



MONROE PUBLIC SCHOOLS

BOARD MEETING #17

September 23, 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 #17
Tuesday, September 23, 2014
7:00 p.m.

AGENDA

| | | <u>Page</u> |
|--|--------------|-------------|
| A. Roll Call and Call to Order | Mr. Yeo | 1 |
| 1. Pledge of Allegiance to the Flag | Mr. Yeo | |
| 2. Dave Andrejko – Sodexo | Mrs. Eighmey | |
| B. Public Commentary – Agenda Items Only | Mr. Yeo | |
| C. Discussion and Action Items | | |
| 1. Approval of Minutes | Mr. Yeo | 2 |
| Move to approve the minutes of the following meetings as submitted: | | |
| • September 9, 2014, Board Work Session | | |
| • September 9, 2014, Board Meeting #16 | | |
| 2. Reports and Updates | Mr. Yeo | 10 |
| a. August 4 and September 8, 2014, Board Personnel Committee Minutes | | |
| b. September 15, 2014, Board Curriculum Committee Minutes | | |
| c. Informational Report – Contracted Services Recommendations | | |
| 3. Administrator Appointment | Dr. McLeod | 19 |
| Move to approve the appointment of Jeffrey McVeigh as an administrator with Monroe Public Schools effective September 22, 2014, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements. | | |
| 4. Teacher Appointment | Dr. McLeod | 22 |
| Move to approve the appointment of Joshua Kraus as an alternative high school teacher with Monroe Public Schools effective September 29, 2014, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements. | | |

- | | | |
|--|--------------------|-----------|
| <p>5. Clerical Appointment Move to approve the appointment of Adrienne Conley as a secretary with Monroe Public Schools effective Wednesday, September 24, 2014, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p> | <p>Mrs. Everly</p> | <p>24</p> |
| <p>6. Ratification of the Teamster Master Agreement Move to ratify the Master Agreement for July 1, 2013, through June 30, 2016, between the International Union of Operating Engineers Local 324 (Assistants) and the Monroe Board of Education effective August 29, 2014.</p> | <p>Mrs. Everly</p> | <p>27</p> |
| <p>7. Staff Resignations Move to approve the resignations from Monroe Public Schools of Jennifer Davis, Miranda DeBruyne, and Ashley Kozak effective September 19, 2014.</p> | <p>Dr. McLeod</p> | <p>28</p> |
| <p>8. MPS PD Plan/Contracted PD Move to approve the MPS professional development plan for the 2014-15 school year and the associated contracted professional development not to exceed \$72,500. This expenditure will be paid for using curriculum professional development budget.</p> | <p>Dr. McLeod</p> | <p>32</p> |
| <p>9. Title I Technology Purchase Move to approve the technology purchase for Arborwood, Custer, Manor and Waterloo at a cost not to exceed \$152,027.97. This purchase will be funded by the Title I grant.</p> | <p>Mr. Payne</p> | <p>41</p> |
| <p>10. Access Control - MHS Move to approve the purchase of Access Control for Monroe High School at a cost not to exceed \$5,340.75. This purchase will be paid from the general fund.</p> | <p>Mr. Payne</p> | <p>48</p> |
| <p>11. Superintendent's Comments</p> | <p>Dr. Martin</p> | |
| <p>12. Old Business</p> | <p>Mr. Yeo</p> | |
| <p>13. New Business</p> | <p>Mr. Yeo</p> | |
| <p>14. Public Commentary – Any Topic</p> | <p>Mr. Yeo</p> | |
| <p>15. Adjournment Move that the September 23, 2014, Board Meeting #17 of the Monroe Public Schools Board of Education be adjourned.</p> | <p>Mr. Yeo</p> | <p>52</p> |

ROLL CALL

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

APPROVAL OF MINUTES

ENCLOSURES

- September 9, 2014, Board Work Session Minutes
- September 9, 2014, Board Meeting #16 Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- September 9, 2014, Board Work Session
- September 9, 2014, Board Meeting#16

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, September 9, 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

Administrators Absent: Jerry Oley, David Payne

President Yeo called the meeting to order at 5:40 p.m.

Dr. Martin welcomed Brian Ready who is the new academic data specialist. Brian will fulfill a much needed role with Monroe Public Schools.

Student Achievement Data

Dr. Martin, Dr. McLeod and Mrs. Everly gave a very informative presentation to the board on a number of areas of student achievement. The data shows that each of our buildings is progressing; however we are not satisfied with the amount of progress and we want to see the progress accelerate.

The school improvement plans fit within the district improvement plan which ties into the superintendent/board goals. This plan has been in place for approximately four years. Everything we do in the district is based on this plan. We haven't changed directions or our focus.

State standardized testing will be substantially different for the 2014-15 and 2015-16 school years. Instead of testing in the fall, standardized testing will take place in the spring. Unlike the previous MEAP assessments, the new assessment will be aligned to Michigan standards, and measure current year versus past year student knowledge. Standardized test score comparisons will continue to be formed, but these comparisons will utilize a different testing instrument in the spring of 2015 and another different testing instrument in the spring of 2016. If Michigan continues with the same testing instrument beyond 2016, we will not have state longitudinal data (three years) until after the spring of 2018 testing.

We have regularly seen shifts in how standardized testing is done. It's very difficult for us to use the standardized data because we can't get a longitudinal look at the work that we're doing. That is why we lean heavily on our local assessments.

Part of the social emotional restructuring plan was to include a positive school climate liaison to work with students that have poor attendance. Poor student attendance causes a major problem in academic progress. Lisa McLaughlin, Waterloo principal, shared an event they are working on with their positive school climate support staff at the end of November. The community event will display different services offered within the county that can provide help, as well as setting up a job placement board and a satellite

GED center in the school for parents. The intent is to give parents hope and encourage them to value education, and then channel this to their children.

The Lucy Calkins Writing Units of Study assessment showed significant improvement from September to June, but administration is not pleased with the 50% proficient score. This data proves that we were in need of a writing program.

Another assessment that was shared was the reading gap between Caucasian and African American cohort 3rd – 5th grade students. The assessment shows they are both on an upward trend and the gap is closing, however we are not proud that the gap even exists.

The summer loss of reading proficiency of kindergarten to first grade was significant in all of our buildings. The data was similar for first to second and second to third, but not as extreme.

Adjournment

Motion by Mr. VanWasshenova; support by Mr. Mason that the 5:30 p.m., September 9, 2014, Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 5-0 hand vote at 7:00 p.m.

June Knabusch-Taylor, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #16

September 9, 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 7:15 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, David Payne

Administrators Absent: Jerry Oley

President Yeo called the meeting to order at 7:07 p.m.

Public Commentary-Agenda Items Only

Selma Rankins commented on the resignations of Melissa Provo and Melinda Carr. They are both outstanding employees and will be missed.

Approval of Minutes

Motion by Mr. VanWasshenova; support by Ms. Spicer 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

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

Reports and Update

The August 18, 2014, Board Curriculum Committee Minutes and the Informational Reports – Contracted Services and Contracted Coaches were received.

Clerical Appointment

Motion by Mr. VanWasshenova; support by Mr. Mason 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.

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

Clerical Appointment

Motion by Mr. Mason; support by Mr. VanWasshenova 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.

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

Clerical Appointment

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

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

Staff Resignations

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

Discussion: Dr. McLeod noted that these employees are leaving for opportunities that are beneficial to them.

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

Washington D.C. and New York City Field Trip - MMS

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

Discussion: Monroe Middle School teachers Kevin Pilgrim and James Drew informed the board that students can choose to participate in fund raising to offset the cost of the trip. Mr. Drew thanked Ms. Spicer and Mrs. Flynn for their generosity last year for helping several students. Without their help, these students wouldn't have been able to participate in the field trip.

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

Food Service Equipment Purchase

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

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

Superintendent Comments

The first week of school seemed to go smoothly. There were a few glitches here and there, but for the most part, students got to school, teachers were prepared, learning proceeded, and routines began to be set. Everyone on the staff did an outstanding job to make sure we were ready for students on September 2, and Dr. Martin commended each and every one for their hard work and contributions to having a smooth start to the school year.

Some highlights from each building include:

- From Mrs. Orr: We are very pleased that our college-going culture continues this year at MHS. With almost 100 students enrolled first trimester in the Direct College Program, we know we are continuing to hold high expectations for our students. Our new support staff have jumped in full force and are helping students with any issues or concerns that arise.
- From Mr. Pollzzie: We had a great start to the year at Arborwood Campus. At our school family meeting on Thursday, I challenged our students to read or be read to for 30 min/day. They will be

electronically logging their hours. Each student who reaches the goal of reading for 15 hours in 1 month will be recognized at our Community of Learners meeting and throughout the school. Also, if the campus reaches the trimester goal of 30,000 hours, I will do something crazy for the school (students will also be choosing the crazy thing).

- From Dr. Cyr: Raisinville is pleased to report a seamless return to school this 2014-15 school year. We are housing 428 students, 10 of whom are new to us from the parochial system. The typical response from parents is that once they realize everything we have to offer, they wished they would have come to us earlier. We are also excited about our exploration of the International Baccalaureate program. On September 24th, nine teachers and I will visit Oxford IB school in Bloomfield Hill, Michigan, to observe IB teaching in action. The staff is very excited about this endeavor as it is in keeping with our work, our curriculum and our best practices. I am amazed with the fact that we are already in full swing. Routines are in place, students are engaged and from the outside looking in, it appears like we have been in school for a month! We are ready for another great year at Raisinville.
- From Mrs. McLaughlin: Waterloo Elementary is Full STEAM Ahead. The “Dress for Success” policy started on the first day of school with all of the students entering Waterloo School sporting the new dress policy. We have committed to a 1:1 electronic device in every classroom and LEGO robotics has been added as our new encore at every grade level. The Scientific Method and the Engineering Design process is implemented throughout every classroom as the teachers are integrating curriculum using problem based experiences as we prepare our students for their post-secondary endeavors.
- From Mrs. Henry: Our enrollment at OCHS is up by about 24% from the third trimester of last year. Currently we have 151 students on our enrollment list, and we finished last year with 116. One of our students commented yesterday that our school is getting big! We have enrolled an average of seven new students a day since our fall opening. We hope the word is getting out in the community already that OCHS is a great school to attend. Next week, our students vote for their school officers and Knights United representatives and we will begin to plan with the students our best year yet. We also kicked off our Habits of Mind curriculum in our Knights United class where students are embracing the chance to be their own self-manager, self-monitor, and self-modifier. One of our students made a comment about the new expectations that sums our curriculum up well, “I am finally being expected to behave as the young adult I am supposed to be. It is a lot to expect of me, but when you only expect for me to behave as a child and the adults in the school try to manage me, I lower my standards and take the easy way out. If they are going to do the work, why should I do it? It feels good to be counted on for more. I feel respected that I can be trusted to manage myself. I am up for the challenge.” If there are any board members, who would like to help us design a learning lab where our students can go during lunch and after school for a quiet place to study, work and relax, and our teachers can take their classes to a different location other than their classroom during a given hour, please contact Chantele Henry through email.

Our enrollment in our Monroe Virtual High School is also growing. We believe it is because there are more students who are beginning to understand that there are multiple options for finishing their high school diploma at Monroe Public Schools. Some students who struggle with anxiety about school in particular are so relieved to discover the smaller learning environment at Orchard as well as the independence of our virtual high school. On the other hand, we have a few students

that also realize that the high school is better for them and they have returned. We are so glad they have wiggle room to create an option that works best for them inside of their home school district. We are so proud of what we have to offer them at Monroe Public Schools.

Our adult GED enrollment is at about 35 students at the Learning Bank and 20 in our evening Orchard program. We are looking forward to getting approved as a GED testing site and technology will be finishing up the details of the lab at OCHS over the month of September so that our students can take the GED here in Monroe very soon.

- From Mrs. Flynn: Monroe Middle School began the school year with many new faces joining our staff. All of our students entered the building through the front doors, with staff donning the Monroe Middle School "Grit" theme T-shirts as they greeted our students. All students were in their classes by 7:53 and at the end of the day only five students missed their bus. The second day of school we conducted our state of the school assemblies in enrichment by welcoming our students and setting the expectations for students this school year. We have reached our goal of becoming a school wide building using Inquiry and staff and students are extremely excited to begin their IPT projects this week. We are so pleased with the fabulous start to the 2014-2015 school year!
- From Mrs. Bennett: Custer Elementary will offer extended day learning opportunities before and after school that integrate math, science, reading and writing. These programs include: Young Engineers, Lego Movie Makers, and Coders Club. As Custer continues to create a state-of-the-art learning environment, we have added an outdoor science lab site with the help of a Lowe's grant and large screen monitors in the Custer 1 cafeteria that will run student produced broadcasts.
- From Mrs. Joseph: Manor Elementary is embarking on its second year as a Leader in Me school. For the 2014-2015 school year this initiative will include students setting academic goals for themselves, the development of a Parent Lighthouse team, and opportunities for students to strengthen their personal leadership skills within the structure of Manor's three Y5-6 leadership teams.

Old Business

There was none at this time.

New Business

Mrs. Everly provided information on the assistants' contract ratification in Board Briefs this past Friday. If board members have any questions, please contact her.

Mr. Yeo received a call from a parent who transferred their son from SMCC to MHS. They were very pleased with the treatment they received from the entire MHS team. Their son was apprehensive about transferring, but they are thrilled as a family how well he's been received and treated by everyone, including the students.

Public Commentary-Any Topic

There was none at this time.

Adjournment

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor that the September 9, 2014, Board Meeting #16 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:37 p.m.

June Knabusch-Taylor, Secretary

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- August 4 and September 8, 2014, Board Personnel Committee Meeting Minutes
- September 15, 2014, Board Curriculum Committee Meeting Minutes
- Informational Report – Contracted Services Recommendations

Monroe Public Schools Board Personnel Committee Meeting Minutes

Date of Meeting: August 4, 2014

Present: June Knabusch-Taylor, Aaron Mason and Robert Yeo
Barry Martin, Julie Everly and Holly Scherer

Next Meeting: September 8, 2014

1. **Call to Order:** The meeting was called to order at 5:05 pm.
2. **Minutes:** July meeting minutes were previously approved
3. **Public Commentary:** Mr. Selma Rankins requested information from the committee about the three new hired administrators. He would like to know what they bring to the table and how they intend to improve Monroe Public Schools.

Administration shared that they are excited about the new administrator placements. Dr. Martin noted that with Mrs. Henry has experience with secondary education as a teacher and administrator, with district school improvement work, outside experience with Cherry Street mission. She is committed to helping build the programs at OCHS and hopes to coordinate efforts with Monroe High School to offer more choices to students. Mrs. Everly shared that Mrs. Joseph at Manor has lots of curriculum experience, school improvement work which will be important with Manor being a focus school. She is a well-known diplomat for the community and is already having conversations with the staff and families about the future of Manor Elementary. Mr. Schukow at MHS is a leader for school improvement efforts, he is known for creating and encouraging self-initiated projects and outstanding student achievement. He will be a compliment to the MHS administrative team and has already begun stepping into that role on interview teams this summer.

Mrs. Everly and Mr. Mason agreed to meet with Mr. Rankins after the meeting this evening if he would like to discuss this further.

4. **Staffing Updates:** Mrs. Scherer shared the most recently staffing changes worksheet. Mrs. Everly noted that there was lots of teacher movements as a result of the program changes with the Great Start Readiness Preschool (GSRP) and the counseling restructure; but as of this meeting we are happy to report that most teachers have been able to be reassigned as close as possible to their first desired building choices. Interviews are being scheduled for the remaining vacant positions.

Mrs. Everly shared that over forty candidates recently applied for the Student Service Provider positions and of those twenty-seven candidates participated in a round robin screening process. Follow up interviews were held with twelve of the candidates and administration is currently reviewing those interview results to determine appropriate placements. On the staffing changes worksheet, there is a now an additional page for contracted service placements that outlines the names for each position that have been identified. Mrs. Everly also shared that she and Dr. McLeod have met with the three Student Service Coordinators and all three Coordinators are invested to making this new structure work. Administration will plan to continue to follow up and get feedback on this new structure.

Mrs. Everly reported that the ISD is now officially moving forward to oversee the Great Start Readiness Preschool program. They will now be responsible for hiring the teachers to run those classrooms at Riverside, with plans to also add rooms at Raisinville and Arborwood.

5. **Communications/Marketing Position:** Dr. Martin had previously shared with the Board some initial brainstorming ideas regarding the restructure for what was Bobb Vergiels' position. It was noted that this initial list was started to generate discussion and for the Board to think about further. Discussion was held on pieces of that position that were valued, such as community partnerships, emergency/crisis communications, press releases, and district events. Communication and engagement of the staff and community in ways to bring together and celebrate MPS will also be important. The committee acknowledged the mixed opinions on what this communications position should look like and how to measure the effectiveness for this position, even if such position was needed or if the duties could be distributed to current staff. Dr. Martin noted that while administration does want time to review the position and is not in a hurry to fill it, they will continue to study the position and do feel a need to fill a position in some capacity.

Mrs. Knabusch-Taylor asked if there was consideration for having a reporter from each school to send information to a central location rather than sending one person out to gather that. Mrs. Everly noted that part of the role for the new School Climate Liaison positions would do just that.

6. **Old Business:** Discussions were held about the need to create a positive culture to draw families to MPS. Dr. Martin shared that he has seen an increase in requests to come to MPS, specifically to Monroe High School due to the programs being offered this year. Mrs. Everly also noted that the district is monitoring enrollments at Waterloo since the postcards went out informing families on the changes at that building for this year.

Mr. Yeo shared that he was encouraged by the impact that the Dean of Students role has had at the high school in terms of being engaged and creative thinking. He also noted that it would be hard to measure the importance of building relationships.

Dr. Martin shared that looking at Schools of Choice requests, at least 80-90% were from families who have moved in from another county school but would like to remain in the same district that they have always attending, these families haven't ever attended MPS. He noted many requests in the early elementary range are due to babysitting or child care reasons. He again noted that we are receiving requests for students in the 12-15 age range that are requesting to come to MPS because of choices we have that their home school can't offer.

Mr. Yeo asked how the shared time CTE Administrator plan is working. Dr. Martin reported that after some bumps last spring, Mr. Ferrara is back to work and we expect that program to move forward with full force. Mrs. Orr is also working with her new Administrative team to look at opportunities to restructure based on common expectations and will use this opportunity to focus on new and existing programs.

7. **New Business:** Mrs. Knabusch-Taylor asked if the district had any idea on the number of retirees that would be interested in coming back into these new third party positions. Mrs. Scherer shared that the Office of Retirement does not allow the district to bring back a retiree back as a third party; we would have to directly hire in order to use retirees. Mrs. Everly added that there have been a few very limited circumstances, where we are able to rehire a retiree, but they must be added on MPS payroll.

Mrs. Knabusch-Taylor asked if the district had any control on the substitute teacher placements. Mrs. Everly shared that the district can identify and choose to have a preferred pool of subs by building; and the buildings can also choose to block subs from their building. It was noted that many times teachers do pre-arrange the substitute teachers who come into their classrooms.

Mrs. Knabusch-Taylor asked if Orchard would still be having a separate board now that they are under Monroe Public Schools. Dr. Martin noted that for now, because of the Adult Education component, that group will need to continue to meet.

Mrs. Knabusch-Taylor asked about the enrollments at Arborwood. Mrs. Everly reported that it could be possible to move all students to the South building, but it would be crowded and there would be no extra space for special subject teachers. If the enrollment projects hold true, that would be something to consider; however for now we are hoping that the enrollments increase. There will be a restructure at that building with a reduction of one Assistant Principal and placement of two Dean of Student positions to support students this year. The intent of this change is to allow the Principal more time to focus on instruction and he will be responsible for handling all staff evaluations.

Mrs. Knabusch-Taylor asked for an update on back to school meetings. Mrs. Everly reported that August 11th would be the Administrator Secretary orientation which will be held at Orchard. Mrs. Scherer noted that the back to school for all staff is scheduled for August 26th at Monroe High School. That agenda will include a light breakfast beginning at 7:30 am and a Superintendent address at 8:15 am in the auditorium. Representatives from MEEMIC, Education Plus Credit Union, Key Bank and the United Way also plan to participate. Teaching staff will then participate in district level instructional workshops for the remainder of the morning. August 27th will focus on building level meetings and teachers would report to their individual buildings.

Dr. Martin thanked the Print Shop team for their work on the back to school newsletter and noted that this information would also be included in the Monroe Evening News back to school edition. He shared that the Print Shop also helped in producing the MHS Student Handbooks which look great.

Mr. Yeo asked if administration had heard many comments on the fair booth. There were some questions that arose as to why the schools needed to have a booth at the fair, why the need to advertise. It was noted that all comments appear to be positive. The committee sends compliments to Stephannie Cherry who lead the efforts this year and acknowledged that our booth earned a 4th place ribbon.

8. **Future Agenda Items:** Mrs. Knabusch-Taylor requested a review of the teacher attendance and sub day usage for the past school year. The committee continues to have concerns with the quality of sub teachers and the numbers of days the teachers are out of the classroom which equates to loss of student contact time.
9. **Next Meeting:** September 8, 2014 at 5:00 PM
10. **Adjournment:** The meeting was adjourned at 6:12 PM

Monroe Public Schools Board Personnel Committee Meeting Minutes

Date of Meeting: September 8, 2014

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

Next Meeting: October 6, 2014

1. **Call to Order:** The meeting was called to order at 5:15 pm
2. **Minutes:** Mrs. Scherer apologized for the delay in getting the August minutes typed. Those will be available later this week.
3. **Public Commentary:** None
4. **Staffing Updates:** Mrs. Scherer shared the latest staffing update chart. Dr. McLeod noted that there have been several staffing updates since the last meeting, nothing out of the usual for this time of year. A couple of the contracted positions we are still looking to fill include the Technology Liaison positions at MHS and the OCHS Alternative Education Technician. We continue to have movement in various positions and will keep the board up to date on those changes.

Mr. Yeo noted that Dr. March had shared with the Board a letter from a community member expressing concerns about why people are leaving the district. Dr. McLeod noted that we know very clearly the reasons for why these employees have left the district and all are moving on to new ventures. Administration does not believe that the facts of this concern could be validated.

Mrs. Everly reported that we commonly watch the initial enrollment numbers at this time of year; and often fill last minute teaching vacancies with a substitute teacher until we can determine enrollment levels will hold true. We did begin this year with substitute teachers in two encore positions to allow us a backup plan should enrollments not hold true. At this point we are going to be reducing a 3rd grade classroom at Custer and the displaced teacher will be reassigned to one of these encore positions.

Mrs. Everly noted that interviews are being planned for the Assistant Principal position on Friday. We are looking for a board member to represent on the panel. Neither Mr. Yeo nor Mrs. Knabusch-Taylor will be available. Board guidelines do indicate that the Board Member would be included "if available". The committee is agreeable to moving forward with the process even if a board representative cannot be secured. Dr. McLeod shared that we had over thirty candidates and will be offering initial interviews to seven candidates. Internal candidates include Kim Burkey, Maribeth Lore, and Kevin Pilgrim.

Discussion was held on whether the criteria of location or diversity are considered when screening candidates. Dr. McLeod noted that it is illegal to gather any information on diversity prior to the hiring, so that is not a factor considered. Dr. Martin shared that location is not as important as the quality of the candidate and the availability. Mrs. Everly pointed out that these type of positions generally require additional time over and above the average school day.

Dr. McLeod also shared that we will be seeking to fill an interim assistant principal at Monroe Middle School to cover for a 12 week leave of absence. Administration is looking to find an external candidate to avoid disruptions in the classrooms and buildings. Dr. McLeod did note that the transition of Mrs. Shultz to Monroe Middle School is going smoothly. Mrs. Knabusch-Taylor asked if Mrs. Shultz had concerns moving to this position. Dr. Martin shared that he had talked to Mrs. Shultz before making that decision and she was very enthusiastic about making that transition.

5. **Communications/Marketing Position:** Mrs. Everly shared that following the discussions held regarding this position at the last workshop; administration plans review the criteria at their Thursday Administrative meeting and begin to develop a new job description for this position.
6. **Attendance/Substitute Teacher Review:** Dr. McLeod requested that we table this item until next month's meeting. While some initial data is available, because of limitations in our substitute management system, the information is very general and difficult to read. Administration will drill into this initial data and bring more detailed information to the next meeting. Mr. Yeo noted that the committee has previously discussed the high number of sub teachers; the high number of days for teachers out of the classroom and ways to curb that.

In terms of attendance specifically, Dr. McLeod noted that we continue to pay attention and have conversations with staff that appear to be abusing their personal time. Mrs. Everly noted that we have also cut back drastically and almost eliminated the use of "unpaid" days which was a huge problem just a few years ago.

7. **Old Business:** Discussion was held on the issues of staff morale. Mrs. Everly noted that administration is staying vigilant to not let things slip by. Administration is addressing those any situations that arise with very direct talks about what is acceptable and unacceptable. Talking to principal with concern is appropriate; venting those concerns to co-workers is not acceptable and borders on creating a disturbance. Having those conversations as they arise and not letting things slide by holds to the idea of accountability.

Mrs. Knabusch-Taylor asked for information on how substitute teacher concerns are addressed. She has gotten concerns from a couple of sub teachers that are not getting calls to work. Mrs. Everly shared that when our buildings have serious concerns, they can issue a stop usage form to the ISD. Mrs. Scherer noted that generally the ISD will allow a sub to continue in other buildings, unless multiple do not use forms are reported. Mrs. Everly suggested that the Board refer the concerned substitute teachers to the ISD for detailed information on why they aren't receiving calls; or refer those substitute teachers to Mrs. Everly or Dr. McLeod who could also follow up on the details.

8. **New Business:** Mr. Yeo noted that he's encouraged by the positive comments he's heard since school has started. Mrs. Everly shared that the building principals are very pleased with the new social-emotional support system put in place. Dr. Martin shared that there will be an article in the Monroe News this evening regarding the restructure. Dr. McLeod informed the group that there are a few hiccups at MHS, but administration will continue to work with the Student Support Coordinators on how the new model should work and help them to start working under this new model; as well as work with the MHS administration to identify candidates to fill the remaining positions.

Mrs. Knabusch-Taylor asked if there were new programs happening at MHS to challenge students to improve their scores. Dr. McLeod is aware of two programs currently in the works at MHS. First, the Harvest Party is being planned to support and raise money for a program similar to the renaissance program, to provide incentives to students. The second program that MHS is looking at is essentially a scholarship program that Mr. Gayner is heading and attempting to find community partners to help and support this mentor program. Dr. Martin may have further information that he can share on this effort. Mr. Yeo commented that we need to better define our roles for the various groups such as foundation and the school district. As a community member there is the potential of confusion when multiple groups are approaching businesses. Not to take away from these great ideas, but we need to be sure we are clearly defining roles and not overlapping efforts and creating confusion. Mrs. Everly noted this tie to previous conversations on community engagement and the need to create a polished refined presence in the community and to make sure we have a coordinated effort from the district on these types of programs. With more and more requests to the community, we don't want to see our partner organizations get burnt-out.

Also on the fund-raising note, Mrs. Knabusch-Taylor expressed her concern at the inconsistency between athletic groups. She has concern with the various requirements that differ by coach, and the add-on costs required/requested. She asked if there are scholarships available for families who can't afford these add-on costs. Dr. McLeod shared that the biggest inconsistencies are created because some sports have support from stronger fund raising groups – such as First Downers, Hockey Club, Mom's Clubs, etc. He will share these concerns with Dr. Ray.

9. **Future Agenda Items:** Follow up on the data for substitute teacher usage and teacher absences.
10. **Next Meeting:** October 6, 2014 at 5:00 PM
11. **Adjournment:** The meeting was adjourned at 6:55 PM

Monroe Public Schools Board Curriculum Committee



Date of Meeting: September 15, 2014
Next Meeting: October 20, 2014

- 1) **Call to Order:** Ryan McLeod called the meeting to order at 5:13
- 2) **In Attendance:** Julie Everly, William Ferrara, Tedd March, Barry Martin, Ryan McLeod, Nathan Nestor
- 3) **Public Commentary:** None
- 4) **Construction Textbooks:** Mr. William Ferrara and Mr. Nathan Nestor presented the new construction trade text book to the Curriculum Committee. This text book also covers the Occupational Safety and Health Administration (OSHA) guidelines; this is an industry standard that the Builders Association likes to see. The new text books are \$70.20 per copy and they will be ordering 30 copies for a class set.

Monroe High School has received a certification to teach the 60 hour pre-licensure course for builders. In the State of Michigan there are only 8 to 10 other school districts that have the ability to teach this. Once a student receives this certification they can hold the certificate until they are ready to test or once they register it with the state they have 365 days to test and pass in order to become a licensed builder.
- 5) **Old Business:** The Lucy Calkins Units of writing were reviewed at the ELA Committee meeting on 9/15/2014. The teachers were discussing what a beneficial asset these are in the classroom. The integration of the units of writing has gone very well and everyone is very happy with them.
- 6) **New Business:** None
- 7) **Adjournment:** Ryan McLeod adjourned the meeting at 5:30

Informational Report
Contracted Services Recommendations

Revised 9-23-2014

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

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

| First_Name | Last_Name | Position | Building |
|-------------------|------------------|-----------------------------------|-----------------|
| Trevor | Carr | School Climate Liaison | MHS |
| Rhonda | Miller | Technology Liaison | MHS |
| Stephanie | Cicero | Alternative Education Technician | OCHS |
| Jamie | Lynn | School Climate Liaison Substitute | MHS |

We are still looking to fill:

| First_Name | Last_Name | Position | Building |
|-------------------|------------------|--------------------|-----------------|
| TBA | | Technology Liaison | MHS |

ADMINISTRATOR APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Jeffrey McVeigh as an administrator with Monroe Public Schools. This administrator will be assigned as an assistant principal at Monroe High School for the 2014/15 school year.

Mr. McVeigh holds a Bachelor of Science in Engineering from Michigan Technological University and a Master of Arts in K-12 Educational Leadership from Eastern Michigan University. He was most recently employed as a teacher with Milan High School.

Members of the interview panel were: Barry Martin, superintendent; Ryan McLeod and Julie Everly, assistant superintendents; David Henry and Alka Pandya, teachers; and Valerie Orr and Terry Joseph, administrators.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Jeffrey McVeigh as an administrator with Monroe Public Schools effective September 22, 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 | _____ | _____ | _____ | _____ |

Jeffrey R. McVeigh

Objective: Seeking an assistant principal position in secondary education

Education: Eastern Michigan University, Ypsilanti MI Fall 2009 to Fall 2012

- Masters of Arts K-12 Educational Leadership
- 3.73 GPA
- School Administrator Certification
- Implemented district wide Professional Development structure during internship
 - Schedule
 - Session Descriptions
 - Teacher Feedback

Michigan Technological University, Houghton MI Fall 2000 to Fall 2006

- Bachelor of Science Engineering - influence in Civil Engineering
- Secondary Education Certification
- High Qualified Teaching Major: Technology and Design - Minor: Mathematics
- Student Taught at Calumet High School

Experience: Teacher Milan High School, Milan MI Fall 2006 to Present

- Chairman of the School Improvement Team for 3 years
 - Analysis of data for School Improvement Plan
 - Participated in Quality Assurance Review
 - Created School Improvement Plan using ASSIST
 - Presented School Improvement Plan at 2013 at School Improvement Conference and at Focus School workshop
- Goal Co-Chair for the math department
- Member of the District Leadership
 - Participated in Internal Review Process for the past 2 years
- Developed Senior Project Based Learning Curriculum
 - Cross curricular technology infused capstone experience
 - Focused on Post-Secondary Transition
- Created and delivered curriculum in Technology Education aligned to state standards
- Taught class in Mathematics aligned to state standards
 - Created common assessments and pacing guides
- Lead the Project Lead the Way initiative at Milan Area Schools
 - High school program was certified in spring 2010
- High School Representative on district curriculum reform committee
 - Worked with Understanding by Design
- Volleyball Coach
 - 1 year as 8th Grade Coach
 - Freshman Coach past 2 years
- Tennis Assistant Coach
 - Varsity Assistant Coach past 3 years

Leadership Skills:

- Focused on student learning and achievement
- Excellent communication skills
- Strong team building skills
- Clear and calculated decision making
- Comfortable with shared leadership
- Analytical problem solver

Technology Skills:

- Ability to analyze and organize data using spreadsheets
- Experienced in a 1 to 1 tablet environment
- iLife Suite: iMovie, iPhoto, Garage Band, iWeb, iTunes U
- Experienced using Apple and Windows platforms
- District trainer for DataDirector
- Experienced with: Mathematics, MathCAD, Geometry Sketch Pad, I-DEAS, AutoCad, Autodesk Inventor, Chief Architect, Audacity (pod-casting), Stages
- Microsoft Applications: Word, Excel, Power Point, Outlook, Movie Maker, Front Page

Interests:

- Outdoor Activities: Fishing, Hiking, Kayaking, Camping
- Reading
- Home Improvement Projects

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Joshua Kraus as an alternative high school teacher with Monroe Public Schools. Mr. Kraus will be assigned as an English teacher for Orchard Center High School.

Mr. Kraus holds a Bachelor of Arts degree in English Language Arts and Education from Eastern Michigan University. He was most recently employed with LHS Family and Youth Services and as a substitute teacher with Monroe County. Mr. Kraus did his student teaching at Monroe High School in 2011-12.

Members of the interview team were: Chantele Henry, OCHS director; Ashley Kozak, Katelyn McBride, and Lisa Baranowski, teachers; and Kara Lilly, student support provider.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Joshua Kraus as an alternative high school teacher with Monroe Public Schools effective September 29, 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 | _____ | _____ | _____ | _____ |

JOSHUA D. KRAUS

QUALIFICATIONS

- Seven plus years experience working with youth in a teaching/positive role model position; familiar with middle school, high school, and developmentally disabled/handicapped student groups
- Experience in training and supervising employees with specific attention paid to team building strategies
- Strong background in the use and implementation of technology and computers
- Certified to teach grades 6-12 in English and Psychology; CPR and First-Aid certified; CPI certified

EDUCATION

| | | |
|-----------------------------|--|------|
| Bachelor of Arts | English Language Arts and Education; Eastern Michigan GPA 3.77 Psychology minor | 2012 |
| Associate of Science | English and Journalism; Monroe Community College GPA 3.8 | 2009 |

WORK EXPERIENCE

Shift Supervisor LHS Family and Youth Services 2012 - Present

- Supervised a team of four other staff in providing care for developmentally disabled and “at-risk” youth
- Mentored youth in accomplishing daily living skills; Administered medications to residents
- Tutored secondary age youth in English Language Arts and reading comprehension
- Trained new staff on safety procedures and assessing the well-being of mentally ill youth

Substitute Teacher Monroe ISD 2012 - Present

- Lead instruction in all core subjects grades 6-12; adhered to school standards and teachers’ lesson plans
- Instituted effective classroom management skills to sustain a calm and safe classroom
- Regularly completed end of day reports for teacher

Student Teacher Monroe High School 2011-2012

- Developed, differentiated, and taught several units in both 10th and 11th grade English; specific attention paid to incorporating the use of technology within each lesson
- Focused on community and group building exercises within each lesson
- Co-taught with resource room teacher, differentiated lesson plans for students with special needs
- Led and organized several after school tutoring sessions/programs

Adult Treatment and Care Specialist Vivian Group Home 2008 –2012

- Provided direct care for residents who suffer with severe mental illnesses as well as drug/alcohol abuse and addiction in a group home setting
- Managed daily upkeep of home, escorting residents to their destinations, administering medication, and helping them with life goals and rehabilitation
- Helped plan and organize events focused on community rehabilitation and involvement for residents

Summer Camp Coordinator Monroe Mental Health 2007-2011

- Supervised staff in implementing day to day camp activities for developmentally disabled and “at risk” youth
- Developed summer camp curriculum to promote stimulating activities in a community based setting
- Ensured the safety and well-being of all campers
- Communicated camp related information to parents and children

COMMUNITY SERVICE

Youth Leader Monroe First Church of the Nazarene 2013-Present

- Teach and create lesson plans for high school aged youth; supervise youth on outings
- Works collaboratively with Head Pastor to plan and organize activities

CLERICAL APPOINTMENT

BACKGROUND

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

Ms. Conley was previously employed as a secretary for the Monroe County Intermediate School District.

Members of the interview panel were: Terry Joseph, principal; Melissa Zienert, secretary; and Ryan McLeod and Julie Everly, assistant superintendents.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Adrienne Conley as a secretary with Monroe Public Schools effective Wednesday, September 24, 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 | _____ | _____ | _____ | _____ |

EXECUTIVE ASSISTANT HENRY FORD HEALTH SYSTEM DETROIT, MI
October 2007 – March 2009

- Coordinated travel arrangements: Flight arrangements, travel trip itineraries, transportation, lodging and other needs while traveling. Completed expense reports following travel.
- Performed daily administrative tasks: Calendar management for Department Chief and Administrator, screened phone calls, read and responded to mail and email; scheduled meetings, drafted and edited documents, reports, and correspondence; maintained contact with vendors and clients; created and maintained departmental file systems, processed check requests; ordered and maintained office supplies. Coordinated department reviews.
- Organized key department meetings: Coordinated and prepared presentations and documents for each meeting; created and maintained meeting minute books.

EXECUTIVE ASSISTANT CLARK HILL PLC DETROIT, MI
October 2006 – October 2007

- Performed daily administrative tasks: Calendar management for Chief Operating Officer and Controller; screened phone calls; read and responded to mail and email; scheduled meetings; processed invoices; maintained contact with vendors and clients; created and maintained departmental file systems; drafted and edited documents, reports, and correspondence.
- Coordinated travel arrangements: Flight arrangements, travel trip itineraries, transportation, lodging and other needs while traveling. Completed expense reports following travel.
- Organized key department meetings: Coordinated and prepared presentations and documents for each meeting; created and maintained meeting minute books.
- Established and maintained policy and procedure manuals.
- Assisted in budget preparation.

ADMINISTRATIVE ASSISTANT HENRY FORD HEALTH SYSTEM DETROIT, MI
November 1999 – October 2006

- Handled payroll for 200 employees.
- Performed daily administrative tasks: Assisted Director of Operations, Medical Directors, and several Department Managers for the Department of Surgery. Calendar management for Director and Clinical Nurse Manager; screened phone calls; read and responded to mail and email; scheduled meetings; processed invoices; maintained contact with vendors and clients; created and maintained departmental file systems; processed check requests; ordered and maintained office supplies; drafted and edited documents, reports, and correspondence.
- Coordinated travel arrangements: Flight arrangements, travel trip itineraries, transportation, lodging and other needs while traveling. Completed expense reports following travel.
- Organized and attended key department meetings: Coordinated and prepared presentations and documents for each meeting; created and maintained meeting minute books.
- Established and maintained policy and procedure manuals.

EDUCATION

Monroe County Community College, Michigan
Woodhaven High School, Michigan

RATIFICATION OF THE TEAMSTER MASTER AGREEMENT

BACKGROUND

The Master Agreement for July 1, 2013, through June 30, 2016, between the International Union of Operating Engineers Local 324 (Assistants) and the Monroe Board of Education is being submitted for approval and ratification by the Board.

RECOMMENDATION

Move to ratify the Master Agreement for July 1, 2013, through June 30, 2016, between the International Union of Operating Engineers Local 324 (Assistants) and the Monroe Board of Education effective August 29, 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 | _____ | _____ | _____ | _____ |

STAFF RESIGNATIONS

BACKGROUND

We have received a letter of resignation from **Miranda DeBruyne** for the purpose of other employment. Ms. DeBruyne has been employed as a teacher with Monroe High School for the past eight years. Her resignation was effective September 19, 2014.

We have received a letter of resignation from **Jennifer Davis** for personal reasons. Ms. Davis has been employed as a teacher with Monroe High School for the past six years. Her resignation was effective September 19, 2014.

We have received a letter of resignation for **Ashley Kozak** for the purpose of other employment. Ms. Kozak has been employed as a teacher with Orchard Center High School since March. Her resignation is effective September 19, 2014.

ENCLOSURES

Letters of resignation

RECOMMENDATION

Move to approve the resignations from Monroe Public Schools of Jennifer Davis, Miranda DeBruyne, and Ashley Kozak effective September 19, 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 | _____ | _____ | _____ | _____ |

September 10, 2014

Dear Mr. Martin, Mr. McLeod, and Ms. Orr:

Please accept this letter of resignation as I have decided to take a job as a school counselor with Ida Public Schools. I will begin my position with Ida on September 22nd, 2014; therefore, my last day at Monroe will be September 19th 2014.

My decision to resign was a difficult one; one that took many hours of thoughtful consideration with respect to the many factors present. It saddens me to leave the most amazing colleagues, support staff, and administration; however, this change allows me to fulfill one of my lifelong career goals.

I'd like to thank you for all of your professional and personal support and development that you have offered me over the past nine years. I have greatly enjoyed working for Monroe Public Schools and will miss you all very much. I wish you nothing but the best in the future!

Sincerely,

Miranda DeBruyne

cc: Holly Scherer

Gayle Lambert

From: Holly Scherer
Sent: Wednesday, September 17, 2014 12:20 PM
To: Barry Martin; Gayle Lambert; Ryan McLeod; Julie Everly
Subject: FW: Resignation Letter

From: Jennifer Davis [REDACTED]
Sent: Wednesday, September 17, 2014 10:38 AM
To: Holly Scherer
Cc: Valerie Orr
Subject: Resignation Letter

Jennifer Davis
[REDACTED]
[REDACTED]
[REDACTED]

Email Address: [REDACTED]

Date: 9/17/14

Holly Scherer
Human Resource Specialist
Monroe Public Schools
1275 N. Macomb St
Monroe, MI.48162

Dear Ms. Scherer

Due to my medical condition with stressed vocal cords and in the interest of my health, it is with regret I am resigning my position as a teacher at Monroe High School.

I hereby tender my resignation effective Friday 9/19/14.

Thank you very much for the opportunity to work at Monroe High School.

Respectfully yours,

Jennifer L. Davis

September 16, 2014

Mrs. Henry, Dr. Martin, Mr. McLeod, and Mrs. Everly:

Please accept my letter of resignation. My last day at Orchard Center High School will be on Friday, September 19, 2014. While I was not actively seeking alternate employment, a science department chairperson approached me with an opportunity that I feel I must take. The opportunity brings me much closer to home and closer to my son's school, but needs me to start almost immediately. I believe I have been very honest that because certain changes had not taken place, that if a more suitable opportunity came around I would be leaving. Thank you for the chance to serve your students during my time at Orchard.

Sincerely,

Ashley Rosenthal Kozak

**MPS PROFESSIONAL DEVELOPMENT PLAN
CONTRACTED PROFESSIONAL DEVELOPMENT**

BACKGROUND

This professional development plan for the 2014-15 school year is designed to continue the development of the culture of coaching in MPS. Last year, we invited Lucy West, Dan Newby, and Kathleen Kryza to work with our school improvement coaches and administrators in the area of instructional coaching. As administrators, school improvement coaches, and the central office have examined the needs of our district moving forward, the team has developed a professional development plan that will include additional work in the areas of coaching and communication. The plan includes contracted professional development services with Lucy West, Dan Newby, and Kathleen Kryza.

ENCLOSURE

MPS Professional Development Plan

RECOMMENDATION

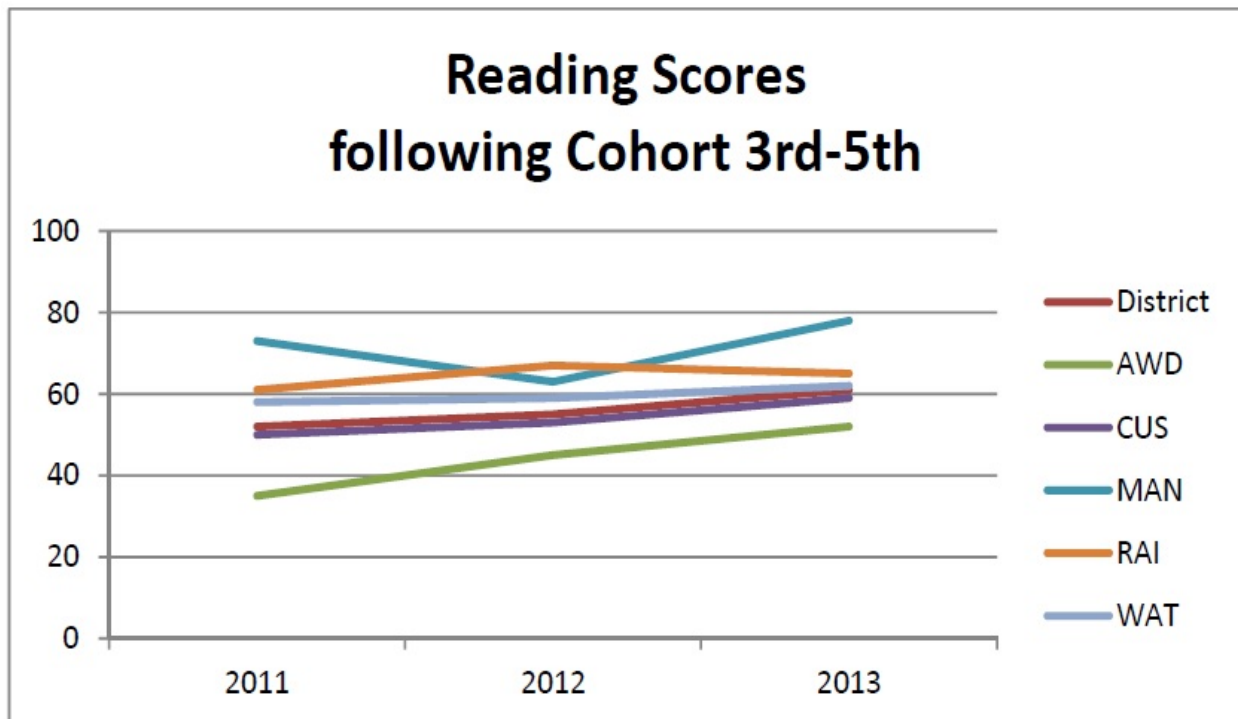
Move to approve the MPS professional development plan for the 2014-15 school year and the associated contracted professional development not to exceed \$72,500. This expenditure will be paid for using curriculum professional development budget.

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

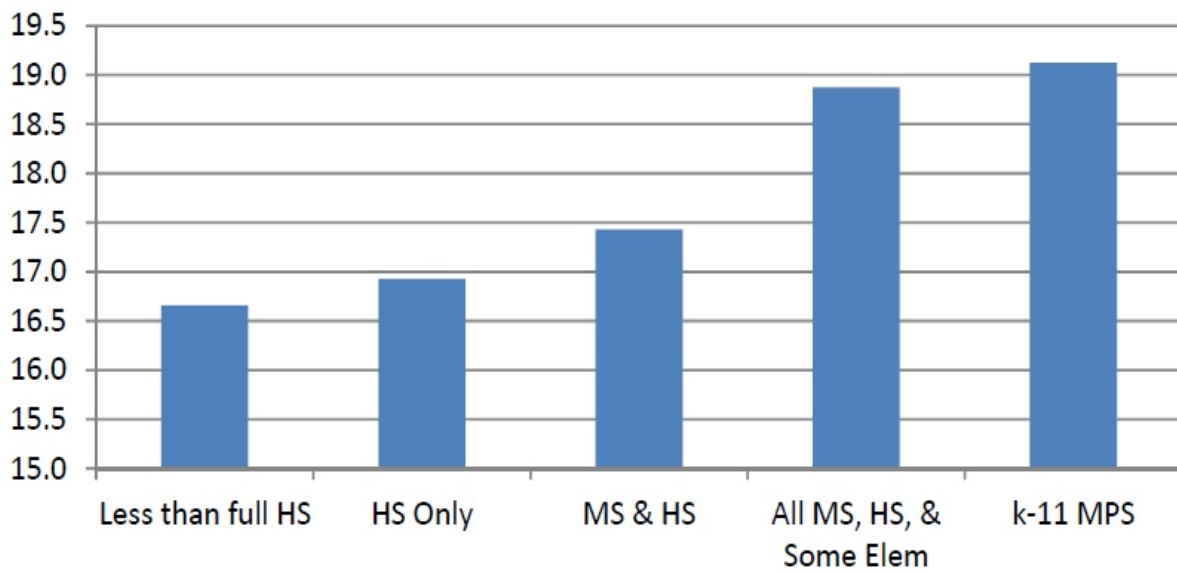
| | <u>Aye</u> | <u>Nay</u> | <u>Abstain</u> | <u>Absent</u> |
|----------------------|------------|------------|----------------|---------------|
| Mrs. Knabusch-Taylor | _____ | _____ | _____ | _____ |
| Dr. March | _____ | _____ | _____ | _____ |
| Mr. Mason | _____ | _____ | _____ | _____ |
| Ms.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

MPS creates job-embedded professional development through Professional Learning Communities (PLCs). District-wide, these PLCs include common practices outlined in the reflective inquiry model. Each PLC includes a professional reading, analysis of student data, and a corresponding action plan to assist in closing the achievement gap. During PLCs and common planning, teachers and School Improvement Coaches participate in a lesson study that follows a plan/teach/debrief model. We are continuing to work on a professional development plan for the 2014-15 school year to continue the development of the culture of coaching in MPS. Last year, we invited Lucy West and Dan Newby to work with our school improvement coaches and administrators in the area of instructional coaching. As administrators, school improvement coaches, and the central office have examined the needs of our district moving forward, the team has developed a professional development plan that will include additional work in the areas of coaching and communication.

As referenced in our recent discussions of the district data, one can note marked areas of increased achievement with the initiation of the School Improvement Coaching Model and the district-wide focus on coaching. Below are some sample data sets that were previously shared:



13-14 ACT Reading

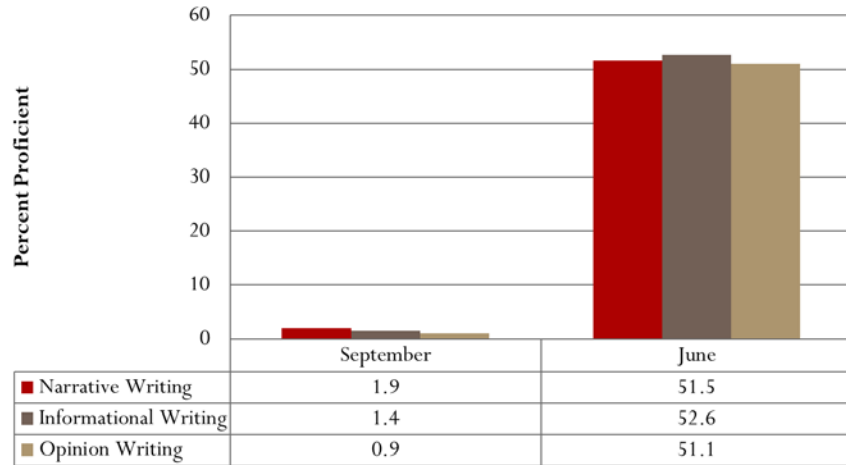


Monroe Public Schools First- Sixth Grade Reading Proficiency

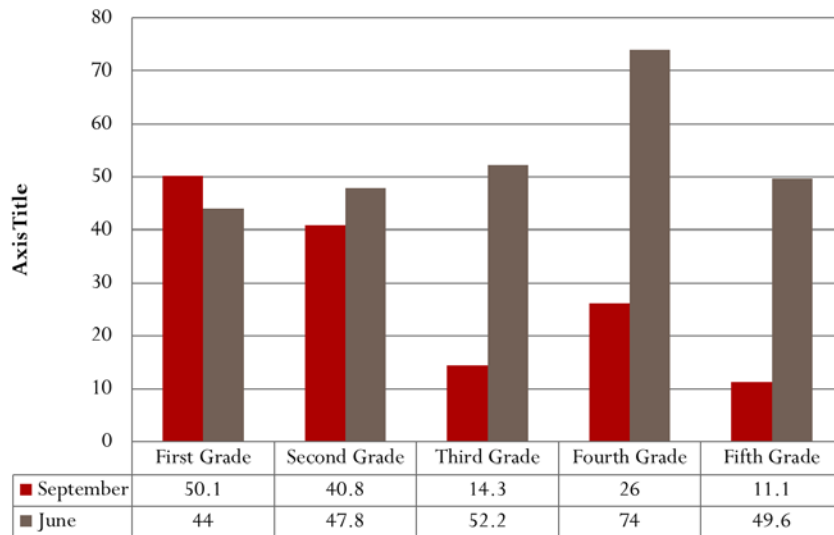
| Grade Level | September 2013 <i>% At or Above Standard</i> | Trimester 2 <i>% At or Above Standard</i> | June 2014 <i>% At or Above Standard</i> |
|--------------|---|--|--|
| First Grade | 46.4 | 49.5 | 56.42 |
| Second Grade | 47.3 | 55.4 | 65.65 |
| Third Grade | 57.6 | 60.5 | 68.52 |
| Fourth Grade | 59 | 66.3 | 75.38 |
| Fifth Grade | 54.5 | 58.6 | 59.36 |
| Sixth Grade | 53.7 | 57.5 | 62.14 |

Elementary Common Writing Assessments: Lucy Calkins Writing Units of Study

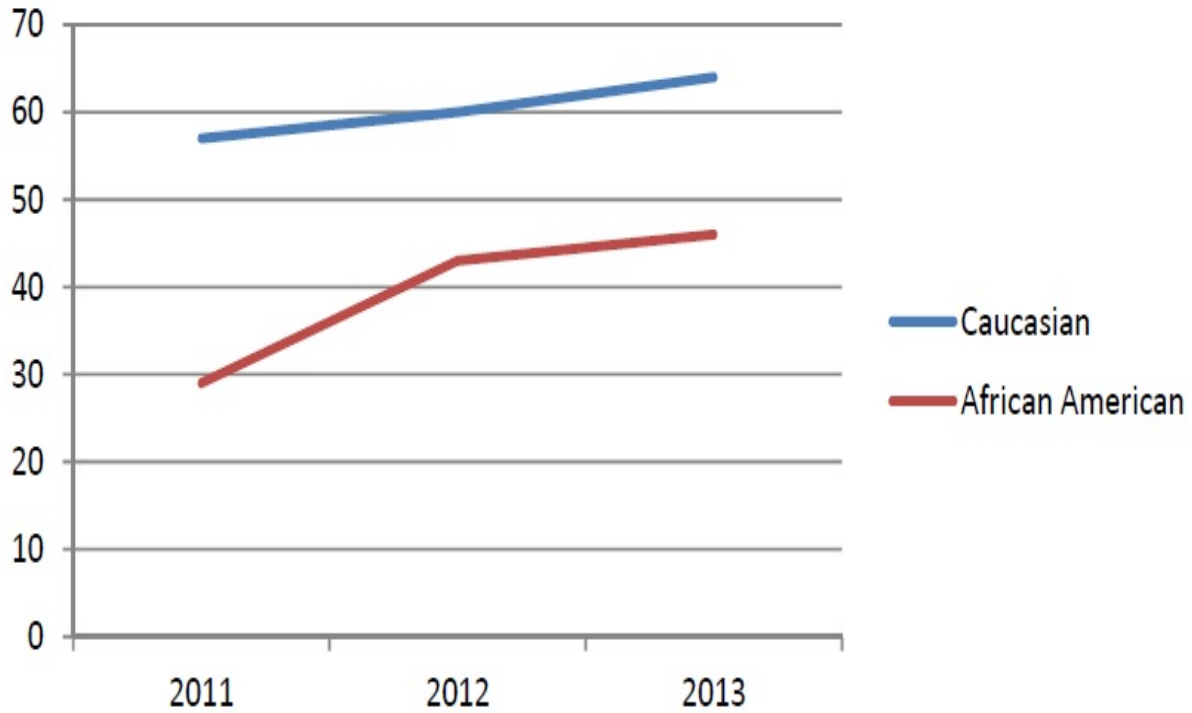
September to June : Three Modes of Writing



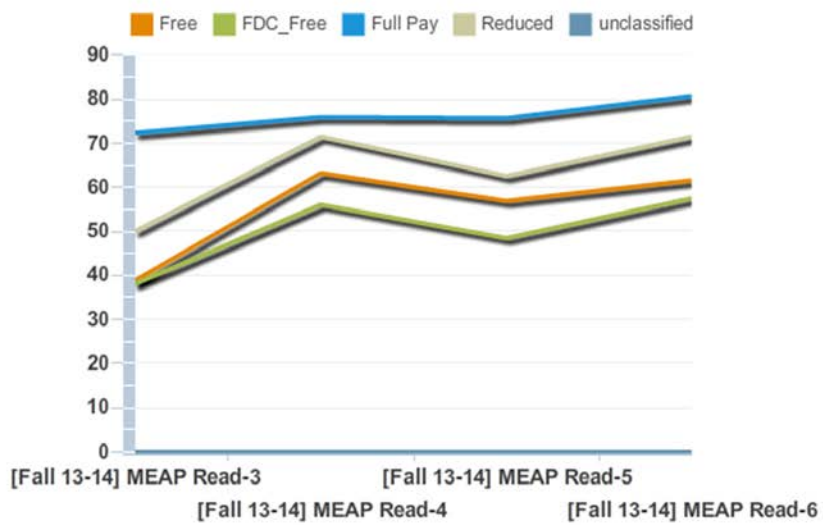
Elementary Math Common Assessment Continuum – Pre/Post for Addition/Subtraction and Multiplication and Division



Reading Gap - Cohort 3rd - 5th



Student performance summary 'At or Above Standard' ELEMENTARY MEAP READING



The district's professional development plan nurtures a learning culture among adults that results in classroom environments that foster robust, enthusiastic and expert learners; creates a coaching culture to develop individualized teacher learning, collaborative practice and collective wisdom; and engages educators in professional conversation to generate innovation and collective genius that transforms the system into a sustainable entity. Through the analysis of authentic, performance-based data and classroom practice, along with the study of professional research from state, national and international resources, classroom instruction in the district has improved as evidenced by an increase in achievement.

MPS 2014 – 2015 Proposal Outline

1. Level I Group – Similar to the initial 2013/14 Administration training
 - a. 4 two-day training sessions (August, November, February and May)
 - b. 6 small group coaching calls (September, October, December, January, March and April)
 - c. Topic papers as appropriate
 - d. Topics to be covered:
 - i. Phenomenon – Interpretation
 - ii. Enemies of Learning (Barriers to Learning)
 - iii. Observer – Action – Results
 - iv. Body – Language – Emotion
 - v. Language
 - vi. Emotions and Moods
 - vii. The Body
 - viii. Trust
 - ix. Resilience
 - x. Coaching Observation
 - xi. Coaching Practice

2. Level II Group – Core of 2013/14 Administration training continuing
 - a. 4 two-day training sessions (August, November, February and May)
 - b. 6 small group coaching calls (September, October, December, January, March and April)
 - c. Topic papers as appropriate
 - d. Topics to be covered:
 - i. Historical Discourses
 - ii. Listening
 - iii. The body, language and emotion of a leader
 - iv. Value and waste

- v. Coaching Observation
 - vi. Coaching Practice
 - vii. Coaching to specific emotions and moods
 - viii. Coaching to specific language
 - ix. Coaching to specific bodies
 - x. Group coaching
 - xi. Dynamics of teams and organizations; systems coaching
3. Leader in Training – Mentorship and training for a group of 6 to 8 identified future course leaders.
 - a. Participation in the full Level II Group Training
 - b. Quarterly training day in-person with Dan to practice observed facilitation (August, November, February and May)
 - c. Monthly group conversations with Dan in addition to the small group calls
 - d. Additional reading, videos and writing assignments per Dan

 4. Coaching/Mentoring Blocks – A block of 4 coaching or mentoring hours to be offered for targeted staff development



Lucy West

email: lucy@lucywestpd.com

<http://lucywestpd.com>

Ms. West is recognized internationally for her innovative, effective, and cutting edge ideas and proven practices for transforming schools into multi-generational learning communities. She is uniquely qualified to assist school districts across the country. She has worked across content areas at every level of the school system from classroom teacher, to building administrator to curriculum coordinator to district administrator and as consultant to urban, suburban and rural districts.

Ms. West would work with our Monroe Public Schools School Improvement Coaches on several levels which include, but are not limited to:

Coaching Skills—Through on-site, real-time, coaching sessions, pinpointing the coaching moves and techniques that transform teaching practice and turn classrooms into enriching learning communities.

Coaching Role—Through defining purpose and evidence of success the role of the coach emerges focusing efforts to foster inquiry-based professional learning communities and effective instruction.

Coaching Relationships—Through intentional partnerships with teachers and principals coaches cultivate capacity and create a culture of learning, respect, and collaboration.

Coaching Strategy—Through understanding coaching as a leadership role and coaches as catalysts for the kinds of change that result in increased professionalism, cultivation of teacher leaders and profound levels of student mastery

Ms. West's services will be part of district school improvement efforts specifically contributing to district efforts to improvement achievement, increase the graduation rate for all students, and generally contribute to improving the effectiveness of instruction across the district.



Kathleen Kryza's Infinite Horizons Monroe High School Consulting Proposal School Year 2014-2015

Topic: Accountable Talk, Active Engagement , Brain-based Instruction

5 workshop Days – Working with a second year cohort to deepen instructional practice around accountable talk, active engagement and brain-based instruction in the classroom.

8 Coaching Days – Working directly in the classroom with teachers to observe and provide instructional coaching based on the skills they are developing on our workshop days.



Monroe Public Schools

Administration Building

1275 North Macomb Street · Monroe, MI 48162

Phone: 734-265-3000 · Fax: 734-265-3001

Professional Development and Coaching Expense Summary:

Contracted services of: *Dan Newby, Lucy West, and Kathleen Kryza*

Professional Development Package Total: not to exceed \$72,500 as previously budgeted in the Board approved 2014-15 Curriculum Budget. (Note: This averages to an investment of less than \$250 per certified staff member for these high quality professional development opportunities.)

TITLE I TECHNOLOGY PURCHASE

BACKGROUND

See attached memo from David Payne.

ENCLOSURES

Quotes from: NETech Corporation, Precision Data Products, Inc., and Apple Store for Education Institution

RECOMMENDATION

Move to approve the technology purchase for Arborwood, Custer, Manor and Waterloo at a cost not to exceed \$152,027.97. This purchase will be funded by the Title I grant.

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

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



Monroe Public Schools

Technology Department

1275 N. Macomb St

Monroe MI, 48162

MEMO

To: Dr. Martin

From: David Payne

Date: 9/19/14

Subject: Title I Technology Purchase

We are recommending the purchase of the following technology for Arborwood, Custer, Manor, and Waterloo. This technology, if approved would be funded by the Title I Grant. The total cost of this purchase will not exceed \$152,027.97. As a majority of this technology is provided by Apple Computer, we must go through their education department and will not have at least three competitive bids. Quotes for the technology are attached. Other items such as the Dell Chromebooks, Chromebooks Carts, and management licenses are provided by Netch and Precision Data. These quotes were taken from the state wide REMC contract. Arborwood is purchasing 4 Chromebooks carts. Custer, Manor, and Waterloo are purchasing 5, 1, and 1 iPad carts respectively. This technology will increase our one to one classrooms by 7 iPad carts as well as increasing student access to laptops by 128 for projects such as Dreambox and internet research. Each iPad cart totals \$15,639.95 and includes 30 Apple iPads, cases, and mobile charging station. The Chromebook carts cost \$10,637.08 and include 32 Dell Chromebooks, 32 Chrome management licenses, and one mobile charging station.



August 18, 2014

Ship/Bill to:
Monroe Public Schools

Quote # MPS081814-1
Terms: Net 30



NETech Corporation
48325 Alpha Dr. Ste. 150
Wixom, MI 48393

Account Executive: Jeff Seelenbinder
jseelenbinder@netechcorp.com
Inside Sales Rep: Todd Steichen
tsteichen@netechcorp.com

| Part Number | Description | Qty. | Each | Total Extended |
|-------------|-------------------------------|------|------------------|------------------|
| 2214902 | Dell Chromebook 11 | 128 | \$ 263.68 | \$ 33,751.04 |
| 2214903 | Chromebook Management Console | 128 | \$ 25.76 | \$ 3,297.28 |
| | | | Total: \$ | 37,048.32 |



Precision Data Products, Inc.
 5036 Falcon View
 Kentwood MI 49512

| | |
|-------|-------------|
| Quote | Q0000006600 |
| Date | 8/18/2014 |
| Page | 1 |

Bill To:

MONROE PUBLIC SCHOOLS
 1275 NORTH MACOMB ST.
 MONROE MI 48162

Ship To:

MONROE PUBLIC SCHOOLS
 1275 NORTH MACOMB ST.
 MONROE MI 48162

| Purchase Order No. | Customer ID | Salesperson ID | Shipping Method | Payment Terms | Req Ship Date | Master No. |
|--------------------|-------------|--|-----------------|---------------|---------------|------------|
| CART QUOTE | MONR002 | ANDREREMC | FEDEX GRD | Net 30 | 0/0/0000 | 10,031,560 |
| Quantity | Item Number | Description | UOM | Unit Price | Ext. Price | |
| 4 | TABCHARGECT | AVER CHARGING CART-CHROME/TABLETS/NETBOOKS NO LIFTGATE NEEDED | EA | \$1,375.00 | \$5,500.00 | |

This is a quote only. Does not include applicable freight charges.
 Good for 30 days from quote date.

Your sales rep is Andre REMC
 (800) 968-2468 Ext. 0710
 (616) 698-2242 Ext. 0710

| | |
|-----------------|------------|
| Subtotal | \$5,500.00 |
| Tax | \$0.00 |
| Freight | \$0.00 |
| Total | \$5,500.00 |

Apple Store for Education Institution

Proposal 2101435827

Proposer: Kevin Hauser

Thank you for your proposal dated 09/02/2014. The details we've provided below are based on the terms assigned to account 65204, MONROE PUBLIC SCHOOLS.

To access this proposal online, please search by referencing proposal number 2101435827.

Comments from Proposer:
Custer iPad Quote

| Part Number | Description | Total Quantity | Unit Price | Total Price |
|-------------|--|----------------|----------------------|----------------------|
| HB716LL/A | Bretford PowerSync Cart 30 for iPad with Retina display (Lig | 5 | 2,799.95 | 13,999.75 USD |
| BH928LL/A | iPad with Retina display Wi-Fi 16GB - Black (10-pack) | 15 | 3,790.00 | 56,850.00 USD |
| MD892LL/A | iPad with Retina display Wi-Fi 16GB - Black (10 Pack) | 150 | | |
| MD454LL/A | iPad Smart Case - Polyurethane - Dark Gray (Compatible with | 150 | 49.00 | 7,350.00 USD |
| | | | Subtotal | 78,199.75 USD |
| | | | Estimated Tax | 0.00 USD |
| | | | Total | 78,199.75 USD |

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

How to Order

If you would like to convert this Proposal to an order, log into the Apple Store for Education Institution [<https://ecommerce.apple.com>] and click on Proposals. Then search for this Proposal by entering the Proposal number referenced above.

Note: A Purchaser login is required to order. To request Purchaser access for your Apple Account, log into Apple Store for Education Institution and select the 'Register' link from the store login page. Purchases under a Proposal are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

Please contact us at 800-800-2775, if you have further questions or need assistance.

The prices and specifications above correspond to those valid at the time the proposal was created and are subject to change.

Copyright © 2014 Apple Inc. All rights reserved.

Apple Store for Education Institution

Proposal 2101435825

Proposer: Kevin Hauser

Thank you for your proposal dated 09/02/2014. The details we've provided below are based on the terms assigned to account 65204, MONROE PUBLIC SCHOOLS.

To access this proposal online, please search by referencing proposal number 2101435825.

Comments from Proposer:
Manor iPad Cart Quote

| Part Number | Description | Total Quantity | Unit Price | Total Price |
|----------------------|--|----------------|------------|----------------------|
| HB716LL/A | Bretford PowerSync Cart 30 for iPad with Retina display (Lig | 1 | 2,799.95 | 2,799.95 USD |
| BH928LL/A | iPad with Retina display Wi-Fi 16GB - Black (10-pack) | 3 | 3,790.00 | 11,370.00 USD |
| MD892LL/A | iPad with Retina display Wi-Fi 16GB - Black (10 Pack) | 30 | | |
| MD454LL/A | iPad Smart Case - Polyurethane - Dark Gray (Compatible with | 30 | 49.00 | 1,470.00 USD |
| Subtotal | | | | 15,639.95 USD |
| Estimated Tax | | | | 0.00 USD |
| Total | | | | 15,639.95 USD |

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

How to Order

If you would like to convert this Proposal to an order, log into the Apple Store for Education Institution [<https://ecommerce.apple.com>] and click on Proposals. Then search for this Proposal by entering the Proposal number referenced above.

Note: A Purchaser login is required to order. To request Purchaser access for your Apple Account, log into Apple Store for Education Institution and select the 'Register' link from the store login page. Purchases under a Proposal are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

Please contact us at 800-800-2775, if you have further questions or need assistance.

The prices and specifications above correspond to those valid at the time the proposal was created and are subject to change.

Copyright © 2014 Apple Inc. All rights reserved.

Apple Store for Education Institution

Proposal 2101449802

Proposer: Kevin Hauser

Thank you for your proposal dated 09/12/2014. The details we've provided below are based on the terms assigned to account 65204, MONROE PUBLIC SCHOOLS.

To access this proposal online, please search by referencing proposal number 2101449802.

Comments from Proposer:

| Part Number | Description | Total Quantity | Unit Price | Total Price |
|-------------|--|----------------|----------------------|----------------------|
| HB716LL/A | Bretford PowerSync Cart 30 for iPad with Retina display (Lig | 1 | 2,799.95 | 2,799.95 USD |
| BH928LL/A | iPad with Retina display Wi-Fi 16GB - Black (10-pack) | 3 | 3,790.00 | 11,370.00 USD |
| MD892LL/A | iPad with Retina display Wi-Fi 16GB - Black (10 Pack) | 30 | | |
| MD454LL/A | iPad Smart Case - Polyurethane - Dark Gray (Compatible with | 30 | 49.00 | 1,470.00 USD |
| | | | Subtotal | 15,639.95 USD |
| | | | Estimated Tax | 0.00 USD |
| | | | Total | 15,639.95 USD |

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

How to Order

If you would like to convert this Proposal to an order, log into the Apple Store for Education Institution [<https://ecommerce.apple.com>] and click on Proposals. Then search for this Proposal by entering the Proposal number referenced above.

Note: A Purchaser login is required to order. To request Purchaser access for your Apple Account, log into Apple Store for Education Institution and select the 'Register' link from the store login page. Purchases under a Proposal are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

Please contact us at 800-800-2775, if you have further questions or need assistance.

The prices and specifications above correspond to those valid at the time the proposal was created and are subject to change.

Copyright © 2014 Apple Inc. All rights reserved.

**ACCESS CONTROL
MONROE HIGH SCHOOL**

BACKGROUND

See attached memo from David Payne.

ENCLOSURES

Quote from Security Designs Inc.

RECOMMENDATION

Move to approve the purchase of Access Control for Monroe High School at a cost not to exceed \$5,340.75. This purchase will be paid from the general 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 | _____ | _____ | _____ | _____ |



Monroe Public Schools

Technology Department

1275 N. Macomb St

Monroe MI, 48162

MEMO

To: Dr. Martin

From: David Payne

Date: 9/19/14

Subject: Access Control purchase for MHS

We are recommending the approval to move forward with the purchase of Access Control for MHS. This technology if approved will provide access for staff and students to access F Wing and I Wings doors during school hours. The total cost of this project will not exceed \$5,340.75 and will be funded by our General Fund Budget. Having this added security will allow doors to remain locked and only students with classes would have access to open these doors during school hours. This will also reduce the time needed for staff to open doors for students between classes when moving between the main building and vocational building. We used Security Designs Inc. for the Arborwood Security Pilot as well and were extremely happy with their installation and support. I am happy to answer any questions you or the Board of Education may have on this project.



Security Designs Inc.

Securing your world

14700 Farmington Road, Suite 110
Livonia, MI 48154
(734) 421-0077
Fax: (734) 421-0099

July 28, 2014

Peter Frailing
Monroe Public Schools
1275 N Macomb
Monroe, MI 48162

Dear Mr. Frailing,

Thank you for allowing Security Designs Inc. the opportunity to present you with the following proposal for access equipment for Monroe High School.

Security Designs Inc. installs only quality proven equipment that has been tested under the harshest installation requirements. Our factory trained technicians have been meeting and setting industry standards with their work. Should a question or concern arise with an application or installation, you can depend on a timely and knowledgeable response.

Again, thank you for this opportunity. If you have any questions regarding any of the information provided, please call my office at (734) 421-0077.

Sincerely,

Chris Lipinski



Security Designs Inc.

Securing your world

14700 Farmington Road, Suite 110
Livonia, MI 48154
(734) 421-0077
Fax: (734) 421-0099

Monroe High School
901 Herr Road
Monroe, MI 48162
July 29, 2014

Access Control System

| <u>Item</u> | <u>Description</u> |
|-------------|----------------------------|
| 1. | 2- Access Panels |
| 2. | 2- Proximity Readers |
| 3. | 2- Power Supplies |
| 4. | 2- Electronic Door Strikes |
| 5. | 1- Labor & Materials |

Purchase & Installation: \$5,340.75

Upon acceptance of this proposal, net payment is due within 30 days of project completion.
Security Designs Inc. standard warranty on the equipment and services provided in this proposal is one (1) year from the commencement of the warranty period.

Authorized By: _____ Date: _____ P.O #: _____.

ADJOURNMENT

RECOMMENDATION

Move to adjourn the September 23, 2014, Board Meeting #17.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____