



MONROE PUBLIC SCHOOLS

BOARD MEETING #12

July 14, 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.”

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #12
Tuesday, July 14, 2015
7:00 p.m.

AGENDA

Page

A. Roll Call and Call to Order	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
B. Public Commentary – Agenda Items Only	Mr. Yeo	
C. Discussion and Action Items		
1. Approval of Minutes	Mr. Yeo	2
Move to approve the minutes of the following meetings as submitted:		
• June 23, 2015, Special Board Meeting (2 sets)		
• June 23, 2015, Closed Meeting (2 sets)		
• June 23, 2015, Board Work Session		
• June 23, 2015, Budget Hearing		
• June 23, 2015, Board Meeting #11		
2. Reports and Updates	Mr. Yeo	13
• June 17, 2015, Board Physical Resource Committee Meeting Minutes		
• June 22, 2015, Board Personnel Committee Meeting Minutes		
• July 6, 2015, Board Personnel Committee Meeting Minutes		
3. Staff Resignations	Mrs. Everly	20
Move to approve the resignation from Monroe Public Schools of Jennifer Bennett effective July 1, 2015; of Mary Ciotta effective July 9, 2015; of Margaret Delmotte effective August 1, 2015; of Morgan Kottke effective August 14, 2015; and of Van Hammack effective September 18, 2015.		
4. Administrator Appointment	Mrs. Everly	26
Move to approve the appointment of Nicole Shaughnessy as an administrator with Monroe Public Schools effective August 17, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		

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|---|--------------------|-----------|
| <p>5. Wrestling Team Camp - MHS
 Move to approve the Monroe High School Wrestling Team Camp at Monroe High School in accordance with board policies for field trips and excursions.</p> | <p>Mrs. Everly</p> | <p>30</p> |
| <p>6. Seat Time Waiver
 Move to approve the use of Michigan Virtual University and University of Nebraska Online High School courses in addition to certain other selected online course providers as monitored through GenNet in our Monroe Virtual High School program to comply with the requirements as stated.</p> | <p>Dr. Martin</p> | <p>33</p> |
| <p>7. Naming of the MHS Varsity Softball Field
 According to Board Policy #4750, three names must be presented to the Board for consideration. The three names must be considered by the Board for three consecutive meetings before approval of any one name. The three names suggested by the committee are Rossi Field, Vince Rossi Field, and Coach Rossi Field.</p> | <p>Dr. Martin</p> | <p>34</p> |
| <p>8. Superintendent's Comments</p> | <p>Dr. Martin</p> | |
| <p>9. Old Business</p> | <p>Mr. Yeo</p> | |
| <p>10. New Business</p> | <p>Mr. Yeo</p> | |
| <p>11. Public Commentary – Any Topic</p> | <p>Mr. Yeo</p> | |
| <p>12. Adjournment
 Move that the July 14, 2015, Board Meeting #12 of the Monroe Public Schools Board of Education be adjourned.</p> | <p>Mr. Yeo</p> | <p>35</p> |

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

- June 23, 2015, Special Board Meeting Minutes (2 sets)
- June 23, 2015, Closed Meeting Minutes (2 sets)
- June 23, 2015, Board Work Session Minutes
- June 23, 2015, Budget Hearing Minutes
- June 23, 2015, Board Meeting #11 Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- June 23, 2015, Special Board Meeting (2 sets)
- June 23, 2015, Closed Meeting (2 sets)
- June 23, 2015, Board Work Session
- June 23, 2015, Budget Hearing
- June 23, 2015, Board Meeting #11

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 BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting – Tuesday, June 23, 2015
4:30 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, Trustee Floreine Mentel, and Trustee Cynthia Taylor

Board Members Absent: Parliamentarian Dr. Tedd March

Others Present: Barry Martin, Julie Everly, James Davies, Lisa McLaughlin, student (0623a), and student's mother

Mr. Yeo called the meeting to order at 4:34 p.m.

Recommendation

Motion by Mr. VanWasshenova, support by Mrs. Mentel to suspend the student until the beginning of the 2015/16 school year. Student is required to attend the four day, after school program and improve his grades. Student will be placed on a behavioral plan which will include attendance at the extended day program. The administration will report his progress to the Board. Student must enroll in the 2015 Summer Learning Academy. He will be allowed on school property to attend the Summer Learning Academy only.

Vote: Motion carried by a 6-0 roll call vote at 5:07 p.m.

Adjournment

Motion by Mr. Philbeck, support by Mr. VanWasshenova that the June 23, 2015, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 5:08 p.m.

Ryan Philbeck, Secretary

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting – Tuesday, June 23, 2015
4:30 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, Trustee Floreine Mentel, and Trustee Cynthia Taylor

Board Members Absent: Parliamentarian Dr. Tedd March

Others Present: Barry Martin, Julie Everly, James Davies, Jennifer Bennett, Renee Peterson, student's (0623b) mother

Mr. Yeo called the meeting to order at 5:10 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 Meetings Act; Section 8(b).

Vote: Motion carried by a 6-0 hand vote at 5:10 p.m.

Reconvene Board Meeting

Motion by Mr. Philbeck, support by Mr. VanWasshenova that the closed session adjourn and the 4:30 p.m., June 23, 2015, Special Board Meeting reconvene.

Vote: Motion carried by a 6-0 hand vote at 5:51 p.m.

Recommendation

Motion by Mr. Philbeck, support by Mrs. Taylor to expel the student.

Vote: Motion carried by a 6-0 roll call vote at 5:53 p.m.

Adjournment

Motion by Mr. Philbeck, support by Mrs. Taylor that the June 23, 2015, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 5:53 p.m.

Ryan Philbeck, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Work Session
Tuesday, June 23, 2015
5:30 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: None

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

Administrators Absent: Jerry Oley

President Yeo called the meeting to order at 6:05 p.m.

2014/15 Budget Amendment

Kathy Eighmey reviewed the proposed 2014/15 Budget Amendment. The BOE will vote on the amendment at tonight's BOE meeting.

Items of note:

- Sinking Fund expenses were increased because expenses have been incurred on some of the summer projects that have already started.
- Decreased total revenue by \$72,284, which included a decrease in MPSERS UAAL and property taxes.
- Decreased total expenses by \$620,847, which included decreases in Health Insurance, MPSERS UAAL, FICA, Legal Services, Election Services and Natural Gas.

2015/16 Proposed Budget

Kathy Eighmey reviewed the proposed 2015/16 Proposed Budget. The BOE will vote on the proposed budget at tonight's BOE meeting.

Items of note:

- Budget Assumptions were reviewed.

Legislative Changes –

Foundation Allowance Increase @ \$140/Student

Best Practices Incentive Eliminated @ \$50/Student

Performance Incentive Eliminated @ \$30/Student

MPSERS Retirement Basic Rate (remained the same for 15/16) @ 25.78%

Health Insurance Hard Cap Increase @ 3.0%

Non-Legislative Changes

Enrollment Decrease of 100 Students

Staffing Changes

Contract Changes (Teachers will receive a step increase, Secretaries were given an increase)

Band Uniform Contribution

Phone Loan Paid off 2014/15

- Projections for fiscal years 2015/16 and 2016/17 were reviewed. There is a deficit projected for both fiscal years.

Focus School Reports

A Focus School is a school with the largest achievement gap in scale score between the top 30% of students and bottom 30% of students. Focus Schools may have high average performance overall, but have a significantly large gap, suggesting struggles addressing low achieving students. Mrs. Everly reviewed the strategies that Custer, Manor and Waterloo are using to close the achievement gap. Pre and post achievement data was reviewed, and all three schools showed an increase in reading in the bottom 30% of students.

Closed Session

Motion by Mr. VanWasshenova; support by Dr. March to convene in closed session for the purpose of discussing strategies connected with the negotiation of collective bargaining agreements, Section 8(c) of the Open Meetings Act.

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

Adjournment of Closed Session and Reconvene

Motion by Mrs. Mentel; support by Dr. March that the closed session be adjourned and the work session be reconvened into open session.

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

Adjournment

Motion by Mrs. Mentel; support by Dr. March that the 5:30 p.m., June 23, 2015, Work Session of the Monroe Public Schools Board of Education be adjourned.

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

Ryan Philbeck, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Budget Hearing

June 23, 2015

7:00 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: None

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

Administrators Absent: None

President Yeo called the meeting to order at 7:23 p.m.

2015/2016 Budget Hearing

For the General Fund, 18 mills levied on non-homestead and non-qualified agricultural property for operating purposes; and 6 mills levied on commercial personal property for operating purposes. For the Sinking Fund, 1 mill will be levied on all property to be used for building and site sinking fund purposes.

General Fund

Beginning Fund Balance	\$ 3,804,397
Revenue	55,234,770
Expenses	56,658,675
Ending Fund Balance	2,380,492

Food Service Fund

Beginning Fund Balance	\$ 767,119
Revenue	2,830,062
Expenses	2,845,120
Ending Fund Balance	752,061

Sinking Fund

Beginning Fund Balance	\$ 1,921,287
Revenue	1,786,750
Expenses	2,526,900
Ending Fund Balance	1,181,137

Building & Site Fund

Beginning Balance	\$ 4,911
Revenue	10
Expenses	-
Ending Fund Balance	4,921

Adjournment

Motion by Mrs. Taylor; support by Mr. Bunkelman that the June 23, 2015, Budget Hearing of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:27 p.m.

Ryan Philbeck, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #11

June 23, 2015

7:15 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: None

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

Administrators Absent: None

President Yeo called the meeting to order at 7:28 p.m.

Public Commentary-Agenda Items Only

There was none at this time.

Approval of Minutes

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

- June 9, 2015, Board Work Session
- June 9, 2015, Board Meeting #10
- June 11, 2015, Special Board Meeting

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

Reports and Update

The June 1, 2015, Board Personnel Committee Meeting Minutes; June 15, 2015, Board Curriculum Committee Meeting Minutes; and an Informational Report – Contracted Coaches were received.

Final Amended 2014/15 Budgets

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

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

2015/16 Proposed Budgets

Motion by Mrs. Taylor; support by Dr. March to adopt the 2015/16 proposed budgets for General, Food Service, Sinking Fund and Building and Site funds as presented. Furthermore, the Board has determined that the non-homestead millage rate be established at 18 mills non-homestead and 6 mills commercial personal property for operating purposes and an additional 1 mill be levied for Building and Site Sinking Fund on all property as approved by referendum in 2013.

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

State Aid Note Resolution

Motion by Dr. March; support by Mrs. Mentel that the Board of Education approve the District's participation in the Michigan Finance Authority 2015 State Aid Note Program as presented.

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

Extension of Sodexo Food Service Contract

Motion by Mr. Bunkelman; support by Mr. Philbeck to extend the food service management contract of Sodexo for the 2015/16 school year.

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

Staff Resignations

Motion by Mr. Bunkelman; support by Mrs. Mentel to approve the resignation from Monroe Public Schools of Ryan McLeod effective June 30, 2015, of Nancy Summers effective July 31, 2015 and of Jessica Shultz effective August 15, 2015.

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

Ratification of the Custodial-Maintenance Master Agreement

Motion by Mrs. Taylor; support by Mr. Philbeck to ratify the Master Agreement for June 10, 2015, through June 30, 2016, between the Monroe City Educational Support Personnel Association Custodial-Maintenance and the Monroe Board of Education effective June 10, 2015.

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

Monroe High School – Marching Band Camp

Motion by Mrs. Taylor; support by Mrs. Mentel to approve the attendance of Monroe High School's Marching Band at the 2015 Band Camp at Spring Arbor University in Spring Arbor, Michigan, in accordance with board policies for field trips and excursions.

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

Monroe High School – Future Corps Training Program

Motion by Mrs. Taylor; support by Mr. VanWasshenova to approve the attendance of two Monroe High School students at the Future Corps Workshop at Redlands University in Redlands, California, in accordance with board policies for field trips and excursions.

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

High School Mathematics – ALEKS Purchase

Motion by Mr. Bunkelman; support by Mr. VanWasshenova to approve the purchase of the ALEKS web-based, mathematics assessment and learning system at a cost not to exceed \$18,000.00. Funds for this purchase will come from the Secondary Curriculum Assessment Budget.

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

Elementary School Planners – 2015/16 School Year

Motion by Mrs. Taylor; support by Mrs. Mentel to approve the purchase 1,725 student planners from School Datebooks in the amount of \$4,002.66. Money for this purchase will come from the elementary curriculum teaching supplies account.

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

Schoolzilla Subscription and Implementation

Motion by Mr. Bunkelman; support by Mrs. Mentel to approve the start-up and one year subscription of

Schoolzilla at \$59,692.00. This purchase will be funded out of the 2015/2016 General Fund Curriculum Budget.

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

Chiller Repair at Monroe High School

Motion by Mrs. Mentel; support by Mr. VanWasshenova to accept the quote of \$4,955.00 from Dimech Services Inc. of Toledo, Ohio, to complete the repair to the chiller at Monroe High School. Money for this purchase will come from the Site Sinking Budget.

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

Waterloo Elementary Concrete Repair

Motion by Mrs. Mentel; support by Mr. VanWasshenova to accept the bid of \$29,115.00 from Gratton Construction Co., Inc. of Monroe, Michigan, to complete the concrete repair at Waterloo Elementary School. Money for this purchase will come from the Site Sinking Budget.

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

Summer Technology Purchases

Motion by Mrs. Mentel; support by Mr. VanWasshenova to approve the summer technology purchases at a cost not to exceed \$383,623.54. Money for these purchases will come from general funds, technology millage funds, and Title I Grant funds.

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

Video Insight Purchase

Motion by Mrs. Taylor; support by Dr. March to approve the purchase of security equipment from Video Insight at a cost not to exceed \$127,118.00. Money for this purchase will come from the general fund.

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

Superintendent Comments

The first year of the Allies in Monroe, or AIM, has now concluded. The third trimester banquet was held last week and 45 students made the goals they had set with their mentors and earned the \$200 award, which can be used for scholarship. The 45 students making their goals bring to 106 students who successfully achieved their goals during the school year. That means the students together earned more than \$20,000. Congratulations, too, to four students who made their goals all three trimesters. The program has grown so much in a year that the Monroe FOP was nearly full to capacity for the awards banquet. Thanks to all of the mentors, and to the Angels, the people in the community who have given support to this program.

With our summer in full-swing now, we are pleased that several of our school buildings are being used for a summer program that makes a free lunch available to all children up to the age of 18. The program is being administered by the Speckled Frog Learning Center, which is associated with the Monroe Housing Commission. With this program, all of our children at Riverside this summer receive a free lunch each day. Now that the Summer Learning Academy is underway at Monroe High School, free lunch is offered to all students there and their siblings if they happen to be around at lunch. Waterloo also will offer the free lunch when it has its summertime program starting in mid-July. Five other locations also offer the free lunch so children from just about anywhere in our district have a free lunch location in their neighborhood even if they are not enrolled in school this summer.

Monroe High School will host the 28th annual Monroe News All-Star Softball game at 5:30 p.m., Wednesday, and the high school all-star volleyball game at 7:30 p.m., Wednesday.

The high school football season has finally ended with the All-Star football game sponsored by the Monroe News. Congratulations to Monroe High School graduate Dathan Dickerson, who scored two touchdowns and was named the game's most valuable player. The two teams were made up of graduating seniors, and Monroe placed more players on the all-star team than any other school.

Dr. Martin wished Dr. McLeod the best of luck in his new role as Superintendent of East Detroit Public Schools. Dr. McLeod will be very successful in that role and will continue to be an advocate for effective, equitable education for all students, just as he has been here in Monroe Public Schools for many years.

Old Business

There was none at this time.

New Business

Motion by Mrs. Taylor; support by Mr. Philbeck to approve the revised Organizational Chart effective July 1, 2015.

Discussion: Due to recent developments in the district, and administrative changes that will be taking place, there was a need to review how the central office was organized. This would normally go through board policy, but due to time constraints and other issues that involve administrative placements, we weren't able to do that; however, the revision was communicated to the board in last week's board briefs. Mr. VanWasshenova expressed concern that board policy was being changed under New Business, and that it didn't go through the board policy committee.

Vote: Motion carried by a 5-2 roll call vote. Mr. VanWasshenova voted no; Mr. Bunkelman abstained.

Public Commentary-Any Topic

Selma Rankins expressed his sympathy about the shootings in South Carolina. He doesn't think black kids in Monroe Public Schools are learning.

Adjournment

Motion by Mr. VanWasshenova; support by Mrs. Mentel that the June 23, 2015, Board Meeting #11 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 8:19 p.m.

Ryan Philbeck, Secretary

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- June 17, 2015, Board Physical Resource Committee Meeting Minutes
- June 22, 2015, Board Personnel Committee Meeting Minutes
- July 6, 2015, Board Personnel Committee Meeting Minutes

Physical Resource Committee

Wednesday, June 17, 2015 @ 4:30 PM

Minutes

Present: Tedd March, Ryan Philbeck, Bob Yeo, Kathy Eighmey, Barry Martin, Jerry Oley

Jerry Oley provided an update on the 2015 Sinking Fund Construction Projects.

- MHS Staff Parking Lot and Exterior Lighting
 - The goal to complete this project is late July to early August. Work schedule has been affected because of the rain.
 - The exterior of the building is too dark at night. Jerry will probably do a change order to have photocell lighting installed to provide 24/7 lighting.
- MHS Tuck Pointing B and C wings
 - This project has started on time and is moving quickly. If the contractor is unable to work a weekday because of the weather, they will make up for it by working Saturday or Sunday.
- MMS Three Story Science Wing Windows and HVAC Replacement
 - MPS has completed all of the prep work needed for the contractor to start this project.
 - Appears to be on target for the projected start date.
 - The project may run tight.
- MMS Partial Roof Replacements – 3 Areas
 - This project is tentatively scheduled to begin at the end of June.
- Waterloo School Complete Roof Replacement
 - This project is scheduled to begin after July 4th and is scheduled to be completed within 2 weeks.
- Arborwood South Partial Roof Replacement
 - This project has not started.
- Administration Building Window Replacement
 - This project has not started.

Discussion regarding Orchard Center High School leak

- The floor has been opened up where the leak is suspected.
- Have been able to get to the pipes but have been unable to locate the leak.
- The pipes are 60 years old and wrapped in asbestos.
- In Jerry's opinion, we need to re-run the piping and close up the existing floor and piping.
- DEKA estimates costs at \$40,000 – \$89,000.
- Will be doing exploratory testing for the leak June 18th and 19th.

Discussion on Arborwood South outdoor pool

- While in this meeting Jerry received an email containing a report of repairs and estimate of costs for the pool.
- Jerry will forward this report/estimate to the Physical Resource Committee members.
- Barry will email the YMCA and the City of Monroe and provide them with details from the report/estimate and ask them of their willingness to cover repair costs to the pool.

Meeting adjourned at 5:40 PM

Monroe Public Schools Board Personnel Committee Meeting Minutes

Date of Meeting: June 22, 2015

Present: Ryan Philbeck, Cindy Taylor and Robert Yeo
Barry Martin, Julie Everly, and Holly Scherer

Next Meeting: July 6, 2015

1. **Call to Order:** The meeting was called to order at 10:02 AM
2. **Public Commentary:** None
3. **Staffing Updates:** Dr. Martin reported that interviews for the two assistant principal vacancies are being scheduled for June 30th and July 1st. Cindy Taylor will represent the board on that panel. The MHS Principal position was posted this morning. Applications for the Transportation Supervisor position are under review.
4. **Central Office Restructure:** The purpose of today's meeting was to discuss the Central Office restructure plan in light of the recent staff changes. Kathy Eighmey, Jerry Oley, and David Payne were also in attendance at today's meeting. Dr. Martin shared an updated Central Office organizational chart (see attached). This revised structure would have a Deputy Superintendent position rather than two Assistant Superintendents. Discussion was that a deputy position is more overreaching and also clearly identifies who is in charge in the absence of the superintendent. This structure would still identify two Academic Specialist roles to be added and clerical support within the Curriculum office. Mrs. Everly shared that the Academic Specialist will continue to support the building level administrators. Mrs. Everly shared ideally we would look for a math/science person and an ELA/Social Studies person.

The goal for this plan is to stabilize and continue to grow the district. This plan would include the HR Specialist position reporting to the Deputy Superintendent; with the Fringe Benefits and an HR support role (new position) reporting to the HR Specialist. It was discussed that regardless of the HR Director discussions, there is a need for additional support in the HR department.

The committee felt strongly that an HR Director role is a necessity – they continue to feel having one person overseeing both curriculum and HR is a conflict; and they continue to want one person globally overseeing HR. They recommended leaving a “box on the chart” for that HR Director role to be determined and keeping that position in the central office organizational chart is important. Dr. Martin agreed that once we are able to stabilize things with our administrator hiring, then we can start looking at that HR position again. The committee agreed it would be a good idea to fine tune and stabilize the current structure, which will help to determine the personality that we need for the HR Director.

Dr. Martin did share with the group that he would anticipate that salary for the Deputy Superintendent would need to be increased; and he plans to have discussions with the union groups on those positions as well, of particular concern being the High School Principal salary. Without the addition of the HR Director position, this would be a cost neutral plan. The central office team will be having further discussions with each union group that would be impacted if this plan is approved.

The committee agreed that Dr. Martin will finalize the chart and forward that along with a copy of the minutes to the board for approval. He will plan to bring this restructure to the Board meeting on Tuesday under new business.

5. **Old Business:**

The committee discussed the importance of looking at ways that we can do things differently, more efficiently, and how we can generate more revenue. The committee, as well as the central office team agree that we need to remain responsible with budget, but it can no longer be based on what we can take from the employees. We need to start focusing on ways that will help us recruit and retain our employees. The group also discussed the ideas of rethinking the board goal to be producing revenue rather than maintaining a particular percentage in the fund balance.

The committee discussed the need for a more in-depth comparison of salary levels, particularly administrators. They would like to further review the duties, see who is doing what, look at what can be combined. They would like to consider comparisons that include enrollment levels by building and number of support staff. The committee agrees that the challenge will be the uniqueness of our district. The committee did note that there is a larger ratio of administrators at MHS than at central office leading the district as a whole.

The committee discussed the number of support staff that are within each building and requested a review of positions and their job duties, particularly explaining the social-emotional team make up. The group agreed it would not be a bad idea to revisit the duties and roles of the support structure. Dr. Martin added that these support positions are funded with 31a and grant funds and he shared that principals have expressed gratitude for the assistance with issues being addressed, such as truancy, that they simply don't have time to address.

The committee expressed concern of how often principals and/or teachers are being pulled out of their buildings and classrooms. Mrs. Everly shared that the team realizes that sub problems are a concern and has looked at redesigning the PD calendar to limit the amount of time out of the classroom to 10 half days of PD to help remedy that through our calendar of PD.

The committee continued discussions on the need for customer service at the front line and redesigning offices to be welcoming and friendly as the first perception many families have is the main office. Dr. Martin shared that his team has had lots of conversations at all buildings about the perception as someone walks into the building. Mrs. Everly agreed that we want to have that calm and caring environment and it is unacceptable to have anything less on our frontline.

6. **New Business:** None

7. **Future Agenda Items:** None

8. **Next Meeting:** July 6, 2015 at 5:00 PM

9. **Adjournment:** The meeting was adjourned at 11:45 AM.

Monroe Public Schools Board Personnel Committee Meeting Minutes

Date of Meeting: July 6, 2015
Present: Ryan Philbeck, Cindy Taylor and Robert Yeo
Barry Martin and Holly Scherer
Next Meeting: August 3, 2015

1. **Call to Order:** The meeting was called to order at 5:02 PM
2. **Public Commentary:** None
3. **Staffing Updates:** Mrs. Scherer shared the latest staffing updates chart, reporting that we are currently screening/seeking teachers for science and Spanish at Monroe High School. We are planning to hold interviews soon for the Student Service Coordinator/Counselor and the Literacy Coach positions also at Monroe High School. Within contracted services we are seeking a technology liaison at Monroe High School; school climate liaisons for Custer and Monroe High School; a dean of student and a parent liaison for Orchard Center High School.

The committee asked for an update on the structure at Orchard Center High School. Dr. Martin noted that changes at that location for the upcoming year will be reducing one clerical position due to the title duties being reallocated to the curriculum office; and an addition of the Dean of Student. Ms. Henry has a great vision for the program; relieving her from the title duties will allow her to focus more on the learning bank and GED/adult education program integration; as well as the virtual and alternative high school programs already happening.

Dr. Martin reported that interviews for the two secondary assistant principal positions were held this week. Mrs. Taylor also sat on the panel and reported that there were at least five-six very highly qualified candidates. Nicole Shaughnessy was selected for Monroe Middle School Assistant Principal position; with five additional candidates being recommended for follow-up for the Monroe High School position; this follow up will be scheduled after the principal position is filled. For Monroe High School principal position, we have approximately 6 persons apply so far. We will be reviewing those this week with plans to interview on July 16th; Mrs. Taylor will sit on this panel. The Transportation Supervisor interviews are scheduled for July 13th; Mr. Yeo will sit on this panel. There are approximately 6-8 persons that have been offered an interview for this Transportation Supervisor position, all of which have some type of supervisory experience. Finally, administration is having discussions on internal movement for the Custer Elementary Principal, more to follow.

Mr. Rankins asked if we anticipate seeing many changes in the diversity selection of our new hires. Mr. Yeo questioned if Mr. Rankins had suggestions on how to increase the pool of diverse candidates. Dr. Martin and Mrs. Taylor both confirmed that we hire for the most qualified person for the position, regardless of color.

4. **Update on Central Office Restructure:** Dr. Martin reported that he will be meeting with the Administration Building staff to get input on the central office restructure plans. He plans to share with the group the Board's position for moving from the concessionary stance to working with people and looking at contracts for ways to put money back into the pockets; he will also make note of the salary adjustments that the board is proposing with the Central Office restructures.

Dr. Martin shared that he will be following-up by meeting with the exempt staff in particular to discuss their contracts. There are approximately twenty exempt personnel, most of which are assigned at the Administration Building. This group, along with many of the union groups, has gone for several years with no raises and it has been several years since a formal meeting has been held with the group as a whole.

Mr. Philbeck asked if there was an opportunity to work with exempt staff on a more individualized level, to recognize individual efforts. He asked if we recognize those that actively pursue excellence and growth, noting that those persons deserve to be rewarded and suggested that administration look at the opportunity to consider performance and how that would contribute more to their compensation packets. Dr. Martin agreed on the need to balance operating as a team and value of the individuals.

5. **Summer Professional Development:** Dr. Martin shared, on behalf of Mrs. Everly, that professional development is being planned in math content for the summer months. This will be paid for with title carryover funds and a recommendation will be brought to the board for approval.
6. **Old Business:** Mr. Yeo challenged the group, as part of the interview process to step outside the box. He reiterated community concerns that our district has not been successful in seeking and retaining a high school principal; and we need to think differently about how we can do that. Mrs. Taylor shared the plan for the follow-up with the Assistant Principal candidates is to bring them back to Monroe High School to see how they interact with students; another perspective from just the formal interview process. Dr. Martin shared that we will be providing each principal candidate a screening scenario they will be asked to respond to. Mr. Rankins suggested that we consider placing a minority person on the interview panel. Mr. Philbeck added that there should be future consideration given to identify and invest in our own talent.
7. **New Business:** Mr. Rankins expressed concerns on the need to better teach to minority students. Dr. Martin shared that in August the state of Michigan is sponsoring a conference specifically on Educating Black Males that we will be sending staff to attend.

Mrs. Taylor would like to see the Board of Education do some additional professional development. Mr. Yeo agreed these conferences are great resources. Although the board has cut back on some of those due to financial constraints, they would hope the community would agree on the importance of the board to be educated in their duties. The committee agreed being educated as board members and the networking is important. Dr. Martin shared that MASB has some great conferences and he will forward that information.

Mr. Yeo noted that there had been discussion on revising the Superintendent Evaluation tool and he asked if Mrs. Taylor would chair a committee to look into this further. Mrs. Taylor agreed to do so.

8. **Future Agenda Items:** None
9. **Next Meeting:** August 3, 2015 at 5:00 PM
10. **Adjournment:** The meeting was adjourned at 6:02 PM.

STAFF RESIGNATIONS

BACKGROUND

We have received a letter of resignation from **Jennifer Bennett**. Her resignation was effective July 1, 2015. Mrs. Bennett has been employed with our district for the past 14 years. She was most recently assigned as principal at Custer Elementary.

We have received a letter of resignation from **Mary Ciotta**. Her resignation was effective July 9, 2015. Ms. Ciotta has been employed with our district for the past year as a special education teacher at Monroe High School.

We have received a letter of resignation from **Margaret (Peggy) Delmotte**. Her resignation for the purpose of retirement will be effective August 1, 2015. Ms. Delmotte has been a custodian for our district for the past 36 years. She was most recently assigned as the head custodian at Custer Elementary.

We have received a letter of resignation from **Morgan Kottke**. Her resignation will be effective August 14, 2015. Ms. Kottke was a teacher with the district for the past two years. She was most recently assigned as a Spanish teacher at Monroe High School.

We have received a letter of resignation from **Van Hammack**. His resignation for the purpose of retirement will be effective September 18, 2015. Mr. Hammack has been with our district maintenance department for the past 35 years. He was most recently assigned as a Boiler Operator.

ENCLOSURES

Letter(s) of Resignation

RECOMMENDATION

Move to approve the resignation from Monroe Public Schools of Jennifer Bennett effective July 1, 2015; of Mary Ciotta effective July 9, 2015; of Margaret Delmotte effective August 1, 2015; of Morgan Kottke effective August 14, 2015; and of Van Hammack effective September 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	_____	_____	_____	_____

Ms. Julie Everly

Deputy Superintendent, Monroe Public Schools

1275 N. Macomb St.

June 29, 2015

Dear Ms. Everly,

Please accept this letter of resignation as principal of Custer Elementary effective July 1, 2015. Please know that I am committed to smoothly transitioning out of this role so if there are any questions, feel free to contact me.

I will always remain thankful for the professional growth opportunities I have had in this district over the last 14 years. I have appreciated the mentorship and leadership opportunities you have given me. My time with Monroe Public Schools has been very rewarding.

Thank you,

Jennifer Bennett

Monroe Public Schools
1275 N. Macomb St.
Monroe, MI 48162

July 9, 2015

To Whom It May Concern,

With this letter I wish to inform you that I will be resigning from my position with Monroe Public Schools as a full time Special Education Teacher as of July 9, 2015. I regret any inconvenience that this will cause.

Sincerely,


7-9-15

Mary Clotta

Margaret A. (Peggy) Delmotte

June 25, 2015

Mr. Ryan McLeod
HR
Monroe Public Schools
1275 N. Macomb Street
Monroe, MI 48162

Dear Mr. Ryan McLeod:

It is with great excitement that I submit my retirement letter.

The last almost 37 years at Monroe Public Schools has been interesting, however, after 36.75 years as a custodian, it is time for me to retire, whoo-hoo!

I will be using my last 20 vacation days (earned on July 1, 2015) from July 6 through July 31, 2015.

My last day as an employee with Monroe Public Schools will be Friday, July 31, 2015 at 3:30 p.m.

My retirement date will be August 1, 2015

Any exiting forms that need to be filled out & returned to you before my actual retirement date will need to be sent to my home.

Sincerely,



Margaret A. (Peggy) Delmotte
Pre-retiree

Cc: Jerry Oley

Tim Salenbien

Michelle Young

July 6, 2015

Morgan Kottke
Spanish Teacher
Monroe High School

To whom it may concern.

Please accept this letter as notice of my resignation from my position as certified Spanish teacher. My last day of employment will be effective August 14, 2015.

I received an offer to teach in the northern part of the state. I will be teaching Spanish and setting up the foreign language program at Inland Lakes Schools and although I will be sad to leave I can't pass this opportunity as a newer teacher.

It has been a pleasure working with Monroe Public Schools. I have had the opportunity to work with some really great co-workers and students throughout the years that have truly touched me as a person and helped me to grow into the teacher I am today.

Thank you again for the opportunity to work for Monroe Public Schools. I wish you and your staff all the best.

Sincerely,

Morgan Kottke

A handwritten signature in black ink that reads "Morgan Kottke". The signature is written in a cursive style with a large, looped "M" and "K".

To MONROE Public Schools
HUMAN RESOURCES

I Van Hammack would like to give my Notification of Retirement My Last day Will be 9/18/2015 and My retirement effective date will be 10/1/2015. It has been a wonderful experience over the years I would to Thank everyone for a truly wonderful time at Monroe Public Schools during my years of Employment.

Thanks you
Van Hammack
7-9-15

ADMINISTRATOR APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Nicole Shaughnessy as an administrator with Monroe Public Schools. This administrator will be assigned as an assistant principal at Monroe Middle School for the 2015/16 school year.

Mrs. Shaughnessy holds both a Bachelor of Science degree and a Master of Curriculum and Teaching from Michigan State University. She has been employed as a teacher with Monroe Public Schools since August 2006, and was most recently employed as a science teacher at Monroe High School.

Members of the interview panel were: Barry Martin, Superintendent; Julie Everly, Assistant Superintendents; Scott Hoppert and Barb Lafayette, Teachers; Cindy Flynn and Alex Schukow, Administrators; and Cindy Taylor, Board Member.

ENCLOSURE(S)

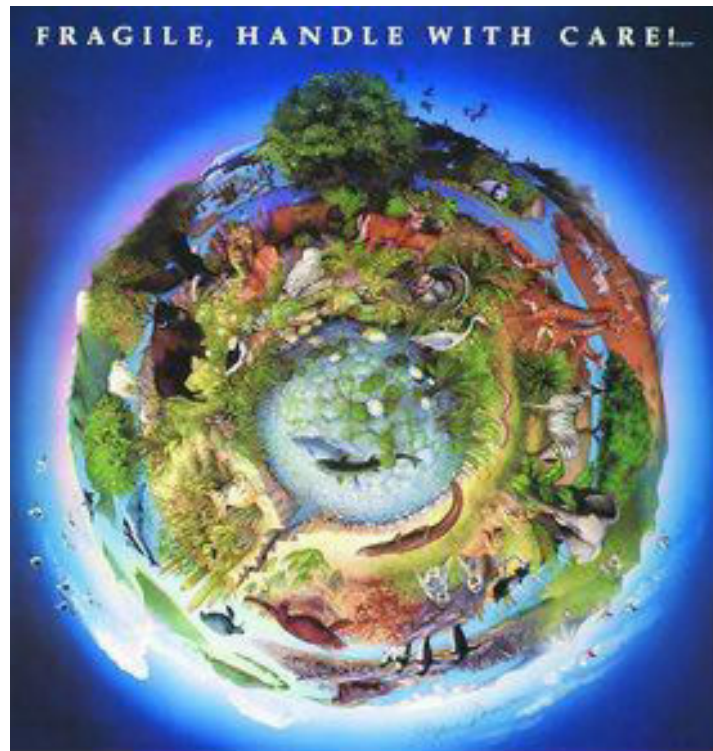
Resume

RECOMMENDATION

Move to approve the appointment of Nicole Shaughnessy as an administrator with Monroe Public Schools effective August 17, 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>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	_____	_____	_____	_____



"We are the most dangerous species of life on the planet, and every other species, even the earth itself, has cause to fear our power to exterminate. But we are also the only species which, when it chooses to do so, will go to great effort to save what it might destroy."

- Wallace Stegner

Nicole Shaughnessy

OBJECTIVE

To obtain a role as an Assistant Principal where I can use the skills I developed in the classroom to reach students at the building level.

EDUCATION

Michigan State University, Lansing, MI May 2011
Masters of Curriculum and Teaching
GPA: 4.0

Michigan State University, Lansing, MI May 2005
Bachelors of Science
Major: Biology Minor: Chemistry
Graduated with High Honors
GPA: 3.9194

Michigan Professional Teaching Certificate July 2013
Certified: general science (DX) and chemistry

TEACHING RELATED EXPERIENCES

Monroe High School Monroe, MI Aug. 2006-present

- Taught Biology, Biophysics, Chemistry in the Community, Ecology, and Freshman Seminar courses.
- Worked collaboratively with colleagues to create unique and interactive lessons that allowed students to learn content material through traditional and non-traditional methods
- Helped in creating subject specific pre and post-assessments, summative assessments, and biology curriculum for classes at the Knabusch Math and Science Center.
- Served as chairperson for the School Improvement Committee, which worked to help our school achieve AYP and become Nationally Accredited.
- Created the SurvivorKids Camp for elementary aged students to learn outdoor skills and celebrate nature.
- Coached Freshman softball team; created practice plans, managed practice times and game travel, and assisted players to grow and become the best they could be while maintaining the aspect that softball is fun
- Run the After-school e2020 credit recovery program so students behind in their credits had a better chance at graduating.
- Advised the Class of 2014. Arranged class apparel, food courts, prom, and various other activities.

Upward Bound Monroe, MI Jan. 2009- present

- Tutored students in all Science courses twice weekly during the school year
- Developed a summer curriculum for students that looked at the scientific process, stressing making predictions, gathering evidence, creating graphs, analyzing results, and making conclusions.
- Run workshops on how to prepare for the Science portion of the ACT

AWARDS AND ACTIVITIES

- SurvivorKids Camp Director Spring 2014- current
- Basketball Teacher Appreciation Award Winter 2012, 2014, and 2015
- RAISE training Summer 2012-current
- Toledo Blade's Teacher of the Month November 2009
- Red Cross Everyday Hero Fall 2008

REFERENCES

[Redacted references]

**MONROE HIGH SCHOOL
WRESTLING TEAM CAMP**

BACKGROUND

Monroe High School Athletic Director, Dr. John Ray, would like to petition the Board of Education for approval for the wrestling team to attend a wrestling camp from Wednesday, July 15, through Saturday, July 18, 2015. The camp will take place at Monroe High School.

ENCLOSURE(S)

The packet will be housed in the office of the Deputy Superintendent.

RECOMMENDATION

Move to approve the Monroe High School Wrestling Team Camp at Monroe High School in accordance with board policies for 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: July 15-18

Grade/Team/Organization Making Request: wrestling team

Destination: MHS

Address: _____

City: _____ State: _____ Zip: _____

Means of Transportation: _____

Number of Students and Adults Involved: 20

Exact Loading Location: _____

Estimated Time of Departure: _____

Estimated Time of Departure from Destination: _____

Expected Time of Arrival: _____

Purpose of Trip: CAMP

Faculty Supervisor: Jordan Mayes

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

Principal's Signature: _____ Date: _____

Approved Denied

Assistant Superintendent's Signature: [Signature] Date: 7/7/15

Approved Denied

Monroe Public Schools
Field Trip Permission Form

School: Monroe High
Date of Trip: July 15-18
Departure Time: _____
Return Time: Na
Group/Class Taking Trip: Wrestling
Destination: MHS

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

Student's Name: _____ Grade: _____

Teacher: Jordan Mayes

Address: _____

Telephone # (Home): _____ Telephone # (Emergency): _____

Insurance Co.: _____

Name of Policy Holder: _____

Contract #: _____

Parental Acknowledgment:

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

Signatures:

X _____

Date: _____

Parent(s)/Guardian

* Return to Your Child's Classroom Teacher

SEAT TIME WAIVER

BACKGROUND

The online program used for a district’s seat time waiver offering must be approved by the local school district’s board of education for the purpose of awarding credit that meets the requirements of Michigan Grade Level Content Expectations/Common Core or the Michigan Merit Curriculum. Based upon satisfactory completion of courses or other credit-earning activities, the credits earned through the seat time waiver online courses and activities shall be comparable to credits earned for a high school diploma or grade progression in the district’s traditional program setting. Board approval for instruction provided through the Monroe Virtual High School shall allow the program director to comply with this guidance.

ENCLOSURE

None

RECOMMENDATION

Move to approve the use of Michigan Virtual University and University of Nebraska Online High School courses in addition to certain other selected online course providers as monitored through GenNet in our Monroe Virtual High School program to comply with the requirements as stated.

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	_____	_____	_____	_____

NAMING OF THE MHS VARSITY SOFTBALL FIELD

BACKGROUND

On July 7, 2015, a committee made up of Tim Toth, teacher at Monroe High School; Kathy Cooley and Jeff Smith, parents; Banty Hill, student; Floreine Mentel, Board member; Bobb Vergiels and Barry Martin, met to discuss the naming of the MHS Varsity Softball field. According to Board Policy #4750, three names must be presented to the Board for consideration. The three names must be considered by the Board for three consecutive meetings before approval of any one name. The three names suggested by the committee are Rossi Field, Vince Rossi Field, and Coach Rossi Field.

ADJOURNMENT

RECOMMENDATION

Move to adjourn the July 14, 2015, Board Meeting #12.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____