

MONROE PUBLIC SCHOOLS

BOARD MEETING #15

August 27, 2013

7:00 p.m.

EXCELLENCE

BOARD OF EDUCATION

MR. ROBERT YEO, PRESIDENT

MR. LAWRENCE VANWASSHENOVA, VICE-PRESIDENT

MRS. JUNE KNABUSCH-TAYLOR, SECRETARY

MR. AARON N. MASON, PARLIAMENTARIAN

DR. TEDD MARCH, TRUSTEE

MR. RYAN PHILBECK, TRUSTEE

MS. WENDY SPICER, TRUSTEE

SUPERINTENDENT OF SCHOOLS

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 #15

Tuesday, August 27, 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:		
• August 13, 2013 Board Meeting #14		
2. Reports and Updates	Mr. Yeo	7
a. August 5, 2013 Personnel Committee Minutes		
b. Informational Report – Contracted Coaches		
3. Staff Resignations	Dr. McLeod	11
Move to approve the resignations from Monroe Public Schools for Rachel Vote and Alisa Smith effective August 30, 2013.		
4. Consent Agenda – Teacher Appointments	Dr. McLeod	15
Move that Agenda Items C.5 - C.8 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.		
5. Teacher Appointment	Dr. McLeod	16
Move to approve the appointment of Shannon Collum 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.		
6. Teacher Appointment	Dr. McLeod	19
Move to approve the appointment of Chantele Henry 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.

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|---|---------------------|-----------|
| <p>7. Teacher Appointment
Move to approve the appointment of Sara Staten 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>22</p> |
| <p>8. Teacher Appointment
Move to approve the appointment of Chelsey Pearson 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>24</p> |
| <p>9. Staff Appointment
Move to approve the appointment of Jill Sauve as the Accounting Supervisor with Monroe Public Schools effective September 16, 2013 and place on the appropriate salary level for this position upon completion of all pre-employment requirements.</p> | <p>Dr. Martin</p> | <p>27</p> |
| <p>10. Coaching Recommendations
Move to approve the above listed coach for the 2013-14 spring season as per the MCEA master agreement.</p> | <p>Dr. McLeod</p> | <p>30</p> |
| <p>11. Out of State/Overnight Field Trip
Move to approve the Monroe Middle School trip to Washington, D.C. and New York City from May 8, 2014 through May 11, 2014 according to the terms of Policy IICA Field Trips and Excursions.</p> | <p>Dr. McLeod</p> | <p>31</p> |
| <p>12. Financing for School Vehicle Purchase
Move to award the vehicle financing bid to Fifth Third Bank at the fixed rate of 1.76% for three years and reject all other bids.</p> | <p>Mrs. Eighmey</p> | <p>43</p> |
| <p>13. Technology Purchase for Custer
Move to approve the technology purchase for Custer Complex. This purchase would be funded by the Title I Grant and total cost will not exceed \$87,549.75.</p> | <p>Mr. Payne</p> | <p>54</p> |
| <p>14. Superintendent's Comments</p> | <p>Dr. Martin</p> | |

15. Old Business

Mr. Yeo

16. New Business

Mr. Yeo

17. Public Commentary – Any Topic

Mr. Yeo

18. Adjournment

Mr. Yeo

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Move that the August 27, 2013 Board Meeting #15 of the
Monroe Public Schools Board of Education be adjourned.

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

- August 13, 2013 Board Meeting #14 Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- August 13, 2013 Board Meeting #14

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 #14

Tuesday, August 13, 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, and Trustee Dr. Tedd March

Board Members Absent: Trustee Ryan Philbeck, Trustee Wendy Spicer

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

Administrators Absent: None

President Yeo called the meeting to order at 7:03 p.m.

Public Commentary-Agenda Items Only

The Board agreed to allow parent, Tara McBride, to speak regarding School of Choice. Mrs. McBride expressed concern that her son was denied School of Choice. She also put her concerns in writing, which Mr. Yeo will share with the Board.

Approval of Minutes

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

- July 23, 2013 Work Session
- July 23, 2013 Board Meeting #13
- July 31, 2013 Special Board Meeting

Vote: Motion carried by a 5-0 roll call vote.

Reports and Update

There were no reports or updates.

Teacher Appointment

Motion by Mr. Knabusch-Taylor; support by Dr. March to approve the appointment of Nathan Nestor 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.

Vote: Motion carried by a 5-0 roll call vote.

Administrator Appointment

Motion by Mr. Mason; support by Mr. VanWasshenova to approve the appointment of Jessica Shultz as an Administrator with Monroe Public Schools effective August 14, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

Discussion: Mr. VanWasshenova was on the interview panel and was impressed with the quality of all the applicants. Mrs. Shultz was a candidate for principal and was qualified for that job as well.

Vote: Motion carried by a 5-0 roll call vote.

Student Reinstatement

Motion by Mr. Mason; support by Dr. March to approve the one student under review be reinstated to Monroe High School for the 2013-2014 school year.

Discussion: This student was reinstated sooner than expected because of parental support. Because of this, the student will have every opportunity to be successful at the high school.

Vote: Motion carried by a 5-0 roll call vote.

MHS New York Choir Trip

Motion by Mrs. Knabusch-Taylor; support by Mr. Mason to approve the Monroe High School Vocal Music group trip to New York, New York from April 30, 2014 through May 4, 2014 according to the terms of Policy IICA Field Trips and Excursions.

Discussion: Dr. McLeod stated that this is a phenomenal learning experience for our vocal music students. He also thanked Mrs. Windelborn for giving our students an outstanding experience in the vocal music program, and for her commitment to the program and the students.

Vote: Motion carried by a 5-0 roll call vote.

Professional Development Services of Kathleen Kryza

Motion by Mrs. Knabusch-Taylor; support by Mr. VanWasshenova to approve the contracted professional development and coaching services from Kathleen Kryza for an amount not to exceed \$19,500.00. This expenditure will be covered using Secondary Curriculum Funds.

Vote: Motion carried by a 5-0 roll call vote.

CTE iPad Purchase

Motion by Dr. March; support by Mr. Mason to approve the purchase of 40 Apple iPads and cases to be used by the Health Science students at MHS at a cost not to exceed \$17,120.00. This purchase will be funded by the Perkins Grant.

Discussion: The iPads will be used for online programs for the Health Occupations and Medical Terminology courses. The Certified Nursing Assistant class will use them for reference and exploratory activities. The iPads will be housed in the classroom.

Vote: Motion carried by a 5-0 roll call vote.

Purchase of District Vehicles and Buses

Motion by Mr. Mason; support by Dr. March to accept the low bid from Midwest Transit for buses for a total of \$511,090.00 and sell twelve (12) of our current buses for amounts ranging from \$950.00 - \$1,850.00 to Kalamazoo Metal Recyclers; and to accept the bid from Stanford-Allen Chevrolet for maintenance vehicles for a total of \$182,446.00 and reject all other bids.

Discussion: Mr. Oley recommended three year financing to purchase the buses and maintenance vehicles. Mrs. Eighmey will request bids for financing and bring that information to the next Board meeting. Camera systems will be removed from the buses that are sold and reinstalled in the buses that are purchased. We currently have 73 buses on hand; 60 are needed for runs, and 10 or more for sub backups. Five to eight buses a day are taken off the road for some kind of service. We also maintain food service trucks and provide back up if needed. We exceed the recommended lifespan (10 years) of our buses because of preventative maintenance provided by First Vehicle. Mr. Mason commended Mr. Oley for

reducing the number of buses needed due to the reduction in bus routes. Each year, Mr. Oley and his staff look at bus routes for any possible reductions. Even though enrollment is down, bus ridership remains strong. The maintenance vehicles will have a rust prevention program which will increase their longevity. These will be general trucks without any extra options. The only additional items for these trucks will be a plow and a Tommy Lift in the back for heavy items. Mr. VanWasshenova expressed concern with financing this purchase. We cannot pay for this purchase in one lump sum because that would put us into deficit spending. One of the goals the Board discussed was that they were not going to finance purchases. Mr. Mason mentioned that rates are low and it's a good time to borrow; and not financing purchases is a goal the Board agreed to work towards. At this time, purchasing these buses and maintenance vehicles is a safety issue.

Vote: Motion carried by a 4-1 roll call vote. Mr. VanWasshenova voted no.

Superintendent Comments

- Dr. Martin thanked the Board for their support of the Administrative recommendations brought before them at this meeting.
- All administrators and administrative assistant personnel met at Monroe High School in the media center on Monday for a welcome back program. He was able to address the group for a few minutes regarding district goals and emphasize some of his priorities as we move into a new school year. Later in the morning, we had a presentation on building security from Thomas Mynsberge of Critical Incident Management. Mr. Mynsberge enlightened the group on several new thoughts and strategies when it comes to various emergency situations that could arise in school buildings and offered himself as a resource as we revisit some of our policies and practices with building security and emergency response.
- This past Sunday, Dr. Martin was a guest at the Christ Love Fellowship Church and was offered an opportunity to talk about programs offered at Monroe Public Schools. Dr. Quartey, the president of Monroe County Community College was also there. Dr. Quartey told the congregation about himself and how he overcame many challenges to become the administrator he is today. After the program, Dr. Quartey and Dr. Martin had the opportunity to talk about the need for Monroe Public Schools and Monroe County Community College to cooperate in efforts to encourage cultural understanding and awareness throughout both of their organizations.
- Mrs. Everly has been involved in discussions about issues in reference to dismissal times at Custer with buses arriving late to pick up students. In some cases, students were waiting in the building up to 25-30 minutes after dismissal. The Transportation staff studied this issue extensively, in collaboration with Mrs. Everly and Mrs. Bennett, and all are in agreement that the solution would be moving the Custer day eight minutes later. They expected a slight increase in cost due to driver time, but the team was able to minimize that. Mr. Vergiels and administrators will construct a communication plan to notify families.
- This week we welcomed five Japanese students aged 15 through 17 to Arborwood North on Monday as part of the Monroe International Friendship Association cultural exchange visit. The five came to see our Japanese doll which was an early gift from Hofu and enjoyed a tour of the school, which included a stop at Arborwood Peace Garden. Arborwood will receive a second doll this fall and one of the young visitors this week is the granddaughter of the woman who made the doll that will be coming to Arborwood. Two of our Monroe High students recently returned from their cultural exchange visit to Hofu. They are Claire Antrassian, one of our recent graduates who was a member of the Top 100 in her class, and Lexi Steve, who will be a sophomore at Monroe High this fall. There was also a reception at Monroe Bank & Trust for these students and their families.

- We reached an agreement with two local companies to sell the Kosa house and all its contents in an estate sale. Ed and Mary Kay Kosa left their home and contents to Monroe Public Schools with the intent that money from the sale of the home and contents be used for scholarships for graduating Monroe High School students. The house on Macomb St. will go on the market soon and for three days next week – Aug. 22-24, the contents sale will be held, giving potential home buyers a chance to thoroughly inspect the home during the sale. The home will be listed by Prudential Hudkins Realty and the sale of the contents will be conducted by Caring Transitions of Ida.
- Either late this week or early next week, the Michigan Department of Education will announce its Accountability Scorecard Summaries for schools across the state. We can't comment publicly on our scores until the state announces the overall outcome, but we are pleased with the progress we have seen so far in some of our schools. We are preparing information for our parents and for the public to coincide with the release of the information.
- With the vote tonight to hire Jessica Shultz, our administrative team is now in place for the 2013-2014 school year. However, we still have a few teaching positions to fill before school starts.
- Mr. Vergiels was very satisfied with our booth at the Monroe County Fair. The duck pond attracted about three times as many kids as was expected. He was very happy with the exposure of the CTE projects. We had over 60 volunteers, and he thanked them for working the 3-4 hour shifts during the week. He received a lot of comments from those who worked the booth and many suggested having the duck pond again next year, and try to emphasize some of the projects coming out of our schools.

Old Business

Mr. Yeo thanked Board members for their commitment to work with the administrative team during the last several weeks. Many have taken vacation days or days without pay to be part of the process of hiring new administrators. Mr. Oley updated the Board on the asphalt project at Monroe High School. He will be onsite tomorrow morning and will make phone calls this evening. Dr. March mentioned that we have a home football game on August 30. He also mentioned that there is a Red and White Scrimmage this weekend, and he is concerned about people walking through construction to get to the field. Mr. Oley assured the Board that a safe route will be provided to the field. Painting on the end-caps at Monroe High School is progressing well. We are using a specialized paint that is guaranteed not to flake or fade.

New Business

Dr. March suggested getting an automatic defibrillator for the football field. We have two in the school, but we need to have one available outside. Dr. Ray will address this immediately.

Public Commentary-Any Topic

There was none at this time.

Adjournment

Motion by Mr. VanWasshenova; support by Mr. Mason that the August 13, 2013, Board Meeting #14 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 5-0 hand vote at 8:24 p.m.

June Knabusch-Taylor, Secretary

Board Meeting #15
August 27, 2013
Item #C.2

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- August 5, 2013 Personnel Committee Minutes
- Informational Report – Contracted Coaches

Monroe Public Schools Board Personnel Committee Meeting Minutes

Date of Meeting: August 5, 2013

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

Next Meeting: September 9, 2013

1. **Call to Order:** The meeting was called to order at 5:05 PM.
2. **Minutes:** July meeting minutes previously approved.
3. **Public Commentary:** none
4. **Staffing updates:** Mrs. Everly report that staffing is moving forward nicely. She noted the newest update is the selection of two teachers at MHS in the CTE department. Dr. McLeod shared that he had the opportunity to meet with the new principal, Val Orr, on Friday to give her a building tour. Mrs. Orr was also available in the fair booth on Saturday to meet and greet families. Dr. McLeod and Mrs. Orr met with Jamie Eighmey on Friday, who was the only internal candidate for the MHS Clerical position. Ms. Eighmey has been offered and accepted the position. Her official start date will be determined and we will be working with both offices to ensure the transition moves smoothly. Interviews for the MHS Assistant Principal are scheduled for Tuesday, August 6th and administration is confident in the quality of candidates. In addition to the positions noted on the staffing chart, Mrs. Everly reported that the Title I buildings are seeking to hire supplemental, part time instructional support positions.

Mrs. Knabusch-Taylor questioned the positions that are still under review and what the timelines would be on a decision to fill or not. Elementary special subject schedules were under review and Mrs. Everly has been waiting for confirmation from the Parochial schools, which we have as of today. Our shared time is limited to the Monroe Catholic Schools, Trinity and Holy Ghost. These buildings are interested in again sharing services, so we will be finalizing those schedules soon. Dr. McLeod shared that administration has some ideas on restructuring the MHS media center and wanted to hold on that position until the Principal was in place to be part of the conversations. Mrs. Bullard has expressed a willingness to return on a part time basis to assist with the transition.

Mrs. Knabusch-Taylor asked if there would be a renovation of the high school counseling department. Dr. McLeod shared that Bill Ferrara's CTE office is being relocated to the upstairs counseling area. One goal of moving CTE to that area will make him more accessible to the students. Any future restructure of that department will be discussed and incorporated in the comprehensive school improvement plan.

5. **Literacy Achievement Coach:** Focus on reading is being held at all levels, district wide. Mr. McLeod shared that there is a specific desire to have someone at the high school that has a desire to teach high school students how to read; and also to coach other teachers on how to teach students how to read. We've had a group of teachers going through the RAISE training, to learn strategies for how high school teachers can utilize different reading strategies within their individual subject areas. We also have had reading intervention (Read 180) at the high school. Based on the

improvement plan and the needs of the high school, and with the availability of some 31A carry over funds, we are introducing the position of a Literacy Achievement Coach.

Mr. Yeo questioned how many curriculum coaches the district employs. Mrs. Everly shared that with there will be 12 coaches with this new configuration, all positions are funded through Title I, Title II or 31A. In addition to the Literacy Coach at MHS – we have School Improvement Coaches assigned at MHS (1), MMS (1), Arborwood (3), Custer Complex (3), Manor (1), Raisinville (1) and Waterloo (1). The model for School Improvement Coaches is a rotation base cycle. Coaches are paired with a classroom teacher and will be rotated in and out of the classroom on a 2-3 year rotation. The benefit of a coach is the side-by-side practice of planning and teaching and debriefing; so that teachers implementing strategies are not as isolated.

Mr. Yeo questions how the Board or the Community would be able to measure the success of these coaching positions. Dr. Martin shared that with the score cards, and student growth assessments, the district will be able to pull data based on the students/classrooms that those coaches specifically work with. Dr. McLeod shared that we are beginning to see results and will soon have the data to share on that progress and the success of this model. With one year of this program, we do see improvements in the building where the programs have been implemented. Other teachers can see strategies implemented in model classrooms; taking professional development to a level where it is practiced at a collaborative level.

6. **Old Business:**

Mrs. Everly shared that Mr. Cortez has now started his new position as Coordinator of Compensatory Education/Assistant Principal. Robin Setzler will be assigned as his secretary; she will be shared between that office at Custer and the Special Education office here at the Ad Building. Dr. Martin and Mr. Cortez met with the ISD coordinator this week; and Mr. Cortez will be attending Title I training next week. The plan is that his new salary will begin in September, in the 11 month position. We are working with the union and legal counsel on this transition. Mr. Cortez will report to Mrs. Everly and Mrs. Bennett.

Mrs. Orr will begin her position as MHS Principal on August 12th. She has expressed a different feel from Monroe with lots of support from Central Office and other district principals that she is already noticing. Dr. Martin shared that at the August 27th board meeting administration will be sharing discussions on board goals and how those are being aligned to district plans, building plans, and how those will be rolled out to the stakeholders.

7. **New Business:**

None noted

8. **Future Agenda Items:**

None noted

9. **Next Meeting:** September 9, 2013 @ 5:00 PM

10. **Adjournment:** The meeting was adjourned at 6:50 PM.

Informational Report **Contracted Coaches**

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

Last Name	First Name	Title	Sport	School
Lehr	Jermaine	Equipment Manager	Varsity Football	MHS
Pierce	Amber	Coach	Volleyball JV	MHS
Bunkelman	Cara	Coach	Volleyball 7 th Grade	Monroe Middle

NOTE: It was originally reported that Mary Howe would be the 7th Grade Volleyball coach; she has since resigned this position.

STAFF RESIGNATIONS

BACKGROUND

Rachel Vote: We have received a letter of resignation from Rachel Vote for the purpose of other employment. Ms. Vote was the English as Second Language Teacher for the district. Her resignation will be effective August 30, 2013.

Alisa Smith: We have received a letter of resignation from Alisa Smith for the purpose of other employment. Ms. Smith was an Elementary Teacher at Custer. Her resignation is effective immediately.

ENCLOSURES

Letters of Resignation

RECOMMENDATION

Move to approve the resignations from Monroe Public Schools for Rachel Vote and Alisa Smith effective August 30, 2013.

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

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

August 12, 2013

To the Administration of Monroe Public Schools;

I am writing to inform you that I will not be returning to MPS for the 2013-2014 school year. My employment for Monroe Public Schools will end when the 2012-2013 contract expires, August 30, 2013. I apologize for the short notice, but this opportunity was presented to me very suddenly.

I have been offered a full time position with Kalamazoo Public Schools. It was not an easy decision to choose between continuing to work for MPS or to take this new position. Several factors played a part in making the decision to leave. One major factor is that I will not have to travel at this new job. Because I traveled so much throughout the district, I did not feel like I was part of a staff. It was difficult to build solid relationships with other staff members and challenging to find time to collaborate on curriculum. Another factor was salary. Kalamazoo offered me a bump in salary. With the stalemate in contract negotiations and the rumor of a 5 percent pay cut once a contract is negotiated is not a hit that my family could financially handle.

I strongly encourage the administration to consider changing the position of the ESL teacher for the district. While I understand that the ESL population in MPS is not as significant as in other districts, I believe that more support needs to be given to help the ELL students be successful academically. The way the position is structured currently does not allow for adequate time to help the elementary students make the progress they need to be fluent and literate in English. It also does not allow time to meet with teachers to collaborate on proper accommodations that should be made for the ESL students at any level. I think the elementary schools would benefit from having a full time ESL teacher to focus on their needs exclusively. This is especially true for the Arborwood campus. The majority of Monroe's ELL population attends the elementary schools, but the majority of my time was not spent at the elementary schools. A full time ESL teacher at the elementary level could facilitate LLI sessions, basic English support and co-teaching within the elementary buildings.

Approximately 50 percent of my day was spent at the high school split between the ESL class, an English Achievement class and prep time. The ELL students at MHS and MMS still need support in English and their core classes. I realize that the budget is always the biggest factor

when staffing a program, but between the middle school and high school a full time teacher could teach ESL classes and also coach staff members on best practices for ELL students and other students who struggle academically. Most of the strategies and accommodations used for ELL students also benefit Special Education students and general education students who struggle in their core content area classes. The ESL students at Monroe High School and Monroe Middle School are some of the hardest working students I have encountered in 8 years of teaching. They deserve all the support and opportunity that the district can give them.

Overall, my experience at MPS has been positive. I traveled to every building in the district except Orchard and Waterloo. I can say with the utmost confidence that the teachers of Monroe Public Schools work as hard as they can for their students and do everything in their power to help their students be successful. I have especially enjoyed working with Dr. Barry Martin, Mr. Otto Zillgit, and the English department at MHS. They are exceptionally talented at what they do. These people have gone out of their way to help me in any way they could. Mr. Martin and Mr. Zillgit have been honest evaluators of my work and have helped to make me a better teacher. I will take the lessons learned from the staff and students at MPS with me as I continue my career. I am eternally grateful for the professional growth I experienced from working with the staff and students throughout the entire district.

Sincerely,

Rachel Vote

Gayle Lambert

From: Holly Scherer
Sent: Friday, August 23, 2013 3:26 PM
To: Gayle Lambert
Subject: FW: resignation

Is it too late to add this one?

From: Alisa Smith [<mailto:salisa51@yahoo.com>]
Sent: Friday, August 23, 2013 3:25 PM
To: Julie Everly
Cc: Holly Scherer
Subject: resignation

Dear Mrs. Everly,

This letter /e-mail is in regards to my resignation with Monroe Public Schools. My current position is third grade teacher at Custer Elementary.

I have been with the district since 1995 and have enjoyed working within the various positions. The friends and bonds that I have made will always be cherished.

This was a difficult decision to make, but with cutbacks within the district my income no longer allows me to cover my basic expenses. Therefore, I am seeking a position that provides an appropriate income to pay my monthly expenses.

Sincerely,

Alisa Smith

CONSENT AGENDA – TEACHER APPOINTMENTS

BACKGROUND

- C.5 Teacher Appointment – Shannon Collum
- C.6 Teacher Appointment – Chantele Henry
- C.7 Teacher Appointment – Sara Staten
- C.8 Teacher Appointment – Chelsey Pearson

RECOMMENDATION

Move that Agenda Items C.5 – C.8 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

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

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

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Shannon Collum as a Teacher with Monroe Public Schools. Ms. Collum will be assigned to the Literacy Achievement Coach position at Monroe High School for the 2013/14 school year.

Ms. Collum holds a Bachelor of Arts degree in Education with Western Michigan University, with endorsements in English and history. She holds a Master of Arts degree in Education from the University of Michigan Dearborn, adding a Reading Specialist endorsement to her certification. Ms. Collum was most recently employed with Romulus Community Schools as an English Teacher.

Members of the interview panel were: Ryan McLeod, Assistant Superintendent; Kim Diven, Assistant Principal; Scott McCloskey, Teacher; and Holly Thompson, Parent.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Shannon Collum 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	_____	_____	_____	_____

Shannon Kellie Collum

913 May Drive - Monroe, Michigan 48161
shannoncollum@gmail.com - 734.693.4090

Committed, dynamic educator aspires to obtain position as high school English teacher at
Monroe High School

PROFILE

Classroom Instruction

Diligent, enthusiastic educator. Demonstrated ability to differentiate instruction. Devoted to development of a safe, stable learning environment. Advocate of literacy-based classroom in which reading and writing occur daily, and in which listening, speaking, and viewing skills are practiced and honed. Classroom climate is respectful and improvement in written and spoken language is a communicated priority.

Attributes

Committed to fostering teacher-student and teacher-parent relationships. Personable, genuine, organized. Steadfast in keeping abreast of effective methodologies to deliver stimulating, engaging lessons. Recent studies steeped in reading theory such as a Balanced Literacy approach and a Reading Apprenticeship-inspired classroom.

EDUCATION

Master of Arts in Education
The University of Michigan – Dearborn
August 2009 Graduate

Reading Specialist Endorsement
Dearborn, Michigan

Bachelor of Arts in Education
Western Michigan University
April 2004 Graduate

English and History Endorsements
Kalamazoo, Michigan

CERTIFICATIONS

Reading Specialist	K-12	(BR)
English	7-12	(BA)
History	7-12	(CC)

EXTRACURRICULARS and VOLUNTEERISM

Positive Behavior Support Team member	2010 – Present
English and Reading Tutor (middle/high school)	2008 – Present
Participant in Writing with the Experts workshop series (RESA)	2012 - 2013
Varsity Girls' Assistant Track Coach	2012 – 2013
Interact Club Advisor, community service club	2006 – 2012
School Improvement Team member	2005 – 2010
LEAGUE Coach; community service club	2006 – 2008
Class Council Advisor	2005 – 2007
Drama Club/Fall Play Director	2005 – 2006

HONORS

The President's Volunteer Service Award 2007 – 2008
District Rookie Teacher of the Year – Romulus Community Schools 2006 – 2007
Honors Graduate, BA and MA Programs

CAREER HISTORY

English 9, English 10, ACT Prep Teacher and English 9 Co-Teacher 2006 – Present
Romulus Community Schools

- Actively build and strengthen student-teacher and parent-teacher relationships
- Co-teach in general/special education classroom setting; accommodate students' needs
- Instruct general education courses; administer formative and summative assessments
- Provide useful student feedback
- Develop, teach, and modify lessons in conjunction with Common Core standards
- Implement and model reading and writing strategies
- Effectively manage classes and maintain efficient, respectful learning environment

Creative Writing Teacher 2006 – 2008
Romulus Community Schools

- Encouraged and expected participation in Creative Writing Service Learning Project
- Conducted writing workshops
- Focused on studying genres and experimenting with various genres/styles
- Facilitated cooperative learning to aid students in delivering constructive peer feedback
- Taught writing as a process (particularly revision)
- Incorporated "The 6+1 Traits of an Effective Writer" into expectations and evaluations
- Promoted reading as a means of learning craft
- Developed curriculum and collaborated with fellow educators

Transitions to Success Teacher 2005 – 2006
Romulus Community Schools

- Facilitated program for at-risk youth
- Cultivated strong relationships with students
- Maintained open communication with parents and guardians
- Combined life skills and morale-building with opportunities to improve literacy
- Engaged in character education

Summer School English Teacher 2005
Monroe Public Schools

- Created multi-media project and modeled process for successful completion
- Creatively fused classroom life and "real world" concerns for meaningful, innovative lessons
- Orchestrated units like "Success" and "Difficult Decisions" to pique students' interest while teaching motivation, self reliance, and self-efficacy

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Chantele Henry as a Teacher with Monroe Public Schools. Ms. Henry will be assigned to a Graduation Coach Position for the 2013/14 school year.

Ms. Henry holds a Bachelor of Arts in Secondary Education from Eastern Michigan University with dual majors in Art and Social Sciences. She holds her Master's degree in Educational Administration and Supervision from the University of Toledo and is currently pursuing post-graduate courses with the University of Phoenix. Ms. Henry was recently employed with Temporary School Staffing Inc. and assigned as an interim Administration at our Monroe High School.

Members of the interview panel were: Ryan McLeod, Assistant Superintendent; Cindy Flynn, Principal; Melissa Provo, Assistant Principal; Colleen Roecker and Heather Michael, Teachers; and Brenda Bressler, Parent.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Chantele Henry 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	_____	_____	_____	_____

Chantele Henry

2328 Ottawa River Rd Toledo, OH 43611

419-466-1261

chanteleh@gmail.com

Professional Summary

- 10 years of secondary teaching experience and 3 years of experience as an Assistant Principal
- Masters Degree, Bachelors Degree and Associates Degree in Education
- Knowledgeable of current research on modern high school and leadership skills to implement a restructuring plan
- Committed to training staff and empowering others to develop a shared vision
- Proficient at numerous educational tools and various technologies
- Over nine years of experience in supervision of staff and/or volunteers

Professional Experience in Education

Interim Assistant Principal – Monroe Public Schools 2012 – 2013

- Led the process of developing a comprehensive master schedule
- Directed the design of staff development opportunities
- Collaborated with teachers and administrators to refine and write the schools improvement plan
- Assisted the staff in the development of curriculum and managed the instructional process within the schools standards for the Math and Social Studies departments
- Led curriculum revision workshops for the high school math and social studies departments
- Provided ongoing supervision and training as well as performance evaluations for 15 teachers
- Demonstrated ability to work harmoniously and constructively with support administrators, clerical and other building staff

Assistant Principal – Howell High School 2002 – 2003

- Directed the Freshman and Sophomore class, master schedule, and counseling department
- Responsible for report writing, maintenance of records, and program monitoring

Art Department Director – Monroe High School 2009 – 2010 & 1996 – 2002

- Directed reform efforts that provided the Art Department with Michigan state standards and benchmarks
- Served as a leader on the school improvement committee

Art Teacher – Monroe High School 2008 – 2010 & 1996 – 2002

- Taught traditional art and technology based art courses to high school students

Summer School Principal – Monroe High School Summer 2000

- Lead and held oversight of the summer school program

Social Sciences Teacher – Monroe Middle School 1994 – 1996

- Taught American History and World Cultures to students in middle school

Professional Preparation

Post Graduate Courses – The University of Phoenix 2009 – 2010

- Courses to renew teacher certification

Master of Arts in Educational Administration & Supervision – University of Toledo 1996 - 1998

Bachelor of Arts in Secondary Education – Eastern Michigan University 1991 – 1993

- Dual Major in Art and Social Sciences

Associates of Science – Monroe County Community College 1989 – 1991

Certifications

- Michigan Secondary Social Science and Art Teaching Certificate 2013
- Michigan Secondary Administrative Certificate 2017

Non-Profit Professional Experience

Executive Leader, Pastor & Teacher – CedarCreek Church 2003 – 2011

- Directional leader and overseer of entire family ministry from infant to college age
- Recruited, trained and led 20 staff & 400 volunteers to serve 1,800 children on a given weekend
- Wrote, published and implemented our own nationally recognized children’s curriculum
- Conducted multiple orientations while leading over 450 volunteers
- Monitored the progress towards meeting goals for a staff of 25 people, providing leadership and coaching in the progress
- Developed and regularly updated the policies and procedures handbook

Chief Operations Officer – Cherry Street Mission Ministries 2011 – 2012

- Supervised 65 employees and 13 buildings at Cherry Street Mission Ministries
- Led the design and implementation of all social programs and stabilization services
- Worked with a multi-cultural population of adults to bring stability and transformation
- Develop and regularly update the policies and procedures handbook
- Foster team work among staff, and lead training and development activities that will strengthen the staff and volunteers knowledge and skills
- Conducted program evaluation to continuously improve the program
- Researched, prepared and managed multiple grants to be compliant with report requirements

Business Experience

Co-owner – Henry Properties, LLC 1998 – Present

- Management of maintenance and repairs, financials and tenant relations

Independent Consultant – Education and Business 2000 – Present

- Leadership, Strategic Planning, Shared Visioning, and Coaching

Professional Accolades

Leadership and Development 1998 – 2002

- High School Leadership & Development Committee – Wrote and won the \$100,000 Bill and Melinda Gates Foundation Grant
- School Improvement Committee – Wrote and received the State Blue Ribbon Exemplary School Award

Teacher Recognition 1994 – 2001

- Voted Favorite Teacher of the year for seven consecutive years at Monroe High School
- Nominated for Michigan Student Teacher of the Year

Technology & Computer Skills

- | | | |
|--------------------|----------------|--------------------|
| • Microsoft Office | • Schoology | • Perform |
| • PowerSchool | • Educreations | • Edutopia |
| • Pearson Inform | • Edmodo | • Khan Academy |
| • PowerScheduler | • Teachscape | • Photoshop |
| • Career Cruising | • TalentEd | • Apple TV & iPads |

Publications

Church Curriculum & Instructional Materials

- Lead writer and producer of multiple publications posted at www.livingitout.tv
- CedarCreek Church Children’s Curriculum

Community Involvement & Volunteer Experience

CedarCreek Church 2007 – Present

- Teacher & Leader of Dave Ramsey’s Financial Peace University classes

TEACHER APPOINTMENT

BACKGROUND

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

Ms. Staten holds a Bachelor of Arts degree in English from University of Toledo. She holds a Master's degree in English from Ohio State University and a second Master's degree in education from the University of Michigan, Ann Arbor. Ms. Staten was previously employed as a Teacher and Content Team Leader with Wayne Memorial High School.

Members of the interview panel were: Ryan McLeod, Assistant Superintendent; Kim Diven, Assistant Principal; Scott McCloskey, Teacher; and Holly Thompson, Parent.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Sara Staten 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>Nav</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Educator + Mentor

SARAM STATEN

Contact:

734.732.1517

sara.staten@gmail.com

19111 Haggerty Rd. Belleville, MI 48111

EDUCATION

Master of Arts, Education [2010]

University of Michigan, Ann Arbor

- Michigan Secondary ELA Certification
- Fellowship Recipient

Master of Arts, English [2009]

The Ohio State University, Columbus

- *Summa Cum Laude*
- Graduate Teaching Fellowship

Bachelor of Arts, English [2005]

University of Toledo, Toledo

TECHNOLOGY

Programs & Skills:

- PC and Mac proficient
- Online instructional platforms
- Video/audio/photo recording + editing
- Blogging + publishing
- Podcasting, screencasting, webinars
- Learning analytics + data analysis

Specific program knowledge: iMovie, iPhoto, GarageBand, QuickTime PRO, Adobe Illustrator + Lightroom, Microsoft Office, Wordpress, + more

PROFESSIONAL EXPERIENCE

Wayne Memorial High School, Wayne | August 2010 to present

*Teacher & Content Team Leader, English Language Arts
Rotary Interact Club Faculty Sponsor*

- Design & implement instruction for a **diverse student population**
- Co-teach sections of combined **special education/general education** classes
- **Mentor** students experiencing academic difficulty through the Champions Program
- **Mentor** high-achieving students through the Zebras ACT Up Program
- **Collaborate** with students, parents, and other instructional staff to support student needs
- Use **learning analytics & data analysis** to monitor and increase student achievement

The Ohio State University, Columbus | 2007–2009

Writing instructor, First- and Second-Year Writing Programs

- Taught 1st and 2nd year composition classes to university freshman/sophomores
- Adapted curriculum for diverse student needs (including ELL students and students with disabilities)

TRAINING & DEVELOPMENT

Selected Professional Development:

- Galileo Leadership Academy, 2013-2015 cohort
- Secondary ELA District Committee, 2010-present
- PLC Team Leader, 2010-present
- District PD Presenter: "Strategies to Support Readers Before, During, & After Reading"
- District PD Presenter: "Teach Like a Champion: No Opt Out"

Selected Conferences & Training:

- "Teaching Argument Writing," Dr. George Hillocks
- "Accessing the World Book by Book," K. Beers & R. Probst
- "The Bridge to Comprehension," Dr. Timothy Rasinski
- "Explicit Vocabulary Instruction," Dr. Anita Archer
- MACUL

ADDITIONAL WORK EXPERIENCE

Thorne Hills Golf Course
Greens Fees Staff, 2002–2010
Manage tournaments, outings, schedules, etc.

La-Z-Boy Incorporated, Monroe
Human Resources Representative, 2005–2007
Benefits administration for 500+ employees

Quest, Inc.
Caregiver, 2004–2005
Care for women with autism

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Chelsey Pearson as a part-time Teacher with Monroe Public Schools. Ms. Pearson will be assigned to an Elementary Encore Position at Arborwood for the 2013/14 school year.

Ms. Pearson holds a Bachelor's degree in Elementary Education from Michigan State University and is working toward her Master's degree in Teaching and Curriculum. Ms. Pearson completed her internship and field experience at Gompers Elementary Middle School with Detroit Public Schools this past school year.

Members of the interview panel were: Steve Poilzzie, Principal; Terry Joseph, Assistant Principal; Megan Gibson, and Bonnie Ritsema, Teachers; and Holly Wallace, Parent.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Chelsey Pearson 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>Nav</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Chelsey M. Pearson

Pears141@msu.edu

15107 Champaign
Allen Park, MI 48101
(313) 682-4357

Objective

To obtain an elementary or middle school teaching position to enrich the lives of children through motivating and engaging education.

Certification

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

Education

Michigan State University, Detroit, MI

College of Education, Fifth Year Internship Program, Fall 2012-Spring 2013

12 Graduate Credits in Teaching and Curriculum

Michigan State University, East Lansing, MI

College of Education, Fall 2008-Spring 2012

Bachelor of Arts in Elementary Education, May 2012

Internship (Student Teaching) and Field Experience

Fifth Year Internship (Student Teaching): Third Grade

August 2012-May 2013

Gompers Elementary Middle School, Detroit Public Schools, Detroit, MI

- 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 and rules
- maintained a balanced literacy program through daily journals, guided and shared reading, read-alouds, and interactive writing
- integrated technology into all content areas
- promoted inquiry in Science, Mathematics, and Social Studies through authentic learning activities based on the students' interests and questions
- communicated regularly with parents through phone calls, parent-teacher conferences, newsletters, and individual meetings
- administered DIBELS and Star Reading tests to obtain reading levels and determine reading group placement
- created authentic diagnostic, formative, and summative assessments in all subjects areas
- participated in staff, grade level, school improvement meetings (SIT), and Social committee
- planned and organized a field trip to the Michigan Science Center for the 3rd and 4th grades
- wrote and received a Mini Science Grant to help deter the costs of the Science Center field Trip

Pre-Internship Teaching: All day Kindergarten

August 2011-May 2012

Post Oak Elementary School, Lansing, MI

- collaborated with mentor teacher to plan and implement large and small group lessons and differentiated instruction
- participated in school community; communicated with parents, collaborated with other kindergarten teachers, and consulted with special education teachers on accommodations needed for specific students
- completed method courses in Literacy, Mathematics, Social Studies, and Science

Pre-Internship Teaching: ESL Summer Camp (Kindergarten and First Grade) **May 2011-August 2011**
 Red Cedar Elementary School, East Lansing, MI

- facilitated small group literacy activities to strengthen oral and written comprehension strategies
- administered a variety of assessments to gauge students' abilities in literacy and speaking
- observed management techniques and assisted with classroom lessons and activities
- organized various activities that integrated the English language with science, social studies and mathematics

Teaching-Related Experience

ESL Tutor, Refugee Development Center, Lansing, MI	January 2009-May 2009
Literacy Tutor, Waverly East Intermediate Elementary School, Lansing, MI	August 2009-December 2009
Reading Tutor, Donley Elementary School, East Lansing, MI	January 2011-May 2011
Substitute Bilingual Teacher, Ailendale Elementary School, Melvindale, MI	May 2012-June 2012

Other Work Experience

Level III Student Supervisor, Brody Dining Hall, Michigan State University	August 2008-March 2011
<ul style="list-style-type: none"> • Manage level II and level I student employees • Ensure the dining hall is running smooth and properly maintained 	

Barista/Cashier, Uptown Coffeehouse, Howell, MI	March 2011-May 2012
<ul style="list-style-type: none"> • Prepared food and drinks for customers • Opened and closed the establishment • Maintained a clean and friendly environment 	

Honors and Achievements

Michigan Promise Grant	2008
Sam Walton Community Scholarship	2008
Allen Park Festivities Commission Scholarship	2008
Michigan Competitive Scholarship	2008
Michigan State University Dean's List	2010 - 2012

Professional Development

Performed a child study focusing on improving literacy skills	2009
"Legal Issues Seminar", Detroit, MI	2012
Classroom Management: "The Keys to Effective Teaching", Detroit, MI	2012
Participated in lesson studies in Math and Social Studies	2012 - 2013
International Reading Association (IRA) Member	2013
American Red Cross: First Aid and CPR Certified, Detroit, MI	2013
"Voices of the Past Workshop", Lansing, MI	2013

Technology Proficiencies

Microsoft Office-Word, Excel, PowerPoint, Elmo Document Camera, webpage development and design, Google Earth, SKYPE, ZANGLE, Smart Board, iMovie, digital photography

STAFF APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Jill Sauve as the Accounting Supervisor with Monroe Public Schools. This is a non-affiliated position.

Ms. Suave holds a Bachelor's degree in Finance from Michigan State University and a Master's degree in Business Administration from University of Michigan Dearborn. She was recently employed as the Accounting Supervisor for Allen Park Public Schools.

Members of the interview panel were: Barry Martin, Superintendent; Kathy Eighmey Director of Business; Jan Clemens, Benefits Coordinator; and Lynette Tyson, Secretary.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Jill Sauve as the Accounting Supervisor with Monroe Public Schools effective September 16, 2013 and place on the appropriate salary level for this position 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	_____	_____	_____	_____

JILL SAUVE

1612 Davis Street • Wyandotte, Michigan • 734.283.7985 • Jill.Sauve@att.net

July 22, 2013

Monroe Public Schools
Julie Everly, Assistant Superintendent
Ryan McLeod, Assistant Superintendent
1275 N. Macomb St.
Monroe, MI 48162

Dear Ms. Everly & Mr. McLeod:

For thirteen years I have worked as the Accounting Supervisor for Allen Park Public Schools. I have gained a great deal of hands-on experience and knowledge in the process. I am looking for a full-time position that will offer me more challenges and opportunities. Working for Monroe schools would be a great way for me to meet my professional goals.

In 2006 I was very fortunate to be able to split my responsibilities and be part-time. Prior to this I was also responsible for accounts payable tasks as well as the ones I currently have now. Some of the experiences I have had over the years include the 2003 bond renovations for each of the buildings, converting the payroll and accounting software, and acting as the payroll and accounts payable secretaries' backup for several extended periods. I have a great understanding of the day-to-day operations of the business office and Wayne County RESA's software applications as well.

I have always had an interest in education and appreciate the value of it. I earned my BA from Michigan State University in 1999. And while working in Allen Park, I completed a part-time evening program at U of M Dearborn and earned my MBA in Business Administration in 2003. As part of the curriculum I took an elective class in school budgeting and finance.

I have developed an impeccable work ethic and the ability to work within groups and independently. I know the importance of communication and team-work, not just between those at central office, but also between the employees, the board of education and the residents. I'm also not afraid to get my hands dirty and help out wherever it is needed. I feel that given the opportunity I would make a positive difference for the Monroe Public Schools as the Accounting Supervisor.

Enclosed you will find my resume which summarizes my experience, transcripts and references. I am excited for the opportunity to meet for an interview, during which I can fully express my capacity and desire to support and contribute to Monroe Public Schools.

Thank you for your time and consideration.

Sincerely,

Jill Sauve

JILL SAUVE

1612 Davis Street • Wyandotte, Michigan • 734.283.7985 • Jill.Sauve@att.net

Objective

Seeking a full-time challenging opportunity where I will be able to utilize my strong organizational and analytical skills, educational background and over thirteen years of school finance experience.

Experience

Allen Park Public Schools, Allen Park MI

2000 to Present

Accounting Supervisor

Part-time, 2006 to present

Prepare, deposit & post cash receipts.

Prepare and post journal entries.

Complete monthly reconciliations of the district's bank accounts.

Reconcile building activity accounts with school personnel.

Assist with annual audit.

Prepare various reports (Medicaid Outreach claims, estimated cafeteria projections, staff listings & labels).

Serve as the back-up for payroll, accounts payable & student registration.

Manage purchasing card program.

Oversee district-wide use of purchasing order system.

Coordinate participation in WCSPC supply bid between buildings and vendors.

Maintain Fixed Asset inventory and reporting.

Oversee facility usage & rentals district-wide.

Develop spreadsheets for use district-wide (timesheets, benefits, and purchase orders).

Full-time (in addition to the ones held currently), 2000 thru 2005

Review and process accounts payable payments.

Maintain and update vendor files.

Work with vendors and school personnel to resolve billing issues.

Create and maintain procedural manuals for processing accounts payable, cash receipts & journal entries.

Pilot Industries, Inc., Ann Arbor, MI

1999

Accounting Clerk

Oversee the invoicing for several of the division's plants.

Document and maintain the current listing of un-billable items.

Reconcile customers' outstanding accounts and invoices.

Education

University of Michigan-Dearborn, Dearborn, MI

2001-2003

MBA in Business Administration

Michigan State University, East Lansing, MI

1995-1999

B.A. in Finance

Key Skills

Extensive knowledge of Microsoft Office (Including Excel, Word and Outlook) & Wayne County RESA's applications (Smart, Cyborg, and TSO).

Dependable, hard-working and reliable.

Works well within groups and individually with a minimal amount of supervision.

COACHING RECOMMENDATIONS

BACKGROUND

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

Last Name	First Name	Title	Sport	School
Pilgrim	Kevin	Head Coach	Track - 7/8 Grade Co-Ed	Monroe Middle
Finnegan	Patrick	Assistant Coach	Track - 7/8 Grade Co-Ed	Monroe Middle

RECOMMENDATION

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

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

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

**MMS
WASHINGTON D.C. AND NEW YORK CITY
OUT OF STATE/OVERNIGHT FIELD TRIP**

BACKGROUND

Melissa Provo, Monroe Middle School, Assistant Principal, would like to petition the Board of Education for permission to take a group of eighth grade students to Washington, D.C. and New York City. The group will leave on Thursday, May 8, 2014 and return on Sunday, May 11, 2014. The travel plans have been arranged through Corporate Travel, Dearborn Heights, Michigan.

No Monroe Public School funds will be used to defray the cost of this trip. The students will have fund raising opportunities and there will be the possibility of scholarships for students from donations.

ENCLOSURES

The MMS field trip procedures and check list, permission slip, complete itinerary, and cost outline. The entire packet will be housed in the office of the Assistant Superintendent of Elementary Education and Human Resources once it is received.

RECOMMENDATION

Move to approve the Monroe Middle School trip to Washington, D.C. and New York City from May 8, 2014 through May 11, 2014 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 Middle School Field Trip Procedures and Checklist

Attached are the forms to be completed to process your field trip. For processing, please return all of the paperwork to Stefanie in the main office.

Monroe Middle School Field Trip Request Form

*must be filled out and approved prior to completing the rest of the forms

N/A Call Transportation to arrange bussing, if necessary

TBD Substitute Request Form, if substitute teacher(s) is needed

Parent Permission Form

Permission Form IICA-F2 or

Out of State/Country Form IICA-F1

N/A Private Vehicle Form EEAE-F3

TBD Excusal List (alphabetical order by grade)

Criminal History Form (for non-school employee chaperones)

If prepayment is necessary, please clear with appropriate office

On the day of departure, you must turn in a student list to the main office (please take copy of list and student contact information with you!)

Leave cell phone number and other contact information with Stefanie prior to departure

Gayle Lambert

From: Cindy Flynn
Sent: Thursday, August 22, 2013 10:52 AM
To: Gayle Lambert
Subject: Monroe Middle School Washington DC 8th grade trip

It is with great pleasure to grant Melissa Provo and James Drew the educational opportunity for our 8th grade students to go on the Washington DC trip. We will be offering scholarships to students that are at risk, that express an interest in going on this trip.

Thanks for your consideration in this great learning opportunity.

Cindy Flynn
Principal
Monroe Middle School

**MONROE MIDDLE 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: May 8-11, 2014

Date of request: August 19, 2013

Grade or organization making request: Monroe Middle School

Faculty Sponsor: Melissa Provo/James Drew

Destination: Washington D.C. / NEW YORK

Address: _____

Phone Number of Destination: _____

Purpose: To support the Monroe Middle School
Social Studies Curriculum.

Estimated time of departure: 5:00 AM

Estimated return time: 10:00 AM

Substitute needed: yes no

Principal's signature: Melissa Provo

approved denied

Reason for denial: _____

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

EXPLANATION AND DATES:

Departure Date/Day May 8, 2014 (Th) Return Date/Day May 11, 2014 (Sun)

A group of students and adult chaperones are planning a trip to: City Washington D.C. / NYC
State D.C. / New York Country US (daily itinerary must be attached).

The purpose of this trip is reinforce Social Studies Curr and the group sponsoring the trip is Monroe Middle School

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

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

GENERAL INFORMATION:

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

Address _____ Phone _____

Parent/Guardian Name(s) _____ Emergency Phone _____

MEDICAL INFORMATION

Family Doctor _____ Phone _____

Last Tetanus Shot _____ Allergies (if any) _____

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

Other pertinent information _____

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

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

INSURANCE INFORMATION:

Insurance Company _____ Contract No. _____

Name of Policy holder _____ Policy Number: _____

MEDICAL ACKNOWLEDGMENT:

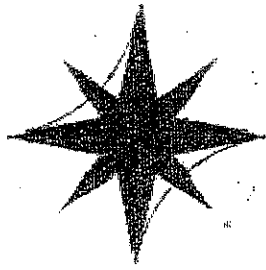
I/we hereby give consent for emergency medical treatment and/or admission, as necessary, to any hospital for my/our child.

SIGNATURES:

(Parent(s)/Guardian(s))

Signed before me this _____ day of _____ 20____

Notary Public
My commission expires _____



CORPORATE TRAVEL

WASHINGTON D.C. EDUCATIONAL MOTORCOACH TOUR =SAMPLE

MONROE MIDDLE SCHOOL
May 8-11, 2014 itinerary 1
Itineraries

MAY 8, 2014 (THURSDAY)

(L, D)

- 04:30 a.m. Motor coaches reports for boarding at Monroe Middle School, 503 Washington, Monroe, MI.
- 05:00 a.m. Depart school and drive to Washington, DC.
Stop in Shanksville for Flight 93 Memorial
- Lunch included** in route at a fast food place using your cash allowance of \$10.00 per person.
- 5:00 p.m. Dinner Ronald Reagan
- 6:30 p.m. Guides meet here for an illuminated tour of Lincoln, Vietnam and Korean WWII memorials,
- 9:30 p.m. Depart for Hotel

MAY 9, 2014 (FRIDAY) (B, L, D)

- 07:00-07:30am **Breakfast included** full American at Hotel.
- 08:00 a.m. Depart hotel for Washington D.C.
- 09:00 a.m. Arrival at Arlington National Cemetery, meet your guide
- 11:30 am 911 memorial
- 12:30 pm **Lunch included** cash allowance of \$10.00 union station guide departs
- 2:00 pm Capitol Tour Pending approval
- 05:00 p.m. Depart for dinner meet guide
- 06:30-09:30 Begin your Illuminated tour of Monuments, White house, FDR, Jefferson, MLK ,
- 10:00 p.m. Return to the Hotel.

May 10, 2014 (Saturday) (B, L, D)

- 06:30 a.m. **Breakfast included** full American at the hotel.
- 07:30 a.m. Check out time at the hotel, please bring your luggage to the motorcoaches.
- 08:00 a.m. Departure for New York City
Stop enroute for lunch
- 02:15 p.m. Arrival time in New York City, meet your local step-on guides for your four hour tour
- 06:30 p.m. Dinner The Spirit of New Jersey
- 08:00 p.m. Depart New York City, return to your school.
Rest stops made enroute.

May 11, 2014 (Sunday)

- 07:30 a.m. Arrival time at Monroe Middle School.
- (B,L,D) **Indicates included meals: breakfast, lunch and dinner.**



EDUCATIONAL TOURS BY CORPORATE TRAVEL

Melissa Provo
Monroe Middle School
503 Washington
Monroe, MI 48161

August 7, 2013

RE: Overnight Motorcoach Tour Agreement

Dear Ms. Provo,

Thank you for selecting an educational tour from Corporate Travel Service. We are grateful you have allowed Corporate Travel Service, a Michigan based company and a member of SYTA (Student Youth Travel Association), the opportunity to operate your planned student tour. Our entire staff looks forward to serving you in a caring and professional manner. With over 42 years of providing Educational Tour Excellence, we will strive to merit your trust.

The information below serves as the final agreement for your tour to **Washington D.C. and New York City**.

DATES OF TRAVEL:	May 8-11, 2014			
TOUR COST:	Quad	Triple	Double	Single
	\$565.00	\$615.00	\$635.00	\$775.00

All rates are based on a minimum of **(48)** paying passengers per motor coach. If your group falls below the minimum number a charge of \$231.06 will be assessed for each empty seat. Rates are subject to change.

SCHOOL SUPPLEMENT: *You have chosen the checked option below:*

The above tour costs reflect a school supplement of **\$10.00** per person. These funds will be used to cover outstanding student occupancy balances and school incidental expenses such as t-shirts, teacher substitutes, etc. Most schools elect to take this option to cover forced triple or double occupancies, that is, those that are not elected on the reservation form by the participant but are required due to an uneven number of male and female students not evenly fitting into quad occupancies. Any balance of funds collected and not needed to cover these triple and double occupancies will be returned to the school after the trip is paid in full.

* Overnight tour prices are per person according to room type and are determined with the final rooming list from your school: a "Single" room is one person in a room with one bed, a "Double" is two persons in a room with two beds, a "Triple" is three persons in a room with two beds, and a "Quad" is four persons in a room with two beds. There is an additional fee for rollaway beds in any room type. Rollaway beds are subject to availability.

Your tour prices listed above **do** include one escort.

* Escorts: Our escort will meet your group at your school and remain with you until the tour returns. By signing this agreement you agree that the sole responsibility of the tour escort is to accompany your school and coordinate details of the itinerary with the suppliers at the destination, e.g. confirming arrival and departure times. The escort acts solely as a liaison between the group and the various attractions and suppliers at the destination to ensure as smooth a travel experience as possible. The escort will assist with: arrival and departure procedures at each attraction and destination, monitoring the service quality of the tour, and in the event of an emergency, coordinating appropriate action including seeking instruction from the main office. By signing this agreement you agree that the tour escort is not a chaperone and is not in any way responsible for ensuring the health or safety of any individual traveler on this tour.

MOTORCOACHES RESERVED: 3 (56) passenger deluxe motor coaches.
1 (48 plus 2 wheel chairs) passenger handicap accessible motor coach.

INCLUSIONS:

- Round trip deluxe motor coach transportation
- Two night accommodations at the Embassy Suites, Ashburn, VA
- Two full American breakfasts at the hotel
- Two lunch cash allowances of \$10.00 each
- One boxed lunch
- Two dinner cash allowances of \$10.00 each
- One evening dinner cruise with DJ aboard the Spirit of New York
- Stop en-route – Flight 93 Memorial / Shanksville
- One ½ day tour of Washington, D.C. with licensed step-on guide
- Two illuminated monument tours of Washington, D.C. with licensed step-on guide
- Four-hour sightseeing tour of New York City with licensed step-on guide
- Wreath for presentation at Arlington – school to obtain appointment
- Security each evening – 10:00 p.m. – 4:00 a.m., one security guard per motor coach
- Services of one Corporate Travel Escort beginning and ending at Monroe Middle School
- Gratuities to step on guides and motor coach drivers
- 24-Hour Emergency number provided to all participants on tour (wristband)

COMPLIMENTARY TOURS:

Corporate Travel will provide one (1) complimentary tour for every fifteen (15) paying passengers; the sixteenth (16th) passenger travels at no cost. The complimentary tour is based on double occupancy with two (2) passengers sharing the room. Those electing single occupancy will be charged an additional fee.

PAYMENT SCHEDULE:

Motorcoach Deposit: \$100.00 per motorcoach required immediately to begin securing reservations. Please know that proposed inclusions are subject to availability at the time we receive your deposit. If an inclusion is not available, we will suggest suitable alternatives.

First Payment: *	\$150.00 per person due on or before 10/11/13
2nd Payment:	\$150.00 per person due on or before 11/13/13
3rd Payment:	\$150.00 per person due on or before 01/16/14
Rooming List:	Due 59 days prior to departure 03/10/14
Final Payment:	Due on or before 03/19/14

ROOMING LIST:

Rooming list is due in our office no later than 59 days prior to departure. It is your responsibility to clearly note any special requests and/or requirements on the rooming list, e.g.: smoking/non-smoking rooms, low salt or kosher dietary restrictions, mobility impairment, adjoining room requests, or any other special room arrangements for your group. Please be aware that your requests and the hotel's other guests overlapping stays may preclude the hotel, or other suppliers, from being able to honor all of your requests. Special arrangements cannot be guaranteed.

RESERVATION FORMS:

Forms must be completed *with full legal name*. Passengers 16 years and older may be required to present government issued photo identification at some attractions. Incomplete reservation forms will be returned and reservation will not be confirmed until complete information is submitted.

NOTE: Everyone traveling must fill out a reservation form including students, teachers, staff, parents and complimentary passengers.

***Final/Late Payments:** We are unable to accept personal checks in our office after 03/19/14. We will accept cash, school checks, bank checks, and money orders only. Payments must be prompt in order for us to meet obligations with our suppliers. Late payments may result in space being cancelled and cancellation fees being assessed. Payments received after final due date will incur a \$20 late fee.

FORM OF PAYMENT:

Checks may be made payable to Corporate Travel Service, and mailed directly to Corporate Travel with the appropriate reservation forms by the first scheduled payment deadline. There is a \$25 bank fee for all returned checks. Note: In order to accurately identify payments, please mark the name of the student on each check. **NOTE: With this option, all fundraising monies must be submitted to Corporate Travel with a list of participants, and the amount to be applied to their account no later than 90 days prior to departure.**

ONLINE RESERVATIONS:

*Online booking is available for your school.
www.ctscentral.net/booking Trip #10340 Group #1944*

CANCELLATION POLICY:

All cancellations must be received in writing. Penalties will be per the fax or postmark date.

From date of deposit to 90 days prior to departure	\$25.00 per seat Administrative Fee
From 89 to 60 days prior to departure	\$50.00 penalty per seat
From 59 to 45 days prior to departure	\$150.00 penalty per seat
Cancellations received less than 45 days	No Refund.

SPECIAL REQUEST:

In the 2013-2014 school season, we are requesting a cell phone number for the head chaperone. This will be given to the motor coach company as well as an "on call" Corporate Travel staff member allowing an open line of communication on the day of departure. Cell phone number: _____

CANCELLATION INSURANCE:

Travel Insurance is optional, but highly recommended. The cost varies with the price of the trip and age of the traveler. Insurance covers many aspects of travel, including trip cancellation and medical coverage. It must be purchased within 14 days of depositing on your trip to get the best coverage. Please call Travel Guard International, toll free at 1-877-248-8992 to purchase. Give the operator ID #23611545. Ask for the policy with "Cancel for Any Reason" coverage.

DEVIATING PASSENGERS:

In order to insure the safety of passengers and a quality touring experience, deviating passengers are prohibited. All travel must be as a group via the air and motorcoach arrangements made by Corporate Travel Service. *We cannot be responsible for persons following in a car or meeting the group at the destination.*

FINAL DOCUMENTS:

Final documents are generally ready (2) weeks prior to trip departure date and will be released to the group when account is in good standing.

Thank you for booking with Corporate Travel Service, Inc. *Please sign and date below to acknowledge your approval of the above terms, conditions, and inclusions. Return a copy of this signed contract by August 21 2013, to hold confirmed space.*

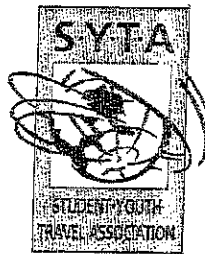
Corporate Travel Representative:

Group Leader/Teacher:

Dawn Kubala
Educational Tour Consultant
Date: August 7, 2013

Melissa Provo
Monroe Middle School
Date: ___/___/13

cc: Ops File/AR
Educational Tour Consultant



To Book Online: www.ctscentral.net; Trip Code: 10340 Group Code: 1944

PASSENGER RESERVATION FORM

Monroe Middle School/Washington D.C. and New York City/May 8-11, 2014

(This form must be completed and signed and returned along with deposit to secure reservation)

Tour Prices (per person) (Please check one)	Student Rates Adult Rates	Quad Occupancy: \$565.00 Per Person Double Occupancy: \$635.00 Per Person	Triple Occupancy: \$615.00 Per Person Single Occupancy: \$775.00 Per Person
Passenger Full Name: _____		Adult Signature required below. _____	
You are at: Male _____ Female _____	Birthdate: (Required) ____/____/____		
Address: _____	Phone: Home _____	Work/Cell _____	
City: _____	State: _____	Zip: _____	
Parent Email Address (required): _____			

** Email To Be Used for Reminders Only*

To Reserve Your Seat, Initial Deposit must be received by October 11, 2013 – Reservations First Come/First Served
Cash, check or money order is accepted. To insure proper credit please include the traveler's name on the memo line of all checks.

<p>Deposit Schedule</p> <p>Initial Deposit of \$150.00 is due on 10/11/13</p> <p>2nd payment of \$150.00 is due on 11/13/13</p> <p>3rd payment of \$150.00 is due on 01/16/14</p> <p>Final Payment due on 03/19/14</p> <p>*Please make your final payment on time so you can insure your room assignment.</p>	<p>Cancellation Policy</p> <p>From date of deposit until 02/07/14 - \$25.00 administrative fee</p> <p>From 02/08/14 – 03/09/14 - \$50.00 penalty per person</p> <p>From 03/10/14 – 03/24/14 - \$150.00 penalty per person</p> <p>Cancellations received on or after 03/25/14 - NO REFUND</p>
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*Final payment based on rooming list submitted by school. Personal checks not accepted after: 03/19/14

Make Checks Payable to: Corporate Travel Service

Return This Form With Deposit To Corporate Travel Service, 23420 Ford Rd. Dearborn Heights, MI 48127 (313) 565-8888 ext 185 or 122
\$20.00 Late Fee Applied to All Late Payments Payments can only be made online if the passenger's initial deposit was made online

Corporate Travel accepts Mastercard or VISA for FULL PAYMENT only: CC#: _____	Expiration Date: ____/____/____
Cardholder's Signature: _____	Three Digit Security Code from back of card: _____

Cancellation Insurance Information: Travel/cancellation insurance is optional, but highly recommended. The cost varies with the price of the trip and age of the traveler. Insurance covers many aspects of travel, including trip cancellation and medical coverage. It must be purchased within 14 days of your trip deposit to get the best coverage. Please call Travel Guard, toll free at 1-877-248-8992 to purchase, or visit www.travelguard.com. Give the operator ID #23611545. Ask for "Cancel For Any Reason" policy.

Release: Corporate Travel Service, Inc., its employees, shareholders, officers and directors (collectively "CTS") does not own or operate any entity which is to or does provide goods or services for your trip, including, for example, lodging facilities, transportation companies, local ground operators, including, without limitation, various entities which may utilize the CTS name, guides, sightseeing companies, entertainment, food or drink service providers, equipment suppliers, etc. As a result, CTS is not responsible for any negligent or willful act or failure to act of any person or entity. In addition, CTS is not responsible for any negligent or willful act or failure to act of any other person or entity it does not own or control. Without limitations CTS is not liable for any direct, indirect, consequential, or incidental damage, injury, death, loss, accident, delay, inconvenience or irregularity of any kind which may be occasioned by reason of any act or omission beyond its control, including, without limitation any willful or negligent act, failure to act, breach of contract or violation of local law or regulation of any third party such as a cruise line, airline, train, hotel, bus, taxi, van, local ground handler or guide, whether or not it uses the CTS name, financial default or insolvency of any supplier which is to, or does supply any goods or services for this trip. Similarly, CTS is not responsible for any loss, injury, death or inconvenience due to delay or changes in schedule, overbooking of accommodation, default of any third party, attacks or bites by animals, insects or pests, injury or death while on activities sponsored by lodging facilities or by other third parties, sickness, the lack of appropriate medical care, evacuation to same, if necessary, weather, strikes, acts of God or government, acts of terrorism, or the threat thereof, force majeure, war, quarantine, epidemics, or the threat thereof, criminal activity, or any other cause beyond its control. Should any named guest speaker, host, artist, or other personality be unable to participate in this event, every effort will be made to secure a substitute. Regardless of the participation of said personality the tour will proceed as scheduled on the dates listed. By signing this form to participate in this tour, you agree that the terms of the cancellation penalty will be binding upon you regardless of whether any named speaker, host, artist, or other personality is able to participate. Prices based on a minimum number of participants per motor coach. Price subject to change.

Terms and Conditions: **Photography:** CTS may take photographs or film of its trips and trip participants, and participant grants CTS express permission to do so and for CTS to use such for promotional or commercial use without payment of any fee or royalties. **Unused Services:** There is no right to a refund for any unused services. **Baggage:** Baggage is at owner's risk throughout the tour. The right is reserved to alter or cancel the itinerary, at Corporate Travel Service's sole discretion, as it may deem necessary or advisable. **Participation:** Corporate Travel Service reserves the right to decline to accept or retain any participant on any of its tours if, in its sole discretion, it deems accepting or retaining any such participant as being detrimental to the tour. In the event any participant is removed from a trip, Corporate Travel Service's only obligation is to refund to that person that portion of the payment allocable to unused services. **Binding Arbitration:** Any controversy or claim arising out of or relating in any way to these Terms and Conditions or any other information relating in any way to the trip, or to the trip itself, shall be settled solely and exclusively by binding arbitration in Dearborn Heights, Michigan, in accordance with the commercial rules of the American Arbitration Association then existent. Substantive (but not procedural) Michigan law shall apply in any such arbitration. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract, including but not limited to any claim that all or any part of this contract is void or voidable. * Please retain a copy of this form for your personal records*

I have read and accept the conditions regarding payment schedule, cancellation penalties, pricing, Release, terms and conditions, and binding arbitration. Should I wish to purchase optional insurance, I understand that it is my responsibility to contact Travel Guard.

Signature _____	Date _____
-----------------	------------

**Signature Required for person listed above. (Parent/Guardian must sign for students)*

FINANCING FOR SCHOOL VEHICLE PURCHASE

BACKGROUND

The Board of Education approved the purchase of seven (7) school buses and seven (7) maintenance vehicles. Because of the lack of sufficient cash reserves the Board authorized seeking bids to finance the purchase. The details of the financing are as follows:

Purchase Cost: \$ 693,536
 Repayment: 3 year/annual payments

Proposals were solicited from five banks. We received responses from three.

<u>Bank</u>	<u>Rate</u>
Fifth/Third Bank	1.76%
Education Plus Credit Union	2.09%
Monroe Bank and Trust	2.45%

ENCLOSURE

Bank quotations

RECOMMENDATION

Move to award the vehicle financing bid to Fifth Third Bank at the fixed rate of 1.76% for three years and reject all other bids.

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	_____	_____	_____	_____



August 20, 2013

Katherine Eighmey
Monroe Public Schools
1275 N. Macomb Street
Monroe, MI 48162

Dear Ms. Eighmey:

On behalf of Fifth Third Bank (the "Bank"), I am pleased to provide the following non-bank qualified, tax-exempt lease proposal for your review and consideration.

LESSOR: Fifth Third Bank

LESSEE: Monroe Public Schools

FACILITY: \$693,536 Non-Bank Qualified (NBQ) Tax-Exempt Lease

PURPOSE: Finance new vehicles

TERM/AMORTIZATION: Three years

PAYMENTS: Annual payments in arrears

INTEREST RATE: Rates based on current underlying market rates as of the date of this proposal. Rate will be fixed at funding.
WAL Swap rate (.54%) + credit spread (2.17%) * .65% = 1.76%

FEES: \$800 documentation fee

COLLATERAL: Vehicles being purchased

PREPAYMENT: Three percent (3%) penalty declining proportionally over the term.

FINANCIAL REPORTING: Lessee will be required to provide the Lessor with such financial and operating information as Bank may request from time to time on Lessee. As a minimum, Lessee shall provide within one-hundred-twenty (120) days of year end audited financial statements (including cash flow statements).

INSURANCE: The Lessee will provide a certificate of insurance as evidence of all required physical damage, business interruption, and liability insurance coverage in an amount and by an insurance carrier satisfactory to the Lessor. The Lessor must be listed on the policy as sole loss payee and additional insured on the certificate of insurance, which is to be provided to the Lessor prior to closing.

LEGAL OPINION: An opinion of Lessee's Counsel (at Lessee's expense) will be required indicating that the obligation is legal, valid and binding on the Borrower according to applicable Federal, State and local laws.

TYPE OF LEASE: The Lease will be net, with all Lease payment obligations absolute, unconditional, and all payments from Lessee will not be subject to any right of set-off. The Lessee will be responsible for (i) any and all costs, fees, charges and expenses in connection with the Equipment, including those related to acquisition, use, possession, operation, insuring, maintenance, repair and return of the Equipment, and (ii) all taxes, duties, charges and other levies of any type.

DOCUMENTATION: Subject to completion and receipt of mutually acceptable documentation.

ESCROW ACCOUNT: The facility will be funded in full at closing. Any excess proceeds to be spent in the future will be held in an escrow account maintained at Fifth Third Bank.

END OF TERM: The lease is considered to be fully-amortizing, in that, the Lessee will retain ownership of the equipment upon full performance of the terms and conditions of the lease.

CONFIDENTIALITY: This proposal is delivered to the Lessee with the understanding that neither it nor its substance will be disclosed to any third party except those persons who have a confidential relationship with the Lessee in relation to this transaction or where disclosure is required by law.

This letter is not intended to be all-inclusive, but is meant to highlight the general conditions of the facility and is subject to final credit approval. If the terms and conditions herein meet with your approval, please acknowledge your acceptance below and return one copy of this letter to me as soon as possible. The proposal will be available until September 15, 2013.

Sincerely,

David Batey
Vice President

Cc: David Koenig,
Vice President

We hereby agree to, and acknowledge acceptance of the above terms and conditions.

Lessee:
Monroe Public Schools

By: _____

Title: _____

Date: _____

Education Plus Credit Union P.O. Box 1928 15470 S. Telegraph, Monroe, MI 48161

fax

Date: 8-20-13
 Number of pages incl. cover sheet:

To: Katherine Sighmey

 Phone: _____
 Fax phone: _____

From: Administration
DENISE FOX
 Education Plus Credit Union
 15470 S. Telegraph
 P.O. Box 1928
 Monroe, MI 48161
 Phone: (734) 242-3765 or 800-732-1921
 Fax phone: (734) 384-9230

REQUEST: Urgent For your review Reply ASAP Please comment

Bid = 2009 details attached (I assumed a close date of 8-25-13 to close, but that can be ANY day.)

This communication is intended for the sole use of the individual to whom it is addressed and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If the reader of this communication is not the intended recipient or the employee or agent for delivering the communication to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication may be strictly prohibited. If you have received this communication in error, please notify the sender immediately by telephone call, and return the communication at the address above via United States Postal Service. Thank you.

Inversing Accrual Basis		0-ACT/ACT
Loan Amount	\$893,536.00	Interest Rate
Fees/Points		Frequency
Payment Type	IP	Insurance Code
Loan Advance Date	08/25/2013	1st Payment Date
Skip Start Date		Number of Skips
Number of Payments	3	Payment Amount
Balloon Payment Amount		Coll Term
<input type="checkbox"/> Type of Credit? <input type="checkbox"/> Insurance Requested Upon Loan Approval		

Calculation Results	
Payments	Insurance
Amount Financed	Credit Life
2 Standard Payments of	Coverage
Final Payment of	Premium
Final Payment Date	Disability
Balloon Payment of	Coverage
Balloon Payment Date	Monthly Coverage
	Premium
Total Payments	Total Premium
Total Finance Charge	
Disclosure APR	
Other Payments	
Monthly Payment	Semi-Monthly Payment
24 Bi-Weekly Payment	26 Bi-Weekly Payment
48 Weekly Payment	52 Weekly Payment

Bid - Education Plus L.V.



102 E. FRONT STREET
MONROE, MICHIGAN 48181
TELEPHONE: (734) 241-3431

August 21, 2013

Katherine Eighmey
Monroe Public Schools
1275 N. Macomb Street
Monroe, MI 48162

Dear Ms. Eighmey,

Monroe Bank & Trust is pleased to propose the following terms for the purchase of seven school buses, three pick-up trucks and four vans. Term and conditions are as follows:

- Borrower:** Monroe Public Schools
- Loan Amount:** \$693,536
- Purpose:** Purchase of seven school buses, three pick-up trucks and four vans.
- Terms:** 2.45% (fixed) for 3 years; annual principal and interest payments.
- Collateral:** Assignment of promissory note/ title retaining contract.
Backed by full faith and credit pledge of Monroe Public Schools
- Loan Fees:** None
- Prepayment Penalties:** None
- Funding Conditions:**
 - 1) The loan is subject to Monroe Bank & Trust formal credit approval.
 - 2) A letter from the district's attorney stating that this loan is qualified as tax exempt, non- bank qualified.
 - 3) Any additional supporting documents to be prepared by the School district's attorney as needed.

This offer is good for a period of 30 days following the date of the letter provided we receive acceptance of the terms of the proposal.

We are pleased to offer this proposal to you. If you have any questions, please give me a call at 734-242-2965.

Sincerely,

Wendy Timmins
VP, Commercial Loan Officer

Acceptance and Acknowledgement

I, Katherine Eighmey, Director of Business and Finance for Monroe Public Schools, hereby accept the terms and conditions as stated in the proposal letter of Monroe Bank & Trust dated August 21, 2013.

Monroe Public Schools

By: Katherine Eighmey, Director of Business and Finance

Date

**MONROE PUBLIC SCHOOLS
COUNTIES OF MONROE
STATE OF MICHIGAN**

**RESOLUTION AUTHORIZING AND AWARDED
INSTALLMENT PURCHASE AGREEMENT FOR DISTRICT EQUIPMENT**

A regular meeting of the Board of Education (the "Board") of Monroe Public Schools (the "District") was held in the District, on August 27, 2013, at _____ p.m.

The meeting was called to order by _____, President.

Present: Members _____

Absent: Members _____

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, Section 11a of the Revised School Code, MCL 380.11a, and Section 1 of the Purchase of Lands and Property for Public Purposes Act, MCL 123.721, authorizes the purchase of property and the payment therefor by installment purchase contract; and

WHEREAS, the District wishes to purchase certain equipment from Midwest Transit Equipment and Stanford-Allen Chevrolet (collectively, the "Vendors") as identified on the attached **Exhibit A** (the "Equipment"), which bids were previously approved by the Board on August 13, 2013; and

WHEREAS, it is in the interest of education at the District to purchase the Equipment pursuant to Installment Purchase Agreements which are to be assigned to a bank or qualified financial institution; and

WHEREAS, the District has solicited bids from banks and/or financial institutions regarding the assignment of the Installment Purchase Agreements to a bank; and

WHEREAS, the District has received the following bids from qualified financial institutions in the aggregate amount of \$693,536, for a term of three (3) years:

Fifth Third Bank	1.76%
Education Plus Credit Union	2.09%
Monroe Bank & Trust	2.45%

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The bid of Fifth Third Bank as above stated is hereby accepted. Fifth Third Bank shall be the assignee of the Installment Purchase Agreements executed with the Vendors.

2. The Equipment shall be acquired from the Vendors for the aggregate amount of \$693,536 pursuant to the terms of the Installment Purchase Agreement at the interest rate of 1.76% fixed at the time of closing, all of which shall be assigned to Fifth Third Bank as set forth herein.

3. The Superintendent or Director of Business and Finance, or their authorized designee, shall execute the Installment Purchase Agreements, the Assignment, IRS Form 8038-G and all other documents necessary to complete the transaction herein contemplated.

4. The District pledges for payment of principal and interest under the Installment Purchase Agreements funds from state aid received by the District for its operations, or to the extent of any deficiency, monies in its general fund. The District shall set aside sufficient sums from these sources to pay the principal and interest under the Installment Purchase Agreements as they become due. However, the District is not authorized to levy taxes in excess of constitutional and statutory limitations.

5. The Installment Purchase Agreements shall be non-bank qualified tax-exempt obligations of the District.

6. The Board hereby covenants that, to the extent permitted by law, it shall take all actions within its control necessary to maintain the exclusion of the interest on the Installment Purchase Agreements from adjusted gross income for general federal income tax purposes, including, but not limited to, actions relating to the rebate of arbitrage earnings, if applicable, and the expenditure and investment of proceeds and monies deemed to be proceeds.

7. Pursuant to the requirements of MCL 123.721, the outstanding balance of all purchases authorized hereunder do not exceed 1¼% of the taxable value of the real and personal property in the School District and shall not exceed such amount as of the date of closing.

8. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members _____

Nays: Members _____

Motion declared adopted.

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

The undersigned duly qualified and acting Secretary of the Board of Education of Monroe Public Schools, Monroe County, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a regular meeting held on August 27, 2013, the original of which resolution is a part of the Board's minutes and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

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

EXHIBIT A

<u>Vendor</u>	<u>Equipment</u>
Midwest Transit Equipment	Four (4) New 71-Passenger School Buses Three (3) Used 71-Passenger School Buses
<hr/>	
Stanford-Allen Chevrolet	Four (4) 2014 Retail Chevrolet Express Cargo Van RWD 2500 135" CG23405 Three (3) 2014 Retail Chevrolet Silverado 2500HD 4WD Reg Cab 133.7" Work Trucks

TECHNOLOGY PURCHASE FOR CUSTER COMPLEX

BACKGROUND

See attached memo from David Payne

ENCLOSURES

Memorandum – David Payne
Quote from Apple Inc.

RECOMMENDATION

Move to approve the technology purchase for Custer Complex. This purchase would be funded by the Title I Grant and total cost will not exceed \$87,549.75.

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: Julie Everly
From: David Payne
Date: 8/22/2013
Re: Title I Technology Purchase

Title I Technology Purchase

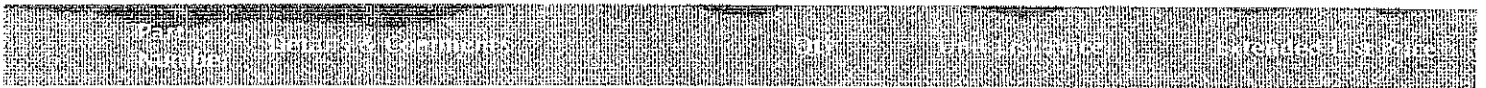
We are recommending the purchase of the following technology for Custer Complex. This technology would be funded by the Title I Grant. The total cost of this purchase will not exceed \$87,549.75. As this technology is provided by Apple Computer we must go through their education department and will not have at least three competitive bids. Providing these additional iPads for students will support enrichment time and curriculum within the classroom. This purchase will further support our school improvement goals at Custer Complex.

Apple Inc. Education Price Quote

Customer:	Kevin Hauser MONROE PUBLIC SCHOOLS 7342653000 phone hauser@monroe.k12.mi.us email	Apple Inc	Amanda Grubb 12545 Riata Vista Circle MS: 198-9IES Austin, TX 78727-6524 512-6746217 ph 800-5900325 fax agrubb@apple.com email
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Apple Quote: 2200932477
 Quote Date: 21-Aug-2013
 Quote Valid Until: 19-Sep-2013

Quote Comments:



1	BC701LL/A iPad 2 16GB with Wi-Fi - Black (10-pack)	15	3,790.00	56,850.00
2	MC184LL/B Apple Wireless Keyboard - US	150	69.00	10,350.00
3	H3635LL/A Bretford PowerSync Cart for iPad 2 (30-pin)	5	2,599.95	12,999.75
4	MD454LL/A iPad Smart Case - Polyurethane - Dark Gray	150	49.00	7,350.00
Edu List Price Total				87,549.75
eWaste Fee / Recycling Fee				0.00
Extended Total Price*				87,549.75

**In most cases Extended discounted Total price does not include Sales Tax
 If applicable, eWaste/Recycling Fees are Included. Standard shipping is complimentary

Completing your order is easy:

- *Reference Apple Quote number 2200932477 on your Purchase Order
- *Fax a copy of this quote along with your Purchase Order to 800-5900325:

Apple Inc.
 12545 Riata Vista Circle
 MS: 198-9IES
 Austin, TX 78727-6524

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS:

- A. ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE CLICK HERE TO APPLY FOR A CONTRACT.
- B. IF YOU USE YOUR FORM OF PURCHASE ORDER TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
- C. YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE.
- D. UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL 19-Sep-2013 UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE. APPLE MAY MODIFY ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF THIS QUOTE CONTAINS A TYPOGRAPHIC OR OTHER ERROR.

SEA #

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Document rev 9.7

Date of last revision - April 7th, 2012

Board Meeting #15
August 27, 2013
Item #C.18

ADJOURNMENT

RECOMMENDATION

Move to adjourn the August 27, 2013 Board Meeting #15.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____