



# **MONROE PUBLIC SCHOOLS**

**BOARD MEETING #4**

**February 24, 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**

*It is the policy of Monroe Public Schools not to discriminate on the basis of race, color, national origin, gender, age, disability, religion, height, weight or marital status in its programs, services, employment, or any other activities. For information contact the office of the Superintendent of Schools, 1275 N. Macomb St., Monroe, MI 48162, (734) 265-3070.*

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

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Board Meeting #4  
Tuesday, February 24, 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	
2. Black History Month	Mrs. Everly	
<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:		
• February 10, 2015, Board Meeting #3		
• February 19, 2015, Special Board Meeting (2 sets)		
• February 19, 2015, Closed Meeting (2 sets)		
2. <b>Reports and Updates</b>	Mr. Yeo	9
• February 11, 2015, Physical Resource Committee Meeting Minutes		
• Informational Reports: Contracted Services Recommendations, Contracted Coaches, and Club Paid Coaches		
3. <b>Clerical Appointment</b>	Mrs. Everly	13
Move to approve the appointment of Coleen Billings as Secretary with Monroe Public Schools effective Wednesday, February 25, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
4. <b>Staff Resignation</b>	Mrs. Everly	17
Move to approve the resignation from Monroe Public Schools of Jessica Maniaci effective February 20, 2015.		
5. <b>Upward Bound Student Leadership Summit</b>	Dr. McLeod	19
Move to approve the attendance of eight Monroe High School students at the Upward Bound Student Leadership Summit in Traverse City, Michigan, according to the terms of Policy IICA, Field Trips and Excursions.		

- |  |                   |           |
|--|-------------------|-----------|
| <p>6. <b>FIRST Robotics Competition</b><br/> Move to approve the attendance of 12 Monroe High School students at the FIRST Robotics Competition in Richland, Michigan, according to the terms of Policy IICA, Field Trips and Excursions.</p>  | <p>Dr. McLeod</p> | <p>28</p> |
| <p>7. <b>State Wrestling Meet</b><br/> Move to approve the attendance of Monroe High School wrestling students at the State Wrestling Meet in Battle Creek, Michigan, according to the terms of Policy IICA, Field Trips and Excursions.</p>   | <p>Dr. McLeod</p> | <p>35</p> |
| <p>8. <b>TalentEd Perform Subscription Purchase</b><br/> Move to approve the purchase of online evaluation software TalentEd Perform at a cost not to exceed \$4,113.00 paid for out of the Personnel Budget.</p>  | <p>Dr. McLeod</p> | <p>43</p> |
| <p>9. <b>Softball Scoreboard Refurbishment – MHS</b><br/> Move to approve the refurbishment of the Monroe High School softball scoreboard by Major Display, not to exceed \$12,580.00. Cost for this project will be funded through revenue in advertisement sales with any remaining expenses taken from the 2014/15 Athletic Fund.</p>   | <p>Dr. McLeod</p> | <p>45</p> |
| <p>10. <b>Marketing and Communications Plan</b><br/> Move to approve the Marketing/Communications Plan proposed by Mr. Dennis O’Conner of DOCOM Consulting of Novi, Michigan, at a cost not to exceed \$39,000 over approximately a year and a half. This expenditure would be made out of general fund allocations within the marketing and communication budget which are currently designated for this school year and would be in line with the proposed budget for the 2015-2016 school year.</p> | <p>Dr. Martin</p> | <p>48</p> |
| <p>11. <b>Summer Tech Fest – Guest Speaker</b><br/> Move to approve Kevin Honeycutt as a guest speaker for the upcoming Summer Tech Fest at a cost not to exceed \$5,000.00. This will be funded by the Technology Millage.</p>  | <p>Mr. Payne</p>  | <p>74</p> |
| <p>12. <b>Title I Technology</b><br/> Move to approve the Title I technology purchase for Arborwood, Custer and Raisinville at a total cost not to exceed \$137,528.72.</p>  | <p>Mr. Payne</p>  | <p>80</p> |
| <p>13. <b>TRIG Purchase</b><br/> Move to approve the purchase of 100 Dell Chromebooks</p>  | <p>Mr. Payne</p>  | <p>87</p> |

and 100 Chrome management licenses at a total cost not to exceed \$28,944.00. Funds for this purchase will come from the TRIG grant.

**14. Superintendent's Comments**

Dr. Martin

**15. Old Business**

Mr. Yeo

**16. New Business**

Mr. Yeo

**17. Public Commentary – Any Topic**

Mr. Yeo

**18. Adjournment**

Mr. Yeo

90

Move that the February 24, 2015, Board Meeting #4 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**

- February 10, 2015, Board Meeting #3 Minutes
- February 19, 2015, Special Board Meeting Minutes (2 sets)

**RECOMMENDATION**

Move to approve the following minutes as submitted:

- February 10, 2015, Board Meeting #3
- February 19, 2015, Special Board Meeting (2 sets)
- February 19, 2015, Closed Meeting (2 sets)

**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**

Board Meeting #3

Tuesday, February 10, 2015

**7:00 p.m.**

**MINUTES**

**Roll Call and Call to Order**

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

Board Members Absent: Secretary Ryan Philbeck

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

Administrators Absent: None

President Yeo called the meeting to order at 7:04 p.m.

**Public Commentary-Agenda Items Only**

Selma Rankins stated his opinion that board members are not doing enough for kids; the GPA for sports eligibility should be increased; qualifications of a good superintendent; meetings should be held after school; the use of federal money; and the Athletic Hall of Fame inductees.

**Approval of Minutes**

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

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

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

**Reports and Update**

The following reports were received: Informational Reports – Contracted Services Recommendations, Contracted Coaches, and Club Paid Coaches; January 26, 2015, Board Curriculum Committee Meeting Minutes; and January 29, 2015, Board Policy Committee Meeting Minutes.

**Teacher Tenure Recognition**

Motion by Mr. VanWasshenova; support by Mr. Mentel to confirm and endorse the granting of tenure and removal from probation for Mary Vincent on the appropriate anniversary date.

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

**DECA State Conference**

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

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

**BPA State Leadership Conference**

Motion by Mrs. Mentel; support by Mrs. Taylor 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.

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

**Radio Purchase – Elementary Schools**

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

Discussion: After researching the cost of the handheld radios, Mrs. Everly found that they could be purchased at a lower cost, but it would cost \$10-\$15 to ship a radio back to the vendor for any type of repair, including warranty repair, and the school would be down a radio. By staying local, there wouldn't be any shipping costs and Herkimer would provide a loaner radio while repairs are being done. The quote from Amerizon Wireless did not include programming; therefore Herkimer provided an additional quote just for programming. Mrs. Eighmey explained that the Curriculum Office Capital Outlay account is for purchasing equipment districtwide.

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

**Superintendent Comments**

Congratulations to our Monroe High School wrestling team, which won the Southeastern Conference championship. Last weekend the team won its first league title in any league since 2003 and the first ever in the SEC. All 13 of the Trojan wrestlers finished in the top six in the league meet, and two of them, Carl Antrassian wrestling at 112 pounds and Keith Matthews wrestling at 285 pounds, were league champions. Besides the great showing on Saturday, the Trojan wrestlers were 11-0 in league dual meets.

Monroe High School band and orchestra students competed in the Michigan School Band and Orchestra Association district solo and ensemble contest in Livonia. Seven soloists, three duets and a quartet received Division 1 ratings, which is the best rating possible. In addition, three soloists and two duets received Division 2 ratings. The students are led by Mr. Jim Nuechterlein, band director, and Mrs. Ann Felder, orchestra director.

Monroe Middle School instrumental music students also participated in the MSBOA Solo and Ensemble contest this past Saturday in Livonia and did quite well. We had six soloists and two duets that earned Division 1 ratings and three soloists and a duet that attained Division 2 ratings. Congratulations to all of those students and to their teachers, Mrs. Ann Felder for the orchestra and Mr. Chris Morelli for the band.

Congratulations to MHS flutists, Zachary Saltsman and Nicholas Howerton, who participated in a countywide competition and each won a \$200 scholarship sponsored by the John Tyner Chorale and the Monroe City/County Fine Arts Council.

Monroe High School will hold its annual National Honor Society induction ceremony on Thursday, February 12, at 7:00 p.m. Eighty new members will be inducted into NHS bringing the total membership to 248 students.

Raisinville Elementary will host a Detroit Lions football fundamentals offensive skills academy at 4 p.m., Feb. 23, 24 and 25. Kindergarten through sixth grade boys and girls will learn the fundamentals of



quarterback, running back and wide receiver. The sessions will be led by Chris Fritzsching, director of Detroit Lions Youth Football Programs. Cost is \$36 per student.

Wednesday, February 11, is winter count day which makes up 10% of our state financial aid each year. Winter break (no school) is scheduled for Friday and Monday, February 13 and 16.

The doors to the Monroe High School Athletic Hall of Fame will swing open to admit 10 new members on Friday, February 20, during halftime of the boys' varsity basketball game. Those being honored are referee Claude Cawood, basketball coach Bob Eldridge, baseball coach Butch Foster, girls track coach Eric Jenkins, football player Jeff Maddux, swimmer Hugh McCloskey, softball player Dawn (Terrasi) Peterson, tennis player Mickey Schmidt, wrestler Zac Stevens and track athlete Albert Wehner.

Orchard Center High School and Monroe County Community College have developed a very nice relationship. First of all, two OCHS students are dual enrolled this trimester at MCCC, and the plan is to expand dual enrollment next school year for OCHS students. In addition, MCCC is sending tutors to OCHS during lunch and during Knights United time to help students in various topics.

### **Old Business**

Dr. March asked if there have been any problems that have occurred with the restructuring of the counseling department at Monroe High School. Dr. McLeod stated that a lot has been learned through the transition, and scheduling seems to be the biggest challenge we have right now. Aside from the scheduling challenge, we have realized a significant social, emotional need which is greater than anticipated. Mrs. Everly stated that the structure has enabled us to be more proactive in terms of attendance problems. Dr. Martin said there will be a meeting later this week to address student attendance, and an evaluation meeting will be held later in the year to discuss the restructuring of the district counseling department.

### **New Business**

Mr. Yeo commented that last night's personnel committee meeting ended on a positive note, and they will meet again next Tuesday to fine-tune some information before presenting to the board at the next work session.

Mr. VanWasshenova is encouraged by Orchard's arrangement with the community college and he's glad that students are taking advantage of the opportunities. Mrs. Everly added that Dr. Quartey is tutoring students at Arborwood as well.

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

Selma Rankins would've appreciated having Black History month recognized this evening. Dr. Martin and Mrs. Everly informed Mr. Rankins that every building principal is preparing a summary of their celebration, which will be shared at the February 24<sup>th</sup> board meeting. Mr. Rankins encouraged board members to read "The Dreamkeepers."

Pastor Tucker from Carey Chapel AME located on Almyra Street introduced himself to the board. He has a child at Waterloo School and feels they are doing a fine job.

### **Adjournment**

Motion by Mr. VanWasshenova; support by Mrs. Mentel that the February 10, 2015, Board Meeting #3 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:49 p.m.

---

**Ryan Philbeck, Secretary**

**MONROE BOARD OF EDUCATION**  
**1275 North Macomb Street, Monroe, Michigan 48162**  
**Special Board Meeting, Thursday, February 19, 2015**  
**5:00 p.m.**

**MINUTES**

**Roll Call and Call to Order**

Board Members Present: President Robert Yeo, Trustee Matthew Bunkelman, Trustee Floreine Mentel, and Trustee Cynthia Taylor

Board Members Absent: Vice President Lawrence VanWasshenova, Secretary Ryan Philbeck, and Parliamentarian Tedd March

Others Present: Barry Martin, Ryan McLeod, James Davies, Jeff McVeigh, Renee Peterson, student (0219a), and student's mother and father

Mr. Yeo called the meeting to order at 5:11 p.m.

**Closed Session**

Motion by Mrs. Mentel, support by Mr. Bunkelman 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 4-0 hand vote at 5:11 p.m.

**Reconvene Board Meeting**

Motion by Mrs. Mentel, support by Mrs. Taylor that the closed session adjourn and the 5:00 p.m., February 19, 2015, Special Board Meeting reconvene.

Vote: Motion carried by a 4-0 hand vote at 5:24 p.m.

**Recommendation**

Motion by Mr. Bunkelman, support by Mrs. Mentel to suspend the student for nine days (time served) and return to school on Friday, February 20, 2015.

Vote: Motion carried by a 4-0 roll call vote at 5:26 p.m.

**Adjournment**

Motion by Mrs. Taylor, support by Mr. Bunkelman that the February 19, 2015, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 4-0 hand vote at 5:26 p.m.

---

**Ryan Philbeck, Secretary**

**MONROE BOARD OF EDUCATION**  
**1275 North Macomb Street, Monroe, Michigan 48162**  
**Special Board Meeting, Thursday, February 19, 2015**  
**5:00 p.m.**

**MINUTES**

**Roll Call and Call to Order**

Board Members Present: President Robert Yeo, Vice President Lawrence VanWasshenova, Trustee Matthew Bunkelman, Trustee Floreine Mentel, and Trustee Cynthia Taylor

Board Members Absent: Secretary Ryan Philbeck, Parliamentarian Tedd March

Others Present: Barry Martin, Ryan McLeod, James Davies, Jeff McVeigh, student (0219b), and student's mother

Mr. Yeo called the meeting to order at 5:36 p.m.

**Closed Session**

Motion by Mr. VanWasshenova, support by Mrs. Mentel 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 5-0 hand vote at 5:36 p.m.

**Reconvene Board Meeting**

Motion by Mr. VanWasshenova, support by Mrs. Mentel that the closed session adjourn and the 5:00 p.m., February 19, 2015, Special Board Meeting reconvene.

Vote: Motion carried by a 5-0 hand vote at 5:55 p.m.

**Recommendation**

Motion by Mr. VanWasshenova, support by Mr. Bunkelman to suspend the student for nine days (time served) and return to school on Friday, February 20, 2015.

Vote: Motion carried by a 5-0 roll call vote at 5:56 p.m.

**Adjournment**

Motion by Mr. VanWasshenova, support by Mrs. Mentel that the February 19, 2015, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 5-0 hand vote at 5:56 p.m.

---

**Ryan Philbeck, Secretary**

## **REPORTS AND UPDATES**

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

- February 11, 2015, Physical Resource Committee Meeting Minutes
- Informational Reports: Contracted Services Recommendations, Contracted Coaches, and Club Paid Coaches

# Physical Resource Committee

Wednesday, February 11, 2015 @ 4:30 PM

## Minutes

Present: Tedd March, Matt Bunkelman, Bob Yeo, Kathy Eighmey, George O'Dell, Jerry Oley

Jerry Oley provided an update on the 2015 Sinking Fund Construction Projects. In total, the projects are estimated to cost \$1.7 million.

- MHS Staff Parking Lot and Exterior Lighting
  - Distributed drawings for MHS parking lot C re-construction
  - Adding 104 parking spaces
  - Getting pricing for LED lighting
  - Is very happy with the new drainage in the parking area that was completed last year
- MHS Tuck Pointing B and C wings
  - Base bid was \$114,000
  - Alternate bid for west and east sides were \$58,000 each
  - Alternate bid for north end was \$15,000
  - Tuck Pointing at MHS will be an ongoing process for years to come
- MMS Three Story Science Wing Windows and HVAC Replacement
  - Windows are rusted, rotting and leaking.
  - Windows and HVAC will be replaced
- MMS Partial Roof Replacements – 3 Areas
  - Will be replacing the original building 3 story roof, science wing roof and the courtyard roofs
  - New roof will have an R value of 20 with a 20 year warranty
- Waterloo School Complete Roof Replacement
  - Will be replacing the entire roof
  - New roof will have an R value of 20 with a 20 year warranty
- Arborwood South Partial Roof Replacement
  - North and west corridors will be replaced
  - New roof will have an R value of 20 with a 20 year warranty

- Administration Building Window Replacement
  - For energy efficiency, these windows need to be replaced
  - Jerry is suggesting mirrored windows, they will not cost any more than tinted windows and provide more privacy
  - Concerns were raised about fire safety and the ability to see in a mirrored window at night. You can see in a mirrored window at night time.
  - Approximate cost is \$116,000
  - Going to move forward with a bid

Discussion on Arborwood South outdoor pool future and current conditions

- A list of necessary repairs was provided by Jerry
- Preliminary cost to make the necessary repairs are estimated at \$500,000 plus
- There are many safety concerns with the pool in its' current condition
- Demolition of the pool can be paid for out of the site sinking fund
- Recommendation to seek bids for the demolition of the pool was agreed upon

Meeting adjourned at 5:35 PM

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

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

Renaë Hoskins, Jolonda Spain, and Jasmine Norman will be assigned as Liaisons at OCHS starting on Monday, February 23, 2015.

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

No new report

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

No new report



**CLERICAL APPOINTMENT**

**BACKGROUND**

On behalf of the administration and the interview panel I am recommending the appointment of Coleen Billings as Classification II Secretary with Monroe Public Schools. Ms. Billings will be assigned to the Operations Department at Fenmoor for the 2014/15 school year.

Ms. Billings was previously employed as Head Management Support with Willow Run Community Schools prior to being laid off in 2011; she has since been employed by the FOE Ypsilanti Eagles.

Members of the interview panel were: Julie Everly, Assistant Superintendent; Jerry Oley, Director of Operations; Shelley Cormier, Transportation Supervisor; and Kahlene Stotts, Secretary.

**ENCLOSURE**

Resume

**RECOMMENDATION**

Move to approve the appointment of Coleen Billings as Secretary with Monroe Public Schools effective Wednesday, February 25, 2015, 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><b>Aye</b></u>	<u><b>Nay</b></u>	<u><b>Abstain</b></u>	<u><b>Absent</b></u>
Mr. Bunkleman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Ms. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____



# Coleen Ann Billings

---

**Objective** I have worked in many departments. Learned AR, AP, Marketing, Inventory Control, Order Department, Customer Service. I have also learned all office equipment. Worked with children with behavior problems, medical problems. Worked with teachers, special education staff and parents. I was a PTO member, Cheerleading Coach, MEAP coordinator and Spelling Bee Coordinator. Volunteered on many district committees. Helped with many programs in the building. Judge for the District Spelling Bee.

## Summary of Experience

9/01/2011 – present FOE Ypsilanti Eagles Ypsilanti, MI

### **Bartender**

I make and serve refreshments, cook and serve food. I also handle the Lottery machine, register and night closing of the club.

9/28/08 - 6/30/11 Laid Off Willow Run Comm. Schools Ypsilanti, MI

### **Head Management Support 12 Months**

- I first started out as Support to the Athletic Director/Dean of Students. Inputting discipline records into Powerschool. I also coordinated buses for athletic events. Arranged for payment for refs and umpires and time keepers. After 9 days I was moved from the Middle School to the High School to the Principal's Management Support. There I was in charge of administrative reports, teacher absences in AESOP system. Monthly reports, setting up pre and post evaluations. Ordering of school supplies, maintaining student data base. Principal's calendar, appointments. Phone calls, greeting visitors. Coordinating the hall monitors. Worked on many special committees for the superintendent. Helped in the Human Resources department getting all current employee files and past employee files in an organized manner. Collected the data for the end of the year report and submitted the SID report. Submitted bi-weekly payroll for High School. Responsible for programs for awards assemblies, honors assembly and graduation ceremony. Responsible for the check requests, agendas for the extra curricular activities. Gathering data, coordinating all data and producing spreadsheets and graphs. Attending meetings. Confidential principal matters. Staff directories, fan outs, staff handbook, student agendas. Coordinating school activities with the district building use coordinator. Sorting mail, handling fees and fines. Printing report cards and progress reports. Handling student medicines. Helped input student absences, count day reports. Helped to keep track of

suspensions, especially Special Education Students. Promoted from Assistant Management Support to Head Management Support 12 Month 11/2010, salary and title change, not job responsibilities.

1/1996 - 9/28/08 Willow Run Comm. Schools Ypsilanti, MI

**LRE Para educator**

- I have worked with at risk students in reading and math. I have worked with behavior problem students. Coordinator of MEAP testing in our school. Accelerator Reading and Math programs with students. Discipline programs. Computer work. Technical Assistant for our school. Did secretarial job when secretary was absent. Coordinated spelling bee in building. Cheerleading coach. Member of PTO for many years. Helped in lunch room with students and in kitchen with food service. Have certificates on CRP and First Aid Training, CPI Training.

11/1976 - 11/1994 Unistrut Corporation Wayne, MI

**Customer Service Representative**

- I did all the confirmation letters on when orders would be shipping, or drawings going out that needed approval. In charge of billing the order, tracking the order. Customer complaints. Checking on short shipments and sending replacements. Reconciling inventory. Many other departments in the years I worked at Unistrut included: Order Department, Accounts Receivables, Accounts Payables, Branch Accounting, Marketing Department, Inventory Control (Shipping Department), Customer Service. Belonged to Secretaries Employee Group. Helped coordinate many of the company picnics. Went to seminars on Good Customer Service Skills.

6/1975 - 11/1976 Kresge's Westland, MI

**Cafeteria & Deli Food Service**

- Learned all the food service preparations and serving requirements. Learned cleaning of the grills and deep fryers. Worked in the deli. Learned the operation of the slicer and cleaning it. Learned the cash register.

**Education**

6/1976 Wayne Memorial High School Wayne, MI

**Diploma**

- High School classes, took a lot of secretarial classes, computer programming and data processing classes. Food service classes. Was a member of the Pep Club, Synchronized Swimming Club (Sea Sprites).

7/2007 Washtenaw Comm. College Ann Arbor, MI

**Certificate**

- Work Keys Para educator Test

**Professional Memberships**

9/28/08 - Present Willow Run Management Support - Union  
1/1996 - 9/28/08 Willow Run Para educator Organization - Union

**References**

[Redacted]

[Redacted]

[Redacted]

**Letter of Reference**

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

**Awards received**

12/2007 - Employee of the Month Silver Star Award

4/2008 - Outstanding Employee

**STAFF RESIGNATION**

**BACKGROUND**

We have received a letter of resignation from **Jessica Maniaci** for the purpose of other employment. Ms. Maniaci has been employed with Monroe Public Schools as a secretary for the past six month. She was most recently assigned at Arborwood Campus. Her resignation was effective at the end of the day on February 20, 2015.

**ENCLOSURE**

Letter of resignation

**RECOMMENDATION**

Move to approve the resignation from Monroe Public Schools of Jessica Maniaci effective February 20, 2015.

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

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

Friday, February 06, 2015

To Whom It May Concern,

It is with much sadness to inform you that I will be resigning from my full time secretarial position at Arborwood Elementary. I have accepted a position in my career field and will no longer be able to be a full time employee with Monroe Public Schools. I would love to stay on your clerical substitute list if that's possible, as my position will be contingent and have rotating shifts.

I have thoroughly enjoyed working with the students and staff at Arborwood and have enjoyed being employed by my alma mater.

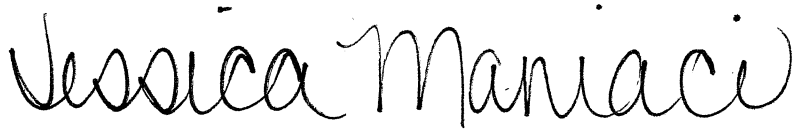
I have accepted my new position and am scheduled to begin working there on February 23, 2015. This letter is to inform you of my two weeks' notice. My last day with Monroe Public Schools will be on Friday, February 20, 2015.

Thank you again for the opportunity to work with such great people. I am very sad to be leaving.

If you have any further requirements or questions, please feel free to contact me at:

734-693-0916, [maniaci07@gmail.com](mailto:maniaci07@gmail.com), or my work email [maniacij@monroe.k12.mi.us](mailto:maniacij@monroe.k12.mi.us)

Thank you,

A handwritten signature in black ink that reads "Jessica Maniaci". The signature is written in a cursive, flowing style.

Jessica Maniaci

**UPWARD BOUND  
MI-CAPP STUDENT LEADERSHIP SUMMIT  
March 20-22, 2015**

**BACKGROUND**

Upward Bound Program Director from Monroe High School, Anthony Quinn, wishes to petition the Board of Education for permission to take eight students and two adult chaperones to the MI-CAPP Student Leadership Summit in Traverse City, Michigan. The conference will take place March 20 to March 22, 2015; the group will be staying at the Great Wolf Lodge, Traverse City, Michigan. The students will spend the day in workshops aimed at raising their self-perception, consciousness, leadership and motivation for continued academic achievement. This is a federally approved trip for the Upward Bound Program covered by the U.S. Department of Education. Funding for this comes from the Upward Bound Grant; no student monies will be used to cover this.

**ENCLOSURES**

Monroe Public Schools – Abbreviated Field Trip & Excursion Check List Form and the fieldtrip packet, with complete packet housed in the office of the Assistant Superintendent of Curriculum, Instruction pre K-6, and Human Resources.

**RECOMMENDATION**

Move to approve the attendance of eight Monroe High School students at the Upward Bound Student Leadership Summit in Traverse City, 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

Date of Trip: March 20<sup>th</sup> - March 22<sup>nd</sup>, 2015

Grade/Team/Organization Making Request: Upward Bound

Destination: 2015 MI-CAPP Student Leadership Summit, Great Wolf Lodge

Address: 3575 N US Highway 131 South

City: Traverse City State: MI Zip: 49684

Means of Transportation: Motor coach  
Trinity Transportation 4624 13th St., Wyandotte, MI 48192 (734) 284-9229

Number of Students and Adults Involved: 8 students, 2 adults

Exact Loading Location: Main entrance, flagpole

Estimated Time of Departure: Students dismissed after 1<sup>st</sup> hour (8:37) for load-in,  
bus departure at ~8:45AM

Estimated Time of Departure from Destination: 11AM, March 22<sup>nd</sup>, 2015

Expected Time of Arrival: ~6:00 PM

Purpose of Trip: Michigan College Access Programs and Personnel (MI-CAPP) Student Leadership Summit. Students will be exposed to appropriate workshop sessions that speak to many topics related to leadership and academic success. We also have a student that has been nominated for an Academic Achievement Award by our Upward Bound staff. If he is selected as a recipient of this scholarship, he will be presented with the award at a formal Scholarship Banquet on March 21, as part of the conference activities.

Faculty Supervisor: Ms. Dannielle Lambert & Dr. Anthony Quinn (MCCC UB Director)

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

Principal's Signature: Val [Signature] Date: 2/12/15

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 2/12/15

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:

This is a federally approved trip for the UB Program. The grant stipulates that the program provide comprehensive range of activities to generate academic and self-help to infuse excitement and motivation needed to succeed in high school and post-secondary education. The conference will provide this, in addition to leadership development workshops

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

A variety of activities and workshops focused on leadership development and motivation for academic success, in addition to adult-supervised and age-appropriate social experiences will be provided as part of this conference. Our students will be able to meet other students from all over the state and be able to begin the exploration of the benefits of networking and professional interaction with others in a safe environment.

Follow-up classroom lessons:

Participating students will be asked to present the information received/learned at the conference to the Upward Bound group upon return. These students will also be required to write a "Reflections" summary of their experience and what they learned by attending the conference.

- Contract(s) with agent(s) making travel/accommodation arrangements
- Detailed Itinerary (Tentative schedule provided by MI-CAPP is attached)
- Funding sources (MCCC Upward Bound Federal Grant and AT&T Grant) *See abbr. form*
- Chaperones
- Arrangements made for students with financial hardship
- N/O*  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:

Michigan College Access Programs and Personnel (MI-CAPP) Student Leadership Summit. Students will be exposed to appropriate workshop sessions that speak to many topics related to leadership and academic success. We also have a student that has been nominated for an Academic Achievement Award by our Upward Bound staff. If he is selected as a recipient of this scholarship, he will be presented with the award at a formal Scholarship Banquet on March 21, as part of the conference activities.

School(s): Monroe High School

Chaperones: Dannielle Lambert & Dr. Anthony Quinn

Method of Transportation: Motor coach

Trinity Transportation 4624 13th St., Wyandotte, MI 48192 (734) 284-9229

Date of Departure: 03/20/2015

Time of Departure: ~8:45 AM

If overnight, number of nights: 2

Date of Return: 03/22/2015

Time of Return: ~6:00 PM

Number of Students Participating: 8

Number of Staff Supervising: 1

Number of Other Adults Assisting: 1

Number of School Days Student will be Attending Trip: 1

Cost Per Child: ~\$261.99

Cost Per Chaperone: ~\$261.99

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes

No

Chaperones: Yes

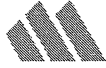
No

\* funding provided by NCCC Upward Bound Grant & AT+T Grant

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

- Full compliance with Board of Education Policy IICA - Field Trips & Excursions Forms
- forthcoming*  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)
- 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
- pk*  Emergency Contingency Plan included, if method of transportation is flying.
- pk*  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 COUNTY  
COMMUNITY COLLEGE

enriching lives

February 18, 2015

Dear Parent/Guardian:

RE: 2015 MI-CAPP Student Leadership Summit

Your student has been selected by the MCCC's Upward Bound Program to attend the **2015 MI-CAPP Student Leadership Summit** taking place from **March 20 to March 22, 2015**. The summit is scheduled to be held in **Traverse City, Michigan**, at the **Great Wolf Lodge**. Students will be staying overnight at the **Great Wolf Lodge** located at **3575 N. US 31 South, Traverse City, Michigan 49684**, on Friday and Saturday, March 20 and 21, 2015. The phone number for the hotel is **231.941.3600**. Students will leave **Monroe High School** at approximately **8:45 AM** on Friday, **March 20**, and will return to **Monroe County Community College** at approximately **7:00 PM**, on **Sunday, March 22, 2015**. As always, there is no charge to the students for conference registration, meals or hotel accommodations. However, there will be vending machines and gift shops at the lodge so if students would like to bring extra spending money for this trip it is fine. For additional information on the **Great Wolf Lodge** go to: <http://www.greatwolf.com/traverse/waterpark/overview>.

Students will spend the day in workshops aimed at raising their self-perception, consciousness, leadership and motivation for continued academic achievement. In addition, all MCCC Upward Bound students who will be participating in the summit are expected to turn in a **notarized permission slip form** and a **"Code of Conduct" form**. The aforementioned forms along with a **"Tentative Schedule"** are enclosed. Please return as soon as possible or **NO** later than **February 23, 2015**.

If there are any questions or concerns, please feel free to contact me at 734.265.3446 or at [lambertd@monroe.k12.mi.us](mailto:lambertd@monroe.k12.mi.us). Thank you in advance for allowing your student to participate in this event.

Sincerely,

Dannielle A. Lambert  
Academic Skills Coordinator/Teacher  
Monroe High School

Enclosures (3)

Main Campus ■ 1555 South Raisinville Road ■ Monroe, MI 48161-9746 ■ 1-734-242-7300  
Whitman Center ■ 7777 Lewis Avenue ■ Temperance, MI 48182 ■ 1-734-847-0559

[www.monroecc.edu](http://www.monroecc.edu)

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

EXPLANATION AND DATES:

Departure Date/Day March 20, 2015 Return Date/Day March 22, 2015

A group of students and adult chaperones are planning a trip to: City Traverse City

State Michigan Country USA (daily itinerary must be attached).

The purpose of this trip is Upward Bound MI-CAPP Student Leadership Summit and the group sponsoring the trip is Monroe County Community College – Upward Bound.

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) Ms. Dannielle Lambert, Dr. Anthony Quinn

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:

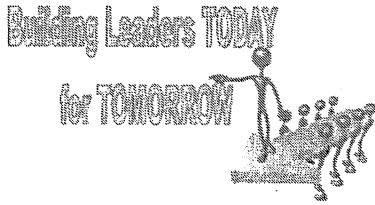
\_\_\_\_\_

(Parent(s)/Guardian(s))

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

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



## Code of Conduct

Michigan College Access Programs & Personnel (MI-CAPP) defines the following conduct as accepted and preferred practices for participants and program sponsors during the TRIO Day/Student Leadership Summit. Violations or the failure to comply with the Code will be deemed as obtrusive to the general welfare of the TRIO Day/Student Leadership Summit. Participants and/or program sponsors (as well as the participants' sponsoring program) who do not abide by the Code of Conduct may be subject to exclusion from the present and possibly future conferences.

1. Participants and/or program sponsors will neither engage in, nor aid, abet or entice another into any disorderly conduct or breach the peace of any MI-CAPP or host facility owned or controlled property, or at any MI-CAPP or host facility sponsored or supervised activity.
2. Participants and/or program sponsors will comply with the directions of any MI-CAPP and/or host facility staff acting in reasonable performance of their duty and will provide personal identification (i.e., name, program, etc.) when requested to do so.
3. Participants and/or program sponsors will not cause nor engage in conduct that endangers the health or safety of another person.
4. Participants and/or program sponsors will not be involved with theft or damage to property of both the Association and host facility community.
5. Participants and/or program sponsors acknowledge that the possession and/or consumption of alcoholic beverages while on the grounds or in the building of the host facility by minors is prohibited by state law.
6. Participants and/or program sponsors acknowledge that state law prohibits the possession, use or distribution of narcotics or illegal drugs on host facility or controlled property.

*The participants and program sponsors, by virtue of their signatures on the Conduct Agreement, agree to abide by the above expectations.*

Participation in the MI-CAPP Student Leadership Summit brings with it certain responsibilities for the student, parent/guardians and the sponsoring program. As a participant in the Summit, each student must agree to and abide by the following:

1. Each participant will be held responsible for his/her conduct during Summit activities (refer to the TRIO Student Leadership Summit Code of Conduct).
2. Attendance at Summit events and activities, either as participant or observer, is mandatory.

If these responsibilities are not met, participation by the student and possibly the student's sponsoring program, in the Summit is subject to termination.

### Participant Statement of Acceptance

I certify that I will abide with the above statements and that I accept them as true. If any sponsoring program permits my participation, I agree to follow the rules and regulations established by the MI-CAPP Board of Directors for participation in the Summit.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

### Parent/Guardian and Program Statement of Acceptance

We understand our signature means we will hold each participant responsible for his/her overall conduct and compliance to the rules and regulations of the Student Leadership Summit and the hosting association. We will make certain to provide constant supervision of our students throughout the conference and during conference activities. We further understand that our responsibility includes cooperation with staff members from each sponsoring program and other associations or host facility personnel.

\_\_\_\_\_  
Parent/Guardian Signature

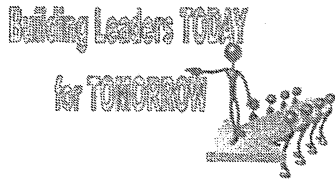
\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Sponsor Signature

\_\_\_\_\_  
Date



2015 MI-CAPP  
 Student Leadership Summit  
 and TRIO Day  
 March 20-22, 2015  
 Great Wolf Lodge  
 3575 N US Highway 31 South  
 Traverse City, MI 49684

**Hotel Information**



*Book your  
 Rooms today!*

3575 N. US 31 South, Traverse City, MI 49684  
 Phone: (231) 941-3600 – Fax: (231) 941-3700  
[www.greatwolf.com](http://www.greatwolf.com)

**Lodging Information:**

Room Rate: \$99.00 per night + \$12.99 resort fee per room, per night  
 (waterpark included in rate)

Check-In: 4pm

Check-out: 11am

*Mention MI-CAPP when booking rooms*

**Tentative Schedule**

Friday, March 20, 2015	
Suggested Time	Activity
3:00pm – 8:00pm	Registration and Check-In
4:45pm	Student Leaders Meeting
5:00pm – 6:00pm	All Student Ice Breaker
6:00pm – 6:25pm	Break-out Ice Breaker Debrief
6:30pm – 7:30pm	Movie and Pizza
7:30pm – 8:00pm	Return to room to change for Waterpark
8:00pm – 10:00pm	Enjoy Waterpark
10:25pm	Students in Rooms – Prep for next day (Business Attire)
11:30pm	Lights out
Saturday, March 21, 2015	
Suggested Time	Activity
8:00am – 9:25am	Breakfast Plenary
9:30am – 12:00pm	Concurrent
12:15pm – 1:15pm	TRIO Achiever's Lunch Plenary
1:30pm – 5:00pm	Concurrent Sessions
5:00pm – 5:45pm	Back to Rooms to Dress for Dinner
6:00pm – 8:30pm	Scholarship Banquet (formal)
8:30pm – 9:00pm	Change for Dance (appropriate attire)
8:45pm – 10:30pm	Dance
10:30pm	Back in Rooms – Prep for next day
11:30pm	Lights Out
Sunday, March 22, 2015	
Suggested Time	Activity
9:00am	Breakfast – Conference Evaluations, Outstanding Student Leader Award Recognition, Closing

**FIRST ROBOTICS COMPETITION**  
**March 12-14, 2015**

**BACKGROUND**

Mike Mountain, Monroe High School Advanced Robotics mentor and advisor to the FIRST Robotics Team, wishes to petition the Board of Education for permission to take twelve (12) Monroe High School students to the FIRST Robotics Competition. The competition is being held in Richland, Michigan, March 12-14, 2015. The students have been meeting for several months gearing up for the competition and honing their skills with team work, problem solving, and critical thinking. The robotic competition will involve time management, preventative maintenance, and communication skills.

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 housed in the office of the Assistant Superintendent of Elementary Education, Instruction and Human Resources.

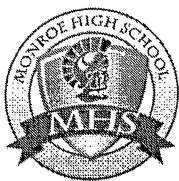
**RECOMMENDATION**

Move to approve the attendance of 12 Monroe High School students at the FIRST Robotics Competition in Richland, 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 HIGH SCHOOL CAREER & TECHNICAL EDUCATION

---

901 Herr Road Monroe, MI 48161 Ph. 734.265.3450 Fax 734.265.3451

RE: Robotics Trip to Gull Lake HS, 12-13-14 mar 2015

TO: Ms. V. Orr, Principal, Monroe High School

FROM: M.L. Mountain, Teacher, Monroe HS; Lead Advisor & Mentor, Monroe Trojan Robotics, FIRST Robotics Team # 1528

DATE: February 18, 2015

Sub: FIRST Robotics Competition

As a teacher of Robotics and Advanced Robotics and mentor/advisor to the after school robotics team, I request permission to take the students on the attached documents to the FIRST Robotics Competition in Richland, MI. These students have worked hard throughout the year to raise money for this trip plus design and build a unique robot to compete. I believe that this activity will be a great learning experience and reward for all their efforts.

In order for a team member to attend this trip, they must achieve a couple of objectives. The first goal is to be rated at a GPA of 2.5 or more. Secondly, they must raise \$50 for their use during the trip. When the student is present for the event, they will be returned \$30 for food. The remaining \$20 will be used toward the team dinner

If the student cannot raise those funds or is in a financial hardship, the team is willing to provide a loan for their balance of funding. In this case, the student/parent will be afforded an opportunity to return the loan funding. One way this can be readily accomplished is by working in the ensuing M.A.R.C. event.

If there any questions, I will be attending the next school board meeting to answer them. Thank you for your time and consideration.

Sincerely,

Mike Mountain  
Monroe High School  
901 Herr Rd.  
Monroe, MI 48161  
734-265-3567  
mountain@monroe.k12.mi.us

**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.*

# Monroe Public Schools Field Trip Information Form

Date of Trip: 12-13-14 Mar 2014

Grade/Team/Organization Making Request: MHP ROBOT TEAM 1528

Destination: GULL LAKE HIGH SCHOOL

Address: 7753 N. 34TH STREET

City: RICALAND State: MI Zip: 49083

Means of Transportation: PERSONAL VEHICLES

Number of Students and Adults Involved: 10+ / 4

Exact Loading Location: DOOR F2 OVERHEAD ROOM F118 MAS

Estimated Time of Departure: 10<sup>00</sup> AM

Estimated Time of Departure from Destination: 6<sup>00</sup> PM

Expected Time of Arrival: 9<sup>00</sup> PM

Purpose of Trip: ROBOT COMPETITION

Faculty Supervisor: MR. W. FERRARA / Mr. M. Mountain

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

Principal's Signature: Bill Jones / Val O... Date: 0/10/15

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 2/19/15

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:

PLEASE REFER TO THE ITINERARY. PLUS NOTE THAT THE MAIN ACTIVITIES INCLUDE OPERATION OF THE MMR ROBOT IN MULTIPLE COMPETITION SCENARIOS/GAMES.

School(s): GULL LAKE HIGH SCHOOL

Chaperones: TBD FEMALE

M. MOUNTAIN

B. FERRARA

K. CHRISTENSEN

R. KENEY

Method of Transportation: PERSONAL VEHICLES

Date of Departure: 12 MAR 2015

Time of Departure: 10<sup>50</sup> AM

If overnight, number of nights: 2

Date of Return: 14 MAR 2015

Time of Return: 9<sup>00</sup> PM

Number of Students Participating: 10+

Number of Staff Supervising: 4

## 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:

BASIC ROBOT CLASS FLUP ADVANCED

ROBOT PROGRAMMING CLASS ACTIVITIES IN STEM

AND INDUSTRY PRACTICES WILL BE ENHANCED AND COMPARED WITH CLASSROOM HANDS-ON ACTIVITIES.

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

THE STUDENTS WILL BE INTERACTING WITH 40 OTHER TEAMS IN A PROFESSIONAL COMPETITIVE SETTING AND PERFORMING TECHNOLOGY DRIVEN PROJECTS.

Follow-up classroom lessons:

CLASSES WILL BE EXAMINING THE ACTIVITIES

ENGAGED IN AND DISCUSSION WILL EXPAND UPON

LESSONS LEARNED PREVIOUSLY & DURING THE TRIP.

- 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: 4

Number of School Days Student will be Attending Trip: 2

Cost Per Child: 0

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
- 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

# DETAILED ITINERARY OF ROBOT TRIP TO GULL LAKE HIGH SCHOOL

## FIRST COMPETITION MARCH 2015

Thursday, 12<sup>th</sup> of March

1. CLUB MEETS AT MHS DOOR # F2/ROOM F118 OVERHEAD DOOR AT 9:00 AM
2. TRAVEL TOWARDS KALAMAZOO, HAVE LUNCH APPROX. HALF WAY POINT RESTAURANT
3. ARRIVE AT GULL LAKE HS LOADING DOCK
4. SET UP PIT AND PERFORM ROBOT ASSEMBLY AND READINESS TESTING
5. PERFORM PRACTICE RUNS AS APROPRIATE, UNTIL LATE EVENING
6. DINNER MEETING, ETA 6:00 PM
7. CHECK-IN AT HOTEL

Friday, 13<sup>th</sup> of March

1. CONTINENTAL BREAKFAST, APPROX 6:00 AM
2. TRAVEL TO GULL LAKE HIGH SCHOOL
3. PERFORM ROBOT IMPROVEMENTS
4. PARTICIPATION IN ROBOT COMPETITION EVENTS
5. LUNCH MEETING
6. PERFORM ROBOT IMPROVEMENTS
7. RETIRE TO HOTEL
8. DINNER MEETING, APPROX. 10 PM

Saturday, 14<sup>th</sup> of March

1. CONTINENTAL BREAKFAST, APPROX 6:00 AM
2. CLUB CHECK-OUT
3. TRAVEL TO GULL LAKE HIGH SCHOOL
4. PERFORM ROBOT IMPROVEMENTS
5. PARTICIPATION IN ROBOT COMPETITION EVENTS
6. LUNCH MEETING
7. PERFORM ROBOT IMPROVEMENTS
8. PARTICIPATION IN ROBOT COMPETITION EVENTS
9. WRAP-UP OPERATIONS, APPROX 6:00 PM
10. TRAVEL BACK TO MHS
11. DINNER MEETING, ETA 6:30 PM
12. ARRIVE AT MHS, ETA 9:00PM

**STATE WRESTLING MEET  
February 27-28, 2015**

**BACKGROUND**

John Ray, Monroe High School Athletic Director, wishes to petition the Board of Education for permission to take wrestlers that qualify to the State Wrestling Meet at McCamly Plaza, Battle Creek, Michigan. The group will leave at 9:30 a.m. on Friday, February 27, and return on Saturday, February 28, 2015 at approximately 9:00 p.m.

The Monroe Public Schools Athletic fund 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 Monroe High School wrestling students at the State Wrestling Meet in Battle Creek, 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: 2-27-15

Grade/Team/Organization Making Request: VARSITY WRESTLING

Destination: Battle Creek Kellogg Center

Address: 1 McCamly Square

City: Battle Creek State: MI Zip: 49017

Means of Transportation: Bus

Number of Students and Adults Involved: 32

Exact Loading Location: MHS

Estimated Time of Departure: 9:30 A.M.

Estimated Time of Departure from Destination: 9:45

Expected Time of Arrival: \_\_\_\_\_

Purpose of Trip: State Wrestling Finals

Faculty Supervisor: Don Mayes Jordan Mayes

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

Principal's Signature: Val [Signature] Date: 2/19/15

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 2/19/15

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:

State Wrestling Finals  
Kellogg Arena  
1 McCalmey Square  
Battle Creek, MI 49017

School(s): Monroe

Chaperones: Don Mayes

Jordan Mayes

Bronson Alexander

Method of Transportation: Bus

Date of Departure: 2/27/15

Time of Departure: 9:45

If overnight, number of nights: 1

Date of Return: 2/28/15

Time of Return: 2-28-15 (P.M.)

Number of Students Participating: 26

Number of Staff Supervising: 2

Number of Other Adults Assisting: 3

Number of School Days Student will be Attending Trip: 1

Cost Per Child: \_\_\_\_\_

Cost Per Chaperone: \_\_\_\_\_

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes  No   
Chaperones: Yes  No

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

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

Updated: 09/12/06

## **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:

---

---

---

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

---

---

---

Follow-up classroom lessons:

---

---

---

- 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

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

EXPLANATION AND DATES:

Departure Date/Day 2-27-15 Return Date/Day 2-28-15

A group of students and adult chaperones are planning a trip to: City Battle Creek

State MI Country USA (daily itinerary must be attached).

The purpose of this trip is State Wrestling Finals and the group sponsoring the trip is Athletics.

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 On file Physical 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) Don Mayes + Jordan Mayes

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

INSURANCE INFORMATION:

Insurance Company On file Physical 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:

X \_\_\_\_\_

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

X \_\_\_\_\_

Notary Public

(Parent(s)/Guardian(s))

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

## Monroe Public Schools Overnight Trip Rules for Students

1. I will obey the rules and instructions of the faculty, coaches, and chaperones.
2. I will respect my classmates on the trip.
3. I will not use profanity and will not be involved in fights or rough play while on this trip.
4. I will not wander off by myself and will make the staff and chaperones aware of my whereabouts twenty four hours a day.
5. I am aware of the regulations banning tobacco, drugs, and alcohol. Disobeying these rules will mean immediate dismissal from the trip at the expense of my family.
6. I understand curfew will be established nightly and adhered to strictly.
7. I am aware that I must stay in my assigned room. I understand student couples are not permitted to be alone in a room together without a chaperone.
8. I am aware that no phone calls are allowed between rooms after curfew. I am also aware that no long distance calls may be charged to the room.
9. I understand no pay-per-view is allowed unless approved in advance.
10. I am aware that students assigned to a room are responsible for anything which happens in that room. The costs of missing items (towels, etc.) and/or damage to rooms, furnishings, etc., will be shared equally by those who occupy the room unless the responsible person(s) assumes the responsibility. Prior to leaving the hotel the last day, each room will be checked for missing items and damage.
11. I understand luggage and personal items are subject to search at any time.
12. I am aware discipline action taken while on a trip may be followed by further disciplinary action upon return to the school.

I have read and am aware and understand the above rules and responsibilities and agree to abide by them.

### Waiver of Responsibility

It is agreed that in case of accident, resulting in personal injury to any student during the trip, the school and chaperones will not be held responsible. In the event of illness or family emergency which would require that a student be sent home before the termination of the trip, the student will be sent home by the best available means of transportation, accompanied by a chaperone, if possible. If it is not possible to send a chaperone with the student, it will be the responsibility of the parents or guardian to make arrangements for transportation home. In the event of hospitalization or other problem which would

require a student to be sent home after the termination of a trip, it will be the parents or guardians responsibility to go to the hospital and/or make arrangements for transportation home. Financial responsibility for any transportation (student and chaperone) required will rest with the parents or guardian of the student involved.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor/Coach

\_\_\_\_\_  
Date

**Monroe Public Schools  
TalentEd Perform Subscription Purchase**

**BACKGROUND**

Four years ago, MPS moved to a computerized evaluations system for all of our employees. The district entered a three year agreement with Netchemia to provide the software product TalentEd Perform for us to conduct our evaluations.

This request is to purchase the TalentEd Perform software through the end of this school year (August 2015). This purchase will allow us to complete our evaluations for this school year.

Over the next few months, we will be reevaluating the various evaluation software options on the market (there were not many on the market when we first purchased TalentEd). Once we evaluate various tools, we will bring a recommendation to the personnel committee for implementation next year. We may still stay with TalentEd Perform but we really feel a strong need to take another look since some much happens in technology in just a few years.

**ENCLOSURE**

The price quote Netchemia for TalentEd Perform through August 2015.

**RECOMMENDATION**

Move to approve the purchase of online evaluation software TalentEd Perform at a cost not to exceed \$4,113.00 paid for out of the Personnel Budget.

**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	_____	_____	_____	_____

# INVOICE



Please remit payment to:

**Netchemia, LLC**  
3520 W. 75<sup>th</sup> St., Ste 300  
Prairie Village, KS 66208

913-789-0996 X1000  
Sarah.meehan@netchemia.com

Invoice Date: 02/01/2015  
Invoice #: INV00003695  
Payment Terms: Due Upon Receipt  
Purchase Order #:  
Sales Person: Zeke Cuddy

Account Number: 1316-00  
Account Information: Monroe Public Schools  
1275 N. Macomb Center  
Monroe, Michigan 48162

CHARGE SUMMARY		
Description	Service Period	TOTAL
TalentEd Perform LDAP Annual Fee	02/15/2015-08/14/2015	\$394.00
TalentEd Perform District Annual Fee	02/15/2015-08/14/2015	\$3,969.00
TalentEd Perform Annual Discount	02/15/2015-08/14/2015	(\$250.00)

## INVOICE TOTALS

Your renewal includes 5% increase in your subscription price to help us enhance our products.	<b>Subtotal:</b>	<b>\$4,113.00</b>
	<b>Tax:</b>	<b>\$0.00</b>
	<b>Total:</b>	<b>\$4,113.00</b>
	<b>Invoice Balance:</b>	<b>\$4,113.00</b>



**MHS SOFTBALL SCOREBOARD REFURBISHMENT**

**BACKGROUND**

The softball scoreboard at Monroe High School is broken and cannot be repaired. We have received a request from James Davis, varsity softball coach, to have the scoreboard refurbished. This project would be similar to the football scoreboard refurbishment that was done at Navarre Field last year. A quote of \$12,580 has been obtained from Major Display, the company from Milford, Michigan, that refurbished the Navarre Field scoreboard. The company would use the existing structure, paint it, install new technology and install all new LED digits. The quote also includes a new wireless controller console. The project would be paid for out of the Athletic budget and advertisement sales. Eight advertisements of \$1,500 each will be sold to cover the majority of the cost.

**ENCLOSURE**

Request from James Davis  
Quote from Major Display

**RECOMMENDATION**

Move to approve the refurbishment of the Monroe High School softball scoreboard by Major Display, not to exceed \$12,580.00. Cost for this project will be funded through revenue in advertisement sales with any remaining expenses taken from the 2014/15 Athletic Fund.

**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	_____	_____	_____	_____

November 8, 2014

Dear Dr. Martin,

I am writing you to request permission for the Monroe High School softball program to begin a project to refurbish our scoreboard. During the softball season last year, the innings portion of the scoreboard stopped working. We made it through the season with the rest of the scoreboard intact, and thought the issue was an electronic problem that could be repaired. After the season ended, we found upon inspection that the scoreboard could not be repaired and needed to be replaced. Since that time, the scoreboard has completely stopped working.

I have met with Dr. Ray concerning the scoreboard, and I hope that we can begin a refurbishing project similar to the football scoreboard at Navarre Field. Dr. Ray obtained an estimate from Major Display in Millford, Michigan to refurbish the scoreboard and update it to an LED lighting system that will last longer and be easier to maintain. The company quoted us \$12,580. I would like to enter the project jointly between the athletics department and the Monroe Softball Hall of Fame Club (parent organization). Dr. Ray and I plan, with your approval, to seek 8 community sponsors to provide approximately \$1500 apiece in order to meet the cost of the refurbished scoreboard. There has been some interest by a few companies already in contributing to the project, and the Hall of Fame Club will take an active role in seeking sponsors.

Our softball program has maintained some of the nicer facilities in southeast Michigan, and we hope to continue to provide a first-rate field that our athletes and our school can be proud of. Thank you very much for your consideration.

Sincerely,

James Davis  
MHS Chemistry Teacher & Varsity Softball Coach

# ESTIMATE

## Major Display

131 Franklin Plaza  
 Franklin NC 28734  
 386-804-3864  
[glen@majordisplay.com](mailto:glen@majordisplay.com)

ESTIMATE NO. 9428  
 DATE February 19, 2015  
 CUSTOMER ID MHS

TO Monroe High School  
 901 Herr Rd.  
 Monroe, MI 48161  
 734-735-3468

P.O. Number	JOB	PAYMENT TERMS	DUE DATE
	Softball Upgrade	50% deposit 50% upon shipping	

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1.00	Refurbish and upgrade existing 10 Inning Softball scoreboard	\$ 7,480.00	\$ 7,480.00
	Remove existing technology, wire new ribbon cables		
	Install new 4 driver scoring driver and communication technology		
	install all new LED digits with aluminum faceplates		
1.00	wireless controller console with Large LED readout	900.00	900.00
20.00	Labor and material to strip existing scoreboard, and repaint existing structure, return after paint cured to apply new Bold graphic captions and stripping and install new technology Two man crew labor and materials	120.00	2,400.00
2.00	Ad panel new aluminum graphic overlay panels to cover existing ad panels, full color gloss UV laminated print.	900.00	1,800.00
1.00	Truss header 3 level aluminum truss with flat cut out letters and logo	2,800.00	<del>2,800.00</del>
6.00	Rigid pennant flags on rotation poles with logo	280.00	<del>1,680.00</del>
<b>SUBTOTAL</b>			\$ 17,060.00
<b>SALES TAX</b>			
<b>TOTAL</b>			\$ <del>17,060.00</del> 12,580.00

12,580.00  
 12,580.00

THANK YOU FOR YOUR BUSINESS!

**MARKETING AND COMMUNICATION PLAN**

**BACKGROUND**

As part of district efforts to enhance our marketing and communications process, a request was made of Mr. Dennis O’Connor of COCOM Consulting to provide the district administrative team a proposal for a district marketing plan to supplement the work done in our current communications office. Mr. O’Conner was one of several candidates who interviewed for our communications position and had presented some solid ideas for marketing during that interview process. The proposal presented by Mr. O’Conner includes specific goals, objectives, and costs for a comprehensive marketing plan that fits with the district goal of enhancing positive community involvement with Monroe Public Schools and provides a very clear and well-defined process for growing a positive image of the district.

**ENCLOSURE**

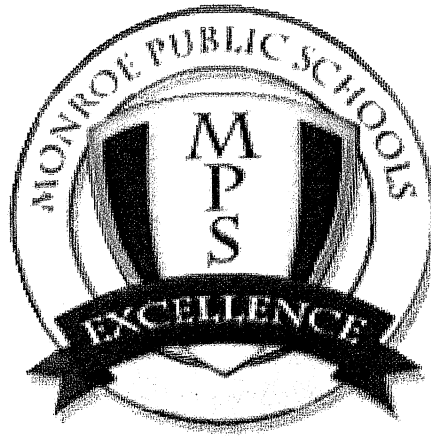
Marketing/Communications Plan Proposal

**RECOMMENDATION**

Move to approve the Marketing/Communications Plan proposed by Mr. Dennis O’Conner of DOCOM Consulting of Novi, Michigan, at a cost not to exceed \$39,000 over approximately a year and a half. This expenditure would be made out of general fund allocations within the marketing and communication budget which are currently designated for this school year and would be in line with the proposed budget for the 2015-2016 school year.

**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	_____	_____	_____	_____



# MARKETING/COMMUNICATIONS PLAN Proposal

Presented by:



*February 10, 2015*

#### Copyright Notice

© 2015, DOCOM Consulting, LLC. All rights reserved. This document and its contents are the sole property of DOCOM Consulting. Any reuse of this information without the express written consent from DOCOM Consulting is prohibited. DOCOM Consulting is a member of the National Writers Union, UAW Local 1981.



Contact: Dennis (DOC) O'Connor  
248-66-00-DOC (248.660.0362); [DOC@DOCOM.biz](mailto:DOC@DOCOM.biz)  
Cell: 248.880.5000

## **Introduction**

**DOCOM Consulting, LLC (DOCOM)** is pleased to have the opportunity to share our creative and marketing ideas with you, as it pertains to writing and developing a Marketing/Communications Plan for Monroe Public Schools.

For those of you who may not know us, DOCOM has a wealth of Marketing, Communications and Educational expertise, demonstrated for the following clients:

- UAW-Ford
- UAW-GM
- Novi Schools
- Washtenaw County ISD
- City of Plymouth
- Area Agency on Aging (AAA), Region 1-B
- UAW Civil Rights Department
- Softura
- Employment & Training Designs, Inc. (Division of Michigan Works!)

In addition to our industry experience, we feature the following attributes:

- A minority-certified vendor (disabled).
- A union-certified vendor.  
DOCOM is a member of the National Writers Union, UAW Local 1981.
- A southeastern Michigan-based business entity (Oakland County).
- Dennis O'Connor, *President of DOCOM*, is an elected Trustee on the Novi Board of Education, and is an "Award of Distinction" member of the Michigan Association of School Boards (MASB). He also serves as a Trustee on the Oakland County School Boards Association (OCSBA) Board of Directors.

## **Situation Analysis**

- Monroe Public Schools (Monroe) has requested a proposal from DOCOM Consulting, LLC (DOCOM) to develop and implement a comprehensive Marketing Plan for the school district.
- The Marketing Plan should:
  - Focus on the importance of "community engagement"
  - Feature further development of the school district's "Branding Statement"
  - Include an execution plan – both short-term and long term
  - Contain ideas for a 2-way communication/feedback system from all Monroe stakeholders, specifically focused on parents of existing Monroe students and potential parents of incoming students.
  - Integrate the communication strengths and community knowledge of Bobb Vergiels, the school district's Marketing Coordinator.

## Strategic Marketing Plan

If DOCOM is fortunate to proceed and work with Monroe Public Schools, we will deliver a Marketing Plan that consists of the following eight (8) elements:

### **Elements**

1. **Objectives:** What do you want to achieve?
2. **Target Audience** Identification
3. **Survey/Assessment Results:** to validate an "evidence-based" approach to future Marketing and Communications initiatives
4. Recommended **Key Messages** (*revised Branding*)
5. Recommended **Communication Delivery Systems** to reach your target audience
6. **Competitive Analysis:** Obstacles to Success
7. **Measurement/Evaluation**
8. **Reinforcement/Sustainment:**  
"Managing the Message" on an ongoing basis

The following pages in this proposal will highlight some of DOCOM's initial thoughts on how to develop a Marketing Plan.



## **Objectives**

### ***What do you want to achieve?***

As we understand it, Monroe's objectives for its Marketing initiative are as follows:

1. To improve the school district's image.
2. To reinforce a positive message to district stakeholders based on all the incredible activities that continue to make Monroe the leading school district in the Region.
3. To ensure that Monroe's "message" is properly reaching its target audience(s), especially parents and potential parents of school-aged children.
4. To retain student enrollment (avoid declining state revenue support).
5. To grow student enrollment (additional state revenue).

### **Additional goal: ADVOCACY**

"Community engagement" is a necessary function of public education today. Strong, consistent community engagement results in greater trust, parent involvement and responsible (positive) media involvement.

If executed correctly, Monroe also will reap additional benefits of an entirely new "culture shift" where parents (and potential parents) will dramatically engage with the school district on an ongoing basis – with the ultimate goal of becoming ADVOCATES of Monroe Public Schools.

## **Audience Analysis**

As we proceed with the Marketing Plan, it will be critical to identify, prioritize, target and properly align various groups and/or individuals that need to hear a consistent and clear message about the positive actions and activities that surround Monroe Public Schools on a daily basis.

Here is a list of internal and external audiences that must be considered:

### ***Internal***

- Groups within the education industry and groups/ individuals **directly** associated with the Monroe School District and/or a Monroe school building:
  1. Central Office Administrators
  2. Central Office Administration support staff
  3. School Board Trustees
  4. Principals
  5. Teachers
  6. Guidance Counselors
  7. Custodians
  8. Maintenance staff
  9. Secretaries/Clerical Support
  10. Food Service workers
  11. Teachers' aides
  12. Vendors
  13. Substitute Teachers
  14. Student Teachers
  15. School Psychologists
  16. Bus Drivers
  17. Employee Labor Unions
  18. Parent Volunteers
  19. Crossing Guards
  20. School Media Specialists (Librarians)
  21. Coaches
  22. Social Workers
  23. School Nurses

## **External**

- Groups who are outside the education industry and have **indirect** relationships with the Monroe School District and/or a Monroe school building:
  1. Parents with Children
  2. Taxpayers without Children
  3. Government officials
  4. Local Businesses and Industry within the Monroe Community
  5. Friends and neighbors of students
  6. Friends and neighbors of district employees
  7. College Recruiters
  8. Real Estate Agents
  9. Clergy at various Monroe churches and places of worship
  10. Visiting Athletic and Club Teams
  11. PTAs and parent groups
  12. The Media
  13. Senior Citizens
  14. Police and Fire Departments
  15. Social and civic organizations (i.e Rotary, Lions Club, etc.)
  16. Parent and Business Advisory Committees
  17. Pre-school and Day-Care Businesses
  18. Doctors and Dentists
  19. Barbers
  20. Booster Clubs
  21. Alumni Groups
  22. Exchange Students

## **Step #1: Survey/Assessment**

### ***Evidence-Based Approach***

Before developing a comprehensive Marketing Plan, DOCOM needs to properly survey various target audiences to better understand HOW and WHAT will motivate them to listen to our message.

This philosophy is analogous to educators insisting on developing various needs assessments and "pilot" programs BEFORE full-scale implementation of any instructional activity.

Because time is critical, we need to implement a quick (and accurate) way to gather information that will result in an evidence-based Marketing Plan.

DOCOM proposed the following approach:

### **Quantitative Analysis**

- 1) DOCOM to develop survey questions
- 2) Monroe gathers as many emails as possible from all audiences
- 3) Survey questions are electronically programmed into a "Survey Monkey-like" tool that can quickly be answered and compiled through email/internet

### **Qualitative Analysis**

- 1) DOCOM to conduct two (2) follow-up focus groups to validate the quantitative data compiled through the internet survey
- 2) Focus groups will take place at Monroe's central administration offices
- 3) The two groups will feature the following:
  - a. Internal Audience participation (approximately 8 people)
  - b. External Audience participation (approximately 8 people)

### Suggested Survey Questions

DOCOM will develop the survey questions. Here is a sample of possible questions:

#### **Develop Demographic Profiles**

- **Age:** What is the average age of Monroe Public School stakeholders? What is the age of your voters? What is the age of your parents?
- **Education**
- **Occupation**
- **Lifestyles:** How do people live? Renters? Owners? Houses? Apartments?
- **Behaviors and Preferences:** Conservative? Liberal? Will they support additional taxes to support schools?
- **Ethnic Background**
- **Income Level**
- **Children in School and/or Parents of Monroe graduates**

#### **Marketing/Branding Issues**

- What is your perception of Monroe Public Schools?
- Is it Positive or Negative? Why?
- Do you believe that Monroe Public Schools fulfills its promise to deliver a quality education to Monroe students? Why or Why not?
- What are the STRENGTHS of Monroe Public Schools?
- What are the WEAKNESSES of Monroe Public Schools?
- Are you familiar with the wide variety of Monroe's educational programs? If so, name them.
- When you think about Monroe Public Schools, what is the first thing that comes to mind?
- What is your perception of the school district's image?
- What is the school district's Mission Statement?
- What is the Board of Education's Vision Statement?
- How does Monroe Public Schools communicate with you?
- How do you want Monroe Public Schools to communicate with you?
  - How often?
  - How do you want to receive information from Monroe Public Schools: Newsletter, Radio, TV, email, social media?
- Can your child (children) become successful in Monroe Public Schools? Why or why not?
- Does Monroe Public Schools provide the premier education experience in the region? If yes, why? If no, why not?
- Who provides a better education than Monroe Public Schools? Why?

## **Initial Ideas/Concepts (Potential Key Messages)**

It is always dangerous in a proposal to share some initial marketing concepts, especially when surveys and focus groups have not been conducted.

Yet, we all know that parents want 2 critical things from their school district:

### **SAFETY AND SUCCESS!**

- 1) Safety: They want their children to learn in a safe and secure environment
- 2) Success: They want their children to be SUCCESSFUL in life

The question is: How do you define SUCCESS?

Is it:

- High Achievement?
- College Readiness?
- Job Readiness?
- Technology Readiness?
- Learning a Vocation?
- Learning Lifestyle Skills?
- Excelling on the Athletic Field or Court?
- Excelling on stage?
- Excelling in music?
- Developing the "whole child?"
- Something else?

Defining "success" will be the key to Monroe's Marketing Plan – and positive "Community Engagement."

And once we define "success," then ALL KEY MESSAGES (every communications deliverable) must reinforce Monroe's commitment to making students **successful in life.**

- **SUCCESS** must be reinforced in every press release
- **SUCCESS** must be reinforced in every advertisement
- **SUCCESS** must be reinforced on every video
- **SUCCESS** must be reinforced on every radio spot
- **SUCCESS** must be reinforced on every television show
- **SUCCESS** must be reinforced on your website
- **SUCCESS** must be reinforced in social media
- **SUCCESS** must be reinforced in every administrative presentation
- **SUCCESS** must be reinforced when School Board Trustees are talking to their constituents
- **SUCCESS** must be reinforced when school district employees are talking to our local, county and state legislators
- **SUCCESS** must be reinforced when school district employees are talking to parents – and all stakeholders
  
- **SUCCESS** also must be reinforced VISUALLY:
  - Photographs should feature students of all races and ethnic background – being successful in the classroom
  - Photography should feature happy, **SUCCESSFUL** students "connected" to their teachers or to a specific program
  - Students should be "dressed for success" in bright clothing – with vivid colors
  
- Photography always should be colorful – to reflect **SUCCESS**
  - Bright, vivid primary colors
  - Eliminate Black & White photography, unless the message is about Monroe's **SUCCESSFUL** history/heritage

Simply put, all Monroe's Marketing initiatives must be positive – and focused on how we make students **SUCCESSFUL!**

That how we will create – and sustain – "community engagement" with your parents and all stakeholders.

## **Communication Delivery Systems Analysis**

It will be critical to identify, prioritize and target the correct Communication Delivery Systems to accomplish two goals:

- To make sure our message is reaching the correct audiences
- To make sure we're managing marketing budget dollars is a fiscally responsible way – communicating our positive message in a cost effective way.

Here is a list of communication delivery systems that will be considered:

1. Cable TV messages
2. Webcasts
3. Brochures
4. Newsletters
5. PowerPoint presentations
6. Promotional videos
7. Radio
8. Blogs
9. E-mails
10. Test messages
11. Faxes
12. Direct mail
13. Press releases
14. Press events
15. Facebook
16. Twitter
17. Other Web 2.0 Social Networking applications
18. List-serve e-blasts
19. Paid Advertising
20. Kiosks
21. Mobile Applications
22. Sponsorships



## **Evaluation & Measurement**

The success or failure of any Marketing initiative should be based on "Community Engagement" and, ultimately, on the level of "Advocacy" for Monroe Public Schools.

"Community Engagement" is a process of strategic listening and involvement that informs, educates and motivates a community to play an integral role in deciding the future directions of their schools.

There are a set of "guiding principles" that must be considered when developing an evaluation system to measure "Community Engagement."

Here is a sample of what needs to be measured:

- Did we include all stakeholders?
- Did we reach the correct audience?
- Did community members have trouble finding our message?
- Did we utilize community partnership and expertise, when needed?
- Did we allow for 2-way communication, so we can get valuable feedback from our stakeholders?
- Did we ask community members the important questions?
- Did we acknowledge the community's views and contributions?
- Was the community involved EARLY in the process?
- Did we allow time in the process for community members to understand our message – and to make an informed judgment on what we want them to do?

## Execution Plan

---

***Having the vision is no solution...  
Everything depends upon execution.***

---

DOCOM is guided by a customer-focused, quality-oriented, creative approach which pays attention to detail and creativity. We partner with our customers and suppliers to ensure service delivery results and the reinforcement, sustainment and application of marketing principles in your workplace.

With any Marketing initiative, there is the temptation to “strike quickly” because of the immediate need to retain and grow student enrollment.

DOCOM believes this “short-term” goal can be accomplished with “targeted” communications to “specific” audiences. However, a true, comprehensive Marketing Plan (with recommendations and Media/Platform analyses) should include the necessary assessment of all audiences before implementation.

### Short-term

Retention and growth of student enrollment is critical, in the short term. Therefore, *(outside the parameters of a Marketing Plan)*, Monroe should proceed with three (3) targeted communications programs in the Spring of 2015, targeted at the "specific" entry points of Monroe's school buildings:

	TARGETED AUDIENCE	SCHOOL
1.	<b>Potential Students entering Kindergarten</b> Riverside Early Learning Center, other community Pre-Schools, Day Cares Businesses, Library, Subdivision and Apartment Associations, Boys Scouts/Girl Scouts, Children's Businesses, Real Estate Agents, Monroe Chamber of Commerce, etc.	All Five Elementary Schools
2.	<b>Potential Students entering Middle School (7<sup>th</sup> Graders)</b> Elementary Schools, Library, Subdivision and Apartment Associations, Malls, Music/Video stores, Boys Scouts/Girl Scouts, Children's Businesses, Real Estate Agents, Monroe Chamber of Commerce, etc.	Monroe Middle School
3.	<b>Potential Students entering High School (9<sup>th</sup> Graders)</b> Middle Schools, Library, Subdivision and Apartment Associations, Malls, Music/Video stores, Real Estate Agents, Monroe Chamber of Commerce, etc.	Monroe High School

### Long-term

DOCOM has developed a suggested Production Schedule to launch and implement Monroe's marketing initiatives beginning in September, 2015 *(the 2015-2016 school year)*.

The schedule includes many "milestone" activities, such as:

- Audience Assessment
- Marketing Plan Development
- Re-thinking and re-assessing Monroe's Brand Statement
- Evaluating the effectiveness of current communication deliverables, which need to be aligned to the Brand Statement
- Additional Message Recommendations
- Message Management
- Further Evaluation and revising/execution of new messages

## Production Schedule

ACTIVITY	DATE
<b>Proposal submitted</b>	<b>February 10</b>
Proposal Review/Contract Approval	By Friday, Feb. 20
Survey/Assessment Development	Week of Feb. 23
Survey/Assessment Review/Approval	Week of March 2
Survey Launch/Conduct Focus Groups	Weeks of March 9 & 16
Assessment Report	Week of March 23
Marketing Plan Development	March 23-April 17
Marketing Plan Review/Branding Statement Revisions	Week of April 20
Marketing Plan Revisions	Week of April 27
<b>Marketing Plan COMPLETION</b>	<b>May 1</b>
End-of Year Activities/Graduation, Honor Nights, etc.	May 1-June 15
Begin Marketing Plan Execution (2015-2016 School Year)	July 1, 2015

## Investment

### *Project Budget & Specifications*

#### 1. Survey & Assessment

- Quantitative Analysis
  - One written survey on a "Survey Monkey-type" tool
- Qualitative Analysis
  - Facilitation of two (2) Focus Groups (2 hours each)
- Labor for:
  - Research & Development
  - Writing Questions
  - Compiling Results
  - Written Report/Appendix to Marketing Plan

*Focus group participants and emails supplied by Monroe Public Schools*

\$ 3,000

#### 2. Marketing Plan (Development)

- Review/analyze existing communications delivers
- Review/analyze existing press releases/media initiatives
- Assist Bobb Vergiels with "message management" of the short-term communications deliverables
- Develop/Write Marketing Plan
- Marketing Plan will include:
  1. Objectives: What do you want to achieve?
  2. Target Audience Identification
  3. Survey/Assessment Results
  4. Recommended Key Messages (*revised Branding*)
  5. Recommended Communication Delivery Systems
  6. Competitive Analysis: Obstacles to Success
  7. Measurement/Evaluation
  8. Reinforcement/Sustainment: "How to Manage the Message"
- Assumes not more than four (4) weeks of labor
- Assumes not more than five (5) face-to-face meetings with Monroe Public School stakeholders during plan development

\$12,000

*Mileage will be billed at 0.55/mile. All other travel expenses outside southeastern Michigan will be itemized and billed at cost to Monroe Public Schools.*

### 3. Marketing Plan (Execution)

- Labor to help "Manage the Message," as part of an ongoing Sustainment & Reinforcement strategy during execution, after July 1, 2015.
- Functions include:
  - i. Working with Bobb Vergiels on various communications deliverables on an as-needed basis
  - ii. Attending "concept" and planning meetings
  - iii. Editing copy
  - iv. Quality Control: Ensuring that all communications deliverables properly align with Brand Statement
  - v. Implementation of ongoing Evaluation/Feedback system
- Assumes not more than 20 hours per month
- Assumes not more than two (2) face-to-face meetings with Monroe Public School stakeholders each month

REDUCED RATE: \$1,500/monthly  
Starting July 1, 2015

### Pay-For-Performance" Incentive (Optional)

- Please note that Item #3 (above) is priced at a reduced rate
- The rationale is simple: DOCOM is willing to put 25% of its consulting fees **at risk** during the execution phase of the Marketing Plan (2015-16 school year)
- Why? Because DOCOM's marketing philosophy features a pay-for-performance pricing model to insure the successful execution of Monroe's Marketing Plan
- How will we measure success? By student enrollment. Two of the main objectives of this project are to retain and/or grow student enrollment. Therefore, it's logical to put fees **at risk**, pending student enrollment figures after the Marketing Plan is executed.
- The Bonus Plan:  
*If the Michigan Department of Education audited fall 2016 student count exceeds Monroe's budgeted projection (on July 1, 2015) of Full Time Equivalent (FTEs) students by at least five (5) FTE students, then Monroe Public Schools shall pay DOCOM a bonus on or about October 1, 2016, equal to \$6,000 = \$500/monthly in additional execution funds for work performed during the 2015-2016 school year.*

\$6,000 bonus (additional \$500/monthly)

### Payment Schedule

- Initial Payment: \$ 3,000 (by March 1)
- Final Payment: \$12,000 (by April 20)
- Monthly Payments: (\$1,500, starting July 1 through June 30, 2016)

## About DOCOM CONSULTING, LLC Business Philosophy

*DOCOM Consulting, LLC, believes the future of any company lies in the heads, hearts and hands of its workers.*

**[www.DOCOM.biz](http://www.DOCOM.biz)**

Effective business communications is more than just transferring information. There's simply too much of it out there. Unless it cuts through the clutter and personally grabs us, we tend to tune out and shut down. *DOCOM* is aware of the critical need to move parents and employees to want to use and apply the wealth of knowledge, information, skills and technology that is at their fingertips.

When done correctly, business communications (and instruction) **CONNECTS** – not just with our heads, but also more directly with our hearts and emotions so that we take it in our hands and actually use it on the job and to advocate the benefits of an organization.



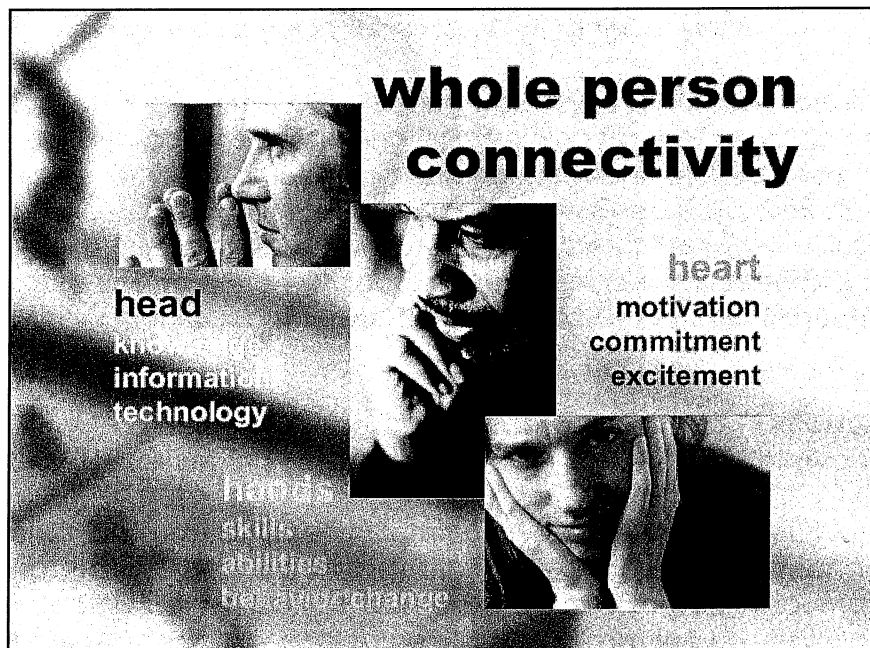
## Why DOCOM?

It is always a challenge to decide which vendors will work well with you. It is critical that you select a company that can truly offer you strategic direction – one that thoroughly understands each of your audience constituencies and will deliver the maximum impact within your budget parameters. It also is important to know that the company you select will provide the highest level of service to you and your team.

*DOCOM Consulting, LLC*, is that kind of company. We provide and coordinate marketing, communications, training, recognition and promotional services that maximize your organizational results. The formula is quite simple:

- We know and understand school districts and the importance of community engagement.
- We offer an extensive network of highly-touted specialists in marketing, facilitation, communications, instructional design, creative concepting, graphics, video production and technology who know how to get the job done for you – without charging excessive overhead costs.

This formula has worked very well for us (*and our client partners*) over the past 15 years.

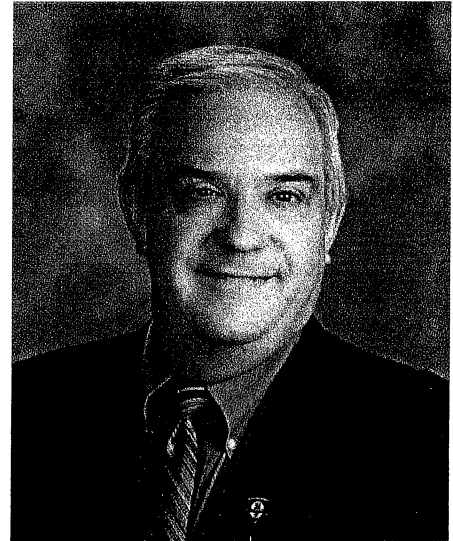




## **DENNIS (DOC) O'CONNOR**

### ***Marketing/Instructional Consultant***

DENNIS (DOC) O'CONNOR is an executive with 25 years of instructional experience in Assessment, Evaluation, Leadership Training and Marketing/Communications. He is highly skilled at implementing tactical projects through the management of clients and teams of process improvement specialists who understand how to get the job done on time, on budget and at the highest quality standards.



O'Connor has consulted, trained and facilitated numerous process improvement initiatives for private and public sector entities, as well as for the UAW Joint Training Programs, focused on Quality, Safety, Marketing/Communications, Process Improvement, Interpersonal Skills and Customer Service. This hands-on facilitation has been conducted at all levels of various organizations, including hourly employees, salaried supervisors, administrators, executive leaders and elected political officials.

O'Connor's corporate experience includes 15 years at Maritz, Inc. where he served as a Vice President-Operations Director in the Detroit Region. Prior to that, he began his career as a Journalist, serving as the Managing Sports Editor for the *Observer & Eccentric Newspapers* in suburban Detroit for 10 years.

Currently, DOC owns & operates a consulting agency in suburban Detroit which specializes in communications, marketing and training for the manufacturing, health care and governmental sectors. National accounts include Ford, General Motors, UAW, LeanLogistics, Softura, SVS Vision, The Wellness Plan, Detroit Area Agency on Aging-1A and 1B, Nissan, The U.S. Mint, Saab, Motorola Paging and Xavier University. **He also has experience working with local governmental units, including the Washtenaw County (Ann Arbor) Intermediate School District, Novi Schools and the City of Plymouth.**

He is the co-author of a newly-published book called TARGETED TRAINING®, A "How To" Guide for Changing Employee Behavior in 30-Minute Intervals.

DOC is an adjunct Professor at Owens Community College (Toledo, Ohio). He earned a Masters of Business Administration (MBA) in Marketing/Management from Wayne State University in Detroit, and a Bachelor's Degree in Journalism and Mathematics (*with secondary teaching certification*) from the University of Michigan-Ann Arbor. He also is a Certified Focus Group Moderator through the Burke Institute in Cincinnati.

### **Selected Accomplishments:**

Besides instructional and marketing consulting and facilitation, DOC's career has included the following responsibilities & duties: New business development (sales), leading account/marketing strategy and planning, client services, and leading proposal development and project management for the execution and delivery of marketing and public relations strategies and tactics for assigned Fortune 100 accounts. DOC also specializes in complex account management, serving as the liaison between clients and teams of process improvement consultants during project design, development and implementation. DOC has:

- Managed vision alignment and business objectives during a reorganization process for a 6-person sports department in the newspaper industry
- Organized and facilitated an extensive recruiting/hiring process to staff a \$12-million Saturn launch initiative
- Spearheaded two (2) separate corporate culture initiatives through Quality and Marketing/Communications training programs for labor and management personnel at both UAW-Ford and UAW-GM
- Sold, managed and produced the design, development and delivery of a \$10-million Oldsmobile Training Matrix program – a comprehensive creative solution to integrating all the national marketing, training and rewards programs for dealership personnel
- Managed and produced the design, development and delivery of a \$3-million Audi communications/training network during a very complex political time when Audi products were under media attack (60 Minutes) for unintended acceleration problems

### **Political Leadership:**

O'Connor is an elected Trustee on the Novi Board of Education (*suburban Detroit school district*), and an elected Trustee on the Oakland County School Boards Association. He also is an "Award of Distinction" member of the Michigan Association of School Boards (MASB). O'Connor earned a Fellowship (Class of 2010) in the Michigan Political Leadership Program (MPLP), sponsored by Michigan State University.

### **State Certification:**

According to 2009 government survey results from companies with emerging industries, businesses (employers) seek experienced workers who have good interpersonal skills, such as employee relations, managing behaviors, communication, problem solving, conflict resolution, and teamwork abilities. Strong interpersonal skills enable job seekers to work amicably and efficiently with internal and external customers.

Given this need in the marketplace, DOCOM developed a 45-hour, 15-session, 4-unit seminar focused on "*Building Your Interpersonal Skills Portfolio.*" This course has been **certified** by the Michigan Institute for Educational Management (MIEM), Owens Community College (Toledo, Ohio) and Missouri State University. It has been awarded **4.5 Continuing Educational Units (CEUs)**.

The entire curriculum was launched successfully and taught through the Novi Community Education Department in September, 2009. Individual courses also have been taught to UAW-Ford hourly and salaried workers from 2010 to present.

This course is based on the premise that it's no longer about just what you know, it's about how you behave that will save or strangle your future as an employee. "*Building Your Interpersonal Skills Portfolio*" features four focused units on:

- 1. Employee Relations**
- 2. Managing Your Behaviors**
- 3. Customer Service**
- 4. Generational Issues**

Additionally, the course includes an optional fifth unit, "Job Application Preparation," with three topics (*i.e., resume writing, interviewing skills-tips-techniques and job search strategies*). In total, the 5-unit course consists of 18 separate topics, each taught in 3-hour blocks for a complete and comprehensive examination of what employers need and expect from existing and potential new hires.

**Education:**

- **Masters of Business Administration (MBA):** Wayne State University  
Detroit, MI, 1984  
**Major: Marketing/Management**
- **Bachelors of Arts (BA):** University of Michigan, Ann Arbor, MI 1979  
Majors: Journalism, Mathematics  
**(Secondary Teaching Certification)**

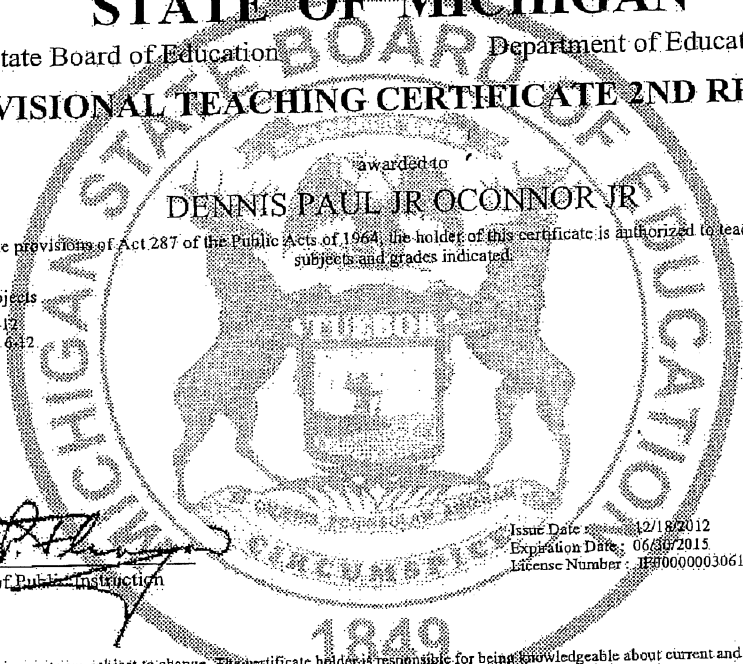
**Fellowships & Certifications:**

- **Award of Distinction-School Board Member:**  
Michigan Association of School Boards (MASB), Lansing, MI, 2013
- **Certified Grant Proposal Writer:** Schoolcraft Community College,  
Livonia, MI 2012
- **Fellow:** National Security Forum (NSF),  
Maxwell Air Force Base, Montgomery, Alabama, 2011
- **Fellow:** Michigan Political Leadership Program (MPLP)  
Michigan State University, East Lansing, MI, 2010
- **Certified Focus Group Moderator:** Burke Institute, Cincinnati, OH, 2006

**General Information:**

- Dennis P. O'Connor Jr., Nickname: DOC
- [REDACTED]
- Cell Telephone: [REDACTED]
- Home e-mail: [REDACTED]
- Employer: Self-Employed, *DOCOM Consulting, LLC*
- Business Address: 43422 West Oaks Drive #110, Novi, MI 48377
- Business Telephone: 248-66-00-DOC (248-660-0362)
- Business Fax: 248-662-1373
- Business E-Mail: [DOC@DOCOM.biz](mailto:DOC@DOCOM.biz)
- Web site: [DOCOM.biz](http://DOCOM.biz)
- Birth Date: July 4, 1957
- Personal: Married; two grown children; excellent health
- Federal Tax I.D.: [REDACTED]

**STATE OF MICHIGAN**  
 State Board of Education Department of Education  
**PROVISIONAL TEACHING CERTIFICATE 2ND RENEWAL**



awarded to  
**DENNIS PAUL JR OCONNOR JR**

In accordance with the provisions of Act 287 of the Public Acts of 1964, the holder of this certificate is authorized to teach in any Michigan school all subjects and grades indicated.

Secondary 7-8 all subjects  
 JOURNALISM (BC) 6-12  
 MATHEMATICS (EX) 6-12

*M. P. ...*  
 Superintendent of Public Instruction

Issue Date: 12/18/2012  
 Expiration Date: 06/30/2015  
 License Number: 0000000306115

Certification requirements are subject to change. The certificate holder is responsible for being knowledgeable about current and revised regulations. It is the responsibility of the certificate holder to maintain a valid appropriate certification by meeting the requirements for certificate renewal as prescribed by statute and/or the State Board of Education.

**MICHIGAN PROFESSIONAL EDUCATOR'S CODE OF ETHICS**

The following ethical standards address the professional educator's commitment to the student and the profession:

- Service toward common good** - The professional educator's primary goal is to support the growth and development of all learners for the purpose of creating and sustaining an informed citizenry in a democratic society.
- Mutual respect** - Professional educators respect the inherent dignity and worth of each individual.
- Equity** - Professional educators advocate the practice of equity. The professional educator advocates for equal access to educational opportunities for each individual.
- Diversity** - Professional educators promote cross-cultural awareness by honoring and valuing individual differences and supporting the strengths of all individuals to ensure that instruction reflects the realities and diversity of the world.
- Truth and honesty** - Professional educators uphold personal and professional integrity and behave in a trustworthy manner. They adhere to acceptable social practices, current state law, state and national student assessment guidelines, and exercise sound professional judgment.

**ADVISORY TO EDUCATOR**

In accordance with Public Act 96 of the Public Acts of 1995, it is a criminal misdemeanor to : use a suspended, surrendered, revoked, nullified, fraudulently obtained, altered or forged educator certificate, or a certificate of another person.

TO BE EMPLOYED AS AN EDUCATOR IN MICHIGAN THE EDUCATOR OATH MUST BE SIGNED, NOTARIZED, AND SUBMITTED TO YOUR EMPLOYER. THIS IS AN OFFICIAL CERTIFICATE ONCE SIGNED AND NOTARIZED.

**EDUCATOR OATH - STATE OF MICHIGAN**

I do solemnly swear (or affirm) that I will support the constitution of the United States of America and the constitution of the State of Michigan, and that I will faithfully discharge the duties of the office of educator according to the best of my ability.

This certificate was subscribed and sworn to before me, along with picture identification, on \_\_\_\_\_

\_\_\_\_\_  
 Educator Signature

\_\_\_\_\_  
 Notary Print Name

\_\_\_\_\_  
 Notary Signature

Commission Expires: \_\_\_\_\_

Notary Seal

**EMPLOYERS MUST VERIFY EDUCATOR CERTIFICATIONS AT: <https://mde.state.mi.us/MOECs/PublicCredentialSearch.aspx>**  
 For information on the renewal or advancement requirements of this educator certificate please go to [www.michigan.gov/teachercert](http://www.michigan.gov/teachercert)

**SUMMER TECH FEST  
GUEST SPEAKER**

**BACKGROUND**

See attached memo from David Payne.

**ENCLOSURES**

Memo from David Payne  
Independent Contractor Agreement

**RECOMMENDATION**

Move to approve Kevin Honeycutt as a guest speaker for the upcoming Summer Tech Fest at a cost not to exceed \$5,000.00. This will be funded by the Technology Millage.

**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

Technology Department

1275 N. Macomb St

Monroe MI, 48162

---

## MEMO

---

To: Dr. Martin

From: David Payne

Date: 2/20/14

Subject: Kevin Honeycutt Guest Speaker

---

We are recommending to contract a guest speaker for our upcoming Summer Tech Fest. We would like to book Kevin Honeycutt for August 18<sup>th</sup> at a cost not to exceed \$5,000.00. He would be available for the entire day. If approved this would be funded by the Technology Millage. Information on Kevin Honeycutt can be found at the following website... <http://kevinhoneycutt.org/>. Several of our staff members have been to conferences where he was the Keynote speaker such as MACUL. He is well received and will be a great addition to our summer technology integration sessions. Several teachers have put in many hours researching this and are recommending Kevin Honeycutt based on personal experiences and information gathered. Julie Everly or I would be happy to answer any questions you may have this recommendation.

# ESSDACK

## Independent Contractor Agreement

This Agreement is made this the 20th day of January, 2015 by and between \_\_\_\_\_ ("Client"), with a principal place of, \_\_\_\_\_ and ESSDACK ("Contractor"), with a principal place of business at 1500 E. 11th, #200 Hutchinson, KS 67501.

### Kevin Honeycutt to present on August 18, 2015 in Monroe, MI

In consideration for the services to be performed by Contractor, Client agrees to pay Contractor as follows:

- A FIXED fee of \$ 5000.00 upon satisfactorily completion of services. Contractor will invoice Client and payment should be made payable to ESSDACK and paid within 2 weeks of receipt of invoice.
- A DAILY fee of \$ \_\_\_\_\_ (USD) per day for a maximum of \_\_\_\_\_ day(s). Contractor will invoice Client and payment should be made payable to ESSDACK and paid within 2 weeks of receipt of invoice.
- An HOURLY rate of \$ \_\_\_\_\_ per hour for a maximum of \_\_\_\_\_ hours. Contractor will invoice Client and payment should be made payable to ESSDACK and paid within 30 days of receipt of invoice.

### 3. Reimbursement

Client agrees to reimburse the Contractor for the following expenses

- Not applicable—No reimbursement of expenses to be paid
- Roundtrip mileage at the rate \$0.575 per mile. (Not to exceed the IRS approved maximum) for mileage
- Travel Expenses (Coach airfare, Rental Car/Gas, Taxis, Shuttles, Parking Fees, Tolls)
- Food and lodging (if applicable)
- Materials fee not to exceed \$10 per participant if applicable



#### **4. Equipment and Facilities**

Client agrees to arrange for and provide at no cost to the Contractor the following:

- Facilities
- LCD Projector
- Internet Access
- On Site Tech Support
- Computers for participants depending on presentation (if available)
- Easel, Flip Chart, Markers
- Lapel Microphone
- Computer Speakers
- Other...Table, power cord and strip, ¼" sound cable for his Mac computer

#### **5. Independent Contractor Status**

Contractor is an independent contractor, and neither Contractor nor Contractor's employees or contract personnel are, or shall be deemed, Client's employees. The Contractor understands and agrees it is responsible for payment of all state and federal income taxes, social security taxes and any other taxes that are legally obligated to be paid as a result of the compensation paid and received under this Agreement.

#### **6. Workers' Compensation**

Client shall not obtain workers' compensation insurance on behalf of Contractor or Contractor's employees. If Contractor hires employees to perform any work under this Agreement, Contractor will cover them with workers' compensation insurance to the extent required by law.

#### **7. Cancellation or Re-scheduling of Services and Termination**

In the event that the contractor is unable to perform the services described herein due to personal illness, injury or an act of God, the parties agree that Client in its discretion may (1) re-schedule the services to a future date(s) mutually agreeable to the parties; or (2) cancel the services/event and terminate this agreement.

#### **8. Termination**

This Agreement may be terminated at any time, with or without cause, by either party upon thirty (30) calendar days written to the last known address of the other party. In the event of termination by the Client, the Client agrees to reimburse the Contractor for all non-refundable expenses incurred, within 10 days of receiving

receipts documenting said expenses. Additionally, if the Client terminates this contract with less than thirty (30) calendar day notice, Client is responsible for full fee and Contractor expenses as noted in Section two (2) and Section three (3) above.

**9. Exclusive Agreement**

This is the entire Agreement between Contractor and Client.

**10. Modifying the Agreement**

This Agreement may be modified only by a written document signed by both parties.

**11. Applicable Law**

This Agreement will be governed by the laws of the state of Kansas.

**12. Notices**

All notices and other communications in connection with this Agreement shall be in writing and shall be considered given as follows:

- when delivered personally to the recipient's address as stated on this Agreement
- three days after being deposited in the United States mail, with postage prepaid to the recipient's address as stated on this Agreement, or
- when sent by fax or electronic mail, such notice is effective upon receipt provided that a duplicate copy of the notice is promptly given by first class mail, or the recipient delivers a written confirmation of receipt.

**13. No Partnership**

This Agreement does not create a partnership relationship. Contractor does not have authority to enter into contracts on Client's behalf.

**Signatures**

Client: \_\_\_\_\_

By: \_\_\_\_\_ Signature

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Taxpayer ID Number: \_\_\_\_\_

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

**Contractor: ESSDACK**

**By:**

Typed or Printed Name: Brenda K. Druecker

Title: Administrative Assistant

Taxpayer ID Number: 48-1069538

Date: January 20, 2015

**TITLE I TECHNOLOGY PURHCASE**

**BACKGROUND**

See attached memo from David Payne.

**ENCLOSURES**

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

**RECOMMENDATION**

Move to approve the Title I technology purchase for Arborwood, Custer and Raisinville at a total cost not to exceed \$137,528.72.

**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

Technology Department

1275 N. Macomb St

Monroe MI, 48162

---

## MEMO

---

To: Dr. Martin

From: David Payne

Date: 2/20/14

Subject: Title I Technology Purchase

---

We are recommending the purchase of the following technology for Arborwood, Custer, and Raisinville. This technology, if approved would be funded by the Title I Grant. The total cost of this purchase will not exceed \$137,528.72. As a majority of this technology is provided by Apple Computer, we must go through their education department and will not have at least three competitive bids. Quotes for the technology are attached. Other items such as the Dell Chromebooks, Chromebooks Carts, and management licenses are provided by Netech and Precision Data. These quotes were taken from the state wide REMC contract. Arborwood is purchasing 4 Chromebooks carts. Arborwood, Custer, and Raisinville are purchasing 3, 2, and 1 iPad carts respectively. This technology will increase our one to one classrooms by 6 iPad carts as well as increasing student access to laptops by 128 for projects such as Dreambox and internet research. Each iPad cart totals \$15,947.40 and includes 31 Apple iPads, cases, and mobile charging station. The Chromebook carts cost \$10,461.08 and include 32 Dell Chromebooks, 32 Chrome management licenses, and one mobile charging station.

## Proposal 2101635766

Proposer: Kevin Hauser

Thank you for your proposal dated 02/10/2015. The details we've provided below are based on the terms assigned to account 65204, MONROE PUBLIC SCHOOLS.

To access this proposal online, please search by referencing proposal number 2101635766.

Comments from Proposer:

Part Number	Description	Total Quantity	Unit Price	Total Price
BKWG2LL/B	BNDL IPAD 16GB GY 10PK-USA	9	3,740.00	<b>33,660.00 USD</b>
ME894LL/B	IPAD AIR WI-FI 16GB SPACE GRAY-USA	90		
HFBY2ZM/B	STM DUX CASE IPAD AIR - BLACK-ZML	93	49.95	<b>4,645.35 USD</b>
HB716LL/A	BRETFORD POWERSYNC CART FOR IPAD LTN-USA	3	2,799.95	<b>8,399.85 USD</b>
MD785LL/B	IPAD AIR WI-FI 16GB SPACE GRAY-USA	3	379.00	<b>1,137.00 USD</b>
<b>Subtotal</b>				<b>47,842.20 USD</b>
<b>Estimated Tax</b>				<b>0.00 USD</b>
<b>Total</b>				<b>47,842.20 USD</b>

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

### How to Order

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

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

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

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

Copyright © 2015 Apple Inc. All rights reserved.

February 12, 2015

Ship/Bill to:  
 Monroe Public Schools  
 Mike Reaume



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

Account Executive: Jeff Seelenbinder  
[jseelenbinder@netechcorp.com](mailto:jseelenbinder@netechcorp.com)  
 Inside Sales Rep: Todd Steichen  
[tsteichen@netechcorp.com](mailto:tsteichen@netechcorp.com)

Quote number	Description	Qty.	Each	Total Extended
692032112	Dell Chromebook 11 (210-ACDU)	128	\$ 263.68	\$ 33,751.04
681317451	GOOGLE CHROME OS MANAGEMENT CONSOLE LICENSE, EDUCATION (A7611038)	128	\$ 25.76	\$ 3,297.28
			<b>Total: \$</b>	<b>37,048.32</b>



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

<b>Quote</b>	Q0000007270
<b>Date</b>	2/6/2015
<b>Page</b>	1

**Bill To:**

MONROE PUBLIC SCHOOLS  
 1275 NORTH MACOMB ST.  
 MONROE MI 48162

**Ship To:**

MONROE PUBLIC SCHOOLS  
 1275 NORTH MACOMB ST.  
 MONROE MI 48162

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
CARTS	MONR002	ANDREREMC	FEDEX GRD	Net 30	0/0/0000	385,343
Quantity	Item Number	Description	UOM	Unit Price	Ext. Price	
4	TABCHARGECT	AVER CHARGING CART-CHROME/TABLETS/NETBOOKS **Promotion price good until 4/30/15. After price will be \$1339.00 **	EA	\$1,199.00	\$4,796.00	

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

<b>Subtotal</b>	\$4,796.00
<b>Tax</b>	\$0.00
<b>Freight</b>	\$0.00
<b>Total</b>	\$4,796.00

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



## Proposal 2101635767

Proposer: Kevin Hauser

Thank you for your proposal dated 02/10/2015. The details we've provided below are based on the terms assigned to account 65204, MONROE PUBLIC SCHOOLS.

To access this proposal online, please search by referencing proposal number 2101635767.

Comments from Proposer:

Part Number	Description	Total Quantity	Unit Price	Total Price
BKWG2LL/B	BNDL IPAD 16GB GY 10PK-USA	6	3,740.00	<b>22,440.00 USD</b>
ME894LL/B	IPAD AIR WI-FI 16GB SPACE GRAY-USA	60		
HFBY2ZM/B	STM DUX CASE IPAD AIR - BLACK-ZML	62	49.95	<b>3,096.90 USD</b>
HB716LL/A	BRETFORD POWERSYNC CART FOR IPAD LTN-USA	2	2,799.95	<b>5,599.90 USD</b>
MD785LL/B	IPAD AIR WI-FI 16GB SPACE GRAY-USA	2	379.00	<b>758.00 USD</b>
<b>Subtotal</b>				<b>31,894.80 USD</b>
<b>Estimated Tax</b>				<b>0.00 USD</b>
<b>Total</b>				<b>31,894.80 USD</b>

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

## How to Order

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

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

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

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

Copyright © 2015 Apple Inc. All rights reserved.

## Proposal 2101597444

Proposer: Kevin Hauser

Thank you for your proposal dated 01/12/2015. The details we've provided below are based on the terms assigned to account 65204, MONROE PUBLIC SCHOOLS.

To access this proposal online, please search by referencing proposal number 2101597444.

Comments from Proposer:  
Raisinville Title 3 Cart

Part Number	Description	Total Quantity	Unit Price	Total Price
HB716LL/A	Bretford PowerSync Cart 30 for iPad with Retina display (Lig	1	2,799.95	<b>2,799.95 USD</b>
BKWG2LL/B	iPad Air Wi-Fi 16GB - Space Grey (10-pack)	3	3,740.00	<b>11,220.00 USD</b>
ME894LL/B	iPad Air Wi-Fi 16GB - Space Grey (10-pack)	30		
HFBY2ZM/B	STM dux Case for iPad Air - Black	31	49.95	<b>1,548.45 USD</b>
MD785LL/B	iPad Air Wi-Fi 16GB - Space Grey	1	379.00	<b>379.00 USD</b>
			<b>Subtotal</b>	<b>15,947.40 USD</b>
			<b>Estimated Tax</b>	<b>0.00 USD</b>
			<b>Total</b>	<b>15,947.40 USD</b>

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

## How to Order

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

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

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

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

Copyright © 2015 Apple Inc. All rights reserved.

**TRIG PURCHASE**

**BACKGROUND**

See attached memo from David Payne.

**ENCLOSURES**

Memo from David Payne and quote from NETech Corporation

**RECOMMENDATION**

Move to approve the purchase of 100 Dell Chromebooks and 100 Chrome management licenses at a total cost not to exceed \$28,944.00. Funds for this purchase will come from the TRIG grant.

**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

Technology Department

1275 N. Macomb St

Monroe MI, 48162

---

## MEMO

---

To: Dr. Martin

From: David Payne

Date: 2/20/14

Subject: TRIG Purchase

---

We are recommending the purchase of the following technology items that if approved will be funded by the TRIG grant. The items we would like to purchase are 100 Dell Chromebooks and 100 Chrome management licenses. The total cost would not exceed \$28,944.00 and would be funded by the TRIG grant. These items will supplement our district technology and assist in the preparation for the spring testing. The TRIG grant provides districts \$10.00 per student to help them prepare for new online testing requirements. TRIG stands for Technology Readiness Infrastructure GRANT. It also provides state wide bidding to help drive down costs of technology. We are able to purchase mobile devices and network equipment with this grant. This is the third year we have received the funds and normally bundle with our summer purchases. But as this is the first year for the online testing we want to purchase additional devices to make sure we give the students as much support as possible. Also, by increasing the amount of technology we have we can reduce the disruption to everyday learning during the testing period for students who are not taking the tests. Netech is the vendor we will be purchasing from and are on the REMC and TRIG grant bid project. Bids are attached for your reference.

February 20, 2015

Ship/Bill to:  
 Monroe Public Schools  
 Mike Reaume



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

Account Executive: Jeff Seelenbinder  
[jseelenbinder@netechcorp.com](mailto:jseelenbinder@netechcorp.com)  
 Inside Sales Rep: Todd Steichen  
[tsteichen@netechcorp.com](mailto:tsteichen@netechcorp.com)

Quote number	Description	Qty.	Each	Total Extended
692032112	Dell Chromebook 11 (210-ACDU)	100	\$ 263.68	\$ 26,368.00
681317451	GOOGLE CHROME OS MANAGEMENT CONSOLE LICENSE, EDUCATION (A7611038)	100	\$ 25.76	\$ 2,576.00
			<b>Total: \$</b>	<b>28,944.00</b>

**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the February 24, 2015, Board Meeting #4.

**HAND VOTE**

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

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