

MONROE PUBLIC SCHOOLS



BOARD MEETING #5

March 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 #5
Tuesday, March 12, 2013
7:00 p.m.

AGENDA

		<u>Page</u>
A. Roll Call and Call to Order	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
2. MPS Music Programs	Mr. Monday	
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:		
• February 25, 2013 Work Session		
• February 25, 2013 Board Meeting #5		
• March 5, 2013 Special Board Meeting (2 sets)		
2. Reports and Updates	Mr. Yeo	10
a. February 25, 2013 Board Curriculum Committee Minutes		
b. February 28, 2013 Transportation Committee Minutes		
c. Informational Report – Contracted Coach		
3. Staff Resignations	Mr. Monday	15
Move to approve the resignations from Monroe Public Schools for Jonathan King as of March 15, 2013; of Sara Bess and J. Edward Ready at the end of the 2012/13 school year; and of Roseann Ready as of July 31, 2013.		
4. Coaching Recommendation	Mr. Monday	20
Move to approve the above listed coach for the spring season; as per the MCEA master agreement.		
5. Adoption of Amended 2012/13 Budgets for General, Food Service, Building and Site Sinking Funds	Mrs. Eighmey	21
Move to adopt the amended 2012/13 fund budgets for General, Debt, Food Service, Building & Site, and Sinking funds as presented.		

		<u>Page</u>
<p>6. Board Policies – Second Reading Move to approve the following policies as a second reading:</p> <ul style="list-style-type: none"> • Section 3000 – Fiscal Management 	Dr. Martin	36
<p>7. HOSA Field Trip Move to approve the Monroe High School students' attendance at the HOSA State Leadership Conference in Traverse City, Michigan according to the terms of Policy IICA, Field Trips and Excursions.</p>	Mr. Monday	37
<p>8. Consent Agenda – Purchases Move that Agenda Items C.9 - C.14 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.</p>	Dr. Martin	51
<p>9. Title Purchase – Arborwood Just-Right Books Move to approve the purchase of just-right books for the Arborwood Campus. The total cost for the books will not exceed \$31,000.00, all of which will be covered by the current year's Title I funds in accordance with allowable expenditure guidelines for use of federal funds for supplemental instructional programming.</p>	Dr. Martin	52
<p>10. LLI Kits for Custer Elementary Move to approve the purchase of one (1) LLI kit for the use of support to achieve grade level competency for a cost not to exceed \$4,860.</p>	Dr. Martin	54
<p>11. Writing Curriculum Purchase Move to approve the purchase of the Lucy Calkins Units of Study for grades kindergarten through fifth as the English Language Arts Writing Curriculum. This purchase will come from the Elementary Curriculum Budget and will not exceed \$22,541.11.</p>	Dr. Martin	56
<p>12. Wireless E-rate Purchase Move to approve the purchase of network equipment from MTR and Netch as detailed in the attachment from Mr. Payne. The total cost is not to exceed \$170,207.22. Money for this purchase is to be taken from the District Funds, Sinking Funds and Technology Millage Funds.</p>	Mr. Payne	61
<p>13. Freezer Purchase Move to approve the purchase of a Beverage Air freezer from Zesco, Inc. Indianapolis, Indiana for a cost not to exceed</p>	Mrs. Eighmey	84

\$5,354 which includes lift gate and shipping and reject all other offers. Money for this purchase is to be taken from the Food Service budget.

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| 14. Track Uniform Purchase | Mrs. Eighmey | 86 |
| Move to approve the purchase of track uniforms from Team Sports, Holland Ohio. The total cost is not to exceed \$4,200. Money for this purchase is to be taken from the Athletic Fund. | | |
| 15. Superintendent's Comments | Mr. Monday | |
| 16. Old Business | Mr. Yeo | |
| 17. New Business | Mr. Yeo | |
| 18. Public Commentary – Any Topic | Mr. Yeo | |
| 19. Adjournment | Mr. Yeo | 91 |
| Move that the March 12, 2013 Board Meeting #5 of the Monroe Public Schools Board of Education be adjourned. | | |

Board Meeting #5
March 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

- February 25, 2013 Board Work Session Minutes
- February 25, 2013 Board Meeting #4 Minutes
- March 5, 2013 Special Board Meeting Minutes (two sets)

RECOMMENDATION

Move to approve the following minutes as submitted:

- February 25, 2013 Board Work Session
- February 25, 2013 Board Meeting #4
- March 5, 2013 Special Board Meeting (two sets)

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

Work Session

Monday, February 25, 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 Dr. Tedd March, and Trustee Ryan Philbeck

Board Members Absent: Trustee Wendy Spicer

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 5:35 p.m.

Review of the 2012/13 Budget

Kathy Eighmey distributed the Budget – First Revision, Fiscal Year 2012/2013 as well as a copy of the power point presentation she would be discussing.

**MONROE PUBLIC SCHOOLS
BUDGET AMENDMENT SUMMARY – ALL FUNDS**

	<u>General Fund</u>	<u>Food Service</u>	<u>Debt Fund</u>	<u>Sinking Fund</u>	<u>Bldg. & Site</u>
Beginning Fund Balance	\$3,840,471	\$957,222	\$	\$3,762,137	\$4,885
Revenue	54,599,405	2,885,965	150,385	1,709,260	3
Expenses	(55,669,449)	(2,943,450)	(150,385)	(2,502,100)	
Ending Fund Balance	\$2,770,427	\$899,737	\$	\$2,969,297	\$4,888
Increase/(Decrease)	\$(1,070,044)	\$(57,485)	\$	\$(792,840)	\$3

As far as student enrollment history, we have lost 77 students from our fall count to our February count. Last year at this time we had lost 44 students. In addition, we have 90 students enrolled at Monroe County Middle College.

Salaries and benefits make up 79% of our budget. Projections are difficult because now we have seven different retirement rates employees may choose. We will be utilizing our accounting software to help with this in the future.

This budget revision will come before the board for approval at the next board meeting to be held on Tuesday, March 12, 2013. If anyone has questions before then in regard to the budget, Kathy is available to answer inquiries.

Closed Session

Motion by Mr. Mason; support by Mrs. Knabusch-Taylor to convene in closed session for the purpose of discussing strategies connected with the negotiation of collective bargaining agreements and for attorney/client privilege. (Open Meetings Act, Section 8c.)

Vote: Motion carried by a 6-0 hand vote at 6:07 p.m.

Reconvene in Open Session

Motion by Mr. Mason; support by Dr. March to reconvene in open session of the Monroe Public Schools Board of Education work session.

Vote: Motion carried by a 6-0 hand vote at 7:15 p.m.

Adjournment

Motion by Mr. Mason; support by Dr. March that the 5:30 p.m., February 25, 2013 Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:15 p.m.

June Knabusch-Taylor, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #4

Monday, February 25, 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, and Trustee Ryan Philbeck

Board Members Absent: Trustee Wendy Spicer

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 7:20 p.m.

MEAP Presentation

Dr. Barry Martin presented a power point explaining our 2012 MEAP scores. This data measures progress for students from the 2011/12 school year. We are close to the state average in reading and have shown growth in several grade levels in math. Writing in 7th grade showed the biggest improvement we have seen out of all the content areas. Our in depth district wide writing initiative implemented over the past three years was evidenced in our writing scores. As for science and social studies, the scores are low across the state.

In science, each grade level has four big ideas to cover. Teachers are doing their best to fit all of these ideas into the curriculum. We stress hands-on science activities but we have found that high performing readers and writers are the students who do well in the science portion of the MEAP.

A new accountability system will be implemented and each school will be ranked on a top to bottom list based on achievement improvement. Schools will also receive a scorecard color which is based on meeting proficiency targets in all five subjects and all sub-groups.

Schools will be ranked as:

Reward schools (top 5% in the state)

Focus schools (gap between the top 30% and bottom 30% of students)

Priority schools (bottom 5% of schools on the top to bottom list)

Based on our MEAP data, we will begin revising our district school improvement plan.

Public Commentary-Agenda Items Only

Selma Rankins, citizen, noted that the MEAP scores are not very good and that our scores are below state averages.

Ashley Epps, MHS student, would like the high school renamed in honor of Rosa Parks.

Approval of Minutes

Motion by Mr. Mason; support by Mrs. Knabusch-Taylor to approve the following minutes as submitted:

- February 12, 2013 Special Work Session
- February 12, 2013 Board Meeting #3
- February 19, 2013 Special Work Session

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

Reports and Update

The February 20, 2013 Board Physical Resource Committee Minutes and the February 21, 2013 Board Policy Committee minutes were received without comments.

Staff Resignations

Motion by Mr. Mason; support by Mr. Yeo to approve the resignations of Viola Switlik at the end of the 2012/13 school year and Jennifer Watterworth effective June 30, 2013 from Monroe Public Schools.

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

Consent Agenda – Field Trips

Motion by Mr. VanWasshenova; support by Mr. Philbeck that Agenda Items C.5 - C.10 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

- DECA State Career Development Conference - Monroe High School students' attendance at the DECA State Career Development Conference in Grand Rapids, Michigan
- First Robotics Competition – St. Joseph, Michigan - Monroe High School students' attendance at the First Robotics Regional Competition being held in St. Joseph, Michigan
- First Robotics Competition – Cleveland, Ohio - Monroe High School students' attendance at the First Robotics Regional Competition being held in Cleveland, Ohio
- First Robotics Competition – Cincinnati, Ohio - Monroe High School students' attendance at the First Robotics Regional Competition being held in Cincinnati, Ohio
- Upward Bound Student Leadership Conference - Upward Bound Program overnight trip to Lansing, Michigan from March 17 through the 19th, 2013
- Girls State Bowling Tournament - Monroe High School student attendance at the State Bowling Tournament in Muskegon, Michigan

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

Introduction of Student

Tom West, MHS student, was at the meeting to fulfill a requirement of student council that he attend a school board meeting. Tom will be attending Concordia University next fall and play football and baseball there.

Superintendent Comments

- Cameron Craig, a freshman swimmer at MHS broke a school record set by Monroe Sports Hall-of-Famer Mike McCloskey that was set 33 years ago in 1980. Cameron won the 100 Butterfly event at the SEC Championship meet Saturday with a time of 51:69. Cameron also broke the Southeast Conference record in the 100 Backstroke with a time of 51.69, the record previously held by Matt Nemeth, a 2005 MHS graduate.
- At MHS, the MME and ACT tests are set for March 5-7. Juniors will be testing all three days. We will be offering a second bus run for students in other grades not testing. Those Wednesday and Thursday runs will start exactly four hours after the normal bus run time.

- In the recent HOSA regional leadership conference we had six first-place winners, including one team. Also, three second-place winners, including one team, and three third place winners, including one team. We also had an honorable mention who qualified for the state conference which will be held in April in Traverse City.
- Monroe High also had a state qualifier in the solo and ensemble vocal contest recently. Sarah Guy, who has performed well at the state level before, qualified again to participate in the state competition.
- We will continue our series of town hall meetings for safety and security at 4:00 p.m., Monday, March 4 at Waterloo Elementary.
- On March 6 at 7:00 p.m. at MHS, the National Honor Society induction ceremonies will be held.
- Wednesday, February 27 at 5:30 p.m. at MHS, the girls basketball team host the district basketball tournament.

Old Business

There was no old business.

New Business

Mr. Yeo noted that since Mr. Monday has announced his retirement, the Board of Education will be searching for his replacement. The Board welcomes any thoughts or opinions as they move forward over the next several months in regard to the search for a new superintendent. He suggested one avenue would be to hire a search firm. One that he is familiar with is Michigan Leadership Institute and the cost would be in the \$5,000-\$7,500 range.

Motion by Mrs. Knabusch-Taylor; support by Dr. March that Mr. Yeo begin the process of the superintendent search by contacting Michigan Leadership Institute and arranging for them to meet with our Board of Education to discuss this process.

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

Motion by Mr. Mason; support by Dr. March for central administration to solicit letters of interest for the position of Superintendent of schools and that the letters of interest be received before the next board meeting on March 12, 2013.

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

Several board members noted that while there is some improvement in our MEAP scores, more improvement needs to be done.

Public Commentary-Any Topic

Mr. Rankins would like the Board to consider naming a school in honor of Rosa Parks.

Adjournment

Motion by Dr. March; support by Mr. VanWasshenova that the February 25, 2013, Board Meeting #4 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 8:20 p.m.

June Knabusch-Taylor, Secretary

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

MINUTES

Roll Call and Call to Order

Board Members Present: President Robert Yeo, Parliamentarian Aaron N. Mason, Trustee Dr. Tedd March, and Trustee Ryan Philbeck

Board Members Absent: Vice President Lawrence VanWasshenova, Secretary June Knabusch-Taylor, and Trustee Wendy Spicer

Others Present: Randy Monday, Ryan McLeod, James Davies, Matt Cortez, Otto Zillgitt, Chantele Henry, Cindy Flynn, Melissa Provo, Jason Flora, and Mike Prédmore, the student, the student's mother and stepfather

Mr. Yeo called the meeting to order at 5:06 p.m.

Closed Session

Motion by Mr. Mason, support by Dr. March, 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 5:07 p.m.

Reconvene Board Meeting

Motion by Mr. Mason, support by Dr. March that the closed session adjourns and the 5:00 p.m., March 5, 2013, Special Board Meeting reconvenes.

Vote: Motion carried by a hand vote at 5:16 p.m.

Recommendation

Motion by Mr. Mason, support by Dr. March, to expel the student.

Vote: Motion carried by a 4-0 roll call vote at 5:18 p.m.

Adjournment

Motion by Mr. Mason, support by Dr. March, that the March 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 5:18 p.m.

June Knabusch-Taylor, Secretary

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

MINUTES

Roll Call and Call to Order

Board Members Present: President Robert Yeo, Parliamentarian Aaron N. Mason, Trustee Dr. Tedd March, and Trustee Ryan Philbeck

Board Members Absent: Vice President Lawrence VanWasshenova, Secretary June Knabusch-Taylor, and Trustee Wendy Spicer

Others Present: Randy Monday, Ryan McLeod, James Davies, Matt Cortez, Otto Zillgitt, Chantele Henry, and Mike Preadmore

Mr. Yeo called the meeting to order at 5:33 p.m. Neither the student nor her parents were in attendance at the hearing. Both the student and her parents were notified by mail as well as by phone and informed about the meaning of separation.

Recommendation

Motion by Mr. Philbeck, support by Dr. March, to expel the student.

Vote: Motion carried by a 4-0 roll call vote at 5:44 p.m.

Adjournment

Motion by Mr. Philbeck, support by Mr. Mason, that the March 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 5:45 p.m.

June Knabusch-Taylor, Secretary

Board Meeting #5
March 12, 2013
Item #C.2

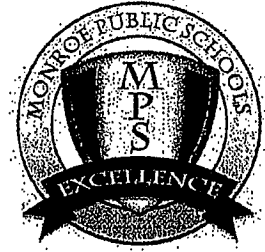
REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- February 25, 2013 Board Curriculum Committee Minutes
- February 28, 2013 Transportation Committee Minutes
- Informational Report – Contracted Coach

7

Monroe Public Schools Board Curriculum Committee



Date of Meeting: February 25, 2013
Next Meeting: March 18, 2013 at 4:45 p.m.

1. **Call to Order:** Julie Everly called the meeting to order at 4:45
In attendance: Montyne Barbee, Jennifer Bennett, Kelly Davis, Julie Everly, June Knabusch-Taylor, Tedd March, Ryan McLeod, Kari Tackett, Larry VanWasshenova, Colleen Whalen

2. **Minutes:** *The December 11, 2012 minutes were approved at the January 8, 2013 Board Meeting.*

3. **Public Commentary:** None

4. **Technology Purchase Updates:**
 - **I-Pad:** Custer teachers Kari Tackett and Kelly Davis shared how I-Pad Carts are being utilized to implement the core curriculum in the classroom. They shared different lessons that the students have participated in focusing on research and organization. Kari Tackett showed, through a video, how her first grade students can navigate on the I-Pad independently. Kelly Davis showed how her sixth grade students used the I-Pad for their science project by videoing, logging information, and comparing videos to revise their science investigations.

They both shared how their classrooms are using Edmodo in order to communicate with student to student beyond the school day in a safe online environment. Mr. VanWasshenova asked about any type of behavior issues with this communication, and the teachers said there have been no problems. The teachers believe this is due to having very clear expectations for students and the students valuing this opportunity.

Technology should never replace the student/teacher or student/student interactions but it is a great tool to help assist with the teaching process.
 - **Apple TV:** During the presentation the Apple TV was used in the same way that it is utilized in the classroom.

5. **ELA Writing Curriculum – Lucy Calkins:** Colleen Whalen discussed our district's curriculum needs regarding writing instructions and the common core. The materials

we are recommending for adoption have been well-researched. Since these materials have been organized according to the Common Core Grade Level Standards, we could anticipate more consistency within grade levels across the district, as well as between elementary and middle school.

Julie distributed sample materials to show the committee the organization of the units. She pointed out that although many of the same topics are currently being taught, the units would standardize the sequence and progression of the concepts. This would benefit students and teachers.

The Committee also received a quote for the materials.

6. **K-12 Social Studies Curriculum Update:** In reviewing our Social Studies scores, the Social Studies Committees and Departments have targeted a number of areas that are in need of strengthening in the 4th -12th grade curriculum. Currently MC3, Michigan Citizenship Collaborative Curriculum, is being used in grades K-3rd. We are interested in looking more at this curriculum for grades 4-8 because districts are seeing successes with student achievement, and the curriculum documents are available at no cost to the district. We are testing lessons in fourth grade from the MC3 Curriculum during third trimester. We will update the Board Curriculum Committee on our progress at upcoming meetings.
7. **Video Journalism Partnership:** Next month a representative from Monroe High School will be here to share the information on the IVAN Video Journalism course that will be sponsored through the ISD and MPACT.
8. **Future Agenda Items**
9. **Adjournment:** The meeting adjourned at 5:35 p.m.

Minutes

Transportation Committee

February 28, 2013

The Transportation Committee was called to order on February 28, 2013 at 5:30 p.m.

Present:	Bob Yeo	Aaron Mason
	Larry vanWasshenova	Jerry Oley
	Shelly Cormier	Dave Payne

The purpose of the February meeting was to present modes, models and types of transportation models currently or potentially in use at various locations. The ultimate goal is to run the transportation program of the Monroe Public Schools in an efficient and economically viable manner.

Shelly Cormier presented various options that the board might consider in an attempt to fulfill these goals. These included increasing the walking distance from 1 to 1 ½ miles. Both the negative and positive aspects were briefly discussed.

Shelly Cormier also presented various methods of reducing our transportation costs, including replacing some of our aging vehicles in our fleet. This includes various lease options for new bus acquisitions. A great quantity of information was disbursed to the committee for review at future meetings. The price of a new bus is in the \$70,000 to \$80,000 range. Many districts choose to purchase busses on a lease, buy-out plan.

Dave Payne presented some ideas to improve the economic efficiency of transportation. One problem that transportation faces is the uncertainty of the number of passengers it may have to transport on any given day. In addition, in a time when school safety concerns are becoming an increasing factor in our operation, we need to ensure parents that their child is in a safe environment throughout the school day. This includes when they are on the buses.

Dave Payne presented various options available to school systems to track the location of any given child should that become necessary for safety concerns. He also presented potential solutions to better track which students are using transportation and how often they used it. Some of the ideas to better keep track of passengers would be to issue ID badges like our schools and board members currently use. We also have available to us increasing technology above and beyond our camera system that might aid in our quest for a more improved and efficient transportation system. These will be explored in future meetings.

The next meeting of the Transportation Committee is scheduled for April 11, 2013 at 5:30 p.m. in the Administration Building's front conference room. At that meeting, the committee will review the various options presented and determine which ideas should be acted upon and which ideas to dispose.

The meeting was adjourned at 6:30 p.m.

Informational Report
Contracted Coach

The following coach will be placed in the position listed below by Temporary School Staff, Inc. upon completion of the criminal history verification for the 2012/13 spring season:

Last Name	First Name	Title	Sport	School
Palik	Dustin	Coach	JV Tennis	MHS

Mr. Palik will replace Bill Wiseman who was formerly approved and has since resigned.

STAFF RESIGNATIONS

BACKGROUND

Jonathan King: We have received a letter of resignation from Jonathan King for the purpose of other employment effective March 15, 2013. Mr. King has worked in our mail delivery and technology department for the past year.

Sara Bess: We have received a letter of resignation from Sara Bess for the purpose of retirement at the end of the 2012/13 school year. Ms. Bess has been a World Languages Teacher at Monroe High School for the past 14 years.

J. Edward Ready: We have received a letter of resignation from J. Edward Ready for the purpose of retirement at the end of the 2012/13 school year. Mr. Ready has been an Elementary Teacher for the past 27 years, most recently at the Arborwood Campus.

Roseann Ready: We have received a letter of resignation from Roseann Ready for the purpose of retirement as of July 31, 2013. Mrs. Ready has been a Secretary with Monroe Public Schools for the past 37.5 years.

ENCLOSURE(S)

Letters of Resignation

RECOMMENDATION

Move to approve the resignations from Monroe Public Schools for Jonathan King as of March 15, 2013; of Sara Bess and J. Edward Ready at the end of the 2012/13 school year; and of Roseann Ready as of July 31, 2013.

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	_____	_____	_____	_____

Jennifer Watterworth

Subject: FW: Resignation

From: Jonathan King
Sent: Wednesday, March 06, 2013 4:17 PM
To: David Payne
Subject: Resignation

As discussed earlier, I am sending this email to formally state my resignation. As you suggested, my final day will be next Friday, March 15th 2013. If for any reason this date does not work, please let me know.
Thank you for your understanding.

February 26, 2013

Dear Mr. McLeod:

I am writing to let you know that I intend to retire from Monroe Public Schools at the end of the school year, June 2013.

I would like to thank the Board of Education for giving me the opportunity to teach at MHS. I truly have enjoyed it, and I leave with many wonderful memories.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Sara Bess', written in black ink.

Sara Bess.

February 22, 2013

Mrs. Julie Everly
Assistant Superintendent
Monroe Public Schools
1275 N. Macomb St.
Monroe, MI 48162

Re: Letter of Retirement

Dear Julie:

This letter is to formally announce my retirement effective at the end of the 2012/2013 school year.

I would like to thank Monroe Public Schools for allowing me to be part of their education team, the past 27 years. The opportunity to work with so many wonderful administrators, educators, students and their parents has been very rewarding, and I leave with many memories I will always cherish.

Being an educator for the past 34 ½ years, it is now time to enter a new phase of my life, devoting my time to my family and new grandson.

Sincerely,

J. Edward Ready

February 28, 2013

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

Re: Letter of Resignation

Dear Randy:

This letter is to formally announce my resignation from Monroe Public Schools, effective Wednesday, July 31, 2013.

It has been my pleasure to have been an employee of Monroe Public Schools for the past 37 ½ years. I am honored to have been part of a team comprised of outstanding administrators, teachers and secretaries. My job at Cantrick Middle School and Monroe High School has provided me many wonderful memories dealing with students and parents of the Monroe Community.

While I look forward to enjoying my retirement, I will miss being part of Monroe Public Schools.

Sincerely,

Roseann Ready

Roseann Ready
Administrative Assistant
Monroe High School

cc: Matthew Cortez
Julie Everly
Ryan McLeod

COACHING RECOMMENDATION

BACKGROUND

The following is a Coaching Recommendation for the 2012/13 school year spring season. All pre-employment information has been completed.

Last Name	First Name	Title	Sport	School
Ray	Kris	Assistant Coach	Track	MHS

RECOMMENDATION

Move to approve the above listed coach for the spring season; as per the MCEA master agreement.

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

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

**ADOPTION OF AMENDED 2012/13 BUDGETS FOR GENERAL,
FOOD SERVICE, BUILDING & SITE, AND SINKING FUNDS**

BACKGROUND

Each year it is necessary to adjust district budget allocations to best reflect what we believe will be closest to the actual annual activity.

ENCLOSURES

Proposed budget amendment resolution and budget detail summaries

RECOMMENDATION

Move to adopt the amended 2012/13 fund budgets for the General, Food Service, Building & Site, and sinking funds as presented.

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
Business Office**

1275 North Macomb Street
Monroe, Michigan 48162

Phone: 734-265-3050
Fax: 734-265-3001

Mrs. Katherine Eighmey, Director of Business & Finance
Lorrie Shock, Administrative Assistant



KE Memo #024-12/13

TO: Board of Education
Randy Monday, Superintendent

FROM: Katherine Eighmey

RE: 2012/13 First Budget Amendment
2013/14 Budget Projection Update

DATE: March 12, 2013

Attached is the first amendment of the district General, Food Service, Building & Site and Sinking Fund budgets that was presented to the Finance Committee on February 25, 2013.

General Fund

General Fund expenditures are estimated to exceed revenue by \$1,070,044. This is slightly better than the original budget due to an increase in special education reimbursement and the retirement rate being lower than originally projected as a result of the retirement reform that took effect in February, 2013. This estimate assumes all budgeted revenue will be received and all funds that have been allocated will be spent. This assumption is not likely to occur. Historically, the budget will fluctuate in favor of the district within the \$1,000,000 range.

Food Service Fund

Food Service expenditures are estimated to exceed revenue by \$57,485. The fund balance is currently in excess of \$950,000. This is due to a reduction in food sales as a result of the changes in USDA regulations and some additional equipment purchases this year. We will again transfer the allowable indirect cost to our General Fund at the end of the current year.

Building and Site Sinking Fund

It is projected that we will draw down the fund balance by approximately \$800,000; something we have planned to do the last several years. The Sinking fund millage expires in 2013.

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

**Monroe Public Schools
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Monroe, Michigan 48162

Phone: 734-265-3050
Fax: 734-265-3001

Mrs. Katherine Eighmey, Director of Business & Finance
Lorrie Shock, Administrative Assistant

Looking forward to fiscal year 2013/14, the health insurance hard caps will increase 3.5%, the MPERS rates will range from 24.32% to 26.96% depending on each employee's individual choice made with the Retirement Reform and with a potential loss of another 100 students, it leaves us dealing with a projected operating deficit of \$2.1 million. The most logical approach to reducing some costs that would have an immediate effect on the budget would be through negotiations. The administrative team will also continue to explore opportunities for cost savings for the district.

KE/ls

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF
MONROE PUBLIC SCHOOLS, MONROE COUNTY, MICHIGAN**

WHEREAS, this resolution shall be the general appropriations act of Monroe Public Schools, Monroe County, Michigan, for the fiscal year 2012/13, an act to amend appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Monroe Public Schools, Monroe County, Michigan.

WHEREAS, the total revenues and unappropriated fund balance estimated to be available for appropriations in the **General Fund** of the Monroe Public Schools, Monroe County, Michigan, for the fiscal year 2012/13 is as follows:

Revenues

Local	\$16,816,875	
State	31,255,855	
Federal	2,913,995	
Incoming Transfers & Other Transactions	<u>3,612,680</u>	
 Total Revenues		 \$54,599,405
 Fund Balance - July 1, 2012	 3,840,471	
Less: Restricted/Assigned Fund Balance	<u>(478,503)</u>	
 Fund Balance Available		 <u>3,361,968</u>
 Total Available to appropriate		 <u>\$57,961,373</u>

WHEREAS, \$55,669,449 of the total available to appropriate in the **General Fund** is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures

Instruction:	
Basic Programs	\$26,195,972
Added Needs	5,975,392
Support Services:	
Pupil	2,387,335
Instructional Staff	2,810,966
General Administration	647,370
School Administration	3,004,420
Business	850,930
Operations/Maintenance	5,687,995
Transportation	3,700,138
Central	1,827,760
Athletics	729,870
Community Services	769,502
Outgoing Transfers and Other Transactions	<u>1,081,799</u>
Total Appropriated	<u><u>\$55,669,449</u></u>

WHEREAS, no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

THEREFORE BE IT RESOLVED that the superintendent is hereby charged with the general supervision of the execution of the budget adopted by the board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This act is to take effect on March 12, 2013

**MONROE PUBLIC SCHOOLS
GENERAL FUND
DETAIL BUDGET PROJECTIONS**

FOR FISCAL YEAR ENDING JUNE 30, 2013

	Class Code #	2012/13 ORIGINAL BUDGET	2012/13 ADJUSTMENTS	2012/13 REVISED FOR ADOPTION 3/12/2013
REVENUES:				
Local Sources	100's	\$16,935,795	(\$118,920)	\$16,816,875
State Sources	300's	\$30,572,605	\$683,250	\$31,255,855
Federal Sources	400's	\$2,728,120	\$185,875	\$2,913,995
TOTAL REVENUES		\$50,236,520	\$750,205	\$50,986,725
Incoming Transfers and Other Transactions	500's	\$3,581,360	\$31,320	\$3,612,680
TOTAL REVENUES, INCOMING TRANSFERS & OTHER TRANSACTIONS		\$53,817,880	\$781,525	\$54,599,405
EXPENDITURES:				
INSTRUCTIONAL EXPENSE	Function Code #			
Basic Programs	110's	\$26,223,447	(\$27,475)	\$26,195,972
Added Needs	120's	\$6,001,102	(\$25,710)	\$5,975,392
SUPPORT SERVICES				
Pupil	210's	\$2,379,980	\$7,355	\$2,387,335
Instructional Staff	220's	\$2,533,465	\$277,501	\$2,810,966
General Administration	230's	\$542,330	\$105,040	\$647,370
School Administration	240's	\$2,952,880	\$51,540	\$3,004,420
Business Administration	250's	\$1,154,000	(\$303,070)	\$850,930
Operation and Maintenance	260's	\$5,522,990	\$165,005	\$5,687,995
Pupil Transportation	270's	\$4,065,438	(\$365,300)	\$3,700,138
Central Services	280's	\$1,860,582	(\$32,822)	\$1,827,760
Athletics	290's	\$732,210	(\$2,340)	\$729,870
Community Services	300's	\$682,726	\$86,776	\$769,502
TOTAL EXPENDITURES		\$54,651,150	(\$63,500)	\$54,587,650
Payments to Other Governmental Agencies	400's	\$183,915	(\$70,299)	\$113,616
Debt Service	500's	\$919,926	\$48,257	\$968,183
Operating Transfers Out	600's	\$0	\$0	\$0
TOTAL APPROPRIATED		\$55,754,991	(\$85,542)	\$55,669,449
EXCESS REVENUE (APPROPRIATIONS)		(\$1,937,111)		(\$1,070,044)
FUND BALANCE, JULY 1		\$3,840,471		\$3,840,471
FUND BALANCE, JUNE 30		\$1,903,360		\$2,770,427

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF
MONROE PUBLIC SCHOOLS, MONROE COUNTY, MICHIGAN**

WHEREAS, this resolution shall be the general appropriations act of Monroe Public Schools, Monroe County, Michigan, for the fiscal year 2012/13, an act to amend appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Monroe Public Schools, Monroe County, Michigan.

WHEREAS, the total revenues and unappropriated fund balance estimated to be available for appropriations in the **Food Service Fund** of the Monroe Public Schools, Monroe County, Michigan, for the fiscal year 2012/13 is as follows:

Revenue

Local	\$851,500	
State	104,465	
Federal	1,930,000	
Incoming Transfers & Other Transactions	<u>0</u>	
Total Revenues		\$2,885,965
Fund Balance - July 1, 2012	957,222	
Less: Appropriated Fund Balance	<u>0</u>	
Fund Balance Available		<u>957,222</u>
Total Available to Appropriate		<u><u>\$3,843,187</u></u>

WHEREAS, \$2,943,450 of the total available to appropriate in the **Food Service Fund** is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures

Operations and Maintenance	0
Food Services	2,903,450
Outgoing Transfers & Other Transactions	<u>40,000</u>

Total Appropriated \$2,943,450

WHEREAS, no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

THEREFORE BE IT RESOLVED that the superintendent is hereby charged with the general supervision of the execution of the budget adopted by the board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This act is to take effect on March 12, 2013

MONROE PUBLIC SCHOOLS
FOOD SERVICE FUND
DETAIL BUDGET PROJECTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2013

	Class Code #	2012/13 ORIGINAL BUDGET	2012/13 ADJUSTMENTS	2012/13 REVISED FOR ADOPTION 3/12/2013
REVENUES:				
Local Sources	100's	\$955,651	(\$104,151)	\$851,500
State Sources	300's	\$109,059	(\$4,594)	\$104,465
Federal Sources	400's	\$1,953,360	(\$23,360)	\$1,930,000
TOTAL REVENUES		\$3,018,070	(\$132,105)	\$2,885,965
Incoming Transfers and Other Transactions	500's	\$0	\$0	\$0
TOTAL REVENUES, INCOMING TRANSFERS & OTHER TRANSACTIONS		\$3,018,070	(\$132,105)	\$2,885,965
EXPENDITURES:				
	Function Code #			
Operations and Maintenance	260's	\$11,000	(\$11,000)	\$0
Food Services	297's	\$2,931,500	(\$28,050)	\$2,903,450
TOTAL EXPENDITURES		\$2,942,500	(\$39,050)	\$2,903,450
Outgoing Transfers and Other Transactions		\$40,000	\$0	\$40,000
TOTAL APPROPRIATED		\$2,982,500	(\$39,050)	\$2,943,450
EXCESS REVENUE (APPROPRIATIONS)		\$35,570	(\$93,055)	(\$57,485)
FUND BALANCE, JULY 1		\$957,222		\$957,222
FUND BALANCE, JUNE 30		\$992,792		\$899,737

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF
MONROE PUBLIC SCHOOLS, MONROE COUNTY, MICHIGAN**

WHEREAS, this resolution shall be the general appropriations act of Monroe Public Schools, Monroe County, Michigan, for the fiscal year 2012/13, an act to amend appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Monroe Public Schools, Monroe County, Michigan.

WHEREAS, the total revenues and unappropriated fund balance estimated to be available for appropriations in the **Building and Site Sinking Fund** of the Monroe Public Schools, Monroe County, Michigan, for the fiscal year 2012/13 is as follows:

Revenues

Local	\$1,709,260
Incoming Transfers & Other Transactions	<u>0</u>
Total Revenues	\$1,709,260
Fund Balance - July 1, 2012	3,762,137
Less: Appropriated Fund Balance	<u>0</u>
Fund Balance Available	<u>3,762,137</u>
Total Available to Appropriate	<u><u>\$5,471,397</u></u>

WHEREAS, \$2,502,100 of the total available to appropriate in the **Building & Site Sinking Fund** is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures

Improvements	\$2,270,000
Future Projects	0
Architect	230,000
Other Transactions	<u>2,100</u>
Total Appropriated	<u><u>\$2,502,100</u></u>

WHEREAS, no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

THEREFORE BE IT RESOLVED that the superintendent is hereby charged with the general supervision of the execution of the budget adopted by the board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This act is to take effect on March 12, 2013

MONROE PUBLIC SCHOOLS

SINKING FUND

DETAIL BUDGET PROJECTION

FOR THE FISCAL YEAR ENDING JUNE 30, 2013

	2012/13 ORIGINAL BUDGET	2012/13 ADJUSTMENTS	2012/13 REVISED FOR ADOPTION 3/12/2013
REVENUES:			
Local Sources			
Property Taxes	\$1,736,400	(\$34,740)	\$1,701,660
Other Local Revenues	\$7,600	\$0	\$7,600
TOTAL REVENUES	\$1,744,000	(\$34,740)	\$1,709,260
Incoming Transfers and Other Transactions	\$0	\$0	\$0
TOTAL REVENUES, INCOMING TRANSFERS & OTHER TRANSACTIONS	\$1,744,000	(\$34,740)	\$1,709,260
EXPENDITURES:			
IMPROVEMENTS/REMODELING	\$2,245,000	\$25,000	\$2,270,000
ARCHITECT	\$250,000	(\$20,000)	\$230,000
FUTURE PROJECTS	\$0	\$0	\$0
FEES	\$32,100	(\$30,000)	\$2,100
TOTAL EXPENDITURES	\$2,527,100	(\$25,000)	\$2,502,100
Outgoing Transfers and Other Transactions	\$0	\$0	\$0
TOTAL APPROPRIATED	\$2,527,100	(\$25,000)	\$2,502,100
EXCESS REVENUE (APPROPRIATIONS)	(\$783,100)	\$0	(\$792,840)
FUND BALANCE, JULY 1	\$3,762,137		\$3,762,137
FUND BALANCE, JUNE 30	\$2,979,037		\$2,969,297

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF
MONROE PUBLIC SCHOOLS, MONROE COUNTY, MICHIGAN**

Resolved, that this resolution shall be the general appropriations act of Monroe Public Schools, Monroe County, Michigan, for the 2012/13 fiscal year, a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by Monroe Public Schools, Monroe County, Michigan.

Be it further resolved, the total revenues and unappropriated fund balance estimated to be available for appropriations in the **Building and Site Fund** of Monroe Public Schools, Monroe County, Michigan for fiscal year 2012/13 is as follows:

Revenues

Local	\$3	
Incoming Transfers & Other Transactions	<u>0</u>	
Total Revenues		\$3
Fund Balance - July 1, 2012	4,885	
Less: Appropriated Fund Balance	<u>0</u>	
Fund Balance Available		<u>4,885</u>
Total Available to Appropriate		<u><u>\$4,888</u></u>

Be it further resolved that \$0 of the total available to appropriate in the **Building and Site Fund** is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures

Improvements	\$0
Building Repairs	0
Future Projects	0
Architect	0
Other Transactions	<u>0</u>
Total Appropriated	<u><u>\$0</u></u>

Further Resolved, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval of the Board.

Therefore be it further resolved, that the superintendent is hereby charged with the general supervision of the execution of the budget adopted by the board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This act is to take effect on March 12, 2013

MONROE PUBLIC SCHOOLS

BUILDING AND SITE FUND

DETAIL BUDGET PROJECTION

FOR THE FISCAL YEAR ENDING JUNE 30, 2013

	2012/13 ORIGINAL BUDGET	2012/13 ADJUSTMENTS	2012/13 REVISED FOR ADOPTION 3/12/2013
REVENUES:			
Local Sources			
Property Taxes	\$0	\$0	\$0
Other Local Revenues	\$5	(\$2)	\$3
TOTAL REVENUES	\$5	(\$2)	\$3
Incoming Transfers and Other Transactions	\$0	\$0	\$0
TOTAL REVENUES, INCOMING TRANSFERS & OTHER TRANSACTIONS	\$5	(\$2)	\$3
EXPENDITURES:			
IMPROVEMENTS/REMODELING	\$0	\$0	\$0
BUILDING REPAIRS	\$0	\$0	\$0
ARCHITECT	\$0	\$0	\$0
FUTURE PROJECTS	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0
Outgoing Transfers and Other Transactions	\$0	\$0	\$0
TOTAL APPROPRIATED	\$0	\$0	\$0
EXCESS REVENUE (APPROPRIATIONS)	\$5	(\$2)	\$3
FUND BALANCE, JULY 1	\$4,885	\$4,890	\$4,885
FUND BALANCE, JUNE 30	\$4,890	\$4,888	\$4,888

BOARD POLICIES-SECOND READING

BACKGROUND

The attached board policies (Sections 3000) have been reviewed by the board policy committee and are recommended for approval by the full board of education. Changes to the policies are noted in bold print.

ENCLOSURES

- Section 3000 – Fiscal Management

RECOMMENDATION

Move to approve the following policies as a second reading:

- Section 3000 – Fiscal Management

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

ROLL CALL VOTE:	<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	_____	_____	_____	_____

HEALTH OCCUPATIONS STUDENTS OF AMERICA

BACKGROUND

Monroe High School, HOSA Advisor, Leah Morelli, would like to petition the board to take seventeen (17) members of HOSA who have advanced to the State Leadership Conference competition. This will be held at the Grand Traverse Resort in Traverse City, MI on April 11, 12, and 13, 2013. The students will be competing and attending leadership events and informational seminars while at the conference. Three (3) MHS staff members and three (3) parent chaperones will transport and travel with the group. Funding for this competition is paid for through the HOSA Club account as well as the added cost funds from the health occupations program and student contributions. Students have many fundraisers in order to earn the money for the trip.

ENCLOSURE(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 HOSA State Leadership Conference in Traverse City, Michigan according to the terms of Policy IICA, Field Trips and Excursions.

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

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



**MONROE HIGH SCHOOL
CAREER & TECHNICAL EDUCATION**

HOSA STUDENT ORGANIZATION

Leah Morelli, Chapter Advisor

901 Herr Road Monroe, MI 48161 Phone 734.265.9560 Fax 734.265.3451

TO: Ryan McLeod, Assistant Superintendent
FROM: Leah Morelli
DATE: February 17, 2013
RE: **REQUEST FOR HOSA STATE LEADERSHIP CONFERENCE FIELD TRIP**

The Monroe High School Chapter of HOSA (Health Occupations Students of America) had its regional competition on February 12, 2013. There were 17 members who have advanced to the HOSA State Leadership Conference competition. It will be held at the Grand Traverse Resort in Traverse City, MI. Our students will be competing, and attending leadership events and informational seminars while at the conference. We would depart from MHS Wednesday, April 10th after school. The competition is on Thursday and Friday, April 11th & 12th. We would return on Saturday, April 13th by early afternoon. Transportation will be provided by the staff chaperones, Mrs. Leah Morelli, Mrs. Alka Pandya, and Mrs. Margie Lake (all are teachers at Monroe High School). Parent chaperones, Calvin Schmitt and Carolyne Lynch will also be providing transportation and parent, Kim Steve will be chaperoning as well. All applicable criminal history check consent forms and private transportation applications will be completed per Board Of Education policy.

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

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

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

Sincerely,

Leah Morelli

Leah Morelli
HOSA Advisor
Monroe High School

Enclosure: Out-of-State Field Trip Request package

NOTICE OF NONDISCRIMINATION

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

MONROE PUBLIC SCHOOLS
FIELD TRIP 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:

Regional, state & national competitions all
reinforce skills taught as part of the
health science curriculum.

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

They are immersed in leadership academies &
competitions all related to the health care
field.

Follow-up classroom lessons:

This is an extra-curricular organization.
Students voluntarily practice health care
content through HOSA

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

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

Monroe Public Schools
Field Trip Information Form

Date of Trip: 4-10-13 to 4-13-13

Grade/Team/Organization Making Request: MHS HOSA

Destination: Grand Traverse Resort, Traverse City, MI

Address: 100 Grand Traverse Resort Village Blvd.

City: Acme State: MI Zip: 49610

Means of Transportation: private vehicles (Leah Morelli, Margie Lake, Carolyn Lynch, Calvin Schmitt)

Number of Students and Adults Involved: 23

Exact Loading Location: MHS Staff Lot

Estimated Time of Departure: 2:30 p.m. from MHS on 4/10/13

Estimated Time of Departure from Destination: 9:00 a.m. from Grand Traverse 4/13

Expected Time of Arrival: 2:00 p.m. to MHS on 4/13/13

Purpose of Trip: HOSA State Leadership Conference & Competition

Faculty Supervisor: Leah Morelli, Alka Pandya, Margie Lake

* Substitute(s) needed: Yes No (This does not secure the substitute)
Substitute paperwork previously submitted

Principal's Signature: [Signature] Date: 3/5/13

Approved Denied

Assistant Superintendent's Signature: [Signature] Date: 3-6-13

Approved Denied

REQUEST FOR SUBSTITUTES

This form must be completed and appropriately routed in order to secure substitutes for purposes other than illness, business leave, or attending conferences. Requests must be received 10 days in advance to ensure proper consideration. Due to a shortage of substitutes, there will be a limit of twelve (12) such substitutes allowed on any one day.

Principal/Administrator Making Request: Bill Ferrara

Date of Request: 10-23-12

Reason for Request: HOSA State Leadership Conference

Approved School Business Extra Help Meeting

Account Number(s) to be Charged: 1.1127:41.45800 1870

Date(s) Substitute Needed: 4-11-13 & 4-12-13

AM PM All Day

Substitute Requested for:

Name:	Building:	Assignment:
<u>Leah Morelli</u>	<u>MHS</u>	<u>CTE - Health Science</u> 486559
<u>Alka Pandya</u>	<u>MHS</u>	<u>Science</u> 486561
<u>Margie Lake</u>	<u>MHS</u>	<u>CTE - FCS</u> 486561
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please use a separate sheet for additional names.

Signatures:

Principal: [Signature] Approved Denied

Please forward to the appropriate curriculum director when completed

Curriculum Director: [Signature] Approved Denied

A limit of 12 substitutes per day will be maintained unless specific PRE-APPROVAL is obtained!

2 + 3
2 + 3

Number of Other Adults Assisting: 3

Number of School Days Student will be Attending Trip: 2

Cost Per Child: \$234.18

Cost Per Chaperone: \$234.18

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 – EEAB-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

Sample

CRIMINAL HISTORY CONSENT FORM

As a prospective employee or volunteer of Monroe Public Schools, I understand that it is this school district's policy to secure conviction criminal history information as part of their pre-employment screening process using the information provided below.

Name: Schmitt Calvin _____
Last First Middle

Maiden name or names previously used: _____

Birthdate: _____ Race: _____ Sex: _____

Social Security Number: _____

Driver's License Number: _____

I UNDERSTAND THAT THE ABOVE INFORMATION IS REQUIRED BY THE CENTRAL RECORDS DIVISION OF THE MICHIGAN STATE POLICE, LANSING, MICHIGAN. I FURTHER UNDERSTAND THAT A CONVICTION RECORD DOES NOT NECESSARILY PREVENT EMPLOYMENT. I AUTHORIZE MONROE PUBLIC SCHOOLS TO UTILIZE THE ABOVE INFORMATION FOR THE SOLE PURPOSE OF OBTAINING INFORMATION REGARDING A CRIMINAL CONVICTION.

Signature of Prospective Employee/Volunteer Date

Sample

MONROE PUBLIC SCHOOLS
1275 North Macomb
Monroe, MI 48162

Private Transportation Application Form

According to the policies of the Monroe Board of Education, no privately owned vehicle may be used to provide private transportation as school sponsored transportation to school events unless certain conditions are met. We certainly appreciate your willingness to assist in transporting students to the activity shown below, but this form must be completed at least 10 days prior to the event and approved before authorization to transport students can be given.

ACTIVITY: HOSA State Leadership Conference

DATE(S): Wed. 4-10-13 to Sat. 4-13-13

NUMBER OF STUDENTS TO BE TRANSPORTED: _____

VALID DRIVERS LICENSE: YES X NO _____

DRIVER'S LICENSE NUMBER: _____

DO YOU HAVE AUTOMOBILE INSURANCE: YES _____ NO _____

INSURANCE COMPANY: _____

POLICY NUMBER: _____

DRIVER'S NAMES: (please print) _____

DATE OF BIRTH: _____

DRIVER'S SIGNATURE: _____

PLEASE LIST NAMES OF STUDENTS BEING TRANSPORTED IN THIS VEHICLE:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

APPROVED _____ DEPUTY SIGNATURE _____ DATE _____

APPROVED _____ PRINCIPAL SIGNATURE _____ DATE _____

APPROVED _____ SUPERINTENDENT/DESIGNEE _____ DATE _____

FROM: Mrs. Leah Morelli

DATE: February 28, 2013

RE: Health Occupations Students of America State Leadership Conference

Dear MHS HOSA Parent/Guardians:

Health Occupations Students of America (HOSA) Michigan Association will be hosting its annual State Leadership conference at the Grand Traverse Resort in Acme, Mi (Traverse City) April 11th – 12th, 2013. If you are receiving this letter, your child has EARNED THE INVITATION to this conference because of their regional conference results. I am proud of every one of them!

This is a wonderful opportunity for your child to make connections, network, win awards, make wonderful memories and build experience for their entrance into the health care world. This conference is full of great learning experiences including the competitive events your child may be in, as well as open events and leadership seminars and activities! Here are the trip details:

Departure: Wednesday, April 10th at 2:30p.m. from Monroe High School

Return: Saturday, April 13th at approximately 2:30p.m. to Monroe High School

Transportation: provided by private vehicles of Mrs. Margie Lake, Mrs. Leah Morelli, Mrs. Alka Pandya, and 2 parent chaperones (to be determined).

Lodging: Condominiums at the Grand Traverse Resort, Valleyview complex

Meals: The condos have full kitchens. We grocery shop when we get there using HOSA club account funds & meals are provided. There are several food options available at the Resort as well if students wish to purchase their own meals or snacks, but it is not required.

Conference Registration fee: \$75 – to be paid by each individual/family BY THURSDAY MARCH 14th

Conference Agenda: a detailed agenda is available for you online at michiganhosa.org under the student tab.

If you have any questions, feel free to call Leah Morelli at (734) 770-2214 (cell), or leave me a voice mail at school at 734-265-3560.

I am so proud of our students and all of their fundraising efforts this year. They have made it possible for a once in a lifetime experience like this for minimal expense to each student! Please fill out the permission slip and return it to me by Thursday, March 14th. **NOTE: THE PERMISSION SLIP MUST BE NOTARIZED DUE TO THE EMERGENCY MEDICAL CONSENT PORTION.**

Sincerely,

Leah Morelli

Leah Morelli
HOSA Advisor
Health Occupations Teacher
Monroe High School
734-265-3560
morellil@monroe.k12.mi.us

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

Sample

EXPLANATION AND DATES:

Departure Date/Day Wed. 4-10-13 Return Date/Day Sat. 4-13-13

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

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

The purpose of this trip is State Leadership Conference and the group sponsoring the trip is HOSA

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

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

GENERAL INFORMATION:

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

Address _____ Phone _____

Parent/Guardian Name(s) _____ Emergency Phone _____

MEDICAL INFORMATION

Family Doctor _____ Phone _____

Last Tetanus Shot _____ Allergies (if any) _____

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

Other pertinent information _____

Your child will be in the care of (staff member name) Leah Morelli, Alka Pandya, Margie Lake

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 _____

* Must be notarized

Thursday

Start Time	Event	Location
9:00-11:30 A.M.	Registration (Advisors)	Lower Reg. Desk
	Please submit all job seeking skills, Governor's Service Award, HOSA/HIO, HOSA Theme Contest, HOSA Week Chapter News Article, Barbara James Service Award, Outstanding HOSA Chapter, Prepared Persuasive Speaking Paper	
12:00 P.M.	Advisor Orientation	Michigan Ballroom
12:15 P.M.	Welcome Session (All HOSA Students)	Governors' Hall A-D
1:15 P.M.	Courtesy Corps Meeting	Governors' Hall A-D
1:15 P.M.	State Officer Candidate Registration	HOSA Registration Desk
1:20 P.M.	Nursing Assisting Test	Michigan Ballroom A, B
1:30 P.M.	Biotechnology Test	Michigan Ballroom A, B
1:30 P.M.	CERT Test	Michigan Ballroom A, B
1:30 P.M.	Dental Science Test	Michigan Ballroom A, B
1:30 P.M.	Emergency Medical Technician Test	Michigan Ballroom A, B
1:30 P.M.	Medical Assisting Test	Michigan Ballroom A, B
1:50 P.M.	Physical Therapy Test	Michigan Ballroom A, B
1:50 P.M.	Veterinary Science Test	Michigan Ballroom A, B
1:30 P.M.	CBR/First Aid Test	Michigan Ballroom C, D
1:30 P.M.	Epidemiology Test	Michigan Ballroom C, D
1:50 P.M.	Home Health Aide Test	Michigan Ballroom C, D
1:50 P.M.	Sports Medicine Test	Michigan Ballroom C, D
3:00 P.M.	Nursing Assisting Results Posted outside Governors' Hall	
3:00 P.M.	Nursing assisting finalists and all regional candidates advancing to 2nd Round should meet in local lobby for departure. Skills rotation will take place at 4:00 PM. Pay Area: C1C	
1:00 P.M.	Biomedical Debate	Mackinac Room A
1:00 P.M.	Career Health Displays	Governors' Hall A, B
1:00 P.M.	Extemporaneous Health Poster	Tower Room A
1:00 P.M.	Extemporaneous Speaking	Executive Board Room
1:00 P.M.	Health Education	Peninsula B, C
1:00 P.M.	Job Seeking Skills/Interviewing Skills	Peninsula A
1:00 P.M.	Medical Photography	Michigan Ballroom E-G
1:00 P.M.	Prepared Speaking/Spoken Skills	Tower Room B, C
1:00 P.M.	Public Health Emergency Preparedness	Michigan Ballroom H
1:00 P.M.	Public Service Announcement	Mackinac Room C
1:00 P.M.	Researched Persuasive Speaking	Mackinac Room B
1:00 P.M.	Healthy Life Style Test	Michigan Ballroom A, B
4:00 P.M.	Creative Problem Solving Test	Michigan Ballroom A, B
4:00 P.M.	Dental Spelling Test	Michigan Ballroom A, B
4:20 P.M.	HOSA Bowl Test	Michigan Ballroom A, B
4:20 P.M.	Medical Spelling Test	Michigan Ballroom A, B
4:20 P.M.	Medical Reading Test	Michigan Ballroom C, D
4:20 P.M.	Healthcare Issues Exam	Michigan Ballroom C, D
	(Healthcare Issues Exam available between 4:00-7:00 P.M.)	
5:00 P.M.	Voting Delegate Briefing (Candidate Speeches) (Open to all students and advisors)	Governors' Hall A-D
5:00 P.M.	Community Awards	Michigan Ballroom C
5:00 P.M.	Extemporaneous Writing	Michigan Ballroom C, D
5:00 P.M.	Business Plan Reading/Written Test & Skills	Tower Room C
7:00 P.M.	Competitors advancing to second round posted outside Governors' Hall	

Thursday

Thursday Symposiums		
Start Time	Event	Location
4:00-4:40 P.M.	Symposium	Governors' Hall A-D
6:00-6:40 P.M.	Symposium	Tower Room A, B
6:00-6:40 P.M.	Symposium	Peninsula B, C
7:30-8:10 P.M.	Symposium	Michigan Ballroom C/D
9:00 P.M.	Opening Session	Governors' Hall A-F
11:30 P.M.	Curtain	Your Room

Friday

Start Time	Event	Location
7:15 A.M.	Biotechnology	Michigan Ballroom H
7:15 A.M.	CPR	Tower Room A
7:15 A.M.	Creative Problem Solving	Michigan Ballroom C, D
7:15 A.M.	Forensic Medicine	Tower Room C
7:15 A.M.	Home Health Aide	Michigan Ballroom G
8:00 A.M.	Clinical Specialty	Mackinac Room C
8:00 A.M.	CPR/First Aid & Life Support Skills	Peninsula Room B, C
8:00 A.M.	Emergency/Medical Technician	Mackinac Room A
8:00 A.M.	HOSA Bowl	Michigan Ballroom E
8:00 A.M.	Medical Reading	Room 1135 in the Tower
8:00 A.M.	Medical Spelling	Mackinac Room B
8:00 A.M.	Veterinary Science	Peninsula Room A
9:00 A.M.	Dental Terminology Test	Michigan Ballroom A, B
9:00 A.M.	Knowledge Test: Human Growth & Development	Michigan Ballroom A, B
9:00 A.M.	Knowledge Test: Concepts of Healthcare	Michigan Ballroom A, B
9:00 A.M.	Knowledge Test: Nutrition	Michigan Ballroom A, B
9:00 A.M.	Knowledge Test: Pathophysiology	Michigan Ballroom A, B
9:00 A.M.	Knowledge Test: Pharmacology	Michigan Ballroom A, B
9:20 A.M.	Medical Terminology Test	Michigan Ballroom A, B
9:20 A.M.	Medical Math Test	Michigan Ballroom A, B
9:30 A.M.	Student Leadership Academy	Governors' Hall E-F
12:00 P.M.	Dental Spelling	Mackinac Room B
12:00 P.M.	Medical Assisting	Tower Room C
12:00 P.M.	Physical Therapy	Tower Room A, B
12:00 P.M.	Sports Medicine	Michigan Ballroom F-H
12:00 P.M.	Dental Science	Office
<p>Report to HOSA Registration Desk @ 12:00 P.M. Events take place at North Western Michigan College</p>		
Friday Symposiums		
Start Time	Event	Location
12:00-12:40 P.M.	Symposium	Governors' Hall A-D
1:00-1:40 P.M.	Symposium	Peninsula A
1:00-3:30 P.M.	Student Leadership Academy	Governors' Hall E-F
2:00-2:40 P.M.	Symposium	Peninsula A
3:00-3:40 P.M.	Symposium	Peninsula A
3:30 P.M.	Officer Election Session (For Voting Delegates & Officer Candidates)	Governors' Hall A-D
8:00 P.M.	Grand Award Ceremony	Governors' Hall A-F
10:00 P.M.	Activity Night	Governors' Hall & Michigan Ballroom
12:00 A.M.	Curtain	Your Room

MONROE HIGH SCHOOL



Leah Morelli

Invoice for sleeping rooms

Arrival: 4/10/13

Depart: 4/13/13

(3) 2bed Condos and Leelanau

		Number of Room Nights			
2 BED CONDO		12			
Rate	\$168.00				
6% Sales Tax	EXEMPT				
5% Local Assessment	\$8.40				
Resort Fee per room per night	\$9.95				
Total per night	\$186.35				
			\$2,236.20		
Grand Total			\$2,236.20		

CANCELLATIONS, CHANGES and/or EARLY DEPARTURES

If you need to cancel or change the dates on your reservation please notify us 72 hours (3 days) prior to your arrival date to avoid a penalty. Penalty charges equal one night's room rate.

CHECK-IN TIME

Check in time is after 4:00 PM, or as rooms become available. If you arrive early and a room is not available our Bell Service can store your luggage.

CHECK-OUT TIME

Check out time is prior to 11:00AM. If your meeting, event or leisure activity postpones your departure past checkout time, we suggest allowing our Bell Service to store your luggage.

**Health Occupations Students of America (HOSA)
 State Leadership Conference Funding
 Traverse City, MI
 April 10-13, 2013**

		HOSA Acct. fund	STUDENT FUNDED	AC FUNDED
Registration	17 students @ \$75.00		1,275.00	
	3 Advisors @ \$75.00			225.00
	3 Chaperones @ \$75.00	225.00		
Lodging	2-bedroom condos			
	Students/chap 3 room @ \$186.35/night for 3 nights Advisors: 1 room @ \$186.35/night for 3 nights	1,677.15		559.05
Food	Students and chaperone	500.00		
	Advisor = \$40/day for 3 days x 3 advisors			360.00
Travel	1076 miles @ .35 per mile for 3 cars			564.90
		<u>2,402.15</u>	<u>1,275.00</u>	<u>1,708.95</u>

Total estimated field trip expense: \$5,386.10 \$234.18/person



CONSENT AGENDA - PURCHASES

ENCLOSURES

- C.9 Arborwood Just-Right Books
- C.10 LLI Kits for Custer Elementary
- C.11 Writing Curriculum Purchase
- C.12 Wireless E-rate Purchase
- C.13 Freezer Purchase
- C.14 Track Uniform Purchase

RECOMMENDATION

Move that Agenda Items C.9 - C.14 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

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	_____	_____	_____	_____

ARBORWOOD ELEMENTARY CAMPUS - JUST-RIGHT BOOKS FOR YOUNG FIVE, KINDERGARTEN, FIRST AND SECOND GRADE CLASSROOMS

BACKGROUND

The Arborwood Elementary Campus staff has committed to the goal of having all students reading at grade level by the end of second grade. In order to achieve this goal our campus would like to purchase high-interest, just-right books for each of our Young Five, Kindergarten, First and Second Grade classrooms. These classrooms currently have a deficit of just-right books for their emergent readers who are at levels A-G. Richard Allington has done considerable research about what schools can do to achieve this. In his book "What Matters Most for Struggling Readers", he states that the most important thing students need is ongoing access to an abundance of just-right books. Just-right books build fluency; fluency builds reading volume, and reading volume increases reading proficiency. A fluent reader can then become proficient more quickly.

Irene Fountas and Gay Su Pinnell define a just right book as: one that a student can read independently; one that a student is interested in reading; one that a student can read all the words, or all but a few words; and one in which a student can comprehend all that they read. Arborwood Campus would like to provide each Young Five, Kindergarten, First and Second Grade Classroom with \$2,000.00 to purchase just-right books at levels A-G. These 15 teachers would be ordering from a variety of companies including, but not limited to: Heinemann Raintree, Reading Recovery, Booksource, and Scholastic. Each of these companies offers a variety of high-quality leveled books in the range of Levels A-G that teachers can choose from to build up their individual classroom libraries. These books would be used during Reader's Workshop for independent reading and guided reading groups. The cost of the stipend for each teacher would total \$30,000.00, with an additional \$1,000.00 to cover shipping costs.

RECOMMENDATION

Move to approve the purchase of just-right books for the Arborwood Campus. The total cost for the books will not exceed \$31,000.00, all of which will be covered by the current year's Title I funds in accordance with allowable expenditure guidelines for use of federal funds for supplemental instructional programming.

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

ARBORWOOD ELEMENTARY CAMPUS
1008 N. Riverview
Monroe, MI 48162

TO: Barry Martin
FROM: Terry Joseph and Steve Pollzzie
RE: Instructional Materials Purchase
DATE: February 20th, 2013

We are requesting board approval for the purchase of the following instructional materials for the Arborwood Elementary Campus:

- *A stipend of \$2,000 to be provided to each of our Young Five, Kindergarten, First and Second grade teachers (15 total) for the purchase of just-right books, at readings levels A-G. These books would become a part of their classroom libraries, and be used during Reader's Workshop for independent reading and guided reading groups.*

The total cost for the materials, plus shipping, will not exceed \$31,000.00 all of which will be covered by 2012-2013 Title I funds in accordance with allowable expenditure guidelines for use of federal funds for supplemental instructional programming. Thank you for your attention to this matter.

NOTICE OF NONDISCRIMINATION

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

LLI KITS FOR CUSTER ELEMENTARY

BACKGROUND

Custer Elementary Campus Assistant Principal Montyne Barbee, would like to petition the Board of Education to purchase one (1) Leveled Literacy Intervention kit. The LLI kits are designed for use with groups of students who need intensive support to achieve grade level competency. This research based approach to teaching literacy supports our School Improvement Plan and will provide teachers with supplemental tools for whole and small group instruction for all students. The total cost for materials, plus shipping, is \$4860.00 all of which will be covered by Title funds in accordance with allowable expenditure guidelines for use of federal funds for supplemental instructional programming.

ENCLOSURE

Quote from Heinemann for the cost of one (1) LLI kit, with the additional amount for shipping.

RECOMMENDATION

Move to approve the purchase of one (1) LLI kit for the use of support to achieve grade level competency for a cost not to exceed \$4,860.

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	_____	_____	_____	_____



ORDERS / CUSTOMER SERVICE
 TEL: 800-225-5800 FAX: 877-231-6980
 P.O. Box 6926
 Portsmouth, NH 03802-6926
 www.heinemann.com
 Pubnet SAN: 210-5829 Code: HBP
 Federal ID#: 06-1154537 GST:#125-218-917

361 HANOVER STREET, PORTSMOUTH, NH 03801

QUOTE: 4538259

ZHICES000

ZHICES000

S CUSTER I ELEMENTARY SCHOOL
 O 5003 W. ALBAIN ROAD
 L MONROE MI 48161
 D

S COLLEEN WHALEN
 H CUSTER I ELEMENTARY SCHOOL
 I 5003 W. ALBAIN ROAD
 P MONROE MI 48161

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ACCOUNT NO.	PO NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
ZHICES000	QUOTE	03/01/13		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET AMOUNT
E02851	0-325-02851-5	1	400 PAGES - 700 RED GRAD...	5625.00	20.00	4500.00
E04402	0-325-04402-3	1	PREPACK CONTAINS: LLI RED Carton 1			
E04403	0-325-04403-1	1	LLI RED Carton 2			
E04404	0-325-04404-1	1	LLI RED Carton 3			
E04405	0-325-04405-8	1	LLI RED Carton 4			
E04406	0-325-04406-6	1	LLI RED Carton 5			
E04407	0-325-04407-4	1	LLI RED Carton 6			
E04408	0-325-04408-2	1	LLI RED Carton 7			
E04409	0-325-04409-0	1	LLI RED Carton 8			
E04619	0-325-04619-0	1	LLI RED Carton 9			
*** BACKORDERS AND MISC ***						
COLLEEN 734-265-4300						
EMAIL TO: YOUNG@MONROE.K12.MI.US						
QUOTATION PRICES VALID FOR 30 DAYS						
				MERCHANDISE		4500.00
				SHIPPING		360.00

REFERENCE	TOTAL UNITS	SHIPPING WEIGHT	SHIPPING METHOD
4538259	1	310.00	GROUND COMMERCIAL

QUOTATION - AMOUNT
 PAYABLE IN U.S. FUNDS 4860.00

RETURN ONE COPY OF INVOICE WITH PAYMENT TO:
 HEINEMANN, 15963 COLLECTIONS CENTER DRIVE, CHICAGO, IL 60693

All returns must be sent prepaid to: Heinemann Distribution Center
 c/o Houghton Mifflin Harcourt
 465 South Lincoln Drive
 Troy, MO 63379

**ELA PURCHASE
LUCY CALKINS UNITS OF STUDY**

BACKGROUND

In continuing our alignment to the Common Core Standards in Language Arts, our curriculum teams have explored materials that would transition our teaching to this national curriculum while also building greater consistency K-12. It has been a challenge to find materials that do this while implementing best practice research in the teaching of writing. The *Lucy Calkins Units of Study for Writing* highlight the following within the framework of a writing workshop:

- Learn to teach opinion, information and narrative writing with increasing complexity and sophistication
- Unpack writing standards so you can better guide students to attain and exceed expectations
- Explore the importance of weaving in engaging mentor texts to foster a strong reading/writing connection
- Discover new practices that create opportunities for your students to write across the curriculum
- Build on the best practices and proven frameworks in Lucy's original *Units of Study for Teaching Writing* series and be introduced to her new *Units of Study in Opinion, Information and Narrative Writing*

Based on the availability of the above publication and increases in student achievement and best practice teaching with our past use of the Lucy Calkins' materials, we are recommending the purchase and implementation of these units for Language Arts in grades kindergarten through eight. The units for kindergarten through fifth grade have been released this month, March 2013. Units for grades five through eight will be released in the fall.

ENCLOSURE(S)

- Vendor Quote
- Sole Provider Agreement

RECOMMENDATION

Move to approve the purchase of the Lucy Calkins Units of Study for grades kindergarten through fifth as the English Language Arts Writing Curriculum. This purchase will come from the Elementary Curriculum Budget and will not exceed \$22,541.11.

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-February 15, 2013-Proposal for Lucy Calkins Units of Study-K-5
 Please make your purchase order to Heinemann-P.O. box 6926-Portsmouth, N.H. 03803-6926
 Fax your order to Mary or Steve Wilkinson at 734-421-2801 or email it to wilkinsonms3@gmail.com
 If you have questions, please contact Mary Wilkinson at 724-560-6477 or Steve Wilkinson at 734-658-8273

Title	Order#	Price	Quantity	Extended Price
Units of Study in Opinion, Information and Narrative Writing Bundle with Trade Books	978-0-325-04762-1	\$966.60	22	\$21, 265.20

The \$966.60 includes six grade levels of the new Lucy Calkins Units of Study in Opinion, Information and Narrative Writing. This bundle price saves \$107.40 per six grade levels of the program.

This price includes 22 of each of the following Grade levels of Lucy Calkins Units of Study in Opinion, Information and Narrative Writing.

- 22 Grade K Units of Study Series with trade books included 978-0-325-04753-9
- 22 Grade 1 Units of Study Series with trade books included 978-0-325-04754-6
- 22 Grade 2 Units of Study Series with trade books included 978-0-325-04755-3
- 22 Grade 3 Units of Study Series with trade books included 978-0-325-04756-0
- 22 Grade 4 Units of Study Series with trade books included 978-0-325-04757-7
- 22 Grade 5 Units of Study Series with trade books included 978-0-325-04758-4

Each Level contains: A Guide to the Writing workshop, Resources for Teaching Writing CD-Rom, Four Units each Containing more than six weeks of instruction(with teaching points, mini-lessons, strategies and tools), a book of Alternative Units of Study and a pack of mentor texts.

*Prepublication Price

Subtotal	\$21,265.20
Reduced Shipping	<u>1275.91</u>
Grand Total	\$22,541.11

*Shipping Costs-Orders up to \$2000.00 are charged 10% shipping. For orders between \$2001.00 and \$10,000.00 shipping is charged at the reduced amount of 8%. For orders over \$10,000 shipping is charged at the reduced amount of 7%. The shipping on this quote is reduced to 6% with a savings of \$850.61



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361 Hanover Street
Portsmouth, NH 03801-3912

Phone (603) 431-7894

Fax (603) 431-7840

(603) 431-4971

www.heinemann.com

September 2012

Re: Sole source

This sole source affidavit for this vendor may be listed under the following - Heinemann, Heinemann Publishers, Heinemann Educational Books, Greenwood Publishing dba Heinemann. Heinemann is the publisher, producer or copyright owner of these items.

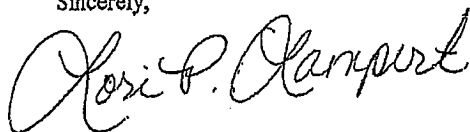
Atwell's Minilessons Bundle, 002178
Calkins Units of Study Bundle, 002194
Common Core Lesson Book Bundle, 978-0-325-04383-8
Complete Toolkit Texts Bundle, 978-0-325-01278-0
Comprehension Toolkit Bundle, The, 978-0-325-01286-5
Comprehension Toolkit Teacher Pack, 978-0-325-04601-3
Comprehension Toolkit Trade Book Pack, The, 978-0-325-01145-5
Comprehension Toolkit, The, 0-325-00583-4
Contexts for Learning Mathematics, Number Sense, Addition, and Subtraction Grades K-3, 978-0-325-01052-6
Contexts for Learning Mathematics, Multiplication and Division Grades 3-5, 978-0-325-01053-3
Contexts for Learning Mathematics, Fractions, Decimals, and Percents Grades 4-6, 978-0-325-01054-0
Contexts for Learning Mathematics Complete Elementary Bundle Grades K-6, 978-0-325-01004-5
Contexts for Learning Mathematics Teacher Pack, Grades 1-2, 0-325-02133-1
Contexts for Learning Mathematics Teacher Pack, Grades 2-3, 0-325-02134-8
Contexts for Learning Mathematics Teacher Pack, Grades 3-4, 0-325-02135-5
Contexts for Learning Mathematics Teacher Pack, Grades 4-5, 0-325-02136-2
Contexts for Learning Mathematics Teacher Pack, Grades 5-6, 0-325-02137-9
Contexts for Learning Mathematics Teacher Pack, Grades K-1, 0-325-02132-4
Curricular Plan for the Reading Workshop, Grade 1 978-0-325-04302-9
Curricular Plan for the Reading Workshop, Grade 2 978-0-325-04304-3
Curricular Plan for the Reading Workshop, Grade 3 978-0-325-04306-7
Curricular Plan for the Reading Workshop, Grade 4 978-0-325-04308-1
Curricular Plan for the Reading Workshop, Grade 5 978-0-325-04310-4
Curricular Plan for the Reading Workshop, Grade 6 978-0-325-04312-8
Curricular Plan for the Reading Workshop, Grade 7 978-0-325-04314-2
Curricular Plan for the Reading Workshop, Grade 8 978-0-325-04316-6
Curricular Plan for the Reading Workshop, Grade K 978-0-325-04300-5
Curricular Plan for the Writing Workshop, Grade 1 978-0-325-04303-6
Curricular Plan for the Writing Workshop, Grade 2 978-0-325-04305-0
Curricular Plan for the Writing Workshop, Grade 3 978-0-325-04307-4
Curricular Plan for the Writing Workshop, Grade 4 978-0-325-04309-4
Curricular Plan for the Writing Workshop, Grade 5 978-0-325-04311-1
Curricular Plan for the Writing Workshop, Grade 6 978-0-325-04313-5
Curricular Plan for the Writing Workshop, Grade 7 978-0-325-04315-9
Curricular Plan for the Writing Workshop, Grade 8 978-0-325-04317-3
Curricular Plan for the Writing Workshop, Grade K 978-0-325-04301-2

Enlarged Picture Cards Grades K and 1 (Teacher Set), 0-325-00689-X
Explorations in Nonfiction Writing:Grade 1,978-0-325-02681-7
Explorations in Nonfiction Writing:Grade 2,978-0-325-03143-9
Explorations in Nonfiction Writing:Grade K,978-0-325-03142-2
Explorations in Nonfiction Writing Grade 3, 978-0-325-03784-4
Explorations in Nonfiction Writing Grade 4, 978-0-325-03785-1
Explorations in Nonfiction Writing Grade 5, 978-0-325-03786-8
Fosnot's Complete Elementary Bundle, 0-325-01004-8
Interactive Read-Alouds Series Bundle, 0-325-01114-1
Interactive Read-Alouds, Grades 2-3, 0-325-01057-9
Interactive Read-Alouds, Grades 4-5, 0-325-01098-4
Interactive Read-Alouds, Grades 6-7, 978-0-325-02652-7
Interactive Read-Alouds, Grades K-1, 0-325-01056-0
Mastering the Basic Math Facts in Addition & Subtraction Book Study Bundle 978-0-325-04177-3
Mastering the Basic Math Facts in Multiplication and Division Book Study Bundle 978-0-325-04178-2
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Nonfiction Writing PLUS Pack: Grade 1, 978-0-325-04224-4
Nonfiction Writing PLUS Pack: Grade 2, 978-0-325-04225-1
Nonfiction Writing PLUS Pack: Grade 3, 978-0-325-04622-8
Nonfiction Writing PLUS Pack: Grade 4, 978-0-325-04623-5
Nonfiction Writing PLUS Pack: Grade 5, 978-0-325-04624-2
Pathways to the Common Core Book Study Bundle, 978-0-325-04394-4
Phonics Lesson Grade 1, 978-0-325-00408-2
Phonics Lessons Grade 1 Teacher Bundle, 0-325-01066-8
Phonics Lessons Grade 1 with CD, 0-325-01062-5
Phonics Lessons Grade 2, 978-0-325-00409-9
Phonics Lessons Grade 2 Bundle, 002131
Phonics Lessons Grade 2 Teacher Bundle, 0-325-01067-6
Phonics Lessons Grade 2 with CD, 0-325-01063-3
Phonics Lessons Grade K, 978-0-325-00407-5
Phonics Lessons Grade K Teacher Bundle, 0-325-01065-X
Phonics Lessons Grade K with CD, 0-325-01061-7
Primary Comprehension Toolkit Bundle,The, 0-325-02125-2
Primary Comprehension Toolkit Teacher Pack, 978-0-325-04600-6
Primary Comprehension Toolkit Trade Book Pack, The, 0-325-02124-4
Primary Comprehension Toolkit, The, 0-325-00997-X
Qualities of Writing Bundle, The 002177
Reading Professional Development Notebook, 0-325-01242-3
Reading/Writing Professional Development Notebook, 0-325-01243-1
Scaffolding The Primary Comprehension Toolkit for English Language Learners School Pack, 978-0-325-04626-6
Scaffolding The Comprehension Toolkit for English Language Learners School Pack, 978-0-325-04627-3
Small-Group Lessons for the Primary Comprehension Toolkit School Pack, 978-0-325-04664-8
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Smart Writing Handbook 10 Pack, 978-0-325-04372-2
Smart Writing Handbook 30 Pack, 978-0-325-04373-9
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Teaching Resources Grade 1 CD-ROM, 0-325-01376-4
Teaching Resources Grade 2 CD-ROM, 0-325-01375-6
Teaching Resources Grade 3 CD-ROM, 0-325-01374-8
Teaching Resources Grade K CD-ROM, 0-325-01377-2
Teaching the Qualities of Writing (TQW), 0-325-00629-6
Toolkit Texts Bundle, 2-3, 4-5, 6-7, 0-325-01278-4
Toolkit Texts PreK-7 Library, 978-0-325-04328-9
Transforming Our Teaching Through Reading to Understand, 20 Notebooks 0-325-01132-X

Transforming Our Teaching Through Reading/Writing Connections, 20 Notebooks 0-325-01134-6
Transforming Our Teaching Through Writing for Audience and Purpose, 20 Notebooks 0-325-01131-1
Units of Study Bundle K-5, 978-0-325-01284-1
Units of Study for Primary Writing, K-2, 0-325-00604-0
Units of Study for Teaching Reading Bundle, 978-0-325-03084-5
Units of Study for Teaching Reading Trade Book Pack, 978-0-325-03080-7
Units of Study for Teaching Reading, 978-0-325-00871-4
Units of Study for Teaching Writing, Grades 3-5, 0-325-00870-1
Units of Study for Teaching Writing, Grade by Grade, K, 978-0-325-04708-9
Units of Study for Teaching Writing, Grade by Grade, Grade 1, 978-0-325-04709-6
Units of Study for Teaching Writing, Grade by Grade, Grade 2, 978-0-325-04710-2
Units of Study for Teaching Writing, Grade by Grade, Grade 3, 978-0-325-04711-9
Units of Study for Teaching Writing, Grade by Grade, Grade 4, 978-0-325-04712-6
Units of Study for Teaching Writing, Grade by Grade, Grade 5, 978-0-325-04713-3
Units of Study for Teaching Writing, Grade by Grade, Elementary Series Bundle (K-5), 978-0-325-04717-1
Units of Study for Teaching Writing, Grade by Grade, Grade K w/trade books, 978-0-325-04753-9
Units of Study for Teaching Writing, Grade by Grade, Grade 1 w/trade books, 978-0-325-04754-6
Units of Study for Teaching Writing, Grade by Grade, Grade 2 w/trade books, 978-0-325-04755-3
Units of Study for Teaching Writing, Grade by Grade, Grade 3 w/trade books, 978-0-325-04756-0
Units of Study for Teaching Writing, Grade by Grade, Grade 4 w/trade books, 978-0-325-04757-7
Units of Study for Teaching Writing, Grade by Grade, Grade 5 w/trade books, 978-0-325-04758-4
Units of Study for Teaching Writing, Grade by Grade, Elementary Series bundle (K-5) w/trade books, 978-0-325-04762-1
Word and Picture Cards Grade 1 (Student Set), 0-325-00692-X
Word and Picture Cards Grade 2 (Center Sets), 0-325-00695-4
Word and Picture Cards Grade 2 (Student Set), 0-325-00694-6
Word and Picture Cards Grade 3 (Center Sets), 0-325-00722-5
Word and Picture Cards Grade 3 (Student Set), 0-325-00721-7
Word and Picture Cards Grade K (Student Set), 0-325-00690-3
Word Study Lessons Bundle, Grade 3, 002132
Word Study Lessons Grade 3 with CD, 0-325-01064-1
Writing Professional Development Notebook, 0-325-01242-5

And the items are precluded from competition.

Sincerely,



**APPROVAL TO PURCHASE NETWORK EQUIPMENT FOR
CUSTER ELEMENTARY CAMPUS AND WATERLOO ELEMENTARY**

BACKGROUND

See attached memo from Dave Payne for details.

ENCLOSURE(S)

Memo and purchase summary – Dave Payne
RFP
Bids from Netech and MTR

RECOMMENDATION

Move to approve the purchase of network equipment from MTR and Netech as detailed in the attachment from Mr. Payne. The total cost is not to exceed \$170,207.22. Money for this purchase is to be taken from the District Funds, Sinking Funds and Technology Millage 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	_____	_____	_____	_____

Memo

To: Ryan McLeod
From: David Payne
Date: 3/7/2013
Re: E-Rate Network Purchase

E-Rate Network Purchase

We are recommending the purchase of network equipment for Custer Elementary Campus and Waterloo Elementary. This equipment was competitively bid out via RFP and E-Rate guidelines. This purchase is needed to upgrade our existing network and wireless infrastructure. MTR and Netch responded to the RFP. I have included a breakdown of the results, original RFP, and each vendor's response. We are asking approval to purchase the network equipment from Netch and MTR. MTR was lower on some items but did not bid on others. The second page of this memo outlines the breakdown of what we will purchase from each vendor. The total cost of this project will not exceed \$170,207.22 and will be funded with a combination of District Funds, Sinking Funds, as well as Technology Millage Funds. If this is approved and we qualify for E-Rate funding we could be refunded up to 90% of this purchase. As this proposal only accounts for upgrading three schools we will bring the remainder of the schools back to the Board of Education for approval later this spring. But due to the E-Rate timelines we had to move on this project in March for approval only. The actual project will be completed over the summer.

Description of E-Rate

"The program provides discounts to assist most schools and libraries in the United States (and U.S. territories) to obtain affordable telecommunications and Internet access. It is one of four support programs funded through a Universal Service fee charged to companies that provide interstate and/or international telecommunications services.

The Schools and Libraries Program supports connectivity - the conduit or pipeline for communications using telecommunications services and/or the Internet. Funding is requested under four categories of service: telecommunications services, Internet access, internal connections, and basic maintenance of internal connections. Discounts for support depend on the level of poverty and the urban/rural status of the population served and range from 20% to 90% of the costs of eligible services. Eligible schools, school districts and libraries may apply individually or as part of a consortium.

Applicants must provide additional resources including end-user equipment (e.g., computers, telephones, etc.), software, professional development, and the other elements that are necessary to utilize the connectivity funded by the Schools and Libraries Program."

Additional information on E-Rate can be found at this web resource... www.e-ratecentral.com

Core Connections

Part Number	Description	Qty	Price	Ext. Price
Controller Licensing				
L-NCS-1.0-50-ADD	Cisco Prime NCS Add-on License for 50 Devices	1	\$2,483.36	\$2,483.36
L-NCS-1.0-ADD-K9	Cisco Prime NCS Add-on Licenses Family	1	\$0.00	\$0.00
L-NCS-1.0-50-ADD	Cisco Prime NCS Add-on License for 50 Devices	1	\$2,483.36	\$2,483.36
L-NCS-1.0-100-ADD	Cisco Prime NCS Add-on License for 100 Devices	1	\$4,218.66	\$4,218.66
CON-SAU-NCS1ADD	SW APP SUPP + UPGR Cisco Prime NCS Add-on Licenses Family	1	\$0.00	\$0.00
CON-SAU-NCS150A	SW APP SUPP + UPGR Cisco Prime NCS Add-on License for 50 Device	1	\$735.00	\$735.00
CON-SAU-NCS1100A	SW APP SUPP + UPGR Cisco Prime NCS Add-on Lic for 100 Device	1	\$1,259.30	\$1,259.30
AIR-CT5508-250-K9	Cisco 5508 Series Wireless Controller for up to 250 APs	1	\$30,482.66	\$30,482.66
CON-SNT-CT08250	SMARTNET 8X5XNBD Cisco 5508 Series	1	\$3,640.00	\$3,640.00
Switching				
WS-C-3750E-10G-3C	WS-C-3750E-10G-3C 3750E Ethernet module with DFC3C (media x2)	1	\$13,000.00	\$13,000.00
WS-C-3750E-10G-2	WS-C-3750E-10G-2 3750E Ethernet module (media incl x2)	1	\$0.00	\$0.00
WS-C-3750E-10G-3C	WS-C-3750E-10G-3C 3750E Ethernet module (media x2)	1	\$0.00	\$0.00
WS-C-3750E-10G-3C	WS-C-3750E-10G-3C 3750E Ethernet module (media x2)	3	\$1,700.00	\$5,100.00
Netech Total				\$45,302.34
MTR Total				\$23,100.00
Building Total				\$68,402.34

Custer Complex

Part Number	Description	Qty	Price	Ext. Price
Wireless AP's				
AIR-CAP2602I-A-K9	802.11n CAP w/CleanAir; 3x4:3SS; Mod; Int Ant; A Reg Domain	71	\$513.56	\$36,462.76
AIR-CAP2602E-A-K9	802.11n CAP w/CleanAir; 3x4:3SS; Mod; Ext Ant; A Reg Domain	3	\$560.46	\$1,681.38
AIR-ANT2524DB-R=	2.4 GHz 2 dBi/5 GHz 4 dBi Dipole Ant., Blk, RP-TNC	12	\$18.29	\$219.48
W9641	WAP cage from Heltek	3	\$100.00	\$300.00
Switching				
WS-C-3750E-10G-3C	WS-C-3750E-10G-3C 3750E Ethernet module with SFP 12ANBase	1	\$3,900.00	\$3,900.00
WS-C-3750E-10G-3C	WS-C-3750E-10G-3C 3750E Ethernet module with SFP 12ANBase	3	\$3,200.00	\$9,600.00
WS-C-3750E-10G-3C	WS-C-3750E-10G-3C 3750E Ethernet module with SFP 12ANBase	3	\$225.00	\$675.00
WS-C-3750E-10G-3C	WS-C-3750E-10G-3C 3750E Ethernet module with SFP 12ANBase	10	\$0.00	\$0.00
WS-C-3750E-10G-3C	WS-C-3750E-10G-3C 3750E Ethernet module with SFP 12ANBase	1	\$1,700.00	\$1,700.00
Netech Total				\$38,663.62
MTR Total				\$9,400.00
Building Total				\$78,063.62

Request for Proposal

Monroe Public Schools

E-Rate Funding Year 2013 RFP

Issue Date 1/14/2013

1.4. RESPONSE SUBMISSION

All responses to this RFP must be submitted and delivered to Monroe Public Schools no later than Friday, February 11th, 2013 at 3:00pm Eastern Standard Time.

Monroe Public Schools will accept mailed and e-mailed bids only. No faxed bids will be accepted. If mailed, the outside of the sealed envelope should be clearly marked with the following information:

Monroe Public Schools
 E-Rate Funding Year 2013 Bid
 Attn: David T. Payne
 1275 N Macomb St
 Monroe, Michigan 48162

If the bid is submitted via e-mail, the e-mail shall be identified as follows:

To: payne@monroek12.mi.us
 Subject: E-Rate Funding Year 2013 Bid (Your Company's Name)

It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. Monroe Public Schools reserves the right to reject all late arrivals.

Bid responses will be publicly opened, recorded, and read at 3:00pm of the bid submission date at the address listed above. All information will be made available for public inspection after the review board's award.

2.0 INTERNAL CONNECTIONS SPECIFICATIONS

2.1 CORE INTERNAL CONNECTIONS FOR CUSTER 1 ELEMENTARY SCHOOL, CUSTER 2 ELEMENTARY SCHOOL, RIVERSIDE LEARNING CENTER, AND WATERLOO ELEMENTARY SCHOOL.

Monroe Public Schools is soliciting bids for the following equipment, or equivalent. Part numbers are provided for your reference; however other manufacturer equivalent parts will be evaluated.

Part Number	Description	Qty
Controller Licensing		
L-NCS-1.0-50-ADD	Cisco Prime NCS Add-on License for 50 Devices	1
L-NCS-1.0-ADD-K9	Cisco Prime NCS Add-on Licenses Family	1
L-NCS-1.0-50-ADD	Cisco Prime NCS Add-on License for 50 Devices	1
L-NCS-1.0-100-ADD	Cisco Prime NCS Add-on License for 100 Devices	1
CON-SAU-NCS1ADD	SW APP SUPP + UPGR Cisco Prime NCS Add-on Licenses Family	1
CON-SAU-NCS150A	SW APP SUPP + UPGR Cisco Prime NCS Add-on License for 50 Device	1
CON-SAU-NCS1100A	SW APP SUPP + UPGR Cisco Prime NCS Add-on Lic for 100 Device	1
AIR-CT5508-250-K9	Cisco 5508 Series Wireless Controller for up to 250 APs	1
CON-SNT-CT08250	SMARTNET 8X5XNBD Cisco 5508 Series	1
Switching		
WS-X6708-10G-3C	C6K 8 port 10 Gigabit Ethernet module with DFC3C (req: X2)	1
WS-X6708-10GE	Cat6500 8 port 10 Gigabit Ethernet module (req: DFC and X2)	1
WS-F6700-DFC3C	Catalyst 6500 Dist Fwd Card for WS-X67xx modules	1
X2-10GB-LR	10GBASE-LR X2 Module	3

2.4. WATERLOO ELEMENTARY SCHOOL

Monroe Public Schools is soliciting bids for the following equipment, or equivalent. Part numbers are provided for your reference; however other manufacturer equivalent parts will be evaluated.

Part Number	Description	Qty
Wireless AP's		
AIR-CAP2602I-A-K9	802.11n CAP w/CleanAir; 3x4:3SS; Mod; Int Ant; A Reg Domain	19
AIR-CAP2602E-A-K9	802.11n CAP w/CleanAir; 3x4:3SS; Mod; Ext Ant; A Reg Domain	1
AIR-ANT2524DB-R=	2.4 GHz 2 dBi/5 GHz 4 dBi Dipole Ant., Blk; RP-TNC	4
W9641	WAP cage from Heltek	1

Switching

WS-C2960S-48FPD-L	Catalyst 2960S 48 GigE PoE 740W; 2 x 10G SFP+ LAN Base	1
WS-C2960S-48FPS-L	Catalyst 2960S 48 GigE PoE 740W; 4 x SFP LAN Base	2
C2960S-STACK=	Catalyst 2960S Flexstack Stack Module	2
CAB-16AWG-AC	AC Power cord, 16AWG	3
SFP-10G-LR=	10GBASE-LR SFP Module	1

3.0 PRICING

3.1. PRICING INSTRUCTIONS

1. The vendor is expected to comply with Universal Service rules and bill the school district directly for each invoice when the service begins. Monroe Public Schools prefers to pay the full portion and submit a BEAR form at the end of the E-rate year; however the district reserves the right to choose SPT or BEAR. Vendors must include how they intend to conduct billing/reimbursement in their bid response.
2. Vendors are expected to write all prices and descriptions in a legible manner so there will be no doubt as to the intent and scope of the proposal.
3. The proposal must be priced with the delineation of E-rate eligible/ineligible items, non-recurring charges, and recurring charges clearly defined, as required by the Universal Service Fund rules. This information should be presented as displayed below in Section 3.2.

3.2. PRICING FORMAT

The proposal must include a pricing sheet on top with the information below.

- A. Company Name
- B. Contract Term: <specify number> Year(s)
- C. RFP Name
- D. Table Fields:
 - a. Description
 - b. Quantity
 - c. Charge Type (recurring or non-recurring)
 - d. Price
 - e. Eligible Discount Unit Price
 - f. Ineligible Discount Unit Price

Note: Any additional material or equipment necessary for installation and operation of the service not specified or described herein, will be deemed to be part of the service at no additional charge to Monroe Public Schools.

David Payne




From: Mike Martin <mmartin@netechcorp.com>
Sent: Thursday, February 07, 2013 5:47 PM
To: David Payne
Subject: E-Rate Funding Year 2013 Bid Netech Corporation
Attachments: MPS erate RFP package.pdf

David,

Attached is our response to the erate bid. I included pricing for equipment only as the bid does not request anything for install. When you get a moment give me a quick call tomorrow.

Thanks
Mike

Mike Martin
Senior Account Executive
Netech Corporation
Office: 248-679-3227
Fax: 248-773-0485
Email: mmartin@netechcorp.com
www.netechcorp.com

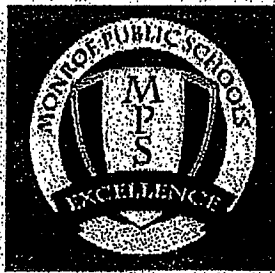
	Cisco Partner Summit 2012 Award Winner Learn More		
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netech

Monroe Public Schools ERATE Technology Refresh 2013 RFP Response

Prepared for:



Feb 7th, 2013

Prepared by:

**Mike Martin - Account Executive
NETech Corporation
48325 Alpha Drive STE 150
Wixom, MI 48393
(248) 679-3227**

netech

"Cisco Systems Great Lakes Partner of the Year"

Ship/Bill to:
 Monroe Public Schools
 Core equipment, all 3 buildings

Netech Corporation
 26800 Meadowbrook Road, Ste. 119
 Novi, MI 48377
 Account Executive: Mike Martin
 Tel: 248.773.0467
 mmartin@netechcorp.com

Inside Sales Rep: Todd Stetchen
 tsetchen@netechcorp.com



Part Number	Description	Qty	Unit List Price	Each	Total Extended
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Controller Licensing

L-NCS-1.0-50-ADD	Cisco Prime NCS Add-on License for 50 Devices	1	\$ 5,295.00	\$ 2,483.36	\$ 2,483.36
L-NCS-1.0-ADD-K9	Cisco Prime NCS Add-on Licenses Family	1	\$	\$	\$ 2,483.36
L-NCS-1.0-50-ADD	Cisco Prime NCS Add-on License for 50 Devices	1	\$ 5,295.00	\$ 2,483.36	\$ 2,483.36
L-NCS-1.0-100-ADD	Cisco Prime NCS Add-on License for 100 Devices	1	\$ 8,995.00	\$ 4,218.66	\$ 4,218.66
CON-SAU-NCS1ADD	SW APP SUPP + UPGR Cisco Prime NCS Add-on Licenses Family (1 Year)	1	\$	\$	\$
CON-SAU-NCS150A	SW APP SUPP + UPGR Cisco Prime NCS Add-on License for 50	1	\$ 1,050.00	\$ 735.00	\$ 735.00
CON-SAU-NCS1100A	SW APP SUPP + UPGR Cisco Prime NCS Add-on Lic for 100 Device (1 Year)	1	\$ 1,799.00	\$ 1,259.30	\$ 1,259.30
AIR-CT5508-250-K9	Cisco 5508 Series Wireless Controller for up to 250 APs	1	\$ 64,995.00	\$ 30,482.66	\$ 30,482.66
CON-SNT-GT08250	SMARTNET-8X5XNBD-Cisco 5508 Series (1 Year)	1	\$ 5,200.00	\$ 3,640.00	\$ 3,640.00

Switching

WS-X6708-10G-3C	C6K 8 port 10 Gigabit Ethernet module with DFC3C (req. X2)	1	\$ 37,500.00	\$ 17,587.50	\$ 17,587.50
WS-X6708-10GE	Cat6500 8 port 10 Gigabit Ethernet module (req. DFC and X2)	1	\$	\$	\$
WS-F6700-DFC3C	Catalyst 6500 Dist Fwd Card for WS-X6/xx modules	1	\$	\$	\$
X2-10GB-1R	10GBASE-1R X2 Module	3	\$ 4,000.00	\$ 1,876.00	\$ 5,628.00
Total Cisco List					\$ 66,517.82

Quote is good for 30 days and does not include taxes or freight

netech

Cisco Systems Grant, Lakes Partner of the Year

Ship/bill to:
Monroe Public Schools
Waterloo



Netech Corporation
26800 Meadowbrook Road, Ste. 119
Novi, MI 48377
Account Executive: Mike Martin
Tel: 248.773.0467
mmartin@netechcorp.com

Inside Sales Rep: Todd Stetchen
tstetchen@netechcorp.com

Part Number	Description	Qty	Unit List Price	Each	Total Extended
-------------	-------------	-----	-----------------	------	----------------

Wireless AP's

AIR-CAP2602I-A-K9	802.11n CAP w/CleanAir, 3x4:3SS; Mod; Int Ant; A Reg Domain	19	\$ 1,095.00	\$ 513.56	\$ 9,757.55
AIR-CAP2602E-A-K9	802.11n CAP w/CleanAir, 3x4:3SS; Mod; Ext Ant; A Reg Domain	1	\$ 1,195.00	\$ 560.46	\$ 560.46
AIR-ANT2524DB-R=	2.4 GHz 2 dBi/5 GHz 4 dBi Dipole Ant; Blk; RP-INC	4	\$ 39.00	\$ 18.29	\$ 73.16
W9641	WAP cage from Heltek	1	\$ 150.00	\$ 100.00	\$ 100.00
Switching					
WS-C2960S-48FPD-L	Catalyst 2960S 48 Gige PoE 740W, 2 x 10G SFP+ LAN Base	1	\$ 9,495.00	\$ 4,453.16	\$ 4,453.16
WS-C2960S-48FPS-L	Catalyst 2960S 48 Gige PoE 740W, 4 x SFP LAN Base	2	\$ 7,495.00	\$ 3,515.16	\$ 7,030.31
C2960S-STACK=	Catalyst 2960S Flexstack Stack Module	2	\$ 1,500.00	\$ 703.50	\$ 1,407.00
CAB-16AWG-AC	AC Power cord, 16AWG	3	\$	\$	\$
SFP-10G-LR=	10GBASE-LR-SFP Module	1	\$ 3,995.00	\$ 1,873.66	\$ 1,873.66
				TOTAL \$	23,381.63

Quote is good for 30 days and does not include taxes or freight

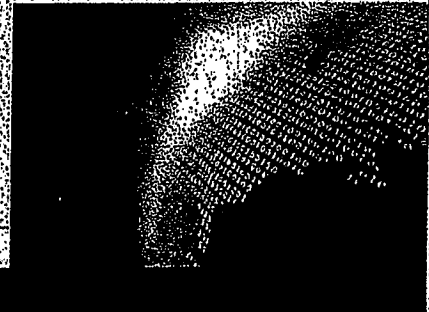
netech

Phone: 888.481.6555

Fax: 616.281.8594

Website: www.netechcorp.com

E-mail: netechsales@netechcorp.com



About Us

COMPANY PROFILE:

Netech Corporation designs and installs thousands of IP-based networks for customers across the United States.

Our goal is to provide you with the best expertise available in the marketplace and to design solutions that meet and exceed your expectations.

Netech specializes in the following technology solutions:

- Unified Communications
- Routing and Switching
- Physical Security
 - Card Access
 - IP Surveillance
- Unified Computing Systems (UCS)
- Storage
- Virtualization
- Media Solutions
- Video
 - Digital Signage
 - Telepresence
- Wireless LAN/WAN
- Network Security
- UPS Systems
- Emergency Response Systems

Netech partners with a team of industry leaders including Cisco, Lenel, Tandberg, Liebert, Dell, EMC, NetApp and VMware. Our account executives and engineers will work with you to provide cost-effective and reliable technology solutions for your company.

GROWTH:

Netech started out as a small company with five employees in 1996 and has grown to over 170 employees with seven office locations. In 2009, Netech's total revenue was over \$78 million.

Netech is recognized as one of America's fastest growing companies in the Inc. 5000 and VAR500.

EXPERIENCE:

Cisco

- CCIE Certified Internetwork Expert
- CCNP Certified Network Professional
- CCDP Certified Design Professional
- CCNA Certified Network Associate
- CCDA Certified Design Associate
- CSE Certified Sales Expert
- CCSP Cisco Certified Security Professional
- CCVP Cisco Certified Voice Professional
- ICSA Ironport Certified Security Associate

VMware

- VCP VMware Certified Professional
- VSP VMware Sales Professional
- VTSP VMware Technical Sales Professional

NetApp

- NCIE NetApp Certified Implementation Engineer
- SVAP Server Virtualization Accredited Professional
- NCDA NetApp Certified Data Management Administrator

EMC

- EMCISA Information Storage Associate

PARTNER CERTIFICATIONS:

Our partners are chosen based on a history of innovation and dependability. In order to provide you with the best service available, Netech holds the following partner certifications:

Cisco: Gold Certified Partner Specializations

- Advanced Routing & Switching
- Advanced Wireless LAN
- Advanced Unified Communications
- Advanced Security
- Advanced Data Center Networking Infrastructure
- Advanced Data Center Storage Networking

Other Authorizations - ATP

- Customer Satisfaction Excellence
- Data Center Unified Computing
- Outdoor Wireless Mesh
- MeetingPlace Enterprise
- MDS Fabric Switching
- IronPort
- Video Surveillance
- WebEx

Lenel: Master Certified

EMC: Velocity Partner

Dell: Certified Partner

VMware: Enterprise Partner

Tandberg: Premier Partner

Liebert: Diamond Partner

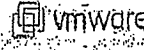
NetApp: Gold Partner

Panduit: System Integrator

Crestron: Certified Partner



TANDBERG

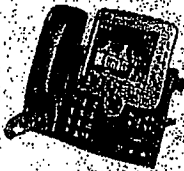


Phone: 888.481.6555
 Fax: 616.281.8594
 Website: www.netechcorp.com
 E-mail: netechsales@netechcorp.com

Netech's Technology Solutions

UNIFIED COMMUNICATIONS

Netech is one of a select few Unified Communications certified organizations in the Midwest, and has more experience with Cisco's Unified Communications than any other Gold-Certified Partner.



Netech offers the following Unified Communications solutions:

- Unified Call Management
- Unified Voice Messaging/Unified Messaging
- Unified Contact Center/Call Center
- Unified Presence
- Unified Mobility
- Unified MeetingPlace
- XML Applications
- WebEx

ROUTING AND SWITCHING

As a Cisco Gold Certified Partner, Netech offers a comprehensive list of Cisco products at extremely competitive discounts, including:



- Cisco Aggregation Services Routers (ASR)
- Cisco Integrated Services Routers (ISR)
 - Small Office Teleworker
 - Branch Office & SMB
 - Head Office/WAN Aggregation
- Network Switches
 - Data Center
 - Campus LAN
 - Branch

PHYSICAL SECURITY

With our world's growing security challenges, physical security has never been more important than it is today. Our engineers can work with



you to build your network and update your existing security, as well as survey

and update existing network and VoIP systems.

Netech provides the following physical security solutions:

- IP Video Surveillance
- Access Control/Card Access
- Visitor Management
- Alarm Monitoring
- ID Credential (Badge) Management
- Asset Management
- Intrusion Detection Management
- Information Security Management

Netech partners with the following physical security vendors: Lenel, Cisco, Axis, Onity, OnSSI, Exacq, HID and Bosch.

UNIFIED COMPUTING SYSTEMS (UCS)

This end-to-end solution will streamline your data center operations and improve your ability to respond to rapidly changing business demands. Unified computing is a next-generation data center platform created to accelerate



the delivery of new services simply, reliably, and securely.

Netech is a Cisco Advanced Technology Partner for Data Center Unified Computing and is certified to provide the following unified computing solutions:

- Chassis and Blade Servers
- Rack Mount Servers
- UCS Manager

STORAGE

Netech partners with EMC, NetApp and Dell to provide affordable



data storage solutions with enterprise-strength performance and reliability. Storage solutions from these vendors can help reduce operational costs and are easy to install and manage.

VIRTUALIZATION

Virtualization technology shares the resources of one computer across multiple environments. It can improve the efficiency of your hardware resources, enhance desktop management, increase security and improve disaster recovery. Netech partners with VMware, Cisco, EMC, NetApp and Dell to provide the following virtualization solutions.

- Cisco's Nexus series switches
- VMware Product Portfolio
- EMC Solutions
- NetApp Solutions
- Dell EqualLogic Solutions

Phone: 248.773.0490
Fax: 248.773.0451
Website: www.netechcorp.com
E-mail: ssutherland@netechcorp.com

NETech Data References

NETech Corporation has been installing Cisco Local and Wide Area Networks for over 13 years in Michigan. The following are examples of projects similar in size and complexity. NETech Corporation has supplied a sample of references in the public sector market; NETech has included a variety of installations, both in size, date and location.

The following companies are references for our work. Please feel free to contact any or all of them. Additional references can be provided if necessary. The following are Public Sector references ONLY; if our customers would like to call any of NETech's commercial account references an impressive list of business references can be provided as well.

1. Bloomfield Hills Schools Contact - Alex Noordorn, Director of Information Technology (248) 341-6357
Cisco 10 Gigabit WAN Network & Security - District Wide
Contract List Price: \$3,200,000.00
Support: Ongoing
% of work done by NETech: 100%

2. Birmingham Public Schools Contact - Lisa Martinićo, Director of Information Technology (248) 203-4608
Cisco 10 Gigabit WAN Network & Security - District Wide
Contract List Price: \$3,250,000.00
Support: Ongoing
% of work done by NETech: 100%

3. Okemos Public Schools Contact - Erin Chapman, Director of Information Technology (517) 349-3564
Cisco 10 Gigabit WAN Network & VOIP (800 IP Phones) - District Wide
Contract List Price: \$1,880,000.00
Support: Ongoing
% of work done by NETech: 100%

Phone: 248.773.0490
Fax: 248.773.0454
Website: www.netechcorp.com
E-mail: ssutherland@netechcorp.com

NETech Wireless References

NETech Corporation has been installing Cisco Wireless Networks for over 15 years in Michigan. The following are examples of projects similar in size and complexity. NETech Corporation has supplied a sample of references in the public sector market; NETech has included a variety of installations, both in size, date and location.

The following companies are references for our work. Please feel free to contact any or all of them. Additional references can be provided if necessary. The following are Public Sector references ONLY; if our customers would like to call any of NETech's commercial account references an impressive list of business references can be provided as well.

1. Birmingham Public Schools Contact – Paul Clark (248) 203-4616
Contract List Price: 4,700,000.00
Completed Date: March 2012
Support: Ongoing
% of work done by NETech: 100%
26 Sites, 1150 Cisco Wireless Access Points, NAC, ISE
2. Chippewa Valley Schools - Contact – Robyn Oesterle (586) 723-2203
Contract List Price: \$2,650,000.00
Completed Date: August 2008
Support: Ongoing
% of work done by NETech: 100%
26 Sites, 1190 Cisco Wireless Access Points-Controller Based w/WCS
3. Troy Public Schools Contact – Merri Lynn Colligan (248) 823-5060
Contract List Price: \$2,500,000.00
Completed Date: August 2008
Support: Ongoing
% of work done by NETech: 100%
810 Cisco Wireless Access Points- Controller Based w/WCS

David Payne

From: James Ashwill <jashwill@mtrnow.net>
Sent: Friday, January 25, 2013 5:30 PM
To: David Payne
Cc: James Ashwill
Subject: E-Rate Funding Year 2013 Bid (SoTel Systems, LLC dba MTR)
Attachments: Monroe Public Schools.pdf; Bid Information.pdf; SoTel Spin Doc James.pdf; Business License.pdf; MTRexecsummary.pdf; References.pdf; W9 form.pdf

David,

Attached you will find our bid for the E-Rate Funding Year 2013 RFP.

Please let me know if you need any clarification or have any questions.

Thank you for the opportunity to provide this bid for your school district.

James Ashwill

Account Executive

[DID] 314-787-1720

[FAX] 314-785-6010

jashwill@mtrnow.net



formerly Midwest Telecom Resellers

Internal Connections Quote for Monroe Public Schools

Form 470 # 404780001098525

Date: 1/23/2013

E-Rate Funding Year 2013 RFP

School: 2.1 Core Internal Connections

Contract Term: Funding Year 2013 - One Time Purchase

P/N	Description	Qty.	Price	Ext. Price
L-NCS-1.0-50-ADD	Cisco Prime NCS Add-on License for 50 Devices	1	No Quote	No Quote
L-NCS-1.0-ADD-K9	Cisco Prime NCS Add-on Licenses Family	1	No Quote	No Quote
L-NCS-1.0-50-ADD	Cisco Prime NCS Add-on License for 50 Devices	1	No Quote	No Quote
L-NCS-1.0-100-ADD	Cisco Prime NCS Add-on License for 100 Devices	1	No Quote	No Quote
CON-SAU-NCS1ADD	SW APP SUPP + UPGR Cisco Prime NCS Add-on Licenses Family	1	No Quote	No Quote
CON-SAU-NCS150A	SW APP SUPP + UPGR Cisco Prime NCS Add-on License for 50 Device	1	No Quote	No Quote
CON-SAU-NCS1100A	SW APP SUPP + UPGR Cisco Prime NCS Add-on Lic for 100 Device	1	No Quote	No Quote
AIR-CT5508-250-K9	Cisco 5508 Series Wireless Controller for up to 250 Aps	1	No Quote	No Quote
CON-SNT-CT08250	SMARTNET-8X5XNBD-Cisco 5508 Series	1	No Quote	No Quote
WS-X6708-10G-3C	C6K 8 port 10 Gigabit Ethernet module with DFC3C (req. X2)	4	No Quote	No Quote
WS-X6708-10GE	C6K 8 port 10 Gigabit Ethernet module (req. X2) [included in WS-X6708-10G-3C]	1	\$ 18,000.00	\$ 18,000.00
WS-F6700-DFC3C	Catalyst 6500 Dist Fwd Card for WS-X67xx modules [included in WS-X6708-10G-3C]	1	\$ -	\$ -
X2-10GB-LR	10GBASE-LR X2 Module	1	\$ -	\$ -
		3	\$ 1,700.00	\$ 5,100.00
Subtotal:			\$ 23,100.00	\$ 23,100.00

Courtesy of SoTel Systems, LLC dba MTR - E-Rate SPIN # 143034983

All items quoted are in NEW condition.

We are quoting items only, not installation or maintenance.



James Ashwill - Account Executive
314-787-1720
jashwill@intrnow.net

Internal Connections Quote for Monroe Public Schools

Form 470 # 404780001098525 E-Rate Funding Year 2013 RFP Date: 1/23/2013
 School: 2.3 Riverside Early Learning Center
 Contract Term: Funding Year 2013 - One Time Purchase

P/N	Description	Qty.	Price	Ext. Price
WS-C2960S-48FPD-L	Catalyst 2960S 48 GigE PoE 740W, 2 x 10G SFP+ LAN Base	1	\$ 3,900.00	\$ 3,900.00
WS-C2960S-48FPS-L	Catalyst 2960S 48 GigE PoE 740W, 4 x SFP LAN Base	1	\$ 3,200.00	\$ 3,200.00
C2960S-STACK	Catalyst 2960S FlexStack Stack Module	2	\$ 625.00	\$ 1,250.00
CAB-16AWG-AC	AC Power cord, 16AWG (included)	2	\$	\$
SFP-10G-LR	10GBASE-LR SFP Module	1	\$ 1,700.00	\$ 1,700.00

Courtesy of SoTel Systems, LLC dba MTR - E-Rate SPIN # 143034983

All items quoted are in NEW condition.

We are quoting items only, not installation or maintenance.

Subtotal: \$ 10,050.00



James Ashwill - Account Executive

314-787-1720 jashwill@mtrown.net



Bid for Monroe Public Schools – E-Rate Funding Year 2013 RFP
Form 470 # 404780001098525

This page will address the requirements of the aforementioned RFP.

This bid is being made without any previous understanding or agreement with any other person, firm, or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.

We do participate in the FCC E-Rate Program – Our SPIN # is 143034983 and is also attached to this bid on a separate document.

I have also provided a copy of the following documents:

- Business License for the state of Missouri, in which we are located.
- An Executive Summary of our company as a Telecommunications Supplier and SIP Service Provider.
- 3 School References.
- Completed W-9 Form.

We provide Telecommunications and Networking Equipment to all 50 states plus all provinces of Canada. We provide SIP service to the majority of the Continental United States, including all major metropolitan areas. Some rural areas we are unable to provide SIP service to.

We currently have a total of 294 Customers in the State of Michigan as of 01/23/2013.

We certify that there is no federal or state debarment in place or pending that would preclude us to receiving a state or federally funded contract. We do have a current GSA contract in good standing.

We comply with Universal Service rules and would invoice the school district directly after the Purchase Order is processed.

All items bid are E-Rate Eligible and there are no Ineligible Items included, therefore pricing shows one cost per line item.

Please let me know if any clarification is needed or if any questions arise from this bid, and thank you for the opportunity to provide this bid to your school district.

James Ashwill
SoTel Systems, LLC dba MTR
19 Worthington Access Drive
Maryland Heights, MO 63043
314-787-1720
jashwill@mtrnow.net

#19 Worthington Access Drive Maryland Heights, MO 63043
(314) 785 – 6009 p 314-785-6010 f

SoTEL

DBA MTR

E-Rate SPIN# 143034983

systems

Priority 1 Telecom Services Provider

Nationwide Services

SIP Trunking

Flat Rate unlimited nationwide and Usage Based services available.

Local/Long Distance

PRI

Analog Trunks

Gateways and Routers

Cisco

Phones • Networking • Data Gear

Nortel/Avaya

Phones • Networking • Data Gear

Adtran

NetVanta • Total Access Gateways

Sangoma

Highly reliable gateways, telephony cards & appliances.

Matrix Low cost SIP to TDM/analog gateway appliances.

We also provide Phones, Networking Equipment, and Full Systems

Cisco

Phones • Networking • Data Gear

Nortel/Avaya

Phones • Networking • Data Gear

Polycom

Soundpoint IP Phones and Conference Phones

Aastra

IP Phones • Analog • Centrex

Epygi

Fully-featured, low cost IP phone system for the SMB market – works with any SIP phone

Snom

Easy to use, easy to deploy SIP phones and accessories that work in any open environment.

Adtran

NetVanta • Total Access Gateways

Sangoma

Highly reliable gateways, telephony cards & appliances.

Siemens

All-in-one IP PBX with built in voicemail, UC, conferencing, faxing, Instant Message, and Contact Center for organizations with 10 to 1,000 users.

Jabra

Full line of professional, business-grade headsets

Matrix

Low cost SIP to TDM/analog gateway appliances.

Contact Your SoTel Rep Today!

James Ashwill

Account Executive

[DID] 314-787-1720

[FAX] 314-785-6010

jashwill@mtrnow.net

LICENSE

104839

City of Maryland Heights, Missouri

Know that: **SOTEL SYSTEMS LLC**
dba SOTEL SYSTEMS LLC
19 WORTHINGTON ACCESS DR
MARYLAND HEIGHTS, MO 63043

has made application and met all applicable license regulations imposed by City of Maryland Heights ordinances, and is authorized to carry on the following business, trade or occupation as listed herein within the City of Maryland Heights for the period ending June 30, 2013 at the designated premises.

Business license renewal includes following additional addresses or suites:

21 WORTHINGTON ACCESS DR

COMMUNICATION EQUIP WHOLESALER LUC# 42164

IN WITNESS WHEREOF, we have set our signatures as authorized by City Ordinance.

John E. Cox
City Clerk



Michael Walker
Mayor

TO BE PROMINENTLY POSTED ON THE PREMISES



List of Equipment Purchasing References

Binghamton University

(607) 777-6818

Contact: John Frattone
4400 Vestal Parkway East
Vestal, NY 13850

Parkway School District

(314) 415-8039

Contact: Dennis Abramczyk
455 N. Woodsmill Rd.
Chesterfield, MO 63017

Escambia County School District - Beulah Elementary

(850) 941-6180

Contact: Mary Crotts
6201 Helms Road
Pensacola, FL 32526

#19 Worthington Access Drive Maryland Heights, MO 63043
(314) 785-6009 p 314-785-6010 f

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)
Sotel Systems, LLC.

Business name/disregarded entity name, if different from above
MTR (formerly Midwest Telecom Resellers)

Check appropriate box for federal tax classification:
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) Exempt payee
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.)
19 Worthington Access Drive

City, state, and ZIP code
Maryland Heights, MO 63043

List account number(s) here (optional):

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								

Employer identification number								
2	6	-	2	7	8	0	0	8

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and:
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the Instructions on page 4.

Sign Here Signature of U.S. person ▶ Alan Gene Michael Date ▶ 7-23-12

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person: For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien.
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States.
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships: Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

APPROVAL TO PURCHASE 3-DOOR FREEZER FOR ARBORWOOD SOUTH

BACKGROUND

A replacement freezer is needed for Arborwood South. See attached memo from Nancy Boykin for details.

ENCLOSURE

Memo from Nancy Boykin including quotes from three vendors.

RECOMMENDATION

Move to approve the purchase of a Beverage Air freezer from Zesco, Inc. Indianapolis, Indiana for a cost not to exceed \$5,354 which includes lift gate and shipping and reject all other offers. Money for this purchase is to be taken from the Food Service 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	_____	_____	_____	_____

Memo

To: Kathy Eighmey

From: Nancy Boykin

CC:

Date: March 7, 2013

Re: Replacement 3 Door Freezer for Arborwood South

A replacement freezer is needed for Arborwood South cafeteria. The replacement has to be 208v due to the electrical supply to the cafeteria. The unit that best meets our needs is a Beverage Air freezer, model HF3-5S. Maintenance has reviewed the specifications for this unit.

Central Restaurant Products \$5,539.00 plus shipping and lift gate*

Zesco, Inc. \$5,029.00 plus shipping and lift gate*

Food Service Warehouse \$5,800.00 plus shipping and lift gate*

* Shipping and lift gate cost is estimated to be \$325.00

I recommend that we purchase the unit from Zesco. They have the best price and we have worked with them in the past. The total cost, including the estimated shipping and lift gate would be \$5,354.00.

APPROVAL TO PURCHASE TRACK TEAM UNIFORMS

BACKGROUND

John Ray is requesting approval to purchase track uniforms. He has received three quotes and is recommending purchase from Team Sports. Detailed information is attached.

ENCLOSURE(S)

Memo – John Ray
Quotes from Adidas, Advantage Sports and Team Sports

RECOMMENDATION

Move to approve the purchase of track uniforms from Team Sports, Holland Ohio. The total cost is not to exceed \$4,200. Money for this purchase is to be taken from the Athletic 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	_____	_____	_____	_____

March 8, 2013

To: Kathy Eighmey
From: John Ray
RE: UNIFORMS FOR TRACK TEAMS

Please find attached three quotes for uniforms for both track teams. The first two quotes do not include shipping or screen printing. The third quote (Team Sports) is with everything included.

1. Adidas (Sales Rep John Parisho)	\$3,900.00	Printing/Shipping not included
2. Advantage Sports	4,200.00	Printing/Shipping not included
3. Team Sports	4,200.00	Includes Printing and Shipping

I am requesting that we go with the quote from Team Sports which includes all costs being covered.

JFR/jb

TEAM SPORTS INC.
 6144 MERGER DRIVE
 HOLLAND, OHIO 43528
 419-865-TEAM (8328)
 FAX: 419-865-3596

P.O. No. _____
 QUOTE No. _____
 INVOICE _____

B Monroe S _____
 I _____ H _____
 L c/o John Ray I _____
 L _____ P _____
 T _____ T _____
 O _____ O _____

DATE 3-6-13 ACCOUNT NO. _____ REQUESTED: _____ TERMS _____ SALESMAN Ryan Marx

QUANTITY ORDERED	QUANTITY SHIPPED	CODE	DESCRIPTION	UNIT COST	TOTAL COST
50		*	TF1067 Asics Interval Singlet - Red	22.00	1,100.00
50			TF1068 Asics Interval Short - Black	20.00	1,000.00
50		*	TF1012 Asics Interval Singlet - Red	22.00	1,100.00
50			TF1013 Asics Interval Short - Black	20.00	1,000.00
		*	Price includes a 2-color screenprint on front		
			TOTAL PRICE INCLUDES SHIPPING		
				TOTAL	4200.00

ADJOURNMENT

RECOMMENDATION

Move to adjourn the March 12, 2013 Board Meeting #5.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____