



MONROE PUBLIC SCHOOLS

BOARD MEETING #20

November 11, 2014

7:00 p.m.

BOARD OF EDUCATION

MR. ROBERT YEO, PRESIDENT

MR. LAWRENCE VANWASSHENOVA, VICE-PRESIDENT

_____, 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 #20
Tuesday, November 11, 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. Closed Session	Mr. Yeo	2
Move to convene in closed session to consult written advice of counsel, Section 8(h) of the Open Meetings Act.		
2. Adjournment of Closed Session and Reconvene	Mr. Yeo	3
Move that the closed session be adjourned and Board Meeting #20 be reconvened into open session.		
3. Approval of Minutes	Mr. Yeo	4
Move to approve the minutes of the following meetings as submitted:		
• October 21, 2014, Board Work Session		
• October 21, 2014, Board Meeting #19		
• October 28, 2014, Special Board Meeting (4 sets)		
• October 28, 2014, Closed Meeting (3 sets)		
4. Reports and Updates	Mr. Yeo	13
a. November 3, 2014, Board Personnel Committee Meeting Minutes		
b. Informational Report – Contracted Services Recommendations		
5. Appointment of Board Secretary	Mr. Yeo	18
Move to appoint _____ as Secretary of the Monroe Public Schools Board of Education for the remainder of the 2014 calendar year.		
6. Exempt Employee Appointment	Dr. McLeod	19
Move to approve the appointment of Robert Kennedy as a Level 2 Computer Technician for the 2014/15 school year effective November 12, 2014, and place on the appropriate salary level for this position, upon completion of all		

pre-employment requirements.

- | | | |
|---|--------------------|-----------|
| <p>7. Exempt Employee Appointment
Move to approve the appointment of Michael Reaume as a Level 2 Computer Technician for the 2014/15 school year effective November 12, 2014, and place on the appropriate salary level for this position, upon completion of all pre-employment requirements.</p> | <p>Dr. McLeod</p> | <p>22</p> |
| <p>8. Teacher Appointment
Move to approve the appointment of Christopher Dominguez as an alternative high school teacher with Monroe Public Schools effective November 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>Dr. McLeod</p> | <p>25</p> |
| <p>9. Teacher Appointment
Move to approve the appointment of _____ as a teacher with Monroe Public Schools effective _____ 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>29</p> |
| <p>10. Maintenance Appointment
Move to approve the appointment of _____ as a Classification 2 Maintenance with Monroe Public Schools effective _____ 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>30</p> |
| <p>11. Approval to Extend Custodial Service Agreement
Move to accept the Custodial Cleaning Services Agreement with Mulligan’s Building Maintenance for two years, expiring June 30, 2016.</p> | <p>Mr. Oley</p> | <p>31</p> |
| <p>12. Highway Easement and Consent to Grade – Waterloo
Move to approve the request from the Michigan Department of Transportation for Consent to Grade for the property in front of Waterloo School as well as a property easement. The state will pay the district \$500 for the grading and \$2,000 for the highway easement.</p> | <p>Dr. Martin</p> | <p>42</p> |
| <p>13. Energy Management Upgrades – Raisinville and MHS
Move to accept the bid from Control Systems of Ohio, of Sylvania, Ohio, for \$13,351.00 for the energy management upgrades for Raisinville Elementary School and Monroe</p> | <p>Mr. Oley</p> | <p>49</p> |

High School. Money for this purchase will come from the Site Sinking Fund.

- | | | |
|---|------------|----|
| 14. Monroe High School CTE Robotics Purchase | Dr. McLeod | 53 |
| Move to approve the purchase of robotics workstation equipment from Questech for MHS CTE at the cost not to exceed of \$8,545.00 and will be paid from MPS Perkins Grant funds. | | |
| 15. Superintendent's Comments | Dr. Martin | |
| 16. Old Business | Mr. Yeo | |
| 17. New Business | Mr. Yeo | |
| 18. Public Commentary – Any Topic | Mr. Yeo | |
| 19. Adjournment | Mr. Yeo | 56 |
| Move that the November 11, 2014, Board Meeting #20 of the Monroe Public Schools Board of Education be adjourned. | | |

ROLL CALL

	<u>Present</u>	<u>Absent</u>
Dr. March	_____	_____
Mr. Mason	_____	_____
Mr. Philbeck	_____	_____
Ms. Spicer	_____	_____
Mr. VanWasshenova	_____	_____
Mr. Yeo	_____	_____

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>
_____	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Board Meeting #20
November 11, 2014
Item #C.2

ADJOURNMENT OF CLOSED SESSION AND RECONVENE

RECOMMENDATION

Move that the closed session be adjourned and Board Meeting #20 be reconvened into open session.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____

APPROVAL OF MINUTES

ENCLOSURES

- October 21, 2014, Board Work Session Minutes
- October 21, 2014, Board Meeting #19 Minutes
- October 28, 2014, Special Board Meeting Minutes (4 sets)

RECOMMENDATION

Move to approve the following minutes as submitted:

- October 21, 2014, Board Work Session
- October 21, 2014, Board Meeting #19
- October 28, 2014, Special Board Meeting (4 sets)
- October 28, 2014, Closed Meeting (3 sets)

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

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Work Session

Tuesday, October 21, 2014

6:30 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: Vice President Larry VanWasshenova, Parliamentarian Dr. Tedd March, Trustee Aaron N. Mason, Trustee Ryan Philbeck

Board Members Absent: President Robert Yeo, Secretary June Knabusch-Taylor, Trustee Wendy Spicer

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

Administrators Absent: Jerry Oley

Vice President VanWasshenova called the meeting to order at 6:30 p.m.

Review Board Goals

Dr. Martin reviewed a few of the revisions that were made in the student achievement goals. The focus was on reading, math, and writing. With help from data specialist Brian Ready, data was studied to find out what kind of trends there were in growth. Based on past history, administration determined what could be attainable for each grade level in each of the content areas. Dr. Martin stated that the revised goals are more realistic than what was previously set. Board members agreed that it would be helpful to have charts available to show student growth.

Adjournment

Motion by Mr. Mason; support by Dr. March that the 6:30 p.m., October 21, 2014, Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 4-0 hand vote at 7:03 p.m.

Robert Yeo, President

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #19

October 21, 2014

7:00 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: Vice President Lawrence VanWasshenova, Parliamentarian Dr. Tedd March, Trustee Aaron N. Mason, Trustee Ryan Philbeck

Board Members Absent: President Robert Yeo, Secretary June Knabusch-Taylor, Trustee Wendy Spicer

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

Administrators Absent: Jerry Oley

Vice President VanWasshenova called the meeting to order at 7:05 p.m.

Public Commentary-Agenda Items Only

There was none at this time.

Approval of Minutes

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

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

Vote: Motion carried by a 4-0 roll call vote.

Reports and Update

The October 6, 2014, Board Personnel Committee Meeting Minutes; October 8, 2014, Board Physical Resource Committee Meeting Minutes; and the Informational Report – Contracted Services Recommendations were received.

Staff Appointment

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

Vote: Motion carried by a 4-0 roll call vote.

Staff Resignations

Motion by Mr. Mason; support by Mr. Philbeck to approve the resignations from Monroe Public Schools of Jennifer Bole effective October 20, 2014, Peter Frailing effective October 24, 2014, and Megan Proudlock effective October 31, 2014.

Vote: Motion carried by a 4-0 roll call vote.

Acceptance of 2014/14 Financial Audit

Motion by Mr. Philbeck; support by Mr. Mason to accept the 2013/14 Financial Audit as prepared by the firm of Cooley, Hehl, Wohlgamuth & Carlton, Monroe, Michigan.

Discussion: Deb Sabo from Cooley, Hehl, Wohlgamuth & Carlton was present and noted that the audit went very well, and as always, Mrs. Eighmey and her staff were very organized and helpful.

Vote: Motion carried by a 4-0 roll call vote.

MHS CTE Welder Purchase

Motion by Mr. Mason; support by Mr. Philbeck 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.

Discussion: Mr. Mason was pleased that a local company had the lowest bid.

Vote: Motion carried by a 4-0 roll call vote.

MMS and MHS i-Ready Adaptable Online Assessments

Motion by Mr. Philbeck; support by Mr. Mason 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.

Vote: Motion carried by a 4-0 roll call vote.

Superintendent Comments

- The second early release of the month is Wednesday, October 22. Students will be released one hour early. Also, because of the countywide inservice, there will be no school on Friday, October 31st.
- Raisinville's new electronic sign has been installed and they are now waiting for Daktronics to install the receiver. The sign should be up and running digitally within the next few weeks.
- This past month, Raisinville has sent ten people to three different IB school visits in the Oakland School district. There is a great momentum to explore this opportunity and great strength on this large steering committee.
- The extra support staff put in place is working out quite well. Chip Jackson, the Positive Climate Liaison is helping to post visuals of daily attendance and is working to create a Raisinville Reporter group that will take over the morning announcements and present them digitally. He is also touching base with some of our struggling boys and is working with our PBIS team. Mr. Jackson is also working on the Facebook page and PR work with PTO, and is in the discussion stages of working on a student council group. Diana Staten, Student Service Provider, supports students all day long. She is either working in small groups or is giving individual attention to students in need. She is also reaching out to our parents and supporting our families in need, making those home/school connections. They have both been such great additions to the staff at Raisinville.
- As part of the Manor Leader in Me Initiative, the Manor Student Lighthouse Team is comprised of 24 student leaders in grades K-6 and is led by Manor teachers Justin Nye, Melissa Cramer and Scott Williams. These students have chosen to use their leadership positions to improve the playground and to create a school store. To date they have worked with the high school CTE department to design and build two Buddy benches (a bench where a student who would like a friend to play with on the playground can go to and other students will then invite them to play); designed a map for games and

activities to be painted on the blacktop area; and are in the process of creating a plan for a Manor School Store.

- A Parent Lighthouse Team is in the process of being formed. Manor staff and parents will be present at a *Leader in Me* consortium in November to learn more about the role of the Parent Lighthouse Team in the school environment.
- 196 students have applied and been chosen for School Leadership Roles. This creates a student-centered learning environment that fosters the growth of the seven leadership habits that are the cornerstone of the *Leader in Me* initiative.
- The Harvest Party sponsored by Monroe High School is this Saturday at Dusseau's. Doors open at 6:00.

Old Business

There was none at this time.

New Business

There was none at this time.

Public Commentary-Any Topic

There was none at this time.

Adjournment

Motion by Mr. Philbeck; support by Dr. March that the October 21, 2014, Board Meeting #19 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 4-0 hand vote at 7:18 p.m.

Robert Yeo, President

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting, Thursday, October 28, 2014
5:00 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: None

Others Present: Barry Martin, Ryan McLeod, James Davies, Val Orr, Kim Diven, student (1028a), student's mother and grandmother

Mr. Yeo called the meeting to order at 5:15 p.m.

Closed Session

Motion by Mr. VanWasshenova, support by Mr. Philbeck to convene in closed session for the purpose of conducting a student disciplinary hearing. Open Meeting Act, Section 8 (b).

Vote: Motion carried by a 6-0 hand vote at 5:16 p.m.

Reconvene Board Meeting

Motion by Mr. Philbeck, support by Mr. Mason that the closed session adjourn and the 5:00 p.m., October 28, 2014, Special Board Meeting reconvene.

Vote: Motion carried by a 6-0 hand vote at 5:50 p.m.

Recommendation

Motion by Dr. March, support by Mr. Mason to expel the student.

Vote: Motion carried by a 5-1 roll call vote at 5:54 p.m. Mr. Philbeck voted no.

Adjournment

Motion by Mr. Mason, support by Mr. Philbeck that the October 28, 2014, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 5:54 p.m.

Robert Yeo, President

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting, Tuesday, October 28, 2014
5:00 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: None

Others Present: Barry Martin, Ryan McLeod, James Davies, Val Orr, Jeff McVeigh, Sue Sacks, student (1028b), student's mother and grandmother

Mr. Yeo called the meeting to order at 6:04 p.m.

Closed Session

Motion by Mr. Philbeck, support by Mr. VanWasshenova to convene in closed session for the purpose of conducting a student disciplinary hearing. Open Meeting Act; Section 8 (b).

Vote: Motion carried by a 6-0 hand vote at 6:04 p.m.

Reconvene Board Meeting

Motion by Mr. Philbeck, support by Mr. Mason that the closed session adjourn and the 5:00 p.m., October 28, 2014, Special Board Meeting reconvene.

Vote: Motion carried by a 6-0 hand vote at 6:23 p.m.

Recommendation

Motion by Mr. Mason, support by Dr. March to follow administrations recommendation to suspend student for 11 days and return on October 29, 2014.

Vote: Motion carried by a 6-0 roll call vote at 6:27 p.m.

Adjournment

Motion by Mr. VanWasshenova, support by Mr. Mason that the October 28, 2014, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 6:27 p.m.

Robert Yeo, President

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting, Thursday, October 28, 2014
5:00 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: None

Others Present: Barry Martin, Ryan McLeod, James Davies, Val Orr, Jeff McVeigh, student's (1028c) mother

Mr. Yeo called the meeting to order at 6:41 p.m.

Closed Session

Motion by Mr. Philbeck, support by Dr. March to convene in closed session for the purpose of conducting a student disciplinary hearing. Open Meeting Act; Section 8 (b).

Vote: Motion carried by a 6-0 hand vote at 6:41 p.m.

Reconvene Board Meeting

Motion by Mr. VanWasshenova, support by Dr. March that the closed session adjourn and the 5:00 p.m., October 28, 2014, Special Board Meeting reconvene.

Vote: Motion carried by a 6-0 hand vote at 6:55 p.m.

Recommendation

Motion by Mr. VanWasshenova, support by Dr. March to expel the student.

Vote: Motion carried by a 6-0 roll call vote at 6:56 p.m.

Adjournment

Motion by Mr. Mason, support by Mr. VanWasshenova that the October 28, 2014, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 6:56 p.m.

Robert Yeo, President

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting, Thursday, October 28, 2014
5:00 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: None

Others Present: Barry Martin, Ryan McLeod, James Davies, Chantele Henry, Kara Lily

Mr. Yeo called the meeting to order at 6:58 p.m.

Mother and student (1028d) were not present. Mother called yesterday and stated she wasn't available to attend tonight's hearing, but wanted an opportunity to address the board. This hearing was previously scheduled for October 16; mother was unable to attend that hearing, so it was rescheduled for this evening.

Recommendation

Motion by Mr. Philbeck, support by Ms. Spicer to conduct the hearing tonight and come to a final determination.

Vote: Motion carried by a 5-1 roll call vote at 7:07 p.m. Mr. VanWasshenova voted no.

Mrs. Henry summarized the student's discipline violations, attendance and grade history.

Recommendation

Motion by Mr. Philbeck, support by Mr. Mason to expel the student.

Vote: Motion carried by a 6-0 roll call vote at 7:28 p.m.

Adjournment

Motion by Mr. VanWasshenova, support by Mr. Mason that the October 28, 2014, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:28 p.m.

Robert Yeo, President

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- November 3, 2014, Board Personnel Committee Minutes
- Informational Report – Contracted Coaches

Monroe Public Schools Board Personnel Committee Meeting Minutes

Date of Meeting: November 3, 2014

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

Next Meeting: December 1, 2014

1. **Call to Order:** The meeting was called to order at 5:05 pm
2. **Minutes:** October minutes previously approved by Board
3. **Public Commentary:** None
4. **Staffing Updates:** Mrs. Scherer shared the latest staffing update, noting the highlights represent the newest of activity. Mrs. Everly added that of the resignations, most have moved on to new employment opportunities. Dr. McLeod shared that we continue to struggle to fill positions, noting that we do have six teaching vacancies that are currently posted on various websites and we continue to seek candidates. Open positions are in Science, Math, English, Social Studies, Special Education and Elementary Music. It was noted that this issue is state-wide. Dr. Martin added that we are seeing significantly less requests for student teacher placements as well.
5. **Old Business:** Mrs. Everly shared an update on the Social-Emotional restructure team. Overall we are very pleased with the progress of the new structure. She reported that the Positive Climate Liaisons are getting a work out with attendance, trying to make contacts with families before the student reaches truant level. We had originally staffed those positions on a 1 PCL to 1500 student ratio. Administration is now revisiting that ratio thinking 1 to 800 might be more feasible, and with that rethinking it would mean an addition for one Positive Climate Liaison at Custer Complex. The committee members have not heard much from the community on this restructure, good or bad.
6. **New Business:**
Board Appointment: Mr. Yeo shared that he had conversations with our district attorney regarding the appointment of a Board member to replace June Knabusch-Taylor's vacant seat for the remaining 2 meetings. He noted that there will be Special Closed session on Tuesday so the Board can discuss whether to modify or agree to temporarily by-pass the current board policy on this process due to the timing.

Director of Human Resources and Operations: Dr. Martin shared with the Committee a proposed job description for a "Director for Human Resources and Operations" position (see attached). Dr. Martin is proposing this position as a means to help free up Dr. McLeod and Mrs. Everly to focus more on instruction and student achievement, and implement a person to help out with the Human Resource duties, such as contract negotiations and grievances. This position is something we've had a need for, however financially it's not something we feel we could afford. With asking for concessions and wage freezes, we don't feel adding a central office administrator would be something the public and staff would support. Administration has reviewed current staff members and is proposing to combine the position of Director of Operations with these HR duties to create the proposed new position and reassigning Jerry Oley to that position, with a minimal increase in his pay for those additional duties.

The committee discussed the pros and cons of this position, the idea of assigning Mr. Oley to that role, and the cost involved with this plan. Mr. Mason noted that he would see the HR piece needing to tie in more with the bulk of our essence coming from our educational side and expressed concern that Mr. Oley did not hold a degree. Mr. Yeo disagreed, feeling that we need less education focus at the top, and shared his thought that it is time to bring in some business leaders not so tied in from an education point of view.

Dr. Martin will plan to communicate to the other Board members through the Personnel Minutes and the Board briefs to get input and their thoughts on this proposal. It was noted that while the reassignment would not require the Board to actually vote, administration does want to be assured that there is support from the board as a whole before moving forward. Dr. Martin noted that overall we think it's worth trying to see if it works and Mr. Yeo concurred. Mr. Mason is not in support.

7. **Future Agenda Items:** None
8. **Next Meeting:** December 1, 2014 at 5:00 PM
9. **Adjournment:** The meeting was adjourned at 6:30 PM

Director of Human Resources and Operations

REPORTS TO: Superintendent

SUPERVISES: Custodial/Maintenance-Supervisor, Transportation Supervisor, District/Community Engagement Coordinator, Human Resource Specialist and Fringe Benefits Coordinator

MISSION: To provide leadership and coordination of all human resources and operations to create an environment promoting student achievement.

Performance Responsibilities

1. Supervises operation administrators and human resources department to assure efficient functioning in a manner that maintains safety standards, state and federal compliances, building codes, insurance regulations and certification requirements.
2. Formulates the specifications to be incorporated in operations-related contractual agreements and recommends alterations to agreements when requested by contractors or to meet the needs of the district.
3. Acts as a liaison with stakeholders for operational complaints and special requests.
4. Develops with the Director of Business and Finance, bus specifications, bulk commodities specifications and all short and long term district capital improvement projects.
5. Leads all collective bargaining with a variety of employee groups, including certified and noncertified, and maintains ongoing labor relations, contract administration and grievance processing.
6. Implements processes and procedures for recruitment, selection, induction and assignment of employees.
7. Establishes job descriptions for all district positions and updates job descriptions annually.
8. Works with other central office administrators to establish procedures for evaluation of all staff.
9. Disciplines employees following guidelines established in the master agreement and in accordance with Board policies.
10. Uses effective verbal, written and interpersonal communication skills.
11. Provides counsel to the Board and Superintendent to assist with the development of marketing materials to address the goals and objectives of the board, and to assist in the development of the Board goals related to marketing and public relations.
12. Works with District/Community Engagement Coordinator to develop and implement a media and community engagement plan.
13. Advises the Superintendent on road hazards and inclement weather which may affect the operation of the district's busses.

All other duties and responsibilities as deemed appropriate and necessary for the effective and efficient operation of the district.

Informational Report
Contracted Services Recommendations

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

Rachel Palmer has been selected to fill the vacant school nurse position. Ms. Palmer started in this assignment on Friday, October 31st. Ms. Palmer has been an RN for 14 years and is currently working part time with the Monroe Catholic Elementary Schools in a similar role.

Savannah Wendt has been selected to fill the vacant post-secondary planner position. Ms. Wendt started in this assignment on Thursday, November 6th. Ms. Wendt holds a bachelor's degree in English from Lourdes University and a master's degree in English Literature from the University of Toledo.

After further review of the social-emotional restructure, and as was discussed at the personnel committee meeting on November 3rd, administration is recommending to place an additional positive climate liaison position at Custer Elementary. This position is currently posted and candidates are being accepted.

APPOINTMENT OF BOARD SECRETARY

BACKGROUND

Policy 1175 provides in the event of a vacancy in any Board office (other than the president), the Board shall fill the vacancy by election at the next regular Board meeting.

RECOMMENDATION

Move to appoint _____ as Secretary of the Monroe Public Schools Board of Education for the remainder of the 2014 calendar year.

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

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

EXEMPT EMPLOYEE APPOINTMENT

BACKGROUND

On behalf of the administration I am recommending the appointment of Robert Kennedy as a Level 2 Computer Technician with Monroe Public Schools. Mr. Kennedy will begin his position on Wednesday, November 12, 2014.

Mr. Kennedy is a Monroe High School graduate and is currently pursuing his Associates Degree from Monroe County Community College. He has been working part time in our technology department since September 2013.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Robert Kennedy as a Level 2 Computer Technician for the 2014/15 school year effective November 12, 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>
_____	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

2010-2012 Monroe County Community College Monroe, MI
2007-2012 Monroe High School Monroe, MI

Extra-Curricular **FIRST Robotics Competition** – Programming robotic control systems, design and wiring of robot circuitry, Treasurer for the robotics program from 2009-2010, secretary for the robotics program from 2010-2011, active in fundraising and business practices. I am currently mentoring the Monroe High School robotics team.

Martial Arts – I hold a black belt in Tae Kwon Do and train in Wushu. I acted as an assistant instructor for one year. I've learned control over my mind and body as well as discipline and responsibility from this activity.

Interests I am interested in computer software development, computer repair, computer information networks, learning, robotics technology, and independent game development.

References

[Redacted references]

EXEMPT EMPLOYEE APPOINTMENT

BACKGROUND

On behalf of the administration I am recommending the appointment of Michael Reaume as a Level 2 Computer Technician with Monroe Public Schools. Mr. Reaume will begin his position on Wednesday, November 12, 2014.

Mr. Reaume is a Monroe High School graduate and is currently pursuing his Associates Degree. He has been working part time in our technology department since September 2013.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Michael Reaume as a Level 2 Computer Technician for the 2014/15 school year effective November 12, 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>
_____	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Michael Reaume



Self Summary:

- Not afraid to be thrown into the fire.
 - Quick learner with common sense, and tendencies to scope well and over deliver.
 - A thirst for knowledge and experience that has yet to be quenched.
 - Dedication of time: No call offs or missed days while with Guardian glass.
 - Youngest, and fasted promoted manager at my McDonald's.
 - At Denny's I was often trusted with additional duties outside my normal job. An awesome example was when I was asked to manage the kitchen during our Christmas day rush (busiest business day of the year).
-

Work Experience:

Chef, The Cheesecake Factory

02/2013 – 05/2013

- Practicing safe preparation of food in a fast paced environment
- Strong communication skills developed through alerting team members of requirements.
- Attention to detail required when working closing shifts to ensure all duties performed to standard.

Packer, Guardian Industries

Carleton, MI

05/2012 – 11/2012

- Main function was to pack and handle sheets of glass.
- Large focus on safety and situational awareness of others and myself.
- (as a team) Achieved 1.4 million hours without any LTA incidents.
- Worked long hours and honed my dedication to task, and work ethic.

Warehouse Clerk, Meijer Distribution Center

Newport, MI

02/2012 – 05/2012

- Organization and distribution within warehouse to ensure accurate and prompt delivery of goods to vendors.
- Situational awareness and understanding of packing and shipping procedures.
- Safety of self and others.

Line Cook, Denny's

Monroe, MI

04/2011 – 01/2012

- Mise en place, daily preparation, maintenance of station and kitchen.
- Food preparation; memorization of recipes, procedures, safety, and necessary food temperatures to keep inline with regulation.

- Some management responsibilities: running the kitchen, organizing tickets, etc.
- General inventory and maintenance duties.

Shift Manager, McDonald's

Monroe, MI

03/2009 – 04/2011

- General management tasks: Floor deployment, scheduling, key holding, security, money handling, and people management.
- Inventory ordering, receiving, and planning.
- Customer service and food handling tasks when necessary.

TEACHER APPOINTMENT

BACKGROUND

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

Mr. Dominguez holds a bachelor’s degree in general science from the University of Michigan Dearborn; a bachelor’s degree in psychology from the University of North Caroline at Asheville; and a master’s degree in instructional technology from Jones International University. He was most recently employed as a teacher and instructional technologist for Detroit Public Schools.

Members of the interview team were: Chantele Henry, OCHS Director; Chris Kunder, Rebecca Rottenbucher, Katelyn McBride, and Kevin Ryan, teachers.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Christopher Dominguez as an alternative high school teacher with Monroe Public Schools effective November 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>
_____	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Christopher Dominguez

Education

Instructional Technology (M.A.), Jones International University (2011)
General Science (B.A.), University of Michigan Dearborn (1996)
Psychology (B.A.), University of North Carolina at Asheville (1991)

Leadership Experiences

Building Instructional Technologist (10 yrs.)

Designing instruction across the curriculum laced with technology.
Coaching teachers on the uses of technology (hardware/software).

Building Technology Coordinator (10 yrs.)

Online testing (summative – MEAP/formative – MAP)
Procurement, planning, maintenance and inventory

Head Soccer Coach/League Coordinator (12 yrs./27 teams)

Head indoor/outdoor coach (community/school)
Southwest Detroit Public Schools League Coordinator

Animation & Video Game Design Instructor/Coordinator (4 yrs.)

Lead multi-media instructor (animation, claymation, film production)
Lead video game design instructor (“Toon Boom”)

Urban Farming Coordinator/Instructor/Grant Writer (2 yrs.)

Urban farming coordinator/instructor
Lead vegetable and fruit tree/bush coordinator/instructor

Professional Affiliations

Michigan Association for Computer Users in Learning (MACUL)
National Science Teacher’s Association (NSTA)
Detroit Area Pre-College Engineering Program (DAPCEP)
Science Connection Program (Northwestern High School)
Detroit Digital Learning Community (DDLC)
Michigan Athletic Soccer Association (MASA)
Detroit Police Soccer League (PSL)
Detroit School Garden Collaborative (DSGC)

Detroit Public Schools

Teacher of Computer Science & Media Arts/Instructional Technologist (2005-2014)

- * Instructed students in the areas of keyboarding, basic computer operations and procedures (Mac/PC Platform), use of Microsoft Office Suite and Mac multi-media programs (iMovie, iPhoto, iTunes, Garage Band, Keynote, and Pages).
- * Instructed an online college WCCCD course through a Virtual Middle College program for our 8th graders. This “Careers and Professional Development” course was a 3 credit hour, eight week course, that had my students focus on time management skills, identifying one’s own learning style, strategies on how to study for and take tests, and research online for various careers of interest. My students participated in an online learning community by posting “threads” related to the week’s task(s), and replying to other students’ threads.
- * Directed, procured, organized, managed, maintained, and inventoried the building’s entire supply of technology.
- * Coordinated, configured, and setup computers (PC/Mac) for state/district mandated online testing.
- * Lead the way on instructing teachers on the uses of hardware (computers, cameras, Smartboards, and document cameras), and software (online testing applications, Microsoft Suite, and Mac iLife Suite).
- * Lead the way on instructing teachers in the infusion of technology (hardware & software), to enhance daily instruction
- * Implemented/Instructed a class I coined “Media and Technological Arts” using 21st century technology tools. Students worked in cooperative groups, creating multi-media products across the curriculum. These products include a short film (horror), documentary on filmmaking, claymation/animation, podcasts, digitally mastered posters, digital stories (iMovie/Keynote), muraling, and musical sound tracks.
- * Implemented, managed, and marshaled an urban gardening project that included assembling, and managing a community of workers (students, parents, and teachers), grant writing for the procurement of 40 fruit trees, the planting, nurturing, and harvesting of the fruits and vegetables yielded, and public speaking to promote the urban gardening at the building/district level (“Living in the D” with Guy Gordon).

Science, Mathematics, DAPCEP, Science Connection Teacher (1996-2005)

- * Instructed students in the areas of the chemical, biological, physical, evolutionary, environmental, and astronomical sciences.
- * Instructed students in the areas of basic math skills, geometry, algebra, devising and interpreting graphs/charts, and units of measurement in customary & metric.
- * Instructed students in lessons/hands-on activities involving the fields of engineering (electrical, mechanical, and civil).
- * Initiated, developed, and instructed a gifted and talented math/science program teaching the scientific method approach in the development of science fair projects, and a minority contributors essay (Detroit Area Pre-College Engineering Program).
- * Instructed students in the building of model rockets, igniting them with a C4 charge and calculating each rocket’s average speed, acceleration & apogee.

Special Education Teacher - All Subjects (1993-1995)

- * Instructed a self-contained (learning disabled) class. Taught all subjects, swiftly shepherding my students to a high level of competency.
- * Positioned my students to be mainstreamed into the regular classroom as soon as possible, and to increase time spent in the regular classroom.

Casa Maria Family Services

Alternative Education Counselor (1991-1992)

- * Developed/implemented a successful plan/approach for one-on-one and group counseling for “at risk students” in an alternative school setting on an academic, as well as an emotional level.
- * Developed/implemented a behavioral modification plan that certainly positioned my students to maximize their potential in and out of the classroom.

Blue Ridge Mountain Mental Health Center

Therapeutic Aide to Autistic Children (Asheville, North Carolina – 1988-1991)

- * Developed/implemented a highly effective behavioral modification program for mainstreaming severely autistic children into mainstream society (restaurants, stores, YMCA).
- * Developed/implemented a highly effective behavioral modification program for the continued involvement and placement of child with his/her family.

United States Air Force

Office Management Specialist (McChord Air Force Base, Tacoma WA. – 1982-1988)

- * Procured, developed, and organized highly important office transactions in written and verbal form.
- * Lead an upper command office administratively in terms of word processing, filing, and handling secret-top secret documents.

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration I am recommending the appointment of _____ as a teacher with Monroe Public Schools. _____ will be assigned as a part time special education teacher at Manor Elementary and Monroe Virtual High School for the 2014/15 school year.

Members of the interview panel were: Terry Joseph, principal; Renee Peterson, director of special education; Kelly McGinnis and Melissa Stewart, teachers.

ENCLOSURES

Resume

RECOMMENDATION

Move to approve the appointment of _____ as a teacher with Monroe Public Schools effective _____ 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>
_____	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

MAINTENANCE APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of _____ into a Classification 2 Maintenance position with Monroe Public Schools.

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

ENCLOSURES

Resume

RECOMMENDATION

Move to approve the appointment of _____ as a Classification 2 Maintenance with Monroe Public Schools effective _____ 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>
_____	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

APPROVAL TO EXTEND CUSTODIAL SERVICE AGREEMENT

BACKGROUND

Monroe Public Schools has contracted with Mulligan’s Building Maintenance the past five years for cleaning services in several of the District’s facilities. After meeting with Bob Mulligan to review the contract and the level of service performed, we feel comfortable recommending the District extend the agreement for the 2014/15 and 2015/16 school years.

The new agreement will be \$14.75 per hour for all services rendered for 2014/15 and \$15.25 per hour for all services rendered for 2015/16. In addition, Mulligan’s will be compensated to provide 8 hours of supervision per day.

ENCLOSURE

Custodial Cleaning Services Agreement with Mulligan’s Building Maintenance

RECOMMENDATION

Move to accept the Custodial Cleaning Services Agreement with Mulligan’s Building Maintenance for two years, expiring June 30, 2016.

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

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

Custodial Cleaning Services Agreement

This Service Agreement made this ___ day of _____, ~~2013~~ **2014**, by and between **Mulligan's Building Maintenance** (hereinafter referred to as the "**Contractor**") and **Monroe Public Schools**, organized and operated pursuant to the Michigan Revised School Code, located at 1275 N. Macomb St., Monroe, Michigan 48162, (hereinafter referred to as the "**School District**").

WHEREAS, the School District is organized and operated as a General Powers School District under Part 6 of the Michigan Revised School Code and has the power, authority and duties specified therein, including the authority to engage independent contractors to carry out its powers, pursuant to MCL 380.11(3)(d) of the Revised School Code; and

WHEREAS, the School District is engaged in providing public K-12 education and desires to engage the Contractor to provide custodial services; and

WHEREAS, the Contractor has the expertise, training, capacity and qualifications to perform the services contained in this agreement.

THEREFORE, in consideration of the mutual promises and benefits contained herein, the parties agree as follows:

SECTION ONE DESCRIPTION OF SERVICES – RELATIONSHIP OF PARTIES

1. Supervision

- a. The Contractor shall provide, ~~at no additional cost to the district,~~ competent and adequate supervision as necessary to satisfy the requirements and specifications of the Agreement. **The Contractor shall be compensated for 8 hours per work day for supervision. The Contractor shall provide the School District with bi-weekly documentation of supervisor hours and locations of work rendered.** The supervisor shall cooperate fully with the representatives of the School District and shall be available for inspection of the buildings at times other than during working hours when requested.
- b. Inspections may occur at any time before, during or after the normal school year. The purpose of the inspections will be to determine if the buildings were properly cleaned to begin the school year, to assure that regular nightly cleaning is being done as per Agreement terms and that the buildings are properly cleaned after the end of the school year.

2. Employees

- a. The Contractor shall employ competent persons who are well trained in the area of work assigned.
- b. Contractor shall be the legal employer, as that term is used under state and federal law, for all employees providing services under this Agreement. Contractor shall have the sole responsibility and authority to hire, assign, supervise, evaluate, and terminate any personnel assigned by Contractor to do work at the School District. **The Contractor shall evaluate employees annually.**
- c. The Contractor shall supply the School District a list of all employees providing services under this Agreement assigned to each building and their assigned areas of responsibility. The employee list shall be updated as employees providing services under this Agreement are hired, terminated or reassigned.

- d. Contractor employees providing services under this Agreement are not to disturb papers on desks, open drawers or cabinets, use telephones or computers, or tamper with personal property owned by the School District or its employees.
- e. All employees providing services under this Agreement are to present themselves in an appropriate manner and attire consistent with school rules and the laws of this state and community. Any employee whose moral conduct, behavior, health habits or appearance are unsatisfactory will be brought to the Contractor's attention for appropriate action, up to and including discharge.
- f. The School District may request that an employee be removed from servicing the School District. Such requests shall not be unreasonably denied.
- g. The School District will be given at least a 48-hour notification of new employees providing services under this Agreement prior to their assignment to the School District. This notification shall include the name, current address and former employer information of the proposed employee.
- h. The School District reserves the right to do background checks on all employees providing services under this Agreement consistent with applicable laws.

3. Keys

- a. Keys to the buildings will be supplied by the School District. Contractor covenants that under no circumstances shall any School District supplied key be duplicated without the express written permission of the School District. All keys shall be returned at the termination of the Agreement.

4. Payroll and Withholdings

- a. Contractor shall have full responsibility for compensating the employees providing services under this Agreement, including but not limited to, issuing payroll checks and making all necessary deductions from employee's pay, including state and federal withholding tax, and providing various insurance premiums and other benefits, if any, which may be paid wholly or partially by the employee.
- b. Contractor shall make the necessary payroll reports and payments to governmental authorities.

5. Work Week

- a. The majority of the custodial service responsibilities will be performed between the hours of 3:00 p.m. and midnight for five consecutive nights on Monday through Friday, except during days when school is cancelled. On cancelled school days, daily services will be eliminated. In the event no cleaning is needed, an appropriate reduction to the monthly invoice shall be made. Summer hours will be determined by the School District.

The School District shall have full and exclusive authority to set the number of hours worked by the Contractor. No change shall be made without prior written authorization by the School District.

- b. In addition, the School District shall supply the Contractor, or their building representatives, with a schedule of nightly activities for each building and it shall be understood that the cleaning of areas of the building used for night activities will be performed after the activities are finished and that the cleaning service will secure the building after everyone using the building leaves. The Contractor is responsible for nightly security of the building during their shift and to secure the building before leaving. Every attempt will be made to provide for clean buildings for each work/school day to begin.

6. Unsatisfactory Performance

- a. All work performed will be subject to inspection and approval. Any work found to be substandard or omitted will be reported to the Contractor. Any continued and/or repeated offenses may be subject to fines or invoiced amounts deducted from the monthly invoice.

7. Conservation of Energy

- a. Every effort shall be made to conserve energy whenever possible throughout the cleaning schedule. Only areas in use shall have lights on and doors and windows shall remain closed whenever the heating or cooling systems are operating.

8. Scheduled Cleaning Services – The following cleaning services shall be completed pursuant to the schedule contained therein.

- a. Cleaning and waxing of floors – All hard surface floors (tile, terrazzo, etc.) shall be stripped or top-scrubbed and refinished each summer, no less than two weeks prior to the first day of school. Sealer and floor finish shall be applied in thin even coats with a minimum of two coats in classroom areas and three coats in high traffic areas. The floor wax or sealer must be of high quality and approved by the School District. Floor finishes shall be anti-slip and buffable.
- b. Cleaning of Carpeted Areas – All carpeted areas shall be professionally cleaned once during the summer break.
- c. Scrubbing and Waxing of floors – All hard surface floors shall be reconditioned at Christmas and Spring breaks. Reconditioning might include scrubbing and re-waxing, mopping and waxing, or burnishing to restore surfaces to a clean mar free luster consistent with pre-school year condition as outlined under this subsection.
- d. Carpet Cleaning – Heavily soiled carpeted areas shall be spot cleaned during Christmas and Spring breaks.

9. General Routine Cleaning

- a. All floor surfaces are to be swept nightly. Hard surface areas are to be dust mopped with a treated mop and damp mopped where needed. Carpeted areas are to be vacuumed nightly and spot cleaned where needed. All furniture shall be realigned to a useable position appropriate for that room and as requested by the main user of the room.
- b. All wastebaskets and garbage barrels are to be emptied nightly. Classroom wastebaskets may be emptied without changing the liner when possible but shall have new liners at least once per week as needed.
- c. All interior glass surfaces and entrance glass surfaces are to be kept clean as needed.
- d. All shelving, locker tops, sills, furniture, ledges, corners, etc., are to be kept dust free.
- e. Wall surfaces are to be spot cleaned as needed throughout the building.
- f. Soap, towel and tissue dispensers are to be refilled as needed to provide a useable amount of product for the next day.
- g. Kitchen and cafeteria floors are to be swept and mopped. Mopping of the kitchen might require a pre-mop with a degreaser. Both kitchen and cafeteria floors will be mopped with a disinfectant/germicidal detergent. All waste receptacles will be emptied nightly and disinfected or scrubbed as needed.

- h. All lavatories and locker rooms are to be swept and mopped nightly. A disinfectant/germicidal detergent shall be used for all surface cleaning. Walls and stalls are to be kept clean nightly and totally cleaned weekly. A non-acid bowl cleaner shall be used for urinals and toilets and these surfaces are to be wiped dry after cleaning. All sanitary napkin receptacles are to be emptied nightly and disinfected as needed.
- i. Kitchen, lavatory and locker room floors shall be resealed as often as is necessary to maintain the floor and grout seal, but not to the extent of having undo buildup in the grout. In the event of a buildup of floor finish in the grout, then the floor shall be scrubbed or stripped and refinished or sealed.
- j. Wash basins, sinks and drinking fountains throughout the building shall be cleaned nightly with a disinfectant/germicidal non-abrasive cleaner.
- k. All interior walls, locker fronts, doors etc. shall be kept clean of dirt, marks, smudges and writing.
- l. Classroom tables, desks, chairs etc. shall be spot cleaned to remove marks and writing.
- m. Slop sinks and janitorial closets or store areas assigned to the cleaning service shall be kept clean and orderly.
- n. Contractor will be responsible for snow and ice removal on all entranceways and adjacent sidewalks.
- o. The Contractor shall be responsible for securing all classroom window and doors.**
- p. The Contractor shall be responsible for securing the building each day after the regular school/work day (time to be set by the building administrator) and to unlock the building for scheduled activities and re-secure the building after scheduled activities.
- q. All cleaning supplies are to be supplied by the School District.
- r. The Contractor shall provide all equipment unless other arrangements are made.

10. Weekly Cleaning Services

- a. Hard surface floors in classrooms and other areas of the building shall be buffed and/or re-waxed as necessary to maintain a clean mar-free luster.

11. Modification of Services

- a. Notwithstanding anything to the contrary contained herein, the School District may reasonably amend or modify the services required to be provided under Scheduled Cleaning Services, General Routine Cleaning, and Weekly Cleaning Services upon written notice to Contractor.

**SECTION TWO
TERM OF AGREEMENT AND TERMINATION DURING TERM**

1. Term of Agreement

- a. This Agreement shall commence on July 1, 2014 and remain in full force and effect until June 30, 2016.
- b. The School District will notify the Contractor, in writing, no less than 30 calendar days prior to the expiration of this Agreement of its intent to NOT exercise the renewal option.

2. Contract Termination

- a. Notwithstanding anything to the contrary, if Contractor violates a provision of this Agreement, and fails to remedy that violation within thirty (30) days after receiving written notice from School District detailing Contractor's default, the School District may terminate the Agreement without liability. The School District's acceptance of a past violation does not waive its right to terminate the Agreement for any future violation not cured within thirty (30) days or for any material breach as provided for in this Section.
- b. The District, without liability, may terminate the Agreement immediately upon a material breach by Contractor; said material breach shall include, but not be limited to:
 - i. Inability to provide custodial services to the level that the School District is presently accustomed to,
 - ii. Failure by Contractor to comply with any applicable state or federal law or state or federal regulation, and
 - iii. Any violation of Section 5, Paragraph 13.

**SECTION THREE
FEES, INVOICE AND PAYMENT**

1. Fees and Invoice

- a. The Contractor shall be paid a fee of ~~\$14.00~~ **\$14.75 per hour for all services rendered to the School District July 1, 2014 through June 30, 2015 and \$15.25 per hour for all services rendered to the School District July 1, 2015 through June 30, 2016. The Contractor shall be paid a fee equal to 1 ½ times the regular fee for pre-approved overtime the Contractor is required to pay to its employees that work for the School District in excess of 40 hours in a week.**
- b. The Contractor shall submit to the School District on a monthly basis an invoice setting forth all applicable charges for the billing period.
- c. If the School District disputes the accuracy of any invoice delivered by Contractor, the School District shall, within ten (10) business days of receipt, deliver a written notice and explanation of such dispute to Contractor. Contractor shall meet with the School District to review the invoice and account within seven (7) business days.
- d. **The Contractor will have the opportunity to renegotiate within the term of the contract in the event the company reaches 50 employees and would be subject to increased costs due to requirements of the Affordable Care Act.**

1. Payment

- a. The School District will remit payment within 30 days of receipt of said invoice.

**SECTION FOUR
LIABILITY, INSURANCE AND INDEMNITY**

1. Insurance

- a. Contractor agrees, at its sole cost and expense, to purchase, prior to the commencement of services, and maintain the following insurance coverage in the minimum amounts indicated for the entire duration of the Agreement. All insurance carried by Contractor in regards to this Agreement must be effected under valid and enforceable policies, issued by insurers licensed and admitted to do business in Michigan and, which have an A.M. Best rating of at least "A-" or issued by group self-insurance pools which are organized pursuant to Act 138 of the Michigan Public Acts of 1982, MCL 129.1, et seq., as

amended and which are authorized to do business in Michigan. Contractor's insurance carrier must be reputable and acceptable to the School District, but acceptance of any licensed qualifying carrier or self-insurance pool shall not be unreasonably withheld.

- i. Commercial General Liability Insurance: On an "Occurrence Basis" with limits of liability not less than \$1,000,000 each occurrence, \$3,000,000 aggregate, combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: A) Contractual Liability; B) Products and Completed Operations; C) Independent Contractor's Coverage; D) Broad Form General Liability Extensions or equivalent; E) Deletion of all Explosion, Collapse and Under group (XCU) Exclusions, if applicable.
 - ii. Professional Liability Insurance (Errors & Omissions) of \$1,000,000 each occurrence and \$3,000,000 annually.
 - iii. Workers' Compensation including Employer's Liability Coverage of \$100,000 each accident, \$500,000 annual aggregate, in accordance with all applicable Michigan law.
- b. Contractor shall include the following as Additional Insured: Monroe Public Schools including its elected and appointed officials, employees, and volunteers.
 - c. The required coverage as described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advance Notice of Cancellation, Non-Renewal, Reduction and/or Material change shall be sent to: ~~Assistant Superintendent of Business and Operations~~ **Director of Business & Finance**, Monroe Public Schools, 1275 N. Macomb St, Monroe, MI 48162 . If such insurance is not in force, the School District may, at its option terminate the Agreement without penalty.

2. Indemnification and Hold Harmless

- a. Contractor shall indemnify, defend, and hold the School District (and its officers, trustees and agents) harmless from and against all liabilities, damages, fines, penalties, demands, forfeitures, claims, suits, causes of action or any other liabilities or losses, including all costs of defense, settlement and prosecution along with attorney, expert and other professional fees, arising out of or related to any negligence, wrongful act or breach of this Agreement or the obligation of Contractor or any of its employees or others for whom it is responsible in connection with the performance of the Agreement.
- b. Contractor shall be solely and entirely responsible for its acts and omissions and for the acts and omissions of Contractor's agents, employees and subcontractors in connection with the performance of Services under this Agreement and agrees to defend and indemnify the School District from any and all such claims and/or judgments resulting from such acts or omissions.
- c. The above promise of indemnity and defense shall not apply to liability which results from the sole negligence, wrongful act or breach of this Agreement by the School District or its employees or agents.

3. Arbitration

- a. Any dispute, controversy, or claim arising out of or relating to this Agreement, including but not limited to, breach, termination, or invalidity of Agreement, whether arising in contract, tort, or otherwise, shall be resolved according to the following dispute resolution processes:
 - i. All dispute, controversy, or claim arising under this Agreement shall be resolved in binding arbitration. This arbitration shall proceed under the guidelines of the Arbitrator Provisions of the Michigan Revised Judicature Act of 1961, MCL 600.5001-5035 (the "Arbitrator Act"), and follow the rules and procedures as set

forth in the current Commercial Arbitration Rules (the "Arbitration Rules") of the AAA to the extent that the Arbitration Act and the Arbitration Rules do not conflict with any provision of this Subsection.

- ii. Any award, order, or judgment made pursuant to arbitration shall be deemed final and may be entered in the Circuit Court having jurisdiction over the enforcement of the award, order, or judgment. Each party agrees to submit to the jurisdiction of any such court for purposes of the enforcement of any such award, order, or judgment.
- iii. No provision of or the exercise of any rights under this Section shall limit the right of any party to seek and obtain provisional or ancillary remedies (such as injunctive relief, attachment, or the appointment of a receiver) from any court having jurisdiction before, during, or after the pendency of an arbitration proceeding under this Section. The institution and maintenance of any such action or proceeding shall not constitute a waiver of the right of any party, including the party taking the action or instituting the proceeding, to submit a dispute, controversy, or claim to arbitration under this Section.
- iv. The arbitration shall be held before one arbitrator knowledgeable in the general subject matter of the dispute, controversy, or claim and selected by the AAA in accordance with the Arbitration Rules.
- v. In any arbitration proceeding under this Section, subject to the award of the arbitrator(s), each of the parties shall pay all its own expenses, an equal share of the fees and expenses of the arbitrator, and, if applicable, the fees and expenses of its own appointed arbitrator. The arbitrator(s) shall have the power to award recovery of costs and fees (including reasonable attorney fees, administrative and AAA fees, and arbitrators' fees) among the parties as the arbitrator(s) determine to be equitable under the circumstances.
- vi. The interpretation and construction of this Section, including, but not limited to, its validity and enforceability, shall be governed by the Arbitration Act.

SECTION FIVE MISCELLANEOUS

1. Safety

- a. The School District will provide each Contractor employee with written safety procedures for their assigned area, including, but not limited to, procedures to follow in the event of tornados or natural disasters, presence of hazardous materials, presence of pathogens borne by blood or other fluids, power failures, and other safety threats. Contractor will provide training to its employees providing services under this Agreement on measures for performing their assigned duties for the School District and shall assure, to the extent under control, a safe working environment.

2. Assignment

- a. This Agreement shall not be assigned, or subcontracted, in whole nor in part, without the prior written consent of the School District, but in no case shall such consent change the terms of the Agreement.

3. Michigan Right to Know / Hazardous Material Law

- a. It is the Contractor's responsibility to comply with the Michigan Right to Know/Hazardous Material Law as well as all rules promulgated thereunder (MCL 408.1001 - 408.1094).
- b. The Contractor is to provide the School District with the following information:
 - i. Material Safety Data Sheets (MSDS) on all chemicals your company provides and uses in the Monroe Public Schools Building.

- ii. An inventory of the types of chemicals used, their purpose, and their location in the building.
- iii. All cleaning material containers must be properly labeled.

4. Governing Law

- a. This Agreement shall be governed by the laws of the State of Michigan.

5. Headings

- a. The headings in this Agreement are for reference only and are not to be used to interpret the terms of the document.

6. Severability

- a. If any portion of this Agreement is found to be invalid by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect.

7. Entire Agreement

- a. This Agreement and any attachments hereto constitute the entire Agreement between the parties regarding the subject matter and supersede any prior Agreements or understandings. No amendments, changes or modifications shall be valid, unless in writing and signed by authorized representatives of both parties.

8. Counterparts

- a. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.

9. No Third Party Beneficiaries

- a. This Agreement is enforceable only by the School District or Contractor. No other person may enforce any of the terms contained in this Agreement, nor is the Agreement intended to confer third party beneficiary status on any third party.

10. Successors and Assigns

- a. The terms and conditions of this Agreement shall be binding upon the successors or assigns of both Contractor and the School District. Neither Contractor nor the School District may assign or transfer any of its rights under this Agreement in whole or in part without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

11. Waiver

- a. Failure to enforce or insist upon compliance with any of the terms or provisions of this Agreement shall not constitute a general waiver or relinquishment of any term or provision of this Agreement.

12. Proprietary Information

- a. Contractor will not disclose proprietary information to any third party, and will use such information only on behalf of the School District or as the School District may authorize. Proprietary information shall include all confidential information disclosed to Contractor by the School District and all confidential information concerning the School District which is acquired by Contractor in performing the services described herein. Proprietary information does not include any information which at the time of disclosure is in the

public domain, or which enters the public domain after disclosure except by wrongful means or by breach of this Agreement. To the extent permitted by law, the School District will not disclose proprietary information of Contractor to any third party and prior to responding to requests under the Freedom of Information Act, the School District will endeavor to notify Contractor to determine if the information requested is applicable under FOIA or eligible for exemption.

- b. Contractor agrees that it shall direct its employees to observe and hold them accountable for compliance with the policies of the School District pertaining to the confidentiality of student records and student record information under, without limitation, the Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”), 20 USC 1232g; 34 CFR 99; the Individuals with Disabilities Education Act (“IDEA”), 20 USC 1401, et seq., 34 CFR 300.610 – 300.626; and Section 504 of the Rehabilitation Act of 1973, 29 USC 794(a); 34 CFR 104.36, as well as the regulations implementing each of those enactments.

13. Michigan’s School Safety Initiative

- a. Contractor shall not assign any individual who is required to be registered under Article 2 of 1994 PA 295, as amended, (Sex Offenders Registration Act) to work within a student safety zone, as that term is defined in 1994 PA 295. Additionally, a Contractor shall not subcontract with a subcontractor who employs an individual who is required to be registered under Article 2 of 1994 PA 295, as amended, (Sex Offenders Registration Act) to work within a student safety zone, as that term is defined in 1994 PA 295.
- b. All personnel of the Contractor or any subcontracted employee assigned to regularly and continuously work under contract at buildings owned or leased by the School District shall be produced for fingerprinting upon the execution of the Agreement, or as soon thereafter as they are identified, so that the School District may request a criminal history check from the Criminal Division of the Michigan State Police and a criminal records check from the Federal Bureau of Investigations, as required by MCL 380.1230, MCL 380.1230a and MCL 380.1230g.
- c. The Contractor shall pay the cost of each criminal history and records check performed by the School District as related to this Agreement. The Contractor shall not assign any individual nor allow a subcontracted employee to regularly and continuously work under contract in any of the buildings owned or leased by School District if the School District has not received the individual’s criminal history check from the Michigan State Police and the FBI or if the criminal history check discloses that the individual has been convicted of a listed offense, as that term is defined by Section 2 of the Sex Offenders Registration Act, 1004 PA 295, as amended. Additionally, the Contractor shall not assign any individual or allow a subcontracted employee to regularly and continuously work under contract in any of the buildings owned or leased by the School District if that criminal history check discloses the individual has been convicted of any felony other than a listed offense, unless the Superintendent and the Board of the Owner specifically approve of the assignment of that individual in writing.
- d. Contractor shall ensure that all employees providing services under this Agreement have no felony conviction(s), or any misdemeanor conviction(s) for drugs or child abuse or any other misdemeanor related to the supervision of children, including but not limited to any “listed offenses” as defined by MCL 28.722. The School District reserves the right to review all findings on a case by case basis to determine applicant qualification and eligibility.
- e. Violation of the above by the Contractor or a subcontractor shall be the basis for immediate termination of the Agreement by the School District without penalty. The Contractor shall require language similar to the above in all its agreements with

subcontractors and/or consultants who will be assigning personnel to work regularly and continuously on the Owner's property

14. School District Property

- a. Contractor shall not use any School District property, resources or facilities for any activities not directly related to the provision of services to the School District under this Agreement.

**SECTION SIX
AUTHORIZATION**

This Agreement has been duly authorized, executed and delivered by the parties and constitutes a legal, valid and binding obligation upon each of them, enforceable in accordance with its terms. Each person placing his/her signature below represents and warrants that he/she is the signatory duly authorized to execute this Agreement on behalf of the School District and the Contractor, as is respectively applicable.

School District

By: _____

Its: _____

Date: _____

Contractor

By: _____

Its: _____

Date: _____

**HIGHWAY EASEMENT AND CONSENT TO GRADE
 WATERLOO SCHOOL**

BACKGROUND

The state and the federal government are working with the district to upgrade the safety equipment for the M-50 crosswalk in front of Waterloo Elementary School. The Michigan Department of Transportation has requested a “consent to grade” for the property in front of Waterloo as well as a property easement. The state will pay the district \$500 for the grading and \$2000 for the highway easement with the intention of making this crossing safer for students. We are asking for board approval to complete and submit the required paperwork to move forward with the grading and easement to allow for installation of the new equipment.

ENCLOSURES

Highway Easement and Consent to Grade request from the Michigan Department of Transportation.

RECOMMENDATION

Move to approve the request from the Michigan Department of Transportation for Consent to Grade for the property in front of Waterloo School as well as a property easement. The state will pay the district \$500 for the grading and \$2,000 for the highway easement.

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

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

HIGHWAY EASEMENT

TO THE MICHIGAN DEPARTMENT OF TRANSPORTATION
This information required by P.A. 286 of 1964

MDOT 0638 (12/02)

The Grantors Monroe Public Schools

1933 South Custer Road

Monroe, Michigan 48161

for the sum of Two Thousand Dollars and -----no/cents (\$2,000.00)
conveys to the Michigan Department of Transportation, whose address is 4701 West Michigan Ave, Jackson, MI
49201, an easement for highway purposes, in, over, and upon the real estate located in the Township
of Monroe, County of Monroe, described as:

Commencing at the Northeast corner of Patterson Gardens Subdivision, being a part of Private Claim 634, Monroe Township, Monroe County, Michigan; thence South 77 degrees 50'43" East, along the Southerly right of way line of Highway M-50 a distance of 57.24 feet to the point of beginning; thence South 77 degrees 50'43" East, continuing along said Southerly right of way line 23.00 feet; thence South 12 degrees 09'17" West, at right angles to said Southerly right of way line 10.00 feet; thence North 77 degrees 50'43" West, parallel with said Southerly right of way line 23.00 feet; thence North 12 degrees 09'17" East, at right angles to said Southerly right of way line 10.00 feet to the point of beginning.

The lands described above in easement contain 230 square feet, more or less.

Subject to the following:

This conveyance includes the consent of the grantors to the removal at any time of such trees, shrubs and vegetation as, in the judgment of the Michigan Department of Transportation, is necessary to the construction and maintenance of the highway. Notice to the grantors of the removal by the Michigan Department of Transportation of such trees, shrubs, and vegetation is not required. The grantors agree that no trees, shrubs or vegetation shall be cut or removed from the highway right of way easement by the grantors, their heirs, successors and assigns, without the written permission of the Michigan Department of Transportation. The grantors agree for themselves, their heirs, successors and assigns, that no billboard, or advertising device, shall be erected, permitted or maintained on the right of way as described. The undersigned Mortgagee consent to this easement and hereby agrees that all existing, and future mortgages shall be subordinate to the easement.

PROPERTY TAX CODE NUMBER: Part of 12-020-039-00

CONTROL SECTION: 58072	PARCEL: 101	NAME: Monroe Public Schools
JOB NUMBER: 116265B	FED ITEM NUMBER: JJ 5125	FEDERAL PROJECT NUMBER: STPG-1484(053)

CONSENT TO GRADE

Michigan Department
of Transportation
0640C (07/09)

TO THE MICHIGAN DEPARTMENT OF TRANSPORTATION
*This information required by Act 286, P.A. of 1964, in order to
grant Michigan Department of Transportation access to property.*

For the sum of Five Hundred and -----no/cents (\$500.00) Dollars

the grantors Monroe Public Schools
1933 South Custer Road
Monroe, Michigan 48161

grant to the Michigan Department of Transportation a Consent to Grade including the right to remove trees, shrubs and vegetation as necessary in the judgment of the Michigan Department of Transportation and the right of temporary occupancy by public utilities upon a parcel of land situated in the Township of Monroe, County of Monroe, State of Michigan, described as:

"SEE ATTACHED REMOVAL, CONSTRUCTION, AND ROW SHEETS"

Signed this day of , 2014

Grantor -

Grantor -

Grantor -

Grantor -

MDOT reserves its rights to bring federal or state cost recovery actions against the present owners, and any other potentially responsible parties, arising out of release of hazardous substances on the property

PROPERTY TAX CODE: Part of 12-020-039-00

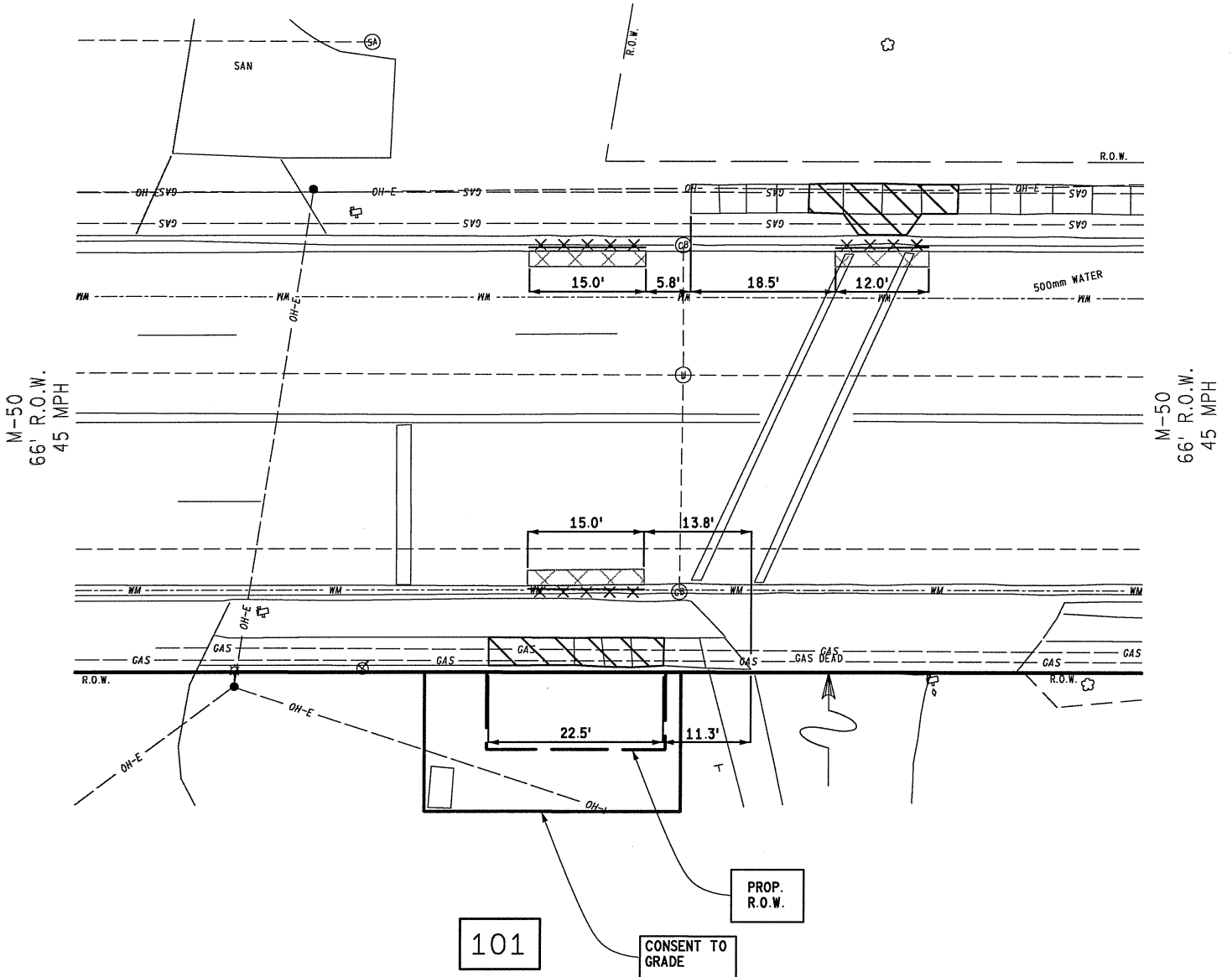
CONTROL SECTION: 58072	PARCEL: 101	NAME: Monroe Public Schools
JOB NUMBER: 116265B	FEDERAL ITEM NUMBER: JJ 5125	FEDERAL PROJECT NUMBER: STPG-1484(053)

P.C. 634
MONROE TOWNSHIP
MONROE COUNTY

CONTROL 58042
JOB NO. 116265B
PARCEL 101



SCALE
1"=20'
DRW'N JW 9/14
REV



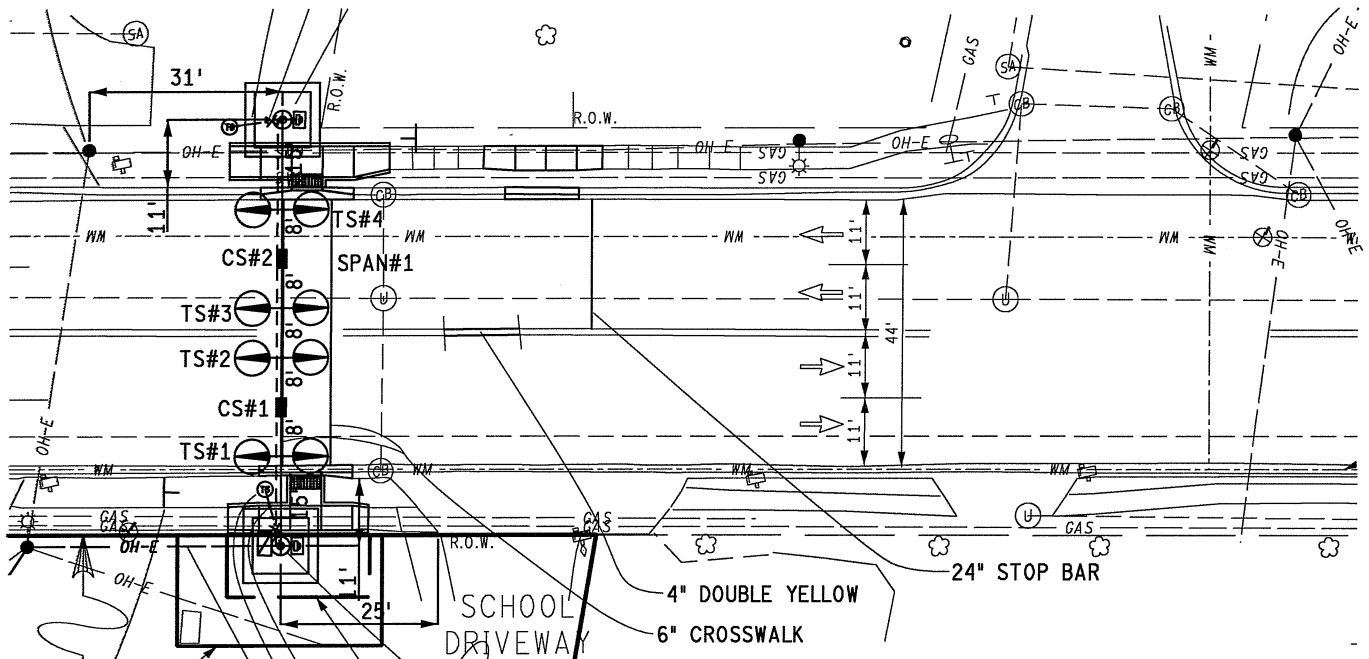
REMOVAL SKETCH

P.C. 634
 MONROE TOWNSHIP
 MONROE COUNTY

CONTROL 58042
 JOB NO. 116265B
 PARCEL 101



SCALE
 1"=30'
 DRW'N JW 9/14
 REV



M-50
 EX 66' R.O.W.

CONSENT TO GRADE

PROP. R.O.W.

30' ANCHOR BASE STEEL STRAIN POLE ON NEW 36" DIA X XX' FDN SEE B-XX
 DIGITAL TYPE TS CONTROLLER & CABINET, POLE MTD.
 PUSHBUTTON ACTIVATION SWITCH IN KEYPED ENCLOSURE
 STAINLESS STEEL SERVICE DISCONNECT (NEMA 4X)
 P.O.C.H.=(27'3" SPAN#1)

CONDUIT, DB. 3-3", CONDUIT, DB. 1-1 1/2"

HH#1
 OH. LINE



S1-1 (36")
 9 SFT TYPE IIIB
 SIGN (FYG)

W16-7p (36" X 18")
 4.5 SFT TYPE IIIB
 SIGN (FYG)

101

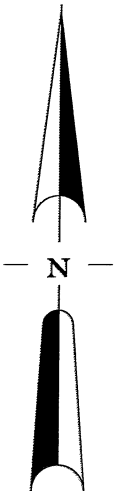
NOTE: A POLE-MOUNTED KEYPED EQUIPMENT ENCLOSURE SHALL BE INCLUDED WITH THE PUSHBUTTON FOR ACTIVATION BY THE CROSSING GUARD. THE EQUIPMENT ENCLOSURE SHALL BE INCLUDED IN THE PAY ITEM "Pushbutton" AND WILL NOT BE PAID FOR SEPARATELY.

1 - 4" X 6" WOOD POST (16 FT)
 FACING WEST

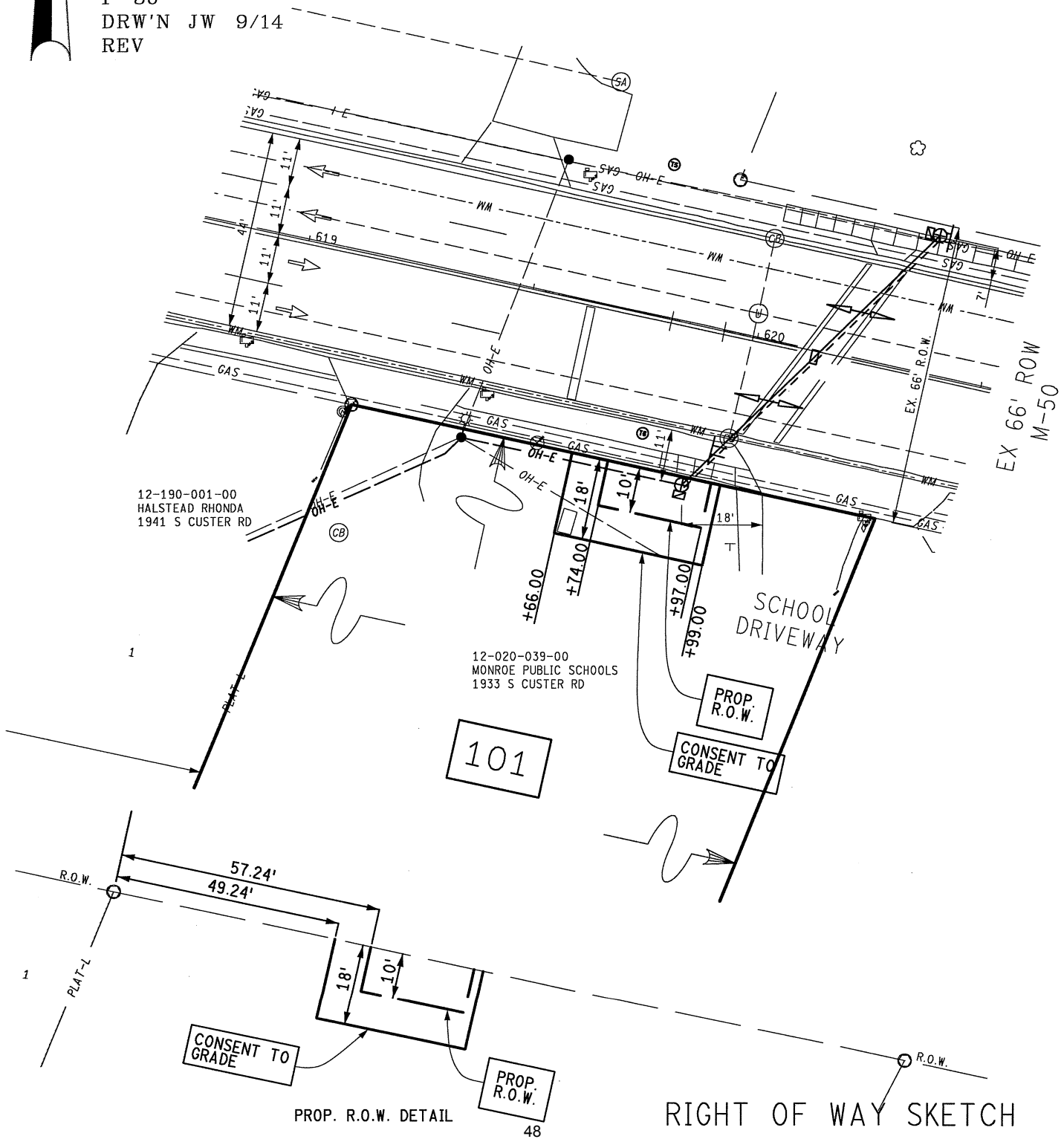
CONSTRUCTION SKETCH

P.C. 634
 MONROE TOWNSHIP
 MONROE COUNTY

CONTROL 58042
 JOB NO. 116265B
 PARCEL 101



SCALE
 1"=30'
 DRW'N JW 9/14
 REV



RIGHT OF WAY SKETCH

**ENERGY MANAGEMENT UPGARDES
RAISINVILLE AND MONROE HIGH SCHOOL**

BACKGROUND

See attached memo from Jerry Oley for details.

ENCLOSURES

Memo from Mr. Oley
Bid from Control Systems of Ohio, Automated Logic Corporation.

RECOMMENDATION

Move to accept the bid from Control Systems of Ohio, of Sylvania, Ohio, for \$13,351.00 for the energy management upgrades for Raisinville Elementary School and Monroe High School. Money for this purchase will come from the Site Sinking Fund.

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

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



MONROE PUBLIC SCHOOLS

www.monroe.k12.mi.us

4920 W. Albain Rd., Monroe, MI 48161

Operations

Phone 734-265-3333
Fax 734-265-3301

Jerry Oley
Director of Operations

Tim Salenblen
Custodial/Maintenance Supervisor

Shelley Cormier
Transportation Supervisor

Transportation

Phone 734-265-3300
Fax 734-265-3301

October 29, 2014

To: Board of Education
Monroe Public Schools

From: Jerry Oley
Director of Operations

Re: Raisinville/Monroe High School

Quotes were requested to complete the following work at Raisinville and Monroe High School by Control Systems of Ohio (CSO) who has completed the entire Energy Management Systems district wide. We are pleased with their quality of work and find it important to have consistency within our districts Energy Management System.

Bid Summary for Raisinville & Monroe High School is as follows:

Raisinville	\$ 9,114.00
Monroe High School	\$ 4,237.00

I recommend that Control Systems of Ohio (CSO) be awarded the bid for our Energy Management upgrades at Raisinville for two West classroom UV controls, and at Monroe High School for a cooling tower control for a total of \$13,351.00. Funds for energy management upgrades will be taken from the Site Sinking fund.

If you need further information, please let me know.

NOTICE OF NONDISCRIMINATION

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, 734-265-3010.



4935 Harroun Road
Sylvania, Ohio 43560
Ph. (419) 887.1611
Fx. (419) 887.1711



October 24, 2014

To: Monroe Public Schools

Attn: Mr. Jerry Oley

Re: Raisinville / (2) West Classrooms UV Control

We are pleased to provide you with this quotation to control (4) unit ventilators in (2) lage west building end classrooms.

Scope:

- (4) ALC ZN Controllers
- (4) New economizer damper motors
- (4) New hot water control valves
- (4) Fan status switches
- (4) Discharge air sensors
- (2) Deluxe room sensors
- (4) Control XFMR'S
- Labor to install
- Programming / graphic update
- Communication wiring to UV'S

Total Price \$9,114.

Note: MPS staff to help with install of (4) valves, (pipefitter).

Respectfully Submitted,

JOSH QUINLIVAN



4935 Harroun Road
Sylvania, Ohio 43560
Ph. (419) 887.1611
Fx. (419) 887.1711



October 24, 2014

To: Monroe Public Schools

Attn: Mr. Jerry Oley

Re: Monroe High School / Cooling Tower Control

We are pleased to provide you with this quotation to monitor and control all (5) cooling tower condenser fans. We currently monitor (3) fan status and rotate (3) of the fans with the existing control system.

Scope:

- **(2) additional Current Switches**
- **(2) additional Start / Stop of fans / relays**
- **(1) Additional ALC controller with future capability to control VFDS**
- **(1) small enclosure**
- **(1) XFMR**
- **Labor to install**
- **Programming / graphic update**

Total Price \$4,237.

Respectfully Submitted,

JOSH QUINLIVAN

**MONROE HIGH SCHOOL CTE
ROBOTICS PURCHASE**

BACKGROUND

Bill Ferrara, MPS CTE Director, is requesting authorization for the purchase of Robotics workstation equipment. This equipment has been designed and built specifically to meet learning objectives in our MHS Robotics classes. Questech is located in Farmington Hills, MI, and has a long history of stellar support for Monroe Public Schools' CTE programs. Perkins Grant funds will be used to make this purchase.

ENCLOSURES

The Letter from Bill Ferrara and quote (single-source vendor).

RECOMMENDATION

Move to approve the purchase of robotics workstation equipment from Questech for MHS CTE at the cost not to exceed of \$8,545.00 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 #010 14.15

TO: Valerie Orr, Principal, Monroe High School
FROM: Bill Ferrara, Director
DATE: November 7, 2014
RE: **Purchase Approval, Robotics Purchase, \$8,545.00**
ATT: Questech Quote, Single-Source Vendor

I'm requesting authorization for the purchase of Robotics workstation equipment. This equipment has been designed and built specifically to meet learning objectives in our MHS Robotics classes. Questech is located in Farmington Hills, MI, and has a long history of stellar support for Monroe Public Schools' CTE programs. Perkins Grant funds will be used to make this purchase. If this request is acceptable, please forward to our Board of Education for their approval.

Total of Purchase Requested: **\$8,545.00**

Sincerely,

Bill Ferrara, Director
Career & Technical Education

cc
Ryan McLeod, Asst. Superintendent
Kathy Eighmey, Director Business and Finance
Gayle Lambert, Executive Administrative Assistant



24630 Hathaway • Farmington Hills, MI 48335 • Phone: 800-229-0018 • Fax: 248-615-0808 www.questechzone.com

Monroe High School
Quotation
October 14, 2014

ITEM#	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
10168	3	Electronic Control Trainer with Polarized Connector	\$2,560.00	\$7,680.00
	4	USB to Serial Port Adaptor Installed	20.00	80.00
10216	4	RS-232 Interface Cable Installed	20.00	80.00
90067	4	Microbot Control Center and Curriculum	150.00	600.00
80037	4	11/2" Turntable Blocks	20.00	80.00
	4	DC Power Supply Cables, Polarized, Installed	6.25	25.00
	1	Test & Refurbish Existing Electronic Control Trainer	N/C	N/C

Equipment Total \$8,545.00
Shipping & Installation N/C
TOTAL \$8,545.00

Terms: Net 30



ADJOURNMENT

RECOMMENDATION

Move to adjourn the November 11, 2014, Board Meeting #20.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____