

MONROE PUBLIC SCHOOLS

BOARD MEETING #13

July 23, 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

DR. BARRY N. MARTIN

“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, Gayle Lambert, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #13

Tuesday, July 23, 2013

7:00 p.m.

AGENDA

		<u>Page</u>
A. Roll Call and Call to Order	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
B. Public Commentary – Agenda Items Only	Mr. Yeo	
C. Discussion and Action Items		
1. Approval of Minutes	Mr. Yeo	2
Move to approve the minutes of the following meetings as submitted:		
• July 9, 2013 Board Meeting #12		
2. Reports and Updates	Mr. Yeo	5
a. June 3, 2013 Personnel Committee Minutes		
b. July 1, 2013 Personnel Committee Minutes		
c. July 15, 2013 Board Curriculum Committee Minutes		
3. Contract Extension – Robert Vergiels	Dr. Martin	17
Move to approve a contract renewal with Temporary School Staff, Inc. for the placement of Robert Vergiels as the Coordinator of Communications and Public Relations for the 2013/14 school year (July 1, 2013 to June 30, 2014).		
4. LLI Kits for Manor Elementary	Mrs. Everly	18
Move to approve the purchase of one (1) LLI kit to support the achievement of grade level competency for a cost not to exceed \$4,860.		
5. Elementary School Planners	Mrs. Everly	20
Move to approve the purchase of 2,175 student planners from School Datebooks in the amount of \$4273.09 plus shipping and handling.		
6. Teacher Appointment	Mrs. Everly	26
Move to approve the appointment of Daniel Fuerstenberg as a Teacher with Monroe Public Schools effective August 28,		

2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

- | | | |
|---|--------------------|-----------|
| <p>7. Teacher Appointment
Move to approve the appointment of Stephen Reau as a Teacher with Monroe Public Schools effective August 28, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p> | <p>Mrs. Everly</p> | <p>29</p> |
| <p>8. Teacher Appointment
Move to approve the appointment of Chelsie Wolons as a Teacher with Monroe Public Schools effective August 28, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p> | <p>Mrs. Everly</p> | <p>32</p> |
| <p>9. Teacher Appointment
Move to approve the appointment of Morgan Kottke as a Teacher with Monroe Public Schools effective August 28, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p> | <p>Dr. McLeod</p> | <p>35</p> |
| <p>10. Teacher Appointment
Move to approve the appointment of Patricia Stefanski as a Teacher with Monroe Public Schools effective August 28, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p> | <p>Dr. McLeod</p> | <p>39</p> |
| <p>11. Administrator Appointment
Move to approve the appointment of _____ as an Administrator with Monroe Public Schools effective July 23, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p> | <p>Dr. McLeod</p> | <p>41</p> |
| <p>12. Staff Resignation
Move to approve the resignation from Monroe Public Schools for Ryan Kunzelman effective August 2, 2013.</p> | <p>Dr. McLeod</p> | <p>42</p> |
| <p>13. MHS Cross Country Team Camp
Move to approve the Monroe High School Cross Country Team Camp according to the terms of Policy IICA, Field</p> | <p>Dr. McLeod</p> | <p>44</p> |

Trips and Excursions.

- | | | |
|--|-------------|----|
| 14. Mobile Device Purchase Summer 2013
Move to approve the purchase of Mobile Devices at a total cost not to exceed \$410,288.50. Money for this purchase will be funded by the General Fund. | Mr. Payne | 49 |
| 15. Resolution in Support of the Michigan Common Core State Standards
Move to adopt the Resolution in Support of the Michigan Common Core State Standards. | Dr. Martin | 54 |
| 16. Elementary Social Studies Split Grade Curriculum
Move to approve the contracted services from Carol Bacak-Egbo for an amount not to exceed \$9,000.00. This expenditure will be covered using the 2013-2014 Curriculum Budget. | Mrs. Everly | 56 |
| 17. Superintendent's Comments | Dr. Martin | |
| 18. Old Business | Mr. Yeo | |
| 19. New Business | Mr. Yeo | |
| 20. Public Commentary – Any Topic | Mr. Yeo | |
| 21. Adjournment
Move that the July 23, 2013 Board Meeting #13 of the Monroe Public Schools Board of Education be adjourned. | Mr. Yeo | 59 |

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

- July 9, 2013 Board Meeting #12 Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- July 9, 2013 Board Meeting #12

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 #12
Tuesday, July 9, 2013
7:00 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: None

Administrators Present: Barry Martin, Katherine Eighmey

Administrators Absent: Julie Everly, Ryan McLeod, Jerry Oley, David Payne

President Yeo called the meeting to order at 7:00 p.m.

Public Commentary-Agenda Items Only

There was no public commentary at this time.

Approval of Minutes

Motion by Mr. Philbeck; support by Mr. VanWasshenova to approve the minutes of the following meetings as submitted:

- June 19, 2013 Special Board Meeting (three sets)
- June 25, 2013 Finance Committee of the Whole
- June 25, 2013 Budget Hearing
- June 25, 2013 Board Meeting #11

Discussion: Mr. Mason commented that in addition to wanting further discussion regarding the International Baccalaureate School due to its high cost, he also likes the program.

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

Reports and Update

There were no reports or updates.

Contract Extension – Robert Vergiels

Motion by Mr. Mason; support by Dr. March to table the contract extension for one month, and to have Mrs. Eighmey arrange for TSSI to release payment so Mr. Vergiels will be paid during this time.

Discussion: The board would like to review Mr. Vergiels' job description and contract prior to voting on a contract extension.

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

Staff Resignation

Motion by Mr. VanWasshenova; support by Mr. Mason to approve the resignation from Monroe Public Schools for William Miller effective September 1, 2013.

Discussion: Mr. Miller taught the construction trades class at Monroe High School and this position will be replaced.

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

Seat Time Waiver Language

Motion by Mr. VanWasshenova; support by Mr. Philbeck to approve the use of Michigan Virtual University and University of Nebraska Online High School courses in addition to certain other selected online course providers as monitored through GenNet in our Monroe Virtual High School program to comply with the requirements as stated.

Discussion: Virtual High School students are required by Monroe Public Schools to attend school five hours per week. There is no cost to the actual seat time waiver; we pay for the courses that are purchased for the students. A couple MVHS students participated in Commencement and several more came in during the summer to pick up their diploma.

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

Superintendent Comments

- Dr. Martin thanked the Board for the opportunity to work with them as Superintendent. He looks forward to the many challenges that may arise, as well as opportunities to make a difference for students in the district.
- On Monday, July 15, the State will release preliminary accountability score cards for the district and schools across the state. The public release will occur sometime in mid-August.
- The handicapped accessible ramp has been completed in the front of the building. The main entrance is now located in the front, along with our new reception area.
- The Monroe High School Alumni Association has awarded three more \$500 scholarships to Monroe High School graduates. Two of the scholarships went to recent graduates Morgan Petrangelo and Tom West, who will attend the University of Michigan and Concordia University, respectively. A scholarship for a former student already in college was awarded to Cheryl Bruck, a 2010 graduate, who is attending the University of Toledo.

Old Business

There was no old business.

New Business

The Board would like to have their own workshop session to discuss goals prior to meeting with Dr. Martin and the team. Mr. Yeo will notify members of time and place, and a notice will be posted for the public.

Public Commentary-Any Topic

Selma Rankins, citizen, expressed his concern about test scores and the sports program at Monroe High School.

Adjournment

Motion by Mr. VanWasshenova; support by Mr. Yeo that the July 9, 2013, Board Meeting #12 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:35 p.m.

June Knabusch-Taylor, Secretary

Board Meeting #13
July 23, 2013
Item #C.2

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- June 3, 2013 Personnel Committee Minutes
- July 1, 2013 Personnel Committee Minutes
- July 15, 2013 Board Curriculum Committee Minutes

Monroe Public Schools Board Personnel Committee Meeting Minutes

Date of Meeting: June 3, 2013

Present: June Knabusch-Taylor, Aaron Mason, Robert Yeo, Barry Martin
Julie Everly, Ryan McLeod, Kathy Eighmey and Holly Scherer

Next Meeting: July 1, 2013

1. **Call to Order:** The meeting was called to order at 5:10 PM.
2. **Minutes:** May meeting minutes previously approved.
3. **Public Commentary:** none
4. **Staffing updates:** Mrs. Everly noted that last meeting discussion was held on holding the posting for the Secretary to the Superintendent/Board of Education until such time that the Superintendent was announced. She asked for support from the committee to move forward with this position now that Dr. Martin is in place; the committee was in agreement. The position will be posted internally, as well as being posted on our website. Timeline for the posting will be June 4 to June 11, with interviews planned for June 14. The Board guidelines suggest a four-person interview panel, to include Dr. Martin, a Board Member and two other representatives to be identified.

Mrs. Scherer shared the latest update on staffing notes which indicates positions that were vacated at the end of the 2012/13 school year and the status of those positions to date. The staffing sheet notes those positions which we have determined to fill and which are currently posted. Administration has committed to reviewing and evaluating positions as they become available, so those positions without comment are still under review. Mrs. Everly informed the committee that an offer has been extended to the parochial schools to determine their interest in shared services for Art, Computers, Music and Physical Education. Mrs. Everly also noted that the remaining four laid-off teachers have been contacted and have declined a recall to employment.

Mr. Yeo shared with the committee that he was in conversations between the Board and Dr. Martin on his contract. Once that draft is completed he will be sharing that final recommendation to the Board as a whole.

5. **Review of Attendance/Sub Teacher Usage:** Mrs. Scherer provided a break-down of sub usage by reason and Mrs. Eighmey provided Substitute Teaching Costs for the past 5 school years (see attached). Mrs. Everly noted that the sub usage was broke down by "School Business" which includes curriculum meetings, conferences, professional development, etc.; and by "Contractual" which are areas that administration has less control over, such as personal business/sick time, jury duty, funeral, workers comp, etc.

Mr. Yeo was grateful for the information, but expressed his concern that it was still "too much". Dr. McLeod shared that percentage wise the cost for subs as remained the same as in previous years. Mrs. Everly questioned the impact of removing the attendance incentive may have caused and noted that topic is being revisited during negotiations. Dr. Martin questioned why the incentive was removed and Mrs. Scherer responded that was an area the groups gave as concession during negotiations.

Mrs. Knabusch-Taylor asked how many full time subs the district has. Mrs. Everly shared that we had four commit subs this year. Mrs. Knabusch-Taylor suggested that administration approach the teachers union about staying after school for meetings. Dr. McLeod noted that was a topic at the table; and also pointed out that there is language in the contract that would allow teachers to be paid for time afterschool. The concern that administration has is there is no language in the contract to require attendance during summer or afterschool.

Mrs. Knabusch-Taylor asked if it was possible to meet during prep time. Mrs. Everly shared that many buildings are already using that time for common planning meetings and building work. Dr. McLeod expressed concerns that at the high school it would be difficult to schedule a group for that purpose; but as part of the comprehensive reform plan for that building increasing collaboration time is being discussed.

Mrs. Knabusch-Taylor asked if there are still contractual requirements for teachers outside the school day. Dr. McLeod reported that parent teacher conferences and evening activities are still part of the contract; he pointed out that most buildings will assign those activities to assure that there is good teacher attendance throughout the year. Mr. Yeo questioned the consequences if teachers don't participate. Mrs. Everly shared that the teachers are required to make up any missed time or could be subject to discipline.

6. **Old Business:** Mrs. Everly reported that this school year will mark the completion of the first year of evaluating all staff. She shared that as part of the teacher evaluation they have been asked to submit evidence of professional behavior, which includes participation in professional development. The tool includes a clear rubric with categories and many of the teachers were surprised by where they fell in the rubric and are now asking for how they can achieve the next level.

Mr. Yeo questioned administration on their thoughts/plans for future administrative assignments. Dr. Martin shared that the central office team has had some discussions and will need time after Gary Collins presentation on Tuesday to firm up those ideas. He shared that those discussions will include the positions of Director of State and Federal Programs, the MHS Principal position and the MHS Assistant Principal position. Central office goal is to make sure such moves are done strategically, in an orderly fashion and in a way that will be least disruptive to the buildings.

Dr. McLeod informed the committee that the intention of the administration is to re-assign the summer school duties at MHS to the Principal of that building for future years. Dr. Ray has been informed of this change. Administration feels that it will be important for the Principal who will be charged with leading the School Improvement Plan to be part of this process.

7. **New Business:** Mrs. Knabusch-Taylor shared concern on the dress code and expectation for those persons representing the school. Of particular concern she noted the student council members who were ushering at graduation. It was the opinion of the committee that the district could set expectations for appropriate dress and communicate that through the student group leaders.

Dr. McLeod shared with the committee that the Hockey Coach position was now posted, both at Monroe and Jefferson. Dr. McLeod and Mrs. Everly will be overseeing this selection process. Dr. Ray has been charged with reviewing the differences between the Monroe Public and the Jefferson Schools code of conduct. A presentation of this information is planned for the second June board meeting.

Mrs. Knabusch-Taylor would also like an Athletics update in general. It was suggested that the Board be given an opportunity in advance to present the questions they have so that Dr. Ray can be prepared to answer those. Areas such as expectations that Dr. Ray is sharing with his coaches, how he will keep tabs and follow-up with those, use of surveys for the students and parents pre, during, and post season.

Mr. Yeo requested clarification on E2020 and Virtual High School; he questioned why a traditional student wouldn't want to take advantage of these opportunities. Dr. Martin shared that administration discourages students from MHS to enroll at Virtual High School. The Virtual High School is intended to be a safety net, geared for students with unique personal situations. Dr. McLeod shared that E2020 is a credit recovery program and in order to be eligible for E2020 the student has to already be behind in credit to qualify, meaning that they have already failed a course. There is no advantage for a traditional student to want to take the E2020 courses. It was also noted that both the E2020 courses and the Virtual High School courses usually take longer than a normal trimester to complete. Mrs. Everly informed the group that discussions for the School Improvement Plan at MHS will include a pyramid of intervention to address struggling students long before they get to the point of failing classes.

Mr. Yeo noted that the Board had been approached about offering a site visit from another district to view the TFT (Trojan Family Time) at MHS. Mr. Yeo noted that while the program has lots of benefits and is a wonderful concept that Mr. Cortez has implemented, the concern is that the program needs to be fine-tuned, make sure all staff are on the same page, and data collected to determine if it is producing the end result expected after just the first year. Dr. McLeod noted this as a good example of why a comprehensive School Improvement Plan is needed. The building needs to determine what we are looking to accomplish with these projects, how those align with the School Improvement Plan and how they support the core work of the building. He is pleased with the work of the staff to getting nearer to this point, but agrees it would be premature to say if TFT is serving its purpose or not.

8. **Future Agenda Items:** No future items were noted.
9. **Next Meeting:** July 1, 2013 @ 5:00 PM
10. **Adjournment:** The meeting was adjourned at 6:50 PM.

Substitute Teachers Used from 9/1/12 to 5/24/13

Row Labels	Sum of Unit	Sum of Total Due
SCHOOL BUSINESS		
CONFERENCE	207.0	\$ 19,736.65
EXTRA SUB NEEDED	324.0	\$ 35,617.65
SCHOOL BUSINESS	1,806.5	\$ 174,356.04
SCHOOL BUSINESS Total	2,337.5	\$ 229,710.33
CONTRACTUAL		
COURT APPEARANCE	3.5	\$ 411.43
DEDUCT	273.0	\$ 31,268.30
FUNERAL	76.5	\$ 7,311.61
JURY	17.0	\$ 1,610.44
UNION BUSINESS	21.5	2120.076
WORKER'S COMP	4.0	\$ 402.70
SICK TIME	2,088.0	\$ 213,562.20
PERSONAL BUSINESS	160.5	\$ 15,358.62
CONTRACTUAL Total	2,644.0	\$ 272,045.36
Grand Total	4,981.5	\$ 501,755.69

Row Labels	Sum of Unit	Sum of Total Due
Athletics	17.5	\$ 1,798.52
General	3490.0	\$ 355,393.57
Grant	9.5	\$ 917.34
Media Ctr.	10.0	\$ 990.00
Preschool	36.0	\$ 4,006.31
Prof. Dev.	931.0	\$ 90,554.64
Special Ed	312.0	\$ 30,373.70
Voc Ed	175.5	\$ 17,721.61
Grand Total	4981.5	\$ 501,755.69

Average Cost of a Day \$ 100.72
Includes PCMI Admin Rates

Monroe Public Schools						
Substitute Teacher Costs						
6/3/2013						
		Sub Costs		Total Budget		% of Budget
2012/13*		\$ 515,605.57		\$ 55,669,449		0.93%
2011/12		\$ 617,635.48		\$ 57,331,712		1.08%
2010/11		\$ 493,994.46		\$ 54,705,995		0.90%
2009/10		\$ 570,778.86		\$ 58,877,611		0.97%
2008/09		\$ 578,156.48		\$ 58,838,741		0.98%
2007/08		\$ 566,601.49		\$ 59,423,967		0.95%
* Sub costs paid year to date as of 05/31/2013 - estimate approximately \$51,000 additional to complete year						

Monroe Public Schools Board Personnel Committee Meeting Minutes

Date of Meeting: July 1, 2013

Present: June Knabusch-Taylor, Aaron Mason, Robert Yeo, Barry Martin
Kathy Eighmey, Holly Scherer, and Ryan McLeod (@ 6 PM)

Next Meeting: August 5, 2013

1. **Call to Order:** The meeting was called to order at 5:15 PM.
2. **Minutes:** June meeting minutes previously approved.
3. **Public Commentary:** none
4. **Staffing updates:** Mrs. Scherer shared the latest update on staffing notes. Specifically noted were three recent exits: William Miller, CTE Teacher; Stephanie Kennedy and Jason Oestrike, Level 1 Technicians. These positions are now posted. The staffing chart also indicates the internal movement that is occurring and the current status of each position that was vacated. Mrs. Knabusch-Taylor asked what "under review" referred to. Mrs. Scherer clarified that those are positions we anticipate filling, but are reviewing specific details before we are ready to post. One example is the special subjects at the elementary – we need to finalize with our buildings and the parochial schools to determine which specific subjects and the number of sessions.

Mrs. Knabusch-Taylor questioned if job descriptions are reviewed when positions are vacated. Dr. Martin confirmed that discussions are continually being held on the roles and duties and how those align with the building and district School Improvement goals. Mr. Yeo noted that it would be helpful for job descriptions to be shared with the Board so it is clear what the position should be doing and to protect the employees by having roles that are defined.

Mrs. Knabusch-Taylor questioned if the arrangement of staffing at MHS is right; if we are best utilizing the skills set of the team or do we need more supportive means. She also asked how the career pathways will fit in the overall plan. Dr. Martin noted plans at MHS will move the CTE department into the counseling center so it is in closer proximity to the computer lab and so that those career discussions can be better facilitated.

Dr. McLeod shared that the School Improvement Plan at MHS for next year is essentially done. Conversations have been held with the current team there with the focus of decisions being based on the School Improvement Plan. Concerns were expressed by the committee that the new Principal should be part of these plans. Dr. Martin discussed that the new principal will have a learning process to go through as he learns the needs of the building, so having an initial plan in place will be beneficial. Dr. McLeod clarified that the plan is an outline; and similar to a lesson plan; the new Principal will have a guide to start with and will need to review, revise and refine throughout the course of the year. He shared that the School Improvement work is a team effort, and not geared toward any one particular person. He is confident that the new person should be able to step in and run the plan in the short term while growing the plan for long term purposes.

5. **Administrator Assignment Updates:** Dr. Martin shared that the posting for the MHS Principal has yielded thirteen applicants and after an initial paper screening, Administration will be following up with five of those candidates. There was no interest from internal staff. Administration plans to send initial screening questions to these five candidates and will be reviewing their responses. A tentative date of July 23rd has been set for the formal interview process and we will be seeking a Board member to sit on that panel. The committee did express concerns with the timelines to fill this position and again noted the need to have that Principal in place to be part of the planning process. Mrs. Scherer confirmed the position was posted on June 11th; and then the posting extended to June 26th to expand the pool of candidates. Dr. Martin has agreed to extend that deadline into July and we will continue to accept and review applications. The committee recommended that if Administration feels that the pay level for this position is a concern, the issue should be brought to the Board for further consideration.

Dr. Martin noted that since the Board had approved the new position of Coordinator of Compensatory Education, he has had conversations with Mr. Cortez and the plan will be to assign him to this new position. It was discussed that this position will be a Union Administrator and paid at the +40 Director level salary as outlined in the MFSA agreement.

6. **Third Party Contracts:** Dr. McLeod noted that the contract with Mulligans Maintenance for custodial services expired on June 30, 2013 and the district's has a desire to put out another RFP. Dr. McLeod reminded the committee that the district has the ability to privatize non-instructional groups. He asked the committee for their thoughts on drafting an RFP for drivers, custodians, clerical and lunch assistants. While the committee was not necessarily in support of privatization; they would be willing to support an RFP and to review the results of that process.

Discussion was held on the concerns with co-mingling and the challenges that has provided. Mr. Mason shared his opinion that the private contractor should be a partner with the district. The committee suggested that conversations continue with the union to address these concerns. The committee also agreed that these contracted employees are part of the district team and as such they should be expected to be welcoming and engaged and professional; just as we would expect our own staff to be.

7. **Old Business:** Mrs. Knabusch-Taylor asked for an update on bargaining. Dr. McLeod shared that all of the union contracts have expired on June 30, 2013. He reminded the group that by law no steps or increments will be given and as a result any agreements administration would seek with the groups would be for no less than that. We do anticipate a slight increase in health care costs as the hard caps have been increased for July 1st.
8. **New Business:** Mrs. Eighmey shared with the committee that we are anticipating a resignation from our Accounting Supervisor. Mr. Kunzelman has been offered a position with the ISD and pending their Board approval plans to accept that position. Mrs. Eighmey is currently reviewing the job posting and having conversations with local districts on job duties and wages for similar type positions.

Mr. Yeo shared with administration that adding a Human Resource position has been a recent topic of discussion for the Board. He noted that this discussion is not a reflection of the current team good or bad; nor is he certain that the Board as a whole would be in support of the addition. He wanted to go on record so administration is aware that the Board would like to weigh the benefits and analyze the idea of this position further.

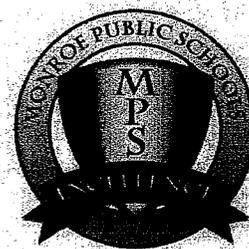
9. **Future Agenda Items:**

- Mrs. Knabusch-Taylor would like to see the job descriptions for the MHS Counselors or any other roles that are being proposed for revision.
- Update on Accounting Supervisor position revisions

10. **Next Meeting:** August 5, 2013 @ 5:00 PM

11. **Adjournment:** The meeting was adjourned at 7:30 PM.

Monroe Public Schools Board Curriculum Committee



Date of Meeting: July 15, 2013
Next Meeting: August 19, 2013 4:45 p.m.

1. **Call to Order:** The meeting was called to order at 4:50.
2. **In Attendance:** July Everly, June Knabush-Taylor, Tedd March, Barry Martin, David Payne, Kari Tackett, Larry Van VanWasshenova, Cassidy Wodke
3. **Minutes:** *The June 17, 2013 minutes were approved at the June 25, 2013 Board of Education Meeting.*
4. **Public Commentary:** None

5. **Split Grade Social Studies Curriculum:**

Julie discussed the traditional cycle of split grade curriculum development. This development historically has followed an elementary curriculum adoption. The committee discussed the challenges of split grades, and Mr. Van VanWasshenova requested that the issue having split classes be brought up at a subsequent meeting. Julie discussed the traditional option including teachers having substitutes for a total cost of \$8,400. The alternative to this that has been researched was contracting the units to MC3 author, Carol Egbo, who would charge the district \$9,000 to complete the split units.

6. **Technology Integration:**

Upcoming Technology Institute:

In the past we have had our technology department take care of the Summer Tech Institute. We plan to host the institute again this year in late August. The information will be forwarded to the MPS Board of Education and Staff.

Teacher Leadership/One-to-One Update:

Julie and Dave discussed that the lines of curriculum and technology have overlapped and blurred.

Kari Tackett and Cassidy Wodke are in attendance to discuss some of the ways mobile devices are integrated in the classrooms. They discussed that a group of teachers are currently collaborating to continue to learn new methods to be used in the classroom. The teachers are also exploring the potential of an online professional development forum especially for Monroe Public Schools. One common noticing from each of our schools is that student engagement and excitement has increased with the use of technology. Kari

and Cassidy were able to respond to the requests regarding specific instructional and parent communication strategies used in classrooms. We would like to expand the teacher study and collaboration group beyond elementary, to middle school and high school.

Equipment and Access in Buildings:

Dave reported that with the most current Board action the infrastructure is now in place to support further technology advances. We are looking at Chromebook laptops and iPads in order to support continued growth in technology. \$750,000 would be the total cost for this upgrade-- \$180,000 from the 2012/13 curriculum budget with the remainder being financed over 3 years. The committee discussed much concern over the idea of financing anything from the General Fund. Mrs. Knabusch-Taylor talked about concerns regarding the timing and cost of a refresh with such a large purchase.

7. Building Updates:

Manor:

Leader in Me – Julie reported that on Tuesday and Wednesday, the Manor School “Leader in Me” steering group will be hosting a training. Kelly McMahon continues to discuss the details of the initiative with Julie, Barry, and Jerry.

Proposed LLI Kit – Julie indicated that due to the success in the use of the LLI Programs the Board of Education has approved in the past, Manor would like to purchase an upper elementary kit . The purchase would be funded using 2013/14 Title I Funds.

MMS:

Julie reported that the middle school is working on the 2013/14 schedule to include additional I-Teams for the upcoming school year. It appears that the World Languages class will be temporarily on hold for 2013/14.

Arborwood Summer Learning Academy:

Julie indicated that the SLA will be complete at the end of July. The committee will receive a report upon the completion of the SLA.

8. Old Business:

Mr. VanWasshenova referenced the past conversation of the committee concerning a traditional school and the International Baccalaureate Program. Julie and Ryan are working on the survey in cooperation with the school and district improvement efforts. The group discussed the importance of knowing what draws parents to a school community.

Mr. VanWasshenova requested a follow-up on the pre- and post- assessment data in Pearson Inform. He also would like to know more about how the data is used for planning in the schools.

9. New Business: Mr. VanWasshenova would like to discuss split grade classrooms at a future meeting.

10. **Adjournment:** The meeting was adjourned at 7:15 p.m.

Board Meeting #13
July 23, 2013
Item #C.3

**COORDINATOR OF COMMUNICATIONS AND PUBLIC RELATIONS
CONTRACT EXTENSION**

BACKGROUND

The Administrative Team is seeking approval from the Board to renew the contract with Temporary School Staff, Inc. for the placement of Robert Vergiels in the position of Coordinator of Communications and Public Relations for the 2013/14 school year effective July 1, 2013 through June 30, 2014.

ENCLOSURE

n/a

RECOMMENDATION

Move to approve a contract renewal with Temporary School Staff, Inc. for the placement of Robert Vergiels as the Coordinator of Communications and Public Relations for the 2013/14 school year (July 1, 2013 to June 30, 2014).

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

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

Board Meeting #13
July 23, 2013
Item #C.4

LLI KITS FOR MANOR ELEMENTARY

BACKGROUND

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

ENCLOSURE

Enclosed is a quote from Heinemann for one (1) LLI kit.

RECOMMENDATION

Move to approve the purchase of one (1) LLI kit to support the achievement of grade level competency.

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	_____	_____	_____	_____

kboisve



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

Z

361 HANOVER STREET, PORTSMOUTH, NH 03801

QUOTE: 4582970

73074

222778

S MONROE PUBLIC SCHOOLS
O PO BOX 733
L 1275 NORTH MACOMB
D MONROE MI 48162

S MANOR ELEMENTARY SCHOOL
H 1731 W LORAIN ST
I MONROE MI 48162

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ACCOUNT NO.	P.O. NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.
73074	QUOTE	07/08/13		Net 30 Days	1

ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET AMOUNT
E02851	0-325-02851-6	1	POINTAS /LLI RED GRADE 3	5625.00	20.00	4500.00
			LLI RED SYSTEM CHOICE LIBRARY NOW AVAILABLE TO ORDER !			

			PREPACK CONTAINS:			
E04402	0-325-04402-3	1	LLI RED Carton 1			
E04403	0-325-04403-1	1	LLI RED Carton 2			
E04404	0-325-04404-X	1	LLI RED Carton 3			
E04405	0-325-04405-8	1	LLI RED Carton 4			
E04406	0-325-04406-6	1	LLI RED Carton 5			
E04407	0-325-04407-4	1	LLI RED Carton 6			
E04408	0-325-04408-2	1	LLI RED Carton 7			
E04409	0-325-04409-0	1	LLI RED Carton 8			
E04619	0-325-04619-0	1	LLI RED Carton 9			

			***** BACKORDERS AND MISC *****			
			MELISSA AT ZIENERT@MONROE.K12.MI.US 734-265-3080 QUOTATION PRICES VALID FOR 30 DAYS			
				MERCHANDISE		4500.00
				SHIPPING		360.00

REFERENCE	TOTAL UNITS	SHIPPING WEIGHT	SHIPPING METHOD
4582970	1	310.00	GROUND COMMERCIAL

QUOTATION - AMOUNT
PAYABLE IN U.S. FUNDS
4860.00

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

All returns must be sent prepaid to: Heinemann Distribution Center
c/o Houghton Mifflin Harcourt
465 South Lincoln Drive
Troy, MO 64686

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ELEMENTARY SCHOOL PLANNERS 2013/2014

BACKGROUND

The elementary principals, as a group, are requesting permission to purchase common elementary planners at a cost of \$4273.09, plus shipping and handling, from School Datebooks. The student planner has been purchased each year as a tool for the teachers and students to stay organized.

ENCLOSURES

Enclosed are copies of each quote for the individual schools with the expense of the planners by building. The money will come from the Elementary Curriculum – Teaching Supplies account.

RECOMMENDATION

Move to approve the purchase of 2,175 student planners from School Datebooks in the amount of \$4273.09 plus shipping and handling.

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	_____	_____	_____	_____



2013 Imagine 8.5x11 Contract

2880 U.S. Hwy. 231 S., Suite 200
Lafayette, IN 47909-2874
Phone: (800) 705-7526
Fax: (765) 471-8874

School
Custer Elementary School 1
5003 W. Albain Rd.
Monroe, MI 48161

Administrator
Ms Jennifer Bennett, Principal
Phone: (734) 265-4300
Fax: (734) 265-4301
Email: bennett@monroe.k12.mi.us

Contact
Ms. Michelle Young, Principals
secretary
Phone: (734) 265-4300
Fax: (734) 265-4301
Email: treece@monroe.k12.mi.us

Date: 7/9/2013
Sales Rep: Heather Siemers
CSR: Mary Hinckley

Billing and Shipping

Bill To PO#:
Monroe Public Schools
1275 North Macomb
Monroe, MI 48161

Ship To Custer Elementary School 1
Mrs. Mari Treece
5003 W. Albain Rd.
Monroe, MI 48161

Product	#Books	#Pages	Cost/Book	Base Cost
Imagine 8.5x11	750	0	\$2.09	\$1,567.50

Discounts * Discounts do not apply to three-year contracts

4% Discount per year with a three-year contract	\$1,567.50	x	0.00	\$0.00
4% Discount for contracts received by 10/19/12*	\$1,567.50	x	0.00	\$0.00
3% Discount for contracts received by 12/14/12*	\$1,567.50	x	0.00	\$0.00
2% Discount for contracts received by 3/29/13*	\$1,567.50	x	0.00	\$0.00
1% School District Discount	\$1,567.50	x	0.01	\$15.68

Enhancements

Orders < 250 incur \$0.25/book fee if Enhancement selected	\$0.25	x	0	\$0.00
Standard Cover - view your options at www.schooldatebooks.com (circle selection):				
Enliven, Ocean	\$0.00	x	750	\$0.00
Vinyl pocket page	\$0.30	x	0	\$0.00
Stickers (per sheet)	\$0.30	x	0	\$0.00
Card-stock hall pass	\$0.20	x	0	\$0.00

Accessories

Wall chart	\$5.00	x	0	\$0.00
This Week Marker (Minimum order of 25)	\$0.20	x	0	\$0.00
Teacher Lesson Plan and Grade Book (Minimum order of 25)	\$3.95	x	0	\$0.00
Contract Adjustment: sales discount				\$78.00

Sub-Total* **\$1,473.82**

Shipping and Handling 12% , Minimum \$25 *Rates apply to US/Canada shipments only \$176.86
Sales Tax: 0.06 Exempt#: 38-6002820 \$0.00

* Net 30 (Net due within 30 days from invoice date)
* Sales tax will be added if applicable

Total (USD) **\$1,650.68**

* Exchange policy: Custom orders (which includes handbook, personalized/custom cover, or any enhancements) cannot be exchanged. Non-custom orders can be exchanged for a different product at school's shipping expense. (Shipping must be via traceable method within 30 days of receipt.) No returns.

No deliveries prior to **5/1/2013**. To ensure on-time delivery, we will ship 7-10 days before your Earliest Delivery Date (EDD), if all deadlines are met. It is possible that your books may arrive before your Desired Delivery Date (DDD). Please take this into account when selecting your dates and make sure the facilities are open and able to accept delivery at this time. A 1-week window between the EDD and DDD is suggested.

Desired Delivery Date:

Earliest Delivery Date:

Buyer understands that handbook material and cover artwork are to be provided to School Datebooks, Inc. ("SDI") in the formats specified and within the deadlines provided in order to guarantee delivery by the desired delivery date. Failure to follow these guidelines may result in delivery delays and/or additional costs to the Buyer. Buyer understands that datebook and cover change requests after submission may result in additional costs and that quantity changes may result in a different per unit cost. Redelivery fees may apply if buyer is unable to accept delivery during the agreed upon delivery window. Cancelled contracts will be subject to a charge of 15% of the contract total or the total of all costs incurred as of the date of cancellation, whichever is greater. Buyer understands that when purchase orders are required, the buyer will be responsible for delivering the purchase order to SDI. In the event that invoices are not paid when due, Buyer will be responsible for any expenses, including reasonable legal fees, incurred by SDI in attempt to collect the balance due. Buyer represents and warrants to SDI that it owns or has the right to use and reproduce any and all trademarks, logos, images or other materials reproduced in this product. Buyer will be responsible for securing any required licenses and/or paying any and all licensing fees that may be due. Buyer agrees to indemnify and hold SDI harmless from and against any and all liability related to the use and reproduction of such items. As a representative of the Buyer, I understand and agree that I have authority to sign this contract and that this contract will remain in effect in the event that I leave my position prior to the completion of the contract.

One-Year Contract
We agree to purchase datebooks from School Datebooks for the year of 2013-2014.

Three-Year Contract
We agree to purchase datebooks from School Datebooks for the years of 2013-2014, 2014-2015, 2015-2016 at a 4% discount per year. The three year contract also "locks" into our current price grid for the length of the contract.* (*Shipping rate subject to change after initial year.)

Date

Signed (School Administrator)

Title



2013 Engage 8.5x11 Contract

2880 U.S. Hwy. 231 S., Suite 200
Lafayette, IN 47909-2874
Phone: (800) 705-7526
Fax: (765) 471-8874

School
Custer Elementary School 1
5003 W. Albain Rd.
Monroe, MI 48161

Administrator
Ms Jennifer Bennett, Principal
Phone: (734) 265-4300
Fax: (734) 265-4301
Email: bennett@monroe.k12.mi.us

Contact
Ms. Michelle Young, Principals
secretary
Phone: (734) 265-4300
Fax: (734) 265-4301
Email: treece@monroe.k12.mi.us

Date: 7/9/2013
Sales Rep: Heather Siemers
CSR: Mary Hinckley

Billing and Shipping

Bill To PO#: Monroe Public Schools
1275 North Macomb
Monroe, MI 48161

Ship To Custer Elementary School 1
Mrs. Mari Treece
5003 W. Albain Rd.
Monroe, MI 48161

Product	#Books	#Pages	Cost/Book	Base Cost
Engage 8.5x11	600	0	\$2.09	\$1,254.00

Discounts * Discounts do not apply to three-year contracts

4% Discount per year with a three-year contract	\$1,254.00	x	0.00	\$0.00
4% Discount for contracts received by 10/19/12*	\$1,254.00	x	0.00	\$0.00
3% Discount for contracts received by 12/14/12*	\$1,254.00	x	0.00	\$0.00
2% Discount for contracts received by 3/29/13*	\$1,254.00	x	0.00	\$0.00
1% School District Discount	\$1,254.00	x	0.01	\$12.54

Enhancements

Orders < 250 incur \$0.25/book fee if Enhancement selected	\$0.25	x	0	\$0.00
Standard Cover - view your options at www.schooldatebooks.com (circle selection):				
Enliven, Ocean	\$0.00	x	600	\$0.00
Vinyl pocket page	\$0.30	x	0	\$0.00
Stickers (per sheet)	\$0.30	x	0	\$0.00
Card-stock hall pass	\$0.20	x	0	\$0.00

Accessories

Wall chart	\$5.00	x	0	\$0.00
This Week Marker (Minimum order of 25)	\$0.20	x	0	\$0.00
Teacher Lesson Plan and Grade Book (Minimum order of 25)	\$3.95	x	0	\$0.00
Contract Adjustment: sales discount				-\$62.70

Sub-Total* \$1,178.76

Shipping and Handling 12% , Minimum \$25 *Rates apply to US/Canada shipments only \$141.45

Sales Tax: 0.06 Exempt#: 38-6002820 \$0.00

* Net 30 (Net due within 30 days from invoice date)

* Sales tax will be added if applicable

Total (USD) \$1,320.21

* Exchange policy: Custom orders (which includes handbook, personalized/custom cover, or any enhancements) cannot be exchanged. Non-custom orders can be exchanged for a different product at school's shipping expense. (Shipping must be via traceable method within 30 days of receipt.) No returns.

No deliveries prior to 5/1/2013. To ensure on-time delivery, we will ship 7-10 days before your Earliest Delivery Date (EDD), if all deadlines are met. It is possible that your books may arrive before your Desired Delivery Date (DDD). Please take this into account when selecting your dates and make sure the facilities are open and able to accept delivery at this time. A 1-week window between the EDD and DDD is suggested.

Desired Delivery Date:

Earliest Delivery Date:

Buyer understands that handbook material and cover artwork are to be provided to School Datebooks, Inc. ("SDI") in the formats specified and within the deadlines provided in order to guarantee delivery by the desired delivery date. Failure to follow these guidelines may result in delivery delays and/or additional costs to the Buyer. Buyer understands that datebook and cover change requests after submission may result in additional costs and that quantity changes may result in a different per unit cost. Redelivery fees may apply if buyer is unable to accept delivery during the agreed upon delivery window. Cancelled contracts will be subject to a charge of 15% of the contract total or the total of all costs incurred as of the date of cancellation, whichever is greater. Buyer understands that when purchase orders are required, the buyer will be responsible for delivering the purchase order to SDI. In the event that invoices are not paid when due, Buyer will be responsible for any expenses, including reasonable legal fees, incurred by SDI in attempt to collect the balance due. Buyer represents and warrants to SDI that it owns or has the right to use and reproduce any and all trademarks, logos, images or other materials reproduced in this product. Buyer will be responsible for securing any required licenses and/or paying any and all licensing fees that may be due. Buyer agrees to indemnify and hold SDI harmless from and against any and all liability related to the use and reproduction of such items. As a representative of the Buyer, I understand and agree that I have authority to sign this contract and that this contract will remain in effect in the event that I leave my position prior to the completion of the contract.

One-Year Contract
We agree to purchase datebooks from School Datebooks for the year of 2013-2014.

Three-Year Contract
We agree to purchase datebooks from School Datebooks for the years of 2013-2014, 2014-2015, 2015-2016 at a 4% discount per year. The three year contract also "locks" into our current price grid for the length of the contract. (*Shipping rate subject to change after initial year.)

Date

Signed (School Administrator)

Title



2013 Imagine 8.5x11 Contract

2880 U.S. Hwy. 231 S., Suite 200
Lafayette, IN 47909-2874
Phone: (800) 705-7526
Fax: (765) 471-8874

School
Manor Elementary School
1731 W. Lorain St.
Monroe, MI 48162-3370

Administrator
Mrs. Kelly McMahon, Principal
Phone: (734) 265-4700
Fax: (734) 265-4701
Email: mcmahon@monroe.k12.mi.us

Contact
Mrs. Kelly McMahon, Principal
Phone: (734) 265-4700
Fax: (734) 265-4701
Email: mcmahon@monroe.k12.mi.us

Date: 7/9/2013
Sales Rep: Heather Siemers
CSR: Mary Hinckley

Billing and Shipping

Bill To PO#: Monroe Public School
1275 North Macomb
Monroe, MI 48162

Ship To Manor Elementary School
Mrs. Kelly McMahon
1731 W. Lorain St.
Monroe, MI 48162-3370

Product	#Books	#Pages	Cost/Book	Base Cost
Imagine 8.5x11	325	0	\$2.09	\$679.25

Discounts * Discounts do not apply to three-year contracts

4% Discount per year with a three-year contract	\$679.25	x	0.00	\$0.00
4% Discount for contracts received by 10/19/12*	\$679.25	x	0.00	\$0.00
3% Discount for contracts received by 12/14/12*	\$679.25	x	0.00	\$0.00
2% Discount for contracts received by 3/29/13*	\$679.25	x	0.00	\$0.00
1% School District Discount	\$679.25	x	0.01	\$6.79

Enhancements

Orders < 250 incur \$0.25/book fee. If Enhancement selected	\$0.25	x	0	\$0.00
Standard Cover - view your options at www.schooldatebooks.com (circle selection): Enliven, Ocean	\$0.00	x	325	\$0.00
Vinyl pocket page	\$0.30	x	0	\$0.00
Stickers (per sheet)	\$0.30	x	0	\$0.00
Card-stock hall pass	\$0.20	x	0	\$0.00

Accessories

Wall chart	\$5.00	x	0	\$0.00
This Week Marker (Minimum order of 25)	\$0.20	x	0	\$0.00
Teacher Lesson Plan and Grade Book (Minimum order of 25)	\$3.95	x	0	\$0.00
Contract Adjustment: sales discount				-\$34.00
Sub-Total*				\$638.46

Shipping and Handling 12% , Minimum \$25 *Rates apply to US/Canada shipments only

Sales Tax: 0.06 Exempt#: 38-6002820

* Net 30 (Net due within 30 days from invoice date)

* Sales tax will be added if applicable

* Exchange policy: Custom orders (which includes handbook, personalized/custom cover, or any enhancements) cannot be exchanged. Non-custom orders can be exchanged for a different product at school's shipping expense. (Shipping must be via traceable method within 30 days of receipt.) No returns.

No deliveries prior to 5/1/2013. To ensure on-time delivery, we will ship 7-10 days before your Earliest Delivery Date (EDD), if all deadlines are met. It is possible that your books may arrive before your Desired Delivery Date (DDD). Please take this into account when selecting your dates and make sure the facilities are open and able to accept delivery at this time. A 1-week window between the EDD and DDD is suggested.

Desired Delivery Date:

Earliest Delivery Date:

Buyer understands that handbook material and cover artwork are to be provided to School Datebooks, Inc. ("SDI") in the formats specified and within the deadlines provided in order to guarantee delivery by the desired delivery date. Failure to follow these guidelines may result in delivery delays and/or additional costs to the Buyer. Buyer understands that datebook and cover change requests after submission may result in additional costs and that quantity changes may result in a different per unit cost. Redelivery fees may apply if buyer is unable to accept delivery during the agreed upon delivery window. Cancelled contracts will be subject to a charge of 15% of the contract total or the total of all costs incurred as of the date of cancellation, whichever is greater. Buyer understands that when purchase orders are required, the buyer will be responsible for delivering the purchase order to SDI. In the event that invoices are not paid when due, Buyer will be responsible for any expenses, including reasonable legal fees, incurred by SDI in attempt to collect the balance due. Buyer represents and warrants to SDI that it owns or has the right to use and reproduce any and all trademarks, logos, images or other materials reproduced in this product. Buyer will be responsible for securing any required licenses and/or paying any and all licensing fees that may be due. Buyer agrees to indemnify and hold SDI harmless from and against any and all liability related to the use and reproduction of such items. As a representative of the Buyer, I understand and agree that I have authority to sign this contract and that this contract will remain in effect in the event that I leave my position prior to the completion of the contract.

One-Year Contract

We agree to purchase datebooks from School Datebooks for the year of 2013-2014.

Three-Year Contract

We agree to purchase datebooks from School Datebooks for the years of 2013-2014, 2014-2015, 2015-2016 at a 4% discount per year. The three year contract also "locks" into our current price grid for the length of the contract. (*Shipping rate subject to change after initial year.)

Date

Signed (School Administrator)

Title



2013 Imagine 8.5x11 Contract

2880 U.S. Hwy. 231 S., Suite 200
Lafayette, IN 47909-2874
Phone: (800) 705-7526
Fax: (765) 471-8874

School
Raisinville Elementary School
2300 N. Raisinville Rd.
Monroe, MI 48162

Administrator
Mrs. Mary Ann Cyr, Principal
Phone: (734) 265-4800
Fax: (734) 265-4801
Email: cyr@monroe.k12.mi.us

Contact
Mrs. Mary Ann Cyr, Principal
Phone: (734) 265-4800
Fax: (734) 265-4801
Email: cyr@monroe.k12.mi.us

Date: 7/9/2013
Sales Rep: Heather Siemers
CSR: Mary Hinckley

Billing and Shipping

Bill To PO#:
Monroe Public Schools
1275 North Macomb
Monroe, MI 48162

Ship To Raisinville Elementary School
Mrs. Mary Ann Cyr
2300 N. Raisinville Rd.
Monroe, MI 48162

Product	#Books	#Pages	Cost/Book	Base Cost
Imagine 8.5x11	300	0	\$2.09	\$627.00

Discounts * Discounts do not apply to three-year contracts

4% Discount per year with a three-year contract	\$627.00	x	0.00	\$0.00
4% Discount for contracts received by 10/19/12*	\$627.00	x	0.00	\$0.00
3% Discount for contracts received by 12/14/12*	\$627.00	x	0.00	\$0.00
2% Discount for contracts received by 3/29/13*	\$627.00	x	0.00	\$0.00
1% School District Discount	\$627.00	x	0.01	\$6.27

Enhancements

Orders < 250 incur \$0.25/book fee if Enhancement selected

Standard Cover - view your options at www.schooldatebooks.com (circle selection):	\$0.25	x	0	\$0.00
Enliven, Ocean	\$0.00	x	300	\$0.00
Vinyl pocket page	\$0.30	x	0	\$0.00
Stickers (per sheet)	\$0.30	x	0	\$0.00
Card-stock hall pass	\$0.20	x	0	\$0.00

Accessories

Wall chart	\$5.00	x	0	\$0.00
This Week Marker (Minimum order of 25)	\$0.20	x	0	\$0.00
Teacher Lesson Plan and Grade Book (Minimum order of 25)	\$3.95	x	0	\$0.00
Contract Adjustment: sales discount				-\$31.50

Sub-Total* \$589.23

Shipping and Handling 12% , Minimum \$25 *Rates apply to US/Canada shipments only

\$70.71

Sales Tax: 0.06 Exempt#: 38-6002820

\$0.00

* Net 30 (Net due within 30 days from invoice date)

* Sales tax will be added if applicable

Total (USD) \$659.94

* Exchange policy: Custom orders (which includes handbook, personalized/custom cover, or any enhancements) cannot be exchanged. Non-custom orders can be exchanged for a different product at school's shipping expense. (Shipping must be via traceable method within 30 days of receipt.) No returns.

No deliveries prior to 5/1/2013. To ensure on-time delivery, we will ship 7-10 days before your Earliest Delivery Date (EDD), if all deadlines are met. It is possible that your books may arrive before your Desired Delivery Date (DDD). Please take this into account when selecting your dates and make sure the facilities are open and able to accept delivery at this time. A 1-week window between the EDD and DDD is suggested.

Desired Delivery Date:

Earliest Delivery Date:

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One-Year Contract
We agree to purchase datebooks from School Datebooks for the year of 2013-2014.

Three-Year Contract
We agree to purchase datebooks from School Datebooks for the years of 2013-2014, 2014-2015, 2015-2016 at a 4% discount per year. The three year contract also "locks" into our current price grid for the length of the contract. (*Shipping rate subject to change after initial year.)

Date

Signed (School Administrator)

Title



2013 Imagine 8.5x11 Contract

2880 U.S. Hwy. 231 S., Suite 200
Lafayette, IN 47909-2874
Phone: (800) 705-7526
Fax: (765) 471-8874

School
Waterloo Elementary School
1933 S. Custer Rd.
Monroe, MI 48161-1828

Administrator
Ms. Lisa McLaughlin, Principal
Phone: (734) 265-5100
Fax: (734) 265-5101
Email: mclaugh2@monroe.k12.mi.us

Contact
Ms. Lisa McLaughlin, Principal
Phone: (734) 265-5100
Fax: (734) 265-5101
Email: mclaugh2@monroe.k12.mi.us

Date: 7/9/2013
Sales Rep: Heather Siemers
CSR: Mary Hinckley

Billing and Shipping

Bill To PO#:
Monroe Public Schools
1275 North Macomb
Monroe, MI 48162

Ship To Waterloo Elementary School
Ms. Lisa McLaughlin
1933 S. Custer Rd.
Monroe, MI 48161-1828

Product	#Books	#Pages	Cost/Book	Base Cost
Imagine 8.5x11	200	0	\$2.09	\$418.00

Discounts * Discounts do not apply to three-year contracts

4% Discount per year with a three-year contract	\$418.00	x	0.00	\$0.00
4% Discount for contracts received by 10/19/12*	\$418.00	x	0.00	\$0.00
3% Discount for contracts received by 12/14/12*	\$418.00	x	0.00	\$0.00
2% Discount for contracts received by 3/29/13*	\$418.00	x	0.00	\$0.00
1% School District Discount	\$418.00	x	0.01	\$4.18

Enhancements

Orders < 250 incur \$0.25/book fee if Enhancement selected	\$0.25	x	0	\$0.00
Standard Cover - view your options at www.schooldatebooks.com (circle selection):				
Enliven, Ocean	\$0.00	x	200	\$0.00
Vinyl pocket page	\$0.30	x	0	\$0.00
Stickers (per sheet)	\$0.30	x	0	\$0.00
Card-stock hall pass	\$0.20	x	0	\$0.00

Accessories

Wall chart	\$5.00	x	0	\$0.00
This Week Marker (Minimum order of 25)	\$0.20	x	0	\$0.00
Teacher Lesson Plan and Grade Book (Minimum order of 25)	\$3.95	x	0	\$0.00
Contract Adjustment: sales discount				-\$21.00

Sub-Total* \$392.82

Shipping and Handling: 12% , Minimum \$25 *Rates apply to US/Canada shipments only \$47.14

Sales Tax: 0.06 Exempt#: 38-6002820 \$0.00

* Net 30 (Net due within 30 days from invoice date)

* Sales tax will be added if applicable

Total (USD) \$439.96

* Exchange policy: Custom orders (which includes handbook, personalized/custom cover, or any enhancements) cannot be exchanged. Non-custom orders can be exchanged for a different product at school's shipping expense. (Shipping must be via traceable method within 30 days of receipt.) No returns.

No deliveries prior to 5/1/2013. To ensure on-time delivery, we will ship 7-10 days before your Earliest Delivery Date (EDD), if all deadlines are met. It is possible that your books may arrive before your Desired Delivery Date (DDD). Please take this into account when selecting your dates and make sure the facilities are open and able to accept delivery at this time. A 1-week window between the EDD and DDD is suggested.

Desired Delivery Date:

Earliest Delivery Date:

Buyer understands that handbook material and cover artwork are to be provided to School Datebooks, Inc. ("SDI") in the formats specified and within the deadlines provided in order to guarantee delivery by the desired delivery date. Failure to follow these guidelines may result in delivery delays and/or additional costs to the Buyer. Buyer understands that datebook and cover change requests after submission may result in additional costs and that quantity changes may result in a different per unit cost. Redelivery fees may apply if buyer is unable to accept delivery during the agreed upon delivery window. Cancelled contracts will be subject to a charge of 15% of the contract total or the total of all costs incurred as of the date of cancellation, whichever is greater. Buyer understands that when purchase orders are required, the buyer will be responsible for delivering the purchase order to SDI. In the event that invoices are not paid when due, Buyer will be responsible for any expenses, including reasonable legal fees, incurred by SDI in attempt to collect the balance due. Buyer represents and warrants to SDI that it owns or has the right to use and reproduce any and all trademarks, logos, images or other materials reproduced in this product. Buyer will be responsible for securing any required licenses and/or paying any and all licensing fees that may be due. Buyer agrees to indemnify and hold SDI harmless from and against any and all liability related to the use and reproduction of such items. As a representative of the Buyer, I understand and agree that I have authority to sign this contract and that this contract will remain in effect in the event that I leave my position prior to the completion of the contract.

One-Year Contract

We agree to purchase datebooks from School Datebooks for the year of 2013-2014.

Three-Year Contract

We agree to purchase datebooks from School Datebooks for the years of 2013-2014, 2014-2015, 2015-2016 at a 4% discount per year. The three year contract also "locks" into our current price grid for the length of the contract.* (*Shipping rate subject to change after initial year.)

Date Signed (School Administrator) Title

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Daniel W. Fuerstenberg as a Teacher with Monroe Public Schools. Mr. Fuerstenberg will be assigned as an Elementary Teacher at Custer for the 2013/14 school year.

Mr. Fuerstenberg holds his Bachelor of Science degree in Elementary Education from Oakland University. He was most recently employed as a long-term Substitute Teacher and Interventionist at Custer Elementary.

Members of the interview panel were: Jennifer Bennett, Principal; Montyne Barbee, Assistant Principal; Emily Bundon and Linda Worley, Teachers; and Nina Riggs, Parent.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Daniel Fuerstenberg as a Teacher with Monroe Public Schools effective August 28, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

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

Daniel W. Fuerstenberg

9709 S. Stony Creek Rd.
Carleton, MI 48117
(734) 625-1872 (cell); (734) 654-3736 (home)
danfuerstenberg@gmail.com

Objective

To become an instrument of inspiration for my students, sharing my knowledge with them so they can indulge their appetite for knowledge and skills that will help them grow, develop and mature into intelligent individuals.

Education and Certification

Education

Oakland University, Rochester, MI 2006-2011

- Bachelor of Science in Elementary Education - December 2011

Monroe County Community College, Monroe, MI 2004-2006

- Associate Degree

Certification and Highly Qualified to Teach

- Elementary Education K-5 all subjects
- Language Arts (BX): Endorsement for Grades 6-8

Teaching Experience

Interventionist:

Custer Elementary School, Monroe, MI

October 2012-Present: Reading Interventionist and Substitute

- Used Fountas & Pinnell 'Leveled Literacy Intervention' Program
- Worked with small groups of 3-4 students from Kindergarten-Fifth Grade
- Practiced improving fluency and comprehension skills
- Benchmarked students reading levels to monitor progress
- Substitute taught in Kindergarten-Fifth Grade classrooms

Student Teaching:

University Hills Elementary, Rochester, MI

Winter 2011, Fall 2011: Third Grade (Yearlong)

- Volunteered at the Fall Family Festival, Book Fair and PTA
- Worked with the Writing SIP Team
- Assisted specials teachers in Media Center/Library and Art Room
- Used MLPP assessments to monitor progress and reading levels
- Incorporated enthusiasm and humor to make learning exciting
- Implemented 'classroom meetings' where concerns and problem-solving strategies were discussed through student led conversations

Field Placements:

Blanche Sims Elementary, Lake Orion, MI; Fall 2010: Kindergarten

Herrington Elementary, Pontiac, MI; Summer 2010: Fifth Grade

Great Lakes Academy, Pontiac, MI; Winter 2010: First Grade

Musson Elementary, Rochester, MI; Fall 2009: Third Grade

Field Placement Accomplishments:

- Effectively managed and taught classes up to 30 students
- Used multiple forms of classroom management to ensure student learning
- Built close relationships with children, faculty and staff
- Volunteered to attend field trips as a chaperone

Recent Honor and Recognition

Board of Education Chairman, Zion Lutheran Church and School

January 2013-December 2015: Nominated by Pastors to serve two year term

- Coordinate monthly meetings to meet with Pastors, Principal, Teachers and Board members to discuss current issues and future goals
- Attend monthly Church Council meetings to update other Boards the improvements the Board of Education is making
- Attend quarterly Open Forum and Voter's Meetings to inform the congregation the issues and goals the Board of Education is planning
- Established an Alumni Association Program to reach out to former graduates in hopes they will make donations to help school funding
- Beginning a 3-year old Preschool at the start of the 2013-14 school year

Additional Experiences with Children

Zion Lutheran Church, Monroe, MI

August 2009-Present: Volunteer 3rd, 4th and 5th grade Sunday School Teacher

- Led Bible lessons
- Used a variety of activities to help teach lessons

Killarney Lutheran Camp, Onsted, MI

Summer 2009-2013: Volunteer Summer Camp Senior Counselor

- Supervised a camper group and monitored the health of camper group
- Maintained discipline and established rules to ensure the safety of children
- Carried out daily duties: led nature, craft and sport activities; taught Bible lessons

Qualifications

- CPR and First Aid Certification
- Proficient in Microsoft Word, Excel, PowerPoint, Smartboard, DreamBox Learning, Moodle, BrainPop, and other student based programs
- Attended *Project WILD* seminars to integrate into the Science curriculum

Philosophy

Creating rapport with students is essential for them to want to learn. Students will thrive in my classroom, be successful, and obtain an invaluable education so they can prosper in their lives after seeing me role model positive, supportive, and motivating characteristics. Knowing my students can and want to learn, I am invested in being sure they will learn. After all, as their teacher, it is my responsibility to remain focused on helping them achieve success.

Board Meeting #13
July 23, 2013
Item #C.7

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Stephen Reau as a Teacher with Monroe Public Schools. Mr. Reau will be assigned as an Elementary Teacher at Custer for the 2013/14 school year.

Mr. Reau holds a Bachelor in Elementary Education from Central Michigan University. He was employed as a Substitute Teacher for Monroe County and was recently assigned to a long term position at Custer.

Members of the interview panel were: Jennifer Bennett, Principal; Montyne Barbee, Assistant Principal; Emily Bundon and Linda Worley, Teachers; and Nina Riggs, Parent.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Stephen Reau as a Teacher with Monroe Public Schools effective August 28, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

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

Stephen Reau

5857 Edgewood Blvd. Monroe, MI 48161

Phone: 734-625-9761 Fax: N/A E-Mail: reau1sn@gmail.com

Objective

To become an elementary education teacher and continue my professional development, honing my skills to the best of my ability.

Experience

Monroe ISD Spring 12'

Hired in as a full time sub to be a replacement for two maternity leaves at Custer 1 Elementary School for 6th grade to finish out the school year. This opportunity gave insight to what it is like to work with different student skill levels, personalities, types of educators and become involved with the school and staff through multiple events and extracurricular activities.

Location: 1101 S. Raisinville Rd. Monroe, MI 48161

Phone: (734) 242-5799

Student Teaching Fall 12'

Skills obtained through this experience include how to open a classroom for the students from the start of the year as a professional educator. Other abilities gained include how to set procedures for the students to maintain a comfortable and safe learning environment, along with planning and executing a lesson for each subject in a way that reaches out to every person individually.

Location: Custer Elementary School

5003 West Albain Road Monroe, MI 48161

Phone:(734) 265-4300

Mentor Teacher: Mary Lu Strimbel

McDonalds summer 11'- present

As a grill team member some duties included maintaining health regulations and preparing food for the customer in a timely fashion.

Location: 904 East Pickard Street, Mount Pleasant, MI (989) 773-3539

Pump Engineering summer 06'- summer 11'

Assembled desalination pumps and was a forklift operator in the receiving and shipping department. (Energy Recovery Inc. has absorbed and relocated Pump Engineering to California)

Location: 17608 Commerce Dr, New Boston, Michigan

Education

Monroe High School 02'-06'

Earned a High School Diploma. Graduated with a Magna Cum Laude status.

Central Michigan University 06'-12'

Bachelors in Elementary Education with a concentration in Integrated Science with a Minor in Planned Program.

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Chelsie Wolons as a Teacher with Monroe Public Schools. Ms. Wolons will be assigned as an Elementary Teacher at Custer for the 2013/14 school year.

Ms. Wolons holds a Bachelor of Arts degree in Elementary Education from Michigan State University. Ms. Wolons did her teaching internship with Detroit Public Schools this past spring. She is currently employed as a Summer School Teacher with our Summer Learning Academy.

Members of the interview panel were: Jennifer Bennett, Principal; Montyne Barbee, Assistant Principal; Emily Bundon and Linda Worley, Teachers; and Nina Riggs, Parent.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Chelsie Wolons as a Teacher with Monroe Public Schools effective August 28, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

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

Chelsie M. Wolons

wolonsch@gmail.com

25600 Madden St.
Taylor, MI 48180
(313) 330-2814

Objective

To obtain a position as an elementary or middle school teacher.

Education

Michigan State University, Detroit, MI

Fifth Year Teacher Intern Program, August 2012-May 2013

12 Graduate Credits, May 2013

Michigan State University, East Lansing, MI

College of Education, August 2008 - May 2012

Bachelor of Arts in Elementary Education, May 2012

Certification

- Michigan Elementary Provisional Teaching Certificate, May 2013
- K-5 All Subject Areas
- 6-8 Language Arts

Internship (Student Teaching) and Field Experience

Gompers Elementary School, Detroit Public Schools, Detroit, MI

August 2012-May 2013

Fifth Year Internship (Student Teaching): 4th Grade

- planned and implemented effective lessons to reflect state standards, National Common Core Standards, district pacing guide, and the approved curriculum
- managed a safe classroom environment as well as student behavior by establishing daily routines, procedures, and individual behavior charts
- maintained a balanced literacy program through writing journals, guided and shared reading, read-alouds, and interactive centers
- incorporated the use of technology in all content areas (e.g. conducting research as well as the use of Wikispaces to display writing in both Literacy and Social Studies)
- designed integrated curriculum in Mathematics, Science, and Social Studies
- differentiated instruction in literacy centers, math instruction, and daily homework
- promoted inquiry in Mathematics, Science, and Social Studies through authentic learning activities based on the students' interests and questions
- co-planned grade level instruction creating and fostering a professional learning community
- administered DIBELS, Star Reading, English Language Arts and Reading MAP tests to obtain reading levels and determine literacy group placement
- created authentic diagnostic, formative, and summative assessments in all subjects areas
- planned field trip for 4 classes to visit the planetarium at the Michigan Science Center
- organized school safety assembly for all 4th grade students and teachers led by law enforcement officer
- participated in staff meetings, grade level meetings, and technology committee

Reo Elementary School, Lansing Public Schools, Lansing, MI

September 2011-April 2012

Pre-Internship Teaching: 1st/2nd Grade

- completed method courses in Literacy, Mathematics, Social Studies, and Science
- planned and implemented hands-on lessons in Literacy, Science, and Social Studies
- participated in Mathematics Lesson Study
- worked with students one on one administering assessments in both Math and Literacy

Riddle Elementary School, Lansing Public Schools, Lansing, MI
Pre-Internship Teaching: 4th Grade

September 2010-December 2010

- observed classroom activities and lessons in both Science and Language Arts
- tutored students in small groups in Mathematics
- worked one on one with ESL students in Language Arts
- collaborated with coordinating teacher to differentiate instruction for small groups

Teaching-Related Experience

Nanny, Lansing, MI

August 2011-August 2012

- provided daily in home care for 6 year old boy; responsibilities included transportation from school to home as well as any after school activities, liaison from teacher to parent, and homework support

Camp Counselor, CYO Camps, Port Sanilac, MI

Summers 2009-2012

- supervised groups of campers during daily activities as well as in cabin at night
- planned and managed daily schedule for cabin group

Personal Tutor, Taylor, MI

Summer 2010

- worked one on one with 10 year old girl in Mathematics skills reviewing material from previous school year and preparing her for 6th grade Mathematics curriculum

Child Study, Michigan State University

Summer 2011

- performed a 6 week long child study with an individual student conducting literacy assessments
- provided the student with different tools allowing her to utilize a variety of literacy approaches

Lifeguard, CYO Camps, Port Sanilac, MI

Summer 2008

- taught swimming and water safety to children ages 7-16
- was responsible for the safety of cabin groups during time at waterfront

Honors and Achievements

Dean's List, Michigan State University

May 2010

Michigan Promise Grant

August 2008-May 2009

Big Boy Scholarship

August 2008

Professional Development

International Reading Association, Member

Current

Visionary Leaders Institute, Detroit, MI

March 2013

Social Studies Workshop *Voice of the Past: Teaching Michigan's Diverse History*, Lansing, MI

February 2013

Legal Issues Seminar, Detroit, MI

November 2012

DPS Curriculum Overview, Detroit, MI

August 2012

Classroom Management: "The Keys to Effective Teaching," Detroit, MI

August 2012

Technology Proficiencies

Microsoft Office-Word, Excel, PowerPoint, Prezi, Google Docs, Elmo Document Camera, webpage development (Weebly, Wikispaces, etc.), Google Earth, SKYPE, ZANGLE, Smart Board, DataDirector, iMovie, digital photography, GarageBand, Jing

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Morgan Kottke as a Teacher with Monroe Public Schools. Ms. Kottke will be assigned to a World Language (Spanish) Position at Monroe High School for the 2013/14 school year.

Ms. Kottke holds her Bachelor degree from University of Toledo with major in Spanish. Ms. Kottke completed her student teacher experience at Monroe High School this past spring.

Members of the interview panel were: Otto Zillgitt, Principal; Michelle Kuehnlein, Lisa Sellers, and Katelyn Martin, Teachers; and Chris Morr, Parent.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Morgan Kottke as a Teacher with Monroe Public Schools effective August 28, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

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

18072 Lulu Rd.
Petersburg, MI 49270

Phone: (734) 819-1498
Email: mkotike@rockets.utoledo.edu

Morgan Kottke

Objective

To secure a Spanish Language Teaching position

Teaching Experience 1/7/2013-Present Monroe High School Monroe, MI

Student Teacher

- Taught beginning, intermediate, and advanced Spanish to grades 9-12 primarily using TPRS
- Successfully designed and implemented visual whole language units to foster students' communicative, listening, reading, and writing skills
- Developed an array of assessment methods to evaluate student performance
- Used pre and post tests to measure student growth
- Integrated and taught technology in all units
- Constructed lesson plans with student centered activities to promote cooperative learning
- Developed regular dialogue with parents concerning students' progress
- Assumed all classroom responsibilities beginning the second week
- Reflected on lessons with cooperating teachers to make improvements
- Served as aid to the World Language's Club
- Organized domestic cultural field trips
- Put in grades to measure student growth
- Used formal and informal assessments to gauge students' comprehension
- Efficient in the use of Powerschool program

9/27/2012-12/7/2012 Monroe High School Monroe, MI

Pre-Student Teaching Method's Experience

- Observed Cooperating Teacher while tutoring at-risk students
- Collaborated with Master Teacher to plan units aligned with the Michigan and Ohio State Standards and Benchmarks
- Experienced an array of World Language methodologies
- Independently created and taught a three week unit plan including pre and post assessments centered around communicative learning
- Supervised cultural field trip to Mexican Town
- Assisted with grading
- Familiarized in the use of Powerschool program

Spring/ Summer 2011 Britton Middle School Britton, MI

Spanish Tutor

- Helped with grammar explanations, Taught basic vocabulary

Education

2007–2013 University of Toledo Toledo, OH

- B.A., Foreign Language (Spanish)
- Cum Laude

2007–2013 University of Toledo Toledo, OH

- B.E., Foreign Language (Spanish)
- Cum laude

June 2011–July 2011 Universidad en Castilla de la Mancha Toledo, Spain

- ESTO program
- Cumulative G.P.A. 3.8

1993–2007 Summerfield High School Petersburg, MI

- Cumulative G.P.A. 3.9

Certification

4/2013 Ohio State Professional Certificate, 7-12

- Spanish (pending)

Immersion Programs

Summer 2011 Universidad en Castilla de la Mancha Toledo, Spain

Intensive Spanish Language Program (ESTO) in Toledo, Spain

- Lived in a Spanish dorm with Spanish students from June to July
- Attended intensive immersion classes five days a week
- Participated in Spanish dance and music lessons
- Traveled extensively throughout Spain during program

Professional Association Membership

2012-Present

- Active member in the Kappa Delta Pi Educational Honors Society

2011-2012

- Vice president of UT students for a democratic society
- Created posters
- Organized and set up events including an Anti-Bullying Forum
- E-mailed officers and members

Work Experience

2006-present Dietary Aide Saline, MI

Dietary Aide

- Cooked and Served food to residents

2007-2009 Kroger Pharmacy Tech Lambertville, MI

- Counted and measured pharmaceutical products
- Talked with insurance companies and advised patients of medicinal precautions

- Participated in peer to peer tutoring to facilitate language acquisition of undergraduate Spanish students
- Facilitated 100-200 level classes for Dr. Gonzalez when needed due to absence

Education

2011-present-Siena Heights University, Graduate College-Candidate for Master of Arts in TESOL, expected graduation, Aug. 2013

2010-Siena Heights University-Secondary Certificate (Spanish, ff, December 2010)

2008-2009-Eastern Michigan University-accepted as Post-Baccalaureate Teacher Education candidate, Major-Spanish, K-12, Minor-Psychology

2003-2004-Adrian Dominican Montessori Teacher Education Institute-American Montessori Society Certification, Preprimary Education

2001-2008-Siena Heights University-Bachelor of Arts (August, 2008), Major-Child Development, Concentration-Montessori, Minor-Spanish, Associate of Arts (May, 2003), Major-Child Development

Accomplishments

- Recipient-Outstanding Graduate Teacher Education Student, Siena Heights University, 2013
- Recipient- Outstanding Student in Child Development Award, Siena Heights University, 2005
- Recipient- Outstanding Student in Spanish Award, Siena Heights University, 2003

References

Harold Delaney, Lead World Language Teacher
Wyandotte Public Schools
734-759-5151
delaneh@wy.k12.mi.us

Joshua Tolbert, Spanish Teacher
Taylor Public Schools
313-530-8545
tolberj@taylor.k12.mi.us

Sally Rae, Director of Undergraduate Teacher Education
517-264-7892
Siena Heights University
Email: srae@sienaheights.edu

Regina George, Director of Alternative Teacher Certification
Work Phone: 734-487-7120, Cell Phone: 734-417-3485
Eastern Michigan University
Email: rgeorge@emich.edu

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Patricia Stefanski as a Teacher with Monroe Public Schools. Ms. Stefanski will be assigned to a Special Education Position at Monroe High School for the 2013/14 school year.

Ms. Stefanski holds her Bachelor of Arts from Notre Dame College in Ohio. She was most recently employed as a teacher with St. Mary's Middle School in Monroe. Ms. Stefanski was employed by Monroe Public Schools in 2011/2012 prior to being laid off by the district.

Members of the interview panel were: Renee Peterson, Director of Special Education; Otto Zillgitt, Principal; Laura Fioritto and Alex Schukow, Teachers; and Kathryn Webb, Parent.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Patricia Stefanski as a Teacher with Monroe Public Schools effective August 28, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

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

PATRICIA A. STEFANSKI
8A Long Ct., Monroe, MI 48161
pstefanski09@gmail.com - (734) 497-3394

EDUCATION:

Notre Dame College South Euclid, OH
Bachelors of Arts in Middle School Education 4-9, Language Arts & Social Studies
Completed December, 2008; GPA: 3.7
Licensure in Special Education, MMIS, K-12
Completed December, 2010; GPA: 3.8

PRACTICUM:

Practicum Student, Eastwood Elementary, Warrensville Heights, OH 04/2010 – 06/2010

- Supported existing accommodations and assessments to help students achieve their educational goals
- Cooperated with multidisciplinary team

TEACHING EXPERIENCE:

Teacher, St. Mary's Middle School, Monroe, MI 08/2012 – Present

- Taught self contained 5th grade classroom
- Utilized many types of technology

Teacher, Raisinville Elementary School, Monroe, MI 09/2011 – 6/2012

- 5th and 6th Grade Special Education
- Young Fives Sensory Class
- Helped implement technology program
- Implemented RTI

Student Teacher, Beachwood Middle School, Beachwood, OH 08/2008 – 12/2008

- Instructed inclusion classes
- Differentiated instruction for all types of learners

ADDITIONAL WORK EXPERIENCE:

Substitute Teacher, Monroe Public Schools, Monroe, MI 08/2010 – 09/2011

- Long and short term substitution experience
- Planned and organized lessoned for 10th, 11th, 12th grade classrooms

Freshman Volleyball Coach, Monroe High School, Monroe, MI 08/2010 – Present

Child Advocate, Family Counseling & Shelter Services, Monroe, MI 10/2010 – 2012

- Design curriculum using different modalities of learning
- Provide community outreach

Teacher, Lighthouse Summer Camp, Cuyahoga County Board of Developmental Disabilities, Cleveland, OH 06/2010 – 08/2010

- Helped students obtain short term goals during extended school year
- Implemented appropriate strategies and accommodations to aid in learning and behavior of special education students

ADMINISTRATOR APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of _____ as an Administrator with Monroe Public Schools. This Administrator will be assigned as the Principal at Monroe High School.

Members of the interview panel were: Barry Martin, Superintendent; Ryan McLeod and Julie Everly, Assistant Superintendents; Kyle Christensen and Nicole Shaughnessy, Teachers; Theresa Joseph and Kim Diven, Administrators; Aaron Mason and Ryan Philbeck, Board Member.

ENCLOSURE(S)

RECOMMENDATION

Move to approve the appointment of _____ as an Administrator with Monroe Public Schools effective July 23, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

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

STAFF RESIGNATION

BACKGROUND

We have received a letter of resignation from Ryan Kunzelman for the purpose of other employment. Mr. Kunzelman was the Accounting Supervisor for the district since November, 2011.

ENCLOSURE

Letter of resignation

RECOMMENDATION

Move to approve the resignation from Monroe Public Schools for Ryan Kunzelman effective August 2, 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	_____	_____	_____	_____

Ryan J Kunzelman
418 Scottwood Ave
Monroe, MI 48162
419-957-6211
ryan.kunzelman@gmail.com

July 17, 2013

Board of Education
Monroe Public Schools
1275 North Macomb Street
Monroe, MI 48162

To Whom It May Concern:

I regret to inform you that I am resigning from my position as the Accounting Supervisor for Monroe Public Schools, effective August 2, 2013.

Thank you for the opportunities for professional and personal development that you have provided me during my employment. I have enjoyed working for Monroe Public Schools and appreciate the support provided me by the Board, Administrators and Staff.

I would like to make this transition as seamless as possible, if there is anything I can do to assist in doing so, please let me know.

Sincerely,



Ryan J Kunzelman

MHS CROSS COUNTRY TEAM CAMP

BACKGROUND

John Ray, Monroe High School, Athletic Director, wishes to petition the Board of Education for permission for the MHS Cross Country Team to participate in a cross country summer camp. The camp will be held at Lake Dianne in Camden, MI. for five nights from Monday, August 5, 2013 until Saturday, August 10, 2013. The students will be transported in private vehicles driven by three staff members and three chaperones. The fee for the camp is \$175.00 which covers food, transportation, and all activities; this is the responsibility of the student and their families.

ENCLOSURES

A description of camp activities and a daily time schedule of events. Once received, the complete packet will be housed in the office of the Assistant Superintendent of Elementary Education, Instruction and Human Resources.

RECOMMENDATION

Move to approve the Monroe High School Cross Country Team Camp according to the terms of Policy IICA, Field Trips and Excursions

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

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

MONROE HIGH SCHOOL FIELD TRIP REQUEST

All requests for any field trip must be submitted to the Principal **AT LEAST 15 SCHOOL DAYS BEFORE THE DATE OF THE TRIP.**

Building Policy: Field trips should be Academic in nature, tied to content standard and include follow-up activities.

Date of trip: 8/5/13 - 8/10/13

Date of request: 7/11/13

Grade or organization making request: MHS Cross Country

Faculty Sponsor: Mark Scoles

Destination: MHS Cross Country Camp

Address: 14224 View Dr. Camden, MI 49232

Phone Number of Destination: (517) 254-4744

Purpose: Cross Country Camp

Estimated time of departure: 8:00 AM

Estimated return time: 8:00 PM

Substitute needed: yes no

Principal's signature: [Signature]

approved denied

Reason for denial: _____

Field Trip Description

Destination and Description of Trip:

On August 5 – 10, 2013, the prospective members of the MHS Cross Country Team will travel to Lake Dianne in Camden, MI for team camp. This will be the 12th consecutive year that Coach Scoles has taken the team to camp. Coach Dave Bork operated the same camp from 1982 to 1997. Besides logging numerous miles of running on the dirt roads Camden provides, our camp serves as incredible opportunity to build relationships amongst the athletes and coaches. The team will visit Hillsdale College on Wednesday and cap the week with “The Run thru Hell” road race on Saturday morning. As described in the enclosed schedule, Coach Scoles will teach lessons on hydration, injury prevention, training, goal setting and race strategy throughout the week. Both Coach Scoles and Coach Mydloski have completed The American Red Cross Life Guard certification. Additionally, Coach Scoles recently completed refresher courses in first aide, cpr and water safety.

School: Monroe High School

Chaperones:	Mark Scoles	Jim Mydloski
	Tigra Delben	Emily Van Wasshenova
	Jacquelyn McEnhill	Justin Heck

Method of transportation: Chaperones listed above will transport student-athletes in private vehicles. Other parents may also drive. (All Private Transportation Application Forms will be completed at our parent meeting on Tuesday, July 30 and submitted to Dr. Ray the following day.)

Date / Time of Departure: Monday, August 5 at 8:00am.

Date / Time of Return: Saturday, August 10 at 2:00pm.

Number of nights: 5

Number of Students Participating: apx 16 – 20 (All MPS Parental Permission Forms will be completed at our parent meeting on Tuesday, July 30 and submitted to Dr. Ray the following day.)

Number of Staff Supervising: 3

Number of Other Adults Assisting: 3 (I have contacted Holly Scherer regarding background checks and provided our volunteers with the MPS Criminal History Consent Form. The checks will completed by Tuesday, July 30.)

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

EXPLANATION AND DATES:

Departure Date/Day 8-5-13 Return Date/Day 8-10-13

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

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

The purpose of this trip is Cross Country Camp and the group sponsoring the trip is MHS Cross Country Team.

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) Mark Scoles & James Mydloski

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:

Signed before me this _____ day of _____ 20____

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

MOBILE DEVICE PURCHASE SUMMER 2013

BACKGROUND

See attached memo from David Payne.

ENCLOSURES

Memorandum – David Payne
REMC bid list

RECOMMENDATION

Move to approve the purchase of Mobile Devices at a total cost not to exceed \$410,288.50. Money for this purchase will be funded by the General Fund.

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

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

Memo

To: Ryan McLeod
From: David Payne
Date: 7/18/2013
Re: Mobile Device Purchase Summer 2013

We are recommending the purchase of 850 Dell laptops and 25 Spectrum carts at a cost not to exceed \$410,288.50. These will be utilized for students and teachers to further integrate curriculum and technology. This purchase, if approved, will be funded out of the district General Fund. As discussed at the Curriculum Committee, this purchase will be an outright purchase and not financed. Funds for this purchase are within the curriculum budget and will utilize carryover funds from the 2012/2013 fiscal year Technology Budget for part of the expense. Our original recommendation to the Curriculum Committee was to spend around \$750,000.00. The committee felt financing was not in the best interest of the district, so we will look at purchasing the remaining devices next year. We initially proposed a one cart to three teacher ratio and reduced it to a one cart per four teacher ratio. By doing this we were able to stay within our budget and not require financing for this purchase. This also will leave substantial funds in the curriculum budget for future non-technology instructional needs for the 13/14 school year. The Dell laptops and Spectrum carts will be purchased off the REMC bid list.

\$AVE Bid Project

REMC Association of Michigan



Spot Purchase

Summary

Dell Marketing, LP	380,213.50
List Total	\$380,213.50

Dell Marketing, LP

Notes

No contract number required for 22i orders. For REMC orders, contract number 048501 must appear on purchase order. Purchasing cards accepted at no additional charge. E-rate SPIN 143004340.

Vendor Contact - Mark Smith
2401 Greenlawn Blvd., Bldg. 8
Round Rock TX 78682

Phone 512 725 0052 Fax Email Mark_D_Smith@Dell.com

Item	Details	Qty.	Price	Total	
136622	Name	Netbook Computer	850.00	399.00	339,150.00
	Quantity Unit	Windows			
	Mfg/Model	Each			
	Reseller Order Number	Dell / 3330 Latitude			
	Contract Expiration	655455975			
	Item Description	07-31-2013			
	Order Notes	13.3" Laptop computer, Intel Core i3-2375M (1.5 GHz, 3 MB cache) processor; 2 GB RAM; 320 GB, 5400 rpm hard drive; 13.3" 16:9 screen, 1366x768 resolution; wifi 802.11n; four-cell, 44 WHr battery. Includes webcam and Windows 8 Pro, 64-bit operating system. One-year NBD onsite warranty.			
		In order to receive section 22i rebate, purchase order must be submitted to vendor via SPOT.			
136623	Name	Computer Memory Upgrade	850.00	21.47	18,249.50
	Quantity Unit	Each			
	Mfg/Model	Dell / 3330 Latitude			
	Reseller Order Number	655456191			
	Contract Expiration	07-31-2013			
	Item Description	Memory upgrade to a total of 4GB for item 136622.			
136625	Name	Computer Hard Drive Upgrade	850.00	26.84	22,814.00
	Quantity Unit	Each			
	Mfg/Model	Dell / 3330 Latitude			
	Reseller Order Number	655456801			
	Contract Expiration	07-31-2013			
	Item Description	64GB solid state storage upgrade for item 136622.			

Vendor Total \$380,213.50

Sehi Computer Products Inc
2930 Bond Street
Rochester Hills, MI 48309
Prepared by: Craig Sehi for John Laswell
231-313-2835 or craig@sehi.com

Monroe Public Schools
Spectrum Carts for HP Chromebook
Bill of Material

Spectrum Chromebook v32 Cart

Item description	Part no	Unit price	Qty	Total
Spectrum vLT 32 Chromebook Cart with Cycle Timer	55320BWQ5	\$1,203.00	25	\$30,075.00

Board Meeting 13
July 23, 2013
Item #C.15

**RESOLUTION IN SUPPORT OF THE MICHIGAN COMMON CORE STATE
STANDARDS**

BACKGROUND

See attached

RECOMMENDATION

Move to adopt the Resolution in Support of the Michigan Common Core State Standards.

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	_____	_____	_____	_____

FINAL DRAFT
RESOLUTION IN SUPPORT OF THE MICHIGAN COMMON CORE STATE STANDARDS

WHEREAS, the Common Core State Standards (CCSS) set consistent, focused, rigorous academic expectations in English, language arts and mathematics for all students by defining the knowledge and skills students should have to graduate high school and succeed in entry-level, credit-bearing college courses and workforce training programs; and,

WHEREAS, the CCSS provide teachers with a common, general focus that allows them to exercise professional judgment in planning instruction that will help students reach the standards; and,

WHEREAS, local teachers, principals, superintendents and others will work together to decide how the standards will be met; and,

WHEREAS, preparations and implementation of the CCSS are well underway in Michigan and are supported by business, government agencies, education groups and private citizens as they recognize the value of implementing standards in Michigan's schools which support rigorous content and the application of knowledge through higher-order skills.

NOW THEREFORE BE RESOLVED, that the Board of Education adopts this resolution in support of the Common Core State Standards and urges lawmakers and state leaders to support these efforts and maintain Michigan's commitment to rigorous expectations for all students.

Presented and adopted, this 16th day of July, 2013

June Knabusch-Taylor, Secretary
Monroe Public Schools Board of Education

ELEMENTARY SOCIAL STUDIES SPLIT GRADE CURRICULUM UNITS

BACKGROUND

On May 14, 2013, the Monroe Public Schools Board of Education approved the adoption of the Michigan Citizenship Collaborative Curriculum, commonly referred to as MC3. Historically, the year following an elementary curriculum adoption is utilized by the given curriculum committee to design split curriculum units. On average this would entail the use of 12 substitutes for 5-6 days for an approximate cost of \$7,080- \$8,496, as well as, the cost of students not having their teacher on those days.

Although the number of splits in the district has drastically decreased since closing schools, splits continue to pose great challenges to our curriculum implementation. In reflecting on recent concern regarding teacher time away from classrooms, we approached one of the authors of the units, Carol Bacak-Egbo, to research the likelihood of obtaining split units. We found that split units do not exist; however, Carol would be willing to complete the units and resources for our split grades prior to school starting for \$9,000.

Discussion was held at the Board of Education Curriculum Committee.

ENCLOSURES

See the attached biography and cost proposal.

RECOMMENDATION

Move to approve the contracted services from Carol Bacak-Egbo for an amount not to exceed \$9,000.00. This expenditure will be covered using the 2013-2014 Curriculum Budget.

MOTION: _____ SUPPORT: _____ ACTION: _____

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

Biographical information – Carol Bacak-Egbo



Carol Bacak-Egbo is a staff development consultant known for her energetic, engaging workshops and presentations.

- Over 40 years in education as a teacher, curriculum developer, staff development specialist and social studies consultant.
- Currently a Staff Development Consultant for Waterford Schools
- Currently an adjunct professor at Oakland University
- Project Director for two federal Teaching American History Grants : Digging into the Past (2009-2012) and Project HATT (Historians and Teachers Together) 2006-2009
- Currently the primary curriculum designer and writer for the Michigan Citizenship Collaboration Curriculum being developed by a consortium of 31 Michigan Intermediate School Districts.
- Extensive experience in presenting professional development for teachers including summer institutes at UCLA, institutes for the Michigan Department of Education, teacher networks, national and state conferences, teacher seminars sponsored by MSU, Saginaw Valley State and Oakland University
- Author of numerous books, articles, and instructional units
- Recipient of numerous awards including Michigan Council for the Social Studies Teacher of the Year Award and WDIV/Newsweek Teacher of the Year Award, WZZM Michigan Teacher of the Year Award
- Has worked in numerous school districts on a variety of issues and projects including Special Ed/General Ed Communication, Classroom Management/Environment, Diversity, Curriculum Alignment, Team Building, Effective Instruction and Social Studies
- BA from U of M in Elementary Ed with minors in English, Social Studies and Black Studies
- MA in Teaching and Curriculum - MSU

Carol Bacak-Egbo
Staff Development Consultant
Project Director, *Digging into the Past*
History Center/Archaeology Lab – Room 107, Crary Building
Office: 248-682-2011

*Proposal Prepared for Monroe Public Schools: Creation of MC3 units for the following classrooms:
3/4, 4/5 and 5/6*

Submitted by: Carol Bacak-Egbo, Social Studies Consultant and MC3 writer for grades 2-6

Plan for creating the units:

- The units would reflect a blend of the essential content and skills for the two grade levels in the split classrooms, as well as a blend of the grade level content expectations.
- New essential questions, focus questions and graphic organizers will be developed for each unit to reflect the blended content. This will result in the creation of 18 new units, six per split classroom*
- New Graphic Organizers, Word Cards, Big Idea Cards, Instructional Sequences, Assessments and Supplemental Materials will be developed for each lesson. This will result in the creation of 108 new lessons, 6 lessons per unit for each split classroom.
- Powerpoint presentations will be created for all lessons in which Powerpoint would be the most effective instructional tool. For example, in lessons containing multiple maps and lessons containing multiple primary sources. This will result in the creation of no less than 30 Powerpoint presentations.
- Informational text used from the existing MC3 lessons will be modified to insure readability by both grade levels in the split classrooms.
- As with the existing MC3 units, a focus will be placed on active student engagement, content knowledge acquisition and connections to the ELA common core standards.

*Cost: 18 units consisting of 108 lessons and no less than 30 Powerpoint Presentations
@ \$500 per unit = \$9000*

Board Meeting #13
July 23, 2013
Item #C.21

ADJOURNMENT

RECOMMENDATION

Move to adjourn the July 23, 2013 Board Meeting #13.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____