



# **MONROE PUBLIC SCHOOLS**

## **BOARD MEETING #18**

**October 7, 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 #18  
Tuesday, October 7, 2014  
**7:00 p.m.**

**AGENDA**

		<u>Page</u>
<b>A. Roll Call and Call to Order</b>	Mr. Yeo	
1. Pledge of Allegiance to the Flag	Mr. Yeo	1
<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:		
• September 23, 2014, Board Meeting #17		
• September 23, 2014, Closed Session		
2. <b>Reports and Updates</b>	Mr. Yeo	7
a. Informational Report – Contracted Coaches		
3. <b>Maintenance Appointment</b>	Mr. Oley	9
Move to approve the appointment of Matthew Donofrio as a Classification 1 Skilled Trades with Monroe Public Schools effective Wednesday, October 8, 2014, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
4. <b>MHSAA State Golf Meet</b>	Dr. McLeod	12
Move to approve the Monroe High School student attendance at the MHSAA Girls’ State Golf Meet in Augusta, Michigan; according to the terms of Policy IICA, Field Trips and Excursions.		
5. <b>NSBA’s National Connection Fees</b>	Dr. Martin	17
Move to approve NSBA’s National Connection Fee for 2015 in the amount of \$4,165.00.		
6. <b>Title I Technology Purchase - Waterloo</b>	Mr. Payne	20
Move to approve the purchase of one iPad cart, 30 iPads, and 30 iPad Smart cases at a cost not to exceed \$15,639.95. This purchase will be funded by the Title I grant.		

<b>7. Superintendent's Comments</b>	Dr. Martin	
<b>8. Old Business</b>	Mr. Yeo	
<b>9. New Business</b>	Mr. Yeo	
<b>10. Public Commentary – Any Topic</b>	Mr. Yeo	
<b>11. Closed Session</b> Move to convene in closed session to consult written advice of counsel, Section 8(h) of the Open Meetings Act.	Mr. Yeo	23
<b>12. Adjournment of Closed Session and Reconvene</b> Move that the closed session be adjourned and Board Meeting #18 be reconvened into open session.	Mr. Yeo	24
<b>13. Adjournment</b> Move that the October 7, 2014 Board Meeting #18 of the Monroe Public Schools Board of Education be adjourned.	Mr. Yeo	25

**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 23, 2014, Board Meeting #17 Minutes

**RECOMMENDATION**

Move to approve the following minutes as submitted:

- September 23, 2014, Board Meeting #17
- September 23, 2014, Closed 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

Board Meeting #17

September 23, 2014

7:00 p.m.

## MINUTES

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

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

Board Members Absent: None

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

Administrators Absent: Jerry Oley

President Yeo called the meeting to order at 7:01 p.m.

### **Sodexo**

Mrs. Eighmey introduced Sodexo interim director Dave Andrejko who gave an update on the foodservice program. Mr. Andrejko complimented the Sodexo staff on a flawless school opening. They have hired nine new people, including subs, and credited Rowanna French for her hard work. The backpack program will continue and all free and reduced lunch applications have been processed.

### **AIM (Allies in Monroe)**

Dr. Martin introduced MHS Principal Valerie Orr and Assistant Principal Kim Diven to share with the board a mentoring program that is being implemented this year. AIM is a creative and innovative mentoring program targeted at increasing student achievement, building character, and decreasing apathy. The program involves goal-setting, adult mentoring, and financial incentives that students can use to pay for their post-secondary education or meet their basic needs. Students who meet their goals at the end of each trimester will be invited to attend a celebratory banquet and receive a \$200 check. With the help of Mike and Wendy Gaynier, \$35,000 has been raised so far. Monroe Public Schools will be the fiduciary and will provide donors with documentation of their donation for tax purposes.

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

There was none at this time.

### **Approval of Minutes**

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

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

Vote: Motion carried by a 7-0 roll call vote.

**Reports and Update**

The August 4 and September 8, 2014, Board Personnel Committee Minutes; the September 15, 2014, Board Curriculum Committee Minutes; and the Informational Report – Contracted Services Recommendations were received.

**Administrator Appointment**

Motion by Mr. VanWasshenova; support by Mr. Philbeck 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.

Discussion: Dr. McLeod stated there was a good pool of candidates to choose from and Mr. McVeigh was everyone's top choice.

Vote: Motion carried by a 7-0 roll call vote.

**Teacher Appointment**

Motion by Mr. Philbeck; support by Mr. Mason to approve the appointment of Kevin Ryan 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.

Vote: Motion carried by a 7-0 roll call vote.

**Clerical Appointment**

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

Vote: Motion carried by a 7-0 roll call vote.

**Ratification of the Teamster Master Agreement**

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

Discussion: Mrs. Everly noted that this group was very well intentioned to the district and was a pleasure to work with.

Vote: Motion carried by a 7-0 roll call vote.

**Staff Resignations**

Motion by Mr. Mason; support by Mr. Philbeck to approve the resignations from Monroe Public Schools of Jennifer Davis, Miranda DeBruyne, and Ashley Kozak effective September 19, 2014; and of Lorrie Shock effective October 6, 2014.

Discussion: Dr. Martin stated that Mrs. Shock has been a very valuable employee throughout her career and is sorry to see her leave, but is happy that she's able to move on to a new opportunity.

Vote: Motion carried by a 7-0 roll call vote.

**MPS PD Plan/Contracted PD**

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

Discussion: Mr. VanWasshenova asked if the administration has been able to gage the effectiveness of this professional development. Dr. Martin stated the amount of money and time we have invested in professional development continues to create a basis of improvement and it's important to continue on that path. The type of professional development our staff has received, especially through Lucy West, is something that's not found in many districts. The ISD is considering using it as a model for their professional development in the county. Dr. McLeod said that student achievement is the tool we will use to measure the effectiveness. In addition, there have been significant changes in what is happening in our classrooms and how our students are being engaged in learning. We are confident that continued work will result in student achievement increases and closing the achievement gap. Mr. Yeo supports professional development; however student scores need to show positive results. Dr. McLeod pointed out that when you consider the number of certified staff members that are impacted by this professional development, it averages out to about \$250 per employee. Mrs. Everly stated that this evening's recommendation is a result of feedback from every building in our district. One hundred percent of principal-coach-teacher leader teams in every building thought these activities were worth continuing because of what they were noticing in their buildings.

Vote: Motion carried by a 7-0 roll call vote.

### **Title I Technology Purchase**

Motion by Mr. VanWasshenova; support by Mr. Philbeck to approve the purchase of Chromebooks and iPad carts 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.

Vote: Motion carried by a 7-0 roll call vote.

### **Access Control - MHS**

Motion by Mr. VanWasshenova; support by Mr. Philbeck 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.

Discussion: This will provide access control between F-wing and I-wing, and will be a more efficient means of keeping those doors locked.

Vote: Motion carried by a 7-0 roll call vote.

### **Title I Purchase – OCHS**

Motion by Mr. Mason; support by Mrs. Knabusch-Taylor to approve the purchase of e-readers, e-books, and other supplementary supplies and materials from Amazon.com using Title 1 funds for a total not to exceed \$12,000.00.

Vote: Motion carried by a 7-0 roll call vote.

### **Superintendent Comments**

The second annual Monroe Pride Night will be held at Monroe High School this Thursday evening from 5:00 to 8:00. Families from all around are invited to attend this evening full of food, fun and special activities. Test Drive a Dodge and earn money for books for Monroe High School.

We are continuing to work on building security across the district. Refinements are being made to procedures for the new entry monitoring systems that are currently installed. Parents are becoming familiar with the use of the buzzer systems. All lockdown and fire drill procedures are being practiced in all buildings with the assistance of our liaison officers. We are in the process of setting up table top discussions with all building administrators to review emergency preparedness with representatives of Patriot Services.



Homecoming activities start the week of October 6 with the court assembly at 8:30 on Monday, voting on Tuesday, the Powder Puff Game and Bonfire on Wednesday (6:00), the parade and game on Friday, and the Homecoming dance on Saturday. Each day of the week has a different theme with Monday being color day, Tuesday is Twinkie Day, Wednesday is Big City Sports Team Day, Thursday is New York to LA Fashion Show Day, and Friday is Spirit Day when everyone should wear red and white.

At Custer, Betsy Cole is organizing National Young Readers' Day on November 11<sup>th</sup>. If anyone would like to be a guest reader, they would be more than happy to have you!

### **Old Business**

Mrs. Knabusch-Taylor asked why the audit keeps changing months each year, and why we can't say when it should take place. Mrs. Eighmey stated that with Monroe becoming the fiscal agent for OCHS this year, there had to be a lot of coordination between the business offices of each district. Mason Consolidated had a late audit, which contributed to the situation. This was an unusual year, but Mrs. Eighmey does not see this happening next year.

Mr. Mason informed the board that the MCABOE meets on October 9 to plan future meetings and elect officers. He asked if someone would like to go in his place since he is not seeking re-election.

### **New Business**

Ms. Spicer asked if the two parent emails that were sent to the board recently had been addressed by the administration. Dr. Martin and Mrs. Everly assured the board that the issues have been addressed. Mrs. Knabusch-Taylor requested that administration follow-up with the board after issues such as these have been addressed.

### **Public Commentary-Any Topic**

Selma Rankins expressed his concern with student learning, the achievement gap and professional development.

### **Closed Session**

Motion by Mr. Mason; support by Mr. Philbeck to convene in closed session to review material subject to the attorney-client privilege (Section 8(h) of the Open Meetings Act).

Vote: Motion carried by a 7-0 roll call vote at 8:33 p.m.

### **Adjournment of Closed Session and Reconvene**

Motion by Mr. Mason; support by Mr. VanWasshenova that the closed session adjourn and the board meeting be reconvened into open session.

Vote: Motion carried by a 7-0 hand vote at 8:52 p.m.

### **Adjournment**

Motion by Mr. Mason; support by Mrs. Knabusch-Taylor that the September 23, 2014, Board Meeting #17 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 8:52 p.m.

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**June Knabusch-Taylor, Secretary**

## **REPORTS AND UPDATES**

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

- Informational Report – Contracted Coaches

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

**The following coaches will be placed in the listed positions below by Temporary School Staff, Inc. upon completion of criminal history verifications for the 2014/15 school year:**

Last Name	First Name	Title	Sport	School	Season
Hedglen	John	Coach	Baseball - Varsity	MHS	Spring
Vanderpool	Mike	Coach	Basketball - 7th Grade Boys	Monroe Middle	Winter
Ourlian	Stacy	Coach	Basketball - 8th Grade Girls	Monroe Middle	Winter II
Nofziger	Zachary	Asst. Coach	Swimming/Diving	MHS	Fall and Winter

**The following coaches will be placed in a paid volunteer coach position upon completion of criminal history verifications for the 2014/15 school year:**

Last Name	First Name	Title	Sport	School	Season
Kalenkiewicz	Sherry	Coach	Equestrian	MHS	Fall

**MAINTENANCE APPOINTMENT**

**BACKGROUND**

On behalf of the administration and the interview panel I am recommending the appointment of Matthew Donofrio into a Classification 1 Skilled Trades position with Monroe Public Schools. Mr. Donofrio will be assigned as an electrician for the district.

Mr. Donofrio holds his Journeyman License in Michigan and Ohio. He was previously employed with Conti Electric in Sterling Heights.

Members of the interview panel were: Jerry Oley, director of operations; Tim Salenbien, custodial-maintenance supervisor; Rick Saenz and Tom Tippery, maintenance.

**ENCLOSURE**

Resume

**RECOMMENDATION**

Move to approve the appointment of Matthew Donofrio as a Classification 1 Skilled Trades with Monroe Public Schools effective Wednesday, October 8, 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	_____	_____	_____	_____

# Matthew Donofrio

Electrician



Skill trades in schools, factories, maintenance work, inside electrical work!!And large jobs of the construction business.

## WORK EXPERIENCE

### **Journeyman Inside Wireman**

Conti Electric - Sterling Heights, MI - October 2010 to Present

Varies jobs!!!

### **Electrician**

JIW - February 2011 to May 2011

Bechtel, WestFrankfort, IL

Electrical Work!!! IT was a brand new clean coal unit coming out of the ground!!! Biggest Job in the United States!!!

-1-

- Pulling and Rigging big wire to each units!!! Bending conduits for wire pulls!!! working on transforms and other gear!!!

### **Journeyman Inside Wireman**

Center Line Electric - Center Line, MI - January 2010 to October 2010

### **Inside Wireman**

Washington Group Intl - Newport, MI - October 2008 to April 2009

### **Inside Wireman**

Washington Group Intl - Monroe, MI - September 2008 to October 2008

### **Inside Wireman**

Detroit Electrical Services - Detroit, MI - June 2008 to August 2008

### **Inside Wireman**

Detroit Electrical Services - Toledo, OH - June 2008 to June 2008

Inside Wireman, 06/2008 - 06/2008

Romanoff Electric, Toledo, MI

## EDUCATION

### **Journeyman License, In Michigan and Ohio, and a Ohio Firealarm License in Journeyman Inside Wireman**

IBEW Local 8 JATC - Rossford, OH

1998 to 2003

## ADDITIONAL INFORMATION

### QUALIFICATIONS

- Licensed inside journeymen electrician
- PLC's trained, Breaker trained, Photovoltaic Cert., Wind turbine Training Cert. and just finished Building Automation and now have all three cert. and received my capstone!! and just received my Rigging Cert. also this month..
- Fire alarm trained in MI and OH
- Welding, pipping for welders
- CPR and First Aid Trained
- Have a lot of classification at DTE Energy Fermi 2 for the last 9 years on outages i have worked!!!

### SKILLS AND ABILITIES

Taking Journeyman Ed. Classes through my union hall, to better educate myself, Going. To better myself and my family

#### Inside journeyman Electrician

- Licensed in MI and OH.
- Fire Alarm Licensed in MI and OH, trained in first-aid, and cpr
- Ran varies jobs for contractors!!! ran a 10 man crews!!!
- Worked on 120v, 277v and 480v circuits!!
- Transformers, and Genartors
- Ran jlg's, one man lifts, scissors lifts..

#### Supervision & Estimating Jobs

- Job Foreman, For 5 years, ordering material for job, estimating some work for customer's

**MHSAA STATE GOLF MEET**

**BACKGROUND**

Monroe High School Athletic Director, John Ray, wishes to petition the Board of Education for approval to send up to five students, depending on who qualifies, to the Girls' State Championship Golf Meet. This will be held Thursday, October 16, through Saturday, October 18, 2014, in Augusta, Michigan, at the Bedford Valley Golf Course. The students will be transported in private vehicles and the Monroe Public Schools Athletic Fund will cover the expense of this trip. All aspects of the trip will be in accordance with related board policies.

**ENCLOSURES**

The complete packet is housed in the office of the Assistant Superintendent of Elementary Education, Instruction, Curriculum and Human Resources.

**RECOMMENDATION**

Move to approve the Monroe High School student attendance at the MHSAA Girls' State Golf Meet in Augusta, Michigan; according to the terms of Policy IICA, Field Trips and Excursions.

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

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

Monroe Public Schools  
Field Trip Information Form

Overnight

Date of Trip: OCT 16, 17, 18

Grade/Team/Organization Making Request: GIRLS VARSITY GOLF

Destination: BEDFORD VALLEY GOLF COURSE

Address: 7417 NORTH 38<sup>th</sup> ST.

City: Augusta State: MI Zip: 49012

Means of Transportation: PRIVATE (PARENTS)

Number of Students and Adults Involved: 1-5 ATHLETES / SAME ADULTS

Exact Loading Location: MHS

Estimated Time of Departure: 9 AM 10/16/14

Estimated Time of Departure from Destination: 3 PM 10/18/14

Expected Time of Arrival: 6 PM 10/18/14

Purpose of Trip: GIRLS GOLF STATE FINALS

Faculty Supervisor: B.J. Hoppe (GOLF COACH)

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

Principal's Signature: Valerie Orr Date: 10/3/14

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 10/3/14

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:

BEDFORD VALLEY GOLF COURSE IN BATTLE CREEK MI. PRACTICE ROUND ON 10/16 - STATE FINALS 10/17 & 10/18.

School(s):

MHS

Chaperones:

B. J. Hoppe

Method of Transportation:

PRIVATE (PARENTS)

Date of Departure:

10 / 16 / 14

Time of Departure:

9 AM

If overnight, number of nights:

2

Date of Return:

10 / 18 / 14

Time of Return:

3 PM 6 pm

Number of Students Participating:

15

Number of Staff Supervising:

1

## **MONROE PUBLIC SCHOOLS**

### **FIELD TRIP CHECK LIST**

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

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

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

Pre-trip lessons:

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---

---

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

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---

Follow-up classroom lessons:

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

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

Number of Other Adults Assisting: 50

Number of School Days Student will be Attending Trip: 2

Cost Per Child: PAID BY ATHLETICS Cost Per Chaperone: \_\_\_\_\_

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes  No   
Chaperones: Yes  No

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

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

Updated: 09/12/06

**NSBA’s NATIONAL CONNECTION FEE**

**BACKGROUND**

The National School Boards Association is an important resource for information and materials for school board members. There are many benefits, which are available by being a member of NSBA, including NSBA’s Annual National Conference. The NSBA works as a federal and national advocate for local school board governance. The association also offers services to enhance the board’s professional development such as the national conference. Publications include the *American School Board Journal*. They are requesting \$4,165.00 based on an enrollment category of 2,500-7,499. Last year’s cost was \$4,165.

**ENCLOSURES**

NSBA’s informational sheet and invoice

**RECOMMENDATION**

Move to approve NSBA’s National Connection Fee for 2015 in the amount of \$4,165.00.

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

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



www.nsba.org  
703.838.NSBA Fax 703.683.7590  
1680 Duke Street, Alexandria, Virginia 22314-3493

September 2014

## NATIONAL CONNECTION

Thank you for your participation in the National Connection program. We have expanded this premier service package to better meet the needs of your district. Your benefits include:

- **20% off of NSBA's Annual Conference registration for everyone from your district.**
- **Federal Insider** – provides a quarterly review on federal issues that combines comprehensive legislative and legal analysis, practical implication and discussion suggestions.
- **Public Engagement Toolkit** – helps board members and districts engage their community about the value of public education, local governance and strengthen support for public schools.
- **Resource Center** – spotlights school board leadership for student achievement in action. Research summaries and case studies provide insight on how to create success and overcome challenges.
- ***American School Board Journal*** – interprets issues and offers practical advice on topics of school governance and management, policymaking, student achievement and the art of school leadership.

Your district's participation in National Connection strengthens NSBA's voice for improving public education in America. If you have questions about the program or your renewal, please contact Phil Gore, Director, State Association Partnership Services, at 703-838-6746, [pgore@nsba.org](mailto:pgore@nsba.org).

Sincerely,

Thomas J. Gentzel  
Executive Director, National School Boards Association

Enclosure: *Renewal Invoice*



# National School Boards Association

1680 Duke Street, Alexandria, VA22314-3493  
Phone: 703-838-6722 FAX: 703-548-5560  
Federal ID #: 36-2210015

V-43691

### Bill To:

Monroe Public Schools  
1275 N Macomb St  
Monroe MI 48162-3128

### Invoice

<b>Invoice #</b> 171422
<b>Invoice Date</b> 09/07/2014
<b>PO #</b>
<b>ID #</b> 0000077280
<b>Bill To #</b> 0000077280

**Student Enrollment:** 7,091

Description	Amount
NSBA's National Connection Fees	\$4,165.00
<b>Enrollment Category:</b> 2,500 - 7,499	
<b>For The Period:</b> 01/01/2015 To 12/31/2015	
<b>Total Due In US Funds</b>	\$4,165.00

Your district's National Affiliate fees include subscriptions to American School Board Journal at the non-deductible discounted rate of \$30 per subscription, for your full school board and superintendent.

Please send payments to:

National School Boards Association PO Box 1807, Merrifield, VA, 22116-8007

**Please detach and return with your remittance**

Monroe Public Schools  
1275 N Macomb St  
Monroe MI 48162-3128

**Invoice #** 171422 **Bill To ID #** 0000077280  
**Invoice Date** 09/07/2014 **ID #** 0000077280

Select Payment Method	
<input type="checkbox"/> Check Enclosed (made payable to NSBA in U.S.Funds)	
<input type="checkbox"/> VISA <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX    Exp Date ____/____	
CVV _____	
Card # _____	
Name as it appears on card _____	
Cardholder's Signature _____	(Please Print)
Cardholder's Phone no _____	
Cardholder's Zipcode _____	
Total Due \$4,165.00	Amount Paid \$ _____

Please send payments to:

**National School Boards Association**  
PO Box 1807, Merrifield, VA, 22116-8007

**TITLE I TECHNOLOGY PURCHASE FOR WATERLOO**

**BACKGROUND**

See attached memo from David Payne.

**ENCLOSURES**

Memo from David Payne and the proposal from the Apple Store for Education Institution

**RECOMMENDATION**

Move to approve the purchase of one iPad cart, 30 iPads, and 30 iPad Smart cases at a cost not to exceed \$15,639.95. 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

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## MEMO

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To: Dr. Martin

From: David Payne

Date: 10/3/14

Subject: Title I Technology Purchase for Waterloo

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We are recommending the purchase of the following technology for Waterloo Elementary. This technology, if approved would be funded by the Title I Grant. The total cost of this purchase will not exceed \$15,639.95. This technology is provided by Apple Computer, so we must go through their education department and will not have at least three competitive bids. Quotes for the technology are attached. This purchase includes one Breford PowerSync Cart, 30 Apple iPads, and 30 iPad Smart Cases. This will increase the number of mobile carts at Waterloo to allow all K thru 6 teachers to have one to one technology access in the classroom.



## Proposal 2101476108

Proposer: Kevin Hauser

Thank you for your proposal dated 10/01/2014. 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 2101476108.

Comments from Proposer:  
Spare iPad Cart

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	<b>2,799.95 USD</b>
BH928LL/A	iPad with Retina display Wi-Fi 16GB - Black (10-pack)	3	3,790.00	<b>11,370.00 USD</b>
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	<b>1,470.00 USD</b>
<b>Subtotal</b>				<b>15,639.95 USD</b>
<b>Estimated Tax</b>				<b>0.00 USD</b>
<b>Total</b>				<b>15,639.95 USD</b>

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.

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**CLOSED SESSION**

**RECOMMENDATION**

Move to convene in closed session to consult written advice of counsel, Section 8(h) of the Open Meetings Act.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **Time:** \_\_\_\_\_

	<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	_____	_____	_____	_____

Board Meeting #18  
October 7, 2014  
Item #C.12

**ADJOURNMENT OF CLOSED SESSION AND RECONVENE**

**RECOMMENDATION**

Move that the closed session be adjourned and Board Meeting #18 be reconvened into open session.

**HAND VOTE**

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

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

**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the October 8, 2014 Board Meeting #18.

**HAND VOTE**

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

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