



# **MONROE PUBLIC SCHOOLS**

**BOARD MEETING #6**

**March 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**

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

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Board Meeting #6  
Tuesday, March 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. Sodexo Update	Mrs. Eighmey	
<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:		
• March 10, 2015, Board Work Session		
• March 10, 2015, Board Meeting #5		
• March 19, 2015, Special Board Meeting (3 sets)		
• March 19, 2015, Closed Meeting (3 sets)		
2. <b>Reports and Updates</b>	Mr. Yeo	13
• March 16, 2015, Board Curriculum Committee Meeting Minutes		
3. <b>Exempt Employee Appointment</b>	Dr. McLeod	16
Move to approve the appointment of Jason King as a Level 2 Computer Technician for the 2014/15 school year effective March 25, 2015, and place on the appropriate salary level for this position, upon completion of all pre-employment requirements.		
4. <b>Clerical Appointment</b>	Mrs. Everly	18
Move to approve the appointment of _____ as Secretary with Monroe Public Schools effective _____ and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
5. <b>Staff Resignation</b>	Mrs. Everly	19
Move to approve the resignation from Monroe Public Schools of Shonna (Jill) Wener effective March 18, 2015.		
6. <b>Reinstatement Committee Recommendation</b>	Dr. McLeod	21

Move to approve the recommendation of Monroe Public Schools Reinstatement Committee that Student #1 and Student #2 be reinstated to Orchard Center High School.

- |   |            |    |
|---|------------|----|
| <b>7. HOSA State Leadership Conference</b><br>Move to approve the attendance of 12 Monroe High School students at the HOSA State Leadership Conference in Traverse City, Michigan, according to the terms of Policy IICA, Field Trips and Excursions.           | Dr. McLeod | 22 |
| <b>8. DECA International Conference</b><br>Move to approve the attendance of one (1) Monroe High School student at the DECA International Career Development Conference in Orlando, Florida, according to the terms of Policy IICA, Field Trips and Excursions. | Dr. McLeod | 32 |
| <b>9. Board Policies – Second Reading and Approval</b><br>Move to approve Board Policy 7000 – Instructional Program as written effective March 24, 2015.  | Dr. Martin | 43 |
| <b>10. Adoption of Organizational Plan</b><br>Move to approve the reorganization of central office responsibilities for the two assistant superintendent positions effective July 1, 2015.  | Dr. Martin | 44 |
| <b>11. Superintendent’s Comments</b>  | Dr. Martin |    |
| <b>12. Old Business</b>   | Mr. Yeo    |    |
| <b>13. New Business</b>   | Mr. Yeo    |    |
| <b>14. Public Commentary – Any Topic</b>  | Mr. Yeo    |    |
| <b>15. Adjournment</b><br>Move that the March 24, 2015, Board Meeting #6 of the Monroe Public Schools Board of Education be adjourned.  | Mr. Yeo    | 46 |

**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**

- March 10, 2015, Board Work Session Minutes
- March 10, 2015, Board Meeting #5 Minutes
- March 19, 2015, Special Board Meeting Minutes (3 sets)

**RECOMMENDATION**

Move to approve the following minutes as submitted:

- March 10, 2015, Board Work Session
- March 10, 2015, Board Meeting #5
- March 19, 2015, Special Board Meeting (3 sets)
- March 19, 2015, Closed Meeting (3 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

Work Session  
Tuesday, March 10, 2015  
5:30 p.m.

## MINUTES

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

Board Members Present: President Robert Yeo, Vice President Lawrence VanWasshenova (arrived at 6:04 p.m.), Trustee Matthew Bunkelman, Trustee Floreine Mentel (arrived at 6:20 p.m.), and Trustee Cynthia Taylor

Board Members Absent: Secretary Ryan Philbeck, Parliamentarian Dr. Tedd March

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

Administrators Absent: Jerry Oley, David Payne

President Yeo called the meeting to order at 5:42 p.m.

### **Focus School Report**

Representatives from Custer, Manor, and Waterloo discussed how they use professional development to improve student achievement. Mrs. Everly explained that everything we do with our students and staff revolves around inquiry. Instead of being deliverers of information we allow people to look at the data and the situation, ask questions, and allow them to explore their area of interest as well as the district's area of need. In the classroom, we allow students to explore their interest; however we also have to teach content.

Principal Jen Bennett discussed how, over the past three years, Custer School has been building capacity, fostering collaboration and spreading leadership. This has involved determining the needs of students and staff, and having school improvement coaches plan/teach/debrief with grade level partners. Lucy West has been invaluable to their staff by sharing her philosophy and working with coaches. Custer is also working towards 1:1 technology for students. School improvement meetings have been led by teacher leaders. Fourth grade teacher Lauren Sanderson shared how her students were struggling with fractions at the beginning of the year. She implemented several strategies suggested by Lucy West and was thrilled with the outcome.

Principal Terry Joseph shared examples of how Manor School uses conferencing as a strategy to improve student achievement. It puts students at the center of learning and allows teachers to make instructional decisions that meet each student's academic needs. Conferencing is also used as part of professional development. A few examples are PLC meetings, early release meetings, common planning times, and school improvement coach mentoring. Third grade teacher DeAn Wuelfing shared a video of a conference she had with a student which was a wonderful example of how this strategy provides individualized instruction.

Principal Lisa McLaughlin stated Waterloo has two common themes which are collaboration and teachers as learners. Students and staff are always collaborating, as well as teachers meeting collaboratively bi-weekly to have data conversations and develop action research. First grade teacher Chris Taft shared exactly how digging deeper to determine student needs and honoring the whole student by considering their story has had an impact on her teaching. Waterloo also uses Dan Newby's ontological knowledge.

Motion by Mrs. Taylor; support by Mr. VanWasshenova to adjourn the Work Session and reconvene after the Board Meeting.

Vote: Motion carried by a 5-0 hand vote at 7:05 p.m.

The Board Work Session reconvened at 7:45 p.m.

### **Student Achievement Data Report**

As follow-up to the earlier presentations, Mrs. Everly, Dr. McLeod, and Dr. Martin shared information on the board goals and student achievement data which was divided into reading, math and writing, along with some student attendance data.

In all of the goal areas, the four bands (exceeds, meets, approaching, below expectations) of student achievement data were addressed. Mrs. Everly shared results from November in elementary reading based on the Fountas and Pinnell reading assessment. In meeting or exceeding expectations, all of the grade level scores increased or stayed the same, except for first grade. Usually, students who are exceeding or meeting expectations tend to stay in that area. In order for students in kindergarten and first grade to achieve the target of meeting expectations by the end of the school year, they have to grow a significant amount.

The board goal states that a minimum of 20% of students who score below expectations should progress to approaching expectations by year end. Mrs. Everly shared data from November that shows we are consistently moving students from below to approaching.

Mrs. Mentel asked if a difference can be seen between kindergartners who had preschool and those who did not. Mrs. Everly said you can tell a significant difference. Despite the number of preschools offered in our area, we still have students start kindergarten without having attended preschool.

In the past, we looked at proficiency scores, and put strategies in place. The data we have now is very specific. The large percentage of students who progressed from approaching expectations to meeting expectations in November was impressive.

Mrs. Everly shared a pilot program that the Summer Learning Academy team is looking into. They would like to bring kindergarten students in two weeks prior to the start of school. This would give teachers a chance to build academic and school routines, and we would be able to tell if it affects first trimester data. Mrs. Mentel asked if there's any way to have students come to school for a year before entering kindergarten. Mrs. Everly said we haven't figured out how to accomplish that yet, although we are closer. By letting the ISD oversee our district funded GSRP preschool this year, they were able to hire additional teachers which opened extra seats for four year olds. We still have a few classes at Riverside, however this year we opened preschool rooms at Arborwood, Custer and Raisinville. This helps families with transportation problems because their preschooler can ride our buses.

Dr. McLeod stated that last year was the first year the district purchased iReady, which is an online assessment we utilize to look at reading and math levels for 7<sup>th</sup> – 12<sup>th</sup> grade students. It works extremely well at the middle school level, because of the teams. The same ELA teachers are with the same students so the teacher can complete the pre-assessment with the iReady and use that data with the students. It's more difficult at the high school level since only 2/3 of the students have English first trimester; therefore we only have data for 2/3 of our students. The other difficulty is that the older students get, they don't care as much about performing well on assessments. Districts that utilize assessments similar to iReady

are experiencing the same problem; reliability is questionable. Ideally, he would rather have a situation similar to elementary where a teacher can sit side by side with a student to get a good sense of where that student is academically. Dr. McLeod shared data from 2013 to 2014 which showed an increase in student performance for all grades, but he's not confident that it speaks to actual student growth. However, teachers use the data and discuss the individual reports with students and/or their parents.

In mathematics, Mrs. Everly stated that younger students progress very quickly, however when students get to multiplication and division, we don't see the incline that we do in the younger grades. The percent of students who progressed from approaching expectations to meeting expectations was substantial. The iReady data for math showed huge increases, especially in 8<sup>th</sup> and 9<sup>th</sup> cohort grades.

Last year was the first year we used the Lucy Calkins Units for Writing, which is the first writing program we've had in Monroe for 20 years. We are seeing more acceleration in student growth and our gains are greater this year than last year.

Dr. McLeod shared student attendance data. One of the components of the social-emotional restructure was to focus on student attendance. With the feedback from staff and observing the data, we have discovered that the need for support is much larger than we previously knew. At the middle school, the data showed that students struggled more academically based on the number of absences they have. At the high school, the data showed a significant reduction in absences first trimester, which speaks volumes to the work they are doing through the social emotional efforts, the AIM program, and changing to a college going culture.

Graduation Alliance made 1,997 calls to the 188 students that were referred. Out of the 188 referred students, 76 students were either not eligible or not interested. Thirty-nine of the not eligible students had either graduated, earned a GED or were currently in school. Nine of the twenty-five approved students continue to be active in the program. We are billed monthly and receive a prorated FTE for each month a student is active.

### **Adjournment**

Motion by Mrs. Taylor; support by Mr. VanWasshenova that the 5:30 p.m., March 10, 2015, Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 5-0 hand vote at 9:05 p.m.

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**Ryan Philbeck, Secretary**



# MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #5

March 10, 2015

7:00 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 Dr. Tedd March

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

Administrators Absent: Jerry Oley

President Yeo called the meeting to order at 7:10 p.m.

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

Selma Rankins expressed his concern with a comment Dr. Martin made, and the athletic eligibility grade point average.

### **Approval of Minutes**

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

- February 24, 2015, Board Work Session
- February 24, 2015, Board Meeting #4
- March 5, 2015, Special Board Meeting (4 sets)
- March 5, 2015, Closed Meeting (4 sets)

Vote: Motion carried by a 5-0 roll call vote.

### **Reports and Update**

The following reports and updates were received:

- February 23, 2015, Board Curriculum Committee Meeting Minutes
- February 26, 2015, Board Policy Committee Meeting Minutes
- Informational Reports: Contracted Services, Contracted Coaches, and Club Paid Coaches

### **Clerical Appointment**

Motion by Mr. VanWasshenova; support by Mr. Bunkelman to approve the appointment of Naomi Stoner as Secretary with Monroe Public Schools effective Wednesday, March 11, 2015 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

Vote: Motion carried by a 5-0 roll call vote.

### **Staff Resignation**

Motion by Mrs. Taylor; support by Mr. VanWasshenova to approve the resignation from Monroe Public Schools of Duane Miracle effective March 15, 2015.

Vote: Motion carried by a 5-0 roll call vote.

**Coaching Recommendations**

Motion by Mr. VanWasshenova; support by Mr. Bunkelman to approve the coaches listed below for the 2014/15 school year; as per the MCEA master agreement.

Last Name	First Name	Title	Sport	School
Schade	Doug	Coach	Golf - JV Boys	MHS
Sellers	Ernie	Coach	Softball - JV	MHS
Davis	James	Coach	Softball - Varsity Girls	MHS
Hochradel	Scott	Coach	Tennis - JV Girls	MHS
Matusik	Bob	Coach	Tennis - Varsity Girls	MHS
Wood	Robert	Assistant Coach	Track - Varsity Boys	MHS
Ray	Kris	Assistant Coach	Track - Varsity Girls	MHS
Scoles	Mark	Head Coach	Track - Varsity Boys	MHS
Mydloski	Jim	Head Coach	Track - Varsity Girls	MHS
Miller	James	Coach	Baseball - 7th Grade	Monroe Middle
Volpi	Annalee	Supervisor	Middle School Athletics	Monroe Middle
Pitcher	Debra	Head Coach	Track - 7/8 Boys	Monroe Middle
Pilgrim	Kevin	Head Coach	Track - 7/8 Girls	Monroe Middle
Finnegan	Patrick	Assistant Coach	Track - 7/8 Boys	Monroe Middle
Moytko	Ron	Assistant Coach	Track - 7/8 Girls	Monroe Middle

Vote: Motion carried by a 5-0 roll call vote.

**Board Policies – First Reading**

Section 7000 – Instructional Program was presented to the Board as a first reading. No action was required. Mr. VanWasshenova suggested removing policy 7180 since we no longer offer driver education. The board agreed, therefore section 7180 will be removed.

**Budget Amendment**

Motion by Mr. VanWasshenova; support by Mr. Mentel to adopt the amended 2014/15 fund budgets for the General, Food Service, and Building and Site Sinking funds as presented.

Vote: Motion carried by a 5-0 roll call vote.

**Superintendent Comments**

Instrumental groups from Monroe Middle School and Monroe High School will perform at Monroe County Community College's Meyer Theater in the Michigan High School Band and Orchestra festival. The event, which also includes musical groups from other local schools and some premiere Wayne County musical programs, is being coordinated by our music department, led by Ann and Mark Felder. Nearly 2,000 students will take part in the festival.

Our new website is expected to go live by the end of the month. Technology and our Communications Department are taking care of the final details.

Congratulations are in order for a number of students and several of our programs.

- Monroe Middle School eighth grader Gino Assenmacher won the MMS geography bee and will compete in the state meet sponsored by National Geographic later this month in Battle Creek.
- Monroe High School sophomore Katie Tayler has been accepted to the Smith College Young Women's Writing Workshop, a two-week summer scholarship program, where she will receive instruction in various forms and styles of writing of published authors and poets.
- MHS Senior Jonathan Brown has been accepted to two of the most prestigious colleges in the country – Harvard and M.I.T. He plans to study math and astrophysics and one day plans to be a college professor.

- Three MHS wrestlers placed in the individual state meet in Auburn Hills this past weekend. They are Carl Antrassian, wrestling at 112, fourth place; Tyler Hammack (171), fifth place; and Logan DiCarlo (140), sixth place.
- Twelve members of the MHS Health Occupations Students of America chapter went to regional competition recently and all 12 qualified for the state competition. It is the first time in anyone's memory that every participant from MHS qualified for the state competition. We also had three first-place finishers – Alexa Eagle, Natalie Lake and Rami Dahbour; two second-place finishers – Dionne Fletcher and Kari Havens, and two third-place finishers – Amanda Lis and Kayla Whiting.

The AIM program will recognize its top performers at a banquet on March 19. To be recognized and earn a \$200 stipend which can be used for their post-secondary education, a student must improve his or her GPA by at least 15 percent in working with their AIM mentor. Twenty-nine students were recognized for accomplishing that goal after the first trimester, and the program doubled in size for the second trimester. We are very proud of these students and very thankful to their mentors and to our community for supporting this program.

Arborwood held its Read to Succeed Day on March 2. Among the people who read Dr. Seuss books to four classrooms were a pro football player, the reigning Miss Michigan, our mayor and a state senator as well as several members of our administration and other prominent friends of Monroe Public Schools.

As part of our celebration of Black History Month throughout the district, former Negro League baseball player Ted Toles Jr. spoke to Custer Elementary students in two interesting and entertaining programs. They were covered in person by two newspapers and a television station. Thanks to MHS graduate Roosevelt Barnes for helping to line up Mr. Toles.

Monroe Middle School students observed the National Spread the Word to End the Word campaign, by spreading 2,000 Post-It Notes with a tolerance message on everything that didn't move. Later, 100 of the students – members of the National Junior Honor Society led by Scott Hoppert – gathered in the auditorium and sent out a world's record 1,636 texts in five minutes to share the message of understanding and caring. Two TV stations covered the MMS events live for more than two hours that morning and two newspapers also covered the event in person.

Over the next two weeks, we will be starting an on-line survey and host two 10-person focus groups on the impressions these people have of Monroe Public Schools. This research will go into molding a marketing strategy. Our focus groups will be divided into two categories – employees and the general public. When you are informed of the survey, please fill it out, and if you are asked to participate in a focus group, please do.

### **Old Business**

There was none at this time.

### **New Business**

Mrs. Mentel shared a flyer from the Monroe County Substance Abuse Coalition regarding the dangers of E-Cigarettes.

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

Selma Rankins disagrees with the time limit for public commentary.

**Adjournment**

Motion by Mrs. Taylor; support by Mr. Bunkelman that the March 10, 2015, Board Meeting #5 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 5-0 hand vote at 7:40 p.m.

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**Ryan Philbeck, Secretary**

**MONROE BOARD OF EDUCATION**  
**1275 North Macomb Street, Monroe, Michigan 48162**  
**Special Board Meeting, Thursday, March 19, 2015**  
**4:00 p.m.**

**MINUTES**

**Roll Call and Call to Order**

Board Members Present: President Robert Yeo, Vice President Lawrence VanWasshenova, Secretary Ryan Philbeck, and Trustee Floreine Mentel,

Board Members Absent: Parliamentarian Dr. Tedd March, Trustee Matthew Bunkelman, Trustee Cynthia Taylor

Others Present: Barry Martin, Ryan McLeod, James Davies, Cindy Flynn, Stefanie McLeod, Joe Hammond, student (0319a), and student's mother

Mr. Yeo called the meeting to order at 4:05 p.m.

**Closed Session**

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

Vote: Motion carried by a 4-0 hand vote at 4:05 p.m.

**Reconvene Board Meeting**

Motion by Mr. Philbeck, support by Mrs. Mentel that the closed session adjourn and the 4:00 p.m., March 19, 2015, Special Board Meeting reconvene.

Vote: Motion carried by a 4-0 hand vote at 4:17 p.m.

**Recommendation**

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

Vote: Motion carried by a 4-0 roll call vote at 4:18 p.m.

**Adjournment**

Motion by Mr. VanWasshenova, support by Mr. Philbeck that the March 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 4:18 p.m.

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**Ryan Philbeck, Secretary**

**MONROE BOARD OF EDUCATION**  
**1275 North Macomb Street, Monroe, Michigan 48162**  
**Special Board Meeting, Thursday, March 19, 2015**  
**4:00 p.m.**

**MINUTES**

**Roll Call and Call to Order**

Board Members Present: President Robert Yeo, Vice President Lawrence VanWasshenova, Secretary Ryan Philbeck, Trustee Matthew Bunkelman, and Trustee Floreine Mentel

Board Members Absent: Parliamentarian Dr. Tedd March, Trustee Cynthia Taylor

Others Present: Barry Martin, Ryan McLeod, James Davies, Jeff McVeigh, Joe Hammond, student (0319b), student's father and step-mother

Mr. Yeo called the meeting to order at 4:31 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 4:31 p.m.

**Reconvene Board Meeting**

Motion by Mr. VanWasshenova, support by Mr. Bunkelman that the closed session adjourn and the 4:00 p.m., March 19, 2015, Special Board Meeting reconvene.

Vote: Motion carried by a 5-0 hand vote at 5:09 p.m.

**Recommendation**

Motion by Mr. Philbeck, support by Mr. VanWasshenova to expel the student under state guidelines.

Vote: Motion carried by a 5-0 roll call vote at 5:12 p.m.

**Adjournment**

Motion by Mr. VanWasshenova, support by Mr. Bunkelman that the March 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 5:12 p.m.

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**Ryan Philbeck, Secretary**

**MONROE BOARD OF EDUCATION**  
**1275 North Macomb Street, Monroe, Michigan 48162**  
**Special Board Meeting, Thursday, March 19, 2015**  
**4:00 p.m.**

**MINUTES**

**Roll Call and Call to Order**

Board Members Present: President Robert Yeo, Vice President Lawrence VanWasshenova, Secretary Ryan Philbeck, Trustee Matthew Bunkelman, and Trustee Floreine Mentel

Board Members Absent: Parliamentarian Dr. Tedd March, Trustee Cynthia Taylor

Others Present: Barry Martin, Julie Everly, James Davies, Lisa McLaughlin, Joe Hammond, student (0319c), student's father and step-mother, and student's mother and step-father

Mr. Yeo called the meeting to order at 5:21 p.m.

**Closed Session**

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

Vote: Motion carried by a 5-0 hand vote at 5:21 p.m.

**Reconvene Board Meeting**

Motion by Mr. Philbeck, support by Mrs. Mentel that the closed session adjourn and the 4:00 p.m., March 19, 2015, Special Board Meeting reconvene.

Vote: Motion carried by a 5-0 hand vote at 5:31 p.m.

**Recommendation**

Motion by Mr. VanWasshenova, support by Mr. Bunkelman to follow administrations' recommendation to suspend the student for 20 days and return to school with a behavior plan on April 13, 2015. Student must check in daily with Mrs. McLaughlin upon arriving at school for the remainder of the school year.

Vote: Motion carried by a 5-0 roll call vote at 5:32 p.m.

**Adjournment**

Motion by Mr. VanWasshenova, support by Mrs. Mental that the March 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 5:33 p.m.

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**Ryan Philbeck, Secretary**

## **REPORTS AND UPDATES**

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

- March 16, 2015, Board Curriculum Committee Meeting Minutes



## Monroe Public Schools Board Curriculum Committee



**Date of Meeting:** March 16, 2015  
**Next Meeting:** April 20, 2015

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- 1) **Call to Order:** Julie Everly called the meeting to order at 5:00.
  
- 2) **In Attendance:** Matt Bunkelman, Mary Ciotta, Julie Everly, Lauren Hayes (long term sub,) Sue Jones, Barb Lafayette, Jackie McEnhill, Ryan McLeod, Valerie Orr, Eric Rausch, Matt Steel, Cindy Strickland, Kelly Vandeginste, Larry VanWasshenova
  
- 3) **Public Commentary:** None
  
- 4) **K-12 Math Update:** The high school math team came to present the Core Plus Mathematics Program and the ALEKS on line program that they would like to adopt for the math curriculum. The team believes they need to move toward an integrated approach to learning. The Common Core is designed around an integrated approach. The math department has been striving to make classes more student centered and also an increased use of inquiry. This curriculum and the online program will support the school goals while making thinking visible, using accountable talk, having targeted instruction, formative assessments, student centered classrooms and writing to learn.  
  
ALEKS the online supplemental program will replace i-Ready and provide significantly better pre and post assessment test information. This program will also show growth on actual instruction and it can be used to guide differentiated instruction. This program will also provide targeted instruction and it could replace traditional homework.  
  
This team has spent two years looking into a variety of math curriculums available. This was developed in the early 90's and is only on its third revision because it is a solid program. It was created in Michigan and has the backing of the National Math and Science Association which is the gold seal for an educational program.
  
- 5) **M-Step Update:** There are still so many unanswered questions with M-Step. Julie attended an M-Step conference on Monday, March 16, 2015 and found out that MDE doesn't have a lot of answers for all the questions posed. The testing window begins on April 13, 2015
  
- 6) **Lucy Calkins K-5 Reading Series, Pilot Program:** Recently it was requested to pilot the new Lucy Calkins K-5 Reading Series. We currently have the Lucy Calkins Writing

program K-8. We are looking at two classrooms per grade level and across the district to see what the opinions are from a variety of people.

7) **Old Business:**

8) **New Business:** Ryan requested input from the board members for their opinions on a different format for the discipline hearings. He wanted to know what they thought of a hearing similar to the reinstatement committee meetings. Everyone agreed that it would be beneficial to look into what other districts do for their discipline hearings. The board members also discussed that we find out if certain items went before the full board and if other items went before a discipline committee in other districts.

9) **Adjournment:** Ryan McLeod adjourned the meeting at 6:45.

**EXEMPT EMPLOYEE APPOINTMENT**

**BACKGROUND**

On behalf of the administration I am recommending the appointment of Jason King as a Level 2 Computer Technician with Monroe Public Schools. Mr. King will begin his position on Wednesday, March 25, 2015.

Mr. King has experience as a computer technician since 2010. He was previously employed by Monroe Public Schools, Jefferson Schools, and most recently with University Office Technologies.

**ENCLOSURE**

Resume

**RECOMMENDATION**

Move to approve the appointment of Jason King as a Level 2 Computer Technician for the 2014/15 school year effective March 25, 2015, and place on the appropriate salary level for this position, upon completion of all pre-employment requirements.

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

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

## Jason King

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### Experience

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University Office Technologies, Ann Arbor, MI

**Part-time Technician**

May 2014 - Present

- Working out of a database and managing work tickets
- Driving between the buildings throughout the day to provide support wherever I am needed
- Communicating with teachers and other staff by email, phone and in person
- Troubleshooting and resolving issues with desktop computers, laptops, iPads, projectors and other classroom technologies
- Basic repairs on Sharp copy machines

Jefferson Schools, Monroe, MI

**Part-time Technician**

Dec 2013 - May 2014

- Working out of a database and managing work tickets
- Driving between the buildings throughout the day to provide support wherever I am needed
- Communicating with teachers and other staff by email, phone and in person
- Troubleshooting and resolving issues with desktop computers, laptops, iPads, projectors and other classroom technologies

Monroe Public Schools, Monroe, MI

**Computer Technician**

2010 - 2013

- Working with a team of other Technicians to support a large school district's technology
- District mail delivery
- Troubleshooting and resolving issues with desktop computers, laptops, iPads, projectors and other classroom technologies
- Keeping track of replacement technology parts and ordering more to make sure that we always have them in stock
- Communicating and collaborating through team meetings
- Creating various spreadsheets to keep track of or present data
- Managing building equipment maps using Visio

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### Skills

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- Strong problem solving and troubleshooting
- Capable of directly supporting end users
- Knowledge of iOS and Android devices including screen replacements and other repairs
- Proficient with Microsoft Office
- PC repairs using vast hardware and software knowledge
- Managing computers remotely with Deepfreeze, Crosstec and LanSchool

**CLERICAL APPOINTMENT**

**BACKGROUND**

On behalf of the administration and the interview panel I am recommending the appointment of \_\_\_\_\_ as Classification II Secretary with Monroe Public Schools. \_\_\_\_\_ will be assigned to a secretary position at Arborwood Campus for the remainder of the 2014/15 school year.

Members of the interview panel were: Steve Pollzzie, Principal; Kim Vandavelde, School Climate Liaison; Sandy Williams, Secretary; and Julie Everly, Assistant Superintendent.

**ENCLOSURE**

Resume

**RECOMMENDATION**

Move to approve the appointment of \_\_\_\_\_ as Secretary with Monroe Public Schools effective \_\_\_\_\_ and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

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

**STAFF RESIGNATION**

**BACKGROUND**

We have received a letter of resignation from **Shonna (Jill) Wener** for the purpose of other employment. Ms. Wener has worked as a secretary for our district since September. She was most recently employed at Arborwood Campus. Her resignation was effective on March 18, 2015.

**ENCLOSURE**

Letter of Resignation

**RECOMMENDATION**

Move to approve the resignation from Monroe Public Schools of Shonna (Jill) Wener effective March 18, 2015.

**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	_____	_____	_____	_____

## Gayle Lambert

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**From:** Holly Scherer  
**Sent:** Wednesday, March 11, 2015 11:48 AM  
**To:** Gayle Lambert  
**Subject:** FW: Sad :(

I'll get you a resignation for the 3/24/15 meeting.....

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**From:** Jill Wener  
**Sent:** Wednesday, March 11, 2015 10:57 AM  
**To:** Holly Scherer  
**Subject:** Sad :(

Good morning Holly,

I spoke with Steve this morning..I have accepted a position outside of the school system. Everyone has been so fantastic to me during my time here and at the middle school and I'm sad to go but the opportunity is account managing as I have done in the past and the financial difference is substantial. My last day at Arborwood will be 3/18, please let me know what you need from me.

Thank you so much for all you have helped me with.

*Jill Wener*

Administrative Assistant  
Arborwood Campus  
Monroe Public Schools  
PH: 734-265-3803  
FAX: 734-265-3801

**REINSTATEMENT COMMITTEE RECOMMENDATION**

**BACKGROUND**

On Tuesday, March 17, 2015, the Monroe Public Schools Reinstatement Committee met to review two requests for reinstatement.

**RECOMMENDATION**

Move to approve the recommendation of Monroe Public Schools Reinstatement Committee that Student #1 and Student #2 be reinstated to Orchard Center High School.

**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	_____	_____	_____	_____



**HEALTH OCCUPATIONS STUDENTS OF AMERICA  
STATE LEADERSHIP CONFERENCE**

**BACKGROUND**

Monroe High School HOSA Advisor, Leah Morelli, would like to petition the board to take twelve (12) members of HOSA to the State Leadership Conference competition. This will be held at the Grand Traverse Resort in Traverse City, Michigan, on April 15 - 18, 2015. The students will be competing and attending leadership events and informational seminars while at the conference. Three (3) MHS staff members will transport and chaperone the group. Funding for this competition is paid for through the HOSA Club account as well as added cost funds from the health occupations program, and student contributions. Students have many fundraisers in order to earn the money for the trip.

**ENCLOSURE**

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 12 Monroe High School students at the HOSA State Leadership Conference 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 HIGH SCHOOL  
CAREER & TECHNICAL EDUCATION**

**HOSA STUDENT ORGANIZATION**

Leah Morelli, Chapter Advisor

901 Herr Road Monroe, MI 48161 Phone 734.265.3560 Fax 734.265.3451

TO: Ryan McLeod, Assistant Superintendent  
FROM: Leah Morelli  
DATE: March 10, 2015  
RE: **REQUEST FOR HOSA STATE LEADERSHIP CONFERENCE FIELD TRIP**

The Monroe High School Chapter of HOSA (Health Occupations Students of America) had its regional competition on February 28, 2015. There were 12 members who have advanced to the HOSA State Leadership Conference competition. It will be held at the Grand Traverse Resort in Traverse City, MI. Our students will be competing, and attending leadership events and informational seminars while at the conference. We would depart from MHS Wednesday, April 15<sup>th</sup> after school. The competition is on Thursday and Friday, April 16<sup>th</sup> & 17<sup>th</sup>. We would return on Saturday, April 18<sup>th</sup> by early afternoon. Transportation will be provided by the staff chaperones, Mrs. Leah Morelli, Mrs. Alka Pandya, and Mrs. Kellie Cook (all are teachers at Monroe High School). All private transportation applications will be completed per Board Of Education policy.

Enclosed is the Field Trip Request package, including a detailed agenda of the events. Funding will be provided through the HOSA Club account, as well as CTE added cost funds. Students will contribute as well. If a student is unable to contribute, additional fundraising opportunities will be made available to that student. Students have held many fundraisers to help offset their expenses throughout this school year.

I would like to present this trip for approval to our Board of Education at their next meeting.

Thank you for your consideration in yet another way that Monroe Public Schools helps our students to become better prepared for their life experiences after they leave our classrooms.

Sincerely,

*Leah Morelli*

Leah Morelli  
HOSA Advisor  
Monroe High School

Enclosure: Out-of-State Field Trip Request package

**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

Overnight

Date of Trip: April 15<sup>th</sup> - 18<sup>th</sup> 2015

Grade/Team/Organization Making Request: MHS HOSA

Destination: Traverse City (Sleep Inn, Acme MI)

Address: 5520 US 31 N. Williamsburg, MI 49690

City: Williamsburg State: MI Zip: 49690

Means of Transportation: Staff will drive students in rental vans.

Number of Students and Adults Involved: 12, 3

Exact Loading Location: Staff Lot of MHS

Estimated Time of Departure: 2:30 p.m. Wed. 4-15-15

Estimated Time of Departure from Destination: 9:00 a.m.

Expected Time of Arrival: 2:00 p.m. Sat. 4-18-15

Purpose of Trip: HOSA State Leadership Conference

Faculty Supervisor: Leah Morelli, Kellie Cook, Alka Pandya

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

Principal's Signature: [Signature] Date: 3/17/15

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 3/20/15

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:

HOSA competition - in line with  
state standards

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

Competing against other HOSA  
students, required for all  
CTE programs.

Follow-up classroom lessons:

Notification of positive results.

- 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

## 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:

Conference is at the Grand Traverse Resort, we will be lodging at the Sleep Inn & taking shuttles back and forth. The HOSA State leadership Conference is an opportunity for students to compete in health care events and network with healthcare professionals.

School(s): Monroe High School HOSA

Chaperones: Leah Morelli

Kellie Cook

Alka Pandeya

Method of Transportation: Rented vans

Date of Departure: 4/15/15

Time of Departure: 2:30 p.m.

If overnight, number of nights: 3

Date of Return: 4/18/15

Time of Return: 2:00 p.m.

Number of Students Participating: 12

Number of Staff Supervising: 3

Number of Other Adults Assisting: 3

Number of School Days Student will be Attending Trip: 2

Cost Per Child: \$312.19

Cost Per Chaperone: \$312.19

Monroe Public Schools Funds Being Used to Pay for:

Students:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Chaperones:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

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

EXPLANATION AND DATES:

Departure Date/Day Wed. 4/15/15 Return Date/Day Sat. 4/18/15

A group of students and adult chaperones are planning a trip to: City Traverse City  
State MI Country \_\_\_\_\_ (daily itinerary must be attached).

The purpose of this trip is HOSA State Leadership Conference and the group sponsoring the trip is Monroe High School HOSA.

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) Leah Morelli, Kellie Cook, and Alka Pandya

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 \_\_\_\_\_

# 2015 Michigan HOSA State Leadership Conference Tentative Schedule

## Wednesday, April 15, 2015

7:00-9:00 P.M.	HOSA Board Meeting	Council Room
9:00-10:00 P.M.	Early Registration	Lower Reg. Desk
11:30 P.M.	Curfew	Your Room

## Thursday, April 16, 2015

Start Time	Event	Location
9:00-11:30 A.M.	Registration (Advisors)	Lower Reg. Desk
	Please Submit Job Seeking Skills and Interviewing Skills Cover Letter & Resume to HOSA HQ: HOSA Week, HOSA Happenings, National Recognition Portfolio, Barbara James Service Award, Outstanding HOSA Chapter Researched Persuasive Speaking Paper	
10:00 A.M.	Category Chair Meeting	Director's Room
11:00 A.M.	Category Chairs Meet with Event Managers	Council Room
12:00 P.M.	Advisor Orientation	Michigan Ballroom A, B
2:00-8:00 P.M.	Advisor Suite Available	Tower Suite 1456
12:15 P.M.	Welcome Session (All HOSA Students)	Governors' Hall A-D
1:00 P.M.	Courtesy Corps Meeting	Governors' Hall A-D
1:15 P.M.	State Officer Candidate Registration	HOSA Registration Desk
1:00 P.M.	CERT Test	Michigan Ballroom A, B
1:00 P.M.	CPR/First Aid Test	Michigan Ballroom C, D
1:00 P.M.	Emergency Medical Technician Test	Michigan Ballroom A, B
1:00 P.M.	Forensic Medicine Test	Michigan Ballroom C, D
1:00 P.M.	Home Health Aide Test	Michigan Ballroom A, B
1:00 P.M.	Medical Assisting Test	Michigan Ballroom A, B
1:00 P.M.	Physical Therapy	Michigan Ballroom A, B
1:00 P.M.	Sports Medicine Test	Michigan Ballroom C, D
1:00 P.M.	Veterinary Science Test	Michigan Ballroom A, B
1:30 P.M.	All Dental Science competitors meet in the lobby for orientation and to receive your departure time appointment card. Please come prepared because you might leave immediately. Skills evaluation will take place at Northwestern Michigan Col	
2:00-5:00 P.M.	Exhibitors and Career Fair	Governor's Pre-Function
2:00-8:00 P.M.	HOSA Merchandise For Sale	Lower Reg. Desk
2:45 P.M.	All Nursing Assisting and Personal Care competitors meet in the lobby for orientation and to receive your departure time appointment card. Please come prepared because you might leave immediately. Skills evaluation will take place at Traverse Bay Area CTC.	
12:30 P.M.	Health Career Display	Governors' Hall E-F
1:00 P.M.	Biomedical Debate Skills	Mackinac Room A
1:00 P.M.	Community Awareness	Michigan Ballroom G
1:00 P.M.	Extemporaneous Health Poster	Tower A, B
1:00 P.M.	Health Education	Peninsula B, C
1:00 P.M.	Healthy Lifestyles	Suite 1556 (in the Tower)
1:00 P.M.	Job Seeking Skills and Interviewing Skills	Peninsula A



# HOSA: Lead

## Thursday, April 16, 2015, Continued

Start Time	Event	Location
1:00 P.M.	Medical Photography	Michigan Ballroom E, F
1:00 P.M.	Public Health	Michigan Ballroom H
1:00 P.M.	Researched Persuasive Speaking	Mackinac Room B, C
1:00 P.M.	Public Service Announcement	Executive Ballroom
4:00 P.M.	Biotechnology Test	Michigan Ballroom A, B
4:00 P.M.	Creative Problem Solving Test	Michigan Ballroom A, B
4:00-7:00 P.M.	Health Care Issues Exam	Michigan Ballroom C, D
4:00 P.M.	HOSA Bowl Test	Michigan Ballroom A, B
4:00 P.M.	Medical Spelling Test	Michigan Ballroom A, B
4:00 P.M.	Transcultural Health Care	Michigan Ballroom A, B

Healthcare Issues Exam is available to start between 4:00-7:00 P.M.  
If you have an event that overlaps your time slot, go to your other event first.

5:00 P.M.	Voting Delegate Briefing - Candidate Speeches (Open to all students and advisors)	Governors' Hall A-D
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5:00 P.M.	Extemporaneous Writing	Tower Room A, B
5:00 P.M.	Healthcare On The Up	Mackinac Room B
5:00 P.M.	HOSA Video	Mackinac Room C
5:00 P.M.	Parliamentary Procedure Skill	Tower Room C
5:00 P.M.	Prepared Speaking and Speaking Skills	Peninsula B, C

7:30 P.M.	Category Chairs meet with Friday Event Managers	Council Room
7:30-8:00 P.M.	MHOEA Board Meeting	Advisor Suite (1456)
9:00 P.M.	Opening Session	Governors' Hall A-F
11:30 P.M.	Curfew	Your Room

## Friday, April 17, 2015

Start Time	Event	Location
7:00 A.M.-7:00 P.M.	Advisor Suite Available	Tower Suite 1456
7:15 A.M.	CERT	Michigan Ballroom H
7:15 A.M.	Clinical Specialty	Executive Boardroom
7:15 A.M.	Creative Problem Solving	Peninsula A, B
7:15 A.M.	Forensic Medicine	Tower Room C, B
7:15 A.M.	Home Health Aide	Michigan Ballroom F, G
8:00 A.M.	CPR/First Aid & Life Support Skills	Mackinac A
8:00 A.M.	Emergency Medical Technician	Mackinac A
8:00 A.M.	HOSA Bowl	Michigan Ballroom E
8:00 A.M.	Veterinary Science	Peninsula Room C
9:00 A.M.	Dental Science Test	Michigan Ballroom C, D
9:00 A.M.	Dental Terminology	Michigan Ballroom A, B
9:00 A.M.	Healthy Lifestyles Test	Michigan Ballroom C, D
9:00 A.M.	Knowledge Test: Human Growth and Development	Michigan Ballroom A, B
9:00 A.M.	Knowledge Test: Medical Law and Ethics	Michigan Ballroom A, B

# HOSA: Lead

## Friday April 17, 2015, Continued

Start Time	Event	Location
9:00 A.M.	Knowledge Test: Nutrition	Michigan Ballroom A, B
9:00 A.M.	Knowledge Test: Pathophysiology	Michigan Ballroom A, B
9:00 A.M.	Knowledge Test: Pharmacology	Michigan Ballroom A, B
9:00 A.M.	Nursing Assisting Test	Michigan Ballroom C, D
9:00 A.M.	Medical Math	Michigan Ballroom C, D
9:00 A.M.	Parliamentary Procedure Test	Michigan Ballroom A, B
11:00 A.M.	Medical Reading	Michigan Ballroom C, D
11:00 A.M.	Epidemiology	Michigan Ballroom C, D
11:00 A.M.	Medical Terminology	Michigan Ballroom C, D
12:00 P.M.	Biotechnology	Peninsula C, Mackinac C
12:00 P.M.	Clinical Nursing	Executive Boardroom
12:00 P.M.	Medical Assisting	Tower Room B, C
12:00 P.M.	Medical Spelling	Mackinac B
12:00 P.M.	Physical Therapy	Peninsula A, B
12:00 P.M.	Sports Medicine	Michigan Ballroom F, G, H
2:00 P.M.	Symposium-	Michigan Ballroom A, B
3:00 P.M.	Symposium-	Michigan Ballroom A, B
3:30 P.M.	Officer Election Session	Governors' Hall A-D
4:00 P.M.	Symposium	Michigan Ballroom A, B
	(For Voting Delegates & Officer Candidates)	
8:00 P.M.	Grand Awards Ceremony	Governors' Hall A-F
10:00 P.M.	Activity Night (Must Wear HOSA T-shirt)	Governors' Hall & Michigan Ballroom
10:00-11:30 P.M.	HOSA Merchandise For Sale	Lower Reg. Desk
12:00 A.M.	Curfew	Your Room
<b>Saturday, April 18, 2015</b>		
8:00 A.M.	Posters, binders, display boards, notebooks, etc. will be available for pick up.	Director's Room
11:00 A.M.	Hotel Checkout	

**DECA INTERNATIONAL CAREER  
DEVELOPMENT CONFERENCE**

**BACKGROUND**

Monroe High School teacher and DECA advisor, Jeff Brown, wishes to petition the Board of Education for permission to take one (1) Monroe High School student to Orlando, Florida to attend the DECA International Career Development Conference. This conference will be held in Orlando, Florida April 24-29, 2015. The focus of this conference is to develop greater understanding and appreciation of marketing, management and entrepreneurship.

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

**ENCLOSURES**

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

**RECOMMENDATION**

Move to approve the attendance of one (1) Monroe High School student at the DECA International Career Development Conference in Orlando, Florida, 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	_____	_____	_____	_____

**MHS D E C A**  
*An Association of Marketing Students*

March 19, 2015

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

Dear Val:

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

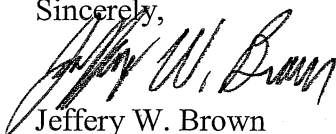
The purpose of DECA is to provide learning opportunities to marketing education students through goal-oriented chapter activities. The focus of these activities is always upon developing greater understanding and appreciation of marketing, management and entrepreneurship. These activities contribute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

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

Alan Blach has qualified to attend this year's conference. He qualified through the Aspire Leadership Academy. The DECA international conference is held in Orlando, Florida April 24 – April 29.

With your approval, I would like to present this trip to the Board of Education at their next meeting. Thank you again!

Sincerely,



Jeffery W. Brown  
DECA Advisor

Cc: Bill Ferrara

Overnight

# Monroe Public Schools Field Trip Information Form

Date of Trip: 4/25/15 — 4/29/15

Grade/Team/Organization Making Request: DECA

Destination: ORLANDO, FL, "ROSEN SHINGLE CREEK HOTEL"  
Address: 9939 UNIVERSAL BLVD.

City: ORLANDO State: FL Zip: 32819

Means of Transportation: AIRLINE, DTW

Number of Students and Adults Involved: 2, ALAN BLACH.

Exact Loading Location: MHS

Estimated Time of Departure: 4/25/15, 7:30 AM

Estimated Time of Departure from Destination: \_\_\_\_\_

Expected Time of Arrival: 4/25/15

Purpose of Trip: DECA INTERNATIONAL CONF.  
— LEADERSHIP ACADEMY.

Faculty Supervisor: JEFF BROWN

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

Principal's Signature: [Signature] Date: 3/19/15

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 3/20/15

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:

Classroom instruction with  
the district conference and state conference.

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

The Leadership Academy promotes  
leaders in the field of marketing, management  
and entrepreneurship.

Follow-up classroom lessons:

Report back to all marketing  
students and DECA members.

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

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:

DECA INTERNATIONAL CONF.

- ORLANDO, FL

- SEE ATTACHED -

School(s):

Monroe High School

Chaperones:

JEFF BROWN, TEACHER

Method of Transportation:

AIRLINE, DTW

Date of Departure:

4/25/15

Time of Departure:

7:25 AM

If overnight, number of nights:

4

Date of Return:

4/29/15

Time of Return:

6:30 pm

Number of Students Participating:

1 ALAN BLACH

Number of Staff Supervising:

1 JEFF BROWN

Number of Other Adults Assisting: 0

Number of School Days Student will be Attending Trip: 3

Cost Per Child: 900.00

Cost Per Chaperone: 1570.00

Monroe Public Schools Funds Being Used to Pay for:

Students:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Chaperones:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

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.

N/A -

N/A -

Updated: 09/12/06



# April 24-29, 2015

*Orlando, Florida*

Each year, the DECA International Career Development Conference gives students the opportunity to meet and compete with thousands of other DECA members from around the world who have shown to be the best at their District and State conferences, and now have earned the chance to compete at the highest level of DECA competition!

After participating in competitive events during the day, students will have time to socialize with other fun and energetic members from around the world, meet and network with influential business leaders at their vendor booths, and develop your occupational and leadership skills.

At the closing session of the conference, hundreds of trophies and thousands of dollars in scholarships will be presented to outstanding DECA members who helped make this year's conference a memorable success.

The DECA International Career Development Conference gives you the opportunity to meet DECA members from around the world, interact with important business professionals, and compete to win scholarships and awards at DECA's highest level of competition!

# Conference Information

## Emerging Leader Academies



Because of the demand for delegates to attend the Emerging Leaders Academies, Michigan DECA has developed an application process for selecting delegates to represent Michigan DECA at the Academies. The application deadline is February 1, 2015. Individuals selected to represent Michigan DECA will be announced at the State Conference. [Complete information and the application is available by clicking here.](#)

### Refunds

Registration refunds will only be given if the request is submitted on the official State Refund Request Form, is received prior to the conference, and if a refund is available from National DECA and/or the hotel. The sooner the written request is received, the larger the refund.

### Reserved Seating at General Sessions

All Michigan Delegates (students and advisors) are required to attend the Opening and Closing Sessions. Our delegation will be assigned seats for the Opening and Closing Sessions. Seating charts will be available when you receive your registration materials.

### Required Activities

As stated in the delegate code of conduct, all students and advisors are required to attend conference sessions. Chapters that do not attend or leave the opening session early will risk being placed on probation and not being allowed to attend the next years International Conference.

### Code of Conduct & Medical Treatment Authorization Forms

Each delegate, both student and adult, must sign the [Code of Conduct and Medical Treatment Authorization Form](#). **These forms are to be brought to the International Conference by the Chapter Advisor.** Do not send them to the Michigan DECA office. Each advisor must sign a release stating that they have a completed form for each delegate and will bring the forms to the conference. It is recommended that these forms be notarized for out-of-state travel.

### Travel Scholarships

Students qualifying for sponsored events will receive a travel scholarship to help offset the costs involved in traveling to the International Conference. More details will be available at the State Conference, during the Advisor's Meeting.

**Finish Line/DECA Dash 5k Fun Run/Walk**

Don't be left behind! Plan to participate in the fifth annual Finish Line/DECA Dash 5K Fun Run/Walk! More information will be available soon.

**Supervision**

One adult advisor must attend for every five (5) student delegates. This policy is in place to ensure proper supervision and management of conference activities. All advisors are required to assist with a competitive event. Additionally, the adult advisor must assist with supervision of the delegates, by conducting room checks after curfew.

**Hotel**

All hotel reservations MUST be made through Michigan DECA. Every person staying with chapters (Chaperones and family members) must also be registered to attend the conference, and be included on the conference registration form. Our assigned hotel will be announced in February.

**Eligibility**

Only Michigan DECA members who qualified at the State Conference in their competitive event, selected members attending the Leadership Academies, along with incoming and outgoing state officers, are eligible to attend at the International Career Development Conference.

**DECA Blazers Are Required**

DECA Blazers will be required for competition at the International Conference. Please plan on purchasing from DECA Images if you need one.

Proper business attire is required at all sessions. [Refer to the International Conference Dress Code.](#)

**Calculators**

Each competitor must bring their own calculator for international competition. Cell phones, PDAs, programmable and graphing calculators may not be used as calculators.

**Cell Phones**

No cell phone use will be allowed during competition, workshops, sessions or academies.

**Conference Assistance**

To have a successful conference, National DECA needs each advisor to assist at least one day, while at the conference. All Chaperones are also required to assist with the management of the conference. Chaperones can request to serve as a competitive event judge, or assist with Michigan DECA events. Please indicate their preference on your registration form.

**Judges**

If any business person(s) will be traveling to the conference with your chapter, please let Michigan DECA know if they are available to judge at the conference. A registration credit will be given for each judge.


**Weather**

You can expect warm days with temperatures in the mid 80's and nights in the mid 60's during our stay in Orlando. It is not uncommon for there to be daily showers in Orlando.

[www.mideca.org](http://www.mideca.org) for more information.

MICHIGAN  
**DECA** **International Conference Academies**

*Due February 1, 2015*


 **IGNITE** *(formerly the Leadership Development Academy)*

Be the ultimate DECA member! IGNITE your spark for DECA! As an emerging leader, you have great potential to take advantage of all that DECA offers. Now's your time to gain an edge as you learn how you can take your personal DECA experience to the next level and IGNITE your passion for DECA.

**How can I participate?** *Member participation is based on chapter status.*

Each chapter that has never attended the International Conference may bring up to two (2) non-seniors to the IGNITE Academy. Students do not have to apply for the academy in order to represent their chapter.


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 **THRIVE** Be the ultimate DECA Chapter! Now it's time to THRIVE with other high performing chapters and continue to develop your toolbox of collaboration, communications, critical thinking and creativity skills.

**How can I participate?** *Member participation is based on chapter status.*

Chapters that earn recognition in at least two (2) of DECA's chapter campaigns can send up to three (3) students to the THRIVE Academy. Students do not have to apply for the academy in order to represent their chapter.

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 **ELEVATE** *(formerly the Chapter Management Academy)*

Be the ultimate DECA chapter leader! Discover your personal leadership style and how you can use that to take your chapter to the next level. Now is your time to ELEVATE your DECA status from member to chapter leader. The ELEVATE academy is also ideal for students that will be chairing the chapter's entry next year in the Chapter Awards Program.

**How can I participate?** *Member participation is based on an application.*

The ELEVATE Academy is only open to sophomores and juniors. Chapters may submit applications for up to two (2) students to attend this academy.

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 **ASPIRE** *(formerly the Senior Management Institute)*

Be the ultimate DECA graduate! As soon as you graduate, the sky is the limit for your aspirations. Do you know what to expect in college or how to be successful in your career? Learn how to leverage your DECA experience to your advantage in college, interviews and internships. ASPIRE to get on the fast track to college and career success.

**How can I participate?** *Member participation is based on an application.*

The ASPIRE Academy is open to seniors only. Chapters may submit applications for up to two (2) students to attend this academy. Spaces for the ASPIRE Academy will first be allocated to applicants with a score above eighty from chapters that have received a membership award.

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**Students selected to represent Michigan in any Academy must attend the entire opening and closing sessions as well as the state photo at the International Career Development Conference.**

The students selected for the ELEVATE and ASPIRE Academies will be announced during the Awards Session on Sunday at the State Conference.

# MICHIGAN **DECA** International Conference Academies

*Due February 1, 2015*

## **Evaluation Criteria for the ELEVATE AND ASPIRE Academies**

Because Michigan DECA is allotted a limited number of participants in each academy, this application procedure has been developed to select the attendees:

- The ELEVATE Academy is only open to sophomores and juniors. Chapters may submit applications for up to two (2) students to attend this academy.
- The ASPIRE Academy is open to seniors only. Chapters may submit applications for up to two (2) students to attend this academy. Spaces for the ASPIRE Academy will first be allocated to applicants with a score above eighty from chapters that have received a membership award.

## **Completed application packets are due to Michigan DECA before February 1, 2015.**

Spaces for the ELEVATE and ASPIRE Academies are awarded in the following order:

1. Arrival date of packet to the Michigan DECA office.
2. Application packet is complete (*fully completed application, required signatures and confidential endorsements*).
3. Total points awarded.

<b>Category</b>	<b>Points Possible</b>
Honors and Awards	10
Local DECA Offices and/or Activities	20
Other Offices and/or Activities	10
DECA Membership Recruitment Activities	10
Student Benefit Essay	10
Chapter Benefit Essay	10
<u>Confidential Endorsements</u>	<u>10 each (30 total)</u>
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

**The three (3) sealed confidential endorsements must accompany the application, and be mailed to the Michigan DECA office in one envelope.**

**Mail completed application packets to:**

Michigan DECA  
Eastern Michigan University  
208 King Hall  
Ypsilanti, MI 48197

**Applications may NOT be faxed.**

**Due February 1, 2015**

**BOARD POLICIES – SECOND READING AND APPROVAL**

**BACKGROUND**

The attached board policies (Section 7000) have been reviewed by the board policy committee and are recommended for approval by the full board of education.

At the first reading on March 10, 2015, Mr. VanWasshenova suggested, and the board agreed, to remove policy 7180 since we no longer offer driver education training.

**ENCLOSURE**

Section 7000 – Instructional Program

**RECOMMENDATION**

Move to approve Board Policy 7000 – Instructional Program as written effective March 24, 2015.

**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	_____	_____	_____	_____

**ADOPTION OF ORGANIZATIONAL PLAN**

**BACKGROUND**

Dr. Martin is recommending a reorganization of central office responsibilities for the two assistant superintendent positions effective July 1, 2015. Attached is a chart showing the details of this plan. This plan has been reviewed by the Board Personnel Committee and financial implications of this plan have been determined. The purpose of the plan is to create a clearly defined line between the responsibilities of the two assistant superintendents where one is fully responsible for preK-12 curriculum and one is responsible for human resources, thus providing a clear focus for the execution of duties assigned to these two positions. It is felt that by organizing central office roles in this fashion, there can be a dedicated effort on the part of each assistant superintendent to concentrate on the specific tasks of their particular office, thus providing the district with leadership within these two crucial areas of school administration that is consistent and centered around the needs of students and staff as related to the duties of each position.

**ENCLOSURE**

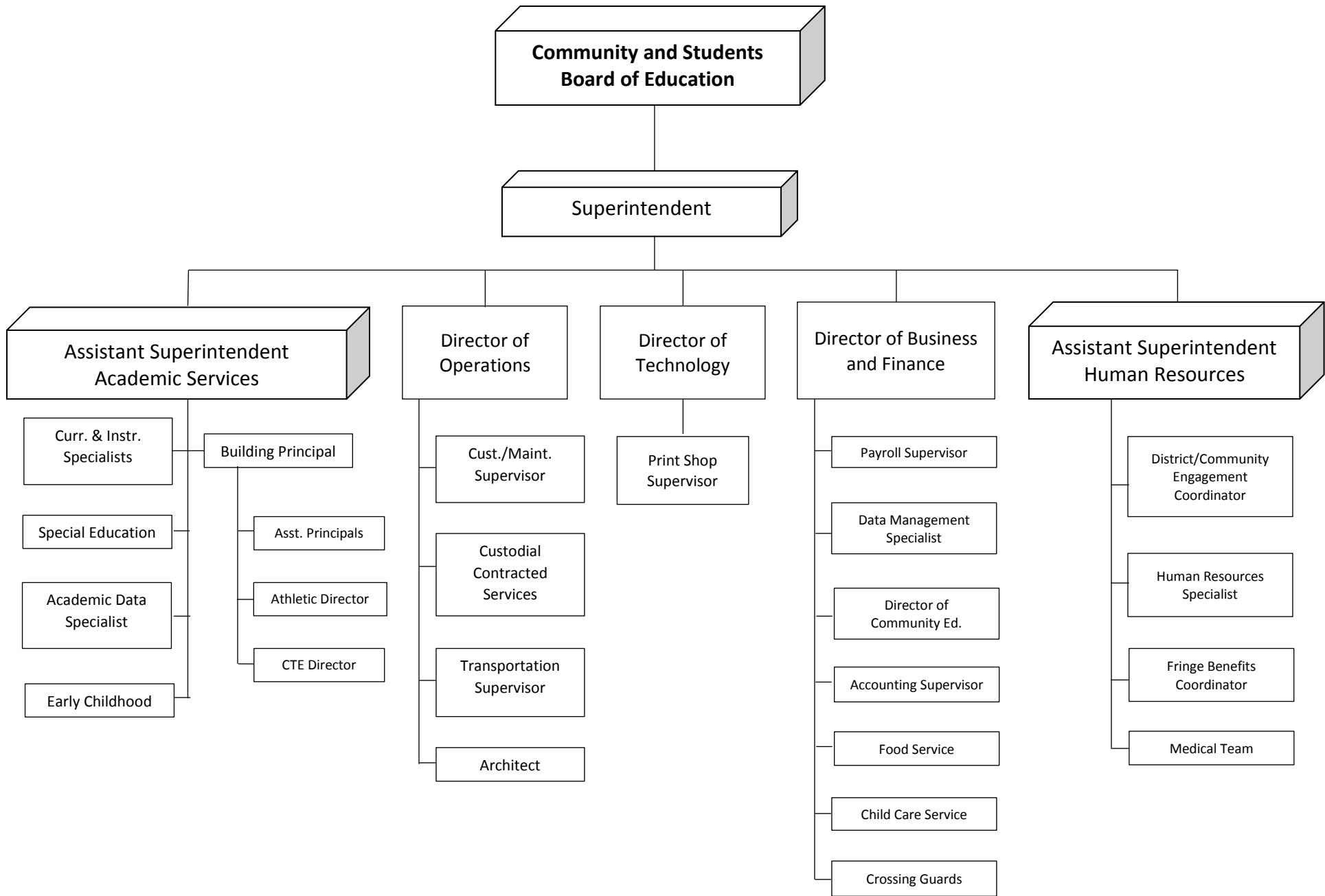
Organizational Chart

**RECOMMENDATION**

Move to approve the reorganization of central office responsibilities for the two assistant superintendent positions effective July 1, 2015.

**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	_____	_____	_____	_____





Board Meeting #6  
March 24, 2015  
Item #C.15

**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the March 24, 2015, Board Meeting #6.

**HAND VOTE**

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

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