



MONROE PUBLIC SCHOOLS

BOARD MEETING #5

March 13, 2012

7:00 pm

EXCELLENCE

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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Prepared by the Office of the Superintendent, Jennifer Watterworth, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #5

Tuesday, March 13, 2012

7:00 PM

AGENDA

- A. **Roll Call and Call to Order**.....Mr. Vensel
1. Pledge of Allegiance to the Flag.....Mr. Vensel
 2. Lifesaving Recognition.....Mr. Monday
 3. MHS Student Council Award-Healthy High Schools CompetitionMr. Monday
 4. Sodexo UpdateMs. Boykin
- 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 28, 2012 Finance Committee/Community Relations Meeting of the Whole
 - February 28, 2012 Board Meeting #4
 - February 29, 2012 Special Board Meetings (three sets)
 2. **Reports and Update**..... Mr. Vensel
 - a. Board Policy Committee Minutes – February 23, 2012
 - b. Board Finance Committee of the Whole and Public Relations Committee of the Whole – February 28, 2012
 3. **Asbestos Abatement (Christiancy and Lincoln)**.....Mr. Oley
Move to award the contract for Christiancy and Lincoln asbestos abatement to Qualified Abatement of Detroit, Michigan. Cost not to exceed \$51,380. This project is contingent on final Board approval of the demolition of Christiancy and Lincoln. Money to be taken from the Building and Site Sinking Fund.
 4. **Asbestos Consulting Service (Christiancy and Lincoln)**.....Mr. Oley
Move to award the contract for Christiancy and Lincoln asbestos abatement monitoring to DMD Environmental, Inc., Toledo, Ohio. Cost not to exceed \$12,700. Money to be taken from the Building and Site Sinking Fund.
 5. **Roofing Replacement and Related Work at MHS E-Wing**.....Mr. Oley
Move to accept the bid of \$114,096 (Base Bid, Proposal A) from Advanced Roofing Services, Inc., of Maumee, Ohio for roofing replacement and related work at Monroe High School and reject all other bids. Money to be taken from the Building and Site Sinking Fund.

- 6. **Hot Water Heater Replacement at MMS**Mr. Oley
Move to accept the bid of \$31,782 (Base Bid, Proposal A) from Thompson Plumbing & Heating, Inc. of Petersburg, Michigan for the hot water heater replacement and related work at MMS and reject all other bids. Money to be taken from the Building and Site Sinking Fund.
- 7. **MMS Boiler Replacement**Mr. Oley
Move to accept the bid of \$859,000 (Base Bid, Proposal A) from Erie Welding & Mechanical Contractors, Inc., Erie, MI, for boiler replacement and related work at Monroe Middle School and reject all other bids. Money to be taken from the Building and Site Sinking Fund.
- 8. **Radio Station Resolution**Mr. Monday
Move to approve the resolution to authorize, ratify, approve and consent to the assignment of the license and certain associated assets of Radio Station WYDM-FM to Monroe Public Access Cable Television, Inc.
- 9. **Resolution Adopting Amendment to Board of Education Policy**Mr. Monday
Move to approve the amendment to Board Policy BBB, attached as Exhibit A, to change the terms of office of School District Board member from 4 years to 6 years.
- 10. **HOSA State Leadership Conference – In State, Overnight**Mr. McLeod
Move to approve the Monroe High School students’ attendance at the HOSA State Leadership Conference in Traverse City, Michigan according to the terms of Policy IICA, Field Trips and Excursions.
- 11. **Superintendent Comments** Mr. Monday
- 12. **Old Business**..... Mr. Vensel
- 13. **New Business** Mr. Vensel
- 14. **Public Commentary-Any Topic**..... Mr. Vensel
- 15. **Adjournment**..... Mr. Vensel
Move that the March 13, 2012, Board Meeting #5 of the Monroe Public Schools Board of Education be adjourned.

ROLL CALL

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

APPROVAL OF MINUTES

ENCLOSURES

- February 28, 2012 Finance Committee/Community Relations Meeting of the Whole Minutes
- February 28, 2012 Board Meeting #4 Minutes
- February 29, 2012 Special Board Meeting Minutes (three sets)

RECOMMENDATION

Move to approve the following minutes:

- February 28, 2012 Finance Committee/Community Relations Meeting of the Whole
- February 28, 2012 Board Meeting #4
- February 29, 2012 Special Board Meeting (three 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 #4

Tuesday, February 28, 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 7:09 PM.

Presentations for Christiancy and/or Lincoln Building Use

Paul Howey expressed thanks to Bobb Vergiels for allowing him to tour Christiancy and Lincoln to determine conditions of the buildings for possible purchase. After doing so and taking into account construction costs, market demand and economic conditions, Mr. Howey concluded that it would not be financially feasible to purchase either Christiancy or Lincoln.

Reverend Heather Boone of H.U.G. Ministries, is interested in purchasing Lincoln to invest in the community by providing a location for continuing education, adult education, life skill training, business centers, leasing space, and social service agencies, to name a few, which would serve as a "one stop shop" for the citizens of the Orchard East area. Reverend Boone has submitted applications for grants to accomplish these tasks, but will not be notified until spring or summer if the applications are approved. She noted that this type of service has been successfully accomplished in other cities and would give hope to the community if it could happen in Monroe. Reverend Boone was advised to submit a final proposal very soon as abatement and demolition of the buildings will be moving forward in the near future.

Stewart Road Christian Ministries, which had submitted a proposal to purchase Lincoln, declined to proceed with the process.

Public Commentary-Agenda Items Only

There was no public commentary.

Approval of Minutes

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor, to approve the minutes of the following meetings as submitted:

- February 14, 2012 Board Meeting #3
- February 15, 2012 Special Board Meeting (3 sets)

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

Reports and Update

The February 13, 2012 Board Personnel Committee Minutes and the February 15, 2012 Board Physical Resource Committee Minutes were received without comments.

Adoption of Amended 2011/12 Budgets for General, Debt, Food Service, Building and Site Sinking Funds

Motion by Mr. VanWasshenova; support by Mr. Yeo, to adopt the amended 2011/12 fund budgets for the General, Debt, Food Service, and Building and Site Sinking funds as presented.

Discussion: Mr. VanWasshenova expressed hope that things get better in the future and that a \$3 million deficit is not good.

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

Concession Stand – Soccer Field at Custer II

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

Discussion: Mr. Benore was in attendance at the Physical Resource Committee meeting when the concession stand proposal was presented. The soccer parent involved is a licensed contractor and the club understands that once the building is constructed, it becomes the property of Monroe Public Schools. The concession stand will also be a safe location for students and fans in case of inclement weather. Proper permits have been obtained for the construction and our staff will be working with them to make sure the proper codes are met. Jennifer Devenish, soccer club member, assured the Board that the group does have the money needed for this project. However, MPS may need to run electrical wire and obtain a pump.

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

MHS Marching Band and Orchestra Out of State – Overnight Field Trip

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

Discussion: Mrs. Knabusch-Taylor noted that this is a well planned trip packet.

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

Business Professionals of America (BPA) In State - Over Night

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

Discussion: It should be noted in the background detail, that a portion of the trip will be covered by CTE funds. If this group is successful at the state competition, they would earn a trip to the nationals.

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

Extension of Existing Energy Management System

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

Discussion: This purchase will save the district on overtime costs, temperatures can be adjusted in buildings from home, and notifications are sent when problems are imminent. The district will incur a lot of savings with minimal cost.

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

Superintendent Comments

- ACT/MME testing at MHS will be held next week with adjusted schedules for students. Thanks to Mr. Zillgitt who is coordinating this testing.
- Noted children's book author and illustrator, Patricia Polacco, will do a series of presentations at our elementary schools next week. She has written and illustrated over 50 children's books.
- Custer students will present a check for nearly \$800 to the local Human Society for use at the animal shelter. The money was raised by students participating in a recent pajama day.
- Our second 30 minute television show on MPACT will be taped live next Monday. Topics will be upcoming kindergarten registration, Music in our Schools month including a live performance by two MMS students, the I/E program at Custer, and the recently concluded mock Supreme Court trials.
- The 8th grade open house at MHS was very successful. We have received positive feedback from guests and participants.
- MHS Principal Matt Cortez will hold his first Conversing with Cortez session at 5:00 PM Wednesday where anyone can come in to Monroe High and discuss whatever is on their minds about MHS with the principal.
- MMS is hosting a screening of Soundtrack for a Revolution, which is a look at the American Civil rights movement through song. The event begins at 7:00 PM, February 29, and is free and open to the public. The event is sponsored by the MMS chapter of the National Junior Honor Society.
- MEAP scores have been released and MPS has lots of improvements to make. We are working on plans to aggressively improve student academic performance.

Old Business

Motion by Mr. Benore; support by Mr. Yeo to donate half of the proceeds from admissions received at the recent Pink Out game to the Cancer Connection.

Discussion: Some advertising for the Pink Out games noted that half of the proceeds from admission sales would be donated to the Cancer Connection. There was a total of \$4,800 which was donated – but only \$500 of this was from admission ticket sales. The rest of the ticket sale admissions went to the general fund. Some board members felt that since it was advertised that half of admission sales would go to the charity, it should be honored. The Board has already voted to donate half of the admission ticket sales for the October 12, 2012 homecoming game and to the Education Foundation. If admission ticket sales for a school event are to be donated to a charity in the future, permission to do so will be required from the Board of Education prior to the event.

Vote: Motion carried by a 5-1 roll call vote. Mr. VanWasshenova voted no.

New Business

Motion by Mrs. Knabusch-Taylor; support by Mr. VanWasshenova, to reinstate three students to Monroe Public Schools effective March 5, 2012.

Discussion: Several students came before the Reinstatement Committee earlier in the day and three of them were determined to be eligible for reinstatement. Waiting until the next Board of Education meeting on March 13, 2012 would mean these students would not be able to begin at the start of the third trimester which is March 5, 2012. Therefore, to enable these three students to start at the beginning of the third trimester, the motion was made to reinstate them at this board meeting.

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

Motion by Mr. VanWasshenova; support by Mr. Yeo to allow three students who qualified to attend the upcoming overnight state bowling competition.

Discussion: Normally, overnight trips need to be brought before the board with completed paperwork, before a vote is taken. However, this is a last minute opportunity for three of our students who qualified to compete in the state competition and the meet takes place before the next board meeting.

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

Mr. Benore was recently a judge in the mock Supreme Court trials at the high school and complimented both students and staff on a job well done.

Mr. McLeod noted that Dr. Ray is concerned about future overnight, last minute trips that need board approval without enough time to present it at a Board meeting. This will be brought up at a future Board Policy Committee meeting as a discussion item.

Public Commentary-Any Topic

Melanie Davis, Arborwood parent, discussed the issue of the bed bugs pest problem at Arborwood. She spoke on behalf of several parents and inquired about the steps taken to rid the school of bed bugs. Mrs. Everly assured her that all precautions have been taken to take care of this problem and offered to meet with her and any other parent to go into detail regarding steps taken and future plans to eliminate this from occurring again.

Selma Rankins noted that our MEAP scores are not improving.

Adjournment

Motion by Mr. VanWasshenova; support by Mr. Yeo that the February 28, 2012, Board Meeting #4 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 8:39 PM.

June Knabusch-Taylor, Secretary

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting, Wednesday, February 29, 2012
5:00 PM

MINUTES

Roll Call and Call to Order

Board Members Present: 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: President David Vensel

Others Present: Randy Monday, Ryan McLeod, James Davies, John Ray, Montyne Barbee, Otto Zillgitt, Todd Sulfaro, Sue Sacks, Student, Student's Father

Mr. Yeo called the meeting to order at 5:07 PM.

Closed Session

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

Vote: Motion carried by a 6-0 hand vote at 5:07 PM.

Reconvene Board Meeting

Motion by Mr. VanWasshenova, support by Mrs. Knabusch-Taylor, that the closed session adjourn and the 5:00 PM, February 29, 2012, Special Board Meeting reconvene.

Vote: Motion carried by a 6-0 hand vote at 5:24 PM.

Recommendation

Motion by Mr. VanWasshenova, support by Mr. Benore, to suspend the student for 14 days and have the student return to school on March 1, 2012.

Vote: Motion carried by a 6-0 roll call vote at 5:25 PM.

Adjournment

Motion by Mr. VanWasshenova, support by Dr. March, that the February 29, 2012, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 5:25 PM.

June Knabusch-Taylor, Secretary

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting, Thursday, February 29, 2012
5:30 PM

MINUTES

Roll Call and Call to Order

Board Members Present: 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: President David Vensel

Others Present: Randy Monday, Ryan McLeod, James Davies, Montyne Barbee, Sue Sacks, John Ray, Todd Sulfaro, Otto Zillgitt, the student, the student's mother

Mr. Yeo called the meeting to order at 5:34 PM.

Closed Session

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

Vote: Motion carried by a 6-0 hand vote at 5:34 PM.

Reconvene Board Meeting

Motion by Mr. VanWasshenova, support by Dr. March, that the closed session adjourn and the 5:30 PM, February 29, 2012, Special Board Meeting reconvene.

Vote: Motion carried by a 6-0 hand vote at 5:53 PM.

Recommendation

Motion by Mr. VanWasshenova, support by Mrs. Knabusch-Taylor, to suspend the student for time served and return to school on March 1, 2012.

Vote: Motion carried by a 6-0 roll call vote at 5:54 PM.

Adjournment

Motion by Mr. VanWasshenova, support by Mrs. Knabusch-Taylor, that the February 29, 2012, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 5:56 PM.

June Knabusch-Taylor, Secretary

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting, Thursday, February 29, 2012
6:00 PM

MINUTES

Roll Call and Call to Order

Board Members Present: 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: President David Vensel

Others Present: Randy Monday, Ryan McLeod, James Davies, Todd Sulfaro, Sue Sacks, Otto Zillgitt, Montyne Barbee, John Ray, the student, the student's step-mother

Mr. Yeo called the meeting to order at 6:04 PM.

Closed Session

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

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

Reconvene Board Meeting

Motion by Mr. VanWasshenova, support by Mr. Benore, that the closed session adjourn and the 6:00 PM, February 29, 2012, Special Board Meeting reconvene.

Vote: Motion carried by a 6-0 hand vote at 6:19 PM.

Recommendation

Motion by Mr. Benore, support by Mr. Yeo, to expel the student.

Vote: Motion carried by a 6-0 roll call vote at 6:19 PM.

Adjournment

Motion by Mr. VanWasshenova, support by Mrs. Knabusch-Taylor, that the February 29, 2012, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 6:25 PM.

June Knabusch-Taylor, Secretary

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- a. Board Policy Committee Minutes – February 23, 2012
- b. Board Finance Committee of the Whole and Public Relations Committee of the Whole Minutes – February 28, 2012

Board of Education Policy Committee
Thursday, February 23, 2012
MINUTES

The Thursday, February 23, 2012 meeting of the Board of Education Policy Committee convened at 5:25 PM. In attendance at the meeting were board members Wendy Spicer and Bob Yeo and Director of State and Federal Programs Barry Martin.

Public Commentary

There was no public commentary.

Handouts

- Section 1000 Board Bylaws with suggested revisions
- Section 2000 Board Bylaws with suggested revisions

Discussion

Board Policy Procedure

We will follow the suggested procedure of submitting changes to the Board of Education for the first and second readings. If approved, these policies will then be sent to MASB for their approval. Following that, policies will be brought back before our Board of Education for adoption.

Section 1000 Areas for Review

1030 – Terms of Office – Currently, the term in the policy is “The Board is composed of seven (7) members serving four (4) year terms...” Should the Board of Education opt for six year terms, this will be changed in the policy manual.

1180 – Board Member Advisory Committees – The language was reviewed as submitted by MASB. It was decided to change: “Each Board committee shall be convened by a chairperson who shall report for the committee and shall be appointed by the President. The President shall appoint all members of all advisory committees.” These sentences will be changed to:

“Each Board committee shall be convened by a chairperson who shall report for the committee and shall *may* be appointed by the President. ~~The President shall appoint all members of all advisory committees.~~”

1300 – Meetings (Organizational) – The month needs to be inserted in this section and it will read:

“The Board holds its organizational meeting in *January*.”

An optional sentence will be removed regarding items to cover at the organizational meeting. The sentence is:

~~“Designate a day for regular study sessions of the Board.”~~

In addition, Board meeting days, time and location need to be inserted. The sentence will now read:

“The Board holds at least one regular meeting each month. The regular meetings are held on the *second and fourth Tuesdays* of each month at *7:00 PM* in the *Administration Building* unless otherwise announced and posted.

1350 – Voting Method – An optional sentence will be included as suggested by MASB: *“If a member is participating via telephone conference call, all votes will be taken by voice.”*

1955 – Board Member Service as Unpaid Volunteer – Rather than “This bylaw does not apply to, nor would Board approval or a criminal history/background check be required, for incidental volunteer activities in positions that would not normally be “paid” positions that parents/guardians or community members might perform. These might include, but not limited to, working at a concession stand for an athletic event, chaperoning a school sponsored dance or other activity, tutoring in a reading or mathematics program, or assisting at events like a school carnival,” the group decided to include the optional language within this bylaw which will be provided by MASB.

Section 2000 Areas for Review

2020-R – Administration Organization – A new organizational chart was discussed. This will be brought back to the committee as changes may need to be made. Specifically, it was suggested that the Operations Director and Director of Business and Finance should report directly to the Superintendent.

2105 – Non-Employment of Superintendent – The suggested language by MASB is fine as written: *“The Board of Education has an obligation to the citizens of this District to employ the professional leadership best trained and equipped to meet the educational needs of their children. The Board shall meet that obligation by retaining a highly qualified person as Superintendent for this District.*

If the services of the Superintendent are found to be unsatisfactory to the Board, he/she shall be notified by the President and given an opportunity to correct the conditions.

If his/her services continue to be unsatisfactory, the Superintendent shall be notified in writing by the President, as approved by the Board of its decision not to renew his/her contract, which shall be given at least ninety (90) days before the expiration of the contract, in accordance with state law.

The contract of the Superintendent may be terminated during its term in accordance with termination provisions of the contract.”

2125 – Student Supervision and Welfare – A title needed to be inserted in the sentence below and it was suggested that Director of Operations would be the appropriate contact person:

“Each administrator shall report immediately to the Direction of Operations any accident, safety hazard, or other potentially harmful condition or situation he/she detects.”

2780 – Administration of Medication by School Personnel – No further changes to either the wording submitted by the district or the revisions received from MASB were necessary.

All Else

- Bully Policy – A board member requested athletes and coaching staff be specifically mentioned in the Bullying Policy. Since the athletic department has a specific code of conduct policy, and the bully policy encompasses all students and all staff, it was felt athletes and coaching staff were covered already. No further changes are necessary.
- It was suggested that all employees and all students sign a statement that they have read the bully policy. These signed statements would be kept on file for future reference should the need arise.

Adjournment

The February 23, 2012 meeting of the Policy Committee adjourned at 6:20 PM. The next scheduled meeting is Thursday, March 22, 2012 at 5:15 PM.

Monroe Public Schools
Board of Education Finance Committee of the Whole
Board of Education Public Relations Committee of the Whole
February 28, 2012
5:00 PM

Present: Ron Benore, June Knabusch-Taylor, Tedd March, Wendy Spicer, Larry VanWasshenova (5:30), Dave Vensel, and Bob Yeo

Administrators

Present: Randy Monday, Ryan McLeod, Julie Everly, Kathy Eighmey, and Barry Martin

Call to Order

Meeting called to order at 5:10 PM

Review of Building and Site Bid Opening

Several bids for Building and Site projects were opened at 4:00 PM, here is a review given by Jerry Oley:

- MMS Boiler Replacement – bids came in much higher than estimated. Estimated cost was around \$500,000, lowest bid came in at \$859,000. Mr. Oley and George O'Dell will look into this.
- MMS Hot Water Heater Replacement – the new hot water heater is an "on-demand" system which will reduce energy costs. Projected cost was \$50,000, low bid was \$31,782.
- MHS "E" Wing Roofing – these bids came in close, we were expecting \$110,000. Low bid was \$114,096.
- Both of the asbestos abatement bids came in much lower than anticipated. Christianity at \$2,830 and Lincoln at \$27,795. Early projects were \$50,000 for Christianity and between \$75,000 and \$100,000 for Lincoln. The Board should keep in mind that once the asbestos abatement begins for Lincoln, demolition will be the only option. Most all of the asbestos at Lincoln is in the walls so they will have to be torn out. Quite a lot of abatement was done at Christianity 10 years ago when the new boiler was put in. Buildings will be sold "as is."
- Request for Board action on of these projects may be on the March 13th agenda.
- Bids for demolition are nearly ready and will go out soon.

2011/12 1st Budget Revision

Kathy Eighmey presented a review of the 1st budget amendment for 2011/12. Some items to take note of:

- Final amendment will be presented in June
- We still owe on the bus loan that was taken out last year
- MPERS cost offset does not cover the increase
- Health benefit reductions have been made due to employee bargaining
- The issue of employees paying 3% of their retirement rate has not been settled at the state level for school employees. This issue was settled previously for state employees and they were given a refund.
- Mrs. Eighmey plans to send a "stop spending" memo out soon. This is done annually to curb costs by only purchasing those teaching supplies and materials needed in the classroom for the current school year.

- By eliminating weekend building checks, we have seen a cost savings of about \$10,000.
- The Food Service budget shows a substantial fund balance, we will have over \$1M by the end of June. We are only allowed to carry a fund balance equal to three months of our operating budget. A letter was received from the State indicating the fund balance is too high and that we have to spend some of the money. Mrs. Eighmey is working with Nancy Boykin (Sodexo) to determine what our equipment needs are. We have to submit a plan to the State. We are anticipating a drop in participation of students as more and more restrictions are put into place regarding the type of food that can be served.
- The Debt Fund zeros out each year. We have two more years on the Orchard agreement with Mason Consolidated Schools.
- Sinking Fund remains the same.
- Income is up slightly in the Site Sinking Fund. Projects will be right around \$1M, not including demolition of Lincoln and Christianity.
- Mr. Yeo was questioning the decrease of \$148,161 in the Community Services budget. Mrs. Eighmey responded this is due to grant reductions and reductions in Community Ed.
- Mr. VanWasshenova would like to see costs associated just with Orchard.
- The Board would like a breakdown on Athletics.

Other items:

- There was some discussion among Board members about rental of buildings
 - Mr. Monday said we have a signed agreement with the Timberwolves for them to begin using the field again and pay off their debt in two years. If they miss a payment, they would not be able to use the field. They have been paying \$500 per month on their past due amount.
 - Church rentals are always up to date
 - Mrs. Knabusch wondered if we should advertise to get more renters.
- Mrs. Eighmey is converting the lease agreement for SMT from utility payments to a monthly fee. She is working with an interim company right now as Head Start is changing ownership.

Public Relations (6.20 PM)

Mr. McLeod and Mrs. Everly gave a brief PowerPoint presentation outlining plans for district improvement. Copies of the PowerPoint were given to Board members. Items of discussion included, but were not limited to:

- At the first Board Workshop in March, the Superintendent goals will be reviewed and shown how they fit with the District School Improvement Plan.
- MEAP scores are too low; this plan includes a direct effort to improve performance.
- What can we do to put us in the public eye and achieve these goals?
- Major areas of focus include closing achievement gaps, increase parental involvement, increase use of technology, promote positive school climate, and provide professional learning communities.
- There will be surveys for students, parents, staff and community members to complete.
- District-wide communication effort including more advertising for such things as 8th grade transition to MHS, CTE programs – in particular Health Occupations.
- Top 100 seniors at MHS.
- Young 5 and Kindergarten registration slogan: "This is the start of something big!"
- Summer school for incoming kindergarten students.
- Make use of MHS teachers for Virtual High School.
- There is a perception of a lot of fighting going on at MHS, Mr. McLeod is running some numbers in regard to fighting.
- In order to compete, perhaps we should look at a 5-year program where students would attend college classes their 5th year through dual-enrollment.

Meeting adjourned 7:00 PM

ASBESTOS ABATEMENT – CHRISTIANCY AND LINCOLN

BACKGROUND

Prior to the demolition of Christiancy and Lincoln, asbestos abatement must be completed. Bids were solicited last month and six companies responded. Total Environmental Services came in with the lowest bid for Christiancy as well as Lincoln. However, upon further examination they discovered an error in their calculation of the Lincoln bid and requested their Lincoln bid be withdrawn. Qualified Abatement had the second lowest bid for both buildings. Edward Rinckey from DMD Environmental has been consulting with Mr. Oley on the abatement projects and he recommends we accept both of Qualified Abatement's bids. This will allow us to maintain consistency between abatement crews and performance, which are critical factors for these projects. Mr. Oley is in agreement with this recommendation. This project is contingent on final Board approval of demolition of Christiancy and Lincoln.

ENCLOSURES

- Bid summary
- DMD recommendation
- Total Environmental Services letter of withdrawal

RECOMMENDATION

Move to award the contract for Christiancy and Lincoln asbestos abatement to Qualified Abatement of Detroit, Michigan. Cost not to exceed \$51,380. This project is contingent on final Board approval of the demolition of Christiancy and Lincoln. 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	_____	_____	_____	_____

Asbestos Abatement Bid Summary
 Christiancy Elementary School
 February 28, 2012

Contractor

Contractor	Base Bid	Alternate 1	Total
Total Environmental Services, L.L.C. Phone: (419) 244-6555 Fax: (419) 244-6533 Email: calltes@bex.net	\$ 2,630.00	\$200.00	\$ 2,830.00
BOS Environmental Phone: (786) 755-9068 Email: Rlawler@BOSEnvironmental.com	\$ 4,100.00	\$ 500.00	\$ 4,600.00
Midwest Environmental Services, Inc. Phone: (419) 382-9200 Fax: (419) 382-7890 Email: rickmecinc@yahoo.com	\$ 4,975.00	\$ 600.00	\$ 5,575
Global Green Services Group, L.L.C. Phone: (734) 379-2054 Fax: (734) 379-2064 Doug@ggsg1.com	\$ 3,400.00	\$ 1,600.00	\$ 5,000.00
Qualified Abatement <i>Y. 49015</i> Phone: (313) 361-6003 Fax: (313) 361-6143 Tross.qabatment@sbcglobal.net	\$ 3,755.00	\$ 80.00	\$ 3,835
Environmental Maintenance Engineers JCheney@teameme.com	\$ 4,800.00	\$ 300.00	\$ 5,100.00

March 6, 2012

Mr. Jerry Oley
Monroe Public Schools
4920 West Albain Road
Monroe, Michigan 48161

**RE: AWARD RECOMMENDATION
CHRISTIANCY ELEMENTARY SCHOOL
MONROE, MICHIGAN**

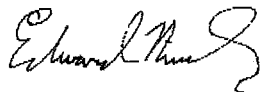
Dear Mr. Oley:

DMD Environmental, Inc. (DMD) has reviewed all bids for the asbestos materials abatement for Christiancy Elementary School project. Total Environmental Services, L.L.C. (TES) has provided the lowest bid for this project. However, DMD recommends awarding the project to Qualified Abatement (the second lowest bidder), for \$ 3,830.00. This is due to the fact that TES has withdrawn their bid for the Lincoln Elementary School project and consistency between abatement crews and performance are a critical factor for these projects.

DMD appreciates this opportunity to provide you with asbestos consulting services. If you have any questions or comments, please contact our office.

Respectfully submitted,

DMD Environmental, Inc.



Edward Rinckey
General Manager

ER/ltr
MPS Christiancy Award ltr

March 6, 2012

Mr. Jerry Oley
Monroe Public Schools
4920 West Albain Road
Monroe, Michigan 48161

**RE: AWARD RECOMMENDATION
LINCOLN ELEMENTARY SCHOOL
MONROE, MICHIGAN**

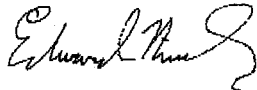
Dear Mr. Oley:

DMD Environmental, Inc. (DMD) has reviewed all bids for the asbestos materials abatement for Lincoln Elementary School project. Total Environmental Services, L.L.C. (TES) has withdrawn their bid, which was the lowest bid. DMD has contacted Qualified Abatement (the second lowest bidder) for both projects and they are confident the work can be performed at the price provided in a timely manner. Therefore, DMD recommends awarding the project to Qualified Abatement for \$ 47,550.00, which includes all alternates.

DMD appreciates this opportunity to provide you with asbestos consulting services. If you have any questions or comments, please contact our office.

Respectfully submitted,

DMD Environmental, Inc.



Edward Rinckey
General Manager

ER/ltr
MPS Lincoln Award ltr

Total Environmental Services, L.L.C.

1950 Clinton St.
Toledo, Ohio 43607

March 2, 2012

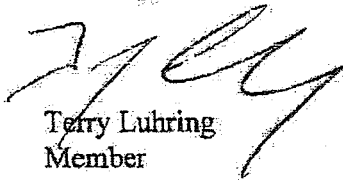
DMD Environmental Inc.
3424 W. Laskey Rd.
Toledo, Ohio 43623

To whom it may concern:

Total Environmental Services, LLC will be withdrawing their bid for the asbestos abatement at Lincoln Elementary School located in Monroe, MI. We have discovered a mathematical error in our bid form and we feel that we can't complete this project for that price.

Any questions or concerns, please call our office at 419-244-6555

Sincerely,



Terry Luhring
Member

Phone: (419) 244-6555 1-800-994-0414 FAX (419) 244-6533
www.calltes.com Email: calltes@bex.net

ASBESTOS CONSULTING SERVICES FOR CHRISTIANCY AND LINCOLN

BACKGROUND

As per government regulations, air monitoring must be conducted during any asbestos abatement. DMD Environmental has provided us with a cost proposal to provide this service during the asbestos abatement at Christiancy and Lincoln. As well as testing air samples, DMD will provide a report at the completion of the project with the test results and other relevant project documentation. DMD will also be on site for the duration of the asbestos abatement projects for project monitoring. Christiancy cost \$1,700. Lincoln cost \$11,000. We have worked with DMD Environmental in the past and have been satisfied with their service.

ENCLOSURES

DMD Environmental Cost Proposals

RECOMMENDATION

Move to award the contract for Christiancy and Lincoln asbestos abatement monitoring to DMD Environmental, Inc., Toledo, Ohio. Cost not to exceed \$12,700. 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	_____	_____	_____	_____

March 6, 2012

DMD Proposal No. 12-M002.48

Mr. Jerry Oley
Monroe Public Schools
4920 West Albain Road
Monroe, Michigan 48161

**RE: ASBESTOS CONSULTING SERVICES
CHRISTIANCY ELEMENTARY SCHOOL
MONROE, MICHIGAN**

Dear Mr. Oley:

DMD Environmental, Inc. (DMD) is pleased to present you with this cost proposal. Below you will find our proposed scope of work, cost, terms and conditions, and schedule:

1.0 SCOPE OF WORK

Our scope of work will be to perform air monitoring at the above referenced site. The monitoring will be conducted in accordance with the Asbestos Hazard Emergency Response Act (AHERA) by A Michigan Department of Licensing and Regulatory Affairs (MDLARA) Asbestos Inspector. Air sample analysis will be conducted in accordance with the National Institute of Occupational Safety and Health Administration (NIOSH) 7400 analytical method for PCM. DMD is a participant in the American Industrial Hygiene Association (AIHA) Proficiency Analytical Testing (PAT) Program for Phase Contrast Microscopy (PCM). DMD will forward a report at the completion of the project containing air sample results and other relevant project documentation. DMD will be on site for the duration of the asbestos abatement project for project monitoring.

2.0 COST

Asbestos Consulting Services, Lump Sum \$ 1,700.00

3.0 TERMS AND CONDITIONS

Work will be performed according to Monroe Public School's purchase order.

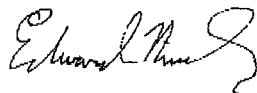
4.0 SCHEDULE

DMD is prepared to begin work as soon as a form of authorization to begin is received.

DMD appreciates this opportunity to provide you with environmental consulting services. If you have any questions concerning this proposal, please contact our office. We look forward to working with you.

Respectfully submitted,

DMD Environmental, Inc.



Edward Rinckey
General Manager

March 6, 2012

DMD Proposal No. 12-M002.49

Mr. Jerry Oley
Monroe Public Schools
4920 West Albain Road
Monroe, Michigan 48161

**RE: ASBESTOS CONSULTING SERVICES
LINCOLN ELEMENTARY SCHOOL
MONROE, MICHIGAN**

Dear Mr. Oley:

DMD Environmental, Inc. (DMD) is pleased to present you with this cost proposal. Below you will find our proposed scope of work, cost, terms and conditions, and schedule:

1.0 SCOPE OF WORK

Our scope of work will be to perform air monitoring at the above referenced site. The monitoring will be conducted in accordance with the Asbestos Hazard Emergency Response Act (AHERA) by A Michigan Department of Licensing and Regulatory Affairs (MDLARA) Asbestos Inspector. Air sample analysis will be conducted in accordance with the National Institute of Occupational Safety and Health Administration (NIOSH) 7400 analytical method for PCM. DMD is a participant in the American Industrial Hygiene Association (AIHA) Proficiency Analytical Testing (PAT) Program for Phase Contrast Microscopy (PCM). DMD will forward a report at the completion of the project containing air sample results and other relevant project documentation. DMD will be on site for the duration of the asbestos abatement project for project monitoring.

2.0 COST

Asbestos Consulting Services, Lump Sum **\$11,000.00**

3.0 TERMS AND CONDITIONS

Work will be performed according to Monroe Public School's purchase order.

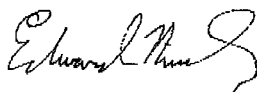
4.0 SCHEDULE

DMD is prepared to begin work as soon as a form of authorization to begin is received.

DMD appreciates this opportunity to provide you with environmental consulting services. If you have any questions concerning this proposal, please contact our office. We look forward to working with you.

Respectfully submitted,

DMD Environmental, Inc.



Edward Rinckey
General Manager

**ROOFING REPLACEMENT AND RELATED WORK AT MONROE HIGH SCHOOL
E-WING**

BACKGROUND

See attached letter from John D. Kohler, Architect, P.C.

ENCLOSURES

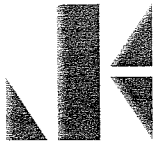
Letter from Mark Kohler
Bid Summary

RECOMMENDATION

Move to accept the bid of \$114,096 (Base Bid, Proposal A) from Advanced Roofing Services, Inc., of Maumee, Ohio for roofing replacement and related work at Monroe High School and reject all other bids. 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	_____	_____	_____	_____



JOHN D. KOHLER
ARCHITECT, P.C.

1118 WEST FRONT STREET, MONROE, MICHIGAN 48161
PHONE: (734)242-6880 FAX: (734)242-6883
WWW.KOHLERARCHITECT.NET

REGISTERED:
MICHIGAN
OHIO

MEMBER:
A.I.A.
N.C.A.R.B.

Monroe Public Schools
Administration Building
1275 N. Macomb Street
Monroe, MI 48162

March 7, 2012
Page 1 of 1

Attention: Mr. Jerry Oley
Director of Operations

Re: "E Wing" Roofing Replacement
& Related Work
at Monroe High School
for Monroe Public Schools
#1204

Dear Mr. Oley:

As directed, we have reviewed the bids opened on the above mentioned project on February 28, 2012. We submit herein our comments and recommendations.

1. Six (6) contractors picked up bidding documents from the Architect's Office. Also, one (1) contractor bid from the documents provided to Contractor's Listing Agencies as listed in the specifications.
2. A total of six (6) bids were submitted. Low Base Bid, Proposal A, was submitted by Advanced Roofing Services, Inc. of Maumee, OH at \$114,096.00. Second low bid was submitted by Quality Roofing, Inc of Ann Arbor, MI at \$118,750.00. Our cost estimate for this work was \$110,000.00. All contractors bid the Roofing System as specified. See the attached bid summary.
3. For your reference, the scope of work in the Base Bid, Proposal A includes, removing approximately 20,528 s.f. of existing roofing and insulation down to the metal roof deck on the "E" Wing roof area of the building, installing new 3" polyisocyanurate insulation (R=18.5), and a new Carlisle, fully-adhered, 60 mil. EPDM roofing system with a 20-year warranty. New tapered insulation saddles will be installed between the existing roof drains to improve roof drainage.
4. We spoke to Brian Ostroski, Sales Consultant for Advanced Roofing Services, Inc who stated he was comfortable with his bid, he visited the job prior to bidding and that he bid the project using the materials listed in the specifications. He stated they are not members of the Roofers and Sheet Metal Workers Unions but they will pay the required State Prevailing Wages. He also stated his bid includes all taxes as specified. He stated he has no Sub-contractors for this project and all work will be performed with his own workers. He will be providing a performance/labor bond as specified.
5. We have not worked with Advanced Roofing Services, Inc. on any of our past projects.
6. We called and spoke to Mr. Brad Rossi, Architect for Rossi & Associates, (419-385-6633) who stated he has worked with Advanced Roofing Services on several projects over the last five years and is currently working with them on a project for Oregon Schools and one for a Lucas County Library. He stated their workmanship is good and would recommend them if they were the low bidder on any future projects.

Therefore, based on the above, we recommend a contract be awarded to Advanced Roofing Services, Inc. of Maumee, OH for the Base Bid, Proposal A, bid amount of \$114,096.00.

Please contact our office should you need additional information or decide to proceed.

Sincerely,

Mark W. Kohler
Associate

JOHN D. KOHLER \ ARCHITECT, P.C.
 1118 WEST FRONT STREET
 MONROE, MI 48161

"E" Wing Roofing Replacement
 and Related Work
 at Monroe High School
 for Monroe Public Schools
 #1204

BID SUMMARY

Bids Due: February 28, 2012 at 3:00 P.M.
 Opening: February 28, 2012 at 4:00 P.M.
 Cost Estimate: \$110,000.00

Contractor	Proposal A (Base Bid)	B.B. or C.C.	REMARKS
Advanced Roofing Services 205 W. Sophia St. Maumee, Oh 43537 ph: 419-891-1505 fx: 419-891-1183	\$114,096.00	B.B.	No Manufacturer Listed
Quality Roofing 6201 Earhart Road Ann Arbor, MI 48105	\$118,750.00	B.B.	Carlisle or Firestone
Royal West Roofing 10505 Plaza Dr. #B Whitmore Lake, MI 48189 Ph: 734-449-7663 Fx: 734-449-4333	\$139,800.00	B.B.	Carlisle
Nordman Roofing 1722 Starr Avenue Toledo, Ohio 43605 Ph: 419-691-5737 Fx: 419-691-9521	\$146,900.00	B.B.	Carlisle or Firestone
United Roofing & Sheet Metal 7255 Progress Street Holland, Oh 43528 ph: 419-865-5576 fx: 419-865-2060	\$158,500.00	B.B.	Carlisle or Firestone
Bloom Roofing Systems, Inc. 12238 Emerson Drive Brighton, MI 48116 Ph: 248-264-7222 Fx: 248-587-5067	\$159,210.00	B.B.	Carlisle
M.J. Weise Roofing Co. P.O. Box 196 Millbury, Oh 43447 Ph:419-836-3028	No Bid		

file: excel/bidtab/1204-BIDTAB

HOT WATER HEATER REPLACEMENT AT MONROE MIDDLE SCHOOL

BACKGROUND

See attached letter from John D. Kohler, Architect, P.C.

ENCLOSURES

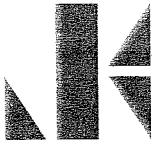
Letter from Mark Kohler
Bid Summary

RECOMMENDATION

Move to accept the bid of \$31,782 (Base Bid, Proposal A) from Thompson Plumbing & Heating, Inc. of Petersburg, Michigan for the hot water heater replacement and related work at MMS and reject all other bids. 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	_____	_____	_____	_____



**JOHN D. KOHLER
ARCHITECT, P.C.**

1118 WEST FRONT STREET, MONROE, MICHIGAN 48161
PHONE: (734)242-6880 FAX: (734)242-6883
WWW.KOHLERARCHITECT.NET

REGISTERED:
MICHIGAN
OHIO

MEMBER:
AIA
NCARB

Monroe Public Schools
Administration Building
1275 N. Macomb Street
Monroe, MI 48162

March 7, 2012
Page 1 of 1

Attention: Mr. Jerry Oley
Director of Operations

Re: Hot Water Heater Replacement
at Monroe Middle School
for Monroe Public Schools
#1119

Dear Mr. Oley:

As directed, we have reviewed the bids opened on the above mentioned project on February 28, 2012. We submit herein our comments and recommendations.

1. Seven (7) contractors picked up bidding documents from the Architect's Office.
2. A total of six (6) bids were submitted. Low Base Bid, Proposal A, was submitted by Thompson Plumbing & Heating, Inc. of Petersburg, MI at \$31,782.00. Second low bid was submitted by Sieb Plumbing & Heating, Inc., of Monroe, MI at \$33,196.00. Our cost estimate for this work was \$50,000.00. The bids were in line with each other. All contractors bid the Boiler Systems as specified. See the attached bid summary.
3. For your reference, the scope of work in the Base Bid, Proposal A includes, removal of the existing rusted 600 gallon hot water heater and replacing it with a new high efficiency water heater and a new storage tank system. The storage tank capacity has been decreased to match the current occupancy use. All new equipment will be connected via DDC Controls to the School's energy management system as installed by Control Systems of Ohio.
4. We spoke to Chris Freshour, Commercial Piping Manager for Thompson Plumbing & Heating, Inc., who stated he was comfortable with his bid, and that he bid the project using the materials listed in the specifications. He stated all his workers and sub-contractors belong to the various trade unions and they pay more than the required State Prevailing Wages. He also stated his bid includes all permits and taxes as specified. He stated his sub-contractors are: Geal Electric, Commercial Insulation and Control Systems of Ohio for temperature controls. He will be providing a performance/labor bond as specified.
5. Thompson Plumbing & Heating, Inc. installed the plumbing and HVAC work at the Custer Café addition in 2010 and performed well.

Therefore, based on the above, we recommend a contract be awarded to Thompson Plumbing & Heating, Inc. of Petersburg, MI, for the Base Bid, Proposal A, bid amount of \$31,782.00.

Please contact our office should you need additional information or decide to proceed.

Sincerely,

Mark W. Kohler
Associate

enc: As Indicated
cc: Files Docs/1119-REC-1

JOHN D. KOHLER \ ARCHITECT, P.C.
 1118 WEST FRONT STREET
 MONROE, MI 48161

Hot Water Heater Replacement
 At Monroe Middle School
 For Monroe Public Schools
 #1119

BID SUMMARY

Bids Due: February 28, 2012 at 3:00 P.M.
 Opening: February 28, 2012 at 4:00 P.M.
 Cost Estimate: \$50,000.00

Contractor	Proposal A (Base Bid)	B.B. or C.C.	REMARKS
Thompson Plumbing & Heating 170 Petersburg Rd. Petersburg, Michigan 49270 Ph: 734-279-1244 Fx:734-856-8200	\$31,782.00	B.B.	
Sieb Plumbing & Heating 303 E. Front Street Monrore, Michigan 48161 Ph: 734-241-8898	\$33,196.00	B.B.	
Monroe Plumbing & Heating 506 Cooper Street Monroe, Michigan 48161 Ph: 241-4277 Fx: 241-3602	\$33,400.00	B.B.	
Dimech Services 5505 Enterprise Blvd. Toledo, Oh 43612 ph: 419-727-0111 fx: 419-727-0145	\$35,900.00	B.B.	
Erie Welding & Mechanical 9776 S. Dixie Hwy. Erie, MI 48133 Ph: 734-848-8361 Fx: 734-848-2109	\$36,668.00	B.B.	
Adrian Mechanical Services Co. 953 W. Beecher Street Adrian, Michigan, 49221 Ph: 517-263-5025 Fx: 517-263-1430	\$43,730.00	B.B.	
LaRoy Plumbing & Heating P.O. Box 552 Sylvania, Oh. 43560 ph:734-854-4600 fx:734-854-4402	No Bid		

BOILER REPLACEMENT AND RELATED WORK AT MONROE MIDDLE SCHOOL

BACKGROUND

See attached letter from John D. Kohler, Architect, P.C.

ENCLOSURES

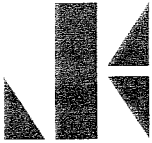
Letter from Mark Kohler
Bid Summary

RECOMMENDATION

Move to accept the bid of \$859,000 (Base Bid, Proposal A) from Erie Welding & Mechanical Contractors, Inc., Erie, MI, for boiler replacement and related work at Monroe Middle School and reject all other bids. 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	_____	_____	_____	_____



**JOHN D. KOHLER
ARCHITECT, P.C.**

1118 WEST FRONT STREET, MONROE, MICHIGAN 48161
PHONE: (734)242-6880 FAX: (734)242-6883
WWW.KOHLERARCHITECT.NET

REGISTERED:
MICHIGAN
OHIO

MEMBER:
A.I.A.
N.C.A.R.B.

Monroe Public Schools
Administration Building
1275 N. Macomb Street
Monroe, MI 48162

March 7, 2012
Page 1 of 1

Attention: Mr. Jerry Oley
Director of Operations

Re: Boiler and AHU Replacement
at Monroe Middle School
for Monroe Public Schools
#1107

Dear Mr. Oley:

As directed, we have reviewed the bids opened on the above mentioned project on February 28, 2012. We submit herein our comments and recommendations.

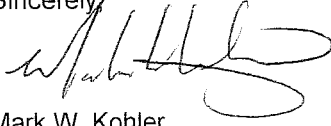
1. Six (6) contractors picked up bidding documents from the Architect's Office.
2. A total of six (6) bids were submitted. Low Base Bid, Proposal A, was submitted by Erie Welding & Mechanical Contractors, Inc. of Erie, MI. at \$859,000.00. Second low bid was submitted by Sieb Plumbing & Heating, Inc. of Monroe, MI. at \$875,455.00. Our cost estimate for this work was \$500,000.00. All contractors bid the Boiler and Air Handling systems as specified. See the attached bid summary.
3. For your reference, the scope of work in the Base Bid, Proposal A includes, removal and replacement of the existing air handling units which serve the Auditorium, Gymnasium and Pool areas. The new air handling units will have hot water heat provided via new high efficiency hot water boilers located in the attic. This project will be the first phase of the overall conversion of the building's steam heating to hot water. All new equipment will be connected into the building's existing DDC system. Controls will be furnished and installed by the School's approved temperature control contractor, Control Systems of Ohio.
4. We spoke to Mike Binder, Estimator and Project Manager for Erie Welding & Mechanical Contractors, Inc., who stated he was comfortable with his bid, and that he bid the project using the materials listed in the specifications. He stated they are not members of the Roofers and Sheet Metal Workers Unions but they will pay the required State Prevailing Wages. He also stated his bid includes all permits and taxes as specified. He will be providing a performance/labor bond as specified.
5. Erie Welding & Mechanical Contractors, Inc. has completed several projects for Monroe Public Schools including, Boiler Replacement projects at Custer II Elementary in 2009, Christiancy Elementary in 2001, Waterloo Elementary in 1988, and Hollywood Elementary in 1989.
6. We also spoke to Frank Nation, Estimator for Sieb Plumbing & Heating, Inc., who stated he was comfortable with his bid, and that he bid the project using the materials listed in the specifications.
7. The following is a list of sub-contractors included in the low two bidders prices:

	Erie Welding & Mechanical Contractors, Inc.	Sieb Plumbing & Heating, Inc.
Boilers	Lochinvar	Lochinvar
Air Handling Equipment	Trane	Trane
Temp Controls	Control Systems of Ohio	Control Systems of Ohio
Plumbing	Erie Weding & Mech.	Sieb Plumbing & Heating
Sheet Metal	S&Z Sheet Metal	Sieb Plumbing & Heating
Demolition	Erie Demolition	Blue Star
Electrical	Zieler Electric	Staelgraeve Turner Electric
Insulation	Commercial Insulation	Toledo Mechanical Insulation
General Trades	Empire Builders	Spieker Company

Therefore, based on the above, we recommend a contract be awarded to Erie Welding & Mechanical Contractors, Inc. of Erie, MI for the Base Bid, Proposal A, bid amount of \$859,000.00.

Please contact our office should you need additional information or decide to proceed.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark W. Kohler', written in a cursive style.

Mark W. Kohler
Associate

enc: As Indicated
cc: Files Docs/1107-REC-1

JOHN D. KOHLER \ ARCHITECT, P.C.
 1118 WEST FRONT STREET
 MONROE, MI 48161

Boiler & AHU Replacement
 At Monroe Middle School
 For Monroe Public Schools
 #1107

BID SUMMARY

Bids Due: February 28, 2012 at 3:00 P.M.
 Opening: February 28, 2012 at 4:00 P.M.
 Cost Estimate: \$500,000.00

Contractor	Proposal A (Base Bid)	B.B. or C.C.	REMARKS
Erie Welding & Mechanical 9776 S. Dixie Hwy. Erie, MI 48133 Ph: 734-848-8361 Fx: 734-848-2109	\$859,000.00	B.B.	
Sieb Plumbing & Heating 303 E. Front Street Monrore, Michigan 48161 Ph: 734-241-8898 Fx: 734-241-9067	\$875,455.00	B.B.	
Thompson Plumbing & Heating 170 Petersburg Rd. Petersburg, Michigan 49270 Ph: 734-279-1244 Fx:734-279-1203	\$898,500.00	C.C.	C.C. for \$45,000.00
Monroe Plumbing & Heating 506 Cooper Street Monroe, Michigan 48161 Ph: 241-4277 Fx: 241-3602	\$969,000.00	B.B.	
Dimech Services 5505 Enterprise Blvd. Toledo, Oh 43612 ph: 419-727-0111 fx: 419-727-0145	\$1,040,000.00	B.B.	
Adrian Mechanical Services Co. 953 W. Beecher Street Adrian, Michigan, 49221 Ph: 517-263-5025 Fx: 517-263-1430	\$1,132,300.00	B.B.	

file: excel/bidtab/1107-BIDTAB

RADIO STATION RESOLUTION

BACKGROUND

On November 28, 2011, Monroe Public Schools and MPACT reached agreement for the sale of the FCC license for radio station WYDM and certain associated assets of the station. The matter went before the Federal Communications Commission which on February 23, 2012, granted its consent for the sale of the station license and related equipment. At that time, the FCC informed Monroe Public Schools and MPACT that the transaction must be completed within 90 days and included several FCC documents which formalized the earlier agreement. One of those documents is a resolution affirming the sale and authorizing any of the officers of the school or a designee to take the necessary actions to consummate and conclude the sale and agreement, and to ensure that all required FCC documentation is completed as agreed to. The FCC requires both the seller and buyer to complete and approve similar resolutions. The MPACT Board approved its resolution at its monthly meeting, March 1, 2012. With board approval of this resolution, Monroe Public Schools will receive a check for \$25,000 from MPACT and no longer will be the owner of a radio station. Transfer of the equipment will begin soon at an agreed upon time and date.

ENCLOSURE(S)

Resolution

RECOMMENDATION

Move to approve the resolution to authorize, ratify, approve and consent to the assignment of the license and certain associated assets of Radio Station WYDM-FM to Monroe Public Access Cable Television, Inc.

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	_____	_____	_____	_____

Resolution

BE IT RESOLVED, that **Monroe Public Schools** (the "School") hereby authorizes, ratifies, approves and consents to the assignment of the license and certain associated assets of Radio Station WYDM-FM to **Monroe Public Access Cable Television, Inc., ("MPACT")** pursuant to that certain Asset Sale Agreement dated November 28, 2011 by and between the School and MPACT.

BE IT FURTHER RESOLVED, that any of the officers of the School and any person or persons designated and authorized to act by any officer of the School are hereby severally authorized to take any necessary action to consummate the Asset Sale Agreement and to execute and deliver all documents, certificates, agreements or other instruments in the name and on behalf of this School, as they or any of them deem to be necessary or advisable in order to carry into effect the intent of said Agreement.

**RESOLUTION ADOPTING AMENDMENT TO BOARD OF EDUCATION
POLICY**

BACKGROUND

At the January 10, 2012 Board Meeting #1, the Board of Education voted to remove this agenda item to bring back at a later date. We are now petitioning the Board to adopt this resolution.

The Michigan Legislature recently enacted amendments to the Michigan Election Law, MCL 168.1 *et seq.* (the "Act"), whereby Michigan school districts are mandated to hold its election for the office of school board members on the November general election date. In conjunction with the change in the Board election date to even-year November, an amendment is needed in order to change all the terms of office for its Board members from 4 years to 6 years.

ENCLOSURES

Resolution
Exhibit A

RECOMMENDATION

Move to approve the amendment to Board Policy BBB, attached as Exhibit A, to change the terms of office of School District Board member from 4 years to 6 years.

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

HAND VOTE _____

**MONROE PUBLIC SCHOOLS
COUNTY OF MONROE
STATE OF MICHIGAN**

**RESOLUTION ADOPTING AMENDMENT
TO BOARD OF EDUCATION POLICY**

A regular meeting of the Board of Education (the "Board") of Monroe Public Schools (the "School District"), was held in the District, on March 13, 2012, at 7:00 p.m.

The meeting was called to order by _____.

Present: _____

Absent: _____

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, the Michigan Legislature has recently enacted amendments to the Michigan Election Law, MCL 168.1 *et seq.* (the "Act"), whereby Michigan school districts are mandated to hold its elections for the office of school board member on the November general election date; and

WHEREAS, the Board of the School District, in conjunction with the change in the Board election date to even-year November, desires to adopt the following amendment, attached as **Exhibit A**, to Board Policy BBB in order to change all the terms of office for its Board members from 4 years to 6 years; and

WHEREAS, the Board of the School District, in amending or adopting new Board policies, is required by Board Policy BFC to present such policy for a first reading at a regular meeting of the Board and then tabled for final action at a later regular meeting of the Board, unless the Board, by unanimous vote of those present, suspends its rules to give immediate effect to the policy, when it is deemed necessary.

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

1. The Board of the School District hereby approves the amendment to Board Policy BBB, attached as **Exhibit A**, to change the terms of office of School District Board member from 4 years to 6 years.

2. The Board of the School District authorizes and directs its Secretary to file this resolution with the office of the Michigan Secretary of State and with the Monroe County Election Coordinator in order to implement the change in its Board member terms.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Ayes: _____

Nays: _____

Resolution adopted.

Secretary
Board of Education
Monroe Public Schools

The undersigned duly qualified and acting secretary of the Board of Education of Monroe Public Schools, County of Monroe, State of Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a regular meeting held on March 13, 2012, the original of which resolution is a part of the Board's minutes and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary
Board of Education
Monroe Public Schools

EXHIBIT A

File BBB

BOARD GOVERNANCE AND OPERATIONS

School Board Elections and Terms

The regular annual school election for the School District shall be held on the November general election date, meaning every even-year November.¹ At least one school board member for the School District shall be elected at each of the School District's regular elections. A School District Board member's term begins on January 1 immediately following the election.²

Members of the Board shall be elected by the School District electors for terms of six (6) years.

If a vacancy of an officer of a School District Board members occurs under Section 310 of the Michigan Election Law, MCL 168.310, such vacancy shall be filled by appointment or election in accordance with the procedures outlined in Section 311 of the Michigan Election Law, MCL 168.311.

¹ Michigan Election Law, MCL 168.642c

² Michigan Election Law, MCL 168.302

Policy Adopted	<u>July 5, 1971</u>
Policy Revised	<u>October 11, 1971</u>
	<u>July 9, 1973</u>
	<u>August 11, 1977</u>
	<u>January 9, 2001</u>
	<u>December 13, 2011</u>

HOSA STATE LEADERSHIP CONFERENCE IN STATE - OVER NIGHT

BACKGROUND

Monroe High School teacher and HOSA advisor, Leah Morelli, wishes to petition the Board of Education for permission to take eight (8) Monroe High School students to Traverse City, MI in order to attend the HOSA State Leadership Conference. This overnight trip to attend the 2012 state leadership conference will be held at the Grand Traverse Resort, Traverse City, Michigan on April 19th and 20th 2012. The Monroe High School students will compete in health care situational competitions. The students who are eligible for this conference have advanced from the regional level. This conference is all about health care and leadership.

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 HOSA State Leadership Conference in Traverse City, Michigan according to the terms of Policy IICA, Field Trips and Excursions.

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

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



**MONROE HIGH SCHOOL
CAREER & TECHNICAL EDUCATION**

HOSA STUDENT ORGANIZATION

Leah Morelli, Chapter Advisor

901 Herr Road Monroe, MI 48161 Phone 734.265.3560 Fax 734.265.3451

TO: Ryan McLeod, Assistant Superintendent
FROM: Leah Morelli
DATE: March 4, 2012
RE: **REQUEST FOR HOSA STATE LEADERSHIP CONFERENCE FIELD TRIP**

The Monroe High School Chapter of HOSA (Health Occupations Students of America) had its regional competition on March 2nd 2012. There were 10 members who have advanced to the state leadership conference competition. It will be held at the Grand Traverse Resort in Traverse City, MI. My four officers will be competing, and attending the leadership events while at the conference. We would depart from MHS Wednesday, April 18th after school. The competition is on Thursday and Friday, April 19th & 20th. We would return on Saturday, April 21st by early afternoon. Transportation will be provided by the chaperones, Mrs. Leah Morelli, Mrs. Alka Pandya, and Mrs. Margie Lake (all are teachers at Monroe High School).

Enclosed is the Field Trip Request package, including a detailed agenda of the events. Funding will be provided through the HOSA Club account, as well as from added cost funds from our health occupations program. Students will contribute as well. Students have held many fundraisers to help meet their expenses.

I would like to present this trip for approval to our Board of Education at their next meeting.

Thank you for your consideration in yet another way that Monroe Public Schools helps our students to become better prepared for their life experiences after they leave our classrooms.

Sincerely,

Leah Morelli
HOSA Advisor
Monroe High School

Enclosure: Out-of-State Field Trip Request package

NOTICE OF NONDISCRIMINATION

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

Number of Other Adults Assisting: 0

Number of School Days Student will be Attending Trip: 2

Cost Per Child: \$334

Cost Per Chaperone: \$334

Monroe Public Schools Funds Being Used to Pay for: See breakdown included

Students: Yes No
 Chaperones: Yes No

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

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

will have before depart

Enroute to Det. Sufano (3)
Morell
Pandya
Lake

Updated: 09/12/06

**Health Occupations Students of America (HOSA)
 State Leadership Conference Funding Estimation
 Traverse City, MI
 April 19th & 20th, 2012(departing 4-18, returning 4-21)**

Lodging	3 rooms x 3 nights	\$ 543.93 (CTE Added Cost Funds for room Leah stays in)* \$ 1087.86 (HOSA club account #023) See attached Grand Traverse Invoice for a breakdown of lodging expenses.
Registration	10 students x \$75 = 3 advisors x \$75 =	\$750.00 (student HOSA account contribution – no cost to district) \$ 225.00 (CTE Added Cost Funds)*
Food	10 students x \$70.00/trip = 3 teachers x \$40/day =	\$700.00 (student/parent contribution – no cost to district) \$480.00 (CTE added cost funds)
Gas	542 miles x \$0.34 x 3 cars =	\$552.84 (CTE Added Cost Funds)*
Total Funds Requested from CTE added cost		\$1,801.77
Total Funds Paid for by Students directly		\$700.00
Total funds from HOSA account acquired by student fund raising		\$1,837.86
Estimated Total Cost of Trip		\$4,339.63

Thursday

Start Time	Event	Location
9:00-11:30 A.M.	Registration (Advisors)	Lower Reg. Desk
	Please Submit to HOSA HQ: Job Seeking Skills Cover Letter & Resume HOSA Theme Contest, HOSA Week, Chapter Newsletter Barbara James Service Award, Outstanding HOSA Chapter Researched Persuasive Speaking Paper	
12:00 P.M.	Advisor Orientation	Michigan Ballroom
12:15 P.M.	Welcome Session (All HOSA Students)	Governors' Hall A-D
1:15 P.M.	Courtesy Corps Meeting	Governors' Hall A-D
1:15 P.M.	State Officer Candidate Registration	HOSA Registration Desk
1:20 P.M.	Nursing Assisting Test	Michigan Ballroom A, B
1:30 P.M.	Biotechnology Test	Michigan Ballroom A, B
1:30 P.M.	CERT Test	Michigan Ballroom A, B
1:30 P.M.	Dental Science Test	Michigan Ballroom A, B
1:30 P.M.	Emergency Medical Technician Test	Michigan Ballroom A, B
1:30 P.M.	Medical Assisting Test	Michigan Ballroom A, B
1:50 P.M.	Physical Therapy Test	Michigan Ballroom A, B
1:50 P.M.	Veterinary Science Test	Michigan Ballroom A, B
1:30 P.M.	CPR/First Aid Test	Michigan Ballroom C, D
1:30 P.M.	Epidemiology Test	Michigan Ballroom C, D
1:50 P.M.	Forensic Medicine Test	Michigan Ballroom C, D
1:50 P.M.	Home Health Aide Test	Michigan Ballroom C, D
1:50 P.M.	Sports Medicine Test	Michigan Ballroom C, D
3:00 P.M.	Nursing Assisting Results Posted outside Governors' Hall	
3:30 P.M.	Nursing Assisting finalists and all Personal Care competitors advancing to 2nd Round should meet in hotel lobby for departure. Skills evaluation will take place at Traverse Bay Area CTC.	
1:00 P.M.	Biomedical Debate	Mackinac Room A
1:00 P.M.	Career Health Display	Governors' Hall E-F
1:00 P.M.	Extemporaneous Health Poster	Tower Room A
1:00 P.M.	Extemporaneous Speaking	Executive Board Room
1:00 P.M.	Health Education	Peninsula B, C
1:00 P.M.	Job Seeking Skills & Interviewing Skills	Peninsula A
1:00 P.M.	Medical Photography	Michigan Ballroom E-G
1:00 P.M.	Prepared Speaking & Speaking Skills	Tower Room B, C
1:00 P.M.	Public Health Emergency Preparedness	Michigan Ballroom H
1:00 P.M.	Public Service Announcement	Mackinac Room C
1:00 P.M.	Researched Persuasive Speaking	Mackinac Room B
4:00 P.M.	Healthy Life Styles Test	Michigan Ballroom A, B
4:00 P.M.	Creative Problem Solving Test	Michigan Ballroom A, B
4:00 P.M.	Dental Spelling Test	Michigan Ballroom A, B
4:20 P.M.	HOSA Bowl Test	Michigan Ballroom A, B
4:20 P.M.	Medical Spelling Test	Michigan Ballroom A, B
4:20 P.M.	Medical Reading Test	Michigan Ballroom C, D
4:20 P.M.	Healthcare Issues Exam	Michigan Ballroom C, D
	(Healthcare Issues Exam available between 4:00-7:00 P.M.)	
5:00 P.M.	Voting Delegate Briefing (Candidate Speeches)	Governors' Hall A-D
	(Open to all students and advisors)	
5:00 P.M.	Community Awareness	Michigan Ballroom G
5:00 P.M.	Extemporaneous Writing	Michigan Ballroom C, D
5:00 P.M.	Parliamentary Procedure (Written Test & Skills)	Tower Room C
7:00 P.M.	Competitors advancing to second round posted outside Governors' Hall	

Thursday

Thursday Symposiums		
4:00-4:40 P.M.	Symposium	Governors' Hall A-D
6:00-6:40 P.M.	Symposium	Tower Room A, B
6:00-6:40 P.M.	Symposium	Peninsula B, C
7:30-8:10 P.M.	Symposium	Michigan Ballroom C, D
9:00 P.M.	Opening Session	Governors' Hall A-F
11:30 P.M.	Curfew	Your Room

Friday

Start Time	Event	Location
7:15 A.M.	Biotechnology	Michigan Ballroom H
7:15 A.M.	CERT	Tower Room A
7:15 A.M.	Creative Problem Solving	Michigan Ballroom C, D
7:15 A.M.	Forensic Medicine	Tower Room C
7:15 A.M.	Home Health Aide	Michigan Ballroom G
8:00 A.M.	Clinical Specialty	Mackinac Room C
8:00 A.M.	CPR/First Aid & Life Support Skills	Peninsula Room B, C
8:00 A.M.	Emergency Medical Technician	Mackinac Room A
8:00 A.M.	HOSA Bowl	Michigan Ballroom E
8:00 A.M.	Medical Reading	Room 1556 in the Tower
8:00 A.M.	Medical Spelling	Mackinac Room B
8:00 A.M.	Veterinary Science	Peninsula Room A
9:00 A.M.	Dental Terminology Test	Michigan Ballroom A, B
9:00 A.M.	Knowledge Test: Human Growth & Development	Michigan Ballroom A, B
9:00 A.M.	Knowledge Test: Concepts of Healthcare	Michigan Ballroom A, B
9:00 A.M.	Knowledge Test: Nutrition	Michigan Ballroom A, B
9:00 A.M.	Knowledge Test: Pathophysiology	Michigan Ballroom A, B
9:00 A.M.	Knowledge Test: Pharmacology	Michigan Ballroom A, B
9:20 A.M.	Medical Terminology Test	Michigan Ballroom A, B
9:20 A.M.	Medical Math Test	Michigan Ballroom A, B
9:30 A.M.	Student Leadership Academy	Governors' Hall E-F
12:00 P.M.	Dental Spelling	Mackinac Room B
12:00 P.M.	Medical Assisting	Tower Room C
12:00 P.M.	Physical Therapy	Tower Room A, B
12:00 P.M.	Sports Medicine	Michigan Ballroom F-H
12:00 P.M.	Dental Science (Report to HOSA Registration Desk @ 12:00 P.M. Event takes place at Northwestern Michigan College)	Offsite
Friday Symposiums		
12:00-12:40 P.M.	Symposium	Governors' Hall A-D
1:00-1:40 P.M.	Symposium	Peninsula A
1:00-3:30 P.M.	Student Leadership Academy	Governors' Hall E-F
2:00-2:40 P.M.	Symposium	Peninsula A
3:00-3:40 P.M.	Symposium	Peninsula A
3:30 P.M.	Officer Election Session (For Voting Delegates & Officer Candidates)	Governors' Hall A-D
8:00 P.M.	Grand Awards Ceremony	Governors' Hall A-F
10:00 P.M.	Activity Night	Governors' Hall & Michigan Ballroom
12:00 A.M.	Curfew	Your Room

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:

HOSA (Health Occupations Students of America)
State Leadership Conference. This is
an event that is all about health care
and leadership. Competitors who advanced
from regionals will compete at the state
level.

School(s): MHS

Chaperones: Leah Morelli

Alka Pandya

Margie Lake

Method of Transportation: Chaperones will drive students

Date of Departure: 4/18/12

Time of Departure: 2:30 p.m.

If overnight, number of nights: 3

Date of Return: 4/21/12

Time of Return: 3:00 p.m.

Number of Students Participating: 10

Number of Staff Supervising: 3

Monroe Public Schools Field Trip Information Form

Date of Trip: April 18th → April 21st 2012

Grade/Team/Organization Making Request: MHS HOSA

Destination: Grand Traverse Resort

Address: 100 Grand Traverse Village Blvd.

City: Acme, MI State: MI Zip: 49610

Means of Transportation: Chaperones will drive

Number of Students and Adults Involved: 13

Exact Loading Location: MHS Staff Lot

Estimated Time of Departure: 2:30 p.m. on 4-18-12

Estimated Time of Departure from Destination: 9:00 a.m. on 4-21-12

Expected Time of Arrival: 2:30 p.m.

Purpose of Trip: HOSA State Leadership Conference

Faculty Supervisor: Leah Morelli

Substitute(s) needed: already requested/reserved
 Yes No (This does not secure the substitute)

Principal's Signature: [Signature] Date: 3/8/12

Approved Denied

Assistant Superintendent's Signature: [Signature] Date: 3/8/12

Approved Denied

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

EXPLANATION AND DATES:

Departure Date/Day Wed. 4-18-12 Return Date/Day 4-21-12

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

The purpose of this trip is HOSA State Leadership Competition and the group sponsoring the trip is MHS HOSA (Health Occupations Students of America)

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) Leah Morelli

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 _____

ADJOURNMENT

RECOMMENDATION

Move to adjourn the March 13, 2012 Board Meeting #5.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____