

MONROE PUBLIC SCHOOLS



BOARD MEETING #3

February 12, 2013

7:00 p.m.

BOARD OF EDUCATION

MR. ROBERT YEO, PRESIDENT
MR. LAWRENCE VANWASSHENOVA, VICE-PRESIDENT
MRS. JUNE KNABUSCH-TAYLOR, SECRETARY
MR. AARON N. MASON, PARLIAMENTARIAN
DR. TEDD MARCH, TRUSTEE
MR. RYAN PHILBECK, TRUSTEE
MS. WENDY SPICER, TRUSTEE

SUPERINTENDENT OF SCHOOLS

MR. RANDALL MONDAY

“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, Jennifer Watterworth, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #3

Tuesday, February 12, 2013

7:00 p.m.

AGENDA

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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:		
• January 22, 2013 Special Work Session		
• January 22, 2013 Work Session		
• January 22, 2013 Board Meeting #2		
• February 5, 2013 Special Board Meeting		
2. Reports and Updates	Mr. Yeo	9
a. February 4, 2013 Board Personnel Committee Minutes		
3. Staff Resignations	Mrs. Everly	11
Move to approve the resignations of Valerie Delekta and Steve Lewis effective February 1, 2013 and of Vincent Castiglione effective February 8, 2013 from Monroe Public Schools.		
4. New Hire	Mrs. Everly	15
Move to approve the appointment of _____ as a Teacher with Monroe Public Schools effective _____ and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
5. Proposal for Services of Kathleen Kryza for MHS	Dr. McLeod	16
Move to approve the contracted professional development and coaching services from Kathleen Kryza for an amount not to exceed \$13,000.00. This expenditure will be covered using Secondary Curriculum Funds.		

		<u>Page</u>
<p>6. Millage Election Move to adopt the attached Resolution calling for the Special Election which will be held on May 7, 2013 from 7:00 a.m. until 8:00 p.m.</p>	Mrs. Eighmey	17
<p>7. Attorney Contract Renewal Move to approve the Retainer Agreement between the Monroe Public School Board of Education and Collins and Blaha, P.C. for the purpose of labor consulting services for an annual fee of \$30,797 from July 1, 2013 through June 30, 2016.</p>	Mrs. Eighmey	21
<p>8. Appointment of General Counsel Move to appoint James Davies to represent the Monroe Board of Education as general counsel for the Monroe Public School District for the 2013 calendar year.</p>	Mrs. Eighmey	25
<p>9. Appointment of Certified Public Accountant Move to employ the accounting firm of Cooley, Hehl, Wohlgamuth & Carlton, Certified Public Accountants, to perform the annual audit of financial records and funds of Monroe Public Schools for the 2012/13 Fiscal Year in conformance with prescribed standards and legal requirements of the State of Michigan.</p>	Mrs. Eighmey	26
<p>10. Student Reinstatement After a complete review, the Monroe Public Schools Reinstatement Committee is recommending that Oakley Boring and Lloyd Rader both be reinstated to Monroe Public Schools – Orchard Center High School - for the remainder of the 2012/13 school year.</p>	Dr. McLeod	27
<p>11. CSD-1 Testing on District Boilers Move to accept the proposal for the annual CSD-1 (Control and Safety Device) testing on all district boilers from Thompson Plumbing & Heating, Petersburg, Michigan for a cost not to exceed \$4,641. Funds for this testing are to be taken from Operations budget.</p>	Mr. Oley	28
<p>12. District Two-Way Radios Move to accept the proposal from Herkimer Radio for the replacement of the current analog radio system with a digital radio system for a cost not to exceed \$113,003.46. Funds for this system are to be taken from the general fund.</p>	Mr. Oley	33

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13. Title I Technology Purchase	Mrs. Everly	36
Move to approve the purchase of Bretford Carts, iPads, iPad Smart Cases and Wireless Keyboards for Arborwood, Manor, Monroe Middle School, Custer and Waterloo for a cost not to exceed \$206,509.35. The money for this purchase will come from the Title I grant.		
14. DECA State Career Development Conference	Dr. McLeod	44
Move to approve the Monroe High School students' attendance at the DECA State Career Development Conference in Grand Rapids, Michigan according to the terms of Policy IICA, Field Trips and Excursions.		
15. BPA State Leadership Conference	Dr. McLeod	62
Move to approve the Monroe High School students' attendance at the BPA State Leadership Conference in Grand Rapids, Michigan according to the terms of Policy IICA, Field Trips and Excursions.		
16. State Wrestling Meet	Dr. McLeod	76
Move to approve the Monroe High School students' attendance at the State Wrestling Meet in Auburn Hills, Michigan according to the terms of Policy IICA, Field Trips and Excursions.		
17. State Swim Meet	Dr. McLeod	83
Move to approve the Monroe High School students' attendance at the State Swim Meet in Holland, Michigan according to the terms of Policy IICA, Field Trips and Excursions.		
18. Superintendent's Comments	Mr. Monday	
19. Old Business	Mr. Yeo	
20. New Business	Mr. Yeo	
21. Public Commentary – Any Topic	Mr. Yeo	
22. Adjournment	Mr. Yeo	91
Move that the February 12, 2013 Board Meeting #3 of the Monroe Public Schools Board of Education be adjourned.		

Board Meeting #3
February 12, 2013
Item A

ROLL CALL

	<u>Present</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____
Dr. March	_____	_____
Mr. Mason	_____	_____
Mr. Philbeck	_____	_____
Ms. Spicer	_____	_____
Mr. VanWasshenova	_____	_____
Mr. Yeo	_____	_____

APPROVAL OF MINUTES

ENCLOSURES

- January 22, 2013 Special Work Session Minutes
- January 22, 2013 Work Session Minutes
- January 22, 2013 Board Meeting #2 Minutes
- February 5, 2013 Special Board Meeting Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- January 22, 2013 Special Work Session
- January 22, 2013 Work Session
- January 22, 2013 Board Meeting #2
- February 5, 2013 Special Board Meeting

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Special Work Session

Tuesday, January 22, 2013

5:00 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: President Robert Yeo, Vice President Larry VanWasshenova, Secretary June Knabusch-Taylor, Parliamentarian Aaron N. Mason, Trustee Ryan Philbeck, and Trustee Wendy Spicer

Board Members Absent: Trustee Dr. Tedd March

Administrators Present: Randy Monday, Julie Everly, Ryan McLeod, Katherine Eighmey, Barry Martin, Holly Scherer

Administrators Absent: Jerry Oley, David Payne

President Yeo called the meeting to order at 5:03 p.m.

Closed Session

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

Vote: Motion carried by a 6-0 hand vote at 5:03 p.m.

Adjournment of Closed Session and Reconvene

Motion by Mr. Mason; support by Mrs. Knabusch-Taylor that the closed session be adjourned and the special work session be reconvened into open session.

Vote: Motion carried by a 6-0 hand vote at 5:52 p.m.

Adjournment

Motion by Mr. Mason; support by Mrs. Knabusch-Taylor that the 5:00 p.m., January 22, 2013 Special Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 5:52 p.m.

June Knabusch-Taylor, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Work Session

Tuesday, January 22, 2013

5:30 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: President Robert Yeo, Vice President Larry VanWasshenova, Secretary June Knabusch-Taylor, Parliamentarian Aaron N. Mason, Trustee Ryan Philbeck, and Trustee Wendy Spicer

Board Members Absent: Trustee Dr. Tedd March

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

Administrators Absent: Jerry Oley, David Payne

President Yeo called the meeting to order at 6:52 p.m.

Bids

Kathy Eighmey presented a power point on bidding services. Services Monroe Public Schools use that could possibly be bid upon are architect services, attorney for negotiations, attorney for student discipline, audit, custodial cleaning, fleet management and maintenance, food service management, and security services. All of these services have contracts with the exception of architect services and attorney for student discipline. In essence, rates for these services have not varied much over the last seven years. Kathy was directed to make some phone inquiries to districts similar to ours to determine how much they pay for like services and this information will be included in the weekly board briefs. At this time, there will be no formal changes or bidding.

Superintendent Goals

Barry, Julie and Ryan gave an overview of the District School Improvement Plan to date and how it links to the superintendent's goals. The Improvement Process is driven by school data and implemented as a long-term, multi-stage program which utilizes a district-wide research based reform effort. The Goals of the Improvement Process relate to student achievement in the four core areas and should be reflected in the superintendent's leadership goals. We are at the point now where we can gather updated data, by building and by district, to look for trends and themes to strategize revised plans to improve student performance. Board members are invited to attend upcoming School Improvement Workshops to be held February 26th, March 22 and April 30th.

Adjournment

Motion by Mr. Mason; support by Mrs. Knabusch-Taylor that the 5:30 p.m., January 22, 2013 Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 6:59 p.m.

June Knabusch-Taylor, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #2

Tuesday, January 22, 2013

7:00 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: President Robert Yeo, Vice President Lawrence VanWasshenova, Secretary June Knabusch-Taylor, Parliamentarian Aaron N. Mason, Trustee Dr. Tedd March (arrived at 7:10 p.m.), Trustee Ryan Philbeck, and Trustee Wendy Spicer

Board Members Absent: None

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

Administrators Absent: David Payne

President Yeo called the meeting to order at 7:05 p.m.

Tribute to Martin Luther King, Jr.

Last week, parent Manuel Mendez presented a program to the students and staff at Arborwood in tribute to Dr. Martin Luther King, Jr. Mr. Monday was so impressed with his presentation that he invited him to speak to the Board of Education. Mr. Mendez has been doing this performance for the past 14-15 years. Channel 13 news also covered the event and an excerpt was shown to the Board. Mr. Mendez performed a portion of Dr. Martin Luther King's "I Have a Dream" speech to a standing ovation from the Board of Education.

Public Commentary-Agenda Items Only

There was no public commentary at this time.

Approval of Minutes

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

- January 8, 2013 Board Work Session
- January 8, 2013 Organizational Meeting
- January 8, 2013 Board Meeting #1
- January 16, 2013 Special Board Meeting (three sets)

Vote: Motion carried by a 6-1 roll call vote. Ms. Spicer abstained as she had not been in attendance at those meetings.

Reports and Update

The January 10, 2013 Transportation Committee Minutes were received without comments.

Staff Resignations

Motion by Mr. Mason; support by Dr. March to approve the resignations of Casey Ryan effective January 6, 2013, and Brian DeWilde effective February 8, 2013 from Monroe Public Schools.

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

Recall from Layoff

Motion by Mrs. Knabusch-Taylor; support by Mr. Mason to approve the recall of Wendy Antko from the Monroe Public Schools layoff list, to notify said teacher of this recall by official communication, and to approve the teacher contract extension for said teacher for the 2012/13 school year effective January 22, 2013.

Discussion: Ms. Antko will be assigned to a half-time TMS position at Waterloo Elementary.

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

Clerical Appointment

Motion by Dr. March; support by Mr. Mason to approve the appointment of Jill Synowiec as a Secretary with Monroe Public Schools effective January 28, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

Education Foundation Request

Motion by Mr. Mason; support by Dr. March to approve the request made by the Monroe Public Schools Education Foundation to split the ticket sales with the Athletic Department from the 2013 Monroe High School Homecoming game.

Discussion: Money from ticket sales goes to the general budget. We may not have as many ticket sales this year because the game is not against Bedford.

Vote: Motion carried by a 6-1 roll call vote. Mrs. Knabusch-Taylor voted no.

Floor Scrubber Purchase

Motion by Mr. Philbeck; support by Dr. March to approve the purchase of an SSS Panther 28" floor scrubber from Silverback Supply in Toledo, Ohio for a cost of \$5,362.52 and reject all other offers. Money for this purchase is to be taken from the Operations budget.

Discussion: Mr. Mason was disappointed that the scrubber will be purchased from an Ohio company rather than a Michigan company, but the bid from Silverback Supply was the cheapest.

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

Superintendent Comments

- Congratulations to the eleven people who have been voted into the MHS Athletic Hall of Fame. The inductees will be introduced February 15, 2013 at the girls' basketball game and they are: swimmers Jack Boylan, Nick Carlton, and Lew Michaud; baseball players John Jagutis and Chuck Kaminski; track athletes Willie Campbell and Ira Hughes; soccer player Sarah (DuBay) Olson; softball pitcher Jessica Irwin; two sport star Tom Ray; and sports booster Dick Sieb.
- MHS parent/teacher conferences will be held January 23, 2013 from 5-7:00 p.m. In case school is cancelled due to weather conditions, conferences will be rescheduled.
- There is a county-wide agreement among the superintendents that if the wind chill dips to -15 degrees or below, school will be cancelled.
- In recent uses of our Honeywell alert system, we have experienced some system supplier problems. Today when we used it to alert families that school was cancelled we noted that many people did not receive a call. We have been working with Honeywell to address these issues of call quality and call reliability.
- Tickets are available for the MHS Alumni Association Scholarship Fundraising Dinner to be held Saturday, February 2 at the Monroe Bank & Trust Community Room.
- The PTO Roundtable meeting has been rescheduled to Tuesday, January 29, 2013 at 1:30 p.m. in the front conference room.

Old Business

Dr. March received a phone call from a concerned hockey parent regarding management and structure of the hockey team. Mr. Monday, Mrs. Everly and Dr. McLeod, along with Dr. Ray, recently met with several of the parents who shared their concerns. An investigation is presently being conducted regarding these concerns.

New Business

Mr. Yeo complimented the administrative staff on the informative workshop held earlier in the evening.

Public Commentary-Any Topic

Mary Ann Cyr, Raisinville principal, noted that while Ms. Synowiec was unable to attend the Board meeting, she will do an outstanding job for the district. Ms. Synowiec is a Raisinville parent that Ms. Cyr has come to know.

Adjournment

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor that the January 22, 2013, Board Meeting #2 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:34 p.m.

June Knabusch-Taylor, Secretary

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting, Tuesday, February 5, 2013
5:00 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: President Robert Yeo, Secretary June Knabusch-Taylor, Trustee Ryan Philbeck, and Trustee Wendy Spicer

Board Members Absent: Vice-President Lawrence VanWasshenova, Parliamentarian Aaron Mason, and Trustee Dr. Tedd March,

Others Present: Ryan McLeod, James Davies, Bill Ferrara, Matt Cortez, Mike Preadmore, the student's parents. The student did not attend the hearing. The Board of Education chose to proceed with the discipline hearing without him.

Mr. Yeo called the meeting to order at 5:10 p.m.

Closed Session

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

Vote: Motion carried by a 4-0 hand vote at 5:10 p.m.

Reconvene Board Meeting

Motion by Mr. Philbeck, support by Mrs. Knabusch-Taylor, that the closed session adjourn and the 5:00 p.m., February 5, 2013, Special Board Meeting reconvene.

Vote: Motion carried by a 4-0 hand vote at 5:39 p.m.

Recommendation

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

Vote: Motion carried by a 4-0 roll call vote at 5:39 p.m.

Adjournment

Motion by Mrs. Knabusch-Taylor, support by Mr. Philbeck, that the February 5, 2013, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 4-0 hand vote at 5:40 p.m.

June Knabusch-Taylor, Secretary

Board Meeting #2
January 22, 2013
Item #C.2

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- February 4, 2013 Board Personnel Committee Minutes

**Monroe Public Schools Board Personnel Committee
Meeting Minutes**

Date of Meeting: February 4, 2013

Present: June Knabusch-Taylor, Robert Yeo, Randy Monday
Julie Everly, Ryan McLeod, and Holly Scherer

Next Meeting: **March 4, 2013**

1. **Call to Order:** The meeting was called to order at 5:15 PM.
2. **Minutes:** December minutes previously approved; no meeting was held in January.
3. **Public Commentary:** none
4. **Staffing updates:** Mrs. Everly and Mrs. Scherer shared with the committee the status of five recent resignations. An elementary music teacher – Valerie Delekta, a maintenance grounds man – Steve Lewis, two bus drivers – Roger Brogan and Rick Goff, and the Maintenance Supervisor – Vince Castiglione. All of these positions will need to be filled.

There was some discussion about how job performance evaluation concerns will be identified by the administration for anyone “needing improvement”. Mr. Monday explained that the Central Administration will have all recommendations for renewal/ nonrenewal of contracts to the Board by the end of March or mid-April. The same timeline will apply for any recommendations for transfers.
5. **Old Business:** Discussion continued on Central Administration expectations and accountability for employees.
6. **New Business:** none
7. **Future Agenda Items:** No future items were noted.
8. **Next Meeting:** March 4, 2013 at 5:00 PM.
9. **Adjournment:** The meeting was adjourned at 6:10 PM.

STAFF RESIGNATIONS

BACKGROUND

Valerie Delekta: We have received a letter of resignation from Valerie Delekta effective February 1, 2013. Ms. Delekta has been an Elementary Music Teacher with our district for the past 4.5 years.

Steve Lewis: We have received a letter of resignation from Steve Lewis effective February 1, 2013. Mr. Lewis has worked in our Maintenance Department for the past 14 years.

Vincent Castiglione: We have received a verbal resignation and a signed Exit form from Vincent Castiglione effective February 8, 2013. Mr. Castiglione has been employed as the Maintenance Supervisor for the past 12 years.

ENCLOSURE(S)

Letters of Resignation

RECOMMENDATION

Move to approve the resignations of Valerie Delekta and Steve Lewis effective February 1, 2013 and of Vincent Castiglione effective February 8, 2013 from Monroe Public Schools.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Valerie Delekta
2142 Yorktown Drive
Ann Arbor, MI 48105
248-912-7989
valerie.delekta@gmail.com

January 29, 2013

Mr. Randy Monday
Superintendent
Monroe Public Schools
1275 N. Macomb Street
Monroe, MI 48162

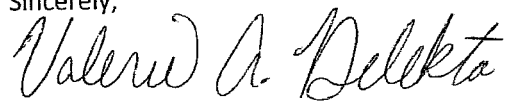
Dear Mr. Monday,

I would like to inform you that I am resigning from my position as Elementary Music Teacher. While I know it is far shorter notice than is standard, Mrs. Cyr, Mrs. Everly, and Dr. McLeod have agreed to help make it possible for me to end my employment on February 1st.

Thank you for the opportunities to develop as an educator over the past five years. It has been a pleasure to work with such supportive colleagues and administrators and to build relationships with the families and students of Monroe.

Please do not hesitate to contact me if I can be of any help during this transition.

Sincerely,



Valerie A. Delekta

February 1, 2013

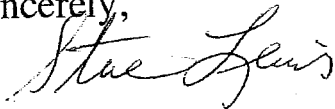
Randy Monday
Monroe Public Schools

Dear Mr. Monday,

This is my formal notification that I am resigning my position as grounds man, from Monroe Public Schools' Maintenance Department, effective immediately.

I appreciate the opportunities I have been given here, and wish you much success in the future.

Sincerely,

A handwritten signature in cursive script, appearing to read "Steve Lewis".

Employee Exit Information

Part 1: Employee Information

The employee is asked to complete all of section one below and return to the appropriate supervisor.

Name: Vincent D. Castiglione Date: 2-4-13

Building: Fynoor District Assignment: Custodial / Maintenance Supervisor

Last Date of Work: End of day 2-8-13

I wish to continue health benefits at my own expense under COBRA: Yes No

Reason for Resignation: Differences - Philosophy / Environment
Changes in management styles.

Compliments or Complaints about employment with the district: Nothing

Employee Signature: [Signature] Date: 2-3-13

Witness Signature: [Signature] Date: 2-3-13

Part 2: Supervisor Information

The above employee is leaving employment and should be removed from payroll.

Resigned Retired Other

Effective Exit Date: 2/8/13 Last Work Day: 2/8/13

Recommendation: Satisfactory Exceeded Expectations Unsatisfactory

Future Consideration: Would Rehire Would Not Rehire

Replacement Needed: Replacement Not Needed:

Part 3: Personnel Office

The above listed person is leaving employment with Monroe Public Schools and should be removed from payroll as of the effective date indicated.

To include vacation days. Terminal Pay (if any)

[Signature]
Ryan McLeod
Executive Director of Personnel

2/7/13
Date

This form to be returned to the Personnel Office when parts 1 and 2 are complete.

Board Meeting #3
February 12, 2013
Item #C.4

TEACHER APPOINTMENT

(A revised copy will be available on Tuesday - interviews scheduled Monday, 2/11/13.)

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of _____ as a Teacher with Monroe Public Schools. Said teacher will be assigned as an Elementary Music Teacher based at Raisinville and Trinity for the remainder of the 2012-13 school year.

.... Experience and work history to be added here.

Members of the interview panel were: Mary Ann Cyr and Terry Joseph, Elementary Principals; Shelley Saltsman and Staci Dreger, Teachers; and TBA, Parent

ENCLOSURE

Resume

RECOMMENDATION

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

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

**PROPOSAL FOR
THE SERVICES OF
KATHLEEN KRYZA FOR MHS**

BACKGROUND

Ms. Kryza has dedicated more than 20 years to staff development and coaching while transforming educators' instructional mind-set and skill sets based on the best research-based practices that benefit ALL children. What makes her coaching so transformative? Her passion, pedagogical expertise, and extensive background in working with special needs, gifted, at-risk, and multicultural students, along with practical, doable strategies that teachers can use immediately in their classrooms.

Kathleen has been working with Bedford High School over the last year and they have been very pleased with changes that they have seen in the instructional practices of their teachers. The main goals of bringing Kathleen in to work with the MHS staff include coaching the coaches and administration on how to facilitate instructional growth, she will engage a cohort of MHS teachers in instructional coaching process, and would work with the staff to support instructional and curriculum growth.

ENCLOSURE(S)

None

RECOMMENDATION

Move to approve the contracted professional development and coaching services from Kathleen Kryza for an amount not to exceed \$13,000.00. This expenditure will be covered using Secondary Curriculum Funds.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

SCHOOL ELECTION FOR THE RENEWAL OF THE 18 MILL NON-HOMESTEAD PROPERTY TAX, 1 MILL HEADLEE OVERRIDE OPERATION MILLAGE AND 1 MILL BUILDING AND SITE SINKING FUND LEVY

BACKGROUND

We are recommending that the millage renewal proposals set to expire this year be conducted at a special election to be held on May 7, 2013. We are proposing this early date to coincide with the non-homestead renewals of a majority of the county schools. We feel coming together with other county schools will be beneficial in educating our communities on the importance of the 18 mill renewal and in our case, the renewal of the sinking fund levy.

ENCLOSURE

Resolution

RECOMMENDATION

Move to adopt the attached Resolution calling for the Special Election which will be held on May 7, 2013 from 7:00 a.m. until 8:00 p.m.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

**MONROE PUBLIC SCHOOLS
COUNTY OF MONROE
STATE OF MICHIGAN**

**RESOLUTION CALLING MILLAGE ELECTION PROPOSALS
AND SETTING MATTERS TO BE VOTED ON**

A regular meeting of the Board of Education (the "Board") of Monroe Public Schools (the "School District") was held in the School District on February 12, 2013, at 7:00 p.m.

The meeting was called to order by _____.

Present: Members _____

Absent: Members _____

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, Section 24f of the Michigan General Property Tax Act allows taxing units to submit a proposal on the question of authorizing a millage rate to be levied and provides for the manner in which such requests are submitted to the electorate of the taxing unit; and

WHEREAS, the Board of the School District has determined that it is necessary for the health, safety and welfare of the School District and its residents that the School District continue to levy not more than the statutory rate of 18 mills, which may be assessed against taxable non-homestead property in the School District; and

WHEREAS, the Michigan Revised School Code, MCL 380.1212, permits Michigan school districts to create a sinking fund to fund certain enumerated activities; and

WHEREAS, the Board of the School District previously authorized a building and site sinking fund millage ballot proposal to be presented to its electorate at the May 6, 2008 election for 5 years, 2009 through 2013, inclusive; and

WHEREAS, the Board has determined it is in the best interests of education in the School District to continue to levy the 1 mill previously authorized for a sinking fund past its 2013 expiration for a period of 5 years, 2014 through 2018, inclusive.

THEREFORE, BE IT RESOLVED THAT:

1. The following proposals will be submitted to the electors of the School District at an election to be held on May 7, 2013:

Proposition A

OPERATING MILLAGE RENEWAL PROPOSITION NON-HOMESTEAD AND QUALIFIED AGRICULTURAL PROPERTY TAX

This proposal is for a millage which, if approved, will be levied only against non-homestead and qualified agricultural property. Together with other approved millage, this millage will allow Monroe Public Schools to levy up to, but not more than the previously authorized 18 mills, to provide in part the funds to operate and maintain the school system.

Shall the 18 mill limitation (\$18.00 on each \$1,000) previously approved by the electors as an increase to the amount of taxes which may be assessed against all property in the Monroe Public Schools, County of Monroe, State of Michigan, except homestead property and qualified agricultural property as defined by law, be renewed for five (5) years, 2014 to 2018, inclusive, to provide in part the funds to operate and maintain the school system? It is estimated that the revenue the school district will collect if the millage is approved and levied in the 2014 calendar year shall be approximately \$17,354,939 from the local taxes authorized in this proposal.

Proposition B

OPERATING MILLAGE RENEWAL PROPOSITION

This proposal is for a millage, which, if approved, will allow Monroe Public Schools to continue to levy up to, but not more than the statutory maximum 18 mills against non-homestead and qualified agricultural property to provide in part the funds to operate and maintain the school system. The levy authorized by this proposition is conditioned upon voter approval of the levy authorized by the voters under Proposition A, Operating Millage Renewal Proposition, Non-Homestead and Qualified Agricultural Property Tax.

Shall the limitation on the amount of taxes which may be assessed against all property in the Monroe Public Schools, County of Monroe, State of Michigan, except homestead property and qualified agricultural property as defined by law, be increased by 1 mill (\$1.00 on each \$1,000) previously approved by the electors be renewed for five (5) years, 2014 to 2018, inclusive, to provide in part the funds to operate and maintain the school system and to restore any Headlee Reduction which may occur from 2014 to 2018, provided the school district shall levy not more than the statutory maximum of 18 mills against non-homestead property? It is estimated that the revenue the school district will collect if the millage is approved and levied in the 2014 calendar year shall be approximately \$964,163 from the local taxes authorized in this proposal.

Proposition C

**MILLAGE RENEWAL PROPOSAL
BUILDING AND SITE SINKING FUND TAX LEVY**

This proposal renews a building and site sinking fund millage set to expire with the 2013 tax levy.

Shall the 1 mill limitation (\$1.00 on each \$1,000 of taxable value) previously approved by the electors which may be assessed against all taxable property in the Monroe Public Schools, County of Monroe, State of Michigan, be renewed and thus continued for five (5) years beyond its scheduled 2013 expiration, for the calendar years 2014 to 2018, inclusive, to continue to provide for a sinking fund for the construction or repair of school buildings and all other purposes authorized by law? It is estimated that the revenue the school district will collect if the millage is approved and levied in the 2014 calendar year will be approximately \$1,717,204 from the local taxes authorized in this proposal. The proposed millage is a renewal of a previously authorized millage of 1 mill.

2. The Board hereby authorizes the Secretary, or her authorized designee, to submit a certified copy of the foregoing proposal to the School District Election Coordinator for placing the same on the ballot for the May 7, 2013 election.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: _____

Nays: _____

Motion declared adopted.

June Knabusch-Taylor, Secretary
Board of Education
Monroe Public Schools

The undersigned duly qualified and acting Secretary of the Board of Education of Monroe Public Schools, Monroe County, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a regular meeting held on February 12, 2013, the original of which resolution is a part of the Board's minutes and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

June Knabusch-Taylor, Secretary
Board of Education
Monroe Public Schools

Board Meeting #3
February 12, 2013
Item #C.7

ATTORNEY CONTRACT RENEWAL

BACKGROUND

The retainer agreement between Collins and Blaha, P.C. for labor consulting services expires on June 30, 2013. There will no annual increase for this retainer agreement which will cover negotiations, arbitration representation and contract consultation for all unionized employee groups. The agreement would begin on July 1, 2013 and end on June, 30, 2016.

ENCLOSURE(S)

Retainer Agreement and Correspondence for Collins and Blaha, P. C.

RECOMMENDATION

Move to approve the Retainer Agreement between the Monroe Public School Board of Education and Collins and Blaha, P. C. for the purpose of labor consulting services for an annual fee of \$30,797 from July 1, 2013 through June 30, 2016.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

**RETAINER AGREEMENT BETWEEN MONROE PUBLIC SCHOOL
DISTRICT BOARD OF EDUCATION
AND
COLLINS & BLAHA, P.C.**

IT IS HEREBY AGREED by and between the Board of Education of the Monroe Public School District (hereinafter referred to as the Board) and COLLINS & BLAHA, P.C., that the following negotiation services shall be provided by GARY COLLINS, WILLIAM BLAHA, or mutually agreeable associates(s) as prescribed herein.

COLLINS & BLAHA, P.C. agrees to provide negotiation services to the Board as follows:

- A. COLLINS & BLAHA, P.C. agrees to review all proposals from the Monroe Federation of School Administrators; Monroe City Education Association; Monroe City Education Secretarial Association; International Union of Operating Engineers, Local 547 (Assistants); Monroe City Education Support Personnel (Custodial/ Maintenance); and, Teamsters, Local 214 (Transportation) and make recommendations to the Board regarding these proposals.
- B. COLLINS & BLAHA, P.C. agrees to advise the Board on new contract language.
- C. COLLINS & BLAHA, P.C. agrees to consult with the Board regarding the parameters of negotiation which shall be set by the Board.
- D. COLLINS & BLAHA, P.C. agrees to cooperate with the Board's General Counsel when conditions require.
- E. COLLINS & BLAHA, P.C. agrees to aid the Board in determining its bargaining positions.
- F. COLLINS & BLAHA, P.C. agrees to provide advice in the following services:
 - 1. Negotiations
 - 2. Contract interpretation
 - 3. Employee discipline and discharge
 - 4. Grievance administration
 - 5. Arbitration representation
 - 6. Representation for the District with such other unions and associations as may be established by employees of the Board during the life of this contract or any extension thereof.

7. Contract administration advice relative to the following unions and associations:

- a) Monroe Federation of School Administrators
- b) MEA/NEA (Monroe Office Employees)
- c) Monroe City Education Association
- d) International Union of Operating Engineers (Assistants)
- e) Monroe City Education Support Personnel (Custodial/Maintenance)
- f) Teamsters, Local 214 (Transportation)

The Board will furnish at no cost to COLLINS & BLAHA, P.C., the following:

- A. The Board agrees to grant the necessary authority to the negotiator to negotiate the contract and to establish guidelines and mandates.
- B. The Board agrees to furnish necessary clerical assistance in developing data and information required in negotiating and servicing the contracts.
- C. The Board agrees to provide the necessary administrative assistance and information to develop positions and service the contracts.
- D. The Board agrees to furnish administrative assistance and information during negotiations as required by local conditions, including naming the other members of the negotiating team.

IT IS FURTHER AGREED that for these services the Board agrees to pay COLLINS & BLAHA, P.C. fees and expenses according to the following schedule:

- A. The Board agrees to pay for the services herein described, an annual fee of \$30,797 for services from July 1, 2013 to June 30, 2014; \$30,797 for services from July 1, 2014 to June 30, 2015; \$30,797 for services from July 1, 2015 to June 30, 2016.
Such payment will cover services for up to 200 hours per year. Any additional time required will be billed at a flat rate of \$150.00 per hour.
- B. In addition to the fees established in (A) above, it is further agreed that the Board will pay the necessary out of pocket expenses of COLLINS & BLAHA, P.C. for mileage, meals, and lodging as required.

C. Collins & Blaha agree to send a bill for the annual amount in the first month of each contract year. The Board will forward half of the amount in July and the remainder in January of each contract year.

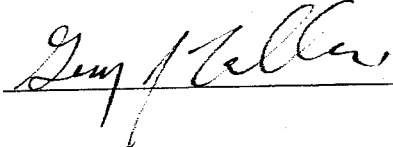
IT IS FURTHER AGREED that this Retainer Agreement is for labor consulting services related to the above referenced contracts, and does not include any legal services which may be performed on behalf of the School District.

IT IS FURTHER AGREED that payment to COLLINS & BLAHA, P.C for the services listed herein shall be promptly made by the Board upon request.

IT IS FURTHER AGREED that during the life of this contract or any extensions thereof, Gary J. Collins shall be the prime representative of COLLINS & BLAHA, P.C. in the performance of this contract and in the event of his unavailability to act for the Board, such other member of the firm that is mutually agreeable shall act on the firm's behalf.

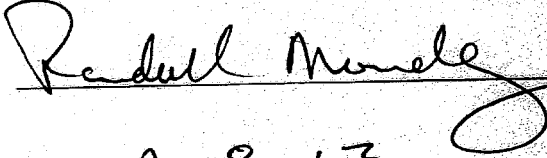
IT IS FURTHER AGREED that during the life of this contract the Board or Mr. Collins, on behalf of his firm, may terminate this agreement by providing notice of at least six months.

ON BEHALF OF
COLLINS & BLAHA, P.C.



Date: _____

ON BEHALF OF THE
MONROE PUBLIC SCHOOL DISTRICT



Date: 2-8-13

Board Meeting #3
February 12, 2013
Item #C.8

APPOINTMENT OF GENERAL COUNSEL

RECOMMENDATION:

Move to appoint James Davies to represent the Monroe Board of Education as general counsel for the Monroe Public School District for the 2013 calendar year.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

APPOINTMENT OF CERTIFIED PUBLIC ACCOUNTANT

BACKGROUND

In accordance with Bylaw DIE, the employment of an independent public accountant is being placed before the Board at this time.

The firm of Cooley, Hehl, Wohlgamuth & Carlton has continuously served the Monroe Public Schools as our auditing firm. The firm has been very responsive to any of our needs or questions throughout the year and has performed the audit in a very timely and efficient manner.

RECOMMENDATION

Move to employ the accounting firm of Cooley, Hehl, Wohlgamuth & Carlton, Certified Public Accountants, to perform the annual audit of financial records and funds of Monroe Public Schools for the 2012/13 Fiscal Year in conformance with prescribed standards and legal requirements of the State of Michigan.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

STUDENT REINSTATEMENT

BACKGROUND

On Monday, January 28, 2013 the Monroe Public Schools Reinstatement Committee met to review the requests for reinstatement from Oakley Boring and Lloyd Rader. Oakley was expelled on May 31, 2011 for a Habitual Offender and Gross Sexual Misconduct violation. Lloyd was expelled on November 3, 2010 for a Substance Abuse Possession/Distribution violation.

RECOMMENDATION

After a complete review, the Monroe Public Schools Reinstatement Committee is recommending that Oakley Boring and Lloyd Rader both be reinstated to Monroe Public Schools – Orchard Center High School - for the remainder of the 2012/13 school year.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

CSD-1 TESTING ON DISTRICT BOILERS

BACKGROUND

See attached memo.

ENCLOSURES

Memorandum from Mr. Oley

Proposals from Thompson Plumbing & Heating, Sieb Plumbing Heating & Monroe Plumbing & Heating

RECOMMENDATION

Move to accept the proposal for the annual CSD-1 (Control and Safety Device) testing on all district boilers from Thompson Plumbing & Heating, Petersburg, Michigan for a cost not to exceed \$4,641. Funds for this testing are to be taken from Operations budget.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Monroe Public Schools

Operations Department • Maintenance/Custodial 734-265-3333 • Fax 734-265-3331



January 29, 2013

To: MPS Board of Education

From: Jerry Oley 
Director of Operations

Re: CSD-1 Testing on District Boilers

Annual CSD-1 (Control and Safety Device) testing is required in the state of Michigan on all commercial boiler applications. Quotes were requested to test the thirty-nine (39) district boilers. This number includes some kitchen equipment and hot water heaters in the district that require testing.

Three quotes were obtained and are summarized as follows:

Thompson Plumbing & Heating Petersburg, MI	\$4,641.00
Sieb Plumbing, Heating & Air Conditioning Monroe, MI	\$5,057.50
Monroe Plumbing & Heating Monroe, MI	\$6,900.00

It is my recommendation the low bidder **Thompson Plumbing & Heating** of Petersburg, MI be awarded the contract for CSD-1 testing for a total of **\$4,641.00** and all other bids be rejected.

Funds for CSD-1 testing will be taken from the Operations Budget.

If you need further information, please let me know.

JAO/ks

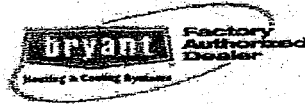
4920 W. Albain Road • Monroe, MI 48161

NOTICE OF NONDISCRIMINATION

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Proposal

Page No. / 1 of / 1 Pages



170 Petersburg Road
Petersburg, MI 49270
734-279-1244 or 734-856-8200 or 1-800-301-1244 FAX: 734-279-1203
PLBG-LIC. #05526/09684 MECH LIC #01781/10350

Monroe Public Schools		January 14, 2013
SUBMIT TO	PHONE	DATE
4920 W. Albain Road		
STREET	JOB	
Monroe, MI 48161		
CITY, STATE, AND ZIP CODE	JOB LOCATION	

We propose to: Provide CSD-1 Inspections For Boilers

Price to include:

- Provide a Basic CSD-1 Inspection & Report For Each Low PSI Steam & Hot Water Boiler
- Provide a Ring Binder Report Book w/ Tab Markers
- All Labor & Test Equipment

\$119.00 Each

Total \$4,641.00

material and labor-complete in accordance with the above specification for the sum of:

Payment to be made as follows: Paid In Full Upon Completion

According to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreement contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Signature: Brian Palka

Note: This proposal may be withdrawn by us if not accepted within 60 Days

Acceptance of Proposal-The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified.

Payment will be made as outlined above.

Date of Acceptance _____

Signature: _____

Signature: _____

PROPOSAL
SIEB
PLUMBING, HEATING & AIR CONDITIONING, INC.
 "Serving You Since 1868"
 303 EAST FRONT STREET - MONROE, MI 48161 2099
 PHONE (734) 241-8898 FAX (734) 241-9067

January 28, 2013

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

ATTN: Vince Castiglione

RE: Quotation for CSD-1 checks-

We would perform CSD-1 safety checks on 1 boiler as requested at a rate of \$144.50 per boiler.
Price includes combustion efficiency check after testing of controls.
Work to be performed for 2013 calendar year.

Total price-\$5057.50 for 35 boilers.

Note: Cleaning and tear down of boilers and heat exchange surfaces by school personnel.

Thank you,

Fred Calkins
Service Manager

PLEASE SIGN AND RETURN ONE COPY AND RETAIN ONE COPY FOR YOUR RECORDS

WE PROPOSE hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Payment to be made as follows: _____ dollars ()

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.
Date of Acceptance _____

AUTHORIZED SIGNATURE _____

Note: This proposal may be withdrawn by us if not accepted within _____ days.

SIGNATURE _____

SIGNATURE _____



506 COOPER STREET P.O. BOX 307
MONROE, MICHIGAN 48161-0307
PHONE: (734) 241-4277
FAX: (734) 241-3602

Date: 1/22/13

To: **Monroe Public Schools**
Operations Department
4920 W Albain Rd.
Monroe, MI 48161

Attn: Mr. Vince Castiglione

Re: Perform CSD-1 tests on boilers throughout District

To furnish the necessary materials, labor, tools and equipment for the completion of a CSD-1 test on the District boilers, we offer the price of \$6,900.00

Included in the above quotation:

- All work to be performed during regular working hours
- Assist owner in submitting paperwork for DTE Incentive Program for boilers that apply (please call me for additional info)

Not included in the above quotation:

- Overtime
- Cleaning, repairs and parts if boiler is not able to pass CSD-1 test or combustion analysis (additional quotation will be provided if necessary)

Proposal is valid for thirty days. If you have any questions concerning this quotation, please contact me.

Thank you,

Joseph Theisen
Service Manager



...your assurance of quality and value

INDUSTRIAL & COMMERCIAL MECHANICAL CONTRACTORS

DISTRICT TWO-WAY RADIOS

BACKGROUND

See attached memo.

ENCLOSURES

Memorandum from Mr. Oley

RECOMMENDATION

Move to accept the proposal from Herkimer Radio for the replacement of the current analog radio system with a digital radio system for a cost not to exceed \$113,003.46. Funds for this system are to be taken from the general fund.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Monroe Public Schools

Operations Department • Maintenance/Custodial 734-265-3333 • Fax 734-265-3331



February 8, 2013

To: Board of Education
Monroe Public Schools

From: Jerry Oley
Director of Operations

Re: District Two-Way Radios

Two-way radios are a vital source of communication within Monroe Public Schools. Radio usage includes but is not limited to building security, communication between custodial/maintenance staff and the operations office, communication between maintenance staff in the field to coordinate work and communication within buildings. No building currently has exterior antennas which limits the transmission and reception of the radios. In addition there are no base radios in any building, offices have been issued hand-held radios as their base units. Again, this limits transmission and reception of the radios. Recent FCC narrow banding mandates required Monroe Public Schools to update all district radios to meet the new standards. We know additional FCC mandates will be forthcoming requiring additional changes to bandwidths. No timeline has been set for these mandates to go into effect but we do know none of the current district radios will be compatible with this required upgrade. The district currently uses Motorola analog radios which have been a reliable and cost effective communication solution to this point but with increased security, our district needs have begun to exceed the capabilities of the current analog radio system.

Increased building security and the addition of security guards at each building make it necessary to add more radios in all buildings. With the urgency of radio communications regarding security, it is important that we have the clearest and best transmission possible so we recommend base stations with exterior antennas be installed at all buildings along with the addition of enough radios for each building to issue one to the principal, one to the secretary, one to the security guard and one to the custodian which is a total of at least four radios per building to meet the minimal security needs of each building. Sixteen additional radios district-wide will need to be purchased to meet this minimum standard of four per building.

We have been pleased with the performance of Motorola Radios over the years and would like to continue to purchase that brand. The approved Motorola dealer for this area is Herkimer Radio who has provided us with quotes. Herkimer has given us state pricing for all radios.

As previously stated, additional FCC mandates are scheduled but no timeline is yet in effect for the implementation. These mandates would require purchase of all new radios since no current radio is compatible with these newest requirements. With no timeline for the new updates, it is unknown when new equipment would need to be purchased. It could be as few as five years or more than ten years away. It seems practical to investigate alternatives that would be compatible with the scheduled changes which would also enhance our radio network capabilities.

4920 W. Albain Road • Monroe, MI 48161

NOTICE OF NONDISCRIMINATION

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Digital radios have several advantages to the current analog radios now in use including estimated 10 times better reception. The current analog radios have difficulty transmitting from tunnels, pool areas and boiler rooms. Digital radios would minimize or eliminate this problem. Digital radios allow for higher calling capacity and have a longer battery life between charges. The digital radios also have text messaging capabilities which could be added at a later date. This would be useful to remind employees of scheduled meetings, special orders to be picked up at local businesses or to get critical information regarding a security issue immediately into the hands of those who need it. The radios have digital telephone interconnect capability to enable communication between radios and landlines or mobile phones which could also be added at a later date if deemed necessary. Digital radios also provide the capability for work groups, allowing workers assigned to a specific task to communicate outside the public channel which would decrease general radio traffic and chatter. A switch to digital would require a new repeater and replacement of all current radio equipment in the district. While at first glance, the cost appears quite high, it is important to remember that any money put into our current analog system will be lost when new FCC mandates are implemented since all equipment would have to be replaced at that time. New digital radios are capable of communicating with the current analog system which would allow a multi-year conversion of Operations, maintenance and transportation.

According to our current information of radios in the district, the numbers below reflect our best estimate of equipment needed.

Replacement of Current Analog Radios with Digital Radios

Description	Quantity	Cost	Total
XPR6550 Digital Portable UHF Radio	100	\$820.26	\$82,026.00
XPR4550 Digital Mobile Base	11	\$643.86	\$7,082.46
Power supply and base mic	11	\$275.00	\$3,025.00
Outside antenna, cable, connectors. Estimate only	9	\$200.00	\$1,800.00
MTR3000 Repeater and preselector, no cabinet or duplexor	1	\$6,800.00	\$6,800.00
Programming and fleetmapping of digital radios	111	\$20.00	\$2,220.00
Setup and installation of base	11	\$75.00	\$825.00
Installation of outside base antenna. Estimate only.	9	\$300.00	\$2,700.00
Setup and installation of digital repeater	1	\$1,400.00	\$1,400.00
FCC Modification of existing license for digital	1	\$125.00	\$125.00
New repeater antenna, line and accy.	1	\$2,200.00	\$2,200.00
Labor for repeater antenna	1	\$2,800.00	\$2,800.00
		TOTAL	\$113,003.46

It is clear that all equipment will have to be replaced at some point in the future. Equipment prices increase each year so the longer we wait, the higher the replacement costs will be. Many of our current radios are new enough that they could be valuable to a smaller school district or small business and there is the possibility they could be sold through auction or other source. I recommend replacement of the current analog radio system with a digital radio system from Herkimer radio for the price of \$113,003.46.

Funds for the replacement will be taken from the general fund.

JAO/ks

4920 W. Albain Road • Monroe, MI 48161

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Board Meeting #3
February 12, 2013
Item #C.13

TITLE I TECHNOLOGY PURCHASE

BACKGROUND

The Technology Department is requesting the purchase of Bretford Carts, iPads, iPad Smart Cases and Wireless Keyboards for Arborwood, Manor, Monroe Middle School, Custer and Waterloo. Providing these additional iPads for students will support enrichment time and curriculum within each building and support our school improvement goals. The Title I grant will fund the cost of this technology.

ENCLOSURE

Memo from David Payne
Apple, Inc. Education Price Quote

RECOMMENDATION

Move to approve the purchase of Bretford Carts, iPads, iPad Smart Cases and Wireless Keyboards for Arborwood, Manor, Monroe Middle School, Custer and Waterloo for a cost not to exceed \$206,509.35. The money for this purchase will come from the Title I grant.

MOTION: _____ SUPPORT: _____ ACTION: _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Memo

To: Julie Everly
From: David Payne
Date: 2/7/2013
Re: Title I Technology Purchase

Title I Technology Purchase

We are recommending the purchase of the following technology for Arborwood, Custer, Manor, MMS, and Waterloo. This technology would be funded by the Title I Grant. The total cost of this purchase will not exceed \$206,509.35. As this technology is provided by Apple Computer we must go through their education department and will not have at least three competitive bids. Quotes for the technology are attached and are separated by building.

Title I iPad and Accessory Purchase							
	AWC	Manor	MMS	Custer	Waterloo	Item Cost	Item Totals
Bretford Cart	1	4	2	4	2	\$2,599.95	\$33,799.35
iPad 2 (pack of 10)	3	10	6	12	5	\$3,790.00	\$136,440.00
iPad Smart Cases	30	100	60	120	50	\$49.00	\$17,640.00
Wireless Keyboards				270		\$69.00	\$18,630.00
Total Cost (Building)	\$15,439.95	\$53,199.80	\$30,879.90	\$80,389.80	\$26,599.90		
	Grand Total						\$206,509.35

Providing these additional iPads for students will support enrichment time and curriculum within each building. This purchase will further support our school improvement goals. If approved we will be discussing this technology and how they are being used to integrate our curriculum with technology at our next Board Curriculum meeting on the 25th of February.

Apple Inc. Education Price Quote

Customer: Kevin Hauser
 MONROE PUBLIC SCHOOLS
 7344579671 phone
 khauser1983@gmail.com email

Apple Inc:

Amanda Grubb
 12545 Riata Vista Circle
 MS: 198-9IES
 Austin, TX 78727-6524
 512-6746217 ph
 800-5900325 fax
 agrubb@apple.com email

Arborwood

Apple Quote: 2200464813
 Quote Date: 29-Jan-2013
 Quote Valid Until: 28-Feb-2013

Quote Comments:

Part Number	Details & Comments	Qty	Unit List Price	Extended List Price
1	BG701LL/A iPad 2 16GB with Wi-Fi - Black (10-pack)	3	3,790.00	11,370.00
2	MD454LL/A iPad Smart Case - Polyurethane - Dark Gray	30	49.00	1,470.00
3	H3635LL/A Bretford PowerSync Cart for iPad	1	2,599.95	2,599.95
Edu List Price Total				15,439.95
eWaste Fee / Recycling Fee				0.00
Extended Total Price*				15,439.95

**In most cases Extended discounted Total price does not include Sales Tax
 If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary

Completing your order is easy:

- *Reference Apple Quote number 2200464813 on your Purchase Order
- *Fax a copy of this quote along with your Purchase Order to 800-5900325:

Apple Inc.
 12545 Riata Vista Circle
 MS: 198-9IES
 Austin, TX 78727-6524

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Apple Inc. Education Price Quote

Customer: Kevin Hauser
 MONROE PUBLIC SCHOOLS
 7344579671 phone
 payne@monroe.k12.mi.us email

Apple Inc:

Amanda Grubb
 12545 Riata Vista Circle
 MS: 198-91ES
 Austin, TX 78727-6524
 512-6746217 ph
 800-5900325 fax
 agrubb@apple.com email

Apple Quote: 2200359394
 Quote Date: 11-Dec-2012
 Quote Valid Until: 10-Jan-2013

Customer

Quote Comments:

Part Number	Details & Comments	Qty	Unit List Price	Extended List Price
1	BG701LL/A iPad 2 16GB with Wi-Fi - Black (10-pack)	12	3,790.00	45,480.00
2	H3635LL/A Bretford PowerSync Cart for iPad	4	2,599.95	10,399.80
3	MD454LL/A iPad Smart Case - Polyurethane - Dark Gray	120	49.00	5,880.00
Edu List Price Total				61,759.80
eWaste Fee / Recycling Fee				0.00
Extended Total Price*				61,759.80

**In most cases Extended discounted Total price does not include Sales Tax
 If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary

Completing your order is easy:

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- D. UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL 10-Jan-2013 UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE. APPLE MAY MODIFY ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF THIS QUOTE CONTAINS A TYPOGRAPHIC OR OTHER ERROR.

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Date of last revision -April 7th, 2012

Apple Inc. Education Price Quote

Customer: Kevin Hauser
 MONROE PUBLIC SCHOOLS
 7344579671 phone
 payne@monroe.k12.mi.us email

Apple Inc:

Amanda Grubb
 12545 Riata Vista Circle
 MS: 198-9IES
 Austin, TX 78727-6524
 512-6746217 ph
 800-5900325 fax
 agrubb@apple.com email

Apple Quote: 2200359390
 Quote Date: 11-Dec-2012
 Quote Valid Until: 10-Jan-2013

Quote Comments:

Part Number	Details & Comments	Qty	Unit List Price	Extended List Price
1	MC184LL/B Apple Wireless Keyboard – US	270	69.00	18,630.00
Edu List Price Total				18,630.00
eWaste Fee / Recycling Fee				0.00
Extended Total Price*				18,630.00

**In most cases Extended discounted Total price does not include Sales Tax
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Customer

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 7344579671 phone
 khauser1983@gmail.com email

Apple Inc: Amanda Grubb
 12545 Riata Vista Circle
 MS: 198-9IES
 Austin, TX 78727-6524
 512-6746217 ph
 800-5900325 fax
 agrubb@apple.com email

Monroe

Apple Quote: 2200430102
 Quote Date: 29-Jan-2013
 Quote Valid Until: 13-Feb-2013

Quote Comments:

Part Number	Details & Comments	Qty	Unit List Price	Extended List Price
1	H3635LL/A Bretford PowerSync Cart for iPad	4	2,599.95	10,399.80
2	BG701LL/A iPad 2 16GB with Wi-Fi - Black (10-pack)	10	3,790.00	37,900.00
3	MD454LL/A iPad Smart Case - Polyurethane - Dark Gray	100	49.00	4,900.00
Edu List Price Total				53,199.80
eWaste Fee / Recycling Fee				0.00
Extended Total Price*				53,199.80

**In most cases Extended discounted Total price does not include Sales Tax
 If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary

Completing your order is easy:

- *Reference Apple Quote number 2200430102 on your Purchase Order
- *Fax a copy of this quote along with your Purchase Order to 800-5900325:

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 Austin, TX 78727-6524

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Date of last revision - April 7th, 2012

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 7344579671 phone
 khauser1983@gmail.com email

Apple Inc:

Amanda Grubb
 12545 Riata Vista Circle
 MS: 198-9IES
 Austin, TX 78727-6524
 512-6746217 ph
 800-5900325 fax
 agrubb@apple.com email

Apple Quote: 2200466876
 Quote Date: 30-Jan-2013
 Quote Valid Until: 1-Mar-2013

MMS

Quote Comments:

Part Number	Details & Comments	Qty	Unit List Price	Extended List Price
1	BG701LL/A iPad 2 16GB with Wi-Fi - Black (10-pack)	6	3,790.00	22,740.00
2	MD454LL/A iPad Smart Case - Polyurethane - Dark Gray	60	49.00	2,940.00
3	H3635LL/A Bretford PowerSync Cart for iPad	2	2,599.95	5,199.90
Edu List Price Total				30,879.90
eWaste Fee / Recycling Fee				0.00
Extended Total Price*				30,879.90

**In most cases Extended discounted Total price does not include Sales Tax
 If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary

Completing your order is easy:

- *Reference Apple Quote number 2200466876 on your Purchase Order
- *Fax a copy of this quote along with your Purchase Order to 800-5900325:

Apple Inc.
 12545 Riata Vista Circle
 MS: 198-9IES
 Austin, TX 78727-6524

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Apple Inc. Education Price Quote

Customer: Kevin Hauser
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 7344579671 phone
 payne@monroe.k12.mi.us email

Apple Inc: Amanda Grubb
 12545 Riata Vista Circle
 MS: 198-9IES
 Austin, TX 78727-6524
 512-6746217 ph
 800-5900325 fax
 agrubb@apple.com email

Apple Quote: 2200345032
 Quote Date: 6-Dec-2012
 Quote Valid Until: 4-Jan-2013

Waterloo

Quote Comments:

Part Number	Details & Comments	Qty	Unit List Price	Extended List Price
1	H3635LL/A Bretford PowerSync Cart for iPad	2	2,599.95	5,199.90
2	BG701LL/A iPad 2 16GB with Wi-Fi - Black (10-pack)	5	3,790.00	18,950.00
3	MD454LL/A iPad Smart Case - Polyurethane - Dark Gray	50	49.00	2,450.00
Edu List Price Total				26,599.90
eWaste Fee / Recycling Fee				0.00
Extended Total Price*				26,599.90

**In most cases Extended discounted Total price does not include Sales Tax
 If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary

Completing your order is easy:

- *Reference Apple Quote number 2200345032 on your Purchase Order
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**DECA STATE CAREER DEVELOPMENT CONFERENCE
IN STATE - OVERNIGHT**

BACKGROUND

Monroe High School teacher and DECA advisor, Jeff Brown, wishes to petition the Board of Education for permission to take fifteen (15) Monroe High School students to Grand Rapids, MI in order to attend the DECA State Career Development Conference. This overnight trip to attend the 2013 state conference will be held at the Amway Grand Hotel, Grand Rapids, Michigan April 15, 16, and 17th. The Monroe High School students learn marketing, small business ownership and intro to business marketing in DECA. The students competing in this competition will report back to all marketing students at MHS and they will begin preparation for the next competition.

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

ENCLOSURE(S)

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

RECOMMENDATION

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

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Monroe Public Schools
Field Trip Information Form

Date of Trip: 3-15-13 - 3/17/13

Grade/Team/Organization Making Request: DECA

Destination: AMWAY GRAND HOTEL

Address: 187 MONROE AVE. NW.

City: GRAND RAPIDS State: MI Zip: 49503

Means of Transportation: MPS BUS

Number of Students and Adults Involved: 12

Exact Loading Location: MHS MAIN ENTRANCE

Estimated Time of Departure: 7:25 AM FRIDAY

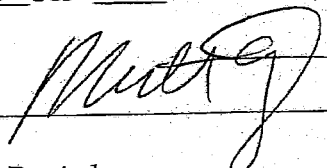
Estimated Time of Departure from Destination: 12:30 PM

Expected Time of Arrival: 3:00 PM SUNDAY


Purpose of Trip: DECA STATE CONFERENCE

Faculty Supervisor: JEFF BROWN

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

Principal's Signature:  Date: 2-6-13

Approved Denied

Assistant Superintendent's Signature:  Date: 2/6/13

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:

- SEE ATTACHED.

School(s):

MHS

Chaperones:

JEFF BROWN

Method of Transportation:

MPS BUS

Date of Departure:

3 / 15 / 13

Time of Departure:

7:25 AM

If overnight, number of nights:

2

Date of Return:

3 / 17 / 13

Time of Return:

3:00 pm

Number of Students Participating:

15

Number of Staff Supervising:

1

Number of Other Adults Assisting: 1

Number of School Days Student will be Attending Trip: 1

Cost Per Child: 125.⁰⁰

Cost Per Chaperone: 125.⁰⁰

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 PUBLIC SCHOOLS
FIELD TRIP CHECK LIST

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

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

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

Pre-trip lessons:

ALL ACTIVITIES/LESSONS ALIGN WITH
STATE + NATIONAL MARKETING BENCHMARKS.
- SEE ATTACHED SHEETS.

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

TESTS AND ROLE PLAYS ALIGN WITH
STATE BENCHMARKS.

Follow-up classroom lessons:

CREATES STUDENT INTEREST IN ALL PHASES
OF MARKETING, MANAGEMENT, + ENTREPRENEURSHIP.

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

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

Monroe High School DECA

An Association of Marketing Students

1/17/13

Mr. Matt Cortez
Monroe High School
901 Herr Road
Monroe, MI 48161

Dear Matt:

This is the Monroe High School DECA chapter's written request that you allow us to attend the 2013 DECA State Career Development Conference in Grand Rapids, Michigan. Please consider allowing us to attend this educational conference from Friday, March 15th (7:25 AM) – Sunday, March 17th, 2013 (3:00 PM.)

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

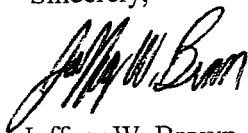
The purpose of DECA is to provide learning opportunities to marketing education students through goal-oriented chapter activities. The focus of these activities is always upon developing greater understanding and appreciation of marketing, management and entrepreneurship. These activities contribute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

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

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

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

Sincerely,



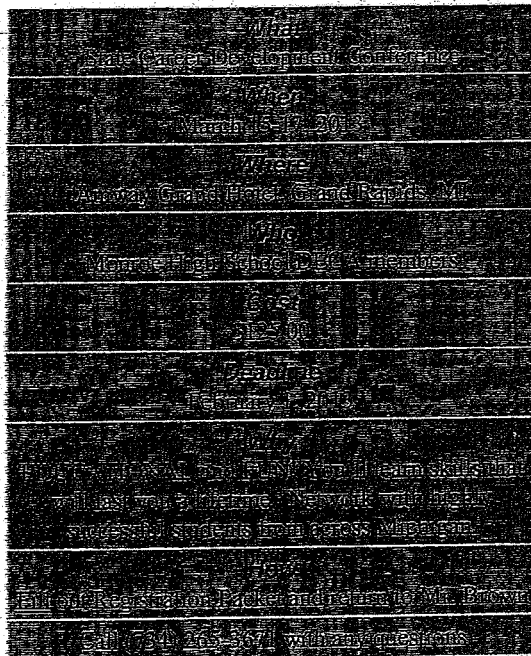
Jeffery W. Brown
DECA Advisor

Cc: Bill Ferrara

MICHIGAN DECA STATE CONFERENCE

March 15 - 17, 2013 - Amway Grand Hotel, Grand Rapids, MI

Registration Packet



CONTENTS:

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

RETURN ALL FORMS TO MR. BROWN BY February 1, 2013

Monroe High School DECA Chapter

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

TO: DECA Parents
FROM: Jeff Brown, DECA Advisor *J.B.*
DATE: January 17, 2013
SUBJECT: 2013 DECA State Career Development Conference

By now you already know your daughter or son qualified for the State DECA Conference by finishing in the top 10 overall in their event at the District V DECA Conference January 11, 2013, at Eastern Michigan University. (There were over 900 delegates participating at our district conference.) Twelve Monroe High School students are qualified to attend the DECA State Conference. Monroe High School students really demonstrated that they are learning business skills in their marketing education class and at their Co-op training stations. You are also receiving this letter because your daughter or son indicated to us that they wanted to participate in the State DECA Conference on March 15-17, 2013.

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

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

Students should meet us at Monroe High School's Flagpole entrance at 7:25am on Friday, March 15, for departure. (School is in session on this day, they will be excused for the remainder of the day for an educational field trip.) Students must have business attire for the competition part of the conference. DECA discourages students from wearing any denim type clothing at the conference, however, other types of casual clothing may be worn during times students are not competing or attending meetings. The use of personal automobiles or visitation by friends not registered at the conference is forbidden. We should return to MHS's Flagpole entrance sometime between 2:00-3:00 PM on Sunday, March 17, 2013.

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

Winners in each event will be crowned as Michigan State Champions. Michigan State Champions will receive an automatic bid to participate in the International DECA Conference in Anaheim, California during the last week of April, 2013. At this point in time our main focus is the State Conference. (The International Conference will only be discussed when or if there are Monroe High School delegates qualified to participate.)

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

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

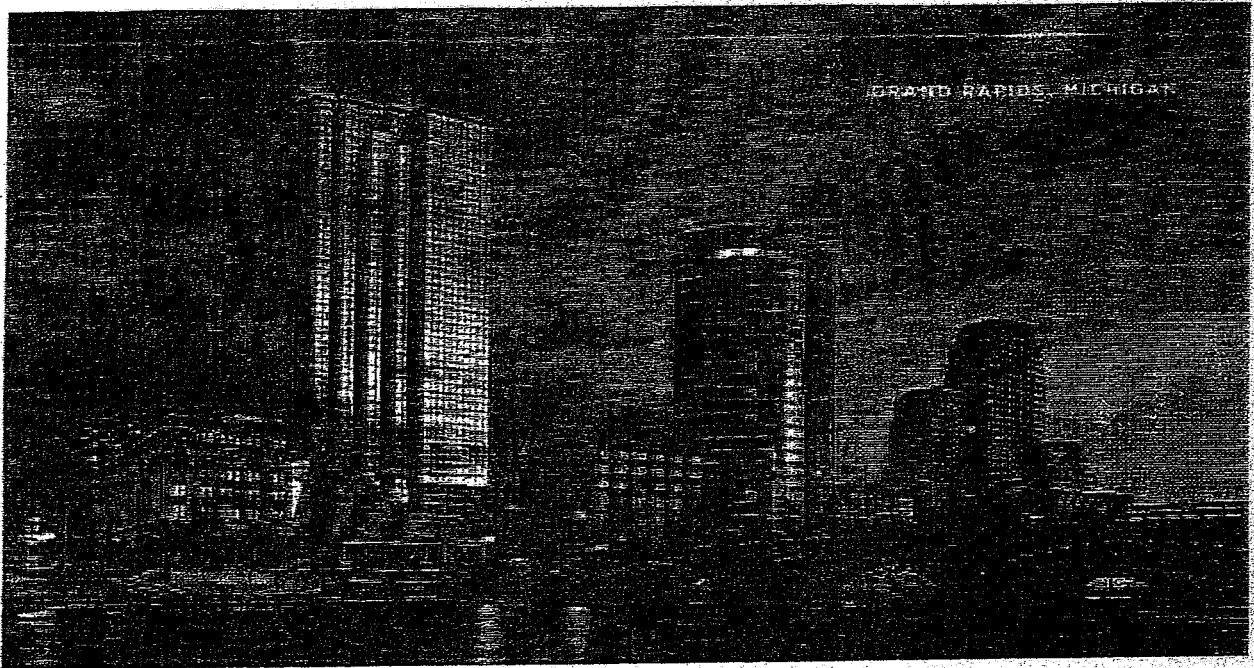
P.S. Please fill out the enclosed permission forms and give them to your daughter/son with a \$125.00 check made payable to MHS DECA. Thank you.

For more information go to www.mideca.org

State Career Development Conference

March 15-17, 2013

Grand Rapids, Michigan



This year's conference, held in Grand Rapids, promises to be one of the most exciting, competitive and FUN Michigan DECA events of the year! You will have the opportunity to meet and compete with over 3,000 Michigan DECA members from throughout the state and also meet important and influential business professionals. The SCDC is a time for you to develop your occupational and leadership skills as well as meet other fun and energetic Michigan DECA members.

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

The Michigan DECA SCDC gives you the opportunity to meet DECA members from around the state, interact with important business representatives, and last but not least, compete for a chance to represent Michigan DECA at the International Career Development Conference, held in Anaheim, California in April 2013!

NEW THIS YEAR: UPDATED CONFERENCE REGISTRATION PROCEDURES

Michigan DECA has developed a new step in the District Conference registration process so that we can ensure accurate registration for all Michigan DECA members. All students must be registered as DECA members before the appropriate conference competition, and before starting the conference registration form. Please refer to this page for information about the process.

Conference Registration

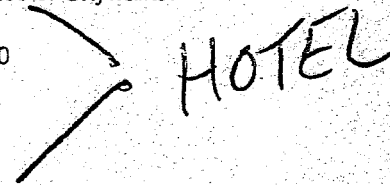
The conference registration fee will cover two meals (breakfast on Saturday and Sunday mornings), registration materials, and conference administrative expenses.

Hotels

Michigan DECA Policy requires that all competitors stay at one of the official conference hotels.

Conference Registration will not be accepted for schools that are not staying at one of the official hotels. All hotels are connected to each other and the Convention Center by a series of Skywalks.

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



Refer to the Forms page for hotel registration forms.

Eligibility

Only students that are competing at the State Conference may attend the conference. Delegates may not enter more than one event (i.e. Individual, Written, or Chapter event). The only exception is the Merit Award Program.

Refunds

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

Refund Schedule:

- Before February 23: \$80.00 refund
- Between February 24 to March 1: \$40.00 refund
- Between March 2 to March 8: \$25.00 refund
- After March 8: No Refund

Substitution Policy

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

Schedule

Conference registration will start at Noon on Friday, March 15th. The first student activity will start at 2:30 p.m. A tentative program will be included in the February issue of *Spotlight on DECA* and will be posted on this website in February. Delegates are responsible to read the conference program to know their event times.

Presentations using the Internet:

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

Economics and Marketing Mathematics Applied Academics Certification

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

Saturday Evening Activities

Special entertainment options will be provided for the delegates this year, and will be posted in February.

Meals

Two (2) meals are included in the registration fee; breakfast on Saturday and Sunday mornings. Other meals will be the responsibility of each delegate and/or chapter.

Advisor Reception & Recognition

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

Dress During the Conference

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

Seating at Sessions

Schools that achieve all three (3) goals of DECA's membership campaign will have reserved seating at the award session of their choice. Refer to the membership campaign guidelines for more information. Seating for other schools will not be assigned. One seat will be allocated for each paid delegate. New chapters will have reserved seating at the opening session only.

- Opening Session: There will be one Opening Session on Friday evening. New chapters will have reserved seating at this session only.
- Saturday Night Awards Session will recognize: Written Events and Chapter Awards
- Sunday Award Session will recognize: All remaining events, and the New State Executive Council. The conference program will list the order that the events will be awarded and approximate times.

Name Badges & Wrist Bands

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

Conference Assistance

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

Chaperones

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

Supervision

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

Curfew

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

Code of Conduct & Medical Treatment Authorization Forms

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

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

Private Autos at the Conference

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

Voting Delegates

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

Voting

Voting will take place on Saturday from 2:00 p.m. to 4:00 p.m. Each year, some voting delegates do not show up or are late for the election. Our policy is that voting delegates will not be admitted after 4:00 p.m.

Number of Voting Delegates per Chapter Membership

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

- 1 voting delegate for chapters that have 1 to 61 members
- 2 voting delegates for chapters that have 62 to 101 members
- 3 voting delegates for chapters that have 102 to 141 members
- 4 voting delegates for chapters that have 142 to 181 members
- 5 voting delegates for chapters that have 182 to 221 members
- 6 voting delegates for chapters that have 222 to 261 members
- 7 voting delegates for chapters that have 262 to 301 members
- 8 voting delegates for chapters that have 302 to 341 members

State Conference T-Shirts

Michigan Alumni DECA is selling State Conference T-shirts again this year. The shirts will be designed around the conference theme, and will be heavyweight, 100% cotton T-shirts. The T-shirts are \$12.00 each at the Alumni booth. Pre-orders of shirts on the conference registration form, you will receive a discounted price of \$10.00 per shirt. Please consider ordering your shirts when you register for the conference, as the past years we were completely sold out by early Saturday afternoon! This fundraiser is designed help Alumni Division so they can sponsor a competitive event to provide more travel scholarships for qualifiers to attend the International Career Development Conference.

Certificates of Excellence

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

MONROE HIGH SCHOOL

Dear Parent:

Your son/daughter has expressed a desire to attend the following special event:

Name of event: DECA STATE CONFERENCE

Date: 3/15/13-3/17/13 TIME ALL DAY

Transportation: TBD

We request that you sign the attached permission form and return it with the student to the sponsor of the event. Thank you.

MONROE HIGH SCHOOL

By JEFF BROWN
Sponsor

The undersigned hereby gives permission for

X

_____ Name of Student
to attend DECA STATE CONF. leaving Monroe High School

at 3/15/13 and returning to Monroe High School at 3/17/13 3:00pm
7:25 AM

X Signed _____
Parent
SIGN

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

EXPLANATION AND DATES:

Departure Date/Day FRI. 3/15/13 Return Date/Day SUN. 3/17/13

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

The purpose of this trip is DECA STATE CONFERENCE and the group sponsoring
the trip is DECA

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:

X 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:

X _____

(Parent(s)/Guardian(s))

Signed before me this _____ day of _____ 20____

Notary Public
My commission expires _____

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

Name _____ Chapter Monroe High School
Conference SCDC Conference Date March 15-17, 2013

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

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

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

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

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

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

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

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

MICHIGAN DECA Code of Conduct/Medical Treatment Authorization

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

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

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

DECA State Career Development Conference March 15-17, 2013
Conference or Activity Date

Monroe High School
Name of School

Name of Delegate Date of Birth

Address City State Zip

Daytime Phone Evening Phone

Emergency Contact Phone

Please list any medications or physical limitations:

X Parent/Guardian's Signature

Date

Delegate's Signature
[Handwritten Signature]
Advisor's Signature

Date
1/17/13
Date

Principal's Signature

Date

Insurance Company

Policy Number

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

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

**BUSINESS PROFESSIONALS OF AMERICA
 STATE LEADERSHIP CONFERENCE
 IN STATE - OVERNIGHT**

BACKGROUND

Joni Weaks, Monroe High School teacher and BPA advisor, wishes to petition the Board of Education for permission to take six (6) Monroe High School students to Grand Rapids, MI in order to attend the BPA State Leadership Conference. This overnight trip to attend the 2013 state conference will be held at the Amway Grand Hotel, Grand Rapids, Michigan March 21, 22, 23, and 24th. The Monroe High School students studied their area of concentration and qualified in 6 different areas of business.

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

ENCLOSURE(S)

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

RECOMMENDATION

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

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Monroe Public Schools Field Trip Information Form

Date of Trip: March 21-24, 2013

Grade/Team/Organization Making Request: Monroe High School Business Professional

Destination: Amway Grand Hotel, Grand Rapids, MI
of America Club

Address: 187 Monroe Ave. NW

City: Grand Rapids State: MI Zip: 49503

Means of Transportation: 2 cars - Rich and Joni Weaks

Number of Students and Adults Involved: 8

Exact Loading Location: Teachers Parking Lot @ MHS

Estimated Time of Departure: 2:30 p.m. - 4:00 p.m.

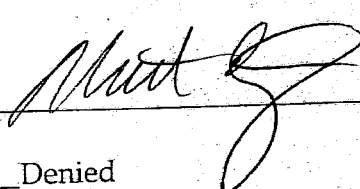
Estimated Time of Departure from Destination: 11:00 a.m.

Expected Time of Arrival: 6-7 p.m. on March 21
2 p.m. on March 24


Purpose of Trip: State Competition and Leadership Conference

Faculty Supervisor: Joni Weaks

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

Principal's Signature:  Date: 2-16-13

Approved Denied

Assistant Superintendent's Signature:  Date: 2/7/13

Approved Denied

MONROE PUBLIC SCHOOLS

FIELD TRIP CHECK LIST

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

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

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

Pre-trip lessons:

Students studied their area of concentration
and qualified in 6 different areas in business.
They will also attend conferences while there.

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

They will apply their skills in business
areas that they have learned.

Follow-up classroom lessons:

club activities will be shared
with club and classes.

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

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

February 4, 2013

Mr. Matt Cortez, Principal
Monroe High School
901 Herr Road
Monroe, MI 48161

Dear Mr. Cortez:

Monroe High School's Business Professionals of America Club had 6 students qualify for the state competition. We would like permission to attend the State Leadership Conference at the Grand Amway Hotel in Grand Rapids, Michigan. We plan to depart on Thursday, March 21, 2013 after school and return on Sunday, March 24, 2013 at 2:00 p.m.

My husband, Richard Weaks, will serve as the chaperone along with myself. He also chaperoned last year's trip. We will be taking 4 boys and 2 girls.

The expenses will be paid by our funds through the CTE office account, and the BPA club will cover all food and extra activities for the group.

If you have any questions regarding this matter, please contact me.

Sincerely,

Joni Weaks, Advisor
Business Professionals of America

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:

The Business Professionals of America
Club State Qualifiers will be attending
the State Leadership Conference on
March 21-24, 2013. This will be held at
the (Grand) Amway Hotel in Grand Rapids
Michigan.

School(s): Monroe High School

Chaperones: Joni A. Weaks (advisor)

Richard A. Weaks (chaperone)

Method of Transportation: 2 automobiles

Date of Departure: 3 / 21 / 13

Time of Departure: 2:30 - 4:00 p.m.

If overnight, number of nights: 3

Date of Return: 3 / 24 / 13

Time of Return: 2:00 p.m.

Number of Students Participating: 6

Number of Staff Supervising: 1 plus chaperone

Number of Other Adults Assisting: 1 chaperone

Number of School Days Student will be Attending Trip: 1 (Friday)

Cost Per Child: registration \$80
hotel \$61 x 3 = 183
Food covered by BPA club \$100

Cost Per Chaperone: ^{Joni Rich} registration 80 + 65
hotel 122 x 3 = 366
Food covered by BPA club
transportation 200
+ mileage

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes

No

Chaperones: Yes

No

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

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

Updated: 09/12/06

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

EXPLANATION AND DATES:

Departure Date/Day March 21, 2013 Thursday Return Date/Day March 24, 2013 Sunday
A group of students and adult chaperones are planning a trip to: City BPA State Leadership Conf in
State MI Country USA (daily itinerary must be attached). Grand Rapids
The purpose of this trip is state competition and the group sponsoring
the trip is Business Professionals of America

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) Joni Weaks, Advisor + Richard Weaks,
Chaperone

~~She has~~ They have 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 _____

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

School: Monroe High School
Date of Trip: March 21-24, 2013
Departure Time: 2:30 p.m.
Return Time: 2:00 p.m.
Group/Class Taking Trip: BPA
Destination: Amway Grand Hotel, Grand Rapids, MI

❖ 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: Mrs. Joni Weaks, Advisor

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:

Date: _____

Parent(s)/Guardian

BPA Itinerary

Schedule of Events

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

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

Special Information for Judged Events

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

Judged Event Finals Postings: On Saturday, listings of finalists for those contests having finals will be posted at the location where the final round will be held. Finalists will be posted between 12:30-1:00 p.m.; therefore, please bring all necessary materials with you when you review the finals listing. Results from Friday preliminary events will be posted at the Assessment Events Headquarters.

Business Professionals of America-Michigan Association 2013 State Leadership Conference Tentative Schedule

DAY/DATE/TIME	EVENT	SITE
Wednesday, March 20		
4:00pm-10:00pm	State Executive Council Meeting	A
Thursday, March 21		
8:00am-10:00pm	State Executive Council Meeting	A
11:00am-12:00pm	BPA/Grand Rapids Staff Meeting	A
12:00pm-8:00pm	Luggage Holding	A
5:00pm-9:00pm	Registration/Courtesy Corps (Additional satellite check-in will be provided at all hotels on Thursday)	A
7:00pm-9:00pm	Exhibitor Display Setup	A
7:00pm-9:00pm	Assessment Events Headquarters	A
8:00pm-10:00pm	Special Event: To be determined Sponsored by Davenport University (Open to all delegates)	A
9:00pm-9:45pm	Administrators/Proctors/Graders Meeting for all computer and non-judged events	A
10:00pm-10:30pm	Alumni/Volunteer Staff Meeting	A
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels

DAY/DATE/TIME	EVENT	SITE
Friday, March 22		
7:00am-4:00pm	Assessment Events Headquarters	A
7:30am-4:00pm	Davenport University Shuttle Bus Pickup (near Sales & Catering Office)	A
7:00am-7:00pm	Registration/Courtesy Corps	A
8:00am-6:00pm	Luggage Holding	A
8:00am-6:00pm	Coat Check	A
8:00am-9:30am	Financial Analyst Team Preparation (Preliminaries)	A
8:15am-8:45am	Judges & Administrators Meeting for Financial Analyst Team and Presentation Management-Individual	A
8:30am-9:30am	Banking & Finance	A
8:30am-9:30am	PC Servicing & Troubleshooting	A
8:30am-10:00am	Keyboarding Production	DU
8:30am-10:00am	Fundamental Word Processing Skills	DU
8:30am-10:30am	Advanced Word Processing Skills	DU
8:30am-10:00am	C++ Programming (Session 1) Java Programming (Session 1) Visual Basic Programming (Session 1)	A
8:30am-10:30am	Fundamentals of Web Design	DU
9:00am-10:00am	Parliamentary Procedure Concepts (Team members only)	A
9:00am-7:00pm	Grading Room	A
9:00am-Finish	SEC Candidate Interviews	A
9:00am-9:45	Judges and Administrators Meeting for Broadcast News Production Team Computer Animation Team Economic Research Project Team Global Marketing Team Video Production Team	A
9:15am-4:00pm	Presentation Management-Indiv. (Preliminaries) Section 1 Section 2 Section 3 Section 4	A A A A
9:45am-10:45am	Computer Security	A
10:00am-11:30am	C++ Programming (Session 2) Java Programming (Session 2) Visual Basic Programming (Session 2)	A
10:00am-12:00noon	Computerized Accounting	DU
10:00am-10:30am	Parliamentary Procedure Team – Judges & Administrators Meeting	A
10:00am-12:00noon	Advanced Accounting (for Financial Analyst Team members only)	A
10:00am-12:00noon	Fundamental Accounting (for Financial Analyst Team members only)	A

DAY/DATE/TIME	EVENT	SITE
10:00am-5:00pm	Broadcast News Production Team	A
10:00am-5:00pm	Computer Animation Team	A
10:00am-5:00pm	Economic Research Project Team	A
10:00am-5:00pm	Global Marketing Team	A
10:00am-5:00pm	Video Production Team	A
10:00am-4:00pm	Exhibits Open	A
10:30am-12:30pm	Advanced Spreadsheet Applications	DU
10:30am-12:30pm	Integrated Office Applications	DU
10:30am-12:30pm	Fundamental Spreadsheet Applications	DU
10:30am-3:00pm	Parliamentary Procedure Team (Preliminaries)	
	Section 1 Prep	A
	Section 1 Demo	A
	Section 2 Prep	A
	Section 2 Demo	A
11:00am-11:30am	Judges Orientation	A
11:00am-11:45am	Legacy Launcher #1	A
11:00am-11:45am	Legacy Launcher #2	A
11:00am-12:00noon	Computer Network Technology	A
11:30am-2:00pm	Judges Luncheon (By Invitation Only/Ticket Required)	A
12:30pm-2:00pm	Administrators & Proctors Meeting for all Saturday Judged Events	A
12:30pm-2:30pm	Basic Office Systems & Procedures	DU
12:30pm-2:30pm	Advanced Office Systems & Procedures	DU
12:30pm-2:30pm	Database Applications	DU
12:30pm-4:30pm	Financial Analyst Team (Finals/Demo)	A
1:00pm-1:45pm	Legacy Launcher #3	A
1:00pm-1:45pm	Legacy Launcher #4	A
1:00pm-2:00pm	Proctors Meeting for Open Event Personnel & Staff	A
1:00pm-2:30pm	Payroll Accounting	A
2:00pm-2:45pm	Legacy Launcher #5	A
2:00pm-2:45pm	Legacy Launcher #6	A
2:30pm-3:30pm	Systems Administration using Cisco	A
2:30pm-4:30pm	Administrative Support Team	DU
2:30pm-4:30pm	Legal Office Procedures	DU
2:30pm-4:30pm	Medical Office Procedures	DU
3:00pm-5:00pm	Advanced Accounting (for non-Financial Analyst Team members)	A
3:00pm-5:00pm	Fundamental Accounting (for non-Financial Analyst Team members)	A
3:45pm-4:45pm	Network Administration Using Microsoft	A
4:00pm-7:00pm	Parliamentary Procedure Team (Finals)	
	Prep	A
	Demo	A

DAY/DATE/TIME	EVENT	SITE
6:30pm-7:00pm	Annual Business Meeting (Voting Delegates/Chapter Presidents must be seated for roll call by 6:15pm. This meeting will be held to conduct all the official business of the annual conference.)	CC
7:30pm-9:00pm	Opening Session/Parade of Presidents (Parade, Special Awards, Candidate Speeches, Statesman Torch Awards)	CC
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels
Saturday, March 23		
7:30am-10:00am	Test Distribution (Assessment Events Headquarters)	A
8:00am-5:00pm	Courtesy Corps	A
8:00am-5:00pm	Coat Check	A
8:00am-8:30am	Judges Breakfast/Orientation (By Invitation Only/Ticket Required)	A
8:00am-3:30pm	Small Business Mgmt Team Preparation Demonstration	A A
9:00am-12:00pm	Admin. Support Research Proj.-Indiv. (Preliminaries)	A
9:00am-12:00pm	Advanced Interview Skills (Prelim)	A
9:00am-12:00pm	Digital Media Production (Prelim) Section 1 Section 2 Section 3	A A A
9:00am-12:00pm	Economic Research Proj.-Indiv. (Prelim)	A
9:00am-12:00pm	Entrepreneurship (Prelim) Section 1 Section 2 Section 3	A A A
9:00am-12:00pm	Extemporaneous Speech (Prelim) Prep Section 1 Section 2 Section 3	A A A A
9:00am-12:00pm	Graphic Design Promotion (Prelim)	A
9:00am-12:30pm	Human Resource Mgmt. (Prelim) Prep Section 1 Section 2	A A A
9:00am-12:00pm	Interview Skills (Prelim)	A
9:00am-12:00pm	Prepared Speech (Prelim) Section 1 Section 2 Section 3	A A A
9:00am-3:00pm	Web Site Design Team	A

DAY/DATE/TIME	EVENT	SITE
9:00am-4:00pm	Presentation Management – Team	A
9:00am-4:00pm	Exhibits Open	A
9:00am-2:00pm	Career Fair	TBD
10:00am-10:45am	Legacy Launcher #7	A
10:00am-10:45am	Legacy Launcher #8	A
10:00am-2:00pm	Presentation Management-Indiv. (Finals)	A
10:00am-3:00pm	College Fair	A
10:00am-5:30pm	Grading Room	A
11:00am-11:45am	Legacy Launcher #9	A
11:00am-11:45am	Legacy Launcher #10	A
11:30am-12:30pm	Judges Orientation (Final Judges Only)	A
11:30am-2:30pm	Judges Luncheon (By Invitation Only/Ticket Required)	A
1:00pm-1:45pm	Legacy Launcher #11	A
1:00pm-1:45pm	Legacy Launcher #12	A
1:30pm-4:30pm	Administrative Support Research Proj.-Indiv. (Finals)	A
1:30pm-4:30pm	Advanced Interview Skills (Finals)	A
1:30pm-4:30pm	Digital Media Production (Finals)	A
1:30pm-4:30pm	Economic Research Proj.-Indiv. (Finals)	A
1:30pm-4:30pm	Entrepreneurship (Finals)	A
1:30pm-4:30pm	Extemporaneous Speech (Finals)	A
	Preparation	A
	Demonstration	A
1:30pm-4:30pm	Graphic Design Promotion (Finals)	A
1:30pm-4:30pm	Human Resource Mgmt. (Finals)	A
	Preparation	A
	Demonstration	A
1:30pm-4:30pm	Interview Skills (Finals)	A
1:30pm-4:30pm	Prepared Speech (Finals)	A
2:30pm-2:45pm	Campaign Rally Setup (State Officer Candidates & Campaign Managers only)	A
2:45pm-4:15pm	“MEET THE CANDIDATES” Campaign Rally (First 30 minutes for Voting Delegates only)	A
6:30pm-9:00pm	Dinner Session (Doors open at 6:15pm) (2012-2013 State Officer Farewells, New Chapter Initiation, Scholarship, Barbara Chambers Outstanding Advisor Award, Honorary Lifetime Award, 2013-2014 State Officer Installation)	CC
9:00pm-9:30pm	Reception: 2013-2014 State Executive Council Officers, Advisors & Parents	A
9:00pm-9:30pm	Advisor Open Forum	A
9:30pm-10:30pm	Region 1 Advisors Meeting	A
9:30pm-10:30pm	Region 2 Advisors Meeting	A
9:30pm-10:30pm	Region 3 Advisors Meeting	A
9:30pm-10:30pm	Region 4 Advisors Meeting	A

DAY/DATE/TIME	EVENT	SITE
9:30pm-10:30pm	Region 5 Advisors Meeting	A
9:30pm-10:30pm	Region 6 Advisors Meeting	A
9:30pm-10:30pm	Region 7 Advisors Meeting	A
9:30pm-10:30pm	Region 8 Advisors Meeting	A
9:30pm-10:30pm	Region 9 Advisors Meeting	A
9:30pm-10:30pm	Region 10 Advisors Meeting	A
9:30pm-11:30pm	Dance Sponsored by Northwood University	CC
12:00 midnight	Curfew – Advisors will conduct room check/students in their assigned rooms	All Hotels
Sunday, March 24		
7:00am-3:00pm	Luggage Storage	A
7:45am-8:45am	Advisors Meeting	A
9:15am-Finish	Awards Session	CC

Board Meeting #3
February 12, 2013
Item #C.16

**STATE WRESTLING MEET
IN STATE - OVERNIGHT**

BACKGROUND

John Ray, Monroe High School Athletic Director, wishes to petition the Board of Education for permission to take wrestlers that qualify from Monroe High School to the State Wrestling Meet. The group will leave at 7:00 a.m. on Thursday, February 28 and return on Saturday, March 2, 2013 at approximately 9:00 p.m. They will be staying at the Marriot Hotel in Pontiac. The coaches will transport the wrestlers from the hotel to the Palace for meets.

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

ENCLOSURE(S)

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

RECOMMENDATION

Move to approve the Monroe High School students' attendance at the State Wrestling Meet in Auburn Hills, Michigan according to the terms of Policy IICA, Field Trips and Excursions.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

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:

This is the state wrestling meet.
it will take place at The Palace
of Auburn Hills

School(s): MONROE

Chaperones: Dora Mayes, Coach

Drew Morris, Coach

Dennis Halleck, Volunteer

Tracie Mayes - Coach's wife

Method of Transportation: Private Cars - forms attached

Date of Departure: 2/28/13

Time of Departure: 7:00 AM
A.M.

If overnight, number of nights: 2

Date of Return: 3/2/13

Time of Return: 9:00
P.M.

Number of Students Participating: 0-5

Number of Staff Supervising: 2 77

Number of Other Adults Assisting: ?

Number of School Days Student will be Attending Trip: 1

Cost Per Child: _____

Cost Per Chaperone: _____

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes

No

Chaperones: Yes

No

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

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

Updated: 09/12/06

STATE WRESTLING MEET 2013

PALACE OF AUBURN HILLS

Itinerary

The team will depart from Monroe High School at 7:00 am on Thursday, February 28 and will spend 2 nights at the Marriott Hotel in Pontiac. The coach will transport the wrestlers from the hotel to the Palace for their events. The weight in on Thursday is between 9 and 10:30 am and wrestling will begin in the afternoon. The wrestlers will be driven back to the hotel at the end of the day. The next day the wrestlers will be driven back to the Palace for the remaining events. This will be repeated until all events have been completed. Those wrestlers that do not make it to the finals on Saturday may stay with the coach or may return home with their parents/guardians. The event will conclude Saturday and wrestlers will arrive back in Monroe around 9:00 pm.

John Ray

Marriott

HOTELS & RESORTS

GROUP SALES AGREEMENT

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between Auburn Hills Marriott Pontiac at Centerpoint, 3600 Centerpoint Parkway, Pontiac, MI, 48341, (248) 253-9800 and Mayes Room Block.

ORGANIZATION:

Mayes Room Block

CONTACT:

Name: Tracie Mayes
 Job Title: Team Planner
 Street Address: 1645 Meadow Drive
 City, State, Postal Code: Monroe, MI 48162
 Country: USA
 Phone Number: (734) 241-0978
 Fax Number: (734) 457-0372
 E-mail Address: tracie_mayes@hotmail.com

NAME OF EVENT:

Mayes Room Block

REFERENCE #:

M-T6NZZX

OFFICIAL PROGRAM DATES:

Thursday, 02/28/2013 - Saturday, 03/02/2013

GUEST ROOM COMMITMENT/GROUP ROOM RATES

The Hotel agrees that it will provide, and Mayes Room Block agrees that it will be responsible for utilizing, 40 room nights in the pattern set forth below (such number and such pattern, the "Room Night Commitment"):

Date	Day	Double/Double	Total Rooms
02/28/2013	Thu	20	20
03/01/2013	Fri	20	20

Start Date	End Date	Room Type	Single/Double/Triple/Quad
02/28/2013	03/01/2013	Double/Double	\$94.00

Hotel's room rates are subject to applicable state and local taxes (currently 13%) in effect at the time of check-out.

COMMISSION

The group room rates listed above are net non-commissionable. Mayes Room Block will advise its designated agency of these rates and address any resulting agency compensation issues directly with the management of the appropriate agency.

METHOD OF RESERVATIONS

Reservations for the Event will be made by individual attendees directly with Marriott reservations at 1 (800) 228-9290 or (248) 253-9800.

Monroe Public Schools Field Trip Information Form

Date of Trip: 2-20-13 - 3-1-13

Grade/Team/Organization Making Request: Monroe Wrestling

Destination: Palace of Auburn Hills

Address: 3777 Lapeer Rd (248) 377-8200

City: Auburn Hills State: MI Zip: 48321

Means of Transportation: Private

Number of Students and Adults Involved: 0-4

Exact Loading Location: Monroe High

Estimated Time of Departure: 7:00 A.M.

Estimated Time of Departure from Destination: 7:30

Expected Time of Arrival: 9:00

Purpose of Trip: State Wrestling Meet

Faculty Supervisor: Don Mayes

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

Principal's Signature: [Signature] Date: 2/6/13

Approved Denied

Assistant Superintendent's Signature: [Signature] Date: 2/6/13

Approved Denied

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

EXPLANATION AND DATES:

Departure Date/Day 2-28-13 Return Date/Day 3-1-13

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

The purpose of this trip is wrestling state meet and the group sponsoring
the trip is Monroe High

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 _____

Board Meeting #3
February 12, 2013
Item #C.17

**STATE SWIM MEET
IN STATE - OVERNIGHT**

BACKGROUND

John Ray, Monroe High School Athletic Director, wishes to petition the Board of Education for permission to take swimmers from Monroe High School to the State Swim Meet. The group will leave at 5:00 p.m. on Thursday, March 7, 2013 and return on Saturday, March 9, 2013 at approximately 8:00 p.m. They will be staying at the Holiday Inn Express in Grandville, MI. The parents of the student athletes are planning to transport the students from the hotel to the Holland Aquatic Center and back as needed.

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

ENCLOSURE(S)

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

RECOMMENDATION

Move to approve the Monroe High School students' attendance at the State Swim Meet in Holland, Michigan according to the terms of Policy IICA, Field Trips and Excursions.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

MONROE PUBLIC SCHOOLS

ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

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

FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

State Swim meet (Boys)

School(s): _____

Chaperones: Doug Schaal, coach

Tonya Schade, coach

Method of Transportation: Private transportation

Date of Departure: 3/7/13

Time of Departure: 5:00 PM

If overnight, number of nights: 2

Date of Return: 3/9/13

Time of Return: 8:00 PM

Number of Students Participating: 4-7

Number of Staff Supervising: 2

MONROE PUBLIC SCHOOLS

FIELD TRIP CHECK LIST

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

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

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

Pre-trip lessons:

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

Follow-up classroom lessons:

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

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

Number of Other Adults Assisting: ~~2~~ ?

Number of School Days Student will be Attending Trip: 1 (Friday)

Cost Per Child: _____

Cost Per Chaperone: _____

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes No
Chaperones: Yes No

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

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

Updated: 09/12/06

Monroe Public Schools Field Trip Information Form

Date of Trip: 3-7-3-9
Grade/Team/Organization Making Request: Boys Swim State meet
Destination: Holland, MI (Aquatic Center)
Address: 550 Maple Ave
City: Holland State: MI Zip: 49423
Means of Transportation: Private - with their parents only
Number of Students and Adults Involved: 9
Exact Loading Location: MHS
Estimated Time of Departure: 5:00 pm
Estimated Time of Departure from Destination: 7:00
Expected Time of Arrival: 9:00 pm.
Purpose of Trip: state swim finals

Faculty Supervisor: Doug Schane

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

Principal's Signature: [Signature] Date: 2/6/13

Approved Denied

Assistant Superintendent's Signature: [Signature] Date: 2/7/13

Approved Denied

John Ray

From: Douglas Schade
Sent: Monday, February 04, 2013 3:35 PM
To: John Ray
Subject: State Meet Trip Plan (let me know if it needs revision)

State Meet Trip Plan

We will leave Thursday, March 7 around 5:00pm. We will travel to Holland, MI. and stay overnight at a pre-arranged hotel. We are going to travel by private car, and we will have all those forms to the liason officer 2 weeks prior to departure date. The reason for the delay is that we are not sure of everyone we will take yet due to competition for spots on relays. We will attend the state meet on Friday, March 8 at the Holland Aquatic Center, and stay the night at the pre-arranged hotel. We will attend the meet on Saturday, March 9 and depart after the meet ends around 4:00pm.

thanks,

Coach Schade

Mr. Schade

John Ray

From: Tonya Schade <bbjunkie@me.com>
Sent: Monday, February 04, 2013 12:50 PM
To: John Ray
Cc: Douglas Schade; Doug Schade
Subject: Swim State Meet

Hello Dr. Ray,

I am writing to you today because Doug and I are working to make arrangements and secure accommodations for the MHSAA Swimming and Diving State Championship Meet in Holland, MI on March 8 and March 9. I am happy to report that I have negotiated a very good room rate of \$89.99 for the coaches and the boys at the Holiday Inn Express Grandville for Thursday, March 7 and Friday March 8. (These rooms are regularly \$134.99. They include hot breakfast, which we feel is an important step toward success for our athletes' performance.) We have already turned in the field trip request form to Matt's office. I also have the parental permission slips to hand out to the appropriate families.

The hotel will accept a school check for the coaches' and athletes' rooms upon our check in. The hotel needs our tax exempt number to process the contract without tax. I need to know the next step in the process. Will you please help me with that? I am assuming we need two hotel rooms for the boys and two for the coaches. As of right now, we think there will be 6 student-athletes with us: Cameron Craig, Ian Misiak, and Jonny Voelker are certain, and the others are Zach Nofziger, Nick Schmidt, and Nick Reume as members of relays.

Thank you for your assistance in this matter.

Tonya Schade

Sent from my iPad

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

EXPLANATION AND DATES:

Departure Date/Day 3-7-13 Return Date/Day 3-9-13

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

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

The purpose of this trip is State Boys Swim meet and the group sponsoring the trip is Monroe High 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:

Signed before me this _____ day of _____ 20____

Notary Public
My commission expires _____

(Parent(s)/Guardian(s))

Board Meeting #3
February 12, 2013
Item #C.22

ADJOURNMENT

RECOMMENDATION

Move to adjourn the February 12, 2013 Board of Education Meeting #3.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____