



MONROE PUBLIC SCHOOLS

BOARD MEETING #7

April 23, 2013

7:00 p.m.

EXCELLENCE

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

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #7
Tuesday, April 23, 2013
7:00 p.m.

AGENDA

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A. Roll Call and Call to Order	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
2. Manor Quiz Bowl Team	Mr. Monday	
B. Public Commentary – Agenda Items Only	Mr. Yeo	
C. Discussion and Action Items		
1. Approval of Minutes	Mr. Yeo	2
Move to approve the minutes of the following meetings as submitted:		
• March 26, 2013 Work Session		
• March 26, 2013 Board Meeting #6		
2. Reports and Updates	Mr. Yeo	7
a. March 18, 2013 Board Curriculum Committee Minutes		
b. April 8, 2013 Board Personnel Committee Minutes		
3. Staff Resignations	Mrs. Everly	14
Move to approve the resignations from Monroe Public Schools for Russell Ray effective 4/19/13; Debra Mau effective 4/29/13; Christine Jarrait, Carla Matusik, and Nancy Monday effective at the end of the 2012/13 school year.		
4. Board Policies – First Reading	Dr. Martin	20
Move to approve the following policies as a first reading:		
• Section 4000 – Business Management		
5. Consent Purchases	Mr. Oley	21
Move that Agenda Items C.6 - C.10 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.		
6. MHS Variable Frequency Drives Replacement	Mr. Oley	22
Move to accept the quote from Control Systems of Ohio located in Sylvania for VFD replacement at Monroe High		

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School at a cost not to exceed \$31,736. Money for this project is to be taken from the Building and Site Sinking Fund.		
7. MHS Chiller Start Up Move to accept the low bid from Dimech Services of Toledo, Ohio for the chiller start up at Monroe High School at a cost not to exceed \$5,878 and reject all other bids. Money for this purchase is to be taken from the Operations budget.	Mr. Oley	30
8. Playground Mulch Move to accept the low bid from Jack's Lawn Service of Monroe, Michigan for playground mulch at a cost not to exceed \$9,735 and reject all other bids. Money for this purchase is to be taken from the Operations budget.	Mr. Oley	34
9. Carpet/Tile Replacement for 2013 District-Wide Move to accept the low bid from Morr-Kare Interiors of Erie, Michigan for carpet and tile replacement at a cost not to exceed \$61,277 and reject all other bids. Money for this purchase is to be taken from the Building and Site Sinking Fund.	Mr. Oley	39
10. Grounds Care Chemicals Move to accept the low bid from John Deere Landscapes.com for various grounds chemicals at a cost not to exceed \$7,145.10 and reject all other bids. Money for this purchase is to be taken from the Operations budget.	Mr. Oley	43
11. Superintendent's Comments	Mr. Monday	
12. Old Business	Mr. Yeo	
13. New Business	Mr. Yeo	
14. Public Commentary – Any Topic	Mr. Yeo	
15. Closed Session Move to convene in closed session for the purpose of discussing candidates for the Superintendent's position. Open Meeting Act, Sect., 8(c).	Mr. Yeo	47
16. Adjournment of Closed Session and Reconvene Move that the closed session be adjourned and Board Meeting #7 be reconvened into open session.	Mr. Yeo	48

17. Superintendent Candidates

Move to interview _____ for the position
of Superintendent of Monroe Public Schools.

Mr. Yeo

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18. Adjournment

Move that the April 23, 2013 Board Meeting #7 of the Monroe
Public Schools Board of Education be adjourned.

Mr. Yeo

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Board Meeting #7
April 23, 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 26, 2013 Board Work Session Minutes
- March 26, 2013 Board Meeting #6 Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- March 26, 2013 Board Work Session
- March 26, 2013 Board Meeting #6

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 26, 2013
5:00 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: President Robert Yeo, Vice President Larry VanWasshenova, Secretary June Knabusch-Taylor (arrived at 5:03 p.m.), Parliamentarian Aaron N. Mason (left at 5:45 p.m.), Trustee Dr. Tedd March, Trustee Ryan Philbeck (arrived at 5:05 p.m.) and Trustee Wendy Spicer

Board Members Absent: None

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

Administrators Absent: None

President Yeo called the meeting to order at 5:02 p.m.

Closed Session

Motion by Mr. Mason support by Dr. March to convene in closed session for the purpose of discussing strategies connected with the negotiation of collective bargaining agreements (Open Meetings Act, Section 8c), as well as attorney/client privilege.

Vote: Motion carried by a 5-0 hand vote.

Reconvene in Open Session

Motion by Dr. March; support by Mr. VanWasshenova that the closed session be adjourned and the Board work session be reconvened into open session.

Vote: Motion carried by a 6-0 hand vote.

Adjournment

Motion by Dr. March; support by Mr. VanWasshenova that the 5:00 p.m., March 26, 2013 Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:06 p.m.

June Knabusch-Taylor, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #6
Tuesday, March 26, 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, Trustee Dr. Tedd March, Trustee Ryan Philbeck, and Trustee Wendy Spicer

Board Members Absent: Parliamentarian Aaron N. Mason

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

Administrators Absent: None

President Yeo called the meeting to order at 7:10 p.m.

Public Commentary-Agenda Items Only

There was no public commentary at this time.

Approval of Minutes

Motion by Ms. Spicer; support by Dr. March 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

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

Reports and Update

The March 4, 2013 Board Personnel Committee Minutes and the March 21, 2013 Board Policy Committee Minutes were received without comments.

Staff Resignations

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

Discussion: Thank you to these employees for their many years of service and outstanding jobs they have done. It was noted by Mr. Yeo that originally Mr. Monday planned to retire July 31, 2013 but it has been changed to June 30, 2013 to coincide with the end of the school year.

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

DECA International Career Development Conference

Motion by Mrs. Knabusch-Taylor; support by Mr. VanWasshenova 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.

Discussion: Jeff Brown, DECA Advisor introduced Alexandra Oklejas and her mother who will all be attending the conference in Anaheim. Some MPS funds will be used to cover the cost of the trip and will come from CTE Added Cost funds. Board members wished Alex good luck in her competition.

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

Policy 3000 – Final Reading

Motion by Mr. VanWasshenova; support by Mr. Philbeck to adopt Board Policies (Section 3000 – Fiscal Management) as written effective March 26, 2013.

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

Resolution – Month of the Young Child

Motion by Mr. VanWasshenova; support by Mr. Yeo to approve April as Month of the Young Child Resolution as presented.

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

Resolution – Child Abuse and Neglect Prevention Month

Motion by Mr. VanWasshenova; support by Mr. Philbeck to approve April as Child Abuse and Neglect Prevention Month Resolution as presented.

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

Best Practices Resolution

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor to approve the resolution certifying the district's compliance with the required best practices.

Discussion: Mrs. Eighmey noted that we apply for the best practices incentive and the state of Michigan will then give MPS \$52 per student. The state could do an audit although we were not audited last year.

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

Consent Agenda – Purchases

Motion by Mr. VanWasshenova; support by Mr. Philbeck that Agenda Items C.10 - C.14 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

- Item C.10 – Parking Lot Reconstruction at MHS – To accept the bid of \$521,200 from Nagle Paving Company of Novi, MI for parking lot reconstruction at MHS and reject all other bids.
- Item C.11 – Boiler Replacement and Related Work at MMS – Phase 1 – To accept the total bid amount of \$616,854 from Erie Welding & Mechanical Contractors, Inc., Erie, MI for boiler replacement and related work at MMS and reject all other bids.
- Item C.12 – Parking Lot Reconstruction at Operations Center – 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.
- Item C.13 – I-Wing Metal Roofing Retrofit at MHS – To accept the bid of \$134,000 from Royal West Roofing of Brighton, MI, for the I-Wing metal roofing retrofit at MHS and reject all other bids.
- Item C.14 – Exterior Concrete & Related Work at MMS, Arborwood South and the Administration Building – To accept the bid of \$60,125 from Quinn Concrete Construction of Toledo, OH, for exterior concrete and related work at MMS, Arborwood South and the Administration Building and reject all other bids.

All money for these projects will come from the Building & Site Sinking Fund.

Discussion: Regarding the parking lot reconstruction at MHS, this is Phase I of the project and will include the student side between A and B wings as well as a small section around I-Wing. The

entranceway to MHS is in bad shape as well, and Jerry Oley will evaluate that portion. These projects will begin as soon as school ends for the summer, although we may be able to start on the MMS boiler project sooner.

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

Superintendent Comments

- Our annual Kindergarten registration is April 10, 11, and 12 at Riverside Early Learning Center.
- The final three safety and security meetings will be April 9 at Raisinville, April 15 at MHS, and April 16 at Custer.
- Spring break starts this Friday and there will be no school all next week. School resumes on Monday, April 8.

Old Business

Mr. Yeo reminded that public that we have hired a search firm to find a new superintendent upon Mr. Monday's retirement. This is an 8-12 week process and the Board is open to any comments the public may have regarding the search.

New Business

There was no new business.

Public Commentary-Any Topic

Selma Rankins, citizen, praised the outstanding work of both Carl Hoffman and Kathleen Oetjens.

Adjournment

Motion by Mr. VanWasshenova; support by Ms. Spicer that the March 26, 2013, Board Meeting #6 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:40 p.m.

June Knabusch-Taylor, Secretary

Board Meeting #7
April 23, 2013
Item #C.2

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- March 18, 2013 Board Curriculum Committee Minutes
- April 8, 2013 Board Personnel Committee Minutes

Monroe Public Schools
Board Curriculum Committee



Date of Meeting: March 18, 2013
Next Meeting: April 15, 2013 at 4:45 p.m.

1. **Call to Order:** Julie Everly called the meeting to order at 4:50.
In Attendance: Julie Everly, Terry Joseph, June Knabusch-Taylor, Barry Martin, Janelle Martin, Ryan McLeod, Steve Pollzzie, Kyle Reed, Bonnie Ritsema, David Shay, Larry VanWasshenova
2. **Minutes:** *The February 25, 2013 minutes were approved at the March 12, 2013 Board Meeting.*
3. **Public Commentary:** None
4. **Arborwood Academy Updates:**
 - **Community of Learners:** Mrs. Joseph and Mr. Pollzzie explained that the Interest Academies were created in order to provide Arborwood students with exposure to career pathway areas. Primary students are rotated through all academies – Math and Science, Visual Arts, Performing Arts, and Health and Wellness. Students in grades 3-6 have made a two year commitment to an academy. No changes in staffing were needed to create the interest academies. The work in the academies is showcased for families at a Community of Learners Celebration Day. There have been two this year, and there will be another at the end of the school year.
 - **Encore Pilot for 2013-2014:** Mrs. Everly explained that she was invited to Arborwood by the administration and Encore teachers for a presentation explaining a new Encore scheduling concept. In discussing the idea with the group, Mrs. Everly invited them to participate in this Curriculum Meeting.

Mrs. Joseph and Mr. Pollzzie introduced the Arborwood Encore Team. The team explained that currently each Encore teacher meets with his/her classes once every four days. Mrs. Everly reminded the group that the four day rotation schedule was new four years ago. The Encore Team explained that on the rotation schedule, if a class or student misses a day of instruction – i.e. - snow days, assemblies, student absences - there is a large gap of contact time in instruction. The team explained that they brainstormed together to bring forward an idea that they believe would close the gap in instruction while strengthening their relationships with students and classroom routines.

They presented the idea of students having the same Encore class daily for a nine week span. In addition to achieving the above, the team discussed that by having daily student contact, they would have more opportunity to go in depth in their curriculum and in integrating the core curriculum. Mr. Pollzie and Mrs. Joseph explained that this would mean that the Arborwood Master Schedule for the campus would be created to rotate students through Art, Music, PE, and Technology in grades Y5-6. Mrs. Everly explained that because there would continue to be the same number of days in each Encore that there would not be a change in the curriculum or staffing in order to initiate this concept. Mrs. Knabusch-Taylor likened it to the Middle School Enrichment schedule.

Mrs. Martin, Arborwood Music Teacher explained that since the Encore teachers are a valuable part of the school community, this model would allow them more opportunities to get to know the students and their families on a more personal level and make connections between the curriculum content. Mrs. Ritsema, Arborwood Art Teacher explained that she anticipated that this change in scheduling will help improve relationships with students and families improve student achievement, increase instructional time in that each day's instruction can build on the next without delay. Mr. Shay, Arborwood Physical Education Teacher added examples regarding the benefits of daily repetition with the Physical Education Curriculum.

Mrs. Everly added her support of the collaboration of the team and the importance of supporting their creative thinking. She looks forward to the opportunity to see the results of this alternative scheduling plan.

5. State of Michigan Interim Assessments:

Mrs. Everly explained that next year 2013-2014 is the last year for the MEAP test and the state fall testing period. Smarter Balance Assessments will begin in Spring 2015. Mrs. Knabusch-Taylor expressed concern as to how the state would expect all students to be tested online in a given time frame. Monroe High, Monroe Middle, Waterloo and Custer will be participating in a pilot of the State Interim Assessments in Science and Social Studies which are administered completely online. Mrs. Everly added that the pilot will provide us with good insight as to the district's capacity to test large numbers of students online. She informed the group that she, Dr. Martin, and Mr. Payne were working together on the logistics of the technology.

Dr. Martin expressed that this is a good opportunity to let our students see a computerized test and have an opportunity to work through it. There will be a window of 2 consecutive weeks that each school will choose to take the tests throughout April and/or May. Along with the assessments there are also video tutorials for all levels 3rd -12th grade. These are available for use with all students and staff - even those not involved with the pilot.

6. Michigan Citizenship Curriculum Collaboration (MC3) Social Studies:

Mrs. Everly followed up with the information given at the last Board Curriculum meeting to report that with the beginning of third trimester taking place, our fourth grade classes have started to work with the MC3 Social Studies Units. She shared how impressed she was with the committee's willingness to move forward with this late in the year as a result of their findings when correlating the current TCI Curriculum with Michigan Standards in fourth grade. She shared a PowerPoint that provided background on MC3. The Michigan Citizenship Curriculum Collaboration (MC3) is available at no cost to the district. There are supplementary materials required with the units that would be an expense; however, it would not be comparable to a textbook adoption. MC3 has a curriculum for kindergarten through high school and it meets all the state GLCE's. It also aligns well with the proposed National Social Studies Curriculum.

7. Kindergarten Registration:

Mrs. Everly reminded everyone that on April 10, 11, and 12th Kindergarten Registration will take place at Riverside Early Learning Center. Mr. VanWasshenova asked about advertisement for the event. Mrs. Everly shared that in addition to notes going home, the district has posters at the schools, a kiosk in the mall, and an announcement on the website. She is working with Mr. Vergiels on communication with all area preschools to be distributed next week. On March 22nd, we were involved with the Head Start Parent Outreach Day which allowed approximately 40 HeadStart students to register.

8. Title 1 Supplemental Materials:

Dr. Martin wanted to reiterate what he included in the Board Briefs about the information on the Title 1, \$30,000.00 book purchase. This purchase, and others like this, is supplemental to the core curriculum. Mr. VanWasshenova inquired about the possibility of online books.

9. Summer School – Summer Learning Academy (SLA):

Dr. Martin reported that the Summer Learning Academies will be PreK-8 at Arborwood. The students that are invited to SLA will be chosen according to the student achievement results reported by their teachers. The calendar for summer school will remain the same.

10. New Business:

- World Languages - Dr. McLeod shared that due to the Michigan Merit Curriculum requirements, last year every 9th grade student was scheduled into a world language class, and for some students and teachers this has been problematic. Prior to this year, world language was an elective. Dr. McLeod

also explained that incoming 9th graders next year will still be required to take two years of a world language. However, students will not be required to take a world language during their 9th grade year. Mrs. Knabusch-Taylor raised the question as to what the specifics of this graduation requirement involve. Dr. McLeod will be bringing information to the next meeting about a pilot that Monroe Middle School is exploring to provide students with exposure to world languages that our high school is offering.

11. Old Business:

- Dr. McLeod referenced that there had been some confusion regarding the location of our high school biology classes next year. He clarified that all MHS Biology students will have class at the Knabusch Math and Science Center. Mrs. Everly added that we are currently in conversations with the MCISD to schedule and staff times for additional elementary opportunities at KMSC.
- Scheduling Updates- Dr. McLeod reported that the MHS schedule is developed based on student requirements and preferences. If there is a demand for a class, we make every effort to supply the class. The only new class for the 2013-2014 school year is the Video Journalism, and this will be taught in conjunction with the ISD.

12. Future Agenda Items:

- Mr. VanWasshenova and Mrs. Knabusch-Taylor would like to encourage and discuss some alternate school structures/formats that would recruit students. One example that was given was a school with a traditional focus on curriculum and uniforms. Mrs. Everly indicated that many of our schools are having conversations about school reform models, and she would be willing to continue discussing this with administrators and share their research at the next meeting.

13. Adjournment: Mrs. Everly adjourned the meeting at 7:00 p.m.

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

Date of Meeting: April 8, 2013

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

Next Meeting: May 6, 2013

1. **Call to Order:** The meeting was called to order at 5:15 PM
2. **Minutes:** March minutes previously approved.
3. **Public Commentary:** none
4. **Staffing updates:** Dr. McLeod reported that informal screening for the Operations Supervisor position was held on Thursday, March 28th. Eight of the twenty-five candidates who had previous supervisory experience were invited to participate. The committee has selected two of these candidates to proceed to the formal interview process and administration is in the process of establishing a date for those interviews. Administration will be looking for a board member to sit on this panel.

Dr. McLeod reported that there are nine candidates for the MHS Assistant Principal vacancy. Administration is pleased to have four internal candidates who have participated in our administrator intern program and/or have experience in a lead position within our buildings. The date for these interviews is also being considered.

Mrs. Scherer reported that there are currently ten retirements announced, seven of which are teachers. Mrs. Everly shared that, in following past practice, there is an agreement with the teachers union to extend the deadline for retirement announcements to May 1st.

Mr. Yeo asked if there were any additional administrator retirements anticipated. Mr. Monday noted that while there are a few who would be eligible to retire, we have no commitments from anyone that they are planning to retire at this time.

Mr. Monday shared that central office will be bringing recommendations for known administrator renewals to the Board for the May 7th meeting. He reported that Central Office is in the process of reviewing the overall package for the non-affiliated administrative group in an effort to align overtime compensation language in contracts. The overall package for the non-affiliated administrative group is expected to be cost neutral.

5. **Old Business:** Mrs. Knabusch-Taylor requested additional information on the high school staffing and plans for student credit recovery. Mr. Yeo clarified perceived concerns of the board that students at MHS are being passed on at D- levels and the board is unaware of what the process is to assist those students. Mr. Monday explained that opportunities are available through summer credit recovery and three-trimester courses. Ms. Knabusch-Taylor has requested data on the success of

these programs. Mr. Yeo suggested that the information be shared with the board as a whole to clarify the process.

6. **New Business:** Mrs. Everly reported that next week the district will have representatives attending teacher fairs at Eastern Michigan University and Michigan State University.

Mr. Yeo asked what the salary was for a new teacher. Mrs. Scherer noted that was \$36,110. Mr. Yeo also questioned how long it would take for a teacher to reach @ \$50,000. Dr. McLeod noted that a teacher obtaining their master's degree would reach that level in 6 years.

Mrs. Knabusch-Taylor asked for updates on the CTE programs and shared some ideas she had to promote these programs. These ideas included pursuing additional business partners and hosting a fair to showcase these programs. Mrs. Everly acknowledged that many of the CTE concepts are being integrated into School Improvement K-12. The Arborwood Campus structure is a good example of this, and these ideas continue to be discussed in our District and School Improvement Workshops.

Mr. Yeo inquired about the organizational grade level and department structure of the MHS. Dr. McLeod and Mrs. Everly discussed highlights of school improvement conversations taking place at Monroe High School.

7. **Future Agenda Items:** Discussion on the replacement of the Board Secretary.
8. **Next Meeting:** May 6, 2013 at 5:00 PM.
9. **Adjournment:** The meeting was adjourned at 6:55 PM.

STAFF RESIGNATIONS

BACKGROUND

Russell Ray: We have received a letter of resignation from Russell Ray for the purpose of other employment effective April 19, 2013. Mr. Ray has been employed with our Technology Department as a Computer Technician for the past three years.

Deb Mau Hicks: We have received a letter of resignation from Deb Mau Hicks for the purpose of relocating and other employment out of state. Ms. Hicks has been employed with Monroe Public Schools for the past 11.5 years as a secondary English teacher. Her resignation is effective Tuesday, April 23, 2013.

Christine Jarrait: We have received a letter of resignation from Christine Jarrait for the purpose of retirement at the end of the 2012/13 school year. Ms. Jarrait has been employed with Monroe Public Schools for the past 18 years as an Elementary Art Teacher, most recently at Raisinville and Waterloo.

Carla Matusik: We have received a letter of resignation from Carla Matusik for the purpose of retirement at the end of the 2012/13 school year. Mrs. Matusik has been employed with Monroe Public Schools for the past 18 years at a Special Education Teacher, most recently at Monroe High School.

Nancy Monday: We have received a letter of resignation from Nancy Monday for the purpose of retirement at the end of the 2012/13 school year. Mrs. Monday has been employed with Monroe Public Schools for the past 35 years as a Counselor at Monroe High School.

ENCLOSURES

Letters of Resignation

RECOMMENDATION

Move to approve the resignations from Monroe Public Schools for Russell Ray effective 4/19/13; Debra Mau effective 4/29/13; Christine Jarrait, Carla Matusik, and Nancy Monday effective 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	_____	_____	_____	_____

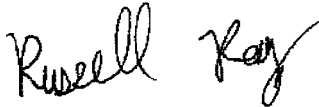
Holly Scherer

From: Russ Ray
Sent: Friday, April 05, 2013 2:41 PM
To: Holly Scherer; David Payne
Cc: Joe Miracle
Subject: 2 weeks

Consider this a formal notice of my resignation, on 04/05/2013, from the position of Level 2 Computer Technician. In accordance with my contract of employment I am happy to continue to work until 04/19/2013. While I believe that I am moving for good reasons, I am sorry to leave, and I thank you for your support during my time with MPS. Please let me know when you would like me to return my keys and technology equipment.

Thanks,

Russ Ray

A handwritten signature in cursive script that reads "Russell Ray". The signature is written in black ink and is positioned below the typed name "Russ Ray".

Deb Mau Hicks
4733 Lauren Glen St. NW
Concord, NC 28027
deb.mau.hicks@gmail.com
734-807-2197

April 12, 2013

Mr. Ryan McLeod
Assistant Superintendent
1275 N. Macomb St.
Monroe, MI 48161

Dear Mr. McLeod:

I am writing to inform you of my resignation from Monroe Public Schools effective Tuesday, April 23, 2013. I would like to thank you for the opportunity to teach with colleagues who value learning and collaboration. Over the last twelve years, I have grown immensely as an educator.

I look forward to transitioning the new teacher into this role. I will only be a phone call or email away from helping the new teacher.

Respectfully yours,

Deb Mau Hicks

Deb Mau Hicks

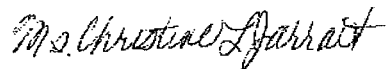
March 16, 2013

Supt. Randall Monday and the Monroe Board of Education,

This letter is to inform Monroe Public Schools of my resignation. My retirement date will be effective on July 1, 2013 and my termination date as of June 28, 2013.

I thank the parents, community, and teachers for supporting the fine arts program over my eighteen years in the District.

Sincerely,

A handwritten signature in cursive script that reads "Ms. Christine L. Jarrait".

Ms. Christine L. Jarrait

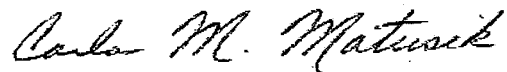
April 9, 2013

Mr. Randall Monday
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. I also would like to thank Monroe Public Schools for the opportunity to have positively impacted the lives of my students and to have helped many parents and colleagues throughout the past 19 years.

Sincerely,



Carla M. Matusik
Special Education
Monroe High School



Monroe Public Schools

MONROE HIGH SCHOOL
901 Herr Road
Monroe, Michigan 48161

April 11, 2013

RE: Retirement Notification

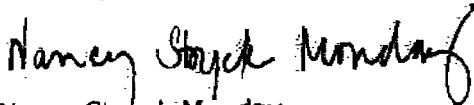
Dear MPS Board of Education:

Please accept this as official notification of my intent to retire from the employment of Monroe Public Schools, effective June 30, 2013. It has been a wonderful working experience, and I consider myself very fortunate to have been able to spend my working life with Monroe Public Schools.

I have nothing but love for MPS and all it has done for me and my family. My husband, Randy Monday, and I attended MPS; after college, we returned to Monroe and began our long association with MPS that will end for both of us in June. We will head into retirement with many shared memories of a life spent educating the children of Monroe. We have certainly been blessed.

Thank you for giving me the opportunity to be part of a very special organization. I wish everyone only the best.

Sincerely,


Nancy Stoyek Monday

BOARD POLICIES-FIRST READING

BACKGROUND

The attached board policies (Sections 4000- Business Management) have been reviewed by the board policy committee and are recommended for approval by the full board of education. Changes to the policies are noted in bold print.

ENCLOSURES

- Section 4000 – Business Management

RECOMMENDATION

Move to approve the following policies as a first reading:

- Section 4000 – Business Management

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

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

CONSENT AGENDA - PURCHASES

ENCLOSURES

- C.6 MHS Variable Frequency Drives Replacement
- C.7 MHS Chiller Start Up
- C.8 Playground Mulch
- C.9 Carpet/Tile Replacement for 2013 District-Wide
- C.10 Grounds Care Chemicals

RECOMMENDATION

Move that Agenda Items C.6 - C.10 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	_____	_____	_____	_____

Board Meeting #7
April 23, 2013
Item #C.6

MONROE HIGH SCHOOL VARIABLE FREQUENCY DRIVES REPLACEMENT

BACKGROUND

See attached memo from Jerry Oley.

ENCLOSURES

Memorandum - Jerry Oley
Quote from Control Systems of Ohio

RECOMMENDATION

Move to accept the quote from Control Systems of Ohio located in Sylvania for VFD replacement at Monroe High School at a cost not to exceed \$31,736. Money for this project is to be taken from the Building and Site Sinking Fund.

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

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

Monroe Public Schools

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



April 18, 2013

To: MPS Board of Education
From: Jerry Oley, Director of Operations
Re: Monroe High School VFD Replacement

Variable Frequency Drives (VFD) are added to a motor driven system to create energy savings in a system where loads vary with time. Monroe High School has a total of eight (8) VFDs in the building and six (6) are original to the building. All eight are aged and beginning to fail. Loss of the VFDs would create an overheating issue in the building. One VFD recently experienced a complete failure and had to be replaced.

Quotes for replacement of all eight VFDs were obtained from Control Systems of Ohio (CSO). This includes the cost of the VFD that was recently replaced due to failure. CSO was the only quote obtained due to the fact that the VFDs are an integral part of the energy management system installed by CSO. The company specializes in VFD installation and maintenance and we have had very good experiences working with them. I feel it is important to the efficiency of the energy management that we keep one company involved. In the past multiple companies were used with our old energy management system which created a severe problem of multiple patches and fixes and proved to be unreliable.

Proposed replacement is as follows:

• Two (2) 7.5 hp Danfoss VFDs with Fused Disconnect	\$ 2,848.00
• Two (2) 10 hp Danfoss VFDs with Fused Disconnect	\$ 3,100.00
• One (1) 30 hp Danfoss VFD with Fused Disconnect	\$ 3,125.00
• Three (3) 50 hp Danfoss VFDs with Fused Disconnect	\$13,548.00
• Demolition of old drives and installation of new drives	\$ 5,531.00
• Six (6) year extended warranty on all drives	\$ 3,584.00
Includes 100% drive coverage including voltage anomalies Lightning strikes, water damage, accidental collision or Other physical damage, defect in product material or Workmanship and normal product wear.	
<u>TOTAL</u>	<u>\$31,736.00</u>

Based on extensive review, the scope of this project exceeds district capabilities and I recommend Control Systems of Ohio be contracted to replace the MHS VFD's controlling air handler fans at a cost of \$31,736.00. Funds for energy management system updates will be taken from Building and Site Sinking Funds.

If you need further information, please let me know.

JAO/ks

4920 W. Albain Road • Monroe, MI 48161

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



4935 Harrom Road
Sylvania, Ohio 43560
Ph. (419) 887.1611
Fx. (419) 887.1711

AUTOMATED LOGIC
CORPORATION

March 22, 2013

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

Attn: Mr. Jerry Oley

RE: VFD Replacement at Monroe High School

We are pleased to offer the following quote to replace (8) existing VFDs controlling air handler fans at Monroe High School with (8) Danfoss VFD drives complete with fused disconnects. Included is drive start-up and checkout for interface to the existing Automated Logic control system that currently controls the existing drives.

Proposed Scope:

- (2) 7.5 hp Danfoss VFDs with Fused Disconnect
 - Startup of new drive
 - 18-month warranty

Total Price **\$2,848**

- (2) 10 hp Danfoss VFDs with Fused Disconnect
 - Startup of new drive
 - 18-month warranty

Total Price **\$3,100**

- (1) 30 hp Danfoss VFDs with Fused Disconnect
 - Startup of new drive
 - 18-month warranty

Total Price **\$3,125**

- (3) 50 hp Danfoss VFDs with Fused Disconnect
 - Labor to demo existing drive
 - Installation and startup of new drive
 - 18-month warranty

Total Price **\$13,548**

Total Price for above scope **\$22,621**

Added cost for demolition of old drives and installation of new drives **\$5,531**

Extended Warranty Options:

Added cost for DrivePro (6) year extended warranty on all drives **\$2,725**

- Includes 6-year extended warranty parts, labor, on-site service, and travel

Added cost for DrivePro-tection (6) year complete coverage on all drives **\$3,584**

- Includes above plus 6-year complete 100% drive coverage including (voltage anomalies, lightning strikes, water damage, accidental collision or other physical damage, defect in product material or workmanship, normal product wear).

Respectfully Submitted,

Andy Moebius

Danfoss

DrivePro™
Professional Drive Support

DrivePro™ Extended Warranty Program

The best drives deserve the best protection

Danfoss has been producing drives and supporting customers longer than any other VFD manufacturer in the world. VLT® Drives produced by Danfoss are known for reliable, dependable performance. To ensure ongoing customer satisfaction, Danfoss has developed the Danfoss DrivePro™ Extended Warranty program.

Given the rigors and challenges faced in today's facilities and applications, even the best performing VFDs need protection. Combining the reliability and dependability of Danfoss products

with professional and effective DrivePro™ service programs ensures maximum up-time and eliminates unplanned expenses. The DrivePro™ Extended Warranty offers the comfort

of knowing Danfoss takes full responsibility for supporting Danfoss products well into the future.

Selecting the right service and warranty program is as important as the initial product decision. The Danfoss DrivePro™ Extended Warranty program is tailored specifically to meet customer needs and offers a variety of support options to choose from.



The DrivePro™ Extended Warranty program can bring considerable cost and productivity advantages to your facility

The logical choice— Danfoss DrivePro™ Extended Warranty

Danfoss DrivePro™ Extended Warranty program offers:

- Industry's longest coverage, up to six years
- 24/7 factory technical phone support
- One call, one single point of contact for support
- Certified local technicians
- Quality certified parts
- Controlled support costs

VLT®
THE REAL DRIVE™

1.800.621.8806

www.namc.danfoss.com



DrivePro™ Extended Warranty Program

DrivePro™ Extended Warranty program must be purchased at the time of purchase of the drive, and is not available once the drive has been shipped. Contact DrivePro™ Sales for post-shipment service contract options.

Program availability

	Coverage term (years)	Exchange	Depot repair	On-site repair
VLT MICRO	2-6	Yes		
VLT 2800	2-6	Yes		
VLT Automation Drive	2-6		Yes	Yes
VLT 4000 VT	2-6		Yes	Yes
VLT 5000	2-6		Yes	Yes
VLT HVAC Drive	2-6			Yes
VLT 6000 HVAC	2-6			Yes
VLT AQUA Drive	2-6		Yes	Yes
VLT 8000 AQUA	2-6		Yes	Yes
FCM 300	2-6	Yes		
MCD 200	2-6	Yes		
MCD 3000	2-6		Yes	Yes
APU	2-6		Contact Factory	Yes

Program coverage

	Exchange	Depot repair	On-site repair
Parts or Replacement	Yes	Yes	Yes
Shipping from Danfoss	Yes	Yes	Yes
24/7 Technical Support	Yes	Yes	Yes
Technician Travel & Expenses			Yes
USA* & Canada	Yes	Yes	Yes
Global	Call for Quote	Call for Quote	Call for Quote
Maintenance	Call for Quote	Call for Quote	Call for Quote
Drive Size	All	Wall-Mounted Units	All

* Continental 48 states plus Anchorage, Alaska and Honolulu, Hawaii

North America Motion Controls

www.namc.danfoss.com

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DrivePro™ Sales

8800 W. Bradley Road

Milwaukee, WI 53224

Phone: 1.800.621.8806

1.414.355.8800

FAX: 1.414.355.6117

email: drivepro@danfoss.com

24/7 tech support: 1.800.432.6367

MAKING MODERN LIVING POSSIBLE

Danfoss

Emergency response expense threatens your budget

Danfoss DrivePro-tection provides the solution

Downtime expense and hassle of many types of accidental drive damage are minimized for periods up to 6 years. One call provides quick and complete

response from the leaders in drive technology and support.

\$3,500

average savings

Compared to the cost of repair and replacement of drive components

60%

downtime reduction

Compared to the cost of repair and replacement of drive components

Zero

unexpected cost

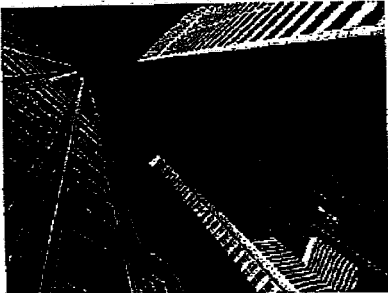
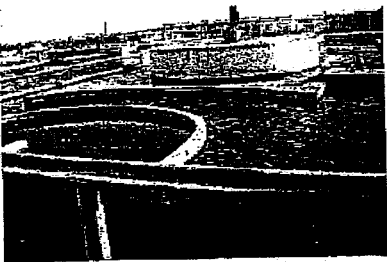
Compared to the cost of repair and replacement of drive components

www.danfossdrives.com



DrivePro-tection

Available for all new Danfoss drive products for periods up to six years from date of factory shipment and all installed products up to 10 years from date of manufacture. Contact Danfoss for details.

Application	Coverage	Support
HVAC and Water / Wastewater 	<ul style="list-style-type: none"> Line anomalies - including lightning strikes Load anomalies Accidental exposure to moisture or corrosives Accidental collision or other physical damage Defects in product material or workmanship Normal product wear <p>Product misapplication, vandalism, facility disasters, chronic problems due to the application and shipping damage are not included</p>	<p>Onsite Service is provided by local authorized Danfoss service partner companies throughout the US* and Canada</p> <ul style="list-style-type: none"> Replacement drive material Drive repair labor Travel Expense Material freight costs <p>*Continental 48 states plus Anchorage, Alaska and Oahu, Hawaii.</p>
	<ul style="list-style-type: none"> Line anomalies - including lightning strikes Load anomalies Accidental exposure to moisture or corrosives Accidental collision or other physical damage Defects in product material or workmanship Normal product wear <p>Product misapplication, vandalism, facility disasters, chronic problems due to the application and shipping damage are not included</p>	<p>Depot Repair is provided at a Danfoss North America factory repair facility</p> <ul style="list-style-type: none"> Replacement drive material Drive repair labor Return freight <p>Onsite support available on a charge/call basis</p> <p>Onsite Service DrivePro-tection contracts available for some Industrial applications. Contact Danfoss DrivePro sales for details.</p>

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Danfoss VLT Drives

8800 W. Bradley Road

Milwaukee, WI 53224

Phone: 1.800.621.8806

1.414.355.8800

Fax: 1.414.355.6117

Email: drivepro@danfoss.com

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Rev.NAMC.P8.A1.22

177R0208

DrivePro™
Professional Drive Support

Board Meeting #7
April 23, 2013
Item #C.7

MONROE HIGH SCHOOL CHILLER START UP

BACKGROUND

See attached memo from Jerry Oley.

ENCLOSURES

Memorandum - Jerry Oley
Bids from Dimech Services and Trane US

RECOMMENDATION

Move to accept the low bid from Dimech Services of Toledo, Ohio for the chiller start up at Monroe High School at a cost not to exceed \$5,878 and reject all other bids. Money for this purchase is to be taken from the Operations budget.

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

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

Monroe Public Schools

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



April 4, 2013

To: Board of Education
Monroe Public Schools

From: Jerry Oley *JAO*
Director of Operations

Re: Monroe High School Chiller Start-up

Bids were requested from three companies for start-up of the Monroe High School chiller. Two bids were returned.

It is my recommendation the low bidder, Dimech Services be awarded the 2013 Monroe High School chiller start-up.

Bid Summary is as follows:

Dimech Services Toledo, OH	\$ 5,878.00
Trane US Holland, OH	\$ 8,819.00

Funds for chiller start-up will be taken from the Operations budget.

If you need further information, please let me know.

JAO/ks

4920 W. Albain Road • Monroe, MI 48161

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



March 20, 2013

Coleen Stotts
Monroe Public Schools
1275 North MaComb Street
Monroe, Michigan 48162
Via email: stotts@monroe.k12.mi.us

Re: Service on Trane Absorption Chiller at Monroe High School (our # SB13115)

Dear Coleen,

Dimech Services, Inc. is pleased to submit our quotation for the above referenced project as follows:

- 1) Remove the heads on the condenser and absorber sections.
- 2) Clean the tubes in the both sections.
- 3) Reinstall the covers with new gaskets.
- 4) Complete spring start up.
- 5) Send samples of solution to Trane's Lab for analysis.
- 6) All materials, labor and parts are included in this proposal. If additional repairs are found during the completion of this project, they will be quoted separately.
- 7) All work is to be completed during normal business hours 7:30 AM - 4:00 PM Monday through Friday.

Our price to complete this project is **FIVE THOUSAND EIGHT HUNDRED SEVENTY EIGHT DOLLARS (\$5,878.00).**

Thank you for the opportunity to bid on this project. To approve this work please sign below and fax back to Dimech Services at (419) 727-0145 or email lsheahan@dimech.com. This quote is valid for 30 days from the above date. If you have any questions, please call.

Respectfully Submitted,

Chris Weeks
Service Manager
Dimech Services Inc.

Approved by Signature
Monroe Public Schools

Date

P.O. (if required)

5505 enterprise blvd.

toledo, ohio 43612

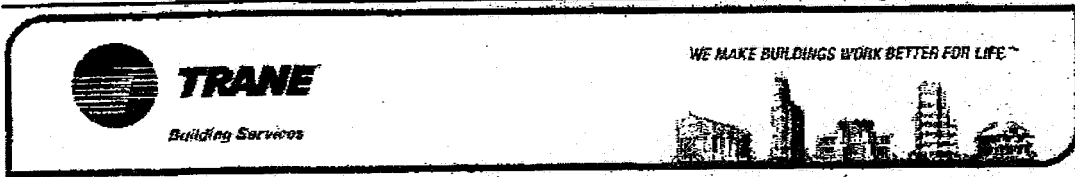
419-727-0111

mechanical contracting • plumbing/piping • HVAC • shop fabrication
fax no. (419) 727-0145 www.dimech.com

Ohio License #12033

equal opportunity employer

Michigan License #8001075



Trane U.S. Inc.
1001 Hamilton Drive
HOLLAND, OH 43528
Phone: (419) 491-2280
Fax: (419) 491-2279

April 01, 2013

Jerry Oley
Monroe Public Schools
1275 North Macomb Street
MONROE, MI 48162 U.S.A.

Site Address:
Monroe High School
1275 North Macomb
MONROE, MI 48161
United States

Project Name: Monroe HS Absorber Brushing

We are pleased to offer you this proposal for performance of the following services for the Equipment listed. Services will be performed using Trane's Exclusive Service Procedure to ensure you get full benefit of our extensive service experience, coupled with the distinct technical expertise of an HVAC Equipment manufacturing leader. Our innovative procedure is environmentally and safety conscious, and aligns expectation of work scope while providing efficient and productive delivery of services.

Equipment List

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Absorption	1	Trane	ABSC066FLP	L99M04869M	

Scope of Service

Provide tube brushing for the four tube bundles. New gaskets will be provided. Absorber startup is also included.

Pricing and Acceptance

Total Price:.....8,819.00 USD

Clarifications

1. Applicable taxes are not included and will be added to the invoice.
2. Any service not listed is not included.
3. Work will be performed during normal Trane business hours.
4. This proposal is valid for 30 days from April 01, 2013.

I appreciate the opportunity to earn your business, and look forward to helping you with all of your service needs. Please contact me if you have any questions or concerns.

Board Meeting #7
April 23, 2013
Item #C.8

APPROVAL TO PURCHASE PLAYGROUND MULCH

BACKGROUND

See attached memo from Jerry Oley.

ENCLOSURES

Memorandum - Jerry Oley

Bids from Brink Wood Products, Jack's Lawn Service and Main's Landscape

RECOMMENDATION

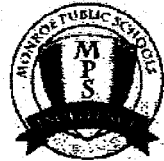
Move to accept the low bid from Jack's Lawn Service of Monro, Michigan for playground mulch at a cost not to exceed \$9,735 and reject all other bids. Money for this purchase is to be taken from the Operations budget.

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

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

Monroe Public Schools

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



April 4, 2013

To: Board of Education
Monroe Public Schools

From: Jerry Oley *[Signature]*
Director of Operations

Re: Playground Mulch

Bids were requested from four companies for 590 cubic yards of certified playground mulch to be used on district playgrounds to meet federal playground standards. Three bids were returned.

It is my recommendation the low bidder, Jack's Lawn Service be awarded the 2013 certified playground mulch bid.

Bid Summary is as follows:

Brink Wood Products Byron Center, MI	\$ 11,060.00
Jack's Lawn Service Monroe, MI	\$ 9,735.00
Main's Landscape Southfield, MI	\$ 11,499.00

Funds for playground mulch will be taken from the Operations budget.
If you need further information, please let me know.

JAO/ks

4920 W. Albain Road • Monroe, MI 48161

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sales@brinkwoodproducts.net

From: <sales@brinkwoodproducts.net>
Date: Friday, March 22, 2013 3:05 PM
To: <oley@monroe.k12.mi.us>
Subject: Quote for Delivery Only - Monroe Public Schools

Good Afternoon Mr. Oley,
Thank you for the opportunity to provide a quote for your school.

450 c. yards:

450 c. yards EWF @ \$14	6,300.00
175 miles @ \$4 per loaded mile x 3 del	2,100.00
175 miles fuel surcharge @ .23 x 3 del	120.75
Total	\$8,520.75

\$8,520.75 / 3 deliveries = \$2,840.25

Split charges are \$45 each.

Please acknowledge that you have received this quote.
Have a great weekend.
Shelly Doornbos
Brink Wood Products, Inc.
Byron Center, MI 49315
Phone: 616.878.9190
"Like us on Facebook!"
Web: www.brinkwoodproducts.net
Email: kim@brinkwoodproducts.net
Fax: 616.878.0012

JACK'S LAWN SERVICE, INC.
15550 GARDEN STONE DRIVE
MONROE, MI 48161
734-243-3382

March 19, 2013

ATTN: JERRY OLEY
MONROE PUBLIC SCHOOLS
OPERATIONS CENTER
4920 W. ALBAIN ROAD
MONROE, MI 48161
734265-3333 OR FAX 734-265-3331

Job Site: Multiple Monroe Public Schools locations, Monroe

◆ Bid for 2013 LANDSCAPING SEASON:

Certified playground mulch

Cost per yard \$16.50*

*Based on 140 yard loads, which is all we can haul at one time.

Transportation cost is included in the cost per yard.

Extra drop charge, if we have multiple drops at the same location, there will be no charge. If we have to go to different locations, there will be a charge of \$50.00 to \$100.00 additional, amount will depend on how far we have to travel.

◆ Terms of proposal:

The above prices, specifications, and conditions are satisfactory and are hereby accepted. Jack's Lawn Service, Inc. is authorized to do the work as specified.

Our terms are net 30 days. Two- percent late charges apply after 30 days.

A fuel surcharge may apply on inflated gas prices

Reports of damages must be reported to the contractor within 24 hours.

The customer may cancel this contract within 30 days with a written notice to Jack's Lawn Service, Inc.

◆ Signature:

Accepted: Date: ____/____/____

Rejected: Date: ____/____/____

Signature: _____

Please return one signed copy for our records.

MAIN'S

LANDSCAPE SUPPLY

21355 TELEGRAPH, SOUTHFIELD, MI 48033
PHONE: 248-356-8660 FAX: 248-356-7653
www.mainslandscapesupply.com

- MULCHES & SOILS
- SANDS & GRAVELS
- PAVERS & WALLS
- BOULDERS & STONE
- GRASS SEED & SOD
- SALT & ICE MELTERS

FAST DELIVERY TO YOUR HOME OR JOBSITE!!

3/20/2013

To: Monroe Public Schools
Attn: Jerry Mey Director of Operations
Quote for Certified Playground
Mulch

We deliver in 140 yd quantities
Price is 19.⁴⁹ yard delivered
Split Charges 50⁰⁰ per split
unless next date

Thank You
Bryz Rain

OK
Jag

Fax- 734-265-3301

Board Meeting #7
April 23, 2013
Item #C.9

CARPET/TILE REPLACEMENT FOR 2013-DISTRICT WIDE

BACKGROUND

See attached memo from Jerry Oley.

ENCLOSURES

Memorandum - Jerry Oley
Carpet and Tile Bids – Morr-Kare Interiors and Victory Carpet

RECOMMENDATION

Move to accept the low bid from Morr-Kare Interiors of Erie, Michigan for carpet and tile replacement at a cost not to exceed \$61,277 and reject all other bids. Money for this purchase 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	_____	_____	_____	_____

Monroe Public Schools

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



April 4, 2013

To: Board of Education
Monroe Public Schools

From: Jerry Oley *JAO*
Director of Operations

Re: District Carpet and Tile Replacement

District carpet and tile replacement specifications were sent out for bid in late March. Ten (10) contractors received bid packets and two (2) bids were submitted. The bids were opened on Wednesday, April 3, 2013. These bids have been reviewed and the lowest bidder is Morr-Kare Interiors (\$61,277.00). Their yardage count and square footage for tile were reviewed and their estimator is comfortable with his bid.

It is my recommendation the low bidder, Morr-Kare Interiors be awarded the 2013 carpet and tile replacement project contingent on receiving a certified check for 10% of the total project or proof of bid bond. As stated in the request for bids, Monroe Public Schools reserves the right to add or change installation locations if the change is in the best interest of the district.

Morr-Kare Interiors \$ 61,277.00
Erie, MI

Victory Carpet \$ 62,056.00
Luna Pier, MI

Funds for carpet purchase will be taken from Building and Site Sinking Funds.

If you need further information, please let me know.

JAO/ks

4920 W. Albain Road • Monroe, MI 48161

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MONROE PUBLIC SCHOOLS
Operations Department
4920 W. Albain Rd.
Monroe, MI 48161

Quotation Proposal

Project: Flooring Replacement at: Monroe Public School District Various Rooms; See Bid Specifications

Bid Due No later than 10:00 a.m. Wednesday, April 3, 2013

Proposal to complete the following work on above mentioned project, furnishing all labor, material, equipment and insurance per attached specifications.

<u>Arborwood North</u> carpeting per specifications for the sum of	- \$	<u>393,200</u>	
<u>Arborwood South</u> carpeting per specifications for the sum of	- \$	<u>59,350.00</u>	
<u>Custer I Elementary</u> carpeting per specifications for the sum of	- \$	<u>58,340.00</u>	
<u>Manor Elementary</u> carpeting per specifications for the sum of	- \$	<u>23,380.00</u>	
<u>Monroe High School</u> carpeting per specifications for the sum of	- \$	<u>172,940.00</u>	
<u>Monroe Middle School</u> carpeting per specifications for the sum of	- \$	<u>6,917.00</u>	
<u>Raisinville Elementary</u> carpeting per specifications for the sum of	- \$	<u>7,428.00</u>	
<u>Manor Elementary</u> tiling per specifications for the sum of	\$	<u>2,340.00</u>	(+ 3,738.00)
<u>South Monroe Townsite</u> tiling per specifications for the sum of	\$	<u>4,509.00</u>	(+ 805.00)

PLEASE SEE ATTACHMENT

GRAND TOTAL ALL for the sum of \$61,277.00 (65,820.00 WITH ATTACHMENT)

Contractor warrants work will be started by June 10, 2013 and be completed on or before July 31, 2013.

See Liquidated Damages and Completion of Work, page 6th

Monroe Public Schools reserves the right to reject any or all bids and to waive any irregularity in the bidding or in the bidding process and accept the bid which is the most advantageous to MONROE PUBLIC SCHOOLS.

NAME OF COMPANY MORR-KALE INTERIORS
 ADDRESS 11501 STRASBURG RD.
 CITY ERIE STATE MICH ZIP 48133
 CONTACT PERSON RICHARD MORRIN OR DAN SHOOK
 TELEPHONE 734-777-1093 FAX 734-856-3274
 SIGNATURE OF RESPONSIBLE PARTY Richard C. Morr

SEND BID TO: MONROE PUBLIC SCHOOLS
OPERATIONS DEPARTMENT
4920 W. Albain Rd.
Monroe, MI 48161

4920 W. Albain Road • Monroe, MI 48161

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MONROE PUBLIC SCHOOLS
Operations Department
4920 W. Albain Rd.
Monroe, MI 48161

Quotation Proposal

Project: Flooring Replacement at: Monroe Public School District Various Rooms. See Bid Specifications

Bid Due No later than 10:00 a.m. Wednesday, April 3, 2013

Proposal to complete the following work on above mentioned project, furnishing all labor, material, equipment and insurance per attached specifications.

<u>Arborwood North</u> carpeting per specifications for the sum of	\$ <u>3,198.00</u>
<u>Arborwood South</u> carpeting per specifications for the sum of	\$ <u>4,959.00</u>
<u>Custer I Elementary</u> carpeting per specifications for the sum of	\$ <u>3,564.00</u>
<u>Manor Elementary</u> carpeting per specifications for the sum of	\$ <u>1,947.00</u>
<u>Monroe High School</u> , carpeting per specifications for the sum of	\$ <u>14,737.00</u>
<u>Monroe Middle School</u> , carpeting per specifications for the sum of	\$ <u>5,496.00</u>
<u>Raisinville Elementary</u> , carpeting per specifications for the sum of	\$ <u>5,535.00</u>
<u>Manor Elementary</u> , tiling per specifications for the sum of	\$ <u>13,770.00</u>
<u>South Monroe Townsite</u> , tiling per specifications for the sum of	\$ <u>8,850.00</u>

GRAND TOTAL ALL for the sum of \$ 62,056.00

Contractor warrants work will be started by June 10, 2013 and be completed on or before July 31, 2013.

See Liquidated Damages and Completion of Work, page 5

Monroe Public Schools reserves the right to reject any or all bids and to waive any irregularity in the bidding or in the bidding process and accept the bid which is the most advantageous to MONROE PUBLIC SCHOOLS.

NAME OF COMPANY VICTORY FLOORING Painter

ADDRESS 10543 EVANS DR.

CITY LUNA Pier STATE MICH. ZIP 48157

CONTACT PERSON GLEN L. PAFFORD

TELEPHONE 734-848-8103/734-777-7331 FAX _____

SIGNATURE OF RESPONSIBLE PARTY 

SEND BID TO: MONROE PUBLIC SCHOOLS
OPERATIONS DEPARTMENT
4920 W. Albain Rd.
Monroe, MI 48161

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Board Meeting #7
April 23, 2013
Item #C.10

APPROVAL TO PURCHASE GROUNDS CARE CHEMICALS

BACKGROUND

See attached memo from Jerry Oley.

ENCLOSURES

Memo: Jerry Oley
Bids from: John Deere Landscapes.com
Agrium Advanced Technologies, Monroe
Masserant's Feed and Grain, Newport
The Andersons, Maumee

RECOMMENDATION

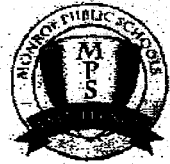
Move to accept the low bid from John Deere Landscapes.com for various grounds chemicals at a cost not to exceed \$7,145.10 and reject all other bids. Money for this purchase is to be taken from the Operations budget.

MOTION: _____ SUPPORT: _____ ACTION: _____

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

Monroe Public Schools

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



April 4, 2013

To: Board of Education
Monroe Public Schools

From: Jerry Oley *[Signature]*
Director of Operations

Re: Turf and Grounds Chemicals

Sealed bids were requested from four companies for various grounds care chemicals (see attached bid request.) Companies were instructed to bid comparable products to those requested. Three complete bids and one partial bid were returned.

Bid Summary is as follows:

John Deere Landscapes.com Taylor, MI	\$ 7,145.10
Agrium-Advanced Technologies Monroe, MI	\$ 9,451.00
Masserant's Feed and Grain Newport, MI	\$ 9,455.00
The Andersons Maumee, OH	\$ 4,710.00 (bid fertilizer only)

I have reviewed the bids and find all chemicals bid to be of comparable composition. I recommend that John Deere Landscapes.com be awarded the bid for turf and grounds chemicals for \$7,145.10 and all other bids be rejected.

Funds for turf and grounds chemicals will be taken from the Operations budget.

If you need further information, please let me know.

JAO/ks

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Monroe Public Schools

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



2013 Turf and Grounds Treatments

BID RELEASE 2013

The Board of Education of Monroe Public Schools has authorized the administration to solicit sealed bids on turf and grounds treatments for district grounds.

Specifications:

QUOTES MUST INCLUDE SHIPPING.

Products must be equal or comparable to the following:

<u>Product</u>	<u>Size</u>	<u>Quantity</u>
Signature 22-0-22 mini 60% BCMU, SOP 150SGN	50 lbs.	100
Signature 0-0-7 all mineral + .20 % Merit	50 lbs.	80
ProDeuce Herbicide	2.5 gal	8
40.15% Glyphosate, N-(phosphonomethyl) glycine, in the form of its isopropylamine salt, 7.51% Prodiamine		
LPI Prospect 6-0-1, Zinc ammonium acetate	2.5 gal	4
0.02% B		
0.25% Cu		
0.25% Fe		
0.25% Mn		
0.0001% Mo		
5% Zn		
Sports Turf Grass Mix	50 lbs.	24
25% Primary PRG		
25% Palace PRG		
25% Presidio PRG		
25% Corsair KBG		
Stadium Grass Mix	50 lbs.	24
30% Sitka Tall Fescue		
30% Sunset Gold Tall Fescue		
20% Finelawn petite Tall Fescue		
20% Gulf Annual Ryegrass		

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Instructions:

Sealed bids must be received in the office of Monroe Public Schools Operations Center, 4920 W. Albain Road, Monroe, MI 48161, on or before 10:00 a.m. Wednesday, April 9, 2013. Bids must be mailed or delivered in person. Faxed or emailed bids will NOT be accepted.

Bids must be marked "**Turf Treatment Bid**" on the face of the envelope and be addressed to:

Monroe Public Schools
Operations Department
4920 W. Albain Road
Monroe, MI. 48161

Bids must comply with the listed specifications. Questions on the bid may be directed to Jerry Oley at 734-265-3333. Parties submitting bids can be notified of action taken as a result of their invitation to bid, if desired.

Familial Disclosure: All bidders must provide disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or the employee of the bidder and any member of the board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy. The District shall not accept a bid that does not include this sworn and notarized disclosure statement.

Special Requirements: The main office of all contractors and other bidders shall be located within a fifty (50) mile radius from Monroe Public School District.

The Monroe Public Schools Board of Education reserves the right to reject any or all bids, in whole or in part, to waive any irregularities, and in general, to make the award in any manner deemed in the best interest of the school district. Bids received after 10:00 a.m. on Wednesday, April 9, 2013 will be returned unopened.

INSTRUCTION TO BIDDERS

All bidders shall quote in conformance with exact conditions and specifications outlined in this document. Quotations must be in blue or black ink, or in typed/printed form.

PROJECT SCHEDULE/TIME COMPLETION

- | | | |
|----|----------------|--|
| 1. | March 25, 2013 | Bid release |
| 2. | April 9, 2013 | Bids due by 10:00 a.m. EST at Operations Office |
| 3. | April 9, 2013 | Bids are opened at 10:15 a.m. EST at Operations Office |
| 4. | April 23, 2013 | Award of bid pending Board of Education approval |

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Board Meeting #7
April 23, 2013
Item # C.15

CLOSED SESSION

RECOMMENDATION

Move to convene in closed session for the purpose of discussing candidates for the Superintendent's position. Open Meeting Act, Sect., 8(c).

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

Time: _____

Board Meeting #7
April 23, 2013
Item #C.16

ADJOURNMENT OF CLOSED SESSION AND RECONVENE

RECOMMENDATION

Move that the closed session be adjourned and Board Meeting #7 be reconvened into open session.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____

Board Meeting #7
April 23, 2013
Item #C.17

SUPERINTENDENT CANDIDATES

BACKGROUND

Superintendent Randall W. Monday will retire from the Monroe Public School District effective June 30, 2013. At the March 12, 2013 Board Meeting #5, the Board of Education approved hiring the Michigan Leadership Institute to carry out the search for a new superintendent. The board has reviewed the applications and will now continue with the superintendent search process by selecting applicants to interview.

RECOMMENDATION

Move to interview _____ for the position of Superintendent of Monroe Public Schools.

MOTION: _____ SUPPORT: _____ ACTION: _____

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

Board Meeting #7
April 23, 2013
Item #C.18

ADJOURNMENT

RECOMMENDATION

Move to adjourn the April 23, 2013 Board Meeting #7.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____