



MONROE PUBLIC SCHOOLS

BOARD MEETING #8

May 14, 2013

7:30 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.”

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #8
Tuesday, May 14, 2013
7:30 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. HOSA Students	Dr. McLeod	
3. School Scorecard Presentation	Dr. Martin	
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:		
• April 23, 2013 Board Meeting #7		
• April 29, 2013 Special Board Meeting		
• April 30, 2013 Special Board Meeting		
• May 1, 2013 Special Board Meeting		
2. Reports and Updates	Mr. Yeo	10
a. April 23, 2013 Curriculum Committee Minutes		
b. Informational Report – Contracted Coaches		
3. Staff Resignations	Dr. McLeod	15
Move to approve the resignations from Monroe Public Schools for Steven Ketron effective May 3, 2013; for Jason Gendron effective May 14, 2013; for Ron Stoffel effective May 17, 2013; for Mary Bullard, Judith Cousino and Debra Knowles effective at the end of the 2012/13 school year.		
4. Request for Teacher Leave of Absence	Dr. McLeod	22
Move to approve a leave of absence for Mary Howe for the 2013/14 school year in accordance with Article 12, Section D-7 of the master agreement due to a family hardship situation.		
5. Request for Teacher Leave of Absence	Mrs. Everly	24
Move to approve a leave of absence for Erin Otter for the 2013/14 school year for the purpose of child care effective September, 2013. This is in accordance with Article 12,		

Section D-7 of the master agreement.

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6. **Administrator Appointment** Dr. McLeod 26
Move to approve the appointment of Timothy Salenbien as the Custodial-Maintenance Supervisor with Monroe Public Schools effective May 15, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

7. **Coaching Recommendations** Dr. McLeod 28
Move to approve the coaches listed below for the 2013-14 fall season, as per the MCEA master agreement.

<u>Last</u>	<u>First</u>	<u>Title</u>	<u>Sport</u>	<u>School</u>
Scoles	Mark	Head Coach	Cross Country - Co Ed	MHS
Mydloski	James	Assistant Coach	Cross Country - Co Ed	MHS
Bole	Jennifer	Assistant Coach	Swimming - Varsity Girls	MHS
Clark	John (Jay)	Head Coach	Football - JV	MHS
Motyka	Ron	Assistant Coach	Football - 9th Grade	MHS
McCollum	Jody	Assistant Coach	Football - 9th Grade	MHS
Matusik	Robert	Coach	Tennis - Varsity Boys	MHS
Stefanski	Patricia	Coach	Volleyball - 9th Grade	MHS
Hutchison	Jason	Head Coach	Football - 7th Grade	MMS
Finnegan	Patrick	Head Coach	Football - 8th Grade	MMS
Wood	Bobby	Supervisor	Middle School Athletics	MMS
Columbus	Russ	Coach	Soccer Co-Ed - 7th & 8th	MMS
Pitcher	Debra	Coach	Volleyball - 7th Grade	MMS
Howe	Mary	Coach	Volleyball - 7th Grade	MMS
Bornia	Amanda	Coach	Volleyball - 8th Grade	MMS

8. **Administrator Contract Renewal-Assistant Superintendents** Mr. Monday 29
Move to approve administrative contract extension for Julie Everly and Ryan McLeod as recommended for the 2014/15 school year.

9. **Administrator Contract Renewal-Exempt** Dr. McLeod 30
Move to approve administrative contract extension for Katherine Eighmey, Barry Martin, Jerry Oley, and David Payne as recommended for the 2013/14 school year.

10. **Administrator Contract Renewal – Union** Dr. McLeod 31
Move to approve administrative contract extensions for: Montyne Barbee, Jennifer Bennett, Shelley Cormier, Matthew Cortez, Mary Ann Cyr, Kim Diven, William Ferrara, Cindy Flynn, Teresa Joseph, Alice Malik, Lisa McLaughlin, Kelly McMahan, Steve Pollzzie, Melissa Provo, John Ray, and Otto Zillgitt as recommended for the 2012/13 school year.

11. **Resolution to Support the MCISD Budget for 2013/14** Mrs. Eighmey 32
Move to approve the ISD Budget Resolution as presented.

		<u>Page</u>
12. MCISD Board Member Resolution (First Reading Only)	Mr. Monday	38
<p>The Board of Education designates _____ as its representative to the electoral body; and _____ as the alternate representative (optional); and, identifies _____ (6 year term), _____ (6 year term) and _____ (2 year term) as who it supports for the positions to be filled on the Intermediate School Board at the June 3, 2013 election.</p>		
13. Second Reading – Board Policies – Section 4000	Dr. Martin	46
<p>Section 4000, Business Management, are attached as a second reading for the board’s review.</p>		
14. Social Studies Curriculum Purchase	Mrs. Everly	47
<p>Move to approve the adoption of Michigan Citizenship Collaborative Social Studies Curriculum (MC3) for fourth, fifth, and sixth grades with a supplemental material purchase not to exceed \$4962.45.</p>		
15. Arborwood Pool Agreement	Mr. Oley	55
<p>Move to enter into agreement with the City of Monroe and the Monroe Family YMCA through October 31, 2013 for operation of the Dick Waters Swimming Pool from June 8 through August 31, 2013.</p>		
16. HOSA National Conference	Dr. McLeod	61
<p>Move to approve the Monroe High School students’ attendance at the HOSA National Leadership Conference in Nashville, TN June 26-30, 2013 according to the terms of Policy IICA, Field Trips and Excursions.</p>		
17. Athletic Teams – State Finals	Dr. McLeod	78
<p>Move to approve the Monroe High School students’ attendance at the State Tournaments in according to the terms of Policy IICA, Field Trips and Excursions should they qualify.</p>		
18. Superintendent’s Comments	Mr. Monday	
19. Old Business	Mr. Yeo	
20. New Business	Mr. Yeo	
21. Public Commentary – Any Topic	Mr. Yeo	

22. Adjournment

Move that the May 14, 2013 Board Meeting #8 of the
Monroe Public Schools Board of Education be adjourned.

Mr. Yeo

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Board Meeting #8
May 14, 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

- April 23, 2013 Board Meeting #7 Minutes
- April 29, 2013 Special Board Meeting Minutes
- April 30, 2013 Special Board Meeting Minutes
- May 1, 2013 Special Board Meeting Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- April 23, 2013 Board Meeting #7
- April 29, 2013 Special Board Meeting
- April 30, 2013 Special Board Meeting
- May 1, 2013 Special Board Meeting

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

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #7

Tuesday, April 23, 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, Trustee Ryan Philbeck, and Trustee Wendy Spicer

Board Members Absent: None

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

Administrators Absent: Katherine Eighmey, David Payne

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

Manor Quiz Bowl Team

Mrs. Everly introduced several staff members of Manor Elementary School whose Quiz Bowl team recently became the Monroe County Quiz Bowl Champions. Teachers Ian Cooke and Mary Wolf introduced Trevor Malik, Darby Klemz, Henry Germeroth, and Lauren Swallow. Absent were Rashaun Adams and Annalise Furlong. To attain the honor of being the 2013 Quiz Bowl champions, this team had to take five victories. Congratulations to these outstanding students.

Public Commentary-Agenda Items Only

Selma Rankins, citizen, congratulated the Manor Quiz Bowl team. He asked that a school be named after Rosa Parks, complimented teacher, Amy Pace, and asked that the new superintendent be someone who understands black people.

Approval of Minutes

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

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

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

Reports and Update

The March 18, 2013 Board Curriculum Committee Minutes and April 8, 2013 Board Personnel Committee Minutes were received without comments.

Staff Resignations

Motion by Mr. Mason; support by Dr. March to approve the resignations from Monroe Public Schools for Russell Ray effective 4/19/13; Debra Mau effective 4/23/13; Christine Jarrait, Carla Matusik, and Nancy Monday effective at the end of the 2012/13 school year.

Discussion: Thank you to all of these people who have devoted their time and talent to the students of Monroe Public Schools. Mr. Mason noted Nancy Monday's dedication to the Scholarship Committee which she has been a member of for the past 28 years.

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

Board Policies – First Reading

The board received the following policies as a first reading: Section 4000 – Business Management. There were no comments or questions on these policies.

Consent Purchases

Motion by Mr. Mason; support by Mrs. Knabusch-Taylor that Agenda Items C.6-C.10 be considered as a Consent Agenda and that the consent agenda items be approved as recommended.

- C.6 – MHS Variable Frequency Drives Replacement – To accept the quote from Control Systems of Ohio located in Sylvania for VFD replacement at MHS at a cost not to exceed \$31,736.
- C.7 – MHS Chiller Start Up – To accept the low bid from Dimech Services of Toledo, Ohio for the chiller start up at MHS at a cost not to exceed \$5,878 and reject all other bids.
- C.8 – Playground Mulch – 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
- C.9 – Carpet/Tile Replacement for 2013 District-Wide – 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.
- C.10 – Grounds Care Chemicals – 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.

Discussion: If additional wood chips are needed, Mr. Oley will bring that purchase back before the board for approval. In regard to the carpet/tile replacement bid, Mr. Oley confirmed with the bidder that the amount would not exceed \$61, 277. The owner of the company saw that some repair work needed to be done and he included that cost in his bid. The difference between the companies is that one contracts the work out and the other does it themself.

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

Superintendent Comments

- Our HOSA group recently set what we believe is a school record when five of our students qualified to participate in the national competition in Nashville in June. They were in the state competition which attracted 1,500 students a little over a week ago.
- Our kindergarten registration was held recently at Riverside Early Learning Center. This year our location for registration changed and we received great reviews. We have 199 Young Fives students moving into kindergarten next year and we registered 267 kindergarten students. At this point we will have 466 kindergarten students enrolled for 2013/14 school year.
- The Battle of the Bands will be held Friday, April 26 at 7:00 p.m. in the MHS auditorium. This event was postponed last Friday due to the power outage.
- The Light It up Blue Silent Auction will be held Friday, April 26 from 5-7 p.m. at MMS where the sale of blue-themed art will be sold to support Autism Speaks. All of the art was made by our students and staff. The Frenchtown Fiddlers also will play at the silent auction.
- When 400 students gathered Monday at the River Raisin Battlefield for a celebration of the start of National Park Week, a large number of them were MPS students. The activity was presided over by Congressman John Dingell and Congressman Tim Walberg, who recognized several of our staff and students for what they have done to support the battlefield.
- As part of our ongoing school improvement efforts, next week we will offer an online survey for parents, staff and students on a number of different topics. We expect this information will give us a good picture of the thoughts and perceptions of our MPS stakeholders. As some parents may

not have computer access, each school is opening up their computer lab to the public one day after school next week so parents can come in and take the survey online. The survey will also be offered in several foreign languages and will be set up at the community rooms of Arthur Lesow Community Center, Greenwycke Apartments and Willow Green Mobile Home Park for parents who may not have computer access or access to transportation during the day.

- We would like to encourage everyone to go to the polls May 7 for our millage renewal election. Three renewals are on the ballot – 18 mills for general school operation, one mill for a Headlee override, and one mill for our sinking fund.

Old Business

Mr. Yeo noted that there had been some concern recently in regard to the Jefferson/Monroe hockey unification program. A committee comprised of superintendents and administrators from both schools, as well as Mr. Yeo, is conducting a full investigation into these concerns and will have a full report within a week or less.

New Business

Jerry Oley reported a problem at Monroe High with the hot water mixing valve. The loss of power last week caused problems the mixing value and needs to be corrected right away. The water has been extremely hot and is a safety issue. Outside plumbers were brought in to evaluate the situation and a bid was received from Sieb Plumbing and Heating. They are planning to fix the valve this week and plan to do it without closing school. Two of our own employees will also be brought in to work on this issue.

Motion by Mr. Mason; support by Dr. March to accept the bid from Sieb Plumbing, Heating & Air Conditioning of Monroe Michigan to replace the hot water mixing valve at MHS at a cost not to exceed \$19,795.

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

Mr. Yeo noted that some administrative issues have been brought before the board recently and that it is inappropriate to address personnel issues in a public forum.

Mr. Yeo introduced Dr. Michael Wilmot of the Michigan Leadership Institute who is leading the search for a new superintendent for Monroe Public Schools due to Mr. Monday's retirement. Six weeks ago, the board authorized the posting for a superintendent with the closing date of April 19, 2013 at 4:00 p.m. Sixteen candidates applied for the position. Names for candidates can be announced once the board votes to interview them. The Board will convene in closed session to look over the applications, return to open session, and decide which candidates they wish to interview. Ninety-minute interviews which are open to the public, will be held April 29, 30 and May 1 at 6:00 p.m. and 8:00 p.m. each evening. Second interviews will be held May 13 and 14 at 6:00 and 8:00 p.m. The board will narrow the field to not more than two candidates and perform site visits. All candidates have requested confidentiality.

Public Commentary-Any Topic

There was none at this time.

Closed Session

Motion by Mr. Mason; support by Dr. March to convene in closed session for the purpose of discussing candidates for the Superintendent's position. Open Meetings Act, Sect., 8(c).

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

Adjournment of Closed Session and Reconvene

Motion by Mr. Mason; support by Mr. VanWasshenova that the closed session be adjourned and Board Meeting #7 be reconvened into open session.

Vote: Motion carried by a 7-0 roll call vote at 9:30 p.m.

Superintendent Candidates

Motion by Mr. Mason; support by Mr. Yeo to interview applicants 10, 11, 12, 13, and 14 for the position of Superintendent of Monroe Public Schools.

Discussion: Hiring Michigan Leadership Institute has been very valuable to the board in the superintendent search process. The approach is fair and there is a good representation of both internal and external candidates.

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

Superintendent Candidates

At this point, Dr. Michael Wilmot of the Michigan Leadership Institute, named the five candidates the board of education members would interview. They are:

- Dr. Catherine M. Cost, Assistant Superintendent, K-12 Instructional Support Services – Farmington Public Schools, Farmington, Michigan
- Dr. Barry N. Martin, Director State and Federal Programs – Monroe Public Schools, Monroe, MI
- Dr. Ryan P. McLeod, Assistant Superintendent, 7-12 Curriculum and Human Resources – Monroe Public Schools, Monroe, MI
- Mr. Scott O. Snyder, Executive Director of Facilities and Operations – School District of Ypsilanti, Ypsilanti, MI
- Mr. David P. Vensel, High School Principal – Jefferson Schools, Monroe, MI

First round interviews will be held Monday, April 29, 2013; Tuesday, April 30, 2013; and Wednesday, May 1, 2013 at 6:00 p.m. and 8:00 p.m.

Second round interviews will be held Monday, May 13, 2013 and Tuesday, May 14, 2013 at 6:00 p.m. and 8:00 p.m. Site visits will be determined at a later time.

Adjournment

Motion by Mr. Mason; support by Dr. March that the April 23, 2013, Board Meeting #7 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 10:04 p.m.

June Knabusch-Taylor, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Special Board Meeting
Monday, April 29, 2013

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, Trustee Ryan Philbeck, and Trustee Wendy Spicer

Board Members Absent: None

President Yeo called the meeting to order at 5:58 p.m. and led the audience in the pledge of allegiance.

Interview for Superintendent of Monroe Public Schools

Mr. Yeo welcomed Dr. Ryan McLeod, Assistant Superintendent for 7-12 Curriculum and Human Resources for Monroe Public Schools, and gave an overview of the format for the superintendent interview process. After Board members introduced themselves, they posed three questions each to the candidate in six specific areas (Community Relations, Political Awareness, Leadership Attributes, Instruction and Curriculum, Finances and Operations and Staff and Personnel.) Dr. McLeod was given the opportunity to question the board as well and also respond to several questions submitted by audience members. Dr. McLeod gave a closing statement and the board members recessed at 7:30 p.m.

At 7:47 p.m., the second candidate, Dr. Barry Martin, Director of State and Federal Programs for Monroe Public Schools, began the same process as noted above.

Adjournment

Motion by Mr. VanWasshenova; support by Mr. Mason that the April 29, 2013, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 8:53 p.m.

June Knabusch-Taylor, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Special Board Meeting
Tuesday, April 30, 2013

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, Trustee Ryan Philbeck, and Trustee Wendy Spicer

Board Members Absent: None

President Yeo called the meeting to order at 6:00 p.m. and led the audience in the pledge of allegiance.

Interview for Superintendent of Monroe Public Schools

Mr. Yeo welcomed Mr. David Vensel, Jefferson High School Principal, and gave an overview of the format for the superintendent interview process. After Board members introduced themselves, they posed three questions each to the candidate in six specific areas (Community Relations, Political Awareness, Leadership Attributes, Instruction and Curriculum, Finances and Operations and Staff and Personnel.) Mr. Vensel was given the opportunity to question the board as well and also respond to several questions submitted by audience members. Mr. Vensel gave a closing statement and the board members recessed at 7:04 p.m.

The meeting reconvened at 7:28 p.m. and Dr. Michael Wilmot of Michigan Leadership Institute detailed the next steps in the process of selecting the superintendent. He explained that after the final interview the next day, the board would narrow the candidates down to two. This will be done in open session and audience members will have an opportunity to express their opinions to the board.

At 7:45 p.m., the second candidate, Mr. Scott Snyder, Executive Director of Facilities and Operations at the School District of Ypsilanti, began the same interview process as noted above.

Adjournment

Motion by Ms. Spicer; support by Mr. Philbeck that the April 30, 2013, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 9:23 p.m.

June Knabusch-Taylor, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Special Board Meeting
Wednesday, May 1, 2013

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, Trustee Ryan Philbeck, and Trustee Wendy Spicer

Board Members Absent: None

President Yeo called the meeting to order at 6:02 p.m. and led the audience in the pledge of allegiance.

Interview for Superintendent of Monroe Public Schools

Mr. Yeo welcomed Dr. Catherine Cost, Assistant Superintendent, K-12 Instructional Support Services for Farmington Public Schools, and gave an overview of the format for the superintendent interview process. After Board members introduced themselves, they posed three questions each to the candidate in six specific areas (Community Relations, Political Awareness, Leadership Attributes, Instruction and Curriculum, Finances and Operations and Staff and Personnel.) Dr. Cost was given the opportunity to question the board as well and also respond to several questions submitted by audience members. Dr. Cost gave a closing statement and the board members recessed at 7:25 p.m.

Selection of Two Candidates

At 7:41 p.m. the board reconvened and began the process of deliberating on their choice of two candidates who would remain in the running for the superintendent. Dr. Wilmot briefed the board on the next steps left in this process. Board members studied the notes they had taken during each of the five interviews. Audience members were given the opportunity to share positive comments on the candidates and the strengths the candidates possessed.

Motion by Mr. Mason; support by Mr. Philbeck to ask Dr. Barry Martin and Mr. Scott Snyder to return for second interviews.

Discussion: Thanks to all the people in the audience who attended the superintendent candidate interviews. Second interviews will be held at 6:00 p.m. on Monday, May 13 and after the May 14 7:00 p.m. regularly scheduled Board of Education meeting.

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

Adjournment

Motion by Mr. Philbeck; support by Mrs. Knabusch-Taylor that the May 1, 2013, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 9:54 p.m.

June Knabusch-Taylor, Secretary

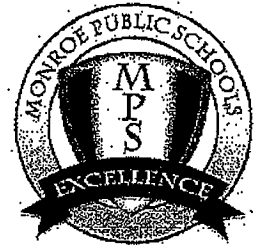
Board Meeting #8
May 14, 2013
Item #C.2

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- April 23, 2013 Curriculum Committee Minutes
- Informational Report – Contracted Coaches

Monroe Public Schools Board Curriculum Committee



Date of Meeting: April 23, 2013
Next Meeting: May 20, 2013 at 4:45 p.m.

In Attendance: Julie Everly, Cindy Flynn, Terry Joseph, June Knabusch-Taylor, Barry Martin, Ryan McLeod, Kelly McMahon, Randy Monday, Kevin Pilgrim, Steve Pollzzie, Melissa Provo, Larry Van Washenova

1. **Call to Order:** The meeting was called to order at 5:02.
2. **Minutes:** *The March 20, 2013 minutes were approved at the April 23, 2013 Board Meeting.*
3. **Public Commentary:** None
4. **Building Updates**
 - **Manor Elementary School, Leader In Me, Kelly McMahon:** Kelly explained that "Leader in Me" this school year. "Leader in Me" is a program written by Franklin Covey. The program is built around the 7 Healthy Habits -
 - **Leadership**
 - **Accountability**
 - **Adaptability**
 - **Initiative and Self-direction**
 - **Cross-cultural Skills**
 - **Responsibility**
 - **Problem Solving**
 - **Communication**
 - **Creativity**
 - **Teamwork**

When participating in the program, a school is required to complete professional development modules that emphasize living by the habits. Common vocabulary is established so that direct teaching lessons regarding the habits can be taught throughout the instructional day. The Manor Staff was so impressed that they visited a Michigan school that has implemented "Leader in Me." They noticed that every student, regardless of age could talk about the habits, and that the school environment was goal-oriented with colorful paint, interesting pictures, and motivational statements placed throughout the school. Initially, due to the implementation cost of \$40,000, the Manor Staff was not optimistic about a 2013-14 school year implementation, but they applied for an international grant. During this meeting, Kelly received an email that Manor did receive this high honor and award. The grant will fund the majority of the cost, and the remaining \$6,000 will be funded through fundraising and/or Title 1. Mrs. Knabusch-Taylor and Mr. VanWashenova received two handouts describing Leader in Me. They wished Manor luck, and congratulated Kelly when she received the award email.

- **Monroe Middle School, MMS Pilot Team, Cindy Flynn, Kevin Pilgrim, and Melissa Provo:** MMS is finishing their second year of the iTeam project-based pilot. Currently, the initial group of teachers looped their students to eighth grade. Kevin Pilgrim, MMS math teacher, discussed how he has been teaching on an iTeam for two years; although, he did not loop. Cindy and Melissa requested that he stayed back in 7th grade in order to begin a new iTeam. He will be looping his 7th graders to 8th grade this school year. There will be a third iTeam for the 13-14 school year. Cindy and Melissa indicated that their intention is to grow this by continuing to add additional teams.

The iTeam concept was designed to be an interest- and project-based approach where students could follow their interests to connect to the core curriculum. The students take an active part in their learning. Students conference with their teachers and give feedback to other students on project topics for each core curricular area. Cindy brought up the benefits she saw "firsthand" of looping -- these students had very little transition into 8th grade, and knew exactly what to do and expect on the first day of school. Melissa commented that on the first day of school, one looping teacher wrote, "You know what to do," on the board. National benchmarks and comparisons are being studied to determine if iTeam students performed differently than their peers on assessments. Another thing that the iTeam noticed was the summer academic loss that students experience. Since teachers were getting students back for a second year, they noticed the amount of regression that can happen after a summer without practice in school. Their findings mirror what research states - If a student leaves school at the end of the year below grade level (or barely making grade level), the students will lose double to triple the academic growth when compared to their on or above grade level peers. Terry Joseph and Steve Pollizsee interjected that summer loss was noted across the Arborwood data as well. Mr. Van Washenova asked if the loss was more prevalent in older or younger students. Mrs. Everly commented that primary students, who are developing skills that have not become automatic, notice the most significant loss; however, it is a district-wide problem in all grades.

- **Arborwood Elementary Campus, Title 1 Science and Social Studies Trade Book Purchase, Steve Pollizsee and Terry Joseph:** Arborwood will continue their focus on the School Improvement Plan which includes developing their academies. Terry and Steve explained that they often see that students who are below grade level in reading do not experience success in science and social studies; furthermore, they also see that students who are very interested in a science or social studies topic often look for additional resources to read. With this in mind, their school improvement team is recommending the purchase of trade books that align with the science core curriculum topics for each grade level. For instance, this would allow a student is researching "rocks" to retrieve the the bin of books with the label "rocks" to find books about rocks from a wide range of readability levels. When considering that they have 31 classrooms, and they would like to purchase book bins for all science and social studies topics, the Arborwood team is interested in investing \$60,000.00 into this project. Mr. Monday and Mrs. Knabusch-Taylor reviewed the sample book bins. Mr. Van Washenova inquired about a purchase of ebooks, rather than paper books. Steve reported that currently, there are not enough devices at Arborwood for students to access these titles through ebooks, but he would be very interested in working towards this.

5. **The MPS Board of Education Mission Statement:** A copy of the Monroe Public Schools Mission Statement was distributed. Mrs. Knabusch-Taylor commented that she is concerned that the Board of

Education is not staying true to their mission statement. She is concerned that our students are not graduating prepared for the world. She would like the administration to explore a mandatory class for all students that would concentrate on lifetime skills -- especially in math and economics. Mrs. Knabusch-Taylor gave examples to the group as to what this class would cover including: figuring out interest on a loan, life management skills, filling out an application for a job, and others. It was suggested by Dr. McLeod that most of these items are covered in other classes like Economics and Real World Survivor. He also indicated that Trojan Family Time, (TFT), has integrated several life skills into their lessons and curriculum. Mrs. Knabusch-Taylor also inquired about students completing a Senior Project. Dr. McLeod reported that students are not doing a Senior Project now, but the group discussed the possibility of a Senior Project wherein students would complete some of the aforementioned skills in order to graduate from Monroe High School.

6. **Follow Up: Trimester Concerns/Students Passing with a D-:** Dr. McLeod reported back to the group that seven students passed Algebra with a D- this year. Of those seven, four went on to the next section of Algebra and passed and three went on, but did not pass the next section. Currently, with a D- or above, a student will pass and earn the credit. If a student fails both sections, he/she is recommended for summer school. Summer school helps with some of the credit recovery problem, but it often does not solve the whole problem of understanding the content. This is a difficult situation when we have students that do not pass we just don't have the same amount of seats available, at one time we had 22 English teachers, now we have 12. This is a School Improvement issue. Mrs. Everly and Dr. McLeod cited several parts of the school improvement planning process that would create a more systematic approach in supporting students prior to them receiving a final grade in a course. As a school, department, or teacher if a student's performance is lower than a C, a school-wide response to intervention (RTI) model should be enacted. MHS is developing an RTI model.
7. **Follow Up: Specialized Schools:** Mrs. Everly and Dr. McLeod indicated that there is great interest in Monroe Public Schools offering some specialized schools. Some ideas brought up for discussion by staff members, parents, and stakeholders include: STEM, Traditional, International Bacheloraete, Leadership Academy, and Project-Based/Inquiry. There is also discussion of schools that would widen and/or change our current grade level span. Due to time, the group will continue to discuss this at the next Curriculum Committee Meeting.
8. **Old Business:** None
9. **New Business:** None
10. **Adjournment:** The meeting was adjourned at 7:03 p.m.

Informational Report
Contracted Coaches

The following coaches will be placed in the listed positions below by Temporary School Staff, Inc. upon completion of criminal history verifications for the 2013/14 fall season:

Last Name	First Name	Title	Sport	School
Linsenmeyer	Heidi	Coach	Cheerleading - 9th Grade	MHS
Beckner	Pietrina	Coach	Cheerleading - JV	MHS
McMullen	Mary Rose	Coach	Cheerleading - Varsity	MHS
Hanmond	Joe	Head Coach	Football - 9th Grade	MHS
Giarmo	John	Assistant Coach	Football - Varsity	MHS
Redmond	Eric	Head Coach	Football - Varsity	MHS
Wiley	Cody	Assistant Coach	Football - JV	MHS
Mossburg	Darrell	Assistant Coach	Football - Varsity	MHS
Hoppe	B.J.	Coach	Golf - JV Girls	MHS
Cooper	Ron	Head Coach	Golf - Varsity Girls	MHS
Lieto	Dan	Coach	Soccer - JV Boys	MHS
Martin	Stuart	Coach	Soccer - Varsity Boys	MHS
Palik	Dustin	Head Coach	Swimming - Varsity Girls	MHS
Russell	Jessica	Assistant Coach	Swimming - Diving Girls	MHS
Windham	Kim	Head Coach	Volleyball - Varsity	MHS
Taylor	Jennifer	Coach	Cheerleading - 7th & 8th	Monroe Middle
Heck	Justin	Coach	Cross Country - Co Ed	Monroe Middle
Orr	Larry	Head Coach	Football - 7th Grade	Monroe Middle
Lambert	Bo	Asst. Coach	Football - 7th Grade	Monroe Middle
Wood	Ryan	Asst. Coach	Football - 7th Grade	Monroe Middle
Freelon	Marty	Head Coach	Football - 8th Grade	Monroe Middle
Kuehnlein	Mitch	Asst. Coach	Football - 8th Grade	Monroe Middle
Russo	Alec	Asst. Coach	Football - 8th Grade	Monroe Middle
Wiseman	Bill	Coach	Volleyball - 8th Grade	Monroe Middle

STAFF RESIGNATIONS

BACKGROUND

Steven Ketron: We have received a letter of resignation from Steven Ketron for the purpose of other employment. Mr. Ketron has been employed as a teacher at Monroe High School in the Career and Technical Education Department for the past 8 years. His resignation was effective on May 3, 2013.

Jason Gendron: We have received a letter of resignation from Jason Gendron for the purpose of other employment. Mr. Gendron has been laid off from Monroe Public Schools since June, 2011 and was offered a recall to employment for the 2013/14 school year which he has chosen to decline.

Ron Stoffel: We have received a letter of resignation from Ron Stoffel for the purpose of other employment. Mr. Stoffel has been with our Custodial-Maintenance Department for the past 15.5 years.

Mary Bullard: We have received a letter of resignation from Mary Bullard for the purpose of retirement at the end of the 2012/13 school year. Mrs. Bullard has been a teacher with the district for the past 18 years. She was assigned as the Library Media Specialist at Monroe High School

Judith Cousino: We have received a letter of resignation from Judith Cousino for the purpose of retirement at the end of the 2012/13 school year. Ms. Cousino has been an elementary teacher for the past 14 years. She was most recently assigned at Custer Elementary.

Debra Knowles: We have received a letter of resignation from Debra Knowles for the purpose of retirement at the end of the 2012/13 school year. Mrs. Knowles has been an elementary teacher at Waterloo for the past 35 years.

ENCLOSURES

Letters of Resignation

RECOMMENDATION

Move to approve the resignations from Monroc Public Schools for Steven Ketron effective May 3, 2013; for Jason Gendron effective May 14, 2013; for Ron Stoffel effective May 17, 2013; for Mary Bullard, Judith Cousino and Debra Knowles 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	_____	_____	_____	_____

April 24, 2013

Dr. Ryan McLeod
Assistant Superintendent
Monroe Public Schools
1275 Macomb St
Monroe, MI 48162

Dear Mr. McLeod:

Please accept this letter as my two week notice of resignation from Monroe Public Schools, effective May 03, 2013. The relations I've made for the duration of my service in Monroe Public Schools will be memorable beyond doubt for years to arrive.

I have kept Mr. Ferrara and Monroe High School informed of my anticipated departure to the best of my ability for the past three months. I anticipate this notice is adequate for you to find a substitute for me. If I can assist to prepare the person of my replacement or fasten any loose ends, please let me know.

This has been a great learning experience for me and I want to thank you very much for the chance to work here.

Sincerely,

A handwritten signature in black ink, appearing to read 'S.M. Ketron', with a long horizontal line extending to the right.

Steven M. Ketron
Electronics/Robotics, Teacher
Monroe Public Schools

May 1, 2013

Monroe Public Schools
1275 N. Macomb Street
Monroe, MI, 48161

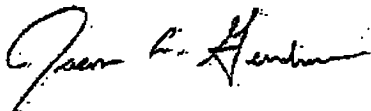
Dear Monroe Public Schools:

Please accept this letter as notice of my resignation as an employee of MPS and will not be returning to teach this fall after being offered a recall to employment.

At this time, I am employed with Jefferson Schools and will continue to work and serve the students in that district. This decision was a difficult one for me based on the positive experience I had working at Monroe High School.

Thank you for allowing me to serve as a Special Education Teacher for one school year in your wonderful district.

Best regards,



Jason A. Gendron

May 03, 2013

To Whom It May Concern:

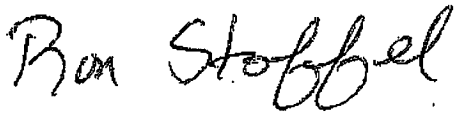
I would like to inform you that I am resigning from my position with Monroe Public Schools effective May 03, 2013. My last day of employment will be May 17, 2013.

Thank you for the opportunities for professional and personal development that you have provided me during my last 16 years. I have enjoyed working with many talented people during my tenure with the department.

If I can be of any help during this transition, please let me know.

Sincerely,

Ron Stoffel

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

Notification of resignation

I will be seeking new challenges at the end of the school year.

Mary Bullard

4-30-2013

Judith A. Cousino
205 Toll Street
Monroe, MI 48162
734 243-9280
jcousino@comcast.net

April 17, 2013

Mr. Randy Monday
Superintendent
Monroe Public Schools
1275 N. Macomb Street
Monroe, MI 48152

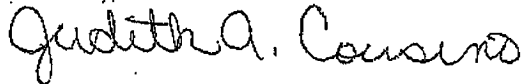
Dear Mr. Monday,

I, Judith A. Cousino, 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 opportunity to express my thanks for the years I have been employed with this district. I have been a part of Monroe Public School's educational system since Kindergarten. I was educated in this school system from Kindergarten through grade twelve as were all three of my children. One of my life goals was to be able to be a part of the process of educating young people in this community, and I have been allowed to achieve that goal here. One of my proudest moments was being able to say that I was a member of Monroe Public School's amazing staff.

Although my career as a teacher may be coming to a close, I look forward to whatever the future holds in store for me. I will take with me fond memories of my years with this district and will continue to support Monroe Public Schools in whatever capacity I am able.

Sincerely,



Judith A. Cousino
Fourth Grade Teacher
Custer Elementary School

April 29, 2013

Dear Mr. Monday and the Monroe Board of Education,

Please accept this letter of resignation from my teaching position in Monroe Public Schools effective June 30, 2013. With this announcement of my retirement I would also like to request that I receive my terminal leave package.

The decision whether to retire or not has been very difficult for me. I am not one of those people who counted down the years and days until I could retire. I enjoyed doing what I felt I had a calling to do. I have spent all of my 35 years with the district in one school---Waterloo. That means I have "lived" here longer than I have lived anywhere else in my life. It will not be easy to leave here. A part of Waterloo and Monroe Public Schools will always be with me, and I hope that a part of me will always be with the students and the children of the students I have taught over the years.

Perhaps not every day was perfect, and not every child was an angel, but I found my years with Monroe Public Schools to be very rewarding. I will take with me some wonderful memories.....

Sincerely,
Debra Knowles

REQUEST FOR TEACHER LEAVE OF ABSENCE

BACKGROUND

Mary Howe has requested an unpaid leave of absence for the 2013/14 school year as per Article 12, Section D-7 of the Master Agreement.

ENCLOSURE

Letter of Request

RECOMMENDATION

Move to approve a leave of absence for Mary Howe for the 2013/14 school year in accordance with Article 12, Section D-7 of the master agreement due to a family hardship situation.

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 29, 2013

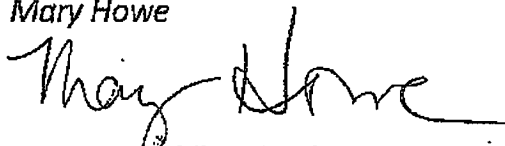
Dear Mr. Monday,

I would like to request a one year leave of absence due to a family hardship situation in my family. This leave would be for with the 2013-2014 school year.

My husband has been transferred to Panama City, Panama for employment purposes and I would like to join him there. I understand that if I am granted this leave of absence, I could return as a teacher to Monroe Public Schools under the following circumstances: 1) The leave of absence is only for one year; 2) On my return, there must be a vacant position for which I am certified and qualified to teach; and 3) I would receive no salary or benefits during the time of my leave of absence.

Thank you for your consideration in this matter.

Mary Howe

A handwritten signature in cursive script that reads "Mary Howe".

*Monroe Middle School
Mathematics Teacher*

REQUEST FOR TEACHER LEAVE OF ABSENCE

BACKGROUND

Erin Otter has requested an unpaid leave of absence for the 2013/14 school year as per Article 12, Section D-7 of the Master Agreement.

ENCLOSURE

Letter of Request

RECOMMENDATION:

Move to approve a leave of absence for Erin Otter for the 2013/14 school year for the purpose of child care effective September, 2013. This is in accordance with Article 12, Section D-7 of the master agreement.

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	_____	_____	_____	_____

May 9, 2013

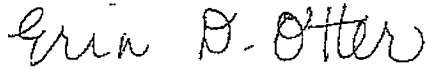
Monroe Public School Board Members,

I am requesting your approval to take a leave of absence for the upcoming 2013/2014 school year. I am asking for this leave because it is in the best interest for my family. I have three children that are not yet school aged and my childcare situation has changed.

I understand that upon my return, I am not guaranteed my current position as a 6th grade teacher at Custer Elementary School.

I appreciate your understanding regarding my situation.

Respectfully,

A handwritten signature in cursive script that reads "Erin D. Otter".

Erin D. Otter

ADMINISTRATOR APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Timothy Salenbien as the Custodial-Maintenance Supervisor with Monroe Public Schools.

Mr. Salenbien holds an Associate Degree from the Monroe County Community College. He comes to us with twenty-five years of experience in various positions within the construction industry. Mr. Salenbien was most recently a self-employed owner, operator for Salenbien Building in Monroe, Michigan. He currently holds a State of Michigan Residential Builder's License.

Members of the interview panel were: Randy Monday, Superintendent; Ryan McLeod, Assistant Superintendent; Jerry Oley, Director of Operations; Mary Ann Cyr and Otto Zillgitt, Principals; Tom Tippery, Mike Murchie and Ron Stoffel; Maintenance Personnel.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Timothy Salenbien as the Custodial-Maintenance Supervisor with Monroe Public Schools effective May 15, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

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

TIMOTHY SALENBIEN

7967 EXETER ROAD • MONROE, MI 48162 • PHONE (734) 777-1852

OBJECTIVE

Obtain a professional position with opportunity for growth in the maintenance, construction, or facilities management field utilizing vast knowledge and experience in all aspects of the construction industry.

PROFESSIONAL EXPERIENCE

Salenbien Building

Monroe, MI

Owner, Operator

2004 – present

- Licensed and insured general contractor for residential construction
- New construction and remodel – all building types, from excavation to final inspection
- Form and maintain client relationships to ensure customer satisfaction
- Analyze construction blueprints for project and labor and material estimates
- Create scaled drawings for preliminary project references where applicable
- Manage business finances to optimize gross margin and profits
- Manage supplier accounts – quality, services, and payments
- Create and maintain statement of work documents – bids, change orders, etc.
- Develop and manage work schedules – coordinate timing of trades on the job, as well as managing multiple jobs at once
- Specialized in new home construction, decks, out-buildings, kitchen and bath remodels, finished basements, framing, roofing, siding, trim work, cabinetry, light landscaping, and tractor services
- Perform daily labor with hands-on and as well as sub-contractors

Kopmanis Homes

Erie, MI

Construction Superintendent

2001 - 2004

- Analyze construction blueprints and spec sheets for each project
- Form and maintain client relationships to ensure customer satisfaction
- Oversee job sites and scheduling of sub-contractors of all trades
- Maintain job site for cleanliness and safety conditions
- Perform daily hand-on labor – such as appliance hook ups, insulation, light framing, trim

Wickes Lumber

Monroe, MI

Indoor Sales, Contractor Sales, Estimator 1988 – 2001

- Analyze blue prints and understand engineered products – such as trusses, I-joint systems, and beams
- Apply knowledge of building materials – lumber, electrical, plumbing, etc – to assist customers with building projects
- Supply contractors' materials estimates for building projects
- Routine job site field visits with small deliveries, and to ensure projects were properly stocked and supported
- Maintained client relationships to ensure customer satisfaction

EDUCATION

State of Michigan – Department of Labor and Economic Growth 2004

- Received Residential Builder's License (# 2101172523) – from Residential Builders' and Maintenance and Alteration Contractors' Board

Monroe County Community College

Monroe, MI

1987 - 1989

- Associate of Science Degree

Dundee High School

Dundee, MI

1983 – 1987

- Graduate 1987

COACHING RECOMMENDATIONS

BACKGROUND

The following are the Coaching Recommendations for the 2013/14 school year fall season. All pre-employment information has been completed.

Last Name	First Name	Title	Sport	School
Scoles	Mark	Head Coach	Cross Country - Co Ed	MHS
Mydloski	James	Assistant Coach	Cross Country - Co Ed	MHS
			Swimming - Varsity	
Bole	Jennifer	Assistant Coach	Girls	MHS
Clark	John (Jay)	Head Coach	Football - JV	MHS
Motyka	Ron	Assistant Coach	Football - 9th Grade	MHS
McCollum	Jody	Assistant Coach	Football - 9th Grade	MHS
Matusik	Robert	Coach	Tennis - Varsity Boys	MHS
Stefanski	Patricia	Coach	Volleyball - 9th Grade	MHS
Hutchison	Jason	Head Coach	Football - 7th Grade	Monroe Middle
Finnegan	Patrick	Head Coach	Football - 8th Grade	Monroe Middle
			Middle School	
Wood	Bobby	Supervisor	Athletics	Monroe Middle
			Soccer Co-Ed - 7th &	
			8th	Monroe Middle
Columbus	Russ	Coach	Volleyball - 7th Grade	Monroe Middle
Pitcher	Debra	Coach	Volleyball - 7th Grade	Monroe Middle
Howe	Mary	Coach	Volleyball - 7th Grade	Monroe Middle
Bomia	Amanda	Coach	Volleyball - 8th Grade	Monroe Middle

RECOMMENDATION

Move to approve the above listed coaches for the 2013-14 fall season, as per the MCEA master agreement.

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

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

EXEMPT ADMINISTRATIVE CONTRACT EXTENSION

BACKGROUND

In order to provide notice of contract status, we are recommending that the board authorize administration to issue contracts for Julie Everly and Ryan McLeod for continued employment to extend to June 30, 2015.

RECOMMENDATION

Move to approve administrative contract extension for Julie Everly and Ryan McLeod as recommended for the 2014/15 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	_____	_____	_____	_____

EXEMPT ADMINISTRATIVE CONTRACT EXTENSION

BACKGROUND

In order to provide notice of contract status, we are recommending that the board authorize administration to issue contracts for Katherine Eighmey, Barry Martin, Jerry Oley, and David Payne for continued employment to extend to June 30, 2014.

RECOMMENDATION

Move to approve administrative contract extension for Katherine Eighmey, Barry Martin, Jerry Oley, and David Payne as recommended for the 2013/14 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	_____	_____	_____	_____

ADMINISTRATIVE CONTRACT EXTENSIONS

BACKGROUND:

In order to provide notice of contract status, we are recommending that the board authorize administration to issue contracts for Montyne Barbee, Jennifer Bennett, Shelley Cormier, Matthew Cortez, Mary Ann Cyr, Kim Diven, William Ferrara, Cindy Flynn, Teresa Joseph, Alice Malik, Lisa McLaughlin, Kelly McMahon, Steve Pollzzie, Melissa Provo, John Ray, and Otto Zillgitt, for employment to extend to June 30, 2014.

Administrative placements for the 2013/14 school year will be presented to the Board of Education at a later date.

RECOMMENDATION:

Move to approve administrative contract extensions for: Montyne Barbee, Jennifer Bennett, Shelley Cormier, Matthew Cortez, Mary Ann Cyr, Kim Diven, William Ferrara, Cindy Flynn, Teresa Joseph, Alice Malik, Lisa McLaughlin, Kelly McMahon, Steve Pollzzie, Melissa Provo, John Ray, and Otto Zillgitt as recommended for 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	_____	_____	_____	_____

Board Meeting #8
May 14, 2013
Item #C.11

**RESOLUTION TO SUPPORT THE MONROE COUNTY INTERMEDIATE
SCHOOL DISTRICT PROPOSED BUDGET FOR 2013//2014**

ENCLOSURE

Resolution
2013/2014 General Fund Budget Projection

RECOMMENDATION

Move to approve the ISD Budget 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	_____	_____	_____	_____

RESOLUTION

WHEREAS, Section 380.624 of the Revised School Code requires that the Monroe County Intermediate School Board present its proposed budget to each constituent district for review by no later than May 1st; and,

WHEREAS, not later than June 1st, the Board of Education of each constituent school district shall review the proposed Monroe County Intermediate School District budget; and,

WHEREAS, not later than June 1st, the Board of Education of each constituent school district shall adopt a resolution expressing support for or disapproval of the proposed Monroe County ISD budget and shall submit to the ISD board any specific objections and proposed changes it has to the proposed budget; and,

THEREFORE, be it resolved, that the Board of Education of Monroe Public Schools adopts this resolution expressing its support of the Monroe County ISD proposed budget.

Presented, approved and adopted this 14th day of May, 2013.

Randall Monday, Superintendent

Robert Yeo, President

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT
2013-2014 GENERAL FUND BUDGET PROJECTION
 April 16, 2013

REVENUE	2013-2014 Proposed
Local	7,049,880
Intermediate	141,472
State	3,548,556
Federal	883,238
Total Revenue	11,623,146
Interdistrict Revenues	2,265,647
Other - Transfers In	1,180,615
 TOTAL REVENUE, INCOMING TRANSFERS/OTHER TRANS:	 <u>\$ 15,069,408</u>
 EXPENDITURES	
Instruction:	
Basic Program	947,804
Added Needs	101,452
Other	-
Support Service:	
Pupil	344,323
Instructional Staff	1,804,401
General Administration	436,860
School Administration	716,752
Business	1,021,428
Operation & Maintenance	395,244
Transportation	36,394
Central	1,860,244
Community Service	1,085,331
 Total Expenditures	 8,750,233
Interdistrict Payments	6,893,295
Other - Transfers Out	398,731
 TOTAL APPROPRIATED:	 <u>\$ 16,042,259</u>
 Unreserved Beginning Fund Balance	 6,143,721
Income to Receive	15,069,408
 Total Income Available	 21,213,129
Less: Expenditures	(16,042,259)
 Estimated Ending Balance	 <u>\$ 5,170,870</u>

**MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT
2013-2014 SPECIAL EDUCATION FUND BUDGET PROJECTION**

April 16, 2013

REVENUE	2013-2014 Proposed
Local	21,270,910
Intermediate	49,790
State	6,668,013
Federal	6,027,634
Total Revenue	34,016,347
Interdistrict Revenues	22,150
Other - Transfers In	398,731
TOTAL REVENUE, INCOMING TRANSFERS/OTHER TRANS:	\$ 34,437,228
EXPENDITURES	
Instruction:	
Basic Program	-
Added Needs	12,144,654
Other	-
Support Service:	
Pupil	9,160,855
Instructional Staff	1,865,229
General Administration	57,080
School Administration	198,947
Business	191,965
Operation & Maintenance	837,483
Transportation	1,066,126
Central	205,300
Community Service	398,708
Total Expenditures	26,126,347
Interdistrict Payments	8,342,128
Other - Transfers Out	1,302,969
TOTAL APPROPRIATED:	\$ 35,771,444
Unreserved Beginning Fund Balance	10,974,798
Income to Receive	34,437,228
Total Income Available	45,412,026
Less: Expenditures	(35,771,444)
Estimated Ending Balance	\$ 9,640,582

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT
2013-2014 SCHOOL SERVICE FUND BUDGET PROJECTION
 April 16, 2013

REVENUE	2013-2014 Proposed
Local	74,993
State	1,763
Federal	59,744
	136,500
Total Revenue	136,500
Interdistrict Revenues	-
Other - Transfers In	16,012
	16,012
TOTAL REVENUE, INCOMING TRANSFERS/OTHER TRANS:	\$ 152,512

EXPENDITURES

Instruction:	
Basic Program	-
Added Needs	-
Other	-
Support Service:	
Pupil	-
Instructional Staff	-
General Administration	-
Business	-
Operation & Maintenance	-
Central	-
Other	149,512
Community Service	-
	149,512
Total Expenditures	149,512
Outgoing Transfers	3,000
	3,000
TOTAL APPROPRIATED:	\$ 152,512
Unreserved Beginning Fund Balance	26,467
Income to Receive	152,512
	178,979
Total Income Available	178,979
Less: Expenditures	152,512
	26,467
Estimated Ending Balance	\$ 26,467

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT
2013-2014 CAPITAL PROJECTS FUND BUDGET PROJECTION
 April 16, 2013

REVENUE	2013-2014 Proposed
Local	250
State	-
Federal	-
Total Revenue	250
Interdistrict Revenues	-
Other - Transfers In	-
TOTAL REVENUE, INCOMING TRANSFERS/OTHER TRANS:	\$ 250
 EXPENDITURES	
Instruction:	
Basic Program	-
Added Needs	-
Other	-
Support Service:	-
Pupil	-
Instructional Staff	-
General Administration	-
Business	150
Operation & Maintenance	-
Central	-
Other	-
Community Service	-
Total Expenditures	150
Interdistrict Payments	-
Facilities Acquisition	-
Outgoing Transfers	29,000
TOTAL APPROPRIATED:	\$ 29,150
 Unreserved Beginning Fund Balance	 723,235
Income to Receive	250
Total Income Available	723,485
Less: Expenditures	29,150
Estimated Ending Balance	\$ 694,335

Board Meeting #8
May 14, 2013
Item #C.12

MCISD BOARD MEMBER RESOLUTION (FIRST READING ONLY)

ENCLOSURE

2013/2014 MCISD Board Member Resolution

RECOMMENDATION

The Board of Education designates _____ as its representative to the electoral body; and _____ as the alternate representative (optional); and, identifies _____ (6 year term), _____ (6 year term) and _____ (2 year term) as who it supports for the positions to be filled on the Intermediate School Board at the June 3, 2013 election.

RESOLUTION

WHEREAS, Section 380.614(1) of the Revised School Code provides that members of the Intermediate School Board are to be elected biennially of the first Monday in June by an electoral body composed of 1 person designated by the board of each constituent school district; and

WHEREAS, the Board of Education is required to consider and adopt, at not less than one public meeting, a resolution to designate a representative, identify candidates for the ISD board and direct its representative to vote for such candidate(s); and,

WHEREAS, the Board of Education must adopt such a resolution not earlier than 21 days before the date of the biennial election which will be held on June 3, 2013; and,

WHEREAS, the Board of Education held a public meeting on May 14, 2013 to consider such resolution; and,

WHEREAS, the Board of Education designates _____ as its representative to the electoral body and _____ as the alternate representative (optional); and,

WHEREAS, the Board of Education identifies _____ (6 year term), _____ (6 year term) and _____ (2 year term) as who it supports for the positions to be filled on the Intermediate School Board at the June 3, 2013 election; and,

WHEREAS, the Board of Education directs its representative to vote for the identified candidate or candidates on at least the first ballot taken by the electoral body.

THEREFORE, be it resolved that the Board of Education adopts this resolution by a majority vote.

Adopted: May 14, 2013.

Robert Yeo
President, Board of Education

MCISD BOARD OF EDUCATION CANDIDATE'S QUESTIONNAIRE

Name: **Paul Miller**

Address: **11655 Exeter Road, Carleton, MI 48117**

Telephone Number: **734-654-2603** School District you reside In: **Airport Schools**

BACKGROUND INFORMATION

Level of Education

College/University

Name: **Central Michigan University**

City/State: **Mt. Pleasant, MI**

Did you graduate?: **Yes**

Major/Degree: **BS – Biology**

Name: **Monroe County Community College**

City/State: **Monroe, MI**

Did you graduate?: **Yes**

Major/Degree: **Associate's Degree**

Past and Present Employment Experiences.

Current Employer: **La-Z-Boy, Inc.**

Address/City/State: **Monroe, MI**

Other Employers List Chronologically:

Airport Community Schools Board of Education, 2000 to present

Membership in Local and/or State Organizations

1. Michigan Association of School Boards (MASB)
2. Monroe County Association of Boards of Education (MCABOE)
3. Monroe County 4H

Please state why you would like to be elected or re-elected to the Board of Education.

I have been service oriented all my life. I bring a background in accounting and am a lifelong resident of Monroe County.

Please describe your view of the role of the Monroe County Intermediate School District.

To maintain current ISD services and extending more services if these are the right things to do.

MCISD BOARD OF EDUCATION CANDIDATE'S QUESTIONNAIRE

Name: **Larry Hammons**

Address: **7042 US 223, Ottawa Lake, MI 49267**

Telephone Number: **734-856-4902** School District you reside In: **Whiteford**

BACKGROUND INFORMATION

Level of Education

High School

Name: **Blissfield High School**

City/State: **Blissfield, Michigan**

College/University

Name: **Michigan State University and Eastern Michigan University**

City/State: **East Lansing, Michigan**

Did you graduate?: **Yes**

Major/Degree: **BA – Education; MA – Guidance and Counseling;**

MA- Educational Leadership

Past and Present Employment Experiences.

Current Employer: **Retired – Ida Public Schools**

Address/City/State: **Ida, MI 48140**

Other Employers List Chronologically: **Ida Public Schools 1963-2001**

Membership in Local and/or State Organizations

1. Michigan Association of School Boards (MASB)
2. National School Board Associations (NSBA)
3. Association of Educational Service Agencies (AESA)
4. Monroe County Association of Boards of Education (MCABOE)
5. Monroe County Fair Board
6. Monroe County 4-H

Please state why you would like to be elected or re-elected to the Board of Education.

I would like to continue to help direct the education of all of our youth.

Please describe your view of the role of the Monroe County Intermediate School District.

The Monroe County Intermediate School District has the role of guaranteeing that all Special Education students are provided with necessary skills to succeed in our world. The ISD also serves the local districts by providing professional development and improving technology. Through collaboration the ISD assists districts in improving education and keeping in compliance with state mandates.

MCISD BOARD OF EDUCATION CANDIDATE'S QUESTIONNAIRE

Name: **Earl Cousino**

Address: **9660 Summit Street, Erie, MI 48133**

Telephone Number: **734-848-4480** School District you reside In: **Erie Mason**

BACKGROUND INFORMATION

Level of Education

High School

Name: **Monroe Catholic Central**

City/State: **Monroe, Michigan**

College/University

Name: **St. Joseph College**

City/State: **Rensselaer, Indiana**

Did you graduate?: **Yes**

Major/Degree: **BS - Business**

Past and Present Employment Experiences.

Current Employer: **B.L. Cousino Inc.**

Address/City/State: **1200 Benore Road, Erie, MI 48133**

Other Employers List Chronologically:

Cousino & Cousino Farm

LAC Real Estate Corp.

United States Army, Sergeant

Membership in Local and/or State Organizations

1. Michigan Association of School Boards (MASB)
2. National School Board Associations (NSBA)
3. Association of Educational Service Agencies (AESAs)
4. Monroe County Association of Boards of Education (MCABOE)
5. National Hay Association
6. Monroe Club
7. Knights of Columbus
8. Ducks Unlimited
9. Pheasants Forever

Please state why you would like to be elected or re-elected to the Board of Education.
To help build a brighter future for our children and public education.

Please describe your view of the role of the Monroe County Intermediate School District.

To promote educational excellence by preparing today's students for tomorrow's world.

Board Meeting #8
May 14, 2013
Item #C.13

BOARD POLICIES-SECOND READING

BACKGROUND

The attached board policies (Sections 4000) 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

**MICHIGAN CITIZENSHIP COLLABORATIVE SOCIAL STUDIES
CURRICULUM (MC3) ADOPTION-GRADES FOURTH, FIFTH, AND SIXTH**

BACKGROUND

Over the past year our Monroe Public Schools Social Studies Committee has studied the Social Studies MEAP data to find several missing components in our current fourth, fifth, and sixth grade resources. The committee of teachers then began to study the Michigan Citizenship Collaborative Curriculum, commonly known as MC3. The Michigan Citizenship Collaborative Curriculum was created by several Intermediate School Districts (ISDs) and Regional Education Service Agencies (RESAs) to assist local school districts in implementing the new social studies content expectations. MC3 is currently used in the primary grades within Monroe Public Schools. Several other districts have implemented MC3 throughout their elementary schools and have found higher Social Studies scores.

The Michigan Citizenship Collaborative Curriculum provides high quality curriculum materials *free through its website*. Some of the aspects and attributes of this project are:

- A Model Curriculum
- Based upon Michigan's Social Studies Content Expectations
- Research-based
- A Conceptual Framework for Teaching and Learning
- Visible Learning Progressions
- Units of Study
- Resources
- Assessments
- Lessons
- Overarching Questions
- Graphic Organizers
- Free

During a discussion at our district Board of Education Curriculum Committee, it was noted that MC3 could be adopted with minimal cost to the district, for the only purchase needed would be the supplemental trade books that accompany the lessons. All other teacher and student resources are provided through the website. The committee has supported the piloting of MC3 lessons throughout third trimester of the current school year. Additional information may be found at:
<http://www.micitizenshipcurriculum.org/about.html>.

ENCLOSURE(S)

Quotes from Book Nook

RECOMMENDATION

Move to approve the adoption of **Michigan Citizenship Collaborative Social Studies Curriculum (MC3)** for fourth, fifth, and sixth grades with a supplemental material purchase not to exceed \$4962.45.

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	_____	_____	_____	_____

Book Nook

42 S. Monroe St.

Monroe, MI 48161

(734) 241-2665 book9lady@yahoo.com

April 23, 2013

Re: **Price & Availability**

Per: Zienert / Ad Building / PreSchool List (4 teachers, 5 copies each title)

20 copies	Goodnight Moon	Brown	0064430170	\$ 6.99	\$ 5.59	\$111.80
20 copies	Owl Babies	Waddell	0763617105	\$ 6.99	\$ 5.59	\$111.80

Which format?

20 copies	Very Hungry Caterpillar	Carle	0399226907	\$10.99	\$ 8.79	\$175.80 Board Book
20 copies	Very Hungry Caterpillar	Carle	0399208534	\$21.99	\$17.59	\$351.80 Hardcover

Is this the correct author/edition? There are others.

20 copies	Goldilocks & the Three Bears	Marshall	0140563660	\$ 6.99	\$ 5.59	\$111.80
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20 copies	Snowy Day	Keats	0140501827	\$ 6.99	\$ 5.59	\$111.80
20 copies	Froggy Gets Dressed	London	0140544577	\$ 5.99	\$ 4.79	\$ 95.80
20 copies	Leo the Late Bloomer	Kraus	006443348X	\$ 6.99	\$ 5.59	\$111.80
20 copies	Whistle for Willie	Keats	0140502025	\$ 6.99	\$ 5.59	\$111.80
20 copies	Green Eggs and Ham	Seuss	0394800168	\$ 8.99	\$ 7.19	\$143.80

Which format?

20 copies	Rainbow Fish	Pfister	1558585362	\$ 9.95	\$ 7.96	\$159.20 Board Book
20 copies	Rainbow Fish	Pfister	1558580093	\$18.95	\$15.16	\$303.20 Hardcover

20 copies	Runaway Bunny	Brown	0064430189	\$ 6.99	\$ 5.59	\$111.80
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Is this the correct author/edition? There are others.

20 copies	Three Little Pigs	Galdone	0899192750	\$ 6.95	\$ 5.56	\$111.20
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20 copies	Tacky the Penguin	Lester	0395562333	\$ 6.95	\$ 5.56	\$111.20
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Book Nook

42 S. Monroe St.

Monroe, MI 48161

(734) 241-2665 book9lady@yahoo.com

April 23, 2013

Re: **Price & Availability**

Per: Zienert / Ad Building / Young Fives List (9 teachers, 5 copies each title)

45 copies	Little Red Hen	Galdone	0899193498	\$ 5.95	\$ 4.76	\$214.20
45 copies	Three Little Pigs	Galdone	0899192750	\$ 6.95	\$ 5.56	\$250.20
45 copies	Color of His Own	Lionne	0679887857	\$ 6.99	\$ 5.59	\$251.55
45 copies	Wind Blew	Hutchins	068971744X	\$ 6.99	\$ 5.59	\$251.55
45 copies	Pocket for Corduroy	Freeman	0140503528	\$ 6.99	\$ 5.59	\$251.55
45 copies	Owl Babies	Waddell	0763617105	\$ 6.99	\$ 5.59	\$251.55
45 copies	Snowy Day	Keats	0140501827	\$ 6.99	\$ 5.59	\$251.55
45 copies	Good Night, Owl!	Hutchins	0689713711	\$ 6.99	\$ 5.59	\$251.55
45 copies	Time to Sleep	Fleming	0805067671	\$ 7.95	\$ 6.36	\$286.20
45 copies	Where's My Teddy	Alborough	1564022803	\$ 6.99	\$ 5.59	<u>\$251.55</u>

\$2,511.45

Book Nook

42 S. Monroe St.

Monroe, MI 48161

(734) 241-2665 book9lady@yahoo.com

April 23, 2013

Re: **Price & Availability**

Per: Zienert / Ad Building / Kindergarten List (21 teachers, 5 copies each title)

105 copies	Are You My Mother?	Eastman	0394800184	\$ 8.99	\$ 7.19	\$754.95
105 copies	Caps for Sale	Slobodkina	0064431436	\$ 6.99	\$ 5.59	\$586.95
105 copies	Carrot Seed	Kraus	0064432106	\$ 6.99	\$ 5.59	\$586.95
105 copies	Corduroy	Freeman	0140501738	\$ 6.99	\$ 5.59	\$586.95

Is this the correct author/edition? There are others.

105 copies	Goldilocks & the 3 Bears	Marshall	0140563660	\$ 6.99	\$ 5.59	\$586.95
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105 copies	Ira Sleeps Over	Waber	0395205034	\$ 7.99	\$ 6.39	\$670.95
105 copies	Harry the Dirty Dog	Zion	006443009X	\$ 6.99	\$ 5.59	\$586.95
105 copies	Peter's Chair	Keats	0140564411	\$ 6.99	\$ 5.59	\$586.95
105 copies	Runaway Bunny	Brown	0064430189	\$ 6.99	\$ 5.59	\$586.95
105 copies	Stephanie's Ponytail	Munsch	1550374842	\$ 6.95	\$ 5.56	\$583.80
105 copies	Swimmy	Lionni	0394826205	\$ 6.99	\$ 5.59	\$586.95
105 copies	There's a Nightmare...	Mayer	0140547126	\$ 7.99	\$ 6.39	\$670.95

Is this the correct author/edition? There are others.

105 copies	Three Billy Goats Gruff	Galdone	0899190359	\$ 6.95	\$ 5.56	\$583.80
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105 copies	Where the Wild Things Are	Sendak	0064431789	\$ 8.95	\$ 7.16	\$751.80
105 copies	Wolf's Chicken Stew	Kasza	0698113748	\$ 6.99	\$ 5.59	\$586.95

0 copies	Geraldine's Big Snow			OUT-OF-PRINT		\$ 0.00
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Who is the author? Not enough information

105 copies	Gorilla				??????	
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Book Nook

42 S. Monroe St.

Monroe, MI 48161

(734) 241-2665 book9lady@yahoo.com

April 23, 2013

Re: **Price & Availability**

Per: Zienert / Ad Building / First Grade List (20 teachers, 5 copies each title)

100 copies	Ira Sleeps Over	Waber	0395205034	\$ 7.99	\$ 6.39	\$ 639.00
100 copies	Peter's Chair	Keats	0140564411	\$ 6.99	\$ 5.59	\$ 559.00
100 copies	Stephanie's Ponytail	Munsch	1550374842	\$ 6.95	\$ 5.56	\$ 556.00
100 copies	Wolf's Chicken Stew	Kasza	0698113748	\$ 6.99	\$ 5.59	\$ 559.00
100 copies	Bigmama's	Crews	0688158420	\$ 6.99	\$ 5.59	\$ 559.00
100 copies	Chrysanthemum	Henkes	0688147321	\$ 6.99	\$ 5.59	\$ 559.00
100 copies	Emperor's Egg	Jenkins	0763618713	\$ 6.99	\$ 5.59	\$ 559.00
100 copies	Leo the Late Bloomer	Kraus	006443348X	\$ 6.99	\$ 5.59	\$ 559.00
100 copies	Lilly's Purple Plastic Purse	Henkes	0688128971	\$17.99	\$14.39	\$1,439.00
100 copies	Something for Nothing	Gilman	0590472801	\$17.99	\$14.39	\$1,439.00
100 copies	Stellaluna	Cannon	0152802177	\$17.00	\$13.60	\$1,360.00
100 copies	Welcome to the Green House	Yolen	0698114450	\$ 6.99	\$ 5.59	\$ 559.00
						\$9,346.00

Book Nook

42 S. Monroe St.
Monroe, MI 48161

Date: May 2, 2013

To: Monroe Public Schools
P. O. Box 733
Monroe, MI 48161

Price & Availability

Tax Exempt # 38-6002820

Per: Melissa Z. / Priority Resource Materials for 4th Grade

1 copy	Ox Cart Man	Hall	0140504419	\$ 6.99	\$ 5.59	\$ 5.59	
20 copies	Ox Cart Man	Hall	0140504419	\$ 6.99	\$ 5.59	\$111.80	
1 copy	Just a Dream	Van Allsburg	0547520263	\$ 8.99	\$ 7.19	\$ 7.19	
20 copies	Just a Dream	Van Allsburg	0547520263	\$ 8.99	\$ 7.19	\$143.80	
1 copy	Dandelions	Bunting	0152024077	\$ 7.00	\$ 5.60	\$ 5.60	
20 copies	Dandelions	Bunting	0152024077	\$ 7.00	\$ 5.60	\$112.00	
1 copy	Train to Somewhere	Bunting	0618040315	\$ 7.99	\$ 6.39	\$ 6.39	
20 copies	Train to Somewhere	Bunting	0618040315	\$ 7.99	\$ 6.39	\$127.80	
0 copy	Freedom River	Rappaport		OUT-OF-PRINT		\$ 0.00	
1 copy	Keeping Quilt	Polacco	0689844476	\$ 7.99	\$ 6.39	\$ 6.39	
20 copies	Keeping Quilt	Polacco	0689844476	\$ 7.99	\$ 6.39	\$127.80	
1 copy	Grandfather's Journey	Say	0547076800	\$ 7.99	\$ 6.39	\$ 6.39	
20 copies	Grandfather's Journey	Say	0547076800	\$ 7.99	\$ 6.39	\$127.80	
1 copy	Grandpa's Corner Store	DiSalvo-Ryan	0688167160	\$17.99	\$16.99	\$ 16.99	limited availability
20 copies	Grandpa's Corner Store	DiSalvo-Ryan	0688167160	\$17.99	\$16.99	\$339.80	limited availability
1 copy	Go-Around Dollar	Adams	0027000311	\$17.99	\$15.29	\$ 15.29	limited availability
20 copies	Go-Around Dollar	Adams	0027000311	\$17.99	\$15.29	\$305.80	limited availability

1 set = \$69.83

20 sets = \$1,396.60

Book Nook

42 S. Monroe St.
Monroe, MI 48161

Date: May 2, 2013

To: Monroe Public Schools
P. O. Box 733
Monroe, MI 48161

Price & Availability

Tax Exempt # 38-6002820

Per: Melissa Z. / Priority Resource Materials for 5th Grade

1 copy	Sundiata: Lion King of Mali	Wisniewski	0395764815	\$ 6.95	\$ 5.56	\$ 5.56	
20 copies	Sundiata: Lion King of Mali	Wisniewski	0395764815	\$ 6.95	\$ 5.56	\$111.20	
1 copy	Encounter	Yolen	015201389X	\$ 7.00	\$ 5.60	\$ 5.60	
20 copies	Encounter	Yolen	015201389X	\$ 7.00	\$ 5.60	\$112.00	
1 copy	People Could Fly	Hamilton	0679843361	\$13.00	\$10.40	\$ 10.40	
20 copies	People Could Fly	Hamilton	0679843361	\$13.00	\$10.40	\$208.00	
1 copy	Katie's Trunk	Turner	0689810547	\$ 6.99	\$ 5.59	\$ 5.59	
20 copies	Katie's Trunk	Turner	0689810547	\$ 6.99	\$ 5.59	\$111.80	
1 copy	Colonial Voices: Hear Them Speak	Winters	0525478728	\$17.99	\$14.39	\$ 14.39	
20 copies	Colonial Voices: Hear Them Speak	Winters	0525478728	\$17.99	\$14.39	\$287.80	limited availability
1 copy	Samuel's Choice	Berleth	0807572195	\$ 6.99	\$ 5.59	\$ 5.59	
20 copies	Samuel's Choice	Berleth	0807572195	\$ 6.99	\$ 5.59	\$111.80	limited availability
1 copy	Shh! We're Writing the Constitution	Fritz	0698116240	\$ 6.99	\$ 5.59	\$ 5.59	
20 copies	Shh! We're Writing the Constitution	Fritz	0698116240	\$ 6.99	\$ 5.59	\$111.80	

1 set = \$52.72

20 sets = \$1,054.40

DICK WATERS SWIMMING POOL AT ARBORWOOD SOUTH

BACKGROUND

We are requesting Board approval for Monroe Public Schools to partner with the City of Monroe and the Monroe Family YMCA to operate the Dick Waters Swimming Pool at Arborwood South for the summer. The City is set to approve the operating agreement at their May 20, 2013 meeting.

ENCLOSURE

Agreement between MPS, City of Monroe and Monroe Family YMCA

RECOMMENDATION

Move to enter into agreement with the City of Monroe and the Monroe Family YMCA through October 31, 2013 for operation of the Dick Waters Swimming Pool from June 8 through August 31, 2013.

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

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

**DICK WATERS SWIMMING POOL
OPERATIONS AND SERVICE AGREEMENT- 2013 SEASON**

This Operations and Service Agreement ("Agreement") is entered into as of the _____ day of May, 2013, by and between the Monroe Public Schools, a public school district in the State of Michigan ("Schools"), the City of Monroe, Michigan, a municipal corporation ("City"), and the Monroe Family YMCA, a not for profit corporation ("YMCA").

RECITALS:

Whereas, the Schools is the owner of the Dick Waters Swimming Pool and surrounding property located at its Arborwood South facility in the City of Monroe, Monroe County, Michigan, whose street address is 1008 Riverview Avenue, Monroe, MI 48162; and

Whereas, the City wishes to partner with the Schools in operating the Dick Waters Swimming Pool to provide a community recreation asset and has committed to provide financial support to the Schools for the operating expenses of the Pool; and

Whereas, the YMCA also wishes to partner with the Schools in operating the Dick Waters Swimming Pool to promote its goal to improve the health and well being of the children and adults of the community, and has committed to provide lifeguarding services for the Pool; and

Whereas, the parties have determined the pool provides a valuable public benefit by better utilizing an existing fixed asset and providing a tremendous community recreational amenity to the surrounding neighborhoods; and

Whereas, the parties desire to enter into an agreement that outlines the various responsibilities and necessary contributions for the operation and maintenance of the Dick Waters Swimming Pool; and

Whereas, the allocation of responsibilities and associated costs among the three parties is outlined in the estimated budget, which is attached to this Agreement as Exhibit A.

Now Therefore, for the mutual and reciprocal obligations undertaken herein, and the reimbursement of expenses to be paid hereunder, the parties hereto and hereby stipulate and agree as follows:

1. **Recitals**. The foregoing recitals are true and correct and are incorporated herein by reference.
2. **Term of the Agreement**. The Schools, City and YMCA will continue the terms of this Agreement through October 31, 2013, subject however, to prior cancellation of the Agreement as provided below.
3. **Season and Hours of Operation**. The season will commence Saturday, June 8, 2013 through Saturday, August 31, 2013. The Pool will be closed on Thursday, July 4, 2013.

Hours of Operation

Monday through Friday- 11:00 AM until 6:00 PM

Saturday and Sunday- 12:00 PM until 5:00 PM

4. **Maintenance and Repair Obligations.** The Schools will be responsible for the season opening and closing of the Pool facilities, as well as all related pool mechanical maintenance throughout the term of the Agreement.
- 4.1. Any related labor and materials cost for the opening, closing and proper operation of the Pool facility and its mechanical components shall be the responsibility of the Schools. Any and all repairs or replacement parts will be provided by the Schools.
 - 4.2. Securing the necessary permits and licenses required by the Monroe County Health Department and/or the State of Michigan shall be the responsibility of the Schools.
 - 4.3. The Schools management or its representative shall be responsible for ordering and maintaining pool supplies, cleaning supplies, chemicals and all other equipment or supplies required for efficient pool operation. The City will reimburse the schools for the purchase of such supplies and equipment as provided in Section 8 below.
 - 4.4. The Schools management shall be responsible for maintaining utility services (gas and electric) to the pool facility and paying associated utility bills. The City will reimburse the schools for the utility costs as provided in Section 8 below.
 - 4.5. During the season, the YMCA will notify the Schools, or its maintenance representative, immediately if pool system mechanics or chemical problems occur during the day.
 - 4.6. The Pool chemical testing and recording of said readings, as required by the Monroe County Health Department, will be completed as follows: The Schools will be responsible for performing the first chemical reading and recording of the day. The YMCA will complete at least one (1) water quality test in the afternoon hours to ensure chemical balance in the pool with testing materials provided by the Schools. Chemical irregularities will be properly recorded and reported to the Schools management for immediate response. Minor adjustments to the chemical system may be completed by qualified YMCA lifeguards on-site. In the event corrective steps require more than minor adjustment(s), the Schools will be responsible for the work and the YMCA will be held harmless for any necessary repairs or shutdown period. The YMCA will be responsible for any damages as a result of performing minor adjustments to the chemical system.
 - 4.7. Any damage caused to the Schools equipment as a result of gross negligence of YMCA personnel shall be repaired or replaced as an expense or cost to the YMCA.
 - 4.8. Schools, or its representative, will be responsible for weekly pool water sample submitted to the Monroe County Health Department.
 - 4.9. YMCA will inform the Schools management, prior to or at its earliest opportunity, of any issues or need which they deem necessary for efficient pool operation. Recommendations for repairs or replacement parts will be discussed with Schools management to determine priority and final disposition.
 - 4.10. The Schools will supply the YMCA representative with two (2) sets of keys to the Pool facility as well as the Arborwood South School building. The Schools will also provide the YMCA with an alarm code access to the School building. With the exception of the Pool facilities, including the locker rooms, the School building will only be used in the event of an emergency or inclement weather. The YMCA will

return all keys and the security code will be changed following the closing of the Pool, but no later than September 30, 2013.

- 4.11. The daily opening and closing of the Pool facility will be coordinated between the Schools and the YMCA. The head lifeguard will determine if the pool closes due to inclement weather and then immediately inform the YMCA management and the Schools management or their designee(s).
 - 4.12. During the season, the Schools will maintain the cleanliness of the pool, locker area, restrooms, and deck areas. Sanitization and cleaning of these areas will be performed prior to opening each day and on an as-needed basis throughout the day. YMCA will inform the Schools or its representative of any unsanitary conditions that may occur during the hours of operation.
5. **Staffing.** YMCA will staff the facility with certified lifeguards on the ratio of not less than one guard per 35 participants or occupants in the Pool. The YMCA, after consultation with the Schools management, may set occupant load limits and deny entry to the Pool itself and/or the Pool area to maintain the appropriate guard coverage and supervision.
- 5.1. YMCA shall provide adequate lifeguard coverage to meet reasonable participation demands during the agreed upon hours of operation established in Section 3 above.
 - 5.2. YMCA lifeguards will be scheduled to have 10 minute breaks every hour. When two or more lifeguards are on duty, a 30 minute rotation with 10 minute break for each guard will be scheduled.
6. **Programming.** YMCA shall offer open swimming during the hours of operation established in Section 3 above.
- 6.1. YMCA may offer swim lessons or other water based classes at the facility outside the open swimming hours.
 - 6.2. Actual class scheduled hours may vary in order to encourage participation. All class schedules shall be reviewed and approved by the Schools to ensure appropriate facility maintenance coverage.
7. **Gate Fees and Program Income.** A pool entry fee of \$2.00 for children 12 and under and \$3.00 for teens and adults 12 and over shall be charged and collected by the YMCA lifeguards. The YMCA may implement a seasonal or multi-day pass program that offers a small volume discount to repeat attendees and participants. An actual accounting of the number of participants and fees collected shall be accurately recorded by the YMCA lifeguards and reported in writing to all parties on a weekly basis.
- 7.1. The gate fees collected will be allocated to the YMCA to offset their staffing costs for the season.
 - 7.2. Any program income collected for swim lessons or other water based classes will also be allocated to the YMCA to offset programming and staffing costs.
8. **Reimbursement for Operational Expenses.** City shall reimburse the Schools for non-maintenance operational expenses related to operation of the Pool to include utilities (natural gas), chemical costs (chlorine or equivalent), carbon dioxide, telephone, and water sampling supplies; in an amount not to exceed fifteen thousand dollars (\$15,000.00). The anticipated costs for each of these reimbursable items are outlined in the estimated budget attached to this Agreement as Exhibit A.

- 8.1. Schools shall supply the City with an itemized accounting of all non-maintenance operational expenses on a monthly basis.
 - 8.2. City shall reimburse the Schools for its documented non-maintenance operational expenses not more than 60-days after receipt of the itemized accounting of expenses.
 - 8.3. Any non-maintenance operational expenses in excess of \$15,000.00 shall be borne by the Schools.
9. **Indemnity and Insurance.** To the extent permitted by law, each party shall indemnify, defend with competent counsel and hold the other parties, their employees and agents, harmless of any loss, damage, claim or expense including reasonable attorney's fees arising out of any negligent act of its employees or agents.
- 9.1. To the extent permitted by law, the Schools shall indemnify, defend with competent counsel and hold City and YMCA, their employees and agents, harmless of any loss, damage, claim or expense including reasonable attorney's fees arising out of any negligent act of its employees or agents.
 - 9.2. City shall indemnify, defend with competent counsel and hold Schools and YMCA, their employees and agents, harmless of any loss, damage, claim or expense including reasonable attorney's fees arising out of any negligent act of its employees or agents.
 - 9.3. YMCA shall indemnify, defend with competent counsel and hold Schools and City, their employees and agents, harmless of any loss, damage, claim or expense including reasonable attorney's fees arising out of any negligent act of its employees or agents.
 - 9.4. The Schools shall have the Monroe Family YMCA listed as an additional insured party on their liability insurance policy; and the YMCA shall have the Schools listed as an additionally insured party on their liability insurance policy. Each party shall provide evidence of same.
10. **Other Information.** All Schools and YMCA employees must meet the legal qualifications for employment.
- 10.1. YMCA lifeguards must meet YMCA or Red Cross Aquatic certification for their position.
 - 10.2. Schools will provide workers compensation insurance to all employees hired by the Schools, pay for their employer income tax and any other tax liability.
 - 10.3. YMCA will provide workers compensation insurance to all employees hired by the YMCA, pay for their employer income tax and any other tax liability.
11. **Amendment.** This Agreement may be amended by, and only by, an instrument in writing executed by all of the parties hereto or their respective successors.
12. **Entire Agreement.** This Agreement embodies the complete and entire agreement between the parties regarding this arrangement and supersedes all prior negotiations, agreements and understandings relating thereto.
13. **Severability.** If any provision of this Agreement is held to be invalid, illegal or unenforceable in any respect or the application of any provision is held to be invalid, illegal or unenforceable as to any person, fact, circumstance, or situation, such invalidity, illegality, or

unenforceability shall not affect the remainder of such provision, any other provision hereof, or any permitted application.

14. **Disputes.** Should circumstances arise not covered in this agreement, all three parties will work out the details at mutually beneficial terms in the spirit of providing recreational benefit to the surrounding community.

15. **Cancellation.** Any party may cancel this Agreement with thirty (30) days written notice to the each of the other parties to do so, providing the offending party the opportunity to take corrective action(s). If terms are not satisfied by the end of the thirty day period, the Agreement may then be cancelled.

IN WITNESS WHEREOF, the Monroe Public Schools, the City of Monroe, and the Monroe Family YMCA have executed this Agreement as of the day and year first written above.

MONROE PUBLIC SCHOOLS

By: _____
Randy Monday, Superintendent

Date: _____

CITY OF MONROE

By: _____
Robert E. Clark, Mayor

Date: _____

By: _____
Charles D. Evans, Clerk-Treasurer

Date: _____

MONROE FAMILY YMCA

By: _____
Kristin Irwin, CEO/Executive Director

Date: _____

**HOSA NATIONAL LEADERSHIP CONFERENCE
OUT-OF-STATE - OVERNIGHT**

BACKGROUND

The Monroe High School Chapter of HOSA (Health Occupations Students of America) has five students that earned the right to compete at this year's HOSA National Leadership Conference in Nashville, TN at the Opryland Hotel and Conference Center. The conference is being held June 26-30. All five of our students will be competing and will be traveling to Nashville with their parents, and staying with them for the duration of the trip.

Funds for this trip will be taken from a combination of CTE Added Cost Funds and general CTE funds.

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 students' attendance at the HOSA National Leadership Conference in Nashville, TN June 26-30, 2013 according to the terms of Policy IICA, Field Trips and Excursions.

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

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



**MONROE HIGH SCHOOL
CAREER & TECHNICAL EDUCATION**

HOSA STUDENT ORGANIZATION

Leah Morelli, Chapter Advisor

901 Herr Road Monroe, MI 48161 Phone 734.265.3560 Fax 734.265.3451

TO: Ryan McLeod
FROM: Leah Morelli
DATE: May 3, 2013
RE: **REQUEST FOR HOSA NATIONAL LEADERSHIP CONFERENCE FIELD TRIP**

The Monroe High School Chapter of HOSA (Health Occupations Students of America) have 5 students that earned the right to compete at this year's HOSA National Leadership Conference in Nashville, TN at the Opryland Hotel and Conference Center. The conference is being held June 26th – 30th. All five of our students will be competing. Ryan Gentil will be competing in pharmacology, Chelsea Schaff and Sydnee Begley in Forensic Medicine, Alexis Wood in Medical Reading, and Bailey Bergquist in Medical Law and Ethics. The students will be traveling to Nashville with their parents, and staying with them for the duration of the trip.

The parents are paying for all travel, lodging, and meals while at the conference. The parents also paid their individual conference registration fees. Student registration fees were paid from the student HOSA account. We intend to fundraise between now and then to help the parents offset some of the expenses. The students are conducting a Little Ceaser's Pizza Kit sale and two car washes before the trip. The student HOSA account had enough money left to pay for the student's \$90 registration fee. My trip will be paid for from a combination of added cost and general CTE funds.

Enclosed is the Field Trip Request package, including a detailed agenda of the events. Thank you for your consideration in yet another way that Monroe Public Schools helps our students to become better prepared for their life experiences after they leave our classrooms.

Sincerely,

Leah Morelli
HOSA Advisor
Monroe High School

NOTICE OF NONDISCRIMINATION

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

MONROE PUBLIC SCHOOLS

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:

Nashville, TN
This is the H.O.S.A. National Leadership
Conference and Competition. Five students
will attend, accompanied by their parents.
Leah Morelli will attend as their
advisor.

School(s): Monroe High School

Chaperones: Leah Morelli

Method of Transportation: Each student will be driven by his/her
parent. Leah Morelli will fly down.

Leah Date of Departure: 10/26/13 Time of Departure: morning

If overnight, number of nights: 4

Date of Return: 10/30/13 Time of Return: evening

Number of Students Participating: 5

Number of Staff Supervising: 1

Number of Other Adults Assisting: 5

Number of School Days Student will be Attending Trip: 0

Cost Per Child: ~\$1500

Cost Per Chaperone: \$1671

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes No
Chaperones: Yes (Staff) 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.

Parents driving own children

Updated: 09/12/06

Monroe Public Schools Field Trip Information Form

Date of Trip: 6/26/13 to 6/30/13
Grade/Team/Organization Making Request: MHS A.O.S.A.
Destination: Nashville, TN - Gaylord Opryland Resort & Conf. Cent
Address: 2800 Opryland Dr., Nashville
City: Nashville State: TN Zip: 37214
Means of Transportation: Students ^{& parents} by car, Leah by plane.
Number of Students and Adults Involved: 11
Exact Loading Location: Varies by Family - Leah is flying out of Metro.
Estimated Time of Departure: Varies by Family
Estimated Time of Departure from Destination: Varies by Family
Expected Time of Arrival: 6/26/13 in the Morning
Purpose of Trip: HOSA National Leadership Conference

Faculty Supervisor: Leah Morelli

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

Principal's Signature: [Signature] Date: 5/7/13
 Approved Denied

Assistant Superintendent's Signature: [Signature] Date: 5/9/13
 Approved Denied

**Health Occupations Students of America (HOSA)
National Leadership Conference Funding**

Nashville, TN
June 26-30, 2013

Registration
5 students @ \$90.00
1 Advisors @ \$90.00

HOSA Club FUNDED	STUDENT FUNDED	Ac/General Fund FUNDED
450.00		90.00

Lodging

Lodging/rooms
Students/chal 5 rooms @ \$179/night for 4 nights
Advisors: 1 room @ \$179/night for 4 nights

716.00/student

716.00

Food

Students and chaperone \$40/day x 5 days
Advisor = \$40/day for 5 days

200.00/person

200.00

Travel

airfare + rental car + parking

varies

575.00

Facility Use

\$18/day

varies

90.00

TOTAL

450.00 1500.00 ea. (approx.) 1,671.00

Total estimated field trip expense: \$9621

Student registrations will be covered by the Health Occupations Students of America Club: \$450
Leah Morrell's expenses requested, as chaperone, from Added Cost Funds and General Funds: \$1671
Student/parent expenses will be covered by each family and fundraising, will vary: approximately \$7500 (i.e. \$1500 each x 5)

2013 HOSA National Leadership Conference

Student – Parent Attending

Ryan Gentil – mom, Christine Shankleton

Alexis Wood – mom, Dawn Wood

Chelsea Schaff – mom, Debbie Schaff

Sydnee Begley – mom, Tracie Scibilia

Bailey Bergquist – mom, Sandra Bergquist

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

EXPLANATION AND DATES:

Departure Date/Day _____ Return Date/Day _____

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

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

The purpose of this trip is _____ and the group sponsoring the trip is _____.

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

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

GENERAL INFORMATION:

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

Address _____ Phone _____

Parent/Guardian Name(s) _____ Emergency Phone _____

MEDICAL INFORMATION

Family Doctor _____ Phone _____

Last Tetanus Shot _____ Allergies (if any) _____

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

Other pertinent information _____

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

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

INSURANCE INFORMATION:

Insurance Company _____ Contract No. _____

Name of Policy holder _____ Policy Number: _____

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

(Parent(s)/Guardian(s))

Signed before me this _____ day of _____ 20____

Notary Public
My commission expires _____

HOSA National Leadership Conference

Tentative Conference Schedule Nashville 2013

The schedule of events for NLC 2013 has NOT been finalized, therefore, this agenda MUST be considered as tentative. As soon as all activities and events are finalized, a detailed agenda will be published at www.hosa.org. Educational Symposium Workshops are not shown and will be scheduled throughout the day on Thursday and Friday. State meetings are not shown on the following conference schedule and will be scheduled by the State Advisor.



Monday, June 24, 2013

- All Day HOSA Headquarters
- All Day Competitive Events Headquarters
- 8:00 am – 12:00 pm Competitive Events Management Team Meeting
- 12:00 noon – 1:00 pm Committees Luncheon
- 6 pm – 7:00 pm Committee Reception

Tuesday, June 25, 2013

- All Day HOSA Headquarters
- All Day Competitive Events Headquarters
- 8:30 am – 12:00 pm HOSA Leadership University
HOSA 301 – State Officers
- 9:00 am – 10:00 am State Advisor Registration
- 2:00 pm – 3:00 pm State Advisor Registration (repeated)
- 5:30 pm – 7:30 pm State Advisor Dinner Meeting
- 6:30 pm – 8:30 pm National Officer Candidate Orientation and Exam
- 8:00 pm – 9:00 pm CEU Registration
*For advisors planning to earn CEUs
- 8:30 pm – 9:30 pm Nominating Committee Meeting
- 9:00 pm – 11:00 pm State Presidents' Reception
- 11:00 pm Posting of National Officer Interview Schedule
- 12:30 am Curfew

Wednesday, June 26, 2013

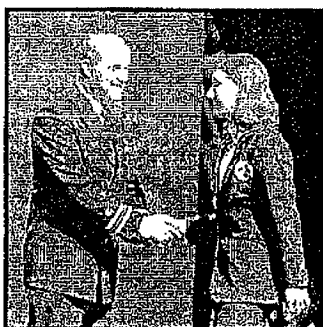
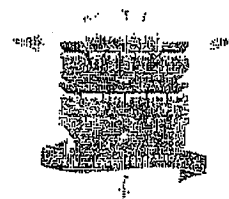
- All Day HOSA Headquarters
- All Day Competitive Events Headquarters
- 8:00 am – 1:30 pm National Officer Interviews
- 8:00 am – 1:30 pm Conference Registration

Wednesday, June 26, 2013



- 8:00 am – 9:00 am **Newcomers – Coffee Talk**
*Informal discussion session for all new local advisors.
- 10:00 am – 1:00 pm **HOSA Exposition Registration**
- 11:00 am – 12:30 pm **CE Event Manager Orientation**
- 11:00 am – 1:00 pm **VIP Luncheon *By invitation only**
- 12:00 pm – 1:00 pm **Nominating Committee Lunch**
- 1:00 pm – 5:00 pm **HOSA Exposition**
- 1:30 pm – 2:30 pm **Nominating Committee Report**
- 1:30 pm – 2:30 pm **Local and State Advisor Orientation**
- 2:00 pm – 3:30 pm **Healthcare Issues Exam**
• *Orientation and Written Test*
- 2:30 pm – 3:30 pm **Event Personnel Meetings**
*Required meeting for Event Manager, Section Leaders, and Event Personnel Only
- Physical Therapy
 - Home Health Aide
 - Veterinary Science
 - Clinical Nursing
 - Biomedical Debate
 - Public Health
 - MRC Partnership
 - Forensic Medicine
 - Career Health Display
 - Public Service Announcement
 - Community Awareness
 - Health Education
 - Nursing Assisting
 - Life Support Skills
 - Personal Care
 - Speaking Skills
 - Interviewing Skills
 - Knowledge Tests
 - Prepared Speaking
 - Extemporaneous Health Poster
 - Medical Photography
 - Job Seeking Skills
 - Extemporaneous Speaking
- 3:00 pm – 4:00 pm **Voting Delegate Orientation**
- 3:30 pm – 4:30 pm **Courtesy Corps Meeting**
- 3:30 pm – 4:30 pm **Washington Ideas Meeting**
- 3:30 pm – 4:30 pm **CEU Registration**
*For advisors planning to earn CEUs
- 4:00 pm – 5:30 pm **Competitive Event Orientations**
*Required meeting for Competitors
- Public Health
 - MRC Partnership
 - Career Health Display
 - Public Service Announcement
 - Researched Persuasive Speaking
 - Community Awareness
 - Health Education
 - Clinical Specialty

Wednesday, June 26, 2013



4:00 pm – 5:30 pm

- Life Support Skills
- Personal Care
- Speaking Skills
- Interviewing Skills
- Prepared Speaking
- Extemporaneous Health Poster
- Job Seeking Skills
- Medical Photography
- Extemporaneous Speaking

4:30 pm – 6:30 pm

Nursing Assisting

- *Orientation and Written Test*

Physical Therapy

- *Orientation and Written Test*

Home Health Aide

- *Orientation and Written Test*

Veterinary Science

- *Orientation and Written Test*

Clinical Nursing

- *Orientation and Written Test*

4:30 pm – 5:30 pm

Event Personnel Meetings

** Required meeting for Event Manager, Section Leaders, and Event Personnel Only*

- Medical Terminology, Dental Terminology and Medical Math
- Medical Reading

5:00 pm – 7:30 pm

Scholarship Recipient/HOSA Sponsor Dinner

** By invitation only*

5:30 pm – 6:30 pm

Event Personnel Meetings

** Required meeting for Event Manager, Section Leaders, and Event Personnel Only*

- Epidemiology
- CPR/First Aid
- EMT
- Researched Persuasive Speaking
- HOSA Bowl
- Parliamentary Procedure
- Biotechnology
- Clinical Specialty
- CERT Skills
- Outstanding HOSA Chapter
- Medical Spelling
- Dental Spelling
- Extemporaneous Writing
- Healthy Lifestyle

5:30 pm – 6:30 pm

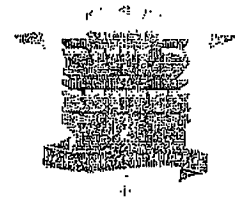
Flag and Opening Session Practice

(continued)

Thursday, June 27, 2013



- 9:00 am – 12:00 pm HOSA Leadership University
HOSA 201 – Local Chapter Officers
- 9:00 am – 6 pm HOSA Exposition and Showcase
- 9:00 am – 12 noon **COMPETITIVE EVENTS (By Appointment)**
 - MRC Partnership
 - Prepared Speaking
 - Medical Photography
 - Community Awareness
 - Public Service Announcement
 - Career Health Display
- 9:30 am – 12:00 noon **Outstanding HOSA Chapter**
 - *Judges Only*
- 10:30 am – 12:30 pm **Biomedical Debate**
 - *Orientation and Written Test***Medical Assisting**
 - *Orientation and Written Test***Dental Science**
 - *Orientation and Written Test***EMT**
 - *Orientation and Written Test***Sports Medicine**
 - *Orientation and Written Test*
- 11:00 am. – 12:00 pm **Event Personnel Meeting**
 - * *Required meeting for Event Manager, Section Leaders, and Event Personnel Only*
 - *Creative Problem Solving*
- 11:30 am – 1:00 pm **Judges' Luncheon and Orientation**
- 12:30 pm – 1:30 pm **Event Personnel Meetings**
 - * *Required meeting for Event Manager, Section Leaders, and Event Personnel Only*
 - *Sports Medicine*
 - *Medical Assisting*
 - *Dental Science*
- 12:30 pm **Round Two Competitors Posted**
 - *Parliamentary Procedure*
 - *Dental Spelling*
 - *Medical Spelling*
 - *Forensic Medicine*
- 1:00 pm – 4:00 pm HOSA Leadership University
HOSA 101 – Members



(continued)

Wednesday, June 26, 2013

- 7:30 pm – 9:30 pm **Opening General Session**
- 11:00 pm **Round Two Competitors Posted**
- Physical Therapy
 - Home Health Aide
 - Veterinary Science
 - Clinical Nursing
 - Nursing Assisting
- 11:00 pm – Midnight **Committee Meetings (if needed)**
- Rules and Arbitration Committee
 - Credentials and Tellers Committee
- 12:30 am **Curfew**

Thursday, June 27, 2013

- All Day **HOSA Headquarters**
- All Day **Competitive Events Headquarters**
- 7 am – 8:00 am **Healthy Start to the Day**
- *Aerobic exercise and yoga for ALL delegates*
- 7 am – 8:30 am **Meet the Candidates' Breakfast**
- 7:30 am – 9:00 am **Judges' Breakfast and Orientation**
- 7:45 am – 8:45 am **Career Health Display Set-Up**
- 8:00 am – 9:00 am **Newcomers – Coffee Talk**
- * *Informal discussion session for all new local advisors.*
- 8:00 am – 6:00 pm **EDUCATIONAL SYMPOSIUM CENTER**
- * *Open to all conference participants, a variety of workshops will be scheduled.*
- 8:00 am – 9:00 am **Outstanding HOSA Chapter**
- *Competitor Orientation and Scrapbook Submission*
- Parliamentary Procedure**
- *Orientation and Written Test*
- Dental Spelling**
- *Orientation and Written Test*
- Medical Spelling**
- *Orientation and Written Application*
- CERT Skills**
- *Orientation and Written Test*
- Forensic Medicine**
- *Orientation and Written Test*
- 8:30 am **Bus departs for Skill Events**
- By Appointment Only*
- Clinical Nursing
 - Personal Care
 - Nursing Assisting
 - Physical Therapy
 - Home Health Aide
 - Veterinary Science



Friday, June 28, 2013

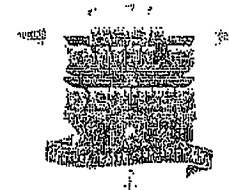


All Day	HOSA Headquarters
All Day	Competitive Events Headquarters
7:00 am – 8:00 am	Healthy Start to the Day • Aerobic exercise and yoga for ALL delegates
7:30 am – 9:00 am	Judges' Breakfast and Orientation
8:00 am – 9:00 am	Newcomers – Coffee Talk *Informal discussion session for all new local advisors.
8:00 am – 6:00 pm	EDUCATIONAL SYMPOSIUM CENTER * Open to all conference participants, a variety of workshops will be scheduled. Check the HOSA website in May for a workshop schedule.
8:00 am – 10:00 am	Dental Terminology • Orientation and Written Test
8:30 am <i>By Appointment Only</i>	Bus departs for Skill Events at Remington College • Medical Assisting • Biotechnology • Dental Science
8:30 am – 12:00 pm	HOSA Leadership University HOSA 401 - New Advisors
9:00 am – 1:00 pm	HOSA Exposition and Showcase
9:00 am – 12 noon	COMPETITIVE EVENTS (By Appointment) CPR/First Aid Interviewing Skills Creative Problem Solving Healthy Lifestyle HOSA Bowl
9:30 am – 12:30 pm	HOSA Leadership University HOSA 101 – Members
10:00 am – 11:00 am	CEU Credit: <i>Meeting with HOSA Management</i> HOSA Inc. Board Members and Staff
10:30 am – 12:30 pm	Medical Math • Orientation and Written Test Epidemiology • Orientation and Written Test
	*** HOSA SHOWCASE *** • Open to all conference participants
9:00 am – 3:00 pm	Medical Photography
9:00 am – 10:00 am	Clinical Specialty
10:00 am – 11:00 am	Open Showcase
11:00 am – 12:30 pm	Healthy Lifestyle

Thursday, June 27, 2013



- 4:30 pm **Round Two Competitors Posted**
- EMT
 - CERT Skills
 - Sports Medicine
 - Biomedical Debate
- 5:30 pm – 9:00 pm **COMPETITIVE EVENTS (By Appointment)**
- Clinical Specialty**
Sports Medicine
CERT Skills
EMT
Extemporaneous Speaking
Job Seeking Skills
Biomedical Debate
- 6:30 pm – 8:00 pm **HOSA Inc. Annual Meeting**
 Election of HOSA, Inc. Board Members
- 7:00 pm – 9:00 pm **CPR/First Aid**
- *Orientation and Written Test*
- Knowledge Test – Pharmacology**
- *Orientation and Written Test*
- Knowledge Test – Medical Law and Ethics**
- *Orientation and Written Test*
- Medical Terminology**
- *Orientation and Written Test*
- 9:00 pm – 10:30 pm **Past HOSA Inc. Chairman Reception**
By invitation only
- 10:30 pm – 11:00 pm **Committee Meetings (If needed)**
- Rules and Arbitration
 - Credentials and Tellers
- 11:30 pm **Round Two Competitors Posted**
- HOSA Bowl
 - Medical Assisting
 - Creative Problem Solving
 - Dental Science
 - Biotechnology
 - Healthy Lifestyle
 - Public Health
 - CPR/First Aid
- 12:30 am **Curfew**



(continued)

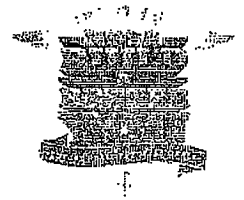
Thursday, June 27, 2013



- 1:00 pm – 4:30 pm **COMPETITIVE EVENTS** *(By Appointment)*
- Medical Spelling – Spelldown
 - Dental Spelling – Spelldown
 - Life Support Skills
 - Public Health – Round One
 - Researched Persuasive Speaking
 - Health Education
 - Parliamentary Procedure
 - Forensic Medicine
- 1:00 pm – 3:00 pm **Creative Problem Solving**
- *Orientation and Written Test*
- Biotechnology**
- *Orientation and Written Test*
- Medical Reading**
- *Orientation and Written Test*
- Extemporaneous Writing**
- *Orientation and Essay*
- 1:00 pm – 2:00 pm **Regional Meetings** – *State Advisors Only*
- 1:00 pm – 3:00 pm **EDUCATIONAL SYMPOSIUMS**
- * *Open to all conference participants, a variety of workshops will be scheduled.*
- 2:00 pm – 5:30 pm **Extemporaneous Health Poster**
- 3:00 pm – 5:00 pm **Business Session**
- *Voting Delegates must be in official HOSA uniform*
- *** HOSA SHOWCASE *****
- Open to all conference participants.*
- 10:30 am – 11:30 am **HOSA Week and HOSA Happenings**
- 11:30 am – 12:30 pm **MRC Partnership**
- 12:00 noon – 1:30 pm **Career Health Display**
- *Competitors will take displays with them at 1:30 pm*
- 1:30 pm – 2:30 pm **Community Awareness**
- 2:30 pm – 3:30 pm **Public Service Announcement**
- 4:00 pm – 5:00 pm **Outstanding HOSA Chapter**
- *Competitors will take scrapbooks with them at 5:00 pm*
- 5:00 pm – 6:00 pm **Health Education**
- 7:00 pm – 8:00 pm **Open Showcase**
- 8:00 pm – 9:00 pm **Extemporaneous Health Poster**
- *Competitors will take posters with them at 9:00 pm*
- 4:00 pm – 5:30 pm **Judges' Dinner and Orientation**
- 4:00 pm – 6:00 pm **HOSA Bowl**
- *Orientation and Written Test*
- Knowledge Test: Human Growth & Development**
- *Orientation and Written Test*
- Knowledge Test: Pathophysiology**
- *Orientation and Written Test*
- Knowledge Test: Nutrition**
- *Orientation and Written Test*
- Healthy Lifestyle**
- *Orientation and Written Test*

Friday, June 28, 2013

11:00 am – 12:30 pm	Judges' Luncheon and Orientation
12:30 pm – 3:00 pm	COMPETITIVE EVENTS <i>(By Appointment)</i>
	Public Health – Round Two Speaking Skills
12:30 pm – 2 pm <i>Time Approximate</i>	HOSA Bowl Finals <i>*Open to all conference participants</i>
12:30 pm – 4:00 pm	HOSA Leadership University HOSA 501 - Advanced Chapter Advisors
1:30 pm – 4:30 pm	HOSA Leadership University HOSA 201 – Local Chapter Officers
1:00 pm – 2:00 pm	Regional Meetings – State Advisors Only
2:00 pm – 3:00 pm	New Board Member Orientation
7:30 pm – 10:00 pm	National Recognition Session
10:00 pm – 10:30 pm	CEU Credit Distribution <i>* Must bring completed forms</i>
10:00 pm – 12:00 am	HOSA Dance
12:30 am	Curfew



Saturday, June 29, 2013

All Day	HOSA Headquarters
All Day	Competitive Events Headquarters
All Day	HOSA Day in Nashville
8:00 am – 9:00 am	CEU Credit Distribution <i>* Must bring completed forms</i>
8:00 am – 9:00 am	Transition Breakfast <i>* Newly elected national officers</i>
4:00 pm – 6:00 pm	Postsecondary/Collegiate Grand Awards Session
8:00 pm – 10:00 pm	Secondary Grand Awards Session
10:00 pm – 12:00 am	Grand Awards Dance
1:00 am	Curfew

Sunday, June 30 through Wednesday, July 3, 2013

All Day	Executive Council Training
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**STATE FINALS TOURNAMENTS
IN STATE - OVERNIGHT**

BACKGROUND

John Ray, Monroe High School Athletic Director, wishes to petition the Board of Education for permission to allow five MHS athletic teams to travel to state meets for finals if they qualify. At this time, it is not known which teams will qualify. Teams which may be involved are:

- Boys Golf – East Lansing – June 13-15
- Track – East Kentwood – May 31-June 1
- Girls Tennis – Midland – May 31-June 1
- Baseball – Battle Creek – June 13-15
- Softball – Battle Creek – June 13-15

ENCLOSURE(S)

Monroe Public Schools – Abbreviated Field Trip and Excursion Check List Form.
The complete packets will be housed in the office of the Assistant Superintendent of Elementary Education, Instruction and Human Resources, should teams qualify.

RECOMMENDATION

Move to approve the Monroe High School students' attendance at the State Tournaments in according to the terms of Policy IICA, Field Trips and Excursions should they qualify.

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

May 7, 2013

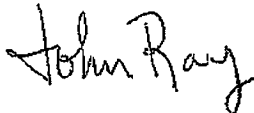
Dear Board,

The following is a list of teams that may travel to a state meet for the finals. It is difficult to tell this early in the season who may qualify.

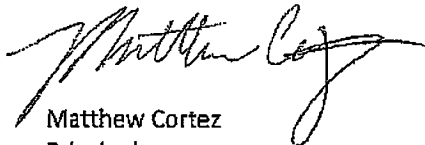
Boys Golf	East Lansing	06/13-06/15
Track	East Kentwood	05/31-06/01
Girls Tennis	Midland	05/31-06/01
Baseball	Battle Creek	06/13-06/15
Softball	Battle Creek	06/13-06/15

If a team or any individual qualifies for the state meet all of the proper paperwork will be completed and delivered to the Ad Building prior to the event. In each case the board will know at their last meeting in May if any team will be represented. We will keep at or below the 10-1 ratio with each trip. We will also try to use both male and female chaperones when appropriate.

We will also give the appropriate information regarding the housing once the rooms are released by the state. All this information will be forwarded to The Central Office.



John Ray, Ph.D.
Director of Athletics
Monroe Public Schools
734 265 3444



Matthew Cortez
Principal
Monroe High School
734 265 3495

MONROE HIGH SCHOOL
FIELD TRIP REQUEST

All requests for field trips must be submitted to the Principal at least 15 school days before the date of the trip.

Building Policy: Field trips should be Academic in Nature, Tied to Content Standards and include Follow-up Activities.

Date of Trip: 6/13-6/15

Date of Request: 5-7-13

Grade or Organization Making Request: Boys Varsity Golf


Faculty Sponsor: Row Cooper

Destination: EAST LANSING

Address: Forest Acres West 2535 Forest Rd, Lansing, MI 48910
(517) 3551635

Purpose: State meet

Substitute(s) needed: yes no (this does not secure the substitute)

Principal's Signature: 

approved denied

Reason for denial _____

MONROE HIGH SCHOOL
FIELD TRIP REQUEST

All requests for field trips must be submitted to the Principal at least 15 school days before the date of the trip.

Building Policy: Field trips should be Academic in Nature, Tied to Content Standards and include Follow-up Activities.

Date of Trip: 5/31-6/01

Date of Request: 5-7-03

Grade or Organization Making Request: Varsity Boys & Girls Track

Faculty Sponsor: Mark Scotter

Destination: East Kentwood

Address: 6230 Kalamazoo Ave SE 49508 (616) 698 6700

Purpose: State track meet

Substitute(s) needed: yes no (this does not secure the substitute)

Principal's Signature: Mark G

approved denied

Reason for denial _____

MONROE HIGH SCHOOL
FIELD TRIP REQUEST

All requests for field trips must be submitted to the Principal at least 15 school days before the date of the trip.

Building Policy: Field trips should be Academic in Nature, Tied to Content Standards and include Follow-up Activities.

Date of Trip: 5/31-6/01

Date of Request: 5-7-13

Grade or Organization Making Request: Girls tennis


Faculty Sponsor: Robert Musick

Destination: Midland Community tennis Center

Address: 900 East Wackerly St. Midland, MI 48642 989 681-0151

Purpose: State tennis meet

Substitute(s) needed: yes no (this does not secure the substitute)

Principal's Signature: 

approved denied

Reason for denial _____

MONROE HIGH SCHOOL
FIELD TRIP REQUEST

All requests for field trips must be submitted to the Principal at least 15 school days before the date of the trip.

Building Policy: Field trips should be Academic in Nature, Tied to Content Standards and include Follow-up Activities.

Date of Trip: 6/13-6/15

Date of Request: 5-7-13

Grade or Organization Making Request: Baseball

Faculty Sponsor: Eugene Bezeau

Destination: Battle Creek Baseley Park

Address: 1392 Capital Ave. NE, Battle Creek 49017 (269) 966-3431

Purpose: State tournament

Substitute(s) needed: yes no (this does not secure the substitute)

Principal's Signature: 

approved denied

Reason for denial _____

MONROE HIGH SCHOOL
FIELD TRIP REQUEST

All requests for field trips must be submitted to the Principal at least 15 school days before the date of the trip.

Building Policy: Field trips should be Academic in Nature, Tied to Content Standards and include Follow-up Activities.

Date of Trip: 6/13-6/15

Date of Request: 5-7-13

Grade or Organization Making Request: SOFTBALL


Faculty Sponsor: JAMES DAVIS

Destination: Battle Creek Bailey Park

Address: 1392 Capital Ave, NE. Battle Creek 49017 (269) 966 3431

Purpose: State tournament

Substitute(s) needed: yes no (this does not secure the substitute)

Principal's Signature: 

approved denied

Reason for denial _____

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:

M. H. S. A. VARSITY GOLF
STATE FINALS.
FOREST AKERS (WEST COURSE)
EAST LANSING MICHIGAN

School(s): MONROE H.S.

Chaperones: RON COOPER
(APPLICABLE PARENTS)

Method of Transportation: PARENTAL

Date of Departure: 6/13/13

Time of Departure: 7:00 AM

If overnight, number of nights: 2

Date of Return: 6/15/13

Time of Return: 7:00 PM

Number of Students Participating: 1 - 5

Number of Staff Supervising: 1

6027

Number of Other Adults Assisting: 1

Number of School Days Student will be Attending Trip: 0

Cost Per Child: _____

Cost Per Chaperone: _____

Monroe Public Schools Funds Being Used to Pay for:

Students:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Chaperones:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

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: 6/13/13 - 6/15/13

Grade/Team/Organization Making Request: BOYS GOLF

Destination: FOREST AKERS GOLF COURSE

Address: 2280 S. HARRISON RD.

City: E. LANSING State: MI. Zip: 48923

Means of Transportation: PARENTAL

Number of Students and Adults Involved: 1-6

Exact Loading Location: -

Estimated Time of Departure: -

Estimated Time of Departure from Destination: -

Expected Time of Arrival: -

Purpose of Trip: MHSAA BOYS VARSITY
GOLF STATE FINALS

Faculty Supervisor: RON COOPER

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

Principal's Signature: _____ Date: _____

Approved Denied

Assistant Superintendent's Signature: [Signature] Date: 5/9/13

Approved Denied

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

EXPLANATION AND DATES:

Departure Date/Day 6/13/13 Return Date/Day 6/15/13

A group of students and adult chaperones are planning a trip to: City E. LAWSIDE

State mi. Country U.S. (daily itinerary must be attached).

The purpose of this trip is MHSAA BOYS GOLF FINALS and the group sponsoring the trip is BOYS VARSITY GOLF.

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

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

GENERAL INFORMATION:

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

Address _____ Phone _____

Parent/Guardian Name(s) _____ Emergency Phone _____

MEDICAL INFORMATION

Family Doctor _____ Phone _____

Last Tetanus Shot _____ Allergies (if any) _____

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

Other pertinent information _____

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

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

INSURANCE INFORMATION:

Insurance Company _____ Contract No. _____

Name of Policy holder _____ Policy Number: _____

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

Signed before me this _____ day of _____ 20____

(Parent(s)/Guardian(s) Notary Public My commission expires _____

MONROE PUBLIC SCHOOLS

1275 North Macomb
Monroe, MI 48162

Private Transportation Application Form

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

ACTIVITY: _____

DATE(S): _____

NUMBER OF STUDENTS TO BE TRANSPORTED: _____

VALID DRIVERS LICENSE: YES _____ **NO** _____

DRIVER'S LICENSE NUMBER: _____

DO YOU HAVE AUTOMOBILE INSURANCE: YES _____ **NO** _____

INSURANCE COMPANY: _____

POLICY NUMBER: _____

DRIVER'S NAMES: (please print) _____

DATE OF BIRTH: _____

DRIVER'S SIGNATURE: _____

PLEASE LIST NAMES OF STUDENTS BEING TRANSPORTED IN THIS VEHICLE:

1. _____ 5. _____

2. _____ 6. _____

3. _____ 7. _____

4. _____ 8. _____

APPROVED _____ DISAPPROVED _____ DEPUTY SIGNATURE _____ DATE _____

APPROVED _____ DISAPPROVED _____ PRINCIPAL SIGNATURE _____ DATE _____

APPROVED _____ DISAPPROVED _____ SUPERINTENDENT/DESIGNEE _____ DATE _____

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

School: MONROE H.S.

Date of Trip: 6/13/13 - 6/15/13

Departure Time: 7:00 AM

Return Time: 7:00 PM

Group/Class Taking Trip: BOYS VARSITY GOLF

Destination: FOREST AKERS GOLF COURSE
E. LANSING MI.

❖ This form serves as the district's official notification for the parent(s)/guardian of students involved and, by signing, acknowledges the fact that the student's parent(s)/guardian approves of their child taking said trip. This form must be completed and signed before any student will be allowed to travel with the group.

Student's Name: _____ Grade: _____

Teacher: _____

Address: _____

Telephone # (Home): _____ Telephone # (Emergency): _____

Insurance Co.: _____

Name of Policy Holder: _____

Contract #: _____

Parental Acknowledgment:

I/We hereby give consent to allow our child to make this trip and further consent for any necessary emergency medical treatment and/or admission, to any hospital for my/our child.

Signatures:

Date: _____

Parent(s)/Guardian

❖ Return to Your Child's Classroom Teacher

Return Monday After Regional

Form IICA-F2
Revised: March 29, 1990

5/20/13

Monroe Public Schools
Field Trip Permission Form

School: Monroe High

Date of Trip: 5/31/13

Departure Time: 10:45 am 5/31/13

Return Time: 8:00 pm 6/1/13

Group/Class Taking Trip: Track & Field

Destination: MHSAA State Finals @ East Kentwood HS

❖ This form serves as the district's official notification for the parent(s)/guardian of students involved and, by signing, acknowledges the fact that the student's parent(s)/guardian approves of their child taking said trip. This form must be completed and signed before any student will be allowed to travel with the group.

Student's Name: _____ Grade: _____

Teacher: Scoles

Address: _____

Telephone # (Home): _____ Telephone # (Emergency): _____

Insurance Co.: _____

Name of Policy Holder: _____

Contract #: _____

Parental Acknowledgment:

I/We hereby give consent to allow our child to make this trip and further consent for any necessary emergency medical treatment and/or admission, to any hospital for my/our child.

Signatures:

Date: _____

Parent(s)/Guardian

❖ Return to Your Child's Classroom Teacher

Return Monday, 5/20/13

CRIMINAL HISTORY CONSENT FORM FOR VOLUNTEERS & STUDENT WORKERS

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

Name: _____
 Last First Middle

Maiden name or names previously used: _____

Birthdate: _____ Race: _____ Sex: _____

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

Pursuant to Public Act 138 of 2005, I represent that (check all that apply):

_____ 1. I have not been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of a finding of guilt by a judge or jury of any crime.

_____ 2. I have been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of a finding of guilt by a judge or jury for the following crimes (*attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction*):

Felony _____ Misdemeanor _____

Felony _____ Misdemeanor _____

Felony _____ Misdemeanor _____

In signing this form, I understand and agree that:

3. If I have been convicted of a listed offense, my employment/volunteer services shall be terminated. I also understand that if I have been convicted of a felony, other than a listed offense, the superintendent, or chief administrator and the School Board must each approve, in writing, my employment or work assignment.

4. Until the criminal history report is received and reviewed by the employing school district, I am regarded as a conditional employee/volunteer and if the criminal history report is not the same as my representation(s) above, my employment contract/volunteer service is voided at the option of the school district.

Signature of Prospective Employee/Volunteer

Date

Return Monday 5/20/13

MONROE PUBLIC SCHOOLS
1275 North Macomb
Monroe, MI 48162

Private Transportation Application Form

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

ACTIVITY: Track & Field State Finals

DATE(S): 5/31/13 - 6/1/13

NUMBER OF STUDENTS TO BE TRANSPORTED: _____

VALID DRIVERS LICENSE: YES _____ NO _____

DRIVER'S LICENSE NUMBER: _____

DO YOU HAVE AUTOMOBILE INSURANCE: YES _____ NO _____

INSURANCE COMPANY: _____

POLICY NUMBER: _____

DRIVER'S NAMES: (please print) _____

DATE OF BIRTH: _____

DRIVER'S SIGNATURE: _____

PLEASE LIST NAMES OF STUDENTS BEING TRANSPORTED IN THIS VEHICLE:

- | | |
|------------------------|----------|
| 1. <u>See Attached</u> | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

APPROVED _____ DEPUTY SIGNATURE _____ DATE _____

APPROVED _____ PRINCIPAL SIGNATURE _____ DATE _____

APPROVED _____ SUPERINTENDENT/DESIGNEE _____ DATE _____

Board Meeting #8
May 14, 2013
Item #C.22

ADJOURNMENT

RECOMMENDATION

Move to adjourn the May 14, 2013 Board Meeting #8.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____