



# **MONROE PUBLIC SCHOOLS**

**BOARD MEETING #3**

**February 10, 2015**

**7:00 p.m.**

## **BOARD OF EDUCATION**

**MR. ROBERT YEO, PRESIDENT**

**MR. LAWRENCE VANWASSHENOVA, VICE-PRESIDENT**

**MR. RYAN PHILBECK, SECRETARY**

**DR. TEDD MARCH, PARLIAMENTARIAN**

**MR. MATTHEW BUNKELMAN, TRUSTEE**

**MRS. FLOREINE MENDEL, TRUSTEE**

**MRS. CYNTHIA TAYLOR, TRUSTEE**

**SUPERINTENDENT OF SCHOOLS**

**DR. BARRY N. MARTIN**

*“Monroe Public Schools is committed to being the premier education organization in the region. We are devoted to promoting high expectations for all in a state-of-the-art 21st century curriculum. We recognize that the students and communities we serve are our customers, and we promise to make all decisions in their best interest.”*

**NOTICE OF NON-DISCRIMINATION**

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

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Board Meeting #3

Tuesday, February 10, 2015

**7:00 p.m.**

**AGENDA**

**Page**

<b>A. Roll Call and Call to Order</b>	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
<b>B. Public Commentary – Agenda Items Only</b>	Mr. Yeo	
<b>C. Discussion and Action Items</b>		
1. <b>Approval of Minutes</b>	Mr. Yeo	2
Move to approve the minutes of the following meetings as submitted:		
• January 27, 2015, Board Work Session		
• January 27, 2015, Board Meeting #2		
2. <b>Reports and Updates</b>	Mr. Yeo	8
a. Informational Reports – Contracted Services Recommendations, Contracted Coaches, and Club Paid Coaches		
b. January 26, 2015, Board Curriculum Committee Minutes		
c. January 29, 2015, Board Policy Committee Minutes		
3. <b>Teacher Tenure Recognition</b>	Mrs. Everly	13
Move to confirm and endorse the granting of tenure and removal from probation for Mary Vincent on the appropriate anniversary date.		
4. <b>DECA Field Trip</b>	Dr. McLeod	15
Move to approve the attendance of 17 Monroe High School students at the DECA State Career Development Conference in Grand Rapids, Michigan, according to the terms of Policy IICA, Field Trips and Excursions.		
5. <b>BPA Field Trip</b>	Dr. McLeod	33
Move to approve the attendance of four Monroe High School students at the BPA State Leadership Conference in Grand Rapids, Michigan, according to the terms of Policy IICA, Field Trips and Excursions.		
6. <b>Radio Purchase – Elementary Schools</b>	Mrs. Everly	45
Move to approve the purchase of handheld radios from Herkimer Radio Service in the amount of \$11,700.00 and		

reject all other quotes. The money for this purchase will come from the Curriculum Office Capital Outlay account.

- |  |            |    |
|--|------------|----|
| 7. <b>Superintendent's Comments</b>      | Dr. Martin |    |
| 8. <b>Old Business</b>                   | Mr. Yeo    |    |
| 9. <b>New Business</b>                   | Mr. Yeo    |    |
| 10. <b>Public Commentary – Any Topic</b> | Mr. Yeo    |    |
| 11. <b>Adjournment</b>                   | Mr. Yeo    | 50 |
- Move that the February 10, 2015, Board Meeting #3 of the Monroe Public Schools Board of Education be adjourned.

**ROLL CALL**

	<u>Present</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____
Dr. March	_____	_____
Mrs. Mentel	_____	_____
Mr. Philbeck	_____	_____
Mrs. Taylor	_____	_____
Mr. VanWasshenova	_____	_____
Mr. Yeo	_____	_____

**APPROVAL OF MINUTES**

**ENCLOSURES**

- January 27, 2015, Board Work Session Minutes
- January 27, 2015, Board Meeting #2 Minutes

**RECOMMENDATION**

Move to approve the following minutes as submitted:

- January 27, 2015, Board Work Session
- January 27, 2015, Board Meeting #2

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Work Session  
Tuesday, January 27, 2015  
**6:00 p.m.**

**MINUTES**

**Roll Call and Call to Order**

Board Members Present: President Robert Yeo, Secretary Ryan Philbeck, Parliamentarian Dr. Tedd March, Trustee Matthew Bunkelman, Trustee Floreine Mentel, and Trustee Cynthia Taylor

Board Members Absent: Vice President Lawrence VanWasshenova

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

Administrators Absent: Jerry Oley, David Payne

President Yeo called the meeting to order at 6:02 p.m.

**Board Training Session**

Jeremy Chisholm of Collins & Blaha, reviewed with board members the proper conduct of board meetings and communications. Mr. Chisholm reviewed board member's role during discipline hearings, and he also discussed how committee meetings are for members to consider information and make a report to the whole board.

**Adjournment**

Motion by Mr. Yeo; support by Dr. March that the 6:00 p.m., January 27, 2015, Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:01 p.m.

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**Ryan Philbeck, Secretary**

# MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #2  
Tuesday, January 27, 2015  
7:00 p.m.

## MINUTES

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

Board Members Present: President Robert Yeo, Vice President Lawrence VanWasshenova, Secretary Ryan Philbeck, Parliamentarian Dr. Tedd March, Trustee Matthew Bunkelman, Trustee Floreine Mentel, and Trustee Cynthia Taylor

Board Members Absent: None

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

Administrators Absent: David Payne

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

### **Classroom Makeover Contest Winners**

Tim Wittman of Meemic Insurance presented checks to the winners of the classroom makeover contest that was held in November. Winners included Melissa Stewart from Manor School, Elise Dinwoody from Monroe Middle School, and Allison Kwasniak from Monroe High School.

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

Selma Rankins gave his commentary early so he could attend the boys' basketball game. He's happy that an elementary principal saw the movie "Selma" over the weekend. He hopes more teachers will follow her example.

### **Approval of Minutes**

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

- January 13, 2015, Board Work Session
- January 13, 2015, Board Organizational Meeting
- January 13, 2015, Board Meeting #1
- January 22, 2015, Special Board Meeting (2 sets)
- January 22, 2015, Closed Meeting (2 sets)

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

### **Reports and Update**

The Informational Report – Contracted Coaches was received.

### **Staff Resignation**

Motion by Mrs. Mentel; support by Mrs. Taylor to approve the resignation from Monroe Public Schools of Janis Fortner-Allison effective February 6, 2015.

Discussion: Mr. VanWasshenova liked the content of Mrs. Allison's resignation letter. Mrs. Everly stated that the letter was very reflective of how Mrs. Allison worked with our students and families.

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

**MASC State Leadership Conference**

Motion by Mr. VanWasshenova; support by Mr. Bunkelman to approve the Monroe High School students' attendance at the Michigan Association of Student Councils State Leadership Conference in Acme, Michigan, according to the terms of Policy IICA, Field Trips and Excursions.

Discussion: Dr. McLeod said this is a wonderful opportunity for student council members to network and make connections with other student council members across the state.

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

**Wrestling Mats**

Motion by Mr. VanWasshenova; support by Mr. Bunkelman to approve the purchase of a MHSAA wrestling mat from EZ Flex Sport Mat not to exceed \$6,900.00 and reject all other quotes. Cost for the mat will be taken from the 2014/15 Athletic Fund.

Discussion: Dr. McLeod explained that this is an extremely discounted mat. There is an additional charge to have our logo added, but we will save shipping charges by picking up the mat ourselves.

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

**Appointment of Certified Public Accountant**

Motion by Mrs. Taylor; support by Mr. Philbeck to employ the accounting firm of Cooley, Hehl, Wohlgamuth & Carlton, Certified Public Accountants, to perform the annual audit of financial records and funds of Monroe Public Schools for the years ending June 30, 2015, 2016, and 2017 at an annual cost of \$28,550 in conformance with prescribed standards and legal requirements of the State of Michigan. The district reserves the right to extend the contract an additional two years based on the satisfactory performance of audit services.

Discussion: Mr. Yeo has a concern with the length of the contract, but not with Cooley & Hehl. Mrs. Eighmey stated that the contract can be brought back to the board for approval after three years. Mrs. Taylor is glad that we employ a local firm.

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

**CSD-1 Testing on District Boilers**

Motion by Mr. VanWasshenova; support by Mrs. Mentel to accept the bid of \$5,863.00 from Sieb Plumbing & Heating of Monroe, Michigan, to complete all CSD1 testing on all forty-one (41) district boilers. Money for this purchase will come from the Operations Budget.

Discussion: Testing on the boilers is required annually.

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

**Superintendent Comments**

Dr. Martin will be at MHS during the lunch hour tomorrow to chat with staff. He will visit all of the schools to meet with employees in an informal setting to talk about what is happening in the district and to hear comments and concerns. The next visit will be February 3 at Orchard Center High School.

The eighth grade open house at Monroe High School is scheduled for this Thursday 5:30-8:30 p.m. for members of the incoming class of 2019 and their parents. Principal Val Orr and her staff have put together a series of sessions with such titles as "Learning Science in a Living Lab on Lake Erie," "Preparing for a career through Career Tech Ed," "Focus on Creativity: Visual and Performing Arts," and "Why choose MHS?" Ignition mentors will lead building tours and there will be an open house in the Learning Commons.



The hockey team will play against St. Mary Catholic Central at 6:50 p.m. this Friday in the annual River Cup Game. On Saturday, 19 different competitive cheer teams will participate at Monroe High School in the 5<sup>th</sup> annual Monroe Invitational Girls Competitive Cheerleading event.

The morning announcements at Raisinville have been replaced by a morning newscast which is shared on social media, including the Raisinville Facebook page. The news team consists of three sixth grade newscasters, camera operators, writers and a second grade resident meteorologist.

Raisinville continues to explore the IB schools. Two teachers – Mr. Ian Cooke and Mrs. Kendra Sulfaro – have developed a fourth-grade IB inquiry unit on human migration. The students have been excited and engaged about this approach to learning.

Raisinville students in Mrs. Carolyn Lynch's room are learning to crochet during their indoor recess so they can make blankets for the Humane Society. Twenty-one students and two parent volunteers who come in during the school day are involved in the activity which is part of Raisinville's Take Action Initiative.

Congratulations to the 121 eighth grade and 98 seventh grade Monroe Middle School students who received all A's in the second quarter.

At Monroe High School, Trojan Family Time is meeting each day this week. This will give our seniors time to look into colleges while our freshmen, sophomores, and juniors start Career Cruising to see what sort of jobs interest them. All of this is part of Monroe High's drive to instill a college-going culture. Names of seniors are already starting to appear next to pennants of the colleges to which they are applying.

To benefit MPS Vocal Arts Day, the vocal music department is sponsoring a silent auction and hot chocolate bar on February 6<sup>th</sup> from 6:00-8:00 p.m. at Christ Lutheran Church. Tickets are \$5 each and are available at the door or from our vocal music teachers.

Wednesday, February 4, is the next one-hour early release.

The second official count day will be February 11. This count day represents 10% of our state funding.

Best wishes this week and next to our instrumentalists who are competing in the solo and ensemble contests at Livonia Franklin High School. High school students will be competing this Thursday, January 29, and our middle school students will be competing February 7.

### **Old Business**

Mr. Bunkelman attended the City Council meeting and gave public commentary about MPS working together with the city, especially the parks and rec department. He proposed a future discussion about developing the Christianity property. Mr. Yeo suggested having a work session to talk more about Mr. Bunkelman's conversation with the city, and to provide a history to board members who weren't serving at the time buildings were closed.

Mrs. Mentel is still working with Troy Goodnough to get an educational program in the jail for 17 and 18 year old inmates.

**New Business**

Mrs. Everly will get a summary of what each building is doing in honor of black history month and will present it to the Board at a meeting in February.

**Public Commentary-Any Topic**

There was none at this time.

**Adjournment**

Motion by Mrs. Taylor; support by Mr. VanWasshenova that the January 27, 2015, Board Meeting #2 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:50 p.m.

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**Ryan Philbeck, Secretary**

## **REPORTS AND UPDATES**

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

- Informational Reports – Contracted Services Recommendations, Contracted Coaches, and Club Paid Coaches
- January 26, 2015, Board Curriculum Committee Minutes
- January 29, 2015, Board Policy Committee Minutes

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

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

Holly Lapinski Ford has been placed in the Technology Liaison position at Monroe High School.

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

Charlie Frank needs to step down from his JV Basketball Coach due to work conflicts. Manuel Mendez will serve at the interim coach for the remainder of the season.

**Informational Report**  
**Club Paid Coaches**

Kyle Kirkpatrick will serve as the interim Hockey Coach for the remainder of the season. Jim Baker will serve as the interim Assistant Hockey Coach for the remainder of the season.

## Monroe Public Schools Board Curriculum Committee



**Date of Meeting:** January 26, 2015  
**Next Meeting:** February 23, 2015

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- 1) **Call to Order:** The meeting was called to order at 5:15 p.m. by Julie Everly
- 2) **In Attendance:** Matthew Bunkelman, Shannon Collum, Kim Diven, Julie Everly, Ryan McLeod, Valerie Orr, Carol Sliwka
- 3) **Public Commentary:** None
- 4) **Graduation Alliance Update:** Ryan McLeod reviewed the current relationship we have with Graduation Alliance. Out of the 188 students who disappeared from our roster, Graduation Alliance was able to locate 30 students. Seventeen are back in high school, six have gotten their GED, and seven have already graduated. The numbers stated are a benefit to our graduation rate and the service did not cost the district any money.
- 5) **MHS Curriculum Update:** Shannon Collum and Carol Sliwka are English teachers from Monroe High School and were in attendance to present desired changes to the English Achievement and Creative Writing classes they teach.

Shannon Collum teaches English Achievement as a support class for students who need help with reading, writing, and language. She has found that a struggling student is typically between the 300 to 800 level with reading. A 9<sup>th</sup> grade student, at grade level, should be reading at the 1100 level; this is measured with the Scholastic Reading Measurement, one of many reading measurement tools. She would like to see this class offered for a second year so students who are seeing success, would have the opportunity to continue and dig deeper in their learning. If this class is offered for a second year, the first year will be considered the foundation and the second year will be the enrichment class. Ms. Collum has found a librarian from the Monroe County Library System who would like to run a book club with the students in their second year. Several students have requested having the class an additional year.

Carol Sliwka teaches the Creative Writing course. She would like to see this class changed so a second year will be available in order to have Creative Writing 1 and Creative Writing 2. She feels this would give students who really enjoy writing an opportunity to continue, dig deeper, and possibly publish something in the second year.

- 6) **Old Business:** One of the areas Monroe Public Schools has chosen to invest in is professional development. Several years ago we had three teachers who requested to go to a conference in New York City. Once the cost of the conference and the expenses associated with it were determined, we realized we would be able to bring the presenter to Monroe for less cost incurred by the district. We were able to offer the professional development to 60 members of our staff compared to only 3 who would have gone to the conference and create a better learning environment for our students. This has also created an atmosphere of job embedded coaching through much learning and growing. This is the training and mentorship provided to us from Lucy West and the Metamorphosis team.
  
- 7) **New Business:** Mr. Bunkelman asked if there has been much thought given to creating a foreign language program in the elementary schools. The former pilot program that took place at SMT was discussed; the pros and cons were pointed out from that program. There was also much discussion regarding putting a foreign language program in place of the technology program. Since we currently have a 1 to 1 ratio of technology devices in most of the elementary schools it seems as though it would be an easy transition. Of course all of these and many more options are being discussed along with Raisinville looking into the International Baccalaureate program which has a built in foreign language component.
  
- 8) **Adjournment:** The meeting was adjourned by Ryan McLeod at 6:40 p.m.

**MONROE PUBLIC SCHOOLS  
BOARD POLICY COMMITTEE MEETING MINUTES**

**January 29, 2015**

Present: Barry Martin, Robert Yeo, Floreine Mentel

Absent: Larry VanWasshenova

1. The meeting was called to order at 5:20 p.m.
2. **Public Commentary**  
None
3. **Section 7000 – Instructional Program**  
Administration reviewed about 75% of Section 7000 prior to tonight’s meeting. Dr. Martin shared suggested changes with the committee. Administration will review the remaining portion of Section 7000 and present recommendations at the next policy committee meeting.
4. **Revised Policies**  
There have been some updates to the policies that we have already adopted. After they have been compiled, revisions will be presented to the policy committee.
5. **Adjournment**  
The meeting adjourned at 5:55 p.m.

**TEACHER TENURE RECOGNITION**

**BACKGROUND**

Teacher Tenure is granted under the Michigan Teacher Tenure Act when a teacher satisfactorily completes a probationary period. Under the revised statute, teachers hired since September of 1993 and prior to the 2011 amendment must complete a four year probation period, unless they have received tenure in another Michigan district. Under that condition, a two-year probation must be served.

As of February 11, 2015 – Mary Vincent will have completed her two year probationary period with Monroe Public Schools.

On behalf of the administration, I am pleased to report that this teacher has earned good evaluations and recommendation from their supervisor(s). Even though tenure is granted under the statute, the Board of Education is asked to confirm and endorse the granting of tenure and removal from probation.

**ENCLOSURES**

Tenure Recommendation

**RECOMMENDATION**

Move to confirm and endorse the granting of tenure and removal from probation for Mary Vincent on the appropriate anniversary date.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____





**RAISINVILLE ELEMENTARY SCHOOL**  
**2300 North Raisinville Road**  
**Monroe, Michigan**  
**48162**  
**(734) 265-4800 FAX: (734) 265-4801**

February 1, 2015

Dear Dr. Martin,

Mary Vincent will be completing her 2nd year of teaching. I am recommending that her probationary status end at this time.

Yours truly,

*Mary Ann Cyr*

Dr. Mary Ann Cyr  
Principal

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**DECA STATE CONFERENCE  
In State - Overnight**

**BACKGROUND**

Monroe High School teacher and DECA advisor, Jeff Brown, wishes to petition the Board of Education for permission to take seventeen (17) Monroe High School students to Grand Rapids, Michigan, in order to attend the DECA State Career Development Conference. This overnight trip to attend the 2015 state conference will be held at the Amway Grand and the DeVos Convention Center from Friday, March 13, through Sunday, March 15, 2015. The Monroe High School students learn marketing, small business ownership and intro to business marketing in DECA. The students competing in this competition will report back to all marketing students at MHS and they will begin preparation for the next competition.

No Monroe Public Schools funds will be used to defray the cost of this trip and all aspects of the trip will be in accordance with related Board policies.

**ENCLOSURES**

Monroe Public Schools – Abbreviated Field Trip and Excursion Check List Form. The complete packet is housed in the office of the Assistant Superintendent of Elementary Education, Instruction and Human Resources.

**RECOMMENDATION**

Move to approve the attendance of 17 Monroe High School students at the DECA State Career Development Conference in Grand Rapids, Michigan, according to the terms of Policy IICA, Field Trips and Excursions.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Monroe Public Schools  
Field Trip Information Form

Overnight

Date of Trip: March 13-15, 2015

Grade/Team/Organization Making Request: DECA

Destination: GRAND RAPIDS, MI

Address: AMWAY GRAND PLAZA HOTEL

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Means of Transportation: MPS BUS

Number of Students and Adults Involved: 17 + 2 ADULTS

Exact Loading Location: MHS MAIN ENTRANCE

Estimated Time of Departure: 7:00 MARCH 13

Estimated Time of Departure from Destination: 1:PM MARCH 15

Expected Time of Arrival: 4:30 PM

Purpose of Trip: DECA STATE CONF.

Faculty Supervisor: JEFF BROWN

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

Principal's Signature: Valerie On Date: 1/27/15

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 2/5/15

Approved  Denied

## MONROE PUBLIC SCHOOLS FIELD TRIP CHECK LIST

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

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

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

Pre-trip lessons:

*Students took a 100 question on-line marketing test. Students will do marketing role-plays w/ judges.*

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

*This conference is all about marketing related tests and role-plays.*

Follow-up classroom lessons:

*Report back to classroom on non-attending DECA members.*

N/A  
N/A  
N/R

- Contract(s) with agent(s) making travel/accommodation arrangements
- Detailed Itinerary
- Funding sources
- Chaperones - *2 TEACHERS*
- Arrangements made for students with financial hardship
- If private vehicle(s) used, Form EEAE-F-3 (Board Policy Manual) attached.

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

# MONROE PUBLIC SCHOOLS

## ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

Complete details of this field trip can be obtained from the Assistant Superintendents of Secondary and/or Elementary Curriculum. All details are in compliance with Board Policy IICA.

### FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

SEE FIELD TRIP PACKET  
ATTACHED.

School(s):

MONROE HIGH SCHOOL

Chaperones:

JEFF BROWN }  
RANDY DUPONT } MPS TEACHERS

Method of Transportation:

MPS BUS

Date of Departure:

3/13/15

Time of Departure:

7:15 AM

If overnight, number of nights:

2

Date of Return:

3/15/15

Time of Return:

4:30 pm

Number of Students Participating:

23

Number of Staff Supervising:

2

Number of Other Adults Assisting: 0

Number of School Days Student will be Attending Trip: 1

Cost Per Child: 125.00

Cost Per Chaperone: 0

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes  No   
 Chaperones: Yes  No

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

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

Updated: 09/12/06

# Monroe High School DECA

*An Association of Marketing Students*

1/14/15

Mrs. Val Orr  
Monroe High School  
901 Herr Road  
Monroe, MI 48161

Dear Val:

This is the Monroe High School DECA chapter's written request that you allow us to attend the 2015 DECA State Career Development Conference in Grand Rapids, Michigan. Please consider allowing us to attend this educational conference from Friday, March 13<sup>th</sup> (7:00 AM) – Sunday, March 15<sup>th</sup>, 2015 (4:30 PM.)

DECA is a co-curricular, student-centered organization specifically designed to provide activities that will motivate Monroe High School students to learn marketing, management and entrepreneurial competencies that will prepare them to become skilled, employable workers in the field of marketing.

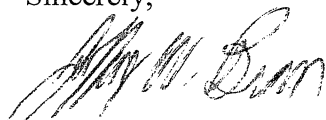
The purpose of DECA is to provide learning opportunities to marketing education students through goal-oriented chapter activities. The focus of these activities is always upon developing greater understanding and appreciation of marketing, management and entrepreneurship. These activities contribute to occupational competence by promoting greater understanding and appreciation for the responsibilities of citizenship in our private and free enterprise system.

Our DECA chapter is to the marketing education program what a civic or professional organization is to a group of businesspeople. Chapter activities are recognized as a part of the total educational program because they develop leadership skills, professional attitudes, business competency, citizenship characteristics, and social growth of the individual. These same activities serve me, your marketing teacher/DECA advisor, as a teaching tool by creating student interest in all phases of marketing, management and entrepreneurship.

Find enclosed, with this request for approval, a detailed agenda of our plans during the DECA State Career Development Conference. This will be an invaluable trip for the students attending. They will report back to their non-attending DECA members. Winners at the State level will automatically qualify to attend the International Conference held in Orlando, FL.

With your approval, I would like to present this trip to the MPS Board of Education. Thank you.

Sincerely,



Jeffery W. Brown  
DECA Advisor

Cc: Bill Ferrara

# MICHIGAN DECA STATE CONFERENCE

March 13 - 15, 2015 - Grand Rapids, MI

## Registration Packet

<i>What</i> State Career Development Conference
<i>When</i> March 13-15, 2015
<i>Where</i> Grand Rapids, MI
<i>Who</i> Monroe High School DECA members
<i>Cost</i> \$125.00
<i>Deadline</i> February 2, 2015
<i>Why</i> EDUCATIONAL and FUN! You'll learn skills that will last you a lifetime. Network with highly successful students from across Michigan.
<i>How</i> Fill out Registration Packet and return to Mr. Brown. Call (734) 265-3671 with any questions.

### CONTENTS:

Letter to Parents  
Conference Highlights and Agenda  
Delegate Code of Conduct  
MHS Permission Forms

RETURN ALL FORMS TO MR. BROWN BY February 2, 2015



# Monroe High School DECA Chapter

901 Herr Road, Monroe, MI 48161 (734) 265-3671

TO: DECA Parents  
FROM: Jeff Brown, DECA Advisor *J.B.*  
DATE: January 16, 2015  
SUBJECT: 2015 DECA State Career Development Conference

By now you already know your daughter or son qualified for the State DECA Conference by finishing in the top 10 overall in their event at the District V DECA Conference. (There were over 900 delegates participating at our district conference.) Seventeen Monroe High School students are qualified to attend the DECA State Conference. Monroe High School students really demonstrated that they are learning business skills in their marketing education class and at their Co-op training stations. You are also receiving this letter because your daughter or son indicated to us that they wanted to participate in the State DECA Conference on March 13-15, 2015.

Please sign the enclosed permission slips and attach \$125.00 payable to MHS DECA if you want your daughter/son to participate in the DECA State Conference.

We will continue our preparation for the State Conference in our marketing classes. Students will take one online examination that covers marketing, management, and economics. They will role play two impromptu business case problems during the day on Saturday. All judges are business professionals who will donate their time on Saturday to work with students. Students will be entered in the economics and math competition on Saturday afternoon also.

Students should meet us at Monroe High School's Flagpole entrance at 7:00 on Friday, March 13, for departure. (School is in session on this day, they will be excused for the remainder of the day for an educational field trip.) Students must have business attire for the competition part of the conference. DECA discourages students from wearing any denim type clothing at the conference, however, other types of casual clothing may be worn during times students are not competing or attending meetings. The use of personal automobiles or visitation by friends not registered at the conference is forbidden. We should return to MHS's Flagpole entrance sometime between 4:00-5:00 PM on Sunday, March 15, 2015.

The chaperones will be Jeff Brown and Randy DuPont (marketing teachers at MHS). 2,500 other high school students from approximately 150 Michigan High Schools will be in attendance at the State DECA Conference. Michigan DECA has planned many fun and entertaining activities in addition to the competitive events. Michigan DECA employs a large security staff just for this conference to insure the safety and enjoyment of all students.

Winners in each event will be crowned as Michigan State Champions. Michigan State Champions will receive an automatic bid to participate in the International DECA Conference in Orlando, Florida during the last week of April, 2015. At this point in time our main focus is the State Conference. (The International Conference will only be discussed when or if there are Monroe High School delegates qualified to participate.)

Michigan DECA is sponsored by the Michigan State Department of Education and supported by student dues and various corporate pledges. National DECA is sponsored by the U.S. Department of Education and is one of the largest youth groups in North America with over 200,000 members. I am the volunteer sponsor for the Monroe High School DECA Chapter because it motivates our students to learn marketing, management, and business concepts. DECA is an extension of our curriculum taken to the application level of the learning process.

If you have any questions or concerns about our plans to attend the State DECA Conference, please call me at Monroe High School, 265-3671. **Thanks again for your continued support.**

P.S. Please fill out the enclosed permission forms and give them to your daughter/son with a \$125.00 check made payable to MHS DECA. Thank you.

For more information go to [www.mideca.org](http://www.mideca.org)

Monroe Public Schools  
Field Trip Permission Form  
(Out-of-District, In-State including Toledo and Cedar Point)

School: MONROE HIGH SCHOOL  
Date of Trip: MARCH 13-15, 2015  
Departure Time: 7:00 AM FRIDAY  
Return Time: 5:00 PM SUNDAY  
Group/Class Taking Trip: DECA  
Destination: GRAND RAPIDS, MICHIGAN

❖ This form serves as the district's official notification for the parent(s)/guardian of students involved and, by signing, acknowledges the fact that the student's parent(s)/guardian approves of their child taking said trip. This form must be completed and signed before any student will be allowed to travel with the group.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # (Home): \_\_\_\_\_ Telephone # (Emergency): \_\_\_\_\_

Insurance Co.: \_\_\_\_\_

Name of Policy Holder: \_\_\_\_\_

Contract #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Parental Acknowledgment:

I/We hereby give consent to allow our child to make this trip and further consent for any necessary emergency medical treatment and/or admission, to any hospital for my/our child.

Signatures:



\_\_\_\_\_

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

\_\_\_\_\_

Parent(s)/Guardian

❖ Return to Your Child's Classroom Teacher

 MICHIGAN **DECA** Code of Conduct/Medical Treatment Authorization

Name \_\_\_\_\_ Chapter Monroe High School  
Conference DECA State Conference Conference Date March 13-15, 2015

Attendance at any DECA sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, adults, and any other authorized persons attending the conference. This form must be signed by each student, and the student's parent or guardian, attending a DECA conference or activity (including, but not limited to; conferences, meetings, workshops, etc.) and brought to the conference by the chapter advisor.

Delegates shall abide by the rules and practices of DECA at all times, including to and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in Michigan DECA. Determination of penalties for violations will be at the discretion of Michigan DECA. Additional penalties may be imposed by the local school district.

**The following shall be regarded as major violations of the DECA Code of Conduct and will result in the student being sent home and not being allowed to participate in any DECA activities for the remainder of the school year. Determination of other penalties for violations will be at the discretion of Michigan DECA, the DECA chapter advisor or local school district.**

1. Alcohol, drugs, and tobacco: A student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medication prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol or chemical substances in any form (including tobacco), at any time, or under any circumstances, on public or private properties. All local and state laws concerning personal behavior will be honored.
2. Willful companionship: Being in the willful companionship of someone who violates any portion of the Code of Conduct, or failing to report any direct knowledge (other than hearsay) of the Code of Conduct violations.
3. Personal conduct: Conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); throwing objects out the window or into the hallway; other serious violations of personal conduct regulations.
4. Private transportation: No driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor (delegates are required to stay at state selected hotels). Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. Once a driving/riding delegate has arrived at the conference site, s/he shall not be in a private automobile again until leaving the site at the end of the conference.
5. Abusive behavior and lewd conduct: A student shall not engage in any lewd, indecent, sexual or obscene act or expression. **A student shall not engage in written, verbal, physical or electronic activities that may lead to harassment, hazing or bullying.** The use of **any harassment** against anyone on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation, or disability is prohibited.
6. Violations of the student's school district code of conduct.



MICHIGAN

# DECA Code of Conduct/Medical Treatment Authorization

**Should a code of conduct violation occur for the following items, regardless of when exposed, the violating student(s) may be sent home and may not be allowed to participate in any DECA activities for the remainder of the school year. Determination of other penalties for violations will be at the discretion of Michigan DECA, the DECA chapter advisor or local school district.**

7. Conference Conduct: Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time). Delegates displaying rude or unprofessional behavior during conference sessions or activities will be subject to disciplinary action.
8. Curfew: Failing to be in your assigned sleeping room from the curfew time designated until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering or receiving any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
9. Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
10. Personal Conduct: Failing to keep adult advisors informed of activities and whereabouts at all times; participating in unapproved social activities; having a member of the opposite sex in a room if no adult chaperone is present or for behavior unbecoming of a delegate.
11. Hotel Conduct: Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations; inappropriate noise or verbal abuse; and not demonstrating respect for other hotel guests not participating with the DECA conference.
12. Unregistered individuals are not permitted at DECA conferences.
13. Cell phones and electronic devices are not permitted at meetings or conference activities, sessions, or competitions. Students may use them during free-time.
14. The chapter advisor shall be responsible for their chapter delegates' conduct. Delegates that do not follow the Code of Conduct may subject their entire delegation to be sent home at the individual's and/or chapter's expense.
15. Advisors are responsible for room checks. No group or chapter activities are to be scheduled by advisors after curfew.
16. Delegates shall allow Michigan DECA to use conference photographs, video footage, and their names for promotional purposes.

*Michigan DECA will not discriminate on the basis of race, color, creed, national origin, ancestry, age, gender, marital status, weight, sexual orientation or disability. Any student requiring an accommodation as a result of a disability should contact their chapter advisor or arrange such accommodation.*

MICHIGAN  
**DECA** Code of Conduct/Medical Treatment Authorization

As parent/guardian, I have reviewed the Delegate Code of Conduct with our son/daughter, and he/she agrees to abide by the rules. The Chapter Advisors and/or Michigan DECA has the right to send the delegate home from the activity, at my expense, provided that he/she has violated the Delegate Code of Conduct and I have been notified of the violation and transportation arrangements.

The delegate has my permission to attend the Michigan DECA activity. I understand the delegate will be supervised by the DECA chapter advisor. I, the parent/guardian, will not hold the school, the advisor, the Board of Education, Michigan DECA, nor the conference staff responsible for any injuries while attending or while en-route to and from the DECA sponsored activity.

In the event of accident or illness requiring emergency medical treatment, occurring while in attendance at this DECA activity, I, the undersigned parent/guardian hereby authorizes the DECA chapter advisor to procure suitable medical treatment for the below signed delegate, and I will provide for the payment of those costs on behalf of the named delegate. I also expect the DECA chapter advisor to contact me by telephone, as soon as possible, if medical services are necessary.

DECA State Conference \_\_\_\_\_ March 13-15, 2015 \_\_\_\_\_  
 Conference or Activity \_\_\_\_\_ Date \_\_\_\_\_

Monroe High School \_\_\_\_\_  
 Name of School \_\_\_\_\_

\_\_\_\_\_  
 Name of Delegate \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
 Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

\_\_\_\_\_  
 Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

**Please list any medications or physical limitations:** \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Delegate's Signature \_\_\_\_\_ Date \_\_\_\_\_

*[Handwritten Signature]*  
 Advisor's Signature \_\_\_\_\_ Date 1/16/15 \_\_\_\_\_

\_\_\_\_\_  
 Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

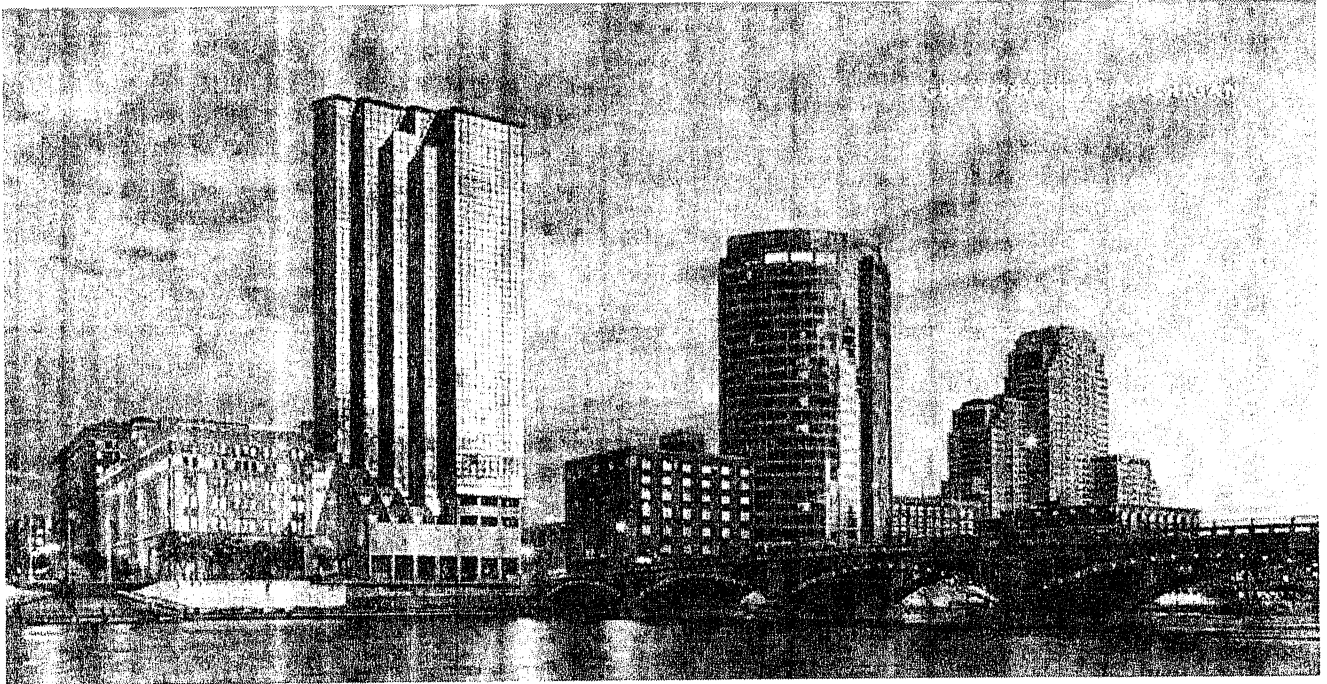
\_\_\_\_\_  
 Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

**The DECA Chapter Advisor must bring a signed form for each delegate to each conference.**

**It is recommended that this form be notarized for out-of-state travel.**

# March 13-15, 2015

*Grand Rapids, Michigan*



The 2015 conference will be held in Downtown Grand Rapids on March 13-15, and it promises to be one of the most exciting, competitive and FUN Michigan DECA events of the year! You will have the opportunity to meet and compete with over 3,300 Michigan DECA members from throughout the state and also meet important and influential business professionals. The SCDC is a time for you to develop your occupational and leadership skills as well as meet other fun and energetic Michigan DECA members.

After participating in competitive events during the day, you will have free time to meet and socialize with other Michigan DECA members at the Grand Rapids Griffins hockey game! Members will also elect the new Michigan DECA State Executive Council who will lead us into another exciting DECA year.

The Michigan DECA SCDC gives you the opportunity to meet DECA members from around the state, interact with important business representatives, and last but not least, compete for a chance to represent Michigan DECA at the International Career Development Conference, held in Orlando, Florida on April 24-29!

### **Conference Registration**

The conference registration fee will cover one meal (breakfast on Sunday morning), registration materials, a ticket to the Grand Rapids Griffins hockey game on Saturday, and conference administrative expenses.

### **Eligibility**

Only students that are competing at the State Conference may attend the conference. Delegates may not enter more than one event (i.e. Individual, Written, or Chapter event). The only exceptions are the Merit Award Program and School Based Enterprise, if competition times do not conflict.

## **Refunds**

Refunds will be given only if Michigan DECA is notified of the cancellation in writing. Cancellations must be submitted on the Refund Request Form to receive your chapter's refund.

## **Substitution Policy**

Chapter Advisors have volunteered to double check each State Conference registration to be sure that chapters are following the [substitution policy](#) and that the correct qualifiers from the District Conferences are advancing on to the State Conference. Students will not be able to compete if one member of the team is unable for any reason to attend the next level of competition.

## **Presentations using the Internet:**

Students will not be able to use the hotel or convention center internet for their event presentations, because that would involve asking someone else to help them with their equipment. (*Refer to the event's presentation guidelines.*) You may use an internet aircard or personal hotspot with your own computer if you have one. But we caution that it could be difficult to receive and maintain a connection due to so many people using cell phones while at the conference. If you lose connection, you will not be given additional time. Our suggestion is to save anything that you might want to reference directly onto the computer.

## **Economics and Marketing Mathematics Applied Academics Certification**

Delegates are required to take one (or both) of the tests on Saturday. A certificate will be awarded to those who achieve minimum proficiency on the test. The top ten participants will receive special recognition.

## **Dress During the Conference**

Business attire is required for all scheduled sessions and activities. During free time, shirts must have sleeves and no bare midriff. Skirts and shorts must be at least fingertip length. *No cargo pants, jeans (denim material), T-shirts, sweatshirts, flip-flop sandals, or athletic shoes of any form will be allowed during the competition or at sessions!* Delegates' clothing must be neat and in good repair in order to compete, attend the sessions, or be allowed on stage. Delegates wearing any of these items will be sent to change, before being allowed to compete or attend any conference sessions. Please refer to the Michigan DECA [Dress Code](#) for more information.

## **Schedule**

Conference registration will start at 11:00am on Friday. The first student activity will start at 2:00 p.m. Please be aware and prepared that if your event orientation is early, you may not be able to check into your hotel room to change until after 3:00pm. [A tentative competitive event schedule is available here.](#)

## **Meals**

Breakfast on Sunday is included in the registration fee. All other meals will be the responsibility of each delegate and/or chapter. There are a number of restaurants in the hotel and others are accessible via the skywalk system.

## **Hotels**

Michigan DECA Policy requires that all competitors stay at one of the official conference hotels. Conference Registration will not be accepted for schools that are not staying at one of the official hotels. Michigan DECA will be staying at:

- Amway Grand Plaza Hotel – 187 Monroe Avenue NW – 616-774-2000
- JW Marriott Hotel – 235 Louis Street NW – 616-242-1500
- Courtyard by Marriott – 11 Monroe Avenue NW – 616-242-6000
- Holiday Inn Downtown – 310 Pearl Street NW – 616-235-7611

## **Location of Activities**

The Opening, Award Sessions and most of the competition will be held in the DeVos Convention Center. Conference headquarters, some competition, and vendor exhibits will be located in the Amway Grand Plaza Hotel. The hockey game is at Van Andel Arena.



### **State Conference T-Shirts**

Michigan Alumni DECA is selling State Conference T-shirts again this year. The shirts will be designed around the conference theme, and will be heavyweight, 100% cotton T-shirts. Pre-orders of shirts on the conference registration form, you will receive a discounted price. Please consider ordering your shirts when you register for the conference, as in past years we were completely sold out by early Saturday afternoon! This fundraiser is designed help Alumni Division so they can sponsor a competitive event to provide more travel scholarships for qualifiers to attend the International Career Development Conference.

### **Name Badges & Wrist Bands**

All delegates (adult and student) must wear their name badges and wrist bands at all times. No one will be admitted to conference activities without a name badge and wrist band. If a delegate loses their wrist band or name badge, a replacement may be obtained in the conference headquarters for \$5.00 each. Delegates will be required to show identification for a replacement name badge, or must have their Advisor with them.

### **Curfew**

All students must be in their own room at curfew. No chapter activities (meetings, practice sessions, etc.) may be conducted after curfew, even if it takes place in their Advisor's room. Room service will not deliver after curfew. All advisors/chaperones are required to conduct room checks at curfew and patrol the floors of the hotel after curfew on Friday and Saturday evenings. Trying to manage a large number of students is a difficult task, therefore we need every advisor's support and assistance.

### **Code of Conduct & Medical Treatment Authorization Forms**

Each delegate, student and adult, must sign the [Code of Conduct & Medical Treatment Form](#). This form must be hand-carried to the conference by the Chapter Advisor. Do not send them to the Michigan DECA office.

No alcoholic beverages or drugs may be possessed by any delegate at the conference. This is a school function. Delegates may not enter the lounges at the hotels. Students suspected of being under the influence of alcohol will be required to take a breath alcohol test as specified by state law. A uniformed police officer will be on site during the evening hours of the conference.

### **Private Autos at the Conference**

The use of private automobiles will not be permitted after arrival at the conference. Car doors shall be locked upon arrival, and the keys turned over to the chapter advisor.

### **Voting Delegates**

The role of a voting delegate is an important one. Voting delegates are required to attend the candidate speeches and are encouraged to meet each candidate prior to the election session. All Voting Delegates must attend the conference as a competitor.

### **Number of Voting Delegates per Chapter**

Voting for next year's state officer team will take place at the State Conference. According to the Michigan DECA Constitution, each chapter is allowed one voting delegate per 40 members or a major fraction thereof. See the table below for the number of voting delegates based on chapter size. The appropriate number of voting delegate ribbons will be included in your chapter's registration materials. The advisor will distribute the ribbons to the voting delegates for their chapter. Voting Delegates must wear their ribbon to vote. Replacement ribbons will not be provided once a chapter has picked up their registration materials at the conference.

- 1 voting delegate for chapters that have 1 to 61 members
- 2 voting delegates for chapters that have 62 to 101 members
- 3 voting delegates for chapters that have 102 to 141 members
- 4 voting delegates for chapters that have 142 to 181 members
- 5 voting delegates for chapters that have 182 to 221 members

- 6 voting delegates for chapters that have 222 to 261 members
- 7 voting delegates for chapters that have 262 to 301 members
- 8 voting delegates for chapters that have 302 to 341 members

#### **Certificates of Excellence**

Michigan DECA will issue Certificates of Excellence to all competitors that receive an average score above 70% during competition. The certificates will be mailed to chapter advisers several weeks after the conference.

#### **Conference Assistance**

To have a successful conference, each advisor will need to assist with the conference. All advisors will be pre-assigned by the event chairperson to work a competitive event. All individuals are required to assist during their assigned time. Because this assistance is important, advisors who do not assist during their entire assigned time, will have letters stressing the importance of their assistance and their absence sent to their school principal. Advisors and chaperones must attend all general and award sessions with their students, to assure proper dress and conduct (behavior) during the sessions.

#### **Advisor Reception & Recognition**

The Michigan Marketing Educators (MME) and Michigan DECA will host a reception and recognition session for all advisors.

#### **Chaperones**

All chaperones attending the conference will also be responsible to assist with conference management and supervision. Please select your preference for the area you would like each of your chaperones to assist with on the registration form. All chaperones are required to pay the conference registration fee.

#### **Supervision**

At least one (1) adult must attend and pay the registration fee for every ten (10) student delegates attending. Advisors and chaperones must attend all general and award sessions with their students, to assure proper dress and conduct (behavior) during the sessions.

Information can be found at [www.midcca.org](http://www.midcca.org)

## 2015 State Conference Tentative Event Schedule

Event	Student Orientation	Competition
Advertising Campaign	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Apparel & Accessories	Friday @ 4:00 - 4:45 p.m.	Saturday 1:00 - 5:00 p.m.
Automotive Services	Friday @ 4:00 - 4:45 p.m.	Saturday 9:00 a.m. - 1:00 p.m.
Business Finance	Friday @ 4:00 - 4:45 p.m.	Saturday 9:00 a.m. - 1:00 p.m.
Business Law & Ethics Team Decision Making	Friday @ 5:00 - 5:45 p.m.	Saturday 8:30 a.m. - 1:00 p.m.
Business Services Marketing	Friday @ 4:00 - 4:45 p.m.	Saturday 9:00 a.m. - 1:00 p.m.
Business Services Operations	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Buying & Merchandising Operations	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Buying & Merchandising Team Decision Making	Friday @ 5:00 - 5:45 p.m.	Saturday 1:00 - 5:00 p.m.
Chapter Awards Program	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Community Service Project	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Creative Marketing Project	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Entrepreneurship - Growing Your Business	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Entrepreneurship Innovation Plan	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Entrepreneurship Participating	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Entrepreneurship Promotion Project	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Entrepreneurship Written	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Fashion Merchandising Promotion Project	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Financial Consulting Event	Friday @ 6:00 - 6:45 p.m.	Saturday 9:30 a.m. - 1:00 p.m.
Financial Literacy Promotion Project	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Financial Operations	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Financial Services Team Decision Making	Friday @ 5:00 - 5:45 p.m.	Saturday 8:30 a.m. - 1:00 p.m.
Food Marketing	Friday @ 4:00 - 4:45 p.m.	Saturday 9:00 a.m. - 1:00 p.m.
Gold Merit Awards Program	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Hospitality & Tourism Operations	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Hospitality & Tourism Professional Selling	Friday @ 6:00 - 6:45 p.m.	Saturday 9:30 a.m. - 1:00 p.m.
Hospitality Services Team Decision Making	Friday @ 5:00 - 5:45 p.m.	Saturday 8:30 a.m. - 1:00 p.m.
Hotel & Lodging Management	Friday @ 4:00 - 4:45 p.m.	Saturday 9:00 a.m. - 1:00 p.m.
Human Resources Management	Friday @ 4:00 - 4:45 p.m.	Saturday 9:00 a.m. - 1:00 p.m.
International Business Plan	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Leadership & Teamwork Event	Friday @ 5:00 - 5:45 p.m.	Saturday 8:30 a.m. - 1:00 p.m.
Learn & Earn Project	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Marketing Communications Team Decision Making	Friday @ 5:00 - 5:45 p.m.	Saturday 8:30 a.m. - 1:00 p.m.
Marketing Management	Friday @ 4:00 - 4:45 p.m.	Saturday 9:00 a.m. - 1:00 p.m.
Principles of Business Management	Friday @ 5:00 - 5:45 p.m.	Saturday 9:00 a.m. - 1:00 p.m.
Principles of Finance	Friday @ 5:00 - 5:45 p.m.	Saturday 9:00 a.m. - 1:00 p.m.
Principles of Hospitality & Tourism	Friday @ 5:00 - 5:45 p.m.	Saturday 1:00 - 5:00 p.m.
Principles of Marketing	Friday @ 5:00 - 5:45 p.m.	Saturday 1:00 - 5:00 p.m.
Professional Selling Event	Friday @ 6:00 - 6:45 p.m.	Saturday 9:30 a.m. - 1:00 p.m.
Public Relations Project	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Quick Serve Restaurant Management	Friday @ 4:00 - 4:45 p.m.	Saturday 1:00 - 5:00 p.m.
Restaurant & Food Service Management	Friday @ 4:00 - 4:45 p.m.	Saturday 1:00 - 5:00 p.m.
Retail Merchandising	Friday @ 4:00 - 4:45 p.m.	Saturday 1:00 - 5:00 p.m.
School Based Enterprise	Friday @ 6:00 - 6:45 p.m.	Saturday 9:30 a.m. - 1:00 p.m.
Sports & Entertainment Operations	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Sports & Entertainment Promotion Plan	Friday @ 2:00 - 2:45 p.m.	Friday 3:00 - 7:00 p.m.
Sports & Entertainment Series	Friday @ 4:00 - 4:45 p.m.	Saturday 1:00 - 5:00 p.m.
Sports & Entertainment Team Decision Making	Friday @ 5:00 - 5:45 p.m.	Saturday 1:00 - 5:00 p.m.
Travel & Tourism Team Decision Making	Friday @ 5:00 - 5:45 p.m.	Saturday 1:00 - 5:00 p.m.

As of 12/10/2014

**BUSINESS PROFESSIONALS OF AMERICA  
STATE LEADERSHIP CONFERENCE  
In State - Overnight**

**BACKGROUND**

Joni Weaks, Monroe High School teacher and BPA advisor, wishes to petition the Board of Education for permission to take four (4) Monroe High School students to Grand Rapids, Michigan, in order to attend the BPA State Leadership Conference. This overnight trip to attend the 2015 state conference will be held at the Amway Grand Hotel, Davenport University, and DeVos Place Convention Center in Grand Rapids, Michigan, on March 19-22, 2015. The Monroe High School students studied their area of concentration and will compete in different areas of business. The students will also attend conferences while there.

Monroe Public Schools CTE funds will be used to defray the cost of this trip and all aspects of the trip will be in accordance with related Board policies.

**ENCLOSURES**

Monroe Public Schools – Abbreviated Field Trip and Excursion Check List Form. The complete packet is housed in the office of the Assistant Superintendent of Elementary Education, Instruction and Human Resources.

**RECOMMENDATION**

Move to approve the attendance of four Monroe High School students at the BPA State Leadership Conference in Grand Rapids, Michigan, according to the terms of Policy IICA, Field Trips and Excursions.

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

	<u><b>Aye</b></u>	<u><b>Nay</b></u>	<u><b>Abstain</b></u>	<u><b>Absent</b></u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Monroe Public Schools  
Field Trip Information Form

overnight

Date of Trip: March 19-22, 2015

Grade/Team/Organization Making Request: Bus. Prof. of America Club-MHS

Destination: State Leadership Conference

Address: amway Grand Plaza Hotel  
187 Monroe Ave. NW

City: Grand Rapids State: MI Zip: 49503

Means of Transportation: Car

Number of Students and Adults Involved: 4 students 2 adults

Exact Loading Location: MHS Teachers Parking Lot

Estimated Time of Departure: 2:45 p.m.

Estimated Time of Departure from Destination: 11:30 a.m.

Expected Time of Arrival: 2:30 p.m.

Purpose of Trip: State Leadership Conf.  
for BPA

Faculty Supervisor: Opri Weaks

Substitute(s) needed:  Yes  No (This does not secure the substitute)  
Friday - March 20, 2015 all day

Principal's Signature: [Signature] Date: \_\_\_\_\_  
 Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 2/4/15  
 Approved  Denied

# MONROE PUBLIC SCHOOLS

## ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

Complete details of this field trip can be obtained from the Assistant Superintendents of Secondary and/or Elementary Curriculum. All details are in compliance with Board Policy IICA.

### FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

Grand Rapids, MI  
Amway Grand Plaza Hotel  
Business Professionals of America  
State Leadership Conference.

School(s):

Monroe High School

Chaperones:

Joni Weaks - girls (2)  
Richard Weaks - boys (2)

Method of Transportation:

Car

Date of Departure:

3/19/15

Time of Departure:

2:45pm

If overnight, number of nights:

3

Date of Return:

3/22/15

Time of Return:

2:30pm

Number of Students Participating:

4

Number of Staff Supervising:

1 (1 staff & male)  
Joni <sup>35</sup> chaperone

**MONROE PUBLIC SCHOOLS**  
**FIELD TRIP CHECK LIST**

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

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

Completion of curriculum alignment form:

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

Pre-trip lessons:

Students will prepare for competition  
in Word Processing, Adv. Word Processing,  
Integrated Office and Database.

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

They will attend several  
legacy lunches regarding business  
etiquette, college, employability skills  
and technology, leadership, etc.

Follow-up classroom lessons:

Review of what they learned  
at conference.

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

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

Number of Other Adults Assisting: 1

Number of School Days Student will be Attending Trip: 1 *Friday 3/20/15*

Cost Per Child: \$82.00

Cost Per Chaperone: \$65.00

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes  *reg. & hotel* No   
Chaperones: Yes  *reg.* No

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

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

Updated: 09/12/06



BPA Trip

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

EXPLANATION AND DATES:

Departure Date/Day Thursday, March 19, 2015 Return Date/Day Sunday, March 22, 2015

A group of students and adult chaperones are planning a trip to: City Grand Rapids  
State Mi Country USA (daily itinerary must be attached).

The purpose of this trip is BPA State Leadership Conf. and the group sponsoring the trip is Business Professionals of America - MHS

This form serves as the district's official notification for the parents of students involved and, by signing, acknowledges the fact that the student's parents approve of their child taking said trip. This form must be signed and returned before any student will be allowed to travel with the group.

Please fill in the information requested below as thoroughly and completely as possible.

GENERAL INFORMATION:

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_ Emergency Phone \_\_\_\_\_

MEDICAL INFORMATION

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Last Tetanus Shot \_\_\_\_\_ Allergies (if any) \_\_\_\_\_

Current medication (if any) \_\_\_\_\_ Recent illness or surgeries (within past six months) \_\_\_\_\_

Other pertinent information \_\_\_\_\_

Your child will be in the care of (staff member name) \_\_\_\_\_

S/he has your permission to seek emergency medical care for your child as needed.

INSURANCE INFORMATION:

Insurance Company \_\_\_\_\_ Contract No. \_\_\_\_\_

Name of Policy holder \_\_\_\_\_ Policy Number: \_\_\_\_\_

MEDICAL ACKNOWLEDGMENT:

I/we hereby give consent for emergency medical treatment and/or admission, as necessary, to any hospital for my/our child.

SIGNATURES:

\_\_\_\_\_

(Parent(s)/Guardian(s))

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ 20\_\_\_\_

Notary Public

My commission expires \_\_\_\_\_

must be notarized

## Schedule of Events

(Please note that times and locations are subject to change.)

A: Amway Grand Plaza Hotel DU: Davenport University CC: DeVos Place Convention Center

### Special Information for Judged Events

**Student arriving late for scheduled contest:** If a student is late due to the fact that he/she was competing in another contest, they should receive an assessment event pass from the contest administrator of the contest they were involved in. Once the assessment event pass is submitted to the contest administrator of the contest for which the student arrives late, the student will be allowed to compete in a different or the last time slot. The rescheduled time will be based upon what is convenient for judges and the administration of that contest. If a student arrives late due to oversleeping or any other type of carelessness, that student will not be allowed to compete. Administrators will submit any assessment events passes received during their contest to the CEAC Representative at the end of the competition. (Scheduled contest are contests which involve appointment times.)

**Judged Event Finals Postings:** On Saturday, listings of finalists for those contests having finals will be posted at the location where the final round will be held. Finalists will be posted between 12:30-1:00 p.m.; therefore, please bring all necessary materials with you when you review the finals listing. In addition, finalists will be posted on our website at [www.michiganbpa.org/mobile](http://www.michiganbpa.org/mobile). Results from Friday preliminary events will be posted at the Assessment Events Headquarters. Results will NOT be posted at Courtesy Corps.

### Business Professionals of America-Michigan Association 2015 State Leadership Conference Schedule of Events

DAY/DATE/TIME	EVENT	SITE
<b><u>Wednesday, March 18</u></b>		
4:00pm-10:00pm	State Executive Council Meeting	A
<b><u>Thursday, March 19</u></b>		
8:00am-10:00pm	State Executive Council Meeting	A
11:00am-12:00pm	BPA/Grand Rapids Staff Meeting	A
12:00pm-8:00pm	Luggage Holding	A
5:00pm-9:00pm	Registration/Courtesy Corps (Additional satellite check-in will be provided at all hotels on Thursday)	A
7:00pm-9:00pm	Exhibitor Display Setup	A
7:00pm-8:45pm	Assessment Events Headquarters	A
8:00pm-9:30pm	Special Event: "BPA Chill Zone" Sponsored by Davenport University (Open to all delegates)	A

DAY/DATE/TIME	EVENT	SITE
9:00pm-9:45pm	Administrators/Proctors/Graders Meeting for all computer and non-judged events	A
10:00pm-10:30pm	Alumni/Volunteer Staff Meeting	A
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels
<b>Friday, March 20</b>		
7:00am-4:00pm	Assessment Events Headquarters	A
7:30am-4:00pm	Davenport University Shuttle Bus Pickup (near Sales & Catering Office)	A
7:00am-7:00pm	Registration/Courtesy Corps	A
8:00am-6:00pm	Luggage Holding	A
8:00am-6:00pm	Coat Check	A
8:00am-9:30am	Financial Analyst Team Preparation (Preliminaries)	A
8:15am-8:45am	Judges & Administrators Meeting for Financial Analyst Team and Presentation Management-Individual	A
8:30am-9:30am	Banking & Finance	A
8:30am-9:30am	PC Servicing & Troubleshooting	A
8:30am-10:00am	Keyboarding Production	DU
8:30am-10:00am	Fundamental Word Processing Skills	DU
8:30am-10:30am	Advanced Word Processing Skills	DU
8:30am-10:00am	C++ Programming (Session 1) Java Programming (Session 1) Visual Basic Programming (Session 1)	A
8:30am-10:30am	Fundamentals of Web Design	DU
9:00am-10:00am	Parliamentary Procedure Concepts (Team members only)	A
9:00am-7:00pm	Grading Room	A
9:00am-Finish	SEC Candidate Interviews	A
9:00am-9:45am	Judges & Administrators Meeting for Broadcast News Production Team Computer Animation Team Economic Research Project Team Global Marketing Team Video Production Team	A
9:15am-4:00pm	Presentation Management-Indiv. (Preliminaries) Section 1 Section 2 Section 3 Section 4	A A A A
9:45am-10:45am	Computer Security	A
10:00am-11:30am	C++ Programming (Session 2) Java Programming (Session 2) Visual Basic Programming (Session 2)	A

DAY/DATE/TIME	EVENT	SITE
10:00am-10:30am	Judges & Administrators Meeting for Parliamentary Procedure Team	A
10:00am-12:00pm	Advanced Accounting (Special scheduling only)	A
10:00am-12:00pm	Fundamental Accounting (Special scheduling only)	A
10:00am-5:00pm	Broadcast News Production Team	A
10:00am-5:00pm	Computer Animation Team	A
10:00am-5:00pm	Economic Research Project Team	A
10:00am-5:00pm	Global Marketing Team	A
10:00am-5:00pm	Video Production Team	A
10:00am-4:00pm	Exhibits Open	A
10:15am-5:00pm	Parliamentary Procedure Team Preparation Demonstration	A A
10:30am-12:30pm	Advanced Spreadsheet Applications	DU
10:30am-12:30pm	Integrated Office Applications	DU
10:30am-12:30pm	Fundamental Spreadsheet Applications	DU
11:00am-11:45am	Legacy Launcher #1	A
11:00am-11:45am	Legacy Launcher #2	A
11:00am-12:00pm	Computer Network Technology	A
11:30am-2:00pm	Judges Luncheon (By Invitation Only/Ticket Required)	A
12:30pm-2:00pm	Administrators & Proctors Meeting for all Saturday Judged Events	A
12:30pm-2:30pm	Basic Office Systems & Procedures	DU
12:30pm-2:30pm	Advanced Office Systems & Procedures	DU
12:30pm-2:30pm	Database Applications	DU
12:30pm-4:30pm	Financial Analyst Team (Finals/Demo)	A
1:00pm-1:45pm	Legacy Launcher #3	A
1:00pm-1:45pm	Legacy Launcher #4	A
1:00pm-2:00pm	Proctors Meeting for Open Event Personnel & Staff	A
1:00pm-2:30pm	Payroll Accounting	A
2:00pm-2:45pm	Legacy Launcher #5	A
2:00pm-2:45pm	Legacy Launcher #6	A
2:30pm-3:30pm	Systems Administration using Cisco	A
2:30pm-4:30pm	Administrative Support Team	DU
2:30pm-4:30pm	Legal Office Procedures	DU
2:30pm-4:30pm	Medical Office Procedures	DU
3:00pm-5:00pm	Advanced Accounting (for non-Financial Analyst Team members)	A
3:00pm-5:00pm	Fundamental Accounting (for non-Financial Analyst Team members)	A
3:45pm-4:45pm	Network Administration Using Microsoft	A

DAY/DATE/TIME	EVENT	SITE
6:30pm-7:00pm	Annual Business Meeting (Voting Delegates/Chapter Presidents must be seated for roll call by 6:15pm. This meeting will be held to conduct all the official business of the annual conference.)	CC
7:30pm-9:00pm	Opening Session/Parade of Presidents (Special Awards, Candidate Speeches, Statesman Torch Awards)	CC
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels
<b>Saturday, March 21</b>		
7:30am-10:00am	Test Distribution (Assessment Events Headquarters)	A
8:00am-5:00pm	Courtesy Corps	A
8:00am-5:00pm	Coat Check	A
8:00am-8:30am	Judges Breakfast/Orientation (By Invitation Only/Ticket Required)	A
8:00am-3:30pm	Small Business Mgmt Team Preparation Demonstration	A A
9:00am-12:00pm	Admin. Support Research Proj.-Indiv. (Preliminaries)	A
9:00am-12:00pm	Advanced Interview Skills (Prelim)	CC
9:00am-12:00pm	Digital Media Production (Prelim) Section 1 Section 2 Section 3	A A A
9:00am-12:00pm	Economic Research Proj.-Indiv. (Prelim)	A
9:00am-12:00pm	Entrepreneurship (Prelim) Section 1 Section 2 Section 3	A A A
9:00am-12:00pm	Extemporaneous Speech (Prelim) Prep Section 1 Section 2 Section 3	A A A A
9:00am-12:00pm	Graphic Design Promotion (Prelim)	A
9:00am-12:30pm	Human Resource Mgmt. (Prelim) Prep Section 1 Section 2	A A A
9:00am-12:00pm	Interview Skills (Prelim)	CC

DAY/DATE/TIME	EVENT	SITE
9:00am-12:00pm	Prepared Speech (Prelim) Section 1 Section 2 Section 3	A A A
9:00am-2:00pm (Last student admitted at 1:00pm)	Open Events Administrative Support Concepts Business Meeting Management Concepts Business Spelling Computer Programming Concepts Financial Math & Analysis Information Technology Concepts Insurance Concepts Management/Marketing/Human Resource Concepts Merit Scholar Parliamentary Procedure Concepts Project Management Concepts	CC
9:00am-3:00pm	Web Site Design Team	A
9:00am-4:00pm	Presentation Management – Team	A
9:00am-4:00pm	Exhibits Open	A
10:00am-2:00pm	Career Fair	A
10:00am-10:45am	Legacy Launcher #7	A
10:00am-10:45am	Legacy Launcher #8	A
10:00am-2:00pm	Presentation Management-Indiv. (Finals)	A
10:00am-3:00pm	College Fair	A
10:00am-5:00pm	Grading Room	A
11:00am-11:45am	Legacy Launcher #9	A
11:00am-11:45am	Legacy Launcher #10	A
11:30am-12:30pm	Judges Orientation (Final Judges Only)	A
11:30am-2:30pm	Judges Luncheon (By Invitation Only/Ticket Required)	A
1:00pm-1:45pm	Legacy Launcher #11	A
1:00pm-1:45pm	Legacy Launcher #12	A
1:30pm-4:30pm	Administrative Support Research Proj.-Indiv. (Finals)	A
1:30pm-4:30pm	Advanced Interview Skills (Finals)	A
1:30pm-4:30pm	Digital Media Production (Finals)	A
1:30pm-4:30pm	Economic Research Proj.-Indiv. (Finals)	A
1:30pm-4:30pm	Entrepreneurship (Finals)	A
1:30pm-4:30pm	Extemporaneous Speech (Finals) Preparation Demonstration	A A
1:30pm-4:30pm	Graphic Design Promotion (Finals)	A
1:30pm-4:30pm	Human Resource Mgmt. (Finals) Preparation Demonstration	A A
1:30pm-4:30pm	Interview Skills (Finals)	A

DAY/DATE/TIME	EVENT	SITE
1:30pm-4:30pm	Prepared Speech (Finals)	A
2:30pm-2:45pm	Campaign Rally Setup (State Officer Candidates & Campaign Managers only)	A
2:45pm-4:15pm	"MEET THE CANDIDATES" Campaign Rally (First 30 minutes for Voting Delegates only)	A
6:30pm-9:00pm	Dinner Session (Doors open at 6:15pm) (2014-2015 State Officer Farewells, New Chapter Initiation, Scholarship, Barbara Chambers Outstanding Advisor Award, Honorary Lifetime Award, 2015-2016 State Officer Installation)	CC
9:00pm-9:30pm	Reception: 2015-2016 State Executive Council Officers, Advisors & Parents	A
9:00pm-9:30pm	Advisor Open Forum	A
9:30pm-10:30pm	Region 1 Advisors Meeting	A
9:30pm-10:30pm	Region 2 Advisors Meeting	A
9:30pm-10:30pm	Region 3 Advisors Meeting	A
9:30pm-10:30pm	Region 4 Advisors Meeting	A
9:30pm-10:30pm	Region 5 Advisors Meeting	A
9:30pm-10:30pm	Region 6 Advisors Meeting	A
9:30pm-10:30pm	Region 7 Advisors Meeting	A
9:30pm-10:30pm	Region 8 Advisors Meeting	A
9:30pm-10:30pm	Region 9 Advisors Meeting	A
9:30pm-10:30pm	Region 10 Advisors Meeting	A
9:30pm-11:30pm	Dance Sponsored by Northwood University	CC
12:00 midnight	Curfew – Advisors will conduct room check/students in their assigned rooms	All Hotels
<b>Sunday, March 22</b>		
7:00am-3:00pm	Luggage Storage	A
7:45am-8:45am	Advisors Meeting	A
9:15am-Finish	Awards Session	CC

**RADIO PURCHASE FOR ELEMENTARY SCHOOLS**

**BACKGROUND**

Over the years, many of our elementary schools have invested in handheld Motorola two-way radios. These radios are used daily in the elementary environment for safety and efficiency purposes during bus duty, recess, field trips, special events, and with our special needs students. Because of the poor durability and short life of these current radios, we, with the support of our Operations Department and Herkimer Radio, have been researching alternatives that would be more durable and cost effective. We were referred to the Motorola BPR40, VHF(150-174 MHz), 8 Channel, 5 Watts. We have piloted this handheld radio model at Raisinville with excellent results. These radios do not interfere with the district radio system.

**ENCLOSURES**

Three quotes for the purchase of handheld radios: Herkimer Radio Service for \$11,700.00; Comm USA from California for \$9,840.00; and an online resource Amerizon Wireless for \$9,597.00.

**RECOMMENDATION**

Move to approve the purchase of handheld radios from Herkimer Radio Service in the amount of \$11,700.00 and reject all other quotes. The money for this purchase will come from the Curriculum Office Capital Outlay account.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____



Herkimer Radio Service

2708 N. Telegraph Road  
 Monroe, MI 48162

# Quote

Date	Quote #
2/3/2015	3360

Name / Address
Monroe Public Schools / Admin Julie Everly 1275 N Macomb St Monroe MI 48162

Project
---------

--

Rep
MB

Item	Description	Qty	U/M	Price per unit	Total
AAH34RCS8A...	Motorola BPR40 UHF 450-470 MHZ Portable Radio	60	ea	190.00	11,400.00
Labor - Technici...	PROGRAMMING OF RADIOS This radio comes with a one year factory warranty. If factory repair is needed we will package and ship the radio to Motorola at no additional cost to you.	60	hr	5.00	300.00
<b>Total</b>					\$11,700.00



2229 Enterprise Street  
 Escondido CA 92029  
 USA

# SALES QUOTATION

Quotation No.: 231772  
 Quotation Date: 02/03/15  
 Due Date: 03/03/15  
 Customer No.: 274326  
 Customer Ref. No.:  
 Page No.: Page 1 of 1

BILL TO	SHIP TO
Monroe Public Schools	Monroe Public Schools Monroe MI USA

Sales Employee: Jay Donnell  
 Terms: Credit Card

Ship Via:  
 FOB:

Item No.	Description	Quantity	Unit Price	Total
AAH84RCS8AA1AN	Mag One BPR40 450-470 Mhz 8 channel	60.000	\$ 164.00	\$ 9,840.00
Standard Package Includes: - 8 Channel Model (Mag One Battery NiMH, 1200 mAh - PMNN4071_R - 16 Channel Model (Mag One Battery Li-ion, 1500 mAh - PMNN4075_R - Mag One Tri - Chemistry Rapid Charger Kit (includes PMLN5041_R Base/EPNN9288 - Power Supply with AC Cord - PMLN5048_R) - Mag One Antenna (VHF PMAD4051_R / UHF PMAE4020_R) - Mag One Spring Belt Clip (PMLN4743) - Operating Instruction Manual - Warranty: - Portable: One Year - Mag One Accessories (except batteries): Six Months - All Other Accessories (includes Mag One Battery and Motorola accessories): One Year  ** Free Programming **  ** Shipping TBD **  ** Radio repairs under warranty (1 year warranty for BPR40) are free. Radio repairs after warranty period are subject to a flat rate repair fee of \$85 per radio plus return shipping. ** Typical turnaround time on repairs is 2-3- business days from receipt of radio **				

Subtotal	\$ 9,840.00
Discount	
Shipping	
Tax	
<b>Total Order Value</b>	<b>\$ 9,840.00</b>



Account Blog Log In Compare Cart

Search entire store here.

HOME PRODUCTS SOLUTIONS TESTIMONIALS ABOUT US 1-800-396-1911

# Shopping Cart

Product Name



Motorola BPR40 Two-Way Radio

> Frequency Band W/F

\*"Motorola BPR40 Two-Way Radio" is not available in the requested quantity. 33 of the items will be backordered.

Unit Price	Qty	Subtotal
Edit \$159.85	60	\$9,597.00

Continue Shopping

Update Shopping Cart

**Shop with PayPal**

**PayPal CREDIT**

No Payments + No Interest if paid in full in 6 months on purchases of \$99+  
 Check out with PayPal and choose PayPal Credit  
Subject to credit approval. See terms. US customers only.

Subtotal \$9,597.00  
**Grand Total \$9,597.00**

Proceed to Checkout



Estimate Shipping and Tax

Enter your destination to get a shipping estimate.

Country\*

Discount Codes

Enter your coupon code if you have one.

Herkimer Radio Service

2708 N. Telegraph Road  
 Monroe, MI 48162

# Quote

Date	Quote #
2/3/2015	3361

Name / Address
Monroe Public Schools / Admin Julie Everly 1275 N Macomb St Monroe MI 48162

Project
Rep
MB

Item	Description	Qty	U/M	Price per unit	Total
Labor - Technici...	<p>PROGRAMMING OF RADIOS</p> <p>The BPR40 radio comes with a one year factory warranty. If desired, Herkimer Radio will send your radio to Motorola for a fee of \$25 per radio if needed within that one year period.</p> <p>Herkimer Radio will service any Motorola radio after the warranty period ends at our normal bench rate of \$100 plus parts</p> <p>If a factory repair is needed after the one year warranty period ends we will charge the normal factory repair prices for that date.</p>	60	hr	\$20.00	1,200.00
<b>Total</b>					\$1,200.00

**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the February 10, 2015, Board Meeting #3.

**HAND VOTE**

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

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