



MONROE PUBLIC SCHOOLS

BOARD MEETING #19

October 21, 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.”

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #19
Tuesday, October 21, 2014
7:00 p.m.

AGENDA

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A. Roll Call and Call to Order	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
B. Public Commentary – Agenda Items Only	Mr. Yeo	
C. Discussion and Action Items		
1. Approval of Minutes	Mr. Yeo	2
Move to approve the minutes of the following meetings as submitted:		
• October 7, 2014, Board Work Session		
• October 7, 2014, Board Meeting #14		
• October 7, 2014, Closed Meeting		
2. Reports and Updates	Mr. Yeo	7
a. October 6, 2014, Board Personnel Committee Meeting Minutes		
b. October 8, 2014, Board Physical Resource Committee Meeting Minutes		
c. Informational Report – Contracted Services Recommendations		
3. Staff Appointment	Mrs. Everly	14
Move to approve the appointment of Lynette Tyson as an Executive Secretary with Monroe Public Schools effective October 22, 2014, and place on the appropriate salary level for this position upon completion of all pre-employment requirements.		
4. Staff Resignations	Dr. McLeod	18
Move to approve the resignation from Monroe Public Schools of Jennifer Bole effective October 20, 2014, and Peter Frailing effective October 24, 2014.		
5. Acceptance of 2013/14 Financial Audit	Mrs. Eighmey	21
Move to accept the 2013/14 Financial Audit as prepared by the firm of Cooley, Hehl, Wohlgamuth & Carlton, Monroe, Michigan.		

<p>6. MHS CTE Welder Purchase Move to approve the purchase of three MIG Welders and associated equipment from Baker’s Ace Hardware for MHS CTE at a total cost not to exceed \$4,295.76 and will be paid from MPS Perkins Grant funds.</p>	Dr. McLeod	22
<p>7. MMS and MHS i-Ready Adaptable Online Assessments Move to approve the purchase of i-Ready Adaptable Online Assessments for MMS, OCHS, and MHS at a cost not to exceed \$29,916.00 and will be paid for out of the Secondary Curriculum Budget.</p>	Dr. McLeod	29
<p>8. Superintendent’s Comments</p>	Dr. Martin	
<p>9. Old Business</p>	Mr. Yeo	
<p>10. New Business</p>	Mr. Yeo	
<p>11. Public Commentary – Any Topic</p>	Mr. Yeo	
<p>12. Adjournment Move that the October 21, 2014, Board Meeting #19 of the Monroe Public Schools Board of Education be adjourned.</p>	Mr. Yeo	32

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

- October 7, 2014, Board Work Session Minutes
- October 7, 2014, Board Meeting #18 Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- October 7, 2014, Board Work Session
- October 7, 2014, Board Meeting #18
- October 7, 2014, Closed Meeting

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, October 7, 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, Parliamentarian Dr. Tedd March, Trustee Aaron N. Mason, Trustee Ryan Philbeck (arrived at 5:45 p.m.), and Trustee Wendy Spicer

Board Members Absent: None

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

Administrators Absent: Jerry Oley

Others Present: Jill Sauve, Deb Sabo

President Yeo called the meeting to order at 5:33 p.m.

Preliminary Audit Report

Deb Sabo of Cooley, Hehl, Wohlgamuth & Carlton, P.L.L.C. presented copies of the audit report to board members followed by a discussion. The audit will be brought to the board for approval at the October 21, 2014, Board meeting.

District/Community Engagement Coordinator

Dr. Martin shared a draft of the job description for the District Community Engagement Coordinator and asked board members for suggestions. Dr. Martin will make a few changes to the qualifications and increase duties with the Education Foundation, and share the updated version with the board.

Adjournment

Motion by Mr. Mason; support by Mr. VanWasshenova that the 5:30 p.m., October 7, 2014, Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 6:52 p.m.

June Knabusch-Taylor, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #18

October 7, 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 7:05 p.m.

Public Commentary-Agenda Items Only

Selma Rankins expressed concern with the closed session meeting, and also the number of students lost in this year's count. He hopes that the board and administration will try something different because he feels that what is being done is not working.

Approval of Minutes

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

- September 23, 2014, Board Meeting #18
- September 23, 2014, Closed Session

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

Reports and Update

The Informational Report – Contracted Coaches was received.

Maintenance Appointment

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

Discussion: Mr. Donofrio was present this evening and the board welcomed him to Monroe Public Schools.

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

MHSAA State Golf Meet

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

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

NSBA's National Connection Fee

Motion by Mr. Mason; support by Mr. Yeo to approve the NSBA's National Connection Fee for 2015 in the amount of \$4,165.00.

Discussion: The benefit to belonging to the NSBA is minimal and we receive very thorough information from other professional organizations within the state.

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

Title I Technology Purchase – Waterloo

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

Discussion: Mrs. Everly stated that the need for these additional devices is due to Waterloo's increased enrollment.

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

Superintendent Comments

This week is Homecoming week at Monroe High School. Homecoming court was held Monday and the parade is at 5:00 this Friday with the game at 7:00 against Pioneer High School. Dr. Martin thanked Anne Knabusch and the high school student council for all of the work they do to organize the many activities associated with Homecoming.

Harvest Party tickets are still on sale for another week at the high school. The Harvest Party is Saturday, October 25th.

Custer Elementary has completed the first round of PLCs and Data Study meetings. During these meetings, teachers were able to review their reading assessment data and collaboratively plan interventions and enrichment. Teachers at each grade level completed goal sheets they will use with their students in the core subject areas. In line with John Hattie's research for making the biggest impact in student achievement, students will set goals for themselves and monitor their progress in these goals while collecting artifacts in their digital portfolios (grades 4th-6th) or paper portfolios (grades K-3). We look forward to our students sharing these portfolios and progress in their goals through student led parent/teacher conferences in the fall.

Waterloo Elementary STEAM School values the importance of providing as many experiences as possible to their students. This year in coordination with Monroe County Intermediate School District (MCISD) they have developed the first virtual field trip experience for our students using the State Science Standards as their guide for topics. MCISD technicians and videographers prepared a video snippet at a local greenhouse where the owner explained the working of his greenhouse in the video. As an extension to this experience, the students at Waterloo were able to participate in a live two-way video experience with Mr. Smith from Four Star Greenhouse. They are excited that we will be able to provide students with more field trip experiences than in the year's past through this process. Also, the exposure to different career opportunities, and to participate in a live question and answer session is another valuable outcome to this process. More virtual fieldtrip experiences are in the works with opportunities spreading beyond the state of Michigan. Waterloo, Full STEAM Ahead.

Just a reminder that Wednesday, October 8, is an early release day for students.

Old Business

Mr. Yeo informed the board that Dr. Martin asked the school board candidates if they would be interested in having a meet the candidate night, and they both chose not to do so.

New Business

Mr. Yeo stated that the board steered away from attending conferences because of budget concerns, but if an opportunity arises for a board member to attend a conference, there is money budgeted. Board policy states that we would provide training opportunities to new board members through MASB, and Dr. Martin would encourage their participation.

Public Commentary-Any Topic

There was none at this time.

Closed Session

Motion by Mr. Philbeck; support by Ms. Spicer to convene in closed session to consult written advice of counsel, Section 8(h) of the Open Meetings Act.

Vote: Motion carried by a 7-0 hand vote at 7:26 p.m.

Adjournment of Closed Session and Reconvene

Motion by Mr. VanWasshenova; support by Mr. Yeo that the closed session be adjourned and Board Meeting #18 be reconvened into open session.

Vote: Motion carried by a 7-0 hand vote at 7:57 p.m.

Adjournment

Motion by Mr. Mason; support by Dr. March that the October 7, 2014, Board Meeting #18 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:57 p.m.

June Knabusch-Taylor, Secretary

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- October 6, 2014, Board Personnel Committee Meeting Minutes
- October 8, 2014, Board Physical Resource Committee Meeting Minutes
- Informational Report – Contracted Services Recommendations

Monroe Public Schools Board Personnel Committee Meeting Minutes

Date of Meeting: October 6, 2014

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

Next Meeting: November 3, 2014

1. **Call to Order:** The meeting was called to order at 5:11 pm
2. **Minutes:** September minutes previously approved by Board
3. **Public Commentary:** None
4. **Staffing Updates:** Mrs. Everly and Mrs. Scherer made note of changes since last meeting, noting continued movement in many departments.
5. **Communications/Marketing Position:** Dr. Martin reminded the committee that this will be the topic of the Board Workshop on Tuesday, October 7th. He had forwarded to the Board copies of the proposed job description for review prior to the workshop. The committee discussed concerns/idea related to this position and felt administration should be prepared to answer questions on the value that this position, or the individual duties, would bring to the district. The committee agrees that community engagement should be part of this role, along with the initial idea of getting positive press out about the organization. This person will need to be flexible and willing to take feedback. Mr. Mason shared that he would envision this position to empower the key positions, the majority of the work would be done one step back from the visible public. The committee agrees that Dr. Martin should be the voice of the district and that the role of this position will be to support him and his Central Office team. Mrs. Everly asked the committee to think about a performance task that could be incorporated into the selection process. Further discussion will be held at tomorrow's workshop.
6. **Child Care and Preschool Pay Scale:** Mrs. Everly informed the committee that the minimum wage was increased to \$8.15 as of September 1, 2014. The minimum wage is also set to increase on January 1, 2016 to \$8.50 per hour; on January 1, 2017 to \$8.90 per hour; and on January 1, 2018 to \$9.25 per hour. We will have to be mindful of these changes and how they will impact some groups of our employees.

Mrs. Everly shared a situation this minimum wage increase has created in our child care and preschool programs. She noted that this group of employees has not seen an increase in pay for the past seven years. Because their pay rates were already so low, when the minimum pay rate increased September 1, many of the staff automatically got pay increases. This increase then created an inequity with new hires making only pennies different than employees who have been with the district for nine years. The child care leadership has brought forward a proposed salary structure for consideration that would help to better align the positions and provide a predictable pay structure for the group. Mrs. Eighmey and Mrs. Everly have reviewed their request, along with the program budget and are pleased to report that the program has been able to maintain a profit over the past three years.

Mrs. Everly is cognizant of the fact that we have several groups that are impacted by wage freezes, but feels that it is beneficial at this time to right the scale for this group. Based on this profit and continued steady enrollment levels within the program, administration would propose the following pay scale for the child care and preschool staff:

1-2 years	\$8.15
3-5 years	\$8.50
6-10 years	\$9.00
11-15 years	\$9.50
16+ years	\$10.00

Mrs. Eighmey assured administration that even with the new wage structure, if the average profit over the past three years continues; the program would continue to show a profit. The committee did not express concerns with moving forward with this recommendation.

7. **Attendance/Substitute Teacher Review:** EduStaff usage data for 2013/14 and was shared. Mrs. Everly explained that the usage is broken out into three categories: Contractual, School Business, and Supplementary Assignments. The contractual category is fairly self-explanatory – sick, personal business, days the employees are allowed to take based on their contract. Within the School Business category we attempted to break out and paint a picture of general fund vs. grant funded usage. General school business would include facilitating student activities, some professional development at buildings that don't have grant funds available, curriculum adoptions, etc. The Supplementary Assignments include all of our building interventionists, building PD subs, homebound services, etc. These would represent grant funded staff hired to work with small groups of students; these supplementary positions do not take regular teachers out of the classroom. It was clarified that these special supplementary assignments were formally on our payroll system and not part of this report in the past; but as of 2013-14 those are now paid for through EduStaff as long term substitute positions.

Substitute Teacher Usage for 2013-14 School Year				
Reason Overview		Data		Sub Totals
Reason	Sum of Unit	Sum of Total Due		
Contractual	FUNERAL	70.5	\$ 6,808.60	
	JURY	6.0	\$ 590.00	
	NEC. PERS. BUSINESS	182.0	\$ 17,770.80	
	NEC. PERS. BUSINESS - unpaid	6.0	\$ 613.60	
	SICK	2,091.5	\$ 219,775.00	
	SICK - Unpaid	136.0	\$ 15,658.60	
	UNION BUSINESS	18.0	\$ 1,722.80	
	WORKER'S COMP	7.0	\$ 708.00	\$263,647.40
School Business	CONFERENCE - CTE	20.0	\$ 1,888.00	
	CONFERENCE - General Fund	122.5	\$ 11,729.20	
	CONFERENCE - Grant Funded	91.0	\$ 8,755.60	
	EXTRA SUB NEEDED General	144.5	\$ 15,045.00	
	SCHOOL BUSINESS - ATHLETICS	33.0	\$ 3,445.60	
	SCHOOL BUSINESS - CTE	23.0	\$ 2,242.00	
	SCHOOL BUSINESS - General	1,237.5	\$ 121,740.60	
	SCHOOL BUSINESS - GRANT	561.0	\$ 54,197.40	
	SPECIAL EDUCATION	154.0	\$ 14,761.80	\$233,805.20
Supplementary Assignment	COMMIT	150.0	\$ 15,994.90	
	EXTENDED DAY	127.5	\$ 8,879.50	
	HOMEBOUND	23.0	\$ 5,451.60	
	SPECIAL POSITION	1,718.0	\$ 230,810.36	\$261,136.36
Grand Total		6,922.0	\$758,588.96	

Mr. Yeo asked if weekends or evenings were an option for school business. Mrs. Everly shared that we have put that option out there, and it has been utilized more last year than in the past. Dr. McLeod explained that the difficulty is getting 100% to attend on those optional times/days.

Mrs. Knabusch-Taylor expressed concerns she's heard from substitute teachers about lack of lesson plans. Mrs. Everly reported that teachers are expected to leave lesson plans for the substitute and also emergency sub plans should be on file in the office. Dr. McLeod suggested if there are issues, those should be brought to the attention of the administrator. He shared that the buildings also have substitute feedback slips that both the sub teachers and the regular teachers are asked to complete.

Mrs. Scherer reported that we are experiencing a shortage of substitute teachers. We will continue to have conversations with the ISD to discuss this concern further and see what can be done to increase the substitute teacher pool. We have also asked the building offices to review the list of former substitute teachers, so we can follow up with those that we want to continue using for this school year.

8. **Old Business:** Mr. Yeo shared his feedback on the Disney Presentation that was recently held. The speaker noted that every day at Disney is a show, everything from how management reacts, to the culture and employee engagement is driven by that concept. He found it very interesting in how involved they are to the process with accountability and expectations being keys. Mr. Yeo does feel that the team here at Monroe Public is doing a better job at creating expectations and accountability. The speaker talked about preparation, for every position because they want every experience to be positive from start to finish, including the parking lot attendants – pointing out the importance of the minute details which form the whole.
9. **New Business:** Mrs. Everly shared that the Athletic Advisory Committee is putting together a 7-24 conduct recommendation for student athletes that will be brought to the Curriculum Committee and if supported then to the Board as a whole. The importance of the integrity of the program for equal treatment and zero tolerance are part of that discussion. Mr. Yeo noted his support for this direction to develop this type of philosophy.
10. **Future Agenda Items:** None
11. **Next Meeting:** November 3, 2014 at 5:00 PM
12. **Adjournment:** The meeting was adjourned at 6:20 PM

Physical Resource Committee

Wednesday, October 8, 2014 @ 4:30 PM

Minutes

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

Jerry Oley reviewed the list of Proposed 2015 Sinking Fund Construction Projects.

- MHS Staff Parking Lot
 - Final phase of MHS parking lot re-construction
 - Currently 147 parking spaces – expanded to 269 parking spaces or an additional 122 spaces
 - Propose rebuilding 2 existing catch basins and installing an additional 7 catch basins
 - Approximate cost is \$600,000
- MHS Masonry Repairs
 - Third phase of masonry repairs (cleaning, tuck pointing and waterproofing)
 - South, west and north elevations of B-Wing
 - Approximate cost is \$114,000
 - Seeking alternate bids for west, north and east walls of C-Wing
- MMS Three Story Science Wing Windows and HVAC Replacement
 - Windows are leaking
 - Univents tied into window frames
 - Existing windows average R-value is 1.51 – proposed windows average R value is 7.99
 - Approximate cost is \$380,000
- MMS Partial Roof Replacements – 3 Areas
 - Original building three story roof replacement – 6 areas of repair since 2010
 - Approximate cost is \$170,000
 - Seeking two alternate bids for science wing and courtyard valley roofs
- Waterloo School Complete Roof Replacement
 - None of the roof areas currently under warranty
 - Approximate cost is \$175,000

- Arborwood South Partial Roof Replacement
 - North and west corridors – 14 areas of repair since 2010
 - Approximate cost is \$83,000
- Administration Building Window Replacement
 - Existing windows average R-value is 1.40 – proposed windows average R value is 4.98
 - Approximate cost is \$116,000

Jerry Oley – Met with engineer and architect to discuss a review of Monroe High School’s energy management.

- Study phase
- Review will take several months
- Evaluation of energy management, efficiencies and inefficiencies

Barry Martin – Does the district need to consider a bond?

- MHS energy
- District safety
- New elementary

Jerry Oley discussed 2013/14 Sinking Fund project progress

- Arborwood South Boiler Project
 - Currently testing boilers
 - Close to completion
 - Incorrect gas pipe running from the 4” main line to the boilers. Replacing from a 1½” pipe and being upsized to a 3” gas line to handle the boiler demands.
- Arborwood South Fire Alarm
 - Inspection done October 6th
- MHS Masonry Repairs
 - Completed

Meeting adjourned at 5:35 PM

Informational Report
Contracted Services Recommendations

Revised 10-21-14

To update you on the Temporary School Staff employees who are assigned to our district:

We have had a resignation from Rebecca Rowland from her assignment as the Post-Secondary Planner on October 6, 2014.

We have had a resignation from Chiara Messer from her assignment as the School Nurse on October 20, 2014

Monroe High School is recommending that Andrea Spaven be assigned to the open position for Technology Liaison. Andrea was previously an assistant for our district and also a crossing guard with TSSI, so all of our employment information and background checks are up to date.

So now we are still looking to fill:

First_Name	Last_Name	Position	Building
TBA		School Nurse	District
TBA		Post-Secondary Planner	MHS

STAFF APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Lynette Tyson as an Executive Secretary with Monroe Public Schools. This is a non-affiliated position. Mrs. Tyson will report to the Director of Business & Finance at the Administration Building.

Mrs. Tyson holds an Associate of Science degree from Monroe County Community College and a Bachelor of Business Administration degree from University of Toledo. Mrs. Tyson was previously employed at Monroe High School as the secretary to the Career and Technology Director.

Members of the interview panel were: Julie Everly, Assistant Superintendent; Kathy Eighmey Director of Business; Jill Sauve, Accounting Supervisor; and Danielle Complo, Payroll Supervisor.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Lynette Tyson as an Executive Secretary with Monroe Public Schools effective October 22, 2014, and place on the appropriate salary level for this position upon completion of all pre-employment requirements.

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

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

Lynette Tyson

Summary of Qualifications

My most recent work experience is with Monroe Public Schools, as a secretary in the Career and Technical Education department at Monroe High School. In addition, I have also served as the bookkeeper in the Athletic Department. Prior to working for Monroe Public Schools, I completed 18 years of work experience in the business community, specifically in Information Technology. My varied background included project management, software design and development. My work ethic, ability to grasp new concepts, and leadership skills allowed me to gain additional responsibilities and move into more advanced projects and leadership roles. Aspects of my career are detailed below in the Work Experience section.

In 2001, I left the work force for 6 years to be a full time homemaker. During this time I continued to use my skillsets through volunteer work. I worked many years, in various capacities, with multiple school and community organizations.

Education

- **Bachelor of Business Administration** degree
Computer Systems Major
University of Toledo -1983
- **Associate of Science** degree
Monroe County Community College, 1981

References

NAME	POSITION	CONTACT INFORMATION
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Work Experience

MONROE PUBLIC SCHOOLS 08/2007 - PRESENT	
Title	Secretary
CTE Office Responsibilities	<ul style="list-style-type: none"> • Providing administrative assistance to the CTE Director and teachers using Microsoft Word, Excel, Outlook and Publisher. • Creating and maintaining the department budget. Responsibilities include: <ul style="list-style-type: none"> • tracking of department expenditures, General Funds, Added Cost and Grant monies • processing and tracking of all purchases using the Pentamation Finance software application <p>processing of all payment requests, field trip requests and conference requests</p> • Providing CTE enrollment and expense data to the State of Michigan using the Career Technical Education Information System (i.e. CTEIS). Responsibilities include: <ul style="list-style-type: none"> • completing the 4033 report, detailing CTE financial data • completing the 4483 report detailing Added Cost programs, their teachers, classes, enrollment and final grades <p><i>report is created using exports from Powerschool, massaging the data and importing the data into the CTEIS application</i></p> • completing the Follow-up report which provides detailed data regarding students that have completed CTE programs and their progress, post high school <p><i>phone contact, to complete a survey, is made with each program completer, post high school graduation</i></p>
Athletic Office Responsibilities	<ul style="list-style-type: none"> • Perform bookkeeping tasks for all internal accounts at Monroe High School. Responsibilities include: <ul style="list-style-type: none"> • processing of all purchase/payment requests, including issuing checks using Quick Books software • processing and ensuring accuracy of all deposits • monthly bank reconciliation and fiscal year end reporting which includes the use of Microsoft Excel • filing month-end and year-end State of Michigan Tax documents • Process ticket monies received from athletic events. Responsibilities include: <ul style="list-style-type: none"> • balancing gate monies to tickets sold using Microsoft Excel • processing deposits • Processed Pay-to-Participate fees. Responsibilities included: <ul style="list-style-type: none"> • processing deposits for all pay-to-participate fees collected • providing audit reports on fees collected

AAA MICHIGAN 10/1988 - 05/2001	
Title	Systems Consultant
Responsibilities	<ul style="list-style-type: none"> • Led project teams and assisted in the design, development, implementation and maintenance of a cashiering computer system and various other insurance computer systems. Responsibilities included: <ul style="list-style-type: none"> • determining the scope of projects by meeting with the user community to determine system requirements • establishing and maintaining project schedules • writing and providing system documentation (i.e. design, program, user and implementation) • writing and testing of computer programs
ELECTRONIC DATA SYSTEMS 04/1985 - 10/1988	
Title	Systems Engineer
Responsibilities	<ul style="list-style-type: none"> • Design, development, implementation and maintenance of various commercial engineering computer systems. Responsibilities included: <ul style="list-style-type: none"> • determining the scope of projects by meeting with the user community to determine system requirements • writing and providing system documentation (i.e. design and program specifications), developing computer programs
MICHIGAN EMPLOYMENT SECURITY COMMISSION 08/1984 - 04/1985	
Title	Computer Programmer
Responsibilities	<ul style="list-style-type: none"> • Development and testing of various computer programs.
DETROIT EDISON'S FERMI II 08/1983 - 08/1984	
Title	Programmer Technician
Responsibilities	<ul style="list-style-type: none"> • Installation of system software. Maintained and supported computer system utilities.

STAFF RESIGNATIONS

BACKGROUND

We have received a letter of resignation from **Peter Frailing** for the purpose of other employment. Mr. Frailing has been employed with the technology department for the past two years. His resignation is effective at the end of the day on October 24, 2014.

We have received a letter of resignation from **Jennifer Bole**. Mrs. Bole was a teacher at Monroe High School. Her resignation is effective October 20, 2014.

ENCLOSURES

Letters of Resignation

RECOMMENDATION

Move to approve the resignation from Monroe Public Schools of Jennifer Bole effective October 20, 2014, and Peter Frailing effective October 24, 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	_____	_____	_____	_____

Peter Frailing

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

10/13/2014

To whom it may concern,

I, Peter Frailing, am resigning from my position as a Computer Technician at Monroe Public Schools. My last day of work will be October 24th 2014.

Thank you for the opportunities for professional and personal development that you have provided me during the last two years. I have enjoyed working for the school district and appreciate the support provided me during my time with the company.

If I can be of any help during this transition, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Frailing', written in a cursive style.

Peter Frailing

Gayle Lambert

From: Holly Scherer
Sent: Friday, October 17, 2014 7:10 AM
To: Gayle Lambert
Cc: Holly Scherer
Subject: FW: resignation

From: Jennifer Bole [REDACTED]
Sent: Thursday, October 16, 2014 5:02 PM
To: Ryan McLeod
Subject: RE: resignation

Dear Ryan McLeod,

This will serve as my resignation letter, effective Oct 20, 2014. I would appreciate communication with you via email at [REDACTED] concerning personal items left in my classroom. I also have keys to return to you, which I can either mail to you or to Tigra Delben, so please let me know about that as well. Any written communication can be sent to [REDACTED]. Thank you for the opportunity to make a difference while serving our students and community for the last 10 years. I wish you and Monroe Public Schools well.

Sincerely,
Jennifer Bole

ACCEPTANCE OF 2013/14 FINANCIAL AUDIT

BACKGROUND

Enclosed are the annual financial statements of the various district funds for the year ending June 30, 2014.

The Business Office, central administration and Board Finance Committee of the Whole have reviewed in detail the financial report with representatives of Cooley, Hehl, Wohlgamuth & Carlton, CPA's on October 7, 2014.

It is the opinion of the auditors and the Board of Education that the financial statements present fairly, in all material respects, the financial position of each of our funds as of June 30, 2014.

ENCLOSURES

Reports were given in advance of the meeting.

RECOMMENDATION

Move to accept the 2013/14 Financial Audit as prepared by the firm of Cooley, Hehl, Wohlgamuth & Carlton, Monroe, Michigan.

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

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

**MONROE HIGH SCHOOL CTE
WELDER PURCHASE**

BACKGROUND

Bill Ferrara, MPS CTE Director, is requesting authorization for the purchase of three MIG Welders and associated equipment. These units will be used by students in both the Welding Technology and Automotive Repair labs. Perkins Grant funds will be used to make this purchase. Attached are three quotes, two for the same products, one for comparable. We ask for approval of the Baker’s Ace Hardware quote #1, (also a local company).

ENCLOSURES

The letter from Bill Ferrara and three quotes.

RECOMMENDATION

Move to approve the purchase of three MIG Welders and associated equipment from Baker’s Ace Hardware for MHS CTE at a total cost not to exceed \$4,295.76 and will be paid from MPS Perkins Grant funds.

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

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



MONROE HIGH SCHOOL CAREER & TECHNICAL EDUCATION

Bill Ferrara, Director

Lynette Tyson, Administrative Assistant 901 Herr Road Monroe, MI 48161 Ph. 734.265.3450 Fax 734.265.3451

CTE MEMO #009 14.15

TO: Valerie Orr, Principal, Monroe High School
FROM: Bill Ferrara, Director
DATE: October 6, 2014
RE: **Purchase Approval, WELDERS, \$4,295.76**
ENCL: Purchase Order Request with Quotes (3)

I'm requesting authorization for the purchase of three MIG Welders and associated equipment. These units will be used by students in both the Welding Technology and Automotive Repair labs. Perkins Grant funds will be used to make this purchase. Attached are three quotes, two for the same products, one for comparable. We ask for approval of the Baker's Ace Hardware quote #1, (also a local company). If this request is acceptable, please forward to our Board of Education for their approval.

Total Requested: **\$4,295.76**

Sincerely,

Bill Ferrara, Director
Career & Technical Education

cc
Ryan McLeod, Asst. Superintendent
Kathy Eighmey, Director Business and Finance

Delivery Ticket



Quote #1

S BAKER'S ACE HARDWARE
O 905 NORTH DIXIE HWY.
L MONROE MI 48162
D
B 734-241-8959
Y

709850920

Customer 40234

Order 00520660-00

Order Date 03/04/14

Page 001 OF 001

S MONROE PUBLIC HIGH SCH Lynette Tyson
H 901 HERR RD
I WELD SHOP
P
T MONROE MI 48161
O 734-265-3692

Name	MONROE PUBLIC SCHOOL	Territory	000	Ship Via	OUR TRUCK -NONE-	Initials	RF
P/O Number	SEE BELOW	Salesperson	003	Other Zone	00 UPS Zone 0	Order Type	QTE
Rel Number		Branch	004	COL/PPD	PREPAID	Date/Time	06-OCT-14 06:42AM
Phone	734-265-3452	Status		Route		Username	rfragner

QTY SHIP	UNIT	EM	DESCRIPTION & HAZARD CLASS	LINE NO	ITEM NUMBER	LOC	QTY ORDER	QTY BKORD	BIN LOC	WEIGHT	UNIT AMOUNT	EXTENDED AMOUNT
***** QUOTE ***** Quote Expiration Date: 04/03/14 ROUTE : 000000 DELIVERY DATE: 00/00/00 DRIVER: 00000 TRUCK: 00000 STOP: 001 Hardgood P/O: QUOTE												
3	EA		POWER MIG 180 DUAL	1	LIN K3018-2	4	3	0			1034.23	3102.69
3	EA		*** Serial Numbers Required ***									
3	EA		MAGNUM PRO 100SG SPOOL GUN	2	LIN K3269-1	4	3	0			202.46	607.38
3	EA		UTILITY CART (150 CU FT BOTTLE CAPACITY)	3	LIN K520	4	3	0			195.23	585.69
Please make all deliveries before 2:00 p.m.												
Classroom: 734-265-3606 Shop: 734-265-3694 Cell: 734-693-2632												
											Subtotal	4295.76
											Tax	.00
											Total Sale	4295.76

POWER MIG® 180 Dual

Processes

MIG, Flux-Cored

Product Number

K3018-2

See back for complete specs

Input Power

120V/1/60 or 208/230V/1/60

Input Current at Rated Output

20A

Rated Output Current/Voltage/Duty Cycle

120V: 90A/19.5V/20%

208V: 130A/17.6V/30%

230V: 130A/20V/30%

Output Range

120V: 30-140 Amps DC, Max. OCV: 33

208V/230V: 30-180 Amps DC, Max. OCV: 34

Wire Feed Speed Range

50-500 ipm (1.3-12.7 m/min)

Weight/Dimensions (H x W x D)

68 lbs. (31 kg)

14 x 10.2 x 18.6in

(357 x 258 x 472mm)

POWER MIG®

The Professional's ChoiceSM

Have it both ways with the POWER MIG® 180 Dual wire welder. With dual 120 or 208/230 volt input power capability, you can use the same machine to weld at home, in the shop or out on the job site. It's a great choice for sheet metal and light frame autobody work, farm or small shop applications.

FEATURES

- ▶ **Dual Input Power Capability** – Select 120 volt input power for home and generator-driven environments or choose 208/230 volt input power for shop applications on thicker materials.
- ▶ **Industrial Cast Aluminum Drive** – Dual gear-driven drive rolls deliver positive traction. Patented split wire guides ensure optimal wire alignment and a brass-to-brass gun connection aids critical conductivity. A large industrial closed-design drive motor improves torque and enhances trouble-free performance.
- ▶ **Diamond Core Technology™** – Delivers a forgiving arc, excellent out-of-position arc action, low spatter and a wide voltage sweet spot at a given wire feed speed for steel, stainless steel and aluminum.
- ▶ **Spool Gun Ready** – Just remove the standard MIG gun and plug in the economical Magnum® PRO 100SG spool gun (optional) for enhanced aluminum wire feeding performance.
- ▶ **No Hassle Tool-less Design** – For input power changes, wire spool mounting, wire drive service and polarity changes.

APPLICATIONS

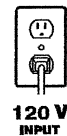
- ▶ Metal Fabrication
- ▶ Maintenance and Repair
- ▶ Autobody/Farm
- ▶ Light Industrial



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Shown K3018-2



WHAT'S INCLUDED

K3018-2 Includes:

- ▶ Magnum® PRO 100L Gun, 10 ft. (3.0 m)
- ▶ 120V and 230V Input Cables
- ▶ Input Cable Bag
- ▶ Gas and Gasless Nozzles
- ▶ Gun Cable Liner (pre-installed in gun)
- ▶ Learn-To-Use DVD
- ▶ Work Cable and Clamp
- ▶ Adjustable Gas Regulator and Hose
- ▶ Spindle Adapter
- ▶ Sample (0.90 kg) Spool of SuperArc® L-56® Mild Steel MIG Wire
- ▶ Sample (0.45 kg) Spool NR®-211-MP Flux-Cored Wire
- ▶ .025 in. (0.6 mm) and .035 in. (0.9 mm) Contact Tips
- ▶ .025 - .030 in. (0.6 - 0.8 mm) and .035 in. (0.9 mm) Drive Rolls
- ▶ .030 - .045 in. (0.8 - 1.1 mm) Knurled Drive Rolls
- ▶ .025 - .035 in. (0.6 - 0.9 mm) and .045 (1.1 mm) Wire Guides

INPUT



OUTPUT



Two Year Extended
Warranty Available in
the U.S.A. and Canada

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22801 St. Clair Avenue • Cleveland, OH 44117-1199 • U.S.A.
PH: +1.216-481-8100 • www.lincolnelectric.com

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ELECTRIC**
THE WELDING EXPERTS®



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* Select Delivery Method



UPS Ground	
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CLEAR CART

CHECKOUT

Items in Cart (3)

Cart Subtotal: **\$4,372.56**

PRODUCT	AVAILABILITY	QUANTITY	ITEM PRICE
 <p>Miller® 150 Amp Spool Runner™ 100 Direct Plug-in Spool</p> <p>Airgas Part Number: MIL300796</p>	<p><i>Estimated Ship Date Not Available</i></p>	<input type="text" value="3"/> UPDATE ALL	<p>\$276.77</p> <p>\$276.77 / EA - Each</p> <p>Min Purchase Qty: 1 EA - Each</p>
 <p>Lincoln Electric® 18" X 34" X 35" 150 cu-ft Bottle Utility Cart</p> <p>Airgas Part Number: LINK520</p>	<p><i>Estimated Ship Date Not Available</i></p>	<input type="text" value="3"/>	<p>\$751.41</p> <p>\$250.47 / EA - Each</p> <p>Min Purchase Qty: 1 EA - Each</p>
<p>Lincoln Electric® Power MIG® 180 Dual</p>	<p><i>Estimated Ship Date Not Available</i></p>	<input type="text" value="3"/>	<p>\$2,877.00</p> <p>\$959.00 / EA - Each</p>

PRODUCT	AVAILABILITY	QUANTITY	ITEM PRICE
 <p>Airgas Part Number: LINK3018-2</p>			Min Purchase Qty: 1 EA - Each
Manual Freight			\$467.38

SHIPPING NOTES – Enter request for cylinder pick-ups here

Cart Subtotal: **\$4,372.56**

Taxes: **\$388.06**

Promotion Discount: **-\$0.00**

Estimated Order Total:
\$4,760.62

[CONTINUE SHOPPING](#)

[CLEAR CART](#)

[CHECKOUT](#)

* Additional itemized charges such as delivery, shipping, special handling, cylinder rent, hazmat fees, taxes or other charges may apply. These charges will be applied when your order is processed and shown before check out is complete.



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Items in Your Cart



Millermatic 211 Auto-Set with MVP MIG Welder

\$1,159.00 \$3,477.00

Unit Price

[REMOVE](#) | [UPDATE](#)

Status: In stock. Usually ships in 1-2 business days.



Premium Cart/Cylinder Rack — Millermatic 140, 180, 211 and Diversions

\$173.85 \$521.55

Unit Price

[REMOVE](#) | [UPDATE](#)

Status: In stock. Usually ships in 1-2 business days.



M-150 GUN 15 FT .030-.035 WIRE

\$219.96 \$659.88

Unit Price

[REMOVE](#) | [UPDATE](#)

Status: In stock. Usually ships in 1-2 business days.

Order Summary

Cart Subtotal \$4,658.43
Promotional Discount \$-
Estimated Taxes* \$-
Shipping \$-
Order Total \$4,658.43

Ships in 24-48 hrs.
Ships to store

Promo Code or Gift Card

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Checkout

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Cart Subtotal \$4,658.43
Promotional Discount \$-
Estimated Taxes* \$-
Shipping \$-

Order Total \$4,658.43

*Final taxes will be calculated during checkout

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**MONROE MIDDLE SCHOOL AND MONROE HIGH SCHOOL
i-READY ADAPTABLE ONLINE ASSESSMENTS**

BACKGROUND

Prior to the iReady purchase approved by the Board last year, the middle school was using the SRI and SMI assessments which provide a single number to indicate the level of student performance in mathematics and reading. The high school did not have an assessment that they used in order to track student progress in these areas. MHS relied on a student's 8th grade scores to determine needed reading and math interventions as they enter MHS and then the next report of performance they receive is the ACT/MME in 11th.

The purchase of iReady last year replaced the assessments at MMS and will provide MHS with much needed information about the reading and math proficiency and progress of their students.

The iReady K-12 diagnostic tool is a cross-grade-level assessment that was built for the Common Core. The assessments are adaptable so as students' answer questions, the program increases or decreases the level of difficulty based on the correctness of the student's previous answer. The adaptability feature allows students to spend 30-45 minutes taking the assessment and provides valid and reliable growth measure. iReady also provides teachers with a series of interim assessments that can be used to monitor the progress of students on a regular basis. The easy-to-read reports pinpoint students' abilities and areas of need down to the sub-skill level and provide educators with a detailed action plan and resources for differentiated instruction. Reports assist district and school leaders in allocating resources and support teachers in providing effective whole-class, small-group, and individual instruction.

ENCLOSURE

The price quote from Curriculum Associates for i-Ready Diagnostic Reading and Math progress monitoring tools and the i-Ready Diagnostic and Instruction Training for MMS and MHS.

RECOMMENDATION

Move to approve the purchase of i-Ready Adaptable Online Assessments for MMS, OCHS, and MHS at a cost not to exceed \$29,916.00 and will be paid for out of the Secondary Curriculum Budget.

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	_____	_____	_____	_____



Placing an Order

Please attach quote to all signed purchase orders.

- 1) **Email:** CAinfo@curriculumassociates.com
- 2) **Fax:** 1-800-366-1158
- 3) **Mail:**
ATTN: CUSTOMER SERVICE DEPT.
Curriculum Associates, LLC
P.O. Box 2001
North Billerica, MA 01862-0901

Please visit <http://www.curriculumassociates.com/> for detailed order instructions or contact CA's Customer Service department (1-800-225-0248) and reference quote number for questions.

Shipping Policy

Unless otherwise noted, shipping costs are calculated as follows.

Order amount	Percentage of Order
\$999.99 and less	12% with \$10.99 minimum freight charge
\$1,000 to \$4,999.99	10%
\$5,000 to \$99,999.99	8%
\$100,000 and more	6%

Please contact local CA Sales Representative, customer service (1-800-225-0248), or <http://www.curriculumassociates.com/> for expedited shipping rates.

Unless otherwise expressly indicated, the shipping terms for all deliveries is FOB CA's Shipping Point (whether to a CA or third party facility). Risk of loss and title is passed to purchaser upon transfer of the goods to carrier, standard shipping charges (listed above) are added to the invoice or included in the unit price unless otherwise specified.

Payment Terms

Payment terms are as follows.

- With credit approval: Net 30 days
- Without credit approval: Payment in full at time of order
- Accounts must be current before subsequent shipments are made

Return Policy

Except for materials sold on a non-refundable basis, purchaser may return, at purchaser risk and expense, purchased materials with pre-approval from CA's Customer Service. Before returning material, call CA's Customer Service department (1-800-225-0248) for return authorization. When returning material, please include your return authorization number and the return form found on the back of your packing slip. We do not accept returns on individually sold Teacher Toolbox access packs, unused i-Ready® licenses, and materials that have been used and/or are not in "saleable condition." i-Ready® and BRIGANCE® Online Management Systems may be returned for a pro-rated refund for the remaining time left on the contract. Individual components of Ready® Achievement Packs and BRIGANCE® Kits cannot be returned for a refund.

For more information about the return policy, please visit <http://www.curriculumassociates.com/>.

ADJOURNMENT

RECOMMENDATION

Move to adjourn the October 21, 2014, Board Meeting #19.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____