



MONROE PUBLIC SCHOOLS

BOARD MEETING #14

August 11, 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 #14
Tuesday, August 11, 2015
7:00 p.m.

AGENDA

		<u>Page</u>
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:		
• July 14, 2015, Closed Meeting		
• July 28, 2015, Closed Meeting (2 sets)		
• July 28, 2015, Board Work Session		
• July 28, 2015, Board Meeting #13		
2. Staff Resignations	Mrs. Everly	10
Move to approve the resignations from Monroe Public Schools of Colleen Whalen effective August 30, 2015, and Cheryl Ryan effective August 31, 2015.		
3. Staff Appointment	Mrs. Everly	13
Move to approve the appointment of Melissa Zienert as an executive secretary with Monroe Public Schools effective July 28, 2015, and place on the appropriate salary level for this position upon completion of all pre-employment requirements.		
4. Raisinville Elementary – International Baccalaureate School Application Request	Mrs. Everly	15
Move to approve the request for the application and implementation of Raisinville Elementary becoming an IB school at a cost of \$21,395.00. This expenditure will be paid for by utilizing the 2015-2016 curriculum and Title 2 professional development budgets.		
5. MMS – Washington D.C. and New York City	Mrs. Everly	16
Move to approve the attendance of a group of Monroe Middle School 8 th grade students to Washington D.C.		

and New York City, in accordance with board policies for field trips and excursions.

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|--|-------------|----|
| 6. Naming of the Varsity Softball Field
Move to approve the recommendation to name the MHS varsity softball field _____. | Dr. Martin | 30 |
| 7. Boiler Pipes - OCHS
Move to accept the bid of \$31,340.00 from Sieb Plumbing & Heating of Monroe, Michigan, to repair the plumbing damage caused by the deterioration of the underground boiler water pipes at Orchard Center High School. Money for this purchase will come from the Site Sinking Funds. | Mr. Oley | 31 |
| 8. Roof Seam Repair – Custer II
Move to accept the bid of \$4,932.00 from Royal-West Roofing of Brighton, Michigan, to repair seams on the roof of Custer II Elementary School. Money for this purchase will come from the Site Sinking Fund. | Mr. Oley | 34 |
| 9. Playground Mulch
Move to accept the bid of \$11,725.00 from Jack’s Lawn Service of Monroe, Michigan, to provide additional playground mulch throughout the district. Money for this purchase will come from the Operations Budget. | Mr. Oley | 39 |
| 10. Apple iPad Purchase
Move to approve the purchase of 50 Apple iPads to replace aging devices used by our staff at a cost not to exceed \$23,950.00. Money for this purchase will come from the general fund. | Mr. Payne | 41 |
| 11. CTE Textbooks
Move to approve the purchase of textbooks from McGraw Hill for the Machine Tool class, and from Cengage Learning for the Internet/Computer Applications class at a total cost not to exceed \$11,151.29. Money for these purchases will come from added cost funds and the general fund. | Mrs. Everly | 44 |
| 12. Superintendent’s Comments | Dr. Martin | |
| 13. Old Business | Mr. Yeo | |
| 14. New Business | Mr. Yeo | |
| 15. Public Commentary – Any Topic | Mr. Yeo | |

16. Adjournment

Move that the August 11, 2015, Board Meeting #14 of the Monroe Public Schools Board of Education be adjourned.

Mr. Yeo

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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

- July 28, 2015, Board Work Session Minutes
- July 28, 2015, Board Meeting #13 Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- July 14, 2015, Closed Meeting
- July 28, 2015, Closed Meeting (2 sets)
- July 28, 2015, Board Work Session Minutes
- July 28, 2015, Board Meeting #13 Minutes

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, July 28, 2015
6:00 p.m.

MINUTES

Roll Call and Call to Order

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

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

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

Administrators Absent: None

President Yeo called the meeting to order at 6:00 p.m.

International Baccalaureate – Raisinville School

Members of the Raisinville staff were present to share their exploration of the International Baccalaureate program over the last year and a half. The concept of an international school is to create internationally minded students who are culturally sensitive to other countries, are curious about other parts of the world, and to become multi-lingual. The emphasis of an IB school is project and inquiry based learning, which is the current direction of the district. With some elements already in place, the transition to an IB school will be easier. The educational benefit of the program is the most important part, but having talked with other IB schools, Raisinville staff learned there was an increase in enrollment and families moved into the community because of the IB program.

Encore teachers are a vital part of the IB program, because the philosophy of IB is that we turn out well-rounded students. This is a layered approach, which means the Michigan standards will fit within the six major themes of the IB program, and Monroe Public Schools curriculum will fit under that umbrella.

There has been quite a commitment from the Raisinville staff. The steering committee was comprised of 11 staff members, who met monthly, sometimes bi-monthly. A feasibility study was also created. The cost of implementing the program is minimal, considering the anticipated increase in student enrollment. Mrs. Cyr gave tours this summer to provide information on the IB program. Based on those tours, five new students have enrolled.

Mr. Yeo commended the Raisinville staff for the amount of work put into exploring and implementing this program.

Closed Session

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

Vote: Motion carried by a 5-0 hand vote at 6:41 p.m.

Adjournment of Closed Session and Reconvene

Motion by Mr. Philbeck; support by Mrs. Taylor that the closed session be adjourned and the work session be reconvened into open session.

Vote: Motion carried by a 5-0 hand vote at 6:58 p.m.

Adjournment

Motion by Mr. Philbeck; support by Mrs. Taylor that the 6:00 p.m., July 28, 2015, Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 5-0 hand vote at 6:58 p.m.

Ryan Philbeck, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #13

July 28, 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, Trustee Floreine Mentel, and Trustee Cynthia Taylor

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

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

Administrators Absent: None

President Yeo called the meeting to order at 7:08 p.m.

Public Commentary-Agenda Items Only

There was none at this time.

Approval of Minutes

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

- July 14, 2015, Board Work Session
- July 14, 2015, Board Meeting #12

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

Reports and Update

The July 20, 2015, Board Curriculum Committee Meeting minutes were received.

Staff Resignations

Motion by Mrs. Mentel; support by Mrs. Taylor to approve the resignations from Monroe Public Schools of Riley Yamamoto effective July 30, 2015; Rebecca Jordan effective August 15, 2015; Roderick Wooten effective August 26, 2015; and Kevin Reina effective August 31, 2015.

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

Consent Agenda

Motion by Mr. VanWasshenova; support by Mr. Philbeck that Agenda Items C.5 – C.7 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

- C.5 **Administrator Appointment** - Move to approve the appointment of Sandra Kreps as an administrator with Monroe Public Schools effective July 29, 2015.
- C.6 **Administrator Appointment** – Move to approve the appointment of Cathy McDonald as an administrator with Monroe Public Schools effective August 17, 2015.
- C.7 **Administrator Appointment** – Move to approve the appointment of Frank Henry as an administrator with Monroe Public Schools effective August 4, 2015.

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

Consent Agenda

Motion by Mr. VanWasshenova; support by Mr. Philbeck that Agenda Items C.9 – C.10 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

C.9 **Teacher Appointment** – Move to approve the appointment of Shannon Bourke as a teacher with Monroe Public Schools effective September 1, 2015.

C.10 **Teacher Appointment** – Move to approve the appointment of Stuart Eastman as a teacher with Monroe Public Schools effective September 1, 2015.

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

Ratification of the Union Administrator Master Agreement Economic Re-opener

Motion by Mrs. Taylor; support by Mrs. Mentel to ratify the amendments to the master agreement for April 24, 2015, through June 30, 2016, between the Monroe Federation of School Administrators and the Monroe Board of Education effective July 20, 2015.

Discussion: Mr. VanWasshenova is opposed to this. His opposition arises from the concessions that the teachers union was required to take as a result of arbitration. He feels we are reversing that trend by giving the administrators an increase. He thinks it's a bad precedent to set because of our limited resources. He does agree, however, that some salary schedules needed to be adjusted. Dr. Martin stated that Monroe Public Schools lost five administrators in the last month. This is an effort to rectify that loss so we can manage to retain and attract administrators to the district. Compared to other districts our size, there was an issue with the pay rate for the high school principal's position. With the restructuring of central office, we were able to shuffle some funds around to help remedy the salary schedule for the high school principal position, and to also meet some other needs at the administrator level. We understand that this is a precedent; however, we're prepared to address those issues as they arise.

Vote: Motion carried by a 4-1 roll call vote. Mr. VanWasshenova voted no.

Extend School Security Service Contract

Motion by Mrs. Mentel; support by Mr. Philbeck to extend the security service agreement with Roberts Security three additional years, expiring June 30, 2018. The hourly rate will remain at \$13.96. It should be noted the requirements of Public Act 129-131 and 138 of 2005 (laws pertaining to criminal checks) be included.

Discussion: Mr. VanWasshenova thinks contracts have to be put out for bid; we're dealing with a lot of public money, and he thinks board policy requires it.

Vote: Motion carried by a 4-1 roll call vote. Mr. VanWasshenova voted no.

MHS Cross Country Camp

Motion by Mr. VanWasshenova; support by Mrs. Taylor to approve the Monroe High School Cross Country Camp at Lake Dianne in Camden, Michigan, in accordance with board policies for field trips and excursions.

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

MMS Student Chair Purchase

Motion by Mr. VanWasshenova; support by Mr. Philbeck to approve the purchase of 66 student chairs at a price not to exceed \$4,590.96. Money for this purchase will come from the Monroe Middle School capital outlay account for the 2015-2016 school year.

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

Special Education Testing Materials

Motion by Mrs. Mentel; support by Mr. VanWasshenova to approve the purchase of the Woodcock-

Johnson testing materials from Riverside Publishing HMH in the amount of \$4,874.91.

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

MPS Professional Development

Motion by Mrs. Taylor; support by Mrs. Mentel to approve the Summer Math Institute for elementary and secondary teachers at the cost of \$39,000.00. This expenditure will be paid for by using 2014-2015 Title 2 funds.

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

Custodial Equipment Purchase

Motion by Mr. VanWasshenova; support by Mrs. Mentel to approve the purchase of two Panther 28T carpet scrubbers from Lower Huron Supply Company of Wayne, Michigan, at a cost not to exceed \$10,793.36. Money for this purchase will come from the Operations Budget.

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

Naming the MHS Varsity Softball Field

As was mentioned at the last board meeting, a committee was formed to discuss naming the varsity softball field. According to board policy, we have to present the names to the board at three consecutive meetings. The proposed names are Rossi Field, Vince Rossi Field, and Coach Rossi Field. This is the second opportunity for discussion, and a vote will be taken at the next meeting.

Mrs. Mentel stated that it bothered her to name the field after a person. She referenced Cantrick School, which is now named Arborwood. Her reason for wanting to sell the naming rights is to get money for kids who can't afford to pay \$150 to play a sport. She would like all students who want to play a sport, given the opportunity to do so. There was a lot of discussion at the last meeting that it was an opportunity to raise money to benefit kids. Mr. Yeo stated that some of the comments may have been misunderstood; he is not against naming the field after Vince.

Jim Davis, Monroe High School varsity softball coach, said the motivation to name the field after Vince is to honor his 33 years as softball coach; and not just his team performance on the field, but all the academic work, and his work in the community. Vince still works with young softball and baseball players.

Monroe High School teacher Anne Knabusch agrees with Mrs. Mentel about getting more kids involved in sports, but that may be a separate conversation. Anne played for Coach Rossi before this field was created. The current field is a state of the art facility, and she believes it's the best high school softball field in the state of Michigan. This would be a huge honor for him, and so well deserved.

Mr. Philbeck doesn't believe the decision to name the field after Coach Rossi is in jeopardy. The conversation about raising funds to benefit students didn't mean any disrespect to Coach Rossi or his accomplishments. Mr. Philbeck agrees there is a problem and this was a good way to start a conversation internally and publicly. He also mentioned Mr. Toth's strong support for the committee's recommendation to name the field after Vince.

Mr. Davis suggested that the field be named Vince Rossi Field.

MHS – Student Chairs and Tables

Motion by Mrs. Mentel; support by Mrs. Taylor to approve the purchase of student tables, chairs, and

bookcases at a price not to exceed \$20,928.88. Money for this purchase will come from the Monroe High School capital outlay account for the 2015-2016 school year.

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

Superintendent Comments

The Summer Learning Academy is “Going Public” on July 30. The SLA students will be showing off their projects and what they have learned by completing them at an open house at Monroe High School from 8:45 a.m. until noon.

Congratulations to Monroe High School student Keegan Drager, who is attending a Summer Leadership Camp on a full SET SEG Foundation Scholarship. Some 300 students from across the state applied for the scholarship to attend the session and Keegan was one of only 65 to be selected. The SET/SEG Foundation works to advance learning, leadership and civic responsibility among students in public schools throughout Michigan. The goal is for students attending the camp to further develop their leadership skills and come back to be leaders in their schools.

Monroe High School will hold registration for new students on August 12 and 13, from 10:00 a.m. – 2:00 p.m. each day.

Once again, we will host a booth at the Monroe County Fair. We will feature a continuous slide show of the many good things which happened in school last year, plus at scheduled times during the day, we will feature a virtual reality helmet used by our robotics team. The booth will have a display of award-winning student projects and the robotics team’s latest robot. We will feature many of our new teachers and administrators and will advertise when they will be at the booth so people can stop by and say hello. We also will have a sand box for young children to dig in under the slogan, “We dig Monroe Public Schools.” And – of course – the high school yearbooks, one of the favorite displays year after year.

Board members received a note card featuring art work done by our students that will be for sale to benefit the Education Foundation of Monroe Public Schools. We will start selling the set of 12 cards and envelopes for \$10 during fair week. We will have them for sale at the Ad. Bldg. and you can check with Bobb Vergiels if you are interested in purchasing a set.

Old Business

There was none at this time.

New Business

There was none at this time.

Public Commentary-Any Topic

There was none at this time.

Closed Session

Motion by Mrs. Taylor; support by Mr. VanWasshenova to convene in closed session for the purpose of discussing strategies connected with the negotiations of collective bargaining agreements, Open Meeting Act, Section 8(c).

Vote: Motion carried by a 5-0 hand vote at 7:51 p.m.

Adjournment of Closed Session and Reconvene

Motion by Mr. Yeo; support by Mr. VanWasshenova that the closed session be adjourned and Board Meeting #13 be reconvened into open session.

Vote: Motion carried by a 5-0 hand vote at 9:20 p.m.

Adjournment

Motion by Mr. Yeo; support by Mr. VanWasshenova that the July 28, 2015, Board Meeting #13 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 5-0 hand vote at 9:20 p.m.

Ryan Philbeck, Secretary

STAFF RESIGNATIONS

BACKGROUND

We have received a letter of resignation from **Cheryl Ryan**. Her resignation is effective August 31, 2015. Ms. Ryan has been employed with our district for the past 21 years. She was employed as an English teacher at MHS.

We have received a letter of resignation from **Colleen Whalen**. Her resignation is effective August 30, 2015. Ms. Whalen has been employed with our district for the past 21 years. She was employed as an elementary teacher at Custer.

ENCLOSURES

Letter(s) of Resignation

RECOMMENDATION

Move to approve the resignations from Monroe Public Schools of Colleen Whalen effective August 30, 2015, and Cheryl Ryan effective August 31, 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	_____	_____	_____	_____

Colleen Whalen

August 2, 2015

Monroe Public Schools
1275 North Macomb Street
Monroe, Michigan 48162

To Whom It May Concern:

Please accept my official resignation from Monroe Public Schools, as an elementary teacher at Custer Elementary School effective August 30, 2105.

I have grown tremendously as a practitioner throughout the 24 years I have been employed by Monroe Public Schools. I have been involved in countless professional development opportunities over the years, which has deepened my content knowledge and solidified my teaching beliefs. Working alongside teachers, administrators and staff at all of the buildings, elementary, middle and high school, have been enjoyable and memorable.

I appreciate the confidence and trust Monroe Public Schools has had in me as an educator. I wish Monroe Public Schools continued growth and success in the future.

Sincerely,



Colleen Whalen

[REDACTED]
August 3, 2015

Dr. Barry Martin
Superintendent
Monroe Public Schools
1275 N. Macomb St.
Monroe, MI 48162

Dear Dr. Martin:

I respectfully request to resign my position with Monroe Public Schools effective August 31, 2015 with the expectation of receiving Terminal Pay under Article 12, Section E of the Master Agreement. I was offered a position at the Monroe County Middle College, and while it was a difficult decision to make, ultimately I think it will be one that is in the best interest of my family.

It is with bittersweet emotions that I leave Monroe Public Schools after having served here for 21 years. I value my time in this district and the wonderful teachers, administrators and staff that I have not only had the privilege to work with, but with whom I have grown as an educator. If you have any questions or concerns regarding this request, please feel free to contact me. Thank you in advance for your consideration of this matter.

Sincerely,



Cheryl Ryan
[REDACTED]

STAFF APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Melissa Zienert as an executive secretary with Monroe Public Schools. This is a non-affiliated position. Ms. Zienert will report to the Deputy Superintendent at the Administration Building.

Members of the interview panel were: Barry Martin, superintendent; Julie Everly, deputy superintendent; Steve Pollzzie, principal; and Gayle Lambert, executive secretary.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Melissa Zienert as an executive secretary with Monroe Public Schools effective July 28, 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	_____	_____	_____	_____

Objective

To obtain the position of Administrative Assistant to the Monroe Public Schools Deputy Superintendent

Work History

2010~Present: Administrative Assistant to the Assistant Superintendents of Elementary and Secondary Curriculum, Instruction and Human Resources.

Job duties include but are not limited to:

- Organizing and distributing discipline packets for the Board of Education hearings
- Organizing and distributing the reinstatement hearing packets
- Supply chain coordinator and purchaser for Y5-6 science consumables
- Kindergarten registration coordinator
- District curriculum committee administrative assistant for meeting minutes
- Purchase agent for district curriculum and professional development materials
- District Improvement meeting coordinator and location organizer
- Support person for elementary and secondary secretaries
- M-Step coordinator for delivery of tickets and materials

2004~2010: Administrative Assistant to the Principal at Raisinville Elementary School

Job duties included but are not limited to:

- Assistant to the Principal
- Student care facilitator
- PR person for the school
- Main contact for parents and students
- Payroll coordinator for non-certified school employees
- Supply chain coordinator and purchaser for school supplies
- Building MEAP Coordinator

2002~2005: Level One Technician with Monroe Public Schools Technology Department

1999~2002: Inclusion, technology, and lunch assistant at Manor Elementary School

1990~1992: Monroe County Health Department—Women Infant and Children (WIC) program

Education and Certifications'

January 2013: School Administrative Professional Certification from the Michigan Institute for Educational Management

February 2013: Certificate of Completion for the Monroe Public Schools Step-Up Program

1986: Certificate of Completion: Moorman School of Travel, Detroit Michigan

1982: Graduated from River Valley High School, Three Oaks Michigan

**RAISINVILLE ELEMENTARY
 INTERNATIONAL BACCALAUREATE SCHOOL APPLICATION REQUEST**

BACKGROUND

For well over one year the Raisinville Staff has been researching the possibility of becoming an International Baccalaureate (IB) school. During this feasibility study, the staff has reviewed the background and materials encompassed in the International Baccalaureate Primary Years Program. The program is designed to provide students experiences to develop into "inquirers, thinkers, communicators, risk-takers, knowledgeable, principled, caring, open-minded, well-balanced, and reflective citizens" who help to create a better and more peaceful world through intercultural understanding and respect. To this end, the IB works with schools, governments, and international organizations to develop challenging programs of international education and rigorous assessment. The philosophy and materials of IB complement our district's stance regarding inquiry, individualized learning, workshop instruction, and integrated curriculum.

The Raisinville staff members have presented multiple times at the Board Curriculum Committee, and most recently at the Board Workshop, and they are eager to move forward. Once the application is filed, the staff will complete mandatory professional development on creating integrated units. In subsequent years, there are annual fees of approximately \$10,000.00. There is no penalty should the district decide to discontinue the program.

RECOMMENDATION

Candidate Stage application fee: \$4,170
 IB Professional Development Materials and Network Access: 25 staff @ \$449 per teacher = \$11,225
 IB Trainer Fees, Travel Costs, and Ongoing Consultation for the Year: \$6,000
 Total Start Up Cost: \$21,395

Move to approve the request for the application and implementation of Raisinville Elementary becoming an IB school at a cost of \$21,395.00. This expenditure will be paid for by utilizing the 2015-2016 curriculum and Title 2 professional development budgets.

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 MIDDLE SCHOOL
WASHINGTON D.C. and NEW YORK CITY
OVERNIGHT TRIP**

BACKGROUND

Monroe Middle School Principal, Cindy Flynn, would like to petition the Board of Education for permission to escort a group of eighth grade students to Washington D.C. and New York City. The group will leave on Thursday, May 12, 2016, and return to MMS on Sunday morning, May 15, 2016. The travel plans have been arranged through Corporate Travel of Dearborn Heights, Michigan.

Monroe Public School funds will not be used to defray the cost of this trip. The students will have fund raising opportunities and there will be the possibility of scholarships for students from donations.

ENCLOSURE(S)

Monroe Public Schools – Abbreviated Field Trip & Excursion Check List Form along with the complete itinerary from Corporate Travel Service, Inc.

RECOMMENDATION

Move to approve the attendance of a group of Monroe Middle School 8th grade students to Washington D.C. and New York City, 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

Date of Trip: May 12-15, 2016

Grade/Team/Organization Making Request: 8th grade Class Trip

Destination: Washington D.C. and New York City

Address: _____

City: _____ State: _____ Zip: _____

Means of Transportation: hired motor coach

Number of Students and Adults Involved: _____

Exact Loading Location: 6th St. side of mms

Estimated Time of Departure: 4:30 a.m. mms

Estimated Time of Departure from Destination: 10:00 p.m. NYC

Expected Time of Arrival: 9:00 a.m. mms

Purpose of Trip: to enrich the education of our Monroe middle school students; to develop context

Faculty Supervisor: James Drew

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

Principal's Signature: Cindy Ryan Date: 8-5-15

Approved Denied

Assistant Superintendent's Signature: Julie M. Ely Date: 8-6-15

Approved Denied

MONROE PUBLIC SCHOOLS

ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

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

FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

8th grade class trip to Washington D.C.
and New York City. We will spend 3
days touring Washington D.C. and
New York City.

School(s): Monroe Middle School

Chaperones: James Drew others TBD
Kevin Pilgrim
Scott Hopper
Heather Michael

Method of Transportation: hired motor coach

Date of Departure: 5/12/16 Time of Departure: 4:30 a.m.

If overnight, number of nights: 3

Date of Return: 5/15/16 Time of Return: 9:00 a.m.

Number of Students Participating: 100-150

Number of Staff Supervising: 6 or 7 supervisors

Number of Other Adults Assisting: 30-40

Number of School Days Student will be Attending Trip: 2

Cost Per Child: 599.00

Cost Per Chaperone: 669.00

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes

No

Chaperones: Yes

No

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

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

Updated: 09/12/06

Monroe Middle School
503 Washington Street, Monroe, MI 48161

Website: <http://www.monroe.k12.mi.us/mms/>
Phone: 734-265-4000 Fax: 734-265-4001

Mrs. Cindy Flynn, Principal 734-265-4000
Mrs. Nicole Shaughnessy, Assistant Principal 734-265-4030

To: Julie Everly
From: Cindy Flynn
CC: James Drew
Date: July 29, 2015
Re: MMS Washington DC and NYC

I am requesting approval of a two night field trip for our MMS students to Washington, DC and New York City. The trip will engage students in activities equal to the 8th grade American History curriculum. Many of activities that the 8th grade social studies teachers will be interdisciplinary planning will include American history, how to budget, travel planning, and will support the common core learning standards.

Mr. Drew is organizing the trip and has done the research on the program that will be offered to our students through Corporate Travel. This field trip will be of no cost to the school or district. However, due to the cost of the trip to our students and their families; there will be fundraising options to help cover some of the expense of the trip for our students. We are committed to making sure that all of our students, regardless of economic status, have equal access to participate in this trip. He has also provided a passenger reservation form, tentative itinerary, and the overnight motor coach contract with Corporate Travel. It appears that he has done all the planning and organizing necessary to ensure that the trip will be successful.

If you have any questions, feel free to contact either James or me.

Thanks for your consideration.

"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 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 MIDDLE SCHOOL
FIELD TRIP REQUEST**

All requests for any field trip must be submitted to the Principal AT LEAST 15 SCHOOL DAYS BEFORE THE DATE OF THE TRIP.

Building Policy: Field trips should be Academic in nature, tied to content standard and include follow-up activities.

Date of trip: May 12-15, 2016

Date of request: 7/20/15

Grade or organization making request: MMS 8th grade class trip

Faculty Sponsor: James Draw

Destination: Washington D.C. and New York City

Address: —

Phone Number of Destination: 734-755-2860 (Draw's cell)

Purpose: to enhance the social studies curriculum
for 8th grade and 9th grade
- to provide a real context for the world
in which our students live - to inspire

Estimated time of departure: 4:30 a.m. 5/12/15

Estimated return time: 9:00 a.m. 5/15/15

Substitute needed: X yes — no

Principal's signature: Cindy Johnson

— approved — denied

Reason for denial: —

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

EXPLANATION AND DATES:

Departure Date/Day 4/12/15 Return Date/Day 4/15/15

A group of students and adult chaperones are planning a trip to: City Washington D.C. and New York City
State D.C. + N.Y. Country USA (daily itinerary must be attached).

The purpose of this trip is enhance 8th + 9th grade curri and the group sponsoring the trip is Monroe Middle School.

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

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

GENERAL INFORMATION:

Student's Name _____ Grade _____ D.O.B. _____

Address _____ Phone _____

Parent/Guardian Name(s) _____ Emergency Phone _____

MEDICAL INFORMATION

Family Doctor • _____ Phone _____

Last Tetanus Shot _____ Allergies (if any) _____

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

Other pertinent information _____

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

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

INSURANCE INFORMATION:

Insurance Company _____ Contract No. _____

Name of Policy holder _____ Policy Number: _____

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

(Parent(s)/Guardian(s))

Signed before me this _____ day of _____ 20____

Notary Public

My commission expires _____

PASSENGER RESERVATION FORM



CORPORATE TRAVEL

**Monroe Middle School:
Washington, DC and New York City
May 12-16, 2016**

BOOKING METHODS

Option 1: Online at www.ctscentral.net: Trip Code: 11140 Group Code: 1944

Option 2: Return this completed form to Corporate Travel Service with cash, check, money order, or credit card information

Initial deposit required by 10/09/15 to confirm reservation

	<input type="checkbox"/> Quad	<input type="checkbox"/> Triple	<input type="checkbox"/> Double	<input type="checkbox"/> Single
Tour Rates/Person	\$599.00	\$639.00	\$689.00	\$859.00

Passenger Full Name: _____ (adult signature required below)

Gender: Male Female Birthdate: (Required) ____ / ____ / ____

Address: _____

City: _____ State: _____ Zip: _____

Home: _____ Cell: _____ Work: _____

Parent Email Address (required): _____

DEPOSIT SCHEDULE

1st Payment: \$150.00 per person due on or before 10/09/15

2nd Payment: \$150.00 per person due on or before 11/13/15

3rd Payment: \$150.00 per person due on or before 01/15/16

Final Payment: Due no later than 02/19/16

CANCELLATION POLICY

From date of deposit to 02/12/16 \$25.00 penalty per seat

From 02/13/16 - 03/13/16 \$75.00 penalty per seat

From 03/14/16 - 03/28/16 \$150.00 penalty per seat

On or after 03/29/16 **NO REFUND**

\$20.00 LATE FEE APPLIED TO ALL LATE PAYMENTS

CASH, CHECK, OR MONEY ORDER

- Make Checks Payable to: Corporate Travel Service (address below)

Insure proper credit by including traveler's name on the memo line

- \$25 NSF FEE for any returned checks to Corporate Travel

- Online payments only available if initial deposit was made online

Personal checks not accepted after: 02/19/16

CREDIT CARD – full payment only – VISA or MasterCard

Name on Card: _____

Card Type: Visa MC

Card #: _____ Security code: _____

Expiration: _____

Cardholder's Signature: _____

Return this form with deposit to Corporate Travel Service: 23420 Ford Rd. Dearborn Heights, MI 48127, 313.565.8888 ext. 185 or 122

Cancellation Insurance Information: Travel/cancellation insurance is optional, but highly recommended. The cost varies with the price of the trip and age of the traveler. Insurance covers many aspects of travel, including trip cancellation and medical coverage. It must be purchased within 14 days of your trip deposit to get the best coverage. Please call Travel Guard, toll free at 1-877-248-8992 to purchase, or visit www.travelguard.com. Give the operator ID #23611545. Ask for "Cancel For Any Reason" policy.

Release: Corporate Travel Service, Inc., its employees, shareholders, officers and directors (collectively "CTS") does not own or operate any entity which is to or does provide goods or services for your trip, including, for example, lodging facilities, transportation companies, local ground operators, including, without limitation, various entities which may utilize the CTS name, guides, sightseeing companies, entertainment, food or drink service providers, equipment suppliers, etc. As a result, CTS is not responsible for any negligent or willful act or failure to act of any person or entity. In addition, CTS is not responsible for any negligent or willful act or failure to act of any other person or entity it does not own or control. Without limitations CTS is not liable for any direct, indirect, consequential, or incidental damage, injury, death, loss, accident, delay, inconvenience or irregularity of any kind which may be occasioned by reason of any act or omission beyond its control, including, without limitation any willful or negligent act, failure to act, breach of contract or violation of local law or regulation of any third party such as a cruise line, airline, train, hotel, bus, taxi, van, local ground handler or guide, whether or not it uses the CTS name, financial default or insolvency of any supplier which is to, or does supply any goods or services for this trip. Similarly, CTS is not responsible for any loss, injury, death or inconvenience due to delay or changes in schedule, overbooking of accommodation, default of any third party, attacks or bites by animals, insects or pests, injury or death while on activities sponsored by lodging facilities or by other third parties, sickness, the lack of appropriate medical care, evacuation to same, if necessary, weather, strikes, acts of God or government, acts of terrorism, or the threat thereof, force majeure, war, quarantine, epidemics, or the threat thereof, criminal activity, or any other cause beyond its control. Should any named guest speaker, host, artist, or other personality be unable to participate in this event, every

effort will be made to secure a substitute. Regardless of the participation of said personality the tour will proceed as scheduled on the dates listed. By signing this form to participate in this tour, you agree that the terms of the cancellation penalty will be binding upon you regardless of whether any named speaker, host, artist, or other personality is able to participate. Prices based on a minimum number of participants per motor coach. Price subject to change.

Terms and Conditions: Photography: CTS may take photographs or film of its trips and trip participants, and participant grants CTS express permission to do so and for CTS to use such for promotional or commercial use without payment of any fee or royalties. Unused Services: There is no right to a refund for any unused services. Baggage: Baggage is at owner's risk throughout the tour. The right is reserved to alter or cancel the itinerary, at Corporate Travel Service's sole discretion, as it may deem necessary or advisable. Participation: Corporate Travel Service reserves the right to decline to accept or retain any participant on any of its tours if, in its sole discretion, it deems accepting or retaining any such participant as being detrimental to the tour. In the event any participant is removed from a trip, Corporate Travel Service's only obligation is to refund to that person that portion of the payment allocable to unused services. Binding Arbitration: Any controversy or claim arising out of or relating in any way to these Terms and Conditions or any other information relating in any way to the trip, or to the trip itself, shall be settled solely and exclusively by binding arbitration in Dearborn Heights, Michigan, in accordance with the commercial rules of the American Arbitration Association then existent. Substantive (but not procedural) Michigan law shall apply in any such arbitration. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract. Including but not limited to any claim that all or any part of this contract is void or voidable. * Please retain a copy of this form for your personal records*

I have read and accept the conditions regarding payment schedule, cancellation penalties, pricing, Release, terms and conditions, and binding arbitration. Should I wish to purchase optional insurance, I understand that it is my responsibility to contact Travel Guard.

Signature: _____ Date: _____

**Signature required for person listed above. (Parent/Guardian must sign for students)*



EDUCATIONAL TOURS BY CORPORATE TRAVEL

July 29, 2015

Monroe Middle School
James Drew
503 Washington
Monroe, MI 48161

RE: Overnight Motorcoach Tour Agreement

Dear Mr. Drew,

Thank you for selecting an educational tour from Corporate Travel Service. We are grateful you have allowed Corporate Travel Service, a Michigan based company and a member of **SYTA** (Student Youth Travel Association), the opportunity to operate your planned student tour. Our entire staff looks forward to serving you in a caring and professional manner. This year, we are celebrating our 50th Anniversary of providing Educational Tour Excellence to all of our clients we serve.

The information below serves as the final agreement for your tour to Washington, DC

DATES OF TRAVEL: May 12-15, 2016

	Quad	Triple	Double	Single
TOUR RATES/PERSON:	\$599.00	\$639.00	\$689.00	\$859.00

All rates are based on a minimum of 48 paying passengers per motor coach. If your group falls below the minimum number a charge of \$259.34 will be assessed for each empty seat. Rates are subject to change.

SCHOOL SUPPLEMENT:

You have elected to include a school supplement of **\$20.00** per person. These funds will be used to cover outstanding student occupancy balances and school incidental expenses such as t-shirts, teacher substitutes, etc. Most schools elect to take this option to cover forced triple or double occupancies, that is, those that are not elected on the reservation form by the participant but are required due to an uneven number of male and female students not evenly fitting into quad occupancies. Any balance of funds collected and not needed to cover these triple and double occupancies will be returned to the school after the trip is paid in full.

* Overnight tour prices are per person according to room type and are determined with the final rooming list from your school: a "Single" room is one person in a room with one bed, a "Double" is two persons in a room with two beds, a "Triple" is three persons in a room with two beds, and a "Quad" is four persons in a room with two beds. There is an additional fee for rollaway beds in any room type. Rollaway beds are subject to availability.

Your tour prices listed above **do** include 2 CTS Tour Managers.

* Tour Managers: Our tour manager will meet your group at your school and remain with you until the tour returns. By signing this agreement you agree that the sole responsibility of the tour manager is to accompany your school and coordinate details of the itinerary with the suppliers at the destination, e.g. confirming arrival and departure times. The tour manager acts solely as a liaison between the group and the various attractions and suppliers at the destination to ensure as smooth a travel experience as possible. The tour manager will assist with: arrival and departure procedures at each attraction and destination, monitoring the service quality of the tour, and in the event of an emergency, coordinating appropriate action including seeking instruction from the main office. By signing this agreement you agree that the tour manager is not a chaperone and is not in any way responsible for ensuring the health or safety of any individual traveler on this tour.

MOTORCOACHES RESERVED: 4 / 56 passenger deluxe motor coach.

INCLUSIONS:

- Round trip deluxe motor coach transportation
- Two night accommodations at the Holiday Inn Chantilly
- Two full American breakfasts at the hotel
- Two lunch cash allowances of \$10.00 each
- One boxed lunch
- One pizza dinner upon arrival at the hotel
- One dinner cash allowances of \$10.00 each
- One evening dinner cruise with DJ aboard the Spirit of New York
- Stop en-route – Flight 93 Memorial / Shanksville
- One ½ day tour of Washington, D.C. with licensed step-on guide
- Two illuminated monument tours of Washington, D.C. with licensed step-on guide
- Four-hour sightseeing tour of New York City with licensed step-on guide
- Wreath for presentation at Arlington – school to obtain appointment
- Security each evening – 10:00 p.m. – 4:00 a.m., one security guard per motor coach
- Services of two Corporate Travel Tour Managers beginning and ending at Monroe Middle School
- Gratuities to step on guides and motor coach drivers
- 24-Hour Emergency number provided to all participants on tour (wristband)

COMPLIMENTARY TOURS:

Corporate Travel will provide **1** complimentary tour for every 15 paying passengers; the sixteenth (16th) passenger travels at no cost. The complimentary tours are based on double occupancy with two (2) passengers sharing the room. Those electing single occupancy will be charged an additional fee.

PAYMENT SCHEDULE:

Motorcoach Deposit: \$100.00 per motor coach required immediately to begin securing reservations. Please know that proposed inclusions are subject to availability at the time we receive your deposit. If an inclusion is not available, we will suggest suitable alternatives.

First Payment: *	\$150.00 per person due on or before 10/09/15
2nd Payment:	\$150.00 per person due on or before 11/13/15
3rd Payment:	\$150.00 per person due on or before 01/15/16
Final Payment:	Due on or before 02/19/16

ROOMING LIST:

Rooming list is due in our office no later than March 14, 2016. It is your responsibility to clearly note any special requests and/or requirements on the rooming list, e.g.: smoking/non-smoking rooms, low salt or kosher dietary restrictions, mobility impairment, adjoining room requests, or any other special room arrangements for your group. Please be aware that your requests and the hotel’s other guests overlapping stays may preclude the hotel, or other suppliers, from being able to honor all of your requests. Special arrangements cannot be guaranteed. **As of this year, we are mandating no room list changes can be made after May 5, 2016, one week prior to departure.**

RESERVATION FORMS:

Forms must be completed **with full legal name**. Passengers 16 years and older may be required to present government issued photo identification at some attractions. Incomplete reservation forms will be returned and reservation will not be confirmed until complete information is submitted.

NOTE: Everyone traveling must fill out a reservation form including students, teachers, staff, parents and complimentary passengers.

*Final/Late Payments: We are unable to accept personal checks in our office after February 19, 2016. We will accept cash, school checks, bank checks, and money orders only. Payments must be prompt in order for us to meet obligations with our suppliers. Late payments may result in space being cancelled and cancellation fees being assessed. Payments received after final due date will incur a \$20 late fee.

FORM OF PAYMENT:

Checks may be made payable to Corporate Travel Service, and mailed directly to Corporate Travel with the appropriate reservation forms by the first scheduled payment deadline. There is a \$25 bank fee for all returned checks. Note: In order to accurately identify payments, please mark the name of the student on each check. **NOTE: With this option, all fundraising monies must be submitted to Corporate Travel with a list of participants, and the amount to be applied to their account no later than 90 days prior to departure.**

ONLINE RESERVATIONS:

**Online booking is available for your school.
www.ctscentral.net/booking Trip Code #11140 Group Code #1944**

CANCELLATION POLICY:

All cancellations must be received in writing. Penalties will be per the fax or postmark date.

From date of deposit to 90 days prior to departure	\$25.00 per seat Administrative Fee
From 89 to 60 days prior to departure	\$75.00 penalty per seat
From 59 to 45 days prior to departure	\$150.00 penalty per seat
Cancellations received less than 45 days	No Refund.

SPECIAL REQUEST:

In the 2015-2016 school season, we are requesting a cell phone number for the head chaperone. This will be given to the motor coach company as well as an "on call" Corporate Travel staff member allowing an open line of communication on the day of departure. Cell phone number: _____

CANCELLATION INSURANCE:

Travel Insurance is optional, but highly recommended. The cost varies with the price of the trip and age of the traveler. Insurance covers many aspects of travel, including trip cancellation and medical coverage. It must be purchased within 14 days of depositing on your trip to get the best coverage. Please call Travel Guard International, toll free at 1-877-248-8992 to purchase. Give the operator ID #23611545. Ask for the policy with "Cancel for Any Reason" coverage.

DEVIATING PASSENGERS:

In order to insure the safety of passengers and a quality touring experience, deviating passengers are prohibited. All travel must be as a group via the air and motorcoach arrangements made by Corporate Travel Service. *We cannot be responsible for persons following in a car or meeting the group at the destination.*

FINAL DOCUMENTS:

Final documents are generally ready (2) weeks prior to trip departure date and will be released to the group when account is in good standing.

Thank you for booking with Corporate Travel Service, Inc. ***Please sign and date below to acknowledge your approval of the above terms, conditions, and inclusions. Return a copy of this signed contract by July 30, 2015, to hold confirmed space.***

Corporate Travel Representative:

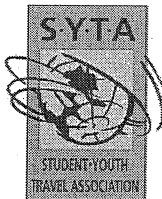
Group Leader/Teacher:



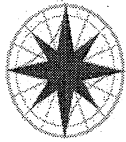
Dawn Kubala
Educational Tour Consultant
Date: 07/09/15

James Drew
Monroe Middle School
Date: ___/___/___

cc: Ops File/AJR
Educational Tour Consultant



TOUR ITINERARY



EDUCATIONAL TOURS BY CORPORATE TRAVEL

NAME OF SCHOOL: Monroe Middle School
DESTINATION: Washington D.C. and New York City
START DATE OF TRAVEL: May 12, 2016
END DATE OF TRAVEL: May 15, 2016

This Itinerary is Tentative

May 12, 2016 (Thursday)

(L, D)
04:30 a.m. Motor coaches report for boarding at Monroe Middle School, 503 Washington, Monroe, MI.
05:00 a.m. Depart school and drive to Washington, DC.
Stop in Shanksville to visit the Flight 93 Memorial.
Lunch included en route using cash allowance.
05:00 p.m. Check in at the Holiday Inn Chantilly
06:00 p.m. Pizza dinner at the hotel.
06:45 p.m. Meet your guides for an illuminated tour of Lincoln, Vietnam, Korean, and WWII memorials.
09:40 p.m. Depart for Hotel.
10:10 p.m. Return to hotel. Security on duty.

May 13, 2016 (Friday)

(B, L, D)
07:00 a.m. Full American Breakfast included at the hotel.
08:10 a.m. Depart hotel for Washington D.C.
08:30 a.m. Arrival at Arlington National Cemetery.
Meet your step-on guide at the Welcome Center.
11:15 a.m. Visit the 911 memorial.
12:15 p.m. Lunch included using \$10.00 cash allowance at Pentagon City Mall.
01:45 p.m. Bus 1 and 2 Capitol Tour (55 tickets at 2:10 and 55 tickets at 2:20).
01:40 p.m. Bus 3 and 4 visit the Library of Congress.
02:20 p.m. Bus 3 and 4 take the tunnel to the Capitol Visitors Center.
Tour of the Capitol (55 tickets at 2:30 and 55 tickets at 2:40)
03:10 p.m. Bus 1 and 2 visit the Library of Congress and Supreme Court (Photo Opportunity).
03:40 p.m. Bus 3 and 4 visit the Supreme Court (Photo Opportunity).
04:30 p.m. Depart for dinner at L'Enfant Plaza using \$10.00 cash allowance.
06:30 p.m. Meet your guides and begin your illuminated tour of Monuments.
Tour to include FDR, Jefferson, MLK Jr, and a White House photo stop.
09:00 p.m. Depart for Hotel.
09:45 p.m. Arrival at Hotel.
10:00 p.m. Security on duty.

May 14, 2016 (Saturday)

(B, L, D)

- 06:30 a.m. Full American Breakfast included at the hotel.
- 07:30 a.m. Check-out time at the hotel.
Please bring your luggage to the motor coaches.
- 08:00 a.m. Departure for New York City.
Stop in route for lunch using \$10.00 cash allowance.
- 02:30 p.m. Arrival time in New York City, meet your local step-on guides for your afternoon sightseeing tours.
- 06:30 p.m. Boarding begins at the Chelsea Pier for your dinner cruise.
- 07:00 p.m. Dinner cruise begins on The Spirit of New York.
- 10:00 p.m. Depart for School.
Rest stops made en route.

May 15, 2016 (Sunday)

- 09:00 a.m. Arrival time at Monroe Middle School.

(B, L, D) Indicates included meals: breakfast, lunch and dinner.

Special Notes:

- Please attach luggage tags to your luggage. You are responsible for transporting your luggage at the hotel.
- You will be given a wristband which is to be worn during the entire tour. It provides you with an emergency number should you get separated from your group.
- Please know that we have every expectation of visiting all sights listed. Sometimes unexpected circumstances cause delays such as weather, long lines at sights, motorcades, dignitary visits, etc.

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.

ENCLOSURE(S)

None

RECOMMENDATION

Move to approve the recommendation to name the MHS varsity softball field _____.

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	_____	_____	_____	_____

**ORCHARD CENTER HIGH SCHOOL
BOILER PIPES**

BACKGROUND

See attached memo from Jerry Oley for details.

ENCLOSURES

Memo from Mr. Oley

Bids from Monroe Plumbing & Heating, Sieb Plumbing & Heating, and Thompson Plumbing & Heating

RECOMMENDATION

Move to accept the bid of \$31,340.00 from Sieb Plumbing & Heating of Monroe, Michigan, to repair the plumbing damage caused by the deterioration of the underground boiler water pipes at Orchard Center High School. Money for this purchase will come from the Site Sinking Funds.

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

www.monroe.k12.mi.us

4920 W. Albain Rd. Monroe, MI 48161

Operations

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

Jerry Oley

Executive Director of Operations

Tim Salenbian

Custodial/Maintenance Supervisor

Frank Henry

Transportation Supervisor

Transportation

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

August 6, 2015

To: Board of Education
Monroe Public Schools

From: Jerry Oley
Director of Operations

Re: Orchard Boiler Pipes

Due to the existing underground boiler pipes leaking at Orchard High School in the cafeteria it was determined that new pipe work must be completed. The current deterioration of the underground boiler water pipes are not repairable and the water loss is over three hundred gallons daily. It is now necessary to have new boiler water pipes that serve this area ran overhead. Three companies submitted bids on this additional work.

Monroe Plumbing & Heating Monroe, MI	\$34,700.00
Sieb Plumbing & Heating Monroe, MI	\$31,340.00
Thompson Plumbing & Heating Monroe, MI	\$44,696.00

We recommend Sieb Plumbing and Heating, of Monroe, MI to perform the necessary repairs in the amount of \$31,340.00

Funds for the repair will be taken from the Site Sinking Funds.

If you need further information, please let me know.

NOTICE OF NONDISCRIMINATION

KOHLER ARCHITECTURE, INC.
 1118 WEST FRONT STREET
 MONROE, MI 48161

HVAC Piping Updates
 at Orchard Center High School
 Monroe Public Schools
 #1556

Bids Due: August 5, 2015 @ 3:00 P.M.
 Opening: August 5, 2015 @ 3:00 P.M.

BID SUMMARY

CONTRACTOR	Proposal A (Base Bid)	Alternate A-1 Re-Connect East Classroom Fintube	B.B. or C.C.	REMARKS
Monroe Plumbing & Heating 506 Cooper St Monroe, MI 48161 Ph: 241-4277	\$31,000.00	\$3,700.00	B.B.	
Sieb Plumbing & Heating 303 East Front St Monroe, MI 48161 Ph : 241-8898	\$29,065.00	\$2,275.00		Did Not Submit A Bid Bond
Thompson Plumbing & Heating 170 Petersburg Rd Petersburg, MI 49270 Ph: 800-301-1244	\$41,251.00	\$3,445.00	B.B.	

**CUSTER II ELEMENTARY SCHOOL
ROOF SEAM REPAIR**

BACKGROUND

See attached memo from Jerry Oley for details.

ENCLOSURES

Memo from Mr. Oley
Bid sheet

RECOMMENDATION

Move to accept the bid of \$4,932.00 from Royal-West Roofing of Brighton, Michigan, to repair seams on the roof of Custer II Elementary School. Money for this purchase will come from the Site Sinking Fund.

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

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



MONROE PUBLIC SCHOOLS

www.monroe.k12.mi.us

4920 W. Albain Rd., Monroe, MI 48161

Operations

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

Jerry Oley
Director of Operations

Tim Salenbien
Custodial/Maintenance Supervisor

Shelley Cormier
Transportation Supervisor

Transportation

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

July 31, 2015

To: Board of Education
Monroe Public Schools

From: Jerry Oley
Director of Operations

Re: Roof Seam Repair - Custer II

Bids were requested from three companies to provide us with the cost for seam repair of 900 linear foot to the Custer II Elementary School roof. . Two companies did provide us with bids.

Bid Summary is as follows:

Royal West Roofing \$4,932.00
Brighton, MI

Nordmann Roofing Co. Inc. \$5,374.00
Toledo, OH

M.W. Morss Roofing Inc. No Bid
Romulus, MI

It is my recommendation that Royal West Roofing of Brighton, MI be awarded the bid for the repair to the Custer II Elementary School roof for \$4,932.00.

Funds for custodial equipment will be taken from the Site Sinking Fund.

If you need further information, please let me know.

NOTICE OF NONDISCRIMINATION

It is the policy of Monroe Public Schools not to discriminate on the basis of race, color, national origin, gender, age, disability, religion, height, weight or marital status in its programs, services, employment, or any other activities. For information contact the office of the Superintendent of Schools, 1275 N. Macomb St., Monroe, MI 48162, 734-265-3010.

Custer II Roof Seam Repair	
M.W. Morss Roofing Inc,	\$ No bid
Nordmann Roofing Co. Inc.	\$5,374.00
Royal West Roofing	\$4,932.00



Royal-West Roofing & Sheet Metal

July 24, 2015

Mr. Tim Salenbien – Operations Supervisor
Monroe Public Schools
1275 N. Macomb St.
Monroe, Michigan 48162

RE: Seam Repair Quote at Custer #2

Dear Mr. Salenbien:

There are approximately 900 lf of EPDM field seams that need to be resealed.

The cost for us to clean, prime, and install new 6" cover strip for 900 lf is \$4,932.00.

Please sign and return one copy of this proposal authorizing us to proceed with this work.

_____ Date _____
By _____

Please contact me if you have any questions.

Sincerely,

Pat Brick 
Royal-West Roofing
734-330-0640

51 Summit
Brighton, MI. 48116
Ph. 810-360-0412 Fax 810-588-4255
www.royalwestroofing.com



NORDMANN ROOFING CO., INC.
1722 Starr Avenue • Toledo, Ohio 43605-2461
Phone (419) 691-5737 • Fax (419) 691-9521
Equal Opportunity Employer



Approved Applicators of Roofs by

MANVILLE DURO-LAST FIRESTONE SIPLAST
KOPPERS CARLISLE G.A.F. OWENS CORNING

July 22, 2015

Monroe Public Schools
4920 W. Albain Rd.
Monroe, MI 48161
Attn: Jerry Oley

Project: Custer # 2

This contractor shall furnish labor, equipment, and materials to install roofing and sheet metal as outlined below:

1. Wash, prime, and install Carlisle 6" cured EPDM cover strip to approximately 900' of field seams, curbs, and cross seams on the EPDM roof area.
2. Remove all debris from premise.

Labor & Materials.....\$5,374.00

Please call if you have any questions.

Sincerely,

Nordmann Roofing Co., Inc.

Randy Carns

Vice President

RC/Is

CC: file

PLAYGROUND MULCH

BACKGROUND

See attached memo from Jerry Oley for details.

ENCLOSURE(S)

Memo from Mr. Oley

RECOMMENDATION

Move to accept the bid of \$11,725.00 from Jack’s Lawn Service of Monroe, Michigan, to provide additional playground mulch throughout the district. Money for this purchase will come from the Operations Budget

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

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4920 W. Albain Rd. Monroe, MI 48161

Operations

Phone 734-265-3333

Fax 734-265-3301

Jerry Oley

Executive Director of Operations

Tim Salenbien

Custodial/Maintenance Supervisor

Frank Henry

Transportation Supervisor

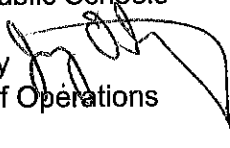
Transportation

Phone 734-265-3300

Fax 734-265-3301

July 31, 2015

To: Board of Education
Monroe Public Schools

From: Jerry Oley 
Director of Operations

Re: Playground Mulch

With the amount of rain we have experienced this year it is required to purchase an additional 700 cubic yards of certified playground mulch to meet all playground safety standards. We contacted our lowest bidder **Jack's Lawn Service** who will honor their pricing of **\$17.00** per cubic yard for the additional shipments of mulch needed.

This will be an additional cost of \$ **11,725.00** the funds will be taken from the Operations budget.

NOTICE OF NONDISCRIMINATION

40

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APPLE iPad PURCHASE

BACKGROUND

See attached memo from David Payne for details.

ENCLOSURE(S)

Memo from Mr. Payne
Proposal from Apple

RECOMMENDATION

Move to approve the purchase of 50 Apple iPads to replace aging devices used by our staff at a cost not to exceed \$23,950.00. Money for this purchase will come from the general fund.

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

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



Monroe Public Schools

Technology Department

1275 N. Macomb St

Monroe MI, 48162

MEMO

To: Dr. Martin

From: David Payne

Date: 8/6/15

Subject: Apple iPad Purchase

We are recommending the purchase of 50 Apple iPad's for a cost not to exceed \$23,950.00. Purchasing these devices from the REMC web site would also qualify us for a TRIG Grant rebate. This purchase if approved would be funded by the General Fund. These devices will replace aging devices for our staff and will begin the refresh cycle that will upgrade all staff utilized iPads. This will also give us some spares for damaged iPad's, which are utilized in our elementary buildings in one to one classrooms.

Proposal 2101874614

Proposer: Ashley Wagner

Thank you for your proposal dated 08/05/2015. The details we've provided below are based on the terms assigned to account 65204, MONROE PUBLIC SCHOOLS.

To access this proposal online, please search by referencing proposal number 2101874614.

Comments from Proposer:
W.O. 66879

Part Number	Description	Total Quantity	Unit Price	Total Price
MGL12LL/A	IPAD AIR 2 WI-FI 16GB SPACE GRAY-USA	50	479.00	23,950.00 USD
Subtotal				23,950.00 USD
Estimated Tax				0.00 USD
Total				23,950.00 USD

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

How to Order

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

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

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

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

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**MONROE HIGH SCHOOL
CTE TEXTBOOKS**

BACKGROUND

William Ferrara, Monroe High School CTE Director, is requesting approval to purchase textbooks for the Machine Tool and Internet/Computer Applications classes. These purchases will provide updated texts for the Machine Tool program and an additional classroom set for the Computer Application class.

ENCLOSURE(S)

Memo from Mr. Ferrara
Quote for each purchase

RECOMMENDATION

Move to approve the purchase of textbooks from McGraw Hill for the Machine Tool class, and from Cengage Learning for the Internet/Computer Applications class at a total cost not to exceed \$11,151.29. Money for these purchases will come from added cost funds and the general fund.

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

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



MONROE HIGH SCHOOL CAREER & TECHNICAL EDUCATION

Bill Ferrara, Director

Marjorie Servis, Administrative Assistant 901 Herr Road Monroe, MI 48161 Ph. 734.265.3450 Fax 734.265.3451

CTE MEMO #002 15.16

TO: Julie Everly, Assistant Superintendent, MPS

FROM: Bill Ferrara, Director, CTE

DATE: August 5, 2015

RE: **Purchase Approvals - Textbooks**
1.) **McGraw Hill, Machining & CNC Technology, \$5,530.29**
2.) **Cengage, Microsoft Office 2013, \$5,621.00**

ENCL: Purchase Request Quotes (2)

I'm requesting our Board Of Education approval for the purchase of textbooks for the Machine Tool and Internet/Computer Applications classes. These purchases are to provide updated texts to the Machine Tool program, and an additional classroom set of MS Office texts to accommodate an additional teacher delivering the Internet/Computer Applications class. Added Cost and General Fund accounts will be used for these purchases. A summary of the request follows.

- McGraw Hill, \$5,530.29 (Added Cost funds)
 - a. *Machining & CNC Technology with STD DVD, 30 copies*
- Cengage Learning, \$5,621.00 (GF, \$4,000 ; AC, \$1,621)
 - a. *Microsoft Office 2013 & Supporting Software, 35 copies*

Upon approval, these texts will be ordered for the 2015/16 school year.

Total Requested: **\$11,151.29**

Sincerely,

Bill Ferrara, Director
Career & Technical Education

cc
Sandy Kreps, Principal, MHS
Kathy Eighmey, Director Business and Finance

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Price Quote For:

Monroe Senior High School
Tim Smith (smitht@monroe.k12.mi.us)
901 HERR ROAD
MONROE, MI 48161

Subscription/MCH: Tim Smith (smitht@monroe.k12.mi.us)
Sales Representative: Jason Hillyer
(jason.hillyer@mheducation.com)

Account Number: 290476 Site Number: 336597

Send Order to:

McGraw-Hill Education PO Box 182605 | Columbus, OH 43218-2605
Orders_MHE@mheducation.com

Phone: 1-800-334-7344 Fax: 1-800-953-8691

* Price firm for 30 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes are not included in the quote total. If applicable, actual tax charges will be applied at time of order.

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
MACHINING & CNC TECH WITH STD DVD	978-0-07-780541-8	30	\$176.25	\$0.00	\$5,287.50

VALUE OF ALL MATERIALS	\$5,287.50
FREE MATERIALS	\$0.00
PRODUCT TOTAL*	\$5,287.50
ESTIMATED SHIPPING & HANDLING**	\$242.79
ESTIMATED TAX**	TBD
GRAND TOTAL	\$5,530.29

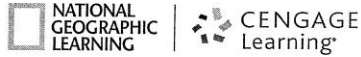
Comments:

School Purchase Order Number:

By placing an order for digital products (the 'Subscribed Materials'), the entity that this price quote has been prepared for ('Subscriber') agrees to be bound by the Terms of Service. Subject to Subscriber's payment of the fees set out above, McGraw-Hill School Education, LLC hereby grants to Subscriber a non-exclusive, non-transferable license to allow only the number of Authorized Users that corresponds to the quantity of Subscribed Materials set forth above to access and use the Subscribed Materials under the terms described in the Terms of Service. The subscription term for the Subscribed Materials shall be as set forth in the Product Description above. If no subscription term is specified, the initial term shall be one (1) year from the date of this price quote (the 'Initial Subscription Term'), and thereafter the shall renew for additional one (1) year terms (each a 'Subscription Renewal Term'), provided MHE has chosen to renew the subscription and has sent an invoice for such Subscription Renewal Term to Subscriber.

Name of School Official (Please Print)

Signature of School Official



Confidential Price Quote (1027558)

8/5/2015

Pricing on this Proposal Guaranteed: 9/15/2015

Presented To: Joni Weaks (734) 735-2075, weaks@monroe.k12.mi.us

Prepared By: Megan Fileccia, (586) 260-3691, megan.fileccia@cengage.com

SHIP TO: Monroe Senior High School Joni Weaks 901 Herr Rd Monroe, MI 48161-9702 USA	BILL TO: Monroe Senior High School Joni Weaks 901 Herr Rd Monroe, MI 48161-9702 USA	Cengage Learning ATTN: Order Fulfillment 10650 Toebben Drive Independence, KY 41051 (800) 354-9706 Fax: (800) 487-8488
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Quoted Products: Computer Apps

Qty	Product	Price	Quoted Price	Total
35	Microsoft® Office 2013 : Illustrated Introductory, First Course Beskeen 1st Edition [Skills, 2014] 9781285088457 / 128508845X	\$136.00	\$136.00	\$4,760.00
35	EPIN K12 SAM 2013 ATP W/MTR OFFICE 2013 ILL INTRO 1ST CRS Beskeen 1st Edition [Skills, 2014] 9781305656253 / 1305656253	\$15.00	\$10.00	\$350.00

Item Total: \$5,110.00

Sub-Total: \$5,110.00
+ Estimated Shipping Amount: \$511.00

TOTAL: \$5,621.00
Total Savings: \$175.00

Tax and freight charges will be applied to invoice where applicable.
Please attach a copy of the quote to the Purchase Order.

Thank you for your interest in Cengage Learning products.

All information embodied in this document is strictly confidential and may not be duplicated or disclosed to third parties outside recipient's organization without prior written consent of Cengage Learning.

ADJOURNMENT

RECOMMENDATION

Move to adjourn the August 11, 2015, Board Meeting #14.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____