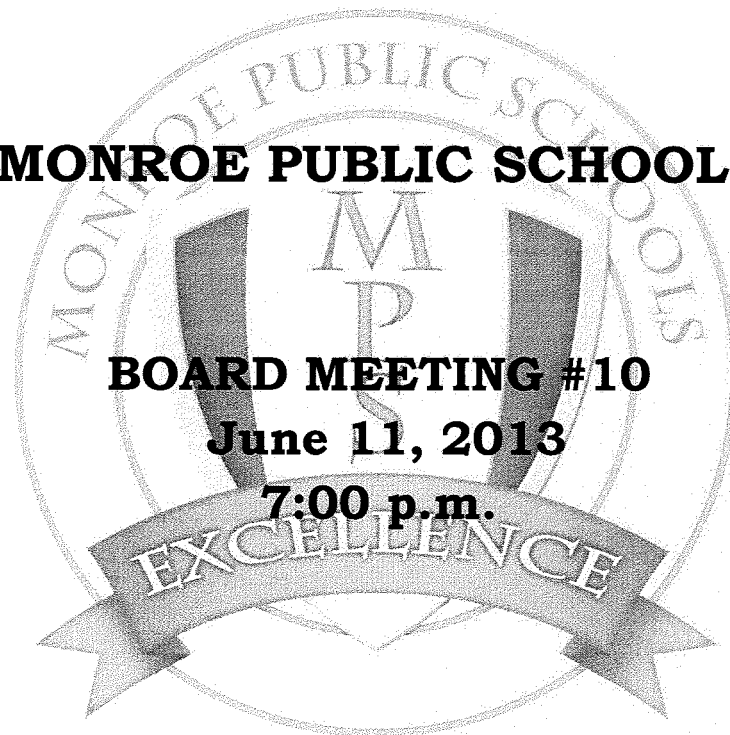


# MONROE PUBLIC SCHOOLS



## BOARD MEETING #10

June 11, 2013

7:00 p.m.

## BOARD OF EDUCATION

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

## SUPERINTENDENT OF SCHOOLS

MR. RANDALL MONDAY

*“Monroe Public Schools is committed to being the premier education organization in the region. We are devoted to promoting high expectations for all in a state-of-the-art 21st century curriculum. We recognize that the students and communities we serve are our customers, and we promise to make all decisions in their best interest.”*

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

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Board Meeting #10  
Tuesday, June 11, 2013  
7:00 p.m.

**AGENDA**

		<u>Page</u>
<b>A. Roll Call and Call to Order</b>	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
2. Waterloo Extended Day Activities	Mrs. Everly	
<b>B. Public Commentary – Agenda Items Only</b>	Mr. Yeo	
<b>C. Discussion and Action Items</b>		
1. <b>Approval of Minutes</b>	Mr. Yeo	2
Move to approve the minutes of the following meetings as submitted:		
• May 28, 2013 Board Meeting #9		
• June 4, 2013 Special Board Meeting		
2. <b>Reports and Updates</b>	Mr. Yeo	7
a. May 20, 2013 Board Curriculum Committee Minutes		
3. <b>Staff Resignation</b>	Dr. McLeod	10
Move to approve the resignation from Monroe Public Schools for Adrienne Clements effective June 11, 2013.		
4. <b>Teacher Tenure Recognition</b>	Mrs. Everly	12
Move to confirm and endorse the granting of tenure for Monique Hunter, Callie Preslan and Traci Wilson on the appropriate anniversary dates.		
5. <b>Custer Reading Instructional Resources</b>	Mrs. Everly	16
Move to approve the purchase of the above instructional resources from Scholastic and Houghton Mifflin Harcourt. The total cost for the materials, plus shipping, will not exceed \$13,000 all of which will be covered by 2012-2013 Title I funds in accordance with allowable expenditure guidelines for use of federal funds for supplemental instructional programming.		
6. <b>Upward Bound Field Trip</b>	Dr. McLeod	31
Move to approve the Upward Bound Program overnight trip		

		<u>Page</u>
	to Boston, Massachusetts from July 28, 2013 to July 31, 2013, according to the terms of Policy IICA, Field Trips and Excursions.	
7.	<b>MHS Band Camp</b> Move to approve the Monroe High School Trojan Marching Band trip to Spring Arbor University for their annual band camp from August 5-10, 2013 according to the terms of Policy IICA Field Trips and Excursions.	Dr. McLeod 46
8.	<b>MHS Cheerleading Camp</b> Move to approve the Monroe High School students' attendance at the Champion Cheer Camp at Alma College; according to the terms of Policy IICA, Field Trips and Excursions.	Dr. McLeod 67
9.	<b>MHS Boys Basketball Camp</b> Move to approve the Monroe High School students' attendance at the Boys Basketball Team Camp in Findley, Ohio at the University of Findley according to the terms of Policy IICA, Field Trips and Excursions.	Dr. McLeod 72
10.	<b>Superintendent's Comments</b>	Mr. Monday
11.	<b>Old Business</b>	Mr. Yeo
12.	<b>New Business</b>	Mr. Yeo
13.	<b>Public Commentary – Any Topic</b>	Mr. Yeo
14.	<b>Adjournment</b> Move that the June 11, 2013 Board Meeting #10 of the Monroe Public Schools Board of Education be adjourned.	Mr. Yeo 79

Board Meeting #10  
June 11, 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**

- May 28 2013 Board Meeting #9 Minutes
- June 4, 2013 Special Board Meeting Minutes

**RECOMMENDATION**

Move to approve the following minutes as submitted:

- May 28 2013 Board Meeting #9
- June 4, 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 #9  
Tuesday, May 28, 2013  
7:00 p.m.

## MINUTES

### Roll Call and Call to Order

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

Board Members Absent: Vice President Lawrence VanWasshenova

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

Administrators Absent: Jerry Oley, David Payne

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

### MPS Scholarship Recipients

Prior to the start of the Board of Education meeting, the 2013 Monroe Public Schools Scholarship recipients and their parents were introduced. Board members congratulated these graduates who were then treated to a dessert reception.

### Public Commentary-Agenda Items Only

Citizen Selma Rankins spoke about the success of some of his former students.

### Approval of Minutes

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

- May 13, 2013 Special Board Meeting
- May 14, 2013 Special Board Meeting
- May 14, 2013 Board Meeting #8
- May 20, 2013 Special Board Meeting
- May 21, 2013 Special Board Meeting (5 sets)

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

### Reports and Update

There were no reports at this time.

### Exempt Employee Appointment

Motion by Mr. Mason; support by Dr. March to approve the appointment of Jason Oestrike as an Entry Level Computer Technician for the 2012/13 school year effective May 29, 2013 and place on the appropriate salary level for this position, upon completion of all pre-employment requirements.

Discussion: It would be nice if new employees attended their board appointments.

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

**Lunch Prices**

Motion by Mr. Mason; support by Dr. March to approve Option A to set prices for school lunches for the 2013/14 school year.

Discussion: Option A includes an increase in elementary lunches of \$.10 and eliminates tier pricing at the high school. Elementary lunch prices have not been raised in 9 years. We have been notified that we will have to spend down \$23,000 of our food service balance and plan to replace equipment with this money. Our Sodexo staff is appreciated for a job well done.

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

**MASB Membership**

Motion by Mr. Mason; support by Mr. Philbeck approve the 2013/14 membership dues to the Michigan Association of School Boards in the amount of \$6,942.

Discussion: Services provided by MASB are wonderful. Administration will check the percentage of school boards in Michigan that participate and will report back to the board.

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

**MCISD Board Resolution**

Motion by Mrs. Knabusch-Taylor; support by Dr. March to approve the following resolution as presented. The Board of Education designates Aaron N. Mason as its representative to the electoral body; and Ryan Philbeck as the alternate representative (optional); and, identifies Paul Miller (6 year term), Larry Hammons (6 year term) and Earl Cousino (2 year term) as who it supports for the positions to be filled on the Intermediate School Board at the June 3, 2013 election.

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

**Board Policy Adoption – Section 4000**

Motion by Mr. Mason; support by Dr. March to adopt Board Policies (Section 4000 – Business Management) as written effective May 28, 2013.

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

**Asbestos Consulting Services**

Motion by Mrs. Knabusch-Taylor; support by Mr. Philbeck to award the contract for MMS, SMT, and Operations asbestos abatement monitoring to DMD Environmental, Inc., Toledo, Ohio at a cost not to exceed \$4,250. Money for this project is to be taken from the Building and Site Sinking Fund.

Discussion: Monitoring is required with an asbestos abatement. You must have someone inspect it to make sure it is done correctly.

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

**Asbestos Abatement**

Motion by Mr. Philbeck; support by Dr. March to award the contract for MMS, SMT and Operations asbestos abatement to Total Environmental Control of Toledo, Ohio at a cost not to exceed \$7,420. Money for this project is to be taken from the Building and Site Sinking Fund.

Discussion: There are some tiles and insulation involved in this asbestos abatement.

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

**MHSAA Rules Adoption**

Motion by Mr. Mason; support by Mrs. Knabusch-Taylor to adopt the Michigan High School Athletic Association membership resolution for the year August 1, 2013 through July 31, 2014 as presented.

Discussion: Nothing has changed since last year regarding the MHSAA Rules.

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

### **Superintendent Comments**

- Many of our graduating students received scholarships and we are very proud of them.
- A baccalaureate service for all graduating seniors is scheduled for Thursday, May 30 at 7:00 p.m. in the Monroe High School auditorium.
- Commencement will be held Friday, May 31 at 6:30 p.m., outdoors if the weather permits.
- Monroe Middle School will host its Celebrations Student Awards program at 7:00 p.m. on May 29 in the MMS auditorium.
- Congratulations to our CTE students who earned statewide honors in the MITES competition. Keith Thrift won the Grand Award for the working two-stroke engine he machined. Donnie Griffith earned the CTE Divisional Award for designing and building an outdoor scene bench. This is the second consecutive year that a Monroe High student has taken the state level Divisional Award. In all, 26 MHS students earned either first, second or third place awards on the state level.
- This evening at MHS, Kellie Cook, Health Sciences teacher, held a celebratory event for the students who have completed the first CNA program.

### **Old Business**

- Mrs. Knabusch-Taylor would like to see some of our CTE students' accomplishments in the Monroe Evening News.
- June 4 at 7:00 p.m. is Orchard graduation in the MHS auditorium.
- The contractual agreement for Dr. Martin is being put together by Mr. Yeo and Mr. VanWasshenova and will be available for the rest of the board early next week.

### **New Business**

There was no new business at this time.

### **Public Commentary-Any Topic**

There was no public commentary at this time.

### **Adjournment**

Motion by Ms. Spicer; support by Mr. Mason that the May 28, 2013, Board Meeting #9 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:32 p.m.

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**June Knabusch-Taylor, Secretary**



**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Special Board Meeting  
Tuesday, June 4, 2013  
5:00 p.m.

**MINUTES**

**Roll Call and Call to Order**

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

Board Members Absent: Trustee Dr. Tedd March and Trustee Ryan Philbeck

Administrators Present: Randy Monday, Julie Everly, Dr. Ryan McLeod, Dr. Barry Martin

Administrators Absent: Jerry Oley, David Payne

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

**Closed Session**

Motion by Mr. Mason; support by Mrs. Knabusch-Taylor to convene in closed session upon written advice of counsel. (Open Meetings Act, Sect., 8(c).

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

**Adjournment of Closed Session and Reconvene**

Motion by Mr. Mason; support by Ms. Spicer that the closed session adjourn and the special board meeting be reconvened into open session.

Vote: Motion carried by a 5-0 hand vote at 6:30 p.m.

**Adjournment**

Motion by Mr. Mason; support by Mr. Yeo that the 5:00 p.m., June 4, 2013 Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 5-0 hand vote at 6:30 p.m.

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**June Knabusch-Taylor, Secretary**

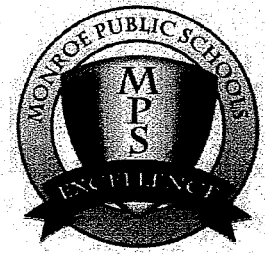
Board Meeting #10  
June 11, 2013  
Item #C.2

## **REPORTS AND UPDATES**

### **BOARD COMMITTEES/OTHER REPORTS**

- May 20, 2013 Board Curriculum Committee Minutes

## Monroe Public Schools Board Curriculum Committee



Date of Meeting: May 20, 2013  
Next Meeting: June 17, 2013 at 4:45 p.m.

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- 1. Call to Order:** Ryan McLeod called the meeting to order at 5:04.  
**In Attendance:** Melissa Bell, Montyne Barbee, Jennifer Bennett, Kim Diven, Julie Everly, Cindy Flynn, June Knabusch-Taylor, Laura Lavender, Tedd March, Katelyn Martin, Ryan McLeod, and Larry VanWassehenova
- 2. Minutes:** *The April 23, 2013 minutes were approved at the May 14, 2013 Board Meeting.*
- 3. Public Commentary:** None
- 4. Custer Elementary – Leveled Literacy Library, Jennifer Bennett:** Jennifer Bennett and a team of Custer teachers explained the need for a Leveled Literacy Reading Library at the Custer Campus. The Leveled Literacy Library supports the Board adopted English Language Arts Curriculum and compliments the Fountas and Pinnell LLI program. The Custer School Improvement team would like to build their library to include a variety of leveled reading book sets for kindergarten through second grade.  

The teachers use the leveled reading books in small groups to work with students at their individual reading level. Laura Lavender shared her experience with her own leveled reading library in her classroom. She has over 1,000 books, and for her readers to have 10-12 different books every week, this isn't always enough. The PTO is willing to support some purchases. Raisinville School was able to get a Leveled Literacy Library through the LAP Grant which was also federal funds. Mrs. Knabusch-Taylor and Mr. VanWassehenova wondered about electronic books and schools sharing books. Melissa Bell, Custer teacher, explained that the selection of electronic books for pre-primer and primer readers is very limited. Mrs. Everly and Mrs. Bennett are going to discuss the option of sharing and trading book sets with the elementary principal group.
- 5. Monroe Middle School – World Language, Cindy Flynn:** MMS would like to restore a World Language class that was once offered. Mrs. Flynn stated that this class would be offered to the eighth graders as one of their exploratory rotations. Dr. McLeod indicated that the hope would be that this experience would support students in making an informed decision regarding their foreign language choice in high school. They are considering covering Japanese, French, and Spanish. Katelyn Martin, MHS Spanish teacher, spoke about the immersion approach that is now utilized in foreign language

instruction. She also indicated that there would be a large cultural education component to this class. Mrs. Knabusch-Taylor feels it is very important that every student be able to have this class, and she would like verification that this is the case. Mrs. Flynn stated she could provide this. This World Language course will fit into a 9-week rotation along with the other MMS exploratory classes.

**6. Building Updates:**

**MHS, Trojan Family Time (TFT), Kim Diven:** At MHS, there are 21 TFT teachers at each grade level that meet twice every week with a group of students. This student group remains consistent throughout the four-year high school experience. The purpose of this initiative is to make the high school feel smaller and give students the opportunity to build a longstanding relationship with a teacher.

During TFT there are lessons taught that have been designed by a team of teachers. Students can also get extra help with homework. Next year's lessons will be different than the lessons used this year. The teachers are focusing on accountable talk and how to embed that into the lessons. They also focus on real-life activities that the students need to know about before leaving high school. Students will be filling out a survey to provide feedback on the effectiveness of TFT time. Once this data is available, Kim will be sharing it with the committee.

**7. Old Business**

**Future School Models:** Ryan and Julie would like support to research future school models and gather information, opinions, and preferences from stakeholders regarding what parents would like to see for their children in Monroe Public Schools and what community members would like to see in their school district. They indicated that there are also parents with students in a variety of settings who would be willing to talk and share about what has attracted them to the school choice they have made for their family. Some of the numeric is currently in our child accounting system; however, Ryan and Julie are hoping to have conversations to fill in some of the circumstances behind the numeric data. Julie is also interested in meeting with the homeschool network in Monroe to discuss partnership opportunities.

**8. New Business: None**

**9. Adjournment:** Mrs. Everly adjourned the meeting at 6:30 p.m.

**STAFF RESIGNATION**

**BACKGROUND**

**Adrienne Clements:** We have received a letter of resignation from Adrienne Clements for the purpose of other employment. Ms. Clements 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 she has chosen to decline.

**ENCLOSURE**

Letter of Resignation

**RECOMMENDATION**

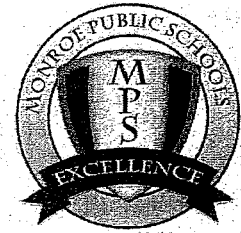
Move to approve the resignation from Monroe Public Schools for Adrienne Clements effective June 11, 2013.

**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	_____	_____	_____	_____

# Monroe Public Schools

1275 N. Macomb Street \* P.O. Box 733 \* Monroe, MI 48162 \* 734-265-3020



Adrienne Clements  
22147 Cherrylawn Drive  
Brownstown, MI 48134

May 17, 2013

Dear Adrienne:

Monroe Public Schools is in the process of reviewing staffing needs for the 2013/14 school year. At this time, and in accordance with Standard Practice P-19; Monroe Public Schools is hereby providing you notification of recall for the 2013/14 school year.

Please sign and return the slip below to Human Resources office within five days so we will know your plans to accept or decline this recall offer. Be aware that if a teacher fails to accept an offer of re-employment in writing within five (5) days from date of receipt of notification the teacher shall have no further rights of reinstatement.

Sincerely,

Julie Everly, Assistant Superintendent

cc: Payroll  
Fringe Benefits  
Business Office  
Union President

Curriculum Director  
Superintendent  
Supervisor/Principal  
Personnel File/REP

Melissa Cramer  
Operations Dept.  
Technology Dept.

I, Adrienne Clements:

Accept the offer or recall to Monroe Public Schools for the 2013-14. I understand I will be notified of my tentative teaching assignment on or before July 1<sup>st</sup> as outline in Standard Practice Bulletin P-18.

Decline the offer of recall to Monroe Public Schools. I understanding by declining this recall that I will have no further rights for reinstatement and will be resigning my position with Monroe Public Schools

Signature

Date 5-21-13

Return to the Personnel Office no later than May 31, 2013.

Thank you for the opportunity. I enjoyed my time w/ MPS!

**TEACHER TENURE RECOGNITION**

**BACKGROUND**

Teacher tenure is granted under the Michigan Teacher Tenure Act when a teacher satisfactorily completes a probationary period. Under the revised statute, teachers hired since September of 1993 and prior to the 2011 amendment must complete a four year probation period, unless they have received tenure in another Michigan district. Under that condition, a two-year probation must be served.

At the end of this school year, Monique Hunter, Callie Preslan and Traci Wilson will be eligible for tenure.

On behalf of the administration, I am pleased to report that these teachers have earned good evaluations and recommendation from their supervisors. Even though tenure is granted under the statute, the Board of Education is asked to confirm and endorse the granting of tenure.

**ENCLOSURES**

Tenure Recommendations

**RECOMMENDATION**

Move to confirm and endorse the granting of tenure for Monique Hunter, Callie Preslan and Traci Wilson on the appropriate anniversary dates.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

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



## Monroe Public Schools

### Arborwood Elementary Campus

1008 Riverview Avenue · Monroe, MI · 48162

Phone: 734-265-3800 · Fax: 734-265-3801

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May 30, 2013

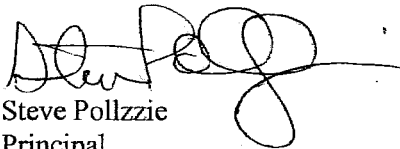
Dear Mrs. Everly,

I am pleased to inform you that I am recommending that Monique Hunter be granted tenure. She has successfully completed her four year probationary period.

Monique has been working under my direct supervision for the past two years. During this time, she has continued to demonstrate tremendous professional growth.

Monique is skilled in supporting and motivating her students to reach their goals. She effectively uses a variety of classroom activities and teaching techniques to maximize the learning of her students. Monique has also made tremendous contributions to the district and community.

Sincerely,



Steve Pollzzie

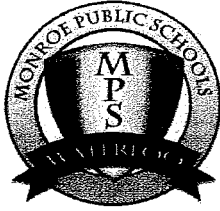
Principal

Arborwood Elementary Campus

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**Waterloo Elementary School**  
1933 S. Custer Road - Monroe, Michigan 48161  
Phone: 734-265-5100 - Fax: 734-265-5101

---

**TO:** Julie Everly  
**FROM:** Lisa McLaughlin  
**DATE:** May 30, 2013  
**RE:** Tenure Recommendation for Callie Preslan

It is with great pleasure that I write this tenure recommendation for Callie Preslan. She has completed four successful years as a teacher at Waterloo School. During those years she has become knowledgeable of the district curriculum and the Common Core Standards.

Mrs. Preslan has participated in many professional development activities and will be completing her Master's Degree in Educational Leadership in August of 2013. She has been an active member of the district's social studies committee, and is a member of the school improvement team. Callie also is a part of the Waterloo One-to-One IPAD initiative, implementing IPAD usage with kindergarten students.

Callie uses best practices in the delivery of instruction for her students, drawing from a wide variety of strategies to meet individual needs. She has created high expectations for all of her students and is a dedicated professional. Mrs. Preslan has earned the respect of the students and parents at Waterloo School. She is a valued member of our staff and an asset to Monroe Public Schools.

It is with pleasure I recommend Mrs. Preslan for tenure status.



# Monroe Public Schools

## Custer I Elementary School

5003 West Albain Road · Monroe, MI 48161  
Phone: 734-265-4300 · Fax: 734-265-4301

May 16, 2013

Mrs. Everly,

I am pleased to inform you that I am recommending that Miss Traci Wilson be granted tenure. She has successfully completed her four year probationary period.

Miss Wilson has been working under my direct supervision for the past year. During this time, she has continued to demonstrate tremendous professional growth. Miss Wilson has served on several committees and attended workshops to enhance her instruction. Miss Wilson has demonstrated her commitment to the students of Monroe Public Schools.

Sincerely,

*Montyne Barbee*

Montyne Barbee  
Assistant Principal  
Custer Elementary School

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**CUSTER ELEMENTARY CAMPUS  
READING INSTRUCTIONAL RESOURCES**

**BACKGROUND**

A leveled literacy library contains multiple copies of books that are organized by reading level. The reading levels are based on the Fountas and Pinnell Text Gradient from Level A to Level Z. This is the same system used for reading assessment in the Monroe Public Schools elementary curriculum. The library will supplement the classroom library by providing multiple copies of texts for small group reading instruction. Leveled books are a key component in helping children become competent readers. The use of grouping students based on ability in small guided reading groups is best practice teaching in grades K-2. Students in need of intervention and enrichment will benefit from this library by providing a wider access to texts at a lower expense than supplementing 43 classroom libraries.

**ENCLOSURES**

See the attached cost proposal for purchase of the described reading and writing instructional resources from Scholastic and Houghton Mifflin Harcourt.

**RECOMMENDATION**

Move to approve the purchase of the above instructional resources from Scholastic and Houghton Mifflin Harcourt. The total cost for the materials, plus shipping, will not exceed \$13,000 all of which will be covered by 2012-2013 Title I funds in accordance with allowable expenditure guidelines for use of federal funds for supplemental instructional programming.

**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	_____	_____	_____	_____



Houghton Mifflin Harcourt

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**Find Your  
Sales Representative**

**PM Books Mini Bookrooms**

**Complete Catalog Listing**

Product	Order #	ISBN/ISBN10	Price	Quantity
<b>Rigby Bookrooms: PM Resources Package Levels A-D</b>	1278815	978-1-418-95354-6 1-418-95354-7	\$603.60	<input type="text"/>
<b>Rigby Bookrooms: PM Resources Package Levels E-H</b>	1278819	978-1-418-95355-3 1-418-95355-5	\$621.00	<input type="text"/>
<b>Rigby Bookrooms: PM Resources Package Levels I-L</b>	1278822	978-1-418-95356-0 1-418-95356-3	\$795.35	<input type="text"/>
<b>Rigby Bookrooms: PM Resources Package Levels M-P</b>	1278825	978-1-418-95357-7 1-418-95357-1	\$795.35	<input type="text"/>
<b>Rigby Bookrooms: PM Resources Package Levels Q-T</b>	1278828	978-1-418-95358-4 1-418-95358-X	\$795.35	<input type="text"/>

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Product	Order #	ISBN/ISBN10	Price	Quantity
* <a href="#">Rigby Bookrooms:</a> <a href="#">Lighthouse Package Levels B-D</a>	1278785	978-1-418-95344-7 1-418-95344-X	\$515.30	<input type="text" value="1"/>
* <a href="#">Rigby Bookrooms:</a> <a href="#">Lighthouse Package Levels E-H</a>	1278788	978-1-418-95345-4 1-418-95345-8	\$552.35	<input type="text" value="1"/>
* <a href="#">Rigby Bookrooms:</a> <a href="#">Lighthouse Package Levels I-L</a>	1278791	978-1-418-95346-1 1-418-95346-6	\$584.50	<input type="text" value="1"/>

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### Complete Catalog Listing

Product	Order #	ISBN/ISBN10	Price	Quantity
* <a href="#">Rigby Bookrooms: Focus Package Levels A-C</a>	1278752	978-1-418-95333-1 1-418-95333-4	\$639.00	<input type="text"/>
* <a href="#">Rigby Bookrooms: Focus Package Levels E-H</a>	1278755	978-1-418-95334-8 1-418-95334-2	\$639.00	<input type="text"/>
* <a href="#">Rigby Bookrooms: Focus Package Levels I-L</a>	1278757	978-1-418-95335-5 1-418-95335-0	\$658.70	<input type="text"/>
<a href="#">Rigby Bookrooms: Focus Package Levels M-P</a>	1278761	978-1-418-95336-2 1-418-95336-9	\$708.75	<input type="text"/>

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## Flying Colors

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### Complete Catalog Listing

Product	Order #	ISBN/ISBN10	Price	Quantity
* <a href="#">Rigby Bookrooms: Flying Colors Package Levels A-D</a>	1278739	978-1-418-95329-4 1-418-95329-6	\$605.80	<input type="text" value="1"/>
* <a href="#">Rigby Bookrooms: Flying Colors Package Levels E-H</a>	1278742	978-1-418-95330-0 1-418-95330-X	\$605.80	<input type="text" value="1"/>
* <a href="#">Rigby Bookrooms: Flying Colors Package Levels I-L</a>	1278745	978-1-418-95331-7 1-418-95331-8	\$725.05	<input type="text" value="1"/>
* <a href="#">Rigby Bookrooms: Flying Colors Package Levels M-O</a>	1278749	978-1-418-95332-4 1-418-95332-6	\$725.05	<input type="text" value="1"/>

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### Guided Reading Content Areas: Grade K, 4 Levels A–D

240 Books

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Item #: NTS965777  
ISBN13: 9780439667777  
Format: Supplementary Collection  
Dimensions: 1.3" x 0.5" x 5.7"  
Funding Type: Title I-A, Title I-SIG, Race To The Top (RTTT), IDEA/Special Education/RTI, Title III, 21st CCLC  
Grades: K

List Price: \$1,819.00  
**Our Price:**  
**\$1,199.95**  
You Save: \$619.05 (34%)

Quantity:

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#### Description

Strong reading skills are vital to every aspect of children's education, and their reading abilities will affect their future achievement in science, social studies, and math. **Guided Reading Content Areas** helps you develop content-area knowledge while building reading skills, and provides access to a broad and exciting array of authentic texts.

#### The program Features:

- Titles aligned to content area standards in: Science—45%, Social Studies—40%, and Mathematics—15%.
- Carefully leveled books that give students access to critical knowledge.
- Lesson plans that develop important skills for reading informational text.
- A Teacher's Guide co-authored by Dr. Gay Su Pinnell and Dr. Irene Fountas.

#### Set Includes:

- 966508 Guided Reading Content Areas: Level A (60 Books)
- 966509 Guided Reading Content Areas: Level B (60 Books)
- 966510 Guided Reading Content Areas: Level C (60 Books)
- 966511 Guided Reading Content Areas: Level D (60 Books)

Visit the [Scholastic Guided Reading Program website](#) for more information.

*all non fiction*

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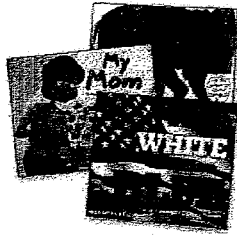
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### Guided Reading Level Pack: A

15 Books

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Item #: NTS550131  
ISBN13: 9780545501316  
Format: Paperback  
Dimensions: 0.52 x 1.2 x 11.04  
Funding Type: Title I-A, Race To The Top (RTTT), IDEAS/Special Education/RTI, Title III, 21st CCLC

Grades: K - 1  
Lexile® Measure: 200L  
Guided Reading Level:  
DRA Level: A - 1

List Price: \$63.65  
Our Price: \$45.00  
You Save: \$18.65 (29%)

Quantity:  $X=3 = \$135.00$   
Add to Cart

#### Description

New! Guided Reading Level Packs A to Z

Match Texts to Readers for Additional Practice

Be sure your students have a rich variety of the books they want at the level they need! Fill in the gaps of your classroom library with these ready-to-use 15-book packs, pre-sorted for your convenience by Fountas and Pinnell's individual Guided Reading Level. Refresh your existing library with just-right text to encourage additional independent reading practice with authentic literature your students will read with confidence and fluency.

See below for complete list of titles. *Appropriate titles of equal value may be substituted if any of the listed titles are unavailable at shipping time.*

#### Set Includes:

- Animals! Animals!
- Butterfly
- Do You Want to Be My Friend?
- Fruit Salad
- Full or Empty
- Heavy or Light
- I Like School!
- My Mom
- Red, White and Blue
- Shapes
- Short or Long
- The Store
- Taking a Walk / Caminando
- The Three Frogs
- What Can I Be?

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### Guided Reading Level Pack: B

15 Books

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Item #: NTSS49938 Grades: K - 1  
ISBN13: 9780545499385 Guided Reading: B  
Format: Paperback Level:  
Book Collection DRA Level: 2  
Dimensions: 0.89 x 1.5 x 6.18  
Funding: Title I-A, Race To The Top (RTTT), IDEA/Special  
Type: Educator/RTI, Title III, 21st CCLC

List Price: \$65.52  
Our Price: \$45.00  
You Save: \$20.52 (31%)

Quantity: **3** = \$135.00

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#### Description

New! Guided Reading Level Packs A to Z

Match Texts to Readers for Additional Practice

Be sure your students have a rich variety of the books they want at the level they need! Fill in the gaps of your classroom library with these ready-to-use 15-book packs, pre-sorted for your convenience by Fountas and Pinnell's individual Guided Reading Level. Refresh your existing library with just-right text to encourage additional independent reading practice with authentic literature your students will read with confidence and fluency.

See below for complete list of titles. *Appropriate titles of equal value may be substituted if any of the listed titles are unavailable at shipping time.*

#### Set Includes:

- 1 2 3 Book
- Cats!
- Game Day
- I Can Help!
- I Can Ski!
- My New Kitten
- See the Monkeys at the Zoo
- Silly Sally
- Some Animals Have Horns
- Spot the Circle
- Teddy at the Zoo
- This Is My Garden
- We Play Together
- What Lila Loves
- Wheels

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### Guided Reading 6-Book Complete Set-Level B



Item #: NTS532117  
ISBN13: 9780545321174  
Format: Book Collection  
Type: Title I-A, Title I-SIG, Raise To The Top (RTTT), IDEA/Special Education/RTI, Title III, 21st CCLC  
Grades: K - 3  
Guided Reading Level: B

Our Price: \$179.50

Quantity: 1

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#### Description

New A-J Leveled Readers! Scholastic's Guided Reading 6-Book Sets help you tailor instruction to meet individual and small-group interests and needs! Select from a variety of new titles to enhance your Guided Reading Program.

See below for complete list of titles.

#### Set Includes:

- Hats
- Puppy Prints
- Where is Bob?
- Polar Bears
- Color It Blue
- Toys
- Winter
- The Dog Show
- My Cat
- New Shoes

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### Guided Reading 6-Book Complete Set-Level C

Ten 6-Book Sets for a total of 60 books

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Our Price: \$179.50

Quantity: 1

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Item #: NTS532118      Grades: K - 3  
ISBN13: 9780545321181      Guided Reading C  
Format: Book Collection      Level:  
Funding: Title I-A, Title I-SIG, Race To The Top (RTTT), IDEA/Special  
Type: Education/RTI, Title III, 21st CCLC

#### Description

New A-J Leveled Readers! Scholastic's Guided Reading 6-Book Sets help you tailor instruction to meet individual and small-group interests and needs! Select from a variety of new titles to enhance your Guided Reading Program.

See below for complete list of titles.

#### Set Includes:

- Pig Played
- Ready Freddy
- The Sky
- Peach Trees
- Feed Me, Please!
- Let's Eat
- Sleepy Bear
- My Costume
- Is it a Baby Animal?
- Signs

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### Guided Reading 6-Book Complete Set-Level D

Ten 6-Book Sets for a total of 60 books

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Our Price: \$179.50

Quantity: 1

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Item #: NT3532119      Grades: K-3  
ISBN13: 9780545321198      Guided Reading D  
Format: Book Collection      Level:  
Funding: Title I-A, Title I-SIG, Race To The Top (RTTT), IDEA/Special  
Type: Education/RTI, Title III, 21st CCLC

#### Description

New A-J Leveled Readers! Scholastic's Guided Reading 6-Book Sets help you tailor instruction to meet individual and small-group interests and needs! Select from a variety of new titles to enhance your Guided Reading Program.

See below for complete list of titles.

#### Set Includes:

- Little Piglets
- Ice Cream
- Who Is Getting Married?
- Sand Animals
- Farm Helpers
- In the Desert
- Water Changes
- Friends
- At Home in a Shell
- Meet the Big Cats

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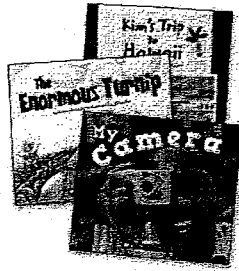


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### Guided Reading 6-Book Complete Set-Level E

Ten 6-Book Sets for a total of 60 books

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Our Price: \$179.50

Quantity:

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Item #: NTS532120 Grades: K-3  
ISBN13: 9780545321204 Guided Reading Level: E  
Format: Book Collection Level:  
Funding Type: Title I-A, Title I-SIG, Race To The Top (RTTT), IDEA/Special Education/RTI, Title III, 21st.CCLC

#### Description

New A-J Leveled Readers! Scholastic's Guided Reading 6-Book Sets help you tailor instruction to meet individual and small-group interests and needs! Select from a variety of new titles to enhance your Guided Reading Program.

See below for complete list of titles.

#### Set Includes:

- The Enormous Turnip
- Are We There Yet?
- X Marks the Spot
- My Camera
- Who Needs Water?
- Kim's Trip to Hawaii
- A Bean Plant Grows
- Making Masks
- Lost and Found
- Way to Go!

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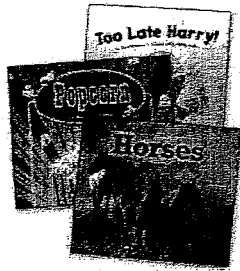


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### Guided Reading 6-Book Complete Set-Level F

Ten 6-Book Sets for a total of 60 books

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Our Price: \$179.50

Quantity:

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Item #: NT5532121 Grades: K - 3  
 ISBN13: 9780545321211 Guided Reading Level: F  
 Format: Book Collection  
 Funding Type: Title I-A, Title I-SIG, Race To The Top (RTTT), IDEA/Special Education/RTI, Title III, 21st CCLC

#### Description

New A-J Leveled Readers! Scholastic's Guided Reading 6-Book Sets help you tailor instruction to meet individual and small-group interests and needs! Select from a variety of new titles to enhance your Guided Reading Program.

See below for complete list of titles.

#### Set Includes:

- Wake Up, Little Mouse!
- Horses
- A World of Homes
- The Princess and the Pea
- Mapping the United States
- Popcorn
- What Can insects Do?
- Our Tree House
- Too Late Harry!
- Baseball Mom

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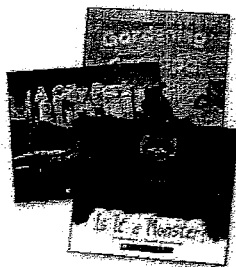


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### Guided Reading 6-Book Complete Set-Level G

Ten 6-Book Sets for a total of 60 books

Our Price: \$179.50

Quantity:

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Item #: NTSS32122 Grades: K-3  
 ISBN 13: 9780545321228 Guided Reading Level: G  
 Format: Book Collection  
 Funding Type: Title I-A, Title I-SIG, Race To The Top (RTTT), IDEA/Special Education/RTI, Title III, 21st CCLC

#### Description

New A-J Leveled Readers! Scholastic's Guided Reading 6-Book Sets help you tailor instruction to meet individual and small-group interests and needs! Select from a variety of new titles to enhance your Guided Reading Program.

See below for complete list of titles.

#### Set Includes:

- Gardening with Grandpa
- The New Car
- Trash and Treasure
- Is It a Monster?
- Cinderella
- Plants We Eat
- Jane Goodall
- The Barn Dance
- A City Park
- Critters in Camouflage

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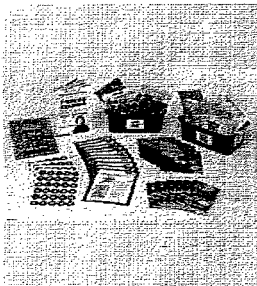


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### Guided Reading Nonfiction Focus: Grade 1, 9 Levels A-I

540 Books

SHARE

List Price: \$4,079.25

Our Price:

\$2,639.95

You Save: \$1,439.30 (35%)

Out of Stock

Item #: NTS944026  
ISBN13: 9780439440264  
Format: Supplementary Collection  
Dimensions: 10 x 6.5 x 3.0  
Funding: Title I-A, Title I-SIG, Race To The Top (RTTT), IDEA/Special Education/RTI, Title III, 21st CCLC  
Grades: 1

#### Description

Visit the [Scholastic Guided Reading Program website](#) for more information.

Scholastic Guided Reading Programs deliver the materials you need to help ALL students become strategic and independent readers who love to read! These leveled reading programs were created and carefully leveled by Dr. Gay Su Pinnell, America's leading authority on guided reading. The instruction aligns to No Child Left Behind, including rigorous guided practice in comprehension, phonics, phonemic awareness, vocabulary, and fluency. The Guided Reading system for book leveling assigns each book a letter (A-Z) based on the degree of challenge it represents.

The Guided Reading Nonfiction Focus Program\* will enrich your reading curriculum with both nonfiction titles (60%) and fiction titles (40%) in an exciting array of genres. This targeted, purposeful instruction is ideal for student success on standardized tests. With this carefully designed leveled reading program and your support, every student can achieve reading fluency.

#### Guided Nonfiction Focus Grade 1 includes 9 Levels (A-I)

With this carefully designed leveled reading program and your support, every student can achieve reading fluency.

\*100% of the Guided Nonfiction Focus Edition titles are different from the best-selling Guided Reading Fiction Focus Edition titles.

Each Guided Reading Nonfiction Focus Leveled Library includes:

- 60 Trade Books (6 copies of 10 titles)
- Expanded Teacher's Guide by Dr. Gay Su Pinnell which includes detailed lists of student behaviors to support at each level.
- 10 Book Cards with instructional suggestions for each title
- Leveling Stickers for identifying leveled books
- Attractive Storage Box

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JULY 28-31, 2013**

**BACKGROUND**

Upward Bound Program Director from Monroe High School, Anthony Quinn, wishes to petition the Board of Education for permission to take the Upward Bound students to Boston, Massachusetts Sunday, July 28, 2013 to Wednesday, July 31, 2013. Thirty-five to 40 students as determined by eligibility, and seven (7) adult chaperones will depart from Monroe County Community College via charter bus Trinity Transportation. The cost of the trip is completely covered by the U.S. Department of Education - Monroe County Community College - Upward Bound Grant Program; no student monies will be used to cover this.

**ENCLOSURE(S)**

Monroe Public Schools – Abbreviated Field Trip & Excursion Check List Form and the fieldtrip packet, with the complete packet housed in the office of the Assistant Superintendent of Curriculum, Instruction K-6, and Human Resources.

**RECOMMENDATION**

Move to approve the Upward Bound Program overnight trip to Boston, Massachusetts from July 28, 2013 to July 31, 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 PUBLIC SCHOOLS  
FIELD TRIP CHECK LIST**

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

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

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

Pre-trip lessons:

Over the summer, the Academic Skills Coordinator Dannielle Lambert will have the students do a two-page research paper on the history of Boston, MA.

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

A couple of the mandates that are written in the UB grant is to expose the students to colleges and universities as well as exposure to an array of cultural enrichment destinations.

Follow-up classroom lessons:

The Academic Skills Coordinator will have the students write a complete essay that will focus on the reflections of their trip.

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

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

Number of Other Adults Assisting: 11

Number of School Days Student will be Attending Trip: 0

Cost Per Child: Government funded Cost Per Chaperone: Government funded

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes

No

Chaperones: Yes

No

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

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

Updated: 09/12/06

# 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 II.CA.

### FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

Please see attached  
Letter to Mr. Ramon Miranda  
Please refer to Boston, MA itinerary

School(s): Monroe High School

Chaperones: Danielle Lambert Matt Steele  
Anthony Quinn  
Brandi Quinn  
Erin Basall

Method of Transportation: Charter Bus - please see attached.

Date of Departure: 7/28/2013

Time of Departure: 8am

If overnight, number of nights: 3

Date of Return: 7/31/13

Time of Return: 10pm.

Number of Students Participating: approx. 35-40 students

Number of Staff Supervising: 3 Anthony Quinn

Monroe Public Schools  
Field Trip Information Form

Date of Trip: Sunday July 28, 2013 ~ Wednesday July 31, 2013

Grade/Team/Organization Making Request: MCCC ~ Upward Bound Program

Destination: Boston, MA

Address: 1157 Worcester Road

City: Framingham State: MA Zip: 01701

Means of Transportation: Charter Bus

Number of Students and Adults Involved: Approx. 35-40

Exact Loading Location: MCCC parking lot 4 - by building A, Admin building

Estimated Time of Departure: 8am

Estimated Time of Departure from Destination: 8am

Expected Time of Arrival: 10pm Sunday July 28, 2013

Purpose of Trip: To expose the UB students to different colleges and universities as well as to expose them to cultural enrichment destinations spots in Boston, MA.

Faculty Supervisor: Anthony Quinn

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

Principal's Signature: [Signature] Date: 5/24/13

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 6/4/13

Approved  Denied



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/13/2013

## Boston Trip

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Daly Merritt Insurance 100 Maple Wyandotte MI 48192	<b>CONTACT NAME:</b> Cynthia Bayer <b>PHONE (A/C No. Ext.):</b> (734) 283-1400 <b>FAX (A/C No.):</b> (734) 283-1197 <b>E-MAIL ADDRESS:</b> cindy.bayer@dalymeritt.com <b>PRODUCER CUSTOMER ID #:</b> 00015152																					
<b>INSURED</b> Trinity, Inc., Trinity Coach, LLC Trinity Cars, Inc. dba Trinity Cars Trinity Cars, Inc. dba Trinity Shuttle 4624 13th Street Wyandotte MI 48192	<table border="1"> <tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> <tr><td>INSURER A</td><td>ACUITY</td><td>14184</td></tr> <tr><td>INSURER B</td><td>ACUITY</td><td>10677</td></tr> <tr><td>INSURER C</td><td>North Pointe Ins. Co.</td><td></td></tr> <tr><td>INSURER D</td><td>Amerisure Ins. Co</td><td></td></tr> <tr><td>INSURER E</td><td>Philadelphia Ins Co</td><td></td></tr> <tr><td>INSURER F:</td><td></td><td></td></tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A	ACUITY	14184	INSURER B	ACUITY	10677	INSURER C	North Pointe Ins. Co.		INSURER D	Amerisure Ins. Co		INSURER E	Philadelphia Ins Co		INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A	ACUITY	14184																				
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INSURER C	North Pointe Ins. Co.																					
INSURER D	Amerisure Ins. Co																					
INSURER E	Philadelphia Ins Co																					
INSURER F:																						

**COVERAGES**

CERTIFICATE NUMBER: CL1331304701

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			K36758	3/15/2013	3/15/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COM/POP AGG \$ 3,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							
A	AUTOMOBILE LIABILITY			K36758	3/15/2013	3/15/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						\$
			\$				
B	UMBRELLA LIAB			K36758	3/15/2013	3/15/2014	EACH OCCURRENCE \$ 10,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$ 10,000,000
	DEDUCTIBLE						\$
	RETENTION \$						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			NFWC404106	3/15/2013	3/15/2014	WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
D	Amerisure Ins. Co			CA2075459000 (sym 7)	3/15/2013	3/15/2014	Sch Auto only \$1,000,000 lib
E	Philadelphia Ins Co			PHPK991346 (sym 7)	3/15/2013	3/15/2014	Sch Auto Only \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

NOTE: The Excess coverage provided by this certificate does not provide excess coverage over the Amerisure auto policy #CA2075459000 or Philadelphia auto policy #PHPK991346.

**CERTIFICATE HOLDER****CANCELLATION**

INSURED FILE COPY

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

James Daly/BAYERC

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ON File

**CRIMINAL HISTORY CONSENT FORM**

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

Name: \_\_\_\_\_  
Last First Middle

Maiden name or names previously used: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Prospective Employee/Volunteer Date



TO: Randy Monday, Superintendent

FROM: Angela Dye, Administrative Assistant  
Monroe County Community College – Upward Bound Program

DATE: May 1, 2013

SUBJECT: REQUEST FOR THE UPWARD BOUND PROGRAM  
END OF THE YEAR TRIP

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The Upward Bound end of the year cultural trip is our participants reward for all the hard work they have put into strengthening their academic and study skills. This trip, as it is stipulated in our grant, is for students who show commitment to the Upward Bound Program and exhibit outstanding participation during the summer program. Our end of the year cultural trip will give our participants the chance to experience new things. The cultural trip for this summer will take place in Boston, Massachusetts. We are scheduled to depart on Sunday, July 28<sup>th</sup> and scheduled to return on Wednesday, July 31, 2013.

As it is written in the Upward Bound grant proposal: Educational, social and cultural enrichment activities will include an overnight trip to a major metropolitan area during the summer, to experience a play or musical event, visit a college or university, business and other points of cultural and educational interest. Below is a tentative schedule for the trip.

Boston Common Visitor Information Center  
Adams National Historical Park  
Natick Mall  
John F Kennedy Presidential Museum  
JFK Childhood Home  
Harvard University  
1245 Worcester Street Natick, Massachusetts  
Fenway Park (Red Sox game)

While on the trip, the students will be supervised by Mr. Quinn, Mrs. Quinn, Ms. Lambert, Mr. Charles Friedline, Mrs. Dye and one to two other people.

Enclosed is the Field Trip Request package, including a detailed agenda of the events. **No funding is coming from Monroe Public Schools and there is no funding raising that needs to take place. All the funds are provided for by the U.S. Department of Education.**

Sincerely,

*Angela Dye*

Angela Dye  
Administrative Assistant  
Monroe County Community College  
Upward Bound Program

Hotel Contract



Sheraton

**SALES CONTRACT**

4/10/2013

Agreement between Sheraton Framingham Hotel & Conference Center and MONROE COUNTY COMMUNITY COLLEGE

Angela Dye

Nicole Smith

MONROE COUNTY COMMUNITY COLLEGE

Sheraton Framingham Hotel & Conference Center

1555 South Raisinville Road

1657 Worcester Road

Monroe, MI

Framingham, MA 01701

Phone: 734-265-3446 Fax:

Phone: 508-270-1951 Fax: 508-875-2541

Email: dye@monroe.k12.mi.us

Email: nsmith@framinghamsheraton.com

RE: Monroe County Community College-Upward Bound Room Block

This Agreement between MONROE COUNTY COMMUNITY COLLEGE ("Group") and AP WCP Framingham Tenant LLC d/b/a Sheraton Framingham Hotel & Conference Center ("Hotel") becomes effective as of the date it is signed by Hotel ("Agreement Date").

**Event Dates:** Sunday, July 28, 2013 - Wednesday, July 31, 2013

**Guest Rooms:** This Agreement applies to the following block of guest rooms (the "Room Block"):

	Sun 07/28	Mon 07/29	Tue 07/30
Doubles	30	30	30

**Total Guest Room Night Commitment:** Group's total guest room night commitment is 90 rooms

**Rates:** Hotel will provide the guest room rates below:

Room	Single Rate	Double Rate
Doubles	\$149.00	\$149.00

Rate is for Sleeping Rooms Only

Rates do not include applicable state and local taxes, currently 11.7%, which are subject to change without notice. No automatic or mandatory charges are tips, gratuities, or services charges for employees, unless otherwise expressly stated.

Rates are net, non-commissionable

Rate Includes Breakfast for up to Four Guests per Room

**Reservation Due Date:** The "cut-off date" or reservation due date for reserving rooms in the Room Block is 5:00 p.m. local time at Hotel on 6/28/2013 12:00:00 AM. After this date, it is at Hotel's discretion whether to accept additional reservations, which will be subject to prevailing rates and availability. Failure to reserve rooms in the Room Block prior to the cut-off date does not reduce Group's total guest room night commitment and does not impact the "Attrition" or "Cancellation" provisions below.

**Early Departure Fee:** An early departure fee of one night's room and tax will apply if a Group attendee checks out prior to the confirmed checkout date. Changes to departure date may be made up to, and including at time of check-in, without penalty.

**Room Reservation Procedures:** From the moment this contract is accepted, we will be holding your contracted guest room block for the use of your attendees. Individual guestrooms may be cancelled, if necessary, up to 24 hours in advance of arrival date.

**Rooming List**

In order to assign individuals to specific rooms, room reservations will be required. A rooming list is required in order to facilitate your attendees' accommodations, and it must be provided to the Sheraton Framingham Hotel thirty days prior to your arrival date. This list should include guest name, requested type of room, requested bed type (i.e. king, double/double, queen, twin or suites) check-in and check-out dates, and VIP status. Any requests for special room arrangements should be indicated on the rooming list. The Sheraton Framingham Hotel does not confirm reservations in writing.

Itinerary (Tentative Schedule)  
Boston, MA.  
Sunday, July 28, 2013-Wednesday, July 31, 2013

Day 1: Sunday, July 28, 2013

8AM Depart From Monroe Co. Community College parking lot 4 by Building A (Administration Building).

Hotel TBA

Day 2: Monday, July 29, 2013

7:00AM-9:15AM Breakfast at Hotel

9:30 Boston Common Visitor Information Center 139 Tremont St., Boston, MA, 02111  
(617) 536-4100 x888

12:00 Lunch

2:00 -4:00 Adams National Historical Park, 135 Adams Street, Quincy, MA 02169-1749 will come on to the bus to direct driver)

5:00-8:00 Natick Mall

9:00 Arrive Back to Hotel

10:45 PM Lights Out

Day 3: Tuesday, July 30, 2013

7:00AM-9:15AM Breakfast at Hotel

9:30 John F Kenney Presidential Museum Columbia Point, Boston, MA 02125, (617) 514-1600

12:00PM JFK Childhood Home 83 Beals Street, Brookline, MA 02446.

1:00 Lunch

2:00-3:00 Harvard University

3:30-6:00 1245 Worcester Street

Natick, Massachusetts 01760-1553

7:30-10:30 Fenway Park (Red Sox game)

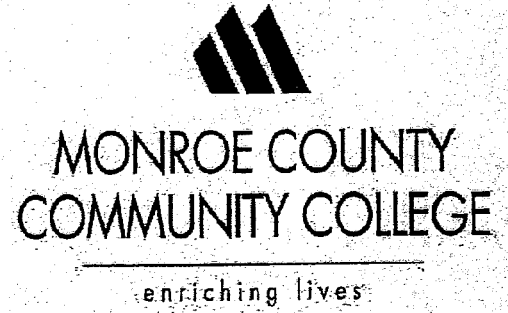
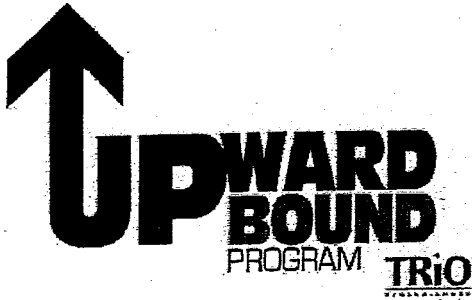
11:30 Lights Out

Day 4: Wednesday, July 31, 2013

8:30 Depart Hotel

10:00 Arrive in Monroe, MI College parking lot 4 by Building A (Administration Building).

- You can reach UB staff by calling 734-384-4302. Admission Office will contact UB staff



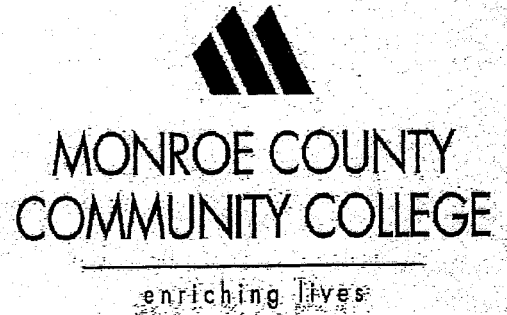
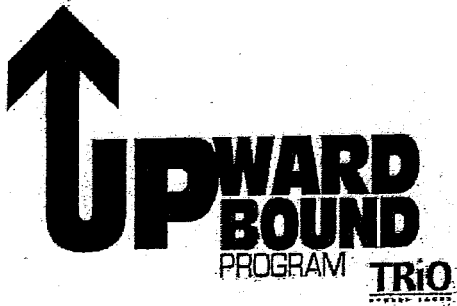
**YEAR END CULTURAL TRIP**

**DEPARTING: SUNDAY, JULY 28, 2013**

**RETURNING: WEDNESDAY, July 31, 2013**

- Lodging:** No cost – All funds come from the U.S. Department of Education
- Registration:** No cost – All funds come from the U.S. Department of Education
- Food:** No cost – All funds come from the U.S. Department of Education
- Travel:** No cost – All funds come from the U.S. Department of Education
- Advisor Expense:** No cost – All funds come from the U.S. Department of Education





**TENTATIVE TRIP SCHEDULE  
BOSTON, MA  
2013**

**SUNDAY, JULY 28, 2013  
DAY 1**

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7:00 am Board charter bus  
8:00 am Depart from Monroe County Community College  
Parking Lot 4, by building A (administration building)

10:00 pm Arrive at approximately 10:30PM in Boston, MA.

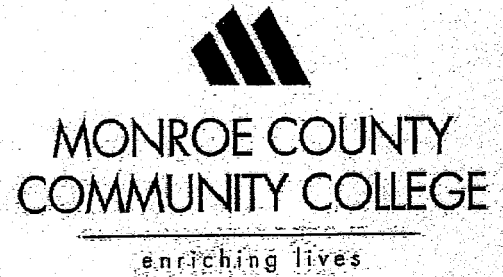
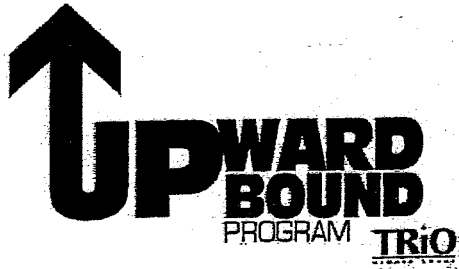
**MONDAY, JULY 29, 2012  
DAY 2**

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7:00 am – 9:15 am Breakfast at Hotel  
9:30 am Boston Common Visitor Information Center 139 Tremont St. Boston, MA  
02111 (617) 536-4100 x888

12:00 pm Lunch  
2:00 pm – 4:00 pm Adams National Historical Park, 135 Adams Street, Quincy, MA 02169-17549  
will come on to the bus to direct driver

5:00 pm – 8:00 pm Natick Mall  
9:00 pm Arrive Back to Hotel  
10:45 pm Lights out



TUESDAY, JULY 30, 2012

DAY 3

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7:00 am – 9:15 am	Breakfast at the hotel
9:30am	John F Kennedy Presidential Museum Columbia Point, Boston, MA 02125
12:00 pm	JFK Childhood Home 83 Beals Street, Brookline, MA 02446
1:00 pm	Lunch
2:00 – 3:00	Harvard University
3:30-6:00	1245 Worcester Street Natick, Massachusetts 01760-1553
7:30 – 10:30pm	Fenway Park (Red Sox game)
11:30	Lights Out

WEDNESDAY, July 31, 2013

DAY 4

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6:30 am – 7:45 am	Breakfast and pack
7:45 – 8:30	Board charter bus for return trip
8:30 am	Depart hotel for the journey back home
10:00 pm	Arrive back in Monroe, MI. parking lot 4 by building A (administration building)

You can reach the UB staff by calling: 734.384.4302. The college Admissions Office will contact the staff.

# CHAPERONES

## Boston Field Trip

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### Monroe HS Teachers

Mr. Anthony Quinn, Mrs. Brandi Quinn (on file), Ms. Dannielle Lambert,  
Eryn Basgall (PCMI employee) and Matt Steele



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

EXPLANATION AND DATES:

Departure Date/Day Sunday July 28, 2013 Return Date/Day Wednesday 31, 2013

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

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

The purpose of this trip is The Upward Bound year end cultural trip

and the group sponsoring the trip is Monroe County Community College – Upward Bound Program

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 \_\_\_\_\_

MED \_\_\_\_\_

Family \_\_\_\_\_

Last Tetanus Shot \_\_\_\_\_ Allergies (if any) \_\_\_\_\_

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

Other pertinent information \_\_\_\_\_

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

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

INSURANCE INFORMATION:

Insurance Company \_\_\_\_\_ Contract No. \_\_\_\_\_

Name of Policy holder \_\_\_\_\_ Social Security No. \_\_\_\_\_

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

\_\_\_\_\_  
\_\_\_\_\_  
(Parent(s)/Guardian(s))

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public  
My commission expires \_\_\_\_\_



**MONROE HIGH SCHOOL  
SPRING ARBOR UNIVERSITY BAND CAMP**

**BACKGROUND**

The instrumental music teacher from Monroe High School, James Nuechterlein, is requesting permission for the Monroe High School Marching Band to attend the annual summer band camp. This year band camp will be held at Spring Arbor University from August 5-10, 2013. The students, staff and chaperones will be housed and eating in the university campus dormitories. Trinity Transportation will transport the students with their belongings to Spring Arbor University and back again. The cost of the camp is \$285.00. The Instrumental Band Booster Club paid \$75.00, and the student's responsibility is \$210.00 with fund raising projects available to help defray the cost of the trip.

**ENCLOSURES**

The letter to the principal of Monroe High School, the full itinerary, The Travel Code of Conduct, and the letter to the Board of Education.

**RECOMMENDATION**

Move to approve the Monroe High School Trojan Marching Band trip to Spring Arbor University for their annual band camp from August 5-10, 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	_____	_____	_____	_____



# **TROJAN MARCHING BAND**

*James Nuechterlein, Director*

Monroe High School  
901 Herr Road  
Monroe, MI 48161  
(734) 265-3585  
*nuechter@monroe.k12.mi.us*

TO: Board of Education, Monroe Public Schools

FROM: James Nuechterlein, Band Director  
Monroe High School

DATE: May 16, 2013

SUBJECT: Band Camp at Spring Arbor University

In accordance with the Monroe Public Schools, Board Policy IICA pertaining to overnight field trips, I am providing you with the following information as requested by the Monroe Public Schools Field Trip Check List, drafted 1/20/95. The trip for which permission is requested is the Monroe High School Marching Band's annual trip to the campus of Spring Arbor University in Spring Arbor, Michigan, for the purpose of attending band camp. This is the same trip we have taken in the past twenty-three years, just a different college campus.

The band camp will take place August 5 – 10, 2013. We will be taking Trinity Transportation buses to and from the camp. This cost is being covered by the students. We will be staying on the campus where we will be housed and fed. We will be the only band attending this band camp. Adult supervision will be provided by myself, Mr. Chris Morelli (MMS band director), eight to ten parent chaperons, and adult instructors.

The cost of the band camp as set by S.A.U. is \$285.00 per student. \$75.00 of this cost will be paid by the Instrumental Boosters Club. The rest is the responsibility of each student. We have held a number of fund raising projects to help each student raise the money. Students also have opportunities during the school year to apply for scholarships from the Instrumental Boosters Club.

The attached documents contain detailed information as requested on the Field Trip Check List.

- Summer Marching Band Program Description
- Field Request Information Form
- MPS Abbreviated Field Trip Form
- MPS Updated Field Trip Form
- Written request to Matthew Cortez, Principal, Monroe High School.
- Written approval by Matthew Cortez, Principal, Monroe High School.
- Monroe Public Schools Parental Permission Form, form IICA-F1.
- Travel Code of Conduct.
- Final student letter (last year's letter dated July 20, 2011).
- Student Information Packet from Spring Arbor University. It is *very* complete.
- Daily Schedule



# **TROJAN MARCHING BAND**

*James Nuechterlein, Director*

Monroe High School  
901 Herr Road  
Monroe, MI 48161  
(734) 265-3585  
*nuechter@monroe.k12.mi.us*

## **2013 SUMMER MARCHING BAND PROGRAM**

### **PURPOSE:**

To establish the goals and the esprit de corps necessary for a successful marching band program. Special emphasis will be put on marching and playing fundamentals, with attention to individual and section needs. The two camps will be used to prepare for performances in the Monroe County Fair Parade as well as the ensuing fall marching season. These are the same camps we have had for the last twenty-three years.

### **TIME-LINE:**

Summer Band Camp will be divided into two parts with both being one week long:

- Camp I: July 23 - 26, 2013. This week the band will meet for four hours each day (8:00 a.m. - Noon). This will prepare the band for participation in the Monroe County Fair Parade.
- Camp II: August 5 - 10, 2013. During this week the band will concentrate on field marching and music fundamentals with the goal of presenting a partial half-time show on the last day of the camp. This will be in preparation for the upcoming fall home football game half-time shows along with the various festivals and competitions the band will be participating in. This week will be held at Spring Arbor University.

### **ENROLLMENT:**

Enrollment is expected to be around 90 students. As anyone not participating in the summer program will be at an extreme disadvantage in relation to his/her fellow students, 100% attendance is required. Announcements will be distributed and students asked to register.

### **STAFFING & COSTS:**

The MHS band director, James Nuechterlein, will be in charge of the program. A supplemental contract of \$1400.00 is asked. Chris Morelli, Monroe Middle School band director, will also assist during Camp II. A supplemental contract of \$700.00 is asked for him. In addition, it is requested that the supplemental contracts for instructors totaling \$800.00 be included. These persons are needed to provide more detailed and individual instruction to key specialized areas of the program, such as percussion. These instructors will be under the direction of Mr. Nuechterlein.

# Monroe Public Schools Field Trip Information Form

Date of Trip: August 5 - 10, 2013

Grade/Team/Organization Making Request: Monroe High School Marching Band

Destination: Spring Arbor University

Address: 106 East Main Street

City: Spring Arbor State: Michigan Zip: 49283

Means of Transportation: Trinity Transportation School Buses

Number of Students and Adults Involved: approx. 95 students & 14-16 adults

Exact Loading Location: Monroe High School Staff Parking Lot

Estimated Time of Departure: 8:00 a.m., Monday, August 5

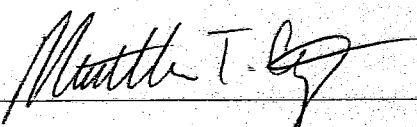
Estimated Time of Departure from Destination: 11:00 a.m., Saturday, August 10

Expected Time of Arrival: 2:00 p.m. (lunch in route)


Purpose of Trip: Annual marching band camp

Faculty Supervisor: James Nuechterlein, Band Director

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

Principal's Signature:  Date: 6/4/13

Approved  Denied

Assistant Superintendent's Signature:  Date: 6/5/13

Approved  Denied

# MONROE PUBLIC SCHOOLS

## ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

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

### FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

This is our annual marching band camp trip. We have taken this same trip for the last 24 years. Up to this year we always attended Michigan State University. This year, however, we are going to Spring Arbor University. Michigan State has decided to get out of the summer band camp "business". During this band camp we work as a band on the music and marching drills that we will present during the fall marching season.

School(s): Monroe High School

Chaperones: Chris Morelli – Assistant Director (MMS), Eric Calkins, Greg Prusaitis, Kevin Pilgrim (MMS), Ryan Jewell, Tom Parks, Brett Goodman, Nicole Guyor, and Kiersten Jonkman. We are still securing more female chaperones.

Method of Transportation: Trinity Transportation School Buses

Date of Departure: 8 / 5 / 13 Time of Departure: 8:00 am

If overnight, number of nights: 5 nights

Date of Return: 8 / 10 / 13 Time of Return: 2:00 pm

Number of Students Participating: approx. 95

Number of Staff Supervising: 3 MPS staff

Number of Other Adults Assisting: 7 - 10

Number of School Days Student will be Attending Trip: 0

Cost Per Child: \$285.00

Cost Per Chaperone: \$285.00

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes

No X

Chaperones: Yes

No X

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

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

Updated: 09/12/06

## **MONROE PUBLIC SCHOOLS FIELD TRIP CHECK LIST**

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

- X Written request to appropriate principal
- X Written approval by such principal and the superintendent or his/her designee
- X Written parent permission form (IICA-F1/Board Policy Manual)
- X Completion of curriculum alignment form:  
All field trips should be designed to enhance the curriculum standards and benchmarks. List below a brief description of activities, lessons, projects, etc. leading up to, during, and following this field trip.  
Pre-trip lessons:  
We will be having a pre-band camp July 23 - 26 for all band members to work on the new music and learn/review the basics of marching. This will take place at MHS from 8:00 am to Noon each day.  
  
How this trip will engage students in activities congruent to our content standards during this trip:  
The band students will learn music reading and performing skills. They will also learn marching skills. They will learn through group rehearsals, sectionals and activities the skills of teamwork, leadership, following written and verbal instructions, and develop an esprit de corps.  
  
Follow-up classroom lessons:  
The band members will continue to review and refine their performance skills during each band class upon returning to school.
- X Contract(s) with agent(s) making travel/accommodation arrangements
- X Detailed Itinerary
- X Funding sources
- X Chaperones
- X Arrangements made for students with financial hardship (Through the Booster Club.)
- NA If private vehicle(s) used, Form EEAE-F-3 (Board Policy Manual) attached.


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



# **TROJAN MARCHING BAND**

*James Nuechterlein, Director*

Monroe High School  
901 Herr Road  
Monroe, MI 48161  
(734) 265-3585  
[nuechter@monroe.k12.mi.us](mailto:nuechter@monroe.k12.mi.us)

TO: Matthew Cortez, Principal   
FROM: James Nuechterlein, Band Director  
DATE: April 16, 2013  
SUBJECT: Band Camp at Spring Arbor University

In accordance with the Monroe Public Schools, Board Policy IICA pertaining to overnight field trips, I am writing you this request for approval for the 2013-2014 Monroe High School Marching Band to take their annual trip to the campus of Spring Arbor University in Spring Arbor, Michigan, for the purpose of attending band camp. This is the same trip we have taken in the past twenty-four years but now at a new location.

The band camp will take place August 5 – 10, 2013. We will be taking Trinity Transportation buses to and from the camp. We will be staying on the campus and housed and fed in their dormitories. Adult supervision will be provided by myself, Mr. Chris Morelli (MMS band director), parent chaperons, and adult instructors.

The cost of the band camp is \$285.00 per student. \$75.00 of this cost is being paid by the Instrumental Boosters Club. The rest is the responsibility of each student. We have already had fund raising projects to help each student raise the money. All transportation, lodging and food expenses are being covered by the students and Boosters.

All Board of Education requirements have been or will be fulfilled. As per their Monroe Public Schools Field Trip Check List, I am providing you with this written request for approval.



Monroe Public Schools  
PARENTAL PERMISSION FORM  
M.H.S. Marching Band Camp at Spring Arbor University

EXPLANATION AND DATES:

Departure Date/Day Monday, August 5, 2013, Return Date/Day Saturday, August 10, 2013

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

State Michigan Country United States (daily itinerary must be attached).

The purpose of this trip is M.H.S. Marching Band Camp at Spring Arbor University and the group sponsoring the trip is Monroe High School Instrumental Music Department. 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 illnesses or injuries (within past six months) \_\_\_\_\_

Other pertinent information \_\_\_\_\_

Your child will be in the care of (staff member name) James Nuechterlein, Director  
S/he has your permission to seek emergency medical care for your child as needed.

INSURANCE INFORMATION:

Insurance Company \_\_\_\_\_ Contract No. \_\_\_\_\_

Name of Policyholder \_\_\_\_\_ Social Security No. \_\_\_\_\_

MEDICAL ACKNOWLEDGEMENT:

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

SIGNATURES:



# **TROJAN MARCHING BAND**

*James Nuechterlein, Director*

Monroe High School  
901 Herr Road  
Monroe, MI 48161  
(734) 265-3585  
*nuechter@monroe.k12.mi.us*

July 24, 2013

Dear Trojan Marching Band Member:

This is the last letter you will be receiving regarding Band Camp at **Spring Arbor University**. Since S.A.U. is new to all of us, please read this letter carefully. Some things have changed.

## **SCHEDULES**

Our departure and arrival schedule will be as follows:

### **MONDAY, AUGUST 5:**

- 7:30 am - Report to MHS Band Room. Load truck with instruments and luggage. Load busses and leave.
- 9:30 am - Arrive at S.A.U. and check in.
- 11:00 am - Meeting. (without instruments).
- 12:15 pm - Lunch.  
--> See enclosed schedule for a rough outline of the rest of the week's daily schedule.
- 2:00 am - Inside then outside rehearsal.

### **SATURDAY, AUGUST 10:**

- 8:15 am - Check out of rooms.
- 9:00 am - Warm-up on field in summer uniform.
- 10:00 am - Band performance (on practice field). *Parents are welcome.* You may leave with your parents after you have checked out. **I will need a written note from them.** You are responsible for your instrument.
- 11:00 pm - (approximate time - after we perform) Load truck and busses. Eat at fast food restaurant. Leave for Monroe.
- 2:00 pm - (approximate time) Arrive at MHS. Unload truck - *everyone helps!*

## **THINGS TO TAKE**

### **Things You MUST Take:**

- instrument
- music and folio
- pencils (at least two)
- summer uniform (same as you wear for the Fair Parade)
- enough clothes for five days and nights
- comfortable shoes

- Bedding/towels (S.A.U. does not provide the following:
  - Wash cloths, towels, sheets, pillow cases, pillows and toiletries (soap) are not provided.
- morning bathroom items:
  - deodorant
  - bath/hand soap
  - shampoo
  - tooth brush and tooth paste
  - anything and everything else you may use

Suggestions Of Other Things You Might Like To Take:

- swim suit and towel
- change for the pop and snack machines
- your own favorite pillow
- radio/tape/I-pod/CD player
- needed prescription medication (must be turned in to chaperons)
- sweatshirt or jacket
- sun block
- sunglasses
- hat or cap

**CAMP REGULATIONS & DISCIPLINARY ACTION**

All band members are guests of Spring Arbor University and are expected to abide by all of the University rules. You are to follow the directions of the band director, instructors, chaperons, and staff of S.A.U. All rules and regulations of Monroe High School apply during the entire time of the camp. I expect you to conduct yourselves in a proper manor at all times. Your behavior will determine the feasibility of future camps and trips. A copy of Camp Regulations and Disciplinary Actions is enclosed; *please read it.*

**EVENING ACTIVITIES**

All band members are expected to participate in the planned evening activities. Your camp fee helps cover the cost of these activities, and a lot of time and effort has been put into putting on these activities. **NO ONE will be allowed to leave the camp area on their own for any reason** unless approved by me, the band director.

With everyone's cooperation, this camp can be very pleasant for everyone. I would hate to send someone home early, but will if necessary. Remember, you are representing yourself, me, the Band, Monroe High School, and Monroe while at camp. Let's make them all proud of you. *Do you best - be the best!* If you have any questions or comments talk to me after camp any day.

Sincerely,

*James Nuechterlein*

James Nuechterlein  
Director of Bands

Enclosures:

- Residence Hall and Conference Regulations and Information
- Daily Schedule Block/Evening Activities

# SPRING ARBOR UNIVERSITY

## 2013 BAND CAMP

### Information and Regulations for Students

#### **CHECK-IN:**

Check-in will take place with the chaperones from your band. Follow their instructions to collect your name badge and room key. When you arrive on your floor you will pick up a linen packet in the elevator lobby. Linens will include a sheet set and two towels.

#### **NAME BADGES:**

**Everyone must wear one for the entire six days you are on campus.** The name badge serves as ID during camp at SAU. It is a pass to all meals, swimming, and parties, etc. and should be worn **at all times**. Each band will have its own distinctive color. Badges should be worn on the left side of the shirt.

#### **KEYS:**

Keys for dorm rooms will be issued to each student and must be returned when checking out, or the residence hall will hold the band responsible for the cost of each non-returned key (\$50.00). Keys found and returned more than one week after departure will not merit a refund. Suggestion: campers with keys on a neck chain don't seem to lose them.

#### **DORM HOURS:**

Students must be in their residence hall by **10:00 PM**. All outside doors will be locked at that time. Be on your assigned floor by **10:30 PM**. Lights out at **11:00 PM**. There will be a meeting on your floor at 10:30 pm the first night of your camp to meet your SAU CA and to discuss dorm policies and procedures. Attendance is required for all students.

#### **QUIET HOURS:**

**DO NOT** play instruments, including percussion, on the way to or from marching fields or in residence hall areas. Reserve your skill for actual rehearsals. **There can be no outside instrumental sounds before 9:00 am or after 8:30 PM.** This is important to the continuation of the Camp!

#### **ELEVATOR CONDUCT:**

Jumping in elevators as well as over cramming is strictly prohibited. If you cause the elevator to break down your band will be charged for the service fees.

#### **MEALS:**

All students eat in the Student Life Center Cafeteria. Everyone **MUST** wear shoes and shirts to meals.

Cafeteria Hours - Breakfast: 7:30-8:30 am

Lunch: 12:15-1:15 pm

Dinner: 5:15-6:15 pm

## **EVENING ACTIVITIES:**

### **Monday:**

8:00-10:00 pm On your own/activities with your band

### **Tuesday:**

8:00-10:00 pm On your own/activities with your band

### **Wednesday:**

8:00-10:00 pm On you own, Opt. Swimming in Pool

### **Thursday:**

8:00-10:00 pm On you own, Opt. Swimming in Pool

### **Friday:**

8:00-10:00 pm Individual Band Parties

## **ADDITIONAL CAMP REGULATIONS:**

1. All band members and chaperones are guests of Spring Arbor University and are expected to abide by all of the University rules. All bands participating will probably have their own rules as far as department if concerned. Each band will continue to enforce its own standards of conduct to insure first class citizenship. Program participants who violate these rules may be asked to return home. Chaperones are asked to follow the same rules as students, and are expected to assume responsibility in enforcing good conduct.
2. Members of the opposite sex are not permitted on your room floors or elevators.
3. Students will not be permitted to have cars or to ride in unauthorized cars. If it is necessary to go outside the SAU Campus boundaries, you must have permission from your director. See conference assistant for details.
- 4 The use or possession of alcoholic beverages, illegal drugs, or fireworks on or off the campus by high school program participants is prohibited. Infraction will result in students begin sent home.
5. Students are not to have food in the residence hall lounges. Candles are not allowed anywhere in the building.
6. **There will be no hazing or initiation of any kind.** Do not embarrass your band by horseplay or juvenile pranks. SAU has strict guidelines on hazing. Each participating high school should have a hazing policy in place. Hazing is illegal in the state of Michigan.
7. Spring Arbor University property must not be defaced. Do not write on walls, doors or desks with lipstick, pens, paint etc., or tape anything to painted surfaces in your room. The room and its furnishings are the responsibility of the occupants. Each room will be inspected at the end of each program and charges assessed where necessary. If damages occur, please report these to the reception desk.
8. Do not tamper with personal property of others (Luggage, clothes, beds).
9. No non-parent visitors are allowed during the week. The Friday night parties are for camp members only.

**IN ADDITION** to these regulations, please be advised that violations of Federal or State laws may result in dismissal from the camp.

SPRING ARBOR UNIVERSITY  
2013 BAND CAMP  
**Residence Hall Regulations and Information**

The following rules and regulations are established in accordance with state laws and Spring Arbor University Ordinances and are deemed necessary for the success of the summer conferences. Certain programs require additional regulations, which are specific to the activities and success of such programs. Your cooperation in abiding by these rules is very important. Program participants who violate these regulations will be subject to disciplinary action, which may include being sent home and/or a report made to the participant's parents or guardians. **PROGRAM PARTICIPANTS ARE EXPECTED TO ABIDE BY THESE CONFERENCE REGULATIONS REGARDLESS OF AGE.**

**MAJOR REGULATIONS:** violations may result in immediate dismissal from the program.

1. Use or possession of alcoholic beverages, illegal drugs, fireworks or other explosives, dangerous weapons or substances, whether on or off campus, are strictly prohibited.
2. Tampering with fire alarms, fire-fighting equipment, elevators, or other safety/security equipment is strictly prohibited.
3. Intentional damage or theft of University or personal property is strictly prohibited. Disciplinary action will include financial remuneration for such damage or theft.
4. Members of the opposite sex, excepting parent, guardians, or staff, are not permitted in participants' living areas, which includes hallways. The formal lounges and public meeting rooms are not considered part of the living areas.
5. The residence hall will be closed at 10:00 p.m. All program participants must be inside their hall by this time, as the buildings will be locked. Program participants must be on their assigned floors 30 minutes after hall closing each night. Certain programs may require that their participants be back in the hall at an earlier hour. In such cases, the specific program regulation will take precedence over the hall closing time.

**MINOR REGULATIONS:** Violations will generally result in a first warning. Repeated violations will result in eventual dismissal from the program.

1. Smoking of cigarettes, pipes, or cigars is not permitted inside residence halls.
2. Gambling is a violation of state laws and is not permitted.
3. Excessive noise or "horseplay" is to be avoided at all times. The volume of radios, stereos, etc., should never be so loud that it bothers others.
4. Participants should not tape items to painted surfaces in their rooms.
5. The burning of candles is prohibited.
6. The use of electrical appliances such as toasters, toaster ovens, hot plates, heaters, etc., is prohibited in student rooms.
7. Propping of outside doors after once they have been locked is prohibited.

**ADDITIONAL INFORMATION:**

1. Room checks will be held periodically, at the discretion of the hall staff.
2. Please note: East Lansing and Spring Arbor University have a 10:00 PM curfew in effect for persons under 16 years of age.
3. Violation of Federal and/or State laws may result in dismissal from the program.
4. Automobiles are not to be driven while participants are at the University. Participants are most strongly discouraged from bringing automobiles to the University during the course of their program. If participants drive automobiles to SAU, they should plan to store their cars in University parking lots until the program ends. The automobile keys may be held by a staff member for the duration of the conference.
5. Participants are expected to remain within the residence hall/athletic facilities areas. When participating in any special programs, arranged by either the Athletic Staff or the Residence Hall Staff, participants must stay with the group at all times.
6. If it is necessary to return to the residence hall after closing or to spend the night away from the residence hall, your program director must give written approval to the residence hall staff. Parents or guardians may be contacted by the residence hall staff for permission.

# SPRING ARBOR UNIVERSITY

## 2013 Summer Conference

### **Disciplinary Action**

The summer conference staff has developed the following sequence of disciplinary actions. In creating a more uniform approach to discipline we hope to reduce the number of arbitrary decisions and increase the degree of internal staff consistency. All disciplinary steps are suggested entry levels for the indicated violation.

#### **DISCIPLINARY ACTION**

1. Verbal Reprimand - may be administered by any member of the conference staff. This action assumes demonstration of an unacceptable behavior that is not deemed hazardous to the individual or to others.
2. Informal Triad - involves the confronting CA and the senior conference staff member on duty. The resident meets with both staff members to explain the questioned behavior. The senior conference staff member will outline subsequent consequences for similar and repeated behavior.
3. Formal Disciplinary Letter - will be drafted and sent to the appropriate program director as a precursor to removal from the hall. This letter will outline any previous disciplinary action, and note the current state of behavior problems. This letter will follow a meeting between the resident and the senior advisor.
4. Variable Curfew - will be negotiated by the offending resident, confronting CA, and a senior conference staff member. Any curfew established will be randomly monitored by the CA staff on-duty. The curfew may range from one evening for two hours to the remainder of the program from 7:00 p.m. to 6:00 a.m. Curfew is understood to mean assignment to one's room, with exceptions being shower and toilet needs.
5. Residential Dismissal - formal contact will be initiated with the program director. Once receiving their support, the parents will be called (collect) to pick up their son/daughter that evening. An official letter of dismissal will be sent to the student, with copies to the program director.

#### **CONFERENCE VIOLATIONS**

1. Possession and/or using alcohol, illegal drugs, fireworks, lethal weapons: On Campus or Off Campus - Step 5.
2. Tampering with fire alarms, safety, or security equipment - Step 5.
3. Malicious damage of university or personal property - Step 5 + financial remuneration.
4. Contacting members of the opposite sex in residential areas - Step 4.
5. Absent at hall closing - Step 4. (Closing is 10:00 p.m. Bed check is at 11:00 p.m.)
6. Smoking cigarettes, pipes, cigars in the hall - Step 1.
7. Gambling - Step 2.
8. Excessive noise or "horseplay" beyond the confines of student room after curfew; as determined by the confronting CA at other times - Step 1 or Step 2.
9. Use of any materials e.g. candles, incense, requiring fire to ignite them - Step 2.
10. Using electrical appliances, excepting radios, stereos, hair equipment - Step 2.
11. Harassment of other conferees or staff - Step 3 or Step 4 or Step 5.
12. Theft of personal property or University property - Step 5.

#### **RESIDENTIAL VIOLATIONS**

1. Removing food from the cafeteria - Step 2 or Step 3.
2. Removing glassware, utensils, or other materials from the cafeteria - Step 1 + financial remuneration.

## **Monroe High School Bands & Orchestra Travel Code of Conduct**

1. Be certain you read and understand this Travel Code of Conduct. It covers all forms of travel.
2. School policies pertaining to school trips and functions will apply throughout all trips. School policies prohibit possession of tobacco, alcohol, drugs, or firearms by any student. Any infraction of these rules will result in the parent being notified immediately and arrangements will be made to send the student home – regardless of the time of day or night. (See procedures below.) All fees will be forfeited. Further disciplinary action as per school policies will be determined by appropriate Assistant Principal after the trip. *Being dropped from the class is a strong possibility.*
3. School policies prohibit use of inappropriate language, inappropriate clothing, and public display of affection. The judgment of the adults on the trip will be final as to what is acceptable and what is not.
4. Students who need to take medication on a trip should bring the medication in its original container and notify the director in writing. This applies to prescription and OTC (over the counter) drugs.
5. Follow all direction given to you by a chaperon, bus driver, or guide. Also be considerate of these people at all times. They are along to help you have a successful trip. Without them there would be no trip.
6. Radios, CD players, MP3 players, iPods, etc. on the bus will be acceptable only with headphones. Students must assume the responsibility for the security of their own belongings. Do not leave these items sitting out.
7. Do not leave any money or valuables in your room when you are away. Do not take excessive amounts of money or valuables with you on a trip.
8. Absolutely no boys in girls' rooms or girls in boys' rooms at any time – for any reason. Also no one from any other group is allowed in any of our rooms.
9. Conduct yourself in an appropriate and courteous manner at all times. Be considerate of the other hotel guests/dorm residents. Remember who you are representing. Let's leave everyone with a good impression of our group.
10. Curfew times are clearly noted. Do not leave your room for any reason after this time. Contact a chaperon if any emergency arises.
11. Any damage to property will be paid for by the person or persons involved.
12. Any student in violation of local or state laws will be turned over to the local authorities. If the student is subsequently returned to the group, he/she will be sent home.
13. ALL school rules are in effect throughout the duration of any trip.
14. By following this code of conduct, and using common sense, you will help make this trip an enjoyable one for all involved. Rules apply to **ALL STUDENTS** whether eighteen years old or not.

### Procedures for sending a student home:

1. The student will call home to the parent or guardian in the presence of the director. The student will explain the reason for the call. The director will then speak to the parent.
2. The parent will be asked how they would prefer their child to be sent home. At band camp the parent will be told to pick up their child immediately.
3. The student will be immediately separated from the rest of the group and remain in the company of the director or chaperon until the child goes home.

***Your behavior during this camp will determine if future camps and trips will be considered.***



**MONROE HIGH SCHOOL**  
**TROJAN MARCHING BAND**  
 Marching Band Camp at S.A.U.

**DAILY SCHEDULE**

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
7:30 - 8:30 am		Breakfast	Breakfast	Breakfast	Breakfast
9:00 am - Noon	Check in (10:00)	REHEARSAL	REHEARSAL	REHEARSAL	REHEARSAL
12:15 - 1:15 pm	Lunch	Lunch	Lunch	Lunch	Lunch
2:00 - 5:00 pm	REHEARSAL	REHEARSAL	REHEARSAL	REHEARSAL	REHEARSAL
5:15 - 6:15 pm	Dinner	Dinner	Dinner	Dinner	Dinner
6:30 - 8:00 pm	REHEARSAL	REHEARSAL	REHEARSAL	REHEARSAL	REHEARSAL
8:00 - 10:00 pm	Free Time	Free Time	Free Time / Swimming	Free Time / Swimming	Band Party
10:00 PM	On your OWN floor	On your OWN floor	On your OWN floor	On your OWN floor	On your OWN floor
10:30 pm	In your OWN room	In your OWN room	In your OWN room	In your OWN room	In your OWN room
11:00 pm	Lights out & Quiet	Lights out & Quiet	Lights out & Quiet	Lights out & Quiet	Lights out & Quiet



Follow—

Navigation



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BOOK YOUR CHARTER. OR [CLICK HERE](#)

## School Bus Reservations

Please fill out the information below and a Trinity representative will contact you shortly.

Contact Name (required)

James Nuechterlein

Number of people to be transported

100

School/Business Name (required)

Monroe High School Band

Number of buses required

Standard Bus (44 passengers)

Address

901 Herr Road

Field Trip Date

August 5, 2013

City

Monroe

Departure Time

8:00 am

State

MI

Return Time

Zip Code

48161

Pickup Location

Monroe High School Staff Parking Lot

Your Email (required)

nuechter@monroe.k12.mi.us

Destination

Spring Arbor University, Spring Arbor, MI

Your Phone (required)

734-265-3585

Tell us about any preferred route:

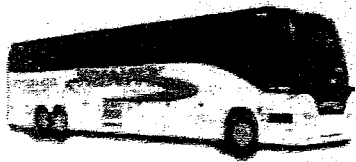
Tell us about any special arrangements you require:

This is a one way transport TO Spring Arbor Univ. The return trip is Aug. 10 (see other reservation).

Send

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REQUEST A QUOTE. (877) 284-4200  
BOOK YOUR CHARTER. OR [CLICK HERE](#)

## School Bus Reservations

Please fill out the information below and a Trinity representative will contact you shortly.

Contact Name (required)

James Nuechterlein

Number of people to be transported

approx. 45

School/Business Name (required)

Monroe High School Band

Number of buses required

Large Bus (48 passengers)

Address

901 Herr Road

Field Trip Date

August 10, 2013

City

Monroe

Departure Time

11:00 am

State

MI

Return Time

Zip Code

48161

Pickup Location

Spring Arbor University, Spring Arbor, MI

Your Email (required)

nuechter@monroe.k12.mi.us

Destination

Monroe High School

Your Phone (required)

734-265-3585

Tell us about any preferred route.

Tell us about any special arrangements you require:

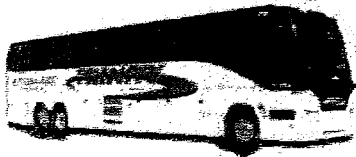
This is a one way transport FROM Spring Arbor Univ. This is the second half of our trip from Aug. 5 (see other reservation).

Send

Your message was sent successfully. Thanks.

**We are your premier transportation company serving Southeast Michigan and beyond!  
Call (877) 284-4200 today!**

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**MONROE HIGH SCHOOL  
CHEERLEADING CAMP**

**BACKGROUND**

John Ray, Monroe High School, Athletic Director, wishes to petition the Board of Education for permission to take the Monroe High School Cheerleading team to the Champion Cheer Camp at Alma College. The group will leave at 7:00 a.m. on July 16, 2013 and return on July 18, 2013 at 6:00 p.m. They will be transported in private vehicles. The cost per chaperone is \$127.00 and \$277.00 per student. The students are responsible for their fee with the opportunity for fundraising.

**ENCLOSURE**

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 Champion Cheer Camp at Alma College; according to the terms of Policy IICA, Field Trips and Excursions.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

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

# Monroe Public Schools Field Trip Information Form

Date of Trip: July 16-18, 2013

Grade/Team/Organization Making Request: Monroe competitive cheer, grade 7-

Destination: Alma College (Champion Cheer Camp)

Address: 614 W. Superior St.

City: Alma State: MI Zip: 48801

Means of Transportation: van/car

Number of Students and Adults Involved: 3 adults

Exact Loading Location: Monroe High School

Estimated Time of Departure: 7am on July 16

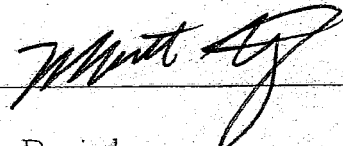
Estimated Time of Departure from Destination: 4pm on July 18

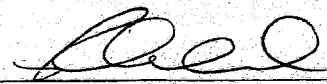
Expected Time of Arrival: 7pm on July 18

Purpose of Trip: Cheerleading camp - stunting,  
tumbling, and cheer techniques

Faculty Supervisor: Coach Pietrina Beckner

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

Principal's Signature: X  Date: \_\_\_\_\_  
 Approved  Denied

Assistant Superintendent's Signature: X  Date: \_\_\_\_\_  
 Approved  Denied

# MONROE PUBLIC SCHOOLS

## ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

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

### FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

Champion Cheerleading "Classic Camp"  
3 days, 2 nights (see attached)

In the classic camp program, teams are  
taught basics combined with difficult  
skills, such as stunts and tumbling.

School(s): Monroe High and Monroe Middle

Chaperones: Pietrina Beckner (Varsity Coach)  
Ashleigh Rippee Coaching Staff  
Cora Braden

Method of Transportation: van/car

Date of Departure: 07/16/2013

Time of Departure: 7am

If overnight, number of nights: 2

Date of Return: 07/18/2013

Time of Return: 6pm

Number of Students Participating: 19

Number of Staff Supervising: 3 coaches



Number of Other Adults Assisting: 0

Number of School Days Student will be Attending Trip: 0

Cost Per Child: \$277

Cost Per Chaperone: \$127

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes

No

Chaperones: Yes

No

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

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

\* a detailed itinerary can be provided if necessary.  
Updated: 09/12/06  
we will receive this after we  
A . . . A \* . . . k n x , r a m p

# 2013 Registration

FYI - Sample Form

## 2013 Camp Fees

3-Day Classic Camp.....	Athlete \$277 ..	Coach \$132
3-Day Beast Camp.....	Athlete \$280 ..	Coach \$132
Coaches Camp.....		Coach \$127
The Power of ONE Camp..	Athlete \$127	
The Core Camp.....	Athlete \$202 ..	Coach \$90
Private Camp.....	Athlete \$140 ..	Coach FREE
3-Hour Stunt Camp.....	Athlete \$55 .....	Coach FREE

Please use one form per Camp

Our confirmation information is sent via e-mail. Please include each registrants e-mail address.

Use this form to register for Coaches Camp, The Power of ONE Camp and 3-Hour Power Stunt Camp

School Name	Coach or Individual's Name			
Team Level	Phone Number	<input type="checkbox"/> Home	<input type="checkbox"/> Work	<input type="checkbox"/> Cell
Address	City	State	Zip	
Email				

### Coaches Camp Registration Form

Level you are currently coaching

Please enclose **\$127 Registration Fee** (Check, Money Order, Visa, MC) - **Must be received by June 14, 2013**  
Confirmation letter and information will be sent via e-mail upon receipt of registration.

### The Power of ONE Registration Form An Individuals Camp


Grade

Please enclose **\$127 Registration Fee** (Check, Money Order, Visa, MC) - **Must be received by June 14, 2013**  
Confirmation letter and information will be sent via e-mail upon receipt of registration.

### 3-Hour Power Stunt Camp Hartland HS - June 26 Williamston HS - July 28

# of Freshman _____	# of JV _____	# of Varsity _____
Please enclose Registration Fee (Check, Money Order, VISA/MC) <b>One Day Camp • \$55 Per Athlete • Coaches Free</b>		# of Coaches _____
		<b>Total \$</b>

Payment Information	
Exp	Security Code
— — —	— — —
<b>Make Checks Payable to Champion Cheerleading</b>	

Registration Destination	
Champion Cheerleading 10067 Bergin Rd. Howell, MI 48843	Phone: 810.632.9717 Fax: 810.632.9799
Register online! <a href="http://www.championcheerleading.com">www.championcheerleading.com</a> 	

Please enclose deposit (check, money order, Visa/MC) \$50 deposit per athlete and coach must be received in order to reserve your spot at camp. Balance due 14 days prior to your camp (or you will incur a \$200 late fee)	<b>Total Fee Enclosed</b> \$
---	---------------------------------

**MONROE HIGH SCHOOL  
VARSITY BOYS BASKETBALL CAMP**

**BACKGROUND**

John Ray, Monroe High School, Athletic Director, wishes to petition the Board of Education for permission to take the Monroe High School Varsity Boys Basketball Team to camp in Findley, Ohio at the University of Findley. The group will leave at 7:00 a.m. on June 14, 2013 and return on June 15, 2013 at 5:00 p.m. They will be transported in private vehicles. The cost per student is \$165.00 and they will be staying on campus. The students are responsible for their fee with the opportunity for fundraising.

**ENCLOSURE**

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 Boys Basketball Team Camp in Findley, Ohio at the University of Findley according to the terms of Policy IICA, Field Trips and Excursions.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

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

# Monroe Public Schools Field Trip Information Form

Date of Trip: 6-14 / 6-15 2013

Grade/Team/Organization Making Request: Varsity Boys Basketball

Destination: Findlay Ohio

Address: 1000 N. Main St

City: Findlay State: OH Zip: 45840

Means of Transportation: CAR

Number of Students and Adults Involved: 10

Exact Loading Location: 117 Aberdeen Lane

Estimated Time of Departure: 7:00 AM

Estimated Time of Departure from Destination: \_\_\_\_\_

Expected Time of Arrival: 5:30 pm 6/15

Purpose of Trip: BASKETBALL CAMP.

Faculty Supervisor: X [Signature]

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

Principal's Signature: X [Signature] Date: \_\_\_\_\_

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: \_\_\_\_\_

Approved  Denied

# MONROE PUBLIC SCHOOLS

## ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

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

### FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

Boys basketball camp at the  
University of Findlay

School(s): \_\_\_\_\_

Chaperones: Frank Schewer \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

Date of Departure: 6/14/13 Time of Departure: 7am

If overnight, number of nights: 1

Date of Return: 6/15/13 Time of Return: 5pm

Number of Students Participating: 8

Number of Staff Supervising: 1 <sup>74</sup>

Number of Other Adults Assisting: \_\_\_\_\_

Number of School Days Student will be Attending Trip: \_\_\_\_\_

Cost Per Child: 165.00

Cost Per Chaperone: 0

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes

No

Chaperones: Yes

No

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

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

Updated: 09/12/06

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

EXPLANATION AND DATES:

Departure Date/Day 6-14-13 Return Date/Day 6-15-13

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

State OH Country \_\_\_\_\_ (daily itinerary must be attached)

The purpose of this trip is Basketball Camp and the group sponsoring the trip is Boys Varsity Basketball

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) Frank Scheuer

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 \_\_\_\_\_

# 2013 OILER Boys BASKETBALL TEAM CAMP

## Session 1 - Two Day

### (JUNE 14 & 15)

The 2013 Oiler Basketball Boys Team Camp Session 1 is limited to the first 60 teams to file a deposit. I anticipate reaching our limit before the start of the camp. A listing of teams will follow at a later date. Please look over the information below and send your team deposit in soon. If you are bringing more than 1 team, then one check for \$100 would be fine.

Included with this coaches information sheet, is a map to campus and to Koehler Recreational Center, Hotel Reservation Form (fax reservation back if this is your option), and a Team Roster Sheet. You will also find a player information sheet and an indemnification form. Make enough copies of both forms to give one to each player and get the medical waiver back to send in later with all of your money. Please note the medical waiver forms must be signed by both the parent and player. These waivers should be returned with all payments and the roster form in one large envelope by the head coach by June 4.

As usual, we will use the 6 courts on the UF campus, 2 courts at Findlay H.S. (5 minutes away), and 1 court at Central M.S. I encourage each school to provide their own transportation, but if all else fails, contact me asap to reserve transportation in a university van. If there are additional questions, please contact me at my office: 419-434-6935 or my cell: 419-721-9247. See you in 2 months!

#### ADDITIONAL INFORMATION:

- > **Camp Team Limit** - Camp is limited to the first 60 teams to file a deposit.
- > **Equipment** - Practice gear is optional, but highly recommended.  
- *Teams are encouraged to bring their own basketballs.*
- > **Camp Cost** - *PLAN A: \$165 for overnight in campus dorms (all meals).*  
*PLAN B: \$140 for commuters (lunches/dinners on campus).*  
*PLAN C: \$105 for commuters (no meals).*  
*PLAN D: \$180 for overnight in motel (meals on campus)*  
*PLAN E: \$155 for overnight in motel (no meals on campus)*  
*\*\* For Plan D or E, fill out enclosed form\*\**

#### TEAM DEPOSIT DEADLINE: May 26

- > A \$100 Deposit from the coach or H.S. is required to secure your team's participation in the Team Camp. This deposit will be returned to the coach on arrival to UF. Deadline is May 26. No player deposits required.

#### PLAYER ENTRY FEE/TEAM ROSTER DEADLINE: June 4

- > Total player fees, all medical waiver forms (to be sent to you soon), and the Team Roster Sheet should be collected by the coach and returned to UF by June 4. Additions may be added, but we are trying to avoid any payment the day of registration.

Make Checks Payable To: Oiler Basketball Team Camps  
The University of Findlay  
1000 North Main Street  
Findlay, OH 45840

#### CAMP CHECK-IN: June 15

- > Check-in will be from 7:30am to 9:15am in the Koehler Recreational Center. Any changes to your team roster should be reported at check-in or by telephone prior to camp. A coaches meeting will begin at 9:15am.

QUESTIONS: Call Charlie Ernst at 419-434-6935 or cell: 419-721-9247

[www.Oilerbasketballteamcamp.com](http://www.Oilerbasketballteamcamp.com)



# OILER Boys BASKETBALL TEAM CAMP

[www.oilerbasketballteamcamp.com](http://www.oilerbasketballteamcamp.com)

## Player Information Sheet

### Registration:

All campers need to register with their teams from 7:30 to 9:15am on June 14 (If coming to Session 1), June 17 (If coming to Session 2), June 21 (If coming to Session 3), or June 26 (If coming to Session 4) in the Koehler Recreational Center. All medical disclaimer forms and balance of payment should have been given to your coach before this time, so that no money is handled the morning of the first day of camp. The second page of this packet is the medical waiver form. Read it over, have your parents sign it and give it to your coach with your payment prior to June 4.

### Cost Options:

#### Session 1 – June 14 & 15

Plan A:	\$165 - Overnight on Campus
Plan B:	\$140 - Commuters w/ Meals
Plan C:	\$105 - Commuters
Plan D:	\$180 - Overnight in Motel
Plan E:	\$155 - Overnight in Motel - no meals

#### Session 2 – June 17 & 18

Plan A:	\$165 - Overnight on Campus
Plan B:	\$140 - Commuters w/ Meals
Plan C:	\$105 - Commuters
Plan D:	\$180 - Overnight in Motel
Plan E:	\$155 - Overnight in Motel - no meals

#### Session 3 – June 21, 22, & 23

Plan A:	\$215 - Overnight on Campus
Plan B:	\$160 - Commuters w/ Meals
Plan C:	\$115 - Commuters
Plan D:	\$240 - Overnight in Motel
Plan E:	\$195 - Motel - No meals

#### Session 4 – June 26 & 27

Plan A:	\$165 - Overnight on Campus
Plan B:	\$140 - Commuters w/ Meals
Plan C:	\$105 - Commuters
Plan D:	\$180 - Overnight in Motel
Plan E:	\$155 - Overnight in Motel - no meals

Make all checks payable to:

OILER BASKETBALL TEAM CAMPS

### What To Bring:

#### Overnight

Athletic Equipment  
Toiletries & Towel  
Cooler  
Alarm Clock  
Bathing Suit  
Bed Linen, Pillow, & Blanket

#### Commuter

Athletic Equipment  
Towel  
Cooler  
Spending Money

### Tentative Schedule:

Teams will play 4 games on Day 1, 4 games on Day 2, and for Session 3 the tournament on Sunday. All games will be played at The Univ. of Findlay, Findlay H.S., Central Middle School and Liberty-Benton H.S. Liberty-Benton is within 5 minutes of UF, Central is within 3 minutes of UF and Findlay H.S. within 3 minutes. See [www.oilerbasketballteamcamp.com](http://www.oilerbasketballteamcamp.com) for directions to each gym.

### Awards:

Each player receives a camp t-shirt  
Team: Tournament Champs in all divisions

### Check-out:

You will be notified about the check-out time at registration. Parents are invited to attend at any time during the two day camp. The schedule will be posted at all the sites and available on the website a few days prior.

### Supervision:

All campers are supervised 24 hours a day and must adhere to all camp rules or they will be asked to leave! Please have your parents call either 419-434-4663 or 419-434-6935 or camp cell phone 419-721-9247 if they have an emergency, need to contact you for any reason or if they have further questions.

Board Meeting #10  
June 11, 2013  
Item #C.14

**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the June 11, 2013 Board Meeting #10.

**HAND VOTE**

MOTION: \_\_\_\_\_ SUPPORT: \_\_\_\_\_ ACTION: \_\_\_\_\_

TIME: \_\_\_\_\_