

# MONROE PUBLIC SCHOOLS

## BOARD MEETING #20

November 12, 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 #20

Tuesday, November 12, 2013

7:00 p.m.

**AGENDA**

		<u>Page</u>
<b>A. Roll Call and Call to Order</b>	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
<b>B. Public Commentary – Agenda Items Only</b>	Mr. Yeo	
<b>C. Discussion and Action Items</b>		
1. <b>Approval of Minutes</b>	Mr. Yeo	2
Move to approve the minutes of the following meetings as submitted:		
• October 22, 2013 Work Session		
• October 22, 2013 Board Meeting #19		
• November 7, 2013 Special Board Meeting (2 sets)		
2. <b>Reports and Updates</b>	Mr. Yeo	11
a. October 21, 2013 Board Curriculum Committee Minutes		
b. October 23, 2013 Board Physical Resources Committee Minutes		
c. October 24, 2013 Board Policy Committee Minutes		
3. <b>Ceiling Plaster Repair at Monroe Middle School</b>	Mr. Oley	18
Move to accept the low bid of \$4,250 from Hoffman Plastering of Saline, Michigan for plaster repair at Monroe Middle School and reject all other bids. Cost to be taken from Site Sinking Fund.		
4. <b>Transfer MPS Scholarship Funds to Education Foundation of Monroe</b>	Dr. Martin	23
Move to approve the transfer of the Monroe Public Schools Scholarship funds to the Education Foundation of Monroe with the stipulation that all conditions, limitations or requirements related to these funds as “gifts” to Monroe Public Schools remain in place once the funds are transferred and that the Foundation will establish an advisory committee within the Foundation itself for management of these funds, and if for some reason, the Education Foundation of Monroe were to dissolve as an active body, all scholarship funds would revert back to the control of the Monroe Public Schools district.		

This transfer process will be in line with provisions of the Revised School Code, MCL 380.1.

- |  |            |    |
|--|------------|----|
| <b>5. MPS Professional Development Plan</b>  | Dr. McLeod | 24 |
| Move to approve the MPS professional development plan for the 2013-14 school year and the associated contracted professional development not to exceed \$45,000. This expenditure will be paid for using curriculum professional development budget. |            |    |
| <b>6. Superintendent's Comments</b>  | Dr. Martin |    |
| <b>7. Old Business</b>   | Mr. Yeo    |    |
| <b>8. New Business</b>   | Mr. Yeo    | 34 |
| • Creating Smoke Free Zones – Michigan State Board of Education Policy on 24/7 Tobacco-Free Schools  |            |    |
| <b>9. Public Commentary – Any Topic</b>  | Mr. Yeo    |    |
| <b>10. Adjournment</b>   | Mr. Yeo    | 38 |
| Move that the November 12, 2013 Board Meeting #20 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**

- October 22, 2013 Board Work Session Minutes
- October 22, 2013 Board Meeting #19 Minutes
- November 7, 2013 Special Board Meeting Minutes (two sets)

**RECOMMENDATION**

Move to approve the following minutes as submitted:

- October 22, 2013 Board Work Session
- October 22, 2013 Board Meeting #19
- November 7, 2013 Special Board Meeting (two sets)

**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 22, 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, Trustee Dr. Tedd March, Trustee Ryan Philbeck, and Trustee Wendy Spicer

Board Members Absent: Parliamentarian Aaron N. Mason

Administrators Present: Barry Martin, Julie Everly, Ryan McLeod, Katherine Eighmey (arrived at 6:35 p.m.)

Administrators Absent: Jerry Oley, David Payne

The meeting was called to order at 5:34 p.m. by Mr. Yeo.

### Athletic Department Overview

Dr. Ray distributed a packet of information which gave the Board an overview of the Athletic Department. Areas reviewed were department philosophy, coach hiring process, district expectations of the athletic program, budgets, and transportation.

Mrs. Knabusch-Taylor expressed concern about allowing new groups to become 501c3. These teams represent Monroe Public Schools but they aren't accountable to us for their funds. Mrs. Everly, Dr. McLeod, Mrs. Orr and Dr. Ray will research 501c3 organizations. They will also consult our legal department.

### Scoreboard at Navarre Field

The estimate to refurbish the scoreboard is \$6,127. Dr. Ray would like the Board to consider increasing the amount to \$10,000 so that eight advertising spaces could be added to the scoreboard. These spaces would be sold for \$1,250 each and he would be able to recoup the total amount.

### ISD/MPS CTE Consolidated Services

Mr. Yeo asked how combining services with the ISD would benefit Monroe Public Schools. Mrs. Orr said in terms of CTE, one of the benefits is Mr. Ferrara's focus of instructional coaching with CTE teachers. He will be able to concentrate on expanding our CTE program, and he'll be able to bring knowledge to CTE teachers, as well as the leadership team, of what's happening in the county. Mr. Ferrara would be housed at Monroe High and would be onsite for a large majority of the time. Mr. Ferrara indicated there are a lot of overlapping duties, and another advantage to Monroe Public Schools is that as the county moves toward shared time positions, we could be a leader in that area.

Mrs. Orr indicated that not only will Mr. Ferrara be able to focus on instructional leadership, but her entire team will be able to do so, because they will gain a person to take care of lower level discipline. The assistant principals would step in and help as needed. Dr. McLeod said it would be a non-certified position; similar to our in-house supervisors, but on a higher performing level because they would have significant contact with our parents.

**Adjournment**

Motion by Mr. Philbeck; support by Mr. Yeo that the 5:30 p.m., October 22, 2013 Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:04 p.m.

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**June Knabusch-Taylor, Secretary**

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Board Meeting #19

Tuesday, October 22, 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 (arrived at 7:23 p.m.), 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

Administrators Absent: Jerry Oley, David Payne

President Yeo called the meeting to order at 7:08 p.m.

**MMS Pay it Forward**

Every day in Monroe Middle School student planners, there is a random act of kindness that goes along with Pay-it-Forward. The staff is doing many positive things to support this initiative, and the culture within the school is starting to grow. Mr. Hoppert and the NJHS leadership team presented their school-wide theme of Pay-it-Forward. They shared an anti-bullying video featuring MMS students that was developed by Mr. Pollzzie who is the Trojan TV teacher. Dr. Martin remarked that ever since the district started their anti-bullying efforts, Monroe Middle School has always been a leader in this area and he thanked the students and staff for their efforts.

**Public Commentary-Agenda Items Only**

There was none at this time.

**Approval of Minutes**

Motion by Mr. VanWasshenova; support by Ms. Spicer 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

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

**Reports and Update**

The October 7, 2013 Board Personnel Committee Minutes and Informational Report – Contracted Coaches were received without comments.

**Coaching Recommendations**

Motion by Mr. Mason; support Dr. March to approve the below listed coaches for the 2013-14 winter season; as per the MCEA master agreement.

<u>Last Name</u>	<u>First Name</u>	<u>Title</u>	<u>Sport</u>	<u>School</u>
Bole	Jennifer	Assistant Coach	Swimming – Varsity Boys	MHS



Bomia	Amanda	Coach	Basketball – 8 <sup>th</sup> Grade Girls	Monroe Middle
Dessauer	Tara	Coach	Basketball – 7 <sup>th</sup> 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 – 7 <sup>th</sup> Grade Girls	Monroe Middle
Schade	Doug	Head Coach	Swimming – Varsity Boys	MHS
Wood	Bobby	Supervisor	Middle School Athletics	Monroe Middle

Vote: Motion carried by a 6-1 roll call vote. Mr. Yeo abstained.

### **Staff Appointment**

Motion by Mr. VanWasshenova; support by Mr. Philbeck 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.

Discussion: Mr. VanWasshenova appreciates her outstanding volunteer services.

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

### **ISD/MPS CTE Consolidated Services**

Motion by Mr. Philbeck; support by Mr. Mason 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.

Discussion: Mr. Ferrara will remain under the current administrative agreement and the ISD will reimburse the district 50% of his salary. Monroe High School will remain his home base but he will have responsibilities, as he always has, that will take him out of the district. The ISD will use a portion of their Perkins grant to cover their share of Mr. Ferrara's salary. They will not be eligible for Perkins money if there isn't someone to secure the grant for them. Mr. Ferrara will be responsible for Perkins money for the county.

Vote: Motion carried by a 6-1 roll call vote. Mr. VanWasshenova voted no.

### **NSBA 2014 Membership Dues**

Motion by Ms. Spicer; support by Mrs. Knabusch-Taylor to approve the 2014 membership dues to the National School Boards Association in the amount of \$4,165.00.

Vote: Motion carried by a 6-1 roll call vote. Mrs. Knabusch-Taylor voted no.

### **Navarre Field Scoreboard Refurbishment**

Motion by Mrs. Knabusch-Taylor; support by Dr. March to change the motion to approve the refurbishment of the football scoreboard at Navarre Field by Major Display at a cost not to exceed \$10,000.00, sell advertising space on the sign, and Monroe Public Schools be included on the sign.

Discussion: A long term plan needs to be developed for Navarre Field through Physical Resources for future expenses.

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

### **Superintendent Comments**

- The initial MEAP test schedule is now complete and each school is doing whatever makeup testing needs to be done the rest of this week. All testing materials will be returned to MDE by next Wednesday.
- We are offering a new program at Monroe High called student shadowing. It's for our eighth graders in local parochial schools. Special invitations are going out this week to the families of those eighth graders inviting them to come to Monroe High on November 7th or 8th to spend a day going to classes with a Monroe High School student. Our aim is to have them see what it's like at Monroe High so they will give us their full consideration when deciding on which school to attend in 9<sup>th</sup> grade.
- Throughout our schools this week, we are observing Bully Prevention Week. Each school has different activities scheduled throughout the week, with most following the Monroe County Anti-Bully Task Force daily themes. On Thursday, we expect to see a sea of orange as it is Wear Orange Day where children show their support of Bully Prevention.
- Next week is Red Ribbon Week, stressing the fact that children should not take illegal drugs. Like Bully Prevention Week, Red Ribbon Week has different activities each day to make children mindful of not taking drugs. As part of that observance, students from Monroe High's Positive Peer Influence group will visit all of our elementary schools with the message that it is important to stay off drugs.
- At Monroe High this week, we are encouraging students to write on the walls of the cafeteria. In honor of National Day of Writing, which was Sunday, October 20, Monroe High School students are having a writing extravaganza. Each class, 9<sup>th</sup> through 12<sup>th</sup>, is writing a shared story on large banners on the walls of the MHS commons area. Each banner started with the beginning line of a story and students are encouraged to write the next line and keep the story going. The goal is to have every Monroe High School student write at least one line of the story.
- National Make a Difference Day is this Saturday and at least two of our schools are having activities this Friday to celebrate that day. First, our "leaders" at Manor will host a benefit breakfast to raise money for cancer treatments for a former Marine who is the sister of one of our Manor employees. That breakfast starts at 7:15 a.m. this Friday. Later that morning, a class from Waterloo will visit the Magnum Care Nursing Home and perform a short skit, read poetry, present some Halloween cards and provide some snacks for the residents.
- Wednesday, October 30, is a one hour early release day for students and our teachers will participate in the county-wide in-service day on Friday, November 1.
- Congratulations go to our vocal music students who participated in the regional honors choirs for high schools and middle schools recently. Five of our high school vocalists were involved and our middle school vocal program had five duets participate. In fact the middle school musical activity was held at Monroe Middle School.
- Finally, congratulations are in order for our Monroe High School marching band which recently earned a straight Division One rating in the District Marching Festival at Flat Rock High School for the second consecutive year. Division One is considered an outstanding performance.
- You can see our marching band and the Monroe High School String Orchestra perform in the Band-o-Rama on Wednesday, October 30, at the Monroe High School auditorium and everyone is invited.
- There will be a presentation on Common Core at MCISD tomorrow evening for area board members and superintendents at 6:00 p.m.

### **Old Business**

Mr. Yeo complimented the high school staff on the Homecoming activities.

**New Business**

Mrs. Everly invited everyone to view the beautiful art displayed by our K-12 art department. Many of the pieces were recognized at the Monroe County Fair.

Mr. Yeo encouraged the Board to read the recent communication from Dr. Martin. The Board will be provided with updates when necessary.

Monroe Middle School teacher Mr. Myers invited the board to an all-star basketball game on Monday at 6:00 p.m. in the MMS gym. This will benefit the pay-to-play fund and give students who don't typically play sports in front of a big crowd, the opportunity to do so. Mrs. Provo informed the Board that Mr. Myers and Officer Flora meet about 30 boys every Tuesday and Thursday morning at 6:30 to play basketball before school. It's been a tremendous relationship building opportunity for students who need that extra connection to school.

**Public Commentary-Any Topic**

There was none at this time.

**Adjournment**

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor that the October 22, 2013, Board Meeting #19 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 8:13 p.m.

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**June Knabusch-Taylor, Secretary**

**MONROE BOARD OF EDUCATION**  
**1275 North Macomb Street, Monroe, Michigan 48162**  
**Special Board Meeting, Thursday, November 7, 2013**  
**5:00 p.m.**

**MINUTES**

**Roll Call and Call to Order**

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

Board Members Absent: Trustee Ryan Philbeck

Others Present: Barry Martin, Ryan McLeod, James Davies, Jessica Shultz, Valerie Orr, Liaison Officer Michael Preadmore, the student, the student's father and mother

Mr. Yeo called the meeting to order at 5:09 p.m.

**Closed Session**

Motion by Mr. VanWasshenova, support by Mr. Mason, to convene in closed session for the purpose of conducting a student disciplinary hearing. Open Meeting Act; Section 8 (b).

Vote: Motion carried by a 6-0 hand vote at 5:09 p.m.

**Reconvene Board Meeting**

Motion by Mr. Mason, support by Mr. VanWasshenova, that the closed session adjourn and the 5:00 p.m., November 7, 2013, Special Board Meeting reconvene.

Vote: Motion carried by a 6-0 hand vote at 5:22 p.m.

**Recommendation**

Motion by Mr. Mason, support by Mrs. Knabusch-Taylor, to expel the student according to state mandates.

Vote: Motion carried by a 6-0 roll call vote at 5:22 p.m.

**Adjournment**

Motion by Mr. VanWasshenova, support by Mr. Mason, that the November 7, 2013, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 5:23 p.m.

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June Knabusch-Taylor, Secretary

**MONROE BOARD OF EDUCATION**  
**1275 North Macomb Street, Monroe, Michigan 48162**  
**Special Board Meeting, Thursday, November 7, 2013**  
**5:00 p.m.**

**MINUTES**

**Roll Call and Call to Order**

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

Board Members Absent: Trustee Ryan Philbeck

Others Present: Barry Martin, Ryan McLeod, James Davies, Jessica Shultz, Valerie Orr, Liaison Officer Michael Preadmore, Probation Officer Brian Rochowiak, student, student's father and mother

Mr. Yeo called the meeting to order at 5:26 p.m.

**Closed Session**

Motion by Mr. VanWasshenova, support by Dr. March, to convene in closed session for the purpose of conducting a student disciplinary hearing. Open Meeting Act; Section 8 (b).

Vote: Motion carried by a 6-0 hand vote at 5:32 p.m.

**Reconvene Board Meeting**

Motion by Mr. VanWasshenova, support by Mr. Mason, that the closed session adjourn and the 5:00 p.m., November 7, 2013, Special Board Meeting reconvene.

Vote: Motion carried by a 6-0 hand vote at 6:02 p.m.

**Recommendation**

Motion by Mrs. Knabusch-Taylor, support by Ms. Spicer, to expel the student.

Vote: Motion carried by a 6-2 roll call vote at 6:04 p.m. Mr. Mason and Mr. Yeo voted no.

**Adjournment**

Motion by Mr. VanWasshenova, support by Mr. Mason, that the November 7, 2013, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 6:04 p.m.

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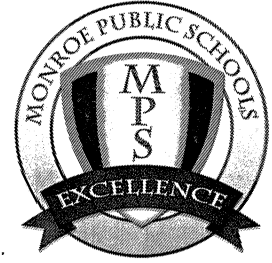
June Knabusch-Taylor, Secretary

## **REPORTS AND UPDATES**

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

- October 21, 2013 Board Curriculum Committee Minutes
- October 23, 2013 Board Physical Resources Committee Minutes
- October 24, 2013 Board Policy Committee Minutes

# Monroe Public Schools Board Curriculum Committee



**Date of Meeting:** October 21, 2013  
**Next Meeting:** November 18, 2013

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- 1) **Call to Order:** Julie Everly called the meeting to order at 4:53.
  
- 2) **In Attendance:** Julie Everly, June Knabusch-Taylor, Tedd March, Barry Martin, Ryan McLeod, Larry VanWasshenova, Holly Wallace
  
- 3) **Minutes:** *The September 16, 2013 minutes were approved at the September 24, 2013 Board of Education Meeting.*
  
- 4) **Public Commentary: None**
  
- 5) **District Progress Monitoring Tool:** Mrs. Holly Wallace is one of our School Improvement Coaches who is currently doing her rotation in the classroom. She has been an active member of the Math Committee for 13 years. Holly presented the district-created Progress Monitoring Tool (PMT). This is a program which can function on any technology device because it is web-based, so teachers can easily use it as they are moving around a classroom. The Math Committee used national and international research in mathematical development to create a continuum which teachers utilize when assessing their students. The PMT has created an online framework for teachers to document student growth and goals along this continuum. The teacher entered data can be transferred into Pearson Inform.

Holly demonstrated multiple examples of how she utilized the continuum in the PMT to form goals and monitor the math progress of her students. She uses the PMT to flexibly group students who are working on similar strategies or levels in order to have guided math groups. She also showed the committee the reports that the PMT can generate. Holly utilized these reports during her parent teacher conferences and during meetings when student academic concerns are being discussed. Dr. March asked Holly if the students seemed motivated by the data displays (graphs, continuum numbers). Holly commented that she finds that this specific

information does help teachers support students in formulating goals, and students do tend to respond with a motivated orientation in this learning situation.

Julie shared that we are very proud of the district-created tool. It was grown through teachers visioning, collaborating, then drafting what the tool would look like and how it would function. The creation team was very conscientious as to what purpose the tool would serve. Julie explained that the tool has changed, and will continue to evolve based upon the input of teachers.

As stated in previous meetings, Julie reiterated that users experience a number of barriers when working in Pearson Inform. The PMT allows data reports to be generated with more ease and frequency than Pearson Inform. When it is time for the Math Pre- and Post-Assessments, by uploading the PMT into Pearson Inform, teachers no longer have to hand-enter data for each student.

- 6) **MHS TFT:** This topic is tabled until the next meeting.
  
- 7) **Arthur Lesow Tutoring:** At the last meeting, Mrs. Knabusch-Taylor requested that we investigate what the tutoring program at the ALCC looked like this school year. Julie reported that the focus of the K-8 program is currently on math; although, the volunteers are very supportive to students in all academic areas. Students attend three times every week for practice. The program, coordinated by Tanya Dickerson, maintains a 1:2 adult-student ratio. Rotary Club member, Dave Bagnall, is instrumental in recruiting volunteers for the program. An average of 30 students are participating each night.
  
- 8) **Old Business:** Previously, information regarding the number of students who were enrolled in Spanish I, then passed with a D enrolled in Spanish II. Ryan reported that out of 371 students who were enrolled in Spanish I, 24 students received a D or below. In Spanish II, half of these students improved, and the other half stayed the same or their scores went down. Ryan stated that world language is taught through an immersion approach.

Julie and Ryan distributed a draft of the parent survey for review and input. Mrs. Knabusch-Taylor suggested that there needed to be a way to differentiate different



children in a family on the survey. Ryan and Julie will continue to work on the formatting of this project.

9) **New Business:** County Wide in-service is November 1<sup>st</sup>. There will be no school for students.

10) **Adjournment:** The meeting was adjourned by Julie Everly at 6:00.

# Physical Resource Committee

Wednesday, October 23, 2013 @ 5:00 PM

## Minutes

Present: Tedd March, Bob Yeo, Kathy Eighmey, Keith Kohler, Barry Martin, George O'Dell, Jerry Oley

Jerry shared 2013 contract status reports.

- Discussion, MHS Parking Lot, Phase I

Bob Yeo – comments on signage, i.e. no smoking

- Policy Committee needs to review

Jerry discussed 2013/14 Sinking Fund project considerations

- Arborwood South boiler project, possibly 2 phases
- Energy Efficiency – Energy Management
  - Manual changes to thermostats in classrooms
  - Start changing to electronic controlled thermostats?
- MHS Professional Development Room
  - Staff meeting for entire MHS staff
  - Breakout sessions
  - See Kohler Architect study
- MHS Gymnasium cooling study
  - Jerry presented Kohler Architect study
  - Discussion regarding gymnasium uses
  - Possibly make some changes when chiller is updated or replaced
  - Any other way to get gymnasium cooled for special events such as graduation, robotics competition, etc.
  - Jerry will continue to explore options
- Carpet in buildings – Bob Yeo
  - Do other surfaces make more sense? i.e. tile?
- Navarre Field – any concerns?
  - Jerry is not aware of any safety issues or structural issues at this time

Tedd March - Sinking Fund priority list

- Has not seen a priority list in a while and would like an update

Custer Soccer Field Concession Stand

- No progress, construction has not begun

Meeting adjourned 6:33 PM

**BOARD OF EDUCATION POLICY COMMITTEE**  
**Thursday, October 24, 2013**

**MINUTES**

The Board Policy Committee met at 5:30 p.m. on Thursday, October 24, 2013. Present were Barry Martin, Aaron Mason and Robert Yeo. Absent: Larry VanWasshenova

**Public Commentary**

There was no public commentary.

**Discussion**

Complete copies of Section 5000 – Personnel – were distributed. Most of the Personnel policies follow state law and prior to this committee meeting, Dr. Martin met with Dr. McLeod and Mrs. Everly to determine which policies in Section 5000 would be reviewed.

- Policy 5203 – Use of District Equipment, Supplies, Property, and Material – There was a note whether or not staff borrowing tables and chairs should be included in this policy. The committee decided to remove the note.
- Policy 5250 – Employee Use of Electronic Communication Devices – The committee discussed adding language about use of tablets and cell phones. This will be revisited at the next meeting.
- Policy 5335 – Health Records – HIPAA – This is a new policy.
- Policy 5345 – Staff Smoking and Tobacco Products – Members of the committee would like to consider creating totally smoke free zones for our schools and would like to discuss this at an upcoming board meeting. Dr. Martin will provide a model board policy from the state.
- Policy 5370 – Communicable Diseases – Staff and Students – The Communicable Disease policy is outlined in 8510. The committee agreed not to make any changes to Policy 5370.
- Appendix A – Examples of Sexual Harassment - The committee will make sure that the information crossed off beginning at Sexual Harassment Guidelines is covered in the previous section.

**Adjournment**

The October 24, 2013 meeting of the Policy Committee adjourned at 6:10 p.m. The next scheduled meeting is Thursday, November 14, 2013 at 5:15 p.m.

**CEILING PLASTER REPAIR AT MONROE MIDDLE SCHOOL**

**BACKGROUND**

See attached memo from Tim Salenbien for details.

**ENCLOSURES**

Memo from Mr. Salenbien

Bids from Hoffman Plastering, Castiglione Drywall and Saylor's Exterior

**RECOMMENDATION**

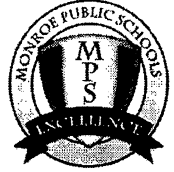
Move to accept the low bid of \$4,250 from Hoffman Plastering of Saline, Michigan for plaster repair at Monroe Middle School and reject all other bids. Cost to be taken from Site Sinking Fund.

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

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

# Monroe Public Schools

Operations Department • Maintenance/Custodial 734-265-3333 • Fax 734-265-3301



October 29, 2013

**To:** Jerry Oley  
Director of Operations  
Board of Education  
Monroe Public Schools

**From:** Tim Salenbien  
Custodial/Maintenance Supervisor

**Re:** Plaster Repair

Bids were requested from three companies for ceiling plaster repair at Monroe Middle School. Three bids were returned. Each bidder viewed the work and bid from the scope of work sheet provided.

It is my recommendation that the low bidder, Hoffman plastering will be awarded they are a license and insured contactor.

Bid Summary is as follows:

Hoffman Plastering Saline, MI	\$ 4,250.00
Castiglione Drywall Monroe, MI	\$ 4,700.00
Sailor's Exterior Ottawa Lake, MI	\$ 5,100.00

Funds for the ceiling plaster repair will be taken from the Site Sinking funds.  
If you need further information, please let me know.

TCS/my

4920 W. Albain Road • Monroe, MI 48161

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#### NOTICE OF NONDISCRIMINATION

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

Hoffman Plastering  
9540 Sandpiper Lane  
Saline, MI 48176

hoffmanplastering@msn.com  
Phone: 734.663.5262  
Fax: 734.944.2055

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## PROPOSAL

October 14, 2013

Attn: Tim Salenbien

Of: Monroe Public Schools

Re: Monroe Middle School

*We propose to furnish all labor and material for the following:*

Remove damaged plaster from mechanical room ceiling and dispose of.  
Apply bonding agent, base coat and light sand finish to entire ceiling.  
Includes covering and protection of surroundings and clean up.

Remove damaged plaster from 2<sup>nd</sup> floor girl's and boy's bathrooms, ceilings and walls.  
Repair plaster with smooth finish.  
Includes covering and protection of surroundings and clean up.

Total Cost.....\$4,250.

Authorized Signature:

*Doug Hoffman*

---

Doug Hoffman

Quality Service Since 1931

# CASTIGLIONE DRYWALL

7255 Reinhardt Road • Monroe, Michigan 48162  
(734) 241-7475

CUSTOMER'S ORDER NO.		PHONE	DATE 10-26-13
NAME Monroe Public Schools			
ADDRESS			
CITY/STATE/ZIP			
QUANTITY	DESCRIPTION	PRICE	AMOUNT
✗	Tear out loose Plaster in Mechanical room and bathroom at Monroe Middle School		
✗	Dispose of waste		
✗	Board work ceilings and repair with USG board base coat and finish coat Plaster		
✗	All labor and material to complete	\$	4700.00
		TAX	—
RECEIVED BY		TOTAL	4,700.00

*Thank You!*

All claims and returned goods  
**MUST** be accompanied by this bill.





# SAYLOR'S

Exterior Plastering Systems

Since 1956

## ***BID PROPOSAL*** ***#10-17-13***

**Date:** October 22, 2013  
**Estimator:** Jess M. Saylor  
**Job Name:** Monroe Middle School – Monroe, MI  
**Submitted To:** Monroe Public Schools  
Attn: Tim Salenbien

### **Scope of Work**

Interior Plaster Repairs, with work to include the following;

- Remove damaged plaster from mechanical room ceiling and dispose of.
- Apply bonding agent, base coat and light sand finish to entire ceiling.
- Includes covering and protection of surroundings and clean up.
- Remove damaged plaster from 2<sup>nd</sup> floor girl's and boy's bathrooms, ceilings and walls.
- Repair plaster with smooth finish.
- Includes covering and protection of surroundings and clean up.

***Bid Cost: Time and Material not to Exceed \$ 5,100.00***

**Labor Rate: \$75.00/hour**  
**Materials: Cost, plus 15%**

**To accept this proposal please sign and date below, and fax a copy to (734) 856-6099**

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Member:**

- EIFS Industry Members Association (EIMA)
  - Association of Wall & Ceiling Industries (AWCI)\*
  - Architectural Contractors Trade Association (ACT)\*
- \*Member – Board of Directors

8751 Whiteford Road, Ottawa Lake, MI 49267  
734-856-4979 • Fax 734-856-6099

**TRANSFER MPS SCHOLARSHIP FUNDS TO  
 EDUCATION FOUNDATION OF MONROE**

**BACKGROUND**

Last spring it was proposed that the Monroe Scholarship Committee be combined with the Education Foundation of Monroe Public Schools and that funds collected by the Scholarship Committee for the purpose of awarding scholarships to Monroe students be transferred to the Foundation. Before this took place, the district needed to clarify the legality of moving funds from a district account into the Education Foundation. The district legal team of *Collins and Blaha, P.C.* was consulted by our business office and it was determined that it was allowable to transfer the scholarship funds to the foundation “if a gift received by the school board was subject to a condition, limitation, or requirement, the transfer must be to a fund within the foundation that incorporates a condition, limitation or requirement that is identical or substantially similar to the condition, limitation or requirement the gift was subject to.” Therefore, the Board of Education may transfer proceeds from the Scholarship Committee to its Education Foundation if limitations placed on the use of these scholarship funds stay with these funds when they are transferred.

**RECOMMENDATION**

Move to approve the transfer of the Monroe Public Schools Scholarship funds to the Education Foundation of Monroe with the stipulation that all conditions, limitations or requirements related to these funds as “gifts” to Monroe Public Schools remain in place once the funds are transferred and that the Foundation will establish an advisory committee within the Foundation itself for management of these funds, and if for some reason, the Education Foundation of Monroe were to dissolve as an active body, all scholarship funds would revert back to the control of the Monroe Public Schools district. This transfer process will be in line with provisions of the Revised School Code, MCL 380.1.

**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	_____	_____	_____	_____

**MPS PROFESSIONAL DEVELOPMENT PLAN  
CONTRACTED PROFESSIONAL DEVELOPMENT**

**BACKGROUND**

This professional development plan for the 2013-14 school year is designed to continue the development of the culture of coaching in MPS. Last year, we invited Lucy West to work with our school improvement coaches and administrators in the area of instructional coaching. This summer, our department leaders from across the district participated in a communication and coaching workshop in mid-August with Dan Newby. As administrators, school improvement coaches, and the central office have examined the needs of our district moving forward, the team has developed a professional development plan that will include additional work in the areas of coaching and communication. The plan includes contracted professional development services with Lucy West and Daniel Newby.

**ENCLOSURE**

MPS Professional Development Plan

**RECOMMENDATION**

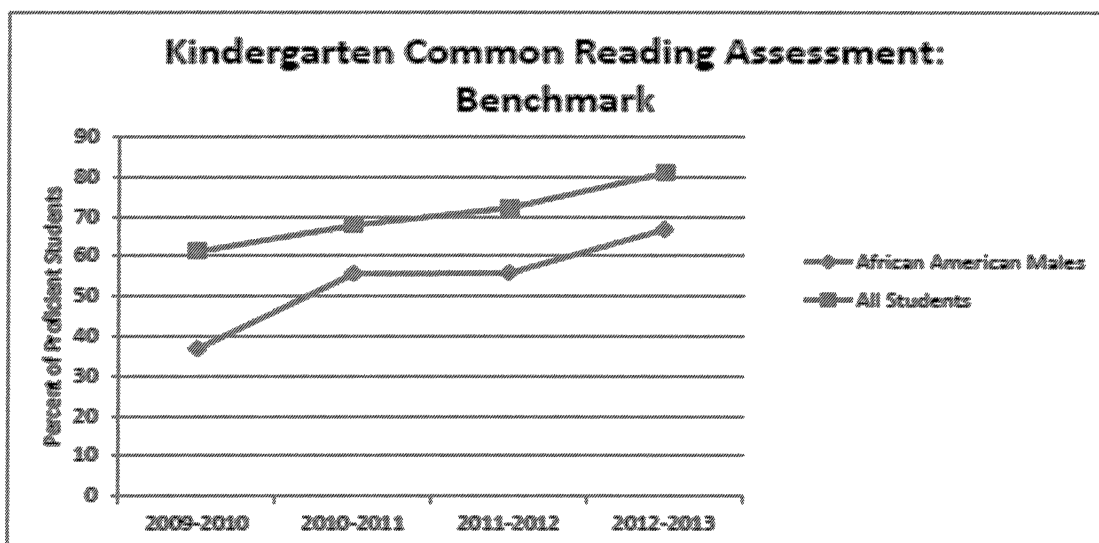
Move to approve the MPS professional development plan for the 2013-14 school year and the associated contracted professional development not to exceed \$45,000. This expenditure will be paid for using curriculum professional development budget.

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

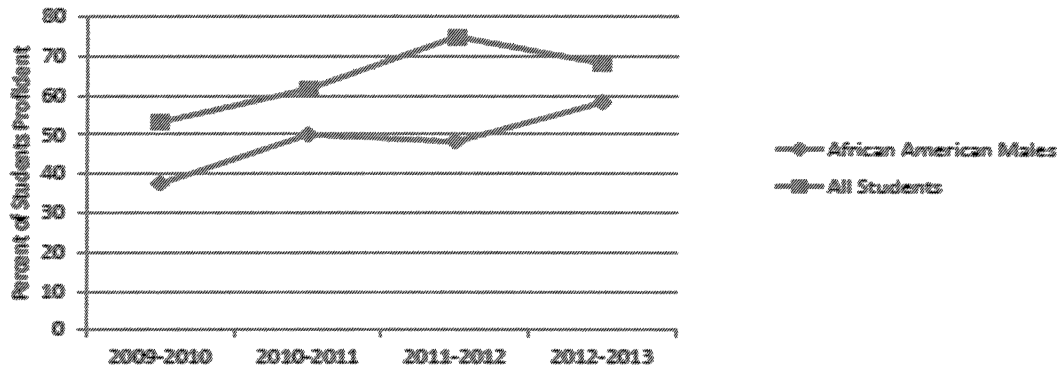
	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____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

MPS creates job-embedded professional development through Professional Learning Communities (PLCs). District-wide, these PLCs include common practices outlined in the reflective inquiry model. Each PLC includes a professional reading, analysis of student data, and a corresponding action plan to assist in closing the achievement gap. During PLCs and common planning, teachers and School Improvement Coaches participate in a lesson study that follows a plan/teach/debrief model. We have developed a professional development plan for the 2013-14 school year that continues the development of the culture of coaching in MPS. Last year, we invited Lucy West to work with our school improvement coaches and administrators in the area of instructional coaching. This summer, our department leaders from across the district participated in a communication and coaching workshop in mid-August with Dan Newby. As administrators, school improvement coaches, and the central office have examined the needs of our district moving forward, the team has developed a professional development plan that will include additional work in the areas of coaching and communication.

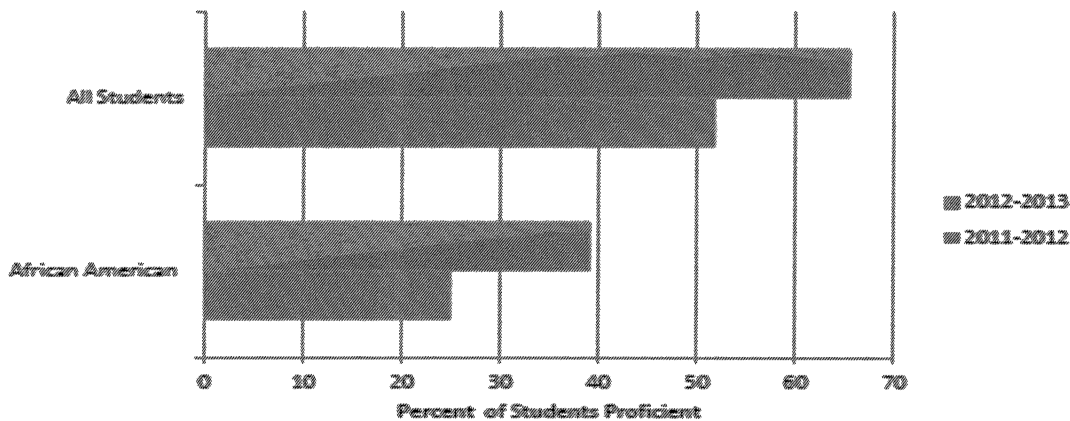
As referenced in our recent discussions of the submitted Student Centric Grant, one can note marked areas of increased achievement with the initiation of the School Improvement Coaching Model and the district-wide focus on coaching. Below are some sample data sets that were included in the grant:



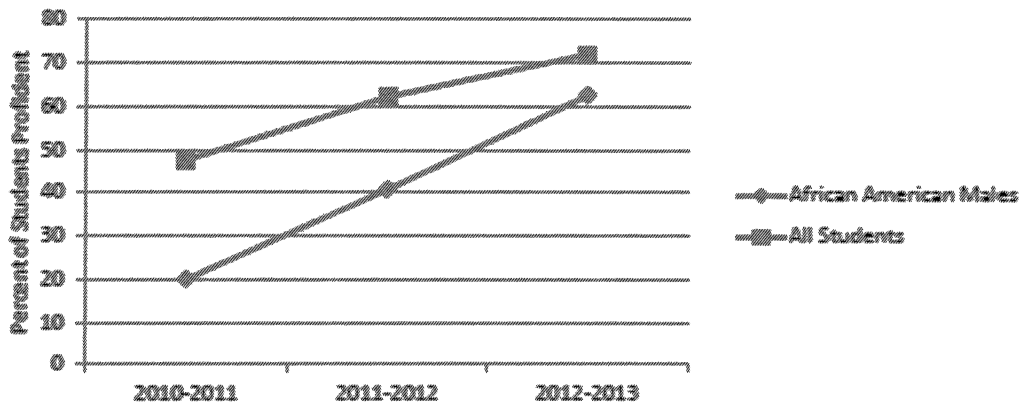
### MPS Grade 2 Common Assessment: Benchmark

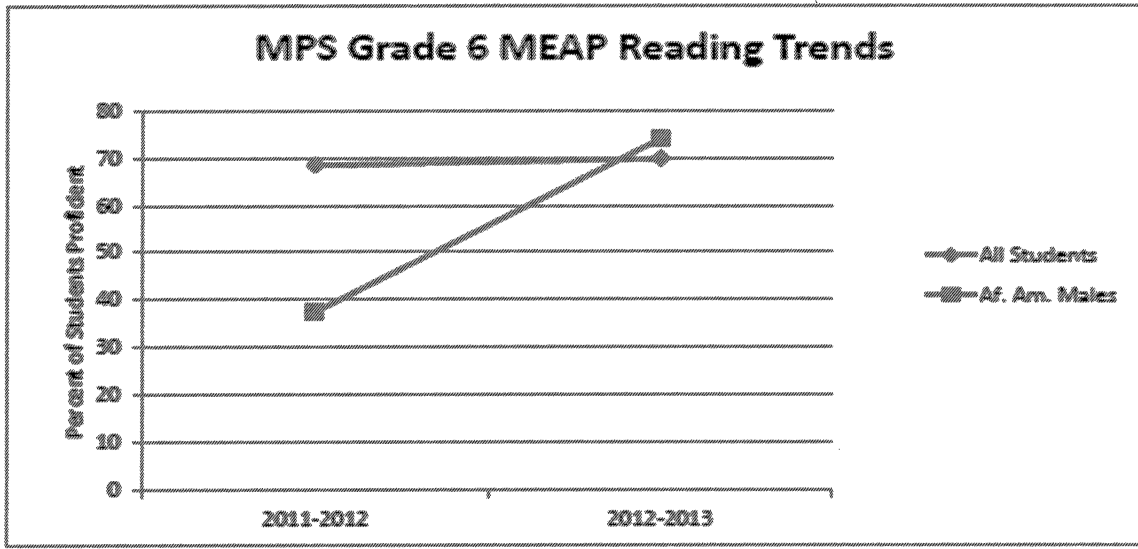
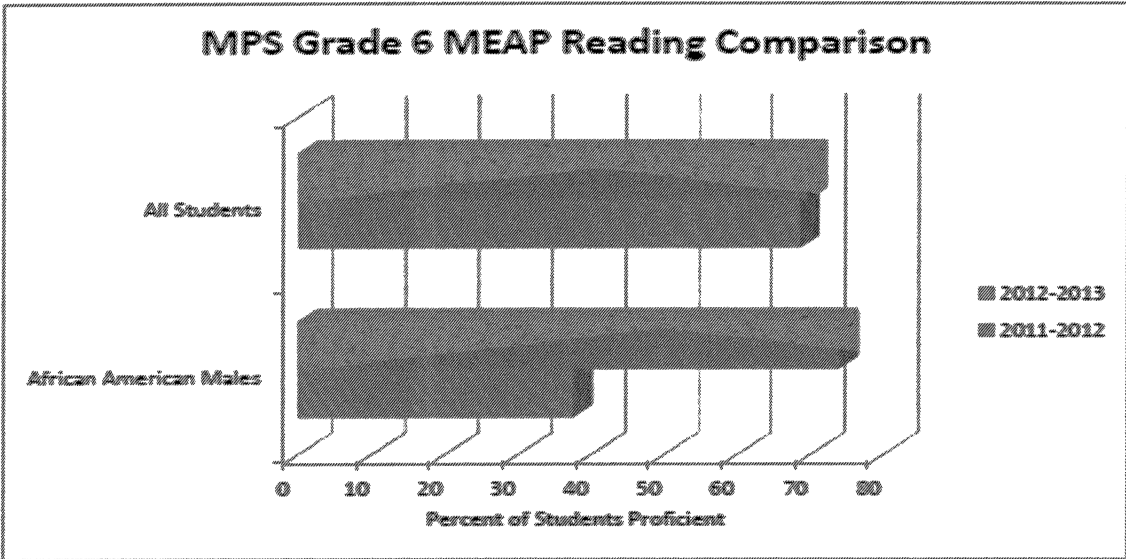


### MPS Grade 3 Reading MEAP Comparison



### Grade 3 Common Reading Assessment: Benchmark





The district’s professional development plan nurtures a learning culture among adults that results in classroom environments that foster robust, enthusiastic and expert learners; creates a coaching culture to develop individualized teacher learning, collaborative practice and collective wisdom; and engages educators in professional conversation to generate innovation and collective genius that transforms the system into a sustainable entity. Through the analysis of authentic, performance-based data and classroom practice, along with the study of professional research from state, national and international resources, classroom instruction in the district has improved as evidenced by an increase in achievement.

# Coaching and Coaching Skills Program Monroe Public Schools

## Dan Newby, Coaching Consultant

### Coaching Skills Training

First would be to offer a skills training for your administration group that prepares participants to have coaching available as a tool for daily use (course outline below).

The learning objectives of this year long training for participants would be:

- Ability to lead a coaching conversation and to use coaching skills in daily interactions
- Increased resiliency and emotional intelligence
- Increased ability to build, maintain and repair trust on both an individual and team/organizational level
- Improved communication skills: Listening, requesting, offering, promising and declaring

The general structure of this work would be:

- 3 two-day group workshops- occurring: November, 2013; March, 2014; June, 2014
- 8 seventy-five minute group calls in the months we do not have in-person workshops. Each group would be composed of 6 or 7 participants
- Customized study guides and papers

### District and Central Office Administrators

- 6 days of training
- 24 group session (assuming 3 groups x 8 months)

### Central Office Administrators

- Each of the six central office staff would receive a one hour monthly coaching session
- Each one hour coaching session @ \$150

### November 2013

- 2 days of Administrator Skills training
- 1 day Central Office coaching

### December 2013

- 75 minute virtual group coaching session with Administrators (assume 3 groups)
- 60 minute virtual coaching session with each Central Office staff

### January 2014

- 75 minute virtual group coaching session with Administrators (assume 3 groups)
- 60 minute virtual coaching session with each Central Office staff

### February 2014

- 75 minute virtual group coaching session with Administrators (assume 3 groups)
- 60 minute virtual coaching session with each Central Office staff

### March 2014

- 2 days of Administrator Skills Training
- 1 day Central Office coaching

April 2014

- 75 minute virtual group coaching session with Administrators (assume 3 groups)
- 60 minute virtual coaching session with each Central Office staff

May 2014

- 75 minute virtual group coaching session with Administrators (assume 3 groups)
- 60 minute virtual coaching session with each Central Office staff

June 2014

- 2 days of Administrator Skills Training
- 1 day Central Office coaching

**Course Outline for Skills Training**

<b>Topic</b>	<b>Elements</b>	<b>Objective</b>
What is Learning?	Phenomenon-Interpretation; BEL; OAR; Philosophical History	Open the possibility that there is an powerful unrealized interpretation of what learning is.
Enemies of Learning	Enemies of Learning; Friends of Learning	Explore both individually and collectively what ways of being hold us back from learning and what the costs of those habits are.
Domains of Learning	Body/Language/Emotion	Take a step deeper into the experience and articulation of how body, emotion and language are domains of learning that can be deliberately learned.
Language	Speech Acts; Conv for Action, Conv for Possibilities; Complaints	Reveal that what we have though of as language mastery lacks understanding of the fundamental mechanics of language and its potential. Practice and experience where participants have the potential for learning
Review	Exploration of learning to date; coaching; contextualization of learning to daily activities and habits	Participant articulation of what they have learned so far through sharing of insights, breakdowns and experiences
Mood and Emotions	Introduction of Moods and Emotions as domains of learning and knowing	Introduce moods and emotions as pre-dispositions for action. Help participants come to terms with them being non-discretionary and sources of important information about our interactions with the world



Topic	Elements	Objective
The Body	Domain elements: Shape, Disposition and Biology. Explore Center, Flexibility, Stability, Resolution and Openness and associated Archetypes	Introduce the body as a domain of learning and experience a few of the ways in which it contributes to or keeps us from engaging in life
Coaching as a Conversation	Coaching as a new conversation; distinguish from teaching, consulting, therapy and advising	Introduce the coaching conversation as a unique epistemological methodology
Listening and Questions	Introduce listening as a skill. Practice listening levels and focus as an act of communication	Introduce listening as the hidden side of communication and foundational to coaching. Introduce and practice the skill of formulating and asking questions as a foundational skill of coaching.
Debrief and Commitments	Debrief and Commitments	Articulate for each participant what has shifted in their self-awareness, the observer they are and what they have learned. Explore and commit to practices that will support continued learning.
Review	Exploration of learning to date; coaching; contextualization of learning to daily activities and habits	Participant articulation of what they have learned so far through sharing of insights, breakdowns and experiences
Cultural Discourses: The Individual and the Collective	Culture as “the water in which we swim” and how it shows up as a key element in who we are, how we see and learn	Introduce an interpretation of culture as ‘the soup we are cooked in’ and link our own personal experience with who we have become. Shift to be able to see that who “I” am is a part of who “we” are and is inextricable.
Deepening Distinctions	Revisit and expand on key ontological distinctions: Phenomenon-Interpretation; BEL; OAR; Sacred Space; Transactional vs Transformational Learning; Ontology; Epistemology; Cosmology	To expand and broaden the view of participants and to contextualize the underlying principles of ontological learning to their daily experience

Topic	Elements	Objective
Coaching Practice	Practice, practice practice	Put the distinctions learned so far into practice having coaching conversations
Debrief and Commitments	Debrief and Commitments	Articulate for each participant what has shifted in their self-awareness, the observer they are and what they have learned. Explore and commit to practices that will support continued learning.
Trust	Trust as an assessment of Sincerity, Competence and Reliability	Introduce a working and practical distinction of trust that can be adopted by the organization and individuals alike to shift the possibilities of coordinating action
Coaching Practice	Practice, practice practice	Put the distinctions learned so far into practice having coaching conversations
Debrief and Commitments	Debrief and Commitments	Articulate for each participant what has shifted in their self-awareness, the observer they are and what they have learned. Explore and commit to practices that will support continued learning.



Lucy West

email: [lucy@lucywestpd.com](mailto:lucy@lucywestpd.com)  
<http://lucywestpd.com>

Ms. West is recognized internationally for her innovative, effective, and cutting edge ideas and proven practices for transforming schools into multi-generational learning communities. She is uniquely qualified to assist school districts across the country. She has worked across content areas at every level of the school system from classroom teacher, to building administrator to curriculum coordinator to district administrator and as consultant to urban, suburban and rural districts.

Ms. West works would work with our Monroe Public Schools School Improvement Coaches on several levels which include, but are not limited to:

**Coaching Skills**—Through on-site, real-time, coaching sessions, pinpointing the coaching moves and techniques that transform teaching practice and turn classrooms into enriching learning communities.

**Coaching Role**—Through defining purpose and evidence of success the role of the coach emerges focusing efforts to foster inquiry-based professional learning communities and effective instruction.

**Coaching Relationships**—Through intentional partnerships with teachers and principals coaches cultivate capacity and create a culture of learning, respect, and collaboration.

**Coaching Strategy**—Through understanding coaching as a leadership role and coaches as catalysts for the kinds of change that result in increased professionalism, cultivation of teacher leaders and profound levels of student mastery

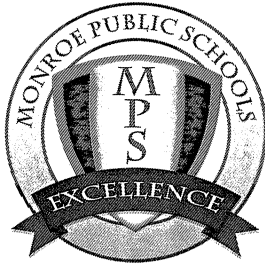
Ms. West's services will be part of district school improvement efforts specifically contributing to district efforts to improvement achievement, increase the graduation rate for all students, and generally contribute to improving the effectiveness of instruction across the district.

School Improvement Coaches/School and District Administrators

Full Day - Plan - Teach - DeBrief Cycle on Video and Virtual Consulting

February 12th and 13th, 2014

March 12th and 13th, 2014



# Monroe Public Schools

## Administration Building

1275 North Macomb Street · Monroe, MI 48162

Phone: 734-265-3000 · Fax: 734-265-3001

### Professional Development and Coaching Expense Summary:

Contracted services of:

<i>Dan Newby</i>	<i>\$24,000</i>
<i>Lucy West</i>	<i>\$21,000</i>
<i>Professional Development Package Total</i>	<i>\$45,000</i>

MICHIGAN  
STATE BOARD OF EDUCATION

## **POLICY ON 24/7 TOBACCO-FREE SCHOOLS**

In keeping with its mandate to protect Michigan students and foster effective learning environments, the Michigan State Board of Education strongly recommends that schools institute local tobacco-free schools policies that prohibit all tobacco use in all school-related situations, 24 hours per day, seven days per week, and 365 days per year.

Tobacco use is a danger to everyone, capable of killing and disabling both those who use the product and those who are exposed to others' use.<sup>1, 2</sup> It can be immediately life threatening for those who have asthma and other respiratory illnesses. Because the danger of tobacco use is now so well known, the majority of Michigan residents are protected by family policies that ban tobacco smoke in their homes.<sup>3</sup> It is therefore reasonable to assume that most Michigan families do not want their children exposed to tobacco in school.

In addition to being a deadly health hazard, exposure to tobacco has demonstrated negative effects on school performance. Recent research suggests that exposure to tobacco smoke is related to cognitive deficits, even at extremely low levels of exposure.<sup>4</sup> Analysis of the Michigan Youth Risk Behavior Survey results indicates that students who are low-performing in school are twice as likely to use tobacco and ten times more likely to smoke heavily than high-performing students.<sup>5</sup> Tobacco use and exposure also interfere with school attendance, decreasing opportunities for learning for those who use tobacco, as well as for those with respiratory illnesses.<sup>6, 7</sup>

Emerging research also suggests that school health policies prohibiting tobacco use, when consistently enforced, are an essential part of lowering teen smoking rates.<sup>8</sup> This Policy on 24/7 Tobacco-Free Schools builds on existing State Board of Education policies including the *Policy on Coordinated School Health Programs to Support Academic Achievement and Healthy Schools*,<sup>9</sup> *Policy on Comprehensive School Health Education*,<sup>10</sup> and *Policy on the Management of Asthma in Schools*.<sup>11</sup>

**The State Board therefore recommends that every local school district develop a 24/7 Tobacco-Free Schools Policy that:**

- 1) **Prohibits all use.** Research suggests that young people are strongly influenced to use tobacco by the role modeling of adults and peers.<sup>12, 13, 14</sup> The research is also unequivocal that tobacco smoke results in serious, ongoing health problems for children and adolescents.<sup>15</sup> Schools should therefore prohibit the use of *any* tobacco product in all school-related situations, by *any* person, at *any* time, in *any* location, and at *any* event.

- a) "Any tobacco product" includes spit tobacco, cigarettes, cigars, or any other kind of tobacco product.
  - b) "Any person" includes students, staff, visitors, all groups using school property, and any other persons. Because the State Board of Education believes that public education's responsibility extends to the health and learning of *all* students, alternative and vocational programs are included in this prohibition.
  - c) "Any time" means 24 hours per day, seven days per week, and 365 days per year.
  - d) "Any location" includes the school's property, grounds, buildings, and vehicles, even when school is out of session or the event is sponsored by another organization.
  - e) "Any event" includes all school-sponsored events, whether on or off school property.
- 2) **Prohibits tobacco advertising or promotion.** Studies suggest that tobacco advertising and promotion influence tobacco use.<sup>16, 17</sup> Schools should therefore prohibit tobacco advertising or promotion:
- a) on signs.
  - b) on clothing such as T-shirts, caps, or bags.
  - c) through sponsorship of school events.
- 3) **Identifies the responsibility of the school administrator to:**
- a) communicate this policy verbally to students, staff, family members, and visitors, at school events, through signage, and in the student code of conduct.
  - b) develop and implement procedures for consistent and fair enforcement.
  - c) develop educational alternatives to suspension.
  - d) treat violators who are students or staff with disciplinary action in the same magnitude and manner as violations of other school policies.
  - e) ensure that visitors who violate the policy discontinue using the tobacco product or leave the premises.
  - f) include the expectation that the prohibition will be enforced in contracts with outside groups who use the school building.
  - g) coordinate with local law enforcement agencies on enforcement of the Youth Tobacco Act and the Michigan Penal Code related to tobacco use.
- 4) **Encourages and helps students and staff to quit using tobacco.** Nearly 60 per cent of students who are current smokers have tried to quit smoking in the past year.<sup>18</sup> Without assistance to quit, nearly three-quarters of young people who are daily smokers will remain smokers five years later.<sup>19</sup> Schools should therefore provide access to developmentally-appropriate cessation programs and/or information about community cessation programs.<sup>20, 21</sup>
- 5) **Builds on existing local Board of Education policies** related to coordinated school health programs, comprehensive school health education, and management of asthma.

## ENDNOTES

- <sup>1</sup> *Tobacco Use and the Health of Young People* (2004). Centers for Disease Control and Prevention (CDC). <http://www.cdc.gov/HealthyYouth/tobacco/pdf/facts.pdf>.
- <sup>2</sup> *Monograph 10: Health Effects of Exposure to Environmental Tobacco Smoke*. National Cancer Institute (2001). <http://cancercontrol.cancer.gov/tcrb/monographs/10/>.
- <sup>3</sup> *Environmental Tobacco Smoke, 1998–1999: Percentage of People Protected by Smoking Policies* (2001). National Cancer Institute and Centers for Disease Control and Prevention (2001). [www.cdc.gov/tobacco/statehi/html\\_2002/protected.htm](http://www.cdc.gov/tobacco/statehi/html_2002/protected.htm).
- <sup>4</sup> Yolton, K.; Dietrich, K.; Auinger, P.; Lanphear, B. and Horning, R. (2005). Exposure to Environmental Tobacco Smoke and Cognitive Abilities among U.S. Children and Adolescents. *Environmental Health Perspectives*, 113:1, p. 98-103.
- <sup>5</sup> *Michigan Youth Risk Behavior Survey – High Risk Behavior and Academic Performance: Connecting the Dots* (2005). Michigan Departments of Community Health and Education at [http://www.michigan.gov/documents/YRBS\\_2001Drugs-Violence-by-School-Performance\\_119692\\_7.pdf](http://www.michigan.gov/documents/YRBS_2001Drugs-Violence-by-School-Performance_119692_7.pdf).
- <sup>6</sup> Kaufman, N.J.; Castrucci, B.C.; Mowery, P.D.; Gerlach, K.K.; Emont, S.; Orleans, C.T. (2002). Arch Pediatr Adolesc Med. Dec, 156(12):1176.
- <sup>7</sup> *Managing Asthma in the School Environment*. United States Environmental Protection Agency (2002). [http://www.epa.gov/iaq/schools/asthma/asthma\\_epidemic.htm](http://www.epa.gov/iaq/schools/asthma/asthma_epidemic.htm).
- <sup>8</sup> Wakefield, M.A.; Chaloupka, F.; Kaufman, N. et al. (2000). Effect of Restrictions on Smoking at Home, at School, and in Public Places on Teenage Smoking: Cross Sectional Study. *British Medical Journal (BMJ)*, August 5, 2000; 321(7257):333-337 at <http://bmj.bmjournals.com/cgi/content/full/321/7257/333?view=full&pmid=10926588>.
- <sup>9</sup> *Policy on Coordinated School Health Programs to Support Academic Achievement and Healthy Schools* (September 2003). Michigan State Board of Education. [http://www.michigan.gov/documents/CSHP\\_Policy\\_77375\\_7.pdf](http://www.michigan.gov/documents/CSHP_Policy_77375_7.pdf).
- <sup>10</sup> *Policy on Comprehensive School Health Education* (June 2004). Michigan State Board of Education. [http://www.michigan.gov/documents/Health Education Policy final 94135\\_7.pdf](http://www.michigan.gov/documents/Health_Education_Policy_final_94135_7.pdf).
- <sup>11</sup> *Policy on the Management of Asthma in Schools* (January 2005). Michigan State Board of Education. [http://www.michigan.gov/documents/MDE\\_Asthma\\_Policy\\_Board\\_10\\_2004\\_115301\\_7.pdf](http://www.michigan.gov/documents/MDE_Asthma_Policy_Board_10_2004_115301_7.pdf).
- <sup>12</sup> Poulsen, L.H.; Olser, M. et al. (2002). Exposure to Teachers Smoking and Adolescent Smoking Behaviour: Analysis of Cross Sectional Data from Denmark. *Tobacco Control*, 11:246-251. <http://tc.bmjournals.com/cgi/content/full/11/3/246>.
- <sup>13</sup> Molyneux, A.; Lewis S.; et al. (2002). Is Smoking a Communicable Disease? Effect of Exposure to Ever Smokers in School Tutor Groups on the Risk of Incident Smoking in the First Year of Secondary School. *Tobacco Control*, 11:241-245. <http://tc.bmjournals.com/cgi/content/full/11/3/241>.
- <sup>14</sup> Jackson, C. (1997). Initial and experimental stages of tobacco and alcohol use during late childhood: relation to peer, parent, and personal risk factors. *Addict Behav.* Sep-Oct, 22(5):685-98.
- <sup>15</sup> *Setting the Record Straight: Second Hand Smoke is a Preventable Health Risk* (1994). Environmental Protection Agency. <http://www.epa.gov/smokefree/pubs/strsfs.html>.

<sup>16</sup> Biener, L. & Siegel, M. (2000). Tobacco marketing and adolescent smoking; more support for a causal influence. *American Journal of Public Health*, 90(3):407-411.

<sup>17</sup> Botvin, G.J.; Goldberg, C.J.; Botvin, E.M.; & Dusenbury, L. (1993). Smoking behavior of adolescents exposed to cigarette advertising. *Public Health Reports*, March-April, 108(2):217-24.

<sup>18</sup> Michigan Youth Risk Behavior Survey (2003). Michigan Departments of Education and Community Health. [www.emc.cmich.edu](http://www.emc.cmich.edu).

<sup>19</sup> *Preventing Tobacco Use among Young People: A Report of the Surgeon General* (1994). U.S. Department of Health and Human Services, Public Health Service, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health. [http://www.cdc.gov/tobacco/sgr/sgr\\_1994/94oshaag.htm#kidstf](http://www.cdc.gov/tobacco/sgr/sgr_1994/94oshaag.htm#kidstf).

<sup>20</sup> Information about cessation programs may be obtained through the "I Can Quit! Program," Michigan Department of Community Health. [www.michigan.gov/mdch/0,1607,7-132-2940\\_2955---,00.html](http://www.michigan.gov/mdch/0,1607,7-132-2940_2955---,00.html).

<sup>21</sup> Youth Tobacco Cessation: A Guide for Making Informed Choices (2005). Centers for Disease Control and Prevention. [http://www.cdc.gov/tobacco/educational\\_materials/cessation/youth\\_cess/index.htm](http://www.cdc.gov/tobacco/educational_materials/cessation/youth_cess/index.htm).

Adopted June 14, 2005



**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the November 12, 2013 Board Meeting #20.

**HAND VOTE**

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

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