



MONROE PUBLIC SCHOOLS

BOARD MEETING #4

February 28, 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 BENORE, 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.”

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MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #4

Tuesday, February 28, 2012

7:00 PM

AGENDA

- A. **Roll Call and Call to Order**.....Mr. Vensel
1. Pledge of Allegiance to the Flag.....Mr. Vensel
2. Presentations for Christianity and/or Lincoln Building Use
- a. Paul Howey
- b. H.U.G. Ministries
- c. Stewart Road Christian Ministries
- 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 meetings as submitted:
- February 14, 2012 Board Meeting #3
 - February 16, 2012 Special Board Meeting (3 sets)
2. **Reports and Update**..... Mr. Vensel
- a. Board Personnel Committee Minutes – February 13, 2012
- b. Board Physical Resource Committee Minutes – February 15, 2012
3. **Adoption of Amended 2011/12 Budgets for General, Debt, Food Service, Building and Site Sinking Funds**.....Mrs. Eighmey
- Move to adopt the amended 2011/12 fund budgets for the General, Debt, Food Service, and Building and Site Sinking funds as presented.
4. **Concession Stand – Soccer Field at Custer II**Mr. McLeod
- Move to approve construction of a Concession Stand at the MHS Soccer field located on the Custer campus. Cost to be covered by donations and fundraising through the Soccer Club.
5. **MHS Marching Band and Orchestra Out of State – Overnight Field Trip**.....Mr. McLeod
- Move to approve the Monroe High School Marching Band and Orchestra trip to New York City according to the terms of Policy IICA, Field Trips and Excursions.
6. **Business Professionals of America (BPA) In State – Over Night Field Trip**...Mr. McLeod
- Move to approve the Monroe High School students’ attendance at the BPA State Leadership Conference in Grand Rapids, Michigan according to the terms of Policy IICA, Field Trips and Excursions.

- 7. **Extension of Existing Energy Management System**Mr. McLeod
Move to award the contract for an upgrade to the software and equipment of the existing energy management system to Control Systems of Ohio, Sylvania, Ohio. Cost not to exceed \$62,566.20. Money to be taken from the Building and Site Sinking Fund.
- 8. **Superintendent Comments** Mr. Monday
- 9. **Old Business**..... Mr. Vensel
- 10. **New Business** Mr. Vensel
- 11. **Public Commentary-Any Topic**..... Mr. Vensel
- 12. **Adjournment**..... Mr. Vensel
Move that the February 28, 2012, Board Meeting#4 of the Monroe Public Schools Board of Education be adjourned.

Board Meeting #4
February 28, 2012
Item A

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

- February 14, 2012 Board Meeting #3 Minutes
- February 16, 2012 Special Board Meeting Minutes (3 sets)

RECOMMENDATION

Move to approve the following minutes:

- February 14, 2012 Board Meeting #3
- February 16, 2012 Special Board Meeting (3 sets)

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 #3

Tuesday, February 14, 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, Trustee Ronald Benore, Jr., Trustee Wendy Spicer, and Trustee Larry VanWasshenova

Board Members Absent: Parliamentarian Dr. Tedd March

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

Administrators Absent: None

President Vensel called the meeting to order at 7:00 PM.

Recognition – Foreign Exchange Students

Foreign exchange students, Sebastian Bisballe of Denmark, Nele Gehrman and Lea Schweneker from Germany, were introduced by MHS Assistant Principal Otto Zillgitt. They have all enjoyed their stay in Monroe, enjoy attending Monroe High School and the students and staff they have met. All three agreed that the activities, classes, and friends were all very important to them.

MHS Alumni Fundraiser

Gary Griffin, President of the Monroe High School Alumni Association, handed out a flier, newsletter and brochure from the Monroe High School Alumni Association. The Association offers scholarships to 2 or 3 graduating seniors and will be hosting a fundraiser on March 15 to raise money for this purpose. The event will include a silent auction, music by the Soul Kitchen Band, and dinner prepared by the Monroe Street Grill. The scholarship recipient must have a parent who has graduated from MHS to be considered for the money. Tickets for this fundraiser can be purchased from Gary, Bobb Vergiels or Wendy Spicer. At the February 17 MHS boys' basketball game, twelve former MHS athletics will be included into the Athletic Hall of Fame. Board members will receive copies of the Alumni Association's newsletters via email.

Public Commentary-Agenda Items Only

There was no public commentary.

Approval of Minutes

Motion by Mr. VanWasshenova; support by Ms. Spicer to approve the minutes of the following meeting as submitted:

- January 24, 2012 Board Meeting #2

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

Reports and Update

The January 24, 2012 Board Curriculum Committee Minutes, January 30, 2012 Board Personnel Committee Minutes and Informational Report – Contracted Coaches were received without changes.

Discussion: Clarification will be given to Board members regarding which sports have assistants and which do not. In some instances, assistants are paid through fundraising efforts or are volunteers. This information is outlined in the teachers' contract.

Coaching Recommendations

Motion by Mr. Yeo; support by Mr. VanWasshenova; to approve coaches for the spring 2011/12 season as named above and as per the MCEA master agreement.

Discussion: Dr. John Ray will be asked to supply the Board with information as to how many coaches are required for each sport and from which funds they are paid.

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

Purchase of Instructional Materials

Motion by Mr. Yeo; support by Mrs. Knabusch-Taylor; 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.

Discussion: While this purchase is for St. John's, it will remain the property of Monroe Public Schools. Title funds can be used for private school students who qualify for free or reduced meals, and who live in one of our title school attendance areas.

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

TalentED Perform Purchase

Motion by Mr. Yeo; support by Mr. Benore 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.

Discussion: This purchase is for software used to track evaluations which will assist us with information we need to provide to the State of Michigan. All information is kept on a secure server. Employees will be able to access the system, but can see only what pertains to them.

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

Purchase of iPads

Motion by Mr. Yeo; support by Mr. Benore 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.

Discussion: Most of the cost of this purchase will come from individual school teaching supplies.

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

Knabusch Math and Science Center Purchase

Motion by Mr. Yeo; support by Mr. VanWasshenova 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.

Discussion: Mr. Monday will send a letter of thanks on behalf of the Board of Education for this donation.

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

Overnight – In State Conference – DECA

Motion by Mrs. Knabusch-Taylor; support by Mr. Yeo to approve the Monroe High School students' attendance at the DECA State Career Development Conference in Dearborn, Michigan according to the terms of Policy IICA, Field Trips and Excursions.

Discussion: Mr. VanWasshenova pointed out what a good conference this is for students. While the conference is as close as Dearborn, it is an overnight trip because of the evening activities planned for the students.

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

Overnight – In State Conference – First Robotics

Motion by Mr. Yeo; support by Mr. VanWasshenova 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.

Discussion: Mr. Ketron answered questions from Board members regarding the competition this year. Congratulations to the First Robotics team on their partnership with the Monroe County Sheriffs' Department. MHS will host a First Robotics competition on the third weekend in June.

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

Overnight – In State Conference – First Robotics

Motion by Mr. Yeo; support by Mr. VanWasshenova 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.

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

Overnight – Out of State Conference – First Robotics

Motion by Mr. Yeo; support by Mr. VanWasshenova 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.

Discussion: This is a world-wide competition.

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

Monroe Public Schools Education Foundation Request

Motion by Mr. Yeo; support by Mrs. Knabusch-Taylor 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.

Discussion: The homecoming game on October 12, 2012 will be against Bedford High School so attendance should be good, but Foundation members will actively try to garner interest in the event. In regard to the recent Pink Out game, Mr. Benore pointed out that signs noted that half of the ticket sales would be donated to the Cancer Connection, but in reality, only \$500 was donated. Other board members felt that if the sign said that, then it should be honored. Mr. Monday will be checking into this. There are many groups interested in benefiting from gate sales. In the future, requests of this type will be brought before the board to decide.

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

Superintendent Comments

- Monroe High School recently held its National Honor Society induction where 98 students were inducted. This is the highest number of inductees in five years.

- Ten members of the Monroe Middle School Orchestra received blue ribbons and top Division 1 honors in the Michigan School Band and Orchestra Solo and Ensemble Festival at Livonia Franklin High School. Eight other students received Division 2 ratings and red medals.
- Elementary schools are participating in the annual science fair. So, far 41 students from Raisinville and Manor have qualified to attend the county-wide science fair.
- On Wednesday, February 15, nine members of the legal community (including Board member Ronald Benore, Jr.) will be at MHS participating in a mock trials class exercise where students will argue actual cases in front of a panel, just as they would in a Supreme Court case.
- Custer kindergarten students can now reach the SmartBoards in their classroom thanks to seven platforms built for them by members of Bill Miller's construction technology class at MHS.
- Students at Waterloo elementary have collected 16,000 redeemable labels in a national promotion. In the past, students have earned enough money in this program to purchase physical education equipment and some office tools for teachers.
- Monday, February 27, 2012 from 6-8 PM, MHS will host its open house for parents and eighth graders who will attend MHS in the fall.
- On February 29, 5:00 PM, MHS Principal Matt Cortez will begin his "Conversations with Cortez" sessions.
- The second meeting of the new PTSCO group also has been scheduled for Wednesday, March 15 at 4:30 PM for members of local businesses, with parents joining the meeting at 5:15 PM.
- The MMS Chapter of the National Junior Honor Society will present a public screening of the PBS program, "Soundtrack for a Revolution," at 7:00 PM, Wednesday, February 29 in the MMS auditorium. Admission is free, but donations are accepted. Soundtrack is the story of the American Civil Rights movement through music, and features the music of many prominent performers.
- MPS has a new 30-minute TV show on MPACT TV. It airs every Wednesday at 9:30 PM, Thursday at 1:30 PM, and Sunday at 6:00 PM. Some Trojan TV students from Mr. Pollzzie's classroom may be doing some of the filming.

Old Business

Asbestos bids are still coming back for work on the Christiency and Lincoln buildings. People who have turned in proposals for the use of these buildings are welcome to come to a board meeting to address the board, but it should be done soon.

New Business

Board members will be put on the mailing list to receive Lotus Leaf editions in the future. Also, Board members will be sent a link where they can view the district calendar to become aware of events across the district.

Mr. Benore recently chaperoned the Zombie Apocalypse which he and the students enjoyed. As usual, the students' behavior was exemplary. He was also able to enjoy the pep rally and pink out games.

Public Commentary-Any Topic

There was no public commentary.

Adjournment

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor that the February 14, 2012, Board Meeting #3 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 8:06 PM.

June Knabusch-Taylor, Secretary

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting, Thursday, February 16, 2012
5:00 PM

MINUTES

Roll Call and Call to Order

Board Members Present: President David Vensel, Vice President Robert Yeo, Secretary June Knabusch-Taylor, Parliamentarian Tedd March, Trustee Ronald Benore, Jr., Trustee Wendy Spicer and Trustee Lawrence VanWasshenova

Board Members Absent: None

Others Present: Randy Monday, Ryan McLeod, James Davies, Matt Cortez, Otto Zillgitt, Montyne Barbee, Todd Sulfaro, Melissa Zienert, Sue Sacks, the student, the student's mother and father, plus three other friends

Mr. Vensel called the meeting to order at 5:04 PM.

Recommendation

Motion by Dr. March, support by Mr. Yeo, to expel the student. At this point a short recess was called at 5:40 PM. The meeting resumed at 5:55 PM. The student indicated that he was withdrawing from Monroe Public Schools in order to attend GED classes in the evening. Therefore, a motion was made by Dr. March; support by Mr. Yeo to withdraw the motion.

Adjournment

Motion by Mr. Yeo, support by Mr. VanWasshenova, that the February 16, 2012, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 6:00 PM.

June Knabusch-Taylor, Secretary

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting, Thursday, February 16, 2012
5:30 PM

MINUTES

Roll Call and Call to Order

Board Members Present: President David Vensel, Vice President Robert Yeo, Secretary June Knabusch-Taylor, Parliamentarian Tedd March, Trustee Ronald Benore, Jr., Trustee Wendy Spicer and Trustee Lawrence VanWasshenova

Board Members Absent: None

Others Present: Randy Monday, Ryan McLeod, James Davies, Matt Cortez, Otto Zillgitt, Montyne Barbee, Todd Sulfaro, Sue Sacks, Melissa Zienert, the student, the student's father, and an interpreter. A phone call was placed to California to the student's mother who had an interpreter as well.

Mr. Vensel called the meeting to order at 6:15 PM.

Recommendation

Motion by Mr. VanWasshenova, support by Mr. Yeo, to consider the student's suspension complete and have him return to school on Tuesday, February 21, 2012 at the end of winter break. The student must also be enrolled in the Monroe High School Insight program.

Vote: Motion carried by a 7-0 roll call vote at 6:20 PM.

Adjournment

Motion by Mr. VanWasshenova, support by Mr. Yeo, that the February 16, 2012, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 6:21PM.

June Knabusch-Taylor, Secretary

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting, Thursday, February 16, 2012
6:00 PM

MINUTES

Roll Call and Call to Order

Board Members Present: President David Vensel, Vice President Robert Yeo, Secretary June Knabusch-Taylor, Parliamentarian Tedd March, Trustee Ronald Benore, Jr., Trustee Wendy Spicer and Trustee Lawrence VanWasshenova

Board Members Absent: None

Others Present: Randy Monday, Ryan McLeod, James Davies, Matt Cortez, Montyne Barbee, Todd Sulfaro, Melissa Zienert, the student, the student's guardian and Todd Riggs

Mr. Vensel called the meeting to order at 6:26 PM.

Closed Session

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

Vote: Motion carried by a 7-0 hand vote at 6:26 PM.

Reconvene Board Meeting

Motion by Mr. VanWasshenova, support by Mr. Yeo, that the closed session adjourn and the 6:00 PM, February 16, 2012, Special Board Meeting be reconvened.

Vote: Motion carried by a 7-0 hand vote at 7:08 PM.

Recommendation

Motion by Mr. Yeo, support by Ms. Spicer, to suspend the student for the remainder of the second trimester and have him return to school at the beginning of the third trimester March 5, 2012. The student shall adhere to a behavioral and academic contract to be developed by the appropriate MHS administrator.

Vote: Motion carried by a 7-0 roll call vote at 7:09 PM.

Adjournment

Motion by Mr. Benore, support by Mr. VanWasshenova, that the February 16, 2012, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:09 PM.

June Knabusch-Taylor, Secretary

Board Meeting #4
February 28, 2012
Item #C.2

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- February 13, 2012 Board Personnel Committee Minutes
- February 15, 2012 Board Physical Resource Committee Minutes

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

Date of Meeting: February 13, 2012

Present: June Knabusch-Taylor, Wendy Spicer, Robert Yeo
Julie Everly, Ryan McLeod and Holly Scherer

Next Meeting: **March 5, 2012**

1. **Call to Order:** The meeting was called to order at 4:35 PM
2. **Minutes:** January minutes were shared for review. No changes noted.
3. **Public Commentary:** None
4. **Staffing updates:** Ms. Scherer noted that there were no changes to the staffing chart since last meeting.

Ms. Spicer requested an update on the Medical Assistant replacement. Mrs. Everly reported that interviews are scheduled for Tuesday, February 14, 2012. There are five candidates scheduled.

Ms. Everly shared kudos to our Bus Driver group for improvements in their attendance.

5. **Old Business:**

Athletic Procedures: Mrs. Knabusch-Taylor requested clarification on the interview/selection process for athletic coaches. Mr. McLeod shared that Dr. Ray has been requested to clarify this process and will express in writing the process, panel selection, and procedures for coach placements. Mrs. Spicer requested that the board reports indicate which coaches are returning and which would be new to their positions. Mrs. Scherer will provide that on future reports.

Mrs. Knabusch-Taylor requested information on who does evaluations of the Athletic programs. Mr. McLeod shared that Dr. Ray would evaluate the head coaches at Monroe High School and coordinate with the Athletic Supervisors to evaluate coaches at Monroe Middle School. The head coaches are responsible for evaluating their assistant coaches. The High School Principal is responsible for evaluating the Athletic Director. Mrs. Knabusch-Taylor also asked if Dr. Ray was utilizing the new coach evaluation tools. Mrs. Scherer shared that the coach evaluations are submitted on the new forms.

Mr. McLeod and Ms. Everly will continue to work with Dr. Ray to review rules, regulations and procedures for his department. Benchmarks/timelines will be included and specific guidelines provided for checks and balances. Dr. Ray is also working to create a coach's code of conduct and to update the coach's handbook.

TalentEd Perform Software: Mr. McLeod reminded the committee that a resolution request to purchase this software will be brought to the 2/14 meeting. This software will be used to digitalize and organize the evaluation processes for all groups in the district. We will be able to continue using our current evaluation tools, but increase accountability. Administrators will be able to access forms using their I-pads and see activity for their direct report staff. The staff will also have access and be able to contribute to the process. The goal will also be to pull together student performance data and make that accessible to teachers, administrators and central office through this software. The communication piece between employee and evaluator will also be streamlined.

6. **New Business:**

MHS Counseling/Scheduling: Mrs. Knabusch-Taylor asked what goals are being developed to get more students to graduate. She questioned if the counselors shouldn't focus more on career interest testing. Mr. Yeo concurred that it would be important for the counselors to be proactive and think outside of the box. Mr. McLeod informed the committee that Mr. Cortez is currently working in this area. He shared that there is an Education Development Plan developed for students in 7th grade and that plan is revisited at the high school level. New this year, students will enroll through Career Cruising. This will start with the current 8th grade moving to 9th and continue with all grades through high school. This Career Cruising will integrate with our new scheduling piece and the computer will recommend classes based on students' interests. The students will have a 4-year plan developed through this program based on the interests identified.

It was also reported that Mr. Cortez is working on a plan that will pair-up counselors with building administrators. That team will then be responsible for the same group of students and have the ability to share and communication better. It was discussed that many public services are being cut, in addition to the cuts made at MPS, and the volume of need continues to grow. The committee suggested checking with companies in the area to bring community involvement and support to the schools.

Knabusch-Math Science Center 2012-13: Mr. McLeod announced that discussions are underway with Tom Green and the ISD regarding offering all 9th grade biology classes for MHS students at the Knabusch-Math and Science Center for the 2012-13 school year. This would require us to transfer 3-3.5 teachers to that building. Administration is very excited to pursue this opportunity.

Secretarial Lunch Coverage: Mrs. Everly informed the committee that the secretarial lunch help discussed at the January meeting has now been put in place and is working out well.

7. **Other Items**

- **Training Dates:** Mrs. Everly shared that several teachers participated in the first formal teacher training on the I-pad through a free webinar during the past week. February 16th will be a district wide school improvement meeting at the ISD from 8 am to 3 pm. The committee requested that these dates be sent to the Board in advance so they could have the opportunity to participate when possible. Mrs. Everly will work with Mr. Monday's office to prepare that information and publish such to the board.
- **Bullying Training:** It was noted that there are trainings scheduled on the Bullying policy in March. Mrs. Knabusch-Taylor asked if there was a plan to educate the non-teaching coaches. Mrs. Everly indicated that would be included in the coach's code of conduct. Mrs. Scherer noted that there are almost 300 contracted employees working in our district that should also be aware of this policy. Mrs. Spicer reviewed the bullying policy and noted that it did speak not only to employees, but also others that are regularly in our district.
- **Notes to Superintendent's office:** The committee noted that it was beneficial to get reminders on the day of committee meetings and they encouraged Mr. Monday's office to continue to send those. Mrs. Spicer suggested that a reminder be given to our delivery man that it is illegal to put the board packets in the US mailboxes; that those should be delivered to the door. Mrs. Spicer also suggested that board checks not be included in the board packets; board members should pick those up at the administration building.

8. **Next Meeting:** March 5, 2012 at 4:30 PM

9. **Adjournment:** The meeting was adjourned at 6:05 PM.

Physical Resource Committee

Wednesday, February 15, 2012 @ 4:30 PM

Minutes

Present: Ron Benore, Tedd March, Jerry Oley, Kathy Eighmey, Randy Monday, George O'Dell, Keith Kohler

1. ***Soccer Field Concession Stand at Custer II***

Russ Columbus, soccer coach, as well as Jennifer Devenish, Jacqui Compura and Mark Davison, members of the Soccer Club, attended the meeting to discuss plans for a new concession stand. The club is proposing a two-story concession stand be built on the site of the current concession stand. The lower level would house concessions and restrooms, the upper level would be used for announcing as well as storage. The permanent structure would provide an area of refuge in case of severe weather and would also provide ADA restrooms. Mr. Davison, a contractor, provided drawings of the proposed building. The Soccer Club plans to do much of the work themselves to keep the cost down. Financing for the structure would be provided through fundraising and donations. Mr. Oley and Mr. O'Dell would oversee the project. The club would like construction to be completed during the summer between the spring and fall soccer seasons. Mr. Oley will bring this to the February 28th meeting for Board action.

2. ***Christiacy and Lincoln Asbestos Bids and Demolition:***

Bids have been posted for the asbestos abatement at Lincoln and Christiacy. Bid responses are due at 3:00 PM on February 28th. Mr. Oley informed the committee that once asbestos abatement is completed, demolition is inevitable, particularly at Lincoln since most of the asbestos is in the walls. The demolition bid has been put together and is ready to be posted. Bid opening for the asbestos abatement will be held at 4:00 PM on February 28th.

3. ***MMS Hot Water Heater and Boiler Replacement and MHS Roof:***

These bids have been posted and are also due on February 28th. Work will be done during the summer. Mr. Oley will have a discussion with Dr. Martin about relocating

summer school. There are several areas of MMS that will be unavailable due to summer projects.

4. ***Automated Logic Extension:***

Mr. Oley is proposing to extend the existing controls to further reduce energy costs. The control work would cover MHS (Vo-Tech), Waterloo (hot water system and multi-purpose room), Manor (office and gym), Raisinville (gym and hot water system), Custer I (office), Arborwood North (gym) and Administration Building (server room and office, print shop, board room, personnel and payroll offices). Cost to complete this control work is \$68,041. This item will be brought before the Board for a vote.

5. ***Ad Bldg Exterior Lighting:***

Lighting for the parking lot at the Administration Building is extremely poor. Mr. Oley is asking for approval to seek bids to update the lighting. Board action will be required at a later date.

6. ***MMS Boys' Locker Room:***

Mr. Oley is proposing we add a top bank of lockers to the center island of lockers in the boys' locker room. This has become a safety issue because the students can easily climb on top of the lower lockers. Mr. O'Dell suggests we order the lockers with a direct to vendor purchase order to avoid additional general contractor costs. Approximate cost for the top bank of lockers is \$13,200.

7. ***Arborwood South Office Relocation:***

The location of the main offices at Arborwood South poses a security risk. A proposal is being made to relocate the offices to what is currently the media center. This will put the offices in close proximity to the front door main entrance and within site of the doors to the parking lot on the southwest side of the building. A buzzer or camera system, or a combination of both, would be added to the doors. Estimated cost for this project is \$100,000. Bids will be obtained and this item will be brought to the Board for action.

8. ***MHS Parking Lot:***

The parking lot at Monroe High School has seriously deteriorated. There are several areas that present unsafe conditions, including curbs that have broken down. Mr. Oley is looking into options for the repair and sees this as perhaps a 3-4 phase project. He will return to the committee with suggestions at a later date.

9. ***Other:***

- Mr. Oley took a few minutes to demonstrate the security camera system at Operations. There are several cameras inside and outside of the building focusing on key areas such as entrances to the building, the entrance and exit gates, and the gas pumps, to name a few. The cameras have helped to curb the theft of such things as gas and inventory items kept in the garage.
- To build on the safety and security measures we already have in place, Mr. Monday would like to see the use of cameras extended to other buildings.

- Mrs. Eighmey reported Building and Site funds at approximately \$3.8 million. Property taxes generate about \$1.6 million. That money is coming in now.
- Approximate cost for proposed projects, not including Lincoln and Christiancy, are a little over \$1 million.
- Bids for the asbestos abatement at Lincoln and Christiancy, the roof at MHS, and the boiler and hot water heater replacement at MMS will be opened at 4:00 PM on February 28th in Conference Room 3. Board members are invited to attend. Summary bid tabulations will be available at the Board meeting later that evening. Projects will be brought to the March 13th meeting for Board action.

Meeting adjourned 6:00 PM

**ADOPTION OF AMENDED 2011/12 BUDGETS FOR GENERAL,
DEBT, FOOD SERVICE, BUILDING AND SITE SINKING FUNDS**

BACKGROUND

Each year it is necessary to adjust district budget allocations to best reflect what we believe will be closest to the actual annual activity.

ENCLOSURES

Proposed budget amendment resolution and budget detail summaries

RECOMMENDATION

Move to adopt the amended 2011/12 fund budgets for the General, Debt, Food Service, and Building and Site Sinking funds as presented.

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	_____	_____	_____	_____

SOCCER FIELD CONCESSION STAND

BACKGROUND

The Soccer Club is proposing construction of a two-story concession stand to replace the current concession stand at the MHS soccer field located on the Custer campus. The lower level would house concessions and restrooms, the upper level would be used for announcing as well as storage. The permanent structure would provide an area of refuge in case of severe weather and would also provide ADA restrooms. Mr. Davison, a contractor and soccer parent, presented drawings of the proposed building to the Physical Resource Committee. The Soccer Club plans to do much of the work themselves to keep the cost down. Financing for the structure would be provided through fundraising and donations. Mr. Oley and Mr. O'Dell would oversee the project. The club would like construction to be completed this summer between the spring and fall soccer seasons of 2012.

ENCLOSURES

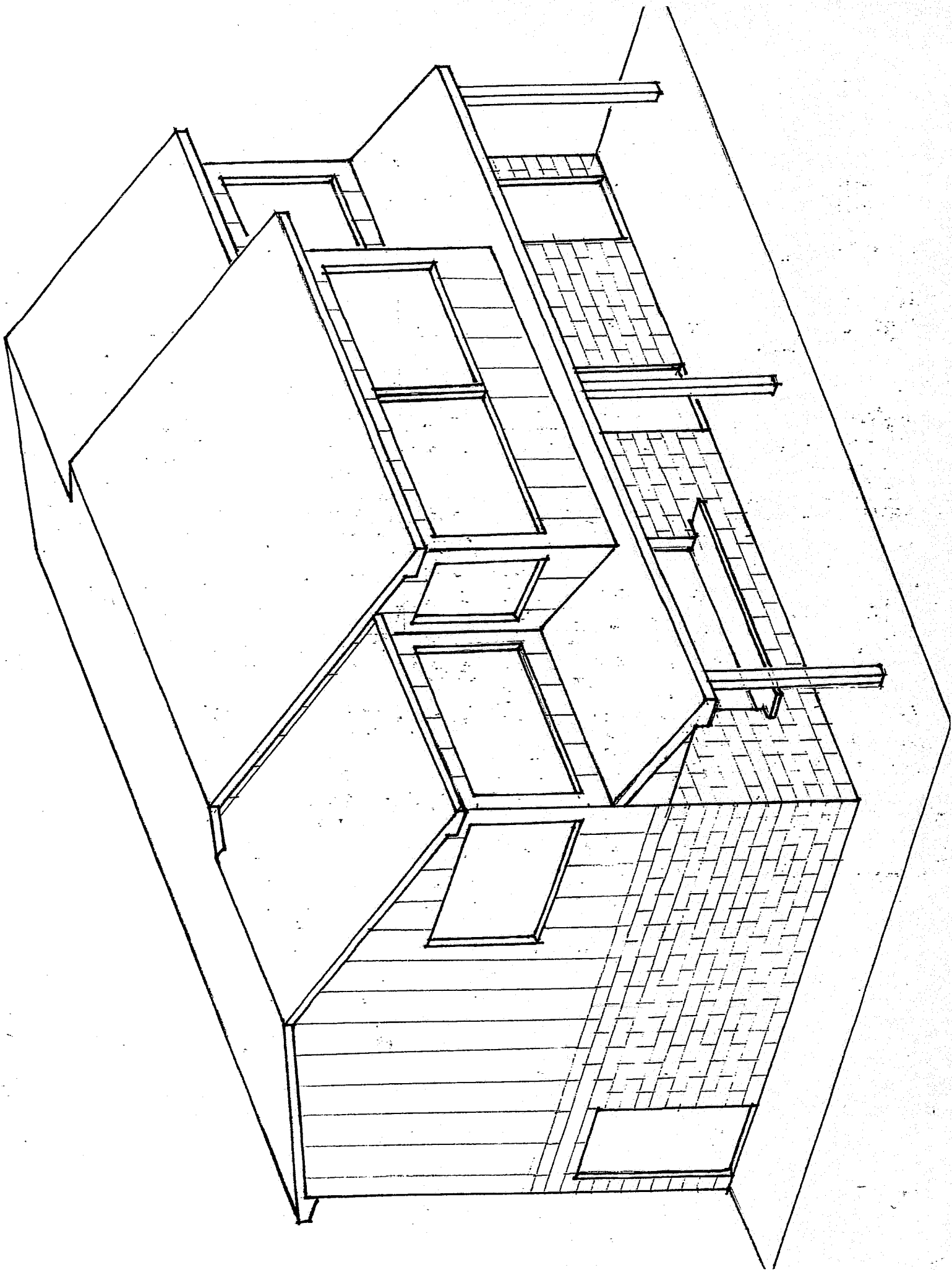
Architect Drawings

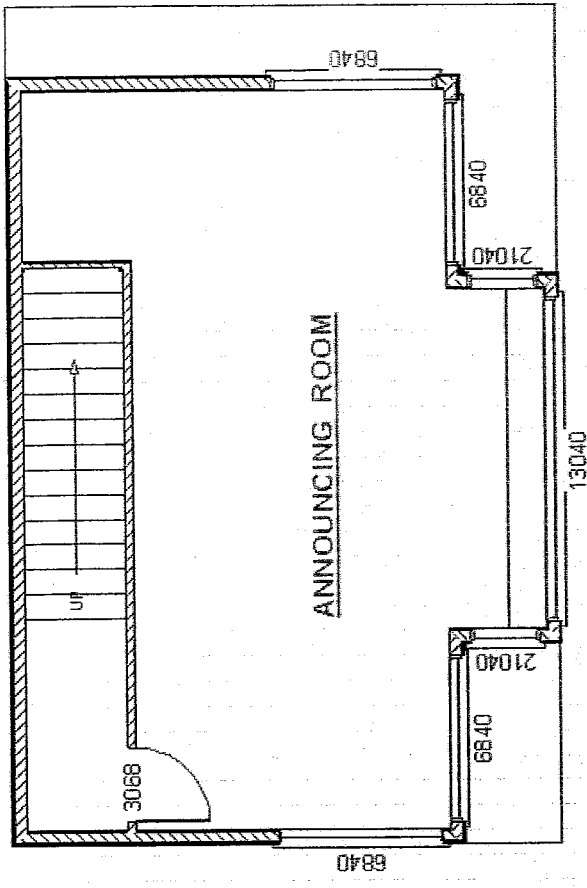
RECOMMENDATION

Move to approve construction of a Concession Stand at the MHS Soccer field located on the Custer campus. Cost to be covered by donations and fundraising through the Soccer Club.

MOTION: _____ SUPPORT: _____ ACTION: _____

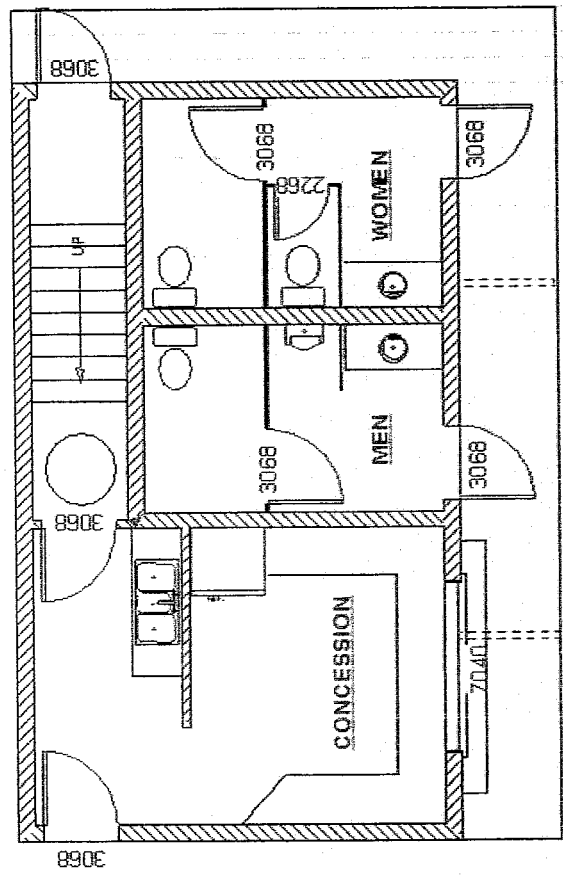
	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Benore	_____	_____	_____	_____
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____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





SECOND FLOOR

612 SQ. FT.



FIRST FLOOR

552 SQ. FT.

MONROE HIGH SCHOOL SOCCER FACILITY

MHS MARCHING BAND AND ORCHESTRA OUT OF STATE - OVERNIGHT

BACKGROUND

Mr. James Nuechterlein, Director of Instrumental Music for Monroe High School, wishes to petition the Board of Education for permission to take up to one hundred (100) Monroe High School Marching Band and Orchestra students to New York City. While in New York the group will perform on the flight deck of the USS Intrepid, a United States retired Navy aircraft carrier. The group will be staying at the Hampton Inn Carlstadt in Carlstadt, New Jersey. Both ensembles have been rehearsing the music to perform in New York City with the objective to presenting an outstanding performance that represents Monroe Public Schools and the City of Monroe. While on this trip the students will be expected to perform at a high level of quality and they will be instructed that their behavior will represent Monroe. They will be exposed to the many cultures in New York, and historical venues such as The Statue of Liberty, Ellis Island, and the World Trade Center Site. They will also visit many popular attractions like NBC Studios, Radio City Music Hall, Times Square, Chinatown plus many more.

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 Marching Band and Orchestra trip to New York City 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

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:

The Monroe High School Trojan Marching Band and Orchestra will be traveling to New York City and will be performing on the flight deck of the USS Intrepid, a United States Navy retired aircraft carrier. It has been converted into an air and naval museum and is docked on the Hudson River. While in New York additional highlights of our trip will include: a guided bus tour of Manhattan, NBC Studios and Radio City Music Hall Tour, Statue of Liberty and Ellis Island, Central Park, Fifth Avenue, Times Square, Chinatown and the World Trade Center Site. We will also be taking in a Broadway musical.

School(s): Monroe High School

Chaperones: Mr. Leo Johnson, Mrs. Debra Johnson, Mrs. Holly Thompson, Mrs. Mary Ann Doty, Mrs. Deanna Lambert, and Ms. Lana Emerson. We are still looking for one more male chaperone.

Date of Departure: 5 / 10 / 12

Time of Departure: 1:00 pm

If overnight, number of nights: 3

Date of Return: 5 / 13 / 12

Time of Return: 11:0 pm

Number of Students Participating: 100

Number of Staff Supervising: 1

Number of Other Adults Assisting: 7.

Number of School Days Student will be Attending Trip: 1.4.

Cost Per Child: \$656.00.

Cost Per Chaperone: \$790.00.

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:

- X Full compliance with Board of Education Policy IICA - Field Trips & Excursions Forms
- X Signed parent permission forms for each student participant (IICA - FI)
- X Field Trip Permission Forms (F-II)
- X Compliance with Educational Academic Field Trip regulations - Standard Practice Bulletin I-11
- X Written request to appropriate building principal
- X Written description of field trip to parents
- X Written approval by building principal
- X Detailed itinerary (Out of country trips may not have detailed itinerary until 30 days prior to trip)
- X List of approved chaperones
- X Identification of funding sources
- Signed private vehicle use (for transporting students - EEAE-F-3)
- X Description of arrangements made for students with financial hardship
- X All necessary signed contracts/agreements with participating travel agents
- X Emergency telephone numbers for all participants
- X 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

MONROE PUBLIC SCHOOLS **FIELD TRIP CHECK LIST**

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.

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

Both ensembles will be rehearsing the music to be performed in New York

City with the objective of presenting an outstanding performance that represents

Monroe Public Schools and the City of Monroe to the utmost. We will also be talking

about the background and history of the sights we will be seeing while in New York.

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

Students will be expected to perform the music for our presentation at a high

level of quality. They will be instructed that their performance and behavior will

represent Monroe. They will be exposed to the many cultures present in New York.

Follow-up classroom lessons:

We will view videos of our performances and critique them. We will also

discuss what they learned about cultural diversity will visiting New York.

- X Contract(s) with agent(s) making travel/accommodation arrangements
- X Detailed Itinerary
- X Funding sources
- X Chaperones
- X 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

MONROE HIGH SCHOOL
901 Herr Road
Monroe, Michigan 48161

To Monroe Board of Education,

I am writing this brief note to indicate my complete support and high recommendation for our Trojan Marching Band to travel to New York City this coming May. Mr. Nuechterlein is our director and has done multiple trips out of state with our band in the past and continues to bring our school and district pride in showcasing our Trojan Marching Band.

I have reviewed all the details and itinerary for the trip and feel that this experience would serve to benefit our students and our district. It is an honor and a pleasure for our students to be invited to perform at such a magnificent venue, let alone be exposed to one of the world's greatest cities.

Professionally Yours in Education,

Matthew T. Cortez

Principal, Monroe High School

MONROE HIGH SCHOOL
Instrumental Music Department

James Nuechterlein, Director of Instrumental Music

Monroe High School
901 Herr Road
Monroe, Michigan 48161
734-384-0093

*Trojan Marching Band
Wind Ensemble
Concert Band
Orchestra
Jazz Band*

TO: Matthew Cortez, Principal
FROM: James Nuechterlein, Director of Instrumental Music
DATE: November 29, 2011
SUBJECT: Bands & Orchestra trip to New York City

The Monroe High School Trojan Marching Band and Orchestra are planning a performance trip to New York City, May 10-13, 2012. In compliance with Board Policy IICA, I need to request written approval from you for permission to take this trip.

The Monroe High School Trojan Marching Band and Orchestra will be performing on the flight deck of the USS Intrepid, a United States Navy retired aircraft carrier. It has been converted into an air and naval museum and is docked on the Hudson River. The MHS Choirs have taken trips to New York many times in the past. While in New York additional highlights of our trip will include: a guided bus tour of Manhattan, NBC Studios and Radio City Music Hall Tour, Statue of Liberty and Ellis Island, Central Park, Fifth Avenue, Times Square, Chinatown and the World Trade Center Site. We will also be taking in a Broadway musical.

We will be departing from Monroe High School during 4th hour on Thursday, May 10, 2012, and returning on Sunday evening, May 13, 2012. All trip arrangements are being handled by Mr. Lloyd Whitehead of Travel Adventures of Lapeer, Michigan. We used their services on our trips to the Kentucky Derby (2004), Chicago (2008) and Florida (2010), and were very pleased with their service. Mr. Whitehead retired as band director from the Ida Public Schools a few years back, so I know him personally as well as professionally.

A proposed itinerary and information sheet are attached. Once the final rooming list is forwarded to the travel agency, a final trip cost will be determined. The estimated cost of the proposed trip for each student will be approximately \$656.00. The Instrumental Boosters Club may be paying a portion of this cost, reducing the cost to be paid by each student. The cost can also be defrayed by a number of fund raising projects by the students

I assume that just a short note is all that is needed for the School Board. Thank you for your time and consideration.

Attachments: Proposed itinerary and information sheet

MONROE HIGH SCHOOL

Instrumental Music Department

James Nuechterlein, Director of Instrumental Music

Monroe High School
901 Herr Road
Monroe, Michigan 48161
734-265-3585

nuechter@monroe.k12.mi.us

*Trojan Marching Band
Wind Ensemble
Concert Band
Orchestra
Jazz Band*

TO: Ryan McLeod
FROM: James Nuechterlein
DATE: February 14, 2012
SUBJECT: MHS Band/Orchestra New York City Trip

I have attached information concerning the MHS Band and Orchestra's trip to New York City on May 10 – 13, 2012. I have included the following pages of information:

- MHS Principal Approval Letter
- Itinerary
- Fact Sheet
- Trip Personnel
- Bus Lists
- Rooming Lists

If you have any questions or concerns, please contact me.

We hope to represent Monroe well to everyone on our trip. Thank you for your continued support.

Monroe High School Band and Orchestra New York City

DAY ONE

Thursday, May 10, 2012

DAY TWO

Friday, May 11, 2012

7:00 BREAKFAST @ HOTEL
ET (Included)

8:00 DEPART HOTEL

9:00 MANHATTAN GUIDED TOUR
-Choices May Include:
CENTRAL PARK

HARLEM

FIFTH AVENUE

CHINATOWN

LUNCH
(Allowance Provided)

1:00 NBC STUDIOS TOUR

4:00 WORLD TRADE CENTER SITE
ST. PAUL'S CHAPEL MUSEUM

2:00 TRIP CHECK-IN
ET
3:00 TRIP DEPARTURE

DINNER ENROUTE
(Allowance Provided)

REST AREA STOPS ENROUTE

HOTEL CHECK-IN

ALL STUDENTS IN ROOMS

5:30 DINNER-DALLAS BBQ
(Included)

8:00 BROADWAY PLAY

ALL STUDENTS IN ROOMS

Monroe High School Band and Orchestra New York City

DAY THREE

Saturday, May 12, 2012

DAY FOUR

Sunday, May 13, 2012

7:30 BREAKFAST @ HOTEL
ET (Included)

7:00 BREAKFAST @ HOTEL
ET (Included)

8:30 DEPART HOTEL

EXPLORE CENTRAL PARK

RADIO CITY MUSIC HALL TOUR
Meet a Rockette!

8:00 HOTEL CHECK-OUT

BOAT TO ISLAND
Liberty Park, NJ

STATUE OF LIBERTY

ELLIS ISLAND

LUNCH
(Allowance Provided)

LUNCH
(Allowance Provided)

2:00 PERFORMANCE @ INTREPID
On Flight Deck

1:30 DEPART FOR HOME

REST AREA STOP ENROUTE

5:30 DINNER-BIRDLAND JAZZ CLUB
(Included)

JAZZ TALENT
Live Jazz Set!

7:30 TOP OF THE ROCK

EXPLORE TIMES SQUARE

ALL STUDENTS IN ROOMS

DINNER ENROUTE
(Allowance Provided)

11:59 TRIP RETURNS

NEW YORK TRIP

Fact Sheet

ACTIVITY

Performance trip to New York, New York.

DATES

May 10 – 13, 2012. We will be leaving Thursday afternoon and returning Sunday evening.

GROUPS

Monroe High School Marching Band and Orchestra.

PERFORMANCES

Both ensembles will be performing on the flight deck of the USS Intrepid, a United States Navy retired aircraft carrier. It has been converted into an air and naval museum.

ACCOMMODATIONS

Hampton Inn Carlstadt
304 Paterson Plank Road
Carlstadt, New Jersey
Phone Number: 888-614-1750

Hampton Inn Carlstadt is located in the Jersey City Meadowlands neighborhood of Carlstadt, close to Meadowlands Race Track, New Meadowlands Stadium, and Izod Center.

Room assignments will be arranged. A copy of this list is available upon request. Check-in will be handled through the chaperons. A curfew time and lights-out quiet time is listed on the schedule, and *will be enforced* by hired security. Although they will not be permitted, any incidental charges incurred, such as telephone charges, room service, room damage, etc., will be the responsibility of each individual.

TRANSPORTATION

Blue Lakes Charter Bus Company. Chartered, video equipped, air-conditioned motor coaches.

LUGGAGE

Each student will be allowed one moderately sized suitcase which will be hauled in the bottom of the bus. Each student may also take one small carry-on case or bag and a pillow to carry on the bus. Space is limited and this per-person limit will be enforced. All luggage must have an I.D. tag with the student's name on it.

UNIFORMS

Uniforms will be packed in wardrobe boxes. Each band student is responsible for their own accessories: Marching Band – white shoes, white gloves and black socks; Orchestra - tuxedo shirt and black shoes, and (boys: black socks). Be sure you have all the necessary extra parts for each uniform (shoes, socks, etc.) *Without the proper and complete uniform, you will not be allowed to perform.*

INSTRUMENTS

Small instruments such as clarinets and flutes should be taken on the bus and stored in the overhead racks. All other instruments will be carried in the bottom of the bus. All cases must have an I.D. tag with the student's name on it. Be sure the case latches are in good shape. Take extra reeds, valve oil, strings etc.

MONEY

ALL meals will be PRE-PAID (already paid for) and will include:

- Dinner enroute to New York.
- Three breakfast buffets at the hotel (Friday, Saturday, Sunday).

- Lunch Friday in Chinatown
- Dinner Friday at Dallas BBQ on 42nd Street.
- Lunch Saturday.
- Dinner Saturday at Birdland Jazz Club.
- Lunch and Dinner Sunday on return trip to Monroe.

OTHER OPTIONAL EXPENSES NOT PROVIDED:

- Snacks.
- Other expenses incurred while at the hotel.
- Purchases at the various sites.
- Souvenirs.

TOUR PACKAGE (COST) INCLUDES (besides meals listed above)

- All transportation via chartered motor coaches
- Three nights lodging at a quality hotel
- Ticket to the Broadway Show "Phantom of the Opera"
- Guided bus tour of Manhattan
- NBC Studios Tour
- Radio City Music Hall Tour
- Admission to the "Top Of The Rock" observation decks
- Ferry to Statue of Liberty and Ellis Island
- Central Park, Fifth Avenue and Times Square
- Chinatown
- World Trade Center Site
- Professional tour escort (Travel Adventures, Inc., Lapeer, Michigan)
- Health and accident Insurance
- Cancellation Protection
- Nighttime Security
- Online Registration and Payments

ITEMS TO BRING

- Instrument(s).
- Uniform (including extra parts needed).
- Basic toilet articles (toothbrush, deodorant, etc.).
- Appropriate clothes for:
 - Broadway show (dressy).
 - Nice looking comfortable clothes for seeing the sights of New York.
 - Comfortable clothes for the bus ride there and back.
- Jacket (the evenings can be cool).
- Any needed medication (please notify Mr. Nuechterlein).
- Alarm clock.
- Wrist watch.
- Money (suggestion: bring a prepaid credit card).
- Something to do on the bus (book, games, cards, video games etc.)
- Music player, radio, CD or tape player with headphones.
- Camera.

EMERGENCY CONTACT PHONE NUMBERS

Hampton Inn Carlstadt: 888-614-1750

Travel Adventures (our travel agent): 800-356-2737 (Trip emergency: 800-496-2346)

Blue Lakes Charter (bus company): 1-800-282-4BUS

Mr. Nuechterlein's cell phone: 734-693-2684

Monroe High School Bands & Orchestra

Travel Code of Conduct

1. Be certain you read and understand this Travel Code of Conduct. It covers all forms of travel.
2. School policies pertaining to school trips and functions will apply throughout all trips. School policies prohibit possession of tobacco, alcohol, drugs, or firearms by any student. Any infraction of these rules will result in the parent being notified immediately and arraignments will be made to send the student home – regardless of the time of day or night. (See procedures below.) All fees will be forfeited. Further disciplinary action as per school policies will be determined by appropriate Assistant Principal after the trip.
3. School policies prohibit use of inappropriate language, inappropriate clothing, and public display of affection. The judgment of the adults on the trip will be final as to what is acceptable and what is not.
4. Students who need to take medication on a trip should bring the medication in its original container and notify the director in writing. This applies to prescription and OTC (over the counter) drugs.
5. Follow all direction given to you by a chaperon, bus driver, or guide. Also be considerate of these people at all times. They are along to help you have a successful trip. Without them there would be no trip.
6. Radios, CD players, MP3 players, iPods, etc. on the bus will be acceptable only with headphones. Students must assume the responsibility for the security of their own belongings. Do not leave these items sitting out.
7. Do not leave any money or valuables in your room when you are away. Do not take excessive amounts of money or valuables with you on a trip.
8. Absolutely no boys in girls' rooms or girls in boys' rooms at any time – for any reason. Also no one from any other group is allowed in any of our rooms.
9. Conduct yourself in an appropriate and courteous manner at all times. Be considerate of the other hotel guests/dorm residents. Remember who you are representing. Let's leave everyone with a good impression of our group.
10. Curfew times are clearly noted. Do not leave your room for any reason after this time. Contact a chaperon if any emergency arises.
11. Any damage to property will be paid for by the person or persons involved.
12. Any student in violation of local or state laws will be turned over to the local authorities. If the student is subsequently returned to the group, he/she will be sent home.
13. ALL school rules are in effect throughout the duration of any trip.
14. By following this code of conduct, and using common sense, you will help make this trip an enjoyable one for all involved. Rules apply to **ALL STUDENTS** whether eighteen years old or not.

Procedures for sending a student home:

1. The student will call home to the parent or guardian in the presence of the director. The student will explain the reason for the call. The director will then speak to the parent.
2. The parent will be asked how they would prefer their child to be sent home. At band camp the parent will be told to pick up their child immediately.
3. The student will be immediately separated from the rest of the group and remain in the company of the director or chaperon until the child goes home.

We have read and agree to the above Travel Code of Conduct and fully understand any consequences that may occur if they are broken.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Complete BOTH SIDES.

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

EXPLANATION AND DATES:

Departure Date/Day Thursday, May 10, 2012 . Return Date/Day Sunday, May 13, 2012 .

A group of students and adult chaperones are planning a trip to: City New York City .

State New York . Country United States . (daily itinerary must be attached).

The purpose of this trip is performances by Band and Orchestra on the USS Intrepid ,

and the group sponsoring the trip is Monroe High School Instrumental Music Department .

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 illnesses or

injuries (within past six months) _____

Other pertinent information _____

Your child will be in the care of (staff member name) James Nuechterlein, Director .
S/he has your permission to seek emergency medical care for your child as needed.

INSURANCE INFORMATION:

Insurance Company _____ Contract No. _____

Name of Policyholder _____ Social Security No. _____

MEDICAL ACKNOWLEDGEMENT:

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

SIGNATURES:

Signed before me this _____ day of

_____ 20_____ .

Notary Public

(Parent(s)/Guardian(s)

My commission expires _____ .

Must be signed & notarized. Return this form by April 20, 2012.

Complete BOTH SIDES.

BUSINESS PROFESSIONALS OF AMERICA (BPA) IN STATE - OVER NIGHT

BACKGROUND

Monroe High School teacher and BPA advisor, Joni Weaks, wishes to petition the Board of Education for permission to take six (6) Monroe High School students to Grand Rapids, MI in order to attend the BPA State Leadership Conference. This overnight trip to attend the 2012 state conference will be held at the Amway Grand Hotel and Conference Center, Grand Rapids, Michigan on March 22, 23, 24, and 25th. This is where the group will stay while at the conference as well. The students are requesting permission to attend the state conference and have already qualified at the regional level.

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 BPA State Leadership Conference in Grand Rapids, 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

MONROE HIGH SCHOOL
901 Herr Road
Monroe, Michigan 48161

February 16, 2012

Mr. Ryan McLeod
Monroe Public Schools
1275 N. Macomb Street
Monroe, MI 48161

Dear Mr. McLeod:

Recently, several students from Monroe High School competed in regional competition for Business Professionals of America (BPA). Six of our students are eligible to attend the State Leadership Conference in Grand Rapids on March 22-25, 2012. I am asking permission to take these six students, along with Mr. Richard Weaks, chaperone, to the conference where they will compete in different areas of their business skills.

If you approve this trip, please forward this packet for Board of Education approval at the next board meeting. A question that is always asked is funding. We plan to cover the registration and hotel costs with funds through the CTE department. Please talk to Bill Ferrara as to the specific account. Also, food will be covered by our BPA Club Account. If you have any further questions, please contact Bill or myself.

I have been doing this for several years, and I feel the students have gained so much from the experience. It enhances their knowledge in the field of business, as well as opens their eyes to the world around them.

Thank you for considering this request.

Sincerely,

Joni A. Weaks, Teacher/BPA Co-Advisor
Monroe High School

Attachments:

Yes, I approve this trip:

Mr. Ryan McLeod, Superintendent 2-24-12
Monroe Public Schools Date

February 16, 2012

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

Dear Mr. Cortez:

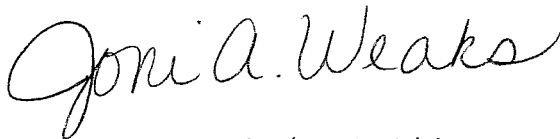
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We plan to cover the registration and hotel costs with funds through the CTE department. Please talk to Bill Ferrara as to the specific account. Also, food will be covered by our BPA Club Account. If you have any further questions, please contact Bill or myself.

I have been doing this for several years, and I feel the students have gained so much from the experience. It enhances their knowledge in the field of business, as well as opens their eyes to the world around them.

Thank you for considering this request.

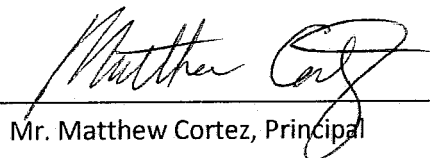
Sincerely,



Joni A. Weaks, Teacher/BPA Co-Advisor
Monroe High School

Attachments:

Yes, I approve this trip:



Mr. Matthew Cortez, Principal
Monroe High School

2/21/12
Date

Number of Other Adults Assisting: 1 (Rick)

Number of School Days Student will be Attending Trip: 1
 80 - registration (school)

Cost Per Child: 396 - hotel (school) Cost Per Chaperone: 366 - hotel
100 - food (BPA Club) 100 - food (bpa) 100 - Rick

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes) partial 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) *will receive*
- 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 *N/A*
- 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 *N/A* 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 CHECK LIST

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 will have the opportunity to
attend Legacy Launcher Conferences to
enhance their learning.

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

They will be competing in skill areas.

Follow-up classroom lessons:

Meet w/ club participants to
talk about learning experience

- 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 HIGH SCHOOL
FIELD TRIP PROCEDURE**

Attached are the forms to be completed to process your field trip. Please return all of the paper work to Mary Bourgeois for processing.

✓
MHS Field Trip Request Form (This must be filled out and approved before completing the rest of the forms.)

N/A
Call transportation and set up a date with them (if a bus is needed).

N/A
Fill out Request for Transportation form.

✓
If substitute(s) are needed, please fill out a Substitute Request Form.

✓
Parent Permission form. (You must have one of these filled out before you leave.)

A. Permission Form IICA-F2

B. Out of State/Country IICA-F1

✓
Private Vehicle Form EEAE-F3

✓
Excusal list (alphabetical order with grade level and student number).

✓
Criminal History Form *Joni Weeks - n/a*

✓
If prepayment is necessary, please clear with the appropriate office.

✓
On the day of departure, you must turn in a Bus List (list of students, including addresses and phone numbers, of all who actually board the bus/car) in the bus list box in the Main Office.

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: March 22-25, 2012

Date of request: 2/16/12

Grade or organization making request: Business Professionals

Faculty Sponsor: Joni Weaks of America

Destination: Amway ^{Grand} Hotel - Grand Rapids

Address: 187 Monroe Ave, NW, Grand Rapids

Phone Number of Destination: (616) 774-2000 mi 49503

Purpose: BPA State Leadership Conference and competition

Estimated time of departure: 2:30 pm

Estimated return time: 2:30 pm

Substitute needed: yes no Friday, March 23, 2012

Principal's signature: Bill Jones

approved denied

Reason for denial _____

**BPA Itinerary for State Leadership Conference
March 22 – 25, 2012
Mrs. Joni Weaks, Advisor (734) 735-2075**

Thursday, March 22, 2012

2:30 p.m. depart from Monroe High School Teachers' Parking Lot to Grand Amway Hotel in Grand Rapids, MI.

Friday, March 23, 2012

Competitions for events – all day

Legacy Launchers – all day

**6:30 – 7:00 p.m. Voting Delegates (Chloe and Noelle) Must be seated by 6:15 p.m.
CC Ballroom**

7:30 – 9:00 p.m. Opening Session – CC Ballroom

Saturday, March 24, 2012

Competitions for events – all day

Legacy Launchers – all day

6:30 – 9:00 p.m. – Dinner Session

9:30 – 11:30 p.m. – Dance sponsored by Northwood University

Sunday, March 25, 2012

9:15 – 11 or 12 noon – Awards Ceremony and depart from Hotel back to Monroe

**2:30 p.m. Arrive back at Monroe High School or if gates are closed – Health Dept.
parking lot on M-50 and Herr Road**

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: 2/16/12

Reason for Request: BPA state Leadership Conf. & Competition

Approved School Business Extra Help Meeting

Account Number(s) to be Charged: 1.1127.41.145940 1870

Date(s) Substitute Needed: Friday, March 23, 2012
 AM PM All Day

Substitute Requested for:

Name: Joni Weaks

Building: MHS

Assignment: Business

Please use a separate sheet for additional names.

Signatures:

Principal: Bill Ferrara

Approved Denied

Please forward to the appropriate curriculum director when completed

Curriculum Director: _____

Approved Denied

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

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

EXPLANATION AND DATES:

Departure Date/Day Thursday, March 22 Return Date/Day Sunday, March 25 2012

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

The purpose of this trip is state leadership conf. & competition and the group sponsoring the trip is B.P.A.

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) Joni & Rich Weaks
(734) 735-2075

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 _____

Business Professionals of America

February 16, 2012

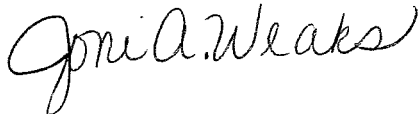
Dear Parents:

Congratulations on your child's performance at regional Business Professionals of America competition. They have earned the right to attend the state leadership conference either by the event they placed in, or their leadership of the club. Please sign and return the parent permission slip as soon as possible. I have attached an itinerary for the trip. Mr. Richard Weaks (my husband) will be driving, along with myself, as well as chaperoning. We look forward to a great conference. Attached is the itinerary for our trip.

Students should bring dress clothes/shoes, swim suit if pool is open, casual business clothes to be worn in hotel, snacks, spending money if they want to shop. There are shops right in the hotel! ☺

We will cover the costs of registration, hotel stay, and food through funds from our account. I have personally been chaperoning this trip for several years and have thoroughly enjoyed the experience. I look forward to taking your child this year. If you have any questions, please feel free to contact me at school—265-3674 or my cell 735-2075.

Sincerely,



Joni A. Weaks
Teacher/BPA Co-Advisor

**BPA Itinerary for State Leadership Conference
March 22 – 25, 2012
Mrs. Joni Weaks, Advisor (734) 735-2075**

Thursday, March 22, 2012

2:30 p.m. depart from Monroe High School Teachers' Parking Lot to Grand Amway Hotel in Grand Rapids, MI.

Friday, March 23, 2012

Competitions for events – all day

Legacy Launchers – all day

**6:30 – 7:00 p.m. Voting Delegates (Chloe and Noelle) Must be seated by 6:15 p.m.
CC Ballroom**

7:30 – 9:00 p.m. Opening Session – CC Ballroom

Saturday, March 24, 2012

Competitions for events – all day

Legacy Launchers – all day

6:30 – 9:00 p.m. – Dinner Session

9:30 – 11:30 p.m. – Dance sponsored by Northwood University

Sunday, March 25, 2012

9:15 – 11 or 12 noon – Awards Ceremony and depart from Hotel back to Monroe

**2:30 p.m. Arrive back at Monroe High School or if gates are closed – Health Dept.
parking lot on M-50 and Herr Road**

Business Professionals of America – State Leadership Conference

March 22-25, 2012

Joni and Richard Weaks (Advisor and Chaperone)

1. Deposit for Hotel Rooms	\$300.00	(CTE Acct.)
2. Registration for Advisor, Chaperone and Students	\$785.00	(CTE Acct.)
3. Hotel Room Balance to be paid at departure-Deposit	\$978.12	(CTE Acct.)
2 rooms @ 132 per night (3 nights) 792.00		
1 room @ 122 per night (3 nights) 366.00		
Plus Tax 120.12		
4. Food (\$100 x 8 people)	\$800.00	(BPA Club)
5. Gas Expense (2 drivers at .39 per mile for 322 miles)	\$251.16	(BPA Club)
6. Parking Fee (approximately 30 each vehicle)	\$60.00	(BPA Club)
Total Cost of Trip:	\$3174.28	

Schedule of Events

(Please note that times and locations are subject to change.)

A: Amway Grand Plaza Hotel DU: Davenport University CC: DeVos Place Convention Center

Special Information for Judged Events

Student arriving late for scheduled contest: If a student is late due to the fact that he/she was completing in another contest, they should receive an assessment event pass from the contest administrator of the contest they were involved in. Once the assessment event pass is submitted to the contest administrator of the contest for which the student arrives late, the student will be allowed to compete in a different or the last time slot. The rescheduled time will be based upon what is convenient for judges and the administration of that contest. If a student arrives late due to oversleeping or any other type of carelessness, that student will not be allowed to compete. Administrators will submit any assessment events passes received during their contest to the CEAC Representative at the end of the competition. (Scheduled contest are contests which involve appointment times.)

Judged Event Finals Postings: On Saturday, listings of finalists for those contests having finals will be posted at the location where the final round will be held. Finalists will be posted between 12:30-1:00 p.m.; therefore, please bring all necessary materials with you when you review the finals listing. Results from Friday preliminary events will be posted at the Assessment Events Headquarters.

Business Professionals of America-Michigan Association 2012 State Leadership Conference Tentative Schedule

DAY/DATE/TIME	EVENT	SITE	ROOM
<u>Wednesday, March 21</u>			
4:00pm-10:00pm	State Executive Council Meeting	A	Diamond
<u>Thursday, March 22</u>			
8:00am-10:00pm	State Executive Council Meeting	A	Pinnacle
11:00am-12:00pm	BPA/Grand Rapids Staff Meeting	A	Imperial Ballroom
12:00pm-8:00pm	Luggage Holding	A	Gerald R. Ford Ballroom
5:00pm-9:00pm	Registration/Courtesy Corps (Additional satellite check-in will be provided at all hotels on Thursday)	A	Center Concourse
7:00pm-9:00pm	Exhibitor Display Setup	A	Crown Foyer
7:00pm-9:00pm	Assessment Events Headquarters	A	Pearl
8:00pm-10:00pm	Special Event: To be determined Sponsored by Davenport University (Open to all delegates)	A	Ambassador Ballroom
9:00pm-9:45pm	Administrators/Proctors/Graders Meeting for all computer and non-judged events	A	Grand View
10:00pm-10:30pm	Alumni/Volunteer Staff Meeting	A	Grand View

DAY/DATE/TIME	EVENT	SITE	ROOM
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels	
Friday, March 23			
7:00am-4:00pm	Assessment Events Headquarters	A	Pearl
7:30am-4:00pm	Davenport University Shuttle Bus Pickup (near Sales & Catering Office)	A	Grand Plaza Place Entrance (also known as Lyon Street Lobby)
7:00am-7:00pm	Registration/Courtesy Corps	A	Center Concourse
8:00am-6:00pm	Luggage Holding	A	Gerald R. Ford Ballroom
8:00am-6:00pm	Coat Check	A	Ambassador Foyer Coat Room
8:00am-9:30am	Financial Analyst Team Preparation (Preliminaries)	A	Ottawa
8:15am-8:45am	Judges & Administrators Meeting for Financial Analyst Team and Presentation Management-Individual	A	Ruby
8:30am-9:30am	Banking & Finance	A	Cascade
8:30am-9:00am	PC Servicing & Troubleshooting (Preliminaries/Objective Test Only)	A	Atrium
8:30am-10:00am	Keyboarding Production	DU	Rooms 201, 202
8:30am-10:00am	Fundamental Word Processing Skills	DU	Rooms 301, 302
8:30am-10:30am	Advanced Word Processing Skills	DU	LInC (Library)
8:30am-10:00am	C++ Programming (Session 1) Java Programming (Session 1) Visual Basic Programming (Session 1)	A	Governors
8:30am-10:30am	Fundamentals of Web Design	DU	Rooms 318, 319
9:00am-10:00am	Parliamentary Procedure Concepts (Team members only)	A	Pantlind Ballroom
9:00am-7:00pm	Grading Room	A	Emerald
9:00am-Finish	SEC Candidate Interviews	A	Pinnacle
9:15am-4:00pm	Presentation Management-Indiv. (Preliminaries) Section 1 Section 2 Section 3 Section 4	A A A A	Nelson Kendall Pullman Winchester
9:45am-10:45am	Computer Security (Preliminaries/Objective Test Only)	A	Atrium
9:45am-10:45am	Desktop Publishing (objective test)	A	Cascade
10:00am-11:30am	C++ Programming (Session 2) Java Programming (Session 2) Visual Basic Programming (Session 2)	A	Governors
10:00am-12:00noon	Computerized Accounting	DU	Rooms 201, 202

DAY/DATE/TIME	EVENT	SITE	ROOM
10:00am-10:30am	Parliamentary Procedure Team – Judges & Administrators Meeting	A	Heritage Hill
10:00am-12:00noon	Advanced Accounting (for Financial Analyst Team members only)	A	Atrium
10:00am-12:00noon	Fundamental Accounting (for Financial Analyst Team members only)	A	Atrium
10:00am-5:00pm	Video Production Team	A	Campau
10:00am-4:00pm	Exhibits Open	A	Crown Foyer
10:30am-12:30pm	Advanced Spreadsheet Applications	DU	Rooms 301, 302
10:30am-12:30pm	Integrated Office Applications	DU	LInC (Library)
10:30am-12:30pm	Fundamental Spreadsheet Applications	DU	Rooms 318, 319
10:30am-3:00pm	Parliamentary Procedure Team (Preliminaries) Section 1 Prep Section 1 Demo Section 2 Prep Section 2 Demo	A A A A	Grand View B Heritage Hill Grand View A Thornapple
11:00am-11:30am	Judges Orientation	A	Imperial Ballroom
11:00am-11:45am	Legacy Launcher #1	A	Ambassador West
11:00am-11:45am	Legacy Launcher #2	A	Ambassador East
11:00am-12:00noon	Computer Network Technology	A	Cascade
11:30am-2:00pm	Judges Luncheon (By Invitation Only/Ticket Required)	A	Imperial Ballroom
12:00pm-4:00pm	Computer Security (Finals/Application) PC Servicing & Troubleshooting (Finals/Application)	A	Governors
12:30pm-2:00pm	Administrators & Proctors Meeting for all Saturday Judged Events	A	Pantlind Ballroom
12:30pm-2:30pm	Basic Office Systems & Procedures	DU	Rooms 318, 319
12:30pm-2:30pm	Advanced Office Systems & Procedures	DU	Rooms 301, 302
12:30pm-2:30pm	Database Applications	DU	LInC (Library)
12:30pm-4:30pm	Computer Animation Team	A	Lyon
12:30pm-4:30pm	Financial Analyst Team (Finals/Demo)	A	Plaza Boardroom A
12:30pm-5:00pm	Economic Research Project Team	A	Berkey
12:30pm-5:00pm	Web Application Team	A	Robinson
12:30pm-6:00pm	Global Marketing Team	A	Fine Arts
1:00pm-1:45pm	Legacy Launcher #3	A	Ambassador West
1:00pm-1:45pm	Legacy Launcher #4	A	Ambassador East
1:00pm-2:00pm	Proctors Meeting for Open Event Personnel & Staff	A	Vandenberg A
1:00pm-2:30pm	Payroll Accounting	A	Atrium
2:00pm-2:45pm	Legacy Launcher #5	A	Ambassador West
2:00pm-2:45pm	Legacy Launcher #6	A	Ambassador East
2:30pm-3:30pm	Systems Administration using Cisco	A	Cascade

DAY/DATE/TIME	EVENT	SITE	ROOM
2:30pm-4:30pm	Administrative Support Team	DU	LInC (Library) Overflow: Room 201
2:30pm-4:30pm	Legal Office Procedures	DU	Rooms 301, 302
2:30pm-4:30pm	Medical Office Procedures	DU	Rooms 318, 319
3:00pm-5:00pm	Advanced Accounting (for non-Financial Analyst Team members)	A	Vandenberg A
3:00pm-5:00pm	Fundamental Accounting (for non-Financial Analyst Team members)	A	Vandenberg B
3:45pm-4:45pm	Network Administration Using Microsoft	A	Cascade
4:00pm-7:00pm	Parliamentary Procedure Team (Finals) Prep Demo	A A	Grand View B Heritage Hill
6:30pm-7:00pm	Annual Business Meeting (Voting Delegates/Chapter Presidents must be seated for roll call by 6:15pm. This meeting will be held to conduct all the official business of the annual conference.)	CC	Ballroom
7:30pm-9:00pm	Opening Session/Parade of Presidents (Parade, Special Awards, Candidate Speeches, Statesman Torch Awards)	CC	Ballroom
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels	
Saturday, March 24			
7:30am-10:00am	Test Distribution (Assessment Events Headquarters)	A	Pearl
8:00am-5:00pm	Courtesy Corps	A	Center Concourse
8:00am-5:00pm	Coat Check	A	Ambassador Foyer Coat Room
8:00am-8:30am	Judges Breakfast/Orientation (By Invitation Only/Ticket Required)	A	Pantlind Ballroom
8:00am-3:30pm	Small Business Mgmt Team Preparation Demonstration	A A	Vandenberg A Vandenberg B
9:00am-12:00pm	Admin. Support Research Proj.-Indiv. (Preliminaries)	A	Gerald R. Ford Ballroom
9:00am-12:00pm	Advanced Interview Skills (Prelim)	A	5 th Floor Exhibitors Bldg.
9:00am-12:00pm	Digital Media Production (Prelim) Section 1 Section 2 Section 3	A A A	Berkey Haldane Kendall
9:00am-12:00pm	Economic Research Proj.-Indiv. (Prelim)	A	Imperial Ballroom
9:00am-12:00pm	Entrepreneurship (Prelim) Section 1 Section 2 Section 3	A A A	Thornapple Heritage Hill Winchester

DAY/DATE/TIME	EVENT	SITE	ROOM
9:00am-12:00pm	Extemporaneous Speech (Prelim) Prep Section 1 Section 2 Section 3	A A A A	Ottawa Plaza Boardroom A Plaza Boardroom B Riverview
9:00am-12:00pm	Graphic Design Promotion (Prelim)	A	Governors
9:00am-12:30pm	Human Resource Mgmt. (Prelim) Prep Section 1 Section 2	A A A	Robinson Campau Lyon
9:00am-12:00pm	Interview Skills (Prelim)	A	5 th Floor Exhibitors Bldg.
9:00am-12:00pm	Prepared Speech (Prelim) Section 1 Section 2 Section 3	A A A	Grand View A Grand View B Grand View C
9:00am-3:00pm	Web Site Design Team	A	Fine Arts
9:00am-4:00pm	Presentation Management – Team	A	Cascade, Atrium
9:00am-4:00pm	Exhibits Open	A	Crown Foyer
9:00am-3:00pm (Last student admitted at 2:00pm)	Open Events Administrative Support Concepts Business Spelling Financial Math & Analysis Information Technology Concepts Insurance Concepts Mgmt/Mktg/Human Resources Concepts Merit Scholar Parliamentary Procedure Concepts	CC	Ballroom
10:00am-10:45am	Legacy Launcher #7	A	Ambassador West
10:00am-10:45am	Legacy Launcher #8	A	Ambassador East
10:00am-2:00pm	Presentation Management-Indiv. (Finals)	A	Nelson
10:00am-3:00pm	College Fair	A	Center Concourse
10:00am-5:30pm	Grading Room	A	Emerald
11:00am-11:45am	Legacy Launcher #9	A	Ambassador West
11:00am-11:45am	Legacy Launcher #10	A	Ambassador East
11:30am-12:30pm	Judges Orientation (Final Judges Only)	A	Pantlind Ballroom
11:30am-2:30pm	Judges Luncheon (By Invitation Only/Ticket Required)	A	Pantlind Ballroom
1:00pm-1:45pm	Legacy Launcher #11	A	Ambassador West
1:00pm-1:45pm	Legacy Launcher #12	A	Ambassador East
1:30pm-4:30pm	Administrative Support Research Proj.-Indiv. (Finals)	A	Heritage Hill
1:30pm-4:30pm	Advanced Interview Skills (Finals)	A	Thornapple
1:30pm-4:30pm	Digital Media Production (Finals)	A	Grand View B
1:30pm-4:30pm	Economic Research Proj.-Indiv. (Finals)	A	Haldane

DAY/DATE/TIME	EVENT	SITE	ROOM
1:30pm-4:30pm	Entrepreneurship (Finals)	A	Winchester
1:30pm-4:30pm	Extemporaneous Speech (Finals) Preparation Demonstration	A A	Ottawa Plaza Boardroom A
1:30pm-4:30pm	Graphic Design Promotion (Finals)	A	Grand View C
1:30pm-4:30pm	Human Resource Mgmt. (Finals) Preparation Demonstration	A A	Robinson Campau
1:30pm-4:30pm	Interview Skills (Finals)	A	Berkey
1:30pm-4:30pm	Prepared Speech (Finals)	A	Grand View A
2:30pm-2:45pm	Campaign Rally Setup (State Officer Candidates & Campaign Managers only)	A	Ambassador East
2:45pm-4:15pm	"MEET THE CANDIDATES" Campaign Rally (First 30 minutes for Voting Delegates only)	A	Ambassador East
6:30pm-9:00pm	Dinner Session (Doors open at 6:15pm) (2011-2012 State Officer Farewells, New Chapter Initiation, Scholarship, Barbara Chambers Outstanding Advisor Award, Honorary Lifetime Award, 2012-2013 State Officer Installation)	CC	Ballroom
9:00pm-9:30pm	Reception: 2012-2013 State Executive Council Officers, Advisors & Parents	A	Imperial Ballroom
9:00pm-9:30pm	Advisor Open Forum	A	Pantlind Ballroom
9:30pm-10:30pm	Region 1 Advisors Meeting	A	Pantlind Ballroom
9:30pm-10:30pm	Region 2 Advisors Meeting	A	Lyon
9:30pm-10:30pm	Region 3 Advisors Meeting	A	TBD
9:30pm-10:30pm	Region 4 Advisors Meeting	A	Campau
9:30pm-10:30pm	Region 5 Advisors Meeting	A	Senator Vandenberg A
9:30pm-10:30pm	Region 6 Advisors Meeting	A	Senator Vandenberg B
9:30pm-10:30pm	Region 7 Advisors Meeting	A	Governors
9:30pm-10:30pm	Region 8 Advisors Meeting	A	Gerald R. Ford Ballroom
9:30pm-10:30pm	Region 9 Advisors Meeting	A	Robinson
9:30pm-10:30pm	Region 10 Advisors Meeting	A	Ruby
9:30pm-11:30pm	Dance Sponsored by Northwood University	CC	Ballroom
12:00 midnight	Curfew – Advisors will conduct room check/students in their assigned rooms	All Hotels	
Sunday, March 25			
7:00am-3:00pm	Luggage Storage	A	Gerald R. Ford Ballroom
7:45am-8:45am	Advisors Meeting	A	Pantlind Ballroom
9:15am-Finish	Awards Session	CC	Ballroom

EXTENSION OF EXISTING ENERGY MANAGEMENT SYSTEM

BACKGROUND

Mr. Oley is proposing an upgrade to the software and equipment of the existing energy management controls to further reduce District energy costs. The additional control work would cover MHS (Vo-Tech), Waterloo (hot water system and multi-purpose room), Manor (office and gym), Raisinville (gym and hot water system), Custer I (office), Arborwood North (gym) and Administration Building (server room and office, print shop, board room, personnel and payroll offices). Automated Logic is a proprietary system. Cost to complete this control work is \$68,041 with an additional \$1,477 if an additional router is needed for the IT network. After some negotiation, CSO agreed to a 10% reduction making the final cost not to exceed \$62,566.20

ENCLOSURES

Bid Summary
Email Correspondence

RECOMMENDATION

Move to award the contract for an upgrade to the software and equipment of the existing energy management system to Control Systems of Ohio, Sylvania, Ohio. Cost not to exceed \$62,566.20. Money to be taken from the Building and Site Sinking Fund.

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	_____	_____	_____	_____



4935 Harroun Road
Sylvania, Ohio 43560
Ph. (419) 887.1611
Fx. (419) 887.1711

AUTOMATEDLOGIC[®]
CORPORATION

February 20, 2012

To: Monroe Public Schools

Re: Extension of the existing ALC control system

Attn: Mr. Jerry Oley

We are pleased to provide you with detailed pricing for temperature control work in your buildings.

High School:

VO-TECH AHU

- **New ALC Controller**
- **Control fan**
- **Control economizer**
- **Control building pressure**
- **Control gas burner**
- **Space temperature**
- **Labor to install controls**
- **Programming / Graphics**

Total Price \$6,899.

Additional router for connection to IT network if needed Add \$1,477.

Waterloo:

HOT WATER SYSTEM

- **Boiler 1 & 2 S/S**
- **Boiler alarms**

- Control Isolation valves on boilers
- Control building pumps
- Pumps status
- Control re-circ pumps
- Pumps status
- Labor to install controls

Multi-Purpose Room AHUS

- New ALC Controllers
- Control fan
- Control economizer
- Temperature transmitters
- Control heating valves
- Monitor filters
- Space temperatures
- Labor to install controls
- Programming / Graphics

Total Price \$12,570.

Manor:

Office RTU

- New ALC Controller
- Control fan
- Control economizer
- Control gas burner
- Control mechanical cooling
- Temperature transmitters
- Space temperature
- Labor to install controls
- Programming / Graphics

GYM AHU

- New ALC Controller
- Control fan
- Control economizer
- Control face & bypass
- Control heating valve
- Temperature transmitters
- Space temperature
- Labor to install controls
- Programming / Graphics

Total Price \$8,620.

Raisonville:

GYM AHU

- New ALC Controller
- Control fan
- Control economizer
- Control face & bypass
- Control heating valve
- Temperature transmitters
- Space temperature
- Labor to install controls
- Programming / Graphics

HOT WATER SYSTEM

- New ALC controller
- Boiler 1 & 2 S/S
- Boiler alarms
- Control Isolation valves on boilers
- Control building pumps
- Pumps status
- Control re-circ pumps
- Pumps status
- Labor to install controls

Total Price \$12,830.

Administration:

SERVER ROOM RTU

- New ALC Controller
- Control fan
- Control economizer
- Control gas burner
- Control mechanical cooling
- Temperature transmitters
- Space temperature
- Labor to install controls
- Programming / Graphics

OFFICE RTU

- New ALC Controller
- Control fan
- Control economizer
- Control face & bypass
- Control gas heating
- Temperature transmitters
- Space temperature
- Labor to install controls
- Programming / Graphics

Print Shop, Board Room, Personnel Office, Payroll Office.

Print Shop / Board Room / Personnel Office / Payroll Office

AHU Retrofit (2)

- Fan S.S
- Fan Proof
- Coil Heating Pump S.S
- Pump Proof
- Hot water valve
- Economizer
- DX cooling
- Discharge air temp
- Return air temp
- Mixed air temp
- DDC Controller
- Enclosure / Transformer
- Space temperature
- Zone Damper Retrofit (4) areas (Print shop, Board room, Personnel ofc, Payroll ofc)
 - DDC Controller
 - Space temperature
 - Damper modulation
 - Enclosures and transformers
- Control Drawings
- Programming
- Graphics
- Labor to install controls

Total Price \$19,522.

Custer I:

Office RTU

- **New ALC Controller**
- **Control fan**
- **Control economizer**
- **Control gas burner**
- **Control mechanical cooling**
- **Temperature transmitters**
- **Space temperature**
- **Labor to install controls**
- **Programming / Graphics**

Total Price \$3,225.


Hollywood:

GYM AHU

- **New ALC Controller**
- **Control fan**
- **Control economizer**
- **Control face & bypass**
- **Temperature transmitters**
- **Space temperature**
- **Labor to install controls**
- **Programming / Graphics**

Total Price \$4,375.

Respectfully submitted,



Joshua Quinlivan

Lorrie Shock

From: Jerry Oley
Sent: Thursday, February 23, 2012 8:49 AM
To: Lorrie Shock
Subject: FW: Quote

-----Original Message-----

From: Josh Quinlivan [<mailto:jq@csohioinc.com>]
Sent: Thursday, February 23, 2012 8:38 AM
To: Jerry Oley
Subject: Re: Quote

Okay. Let me know when to proceed.

Josh

Sent from my iPad

On Feb 22, 2012, at 3:24 PM, Jerry Oley <oley@monroe.k12.mi.us> wrote:

> Josh,

>

> I have review your proposal and the total project cost is \$68,041. That does not count the cost for doing Bolles Harbor at an additional cost of \$23,462. I don't think Bolles Harbor can be done because Monroe Public Schools does not own the building and that is a major cost that would take years to recover.

>

> That being said, I need some additional consideration. I am willing to pursue your entire original proposal at a cost of 68,041 with a consideration of a 10% percent discount off the total amount which is (6,804.10) making the total project cost \$61,236. Our district is committed to on-going energy savings and your company has been the company selected to partner with Monroe Public Schools. We are hoping that you can agree to these terms so I can make a formal recommendation to our school board on February 28, 2012.

>

> Again, thanks for your consideration in this matter, I look forward to your earliest response.

>

> Sincerely,

>

> Jerry Oley

> Director of Operations

> Monroe Public Schools

>

> -----Original Message-----

> From: Josh Quinlivan [<mailto:jq@csohioinc.com>]

> Sent: Monday, February 20, 2012 10:17 PM

> To: Jerry Oley

> Subject: Quote

>

> Jerry,

>
> attached is a quotation for your use....
>
> If you take all proposed items I can offer you a 6% discount based on labor savings of having a larger work scope...
>
> Also I wanted to remind you of the quote for Bolles Harbor if you are interested in getting that building converted to the energy management system.
>
>
> I will work on a letter in the am regarding the advantages of the BAS system and how phase 1 was strictly to replace a failing BAS system.
>
> Best regards,
>
>
> Josh
>
> Control Systems of Ohio
> 4935 Harroun Rd
> Toledo, OH 43560
>
> Ph: 419-887-1611
> Fx: 419-887-1711
>

Board Meeting #4
February 28, 2012
Item #C.12

ADJOURNMENT

RECOMMENDATION

Move to adjourn the February 28, 2012 Board Meeting #4.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____