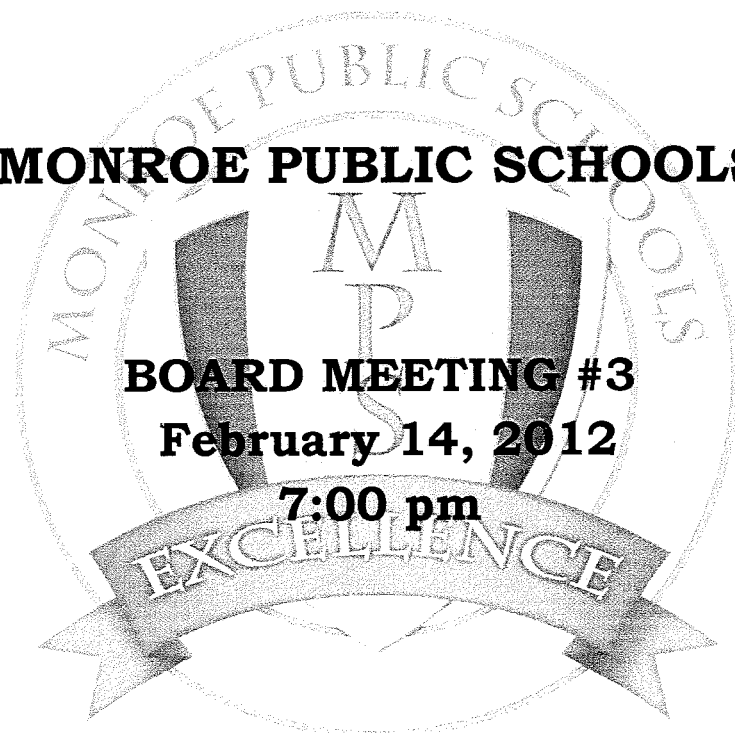


# MONROE PUBLIC SCHOOLS



## BOARD MEETING #3

February 14, 2012

7:00 pm

## BOARD OF EDUCATION

MR. DAVID VENSEL, PRESIDENT  
MR. ROBERT YEO, VICE-PRESIDENT  
MRS. JUNE KNABUSCH-TAYLOR, SECRETARY  
DR. TEDD MARCH, PARLIAMENTARIAN  
MR. RONALD BENOIRE, JR., TRUSTEE  
MS. WENDY SPICER, TRUSTEE  
MR. LAWRENCE VANWASSHENOVA, TRUSTEE

## SUPERINTENDENT OF SCHOOLS

MR. RANDALL MONDAY

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

### NOTICE OF NON-DISCRIMINATION

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**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Board Meeting #3

Tuesday, February 14, 2012

7:00 PM

**AGENDA**

- A. **Roll Call and Call to Order**.....Mr. Vensel
1. Pledge of Allegiance to the Flag.....Mr. Vensel
  2. Recognition – Foreign Exchange Students.....Mr. Monday
  3. MHS Alumni Association Fundraiser .....Mr. Monday
- B. **Public Commentary-Agenda Items Only**.....Mr. Vensel
- C. **Discussion and Action Items**
1. **Approval of Minutes**.....Mr. Vensel  
Move to approve the minutes of the following meeting as submitted:
    - January 24, 2012 Board Meeting #2
  2. **Reports and Update**..... Mr. Vensel
    - a. Board Curriculum Committee Minutes – January 24, 2012
    - b. Board Personnel Committee Minutes – January 30, 2012
    - c. Informational Report – Contracted Coaches
  3. **Coaching Recommendations** .....Mr. McLeod  
Move to approve coaches for the spring 2011/12 season as named above and as per the MCEA master agreement.
  4. **Purchase of Instructional Materials**.....Mrs. Everly  
Move to approve the purchase of two Fountas and Pinnell Leveled Literacy Intervention Systems and two Benchmark Assessment Kits for a cost not to exceed \$5,000. Funding for this purchase will be from Title I allocations. Fountas and Pinnell is a single source provider for the materials.
  5. **TalentED Perform Purchase** .....Mr. McLeod  
Move to accept the bid from Netchemia, Prairie Village, Kansas for the purchase of TalentED Perform software and a three year agreement at a total cost not to exceed \$37,430. Cost to be taken from general funds.
  6. **Purchase of iPads**.....Mr. McLeod  
Move to approve the purchase of iPads and cases for a total cost not to exceed \$130,491.81. This purchase is to be funded from the district funds.
  7. **Knabusch Math and Science Center Purchase** .....Mr. McLeod  
Move to approve the purchase of multimedia equipment for Knabusch Mathematics and Science Center for a total cost not to exceed \$9,427. This purchase is to be funded from a private donation.

8. **Overnight – In State Conference - DECA**.....Mr. McLeod  
Move to approve the Monroe High School students’ attendance at the DECA Sate Career Development Conference in Dearborn, Michigan according to the terms of Policy IICA, Field Trips and Excursions.
9. **Overnight – In State Conference – First Robotics**.....Mr. McLeod  
Move to approve the Monroe High School students’ attendance at the First Robotics Regional Competition being held in Niles, Michigan according to the terms of Policy IICA, Field Trips and Excursions.
10. **Overnight – In State Conference – First Robotics**.....Mr. McLeod  
Move to approve the Monroe High School students’ attendance at the First Robotics Competition being held in Richland, MI according to the terms of Policy IICA, Field Trips and Excursions.
11. **Overnight – Out of State Conference – First Robotics**.....Mr. McLeod  
Move to approve the Monroe High School students’ attendance at the First Robotics Competition being held in Cincinnati, Ohio according to the terms of Policy IICA, Field Trips and Excursions.
12. **Monroe Public Schools Education Foundation Request** .....Mr. Monday  
Move to approve the request made by the Monroe Public Schools Education Foundation to split the ticket sales with the athletic department at the October 12, 2012 Monroe High School homecoming game.
13. **Superintendent Comments** ..... Mr. Monday
14. **Old Business**..... Mr. Vensel
15. **New Business** ..... Mr. Vensel
16. **Public Commentary-Any Topic**..... Mr. Vensel
17. **Adjournment**..... Mr. Vensel  
Move that the February 14, 2012, Board Meeting #3 of the Monroe Public Schools Board of Education be adjourned.

**ROLL CALL**

	<u>Present</u>	<u>Absent</u>
Mr. Benore	_____	_____
Mrs. Knabusch-Taylor	_____	_____
Dr. March	_____	_____
Ms. Spicer	_____	_____
Mr. VanWasshenova	_____	_____
Mr. Vensel	_____	_____
Mr. Yeo	_____	_____

**APPROVAL OF MINUTES**

**ENCLOSURES**

- January 24, 2012 Board Meeting #2 Minutes

**RECOMMENDATION**

Move to approve the following minutes:

- January 24, 2012 Board Meeting #2

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

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

# MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #2

Tuesday, January 24, 2012

7:00 PM

## MINUTES

### Roll Call and Call to Order

Board Members Present: President Dave Vensel, Vice President Robert Yeo, Secretary June Knabusch-Taylor, Parliamentarian Tedd March, Trustee Wendy Spicer, Trustee Larry VanWasshenova

Board Members Absent: Trustee Ronald Benore, Jr.

Administrators Present: Randy Monday, Julie Everly, Ryan McLeod, Katherine Eighmey

Administrators Absent: None

President Vensel called the meeting to order at 7:02 PM.

### Recognition – Lowes Donation

Lisa Sellers, MHS teacher, presented a certificate of appreciation to Lowes for their donation of \$1,200 worth of plants and trees given to Monroe High School for the courtyard. Many students and staff members donated their time to assist in the efforts of beautifying the grounds of MHS.

### Recognition – Foreign Exchange Students

Mr. Zillgitt introduced four foreign exchange students to the board members: Julia Alvarez from Spain, Marc Bolay of Germany, Pim Phongpendecha from Thailand, and Valeska Scardi of Germany. The students have all been happy with their stay in Monroe thus far and appreciate the people of Monroe and Monroe High School. In particular, they like the students, teachers, choice of classes available and the sporting events.

### MHS Winterfest Activities

Four members of the Monroe High School student council gave a power point presentation to the Board regarding the upcoming Pink Out fundraising activities which coincide with the annual Winterfest celebration. The proceeds of this fundraiser will benefit the Cancer Connection and will bring cancer awareness to the students and community. The theme for Winterfest this year is Peppermint Paradise.

### Public Commentary-Agenda Items Only

There was no public commentary at this time.

### Approval of Minutes

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

- January 10, 2012 Board Work Session
- January 10, 2012 Board Organizational Meeting
- January 10, 2012 Board Meeting #1
- January 11, 2012 Special Board Meeting

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

### **Reports and Update**

There were none at this time.

### **Removal of MHS from the NCA Accreditation Process**

Motion by Mr. VanWasshenova; support by Mr. Yeo to approve the withdrawal of MHS from the NCA accreditation process and become a member of the general Non-NCA state accreditation process.

Discussion: Most high schools in Michigan have the dropped NCA accreditation process as the state now partners with NCA and Advanced Ed.

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

### **Technology Title I Purchase**

Motion by Mr. Yeo; support by Mrs. Knabusch-Taylor to approve the purchase of twelve smart boards and sound systems for Arborwood North. The total cost of this equipment will not exceed \$20,028 and will be funded by Title I monies.

Discussion: With this purchase, all elementary classrooms will now be equipped with smart boards.

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

### **Purchase of Instructional Materials**

Motion by Mrs. Knabusch-Taylor; support by Mr. VanWasshenova to approve the purchase of Guided Reading Leveled Texts from Scholastic Book Company for a cost not to exceed \$4,185.50. Funding for this purchase will be taken from Title I allocations.

Discussion: Using student assessments, with Guided Reading Leveled Texts, a teacher can match a student with just the right reading level book.

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

### **Superintendent Comments**

- Congratulations to Mr. Nuechterlein and the instrumental music students at MHS who recently earned Division 1 and 2 ratings at a recent competition.
- The second student count day of the 2011/12 school year is February 8. This day represents 10% of the school funding we receive from the state.
- On February 1, we will announce the newest inductees into the MHS Athletic Hall of Fame. This is the fourth class of athletes inducted into the Hall of Fame.
- Our latest district newsletter has been mailed out.
- On January 30, flipping classrooms will be demonstrated across the U.S. One of our teachers, Marc Drougal, will also participate. In a flipped class, students are given the opportunity to view lectures at home using media like You Tube. Then, the students work on assignments in the classroom where the teacher is available to assist and answer questions they have about the lesson.
- Tickets for the annual Daddy-Daughter Dance are available at the Community Education Office at Riverside School. The dance will be held February 25 at Monroe High School.

### **Old Business**

- Dr. Martin reported that at this time there are 50 students enrolled in the Virtual High School. Ten of those students are from outside the MPS district.
- Board members received copies of three proposals for the Lincoln and Christiancy buildings to read.

- Mr. Vensel proposed holding Community Relations Committee meetings in conjunction with Finance of the Whole meetings so all board members could be involved. Mr. Yeo is also a member of the Foundation. Mr. VanWasshenova volunteered to be on the Employee Grievance Committee.

**New Business**

There was none at this time.

**Public Commentary-Any Topic**

Selma Rankins handed out copies of an article for the board to read and also suggested principals, the superintendent and board members attend performances in honor of Martin Luther King, Jr.

**Closed Session**

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor to convene in closed session for the purpose of discussing strategies connected with the negotiation of collective bargaining agreements. Open Meeting Act, Sect., 8(c).

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

**Reconvene Board Meeting**

Motion by Mrs. Knabusch-Taylor; support by Mr. VanWasshenova that the January 24, 2012 Board Meeting #2 of the Monroe Public Schools Board of Education be reconvened.

Vote: Motion carried by a 6-0 hand vote at 9:40 PM.

**Adjournment**

Motion by Mrs. Knabusch-Taylor; support by Dr. March that the January 24, 2012, Board Meeting #2 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 9:40 PM.

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**June Knabusch-Taylor, Secretary**



Board Meeting #3  
February 14, 2012  
Item #C.2

## **REPORTS AND UPDATES**

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

- Board Curriculum Committee Meeting – January 24, 2012
- Board Personnel Committee Meeting – January 30, 2012
- Informational Report – Contracted Coaches

**Monroe Public Schools  
Board Curriculum Committee  
Meeting Minutes**

**Date of Meeting:** January 24, 2012

**Present:** Wendy Spicer, June Knabusch-Taylor, Barry Martin, Holly Wallace, Meghan Gibson, Julie Everly, and Ryan McLeod

**Next Meeting:** **March 13, 2012**

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There was a question about the Monroe Radio Station whether or not the license has been transferred. The station is on the air 24/7, there is a comment period before the license can be fully transferred, at the time of the meeting we were still in the comment period for the license and that will end mid – February.

The group discussed the incoming national curriculum called The Common Core. Currently, our curriculum standards have come from the State the Michigan Department of Education. States are being given the option to opt in to the National Curriculum- The Common Core. There are very few states who haven't committed to The Common Core, and Michigan has. This means that Michigan will follow national teaching standards, rather than standards designed at the state level. The hope with this is to standardized teaching and learning across the United States. Once this is place, there will be a national standardized test which will replace the MEAP that our students currently take. Monroe Public Schools has launched the process to align with the common core. Although many of the common core areas are similar, we will have to make some adjustments of curriculum and materials at a variety of grade levels. Julie and Ryan indicated that they would be coming to this committee and to the Board of Education throughout this alignment process as curriculum material needs arise.

Holly Wallace was asked if she saw the common core as a plus for our students. She said she saw certain areas that could be a plus. The Common Core will require much higher level/in depth thinking about concepts. All indications are that the national test coming will allow students to respond to questions in a variety of ways allowing more of a layered response. All students will be required to do more writing to explain what they know in all content areas.

The new foreign language requirement was discussed. All schools will be required to see that next year's freshman class has two years of a foreign language. Sign Language is an option. Ryan and Julie explained that what this means for our district is that for the 2012-2013 school year, one foreign language teacher will be added and one more will be added for the second year 2013-2014. It isn't clear at this point if the foreign language will be part of the common core requirements. We are looking into several different options for fulfilling the foreign language requirement because the law indicates that a student must show a two-year proficiency from foreign language study in K-12. One possibility is to start students in elementary school and have foreign language as one of their "special subject rotation" since this happens approximately every four days by the time a student got through elementary school they would have a level of proficiency. One of the problems with adding another requirement from the state at the high school level is that students lose their few elective choices.

Holly Wallace and Meghan Gibson, Elementary Math Consultants were introduced. They presented the Dreambox Math Program and PowerPoint. Dreambox is the first technology program that the consultants and their committee have found that has a strong relationship with our curriculum materials and is aligned with the common core. The program was used during summer school. Holly and Meghan were able to display data that compared student gains in a Dreambox classroom to a non-Dreambox classroom. The committee noted the striking gains of the Dreambox students and asked questions. These gains were attributed to the program being customized to the individual user to maximize time and reduce frustration. It keeps the student engaged by moving them forward in their individual math competency. Julie indicated that this is the first math program that we have found that is intuitive in addressing both the accuracy and proficiency of the problem solver. The program also will immediately “reset and adjust” itself to a lower or higher level if it realizes the player isn’t acquiring the skills needed to move forward. There are several different games within the program so students have the option of choosing one that fits their personality and interests. Since the program is web-based our families are also able to use this program at home and on any mobile device (including a smart phone) if the district purchases a district license. There is a strong parent engagement portion of the program that includes parents receiving automatically generated email reports regarding their child’s progress. This is a program for the kindergarten through fourth grade students, and it is aligned with the common core. Holly and Meghan indicated that they feel the program would have targeted uses in fifth and sixth grade as well.

When we take into consideration our math scores and assessments, and that we have been looking for a long time for an appropriate and aligned technology piece in math, this program really fits what we are looking for to give students another tool. We of course wanted to be very choosy in order to find a program that fit what was needed in this area. The cost is approximately \$40,000 a year for every elementary student to have full access for the use at home and full district usage. We are still in negotiations on the complete package. June and Wendy both thought that the entire Board would enjoy seeing this at a Workshop.

Computers formally used at MPS are now at the ALCC center for use. This donation is considered a community outreach effort. We continue to work closely with the leadership at the Arthur Lesow Community Center to provide support to our students.

We are going to begin having conversations regarding the 2012-2013 school calendar in hopes to build time into the school year for the teachers to work together to discuss and plan from the assessment data collected from our pre- and post- trimester assessments. The group discussed building in this time in a way that would not require the use of substitute teachers. It was also noted that we need to be cautious of doing the testing, getting data, and not talk about what it means for teaching. Everyone agreed.

**Monroe Public Schools Board Personnel Committee  
Meeting Minutes**

**Date of Meeting:** January 30, 2012

**Present:** June Knabusch-Taylor, Wendy Spicer, Robert Yeo  
Randy Monday, Julie Everly, Ryan McLeod and Holly Scherer  
Kathy Eighmey, David Payne

**Next Meeting:** February 13, 2012

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1. **Call to Order:** The meeting was called to order at 4:40 PM
2. **Minutes:** November minutes previously approved; no December meeting
3. **Public Commentary:** Selma Rankins addressed the group on two topics. He questioned why MPS has coaches that are employees of other districts, and why MPS wouldn't hire teachers that can also coach. Mr. Monday shared that we do offer the coaching opportunities to our current teachers and it would be the preference of the district to fill those internally whenever possible. Mr. Rankins' second topic was a suggestion to Mr. McLeod and Mrs. Everly that they work hard to find teachers with diverse backgrounds.
4. **Staffing updates:** A copy of the latest staffing update sheet was provided to the group. Changes from last month include identifying Shelley Cormier as Transportation Supervisor, Ryan Kunzelman as Accounting Supervisor, and movement within the bus driver group with new hires Nikki Zachel, Roger Brogan, Mike Heinzerling, and George Jarvis replacing recent exiting employees.
5. **New Business:**

**Lunch Time Clerical Coverage at Elementary:** Mrs. Everly shared that administration has been looking at ways to provide adequate lunch time coverage in the elementary offices that have a single secretary. The buildings in this situation are Arborwood North, Custer II and Waterloo. Administration is seeking support of a plan to provide regular coverage for that secretary to have a relief for their lunch break by using a sub secretary in the office during that time. Mrs. Everly has had conversations with the clerical union and they would be in support of a plan to provide the lunch relief time for their members. Mrs. Everly shared that the cost to provide this support (no more than \$6500 for all three positions for one year) would be minimal compared to the potential overtime costs if the secretary did not get her lunch break.

Mrs. Knabusch-Taylor questioned who would cover this position. Mrs. Everly noted that consideration would be given to offer those hours within the building to current staff first, i.e. an assistant that would be paid as sub clerical during that 30-60 minute period.

Hearing no major objections from the committee, administration does plan to move forward and implement this plan.

**Maintenance Sub Rate:** Mr. McLeod informed the group that traditionally when a Head Custodian or Maintenance Person is off work, the position would be covered by current union members (i.e. the general custodian would assume the head custodial duties during an absence; or in the case of maintenance absence the duties spread among the other workers). Because of this ability to utilize our own staff, there hasn't been a need to have a rate of pay other than for a general custodial sub. With the rightsizing of the operations department and as we move general custodian positions to Mulligans, we are limited in the number of staff remaining that are qualified and able to move up and assume duties of an absent co-worker. Administration is proposing to review the percentage difference of a general custodian to a sub general custodian and apply that same percentage difference to create an alternate sub rate that would compensate substitutes who fill the head custodian or general maintenance positions.

Mrs. Knabusch-Taylor questioned if Mulligan would be able to help us to fill these needs. Mulligan does help us with custodial sub needs, it is uncertain if his staff have abilities for general maintenance, but it would be an option to explore. Hearing no objections from the committee, administration will move forward with creating this alternate sub rate to address immediate needs.

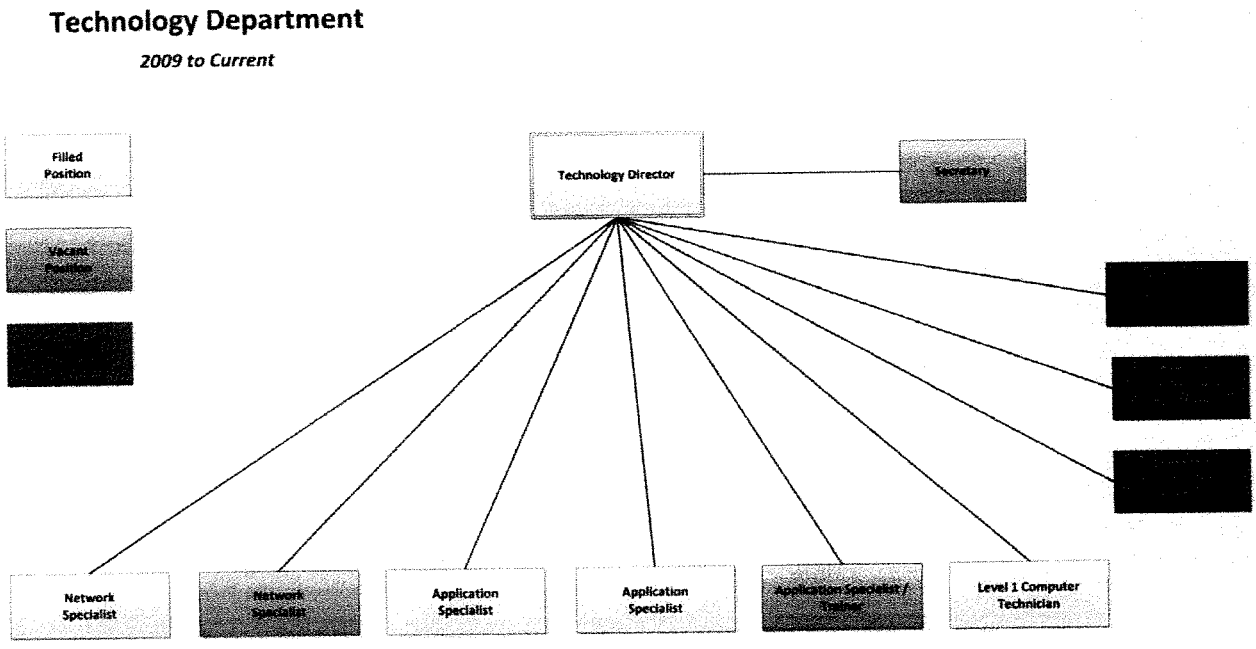
6. **Old Business:**

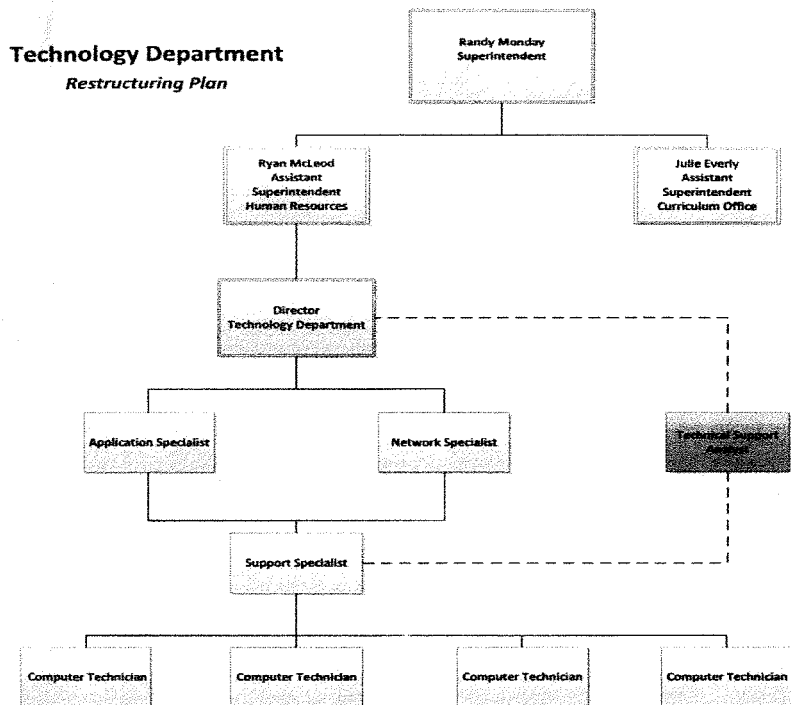
**First Vehicle Services Contract:** Mr. Monday acknowledged that administration has heard the concerns of the board members on this topic. Specifically noting the need to review the language for add-on services and explore options to save money. Jerry Oley will continue to research ways to address these concerns and will report back to this committee at a later date. Mr. Yeo questioned when the FVS contract would expire. Mrs. Eighmey noted the contract expires at the end of this school year in June.

**Technology Staffing Restructure:** Mr. Payne presented to the group a flow chart of current staffing and proposed staffing as was requested by this committee (see below). The committee was reminded that there are no additional costs for this restructure. This proposal would replace one of the vacant positions with a Technical Support Analyst. Through this process Mr. Payne has worked with Central Office administrators to review vacant positions, current job duties, identify areas of need within the department, and worked to create a structure with the goal of having the lowest qualified person dealing with issues. An overview of the Technology Staff jobs was also shared (attached). Mr. Yeo noted in previous discussions the salaries of the department were under review and he questioned if those were now in line. Mr. Payne indicated he would be reviewing those, but the plan would be to fit those within this new structure. Mr. Yeo asked how many were currently in the department and Mr. Payne shared that there were eight persons, including himself, and one vacant position.

Mrs. Knabusch-Taylor asked if our technology department served the Orchard building. Mr. Payne confirmed that the building and equipment at Orchard are Monroe Public Schools property. It was also noted the MPS does get the FTE for Orchard students through the technology mileage to maintain that equipment.

Mrs. Knabusch-Taylor questioned with the purchase of the new I-pads if the technology department would be handle repairs with those. Mr. Payne reported the department would handle as best they can. He noted that the formula is the more training given the less support needed. Mrs. Everly and Mr. McLeod will be handling the training portion of the new I-pads; which will free up the tech group for support/user issues. It was noted that the I-pads have less moving parts, so there would be less hardware support needed.





Mr. Payne also unveiled two new changes in the technology department. A Technology Portal will be implemented so that requests for tech support can be made online. Through this system, employees making requests will get responses on the status of their request and the communication piece will be improved. The second change will impact the help desk, which will be aware of where technology staff are currently working and will be able to streamline the requests to make better use of their time on location.

The committee recognized and thanked Mr. Payne and his department for their efforts. Mr. Yeo cautioned administration on adding more layers of bureaucracy, but also noted that the amount of technology that is being supported by a team of 8 is phenomenal.

Mr. McLeod clarified that administration does plan to move forward to fill the vacancy of Technical Support Analyst. This position will be for the purpose of streamlining the department, working on the help desk, office support, and coordinating other senior technicians. The committee had no objections to moving forward with this.

Mrs. Knabusch-Taylor's shared concern on the importance of providing technical support and the ability to simply explain things. It was agreed that the position formerly held by Ms. Fox was a void that the district needed to fill and also that such need was greater than what one person could manage. At this point the Technology Media Specialists are helping to fill that void, and Raisinville is planning to pilot a technology coach type position. Administration is aware of the importance on staff ability to effectively use the technology we provide for them.

**School Improvement Coaches:** Mr. Monday shared that Dr. Martin has been having discussions with his consultants and coaches, speaking to the need to fill this professional development void. A sample job description for School Improvement Coaches was shared (attached). This proposal changes how the consultants/coaches will be used, with a focus of making these positions more involved in the classroom and coordinating with technology on the integration into the classroom, which will align with the school improvement goals.

**Medical Team Update:** Mrs. Everly shared that the medical team is settling in smoothly and getting to know the buildings. She also reminded the committee that we have a vacant medical assistant position that administration is moving forward to replace.

## 7. Other Items

- **Bus Driver Training:** Mr. Yeo asked if the district provided training programs to drivers over and above driver safety requirements, i.e. ethics in working with children, bullying prevention, etc. Mr. Monday agreed that was a good point. Ms. Everly shared that she would be working with Mr. Oley and Ms. Cormier on having discussions of MPS expectations and working with that department to focus on preventative and training programs.
- **Evaluation of Teachers:** Mr. McLeod reminded the committee that the district is required by state law to evaluate every teacher every year. We do have a formal process for the probationary teachers and 1/3 of the tenured teachers. That tool however is cumbersome. Administration has met with a committee of teachers and administrators to discuss a modified tool that will be used for the 2/3 of tenure teachers not on the formal process this year. A copy of this modified evaluation tool was shared with the committee (see attached).

Mrs. Knabusch-Taylor questioned how aware the teachers were of these state mandates. Mr. McLeod and Mrs. Everly shared that they had been working with the teachers union to co-author messages to the employee groups.

- **TalentEd Perform/Nechemia:** Mr. McLeod shared that administration is currently reviewing a software program which will take our evaluation tools into a virtual environment. This program will help to manage the various pieces required of the evaluation process. It will allow administrators to be in the classrooms more, as they can use their I-pads to remotely log in to take notes and record observations. In addition, teachers can log in and contribute their comments or upload documentation. The program will be capable of tracking evaluations for all personnel.

The software is not only able to track the information, but will also be able to analyze that information, which will align with state mandates requiring the district to track the effectiveness of the teachers. Mrs. Everly noted that the goal of these mandates is to close achievement gaps and create accountability. It is the intent of administration to bring a proposal to the board in the near future to purchase this program.

- **Summer School Update:** Mrs. Knabusch-Taylor requested a report on summer school, including how many students were served. Mr. Monday will provide that

8. **Next Meeting:** February 13, 2012 – meeting time is 4:30 PM

9. **Adjournment:** The meeting was adjourned at 5:50 PM.

## Technology Staff Job Description Overview

### Technology Director

- Communicate with Staff, District Administration, and Technology Support Staff
- Evaluate new technologies
- Manage Technology Department
- Technology Plan
- Verify technology is in place to support curriculum

### Network Specialist

- Email & Web Filtering
- Image Creation
- Network Monitoring
- Server Farm and Server Applications
- Storage Area Networks and backups
- VMware Infrastructure

### Application Specialist

- Local & Wide Area Networks
- Network Applications
- Phone System
- Student Information System
- Wireless Infrastructure

### Support Specialist

- Assist Computer Technicians & Support Analyst as needed
- Evaluate technology support requests and work with Director to provide training
- Manage work flow with Computer Technicians and Support Analyst
- Support elevated problems and work with Application and Network Specialist's to resolve

### Technical Support Analyst

- Create documentation for users on basic use of district technology
- Communication with staff and technicians
- Documentation
- Help Desk
- Office Support

### Computer Technician

- Copiers and Printers
- District applications and hardware
- Multimedia hardware and software
- Work with users to resolve issues via email, in person, or over the phone



## Examples of Daily tasks

- Installation, maintenance, and how to tutorials (daily) on the following devices: Doc Cams, Projectors, Desktops, Laptops, Netbooks, Slates, Smart boards, Printers, Scanners, Presentation Carts, VCR/DVD players, TV's, Wireless devices, and all other Peripherals.
- Troubleshooting user issues with Microsoft Office, Email, Web Mail, Citrix, Internet Explorer, and several other Teacher/Student specific applications.
- Supporting and resolving issues with iPads and iPhones. As well as personal phones.
- Communicating with users on a daily basis and making sure they are receiving quality service and that they have no existing issues.
- Supporting PowerSchool: resolving login issues and other general questions.
- Answering and responding, in a timely fashion, to a plethora of emails and calls to Support each day.
- Helping teachers with their audio, video, and all other class projects when needed.
- Repair and warranty return of hardware devices.
- Imaging desktop, laptop, and netbook computers.
- Supporting MVHS program at SMT and Pilot programs running at Raisinville and Waterloo.
- Installing and supporting new Red Cat Audio systems.
- Making sure the transition to Windows 7 and the new Sharp network printers is seamless.
- Troubleshooting audio and video issues concerning Rapid Runs.
- Same day service on projector bulbs and teacher desktops.
- Block and unblock web sites depending on requests and policies
- Block and unblock spam emails depending on requests and policies
- Help users retrieve journal emails from the archive using their Mail Summary
- Maintain and update web filter policies to assure users have access to the proper sites
- Update user profiles that may have issues
- Restore files that users accidentally deleted and help users find files that they accidentally moved to other folders
- Create and update user accounts as well as configure Active Directory groups for users
- Configure and update Active Directory Group policies for users and groups
- Walk users through computer software tasks
- Walk users through using their projectors, doc cameras and Smartboards
- Trouble shoot hardware failure issues (desktops, laptops and servers)
- Trouble shoot software conflict issues (desktops, laptops and servers)
- Maintain hourly and daily backups of user's data
- Configure and maintain voice mail and caller IDs
- Maintain and update hardware, software and work order databases
- Keep proper inventory of all hardware and software by building
- Configuring and updating desktop and laptops software image builds
- Help users with issues on network printers
- Help coordinate staff to quickly and efficiently resolve user issues
- Work with vendors to help resolve hardware/software issues
- Configure and maintain a stable network to allow all users the ability to access anything they need regardless of location
- Maintain correct access to public calendars in Outlook
- Maintain correct access to public folders

## *DRAFT JOB DESCRIPTION*

### School Improvement Coach

The school improvement coach is a supplementary, grant funded position. Anyone assigned to this role will have responsibility for various forms of professional development for teachers, instructional services to students, and the everyday tasks of a building level staff member. The activities of the school improvement coach will be guided by the building school improvement plan and the decisions made to support the goals of the building school improvement plan. As a coach, this individual will be involved in creating job-embedded professional development that supports teachers in their classrooms. The coach will also be involved in setting up and delivering various types of supplementary instructional services to students, often times acting as a model for other teachers in the building. The school improvement coach may have expertise in certain areas of the curriculum, and may be called upon to act as a resource in this area, but the work of the coach will be universal, meaning that they may be called upon to provide support in any of the four major curriculum areas as determined by the school improvement needs of the building to which they are assigned.

Specific Responsibilities of the School Improvement Coach Include:

- Leadership in and an understanding of the school improvement process
- Leadership in and an understanding of numerous proven teaching strategies
- The design and implementation of effective student interventions based on school improvement needs
- Provide open communication between themselves and classroom teachers and positively interact with teachers in informal and formal settings
- Work with principals to provide targeted professional development including using the professional learning community process
- Encourage and support ongoing, engaged learning for both teachers and students
- Provide leadership in building level and district level curriculum work with a focus on effective strategies for delivery common core instruction that meets the needs of all students
- Be intimately familiar with the building school improvement plan and its goals, objectives, strategies and activities
- Provide leadership in the effective integration of technology in the classroom both for student instruction and analysis of student progress

This position will involve a willingness on the part of the school improvement coach to hold this position on a rotating basis with a classroom teacher with whom the coach is partnered whereby the coach and the partner would rotate between the coach and classroom teacher position on a predetermined bi-annual or tri-annual schedule.

## Interim Teacher Evaluation Process 2011-12

### Purpose:

In compliance with the new legislation both sides agree that for the 2011/12 school year:

- Tenured teachers presently on their scheduled three year evaluation will follow the same process that has been in place.
- Probationary teachers will follow the same process that has been in place.
- Tenured Teachers who are not on their scheduled three year evaluation cycle will be evaluated in compliance with state law using an Interim Evaluation Tool and Process.

Both sides also agree that the 2011/12 Interim Teacher Evaluation Process will include:

- **Frequency of Formal Observation Periods**
  - Tenure Teachers on Interim Evaluation will participate in at least one scheduled observation.
  - Observation periods for Tenure teachers must be completed by May 15.
- **Optional Step I: Initial Meeting / Pre-observation conference (at the request of either party):**
  - At the beginning of the formal observation period a conference request may be made by the teacher and/or the evaluator.

This conference may include:

  - Both the teacher and the evaluator will review the domains and components and do preliminary checks on where the teacher might fit in the rubrics of each component.
  - Discuss a tentative timetable for the observation period.
  - The teacher may provide a general plan for instruction during the observation period, a more detailed lesson plan, and/or information on Students and Resources.
- **Step II: Observation:** The observation time will be mutually scheduled in advance.
  - All observations are to be conducted openly and with full knowledge of the teacher.
  - Each observation shall last at least 20 minutes, or the duration of a particular teaching lesson.
  - No observation may interfere with the normal teaching/learning process.
- **Step III: Post-Observation - Conference:**
  - Following the scheduled observation, the teacher will complete a self-evaluation using the Interim Teacher Evaluation document that will be included in a follow-up conference with the evaluator.
  - Throughout the observation period, the teacher will have the opportunity to provide documentation and artifacts pertinent to the appropriate domains/components to be considered for the final evaluation report.
  - Teachers shall have the right to discuss the report with the evaluator and to have a union representative present at such discussions.
- **Step IV: Final Evaluation Report:** The final report shall be reduced to writing on the Interim Teacher Evaluation Tool agreed to between the association and the district.
  - Following the final observation, both the teacher and the evaluator will check the appropriate rubric for each component included in the evaluation and a conference. The teacher will have a final opportunity to provide documentation to support any area where there are differences.
  - A copy of the final written evaluation shall be given to the teacher by May 15<sup>th</sup>.
  - The final written evaluation should contain only information previously known to or discussed with the teacher.
  - The teacher is required to sign the evaluation form and will receive a copy for their records.
  - If a teacher disagrees with the result of an evaluation report, he/she may submit a written explanation for attachment to the personnel file copy.

**Monroe Public Schools**  
**Interim Tenure Teacher Evaluation - Written Feedback Report**

Teacher Name: \_\_\_\_\_

Building: \_\_\_\_\_

Assignment: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Date(s) of Observation Period: \_\_\_\_\_

This process and accompanying instrument is intended to provide a summary of a teacher's performance in the areas outlined herein. The report is intended to reflect on the overall performance of the teacher as identified during the observation(s) as well as, general overall performance during the period since the last evaluation report. Anything that is reported in this evaluation must have been discussed and/or documented with the teacher prior to the information being included in this report.

**Domain 1: Planning and Preparation**

Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>Knowledge of Students' Varied Approaches to Learning</b> <input type="checkbox"/> n/o	<input type="checkbox"/> Teacher is unfamiliar with the different approaches to learning that students exhibit, such as learning styles, modalities, and different "intelligences"	<input type="checkbox"/> Teacher displays general understanding of the different approaches that enable students to construct meaning	<input type="checkbox"/> Teacher displays solid understanding of the different approaches to learning that enable students to construct meaning	<input type="checkbox"/> Teacher uses, where appropriate, knowledge of students' varied approaches to learning in instructional planning
<b>Suitability for Diverse Learners</b> <input type="checkbox"/> n/o	<input type="checkbox"/> Goals are not suitable for the class	<input type="checkbox"/> Most of the goals are suitable for most students in the class	<input type="checkbox"/> All the goals are suitable for most students in the class	<input type="checkbox"/> Goals take into account the varying learning needs of individual students or groups
<b>Learning Activities</b> <input type="checkbox"/> n/o	<input type="checkbox"/> Learning activities are not suitable to students or instructional goals. They do not follow an organized progression and do not reflect recent professional research	<input type="checkbox"/> Only some of the learning activities are suitable to students or instructional goals. Progression of activities in the unit is uneven and only some activities reflect recent professional research	<input type="checkbox"/> Most of the learning activities are suitable to students and instructional goals. Progression of activities in the unit is fairly even and most activities reflect recent professional research	<input type="checkbox"/> Learning activities are highly relevant to students and instructional goals. They progress coherently producing a unified whole and reflecting recent professional research
<b>Instructional Materials and Resources</b> <input type="checkbox"/> n/o	<input type="checkbox"/> Materials and resources do not support the instructional goals or engage students in meaningful learning	<input type="checkbox"/> Some of the materials and resources support the instructional goals and some engage students in meaningful learning	<input type="checkbox"/> All materials and resources support the instructional goals and most engage students in meaningful learning	<input type="checkbox"/> All materials and resources support the instructional goals and most engage students in meaningful learning. There is evidence of student participation in selecting or adapting materials.

**Domain 2: The Classroom Environment**

Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>Teacher Interaction with Students</b> <input type="checkbox"/> n/o	<input type="checkbox"/> Teacher interaction with at least some students is negative, demeaning, sarcastic, or inappropriate to the age or culture of the students. Students exhibit disrespect for the teacher	<input type="checkbox"/> Teacher-student interactions are generally appropriate but may reflect occasional inconsistencies, favoritism, or disregard for students' cultures. Students exhibit only minimal respect for the teacher	<input type="checkbox"/> Teacher-student interactions are friendly and demonstrate general warmth, caring, and respect. Such interactions are appropriate to developmental and cultural norms. Students exhibit respect for the teacher	<input type="checkbox"/> Teacher demonstrates genuine caring and respect for individual students. Students exhibit respect for the teacher as an individual, beyond that for the role
<b>Expectations for Learning and Achievement</b> <input type="checkbox"/> n/o	<input type="checkbox"/> Instructional goals and activities, interactions, and the classroom environment convey only modest expectations for student achievement	<input type="checkbox"/> Instructional goals and activities, interactions, and the classroom environment convey inconsistent expectations for student achievement	<input type="checkbox"/> Instructional goals and activities, interactions, and the classroom environment convey high expectations for student achievement	<input type="checkbox"/> Both students and teacher establish and maintain through planning of learning activities, interactions, and the classroom environment, high expectations for the learning of all students
<b>Monitoring of Student Behavior</b> <input type="checkbox"/> n/o	<input type="checkbox"/> Student behavior is not monitored and the teacher is unaware of what students are doing	<input type="checkbox"/> Teacher is generally aware of student behavior but may miss the activities of some students	<input type="checkbox"/> Teacher is alert to student behavior at all times	<input type="checkbox"/> Monitoring by the teacher is subtle and preventative. Students monitor their own and their peers' behavior, correcting one another respectfully
<b>Response to Student Behavior</b> <input type="checkbox"/> n/o	<input type="checkbox"/> Teacher does not respond to misbehavior, or the response is inconsistent, overly repressive, or does not respect the students' dignity	<input type="checkbox"/> Teacher attempts to respond to student misbehavior but with uneven results, or no serious disruptive behavior occurs	<input type="checkbox"/> Teacher response to misbehavior is appropriate and respects the students' dignity, or behavior is generally appropriate	<input type="checkbox"/> Teacher response to misbehavior is highly effective and sensitive to students' individual needs, or student behavior is entirely appropriate

### Domain 3: Instruction

Element	Unsatisfactory	Basic	Proficient	Distinguished
Directions and Procedures <input type="checkbox"/> n/o	<input type="checkbox"/> Teacher directions and procedures are confusing to students	<input type="checkbox"/> Teacher directions and procedures are clarified after initial student confusion or are excessively detailed	<input type="checkbox"/> Teacher directions and procedures are clear to students and contain an appropriate level of detail	<input type="checkbox"/> Teacher directions and procedures are clear to students and anticipate possible student misunderstanding
Quality Questions <input type="checkbox"/> n/o	<input type="checkbox"/> Teacher's questions are virtually all of poor quality	<input type="checkbox"/> Teacher's questions are a combination of low and high quality. Only some invite a response	<input type="checkbox"/> Most of teacher's questions are of high quality. Adequate time is available for students to respond	<input type="checkbox"/> Teacher's questions are of uniformly high quality, with adequate time for students to respond. Students formulate many questions
Student Participation <input type="checkbox"/> n/o	<input type="checkbox"/> Only a few students participate in the discussion	<input type="checkbox"/> Teacher attempts to engage all students in the discussion, but with only limited success	<input type="checkbox"/> Teacher successfully engages all students in the discussion	<input type="checkbox"/> Students themselves ensure that all voices are heard in the discussion
Instructional Activities and Assignments <input type="checkbox"/> n/o	<input type="checkbox"/> Instructional activities and assignments are inappropriate for students in terms of their age or backgrounds. Students are not engaged mentally	<input type="checkbox"/> Some instructional activities and assignments are appropriate to students and engage them mentally, but others do not	<input type="checkbox"/> Most instructional activities and assignments are appropriate to students. Almost all students are cognitively engaged in them	<input type="checkbox"/> All students are cognitively engaged in the instructional activities and assignments in their exploration of content. Students initiate or adapt activities and projects to enhance understanding

### Domain 4: Professional Responsibilities

Element	Unsatisfactory	Basic	Proficient	Distinguished
Information About Individual Students <input type="checkbox"/> n/o	<input type="checkbox"/> Teacher provides minimal information to parents and does not respond or responds insensitively to parent concerns about students	<input type="checkbox"/> Teacher adheres to the school's required procedures for communication to parents. Responses to parent concerns are minimal	<input type="checkbox"/> Teacher communicates with parents about student's progress on a regular basis and is available as needed to respond to parent concerns	<input type="checkbox"/> Teacher provides information parents frequently on both positive and negative aspects of student progress. Response to parent concerns is handled with great sensitivity
Engagement of Families in the Instructional Program <input type="checkbox"/> n/o	<input type="checkbox"/> Teacher makes no attempt to engage families in the instructional program, or such attempts are inappropriate	<input type="checkbox"/> Teacher makes modest and inconsistently successful attempts to engage families in the instructional program	<input type="checkbox"/> Teacher's efforts to engage families in the instructional program are frequent and successful	<input type="checkbox"/> Teacher's efforts to engage families in the instructional program are frequent and successful. Students contribute ideas for projects that will be enhanced by family participation
Participation in School and District Projects <input type="checkbox"/> n/o	<input type="checkbox"/> Teacher avoids becoming involved in school and district projects	<input type="checkbox"/> Teacher participates in school and district projects required by contract or when specifically asked	<input type="checkbox"/> Teacher volunteers to participate in school and district projects, making a substantial contribution	<input type="checkbox"/> Teacher volunteers to participate in school and district projects, making a substantial contribution, and assumes a leadership role in a major school or district project
Enhancement of Content Knowledge and Pedagogical Skills <input type="checkbox"/> n/o	<input type="checkbox"/> Teacher engages in no professional development activities to enhance knowledge or skill	<input type="checkbox"/> Teacher participates in professional activities to a limited extent when they are convenient	<input type="checkbox"/> Teacher seeks out opportunities for professional development to enhance content knowledge and pedagogical skill	<input type="checkbox"/> Teacher seeks out opportunities for professional development and makes a systematic attempt to conduct action research in his/her classroom

Signatures below are required and attest that observation and evaluation conferences have been held and a copy of this document has been provided to the teacher as well as placed in the personnel file.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Informational Report** **Contracted Coaches**

The following coaches will be placed in the listed positions below by Temporary School Staff, Inc. upon completion of criminal history verifications.

### **Monroe High School:**

Last Name	First Name	Title	Sport
Dushane	Robert	Coach	Freshman Baseball

Board Meeting #3  
February 14, 2012  
Item #C.3

### COACHING RECOMMENDATIONS

#### BACKGROUND

The following are the Coaching Recommendations for the 2011-12 school year Spring seasons. All pre-employment information has been completed.

<u>Last Name</u>	<u>First Name</u>	<u>Title</u>	<u>Sport</u>	<u>School</u>
Howe	Mary	Coach	Track -7/8 Co-Ed	Monroe Middle
Flanary	Ryan	Assistant Coach	Track	Monroe High

#### RECOMMENDATION

Move to approve coaches for the spring 2011/12 season as named above and as per the MCEA master agreement.

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

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

**PURCHASE OF INSTRUCTIONAL MATERIALS**

**BACKGROUND**

Dr. Martin is requesting the Board approve the purchase of two sets of the Fountas and Pinnell Leveled Literacy Intervention System along with two Benchmark Assessment Kits for St. John School. This purchase is covered by Title I funds for participating private schools.

**ENCLOSURES**

Dr. Martin memorandum

**RECOMMENDATION**

Move to approve the purchase of two Fountas and Pinnell Leveled Literacy Intervention Systems and two Benchmark Assessment Kits for a cost not to exceed \$5000. Funding for this purchase will be from Title 1 allocations. Fountas and Pinnell is a single source provider for the materials.

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

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



Office of

# State and Federal Programs



Monroe Public Schools

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TO: Katherine Eighmey  
FROM: Barry Martin  
RE: Instructional Materials Purchase  
DATE: January 25, 2012

I am requesting board approval for the purchase of two sets of the *Fountas and Pinnell Leveled Literacy Intervention System* for grades K and 1 along with two *Benchmark Assessment Kits* for St. John School. The cost for the materials, plus shipping, will not exceed \$5000, all of which will be covered by Title I funds in accordance with allowable expenditure guidelines for use of federal funds for supplemental instructional programming in participating private schools. All items purchased for private school use are tagged as Monroe Public Schools property and may be recovered if the private school terminates its participation in the Monroe Public Schools Title I program. All purchases for private schools and subsequent programming are monitored and approved through consultation with the Monroe Public Schools Title I office. Thank you for your attention to this matter.



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STREAMLINE ADMINISTRATIVE PROCESSES  
OPTIMIZE INFORMATION FLOW  
ENRICH COMMUNICATIONS

**\*Proposed By:**  
Graham Forman  
graham.forman@netchemia.com  
1.800.490.9686

**Bill To:**  
Ryan McLeod  
MONROE PUBLIC SCHOOLS  
mcleod@monroe.k12.mi.us  
(734) 265-3400  
PO BOX 733  
MONROE, MI 481610733

**Proposal for MONROE PUBLIC SCHOOLS**  
Quote # 1316-01 TalentEd Perform  
Proposal Date: 12/23/2011

Offer Valid for 45 days from Proposal Date

**Terms and Conditions**

Contract Dates: Your subscription contract begins upon signing of the agreement. Length of Contract: Subscription will be for 3 (three) years of service. The subscription will automatically renew at the end of the initial three-year term unless written notice is provided by the client sixty (60) days prior to the renewal date. After year 3, the subscription price will increase up to a maximum of 5% per year.

Invoicing Date(s): Implementation and First Year subscription and maintenance fees of \$12,810 are due upon signing of the agreement. HRMS Set Up and First Year maintenance fees of \$5,000 are due upon invoice as of July 1, 2012. Second year fees of \$9,810 and Third year fees of \$9,810 are due upon invoice.

PLEASE READ: If there is anything in this proposal that you are expecting to see that is not described in the product section below, please contact your Netchemia representative.

**Products**

TalentEd Perform QuickStart	Set Up, Configuration, and Training - One Time	\$	5,000
TalentEd Perform Annual Subscription -	Early Adopter Annual Subscription - Year 1	\$	7,560
TalentEd Perform Annual Subscription	Early Adopter Annual Subscription - Year 2	\$	7,560
TalentEd Perform Annual Subscription	Early Adopter Annual Subscription - Year 3	\$	7,560
TalentEd Perform Custom HRMS Integration	One-time Set Up of HRMS Integration with AS-400	\$	3,500
TalentEd Perform HRMS Integration Annual Maintenance	Year 1 Annual Maintenance for AS-400 One-way Integration	\$	1,500
TalentEd Perform HRMS Integration Annual Maintenance	Year 2 Annual Maintenance for AS-400 One-way Integration	\$	1,500
TalentEd Perform HRMS Integration Annual Maintenance	Year 3 Annual Maintenance of AS-400 One-way Integration	\$	1,500
TalentEd Perform Active Directory Integration - One-time Investment	Set Up, Configuration, and Year 1 Maintenance	\$	1,750
TalentEd Perform Active Directory Integration - Annual Maintenance	Year 2 Maintenance	\$	750
TalentEd Perform Active Directory Integration - Annual Maintenance	Year 3 Maintenance	\$	750
Discount	Bonus Early Adopter Discount for 3-year agreement (One-time)	\$	-1,500
		<b>Total:</b>	<b>\$ 37,430</b>

This legally binding Order Form is governed by the Master Subscription Agreement between Customer and Netchemia, LLC.

Authorization - Fax to 800.877.9586

I accept the proposal for TalentEd Perform

Please bill me PO# \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name and Title \_\_\_\_\_

**PURCHASE OF iPADS**

**BACKGROUND**

We are requesting to purchase the remainder of the iPads and cases for our teachers. We originally planned to make the purchase in four phases; however, after speaking with the Apple representative, we think it would be best to purchase the iPad 2s all at one time.

Apple is scheduled to release the iPad 3 within the next few months. Once Apple releases it, we will not be able to purchase any more iPad 2s and there will be up to a 12 week wait before we could get the iPad 3s. This lapse of time would interfere with the ability to carry out the implementation plan.

**ENCLOSURE**

Quotes from Apple, CDWG, MacConnection and TigerDirect

**RECOMMENDATION**

Move to approve the purchase of iPads and cases for a total cost not to exceed \$130,491.81. This purchase is to be funded from the district funds.

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

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

# Memo

**To:** Ryan McLeod  
**From:** David Payne  
**Date:** 2/10/2012  
**Re:** iPad Purchase

---

## **iPad Purchase**

We are recommending the purchase of 240 Apple iPads and cases. The cost of this project will not exceed \$130,491.81 and will be purchased by general fund monies. If approved we will have enough iPads for all certified staff. During our discussion with Apple they recommended purchasing the remaining iPads now. With the upcoming release of the iPad 3 Apple could not guarantee we would meet our time line purchasing later in the spring. With all of our research and testing completed on the iPad 2 I would not want to jeopardize our timeline and rollout to the staff before school is out. We have attached quotes from Apple, CDWG, MacConnection, and TigerDirect. Please let me know if you have any questions about this recommendation.

# Apple Inc. Education Price Quote

Customer: Kevin Hauser  
MONROE PUBLIC SCHOOLS  
7342653162 phone  
hauser@monroe.k12.mi.us email

Apple Inc: Jason Lewandowski  
1 Infinite Loop  
MS: 111-HOM  
Cupertino, CA 95014  
ph  
fax  
jlewandowski@apple.com email

Apple Quote:  
Quote Date: 08-FEB-2012  
Quote Valid Until: 08-MAR-2012

## Quote Comments:

Part Number	Details & Comments	Qty	Unit List Price	Extended List Price
1	BG701LL/A iPad 2 16GB with Wi-Fi - Black (10-pack)	24	4,790.00	114,960.00
<b>Edu List Price Total</b>				<b>114,960.00</b>
- eWaste Fee / Recycling Fee				0.00
<b>Extended Total Price*</b>				<b>114,960.00</b>
<i>*In most cases Extended discounted Total price does not include Sales Tax *If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary</i>				

Completing your order is easy:

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

Apple Inc.  
1 Infinite Loop  
MS: 111-HOM  
Cupertino, CA 95014

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

- ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE CLICK HERE TO APPLY FOR A CONTRACT.
- IF YOU USE YOUR FORM OF PURCHASE ORDER TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
- YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE.
- UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL 08-MAR-2012 UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE. APPLE MAY MODIFY ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF THIS QUOTE CONTAINS A TYPOGRAPHIC OR OTHER ERROR.

SEA #

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Document rev 9.6

Date of last revision -February 3rd, 2011



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# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
CNRX029	9512489	2/08/2012

KEVIN HAUSER  
B 1275 N MACOMB ST  
L  
L MONROE PUBLIC SCHOOLS  
T MONROE, MI 48162-3128  
O

MONROE PUBLIC SCHOOLS  
S 1275 N MACOMB ST  
H  
I  
P KEVIN HAUSER  
MONROE, MI 48162-3128  
T  
O Contact: KEVIN HAUSER 734-265-3162

Customer Phone # 7342653162

Customer P.O. # TARGUS EXCLUSIVE BUNDLE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
RAYNELLE HOWLETT 866-224-4820	UPS Ground (2- 3 D	MasterCard/Visa Go	GOVT-EXEMPT

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
320	2534923	TARGUS VERSAVU 360 / STYLUS F/IPAD 2 Mfg#: TAR-BUS0281 Contract: MARKET	47.00	15040.00
		SUBTOTAL		15040.00
		FREIGHT		491.81
		SALES TAX		.00

**TOTAL** US Currency  
15,531.81

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061  
General Phone: 847-371-5000 Fax: 847-419-6200  
Account Manager's Direct Fax: 312-705-9452

*Please remit payment to:*  
**CDW Government**  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

Hello, [Sign In](#) or [New Customer?](#)

[My Account](#) | [Free Catalog](#) | [Track Your Order](#) | [Rebate Center](#) | [Wish Lists](#) | [Help](#) | [Contact Us](#)

Search by Keyword or Item #



\$19,196.80 (320 Items)

### Important Message

We're sorry. Your order is not eligible for Econoship delivery.

Have Questions?



Give Us A Call! Toll Free

800-800-8300

Testimonials

**Lightning fast delivery**  
Thanks for the speedy delivery. Printer arrived on date stated. Looking forward to my next shopping spree at TigerDirect.com.

Reviewed by: *Nick W* on September 29, 2011.

## Your Cart

PROCEED TO SECURE CHECK OUT

DESCRIPTION	QTY	AVAILABILITY	SAVINGS	TOTAL
 T22-3118 Targus THZ045US Versavu Case - Designed for iPad 2, Built-in Stand, Scratch-Resistant Lining, Hard-Shell, 360-Degree Rotation, Black(432 lbs)	320	In Stock Details		\$19,196.80
				(59.99 each)
Click  to remove the item from your cart.				
Enter Zip Code to Calculate Shipping & Tax: (We only charge tax in FL, IL, NC, TX, GA, SD and ID)				
<input type="text" value="48162"/> <input type="button" value="GO"/>				
<b>SUBTOTAL</b>				\$19,196.80
<b>S&amp;H TAX</b>				Truck (3 to 9 days) ..\$419.95
<b>TOTAL</b>				\$19,616.75

Total Cart Weight: 432 lbs

[CONTINUE SHOPPING](#)

PROCEED TO SECURE CHECK OUT



### TigerDirect Gift Cards

- \$10 - \$1,000
- No Expiration Date & Redeem Instantly
- Perfect for all occasions

[Add a Gift Card to your order](#)

### Alternative Checkout Options



Fast checkout through Google  
What is Google Checkout?

### "As near-perfect as it gets "

*After satisfactory results with previous purchases from Tiger Direct, I began watching for a reasonable deal to replace my 10 year old boat anchor. I found it in a some-assembly-required kit the end of July. The assembly went well, but there were small problems and Customer service came to the rescue. The problems were resolved and I have the best working computer I could expect for approximately \$300 total. This total included two rebates that went as advertised, plus a refund on a problem part that I shipped back without the original package. Very impressive. At my age (78) I expect this tower will probably be the last computer I will need. It is fast, no hiccups, runs cool and does the myriad of chores I demand from a computer. Simply a good place to do business. Jack*  
Reviewed on October 9, 2011

**Quick Cart**      Select to search by:  Tiger Item #    Mfr. Part #      Enter Search Value       ?



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Priority code is: **WEB1201**

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Need help? We're available at 1-800-800-8300 or Live Help




the right tools for the right brain™

Shopping Cart

Messages

Item # 13508381 has been added to your cart.

Check out with PayPal is not available for orders over \$10,000. Please split your cart into multiple orders or select another checkout option.

Product Description	Availability	Qty	Unit Price	Total	Select
 <p>Targus Versavu Rotating Case and Stand for iPad 2</p> <p>Mfr: Targus Mfg. Part #: THZ045US</p>	<p>In Stock</p> <p>Est. Ship: Ships Today</p> <p>Item#: 13508381</p>	<input type="text" value="320"/>	\$74.95	\$23,984.00	<input type="checkbox"/>

UPDATE

DELETE

Estimate Shipping:

Actual cost will be determined once a complete shipping address has been entered.

Enter Shipping ZIP Code:

\* Applicable shipping discounts will be applied at checkout.

Subtotal: **\$23,984.00**


Before Tax and Shipping

Use A Promotion Code

Enter Promotional Code:

Need Help With Your Order?

Call 1.800.986.4420

Chat Live Now 

Secure Payment

VISA DISCOVER MasterCard PayPal Bill Me Later

BEGIN SECURE CHECKOUT

- OR -

Check out with **Bill Me Later**



**KNABUSCH MATH AND SCIENCE CENTER PURCHASE**

**BACKGROUND**

See the attached memo from David Payne.

**ENCLOSURES**

Memo from David Payne

Quotes from CDWG, Lightspeed, Red Letter Productions and REMC

**RECOMMENDATION**

Move to approve the purchase of multimedia equipment for Knabusch Mathematics and Science Center for a total cost not to exceed \$9,427. This purchase is to be funded from a private donation.

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

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

# Memo

**To:** Ryan McLeod  
**From:** David Payne  
**Date:** 2/10/2012  
**Re:** Knabusch Mathematics and Science Center Purchase

---

## **Knabusch Mathematics and Science Center Purchase**

We are recommending the purchase of multimedia equipment for Knabusch Mathematics and Science Center. This equipment if approved will be installed in one of the new classrooms. We are requesting the purchase of an Epson projector, Smart Board, Lightspeed sound system, six document cameras, and installation costs. The cost to complete this project including installation will not exceed \$9,427.00. We have received funds from an anonymous donation to complete this project. This setup will have one teaching station with five student lab stations which will all be able to show their work on the Smart Board via the document cameras at each of the five locations.



CDW.G.com | 800.594.4239

OE400SPS

# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
CNDH727	9512489	1/24/2012

**BILL TO:**  
 KEVIN HAUSER  
 1275 N MACOMB ST

**SHIP TO:**  
 MONROE PUBLIC SCHOOLS  
 Attention To: KEVIN HAUSER  
 1275 N MACOMB ST

Accounts Payable  
 MONROE , MI 48162-3128

MONROE , MI 48162-3128  
 Contact: KEVIN HAUSER 734.265.3162

Customer Phone #734.265.3162

Customer P.O. # EPSON/AVERVISION

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
RAYNELLE HOWLETT 866.224.4820	UPS Ground (2 - 3 day)	MasterCard/Visa Govt	GOVT-EXEMPT

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
6	2348472	AVER F50 DOC CAM Mfg#: ADT-VISIONF50 Contract: MARKET	590.00	3,540.00
6	2505759	C2G RAPIDRUN AL WLPLAT D15+3.5+3RCA Mfg#: CTG-42325 Contract: MARKET	64.00	384.00
6	1638450	C2G 1.5FT RAPID HD15+3.5+RCA FLYG LD Mfg#: CTG-42323 Contract: MARKET	29.00	174.00
6	1973058	C2G 50FT RAPIDRUN RUNNER UXGA CL2 SH Mfg#: CTG-42139 Contract: MARKET	59.00	354.00
1	1988992	EPSON PL 460 XGA LCD 3000 LUM Mfg#: EPP-V11H343020 Contract: Epson BrighterFUTURES 24095	1,099.00	1,099.00
1	1501756	EPSON WIRELESS LAN MOD 802.11A/B/G Mfg#: EPP-V12H306P11 Contract: MARKET	85.00	85.00
SUBTOTAL				5,636.00
FREIGHT				75.00
TAX				0.00

US Currency

**TOTAL** 5,711.00

CDW Government  
 230 North Milwaukee Ave.  
 Vernon Hills, IL 60061  
 Phone: 847.371.5000

Fax: 312-705-9452

**Please remit payment to:**  
 CDW Government  
 75 Remittance Drive  
 Suite 1515  
 Chicago, IL 60675-1515



**Lightspeed Technologies, Inc.**

11509 SW Herman Rd.  
Tualatin OR 97062  
1-800-732-8999  
www.lightspeed-tek.com  
fax: 503-684-3197

**Quotation**

**Date**  
**Quote #**  
**Expires**  
**Sales Rep**  
**Terms**  
**Shipping Method**

1/25/2012  
35125  
3/25/2012  
DAVID BUIST  
Net 30  
UPS Ground(N/C)

**Bill To**

ACCOUNTS PAYABLE  
MONROE PSD  
1275 N MACOMB ST  
MONROE MI 48162-3128  
United States

**Ship To**

MONROE PSD ADMIN BLDG  
1275 N MACOMB ST  
MONROE MI 48162-3128  
United States

**ATTN: KEVIN HAUSER**

Item	Qty	Description	Unit Price	Amount
855-RRD	1	CAT 855 system with REDMIKE (x2), (4) DRQ ceiling speakers	1,420.00	1,420.00
		REMC 2012 pricing was quoted. Please note: shipping and handling charges are included with REMC pricing.		
		The Infrared series products have a 5-year parts and labor limited warranty on the major components. The cables and batteries have a 1-year limited warranty.		
		Please reference quote number on purchase order.		

Thank you for choosing Lightspeed Technologies.

<b>Subtotal</b>	1,420.00
<b>Shipping Cost (UPS Ground(N/C))</b>	0.00
<b>Total</b>	\$1,420.00

# Red Letter Productions

796 West Maple Ave  
 Adrian, Michigan 49221  
 (517) 264-5488 • 888-564-5488  
 www.redletterproductions.biz

## Estimate

Name/Address
Monroe Public Schools Technology Department 1275 N Macomb Street Monroe, MI 48162

Date	Estimate No.	Project
02/08/12	421	

Description	Quantity	Cost	Total
Bolled Harbor Installation			
Complete Classroom Install w/ smartboard		550.00	550.00
Install Addition Rapid Run (Same Room)	5	50.00	250.00
tax exempt		0.00%	0.00
		<b>Total</b>	<b>\$800.00</b>

# REMC Statewide \$AVE Bid Project

---

## Requesting Customer

Name: Kevin Hauser  
Email: hauser@monroe.k12.mi.us  
Phone: 734-265-3162  
Building:  
Shopping List Name/Number: /25490

## Summary

Vendor(s)	Total
Smart Ed Services	1,496.00
<b>Selection Total</b>	<b>1,496.00</b>

This report was printed on: 01-24-2012

## REMC Statewide \$AVE Bid Project

### Smart Ed Services

**Contact:** Theresa Rosenberger  
**Phone:** 800-251-4077  
**Fax:** 216-432-0044  
**Email:** trosenberger@teachsmart.org

**Address:** 1821 E. 40th St.  
 Cleveland, OH 44103

**Notes:** REMC Contract Number 1908 must appear on all orders. Purchasing cards accepted an no additional charge.

### Items

Item Number	Details	Qty.	Price	Total
120403	<b>Description:</b> Interactive white board, single user, 77" diagonal active area. Includes SMART Notebook software. Five-year warranty with product registration. <b>Mfg/Model:</b> SMART Technologies / SB680 <b>Reseller Order Number:</b> SMA SB680	1.00 Each	1,169.00	1,169.00
120424	<b>Description:</b> Wireless interactive slate. Bluetooth. Wireless pen with full mouse functionality. Two-year warranty. <b>Mfg/Model:</b> SMART Technologies / WS200-1 <b>Reseller Order Number:</b> SMA WS200-1	1.00 Each	327.00	327.00
<b>Vendor Total</b>				<b>1,496.00</b>

**DECA STATE CAREER DEVELOPMENT CONFERENCE  
IN STATE - OVERNIGHT**

**BACKGROUND**

Monroe High School teacher and DECA advisor, Jeff Brown, wishes to petition the Board of Education for permission to take eight (8) Monroe High School students to Dearborn, MI in order to attend the DECA State Career Development Conference. This overnight trip to attend the 2012 state conference will be held at the Hyatt Regency Hotel, Dearborn, Michigan March 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup>. The Monroe High School students learn marketing, small business ownership and intro to business marketing in DECA. The students competing in this competition will report back to all marketing students at MHS and they will begin preparation for the next competition.

No Monroe Public Schools funds will be used to defray the cost of this trip and all aspects of the trip will be in accordance with related Board policies.

**ENCLOSURE(S)**

Monroe Public Schools – Abbreviated Field Trip and Excursion Check List Form.  
The complete packet housed in the office of the Assistant Superintendent of Elementary Education, Instruction and Human Resources.

**RECOMMENDATION**

Move to approve the Monroe High School students' attendance at the DECA Sate Career Development Conference in Dearborn, Michigan according to the terms of Policy IICA, Field Trips and Excursions.

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

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



**MONROE PUBLIC SCHOOLS  
FIELD TRIP CHECK LIST**

DECA  
-BROWN

Complete the following check list before submitting a formal request to the Board of Education for approval of overnight, out-of-state (except Cedar Point, Toledo, and vicinity) or out-of-country field trips. Follow the timelines as outlined in Board Policy IICA.

- Written request to appropriate principal
- Written approval by such principal and the superintendent or his/her designee
- Written parent permission form (IICA-F1/Board Policy Manual)
- Completion of curriculum alignment form:

All field trips should be designed to enhance the curriculum standards and benchmarks. List below a brief description of activities, lessons, projects, etc. leading up to, during, and following this field trip.

Pre-trip lessons:

In school marketing, small business ownerships, and intro to business + marketing education.

How this trip will engage students in activities congruent to our content standards during this trip:

Standardized marketing test and marketing role-play with a judge.

Follow-up classroom lessons:

Report back to all marketing students at MHS and prep for next competition.

- Contract(s) with agent(s) making travel/accommodation arrangements
- Detailed Itinerary
- Funding sources
- Chaperones
- Arrangements made for students with financial hardship
- If private vehicle(s) used, Form EEAE-F-3 (Board Policy Manual) attached.

Drafted: 1/20/95  
Revised: 12/16/97

Number of Other Adults Assisting: 0

Number of School Days Student will be Attending Trip: 1/2 DAY

Cost Per Child: 110.<sup>00</sup>

Cost Per Chaperone: \_\_\_\_\_

Monroe Public Schools Funds Being Used to Pay for: CTE ADDED COST FUNDS.

Students: Yes

No

Chaperones: Yes

No

Included in this field trip request packet are copies of the following:

- Full compliance with Board of Education Policy IICA - Field Trips & Excursions Forms
- Signed parent permission forms for each student participant (IICA - FI)
- Field Trip Permission Forms (F-II)
- Compliance with Educational Academic Field Trip regulations - Standard Practice Bulletin I-11
- Written request to appropriate building principal
- Written description of field trip to parents
- Written approval by building principal
- Detailed itinerary (Out of country trips may not have detailed itinerary until 30 days prior to trip)
- List of approved chaperones
- Identification of funding sources
- Signed private vehicle use (for transporting students - EEAE-F-3)
- Description of arrangements made for students with financial hardship
- All necessary signed contracts/agreements with participating travel agents
- Emergency telephone numbers for all participants
- Description of this trip and congruency with course curriculum
- Emergency Contingency Plan included, if method of transportation is flying.
- Turn in Criminal History forms, on non-staff chaperones, to the Superintendents Office prior to any deposits being made to any travel agent.

\*

# Monroe Public Schools Field Trip Information Form

Date of Trip: 3/9 - 3/11/12

Grade/Team/Organization Making Request: DECA

Destination: Dearborn MI

Address: Hyatt Regency Hotel 600 Town Ctr. Dr.

City: Dearborn State: MI Zip: \_\_\_\_\_

Means of Transportation: Bus

Number of Students and Adults Involved: 8 / 1

Exact Loading Location: MHS

Estimated Time of Departure: 3/9 10:00 am

Estimated Time of Departure from Destination: 3/11 2:00 pm

Expected Time of Arrival: 3/11 3:00 pm

Purpose of Trip: DECA State Conf.

Faculty Supervisor: Jeff Brown

Substitute(s) needed:  Yes  No (This does not secure the substitute)

Principal's Signature: [Signature] Date: 1/24/12

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 1/31/12

Approved  Denied

# MONROE PUBLIC SCHOOLS

## ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

Complete details of this field trip can be obtained from the Assistant Superintendents of Secondary and/or Elementary Curriculum. All details are in compliance with Board Policy IICA.

### FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

(SEE ATTACHMENT)

School(s):

MHS

Chaperones:

JEFF BROWN

Method of Transportation:

MPS BUS

Date of Departure:

3/9/12

Time of Departure:

10:00am

If overnight, number of nights:

2

Date of Return:

3/11/12

Time of Return:

3:00pm

Number of Students Participating:

8

Number of Staff Supervising:

1

# MICHIGAN DECA STATE CONFERENCE

March 9 - 11, 2012 - Hyatt Regency Hotel, Dearborn, MI

## Registration Packet

<i>What</i> State Career Development Conference
<i>When</i> March 9-11, 2012
<i>Where</i> Hyatt Regency Hotel, Dearborn, MI
<i>Who</i> Monroe High School DECA members
<i>Cost</i> \$110.00
<i>Deadline</i> February 1, 2012
<i>Why</i> EDUCATIONAL and FUN! You'll learn skills that will last you a lifetime. Network with highly successful students from across Michigan.
<i>How</i> Fill out Registration Packet and return to Mr. Brown. Call (734) 265-3671 with any questions.


### CONTENTS:

Letter to Parents  
Conference Highlights and Agenda  
Delegate Code of Conduct  
MHS Permission Forms

RETURN ALL FORMS TO MR. BROWN BY February 1, 2012

# Monroe High School DECA Chapter

901 Herr Road, Monroe, MI 48161 (734) 265-3668

TO: DECA Parents  
FROM: Jeff Brown, DECA Advisor   
DATE: January 17, 2012  
SUBJECT: 2012 DECA State Career Development Conference

By now you already know your daughter or son qualified for the State DECA Conference by finishing in the top 10 overall in their event at the District V DECA Conference January 12, 2012, at Eastern Michigan University. (There were over 900 delegates participating at our district conference.) Five Monroe High School students are qualified to attend the DECA State Conference. Monroe High School students really demonstrated that they are learning business skills in their marketing education class and at their Co-op training stations. You are also receiving this letter because your daughter or son indicated to us that they wanted to participate in the State DECA Conference on March 9-11, 2012.

Please sign the enclosed permission slips and attach \$110.00 payable to MHS DECA if you want your daughter/son to participate in the DECA State Conference.

We will continue our preparation for the State Conference in our marketing classes. Students will take one online examination that covers marketing, management, and economics. They will role play two impromptu business case problems during the day on Saturday. All judges are business professionals who will donate their time on Saturday to work with students. Students will be entered in the economics and math competition on Saturday afternoon also.

Students should meet us at Monroe High School's Flagpole entrance at 10:00am on Friday, March 9, for departure. (School is in session on this day, they will be excused for the remainder of the day for an educational field trip.) Students must have business attire for the competition part of the conference. DECA discourages students from wearing any denim type clothing at the conference, however, other types of casual clothing may be worn during times students are not competing or attending meetings. The use of personal automobiles or visitation by friends not registered at the conference is forbidden. We should return to MHS's Flagpole entrance sometime between 2:00-3:00 PM on Sunday, March 11, 2012.

The chaperone will be Jeff Brown (marketing teacher at MHS). 2,500 other high school students from approximately 150 Michigan High Schools will be in attendance at the State DECA Conference. Michigan DECA has planned many fun and entertaining activities in addition to the competitive events. Michigan DECA employs a large security staff just for this conference to insure the safety and enjoyment of all students.

Winners in each event will be crowned as Michigan State Champions. Michigan State Champions will receive an automatic bid to participate in the International DECA Conference in Salt Lake City, Utah during the last week of April, 2012. At this point in time our main focus is the State Conference. (The International Conference will only be discussed when or if there are Monroe High School delegates qualified to participate.)

Michigan DECA is sponsored by the Michigan State Department of Education and supported by student dues and various corporate pledges. National DECA is sponsored by the U.S. Department of Education and is one of the largest youth groups in North America with over 200,000 members. I am the "volunteer" sponsor for the Monroe High School DECA Chapter because it motivates our students to learn marketing, management, and business concepts. DECA is an extension of our curriculum taken to the application level of the learning process.

If you have any questions or concerns about our plans to attend the State DECA Conference, please call me at Monroe High School, 265-3671. Thanks again for your continued support.

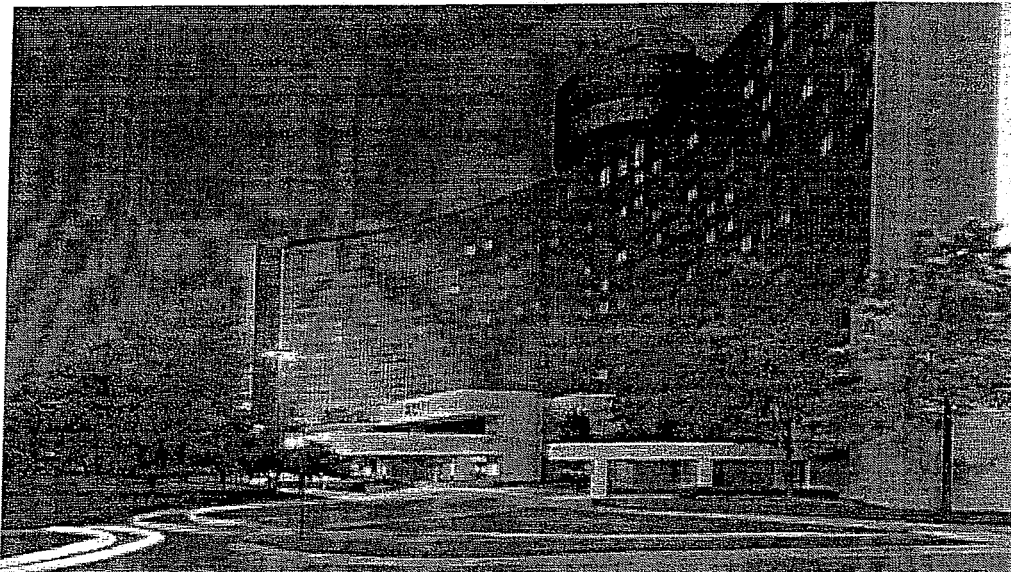
P.S. Please fill out the enclosed permission forms and give them to your daughter/son with a \$110.00 check made payable to MHS DECA. Thank you.

For more information go to [www.mideca.org](http://www.mideca.org)

# State Career Development Conference

March 9-11, 2012

Dearborn, Michigan



This year's conference, held in Dearborn, promises to be one of the most exciting, competitive and FUN Michigan DECA events of the year! You will have the opportunity to meet and compete with over 3,000 Michigan DECA members from throughout the state and also meet important and influential business professionals. The SCDC is a time for you to develop your occupational and leadership skills as well as meet other fun and energetic Michigan DECA members.

After participating in competitive events during the day, you will have free time to meet and socialize with other Michigan DECA members. Members will also elect the new Michigan DECA State Executive Council who will lead us into another exciting DECA year!

The Michigan DECA SCDC gives you the opportunity to meet DECA members from around the state, interact with important business representatives, and last but not least, compete for a chance to represent Michigan DECA at the International Career Development Conference, in Salt Lake City, Utah.

## Highlights of the State Career Development Conference

The conference registration will start at 11:00 a.m., with the first student activity at 2:00 p.m. A tentative program will be included in the February issue of *Spotlight on DECA* and will be posted on the web site. Delegates are responsible to read the conference program to know their event times.

### Economics Applied Academics Certification

Delegates will take the test on Saturday. A certificate will be awarded to those who achieve minimum proficiency on the test. The top ten participants will receive special recognition.

### Marketing Mathematics Applied Academics Certification

Delegates will take the test on Saturday. A certificate will be awarded to those who achieve minimum proficiency on the test. The top ten participants will receive special recognition.

### Saturday Evening Activities

Special entertainment options will be provided for the delegates this year. Additional information will be posted later on this year.



**Meals**

Three (3) meals are included in the registration fee; dinner on Friday, and breakfast on Saturday and Sunday mornings. Other meals will be the responsibility of each delegate/chapter.

**Seating at Sessions**

Schools that achieve the Pinnacle Membership Award in this year's membership campaign will have reserved seating at an awards session of their choice. Refer to the membership campaign guidelines for more information. Seating for other schools will not be assigned. One seat will be allocated for each paid delegate. New chapters will have reserved seating at their opening session.

**Opening Sessions**

There will be two Opening Sessions on Friday evening. Four districts will be assigned to each session. New chapters will have reserved seating at this session only.

**Awards Sessions**

- Saturday Night Awards Sessions will recognize: Written Events, Chapter Awards, and Merit Awards.
- Sunday's First Session will recognize: Team Events, Leadership & Teamwork, and the New State Executive Council
- Sunday's Second Session will recognize: All Individual Events

**Name Badges & Wrist Bands**

All delegates (adult and student) must wear their name badges and wrist bands at all times. No one will be admitted to conference activities without a name badge and wrist band. If a delegate loses their wrist band or name badge, a replacement may be obtained in the conference headquarters for \$5.00 each. Delegates will be required to show identification for a replacement name badge, or must have their Advisor with them.

**Dress Code during the Conference**

Business attire is required for all scheduled sessions and activities. During free time, shirts must have sleeves and no bare midriff. Skirts and shorts must be at least fingertip length. No cargo pants, jeans (denim material), T-shirts, sweatshirts, flip-flop sandals, or athletic shoes of any form will be allowed during the competition or at sessions! Delegates' clothing must be neat and in good repair in order to compete, attend the sessions, or be allowed on stage. Delegates wearing any of these items will be sent to change, before being allowed to compete or attend any conference sessions. Please refer to the Michigan DECA Dress Code for more information.

**Code of Conduct & Medical Treatment Authorization Forms**

Each delegate, student and adult, must sign the Code of Conduct & Medical Treatment Form. These forms must be hand-carried to the conference. Do not send them to the Michigan DECA office.

No alcoholic beverages or drugs may be possessed by any delegate at the conference. This is a school function. Delegates may not enter the lounges at the hotels. Students suspected of being under the influence of alcohol will be required to take a breath alcohol test as specified by state law. A uniformed police officer will be on site during the evening hours of the conference.

**Private Autos at the Conference**

The use of private automobiles will not be permitted after arrival at the conference. Car doors shall be locked upon arrival, and the keys turned over to the chapter advisor.

**Conference Hotels**

The main conference hotel will be the Hyatt Regency Dearborn. Most events will be taking place here, as well as the opening and award sessions. Some events will be scheduled to take place in the DoubleTree Hotel.

Hyatt Regency Dearborn  
600 Town Center Drive  
Dearborn, Michigan 48126  
(313) 593-1234

DoubleTree  
5801 Southfield Service Drive  
Detroit, Michigan 48223  
313-336-3340

HOTELS

MONROE HIGH SCHOOL

Dear Parent:

Your son/daughter has expressed a desire to attend the following special event:

Name of event: DECA STATE CONFERENCE

Date: 3/9/12 - 3/11/12 Time: ALL DAYS

Transportation: TBD

We request that you sign the attached permission form and return it with the student to the sponsor of the event. Thank you.

MONROE HIGH SCHOOL

By JEFF BROWN

Sponsor

\*\*\*\*\*

The undersigned hereby gives permission for

\_\_\_\_\_  
Name of Student

to attend DECA STATE CONFERENCE leaving Monroe High School

at 3/9/12 and returning to Monroe High School at 3/11/12 3:00 pm  
10:00 AM

Signed \_\_\_\_\_

Parent

X  
SIGN

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

EXPLANATION AND DATES:

Departure Date/Day FRI. 3/9/12 Return Date/Day SUN. 3/11/12

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

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

The purpose of this trip is DECA STATE CONF. and the group sponsoring the trip is DECA.

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

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

GENERAL INFORMATION:

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_ Emergency Phone \_\_\_\_\_

MEDICAL INFORMATION

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Last Tetanus Shot \_\_\_\_\_ Allergies (if any) \_\_\_\_\_

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

Other pertinent information \_\_\_\_\_

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

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

INSURANCE INFORMATION:

Insurance Company \_\_\_\_\_ Contract No. \_\_\_\_\_

Name of Policy holder \_\_\_\_\_ Social Security No. \_\_\_\_\_

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

X

\_\_\_\_\_  
\_\_\_\_\_  
(Parent(s)/Guardian(s))

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public  
My commission expires \_\_\_\_\_

 MICHIGAN  
**DECA** Code of Conduct/Medical Treatment Authorization

**Should a code of conduct violation occur for the following items, regardless of when exposed, the violating student(s) may be sent home and may not be allowed to participate in any DECA activities for the remainder of the school year. Determination of other penalties for violations will be at the discretion of Michigan DECA, the DECA chapter advisor or local school district.**

7. Conference Conduct: Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time). Delegates displaying rude or unprofessional behavior during conference sessions or activities will be subject to disciplinary action.
8. Curfew: Failing to be in your assigned sleeping room from the curfew time designated until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering or receiving any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
9. Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
10. Personal Conduct: Failing to keep adult advisors informed of activities and whereabouts at all times; participating in unapproved social activities; having a member of the opposite sex in a room if no adult chaperone is present or for behavior unbecoming of a delegate.
11. Hotel Conduct: Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations; inappropriate noise or verbal abuse; and not demonstrating respect for other hotel guests not participating with the DECA conference.
12. Unregistered individuals are not permitted at DECA conferences.
13. Cell phones and electronic devices are not permitted at meetings or conference activities, sessions, or competitions. Students may use them during free-time.
14. The chapter advisor shall be responsible for their chapter delegates' conduct. Delegates that do not follow the Code of Conduct may subject their entire delegation to be sent home at the individual's and/or chapter's expense.
15. Advisors are responsible for room checks. No group or chapter activities are to be scheduled by advisors after curfew.
16. Delegates shall allow Michigan DECA to use conference photographs, video footage, and their names for promotional purposes.

*Michigan DECA will not discriminate on the basis of race, color, creed, national origin, ancestry, age, gender, marital status, weight, sexual orientation or disability. Any student requiring an accommodation as a result of a disability should contact their chapter advisor or arrange such accommodation.*

# MONROE HIGH SCHOOL FIELD TRIP REQUEST

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

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

Date of trip: 3-9-12 THRU 3-11/12

Date of request: 1/17/12

Grade or organization making request: DECA

Faculty Sponsor: JEFF BROWN

Destination: DEARBORN, MI

Address: HYATT REGENCY HOTEL, 600 TOWN CTR. DR.

Phone Number of Destination: 313-593-1234

Purpose: DECA STATE CAREER DEVELOPMENT  
CONFERENCE.  
(SEE ATTACHED)

Estimated time of departure: 3/9/12 10:00 AM

Estimated return time: 3/11/12 2:00 PM

Substitute needed:  yes  no

Principal's signature: 

approved  denied

Reason for denial: \_\_\_\_\_



# Monroe High School DECA

*An Association of Marketing Students*

1/17/12

Mr. Matt Cortez  
Monroe High School  
901 Herr Road  
Monroe, MI 48161

Dear Matt:

This is the Monroe High School DECA chapter's written request that you allow us to attend the 2012 DECA State Career Development Conference in Dearborn, Michigan. Please consider allowing us to attend this educational conference from Friday, March 9<sup>th</sup> (8:00 AM) – Sunday, March 11<sup>th</sup>, 2012 (3:00 PM.)

DECA is a co-curricular, student-centered organization specifically designed to provide activities that will motivate Monroe High School students to learn marketing, management and entrepreneurial competencies that will prepare them to become skilled, employable workers in the field of marketing.

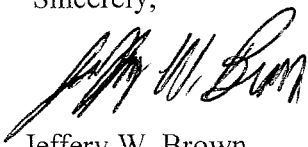
The purpose of DECA is to provide learning opportunities to marketing education students through goal-oriented chapter activities. The focus of these activities is always upon developing greater understanding and appreciation of marketing, management and entrepreneurship. These activities contribute to occupational competence by promoting greater understanding and appreciation for the responsibilities of citizenship in our private and free enterprise system.

Our DECA chapter is to the marketing education program what a civic or professional organization is to a group of businesspeople. Chapter activities are recognized as a part of the total educational program because they develop leadership skills, professional attitudes, business competency, citizenship characteristics, and social growth of the individual. These same activities serve me, your marketing teacher/DECA advisor, as a teaching tool by creating student interest in all phases of marketing, management and entrepreneurship.

Find enclosed, with this request for approval, a detailed agenda of our plans during the DECA State Career Development Conference. This will be an invaluable trip for the students attending. They will report back to their non-attending DECA members. Winners at the State level will automatically qualify to attend the International Conference held in Salt Lake City, Utah.

With your approval, I would like to present this trip to the MPS Board of Education. Thank you.

Sincerely,



Jeffery W. Brown  
DECA Advisor

Cc: Bill Ferrara



(<http://mideca.org/>)

([HTTP://MIDECA.ORG/](http://mideca.org/))

([HTTP://MIDECA.ORG/MEMBERS/](http://mideca.org/members/))

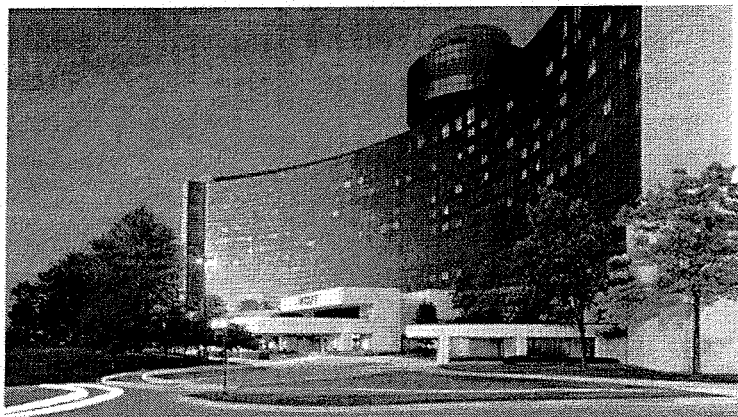
State Career Development Conference

([HTTP://MIDECA.ORG/CONFERENCES/](http://mideca.org/conferences/))

March 9-11, 2012

([HTTP://MIDECA.ORG/SUPPORT/](http://mideca.org/support/))

Dearborn, Michigan



This year's conference, held in Dearborn, promises to be one of the most exciting, competitive and FUN Michigan DECA events of the year! You will have the opportunity to meet and compete with over 3,000 Michigan DECA members from throughout the state and also meet important and influential business professionals. The SCDC is a time for you to develop your occupational and leadership skills as well as meet other fun and energetic Michigan DECA members.

After participating in competitive events during the day, you will have free time to meet and socialize with other Michigan DECA members. Members will also elect the new Michigan DECA State Executive Council who will lead us into another exciting DECA year!

The Michigan DECA SCDC gives you the opportunity to meet DECA members from around the state, interact with important business representatives, and last but not least, compete for a chance to represent Michigan DECA at the International Career Development Conference, in Salt Lake City, Utah.

Registration forms for the conference and hotel will be available on January 18th to be fair to the majority of the Districts.

#### Highlights of the State Career Development Conference

The conference registration will start at 11:00 a.m., with the first student activity at 2:00 p.m. A tentative program will be included in the February issue of *Spotlight on DECA* and will be posted on the web site. Delegates are responsible to read the conference program to know their event times.

#### Economics Applied Academics Certification

Delegates will take the test on Saturday. A certificate will be awarded to those who achieve minimum proficiency on the test. The top ten participants will receive special recognition.

#### Marketing Mathematics Applied Academics Certification

Delegates will take the test on Saturday. A certificate will be awarded to those who achieve minimum proficiency on the test. The top ten participants will receive special recognition.

#### Saturday Evening Activities

Special entertainment options will be provided for the delegates this year. Additional information will be posted later on this year.

#### Meals

Three (3) meals are included in the registration fee; dinner on Friday, and breakfast on Saturday and Sunday mornings. Other meals will be the responsibility of each delegate/chapter.

#### Seating at Sessions

Schools that achieve the Pinnacle Membership Award in this year's membership campaign will have reserved seating at an awards session of their choice. Refer to the membership campaign guidelines for more information. Seating for other schools will not be assigned. One seat will be allocated for each paid delegate. New chapters will have reserved seating at their opening session.

**Opening Sessions**

There will be two Opening Sessions on Friday evening. Four districts will be assigned to each session. New chapters will have reserved seating at this session only.

**Awards Sessions**

- Saturday Night Awards Sessions will recognize: Written Events, Chapter Awards, and Merit Awards.
- Sunday's First Session will recognize: Team Events, Leadership & Teamwork, and the New State Executive Council
- Sunday's Second Session will recognize: All Individual Events

**Name Badges & Wrist Bands**

All delegates (adult and student) must wear their name badges and wrist bands at all times. No one will be admitted to conference activities without a name badge and wrist band. If a delegate loses their wrist band or name badge, a replacement may be obtained in the conference headquarters for \$5.00 each. Delegates will be required to show identification for a replacement name badge, or must have their Advisor with them.

**Dress Code during the Conference**

Business attire is required for all scheduled sessions and activities. During free time, shirts must have sleeves and no bare midriff. Skirts and shorts must be at least fingertip length. No cargo pants, jeans (denim material), T-shirts, sweatshirts, flip-flop sandals, or athletic shoes of any form will be allowed during the competition or at sessions! Delegates' clothing must be neat and in good repair in order to compete, attend the sessions, or be allowed on stage. Delegates wearing any of these items will be sent to change, before being allowed to compete or attend any conference sessions. Please refer to the Michigan DECA Dress Code for more information.

**Code of Conduct & Medical Treatment Authorization Forms**

Each delegate, student and adult, must sign the Code of Conduct & Medical Treatment Form (<http://mideca.org/decapress/assets/coc.pdf>). These forms must be hand-carried to the conference. Do not send them to the Michigan DECA office.

No alcoholic beverages or drugs may be possessed by any delegate at the conference. This is a school function. Delegates may not enter the lounges at the hotels. Students suspected of being under the influence of alcohol will be required to take a breath alcohol test as specified by state law. A uniformed police officer will be on site during the evening hours of the conference.

**Private Autos at the Conference**

The use of private automobiles will not be permitted after arrival at the conference. Car doors shall be locked upon arrival, and the keys turned over to the chapter advisor.

**Conference Hotels**

The main conference hotel will be the Hyatt Regency Dearborn. Most events will be taking place here, as well as the opening and award sessions. Some events will be scheduled to take place in the DoubleTree Hotel.

Hyatt Regency Dearborn 600 Town Center Drive Dearborn, Michigan 48126 (313) 593-1234	DoubleTree 5801 Southfield Service Drive Detroit, Michigan 48223 313-336-3340
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**Refunds**

Refunds will be given only if Michigan DECA is notified of the cancellation in writing. Cancellations must be submitted on the Refund Request Form to receive your chapter's refund.

<b>If Notified by: Amount of Refund</b>
February 10 – 100% refund
February 24 – \$50 refund
March 2 – 25% refund
After March 2 No Refund

**Substitution Policy**

Chapter Advisors have volunteered to double check each State Conference registration to be sure that chapters are following the substitution policy and that the correct qualifiers from the District Conferences are advancing on to the State Conference. You should fully explain to students that they will not be able to compete if one member of the team is unable for any reason to attend the next level of competition.

Complete information about the conference can be found in the 2011-2012 Advisor's Michigan DECA Guide, on pages 38-45.

**Planning Ahead? Future dates and locations:**

- March 15-17, 2013 – Grand Rapids, Michigan
- March 14-16, 2014 – Dearborn, Michigan



MONROE PUBLIC SCHOOLS

Transportation Request Form

OK  
TIM ✓

Request forms must be submitted ten days prior to trip date for approval.

Request forms must be approved before forwarding to the Transportation Department.

Date of Request 1/23/12

Date of Trip 3/9/12

Grade or Group Making Request DECA

Total Number of People to be Transported 10

Name of School MHS

Exact Loading Location MAIN ENTRANCE, FLAGPOLE

Destination DEARBORN, MI HYATT REGENCY HOTEL

Bus Requested at Loading Location By 9:45 AM

Estimated Departure Time from Monroe 10:00 AM

Expected Arrival Time at Location 11:00 AM

} FRIDAY

Expected Departure Time from Location \_\_\_\_\_

Expected Arrival Time at Loading Location \_\_\_\_\_

Event or Purpose of Trip DECA State Conference

Faculty Supervisor: JEFF BROWN

Budget Account Number to be Charged: 1.1127.41.145100-<sup>1613</sup>5711

Organization to be Billed: AC-Marketing (CTE)

\*\*\*\*\* If the account number line is left blank, total price of trip will be charged to budget of school requesting trip.

\*\*\*\*\* Account number line must be filled in even if trip is to be charged to field trip budget.

Principal or Director Approval: [Signature]

Central Administration Approval: [Signature]

Assigned to Driver: \_\_\_\_\_

White: Transportation

Yellow: School

Pink: Originator

MONROE PUBLIC SCHOOLS

Transportation Request Form

OK  
TMM ✓

Request forms must be submitted ten days prior to trip date for approval.

Request forms must be approved before forwarding to the Transportation Department.

Date of Request 1/23/12

Date of Trip 3/11/12

Grade or Group Making Request DECA

Total Number of People to be Transported 10

Name of School MHS

Exact Loading Location DEARBORN, MI HYATT REGENCY HOTEL

Destination MONROE HIGH SCHOOL

Bus Requested at Loading Location By 12:30 PM

Estimated Departure Time ~~from Monroe~~ 1:00 PM

Expected Arrival Time at Location 2:00 PM

Expected Departure Time from Location \_\_\_\_\_

Expected Arrival Time at Loading Location \_\_\_\_\_

Event or Purpose of Trip DECA State Conference

Faculty Supervisor: JEFF BROWN

Budget Account Number to be Charged: 1.1127.41.145100 <sup>1613</sup> <sub>5711</sub>

Organization to be Billed: AL-Marketing (CTE)

\*\*\*\*\* If the account number line is left blank, total price of trip will be charged to budget of school requesting trip.

\*\*\*\*\* Account number line must be filled in even if trip is to be charged to field trip budget.

Principal or Director Approval: [Signature]

Central Administration Approval: [Signature]

Assigned to Driver: \_\_\_\_\_

White: Transportation

Yellow: School

Pink: Originator

**FIRST ROBOTICS COMPETITION - IN STATE - OVER NIGHT**

**BACKGROUND**

Mr. Steve Ketron, Monroe High School industrial arts teacher, wishes to petition the Board of Education for permission to take up to sixteen (16) Monroe High School students to the First Robotics Competition held in Niles, Michigan. The robotics competition is being held March 22<sup>nd</sup>, 23<sup>rd</sup>, and 24<sup>th</sup> 2012 at Niles High School in Niles, Michigan. While at the competition the group will be staying at the Niles Inn and Conference Center also in Niles, Michigan. The Monroe High School students have been meeting for several months gearing up for the competition and honing their skills in the areas of robotic programming, pneumatics, electrical, machining, workplace safety and time management. They have learned teamwork, problem solving and research skills. The competition will involve time management, critical thinking, problem solving, and preventative maintenance and communication skills.

No Monroe Public Schools funds will be used to defray the cost of this trip and all aspects of the trip will be in accordance with related Board policies.

**ENCLOSURE(S)**

Monroe Public Schools – Abbreviated Field Trip and Excursion Check List Form.  
The complete packet housed in the office of the Assistant Superintendent of Elementary Education, Instruction and Human Resources.

**RECOMMENDATION**

Move to approve the Monroe High School students' attendance at the First Robotics Regional Competition being held in Niles, Michigan according to the terms of Policy IICA, Field Trips and Excursions.

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

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



## MONROE HIGH SCHOOL CAREER & TECHNICAL EDUCATION

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901 Herr Road Monroe, MI 48161 Phone 734.265.3450 Fax 734.265.3451

January 19, 2012

From: Steven M. Ketron, Instructor, Career and Technology Education, Monroe High School; Advisor, Monroe Trojan Robotics, FIRST Robotics Team #1528

Sub: FIRST Robotics Competition

As teacher of the electro-mechanical program and Advisor to the after school robotics team, I request permission to take the students on the attached documents to the FIRST Robotics Competition in Niles, Michigan. These students have worked hard throughout the year to raise the money for this trip and I think this is a great reward for their hard work and dedication to the program. In order for a team member to attend this trip, they must obtain a couple goals. The first goal they must achieve is having a 2.5 or above GPA and no failing grades during the current trimester. The second goal is to raise \$200 for the trip. This money may come from any of the following places; team sponsored fundraiser like the patron book, parent work sponsorship, parents driving and chaperoning events, fundraising events like the M.A.R.C., or out of pocket funds. If the students work on these mentioned activities and still cannot raise the funds, then the team is willing to give them a loan for the remaining balance which the students/parents can pay-off by working the upcoming M.A.R.C. event. This event usually raises about \$250 for each student that works the event. If any there are any further questions, I will be attending the school board meeting with this trip on the agenda to answer them. Thank you for your consideration.

Steven M. Ketron  
Monroe High School  
901 Herr Rd  
Monroe, MI 48161  
(734)265-3567  
Ketron@monroe.k12.mi.us

**MONROE PUBLIC SCHOOLS**  
**FIELD TRIP CHECK LIST**

Niles

Complete the following check list before submitting a formal request to the Board of Education for approval of overnight, out-of-state (except Cedar Point, Toledo, and vicinity) or out-of-country field trips. Follow the timelines as outlined in Board Policy IICA.

- Written request to appropriate principal
- Written approval by such principal and the superintendent or his/her designee
- Written parent permission form (IICA-F1/Board Policy Manual)

Completion of curriculum alignment form:

All field trips should be designed to enhance the curriculum standards and benchmarks. List below a brief description of activities, lessons, projects, etc. leading up to, during, and following this field trip.

Pre-trip lessons:

STUDENTS built a 120lb robot within a 6week time frame.

They learned teamwork, constraints, problem-solving and research skills.

How this trip will engage students in activities congruent to our content standards during this trip:

STUDENTS compete with robot in a competition, This will involve time management, critical thinking / problem solving, preventative maintenance skills and communication skills

Follow-up classroom lessons:

STUDENTS will conduct lessons- learned activities and follow continuous improvement guidelines to make their robot better

- Contract(s) with agent(s) making travel/accommodation arrangements
- Detailed Itinerary
- Funding sources
- Chaperones
- Arrangements made for students with financial hardship
- If private vehicle(s) used, Form EEAE-F-3 (Board Policy Manual) attached.

Drafted: 1/20/95  
Revised: 12/16/97

# Monroe Public Schools Field Trip Information Form

Date of Trip: 3/22-24/12

Grade/Team/Organization Making Request: MONROE TROJAN Robotics

Destination: Niles High School

Address: 1441 EAGLE STREET

City: Niles State: MI Zip: 49120

Means of Transportation: Private Transportation

Number of Students and Adults Involved: TBD

Exact Loading Location: MHS staff parking

Estimated Time of Departure: NOON

Estimated Time of Departure from Destination: 5pm

Expected Time of Arrival: 10 pm

Purpose of Trip: Compete in FIRST Robotic Competition

Faculty Supervisor: Steve KETRON

Substitute(s) needed:  Yes  No (This does not secure the substitute)

Principal's Signature: Billy Jones Date: 1/25/12

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 2/7/12

Approved  Denied

# MONROE PUBLIC SCHOOLS

## ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

Complete details of this field trip can be obtained from the Assistant Superintendents of Secondary and/or Elementary Curriculum. All details are in compliance with Board Policy IICA.

### FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

Niles High School - Compete in FIRST Robotics  
Competition

School(s): Monroe High School

Chaperones: \_\_\_\_\_

Method of Transportation: Private Transportation

Date of Departure: 3/22/12

Time of Departure: NOON

If overnight, number of nights: 2

Date of Return: 3/24/12

Time of Return: 10 PM

Number of Students Participating: 16

Number of Staff Supervising: 2

Number of Other Adults Assisting: \_\_\_\_\_

Number of School Days Student will be Attending Trip: 1 1/2

Cost Per Child: \$50

Cost Per Chaperone: 0

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes

No

Chaperones: Yes

No

Included in this field trip request packet are copies of the following:

- Full compliance with Board of Education Policy IICA - Field Trips & Excursions Forms
- Signed parent permission forms for each student participant (IICA - FI)
- Field Trip Permission Forms (F-II)
- Compliance with Educational Academic Field Trip regulations - Standard Practice Bulletin I-11
- Written request to appropriate building principal
- Written description of field trip to parents
- Written approval by building principal
- Detailed itinerary (Out of country trips may not have detailed itinerary until 30 days prior to trip)
- List of approved chaperones
- Identification of funding sources
- Signed private vehicle use (for transporting students - EEAE-F-3)
- Description of arrangements made for students with financial hardship
- All necessary signed contracts/agreements with participating travel agents
- Emergency telephone numbers for all participants
- Description of this trip and congruency with course curriculum
- Emergency Contingency Plan included, if method of transportation is flying.
- Turn in Criminal History forms, on non-staff chaperones, to the Superintendents Office prior to any deposits being made to any travel agent.

Updated: 09/12/06



COPY

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

EXPLANATION AND DATES:

Departure Date/Day 3/22/12 Thursday Return Date/Day 3/24/12 Saturday

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

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

The purpose of this trip is FIRST Robotics Competition and the group sponsoring the trip is Monroe Trojan Robotics.

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

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

GENERAL INFORMATION:

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_ Emergency Phone \_\_\_\_\_

MEDICAL INFORMATION

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Last Tetanus Shot \_\_\_\_\_ Allergies (if any) \_\_\_\_\_

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

Other pertinent information \_\_\_\_\_

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

She has your permission to seek emergency medical care for your child as needed.

INSURANCE INFORMATION:

Insurance Company \_\_\_\_\_ Contract No. \_\_\_\_\_

Name of Policy holder \_\_\_\_\_ Policy Number: \_\_\_\_\_

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

\_\_\_\_\_  
\_\_\_\_\_  
(Parent(s)/Guardian(s))

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

COPY

MONROE PUBLIC SCHOOLS

1275 North Macomb  
Monroe, MI 48162

Private Transportation Application From

According to the policies of the Monroe Board of Education, no privately owned vehicle may be used to provide private transportation as school sponsored transportation to school events unless certain conditions are met. We certainly appreciate your willingness to assist in transporting students to the activity shown below, but this form must be completed at least 10 days prior to the event and approved before authorization to transport students can be given.

ACTIVITY: Niles First Robotics Competition

DATE(S): 3/22, 23, 24/12

NUMBER OF STUDENTS TO BE TRANSPORTED: \_\_\_\_\_

VALID DRIVERS LICENSE: YES \_\_\_\_\_ NO \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_

DO YOU HAVE AUTOMOBILE INSURANCE: YES \_\_\_\_\_ NO \_\_\_\_\_

INSURANCE COMPANY: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_

DRIVER'S NAMES: (please print) \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DRIVER'S SIGNATURE: \_\_\_\_\_

PLEASE LIST NAMES OF STUDENTS BEING TRANSPORTED IN THIS VEHICLE:

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

APPROVED \_\_\_ DISAPPROVED \_\_\_ DEPUTY SGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED \_\_\_ DISAPPROVED \_\_\_ PRINCIPAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED \_\_\_ DISAPPROVED \_\_\_ SUPERINTENDENT/DESIGNEE \_\_\_\_\_ DATE \_\_\_\_\_

## Niles Michigan Travel Itinerary

### Thursday (3/22/12)

2:15 pm	Students meet in Staff parking lot & load vehicles
2:45 PM	Depart Monroe High School for Niles MI
5:45pm	Arrive NILES MI Hotel
6:00 PM	Pits/Machine shop Open, ROBOT INSPECTION
9:00 PM	Pits and Machine Shop Close

### FRIDAY (3/23/12)

6:30am	Meet in breakfast area (attendance & breakfast)
7:15am	Leave hotel for competition
7:30am	Pits and Machine shop Open
8:30 - 9am	Opening Ceremonies
9AM - 12PM	Seeding Matches
12 - 1pm	Lunch Break
1 - 6pm	Seeding Matches
6:15 - 7pm	Award Ceremony
8pm	Pits Close
tbd	Dinner (TBD)
8:30 pm	Arrive Hotel

### Saturday (3/24/12)

6:30am	Meet in breakfast area (attendance & breakfast)
7:30am	Leave hotel for competition
8am	Pits and Machine Shop Open
9 - 9:30am	Opening Ceremonies
9:30 - 11:30am	Seeding Matches
11:30 - 11:45am	Alliance Selection
11:45am - 12:45pm	Lunch Break
12:45 - 3:45pm	Elimination Matches
4 - 5pm	Awards Ceremony
5:00 PM	Depart for Monroe High School
10PM	Arrive Monroe High School

Hotel: Niles Inn & Conference Center  
930 S 11th Street  
Niles, MI 49120

In order for students to travel to all events they had to raise \$500. This money was for the Michigan and out-of-state events.

Various opportunities were given to the student to raise the funds to attend including working the MARC event, provide sponsors to our Patron Book, and have parents chaperone/drive to the event. All students with or without financial hardship were given the same opportunities and those students that tried but did not succeed with raising the funds were offered a loan from the team to attend.

Monroe Trojan Robotics is mentoring a new team from Dundee High School. For mentoring the team, we get a \$1000 kickback from FIRSTinMichigan. We are using this money to bring the Dundee team to Niles with us and pay for their hotel rooms.

### BUDGET

TYPE			AMMOUNT
Hotel Rooms (15 rooms 2 nights @ \$39 room/nig			\$1,170.00
Mileage ( round trip/vehicle)			
4 gas only			\$500.00
Van Rental			\$250.00
Team Dinner (est)			\$400
Teacher Meals:			\$240
Total:			<b>\$2,560.00</b>

All payments will come from the Monroe High Tech Club Account #39

Teacher(s) Meals      40/day                      est \$240

Hotel:      Niles Inn & Conference Center  
                  930 S 11th Street  
                  Niles, MI 49120

## **Niles *FIRST* Robotics District Competition - 2012 Season**

Week Four: March 22-23-24, 2012

Event Coordinator: Nathan Chuppp, nathanchupp@gmail.com

Volunteer Coordinator: Laura Hollister, slhollister@gmail.com

Niles High School  
1441 Eagle Street  
Niles, Michigan 49120

### Living Arrangements:

Niles Inn and Conference Center  
930 S. 11th Street  
Niles, MI 49120  
269-684-3000

### Travel Arrangements:

Private transportation leaving school @noon on Thursday 3-22-12

Arrive back at school @ 10:30pm on Saturday 3-24-12

\*\*\* Reservation Confirmation \*\*\*  
Niles Inn & Conference Center  
930 South 11th Street  
Niles, Mi. 49120

Attn: Steve  
734-265-3451  
Cell # 419-283-2194

Tel: (269) 684-3000  
Fax: (269) 684-1429

02/02/2012 Confirmation: 114905  
Made by: NIGHT AUDIT

TO:  
MONROE TROJAN ROBOTICS, MONROE  
MONROE TROJAN ROBOTICS

KETRON@MONROE.K12.MI.US

Comments :

Check-In Date: 03/22/2012  
Check-Out Date: 03/24/2012

Room Type: DOUBLES/NO  
Rooms: 1  
Guest: 1/0/0

Room Rate: RACK DIRECT 39.00  
Guarantee: CASH 0.00

\*\* See You Soon \*\*

15 Rooms @ 2 nights \$39 per night per Room

Total Due \$1,170.00

CONF #'s 114905, 114904, 114903, 114902, 114901,  
114900, 114899, 114898, 114897, 114896,  
114895, 114894, 114893, 114892, 114891

Need tax exempt #

# 1528/4395 Room List

ROOM #	Names	Chapperone / Student
1	Steve Ketron	M
	Tarik Deland	M
2	Trevor Jarrait	M
		C
3		C
		C
4		C
		C
5		C
		C
6	Matt Bolster	S
	Christian Neal	S
	Caleb Neal	S
		S
7	Nicolas Forsythe	S
	Tyler Yeo	S
	Thomas Gautz	S
		S
8		S
		S
		S
		S
9		S
		S
		S
		S
10		S
		S
		S
		S
11		S

		S
		S
		S
12		S
		S
		S
		S
13		S
		S
		S
		S
14		S
		S
		S
		S
15		S
		S
		S
		S



**FIRST ROBOTICS COMPETITION - IN STATE-OVER NIGHT**

**BACKGROUND**

Mr. Steve Ketron, Monroe High School industrial arts teacher, wishes to petition the Board of Education for permission to take up to eighteen (18) Monroe High School students to the First Robotics District Competition held in Richland, Michigan. The robotics competition is being held March 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> 2012 at the Gull Lake High School, Richland, MI and while in Richland, Michigan the group will be staying at the Gull Lake View Golf Club and Resort which is one mile from the school in Augusta, MI. The Monroe High School students have been meeting for several months gearing up for the competition and honing their skills in the areas of robotic programming, pneumatics, electrical, machining, workplace safety and time management. They have also been using technology applications information, applying computer programming languages, using safety techniques, explaining circuit protectors, and demonstrating basic mechanical knowledge in the areas of bearings and gears to make sure they work effectively.

No Monroe Public Schools funds will be used to defray the cost of this trip and all aspects of the trip will be in accordance with related Board policies.

**ENCLOSURE(S)**

Monroe Public Schools – Abbreviated Field Trip and Excursion Check List Form.  
The complete packet housed in the office of the Assistant Superintendent of Elementary Education, Instruction and Human Resources.

**RECOMMENDATION**

Move to approve the Monroe High School students' attendance at the First Robotics Competition being held in Richland, MI according to the terms of Policy IICA, Field Trips and Excursions.

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

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



## MONROE HIGH SCHOOL CAREER & TECHNICAL EDUCATION

---

901 Herr Road Monroe, MI 48161 Phone 734.265.3450 Fax 734.265.3451

January 19, 2012

From: Steven M. Ketron, Instructor, Career and Technology Education, Monroe High School; Advisor, Monroe Trojan Robotics, FIRST Robotics Team #1528

Sub: FIRST Robotics Competition

As teacher of the electro-mechanical program and Advisor to the after school robotics team, I request permission to take the students on the attached documents to the FIRST Robotics Competition in Richland, Michigan. These students have worked hard throughout the year to raise the money for this trip and I think this is a great reward for their hard work and dedication to the program. In order for a team member to attend this trip, they must obtain a couple goals. The first goal they must achieve is having a 2.5 or above GPA and no failing grades during the current trimester. The second goal is to raise \$200 for the trip. This money may come from any of the following places; team sponsored fundraiser like the patron book, parent work sponsorship, parents driving and chaperoning events, fundraising events like the M.A.R.C., or out of pocket funds. If the students work on these mentioned activities and still cannot raise the funds, then the team is willing to give them a loan for the remaining balance which the students/parents can pay-off by working the upcoming M.A.R.C. event. This event usually raises about \$250 for each student that works the event. If any there are any further questions, I will be attending the school board meeting with this trip on the agenda to answer them. Thank you for your consideration.

Steven M. Ketron  
Monroe High School  
901 Herr Rd  
Monroe, MI 48161  
(734)265-3567  
Ketron@monroe.k12.mi.us

**MONROE PUBLIC SCHOOLS  
FIELD TRIP CHECK LIST**

Gull Lake, MI

Complete the following check list before submitting a formal request to the Board of Education for approval of overnight, out-of-state (except Cedar Point, Toledo, and vicinity) or out-of-country field trips. Follow the timelines as outlined in Board Policy IICA.

- Written request to appropriate principal
- Written approval by such principal and the superintendent or his/her designee
- Written parent permission form (IICA-F1/Board Policy Manual)
- Completion of curriculum alignment form:

All field trips should be designed to enhance the curriculum standards and benchmarks. List below a brief description of activities, lessons, projects, etc. leading up to, during, and following this field trip.

Pre-trip lessons:

STUDENTS built a 120lb robot in a 6 week timeframe. They  
learned teamwork, constraints, problem-solving and research  
skills

How this trip will engage students in activities congruent to our content standards during this trip:

STUDENTS compete with robot in a competition. This will involve  
time management, critical thinking / problem-solving, preventative  
maintenance skills and communication skills

Follow-up classroom lessons:

STUDENTS will conduct lessons-learned activities and  
follow continuous improvement guidelines to make their  
robot better.

- Contract(s) with agent(s) making travel/accommodation arrangements
- Detailed Itinerary
- Funding sources
- Chaperones *TBD*
- Arrangements made for students with financial hardship
- If private vehicle(s) used, Form EEAE-F-3 (Board Policy Manual) attached.

Drafted: 1/20/95  
Revised: 12/16/97

# MONROE PUBLIC SCHOOLS

## ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

Complete details of this field trip can be obtained from the Assistant Superintendents of Secondary and/or Elementary Curriculum. All details are in compliance with Board Policy IICA.

### FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

Gull Lake High School - Richland Michigan  
to compete in the Gull Lake FIRST District Robotics  
Competition

School(s): MHS

Chaperones: TBD

Method of Transportation: Private Transportation

Date of Departure: 3/1/12

Time of Departure: 2:30pm

If overnight, number of nights: 2

Date of Return: 3/3/12

Time of Return: 9pm

Number of Students Participating: up to 18

Number of Staff Supervising: 1-2

Number of Other Adults Assisting: 2-3

Number of School Days Student will be Attending Trip: 1

Cost Per Child: \$50

Cost Per Chaperone: 0

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes

No

Chaperones: Yes

No

Included in this field trip request packet are copies of the following:

- Full compliance with Board of Education Policy IICA - Field Trips & Excursions Forms
- Signed parent permission forms for each student participant (IICA - FI)
- Field Trip Permission Forms (F-II)
- Compliance with Educational Academic Field Trip regulations - Standard Practice Bulletin I-11
- Written request to appropriate building principal
- Written description of field trip to parents
- Written approval by building principal
- Detailed itinerary (Out of country trips may not have detailed itinerary until 30 days prior to trip)
- List of approved chaperones TBD
- Identification of funding sources
- Signed private vehicle use (for transporting students - EEAE-F-3)
- Description of arrangements made for students with financial hardship
- All necessary signed contracts/agreements with participating travel agents
- Emergency telephone numbers for all participants
- Description of this trip and congruency with course curriculum
- <sup>NA</sup> Emergency Contingency Plan included, if method of transportation is flying.
- Turn in Criminal History forms, on non-staff chaperones, to the Superintendents Office prior to any deposits being made to any travel agent.

Updated: 09/12/06

# Monroe Public Schools Field Trip Information Form

Date of Trip: 3/1/12

Grade/Team/Organization Making Request: 9-12 / Monroe Trojan Robotics

Destination: Gull Lake High School

Address: 7753 N 34<sup>th</sup> Street

City: Richland State: MI Zip: 49083

Means of Transportation: Private Transportation

Number of Students and Adults Involved: up to 18 students & 4 adults


Exact Loading Location: MHS Staff Parking

Estimated Time of Departure: 2:30 PM


Estimated Time of Departure from Destination: 5:30 PM

Expected Time of Arrival: 9 PM

Purpose of Trip: Compete in Gull Lake District First Robotics Competition

Faculty Supervisor: 

Substitute(s) needed:  Yes  No (This does not secure the substitute)

Principal's Signature:  Date: 1/30/12

Approved  Denied

Assistant Superintendent's Signature:  Date: 1/31/12

Approved  Denied

COPY

# REQUEST FOR SUBSTITUTES

This form must be completed and appropriately routed in order to secure substitutes for purposes other than illness, business leave or attending conferences.

Person Making Request: Bill Ferrara

Date(s) Substitute(s) Needed: 3/2/12

AM  PM  All Day

Reason for Request: Gull Lake FIRST Robotics District Comp

Approved School Business:   Extra Help

Meeting: \_\_\_\_\_

**Account Number(s) to be Charged:**

1.1127.41.145420 1870

*Substitutes Requested for:*

Name:	Bldg:	Assignment
<u>Steve Ketrin</u>	<u>MHS</u>	<u>CTE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please use a separate sheet for additional names.**

**Please route as follows:** (1) Person making requests - - forward to (2) Appropriate Curriculum Director - - forward to (3) Personnel.

Signatures:

Requestor: [Signature]  Approved  Denied

Curriculum Director: [Signature]  Approved  Denied

Personnel: \_\_\_\_\_  Approved  Denied

COPY

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

EXPLANATION AND DATES:

Departure Date/Day 3/1/12 Thursday Return Date/Day 3/3/12 Saturday

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

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

The purpose of this trip is FIRST Robotics Competition and the group sponsoring the trip is MONROE TROJAN Robotics.

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

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

GENERAL INFORMATION:

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_ Emergency Phone \_\_\_\_\_

MEDICAL INFORMATION

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Last Tetanus Shot \_\_\_\_\_ Allergies (if any) \_\_\_\_\_

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

Other pertinent information \_\_\_\_\_

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

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

INSURANCE INFORMATION:

Insurance Company \_\_\_\_\_ Contract No. \_\_\_\_\_

Name of Policy holder \_\_\_\_\_ Policy Number: \_\_\_\_\_

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

\_\_\_\_\_

(Parent(s)/Guardian(s))

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_



COPY

MONROE PUBLIC SCHOOLS

1275 North Macomb

Monroe, MI 48162

Private Transportation Application Form

According to the policies of the Monroe Board of Education, no privately owned vehicle may be used to provide private transportation as school sponsored transportation to school events unless certain conditions are met. We certainly appreciate your willingness to assist in transporting students to the activity shown below, but this form must be completed at least 10 days prior to the event and approved before authorization to transport students can be given.

ACTIVITY: Gull Lake First Robotics Competition

DATE(S): 3/1-3/12

NUMBER OF STUDENTS TO BE TRANSPORTED: \_\_\_\_\_

VALID DRIVERS LICENSE: YES \_\_\_\_\_ NO \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_

DO YOU HAVE AUTOMOBILE INSURANCE: YES \_\_\_\_\_ NO \_\_\_\_\_

INSURANCE COMPANY: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_

DRIVER'S NAMES: (please print) \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DRIVER'S SIGNATURE: \_\_\_\_\_

PLEASE LIST NAMES OF STUDENTS BEING TRANSPORTED IN THIS VEHICLE:

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

APPROVED \_\_\_ DISAPPROVED \_\_\_ DEPUTY SGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED \_\_\_ DISAPPROVED \_\_\_ PRINCIPAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED \_\_\_ DISAPPROVED \_\_\_ SUPERINTENDENT/DESIGNEE \_\_\_\_\_ DATE \_\_\_\_\_

## **Gull Lake *FIRST* Robotics District Competition - 2012 Season**

Week One: March 2-3, 2012  
Event Coordinator: TBD  
Volunteer Coordinator: TBD

Gull Lake High School  
7753 N. 34th Street  
Richland, MI 49083

### Living Arrangements:

Richland:

Special rate of \$100.00 per villa.....this is ONE mile from the school

#### GULL LAKEVIEW GOLF VILLAS

With two bedrooms and separate baths, each villa presents the ideal home away from home for your family

Each villa features the following:

Two bedrooms - each with two full beds

Two bathrooms - adjacent to the bedrooms (hair dryers in each bathroom)

Large living room - with couches & cable TV

Full kitchen (includes basic supplies)

<http://www.gulllakeview.com>

### Travel Arrangements:

Private transportation leaving school @2:30pm on Thursday 3-1-12

Arrive back at school @ 8:30pm on Saturday 3-3-12

## Richland Michigan Travel Itinerary

### Thursday (3/1/12)

215 pm	Students meet in Staff parking lot & load vehicles
245 PM	Depart Monroe High School for Richland MI
545pm	Arrive Richland MI Resort
6:00 PM	Pits/Machine shop Open, ROBOT INSPECTION
9:00 PM	Pits and Machine Shop Close

### FRIDAY (3/2/12)

630am	Meet in breakfast area (attendance & breakfast)
715am	Leave villa for competition
730am	Pits and Machine shop Open
830 - 9am	Opening Ceremonies
9AM - 12PM	Seeding Matches
12 - 1pm	Lunch Break
1 - 6pm	Seeding Matches
615 - 7pm	Award Ceremony
8pm	Pits Close
tbd	Dinner (TBD)
830 pm	Arrive villa

### Saturday (3/3/12)

630am	Meet in breakfast area (attendance & breakfast)
730am	Leave villa for competition
8am	Pits and Machine Shop Open
9 - 930am	Opening Ceremonies
930 - 1130am	Seeding Matches
1130 - 1145am	Alliance Selection
1145am - 1245pm	Lunch Break
1245 - 345pm	Elimination Matches
4 - 5pm	Awards Ceremony
5:00 PM	Depart for Monroe High School
10PM	Arrive Monroe High School

Hotel: Gull Lake View Golf Club & Resort  
7417 North 38th Street  
Augusta, MI 49012

In order for students to travel to all events they had to raise \$200. This money was for the Michigan and out-of-state events.

Various opportunities were given to the student to raise the funds to attend including working the MARC event, provide sponsors to our Patron Book, and have parents chaperone/drive to the event. All students with or without financial hardship were given the same opportunities and those students that tried but did not succeed with raising the funds were offered a loan from the team to attend.

### BUDGET

TYPE			AMMOUNT
2 Bedroom Villas (3 villas 2 nights @ \$99 villa/night)			\$594.00
Mileage ( round trip/vehicle)			
4 gas only			\$500.00
Van Rental			\$250.00
Team Dinner (est)			\$400
Teacher (2 teachers) Meals:			\$240
Total:			<b>\$1,984.00</b>

All payments will come from the Monroe High Tech Club Account #39

Teacher(s) Meals                      40/day    est \$240

Villa                      Gull Lake View Golf Club & Resort  
                                  7417 North 38th Street  
                                  Augusta, MI 49012

**FIRST ROBOTICS COMPETITION - OUT OF STATE - OVER NIGHT**

**BACKGROUND**

Mr. Steve Ketron, Monroe High School industrial arts teacher, wishes to petition the Board of Education for permission to take up to twenty four (24) Monroe High School students to the First Robotics Regional Competition held in Cincinnati, Ohio. The robotics competition is being held April 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> 2012 at Xavier University in Cincinnati, Ohio. While at the competition the group will be staying at the Travel Lodge in Newport, Kentucky. The Monroe High School students have been meeting for several months gearing up for the competition and honing their skills in the areas of robotic programming, pneumatics, electrical, machining, workplace safety and time management. They have learned teamwork, problem solving and research skills. The competition will involve time management, critical thinking, problem solving, and preventative maintenance and communication skills.

No Monroe Public Schools funds will be used to defray the cost of this trip and all aspects of the trip will be in accordance with related Board policies.

**ENCLOSURE(S)**

Monroe Public Schools – Abbreviated Field Trip and Excursion Check List Form.  
The complete packet housed in the office of the Assistant Superintendent of Elementary Education, Instruction and Human Resources.

**RECOMMENDATION**

Move to approve the Monroe High School students' attendance at the First Robotics Competition being held in Cincinnati, Ohio according to the terms of Policy IICA, Field Trips and Excursions.

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

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



## MONROE HIGH SCHOOL CAREER & TECHNICAL EDUCATION

---

901 Herr Road Monroe, MI 48161 Phone 734.265.3450 Fax 734.265.3451

January 19, 2012

From: Steven M. Ketron, Instructor, Career and Technology Education, Monroe High School; Advisor, Monroe Trojan Robotics, FIRST Robotics Team #1528

Sub: FIRST Robotics Competition

As teacher of the electro-mechanical program and Advisor to the after school robotics team, I request permission to take the students on the attached documents to the FIRST Robotics Competition in Cincinnati, Ohio. These students have worked hard throughout the year to raise the money for this trip and I think this is a great reward for their hard work and dedication to the program. In order for a team member to attend this trip, they must obtain a couple goals. The first goal they must achieve is having a 2.5 or above GPA and no failing grades during the current trimester. The second goal is to raise \$200 for the trip. This money may come from any of the following places; team sponsored fundraiser like the patron book, parent work sponsorship, parents driving and chaperoning events, fundraising events like the M.A.R.C., or out of pocket funds. If the students work on these mentioned activities and still cannot raise the funds, then the team is willing to give them a loan for the remaining balance which the students/parents can pay-off by working the upcoming M.A.R.C. event. This event usually raises about \$250 for each student that works the event. If any there are any further questions, I will be attending the school board meeting with this trip on the agenda to answer them. Thank you for your consideration.

Steven M. Ketron  
Monroe High School  
901 Herr Rd  
Monroe, MI 48161  
(734)265-3567  
Ketron@monroe.k12.mi.us

**MONROE PUBLIC SCHOOLS**  
**FIELD TRIP CHECK LIST**

Cincinnati, OH

Complete the following check list before submitting a formal request to the Board of Education for approval of overnight, out-of-state (except Cedar Point, Toledo, and vicinity) or out-of-country field trips. Follow the timelines as outlined in Board Policy IICA.

- Written request to appropriate principal
- Written approval by such principal and the superintendent or his/her designee
- Written parent permission form (IICA-F1/Board Policy Manual)
- Completion of curriculum alignment form:

All field trips should be designed to enhance the curriculum standards and benchmarks. List below a brief description of activities, lessons, projects, etc. leading up to, during, and following this field trip.

Pre-trip lessons:

STUDENTS built a 120lb Robot within a 6 week Time frame.

They learned teamwork, constraints, and problem-solving and

Research skills

How this trip will engage students in activities congruent to our content standards during this trip:

STUDENTS compete with robot in a competition. This will involve

time management, critical thinking/problem solving, preventative

maintenance skills and communication skills.

Follow-up classroom lessons:

STUDENT will conduct lessons-learned activities and

follow continuous improvement guidelines to make their

robot Better.

- Contract(s) with agent(s) making travel/accommodation arrangements
- Detailed Itinerary
- Funding sources
- Chaperones TBD
- Arrangements made for students with financial hardship
- If private vehicle(s) used, Form EEAE-F-3 (Board Policy Manual) attached.

Drafted: 1/20/95

Revised: 12/16/97

Number of Other Adults Assisting: 1-2

Number of School Days Student will be Attending Trip: 1

Cost Per Child: \$50

Cost Per Chaperone: 0

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes

No

Chaperones: Yes

No

Included in this field trip request packet are copies of the following:

- Full compliance with Board of Education Policy IICA - Field Trips & Excursions Forms
- Signed parent permission forms for each student participant (IICA - FI)
- Field Trip Permission Forms (F-II)
- Compliance with Educational Academic Field Trip regulations - Standard Practice Bulletin I-11
- Written request to appropriate building principal
- Written description of field trip to parents
- Written approval by building principal
- Detailed itinerary (Out of country trips may not have detailed itinerary until 30 days prior to trip)
- ~~TBD~~ List of approved chaperones
- Identification of funding sources
- Signed private vehicle use (for transporting students - EEAE-F-3)
- Description of arrangements made for students with financial hardship
- All necessary signed contracts/agreements with participating travel agents
- ~~TBD~~ Emergency telephone numbers for all participants
- Description of this trip and congruency with course curriculum
- ~~VA~~ Emergency Contingency Plan included, if method of transportation is flying.
- ~~TBD~~ Turn in Criminal History forms, on non-staff chaperones, to the Superintendents Office prior to any deposits being made to any travel agent.

Updated: 09/12/06



# MONROE PUBLIC SCHOOLS

## ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

Complete details of this field trip can be obtained from the Assistant Superintendents of Secondary and/or Elementary Curriculum. All details are in compliance with Board Policy IICA.

### FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

Xavier University - Cincinnati Ohio  
to compete in the Queen City Regional FIRST  
Robotics Competition

School(s): Monroe High School

Chaperones: TBD

Method of Transportation: Private Transportation

Date of Departure: 4/4/12 Time of Departure: 3pm

If overnight, number of nights: 3

Date of Return: 4/7/12 Time of Return: 9:30pm

Number of Students Participating: up to 24

Number of Staff Supervising: 1-2

# Monroe Public Schools Field Trip Information Form

Date of Trip: 4/4-7/2012

Grade/Team/Organization Making Request: Monroe Trojan Robotics

Destination: Xavier University

Address: 1624 Herald Ave

City: Cincinnati State: OH Zip: 45207

Means of Transportation: Private Transportation

Number of Students and Adults Involved: \_\_\_\_\_

Exact Loading Location: MHS staff parking lot

Estimated Time of Departure: 3pm

Estimated Time of Departure from Destination: 5pm

Expected Time of Arrival: 10pm

Purpose of Trip: Compete in First Robotic Competition

Faculty Supervisor: Steven Ketron

Substitute(s) needed:  Yes  No (This does not secure the substitute)

Principal's Signature: [Signature] Date: 1/25/12

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 1/31/12

Approved  Denied

# REQUEST FOR SUBSTITUTES

This form must be completed and appropriately routed in order to secure substitutes for purposes other than illness, business leave, or attending conferences. **Requests must be received 10 days in advance to ensure proper consideration. Due to a shortage of substitutes, there will be a limit of twelve (12) such substitutes allowed on any one day.**

Principal/Administrator Making Request: Bill Ferrara

Date of Request: 4/26/12

Reason for Request: Queen City FIRST Robotics Regional Competition

Approved School Business       Extra Help       Meeting

Account Number(s) to be Charged: 1.1127.41.145420      1870

Date(s) Substitute Needed: 4/5/12

AM       PM       All Day

Substitute Requested for:

Name:	Building:	Assignment:
<u>Steve Ketron</u>	<u>MHS</u>	<u>CTE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Please use a separate sheet for additional names.*

Signatures:

Principal: [Signature]       Approved       Denied

*Please forward to the appropriate curriculum director when completed*

Curriculum Director: [Signature]       Approved       Denied

**A limit of 12 substitutes per day will be maintained unless specific PRE-APPROVAL is obtained!**

COPY

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

EXPLANATION AND DATES:

Departure Date/Day 4/4/12 Return Date/Day 4/7/12

A group of students and adult chaperones are planning a trip to: City Cincinnati  
State OHIO Country USA (daily itinerary must be attached).

The purpose of this trip is Queen City Regional First Robotics Competition and the group sponsoring the trip is MONROE TROJAN Robotics.

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

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

GENERAL INFORMATION:

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_ Emergency Phone \_\_\_\_\_

MEDICAL INFORMATION

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Last Tetanus Shot \_\_\_\_\_ Allergies (if any) \_\_\_\_\_

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

Other pertinent information \_\_\_\_\_

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

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

INSURANCE INFORMATION:

Insurance Company \_\_\_\_\_ Contract No. \_\_\_\_\_

Name of Policy holder \_\_\_\_\_ Policy Number: \_\_\_\_\_

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

\_\_\_\_\_  
\_\_\_\_\_  
(Parent(s)/Guardian(s))

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

COPY

MONROE PUBLIC SCHOOLS

1275 North Macomb  
Monroe, MI 48162

Private Transportation Application From

According to the policies of the Monroe Board of Education, no privately owned vehicle may be used to provide private transportation as school sponsored transportation to school events unless certain conditions are met. We certainly appreciate your willingness to assist in transporting students to the activity shown below, but this form must be completed at least 10 days prior to the event and approved before authorization to transport students can be given.

ACTIVITY: Queen City First Robotics Competition

DATE(S): 4/4, 5, 6, 7 / 12

NUMBER OF STUDENTS TO BE TRANSPORTED: \_\_\_\_\_

VALID DRIVERS LICENSE: YES \_\_\_\_\_ NO \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_

DO YOU HAVE AUTOMOBILE INSURANCE: YES \_\_\_\_\_ NO \_\_\_\_\_

INSURANCE COMPANY: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_

DRIVER'S NAMES: (please print) \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DRIVER'S SIGNATURE: \_\_\_\_\_

PLEASE LIST NAMES OF STUDENTS BEING TRANSPORTED IN THIS VEHICLE:

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

APPROVED \_\_\_ DISAPPROVED \_\_\_ DEPUTY SGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED \_\_\_ DISAPPROVED \_\_\_ PRINCIPAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED \_\_\_ DISAPPROVED \_\_\_ SUPERINTENDENT/DESIGNEE \_\_\_\_\_ DATE \_\_\_\_\_

## Queen City Travel Itinerary

### Wednesday (4/4/12)

215 pm Students meet in Staff parking lot & load vehicles  
245 PM Depart Monroe High School for Cincinnati, Ohio  
7pm Arrive Travel Lodge Hotel  
tbd Dinner (TBD)

### Thursday (4/5/12)

630am Meet in breakfast area (attendance & breakfast)  
715am Leave hotel for competition  
730am Pits and Machine shop Open  
830 - 9am Opening Ceremonies  
9AM - 12PM Practice Matches/robot inspection  
12 - 1pm Lunch Break  
1 - 6pm Practice Matches/robot inspection  
8pm Pits Close  
tbd Dinner (TBD)  
10:00 PM Arrive Hotel

### FRIDAY (4/6/12)

630am Meet in breakfast area (attendance & breakfast)  
715am Leave hotel for competition  
730am Pits and Machine shop Open  
830 - 9am Opening Ceremonies  
9AM - 12PM Seeding Matches  
12 - 1pm Lunch Break  
1 - 6pm Seeding Matches  
615 - 7pm Award Ceremony  
8pm Pits Close  
tbd Dinner (TBD)  
830 pm Arrive Hotel

### Saturday (4/7/12)

630am Meet in breakfast area (attendance & breakfast)  
730am Leave hotel for competition  
8am Pits and Machine Shop Open  
9 - 930am Opening Ceremonies  
930 - 1130am Seeding Matches  
1130 - 1145am Alliance Selection  
1145am - 1245pm Lunch Break  
1245 - 345pm Elimination Matches  
4 - 5pm Awards Ceremony  
5:00 PM Depart for Monroe High School  
10PM Arrive Monroe High School

Hotel: Travel Lodge  
222 York Street  
Newport, Ky 41071

In order for students to travel to all events they had to raise \$500. This money was for the Michigan and out-of-state events.

Various opportunities were given to the student to raise the funds to attend including working the MARC event, provide sponsors to our Patron Book, and have parents chaperone/drive to the event. All students with or without financial hardship were given the same opportunities and those students that tried but did not succeed with raising the funds were offered a loan from the team to attend.

### BUDGET

TYPE			AMMOUNT
Hotel Rooms (7 rooms 3 nights @ \$64.95 room/night)			\$1,363.95
Mileage ( round trip/vehicle)			
4 gas only			\$500.00
Van Rental			\$350.00
Team Dinner (est)			\$600
Teacher (2 teachers) Meals:			\$240
Total:			<b>\$3,053.95</b>

All payments will come from the Monroe High Tech Club Account #39

Teacher(s) Meals                      40/day                                      est \$240

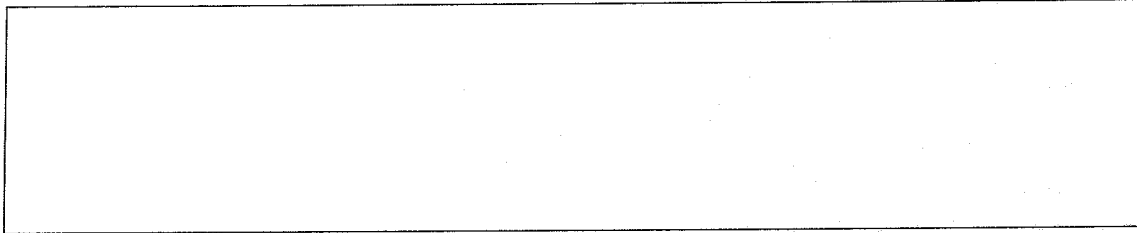
Hotel:                      Travel Lodge  
                                  222 York Street  
                                  Newport, Ky 41071

### Your Hotel Reservation Confirmation

room.reservations@wyndhamworldwide.com

Sent: Wednesday, January 25, 2012 9:18 AM

To: Steve Ketron



Thank you! Your room reservation has been confirmed, please save this page for your records. To change or cancel your reservation, please visit [www.travelodge.com](http://www.travelodge.com) or call **1-800-578-7878**

Confirmation Number: **62495536**

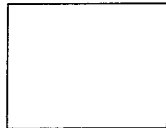
**Guest Name:** Steven Ketron

**Wyndham Rewards #:** 111167311H

Wyndham Rewards members, please visit [www.wyndhamrewards.com](http://www.wyndhamrewards.com) to check your point balance or update your profile. If you are not a member yet, join free today!

PLEASE DO NOT RESPOND TO THIS EMAIL - THIS IS AN UNMONITORED MAIL BOX  
RESERVATION DETAILS

Room Description	Arrival Date	Departure Date	# Rooms	Room Occupancy (Adults / 17 & under)
2 Dbl Beds/Nonsmoking	04APR12	07Apr12	1	2/0/2
2 Dbl Beds/Nonsmoking	04APR12	07Apr12	1	2/0/2
2 Dbl Beds/Nonsmoking	04APR12	07Apr12	1	2/0/2
2 Dbl Beds/Nonsmoking	04APR12	07Apr12	1	2/0/2
2 Dbl Beds/Nonsmoking	04APR12	07Apr12	1	2/0/2
2 Dbl Beds/Nonsmoking	04APR12	07Apr12	1	2/0/2
2 Dbl Beds/Nonsmoking	04APR12	07Apr12	1	2/0/2



[Map It](#)

[Hotel Details](#)

Travelodge Newport/Cincinnati  
222 York Street  
Newport, KY 41071

859-291-4434

**GUARANTEE METHOD:**  
CC

**CANCELLATION POLICY:**  
24 HOURS 6 PM

**TOTAL ROOM RATE: \$ 1363.95 America, Us Dollar (Taxes are not included)**

Total Room Rate reflects all rooms and all nights on this confirmation page.

Other charges may apply for local amenities like safe warranties and telephone access. Local surcharges or service charges are not included in the total room rate. Local taxes may be additional. Please check with the



property for further details.

**Comments:** (Extra persons may incur additional charges at time of check in. Please contact the property directly for any additional charges).

As a valued customer, we would like to continue to let you know of special offers and deals that we believe would be of interest to you. Email has fast become the preferred channel for consumers to receive new information on particular subjects of interest. Instead of spending time and effort searching for the best hotel rates or travel tips, we will bring this valuable information directly to your inbox.

We will be sending you a follow-up-email to welcome you, and provide you with the opportunity to opt out of receiving future emails. An opt-out link will always be included in each email that we send to you, so you can change your mind at any future time.

If you do not want to receive occasional email updates please visit our [Privacy Center](#).

**MONROE PUBLIC SCHOOLS EDUCATION FOUNDATION REQUEST**

**BACKGROUND**

The Education Foundation of Monroe Public Schools provides monetary and human resources that improve the education of students enrolled in Monroe Public Schools. The Foundation provides opportunities beyond those offered through normal channels enabling innovative teachers to provide experiences that can improve a child's life forever. The Education Foundation is governed by a Board of Trustee's consisting of educational, business and community leaders. Monetary support for the Foundation is raised by donations and fundraisers.

**RECOMMENDATION**

Move to approve the request made by the Monroe Public Schools Education Foundation to split the ticket sales with the athletic department at the October 12, 2012 Monroe High School homecoming game.

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

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

Board Meeting #3  
February 14, 2012  
Item #C.17

**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the February 14, 2012 Board Meeting #3.

**HAND VOTE**

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

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