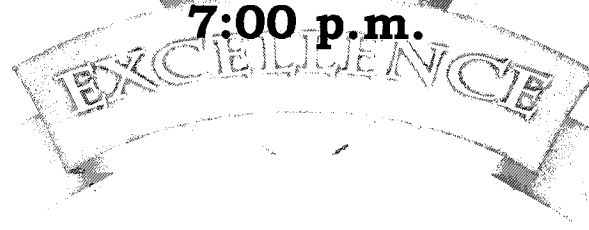


MONROE PUBLIC SCHOOLS

BOARD MEETING #19

October 22, 2013

7:00 p.m.



BOARD OF EDUCATION

MR. ROBERT YEO, PRESIDENT

MR. LAWRENCE VANWASSHENOVA, VICE-PRESIDENT

MRS. JUNE KNABUSCH-TAYLOR, SECRETARY

MR. AARON N. MASON, PARLIAMENTARIAN

DR. TEDD MARCH, TRUSTEE

MR. RYAN PHILBECK, TRUSTEE

MS. WENDY SPICER, TRUSTEE

SUPERINTENDENT OF SCHOOLS

DR. BARRY N. MARTIN

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

NOTICE OF NON-DISCRIMINATION

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Prepared by the Office of the Superintendent, Gayle Lambert, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #19

Tuesday, October 22, 2013

7:00 p.m.

AGENDA

Page

A. Roll Call and Call to Order	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
2. MMS Pay It Forward	Dr. Martin	
B. Public Commentary – Agenda Items Only	Mr. Yeo	
C. Discussion and Action Items		
1. Approval of Minutes	Mr. Yeo	2
Move to approve the minutes of the following meetings as submitted:		
• October 8, 2013 Work Session		
• October 8, 2013 Board Meeting #18		
• October 15, 2013 Special Work Session		
2. Reports and Updates	Mr. Yeo	10
a. October 7, 2013 Board Personnel Committee Minutes		
b. Informational Report – Contracted Coaches		
3. Coaching Recommendations	Dr. McLeod	16
Move to approve the above listed coaches for the 2013-14 winter season; as per the MCEA master agreement.		
4. Staff Appointment	Dr. McLeod	17
Move to approve the appointment of Shawna Mann as a Secretary with Monroe Public Schools effective October 23, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
5. ISD/MPS CTE Consolidated Services	Dr. McLeod	20
Move to approve the position of Career and Technical Education Director at Monroe High School to become a shared services position with the current administrator, Mr. William Ferrara, working 50% as CTE Director for Monroe Public Schools and 50% for the Monroe County ISD starting immediately, pending the signed approval by		

the superintendents of both the Monroe Public Schools and the Monroe County ISD of a mutually agreed upon contract for shared CTE services.

- | | | |
|--|--------------|----|
| 6. NSBA 2014 Membership Dues
Move to approve the 2014 membership dues to the National School Boards Association in the amount of \$4,165.00. | Dr. Martin | 22 |
| 7. Navarre Field Scoreboard Refurbishment
Move to approve the refurbishment of the football scoreboard at Navarre Field by Major Display for a cost not to exceed \$6,127.00 to be funded by the Athletics budget. | Mrs. Eighmey | 24 |
| 8. Superintendent's Comments | Dr. Martin | |
| 9. Old Business | Mr. Yeo | |
| 10. New Business | Mr. Yeo | |
| 11. Public Commentary – Any Topic | Mr. Yeo | |
| 12. Adjournment
Move that the October 22, 2013 Board Meeting #19 of the Monroe Public Schools Board of Education be adjourned. | Mr. Yeo | 27 |

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

- October 8, 2013 Board Work Session Minutes
- October 8, 2013 Board Meeting #18 Minutes
- October 15, 2013 Special Work Session Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- October 8, 2013 Board Work Session
- October 8, 2013 Board Meeting #18
- October 15, 2013 Special Work Session

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

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Work Session

Tuesday, October 8, 2013

5:30 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: None

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

Administrators Absent: None

The meeting was called to order at 5:31 p.m. by Mr. Yeo.

Board Financial Goals & History of Financing in the District

Kathy Eighmey distributed a chart containing the history of financing in the district for the past 10 years, which will assist in defining the Board's financial goals. The chart included principal amount, term, interest rate and interest paid. Kathy remarked that this is in addition to our regular cash flow borrowing each year.

While reserving money for future purchases, we still have to meet our current loan payments. It may be possible to do this if we start gradually reserving the funds, so that we don't have more fund balance reserved than unassigned, because that could throw us into a deficit. Having a low fund balance would affect the interest rate we are charged and the financial institution's decision to grant a loan. It is possible to reverse the assigned funds if needed. As long as our expenditures are more than our revenue, we can't look at setting aside funds in the fund balance. Enrollment declined again this year and one of the contributing factors is the K-12 online programs which are promoted by the state of Michigan. There could be an occasion where it makes sense to finance something because of the return on the investment. Lighting for example, is something that has been looked at where savings can be recouped in a couple years.

The Board and the administrative team will take note of the concerns expressed and continue the discussion.

Athletic Department Workshop October 22, 2013

This will be discussed under New Business at the Board meeting.

Adjournment

Motion by Mr. Mason; support by Dr. March that the 5:30 p.m., October 8, 2013 Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 6:57 p.m.

June Knabusch-Taylor, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #18

Tuesday, October 8, 2013

7:00 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: June Knabusch-Taylor, Secretary

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.

VFW Post 1138 Flag Presentation to Schools

Dr. Martin thanked everyone for being here and acknowledged the Veterans that were in the audience. VFW Post 1138 presented each school in the district with a new outdoor flag.

Public Commentary-Agenda Items Only

There was no public commentary at this time.

Approval of Minutes

Motion by Mr. Mason; support by Dr. March to approve the minutes of the following meetings as submitted:

- September 24, 2013 Work Session
- September 24, 2013 Board Meeting #17
- October 3, 2013 Special Board Meeting (2 sets)

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

Reports and Update

There were no reports or updates at this time.

Resignation

Motion by Dr. March; support by Mr. Mason to approve the resignation from Monroe Public Schools for Monica Zimmerman effective September 20, 2013.

Discussion: Mr. Yeo thanked Mrs. Zimmerman for her years of service and dedication to the district, and wished her well in her future endeavors.

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

Teacher Appointment

Motion by Mr. VanWasshenova; support by Mr. Philbeck to approve the appointment of Melanie Castellese as a Teacher with Monroe Public Schools effective October 9, 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 6-0 roll call vote.

Teacher Appointment

Motion by Mr. VanWasshenova; support by Mr. Mason to approve the appointment of Jennifer Sayles as a Teacher with Monroe Public Schools effective October 9, 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 6-0 roll call vote.

Teacher Appointment

Motion by Mr. Philbeck; support by Mr. VanWasshenova to approve the appointment of Kim Bernardo as a Teacher with Monroe Public Schools effective October 9, 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 6-0 roll call vote.

Acceptance of the 2012/13 Financial Audit

Motion by Mr. Mason; support by Ms. Spicer to accept the 2012/13 Financial Audit as prepared by the firm of Cooley, Hehl, Wohlgamuth & Carlton, Monroe, Michigan.

Discussion: Deb Sabo of Cooley, Hehl, Wohlgamuth & Carlton restated that the audit opinion was an unmodified opinion, which is a good, clean opinion.

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

LLI Purchase for Waterloo

Motion by Dr. March; support by Mr. VanWasshenova to approve the purchase of instructional resources from Heinemann Publishing at a cost not to exceed \$4,860.00. Money for this purchase will come from the 2013-2014 Title I funds in accordance with allowable expenditure guidelines for the use of federal funds for supplemental instructional programming.

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

K-8 ELA Purchase

Motion by Mr. VanWasshenova; support by Mr. Philbeck to approve the purchase of the mentor texts and book sets recommended by the English Language Arts Curriculum Committees for grades kindergarten through eighth. This purchase will come from the Curriculum Budget and will not exceed \$46,779.37.

Discussion: Mrs. Everly thanked the Board on behalf of the teachers who work on these committees for approving this purchase. Melissa Provo has seen a great increase in reading, and it has had a tremendous effect on literacy at Monroe Middle School.

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

Title I Technology Purchase for Trinity Lutheran School

Motion by Mr. VanWasshenova; support by Mr. Yeo to approve the technology purchase at a total cost not to exceed \$4,588.00. Money for this purchase will come from the 2013-2014 Title I funds.

Discussion: Mr. Cortez stated that Monroe Public Schools is responsible for Title I in our area. We receive funds from the federal government for students in our area even if they attend Trinity Lutheran School. Trinity has a legal right to access these funds, so each year we identify that amount in the budget. We do not provide technical support.

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

AED Units

Motion by Mr. Philbeck; support by Dr. March to approve the purchase of five AED units at a total cost of \$7,315.00. Money for this purchase will come from the General Fund. Mr. Philbeck agreed to amend his motion, supported by Dr. March to approve the purchase of one additional AED unit for Custer soccer field.

Discussion: Incorporating the additional AED unit for Custer soccer field with this purchase, will be less than if it was purchased individually.

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

MMS In-State Overnight Field Trip

Motion by Mr. Mason; support by Mr. Philbeck to approve Monroe Middle School student choirs, in-state overnight trip to Mackinac Island. Leaving on May 16, 2014 and returning on May 17, 2014 according to the terms of Policy IICA, Field Trips and Excursions.

Discussion: Dr. McLeod stated that this is a valuable experience for students.

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

Approval to Extend the Custodial Service Agreement

Motion by Mr. VanWasshenova; support by Dr. March to extend the custodial service agreement with Mulligan's Building Maintenance one additional year, expiring June 30, 2014.

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

United Way Resolution

Motion by Mr. VanWasshenova; support by Ms. Spicer to approve the resolution declaring October United Way Month. The intent of this proclamation is to encourage our employees to participate in this effort.

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

Superintendent Comments

- MEAP testing for third through ninth graders started today with reading. Testing will continue through October 16, and make-up testing will continue through October 25. To help parents understand how they could help their children prepare for the MEAP, Mrs. Everly was on Channel 13 news to talk about tips for parents.
- This also is a big week at Monroe High because of homecoming. Tomorrow night is the Powder Puff football game between the juniors and seniors. The game starts at 6:00 p.m., followed by the Homecoming Week bonfire. The Homecoming Parade is at 5:00 p.m. on Friday and it will go down Monroe St. from Fifth St. to Front St., stopping at the Knights of Columbus parking lot. The Homecoming football game is at 7:00 p.m., with announcement of the king and queen, prince and princess at half-time.
- Monroe Pride Night, which we heard about at the last board meeting, was a tremendous success. Estimates were that close to 2,000 people were in attendance, which included families from every one of our schools. The school made just about \$8,000 for its literacy program, thanks to test drives in the new Lincolns, which was sponsored by Friendly Ford-Lincoln. A number of board members stopped by and some worked the event. Val Orr and the high school staff were very appreciative of the support.
- Next Thursday, October 17, will be parent-teacher conferences at Monroe High School and this will feature a number of colleges and universities. So far at least a dozen have confirmed their participation but we expect more to attend. The conferences begin at 4:00 p.m. and run through 7:00 p.m.

- This Friday at Waterloo, a number of students and some staff members will be interviewed on video about any changes or improvements they have seen since lighting changes have been made in four rooms at that building. The four rooms are part of a pilot study by DTE to learn the effect that lighting might have on learning in the classroom.
- This weekend, our ESL program is expected to be featured in a story in the Monroe News. The News will be at Custer School tomorrow to chronicle the work we are doing with our ESL students in both buildings. We also expect a story about the ESL program at Monroe High in an upcoming edition of Inside Monroe magazine. As part of Custer Week, the magazine will cover an event at Monroe High this Friday when a General Custer re-enactor – in character – is interviewed by four students whose primary language is Chinese as a project to see how well the students can listen and understand in English.

Old Business

Mr. Yeo recommended to the Board that they communicate topics of discussion for the Athletic Department Workshop on October 22, with Dr. Martin. Mr. Yeo reminded the Board about the Closed Session next Tuesday at 5:30.

New Business

There was no new business

Public Commentary-Any Topic

There was none at this time.

Adjournment

Motion by Mr. Philbeck; support by Mr. Mason that the October 8, 2013, Board Meeting #18 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:48 p.m.

June Knabusch-Taylor, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Special Work Session
Tuesday, October 15, 2013
5:30 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: President Robert Yeo, Vice President Lawrence VanWasshenova, Secretary June Knabusch-Taylor (arrived at 5:42), Parliamentarian Aaron N. Mason, Trustee Dr. Tedd March, Trustee Ryan Philbeck (arrived at 5:33), and Trustee Wendy Spicer

Board Members Absent: None

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

Administrators Absent: Jerry Oley, David Payne

President Yeo called the meeting to order at 5:30 p.m.

Closed Session

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

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

Adjournment of Closed Session and Reconvene

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

Vote: Motion carried by a 7-0 hand vote at 6:29 p.m.

Adjournment

Motion by Dr. March; support by Mr. Yeo that the 5:30 p.m., October 15, 2013 Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 6:29 p.m.

June Knabusch-Taylor, Secretary

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- October 7, 2013 Board Personnel Committee Minutes
- Informational Report – Contracted Coaches

Monroe Public Schools Board Personnel Committee Meeting Minutes

Date of Meeting: October 7, 2013

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

Next Meeting: November 4, 2013

1. **Call to Order:** The meeting was called to order at 5:05 PM.
2. **Minutes:** September meeting minutes previously approved
3. **Public Commentary:** None
4. **Staffing updates:** Mrs. Everly informed the Board that recent vacancies in the Technology Department have prompted some restructuring. This restructure plan will include hiring a larger number of part time positions which will allow us to train and access the skill levels. The part-time arrangements will also allow more flexibility in scheduling and should provide a cost saving scenario for the department. Mr. Yeo questioned if the administration had considered working with a temporary agency. Mrs. Scherer shared that three companies had been contacted, but the hourly rate they would propose for this type of position verses the \$9/hour that we are paying; along with the fee they would also charge; did not make this a cost effective option. Mr. Mason asked if those exiting had gone into better paying jobs. Dr. McLeod noted that there was a mix, but not all have left for that reason. The Committee expressed concern with the turnover in this department. Dr. McLeod shared that administration is paying close attention and has been conducting exit interviews with the employees.

Mrs. Everly informed the committee that the district is experiencing a severe shortage with substitute bus drivers. She also reported that there have been days when our Director and/or Dispatcher have been needed to drive routes; as well as times that the department has had to make run changes to cover shortages. Mrs. Everly expressed her appreciate to the drivers for their efforts to cooperate with Administration. She pointed out that this shortage is negatively impacting the group as a whole, because when we have shortages, the department can not accept as many field trips, which is extra income to the group. There are currently three sub candidates in training at this time. We have advertised and have been active seeking potential candidates and will continue to do so.

Mrs. Everly informed the committee that several buildings have added Supplemental instructor positions using Title 1 and 31A funds. These positions have allowed buildings to bring in interventionists, student achievement liaisons, building professional development subs, and family specialist for intervention and support purposes. We are currently seeking candidates to fill one additional interventionist position at Raisinville. These positions will be hired through EduStaff and paid at a daily long term substitute rate.

Dr. McLeod noted that EduStaff is the substitute teacher placement company that we are now using at the county level. As with any transition to a new company; there are some pros/cons with the new system, but so far fill rates appear to be good. Mrs. Scherer reported that the district has been filling an average of 25-30 substitute teacher jobs per day. Mrs. Everly noted this includes all jobs for all reasons; pointing out that many of the jobs are paid for with Title and other professional development subs; not all are general fund. It was reported that there have been some glitches with the Smart Find Express call out system and we are working with the ISD to resolve those issues. Mrs. Everly reported to the Committee another struggle the district is facing is finding certified and highly qualified long term subs at the elementary level. She noted that this does tie back to what we are hearing from the universities on the lower enrollment in the teacher prep programs overall. We will continue to work with EduStaff to identify potential candidates for future long term positions. The district is also pleased with the Student Teachers being hosted in our district; and looking forward to after the holidays when those Student Teachers become available to use as Substitute Teachers.

Mrs. Everly informed the committee of another effort the district is taking to help curb absences, that being a firm stance on denying requests for unpaid time or “deduct” days. She noted that the requests for such time has significantly dropped in the last few years; but also noted that Administration has denied several requests already this year.

5. **ISD Shared Time Services:** As previously discussed, the ISD has approached our district about sharing a CTE Director position. Dr. McLeod informed the group that Mr. Ferrara’s total salary package with benefits is approximately \$127,000 and with the shared services the ISD would pay for half of this package. Dr. McLeod noted that Mr. Ferrara’s current duties include ½ time CTE Director and ½ time Assistant Principal, specifically dealing with 12th grade students. The Administrative Team at MHS has reviewed this shared time idea and have a proposed plan which includes Mrs. Orr taking on the duties of the 12th grade students; and adding a Dean of Student position who would handle the lower level (step 4 and below) discipline issues for all grade levels. The Assistant Principals would still hand the more severe discipline cases, but would be freed up to focus more on being instructional leaders in the building.

The district is suggesting that the Dean of Student position be posted in the \$40,000 range; that this will be a contracted position reviewed on an annual basis. Administration envisions this position to interact with students and parents; as well as being in communication with the in-house suspension coordinator, counselors and assistant principals. The committee expressed concern on this salary level and encouraged administration to review if this wage is appropriate. Dr. McLeod proposed that the initial posting be at the \$40,000 range noting if administration is not satisfied with the pool of candidates, they could revisit this salary level. Mr. Mason asked who would likely fill this position, if it would be an educator type. Mrs. Everly noted it is likely that there will be support staff currently working in the district that she anticipates would be willing to consider this position; or potentially retired teachers or administrators might be interested. Mr. Yeo asked if one Dean of Student position would be able to cover the workload of the lower level discipline now being handled by four people. Mrs. Knabusch-Taylor requested statics for discipline, specifically the number of discipline that is step 4 and under.

Overall the Committee is in support of the idea and would support the proposed plan. The Board would like to have further information from the ISD on their plan for these shared services and to see a job description before a recommendation is brought to the Board for a vote. There is concern that the ISD expectations would create a demand on Mr. Ferrara's time so that our student programs would suffer. Mrs. Knabusch-Taylor would like to hear from the ISD how this plan would benefit our district and how our students would benefit from the arrangement. Dr. McLeod noted that Mr. Ferrara will still be based at the Monroe High School. He already has a hefty meeting schedule to keep up with the CTE guidelines and he will continue to do that; representing both MPS and the ISD. Dr. Martin noted that having Mr. Ferrara involved with the CTE Consortium plan would allow him to represent our district interests. In the end, Administration feels that this will be a beneficial situation.

6. **Old Business:**

Mrs. Knabusch-Taylor would like to have further information on the staffing restructure at MHS; and how the proposed plan for Dean of Students would fit in this plan. Mrs. Everly noted things to talk about will not only include the changes in the counseling department, but also the organizational and procedures changes that are being put in place to change the culture at Monroe High School. The focus is on building a pyramid of interventions and unified responses. Mr. Yeo acknowledged a change in the philosophy with the building Liaison Officer focusing on building respect and coaching students by addressing behaviors that won't be tolerated. Dr. Martin noted he was pleased at how Mrs. Orr has reviewed the school improvement plan and is molding her thoughts to meet that plan; and how all changes being proposed by the School Improvement Team are directed toward our district and Board goals. Administration plans to have the high school team present to the Board on their progress and direction.

Mrs. Knabusch-Taylor would like additional information on policies for afterschool activities such as athletics. Dr. McLeod noted that generally something happens in school, there is a school consequence. He shared that the law is clear that students don't have a right to extracurricular activities and therefore our athletic policy can be more specific to remove a student for misbehavior anytime during the season regardless of when/where that takes place. Mrs. Everly added that our current athletic policy addresses behavior that occurs during the season. Our Athletic Advisory Committee is proposing to expand that policy to address behaviors 365-24-7 rule and is currently studying policies from other districts.

Mrs. Knabusch-Taylor requested clarification if the districts were to amalgamate a program, which group would recommend the policy. Mrs. Everly noted in the case of the hockey unification, the districts have agreed to review the code of conduct from each and in cases where the policy differed; they have agreed to adopt the higher expectations.

Mrs. Everly noted that a work session is scheduled at the end of the month with Dr. Ray. The agenda will include an overview of philosophy and policies. Dr. Martin noted that he will be asking the board for specific topics to plan an agenda for the workshop. Topics this committee would like to see address included: what are rules/policies; what assurances do we have that the coaches are living up to those; and how those expectations are communicated.

7. **New Business:**

Dr. McLeod shared with the committee that there is a buzz at MHS about the yearbook picture re-takes. It was discovered that several students' attire for pictures did not meet the standards established in the handbook. Those students are being required to have their pictures re-taken for the yearbook. This has caused some concern with families and has also shown disconnect in dress codes between the building levels that administration will be addressing further.

Dr. Martin informed the group that the district is putting together a committee to review the Orchard Center. The Mason Board has voted not to renew the contract with Orchard Center, so our district will need to be the fiscal agent for the program to keep that intact. It was noted that Orchard has already transitioned to trimester scheduling, which aligns with our high school. The transfer point for bussing was also moved to MHS this year. Our partnership would open new possibilities for the students and families that will be different than they are now, opportunities for students to participate with virtual high school, CTE programs, the GED/learning bank, etc.

Mr. Mason asked how the staffing ratios were determined. It was noted that the staff to student ratios at Orchard are much higher than our current ratios and that those staffing levels would need to be reviewed. Dr. McLeod noted for staffing we would be seeking specific certification types; with preference being for staff holding dual endorsements to allow us flexibility. Ideally we would anticipate that the staff presently at Orchard would be allowed to apply when these positions are posted. Mrs. Knabusch-Taylor asked when the building would be paid off; and Dr. Martin confirmed that this would be paid off this year.

8. **Future Agenda Items:** None noted
9. **Next Meeting:** November 4, 2013 @ 5:00 PM
10. **Adjournment:** The meeting was adjourned at 7:20 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
Alston	Rob	Assistant Coach	Wrestling - 7/8 Grade	Monroe Middle
Beckner	Pietrina	Coach	Cheerleading - JV	MHS
Bunkelman	Cara	Coach	Basketball - 8th Grade Girls	Monroe Middle
Fannin	Cory	Coach	Wrestling - 7/8 Grade	Monroe Middle
Hill	Bryan	Coach	Basketball - 8th Grade Boys	Monroe Middle
Johnson	David	Head Coach	Basketball - JV Boys	MHS
Kelly	Lofton	Head Coach	Basketball - Freshman Boys	MHS
Linsenmeyer	Heidi	Coach	Cheerleading - 9th Grade	MHS
Mayes	Don	Head Coach	Wrestling - Varsity	MHS
McMullen	Mary Rose	Coach	Cheerleading - Varsity	MHS
Morais	Drew	Head Coach	Wrestling - JV	MHS
Schade	Tonya	Assistant Coach	Swimming - Varsity Boys	MHS
Scheuer	Frank	Head Coach	Basketball - Varsity Boys	MHS
Smith	DJ	Coach	Basketball - 7th Grade Boys	Monroe Middle
Wassus	Ken	Coach	Basketball - 8th Grade Boys	Monroe Middle

Volunteer Coaches

The following coach will be volunteering in the listed positions below. Criminal history verifications have been completed by the Athletics Office.

Taylor	Raszka	Hockey - Head Coach	MHS
Pietrina	Beckner	Comp Cheer	MHS
Scott	Bray	Bowling Co-Ed	MHS

COACHING RECOMMENDATIONS

BACKGROUND

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

Last Name	First Name	Title	Sport	School
Bole	Jennifer	Assistant Coach	Swimming - Varsity Boys	MHS
Bomia	Amanda	Coach	Basketball - 8th Grade Girls	Monroe Middle
Dessauer	Tara	Coach	Basketball - 7th Grade Girls	Monroe Middle
Krug-Elliott	Gretchen	Head Coach	Basketball - Varsity Girls	MHS
Michael	Heather	Assistant Coach	Swimming - 7/8 Co-Ed	Monroe Middle
Nocella	Larry	Head Coach	Basketball - JV Girls	MHS
Pecora	Jackie	Head Coach	Swimming - 7/8 Co-Ed	Monroe Middle
Rooney	Brian	Coach	Basketball - 7th Grade Girls	Monroe Middle
Schade	Doug	Head Coach	Swimming - Varsity Boys	MHS
Wood	Bobby	Supervisor	Middle School Athletics	Monroe Middle

RECOMMENDATION

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

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

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

STAFF APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Shawna Mann as a Secretary with Monroe Public Schools. Ms. Mann will be assigned as a Classification II Secretary at Fenmoor Operations Department for the 2013/14 school year.

Ms. Mann holds an Associates of Science degree from Monroe County Community College and a Bachelor of Business Administration from Siena Heights University. Ms. Mann was most recently employed through Advanced Staffing Solutions.

Members of the interview panel were: Julie Everly, Assistant Superintendent; Jerry Oley, Director of Operations; Shelley Cormier, Transportation Supervisor; and Kahlene Stotts, Secretary.

ENCLOSURES

Resume

RECOMMENDATION

Move to approve the appointment of Shawna Mann as a Secretary with Monroe Public Schools effective October 23, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

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

Shawna M. Mann

102 Aberdeen Lane, Monroe, MI 48161

C: (734)502-0508 H: (734)344-5266

shawnamann@comcast.net

Summary of Qualifications

I am an independent self-starter with excellent writing and communication skills. I am detail oriented and able to prioritize and complete multiple tasks efficiently. All of my experience has afforded me the opportunity to work with many different personalities, in various situations. I am able to build positive partnerships with clients and colleagues at all levels. I am a very fast learner and a creative problem solver who adapts rapidly to changing demands.

Core Competencies

Excellent writing and communication skills

- Writing Fellowship MCCC; 1998, 1999
- Wrote McGeady's Town Pub training manual
- Writing manuals for MCOP food programs
- Handled corporate communications; Perfumania, S&K Menswear

Strong leadership and training skills

- 8 years of management experience; McGeady's Town Pub, S&K Menswear, Perfumania
- 10 years of training experience; McGeady's Town Pub, S&K Menswear, Perfumania

Proven customer service and telephone skills in various situations

- Trained for call center work, Cisco Phone System
- Customer Service Awards; Perfumania

Proven sales record

- Consistently finished in top 10% companywide; Perfumania, S&K Menswear

Proficient computer skills including, Microsoft Money, Word, Publisher, Excel, Access, and PowerPoint, Oracle, Case Management

- Regularly use all Microsoft Office programs
- Extensive presentation experience using Power Point

Desktop Publishing

- Create and produce various communications and marketing materials using various desktop publishing programs

Strong Administrative and Project Management Skills

- 8 years experience managing all aspects of community events and fundraisers
- Worked special events at McGeady's Town Pub, worked closely with Security team also
- Able to work independently to complete projects in an efficient manner
- Current Administrative Vice President of MOMS Club of Monroe County

Education

Siena Heights University, **BA Business Administration**, 2010, Magna Cum Laude, GPA 4.0

Saint Leo University, **BA Business Administration/Management Specialization**, GPA 3.95

Monroe County Community College, **Associates of Science Degree**, 2004

Jefferson High School, **High School Diploma**, 1993

Volunteer Work

Habitat for Humanity Homeowner Selection Committee Member

- Visit and evaluate Habitat for Humanity applicants, make a recommendation to the board

- In addition, work on home builds in the community

The Lord's Harvest Pantry, MCOP

- Administrative duties
- Assist clients during pantry hours
- Currently writing a volunteer manual
- Working with the MCOP Director of Food Programs, writing operations manual for food programs

Clothes Works

- Assisted in initial set-up of the program
- Assist clients during open hours

Holiday Camp

- Organized all aspects of the annual end-of-summer cookout for campers, 2002 – 2010

Custer I Elementary

- Volunteer in classrooms
- Assist with PTO events

Experience

Advanced Staffing Solutions, September 2012 – Present

Monroe, MI

- Temporary assignment at La-Z-Boy Inc. , ending December 6, 2012
- Proficient using Oracle software
- Handled customer concerns and complaints
- Provided solutions and resources to customers outside of La-Z-Boy service areas
- Independently research, resolve, and effectively respond to inquiries via phone, emails, social media, U.S. Postal mail
- Defuse difficult customers in order to successfully communicate and develop a solution
- Enter service and product data into computer for billing, delivery, scheduling and tracking purposes

Cabela's, Inventory Control Associate, November 2009 – June 2010

Dundee, MI

- Hired as seasonal employee
- Maintain inventory accuracy throughout store
- Use of PKMS, JDA, and AS400 systems to maintain pricing and inventory accuracy
- Customer service

Activities/Awards

International MOMS Club

- Administrative Vice President of Monroe County chapter
- Preside at meeting
- Liaison to other organizations and the community
- Organize group activities with the Executive Board
- Coordinate service projects benefiting children and mothers in the community

Alpha Sigma Lambda, National Honor Society, Inducted March 2011

Secretary/Treasurer, Eerie Riders MC, 2002 - 2010

- Involved in organizing fundraisers to support community

Writing Fellowship, Monroe County Community College, 1998, 1999

Certificate of Excellence/Customer Service, Perfumania, July 1994, September 1994

- Awarded by CEO and President of Sales

ISD/MPS CTE CONSOLIDATED SERVICES

BACKGROUND

It is being proposed that Mr. Bill Ferrara, CTE Director at MHS, participate in a shared services position with the Monroe County ISD. In this position, Mr. Ferrara would be employed with Monroe Public Schools for 50% of his time and the ISD for 50% of his time, with each organization funding his position accordingly. Since Mr. Ferrara is currently an assistant principal at MHS in addition to his role as CTE director, it would be the intention of Monroe Public Schools to fill this part of Mr. Ferrara’s Monroe High School responsibilities with another staff member, using a general fund amount less than or equal to the amount used to cover the non-CTE part of Mr. Ferrara’s current position.

ENCLOSURE

Memo from Dr. Stephen McNew, Assistant Superintendent, MCISD

RECOMMENDATION

Move to approve the position of Career and Technical Education Director at Monroe High School to become a shared services position with the current administrator, Mr. William Ferrara, working 50% as CTE Director for Monroe Public Schools and 50% for the Monroe County ISD starting immediately, pending the signed approval by the superintendents of both the Monroe Public Schools and the Monroe County ISD of a mutually agreed upon contract for shared CTE services.

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	_____	_____	_____	_____

MEMORANDUM

TO: Dr. Barry Martin, Superintendent
Monroe Public Schools

FROM: Dr. Stephen J. McNew, Assistant Superintendent
Monroe County Intermediate School District



DATE: October 18, 2013

RE: **MONROE COUNTY CAREER EDUCATION PLANNING DISTRICT (CEPD),
AND CAREER & TECHNICAL EDUCATION DIRECTOR RESPONSIBILITIES**

In order to meet the expectations of the Michigan Department of Education, Office of Career and Technical Education (OCTE) responsibilities for the Monroe County, CEPD 44, William J. Ferrara, a Monroe Public School (MPS), employee, will be responsible to carry out the following duties:

- Schedule and facilitate quarterly Monroe County District CTE Directors meetings;
- Provide technical assistance, leadership and coordination for planning CTE activities in CEPD 44;
- Provide administrative assistance for those districts lacking CTE Directors;
- Oversee program management functions, new CTE programs, financial reports, and data reports for the region;
- Coordinate professional development activities for CTE staff, support staff, career guidance personnel, and appropriate school administrators;
- Participate in state-sponsored inservices, meetings, and conferences, and attend national CTE events to remain current in the OCTE policies, procedures, and requirements;
- Serve as the primary link for coordinating CTE data collection on the Career and Technical Education Information System (CTEIS);
- Assure that all districts' CTE delivery systems are based upon goals and objectives in accordance with state program standards and guidelines, and are approved by the local board of education;
- Manage all aspects of the MCISD Individualized Vocational Training, (IVT), programs, which include: Auto Body, Nurse Aide, and Cosmetology.

Compensation for duties performed will be forwarded to MPS by MCISD through the annual Perkins Grant as reimbursement and will be divided equally between MPS and MCISD. Any other duties, in accordance with the Administrative Guide for Career and Technical Education in Michigan, will be taken on only as agreed upon by all parties.

NSBA 2014 MEMBERSHIP DUES

BACKGROUND

The National School Boards Association is an important resource for information and materials for school board members. There are many benefits, which are available by being a member of NSBA, including the Annual National Conference. The NSBA works as a federal and national advocate for local school board governance. The association also offers services to enhance the board's professional development such as the national conference. Publications include *the National Affiliate Update* and *School Board News*. This year they are requesting \$4,165.00 based on the official pupil count. Last year's cost was \$4,675.00

ENCLOSURES

National School Boards Association Statement and Informational Sheet

RECOMMENDATION

Move to approve the 2014 membership dues to the National School Boards Association in the amount of \$4,165.00.

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	_____	_____	_____	_____



National School Boards Association

1680 Duke Street, Alexandria, VA 22314-3493
Phone: 703-838-6722 FAX: 703-548-5560
Federal ID #: 36-2210015

Bill To:

Monroe Public Schools
1275 N Macomb St
Monroe MI 48162-3128

Invoice

Invoice # 156347
Invoice Date 09/19/2013
PO #
ID # 0000007728
Bill To # 0000007728

Student Enrollment: 7,091

Description	Amount
NSBA's National Connection Fees	\$4,165.00
Enrollment Category: 2,500 - 7,499	
For The Period: 01/01/2014 To 12/31/2014	
Total Due In US Funds	\$4,165.00

Your district's National Connection fees include subscriptions to American School Board Journal at the non-deductible discounted rate of \$30 per subscription, for your full school board and superintendent.

Please send payments to:

National School Boards Association PO Box 1807, Merrifield, VA, 22116-8007

Please detach and return with your remittance

Monroe Public Schools
1275 N Macomb St
Monroe MI 48162-3128

Invoice # 156347 **Bill To ID #** 0000007728
Invoice Date 09/19/2013 **ID #** 0000007728

Select Payment Method	
<input type="checkbox"/> Check Enclosed (made payable to NSBA in U.S.Funds)	
<input type="checkbox"/> VISA <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX Exp Date ____ / ____	
CVV _____	
Card # _____	
Name as it appears on card _____	
Cardholder's Signature _____	(Please Print)
Cardholder's Phone no _____	
Cardholder's Zipcode _____	
Total Due \$4,165.00	Amount Paid \$ _____

Please send payments to:

National School Boards Association
PO Box 1807, Merrifield, VA, 22116-8007

NAVARRE FIELD SCOREBOARD REFURBISHMENT

BACKGROUND

The football scoreboard at Navarre Field is broken and cannot be repaired because we are not able to get the replacement parts that are needed for the repair. Navarre Field is used for Monroe Middle School athletics as well as St. Mary's Catholic Central and the Timberwolves. An alternative solution to replacing the scoreboard, which would cost \$12,000-\$15,000 plus installation, is to have the current scoreboard refurbished. John Ray found a company from Milford, MI that has provided us with a quote of \$6,127.00. This company would use the existing structure, paint it, replace the light bulbs with LED bulbs, and replace the wiring and software. The quote also includes a new console and the new system will be wireless.

ENCLOSURES

Email - John Ray
Quote from Major Display

RECOMMENDATION

Move to approve the refurbishment of the football scoreboard at Navarre Field by Major Display for a cost not to exceed \$6,127.00 to be funded by the Athletics budget.

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

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

Katherine Eighmey

From: John Ray
Sent: Friday, October 18, 2013 8:27 AM
To: Katherine Eighmey
Subject: FW: Navarre field Scoreboard
Attachments: Monroe HS FB upgrade.pdf

Kathy,

As far as I have been able to find, Major Display is the only company that does this work locally. In addition, a new board would cost between \$12,000 to \$15,000 plus installation which is usually in the neighborhood of \$2500.00.

John F. Ray, Ph.D.

Director of Athletics
Monroe Public Schools
734 265 3444

From: John Ray
Sent: Thursday, October 17, 2013 9:37 AM
To: Katherine Eighmey (eighmey1@monroe.k12.mi.us)
Cc: Barry Martin; Cindy Flynn; Holly Marshall
Subject: Navarre field Scoreboard

Kathy,

As you are aware the score board at Navarre Field is not functioning properly and cannot be repaired. We have tried everything to get it to work properly with no luck. Daktronics doesn't have the replacement parts. The new boards are extremely expensive so I have come up with a solution. There is a company called Major Display that refurbishes existing scoreboards. They basically use the existing structure, paint it and swap out the bulbs with new LEDS and change all of the wiring and software. We would be provided with a new console and the system will be wireless. I have attached the quote for all of the work.

In addition, this is the same company that made our advertising for the new scoreboard at the high school. Saint Mary's Catholic Central has offered us \$1000 as a way of helping with the project. Once this has been completed we will have the ability to sell some advertisement to defray the cost of the new refreshed board. The main problem is that our window of opportunity is very short. If SMCC has a home playoff game they cannot host a game at Navarre unless we have a fully functioning score board. This gives us until November 1st to have this completed.

Could you please see if we can get this added to the agenda for next week's Board meeting.

Please see the attached quote.

John F. Ray, Ph.D.

Director of Athletics
Monroe Public Schools
734 265 3444

Major Display

510 Highland Ave. #196
Milford, MI 48381

Estimate

Date	Estimate #
10/14/2013	5475

Name / Address
Monroe High School 901 Herr Road Monroe Charter Township, MI. 48161 (734) 265-3400

Ship To
Football scoreboard Navar Field

P.O. No.	Terms	Rep
	progress billing	GMW

Item	Description	Qty	Rate	Total
Survey	Survey existing scoreboard and measure for material fabrication for complete upgrade.		150.00	150.00
Football Scoreboa...	Refurbish existing Football scoreboard with new Major Display SCB3000 software and hardware, flush mount aluminum face red 18" led digits, with captions reading HOME, GUEST, CLOCK to 99:99, T.O.L., POSS., DOWN, TO GO, BALL ON, QTR. new PCB Driver assemblies with 24V meanwell power supplies, new wiring, new paint, new graphics and border striping, includes all labor materials, and equipment.		4,677.00	4,677.00
Controller	Scoreboard Control console with 80 character LCD readout		600.00	600.00
Wireless	High speed Wireless transmitter, and receiver controls		700.00	700.00
Warranty	3 year exclusive replacement parts program		0.00	0.00
TAX	Real improvement not subject to sales tax, use tax included		0.00	0.00
			Total	\$6,127.00

Signature _____

ADJOURNMENT

RECOMMENDATION

Move to adjourn the October 22, 2013 Board Meeting #19.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____