



MONROE PUBLIC SCHOOLS

BOARD MEETING #6

March 26, 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.”

NOTICE OF NON-DISCRIMINATION

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.

Prepared by the Office of the Superintendent, Jennifer Watterworth, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #6

Tuesday, March 26, 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	
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:		
• March 12, 2013 Board Work Session		
• March 12, 2013 Board Meeting #5		
• March 20, 2013 Special Board Work Session		
2. Reports and Updates	Mr. Yeo	10
a. March 4, 2013 Board Personnel Committee Minutes		
b. March 21, 2013 Board Policy Committee Minutes		
3. Staff Resignations	Dr. McLeod/ Mrs. Everly	14
Move to approve the resignations from Monroe Public Schools for Randall Monday, Carl Hoffman, Hollee Milz and Kathleen Oetjens at the end of the 2012/13 school year.		
4. DECA International Career Development Conference	Dr. McLeod	19
Move to approve the Monroe High School student's attendance at the DECA International Career Development Conference in Anaheim, California according to the terms of Policy IICA, Field Trips and Excursions.		
5. Policy 3000 – Final Reading	Dr. Martin	50
Move to adopt Board Policies (Section 3000-Fiscal Management) as written effective March 26, 2013.		
6. Resolution – Month of the Young Child	Mr. Monday	51
Move to approve April as Month of the Young Child Resolution as presented.		

		<u>Page</u>
7. Resolution – Child Abuse and Neglect Prevention Month	Mr. Monday	53
Move to approve April as Child Abuse and Neglect Prevention Month Resolution as presented.		
8. Best Practices Resolution	Mrs. Eighmey	55
Move to approve the resolution certifying the district's compliance with the required best practices.		
9. Consent Agenda – Purchases	Mr. Oley	58
Move that Agenda Items C.10 - C.14 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.		
10. Parking Lot Reconstruction at Monroe High School	Mr. Oley	59
Move to accept the bid of \$521,200 from Nagle Paving Company of Novi, MI, for parking lot reconstruction at Monroe High School and reject all other bids. Money for this project is to be taken from the Building and Site Sinking Fund.		
11. Boiler Replacement-Phase 2 at Monroe Middle School	Mr. Oley	62
Move to accept the total bid amount of \$616,854 from Erie Welding & Mechanical Contractors, Inc., Erie, MI, for boiler replacement and related work at Monroe Middle School and reject all other bids. Money for this project is to be taken from the Building and Site Sinking Fund.		
12. Asphalt Parking Lot Reconstruction at the Operations Center	Mr. Oley	66
Move to accept the bid of \$109,585 from Quinn Concrete Construction of Toledo, OH, for parking lot reconstruction at the Operations Center and reject all other bids. Money for this project is to be taken from the Building and Site Sinking Fund.		
13. I-Wing Metal Roofing Retrofit at Monroe High School	Mr. Oley	69
Move to accept the bid of \$134,900 from Royal West Roofing of Brighton, MI, for the I-Wing metal roofing retrofit at Monroe High School and reject all other bids. Money for this project is to be taken from the Building and Site Sinking Fund.		
14. Exterior Concrete at Three School Sites	Mr. Oley	72
Move to accept the bid of \$60,125 from Quinn Concrete Construction of Toledo, OH, for exterior concrete and related		

work at Monroe Middle School, Arborwood South and the Administration Building and reject all other bids. Money for this project is to be taken from the Building and Site Sinking 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 | 77 |
- Move that the March 26, 2013 Board Meeting #6 of the Monroe Public Schools Board of Education be adjourned.

Board Meeting #6
March 26, 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

- March 12, 2013 Board Work Session Minutes
- March 12, 2013 Board Meeting #5 Minutes
- March 20, 2013 Special Board Work Session Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- March 12, 2013 Board Work Session
- March 12, 2013 Board Meeting #5
- March 20, 2013 Special Board Work Session

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

Tuesday, March 12, 2013

5:30 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: Mrs. June Knabusch-Taylor
Dr. Tedd March
Mr. Aaron N. Mason (arrived at 5:45 p.m.)
Mr. Ryan Philbeck (left at 6:34 p.m.)
Ms. Wendy Spicer
Mr. Lawrence VanWasshenova
Mr. Robert Yeo

Board Members Absent: None

The meeting was called to order at 5:37 p.m. by Mr. Yeo.

Superintendent Search

Mr. Yeo introduced Dr. Michael Wilmot of the Michigan Leadership Institute to the Board of Education. The Michigan Leadership Institute has submitted a proposal to assist the board in its search for a new superintendent. Since 1999 they have conducted superintendent searches for K-12 school districts and ISD/ESD's across the state of Michigan. To date, they have successfully completed over 200 superintendent searches.

Michigan Leadership Institute guarantees a successful search with their search process. The search will continue until we have an acceptable candidate. In addition, if the candidate chooses to leave the district within one year of appointment for reasons other than personal health or that of an immediate family member, Michigan Leadership Institute will conduct another search on an expense only basis.

This search process should begin as soon as possible in order to solicit the best candidates possible. The process can take up to twelve weeks to complete so it is vital that the search begins right away. The cost for the search is \$6,600 plus direct expenses not to exceed \$750.

Adjournment

Motion by Dr. March; support by Mr. VanWasshenova that the 5:30 p.m., March 12, 2013 Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 6:50 p.m.

June Knabusch-Taylor, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #5
Tuesday, March 12, 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 Wendy Spicer

Board Members Absent: Trustee Ryan Philbeck

Administrators Present: Randy Monday, Katherine Eighmey, Barry Martin, Jerry Oley, David Payne

Administrators Absent: Julie Everly, Ryan McLeod

President Yeo called the meeting to order at 6:58 p.m.

MPS Music Programs

Cate Windelborn, Elise Dinwoody, Mary Vincent and Shelley Saltsman, music teachers, spoke to the Board about the upcoming vocal music event to be held in our schools. Three Men and a Tenor – a popular singing group that has performed in 38 states – will share their talents and expertise with several hundred members of the Monroe Public Schools vocal music program all day on Thursday, March 14. Later that evening at the annual Monroe Public Schools All-City Concert, Three Men and a Tenor will perform along with various school choirs at the popular program which will be staged this year in the Monroe High School Auditorium. Showtime for the All-City Vocal Concert is 6:30 p.m., March 14. Throughout the school day, members of the group will work directly with the various choirs in making final preparations for the All-City Concert.

HOSA Field Trip

Motion by Mr. VanWasshenova; support by Mr. Mason 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.

Discussion: Teachers Leah Morelli, Alka Pandya, and Margie Lake were present to introduce eight of the 17 HOSA students who are part of a group that will compete in the HOSA State Leadership Conference in Traverse City, Michigan in April. HOSA is an after school, student led organization and the group appreciates the board support for this program.

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

Public Commentary-Agenda Items Only

There was no public commentary at this time.

Approval of Minutes

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

- February 25, 2013 Work Session
- February 25, 2013 Board Meeting #4
- March 5, 2013 Special Board Meeting (2 sets)

Vote: Motion carried by a 5-1 roll call vote. Ms. Spicer abstained as she had not attended the meetings.

Reports and Update

The February 25, 2013 Board Curriculum Committee Minutes, February 28, 2013 Transportation Committee Minutes, and the Informational Report – Contracted Coach were received without comments.

Staff Resignations

Motion by Mr. Mason; support by Dr. March 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.

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

Coaching Recommendation

Motion by Ms. Spicer; support by Mr. Mason to approve the coach listed below for the spring season; as per the MCEA master agreement.

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

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

Adoption of Amended 2012/13 Budgets for General, Food Service, Building & Site and Sinking Funds

Motion by Mr. VanWasshenova; support by Mr. Mason to adopt the amended 2012/13 fund budgets for the General, Food Service, Building & Site, and sinking funds as presented.

Discussion: Mrs. Eighmey will provide a packet of information for board members regarding the approved budget and amendments from the past five years. The biggest increase has been in retirement and health insurance although the retirement reform will help us out next year.

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

Board Policies – Second Reading

Motion by Mr. VanWasshenova; support by Mr. Mason to approve the following policies as a second reading:

- Section 3000 – Fiscal Management

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

Title Purchase – Arborwood Just-Right Books

Motion by Mrs. Knabusch-Taylor; support by Mr. VanWasshenova to table this motion until after the next Board Curriculum Committee meeting to be held Monday, March 18.

Discussion: Mrs. Knabusch-Taylor noted that the Curriculum Committee has not seen any of these books. Mr. VanWasshenova would like to see these books at the next Curriculum Committee meeting and then have the item brought back at the March 26 board meeting. Dr. Martin noted that Title I funds are to be used for the current year students. The intent is to have all K-2 students read at grade level. In order to do that, we need to enhance the classroom libraries with these books. The books need to be in the students' hands to help them read at grade level. This purchase is to enhance the curriculum that is already in place which the Board had already approved years ago.

Vote: Motion failed by a 2-4 roll call vote. Dr. March, Mr. Mason, Ms. Spicer, and Mr. Yeo voted no.

Title Purchase – Arborwood Just-Right Books

Motion by Mr. Mason; support by Dr. March 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.

Vote: Motion carried by a 5-1 roll call vote. Mr. VanWasshenova voted no.

LLI Kits for Custer Elementary

Motion by Mr. Mason; support by Mr. Yeo 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.

Discussion: Mrs. Knabusch raised the question as to why this was not brought before the Curriculum Committee for review. The answer is that this was brought before the committee after which the board approved it 3 or 4 years ago. Another question raised was why is this being brought before the board now rather than at the beginning of the year? Mr. Monday indicated that the policy has been to bring new curriculum/materials to the Board. He indicated we can change this policy to include any curriculum items if the Board desires. In this particular instance, another group of students have been identified as struggling, so another kit needs to be purchased.

Vote: Motion carried by a 5-1 roll call vote. Mr. VanWasshenova voted no.

Writing Curriculum Purchase

Motion by Dr. March; support by Mr. Mason 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.

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

Wireless E-rate Purchase

Motion by Mr. Yeo; support by Mr. VanWasshenova 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.

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

Freezer Purchase

Motion by Mr. Mason; support by Mr. VanWasshenova 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.

Discussion: This freezer will replace one that is over ten years old and in need of costly repair.

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

Track Uniform Purchase

Motion by Dr. March; support by Mr. Mason 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.

Discussion: All bidders received the same criteria.

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

Superintendent Comments

- A voter registration drive will be held at MHS during lunch on Thursday, March 14. Monroe Township Clerk Robert Schnurr will be present to help sign students up to vote.
- For the fourth straight year, the State of Michigan has honored Waterloo Elementary as being a Green School.
- Tuesday, April 9 from 5-8 p.m., there will be a benefit spaghetti dinner at Arborwood South with half of the proceeds going to our MPS Promise Fund. The other half of the proceeds will go to Monroe Family Counseling and Shelter Services. Dena's Family Restaurant is preparing the meal free of charge.

Old Business

Mr. Oley reported that bids for summer projects had been opened earlier in the day. All of these projects had previously been presented to the Physical Resource Committee and include the MMS boiler, exterior concrete work, MHS I-wing metal roof, asphalt parking lot at Fenmoor, and the parking lot at MHS.

Mr. Yeo announced that while the board is searching for a new superintendent due to Mr. Monday's upcoming retirement, the public is welcome to let the board members know their thoughts, ideas or suggestions for selecting a new superintendent. At the work session earlier in the evening, Dr. Michael Wilmot of Michigan Leadership Institute, spoke to the board members outlining their procedures and costs for aiding in this search.

New Business

Motion by Mrs. Knabusch-Taylor; support by Mr. Mason to hire Michigan Leadership Institute to carry out the search for a new superintendent. The cost for this service is \$6,600 plus direct expenses not to exceed \$750. Money for this service will come from the Board of Education budget.

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

Public Commentary-Any Topic

Selma Rankins, citizen, expressed congratulations to Ed and Roseann Ready on their upcoming retirement. He also would like to see a school named after Rosa Parks.

Adjournment

Motion by Mr. VanWasshenova; support by Mr. Mason that the March 12, 2013, Board Meeting #5 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 8:12 p.m.

June Knabusch-Taylor, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Work Session
Wednesday, March 20, 2013
5:30 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: Mrs. June Knabusch-Taylor
Dr. Tedd March
Mr. Aaron N. Mason
Mr. Ryan Philbeck
Ms. Wendy Spicer
Mr. Robert Yeo

Board Members Absent: Mr. Lawrence VanWasshenova

Administrators Present: Mrs. Katherine Eighmey

The meeting was called to order at 5:33 p.m. by Mr. Yeo.

Superintendent Search

Dr. Michael Wilmot of Michigan Leadership Institute distributed a draft of a brochure to be available electronically announcing the superintendent's position. In addition, a search schedule and planning checklist was also handed out. Dr. Wilmot asked that board members read over the brochure and get back to him this weekend with any changes they wanted. The plans are to post this position beginning Monday, March 25, 2013 and end at 4:00 p.m. on April 19, 2013.

Dr. Wilmot explained that the brochure gives an overview of the district for those applicants who may not be familiar with Monroe. Several suggestions were made by board members for additions to the brochure. For example, Ann Arbor, Michigan should be added to the sentence, "The school district is equidistant from Detroit, Michigan and Toledo, Ohio." Other suggestions were to add that Monroe offers concerts in the park, jazz festivals, and is located near Lake Erie.

Dr. Wilmot noted that for a person to lead education, they should be well versed in effective curriculum, instruction, professional development and assessment best practices.

The application itself is an electronic application with standard questions and also requests references. Applications will be sent to Dr. Wilmot rather than Monroe Public Schools. A closed session will be held during which Dr. Wilmot will supply all the information regarding the candidates to the board members. Following that closed session the board will convene in open session and will select the candidates they wish to interview. He suggested interviewing a minimum of four candidates, but not more than six. From that point, the field will be narrowed down to two, possibly three candidates.

Public Commentary

Members from the community who attended the work session were given an opportunity to share their ideas regarding the superintendent search.

- Selma Rankins felt a minority should be hired. He also disagreed with two points on the brochure regarding "key points of pride for this outstanding district."

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Work Session
Wednesday, March 20, 2013
5:30 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: Mrs. June Knabusch-Taylor
Dr. Tedd March
Mr. Aaron N. Mason
Mr. Ryan Philbeck
Ms. Wendy Spicer
Mr. Robert Yeo

Board Members Absent: Mr. Lawrence VanWasshenova

Administrators Present: Mrs. Katherine Eighmey

The meeting was called to order at 5:33 p.m. by Mr. Yeo.

Superintendent Search

Dr. Michael Wilmot of Michigan Leadership Institute distributed a draft of a brochure to be available electronically announcing the superintendent's position. In addition, a search schedule and planning checklist was also handed out. Dr. Wilmot asked that board members read over the brochure and get back to him this weekend with any changes they wanted. The plans are to post this position beginning Monday, March 25, 2013 and end at 4:00 p.m. on April 19, 2013.

Dr. Wilmot explained that the brochure gives an overview of the district for those applicants who may not be familiar with Monroe. Several suggestions were made by board members for additions to the brochure. For example, Ann Arbor, Michigan should be added to the sentence, "The school district is equidistant from Detroit, Michigan and Toledo, Ohio." Other suggestions were to add that Monroe offers concerts in the park, jazz festivals, and is located near Lake Erie.

Dr. Wilmot noted that for a person to lead education, they should be well versed in effective curriculum, instruction, professional development and assessment best practices.

The application itself is an electronic application with standard questions and also requests references. Applications will be sent to Dr. Wilmot rather than Monroe Public Schools. A closed session will be held during which Dr. Wilmot will supply all the information regarding the candidates to the board members. Following that closed session the board will convene in open session and will select the candidates they wish to interview. He suggested interviewing a minimum of four candidates, but not more than six. From that point, the field will be narrowed down to two, possibly three candidates.

Public Commentary

Members from the community who attended the work session were given an opportunity to share their ideas regarding the superintendent search.

- Selma Rankins felt a minority should be hired. He also disagreed with two points on the brochure regarding "key points of pride for this outstanding district."

Board Meeting #6
March 26, 2013
Item #C.2

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- March 4, 2013 Board Personnel Committee Minutes
- March 21, 2013 Board Policy Committee Minutes

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

Date of Meeting: March 4, 2013

Present: Aaron Mason, Robert Yeo, Randy Monday
Julie Everly, Ryan McLeod, and Holly Scherer

Next Meeting: April 8, 2013

1. **Call to Order:** The meeting was called to order at 5:10 PM at Waterloo Elementary Room #10
2. **Minutes:** February minutes previously approved.
3. **Public Commentary:** none
4. **Staffing updates:** Mr. McLeod reported that the Operations Supervisor position was posted and the deadline for applications was today (3/4/13). At the time of this meeting we have @ 20-24 candidates. Administration will be reviewing these applications and determining candidates to move forward in the process. The selection process will include informal interviews, a writing piece and then a formal interview.

Mr. McLeod shared with the committee that administration has temporarily implemented a working leader within the custodial-maintenance group as allowed within their contract. This is a position we have utilized in the past and it worked well. The person is responsible for organizing the work of the maintenance department and assisting current administration during this transition period between supervisors. Administration is having conversations with the union to discuss rate of pay and specific job duties. This person would not be responsible for evaluations or discipline.

Mr. McLeod also noted that the Monroe High School Assistant Principal position has now been posted.

5. **Old Business:** Ms. Eighmey was asked to attend today's meeting to discuss salary comparisons for administrative positions. She shared the following chart which is comparison of the districts in Monroe County. Although this was a 2010-11 comparison, most districts, as in Monroe, are experience salary freezes and therefore these numbers should still be accurate.

In addition, she provided the committee copy of the 2012/13 Middle Cities Administrative Salary Comparison.

**Administrator Salaries - County (Monroe)
2010-11**

	Deputy/Assistant Superintendent	High School Principal	Middle School Principal	Elementary Principal
Airport	Not Applicable	85,624 - 98,913	81,727 - 93,754	78,700 - 88,810
Baldwin	Not Applicable	85,624 - 98,913	81,727 - 93,754	78,700 - 88,810
Dundee	Not Applicable	86,295 - 102,620	86,295 - 102,621	86,295 - 102,622
ISD	111,178 - 113,934	86,295 - 102,620	86,295 - 102,621	86,295 - 102,622
Jefferson	Not Applicable	87,096	88,836	88,836
Mason	Not Applicable	87,096	88,836	88,836
Monroe	Not Applicable	87,096	88,836	88,836
Summerfield	Not Applicable	77,265	77,265	74,174
Waterford	Not Applicable	82,418	82,418	82,418
NOTES				
Sumnerfield	One Principal for HS/MS and Assistant Principal for HS/MS 75,790			
Whiteford	One Principal for HS/MS			
ISD	Assistant Principal HS - 87,583			

Discussion was held on market value for positions, especially the lead positions and the importance to keep our rates fair to retain and attract quality administrators. Mr. Yeo had concern that several of our salaries fall well beneath where they could be. His perception is that the board would be willing to review any position that administration feels should be given further consideration. Mr. Monday noted that there is difference in pay for certified verses non-certified administrators; as well as higher pay for those with higher education degrees. Administration cautioned the board on how decisions to adjust administrative salaries would impact the bargaining process. Administration will continue to review changing duties that occur with the restructuring of positions and would make recommendations to the board when appropriate. Administration also encourages administrators to take advantage of opportunities within their current contracts for salary incentives, such as degree compensation. Mr. Yeo again reiterated that if re-alignment of salary based on number of staff supervised and or changing job responsibilities is recommended, the board would be willing to support such request for consideration.

Mr. Yeo again commended administration for providing examples of leadership from the top down and for holding staff accountable by setting standards and expectations. It was noted that changing the culture of an organization is not easy, but setting expectations and having accountability to do the right things is important for moving the district forward in one direction.

6. **New Business:** Discussion was held on the role of Career and Technical Education director and how that will be impacted in light of team changes and CTE changes. Administration will be reviewing that position to analyze how that should look in the future.
7. **Future Agenda Items:** No future items were noted.
8. **Next Meeting:** April 8, 2013 at 5:00 PM.
9. **Adjournment:** The meeting was adjourned at 6:15 PM.

BOARD OF EDUCATION POLICY COMMITTEE
Thursday, March 21, 2013

MINUTES

The Board Policy Committee met at 5:21 p.m. on Thursday, March 21, 2013. Present were Aaron N. Mason, Robert Yeo and Barry Martin.

Public Commentary

There was no public commentary.

Discussion

MASB Review: At the March 12, 2013 Board of Education, Section 3000 – Fiscal Management – was brought before the board for a second reading. The second reading was approved as recommended and Dr. Martin sent Section 3000 to MASB for their review. MASB approved the section as written; however, their representative informed us a new policy had to be added. This is Policy #3510 Post-Issuance Tax Compliance Policy. Monroe Public Schools is already in compliance with these guidelines, so committee members were in agreement to add this into our Section 3000. Section 3000 will be brought to the March 26, 2013 Board Meeting for adoption.

Section 4000 – Business Management: This section was previously reviewed by administration (Kathy Eighmey, Dave Payne and Jerry Oley) and all corrections/changes were made. Committee members agreed to the changes noted and requested that this section be placed on the April 23, 2013 Board Meeting for a first reading.

Adjournment

The March 21, 2013 meeting of the Policy Committee adjourned at 6:00 p.m. The next scheduled meeting is Thursday, April 25, 2013 at 5:15 p.m.

STAFF RESIGNATIONS

BACKGROUND

Randall Monday: We have received a letter of resignation from Randall Monday for the purpose of retirement at the end of the 2012/13 school year. Mr. Monday has been employed with Monroe Public Schools for the past 38 years, most recently as Superintendent of Schools.

Carl Hoffman: We have received a letter of resignation from Carl Hoffman for the purpose of other employment at the end of the 2012/13 school year. Mr. Hoffman has been employed with Monroe Public Schools for the past 29 years, most recently as a Middle School Computers Teacher.

Hollee Milz: We have received a letter of resignation from Hollee Milz for the purpose of retirement at the end of the 2012/13 school year. Ms. Milz has been employed with Monroe Public Schools for the past 25 years, most recently as an Elementary Teacher at Custer Complex.

Kathleen Oetjens: We have received a letter of resignation from Kathleen Oetjens for the purpose of retirement at the end of the 2012/13 school year. Ms. Oetjens has been employed with Monroe Public Schools for the past 28 years, most recently as an Elementary Teacher at Custer Complex.

ENCLOSURES

Letters of Resignation

RECOMMENDATION

Move to approve the resignations from Monroe Public Schools for Randall Monday, Carl Hoffman, Hollee Milz and Kathleen Oetjens at the end of the 2012/13 school year.

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

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



Randall W. Monday, Superintendent Monroe Public Schools



Administration Building
1275 N. Macomb St.
P. O. Box 733
Monroe, MI 48162

Phone (734) 265-3070
Fax (734) 265-3001
www.monroe.k12.mi.us

March 22, 2013

Dear Monroe Public Schools Board of Education Members,

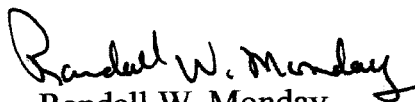
It is with a mixture of humility and pride that I would like to officially submit my letter of retirement as Superintendent of Monroe Public Schools, effective the end of the day on June 30, 2013. Please be assured that this decision comes after much careful consideration and heart-felt prayer.

I have served this district for 38 years in a number of positions, including that of teacher, assistant principal, principal, director, assistant superintendent, deputy superintendent and, finally, as Superintendent. I have always considered myself blessed to have had the opportunity to work with our community of families and children.

I will always cherish the friendships I have gained through the years I have been with Monroe Public Schools. As I leave, I will take with me a lifetime of memories of these wonderful relationships and experiences.

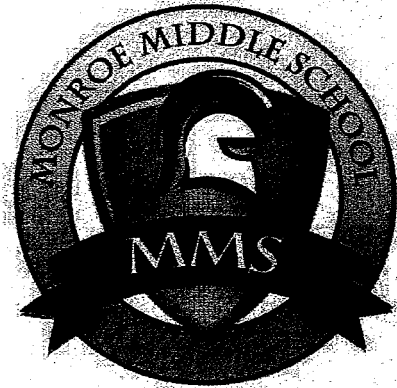
I would like to thank our Board of Education for the confidence and support offered to me as Superintendent of Monroe Public Schools. I wish all of you and our students and staff continued success.

Sincerely,


Randall W. Monday

Memorandum

To: Mr. Randall Monday, Superintendent
CC: Mrs. Cindy Flynn, Principal
Ms. Nikki Klonaris, MCEA President
From: Carl Hoffman
Date: March 18, 2013
Re: Termination of Employment



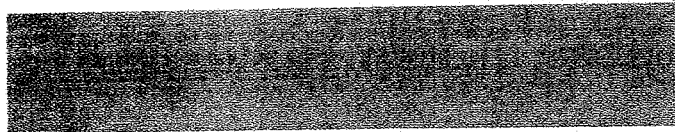
Mr. Monday,

Acting in accordance with the "Interim Operating Rules" between Monroe Public Schools Board of Education and Monroe City Education Association, dated September 1, 2012 and downloaded from subpage 2759 of the District Website on Friday, March 15, 2013, I am hereby notifying you of my intent to terminate my employment with Monroe Public Schools effective the last day of the 2012-13 School Year.

Since this binding letter of termination is being submitted prior to April 1 of the last semester that I intend to work, as articulated in Article 12, Section E, Subsection 1d, I expect to receive a Terminal Leave Payout, calculated, and paid, according to the language in Article 12, Section E, Subsection 1a. Or, if in the event a different agreement is reached between Monroe Public Schools Board of Education and Monroe City Education Association, I reserve the right to "exercise the option to either follow this package or participate in its replacement," as articulated in Article 12, Section E, Subsection 1c. If this is not your understanding, please let me know as soon as possible so that other arrangements can be made.

Now, with the formalities out of the way, I want to take a moment to express my gratitude for having had the opportunity to work for Monroe Public Schools for the past three decades. The insights that I have gained, as a result of my many professional experiences, especially those afforded me when you were my direct supervisor, have prepared me for the next chapter in my life, which is Sales and Marketing Coordinator in the Southwest Region of the United States for Level Data Inc.

I wish nothing but the best for you and my many colleagues and friends here at Monroe Schools. I bid all of you a "Fond Adieu."



March 20, 2013

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

Dear Mr. Monday,

I am writing to inform you of my decision to retire at the conclusion of the current school year, 2012-2013.

While I have very much enjoyed my years of teaching, I feel that now is the time for me to begin some new chapters in my life. I am hoping to continue to contribute to the field of education by developing materials and books for educators and children. I am ready and so excited to pursue this second career and dream of mine!

I would like to thank the district for their support during these past 28 years. It was a pleasure to be a part of this teaching community. In addition, I would like to thank the many dedicated teachers, administrators, and paraprofessionals who have shared their triumphs and trials with me. I have worked with some wonderful and inspiring people throughout my career.

I am also grateful to the families who entrusted their children to me over the years. I am so honored to have been allowed to share a part of their young lives.

My career with the Monroe Public School District has truly been a blessing to me, and I pray for its continued growth and success.

Sincerely,



Hollie A. Milz
Y5/Kindergarten Teacher
Custer Elementary School

March 21, 2013

Ms. Julie Everly
Assistant Superintendent
Monroe Public Schools
1275 N. Macomb Street
Monroe, MI 48162

Dear Ms. Everly,

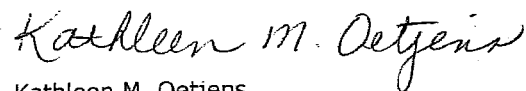
I am writing this letter to notify you regarding my intent to retire from Monroe Public Schools effective upon completion of the 2012-2013 school year.

I want to take this time to thank you for the years I have been employed by this district. This profession has enabled me to pursue my passion for teaching our youngest learners for twenty-seven years. I have truly enjoyed my time spent in the classroom.

The education trends have changed throughout my career but the one thing that has remained constant is the dedication of my colleagues to their students, and their dedication to this district. I am proud to say I was a member of the Monroe Public Schools staff.

As I look toward my future, my intent is to remain an advocate for our students and their families. My time as a classroom teacher is drawing to a close but my desire to always be a lifelong learner remains strong. As it is written... "All I really need to know I learned in kindergarten". I take great memories with me as I leave this district.

Sincerely,



Kathleen M. Oetjens
Kindergarten Teacher
Custer Elementary School

**DECA INTERNATIONAL CAREER DEVELOPMENT CONFERENCE
OUT-OF-STATE - OVERNIGHT**

BACKGROUND

Monroe High School teacher and DECA advisor, Jeff Brown, wishes to petition the Board of Education for permission to take one (1) Monroe High School student to Anaheim, CA in order to attend the DECA International Career Development Conference. This five-day trip to attend the 2013 international conference will be held at the Anaheim Convention Center in California, April 23-28, 2013. The Monroe High School student will participate in two marketing role plays and take an exam. The student competing in this competition, qualified through the DECA State Career Development Conference, Marketing Management Individual Series event.

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

ENCLOSURES

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

RECOMMENDATION

Move to approve the Monroe High School student's attendance at the DECA International Career Development Conference in Anaheim, California according to the terms of Policy IICA, Field Trips and Excursions.

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

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

MONROE PUBLIC SCHOOLS FIELD TRIP 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:

The marketing curriculum aligns with state + national standards leading up to this conference

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

A marketing exam and two marketing role-plays will take place for student.

Follow-up classroom lessons:

Bring tests and role plays back for future marketing students

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

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

MONROE PUBLIC SCHOOLS

ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

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

FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

(SEE ATTACHED)

School(s):

MONROE HIGH SCHOOL

Chaperones:

JEFF BROWN

Method of Transportation:

MAJOR AIRLINE (DELTA)

Date of Departure:

4/23/13

Time of Departure:

3:25 pm

If overnight, number of nights:

5

Date of Return:

4/28/13

Time of Return:

6:14 am

Number of Students Participating:

1

Number of Staff Supervising:

1

Number of Other Adults Assisting: 1

Number of School Days Student will be Attending Trip: 4

Cost Per Child: 1225.⁰⁰

Cost Per Chaperone: 2045.⁰⁰

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes No
Chaperones: Yes No

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

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

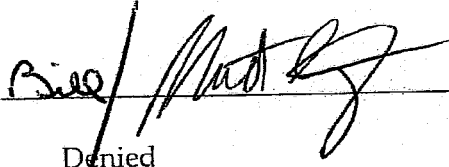
Updated: 09/12/06

Monroe Public Schools
Field Trip Information Form

Date of Trip: 4-23-13 — 4-28-13
Grade/Team/Organization Making Request: DECA
Destination: EMBASSY SUITES
Address: 11767 HARBOR BLVD,
City: GARDEN GROVE State: CA Zip: 92840
Means of Transportation: MAJOR AIRLINE
Number of Students and Adults Involved: 3
Exact Loading Location: DTW-METRO AIRPORT
Estimated Time of Departure: 4/23/13
Estimated Time of Departure from Destination: 4/28/13
Expected Time of Arrival: LATE ON 4/28/13 - AIRLINE
Purpose of Trip: DECA INTERNATIONAL CONFERENCE

Faculty Supervisor: JEFF BROWN

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

Principal's Signature:  Date: 3/21/13
 Approved Denied

Assistant Superintendent's Signature: _____ Date: _____
 Approved Denied

MHS D E C A
An Association of Marketing Students

3/19/13

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

Dear Matt:

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

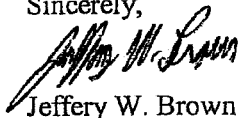
The purpose of DECA is to provide learning opportunities to marketing education students through goal-oriented chapter activities. The focus of these activities is always upon developing greater understanding and appreciation of marketing, management and entrepreneurship. These activities contribute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

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

Alex Oklejas has qualified to attend this year's conference. She qualified through the Marketing Management Individual Series event. The DECA international conference is held in Anaheim, CA this year, April 23 – April 28.

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

Sincerely,



Jeffery W. Brown
DECA Advisor

Cc: Bill Ferrara



International Conference Registration

April 23-28, 2013
Anaheim, California

Registration Deadline March 22, 2013

Payment Deadline April 10, 2013

Chapter **Monroe High School**
 Attending Advisor **Jeff Brown** Email **mhsmarketing2000@yahoo.com**
 School Phone **734-265-3671** Mobile Phone **734-819-6833**

Travel Information: Arrival Date (in CA) **4/23/2012** Number of Nights: **5**
 Departure Date (from CA) **4/28/2013**

Numbers fill in automatically from the attendees listed on the registration worksheet.

Registration:	Number of Students Attending:	<u>1</u>	x	<u>\$350.00</u>	=	<u>\$350.00</u>
	Number of Adults Attending:	<u>2</u>	x	<u>\$360.00</u>	=	<u>\$720.00</u>
	Number of Spouse/Children Attending:	<u>0</u>	x	<u>\$240.00</u>	=	<u>\$0.00</u>

	<i>Attendees</i>		<i>No. of Nights</i>		<i>Cost per Night</i>	=	<i>Cost</i>
Lodging:	Student Triple Room:	<u>0</u>	x	<u>5</u>	x	<u>\$80.00</u>	= <u>\$0.00</u>
	Student Quad Room:	<u>1</u>	x	<u>5</u>	x	<u>\$58.00</u>	= <u>\$290.00</u>
	Student Quint Room:	<u>0</u>	x	<u>5</u>	x	<u>\$45.00</u>	= <u>\$0.00</u>
	Adult Double Room:	<u>0</u>	x	<u>5</u>	x	<u>\$112.00</u>	= <u>\$0.00</u>
	Adult Single Room:	<u>2</u>	x	<u>5</u>	x	<u>\$222.00</u>	= <u>\$2,220.00</u>
						Subtotal	= <u>\$3,580.00</u>

Credits/Adjustments:

Less Credit Balance (if applicable): =

Less Travel Scholarship(s): = \$200.00

Less Credit (per person) if using Landmark Travel: 3 x \$20.00 = \$60.00

Total Amount Due: \$3,320.00

T-Shirt Size Summary:

S: 1	XL: 0
M: 0	2XL: 0
L: 2	

This completed form will serve as your invoice.

There is a \$15.00 late fee per person for forms and/or payments received after the deadlines!

FULL PAYMENT DEADLINE IS APRIL 10, 2013!

We also accept credit cards! Download the form at <http://tinyurl.com/midecacard>

Make checks payable to: Michigan DECA
 Mail payment to: Michigan DECA
 Eastern Michigan University
 Ypsilanti, MI 48197

Direct Questions to: Ann Day, aday7@emich.edu or 734.487.3322

DECA Int'l Conference Costs

Student's Mother	2045.00
Student	1225.00
Teacher	2045.00
Total	5315.00

DECA Int'l Conference Funding

Family contributed funds	500.00
CTE Added Cost monies allocated	3815.00
DECA Club Account monies allocated	1000.00
Total	5315.00

DECA Int'l Conference Trip Attendees

1 Student: Alexandra Oklejas

2 Adults: Jeff Brown - teacher
 Laura Oklejas - mother

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 Making Request: Bill Ferrara

Date of Request: 3/20/13 Date Received in Personnel: _____

Reason for Request: DECA International Conference

Approved School Business Extra Help Meeting

Account Number(s) to be Charged:

1.1127.41.145100 1870

Date(s) Substitute(s) Needed: 4/23/13 - 4/26/13

AM PM All Day

Substitutes Requested for:

Name:	Bldg:	Assignment
<u>Jeff Brown</u>	<u>MHS</u>	<u>CTE-Marketing</u>

Please use a separate sheet for additional names.

Please route as follows: (1) Person making requests -- forward to (2) Appropriate Curriculum Director

Signatures:

Principal: Bill Ferrara Approved Denied

Curriculum Director: _____ Approved Denied

A limit of 12 substitutes per day will be maintained unless specific PRE-APPROVAL IS OBTAINED.

ALEX

International DECA Conference

Monroe High School

Anaheim, CA April 23 – April 28

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

After participating in competitive events during the day, students will have time to socialize with other members from around the world, meet and network with influential business leaders at their vendor booths, and explore the host city.

But wait, there's more! There are opportunities for you to develop your occupational and leadership skills as well as meet other fun and energetic DECA members, all while having fun!

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

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

Michigan DECA will be staying at the:

Embassy Suites Anaheim South
11767 Harbor Blvd
Garden Grove, California 92840
714-539-3300

WWW.DECA.ORG

MONROE HIGH SCHOOL

Dear Parent:

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

Name of event: DECA INTERNATIONAL CONF.

Date: 4/23-4/28 2013 Time: _____

Transportation: MAJOR AIRLINE

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

MONROE HIGH SCHOOL

By JEFF BROWN
Sponsor

The undersigned hereby gives permission for

ALEXANDRA OKLEJAS
Name of Student

to attend DECA INTERNATIONAL CONF. leaving Monroe High School
at 4/23/13 and returning to Monroe High School at 4/28/13.

X Signed _____
Parent

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

EXPLANATION AND DATES:

Departure Date/Day 4/23/13 Return Date/Day 4/28/13
A group of students and adult chaperones are planning a trip to: City ANAHEIM
State CALIFORNIA Country USA (daily itinerary must be attached).
The purpose of this trip is DECA INTERNATIONAL CONF and the group sponsoring
the trip is DECA

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

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

GENERAL INFORMATION:

Student's Name ALEXANDRA OKLEJAS Grade D.O.B.
Address Phone
Parent/Guardian Name(s) Emergency Phone

MEDICAL INFORMATION

Family Doctor Phone
Last Tetanus Shot Allergies (if any)
Current medication (if any) Recent illness or surgeries (within past six months)

Other pertinent information

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

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

INSURANCE INFORMATION:

Insurance Company Contract No.
Name of Policy holder Social Security No.

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 _____

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

Name _____ Chapter Monroe High School
Conference DECA ICDC Conference Date 4/23 - 4/28 2013

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

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

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

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

 MICHIGAN
DECA Code of Conduct/Medical Treatment Authorization

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

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

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

MICHIGAN DECA Code of Conduct/Medical Treatment Authorization

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

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

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

DECA ICDC

Conference or Activity _____ Date _____
 Monroe High School _____
 Name of School

Name of Delegate _____ Date of Birth _____

Address _____ City _____ State _____ Zip _____

Daytime Phone _____ Evening Phone _____

Emergency Contact _____ Phone _____

Please list any medications or physical limitations: _____

Parent/Guardian's Signature _____ Date _____

Delegate's Signature _____ Date _____

Advisor's Signature _____ Date _____

Principal's Signature _____ Date _____

Insurance Company _____ Policy Number _____

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

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

CONFERENCE OVERVIEW

TUE
4.23

Noon-9:00 p.m.	Conference Headquarters	Anaheim Convention Center
Noon-9:00 p.m.	DECA Images Open (<i>Blazers available</i>)	Platinum Ballroom 10, Anaheim Marriott
Noon-9:00 p.m.	Tour Booth Open	Platinum Ballroom 10, Anaheim Marriott
Noon-9:00 p.m.	Conference Registration (<i>Chartered Association Advisor Only</i>)	Platinum Ballroom 10, Anaheim Marriott
6:00 p.m.	Chartered Association Advisor Dinner (by invitation only)	Platinum Ballroom 2, Anaheim Marriott

WED
4.24

7:00 a.m.	Finish Line/DECA Dash Fun Run/Walk <i>Premier Sponsor Finish Line</i>	Anaheim Convention Center Grand Plaza
8:00 a.m.-9:00 p.m.	Conference Headquarters	Anaheim Convention Center
8:00 a.m.-9:00 p.m.	Tour Booth Open	Platinum Ballroom 10, Anaheim Marriott
8:00 a.m.-9:00 p.m.	DECA Images Open (<i>Blazers available</i>)	Platinum Ballroom 10, Anaheim Marriott
9:00 a.m.	Officer Candidate Interviews	Conference Room 6, Hilton Anaheim
9:00 a.m.-5:00 p.m.	DECA Day at Universal Studios Hollywood	
1:00 p.m.-5:00 p.m.	Exhibit/Campaign Booth Set-up	Hall B
5:00 p.m.	Parade of Chartered Associations Rehearsal	Hall D
6:00 p.m.-8:00 p.m.	Chartered Association Photographs	Hall E Lobby Stairs
8:30 p.m.	Grand Opening Session <i>Fashion Show sponsored by FIDM/Fashion Institute of Design & Merchandising</i>	Hall D
10:15 p.m.-11:30 p.m.	Chartered Association Photographs	Hall E Lobby Stairs
12:30 a.m.	Curfew	

THU
4.25

7:30 a.m.	Virtual Business™ Challenge Briefing (required)	208 A
7:30 a.m.-5:00 p.m.	Conference Headquarters	Anaheim Convention Center
7:30 a.m.-5:00 p.m.	Tour Booth Open	Platinum Ballroom 10, Anaheim Marriott
7:30 a.m.-5:00 p.m.	DECA Images Open (<i>Blazers available</i>)	Platinum Ballroom 10, Anaheim Marriott
8:00 a.m.-9:00 a.m.	Career Exhibits Open (<i>Advisors only</i>)	Hall B
8:00 a.m.-9:00 a.m.	DECA Images Open (<i>Advisors only—Blazers available in Anaheim Marriott</i>)	Hall B
8:00 a.m.-5:00 p.m.	Competitive Event Briefing and Testing (Refer to Event Schedules, pp. 35-44)	
8:30 a.m.-4:00 p.m.	Leadership Academies (Refer to Event Schedules, p. 45)	Anaheim Marriott
8:30 a.m.-4:00 p.m.	School-based Enterprise Academy <i>Sponsored by Otis Spunkmeyer, Inc.</i>	204
9:00 a.m.-3:00 p.m.	Advisor Academy (New and Developing Advisors) <i>Sponsored by Competition University and PepsiCo Chilled DSD</i>	209
9:00 a.m.-3:00 p.m.	Career Exhibits and Campaign Booths (Open to all)	Hall B
9:00 a.m.-3:00 p.m.	DECA Images (Open to all—Blazers available in Anaheim Marriott)	Hall B
10:00 a.m.-1:00 p.m.	Executive Mentor Program	Elite Ballroom 1, Anaheim Marriott
Noon-1:30 p.m.	MDA Luncheon (Top MDA fund-raisers, by invitation only) <i>Sponsored by the Muscular Dystrophy Association and Safeway, Inc.</i>	208 B
1:00 p.m.-2:00 p.m.	School-based Enterprise Advisor Luncheon (by invitation only) <i>Sponsored by Otis Spunkmeyer, Inc.</i>	208 A
5:00 p.m.	Voting Delegates' Briefing and Candidate Campaign Sessions	204
12:30 a.m.	Curfew	




Create your personal schedule
on the conference app.

All events will be held in the Anaheim Convention Center unless otherwise noted.

7:30 a.m.	Judges/VIP Reception	210 Foyer
7:30 a.m.-7:00 p.m.	Conference Headquarters	Anaheim Convention Center
8:00 a.m.-9:00 a.m.	Career Exhibits Open (Advisors only)	Hall B
8:00 a.m.-9:00 a.m.	DECA Images Open (Advisors only—Blazers available in Anaheim Marriott)	Hall B
8:00 a.m.-7:00 p.m.	DECA Images Open (Blazers available)	Platinum Ballroom 10, Anaheim Marriott
8:00 a.m.-7:00 p.m.	Tour Booth Open	Platinum Ballroom 10, Anaheim Marriott
8:00 a.m.-7:00 p.m.	Competitive Events Preliminary Competition (Refer to Event Schedules, pp. 35-45)	Anaheim Convention Center
8:30 a.m.-10:30 a.m.	Johnson & Wales Scholarship Awards Breakfast (by invitation only) <i>Sponsored by Johnson & Wales University</i>	210 AB
8:30 a.m.-4:00 p.m.	Leadership Academies (Refer to Event Schedules, p. 45)	Anaheim Marriott
9:00 a.m.-3:00 p.m.	Advisor Academy (New and Developing Advisors) <i>Sponsored by Competition University and PepsiCo Chilled DSD</i>	209
9:00 a.m.-4:00 p.m.	Career Exhibits and Campaign Booths (Open to all)	Hall B
9:00 a.m.-4:00 p.m.	DECA Images (Open to all—Blazers available in Anaheim Marriott)	Hall B
9:30 a.m.-2:00 p.m.	Administrator Day	208 B
11:30 a.m.-2:00 p.m.	Judge/VIP Luncheon	207
Noon-1:30 p.m.	Chartered Association Officer/Advisor Luncheon (by invitation only) <i>Sponsored by Piper Jaffray & Co.</i>	213
3:00 p.m.-5:00 p.m.	Competitive Events Update Workshops for Advisors	207
12:30 a.m.	Curfew	

7:30 a.m.-10:30 a.m.	Judges/VIP Reception	210 Foyer
7:30 a.m.-1:00 p.m.	Tour Booth Open	Anaheim Convention Center
7:30 a.m.-5:00 p.m.	Conference Headquarters	Anaheim Convention Center
8:00 a.m.	Second General Session (no assigned seating—schedule on p. 34)	Hall D
8:00 a.m.-2:00 p.m.	DECA Images Yard Sale	Anaheim Convention Center
8:00 a.m.-5:00 p.m.	Finalist T-shirt Sales	Hall C Foyer
9:00 a.m.-5:00 p.m.	Final Competition (Refer to Event Schedules, pp. 35-45)	Hall C
11:00 a.m.	Election Session	210
11:30 a.m.-1:00 p.m.	Judge/VIP Luncheon	207
1:00 p.m.-2:30 p.m.	Leadership Luncheon (by invitation only) <i>Sponsored by the U.S. Army</i>	207 A
2:00 p.m.-3:00 p.m.	Written Report Return (Chartered Association Advisor or designee only)	209
6:00 p.m.-8:00 p.m.	Chartered Association Photographs	Hall E Lobby Stairs
7:00 p.m.-8:00 p.m.	Scholarship Reception with NAB Members and DECA Donors (by invitation only)	208 AB
8:30 p.m.	Grand Awards Session	Hall D
12:30 a.m.	Curfew	

8:30 a.m. New National Officer Orientation Conference Room 5, Hilton Anaheim

 Tweet @DECAInc your answer:
So far at #decaidc, _____
has been my favorite part! #decaidc!

All events will be held in the Anaheim Convention Center unless otherwise noted.

FRI
4.26

SAT
4.27

SUN
4.28

MINI-AWARDS OVERVIEW



Check for
finalists on the
conference app.

SAT
4.27

- 8:00 a.m. **Second General Session (no assigned seating)**
Times shown for the Second General Session are approximate. The awards may run faster or slower than the schedule shows. Do not wait until the last minute to arrive at Hall D.
- 8:05 a.m. **Business Law and Ethics Team Decision Making Event**
Buying and Merchandising Team Decision Making Event
Financial Services Team Decision Making Event
Hospitality Services Team Decision Making Event
Marketing Communications Team Decision Making Event
Sports and Entertainment Marketing Team Decision Making Event
Travel and Tourism Marketing Team Decision Making Event
- 8:45 a.m. **Accounting Applications Series**
Apparel and Accessories Marketing Series
Automotive Services Marketing Series
Business Finance Series
Business Services Marketing Series
Food Marketing Series
Hotel and Lodging Management Series
Human Resources Management Series
Marketing Management Series
Quick Serve Restaurant Management Series
Restaurant and Food Service Management Series
Retail Merchandising Series
Sports and Entertainment Marketing Series
- 9:50 a.m. **Principles of Business Management and Administration Event**
Principles of Finance Event
Principles of Hospitality and Tourism Event
Principles of Marketing Event
School-based Enterprise
- 10:15 a.m. **Advertising Campaign Event**
Fashion Merchandising Promotion Plan Event
Sports and Entertainment Promotion Plan Event
Hospitality and Tourism Professional Selling Event
Professional Selling Event
Stock Market Game
- 10:45 a.m. **Entrepreneurship Participating Event (Franchising and Independent)**
Entrepreneurship Innovation Plan
Entrepreneurship Written Event
Entrepreneurship—Growing Your Business
International Business Plan Event
Community Service Project
Creative Marketing Project
Entrepreneurship Promotion Project
Financial Literacy Promotion Project
Learn and Earn Project
Public Relations Project
Business Services Operations Research Event
Buying and Merchandising Operations Research Event
Finance Operations Research Event
Hospitality and Tourism Operations Research Event
Sports and Entertainment Marketing Operations Research Event


Hall D

DECA's Mini-Awards Session recognizes top performers in preliminary competition of DECA's Competitive Events Program.

Yellow-ribbon medallions are awarded to top performers in the presentation and on the career cluster exam.

Blue-ribbon medallions are awarded to the overall competitive event finalists who will compete in the final round of competition.

All blue-ribbon medallion finalists should immediately report to Hall C Foyer to verify their competition time.

 The competition here in Anaheim is fierce! Share your favorite pre-competition ritual with the DECA community and tweet @DECAInc using #decaidc.

COMPETITIVE EVENTS AGENDA

WED 4-24

THU 4-25

FRI 4-26

SAT 4-27

<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 206</p>	<p>Series Director's/Adult Assistants' Briefing 1:00 p.m. California Ballroom A Hilton Anaheim</p> <p>Participants' Briefing/ Testing 2:00 p.m. California Ballroom A Hilton Anaheim</p>	<p>Series Director's/Adult Assistants' Briefing 7:30 a.m. Hall A</p> <p>Competition Preliminaries 8:00 a.m. Hall A</p>	<p>Series Director's/Adult Assistants' Briefing 9:00 a.m. Hall C</p> <p>Competition Finals 9:30 a.m. Hall C</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 211A</p>	<p>Series Director's/Adult Assistants' Briefing 8:00 a.m. 213</p> <p>Participants' Briefing/ Testing/Manual Registration 9:00 a.m. 213</p>	<p>Series Director's/Adult Assistants' Briefing 7:30 a.m. Hall C</p> <p>Competition Preliminaries 10:00 a.m. Hall C</p>	<p>Series Director 7:00 a.m. Hall C</p> <p>Series Director's/Adult Assistants' Briefing 10:00 a.m. Hall C</p> <p>Competition Finals 11:00 a.m. Hall C</p> <p>Written Report Return 2:00 p.m. - 3:00 p.m. 209</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 206</p>	<p>Series Director's/Adult Assistants' Briefing 8:00 a.m. California Ballroom A Hilton Anaheim</p> <p>Participants' Briefing/ Testing 9:00 a.m. California Ballroom A Hilton Anaheim</p>	<p>Series Director's/Adult Assistants' Briefing 1:00 p.m. Hall A</p> <p>Competition Preliminaries 1:30 p.m. Hall A</p>	<p>Series Director's/Adult Assistants' Briefing 9:00 a.m. Hall C</p> <p>Competition Finals 9:30 a.m. Hall C</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 206</p>	<p>Series Director's/Adult Assistants' Briefing 8:00 a.m. California Ballroom A Hilton Anaheim</p> <p>Participants' Briefing/ Testing 9:00 a.m. California Ballroom A Hilton Anaheim</p>	<p>Series Director's/Adult Assistants' Briefing 7:30 a.m. Hall A</p> <p>Competition Preliminaries 8:00 a.m. Hall A</p>	<p>Series Director's/Adult Assistants' Briefing 9:00 a.m. Hall C</p> <p>Competition Finals 9:30 a.m. Hall C</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 206</p>	<p>Series Director's/Adult Assistants' Briefing 1:00 p.m. California Ballroom A Hilton Anaheim</p> <p>Participants' Briefing/ Testing 2:00 p.m. California Ballroom A Hilton Anaheim</p>	<p>Series Director's/Adult Assistants' Briefing 1:00 p.m. Hall A</p> <p>Competition Preliminaries 1:30 p.m. Hall A</p>	<p>Series Director's/Adult Assistants' Briefing 9:00 a.m. Hall C</p> <p>Competition Finals 9:30 a.m. Hall C</p>

**ACCOUNTING
APPLICATIONS
SERIES**

**ADVERTISING
CAMPAIGN**

**APPAREL AND
ACCESSORIES
MARKETING SERIES**
MEN'S WEARHOUSE

**AUTOMOTIVE
SERVICES
MARKETING SERIES**



**BUSINESS
FINANCE
SERIES**

All events will be held in the Anaheim Convention Center unless otherwise noted. All student events are listed in blue.

COMPETITIVE EVENTS AGENDA

WED 4-24

THU 4-25

FRI 4-26

SAT 4-27

BUSINESS LAW AND ETHICS TEAM DECISION MAKING

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 205 A

Series Director's/Adult
Assistants' Briefing
1:00 p.m.
Pacific Ballroom A
Hilton Anaheim

Series Director's/Adult
Assistants' Briefing
7:30 a.m. Hall A

Series Director's/Adult
Assistants' Briefing
8:00 a.m. Hall C

Competition
Preliminaries
8:00 a.m. Hall A

Competition Finals
8:30 a.m. Hall C

Participants' Briefing/
Testing
2:00 p.m.
Pacific Ballroom A
Hilton Anaheim

BUSINESS SERVICES MARKETING SERIES

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 206

Series Director's/Adult
Assistants' Briefing
8:00 a.m.
California Ballroom B
Hilton Anaheim

Series Director's/Adult
Assistants' Briefing
7:30 a.m. Hall A

Series Director's/Adult
Assistants' Briefing
9:00 a.m. Hall C

Competition
Preliminaries
8:00 a.m. Hall A

Competition Finals
9:30 a.m. Hall C

Participants' Briefing/
Testing
9:00 a.m.
California Ballroom B
Hilton Anaheim

BUSINESS SERVICES OPERATIONS RESEARCH

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 212 B

Series Director's/Adult
Assistants' Briefing
9:00 a.m. Hall D

Series Director's/Adult
Assistants' Briefing
7:30 a.m. Hall C

Series Director
7:00 a.m. Hall C

Participants' Briefing/
Manual Registration
10:30 a.m. Hall D

Competition
Preliminaries
Noon Hall C

Series Director's/Adult
Assistants' Briefing
10:30 a.m. Hall C

Competition Finals
Noon Hall C

Written Report Return
2:00 p.m.-3:00 p.m. 209

BUYING AND MERCHANDISING OPERATIONS RESEARCH

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 212 B

Series Director's/Adult
Assistants' Briefing
9:00 a.m. Hall D

Series Director's/Adult
Assistants' Briefing
7:30 a.m. Hall C

Series Director
7:00 a.m. Hall C

Participants' Briefing/
Manual Registration
10:30 a.m. Hall D

Competition
Preliminaries
Noon Hall C

Series Director's/Adult
Assistants' Briefing
10:30 a.m. Hall C

Competition Finals
Noon Hall C

Written Report Return
2:00 p.m.-3:00 p.m. 209

BUYING AND MERCHANDISING TEAM DECISION MAKING

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 205 A

Series Director's/Adult
Assistants' Briefing
8:00 a.m.
Pacific Ballroom A
Hilton Anaheim

Series Director's/Adult
Assistants' Briefing
7:30 a.m. Hall A

Series Director's/Adult
Assistants' Briefing
8:00 a.m. Hall C

Participants' Briefing/
Testing
9:00 a.m.
Pacific Ballroom A
Hilton Anaheim

Competition
Preliminaries
8:00 a.m. Hall A

Competition Finals
8:30 a.m. Hall C

WED 4/24

THU 4/25

FRI 4/26

SAT 4/27

<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 212 A</p>	<p>Series Director's/Adult Assistants' Briefing 9:00 a.m. Hall D</p> <p>Participants' Briefing/ Manual Registration 10:30 a.m. Hall D</p>	<p>Series Director's/Adult Assistants' Briefing 7:30 a.m. Hall C</p> <p>Competition Preliminaries Noon Hall C</p>	<p>Series Director 7:00 a.m. Hall C</p> <p>Series Director's/Adult Assistants' Briefing 10:30 a.m. Hall C</p> <p>Competition Finals Noon Hall C</p> <p>Written Report Return 2:00 p.m.-3:00 p.m. 209</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 212 A</p>	<p>Series Director's/Adult Assistants' Briefing 9:00 a.m. Hall D</p> <p>Participants' Briefing/ Manual Registration 10:30 a.m. Hall D</p>	<p>Series Director's/Adult Assistants' Briefing 7:30 a.m. Hall C</p> <p>Competition Preliminaries Noon Hall C</p>	<p>Series Director 7:00 a.m. Hall C</p> <p>Series Director's/Adult Assistants' Briefing 10:30 a.m. Hall C</p> <p>Competition Finals Noon Hall C</p> <p>Written Report Return 2:00 p.m.-3:00 p.m. 209</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 212 A</p>	<p>Series Director's/Adult Assistants' Briefing 9:00 a.m. Hall D</p> <p>Participants' Briefing/ Manual Registration 10:30 a.m. Hall D</p>	<p>Series Director's/Adult Assistants' Briefing 7:30 a.m. Hall C</p> <p>Competition Preliminaries Noon Hall C</p>	<p>Series Director 7:00 a.m. Hall C</p> <p>Series Director's/Adult Assistants' Briefing 10:30 a.m. Hall C</p> <p>Competition Finals Noon Hall C</p> <p>Written Report Return 2:00 p.m.-3:00 p.m. 209</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 211 A</p>	<p>Series Director's/Adult Assistants' Briefing 9:00 a.m. Hall D</p> <p>Participants' Briefing/ Manual Registration 10:30 a.m. Hall D</p>	<p>Series Director's/Adult Assistants' Briefing 7:30 a.m. Hall C</p> <p>Competition Preliminaries 10:00 a.m. Hall C</p>	<p>Series Director 7:00 a.m. Hall C</p> <p>Series Director's/Adult Assistants' Briefing 10:00 a.m. Hall C</p> <p>Competition Finals 11:00 a.m. Hall C</p> <p>Written Report Return 2:00 p.m.-3:00 p.m. 209</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 211 A</p>	<p>Series Director's/Adult Assistants' Briefing 9:00 a.m. Hall D</p> <p>Participants' Briefing/ Manual Registration 10:30 a.m. Hall D</p>	<p>Series Director's/Adult Assistants' Briefing 7:30 a.m. Hall C</p> <p>Competition Preliminaries 10:00 a.m. Hall C</p>	<p>Series Director 7:00 a.m. Hall C</p> <p>Series Director's/Adult Assistants' Briefing 10:00 a.m. Hall C</p> <p>Competition Finals 11:00 a.m. Hall C</p> <p>Written Report Return 2:00 p.m.-3:00 p.m. 209</p>

All events will be held in the Anaheim Convention Center unless otherwise noted. All student events are listed in blue.

COMMUNITY
SERVICE PROJECT

MDA
SAFETY \$

CREATIVE
MARKETING
PROJECT



ENTREPRENEURSHIP
—GROWING YOUR
BUSINESS

ENTREPRENEURSHIP
INNOVATION PLAN

ENTREPRENEURSHIP
PARTICIPATING
FRANCHISING AND
INDEPENDENT



Franchising Event Sponsor

COMPETITIVE EVENTS AGENDA

WED 4-24

THU 4-25

FRI 4-26

SAT 4-27

ENTREPRENEURSHIP PROMOTION PROJECT

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 212 A

Series Director's/Adult
Assistants' Briefing
9:00 a.m. Hall D
Participants' Briefing/
Manual Registration
10:30 a.m. Hall D

Series Director's/Adult
Assistants' Briefing
7:30 a.m. Hall C
Competition
Preliminaries
Noon Hall C

Series Director
7:00 a.m. Hall C
Series Director's/Adult
Assistants' Briefing
10:30 a.m. Hall C
Competition Finals
Noon Hall C
Written Report Return
2:00 p.m.-3:00 p.m. 209

ENTREPRENEURSHIP WRITTEN

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 212 A

Series Director's/Adult
Assistants' Briefing
9:00 a.m. Hall D
Participants' Briefing/
Manual Registration
10:30 a.m. Hall D

Series Director's/Adult
Assistants' Briefing
7:30 a.m. Hall C
Competition
Preliminaries
Noon Hall C

Series Director
7:00 a.m. Hall C
Series Director's/Adult
Assistants' Briefing
10:30 a.m. Hall C
Competition Finals
Noon Hall C
Written Report Return
2:00 p.m.-3:00 p.m. 209

FASHION MERCHANDISING PROMOTION PLAN

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 211 A

Series Director's/Adult
Assistants' Briefing
1:00 p.m. 213
Participants' Briefing/
Testing/Manual
Registration
2:00 p.m. 213

Series Director's/Adult
Assistants' Briefing
7:30 a.m. Hall C
Competition
Preliminaries
10:00 a.m. Hall C

Series Director
7:00 a.m. Hall C
Series Director's/Adult
Assistants' Briefing
10:00 a.m. Hall C
Competition Finals
11:00 a.m. Hall C
Written Report Return
2:00 p.m.-3:00 p.m. 209

FINANCE OPERATIONS RESEARCH

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 212 B

Series Director's/Adult
Assistants' Briefing
9:00 a.m. Hall D
Participants' Briefing/
Manual Registration
10:30 a.m. Hall D

Series Director's/Adult
Assistants' Briefing
7:30 a.m. Hall C
Competition
Preliminaries
Noon Hall C

Series Director
7:00 a.m. Hall C
Series Director's/Adult
Assistants' Briefing
10:30 a.m. Hall C
Competition Finals
Noon Hall C
Written Report Return
2:00 p.m.-3:00 p.m. 209

FINANCIAL LITERACY PROMOTION PROJECT

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 212 A

Series Director's/Adult
Assistants' Briefing
9:00 a.m. Hall D
Participants' Briefing/
Manual Registration
10:30 a.m. Hall D

Series Director's/Adult
Assistants' Briefing
7:30 a.m. Hall C
Competition
Preliminaries
Noon Hall C

Series Director
7:00 a.m. Hall C
Series Director's/Adult
Assistants' Briefing
10:30 a.m. Hall C
Competition Finals
Noon Hall C
Written Report Return
2:00 p.m.-3:00 p.m. 209

WED 4/24	THU 4/25	FRI 4/26	SAT 4/27
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 205 A</p>	<p>Series Director's/Adult Assistants' Briefing 1:00 p.m. Pacific Ballroom B Hilton Anaheim</p> <p>Participants' Briefing/ Testing 2:00 p.m. Pacific Ballroom B Hilton Anaheim</p>	<p>Series Director's/Adult Assistants' Briefing 7:30 a.m. Hall A</p> <p>Competition Preliminaries 8:00 a.m. Hall A</p>	<p>Series Director's/Adult Assistants' Briefing 8:00 a.m. Hall C</p> <p>Competition Finals 8:30 a.m. Hall C</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 206</p>	<p>Series Director's/Adult Assistants' Briefing 8:00 a.m. California Ballroom C Hilton Anaheim</p> <p>Participants' Briefing/ Testing 9:00 a.m. California Ballroom C Hilton Anaheim</p>	<p>Series Director's/Adult Assistants' Briefing 1:00 p.m. Hall A</p> <p>Competition Preliminaries 1:30 p.m. Hall A</p>	<p>Series Director's/Adult Assistants' Briefing 9:00 a.m. Hall C</p> <p>Competition Finals 9:30 a.m. Hall C</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 212 B</p>	<p>Series Director's/Adult Assistants' Briefing 9:00 a.m. Hall D</p> <p>Participants' Briefing/ Manual Registration 10:30 a.m. Hall D</p>	<p>Series Director's/Adult Assistants' Briefing 7:30 a.m. Hall C</p> <p>Competition Preliminaries Noon Hall C</p>	<p>Series Director 7:00 a.m. Hall C</p> <p>Series Director's/Adult Assistants' Briefing 10:30 a.m. Hall C</p> <p>Competition Finals Noon Hall C</p> <p>Written Report Return 2:00 p.m.-3:00 p.m. 209</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 211 A</p>	<p>Series Director's/Adult Assistants' Briefing 8:00 a.m. 210</p> <p>Participants' Briefing/ Testing 9:00 a.m. 210</p>	<p>Series Director's/Adult Assistants' Briefing 7:30 a.m. Hall C</p> <p>Competition Preliminaries 8:00 a.m. Hall C</p>	<p>Series Director's/Adult Assistants' Briefing 8:00 a.m. Hall C</p> <p>Competition Finals 10:00 a.m. Hall C</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 205 A</p>	<p>Series Director's/Adult Assistants' Briefing 1:00 p.m. Pacific Ballroom C Hilton Anaheim</p> <p>Participants' Briefing/ Testing 2:00 p.m. Pacific Ballroom C Hilton Anaheim</p>	<p>Series Director's/Adult Assistants' Briefing 7:30 a.m. Hall A</p> <p>Competition Preliminaries 8:00 a.m. Hall A</p>	<p>Series Director's/Adult Assistants' Briefing 8:00 a.m. Hall C</p> <p>Competition Finals 8:30 a.m. Hall C</p>

**FINANCIAL SERVICES
TEAM DECISION
MAKING**

**FOOD
MARKETING
SERIES**



**HOSPITALITY AND
TOURISM
OPERATIONS
RESEARCH**

**HOSPITALITY AND
TOURISM
PROFESSIONAL
SELLING**

**HOSPITALITY
SERVICES TEAM
DECISION MAKING**



COMPETITIVE EVENTS AGENDA

WED 4/24

THU 4/25

FRI 4/26

SAT 4/27

HOTEL AND LODGING MANAGEMENT SERIES

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 206

Series Director's/Adult
Assistants' Briefing
1:00 p.m.
California Ballroom B
Hilton Anaheim

Series Director's/Adult
Assistants' Briefing
7:30 a.m. Hall A

Series Director's/Adult
Assistants' Briefing
9:00 a.m. Hall C

Participants' Briefing/
Testing
2:00 p.m.
California Ballroom B
Hilton Anaheim

Competition
Preliminaries
8:00 a.m. Hall A

Competition Finals
9:30 a.m. Hall C

HUMAN RESOURCES MANAGEMENT SERIES

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 206

Series Director's/Adult
Assistants' Briefing
1:00 p.m.
California Ballroom C
Hilton Anaheim

Series Director's/Adult
Assistants' Briefing
1:00 p.m. Hall A

Series Director's/Adult
Assistants' Briefing
9:00 a.m. Hall C

Participants' Briefing/
Testing
2:00 p.m.
California Ballroom C
Hilton Anaheim

Competition
Preliminaries
1:30 p.m. Hall A

Competition Finals
9:30 a.m. Hall C

INTERNATIONAL BUSINESS PLAN

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 212 A

Series Director's/Adult
Assistants' Briefing
9:00 a.m. Hall D
Participants' Briefing/
Manual Registration
10:30 a.m. Hall D

Series Director's/Adult
Assistants' Briefing
7:30 a.m. Hall C
Competition
Preliminaries
Noon Hall C

Series Director
7:00 a.m. Hall C
Series Director's/Adult
Assistants' Briefing
10:30 a.m. Hall C
Competition Finals
Noon Hall C
Written Report Return
2:00 p.m.-3:00 p.m. 209

LEARN AND EARN PROJECT

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 212 A

Series Director's/Adult
Assistants' Briefing
9:00 a.m. Hall D
Participants' Briefing/
Manual Registration
10:30 a.m. Hall D

Series Director's/Adult
Assistants' Briefing
7:30 a.m. Hall C
Competition
Preliminaries
Noon Hall C

Series Director
7:00 a.m. Hall C
Series Director's/Adult
Assistants' Briefing
10:30 a.m. Hall C
Competition Finals
Noon Hall C
Written Report Return
2:00 p.m.-3:00 p.m. 209

MARKETING COMMUNICATIONS TEAM DECISION MAKING

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 205 A

Series Director's/Adult
Assistants' Briefing
8:00 a.m.
Pacific Ballroom C
Hilton Anaheim
Participants' Briefing/
Testing
9:00 a.m.
Pacific Ballroom C
Hilton Anaheim

Series Director's/Adult
Assistants' Briefing
7:30 a.m. Hall A
Competition
Preliminaries
8:00 a.m. Hall A

Series Director's/Adult
Assistants' Briefing
8:00 a.m. Hall C
Competition Finals
8:30 a.m. Hall C

WED 4/24

THU 4/25

FRI 4/26

SAT 4/27

<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 206</p>	<p>Series Director's/Adult Assistants' Briefing 8:00 a.m. California Ballroom C Hilton Anaheim</p> <p>Participants' Briefing/ Testing 9:00 a.m. California Ballroom C Hilton Anaheim</p>	<p>Series Director's/Adult Assistants' Briefing 7:30 a.m. Hall A</p> <p>Competition Preliminaries 8:00 a.m. Hall A</p>	<p>Series Director's/Adult Assistants' Briefing 9:00 a.m. Hall C</p> <p>Competition Finals 9:30 a.m. Hall C</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 205 B</p>	<p>Series Director's/Adult Assistants' Briefing 1:00 p.m. 207</p> <p>Participants' Briefing/ Testing 2:00 p.m. 207</p>	<p>Series Director's/Adult Assistants' Briefing 7:30 a.m. Hall A</p> <p>Competition Preliminaries 8:00 a.m. Hall A</p>	<p>Series Director's/Adult Assistants' Briefing 9:00 a.m. Hall C</p> <p>Competition Finals 10:00 a.m. Hall C</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 205 B</p>	<p>Series Director's/Adult Assistants' Briefing 8:00 a.m. 207</p> <p>Participants' Briefing/ Testing 9:00 a.m. 207</p>	<p>Series Director's/Adult Assistants' Briefing 1:00 p.m. Hall A</p> <p>Competition Preliminaries 1:30 p.m. Hall A</p>	<p>Series Director's/Adult Assistants' Briefing 9:00 a.m. Hall C</p> <p>Competition Finals 10:00 a.m. Hall C</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 205 B</p>	<p>Series Director's/Adult Assistants' Briefing 8:00 a.m. 207</p> <p>Participants' Briefing/ Testing 9:00 a.m. 207</p>	<p>Series Director's/Adult Assistants' Briefing 1:00 p.m. Hall A</p> <p>Competition Preliminaries 1:30 p.m. Hall A</p>	<p>Series Director's/Adult Assistants' Briefing 9:00 a.m. Hall C</p> <p>Competition Finals 10:00 a.m. Hall C</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 205 B</p>	<p>Series Director's/Adult Assistants' Briefing 1:00 p.m. 207</p> <p>Participants' Briefing/ Testing 2:00 p.m. 207</p>	<p>Series Director's/Adult Assistants' Briefing 7:30 a.m. Hall A</p> <p>Competition Preliminaries 8:00 a.m. Hall A</p>	<p>Series Director's/Adult Assistants' Briefing 9:00 a.m. Hall C</p> <p>Competition Finals 10:00 a.m. Hall C</p>

**MARKETING
MANAGEMENT
SERIES**

**PRINCIPLES OF
BUSINESS
MANAGEMENT AND
ADMINISTRATION**

**PRINCIPLES OF
FINANCE**

**PRINCIPLES OF
HOSPITALITY
AND TOURISM**



**PRINCIPLES OF
MARKETING**

All events will be held in the Anaheim Convention Center unless otherwise noted. All student events are listed in blue.

COMPETITIVE EVENTS AGENDA

WED 4/24

THU 4/25

FRI 4/26

SAT 4/27

PROFESSIONAL SELLING

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 211 A

Series Director's/Adult
Assistants' Briefing
8:00 a.m. 210
Participants' Briefing/
Testing
9:00 a.m. 210

Series Director's/Adult
Assistants' Briefing
7:30 a.m. Hall C
Competition
Preliminaries
8:00 a.m. Hall C

Series Director's/Adult
Assistants' Briefing
8:00 a.m. Hall C
Competition Finals
10:00 a.m. Hall C

PUBLIC RELATIONS PROJECT

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 212 A

Series Director's/Adult
Assistants' Briefing
9:00 a.m. Hall D
Participants' Briefing/
Manual Registration
10:30 a.m. Hall D

Series Director's/Adult
Assistants' Briefing
7:30 a.m. Hall C
Competition
Preliminaries
Noon Hall C

Series Director
7:00 a.m. Hall C
Series Director's/Adult
Assistants' Briefing
10:30 a.m. Hall C
Competition Finals
Noon Hall C
Written Report Return
2:00 p.m.-3:00 p.m. 209

QUICK SERVE RESTAURANT MANAGEMENT SERIES

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 206

Series Director's/Adult
Assistants' Briefing
1:00 p.m.
California Ballroom C
Hilton Anaheim
Participants' Briefing/
Testing
2:00 p.m.
California Ballroom C
Hilton Anaheim

Series Director's/Adult
Assistants' Briefing
1:00 p.m. Hall A
Competition
Preliminaries
1:30 p.m. Hall A

Series Director's/Adult
Assistants' Briefing
9:00 a.m. Hall C
Competition Finals
9:30 a.m. Hall C

RESTAURANT AND FOOD SERVICE MANAGEMENT SERIES

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 206

Series Director's/Adult
Assistants' Briefing
1:00 p.m.
California Ballroom D
Hilton Anaheim
Participants' Briefing/
Testing
2:00 p.m.
California Ballroom D
Hilton Anaheim

Series Director's/Adult
Assistants' Briefing
7:30 a.m. Hall A
Competition
Preliminaries
8:00 a.m. Hall A

Series Director's/Adult
Assistants' Briefing
9:00 a.m. Hall C
Competition Finals
9:30 a.m. Hall C

RETAIL MERCHANDISING SERIES

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 206

Series Director's/Adult
Assistants' Briefing
8:00 a.m.
California Ballroom D
Hilton Anaheim
Participants' Briefing/
Testing
9:00 a.m.
California Ballroom D
Hilton Anaheim

Series Director's/Adult
Assistants' Briefing
7:30 a.m. Hall A
Competition
Preliminaries
8:00 a.m. Hall A

Series Director's/Adult
Assistants' Briefing
9:00 a.m. Hall C
Competition Finals
9:30 a.m. Hall C

WED 4-24

THU 4-25

FRI 4-26

SAT 4-27

<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 212 B</p>	<p>Series Director's/Adult Assistants' Briefing 9:00 a.m. Hall D</p> <p>Participants' Briefing/ Manual Registration 10:30 a.m. Hall D</p>	<p>Series Director's/Adult Assistants' Briefing 7:30 a.m. Hall C</p> <p>Competition Preliminaries Noon Hall C</p>	<p>Series Director 7:00 a.m. Hall C</p> <p>Series Director's/Adult Assistants' Briefing 10:30 a.m. Hall C</p> <p>Competition Finals Noon Hall C</p> <p>Written Report Return 2:00 p.m.-3:00 p.m. 209</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 206</p>	<p>Series Director's/Adult Assistants' Briefing 8:00 a.m. California Ballroom D Hilton Anaheim</p> <p>Participants' Briefing/ Testing 9:00 a.m. California Ballroom D Hilton Anaheim</p>	<p>Series Director's/Adult Assistants' Briefing 1:00 p.m. Hall A</p> <p>Competition Preliminaries 1:30 p.m. Hall A</p>	<p>Series Director's/Adult Assistants' Briefing 9:00 a.m. Hall C</p> <p>Competition Finals 9:30 a.m. Hall C</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 205 A</p>	<p>Series Director's/Adult Assistants' Briefing 8:00 a.m. Pacific Ballroom D Hilton Anaheim</p> <p>Participants' Briefing/ Testing 9:00 a.m. Pacific Ballroom D Hilton Anaheim</p>	<p>Series Director's/Adult Assistants' Briefing 7:30 a.m. Hall A</p> <p>Competition Preliminaries 8:00 a.m. Hall A</p>	<p>Series Director's/Adult Assistants' Briefing 8:00 a.m. Hall C</p> <p>Competition Finals 8:30 a.m. Hall C</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 211 A</p>	<p>Series Director's/Adult Assistants' Briefing 1:00 p.m. 210</p> <p>Participants' Briefing/ Testing/Manual Registration 2:00 p.m. 210</p>	<p>Series Director's/Adult Assistants' Briefing 7:30 a.m. Hall C</p> <p>Competition Preliminaries 10:00 a.m. Hall C</p>	<p>Series Director 7:00 a.m. Hall C</p> <p>Series Director's/Adult Assistants' Briefing 10:00 a.m. Hall C</p> <p>Competition Finals 11:00 a.m. Hall C</p> <p>Written Report Return 2:00 p.m.-3:00 p.m. 209</p>
<p>Series Director's/ Assistant Series Directors' Briefing 9:30 a.m. 212 A</p>	<p>Series Director's/Adult Assistants' Briefing 9:00 a.m. Hall D</p> <p>Participants' Briefing/ Manual Registration 10:30 a.m. Hall D</p>	<p>Series Director's/Adult Assistants' Briefing 7:30 a.m. Hall C</p> <p>Competition Preliminaries 10:00 a.m. Hall C</p>	<p>Series Director 7:00 a.m. Hall C</p> <p>Series Director's/Adult Assistants' Briefing 10:00 a.m. Hall C</p> <p>Competition Finals 11:00 a.m. Hall C</p> <p>Written Report Return 2:00 p.m.-3:00 p.m. 209</p>

**SPORTS AND
ENTERTAINMENT
MARKETING
OPERATIONS
RESEARCH**

**SPORTS AND
ENTERTAINMENT
MARKETING
SERIES**

**SPORTS AND
ENTERTAINMENT
MARKETING TEAM
DECISION MAKING**



**SPORTS AND
ENTERTAINMENT
PROMOTION
PLAN**

**STOCK MARKET
GAME**

All events will be held in the Anaheim Convention Center unless otherwise noted. All student events are listed in blue.

COMPETITIVE EVENTS AGENDA

WED 4-24

THU 4-25

FRI 4-26

SAT 4-27

TRAVEL AND TOURISM TEAM DECISION MAKING

Series Director's/
Assistant Series Directors'
Briefing
9:30 a.m. 205 A

Series Director's/Adult
Assistants' Briefing
1:00 p.m.
Pacific Ballroom D
Hilton Anaheim

Participants' Briefing/
Testing
2:00 p.m.
Pacific Ballroom D
Hilton Anaheim

Series Director's/Adult
Assistants' Briefing
7:30 a.m. Hall A

Competition
Preliminaries
8:00 a.m. Hall A

Series Director's/Adult
Assistants' Briefing
8:00 a.m. Hall C

Competition Finals
8:30 a.m. Hall C

VIRTUAL BUSINESS CHALLENGE



DOLLARS & SENSE

VBC Briefing (required)
7:30 a.m. 208 A

VBC--Sports
9:00 a.m.-1:00 p.m. Hall B

VBC--Dollars & Sense
9:00 a.m.-2:30 p.m. Hall B

VBC--Retail
9:30 a.m.-1:30 p.m. Hall B

VBC--Restaurant
10:00 a.m.-2:00 p.m. Hall B

VBC--Sports
9:00 a.m.-1:00 p.m. Hall B

VBC--Dollars & Sense
9:00 a.m.-3:00 p.m. Hall B

VBC--Retail
9:30 a.m.-2:00 p.m. Hall B

VBC--Restaurant
10:00 a.m.-3:00 p.m. Hall B

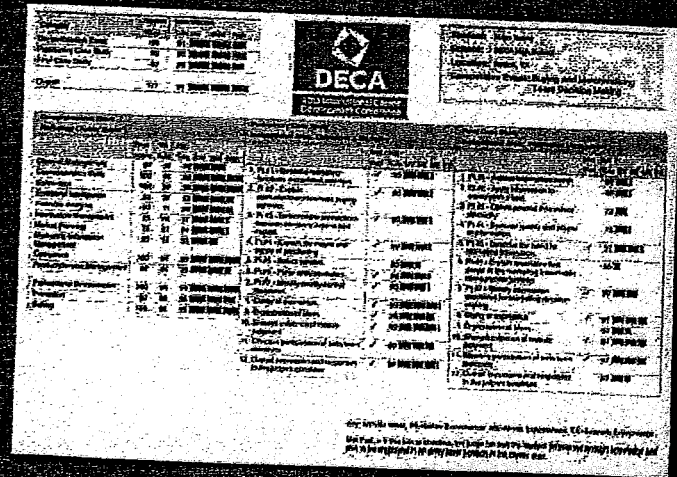
All events will be held in the Anaheim Convention Center unless otherwise noted. All student events are listed in blue.

GET FEEDBACK!

ON YOUR DECA COMPETITIVE EVENTS PERFORMANCE

DECA's competitor transcripts measure your achievement compared to other members from your association and all competitors within your competitive event at ICDC.

Learn more and ask your advisor to order your transcript at www.deca.org/page/transcript.



Available for all DECA Competitive Events (except VBC) after May 15.

ACADEMIES AND INSTITUTE AGENDA

THU 4/25

FRI 4/26

Adult Assistants' Briefing
8:00 a.m. Grand Ballroom E, Anaheim Marriott
Chapter Management Academy
8:30 a.m.-3:30 p.m.
Grand Ballroom E, Anaheim Marriott

Adult Assistants' Briefing
8:00 a.m. Grand Ballroom E, Anaheim Marriott
Chapter Management Academy
8:30 a.m.-3:30 p.m.
Grand Ballroom E, Anaheim Marriott

Adult Assistants' Briefing
8:00 a.m. Grand Ballroom F, Anaheim Marriott
DECA LEADS
8:30 a.m.-3:30 p.m.
Grand Ballroom F, Anaheim Marriott

Adult Assistants' Briefing
8:00 a.m. Grand Ballroom F, Anaheim Marriott
DECA LEADS
8:30 a.m.-3:30 p.m.
Grand Ballroom F, Anaheim Marriott

Adult Assistants' Briefing
8:00 a.m. Marquis Ballroom Center, Anaheim Marriott
Leadership Development Academy
8:30 a.m.-9:45 a.m.
Marquis Ballroom Center, Anaheim Marriott
Leadership Development Academy Breakouts
10:00 a.m.-3:30 p.m.
Marquis Ballroom South, Northeast and Northwest;
Orange County 1; Orange County 3; Elite 3
Anaheim Marriott

Adult Assistants' Briefing
8:00 a.m. Marquis Ballroom Center, Anaheim Marriott
Leadership Development Academy Breakouts
8:30 a.m.-3:00 p.m.
Marquis Ballroom South, Northeast and Northwest;
Orange County 1; Orange County 3; Elite 3
Anaheim Marriott
Leadership Development Academy Graduation
4:00 p.m.
Marquis Ballroom Center, Anaheim Marriott

Adult Assistants' Briefing
8:00 a.m. Platinum Ballroom 1-5
Anaheim Marriott
Senior Management Institute
8:30 a.m. Platinum Ballroom 1-5
Anaheim Marriott
Executive Mentor Program
10:00 a.m. Elite Ballroom 1
Anaheim Marriott
Senior Management Institute
1:30 p.m.-3:30 p.m. Platinum Ballroom 1-4
Anaheim Marriott

Adult Assistants' Briefing
8:00 a.m. Platinum Ballroom 1-4
Anaheim Marriott
Senior Management Institute
8:30 a.m.-3:30 p.m. Platinum Ballroom 1-4
Anaheim Marriott

Adult Assistants' Briefing
8:00 a.m. Platinum Ballroom 6
Anaheim Marriott
THRIVE Academy
8:30 a.m.-3:30 p.m. Platinum Ballroom 6
Anaheim Marriott

Adult Assistants' Briefing
8:00 a.m. Platinum Ballroom 6
Anaheim Marriott
THRIVE Academy
8:30 a.m.-3:30 p.m. Platinum Ballroom 6
Anaheim Marriott

CHAPTER MANAGEMENT ACADEMY

DECA LEADS

LEADERSHIP DEVELOPMENT ACADEMY

SENIOR MANAGEMENT INSTITUTE

THRIVE ACADEMY

WED 4/24

THU 4/25

FRI 4/26

SAT 4/27

**Series Director's/
Assistant Series Directors'
Briefing**
9:30 a.m. 208 A

Adult Assistants' Briefing
8:00 a.m. 204
SBE Academy
8:30 a.m.- 4:00 p.m. 204

Adult Assistants' Briefing
7:30 a.m. Hall C
Competition Preliminaries
8:00 a.m. Hall C

**Series Director's/Adult
Assistants' Briefing**
10:00 a.m. Hall C
Competition Finals
Noon Hall C

Advisor Luncheon
sponsored by
Otis Spunkmeyer, Inc.
1:00 p.m.-2:00 p.m. 208 A



SCHOOL-BASED ENTERPRISE ACADEMY



All events will be held in the Anaheim Convention Center unless otherwise noted. All student events are listed in blue.

ELECTION SESSIONS

Wednesday, April 24

- Officer Candidate Orientation and Interviews**
9:00 a.m. Conference Room 6, Hilton Anaheim
- Nominating Committee Briefing**
9:00 a.m. Conference Room 5, Hilton Anaheim

Thursday, April 25

- Voting Delegates' Briefing and Presidential Campaign Session**
5:00 p.m. 204
- Regional Campaign Sessions**
- Central Region Campaign Session 209
 - North Atlantic Region Campaign Session 208 A
 - Southern Region Campaign Session 204
 - Western Region Campaign Session 208 B

Saturday, April 27

- Voting Delegates' Seating**
11:00 a.m. 210
- Business and Election Session**
11:30 a.m. 210

Sunday, April 28

- New National Officer Orientation**
8:30 a.m. Conference Room 5, Hilton Anaheim

DECA INSTITUTE FOR EDUCATIONAL EXCELLENCE

2 SUMMER INSTITUTES

BRING YOUR CLASSROOM TO LIFE WITH DECA

JUNE 18-21, 2013 | CHARLOTTE, NC

Register today at www.deca.org/events/classroomtolife

ENTREPRENEURSHIP BEST PRACTICES TO ENHANCE STUDENT ACHIEVEMENT

JUNE 24-27, 2013 | MIAMI, FL

Register today at www.deca.org/events/institute

Both institutes hosted and sponsored by



JOHNSON & WALES UNIVERSITY

For questions or more information, contact Michelle Walker at michelle_walker@deca.org or 703-860-5000.

NEW ADVISOR ACADEMY

Sponsored by Competition University and Pepsico Chilled DSD

Designed for new and developing advisors with up to five years of experience, DECA's New Advisor Academy explains how DECA's Comprehensive Learning Program integrates into classroom instruction, applies learning, connects to business and promotes competition. A blend of philosophy and practical instructional techniques, the New Advisor Academy empowers each advisor to "be a hero" in the classroom.

Thursday, April 25

9:00 a.m. 209

Let's Talk About DECA + Advisor's Role

Get an overview of DECA and learn how many of the specific responsibilities of serving as a DECA advisor support the work you are already doing as a classroom teacher.

10:00 a.m.

DECA's Comprehensive Learning Program

Learn about opportunities for exciting classroom activities that connect your instruction to college and careers.

11:00 a.m.

Managing Your Chapter

Learn how effective advisors develop a systematic approach to managing a DECA chapter.

Noon

Lunch (on your own)

1:00 p.m.

An Introduction to DECA's Competitive Events

Learn how you can prepare your 21st century students for the global marketplace through the use of DECA's competitive events. This session includes an overview of the program's alignment with national curriculum standards.

2:00 p.m.

Competitive Events: Preparation tips to help maximize your competitors' success!

Learn strategies you can use to prepare your DECA competitors. We'll discuss recruitment, motivation, preparation, coaching and inevitable issues as they relate to competitive events.

Friday, April 26

9:00 a.m. 209

Facebook, Twitter, Pinterest, Oh My! Using DECA Social Media in the Classroom
Learn how Twitter, Pinterest, Facebook and the new DECA Direct Online are bringing real world information straight to your classroom and how to turn them into exciting and innovating teaching tools for your classroom.

10:00 a.m.

Gaining Support

Learn from savvy DECA advisors who rally the support of people within the school, beyond the school and with businesspeople to cultivate relations and opportunities for their chapters.

11:00 a.m.

Lunch (on your own)

12:00 p.m.

Cool Ideas

During this two-hour session, network with experienced colleagues in a series of round-table discussions and receive tangible cool ideas you can take back to the classroom.

2:00 p.m.

Be a Hero

This culminating session will leave you energized to return to the classroom.

WORKSHOP FOR ALL ADVISORS

Friday, April 26

3:00 p.m. 207

Competitive Events Update, including event changes and topics for the Business Operations Research Event and Professional Selling Events.



NOTHING TO HIDE



International Career Development Conference

April ~~22~~ ²³ - 28, 2013

Travel Itineraries

International Career Development Conference Travel Itineraries

Flight options updated on March 19, 2013

Departing from Detroit, Michigan:

The following flights depart Tuesday April 23, 2013 and return Sunday April 28, 2013

ONE OF THESE FLIGHTS

Plan	Airline	Flight	Departs	Arrives	Seats Available	Price
H	Delta	DL 19	Detroit 3:25pm	Los Angeles 5:25pm	24	\$487.80
		DL 1406	Los Angeles 10:55pm	Detroit 6:14am Monday* *RED EYE RETURN FLIGHT		
L	United	UA 5171	Detroit 6:00am	Houston 8:01am	30	\$537.35
		UA 815	Houston 8:45am	Orange County 10:23am		
		UA 1738	Orange County 1:06pm	Houston 6:20pm		
		UA 5206	Houston 7:55pm	Detroit 11:40pm		
M	United	UA 6146	Detroit 7:45am	Chicago 8:05am	30	\$585.73
		UA 365	Chicago 9:45am	Orange County 12:17pm		
		UA 1738	Orange County 1:06pm	Houston 6:20pm		
		UA 5206	Houston 7:55pm	Detroit 11:40pm		

The following flights depart Wed April 24, 2013 and return Sunday April 28, 2013

Plan	Airline	Flight	Departs	Arrives	Seats Available	Price
N	Spirit	NK 511	Detroit 11:04am	Las Vegas 12:30pm	25	\$469.38
		NK 561	Las Vegas 1:20pm	Los Angeles 2:27pm		
		NK 709	Los Angeles 10:30pm	Detroit 5:49am Monday* *RED EYE RETURN FLIGHT		

If your group would like to fly out of a different airport or day of the week, contact Julie Kuklis (julie@landmarktravel.net) at Landmark Tours & Travel for pricing information. We built this year's program to meet the varying needs of different chapters.

Last updated: 3/19/2013

Board Meeting #6
March 26, 2013
Item #C.5

BOARD POLICY ADOPTION – SECTION 3000

BACKGROUND

The attached board policies (Section 3000 – Fiscal Management) have been brought before the Board of Education for first and second readings and sent to MASB for their review. These policies are being recommended for final approval by the full board of education.

ENCLOSURE

Section 3000 – Fiscal Management

RECOMMENDATION

Move to adopt Board Policies (Section 3000 – Fiscal Management) as written effective March 26, 2013.

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

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

Board Meeting #6
March 26, 2013
Item #C.6

**RESOLUTION DECLARING APRIL AS THE MONTH
OF THE YOUNG CHILD**

BACKGROUND

See attached.

RECOMMENDATION

Move to approve April as Month of the Young Child Resolution 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 DISTRICT
RESOLUTION DECLARING APRIL AS THE MONTH
OF THE YOUNG CHILD**

Whereas, each April, Michigan celebrates Month of the Young Child when special care and attention must be given to young children to insure that they grow and mature into loving, considerate, productive and healthy adults capable of caring for themselves; and,

Whereas, many children will suffer from child abuse, neglect, lack of health care, poor nutrition, inept parenting and inappropriate child care, all of which jeopardize a young child's opportunity for a happy and healthy life; and,

Whereas, celebrating the importance of young children's needs and concerns throughout our county is worthwhile for all of our citizens; and,

Whereas, during the month of April parents, community agencies and the public schools of Monroe County come together to provide activities such as Celebrate Children and Be Their Hero from Age Zero that focus on the needs of young children.

Therefore, be it resolved, that the Monroe Public Schools District Board of Education encourages our local and state organizations, businesses and public agencies to promote this worthy commitment to the future of our children.

Presented and adopted, this 26th day of March, 2013

Robert Yeo, President

Lawrence VanWasshenova, Vice-President

June Knabusch-Taylor, Secretary

Aaron N. Mason, Parliamentarian

Dr. Tedd March, Trustee

Ryan Philbeck, Trustee

Wendy Spicer, Trustee

Randall Monday, Superintendent

Board Meeting #6
March 26, 2013
Item #C.7

**RESOLUTION DECLARING APRIL AS CHILD ABUSE AND NEGLECT
PREVENTION MONTH**

BACKGROUND

See attached.

RECOMMENDATION

Move to approve April as Child Abuse and Neglect Prevention Month Resolution 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	_____	_____	_____	_____

**APRIL AS CHILD ABUSE AND NEGLECT PREVENTION MONTH
RESOLUTION**

WHEREAS, all children deserve to grow up in a healthy, safe, nurturing environment free from abuse or neglect; and

WHEREAS, unfortunately hundreds of cases of suspected child abuse or neglect are reported each day in Michigan and child abuse is one of the nation's most serious public health problems; and

WHEREAS, April is National Child Abuse Prevention Month, a time to raise awareness about child abuse and neglect and create strong communities to support children and families; and

WHEREAS, nation-wide more than 3.6 million children were the subject of abuse and it is estimated that more than 1,770 children die each year from child abuse and neglect; and

WHEREAS, as part of a statewide awareness campaign, the Child Advocacy Network of Monroe County is sponsoring a Pinwheels for Prevention project in Monroe and will display a pinwheel garden at St. Mary's Park, as well as several other locations in Monroe County, including the Monroe County ISD campus, to draw attention to the issue; and

WHEREAS, the pinwheel is the national symbol representing child abuse and neglect prevention nationwide.

NOW, THEREFORE, be it resolved, that the Monroe Public Schools District Board of Education hereby proclaim the month of April 2013 as

CHILD ABUSE AND PREVENTION MONTH

as we encourage all citizens to participate, volunteer and support programs so we may end child abuse and ensure that all children grow up in a safe and healthy environment.

Presented and adopted, this 26th day of March, 2013

Robert Yeo, President

Lawrence VanWasshenova, Vice-President

June Knabusch-Taylor, Secretary

Aaron N. Mason, Parliamentarian

Dr. Tedd March, Trustee

Ryan Philbeck, Trustee

Wendy Spicer, Trustee

Randall W. Monday, Superintendent

BEST PRACTICES INCENTIVE RESOLUTION

BACKGROUND

On June 26, 2012 the Governor enacted legislation under Section 22f of the State School Aid Act, 2012 PA 201, that appropriates \$80,000,000 to provide \$52 per pupil allocations for the FY 2012-13 school year to local school districts and public school academies meeting seven out of eight of the following best practices.

- Hold policy on medical benefit plans (if directly employed by district);
- Obtain competitive bids for the provision of 2012-13 non-instructional services;
- Accept applications for enrollment of non-resident pupils under Section 105 or 105c;
- Monitor individual pupil academic growth in each subject area at least twice during the school fiscal year using competency based online assessments;
- Support opportunities for pupils to receive postsecondary credit while attending secondary school;
- Offer online instructional programs or blended learning opportunities to all eligible pupils;
- Provide a link on district's home page to the url for the MiSchoolData portal or provide data elements on website consistent with the MiSchoolData tables;
- Provide physical education consistent with the 2003 state board policy on quality physical education, or provide health education consistent with the 2004 state board policy on comprehensive health education.

Monroe Public Schools has met the first seven of the eight financial best practices.

RECOMMENDATION

Move to approve the resolution certifying the district's compliance with the required best practices.

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	_____	_____	_____	_____

**Best Practices Incentive
School Board Resolution**

WHEREAS, Section 22f of the State School Aid Act provides \$52 per pupil one-time grants to districts that satisfy at least 7 of 8 best practices criteria not later than June 1, 2013 [MCL 388.1622f].

WHEREAS, the board of education of Monroe Public Schools desires to receive the \$52 per pupil incentive payment.

WHEREAS, the Monroe Public Schools has satisfied at least 7 of 8 best practices criteria.

WHEREAS, eligibility for the incentive payment is contingent upon adopting a resolution that states the district has complied with the following 7 of 8 best practice criteria.

Now, therefore, be it resolved as follows:

1. The board of education of Monroe Public Schools certifies that the district has complied with the following requirements:
 - The district is the designated policy holder for medical benefit plan(s) pursuant to Section 22f(1)(a).
 - The district has obtained a competitive bid on non-instructional services pursuant to Section 22f(1)(b).
 - Identify which non-instructional services were competitively bid for 2012-13.
 - The district accepts applications for enrollment by non-resident applicants under Section 105 or 105c (MCL 388.1705) pursuant to Section 22f(1)(c). A Public School Academy is considered to have met this requirement.
 - The district identifies which of the following it provides pursuant to Section 22f(1)(d):
 - The district monitors individual pupil academic growth in each subject area at least twice during the school year using competency based online assessments pursuant to Section 22f(1)(d) and reports the results to the pupil and his or her parent or guardian.
 - Submits to the Michigan Department of Education a plan that shows progress toward developing the technology infrastructure necessary for the implementation of pupil academic growth assessments by 2014-2015.
 - The district supports opportunities for pupils to receive postsecondary credit while attending secondary school pursuant to Section 22f(1)(e).
 - The district offers online instructional programs or blended learning opportunities to all eligible pupils pursuant to Section 22f(1)(f).
 - The district provides a link on the district's home page to the url for the MISchoolData Portal which will contain the required dashboard indicators pursuant to Section 22f(1)(g). If certain data elements for our district are unavailable from State data collections, we agree to provide those data in the form and manner determined by MDE.

2. The board of education of Monroe Public Schools authorizes and directs its secretary to file this resolution with the State Aid and School Finance Office of the Michigan Department of Education.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Resolved this _____ day of _____, 20__.

Roll Call Vote: Passed: _____ Failed: _____

Board Representative Name

Board Representative Signature

Please send resolution to John Hayner at haynerj1@michigan.gov or it may be mailed to: John A. Hayner, Michigan Department of Education, Office of State Aid and School Finance, P.O. Box 30008, Lansing, Michigan 48909.

CONSENT AGENDA - PURCHASES

ENCLOSURES

- C.10 Parking Lot Reconstruction at Monroe High School
- C.11 Boiler Replacement – Phase 2 at Monroe Middle School
- C.12 Asphalt Parking Lot Reconstruction at the Operations Center
- C.13 I-Wing Metal Roofing Retrofit at Monroe High School
- C.14 Exterior Concrete at Three School Sites

RECOMMENDATION

Move that Agenda Items C.10 - 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	_____	_____	_____	_____

PARKING LOT RECONSTRUCTION AT MONROE HIGH SCHOOL

BACKGROUND

See attached letter for details.

ENCLOSURES

Letter from George O'Dell, John D. Kohler Architect, P.C.
Bid Summary

RECOMMENDATION

Move to accept the bid of \$521,200 from Nagle Paving Company of Novi, MI, for parking lot reconstruction at Monroe High School and reject all other bids. Money for this project is to be taken from the Building and Site Sinking 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	_____	_____	_____	_____



**JOHN D. KOHLER
ARCHITECT, P.C.**

1118 WEST FRONT STREET, MONROE, MICHIGAN 48161
PHONE: (734)242-6880 FAX: (734)242-6883
WWW.KOHLERARCHITECT.NET

REGISTERED
MICHIGAN
OHIO

MEMBER
AIA
NCARB

Monroe Public Schools
Administration Building
1275 N. Macomb Street
Monroe, MI 48162

March 13, 2013
Page 1 of 1

Attention: Mr. Jerry Oley
Director of Operations

Re: Parking Lot Re-Construction
at Monroe High School
for Monroe Public Schools
#1242

Dear Mr. Oley:

As directed, we have reviewed the bids opened on the above mentioned project on March 12, 2013. We submit herein our comments and recommendations.

1. Fourteen (14) contractors attended the Mandatory Pre-Bid Meeting at the job site on February 27, 2013 at 1:00 p.m. Sixteen (16) contractors picked up bidding documents from the Architect's Office.
2. A total of six (6) bids were submitted. Low Base Bid, Proposal A, was submitted by Nagle Paving Company of Novi, MI. at \$521,200.00. Second low bid was submitted by Best Asphalt of Romulus, MI. at \$533,335.00. Our cost estimate for this work was \$535,000.00. All contractors bid the project as specified. See the attached bid summary.
3. For your reference, the scope of work in the Base Bid, Proposal A includes, milling out between 0 to 8" depth of existing asphalt at perimeter drive and perimeter of east parking lot Area A, installing 7 additional catch basins, related storm pipe, grading new stone to re-shape parking lot surface followed with a minimum of 4" new asphalt paving (approximately 149,400 s.f.), new concrete curbed islands at lot perimeter and new energy efficient LED lighting. This will increase the parking by an additional 65 spaces. Also included is milling out a minimum 4" depth of existing asphalt at the east Vocational Education parking lot Area D, and installing a minimum of 4" new asphalt paving (approximately 11,300 s.f.), with new seal coat and pavement markings.
4. We spoke to Sean Morrissey, Manager Engineer of Nagle Paving Company who stated he was comfortable with his bid, he visited the job prior to bidding and that he bid the project using the materials listed in the specifications. He stated they are union contractors and they will pay above the required State Prevailing Wages. He also stated his bid includes all taxes as specified. He stated he will use Geal Electric from Monroe for the new lighting work and Milford Excavating for new underground storm drainage work. He will be providing a performance and labor bond as specified.
5. We have worked with Nagle Paving Company on several past projects for Monroe Public Schools including the rear parking lot at the Administration Building and the Custer II Elementary front parking lot. Their workmanship and coordination was good.

Therefore, based on the above, we recommend a contract be awarded to Nagle Paving Company of Novi, MI. for the Base Bid, Proposal A, bid amount of \$521,200.00.

Please contact our office should you need additional information or decide to proceed.

Sincerely,

George O'Dell
Associate

enc: As Indicated
cc: Files Docs/1242-REC-1

JOHN D. KOHLER ARCHITECT, P.C.
1118 WEST FRONT STREET
MONROE, MI 48161

Parking Lot Re-Construction
At Monroe High School
for Monroe Public Schools
#1242

BID SUMMARY

Madatory Pre-Bid: March 4, 2013 at 1:00 P.M.
Bids Due: March 12, 2013 at 3:00 P.M.
Opening: March 12, 2013 at 3:00 P.M.
Cost Estimate: \$535,000.00

Contractor	Proposal A (Base Bid)	B.B. or C.C.	REMARKS
Nagle Paving Company 39525 E. 13 Mile Rd, Suite 300 Novi, MI. 48377 Ph: 248-553-0600, Fx: 248-553-0669	\$521,200.00	B.B.	Geal Electric
Best Asphalt 6334 N. Beverly Plaza Romulus, MI. 48174 Ph: 734-732-0588 Fx: 734-729-6414	\$533,335.00	B.B.	CREE Lighting
A's Asphalt 25500 Brest Road Taylor, MI 48180 Ph: 734-946-1880 Fx: 734-946-4502	\$609,630.00	B.B.	Lithonia
Barrett Paving Materials 5800 Cherry Hill Ypsilanti, MI 48198 Ph: 734-483-4775, Fx: 734-483-4774	\$626,700.00	B.B.	
Jennite Company 4690 W. Bancroft Toledo, OH 43615 Ph: 419-531-1791 Fx: 419-531-7591	\$656,235.00	B.B.	Lithonia
Gradel, LLC 5318 Stickney, Ave Toledo, Oh 43612 Ph: 419-726-3465, Fx: 419-726-3468	\$675,381.00	B.B.	CREE Lighting

file: excel/bidtabs/mps-13-1210

**BOILER REPLACEMENT AND RELATED
WORK AT MONROE MIDDLE SCHOOL – PHASE 2**

BACKGROUND

See attached letter for details.

ENCLOSURES

Letter from George O'Dell, John D. Kohler Architect, P.C.
Bid Summary

RECOMMENDATION

Move to accept the total bid amount of \$616,854 from Erie Welding & Mechanical Contractors, Inc., Erie, MI, for boiler replacement and related work at Monroe Middle School and reject all other bids. Money for this project is to be taken from the Building and Site Sinking 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	_____	_____	_____	_____



**JOHN D. KOHLER
ARCHITECT, P.C.**

1118 WEST FRONT STREET, MONROE, MICHIGAN 48161
PHONE: (734)242-6880 FAX: (734)242-6883
WWW.KOHLERARCHITECT.NET

REGISTERED
MICHIGAN
OHIO

MEMBER
AIA
NCARB

Monroe Public Schools
Administration Building
1275 N. Macomb Street
Monroe, MI 48162

Attention: Mr. Jerry Oley
Director of Operations

March 14, 2013
Page 1 of 2

Re: Boiler Replacement – Phase 2
at Monroe Middle School
for Monroe Public Schools
#1302

Dear Mr. Oley:

As directed, we have reviewed the bids opened on the above mentioned project on March 12, 2013. We submit herein our comments and recommendations.

1. Eight (8) contractors attended the Mandatory Pre-Bid Meeting at the job site on February 26, 2013 at 1:00 p.m. Eight (8) contractors picked up bidding documents from the Architect's Office.
2. A total of five (5) bids were submitted. Low Base Bid, Proposal A, was submitted by Erie Welding & Mechanical Contractors, Inc. of Erie, MI. at \$578,770.00, plus \$22,768.00 for Alternate A-1 and \$15,316.00 for Alternate A-2 for a total bid of \$616,854. Second low bid was submitted by Monroe Plumbing & Heating of Monroe, MI. at \$608,890.00, plus \$39,900.00 for Alternate A-1 and \$25,900.00 for Alternate A-2 for a total bid of \$674,690.00. Our cost estimate for this work was \$700,000.00. All contractors bid the project as specified. See the attached bid summary.
3. This project will be the second phase of the overall conversion of the building's steam heating to hot water. For your reference, the scope of work in the Base Bid, Proposal A includes, removing the 3 large 6,278 MBH natural gas powered steam boilers in the boiler room and related steam piping and heat exchangers in the tunnels and near the pool and installing 3 new 2,760 MBH natural gas powered high-efficient hot water package boilers. Included is new related piping in tunnels. All new equipment will be connected into the building's existing DDC system. Controls will be furnished and installed by the School's approved temperature control contractor, Control Systems of Ohio.
4. For your reference, Alternate M-1 shall include replacing the 2 hot water supply pumps, HWS 3 & 4 and new variable frequency drives in the pool equipment room with new pumps.
5. For your reference, Alternate M-2 shall include replacing the 2 hot water supply pumps, HWS 1 & 2 and new variable frequency drives in the south tunnel area with new pumps.
6. We spoke to Mike Binder, Estimator and Project Manager for Erie Welding & Mechanical Contractors, Inc., who stated he was comfortable with his bid, and that he bid the project using the materials listed in the specifications. He stated they are members of the Plumber & Pipefitter Union and they pay more than the required State Prevailing Wages. He also stated his bid includes all permits and taxes as specified. He will be providing a performance and labor bond as specified.
7. Erie Welding & Mechanical Contractors, Inc. has completed several projects for Monroe Public Schools including, Boiler Replacement projects at Monroe Middle School, Phase 1 – in 2012, Custer II Elementary in 2009, Christiany Elementary in 2001, Waterloo Elementary in 1988, and Hollywood Elementary in 1989.
8. We also spoke to Joe Conners, CFO for Monroe Plumbing & Heating Co., who stated he was comfortable with his bid, and that he bid the project using the materials listed in the specifications. He stated they are members of the Plumber & Pipefitter Union and they pay more than the required State Prevailing Wages. He also stated his bid includes all permits and taxes as specified. His bid included a performance and labor bond as specified.
9. We have worked with Monroe Plumbing & Heating Co. on several past projects including the pool equipment room ventilation project at Monroe High School in 2005.

10. The following is a list of sub-contractors included with the low two bidders:

	<u>Erie Welding & Mech., Inc.</u>	<u>Monroe Plumbing & Heating, Co.</u>
Boilers	Lochinvar	Lochinvar
Temp Controls	Control Systems of Ohio	Control Systems of Ohio
Plumbing	Erie Welding & Mech.	Monroe Plumbing & Heating
Demolition	Erie Welding & Mech.	Blue Star
Electrical	Brint Electric	Brint Electric
Insulation	Nedra Corp.	Bondy Insulation
Roofing	Bloom Roofing	Nordmann Roofing

Therefore, based on the above, we recommend a contract be awarded to Erie Welding & Mechanical Contractors, Inc. of Erie, MI. for the Base Bid, Proposal A, bid amount of \$578,770.00, plus \$22,768.00 for Alternate A-1 and \$15,316.00 for Alternate A-2 for a total bid amount of \$616,854.00.

Please contact our office should you need additional information or decide to proceed.

Sincerely,


George O'Dell
Associate

enc: As Indicated
cc: Files Docs/1302-REC-1

John D. Kohler Architect, P.C.
 1118 West Front Street
 Monroe, Mich. 48161

Boiler Replacement
 Phase -2
 at Monroe Middle School
 Monroe Public Schools
 #1302

BID SUMMARY

Mandatory Pre-Bid: February 25, 2013 @ 1:00 P.M.
 Bids Due: March 12, 2013 @ 3:00 P.M.
 Opening: March 12, 2013 @ 3:00 P.M.
 Cost Estimate: \$700,000.00

CONTRACTOR	Proposal A (Base Bid)	Alternate A-1 Pool Equip. Pumps	Alternate A-2 Tunnel Pumps	B.B. or C.C.	REMARKS
Erie Welding & Mechanical 9776 S. Dixie Hwy. Erie, MI 48133 Ph: 734-848-8361 Fx: 734-848-2109	\$578,770.00	\$22,768.00	\$15,316.00	B.B.	Lochinvar
Monroe Plumbing & Heating 508 Cooper Street Monroe, Michigan 48161 Ph: 241-4277 Fx: 241-3602	\$608,890.00	\$39,900.00	\$25,900.00	B.B.	Lochinvar
Sieb Plumbing & Heating 303 E. Front Street Monrore, Michigan 48161 Ph: 734-241-8898 Fx: 734-241-9067	\$667,500.00	\$30,676.67	\$18,942.31	B.B.	Lochinvar
Thompson Plumbing & Heating 170 Petersburg Rd. Petersburg, Michigan 49270 Ph: 734-279-1244 Fx: 734-279-1203	\$671,500.00	\$24,245.00	\$18,229.00	B.B.	Lochinvar
Dimech Services, Inc. 5505 Enterprise Blvd. Toledo, OH. 43612 PH: 419-727-0111, Fx: 419-727-0145	\$745,000.00	\$27,000.00	\$17,250.00	B.B.	Lochinvar

PARKING LOT RECONSTRUCTION AT OPERATIONS CENTER

BACKGROUND

See attached letter for details.

ENCLOSURES

Letter from George O'Dell, John D. Kohler Architect, P.C.
Bid Summary

RECOMMENDATION

Move to accept the bid of \$109,585 from Quinn Concrete Construction of Toledo, OH, for parking lot reconstruction at the Operations Center and reject all other bids. Money for this project is to be taken from the Building and Site Sinking 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	_____	_____	_____	_____



**JOHN D. KOHLER
ARCHITECT, P.C.**

1118 WEST FRONT STREET, MONROE, MICHIGAN 48161
PHONE: (734)242-6880 FAX: (734)242-6883
WWW.KOHLERARCHITECT.NET

REGISTERED
MICHIGAN
OHIO

MEMBER
AIA
NCARB

Monroe Public Schools
Administration Building
1275 N. Macomb Street
Monroe, MI 48162

March 14, 2013
Page 1 of 1

Attention: Mr. Jerry Oley
Director of Operations

Re: Asphalt Parking Lot Re-Construction
at the Operations Center
for Monroe Public Schools
#1210

Dear Mr. Oley:

As directed, we have reviewed the bids opened on the above mentioned project on March 12, 2013. We submit herein our comments and recommendations.

1. Eight (8) contractors attended the Mandatory Pre-Bid Meeting at the job site on February 27, 2013 at 1:00 p.m. Nine (9) contractors picked up bidding documents from the Architect's Office.
2. Only two (2) bids were submitted. Low Base Bid, Proposal A, was submitted by Quinn Concrete Construction, Inc. of Toledo, OH. at \$109,585.00. Second low bid was submitted by Pranam Global Tech, Inc. of Livonia, MI. at \$175,000.00. Our cost estimate for this work was \$125,000.00. All contractors bid the project as specified. See the attached bid summary.
3. For your reference, the scope of work in the Base Bid, Proposal A includes, removing the deteriorated asphalt drive between the fuel pumps and bus parking area, and installing approximately 9,100 s.f. of new 10" thick concrete pavement on minimum 4" compacted stone base at the fueling drive and parking area between the fuel pumps and the building. Included is the installation of 3 new catch basins, new storm drainage pipe and an aqua-swirl manhole structure that can filter out any contaminants from the new drainage pipe system before being discharged into the County Drain.
4. We spoke to Thomas Quinn, President of Quinn Concrete Construction, Inc who stated he was comfortable with his bid, he visited the job prior to bidding and that he bid the project using the materials listed in the specifications. He stated they are union workers and they will pay above the required State Prevailing Wages. He also stated his bid includes all taxes as specified. He stated he has Devos Excavating of LaSalle, MI. as his underground subcontractor and Marleau-Hercules Fence Co. of Toledo, OH. as his guardrail subcontractor. He will obtain permits from the Monroe County Drain Commission. He will be providing a performance/labor bond as specified.
5. We have not worked with Quinn Concrete Construction, Inc. on any of our past projects, although he has bid on our past projects.
6. We called and spoke to Mr. Patrick Lewis, City Engineer for City of Monroe, who stated he worked with Quinn Concrete Construction, Inc. last year at the Kentucky Park Monument at Monroe Street and West Seventh Street for the City of Monroe. That work included new concrete walks, steps, railings and landscaping. He stated their workmanship is good and would recommend them if they were the low bidder on any future projects.

Therefore, based on the above, we recommend a contract be awarded to Quinn Concrete Construction, Inc. of Toledo, OH for the Base Bid, Proposal A, bid amount of \$109,585.00.

Please contact our office should you need additional information or decide to proceed.

Sincerely,

George O'Dell
Associate

enc: As Indicated
cc: Files Docs/1210-REC-1

**JOHN D. KOHLER \ ARCHITECT, P.C.
 1118 WEST FRONT STREET
 MONROE, MI 48161**

BID SUMMARY

**Asphalt Parking Lot Reconstruction
 At The Operations Center
 for Monroe Public Schools
 #1210**

**Madatory Pre-Bid: Feb. 27, 2013 at 1:00 P.M.
 Bids Due: March 12, 2013 at 3:00 P.M.
 Opening: March 12, 2013 at 3:00 P.M.
 Cost Estimate: \$125,000.00**

Contractor	Proposal A (Base Bid)	B.B. or C.C.	REMARKS
Quinn Concrete P.O. Box 80065 Toledo, OhH 43608 Ph: 419-476-3290, Fx: 419-476-6400	\$109,585.00	B.B.	
Pranan GlobalTech, Inc. 28980 Joy Road Livonia, MI. 48150 Ph: 734-855-4960, Fx: 734-855-4961	\$175,000.00	B.B.	

file: excel/bidtabs/mps-13-1210

I-WING METAL ROOFING RETROFIT AT MONROE HIGH SCHOOL

BACKGROUND

See attached letter for details.

ENCLOSURES

Letter from George O'Dell, John D. Kohler Architect, P.C.
Bid Summary

RECOMMENDATION

Move to accept the bid of \$134,900 from Royal West Roofing of Brighton, MI, for the I-Wing metal roofing retrofit at Monroe High School and reject all other bids. Money for this project is to be taken from the Building and Site Sinking 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	_____	_____	_____	_____



**JOHN D. KOHLER
ARCHITECT, P.C.**

1118 WEST FRONT STREET, MONROE, MICHIGAN 48161
PHONE: (734)242-6880 FAX: (734)242-6883
WWW.KOHLERARCHITECT.NET

REGISTERED
MICHIGAN
OHIO

MEMBER
AIA
NCARB

Monroe Public Schools
Administration Building
1275 N. Macomb Street
Monroe, MI 48162

March 14, 2013
Page 1 of 1

Attention: Mr. Jerry Oley
Director of Operations

Re: "1 Wing" Metal Roofing Retrofit
at Monroe High School
for Monroe Public Schools
#1301

Dear Mr. Oley:

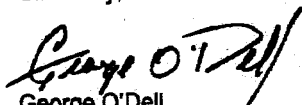
As directed, we have reviewed the bids opened on the above mentioned project on March 12, 2013. We submit herein our comments and recommendations.

1. Seven (7) contractors attended the Mandatory Pre-Bid Meeting at the job site on March 4, 2013 at 3:00 p.m. Five (5) contractors picked up bidding documents from the Architect's Office.
2. A total of three (3) bids were submitted. Low Base Bid, Proposal A, was submitted by Royal West Roofing of Brighton, MI. at \$134,900.00. Second apparent low bid was submitted by Nordmann Roofing of Toledo, OH at \$139,000.00. Our cost estimate for this work was \$121,700.00. All contractors bid the Roofing System as specified. See the attached bid summary.
3. For your reference, the scope of work in the Base Bid, Proposal A includes, removing approximately 2,850 s.f. of existing built-up roofing and insulation down to the metal roof deck over the Maintenance Shop and west kitchen roof area of the building, approximately 16,050 s.f. of cleaning and priming of existing pre-engineered metal building metal roofing and installing new 2-1/2" polyisocyanurate insulation (R=17.5) attached to the metal roof deck with Fast Adhesive spray foam, and a new Carlisle, fully-adhered, 60 mil. EPDM roofing system with a 20-year warranty. New metal gutters and downspouts are included with this project.
4. We spoke to Jason Wilkerson, Estimator and Member of Royal West Roofing, who stated he was comfortable with his bid, and that he bid the project using the materials listed in the specifications. He stated they are members of the Roofers and Sheet Metal Workers Unions and pay prevailing wages. He also stated his bid includes all permits and taxes as specified. He stated he has no Sub-contractors for this project and all work will be performed with his own workers. He will be providing performance/labor bonds as specified.
5. Royal West Roofing has completed several roofing projects of high quality in the past for Monroe Public Schools. They were as follows: West roof area of Administration Building in 2011; North roof areas at Riverside Early Learning Center in 2010; Monroe High School "B" Wing and Classroom Roof on the four wings at Custer I Elementary in 2008 & 2009; Monroe High School "C Wing" and the east roof area at Raisinville Elementary School in 2007; Monroe High School "G Wing" and Hollywood Elementary School in 2006 and at north roof area at Raisinville Elementary School in 2005.

Therefore, based on the above, we recommend a contract be awarded to Royal West Roofing of Brighton, MI for the Base Bid, Proposal A, bid amount of \$134,900.00.

Please contact our office should you need additional information or decide to proceed.

Sincerely,


George O'Dell
Associate

enc: As Indicated
cc: Files Docs/1301-REC-1

**JOHN D. KOHLER \ ARCHITECT, P.C.
 1118 WEST FRONT STREET
 MONROE, MI 48161**

BID SUMMARY

**I-Wing Metal Roofing Retrofit
 At Monroe High School
 for Monroe Public Schools
 #1301**

**Mandatory Pre-Bid: March 4, 2013 at 3:00 P.M.
 Bids Due: March 12, 2013 at 3:00 P.M.
 Opening: March 12, 2013 at 3:00 P.M.
 Cost Estimate: \$121,700.00**

Contractor	Proposal A (Base Bid)	B.B. or C.C.	REMARKS
Royal West Roofing 10505 Plaza Drive Whitmore Lake, MI 48189 Ph: 734-449-7663 Fx: 734-449-4333	\$134,900.00	B.B.	Carlisle or Firestone
Nordmann Roofing 1722 Starr Ave. Toledo, OH 43605 Ph: 419-691-5737 Fx: 419-691-9521	\$139,000.00	B.B.	Carlisle
United Roofing & Sheet Metal 7255 Progress Street Holland, OH 43528 Ph: 419-865-5576, Fx: 419-865-2060	\$142,400.00	B.B.	Carlisle or Firestone

Board Meeting #6
March 26, 2013
Item #C.14

**EXTERIOR CONCRETE & RELATED WORK AT MONROE MIDDLE SCHOOL,
ARBORWOOD SOUTH AND THE ADMINISTRATION BUILDING**

BACKGROUND

See attached letter for details.

ENCLOSURES

Letter from George O'Dell, John D. Kohler Architect, P.C.
Bid Summary

RECOMMENDATION

Move to accept the bid of \$60,125 from Quinn Concrete Construction of Toledo, OH, for exterior concrete and related work at Monroe Middle School, Arborwood South and the Administration Building and reject all other bids. Money for this project is to be taken from the Building and Site Sinking 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	_____	_____	_____	_____



**JOHN D. KOHLER
ARCHITECT, P.C.**

1118 WEST FRONT STREET, MONROE, MICHIGAN 48161
PHONE: (734)242-6880 FAX: (734)242-6883
WWW.KOHLERARCHITECT.NET

REGISTERED
MICHIGAN
OHIO

MEMBER
AIA
NCARB

Monroe Public Schools
Administration Building
1275 N. Macomb Street
Monroe, MI 48162

March 14, 2013
Page 1 of 2

Attention: Mr. Jerry Oley
Director of Operations

Re: Exterior Concrete & Related Work
at Three School Sites
for Monroe Public Schools
#1207, #1303 & #1304

Dear Mr. Oley:

As directed, we have reviewed the bids opened on the above mentioned project on March 12, 2013. We submit herein our comments and recommendations.

1. Seven (7) contractors attended the Mandatory Pre-Bid Meeting at the Administration Building on February 26, 2013 at 1:00 p.m. Seven (7) contractors picked up bidding documents from the Architect's Office.
2. A total of three (3) bids were submitted. Apparent Low Base Bid, Proposal A, was submitted by BBC Foundations & Flatwork of Carleton, MI, at \$45,325.75. Second low bid was submitted by Quinn Concrete Construction, Inc. of Toledo, OH at \$60,125.00. Our cost estimate for this work was \$60,000.00. All contractors bid the project as specified. See the attached bid summary.
3. For your reference, the scope of work in the Base Bid, Proposal A includes, a combined bid for the work at the three school sites.
4. Work at Monroe Middle School, (Job #1207) includes, removing and replacing approximately 3,500 s.f. of the concrete walk and concrete terrace between the city walk and street curb on East Fifth Street from the Receiving area ramp to the intersection at East Fifth Street and Washington Street. Also included, is the removal of the deteriorated concrete ramp and foundation from the east Café exit doors and installing new concrete foundations, ramp surface and aluminum railings.
5. Work at the Administration Building, (Job #1303) includes, removing approximately 100 s.f. of the front concrete walk adjacent to the parking lot and installing new concrete walk, to transition without steps from the parking lot to the front walk. Work also includes creating a new slope earth berm with a new concrete walk, (approximately 295 s.f.) to slope from the existing front walk to the north end of the front concrete porch deck. The School Maintenance Department will have the pine tree and bushes along the north end of the porch deck removed prior to the Contractor starting work. This work is to create a barrier free front entry access to the building.
6. Work at Arborwood South Elementary School, (Job #1304) includes, removing the uneven flagstone pavers, (approximately 510 s.f.) from the west main entry, cleaning the underlying concrete tunnel deck, installing a bonding agent and installing a new concrete walking surface flush to the floor line and adjacent walk area.
7. We called Eric Blaz, Managing Member of BBC Foundations & Flatwork who stated after reviewing his bid, he found that he made a mistake by not adding the foundation work required for the Monroe Middle School Café ramp. He has sent a letter (copy attached) requesting to withdraw his bid.
8. We spoke to Thomas Quinn, President of Quinn Concrete Construction, Inc who stated he was comfortable with his bid, he visited the job prior to bidding and that he bid the project using the materials listed in the specifications. He stated they are union workers and they will pay above the required State Prevailing Wages. He also stated his bid includes all taxes as specified. He stated he has Hayes Brothers Ornamental as his railing subcontractor. He will obtain permits from the City of Monroe for work in the East Fifth Street road right-of-way. He will be providing a performance/labor bond as specified.
9. We have not worked with Quinn Concrete Construction, Inc. on any of our past projects
10. We called and spoke to Mr. Patrick Lewis, City Engineer for City of Monroe, who stated he worked with Quinn Concrete Construction, Inc. last year at the Kentucky Park Monument at Monroe Street and West Seventh Street for the City of Monroe. That work included new concrete walks, steps, railings and landscaping. He stated their workmanship is good and would recommend them if they were the low bidder on any future projects.

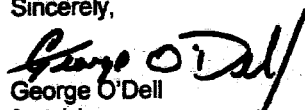
Exterior Concrete & Related Work
At Three School Sites
#1207, #1303 & #1304

March 14, 2013
Page 2 of 2

Therefore, based on the above, we recommend that BBC Foundations & Flatwork of Carleton, MI. be allowed to withdraw their bid and a contract be awarded to Quinn Concrete Construction, Inc. of Toledo, OH. for the Base Bid, Proposal A, bid amount of \$\$60,125.00.

Please contact our office should you need additional information or decide to proceed.

Sincerely,


George O'Dell
Associate

enc: As Indicated
cc: Files Docs/1207-REC-1

**JOHN D. KOHLER \ ARCHITECT, P.C.
 1118 WEST FRONT STREET
 MONROE, MI 48161**

BID SUMMARY

**Exterior Concrete & Related Work
 At Three School Sites
 for Monroe Public Schools
 #1207, #1303 & #1304**

**Mandatory Pre-Bid: February 26, 2013 at 1:00P.M.
 Bids Due: March 12, 2013 at 3:00 P.M.
 Opening: March 12, 2013 at 3:00 P.M.
 Cost Estimate: \$60,000.00**

Contractor	Proposal A (Base Bid)	B.B. or C.C.	REMARKS
BBC Foundations & Flatwork 11111 Telegraph Rd. Carleton, MI 48117 Ph: 734-299-2005, Fx: 734-654-3600	\$45,325.75	B.B.	
Quinn Concrete P.O. Box 80065 Toledo, OH 43608 Ph: 419-476-3290, Fx: 419-476-6400	\$60,125.00	B.B.	
Pranan GlobalTech, Inc. 28980 Joy Road Livonia, MI. 48150 Ph: 734-855-4960, Fx: 734-855-4961	\$62,500.00	B.B.	



1111 TELEGRAPH RD, CARLETON, MI 48117
OFFICE 734-299-2005 FAX 734-654-3600

March 13, 2013

John D. Kohler/Architect PC
1118 West Front Street
Monroe, MI 48161
ATTN: George O'Dell

Dear George,

Please withdraw our bid (BBC Proposal #1832) for the Monroe Public Schools project due to a mistake in our estimating. We are sorry for any inconvenience. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric M. Blaz". The signature is written in a cursive style.

Eric M. Blaz
Managing Member

Board Meeting #6
March 26, 2013
Item #C.19

ADJOURNMENT

RECOMMENDATION

Move to adjourn the March 26, 2013 Board Meeting #6.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____