



# MONROE PUBLIC SCHOOLS

**BOARD MEETING #22**

**December 10, 2013**

**7:00 p.m.**

## **BOARD OF EDUCATION**

**MR. ROBERT YEO, PRESIDENT**

**MR. LAWRENCE VANWASSHENOVA, VICE-PRESIDENT**

**MRS. JUNE KNABUSCH-TAYLOR, SECRETARY**

**MR. AARON N. MASON, PARLIAMENTARIAN**

**DR. TEDD MARCH, TRUSTEE**

**MR. RYAN PHILBECK, TRUSTEE**

**MS. WENDY SPICER, TRUSTEE**

**SUPERINTENDENT OF SCHOOLS**

**DR. BARRY N. MARTIN**

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

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

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Board Meeting #22

Tuesday, December 10, 2013

7:00 p.m.

**AGENDA**

		<u>Page</u>
<b>A. Roll Call and Call to Order</b>	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
2. Student Art Projects	Mr. Simon	
<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:		
• November 26, 2013 Board Work Session		
• November 26, 2013 Board Meeting #21		
• December 2, 2013 Special Work Session		
• December 5, 2013 Special Board Meeting (4 sets)		
2. <b>Reports and Updates</b>	Mr. Yeo	14
a. November 18, 2013 Board Curriculum Committee Minutes		
3. <b>CSD-1 Testing on 40 District Boilers</b>	Mr. Oley	17
Move to accept the low bid of \$5,660 from Sieb Plumbing, Heating & Air Conditioning, of Monroe, Michigan to perform state required boiler testing and reject all other bids. Money for this purchase will come from the General Fund.		
4. <b>Superintendent’s Comments</b>	Dr. Martin	
5. <b>Old Business</b>	Mr. Yeo	
6. <b>New Business</b>	Mr. Yeo	
7. <b>Public Commentary – Any Topic</b>	Mr. Yeo	
8. <b>Adjournment</b>	Mr. Yeo	22
Move that the December 10, 2013 Board Meeting #22 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**

- November 26, 2013 Board Work Session Minutes
- November 26, 2013 Board Meeting #21 Minutes
- December 2, 2013 Special Work Session Minutes
- December 5, 2013 Special Board Meeting Minutes (4 sets)

**RECOMMENDATION**

Move to approve the following minutes as submitted:

- November 26, 2013 Board Work Session
- November 26, 2013 Board Meeting #21
- December 2, 2013 Special Work Session
- December 5, 2013 Special Board Meeting (4 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, November 26, 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 (arrived at 5:35), Parliamentarian Aaron N. Mason, Trustee Dr. Tedd March and Trustee Wendy Spicer

Board Members Absent: Trustee Ryan Philbeck

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

Administrators Absent: Jerry Oley, David Payne

President Yeo called the meeting to order at 5:34 p.m.

### **CTE Ad Hoc Committee Recommendations**

Donald Spencer, Superintendent of MCISD; Stephen McNew, Assistant Superintendent of MCISD; and Tim Lake, Monroe County Business Development, presented information on developing a comprehensive Career and Technical Education Program for Monroe County.

Mr. Lake indicated that the demand for skilled trades has increased substantially in Monroe County and southeast Michigan over the last couple of years, and this program will help meet this demand. Having one single point of contact for the manufacturing community rather than dealing with multiple districts will be very helpful. The business community is planning to expand in southeast Michigan and we need to make sure our kids are prepared for these opportunities.

Dr. Kojo Quartey, President of Monroe County Community College, discussed the collaboration among MCCC, MCISD and the nine school districts to promote college readiness, grow dual enrollment and middle college options, promote STEM programs for minorities and women, create a “Cadre of Excellence” through honors and accelerated programs, grow CTE – stackable credentials, create stronger governance partnerships and create seamless K-16 and industry partnerships.

### **Orchard Transition**

The intent was to assume responsibility of Orchard in the fall of 2014. Due to a drop in enrollment and a projected deficit by year’s end, the outlook for Orchard is not good. According to the current Consortium agreement, responsibility for covering a deficit is prorated between the participating districts based on numbers of students. Since about 90% are Monroe Public School students, we would be responsible for a majority of the deficit. To help mitigate that deficit, Dr. Martin felt we should assume responsibility of the operation of Orchard sooner than planned. This is a short-term financial crisis and we should be at least even by next year. The long-term plan is to grow alternative education for Monroe Public Schools.

### **Adjournment**

Motion by Mr. Mason; support by Mrs. Knabusch-Taylor that the 5:30 p.m., November 26, 2013 Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:05 p.m.

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**June Knabusch-Taylor, Secretary**

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Board Meeting #21

November 26, 2013

7:00 p.m.

**MINUTES**

**Roll Call and Call to Order**

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

Board Members Absent: Trustee Ryan Philbeck

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

Administrators Absent: Jerry Oley

President Yeo called the meeting to order at 7:11 p.m.

**Public Commentary-Agenda Items Only**

Selma Rankins, citizen, enjoyed a conversation he had with Mrs. Orr, Monroe High School principal. He is very impressed with the things that are happening at MHS.

**Approval of Minutes**

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

- November 12, 2013 Work Session
- November 12, 2013 Board Meeting #20

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

**Reports and Update**

The November 4, 2013 Board Personnel Committee Minutes, November 14, 2013 Board Policy Committee Minutes and Informational Report – Contracted Coaches

Discussion: The football coaches listed on the recommendations are for this past season. Because Dr. Ray provided recommendations to the Board early, not all positions were filled. Dr. Ray will continue to bring coaching recommendations to the Board early, but he will provide the Board with any additions on a monthly basis.

**Coaching Recommendations**

Motion by Mr. Mason; support by Mr. VanWasshenova to approve the above listed coaches for the 2013-14 school year; as per the MCEA master agreement.

Discussion: We will continue to bring coaching recommendations en masse, but additions and/or updates will be done on a monthly basis.

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

**MMS Competitive Cheerleading**

Motion by Mr. VanWasshenova; support by Mr. Mason to approve MHSAA Competitive Cheerleading as a Middle School club sport. There will be no additional cost to the District since the program would be

self-funded.

Discussion: This is an athletic activity and should be supervised by an administrator. MHSAA puts in very strict guidelines and safety procedures.

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

### **MPS Scholarship Fund to Education Foundation**

Motion by Dr. March; support by Mr. Mason 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, that includes at least one MPS administrator, within the Foundation for management of these funds. Also, Monroe Public Schools would retain the right to move these scholarship funds back to the control of Monroe Public Schools for any reason at any time if deemed appropriate and necessary by the scholarship advisory committee or by the Monroe Public Schools Board of Education.

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

### **Cisco UCS Servers Purchase**

Motion by Mr. VanWasshenova; support by Ms. Spicer to approve the purchase of 48 16GB memory sticks for our Cisco UCS servers from Inacomp at a cost not to exceed \$9,840. Money for this purchase will come from the Technology Millage budget.

Discussion: This is for six servers and will double the amount of memory.

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

### **Superintendent Comments**

- Students at Raisinville School were “Jumping with Jill” as part of a national tour of a rock and roll nutrition show. Raisinville was one of only twelve schools in the state, and the only one chosen in Monroe County, to host this interactive program dedicated to eating right and making healthy lifestyle choices. Raisinville was selected because one of the school families (a mom and her two sons) taped a short video about the value of drinking milk, and it was judged one of the best in the state. This program is sponsored by the Utility Dairy Industry of Michigan and is associated with the Fuel Up to Play 60 program supported by the National Football League. The visit also is part of a nutrition and fitness push for the entire family that will start at Raisinville in January.
- Tune into My 98.3 FM radio station during the weeks of December 9 and December 16 to hear vocal groups from Monroe Middle School and Monroe High School sing songs of the season live on the radio. The choirs will perform eight of the ten days during those two weeks around 7:45 a.m.
- Last Tuesday, a number of Monroe High School staff and former students met at Monroe High with representatives of some of the largest employers in Monroe County to talk about how we prepare students for life after high school and what kinds of things the employers want us to work on with the students. It was a great start to be able to get some face-to-face time with these corporate representatives and we already are following up with them to see what types of partnerships can be developed. Among the employers who were present were Mercy-Memorial Hospital, La-Z-Boy, Gerdau Special Steel, Ventower, Monroe Bank & Trust, the County of Monroe and DTE Energy.
- Thanks to our friends from the Chrysler Engine Plant in Dundee whose employees donated more than 300 warm winter coats to Monroe Public Schools. The coats will be handed out at Waterloo, Custer and Monroe High. The coats are new for the most part and were purchased by the Chrysler employees and the support of Local 723 of the UAW.
- Congratulations to the healthy lunch eaters at Monroe High. For the second year in a row they finished second nationally in a healthy eating contest held throughout October, earning the school a



check for \$2,000 from Sodexo. In October, students were encouraged to purchase full meals, healthy snacks and healthy beverages in the cafeteria. Points are earned for every purchase made. The check for \$2,000 will be presented to the student council in the near future.

- The Sodexo Foundation has created a \$1,000 grant to help support the backpack program which provides weekend food for 100 families throughout the district. The check will be presented to Gleaners Food Bank later this month.
- The MCOP and Gleaners Food Bank recognized several of our schools for their generosity in recent weeks. Custer Schools raised more than \$500 to purchase books for the Sunrise House. Monroe Middle School collected more than 1,100 personal and hygiene items for the homeless and Monroe High collected enough food to provide 345 meals. Several of our groups also participated in the Walk for Warmth.
- On Saturday, December 21, at 7:00 p.m., our girls' basketball team will take on SMCC in the annual Pink Out game to be held at SMCC. The event will help raise money for the Mercy Memorial Hospital Cancer Connection. That same day at 2:00 p.m., our Monroe United hockey team takes on SMCC at the Monroe Multi-Sports Complex. Both games will be televised on MPACT.
- Over the next few weeks, our instrumental and vocal music programs will be front and center in the community with about two dozen live concerts and mini-concerts in such places as Mercy-Memorial Hospital, Monroe Senior Center, various senior citizen housing and in the schools. If you are interested in any of the school concerts, please check the website calendar.
- Sue Sacks and the Theatre Company of Monroe High School presented an excellent performance of Seussical the Musical this past weekend.

### **Old Business**

Mr. Yeo thanked Ms. Spicer for composing the Thanksgiving Day letter on behalf of the Board. The letter will be emailed to all Monroe Public Schools staff.

Mr. Yeo attended the business forum at Monroe High School and complimented the administration for collaborating with the community, and thanked Mr. Vergiels for his part in organizing the forum.

### **New Business**

Kelly McMahan, Manor School principal, talked about the process of a Focus School. Manor was identified as a Focus School in August. They met with their consultant, Dr. Weber, in October. They had to make sure their work was aligned with the districts improvement plan and their school improvement plan. Dr. Weber came back in November and they began to put their plan together. They had to rate themselves going from a very traditional school to a very strategic school. They reviewed several structures that were recommended as a strategic school already in place, and they chose to write their plan looking at the rigor in the places that were already together. This isn't something new to the staff, but it encourages them to pay more attention to what's approved and aligned, and looking at particular students to target this instruction.

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

There was none at this time.

### **Adjournment**

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor that the November 26, 2013, Board Meeting #21 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:46 p.m.

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**June Knabusch-Taylor, Secretary**

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Special Work Session

Monday, December 2, 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 (arrived at 5:04 p.m.), 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

Administrators Absent: Jerry Oley, David Payne

President Yeo called the meeting to order at 5:03 p.m.

**Closed Session**

Motion by Dr. March; support by Mr. Mason 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 6-0 hand vote at 5:03 p.m.

**Adjournment of Closed Session and Reconvene**

Motion by Dr. March; 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 5:49 p.m.

**Adjournment**

Motion by Mason; support by Mr. VanWasshenova that the 5:00 p.m., December 2, 2013 Special Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 5:49 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, December 5, 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 (arrived at 5:04 p.m.), 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, Bill Ferrara, Liaison Officer Michael Preadmore, Jessica Shultz, Sue Sacks, Valerie Orr, Otto Zillgitt, Kim Diven, Renee Peterson, student and student's father

Mr. Yeo called the meeting to order at 5:03 p.m.

A closed session was not requested.

**Recommendation**

Motion by Mr. Mason, support by Dr. March, to expel the student according to the state statute.

Vote: Motion carried by a 6-0 roll call vote at 5:12 p.m.

**Adjournment**

Motion by Mr. VanWasshenova, support by Mrs. Knabusch-Taylor, that the December 5, 2013, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 5:13 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, December 5, 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, Bill Ferrara, Liaison Officer Michael Preadmore, Jessica Shultz, Sue Sacks, Valerie Orr, Otto Zillgitt, Kim Diven, student, student's mother and stepfather

Mr. Yeo called the meeting to order at 5:24 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 5:24 p.m.

**Reconvene Board Meeting**

Motion by Mr. VanWasshenova, support by Mrs. Knabusch-Taylor, that the closed session adjourn and the 5:00 p.m., December 5, 2013, Special Board Meeting reconvene.

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

**Recommendation**

Motion by Mr. VanWasshenova, support by Mr. Mason, to suspend the student for 20 days and develop a behavioral, attendance and academic contract to support the student and have an ongoing relationship with an assistant principal to help ensure that there are academic and attendance goals set.

Vote: Motion carried by a 5-1 roll call vote at 6:14 p.m. Mrs. Knabusch-Taylor voted no.

**Adjournment**

Motion by Mr. VanWasshenova, support by Dr. March, that the December 5, 2013, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 6:15 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, December 5, 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, Bill Ferrara, Liaison Officer Michael Preadmore, Jessica Shultz, Sue Sacks, Valerie Orr, Otto Zillgitt, Kim Diven, student and student's mother

Mr. Yeo called the meeting to order at 6:24 p.m.

A closed session was not requested.

**Recommendation**

Motion by Dr. March, support by Ms. Spicer, to expel the student.

Vote: Motion carried by a 5-1 roll call vote at 6:38 p.m. Mr. Mason voted no.

**Adjournment**

Motion by Mr. Mason, support by Mr. VanWasshenova, that the December 5, 2013, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 6:38 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, December 5, 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, Bill Ferrara, Liaison Officer Michael Preadmore, Jessica Shultz, Sue Sacks, Valerie Orr, Otto Zillgitt, Kim Diven, student and student's parents

Mr. Yeo called the meeting to order at 6:48 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 6:48 p.m.

**Reconvene Board Meeting**

Motion by Mr. VanWasshenova, support by Dr. March, that the closed session adjourn and the 5:00 p.m., December 5, 2013, Special Board Meeting reconvene.

Vote: Motion carried by a 6-0 hand vote at 7:07 p.m.

**Recommendation**

Motion by Mr. Mason, support by Dr. March, to expel the student.

Vote: Motion carried by a 6-0 roll call vote at 7:07 p.m.

**Adjournment**

Motion by Mr. Mason, support by Mr. VanWasshenova, that the December 5, 2013, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:08 p.m.

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June Knabusch-Taylor, Secretary

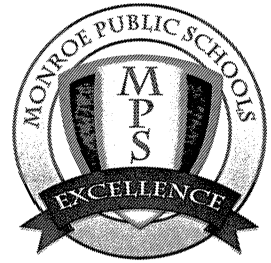
## **REPORTS AND UPDATES**

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

- November 18, 2013 Board Curriculum Committee Minutes



**Monroe Public Schools  
Board Curriculum Committee**



**Date of Meeting:**        **November 18, 2013**  
**Next Meeting:**        **December 16, 2013**

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- 1) **Call to Order:** Julie Everly called the meeting to order at 5:00 p.m.
  
- 2) **Present:** Julie Everly, June Knabusch Taylor, Tedd March, Larry VanWasshenova,  
Otto Zillgitt
  
- 3) **Minutes:** *The October 21, 2013 minutes were approved at the Board of Education Meeting on  
November 12, 2013.*

4) **Public Commentary:** None

5) **MHS TFT:**

Mr. Otto Zillgitt, Monroe High School Assistant Principal, shared an update on the Trojan Family Time (TFT). TFT started as a strategy to build relationships between students and teachers. Otto explained that the original thinking behind TFT was that if a student had the same TFT teacher/group throughout all four years of high school, there would be a support network in place for all students. TFT teachers keep monitor the grades and attendance of all students in their TFT class. These pieces continue at Monroe High School. Otto also reported that the lesson plans, developed by the teachers, continue. These lessons are grade level specific and specific to what may be happening for that age group.

The high school is now hoping to add an academic intervention focus to TFT. Teams at the high school are researching ways to promote a flexible schedule during TFT that would allow students a resource for academic assistance. For instance, if a teacher notices a student having difficulty with math, the student would have access to math support during TFT time.

Otto shared that, currently, on Tuesday the first 15 minutes of TFT are dedicated to silent sustained reading. The students read silently for 15 minutes with the goal that reading achievement and the love for reading for enjoyment will grow. Mini-libraries have been created around the building for teachers to use as a resource. This was made possible by the Trojan Pride fund raiser which raised about \$6000.00.

Professional Learning Community (PLC) groups are working on growing the TFT concept. Otto reported, that in the current scheduling structure, there isn't enough time to cover all of the academic intervention that is needed. The dilemma is that if TFT is expanded, it will take away from instructional time in other areas.

June Knabusch-Taylor requested to know how many students finished this trimester with a D or below in Algebra A and are being passed on to Algebra B. She is interested in seeing a grade distribution. She would like to know how this information is being used to plan intervention and schedules with students.

Tedd March asked how many students are currently doing their homework during TFT.

**6) Focus School Plan for Manor Elementary:**

Mrs. Julie Everly reported that she and the Manor Team met again today with the MDE Focus Consultant, Mr. Weber. There are several requirements that a Focus School must document, and one of them is quarterly updates to the Board of Education during a public meeting. Julie reported that Mrs. McMahon will be at the next Board Meeting to fulfill this requirement.

Julie stressed that it is difficult for all Focus Schools to go through the process of communicating the achievement gaps with students, staff, and families. The Manor Staff has shown serious effort in digging into the specific data of individual and grade level achievement. The staff is making some commitments within the required Focus Plan to target areas of workshop instruction which is the primary instructional delivery system for the core curriculum. Julie is looking forward to this work with the Manor Staff.

Another part of being a Focus School is that Manor will have to participate in the State Drop Out Challenge. This will require Manor to select students to participate in a mentorship opportunity. They will have to target students that have risk factors for dropping out of school. Julie indicated that Kelly McMahon, Manor Principal, will be sharing the Focus School information with other schools, for many of these efforts are healthy school improvement practices for all schools.

**7) Old Business:**

The survey is not in final draft form. The team is currently merging the content with another survey that Mr. Vergiels has designed to prevent families from being asked to take multiple surveys.

**8) New Business:** There was no new business at this time.

**9) Adjournment:** The meeting was adjourned at 6:00 p.m.

**CSD-1 TESTING ON 40 DISTRICT BOILERS**

**BACKGROUND**

See attached memo from Jerry Oley for details.

**ENCLOSURES**

Memo from Mr. Oley  
Bids from Sieb, Thompson and Monroe Plumbing & Heating

**RECOMMENDATION**

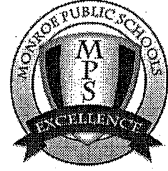
Move to accept the low bid of \$5,660 from Sieb Plumbing, Heating & Air Conditioning, of Monroe, Michigan, to perform state required boiler testing and reject all other bids. Money for this purchase will come from the General Fund.

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

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

# Monroe Public Schools

Operations Department • Maintenance/Custodial 734-265-3333 • Fax 734-265-3331



November 26, 2013

**To:** MPS Board of Education

**From:** Jerry Oley  
Director of Operations

**Re:** CSD-1 Testing on District Boilers

Annual CSD-1 (Control and Safety Device) testing is required in the State of Michigan on all commercial boiler applications. Quotes were requested to test the forty (40) district boilers. This number includes some kitchen equipment and hot water heaters in the district that require testing.

Three quotes were obtained and are summarized as follows:

Sieb Plumbing, Heating & Air Conditioning Monroe, MI	\$5,660.00
Monroe Plumbing & Heating Monroe, MI	\$8,200.00
Thompson Plumbing & Heating Petersburg, MI	\$10,250.00

It is my recommendation the low bidder **Sieb Plumbing, Heating & Air Conditioning** of Monroe, MI be awarded the contract for CSD-1 testing for a total of **\$5,660.00** and all other bids be rejected.

Funds for CSD-1 testing will be taken from the Operations Budget.

If you need further information, please let me know.

JAO/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.

**PROPOSAL**  
**SIEB**  
**PLUMBING, HEATING & AIR CONDITIONING**  
**“Serving You Since 1868”**  
**303 East Front Street- Monroe, MI 48161**  
**Phone (734) 241-8898 Fax (734) 241-9067**

Monroe Public Schools  
Operations Center  
4920 W. Albain Rd.  
Monroe, MI 48161

11/21/13

ATTN: Tim Salenbien

Quotation to perform annual CSD-1 testing on district boilers-

Testing shall include all safety controls on boilers and efficiency test with printout where applicable.

Price per boiler for above of **\$141.50**

Pricing of 40 boilers as listed \$5660.00

Pricing may adjusted accordingly should quantites change.

Thank you,

Fred Calkins  
Service Manager

**PLEASE SIGN AND RETURN ONE COPY AND RETAIN ONE COPY FOR YOUR RECORDS.**

WE PROPOSE hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:  
\_\_\_\_\_ Dollars (\_\_\_\_\_)

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike Manner according to standard practices. Any alteration or deviation from above Specifications involving extra costs will be executed only upon written order and Will become an extra charge over and above the estimate. All agreements Contingent upon strikes, accidents or delays beyond our controls. Owner to Carry fire, tornado and other necessary insurance. Our workers are fully Covered by Workman's Compensation Insurance.

**ACCEPTANCE OF PROPOSAL-** The above prices, specifications And conditions are satisfactory and are hereby accepted. You are Authorized to do the work as specified. Payment will be made as outlines Above.

Date of Acceptance \_\_\_\_\_

**AUTHORIZED**  
SIGNATURE \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

SIGNATURE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_



506 COOPER STREET P.O. BOX 307  
MONROE, MICHIGAN 48161-0307  
PHONE: (734) 241-4277  
FAX: (734) 241-3602

Date: 11/22/13

To: **Monroe Public Schools**  
**Operations Department**  
4920 W Albain Rd.  
Monroe, MI 48161

Attn: Mr. Tim Salenbien

Re: Perform CSD-1 tests on boilers throughout District

To furnish the necessary materials, labor, tools and equipment for the completion of a CSD-1 test on the District boilers per the RFQ dated 11/13/13, we offer the price of **\$8,200.00**

**Included in the above quotation:**

- All work to be performed during regular working hours
- Assist owner in submitting paperwork for DTE Incentive Program for boilers that apply (please call me for additional info)

**Not included in the above quotation:**

- Overtime
- Cleaning, repairs and parts if boiler is not able to pass CSD-1 test or combustion analysis (additional quotation will be provided if necessary)

Proposal is valid for thirty days. If you have any questions concerning this quotation, please contact me.

Thank you,

A handwritten signature in black ink, appearing to read "Joseph Theisen", is written over a white background.

Joseph Theisen  
Service Manager

**INDUSTRIAL & COMMERCIAL MECHANICAL CONTRACTORS**

## Jerry Oley

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**From:** Tim Salenbien  
**Sent:** Friday, November 22, 2013 12:10 PM  
**To:** Jerry Oley  
**Subject:** FW: CSD-1 Report Quote

Just making sure I was keeping proposals available for you to view as they come in. Tim

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**From:** Chris Freshour [<mailto:cfreshour@cass.net>]  
**Sent:** Friday, November 22, 2013 11:15 AM  
**To:** Tim Salenbien  
**Subject:** CSD-1 Report Quote

Tim:

The total cost to provide you with CSD-1 Testing & Reports per your list of (41) devices is **\$10,250.**

Please let me know if you need any further information.

Thank you,

Christian Freshour  
Senior Project Manager/Safety Director  
Direct: 734.279.5334  
Cell: 734.807.0842  
Email: [cfreshour@cass.net](mailto:cfreshour@cass.net)



**170 Petersburg Road**  
**Petersburg, MI 49270**  
**Ph: 734.279.1244**  
**FX: 734.279.1203**

**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the December 10, 2013 Board Meeting #22.

**HAND VOTE**

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

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