or general wear and tear and those types of damages are not covered by any type of warranty and are ineligible for freight damage claims.

You have the right to obtain a detailed verbal explanation or additional pictures of any and all wear and tear or cosmetic defects on your product before you purchase it. Any pictures posted online should be considered guidelines only and may not show every possible dent or scratch on the product.

II. Sales Tax

You may be charged sales tax on your order based on the manufacturer and your end user location (shipping address). Burkett Restaurant Equipment is only registered to collect sales tax in Ohio, but we are often charged tax on drop shipments by the manufacturers of the products we sell. Each manufacturer has a different sales tax policy and not every manufacturer charges sales tax in every state, so it is not always possible to calculate sales tax at the time of sale. We will contact you within a reasonable time frame (up to 60 days) to request payment of sales tax and have the right to refuse to process any order for which you do not pay sales tax. Please remember that failure to pay your state sales tax when it is due may have serious legal ramifications. Click here to view our current Sales Tax Policy. If you have any questions regarding our Sales Tax Policy, please contact Accounting at 419-242-7377 x117.

III. Shipping Policy

Shipping charges cannot always be calculated at the time of sale; you should expect a phone call from a Burkett Restaurant Equipment associate to verify your order, explain shipping options and take your payment for shipping. Lead times vary by manufacturer and depend upon whether or not the product ships from our warehouse in Ohio or the manufacturer directly. Any statements on the website such as "usually ships" or "standard lead time" that indicate a time period within which you can expect your product to ship (not including transit time) are not a guarantee of shipment and should not be treated as a guarantee. You are always welcome to call us at 419-242-7377 to request a tracking number or shipping status update on your order. Please note that if you provide us with a valid email address, you will receive an email when your order ships with the tracking number, order number and important delivery instructions. Click here to view a sample order.

IV. Delivery Policy

When a product is delivered, it is your responsibility to unpack and inspect the product prior to signing that you have accepted it in good condition. A signature on a delivery receipt releases Burkett Restaurant Equipment and the freight company from any liability for damaged equipment. Failure to inspect your product(s) before signing may result in your inability to process a warranty claim for a defective product. If you have any questions regarding our Delivery Policy, please contact Customer Service at 419-720-8190.

**V. Return and Exchange Policy**

All returns must be unopened, unused and in the original packaging material to be accepted. All returns are subject to a 20% restocking fee and the customer must also pay for return freight of the product back to Burkett Restaurant Equipment or the manufacturer. Returns are only accepted within 7 business days of your delivery date or pickup date. We will provide you with a Warranty Exchange Form (if applicable), Return Material Authorization (RMA) and return instructions upon your request. Click here to view a Warranty Exchange Form. All necessary forms must be completed prior to the authorization of any return or exchange; no returns will be accepted without proper authorization. If you have any questions regarding our Return and Exchange Policy, please contact Customer Service at 419-720-8190.

**VI. Damaged Products – Freight Damages**

If your product is damaged in freight, you must note it on the delivery receipt and report it to our Customer Service Department within 48 hours of the delivery time. If you sign that the product was received in good condition, you may not be reimbursed for freight damages. You will be required to submit pictures of the damages to our Customer Service Department. We will assess the damages and work with you to resolve any issues that are within our scope of responsibility. If you have any questions regarding freight damages, please contact Customer Service at 419-720-8190.

**VII. Damaged Products – Defective Products**

If your new or used product arrives to you defective or damaged, you must inform our Customer Service Department within your warranty period in order to receive service or a replacement product. For all used equipment, there is a 30-day parts and labor warranty from the date of delivery. New equipment warranties vary by the manufacturer, but you can always contact us with any questions or contact the manufacturer directly for warranty issues. If your product becomes damaged through misuse, incorrect set-up or any other activity that violates the product’s standard usage instructions or policies, your warranty will be void. If you have any questions regarding defective products, please contact Customer Service at 419-720-8190.

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

Printed Name: \_\_\_\_\_

Project Grand Total: \$23,867.00



9/4/2014

QKP0942

**Quote**

To: BIRMINGHAM PUBLIC SCHOOLS  
 David ANDREJKO  
 2205 HOLLAND ST  
 BIRMINGHAM MI 48009  
 DAVID.ANDREJKO@Sodexo.COM

From: Performance Interiors  
 Karina Pereira  
 9801 Washingtonian Blvd, MS 31  
 Gaithersburg MD 20878  
 1-301-987-4841 Direct  
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 karina.pereira@sodexo.com

Project: BIRMINGHAM PUBLIC SCHOOLS  
 2205 HOLLAND ST  
 BIRMINGHAM MI 48009  
 (734) 265-3124 (Cell)

Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>REACH-IN REFRIGERATOR, 1 SECTION</b> Victory Refrigeration Model No. RSA-1D-S1 Packed: ea UltraSpec Series 1 Refrigerator, Reach-in, one-section, self-contained refrigeration, 21.5 cu. ft. capacity, (1) hinged door, (3) shelves, stainless steel exterior, aluminum interior, standard depth cabinet, full-height door, 1/3 HP, V-TEMP electronic temperature control/indicator	\$3,994.82	\$3,994.82
	1 ea	WARRANTY UPDATED: Full 3-year parts/labor service warranty within the USA and Canada valued at \$135.00 net included in equipment price, standard		
	1 ea	Self-Contained refrigeration		
	1 ea	115v/60/1-ph, 9.8 amps, w/cord & plug, standard		
	1 ea	5-yr compressor warranty within the USA and Canada valued at \$80.00 net included in equipment price		
	1 ea	Door hinging: standard on right		
	1 ea	Incandescent light		
	1 ea	Casters, set of 4, 6" high with 5" wheel	\$134.82	\$134.82
			<i>Extended Total: \$4,129.64</i>	
2	1 ea	<b>REACH-IN REFRIGERATOR, 1 SECTION</b> Beverage Air Model No. HRP1-1S Packed: ea Horizon Series Refrigerator, reach-in, one-section, 24 cu. ft., (1) right-hand hinged solid door with locks, (3) shelves, electronic control,	\$2,707.51	<Alternate>

**BIRMINGHAM PUBLIC SCHOOLS**

Item	Qty	Description	Sell	Sell Total
		digital display, top-mounted self-contained refrigeration, stainless steel front & sides, aluminum interior, 6" casters, 1/3 hp, UL, cUL, UL-EPH, MADE IN USA, ENERGY STAR®		
	1 ea	3 years parts & labor warranty (excludes maintenance items)		<Alternate>
	1 ea	Additional 2 yr compressor warranty, standard		<Alternate>
	1 ea	115v/60/1-ph, 5.8 amps, standard		<Alternate>
	1 ea	Door(s) hinged on right, standard		<Alternate>
	1 ea	6" Heavy duty casters (2) locking, standard		<Alternate>
3	1 cs	<b>REACH-IN REFRIGERATOR, 1 SECTION</b> True Food Service Equipment Model No. STA1R-1S Packed: cs SPEC SERIES® Refrigerator, Reach-in, one-section, stainless steel front & sides, (1) stainless steel door with lock, cam-lift hinges, digital temperature control, aluminum interior, (3) chrome shelves, LED interior lights, 5" castors, 1/3 HP, 115v/60/1, 4.8 amps, 9' cord, NEMA 5-15P, cUL, NSF, ENERGY STAR®, MADE IN USA	\$3,626.37	<Alternate>
	1 ea	Warranty - 3 year parts and labor, please visit www.Truemfg.com for specifics		<Alternate>
	1 ea	Warranty - 5 year compressor (self-contained only), please visit www.Truemfg.com for specifics		<Alternate>
	1 ea	Door hinged right standard		<Alternate>
	1 ea	(3) chrome shelves and shelf supports standard per section		<Alternate>
	1 ea	5" castors, set of 4, standard		<Alternate>
4	1 ea	<b>REACH-IN REFRIGERATOR, 1 SECTION</b> Continental Refrigerator Model No. DL1R-SA Packed: ea Designer Line Refrigerator, reach-in, one-section, self-contained refrigeration, stainless steel exterior, aluminum interior, standard depth cabinet, full-height solid door, exterior digital thermometer, 6" stainless steel legs, 1/4 hp, ENERGY STAR®	\$3,945.26	<Alternate>
	1 ea	115v/60/1, 5.5 amps, cord & plug, standard		<Alternate>
	1 ea	Refrigerator: Self-Contained refrigeration, 1/4 hp, standard		<Alternate>
	1 ea	Standard warranty (for the United States & Canada Only): 3 year parts and labor; 5 year compressor		<Alternate>
	1 ea	Door hinged on right, standard		<Alternate>
	1 ea	50205 Casters, swivel, with brakes, (4" diameter rubber tires) set of 4 (5" height)	\$108.65	<Alternate>
				<i>Extended Total: &lt;Alternate&gt; \$4,053.91</i>
x	1 ea	<b>THIS QUOTE IS VALID FOR 30 DAYS FROM ABOVE DATE.</b> PERFORMANCE INTERIORS Model No. 30 DAYS VALID Packed: ea This quote is valid for 30 days from above date.		

**BIRMINGHAM PUBLIC SCHOOLS**

Item	Qty	Description	Sell	Sell Total
x	1 ea	<b>FREIGHT CHARGES ARE NOT INCLUDED IN PRICE QUOTE.</b> PERFORMANCE INTERIORS Model No. FREIGHT - TBD Packed: ea Freight charges are not included in price quote. Freight charges will be determined when item/quantity are selected.		
x	1 ea	<b>INSTALLATION NOT INCLUDED IN PRICE QUOTE AT THIS TIME.</b> PERFORMANCE INTERIORS Model No. INSTALLATION Packed: ea Installation is NOT included in price quote at this time. Installation pricing can be obtained upon request.		
x	1 ea	<b>LIFT-GATE DELIVERY IS NOT INCLUDED IN THE FREIGHT</b> PERFORMANCE INTERIORS Model No. LIFT-GATE Packed: ea Lift-Gate delivery is not included in the Freight Cost. If lift-gate delivery is required, additional charges will apply for each manufacturer on this quotation. Lift-gate charges can be obtained upon request.		
x	1 ea	<b>SALES TAX IS NOT INCLUDED IN THESE QUOTED PRICES</b> PERFORMANCE INTERIORS Model No. SALES TAX Packed: ea Sales Tax is not included in these quoted prices. Please add Sales Tax at time of Order Placement or include a Tax Exempt Number / Certificate.		
			Total	<b>\$4,129.64</b>



# Sales Quote

Sales Quote Number: SQ205026  
Sales Quote Date: 09/04/14

**Quoted To**  
MONROE PUBLIC SCHOOLS  
ACCOUNTS PAYABLE  
1275 NORTH MACOMB  
MONROE, MI 48162  
US

**Ship To**  
MONROE HIGH SCHOOL  
PO#  
901 HERR ROAD  
MONROE, MI 48161  
US

Customer No. C00006904	Customer P.O. No. DAVID ANDREJKO	Taken By MIKEK	Order Date 09/04/14	Phone No. 7342653000
Quote Number SQ205026	Shipment Method Pre-Arranged	Shipped Via FRT LTL		Type Drop Ship
Job No.	Salesperson Mike Kidd	Terms Net 30		

Item	Qty Ord	Unit	Product Code	Kit Item No.	Description	Unit Price	Amount	Tax
10000	1	EA	CRC.NS00022576		MOBILE HEATED CABINET, DUTCH DOORS,12 SETS TRAY SLIDES, 5"	3,902.22	3,902.22	
20000								
30000	1	EA	289D060		MANUAL SLICER,12 BLADE,1/2HP BELT DRIVEN,115V	1,238.42	1,238.42	
40000					OR			
50000	1	EA	289D011		2SPD AUTO SLICR,13"BLD,SS, 1/2HP,115V/1P,TOUCH PAD	5,235.19	5,235.19	
60000								
70000	1	EA	081D020		MANUAL GRAVITY FEED SLCR,1SPD, 13" KNIFE,115V	2,740.00	2,740.00	
80000					OR			
90000	1	EA	081D021		AUTMTC GRAVITY FEED SLCR,3SPD, 13"KNIFE,115V	3,880.00	3,880.00	
100000								

Transferred to page 2..... 16,995.83

Zesco Products  
640 North Capital Avenue  
Indianapolis, IN 46204

Local Indianapolis, Inc. (317) 269-9300  
Toll Free Nationwide (800) 729-5051  
Online Catalog www.zesco.com

Local Fax (317) 269-9022  
Toll Free Fax (800) 537-9335





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Job No.	Salesperson Mike Kidd	Terms Net 30		

Item	Qty Ord	Unit	Product Code	Kit Item No.	Description	Unit Price	Amount	Tax	
			Transferred from page 1.....					16,995.83	
110000	1	EA	751D390-208V		SRVWL HT FD TBL,5WELL,208/240V 16.8AMPS,6-30 NEMA PLUG	1,966.78	1,966.78		
120000	1	EA	751D398		1DECK CAFETERIA GUARD,72-1/2 L 13" H	393.82	393.82		
130000	1	ST	751D403		CASTERS,4 -SET OF 4,TWO W/BRKS FOR SERVEWELL UNITS	157.57	157.57		
140000									
150000	1	EA	VOL.NS00022577		PANINI SANDWICH PRESS, SINGLE 120 VOLT	416.59	416.59		
160000									
170000	1	EA	438D008		67-3/4" INSULATED PROOFPR,34PAN CAPC,CLEAR DOOR	1,560.87	1,560.87		
180000									
190000	1	EA	735A187-IN		S/S REF,1SWNG DR,23CF,1/3HP/IN 7.5 AMPS,3SHELVES,27" L (ST)	2,461.13	2,461.13		
			Transferred to page 3.....					23,952.59	

*Warming Unit*

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Quote Number SQ205026	Shipment Method Pre-Arranged	Shipped Via FRT LTL		Type Drop Ship
Job No.	Salesperson Mike Kidd	Terms Net 30		

Item	Qty Ord	Unit	Product Code	Kit Item No.	Description	Unit Price	Amount	Tax
					Transferred from page 2.....		23,952.59	
200000								
210000	1	EA	090D033-NG		DFG 2 DCK CNVCTN OVN X-DPNG/FD SS FRNT, TOP&SIDES&LEGS	15,305.79	15,305.79	
220000					OR			
230000	1	EA	090D029-240		ELEC CNVCTN OVN DBL DK 240V/FD SS FRNT, TOP&SIDES&LEGS	13,653.97	13,653.97	
240000					(BLODGETT)			
250000	1	EA	758D003-NG		VC SERIES 2DECK CONV OVEN, NGAS S/S FRT, TOP, SIDES, STD DEPTH	6,561.49	6,561.49	
260000					OR			
270000	1	EA	758D004-240-1-3		VC SERIES 2DECK CONV OVN, 240V S/S FRT, TOP, SIDES, STD DEPTH	6,561.49	6,561.49	
280000					(VULCAN)			
					Transferred to page 4.....		66,035.33	

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Quote Number SQ205026	Shipment Method Pre-Arranged	Shipped Via FRT LTL		Type Drop Ship
Job No.	Salesperson Mike Kidd	Terms Net 30		

Item	Qty Ord	Unit	Product Code	Kit Item No.	Description	Unit Price	Amount	Tax	
			Transferred from page 3.....					66,035.33	
290000	1	EA	661D075-NG		MARATHON CNVCTN OVEN DBL DECK NG,STD DP STD CNTRL,180KBTU	9,094.43	9,094.43		
300000					OR				
310000	1	EA	661D085-240		MARATHON CNVTN OVN DBL DCK STD DP,ELEC 240V	9,094.43	9,094.43		

Amount Subject to Sales Tax 0.00	Amount Exempt from Sales Tax 84,224.19	Subtotal:	84,224.19
		Invoice Discount:	0.00
		Total Sales Tax:	0.00
		<b>Total:</b>	<b>84,224.19</b>

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**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the September 9, 2014 Board Meeting #16.

**HAND VOTE**

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

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