



# **MONROE PUBLIC SCHOOLS**

## **BOARD MEETING #7**

**April 17, 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.”*

### **NOTICE OF NON-DISCRIMINATION**

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

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Board Meeting #7  
Tuesday, April 17, 2012  
7:00 PM

**AGENDA**

- A. **Roll Call and Call to Order**.....Mr. Vensel
  - 1. Pledge of Allegiance to the Flag.....Mr. Vensel
  
- 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:
    - March 27, 2012 Board Work Session
    - March 27, 2012 Board Meeting #6
  
  - 2. **Reports and Update**..... Mr. Vensel  
None at this time.
  
  - 3. **Staff Resignations**.....Mr. McLeod  
Move to approve the resignations of Karen Zillgitt, Jean Green, Kathleen Liebner, Francetta Rayce, Maryanne Hooper, Lynne Zabawa, and Martha Whiting effective at the end of the 2011/12 school year, from Monroe Public Schools.
  
  - 4. **In State - Overnight Field Trip** .....Mr. McLeod  
Move to approve the Monroe High School students' attendance at the MITES competition being held in Saginaw, Michigan according to the terms of Policy IICA, Field Trips and Excursions.
  
  - 5. **Purchase of Playground Mulch** .....Mr. Oley  
Move to approve the purchase of 450 cubic yards of playground mulch from Jack's Lawn Service, Monroe, Michigan at a delivered cost not to exceed \$7,920 with money to come from the general fund.
  
  - 6. **Superintendent Comments** ..... Mr. Monday
  
  - 7. **Old Business**..... Mr. Vensel
  
  - 8. **New Business** ..... Mr. Vensel
  
  - 9. **Public Commentary-Any Topic**..... Mr. Vensel
  
  - 10. **Adjournment**..... Mr. Vensel  
Move that the April 17, 2012, Board Meeting #7 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**

- March 27, 2012 Board Work Session Minutes
- March 27, 2012 Board Meeting #6 Minutes

**RECOMMENDATION**

Move to approve the following minutes:

- March 27, 2012 Board Work Session
- March 27, 2012 Board Meeting #6

**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

Work Session

Tuesday, March 27, 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 Larry VanWasshenova

Board Members Absent: President David Vensel

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

Administrators Absent: Randy Monday

Vice-President Yeo called the meeting to order at 5:34 PM.

### Superintendent's Goals

Regarding the superintendent's evaluation, Mrs. Knabusch-Taylor suggested adding a statement to the Board policy that the superintendent shall be given a written evaluation more than once a year so he is aware of how he is doing without waiting for such a long period of time. Ms. Spicer added that this periodic evaluation should be one of the Board goals.

Mrs. Everly pointed out that since the last board workshop, the administrative team has done lots of work on the district/superintendent's goals. This Thursday is a district school improvement meeting at the community college where work will continue on these goals. The superintendent's goals are in alignment with our school improvement plans and it gives the district correct focus as to where we need to improve.

Last Wednesday was a professional development day. Every school, teacher and administrator focused on common goals as a district. Everyone, both elementary and secondary, discussed the bullying initiative and the district improvement plan. It was a powerful day for the district. This is attributed to the central office focusing our energy on the district goals and integrating them into the individual school improvement plans. If we are going to focus on student achievement, all schools need to be aligned with the district plan; it is a group effort. We are laying out a course for district administrators and teachers to improve student growth with a common plan. This is the first time we have seen so much effort in the common goal of improving student achievement. We are making the best use of our resources and everything we do needs to be driven by these goals.

Everyone is working together. Student achievement also ties to teacher evaluations. We are helping the teachers develop skills to improve student achievement. Our MEAP scores are unacceptable. We need to maximize the effectiveness of the resources that we have.

We have so many teachers and administrators who have stepped up to be leaders of this effort. We need to be innovative and involve parents to also be part of school improvement plans. Representatives from every part of the district are a part of the ad staff meetings – technology, maintenance, state and federal programs, and curriculum, and we are working together to achieve our district goals.

**Room Rental - RELC**

We would like to have another Discovery classroom housed at RELC. Since we may need to utilize more classrooms at Riverside, we are not planning to renew the YMCA Co-op rental agreement. Another concern is that they may have been steering their families away from MPS.

**Closed Session**

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

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

**Reconvene Open Session**

Motion by Dr. March; support by Mrs. Knabusch-Taylor that the March 27, 2012 Work Session of the Monroe Public Schools Board of Education be reconvened.

Vote: Motion carried by a 6-0 hand vote at 7:02 PM.

**Adjournment**

Motion by Dr. March; support by Mr. Benore that the 5:30 PM, March 27, 2012 Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:02 PM.

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**June Knabusch-Taylor, Secretary**

# MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #6

Tuesday, March 27, 2012

7:00 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 Larry VanWasshenova

Board Members Absent: President David Vensel arrived at 7:12 PM.

Administrators Present: Julie Everly, Ryan McLeod, Katherine Eighmey, Jerry Oley

Administrators Absent: Randy Monday

Vice-President Yeo called the meeting to order at 7:08 PM.

### Public Commentary-Agenda Items Only

Selma Rankins was opposed to spending site sinking fund money on old buildings such as Monroe Middle School.

### Approval of Minutes

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

- March 13, 2012 Board Work Session
- March 13, 2012 Board Meeting #5
- March 20, 2012 Special Board Meeting (three sets)
- March 21, 2012 Special Board Meeting (one set)

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

### Reports and Update

The March 5, 2012 Board Personnel Committee Minutes and the March 13, 2012 Board Curriculum Committee minutes were received without comments.

### Medical Assistant Recommendation

Motion by Mr. VanWasshenova; support by Mr. Yeo to approve a recommendation to contract with Temporary School Staff, Inc. for the placement of Kimberly Woods as a medical assistant in the Monroe Public Schools district upon completion of criminal history verification.

Discussion: Ms. Woods was in attendance and the Board of Education members offered their congratulations.

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

### Staff Resignations

Motion by Mr. Yeo; support by Mr. VanWasshenova to approve the resignations of Amy Eisenmann, Polly Marshall and Kathryn Rahal effective at the end of the 2011/12 school year, from Monroe Public Schools.

Discussion: Mr. Vensel noted that the Board appreciates these teachers' years of service. He has personally worked with Ms. Eisenmann and complimented her on being an outstanding teacher and great leader.

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

### **Elementary Math Curriculum Revision: Technology Component**

Motion by Mr. VanWasshenova; support by Ms. Spicer to approve the two year purchase of the Dreambox Learning site license subscription for the math curriculum technology component. The cost for the two year subscription is \$51,000.00 for all elementary schools. This will allow all elementary students both in school and at home access for two years.

Discussion: With Dreambox, students work at their own individualized levels. The program will be part of math instruction in every classroom and can be used for enrichment as well as mediation. Dreambox will be funded with monies from the curriculum budget. Dreambox will be implemented right away and should be noted that summer school at risk students have shown positive results with this technology component.

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

### **School Lunch Prices**

Motion by Mrs. Knabusch-Taylor; support by Mr. Yeo to approve Option C to set prices for school lunches for the 2012/13 school year.

Discussion: Mr. Benore noted the irony of the state requiring us to raise lunch prices on one hand and then telling us that we are too profitable and need to spend money.

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

### **Gymnasium Door and Frame Replacement at Custer and Manor**

Motion by Mr. Yeo; support by Mr. VanWasshenova to accept the low bids of \$5,120 (Manor) and \$4,650 (Custer II) from Tanner Supply Company, Toledo, Ohio for door and frame replacement and related work at Custer II and Manor and reject all other bids. Money to be taken from the Building and Site Sinking Fund.

Discussion: The gym doors are a safety issue because at the present time they do not shut or lock on their own. Monroe Public Schools has used Tanner Supply Company previously and are pleased with their work.

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

### **Operations Center HVAC Update**

Motion by Mr. VanWasshenova; support by Mr. Yeo to accept the low bid of \$7,978 from Thompson Plumbing, Heating and Air Conditioning, Petersburg, Michigan for HVAC update and related work at the Operations Center and reject all other bids. Money to be taken from the Building and Site Sinking Fund.

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

### **Demolition of Christiancy Elementary and Lincoln Elementary Schools**

Motion by Mr. Yeo; support by Mr. Benore to approve the bid of \$380,000 from International Construction, Inc. of Shelby Township for the demolition of Christiancy and Lincoln and to reject all other bids. Money to be taken from the Building and Site Sinking Fund. In addition, the administration should investigate having some type of program to provide keepsake bricks from the building to anyone interested.

Discussion: Nine bids were submitted and all bidders attended the mandatory Pre-Bid Walk Thru meeting. The bids at both buildings include securing the perimeter of the site; disconnecting all utilities;



removing, recording, and properly disposing of all universal waste (asbestos abatement not included); demolishing and removing buildings, footings, contents, and slabs down to 4' below finish grade; demolishing and removing all above ground amenities including playground equipment, retaining walls, walks, paving, etc.; and backfilling, grading, and seeding site. Two bidders, STE Construction Services, Inc., and Homrich, Inc. both withdrew portions of their bids due to bidding errors as shown on the bid tabulation sheets. International Construction, Inc. has had extensive experience working with projects this size and larger, and with schools that are sensitive in nature to demolition. References were checked and found that they have excellent safety records, conducted the demolitions in a very clean manner, met deadlines, had minimal change orders, and had great communications with the owner. Dr. March inquired and was told that there is no interest in anyone purchasing either Christianity or Lincoln. In addition, we have spoken to our attorneys and in their opinion, the demolition of these buildings can be funded by the Site Sinking Fund.

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

### **Superintendent Comments**

Mr. Monday was unable to attend the Board meeting, so Mrs. Everly and Mr. McLeod updated the Board on the recent and upcoming events.

- Waterloo and Raisinville have been awarded Michigan Green School status and will be recognized at the Monroe County Earth Day Expo on Saturday, April 21.
- April is the Month of the Young Child. We will hold our annual kindergarten registration at the Administration Building during the week of April 2-5. For the first time, assessments will be done on our new students and we will be able to offer some of our new students summer school in preparation for kindergarten.
- At Riverside Early Learning Center this Friday, students will be planting a "Pinwheel Garden" in the front yard. The Pinwheel Garden is a program of the local CAN Council as a way of promoting prevention of child abuse and neglect.
- MHS art teacher, Amy McBroom, has developed an art lesson plan which will be featured in a national art magazine early next school year.
- MHS Student Council, Renaissance Club and the Seam Rippers, will soon be making 50 cloth bags and filling them with snacks and school supplies to be delivered to Bates Elementary School in Dexter, Michigan. Dexter was recently hit by a devastating tornado.
- MMS recently presented a play, "Into the Night", which was very well received. The MHS Select Ensemble received an excellent rating in the District Festival, while the MHS Concert Choir achieved a rating of good. Four MHS students received top honors in the MSBOA State Sole and Ensemble Contest. All three MMS choirs received excellent ratings at the Michigan School Vocal Music Association District Choir Festival, and the MMS Orchestra earned a first-division rating in the Michigan School Band and Orchestra Festival.
- "Light It Up Blue", events for autism awareness, will be held at MMS on Monday, April 2<sup>nd</sup> and at MHS on Thursday, March 29, 2012.
- The MHS Theater Company will present "Freak" and "Everything I Need to Know I Learned in Kindergarten" during the upcoming weekend.
- Congratulations to former board member, Dr. Kenneth McNamee, who will receive a Humanitarian Award this Friday for all of his hard work that he regularly gives to Monroe athletes. He will receive a \$250 award to be given to an organization of his choice, and Dr. McNamee has selected the Monroe Public Schools Athletic Fund to receive the donation.
- A short video clip was shown regarding the Ludington School District and their findings regarding supplying iPads to their students.

- The pre-kindergarten assessments which will be done during kindergarten registration, will be some of the data used that will follow the students throughout all of their school years. All of our schools will have access to the pre-kindergarten summer school which will be supported through Title funds.
- It should be noted that with all of our new technology available, the most important piece is still the teacher.
- After surveying the job market and going through the results of a survey the MMS students took as to what language they would most be interested in learning, the administration will decide which new foreign language will be incorporated into our curriculum.

**Old Business**

Mr. Yeo attended the first MHS PTSCO (Parent/Teacher/School/Community Organization) and said Mr. Cortez is doing the right things for the district, in particular, connecting with the community. Mr. Vensel reported that there had been a meeting to discuss the possibility of a joint venture between the City of Monroe, the YMCA and Monroe Public Schools in opening the Cantrick pool for the summer.

**New Business**

Mr. Yeo welcomed the gentlemen representing International Construction, Inc., who were in the audience and noted that he was impressed with the company and the presentation earlier.

**Public Commentary-Any Topic**

There was none at this time.

**Adjournment**

Motion by Mr. VanWasshenova; support by Mr. Yeo that the March 27, 2012, Board Meeting #6 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 8:25 PM.

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**June Knabusch-Taylor, Secretary**

**STAFF RESIGNATIONS**

**BACKGROUND**

We have received letters of resignation for the purpose of retirement at the end of the 2011/12 school year from the following:

- **Karen Zillgitt** who has been employed as a teacher for Monroe Public Schools for the past 36 years, most recently at MHS in the Special Education Department.
- **Jean Green** who has been employed as a teacher for Monroe Public Schools for the past 33 years, most recently as an Elementary Curriculum Consultant.
- **Kathleen Liebner** who has been employed as a teacher for Monroe Public Schools for the past 33 years, most recently at Monroe High School as an English Teacher.
- **Francetta Rayce** who has been employed as a teacher for Monroe Public Schools for the past 26 years; most recently as an Elementary Curriculum Consultant.
- **Maryanne Hooper** who has been employed as a teacher for Monroe Public Schools for the past 25 years, most recently at Monroe Middle School.
- **Lynne Zabawa** who has been employed as a teacher for Monroe Public Schools for the past 21 years, most recently as an Elementary Teacher at Raisinville.
- **Martha Whiting** who has been employed as a teacher for Monroe Public Schools for the past 8 years, most recently at MHS in the Family and Consumer Science Department.

**ENCLOSURE(S)**

Letters of Resignation

**RECOMMENDATION**

Move to approve the resignations of Karen Zillgitt, Jean Green, Kathleen Liebner, Francetta Rayce, Maryanne Hooper, Lynne Zabawa, and Martha Whiting effective at the end of the 2011/12 school year, from Monroe Public Schools.

**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 30, 2012

Dear Mr. McLeod,

It is my intention to retire at the end of the 2011-2012 school year. I thank you for opportunity I have had to teach in Monroe.

I would prefer if my intention to retire could be kept as confidential as possible. The decision to retire is a difficult one. I would like to end my career quietly, doing the best I can for my students.

Sincerely,

A handwritten signature in cursive script that reads "Karen Zillgitt".

Karen Zillgitt

March 30, 2012

MPS Human Resources  
MPS Administration Building  
1275 N. Macomb Street  
Monroe, Michigan 48162

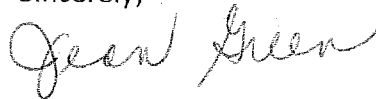
Dear Monroe Public School Board of Education and Administration,

This letter is to inform you that I plan to retire from my position as K-6 Science Consultant effective July 1, 2012.

My 33 years with Monroe Public Schools has been very rewarding for me. Teaching was a path that I chose as a very young person. Working with children, teachers, parents and administrators has allowed me to grow professionally and personally.

Thank you for the opportunities and experiences I have acquired the last 33 years.

Sincerely,

A handwritten signature in cursive script that reads "Jean Green".

Jean Green

March 29, 2012

To Whom it may Concern:

I am turning in my resignation from Monroe Public Schools, effective June 30, 2012. I would like to thank Monroe Public Schools for the opportunity to serve with this incredible district for the past 33 years.

Sincerely,

Kathleen Liebner

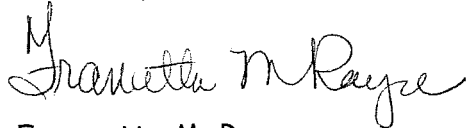
March 29, 2012

Monroe Public Schools Board of Education and Administration:

This is to inform you of my intention to retire from my position with Monroe Public Schools at the end of the 2011-2012 school year on June 6, 2012.

I have enjoyed my twenty eight years of employment with the district, serving at South Monroe Townsite and Hollywood Elementary Schools as well as at the district level. I appreciate the many opportunities I was given to grow professionally during these years and hope to have had a positive impact on the educational achievement and personal growth of students in our school community.

Sincerely,

A handwritten signature in cursive script that reads "Francetta M. Rayce". The signature is written in black ink and is positioned above the printed name.

Francetta M. Rayce

March 29, 2012

Mr. Ryan McLeod, Assistant Superintendent

Monroe Public Schools

Dear Mr. McLeod,

I can't believe that 24.5 years have gone by so quickly. I am writing this letter to submit my resignation effective August 1, 2012. As you know, I started my Monroe Public School career at Lincoln, and then moved to Monroe Middle School. I have thoroughly enjoyed my years with Monroe Public educating fifth, sixth and seventh graders.

April 25<sup>th</sup> of 1974 I graduated from EMU, and earnestly began looking for a teaching job; back then as is now there were too many teachers and not enough jobs. I subbed for one year throughout the county, than by chance heard about a position at St. Charles. I spent ten years in the parochial system and was hired in August of 1987 by Monroe Public Schools. I have taught with an amazing group of people I am proud to call colleagues, friends and some have become as close as family.

The students I have taught have come from all walks of life, and different ethnic groups. I am now teaching students that their parents were one of my first pupils. Like a family, you need to know when to let the younger generation take over; it's time to let a new "graduate" start his or her career. I take heart that there will still be a "Hooper" in MPS; and by the way five year old Hannah Hooper will be starting Kindergarten at Custer In the fall of 2012.

Thank you for giving me the opportunity to teach.

Sincerely,

A handwritten signature in black ink that reads "Mrs. Maryanne Hooper". The signature is written in a cursive style with a large initial "M".

Mrs. Maryanne Hooper

xc. Cindy Flynn



Lynne Zabawa  
11990 Jackman Road  
Temperance, MI 48182

Julie Everly  
Monroe Public Schools  
1275 N. Macomb Street  
Monroe, Michigan 48162

March 28, 2012  
To Whom It May Concern:

I am writing this letter of resignation announcing that I plan to retire at the end of the 2011-2012 school year in accordance with the Master Agreement between Monroe Public Schools Board of Education and Monroe City Education Association. It has been an honor and privilege to have served the students and families of Raisinville Elementary School for the past twenty one years.

Sincerely,

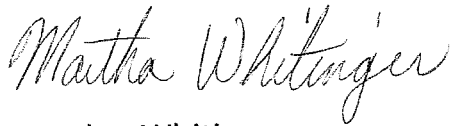


Lynne Zabawa  
Raisinville Elementary School  
First Grade Teacher

March 30, 2012

To Whom It May Concern:

This letter is to inform the Monroe Public Schools that It is my intension to retire from my teaching position at Monroe High School, effective at the end of the 2011-2012 school year.

A handwritten signature in cursive script that reads "Martha Whiting".

Martha Whiting

**MICHIGAN INDUSTRIAL AND TECHNOLOGY EDUCATION SOCIETY  
COMPETITION - IN STATE - OVER NIGHT**

**BACKGROUND**

Mr. Bryan Zamorski, Monroe High School Automotive Technology Instructor, wishes to petition the Board of Education for permission to take up to eight (8) Monroe High School students to the Michigan Industrial and Technology Education Society Competition (MITES) held in Saginaw, Michigan. The MITES competition is being held May 10<sup>th</sup> -12<sup>th</sup>, 2012 at Saginaw Valley State University in Saginaw, Michigan. While at the competition the group will be staying at the Residence Inn by Marriott in Saginaw, Michigan. The Monroe High School students have been working on routines in relation to engine performance, brakes, and electrical in order to have the skills to compete at the MITES competition. They have learned teamwork, problem solving and research skills. The competition will include testing with hands on demonstrations and also paper and pencil in many different areas of the automobile.

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 MITES competition being held in Saginaw, 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

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MONROE HIGH SCHOOL  
901 Herr Road  
Monroe, Michigan 48161

April 3, 2012

From: Bryan Zamorski, Automotive Technology instructor, Monroe High School, Advisor,  
Monroe High Automotive.

Sub: Mites Competition

As the Automotive Technology instructor and Auto Club Advisor at Monroe High School, I request permission to take the students on the attached documents to the MITES competition in Saginaw Michigan, where the competition will be held at Saginaw Valley University. My students have worked very hard through the year and now they have the chance to compete against some of the top programs in the state. These two students that I have chosen are not just the average students they are my two hardest working, most respectful, willing to learn students that are not just doing well in my class but are also doing well in their other classes. This competition is a well-known competition where the students will be competing against other schools from all over Michigan. This competition is also recognized by NATEF "National Automotive Technicians Education Foundation" and fulfills our state mandated competition requirement. If you have any further questions, I will be attending the board meeting with this trip on the agenda to answer them. Thank you for your consideration.

Bryan M. Zamorski  
Monroe High School  
901 Herr Rd.  
Monroe, MI 48161  
(734) 265-3695  
zamorski@monroe.k12.mi.us

**Date:** April 5, 2012

**To:** Bill Ferrara

**From:** Bill Miller, instructor, CTE Construction Trades

As teacher of the CTE Construction Trades program here at MHS I request permission to take 4 of my students to the MITES competition being held at Saginaw University in Saginaw Michigan on Mar 10<sup>th</sup>, 11th, and 12th. The state mandates that every CTE program must participate in at least one competition each year and the state wide Mites competition gives us a chance to compete and showcase- to the rest of the state how talented our students are.

# 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 have demonstrated proper  
diag. routines in relation to engine performance,  
brakes and elec. Throughout this process teamwork  
problem-solving, and research was utilized.

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

Each student will be tested on paper  
and hands-on in many different areas of  
the automobile. These tasks meet NATEF standards  
and performance objectives.

Follow-up classroom lessons:

students will conduct lessons - learned  
activities and follow continuous improvement  
guidelines demonstrated in the shop setting.

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

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

# Monroe Public Schools Field Trip Information Form

Date of Trip: May 10, 11, 12

Grade/Team/Organization Making Request: Construction Trades, Auto

Destination: Saginaw

Address: 5270 Fashion Sq Blvd

City: Saginaw State: MI Zip: 48604

Means of Transportation: auto / parents

Number of Students and Adults Involved: 10

Exact Loading Location: I-wing

Estimated Time of Departure: Thursday 12:00

Estimated Time of Departure from Destination: \_\_\_\_\_

Expected Time of Arrival: 3:00

Purpose of Trip: MITES competition

Faculty Supervisor: Bill Miller, Bryan Zymorski

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

Principal's Signature: [Signature] Date: 4/4/12

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 4-11-12

Approved  Denied

# MONROE PUBLIC SCHOOLS

## ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

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

### FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

MITES competition held at  
the Ryder Center at Saginaw  
valley state University. Hands-on  
competition.

School(s): Monroe High

Chaperones: 2

Method of Transportation: Private Transportation

Date of Departure: 5/10/12

Time of Departure: 10 am

If overnight, number of nights: 2

Date of Return: 5/12/12

Time of Return: 3 pm

Number of Students Participating: 8

Number of Staff Supervising: 2



Number of Other Adults Assisting: 4

Number of School Days Student will be Attending Trip: 2

Cost Per Child:     

Cost Per Chaperone:     

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes  *3 added* No   
Chaperones: Yes  *3 cost ending* No

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

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

Updated: 09/12/06

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

EXPLANATION AND DATES:

Departure Date/Day 5-10-12 Thursday Return Date/Day 5-12-12 Saturday

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

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

The purpose of this trip is Mites Auto Camp and the group sponsoring the trip is Mites Convention.

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

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

GENERAL INFORMATION:

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

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

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

MEDICAL INFORMATION

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

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

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

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

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

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

INSURANCE INFORMATION:

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

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

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

\_\_\_\_\_

\_\_\_\_\_

(Parent(s)/Guardian(s))

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

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

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

# MONROE PUBLIC SCHOOLS

1275 North Macomb  
Monroe, MI 48162

## Private Transportation Application Form

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

ACTIVITY: Mites Industrial & Technology  
Education Society

DATE(S): May 10-12

NUMBER OF STUDENTS TO BE TRANSPORTED: 6

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

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

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

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

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

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

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

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

PLEASE LIST NAMES OF STUDENTS BEING TRANSPORTED IN THIS VEHICLE:

1. \_\_\_\_\_ 5. \_\_\_\_\_

2. \_\_\_\_\_ 6. \_\_\_\_\_

3. \_\_\_\_\_ 7. \_\_\_\_\_

4. \_\_\_\_\_ 8. \_\_\_\_\_

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ DEPUTY SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

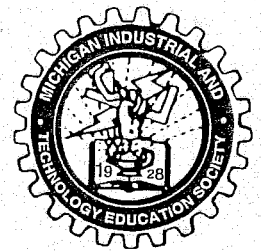
APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ PRINCIPAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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

# MITES

PRE-CONVENTION 2012

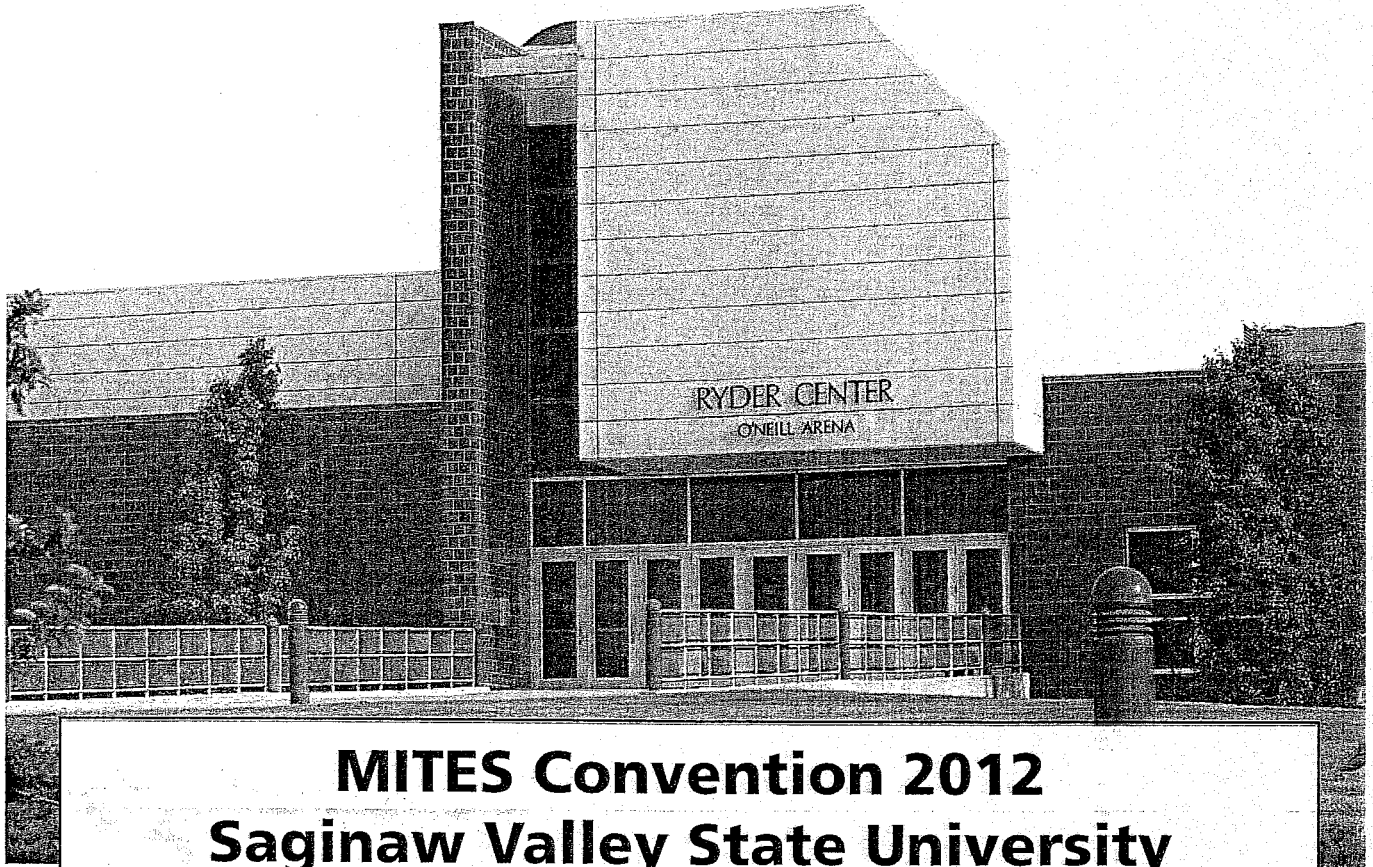
*Journal*



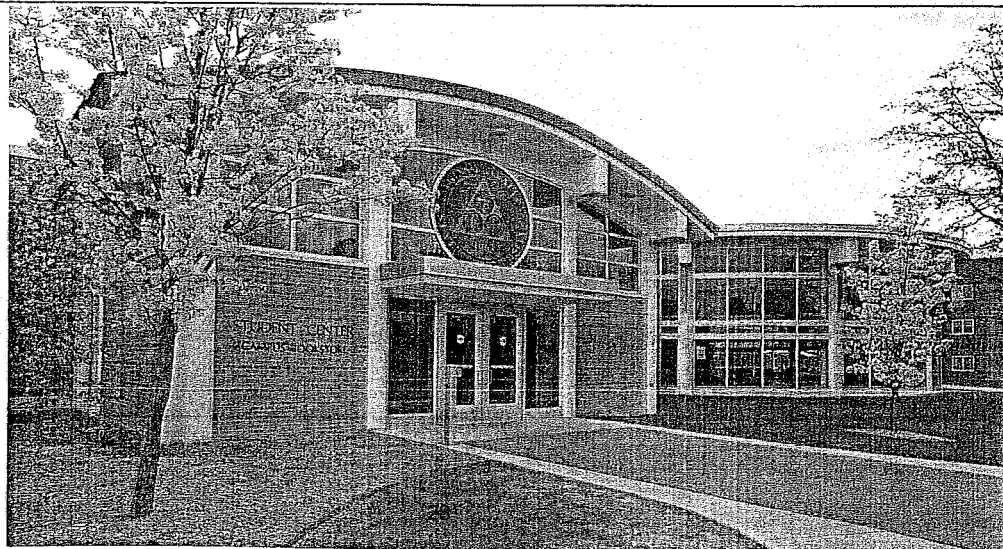
Vol. 72, No. 2

MICHIGAN INDUSTRIAL AND TECHNOLOGY EDUCATION SOCIETY

[www.mites.cc](http://www.mites.cc)



**MITES Convention 2012**  
**Saginaw Valley State University**  
**May 9th - 12th**



# 2012 CONVENTION SCHEDULE (TENTATIVE)

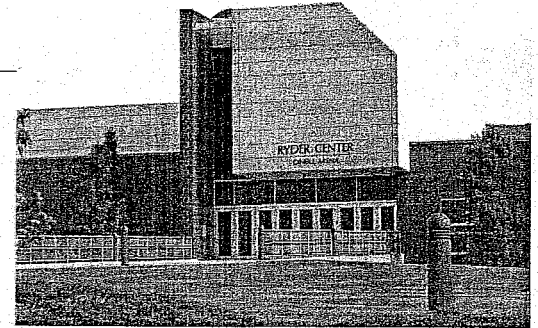
## Wednesday May 9<sup>th</sup>

12:00 Noon	Ryder Center opens
12:00 Noon - 2:00 pm	Setup Tables and Draping (Note: We will be setting up the tables)
2:00 pm to 4:00 pm	Place Table Covers and Signs
4:00 pm to 7:00 pm	Project Entry (Projects Not Accepted After 7:00 pm)

Check into hotel rooms at the Springhill Suites by Marriott.

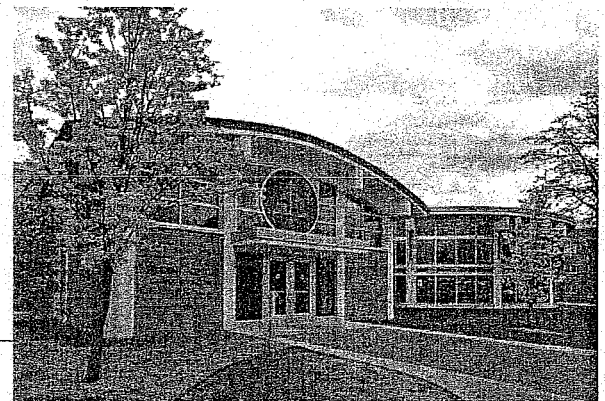
## Thursday May 10<sup>th</sup>

8:00 am	Vendors May Start Setting Up Their Booths
8:00 am - 5:00 pm	Convention Registration
8:00 am - 12:00 Noon	Project Entry (Projects Not Accepted After 12:00 Noon)
12:00 Noon - 1:00 pm	Prepare Project Area for The Judges
12:00 Noon - 1:00 pm	Judges' Dinner
1:00 pm - 5:00 pm	Judging
1:00 pm - 1:50 pm	First Sessions
2:00 pm - 2:50 pm	Second Sessions
3:00 pm - 3:50 pm	Third Sessions
4:00 pm - 5:00 pm	Visit the Vendors' Booths
5:00 pm - 7:00 pm	Vendor/Members Social at Vendors' Area
	Project Viewing
	Cardinal Gym Open for Interaction with Other Members
5:00 pm - ???	Pictures for the Journal (Workers and Photographers Needed)
7:00 pm - 8:00 pm	Speaker Bill Quiseng – <b>CREATING THE "WORLD'S BEST" STUDENT EXPERIENCE</b>
8:00 pm - 8:20 pm	Don Olendorf Will Share What is Being Discussed in the Michigan Legislature That Impacts MITES Educators.



## Friday May 11<sup>th</sup>

8:00 am - Noon	Convention Registration
8:00 am - 5:00 pm	Project Area Open to Public for Viewing
8:00 am - 5:00 pm	Construction Competition
8:00 am - 3:00 pm	Vendors Area Open to Registered Convention Attendees
9:00 am - 10:00 am	Key Note Speaker: Jim Brazell
10:30 am - 11:20 am	First Sessions
11:30 am - 12:20 pm	Second Sessions
12:30 pm - 1:20 pm	Lunch Break
1:30 pm - 2:20 pm	Third Sessions
1:30 pm - Completion	Metric 500 and Structure Testing
2:30 pm	Vendors' Drawing
3:00 pm - 3:50 pm	Fourth Sessions
4:00 pm - 5:00 pm	Rules Committee Meeting
6:00 pm	Banquet Social (SVSU Banquet Facilities)
7:00 pm	Awards and Recognition Banquet
10:00 pm	President's Social (Marriott Hotel Lobby)



## Saturday May 12<sup>th</sup>

8:00 am - 9:00 am	Past Presidents' and Spouses' Breakfast
8:00 am - Noon	Student Projects Open for Public Viewing
9:00 am - 9:30 am	RAO Meeting
9:30 am - 10:30 am	MITES Annual Business Meeting
11:00 am - Noon	Student Awards Presentation
Noon - 2:00 pm	Student Project Checkout
1:00 pm - 3:00 pm	Disassemble Convention/Stack Tables

# Michigan Industrial and Technology Education Society 2012 Automotive Competition

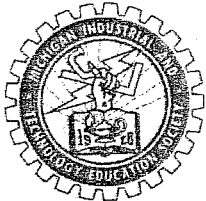
## MITES WORKS FOR ALL KIDS

**WHEN:** Friday, May 11th, 2012

Registration: 8:00 AM  
Contest Orientation: 8:30 AM  
Awards: 3:30 PM  
(approximately)

**WHERE:**

84th MITES Convention Floor  
*Saginaw Valley State University*  
Ryder Center  
Saginaw, Michigan



### Events: Two Contests!

AT-9 Automotive Basic Maintenance Service  
AT-8 Automotive Advanced Service Technology  
EACH SCHOOL MAY ENTER TWO STUDENTS IN EACH CONTEST

### Registration: (Is all On-line [www.mites.cc](http://www.mites.cc))

- Step 1: Teacher must be a MITES Member
- Step 2: Register students in AT-8 or AT-9 (Window Opens April 1st)  
(Students are your Project)
- Step 3: Fill out Release forms for all Students (Bring to Competition)  
(All of this information is found on the MITES Website)

#### \*\*\*IMPORTANT INFORMATION\*\*\*

(Student Registration Closes at 4pm the day before your regions drop off date. Each region is different so check your region for dates!)  
No Student Registration after your region's window closes, SORRY

### CONTACT:

Jerry Lickey Automotive Chair at [glickey@att.net](mailto:glickey@att.net)  
Or (989) 948-2078

### AWARDS:

Overall Plaques for  
the student and  
school for 1st,  
2nd, and 3rd in  
each overall  
contest

Plaques for 1st thru  
3rd and Ribbons  
for 4th through  
10th places at  
each station

Approximately  
\$100,000 in  
scholarships!

All students will  
receive a  
participation  
certificate

## **Construction Competition Agenda for May 10 and 11**

### **Thursday May 10**

- 5:00 – 7:00 pm Construction Competition meeting at the SVSU Ryder Center  
Students out set tools and materials for the team, students giving  
blue print packet.
- 7:30 – 10:30 pm Dinner and planning for Friday build
- 10:30 Lights out

### **Friday, May 11**

- 6:30 am Wake up and breakfast
- 7:30 – 8:00 Meet in the Ryder Center and set up area be ready for competition
- 8:00 am Start competition
- 10:00 – 10:15 Break time
- Noon – 12:30 Lunch to be provided by MITES organization.
- 12:30 Start back to competition
- 2:00 – 2:10 Break time
- 4:30 – 5:00 pm Stop competition and all teams cleanup  
their areas and step away from the project for the judges.
- 5:00 – 5:30 pm Awards program and final cleanup.
- 5:30 Students are done once areas are clean and tools taken away!

Remember a push broom and dust pan!!

Thanks

Gary

Gary Cell 989-600-6217

## Cost Coverage

While we are at the competition Transportation and lodging will be covered under added cost funding. Incidentals and Food will be covered by the students.

Lodging cost is included in the packet along with location and confirmation.



## Bryan Zamorski

---

**From:** RI, Saginaw DOS (F) <ri.mbsri.dos@marriott.com>  
**Sent:** Friday, March 23, 2012 2:51 PM  
**To:** Bryan Zamorski  
**Subject:** Residence Inn by Marriott ~ Saginaw  
**Attachments:** CCD Auth RI.doc

Hi Bryan,

All five rooms have been reserved, please let me know if you do not receive the email confirmation. I have attached a credit card authorization form as well, please bring this with you.

In regards to the tax exempt, we will need the two following forms:

MI tax exempt form.

Letter from IRS stating Monroe schools are tax exempt. This letter is normally kept in the business office at the school district.

Please let me know if you have any additional questions.

<<CCD Auth RI.doc>>

Warm Regards,

megan boyle  
director of sales  
989-799-9000 x 7502  
989-799-9911 (F)

residence inn by marriott ~ saginaw  
5230 fashion square boulevard  
saginaw, michigan 48604  
[www.residenceinn.com/mbsri](http://www.residenceinn.com/mbsri)

springhill suites by marriott ~ saginaw  
5270 fashion square boulevard  
saginaw, michigan 48604  
[www.springhillsuites.com/mbssg](http://www.springhillsuites.com/mbssg)

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## Bryan Zamorski

---

**From:** 'Residence Inn By Marriott Reservation' <reservations@residenceinn.com>  
**Sent:** Friday, March 23, 2012 5:25 PM  
**To:** Bryan Zamorski  
**Subject:** Residence Inn Saginaw Reservation Confirmation #83737295



Residence Inn Saginaw 5230 Fashion Square Blvd.,  
Saginaw, Michigan 48604 USA Phone: 1-989-799-9000 Fax: 1-989-799-9911

---

### Reservation for BRYAN ZAMORSKI



- **Confirmation Number: 83737295**
- **Check-in:** Thursday, May 10, 2012 (03:00 PM)
- **Check-out:** Saturday, May 12, 2012 (12:00 PM)

[View hotel website](#)  
[Modify or Cancel reservation](#)

[Driving Directions](#)  
[Maps & Transportation](#)

## Reservation Confirmation

Dear **BRYAN ZAMORSKI**,

We are pleased to confirm your reservation with Residence Inn by Marriott. Below is a summary of your booking and room information. Enjoy your stay at Residence Inn, where there's room to live in our spacious, home-like suites.

Residence Inn Saginaw

---

### Have you been Rewarded?

As a Marriott Rewards member, you could earn **940** points for this stay. Enroll today to begin earning rewards, and you may also qualify for bonus points. Join Marriott Rewards

---

### Planning Your Trip

- Check out some of Midland's top attractions
  - Book with Hertz: Save up to 35% and Earn 500 Rewards Points
  - Book Cars, Tours & More - get great rates on local tours and attractions
- 

### Reservation Details

---

- **Confirmation Number: 83737295**
- **Your hotel:** Residence Inn Saginaw
- **Check-in:** Thursday, May 10, 2012 (03:00 PM)
- **Check-out:** Saturday, May 12, 2012 (12:00 PM)
- **Room type:** 1 Bedroom Suite, King, Sofabed
- **Number of rooms:** 1
- **Guests per room:** 1
- **Guest name:** BRYAN ZAMORSKI
- **Reservation confirmed:** Friday, March 23, 2012 (18:45:00 GMT)
- **Guarantee method:** Credit card guarantee, Master Card

Summary of Room Charges	Cost per night per room (USD)
Thursday, May 10, 2012 - Saturday, May 12, 2012 ( 2 nights )	94.00
Best Available rate	
Estimated government taxes and fees	10.34
<b>Total for stay (for all rooms)</b>	<b>208.68</b>
<ul style="list-style-type: none"> <li>• Complimentary on-site parking</li> <li>• Changes in taxes or fees implemented after booking will affect the total room price.</li> </ul>	

You may modify or cancel your reservation online (see details below), or call 1-800-331-3131 in the US and Canada. Elsewhere, call our worldwide telephone numbers.

Contact us if you have questions about your reservation.

### Canceling Your Reservation

- You may cancel your reservation for no-charge until 06:00 PM hotel time on Thursday, May 10, 2012.
- Please note that we will assess a fee of 104.34 USD if you must cancel after this deadline.

If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.

### Modifying Your Reservation

- Please note that a change in the length or dates of your reservation may result in a rate change.

## Marriott Rewards

- Not a member? Earn points for stays at participating hotels. Join today

## Travel Alerts

- Introducing the NEW, FREE Marriott Mobile App. Download Today!
- Please Note: All Marriott hotels in the USA and Canada, are committed to a smoke-free policy. [Learn more](#)
- The Responsible Tourist and Traveler  
A practical guide to help you make your trip an enriching experience

### Look No Further

You've received the best possible rate - guaranteed.

### Privacy, Authenticity and Opting Out

Your privacy is important to us. Please visit our [Privacy Statement](#) for full details.

This email confirmation is an auto-generated message. Replies to automated messages are not monitored. Our Internet Customer Care team is available to assist you 24 hours per day, 7 days per week. Contact Internet Customer Care.

### **Promotional email unsubscribe**

If you provided us with your email address for the first time, we will send you a follow-up email to welcome you. We will also send you periodic emails with information about your account balance, member status, special offers and promotions. An opt-out link will be included in each of these emails so that you can change your mind at any time. If you would prefer to opt out of such emails from Marriott International, Marriott Rewards or The Ritz-Carlton Rewards, you may do so here. In addition, you may unsubscribe from The Ritz-Carlton email community here

Please note: Should you unsubscribe from promotional email, we will continue to send messages for transactions such as reservation confirmation, point redemption, etc.

### **Confirmation Authenticity**

We're sending you this confirmation notice electronically for your convenience. Marriott keeps an official record of all electronic reservations. We honor our official record only and will disregard any alterations to this confirmation that may have been made after we sent it to you.

If you have received this email in error, please let us know.

---

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## Bryan Zamorski

---

**From:** 'Residence Inn By Marriott Reservation' <reservations@residenceinn.com>  
**Sent:** Friday, March 23, 2012 5:25 PM  
**To:** Bryan Zamorski  
**Subject:** Residence Inn Saginaw Reservation Confirmation #83736966



Residence Inn Saginaw 5230 Fashion Square Blvd.,  
Saginaw, Michigan 48604 USA Phone: 1-989-799-9000 Fax: 1-989-799-9911

---

### Reservation for BRYAN ZAMORSKI



- **Confirmation Number: 83736966**
- **Check-in:** Thursday, May 10, 2012 (03:00 PM)
- **Check-out:** Saturday, May 12, 2012 (12:00 PM)

[View hotel website](#)  
[Modify or Cancel reservation](#)

[Driving Directions](#)  
[Maps & Transportation](#)

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Residence Inn Saginaw

---

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---

### Planning Your Trip

- [Check out some of Midland's top attractions](#)
- [Book with Hertz: Save up to 35% and Earn 500 Rewards Points](#)
- [Book Cars, Tours & More - get great rates on local tours and attractions](#)

### Reservation Details

---

- **Confirmation Number: 83736966**
- **Your hotel:** Residence Inn Saginaw
- **Check-in:** Thursday, May 10, 2012 (03:00 PM)
- **Check-out:** Saturday, May 12, 2012 (12:00 PM)
- **Room type:** 1 Bedroom Suite, King, Sofabed
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- **Guests per room:** 1
- **Guest name:** BRYAN ZAMORSKI
- **Reservation confirmed:** Friday, March 23, 2012 (18:45:00 GMT)
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- Please Note: All Marriott hotels in the USA and Canada, are committed to a smoke-free policy. Learn more
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**Bryan Zamorski**

---

**From:** 'Residence Inn By Marriott Reservation' <reservations@residenceinn.com>  
**Sent:** Friday, March 23, 2012 3:05 PM  
**To:** Bryan Zamorski  
**Subject:** Residence Inn Saginaw Reservation Confirmation #83735721



Residence Inn Saginaw 5230 Fashion Square Blvd.,  
Saginaw, Michigan 48604 USA Phone: 1-989-799-9000 Fax: 1-989-799-9911

---

### Reservation for BRYAN ZAMORSKI



- **Confirmation Number: 83735721**
- **Check-in:** Thursday, May 10, 2012 (03:00 PM)
- **Check-out:** Saturday, May 12, 2012 (12:00 PM)

[View hotel website](#)  
[Modify or Cancel reservation](#)

[Driving Directions](#)  
[Maps & Transportation](#)

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Residence Inn Saginaw

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---

### Planning Your Trip

- Check out some of Midland's top attractions
  - Book with Hertz: Save up to 35% and Earn 500 Rewards Points
  - Book Cars, Tours & More - get great rates on local tours and attractions
- 

### Reservation Details

---



- **Confirmation Number: 83735721**
- **Your hotel:** Residence Inn Saginaw
- **Check-in:** Thursday, May 10, 2012 (03:00 PM)
- **Check-out:** Saturday, May 12, 2012 (12:00 PM)
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- **Number of rooms:** 1
- **Guests per room:** 1
- **Guest name:** BRYAN ZAMORSKI
- **Reservation confirmed:** Friday, March 23, 2012 (18:44:00 GMT)
- **Guarantee method:** Credit card guarantee, Master Card

Summary of Room Charges	Cost per night per room (USD)
Thursday, May 10, 2012 - Saturday, May 12, 2012 (2 nights) Best Available rate	94.00
Estimated government taxes and fees	10.34
<b>Total for stay (for all rooms)</b>	<b>208.68</b>

- Complimentary on-site parking
- Changes in taxes or fees implemented after booking will affect the total room price.

You may modify or cancel your reservation online (see details below), or call 1-800-331-3131 in the US and Canada. Elsewhere, call our worldwide telephone numbers.

Contact us if you have questions about your reservation.

### Canceling Your Reservation

- You may cancel your reservation for no charge until 06:00 PM hotel time on Thursday, May 10, 2012.
- Please note that we will assess a fee of 104.34 USD if you must cancel after this deadline.

If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.

### Modifying Your Reservation

- Please note that a change in the length or dates of your reservation may result in a rate change.

## Marriott Rewards

- Not a member? Earn points for stays at participating hotels. [Join today](#)

## Travel Alerts

- Introducing the NEW, FREE Marriott Mobile App. [Download Today!](#)
- Please Note: All Marriott hotels in the USA and Canada, are committed to a smoke-free policy. [Learn more](#)
- The Responsible Tourist and Traveler  
A practical guide to help you make your trip an enriching experience

### Look No Further

You've received the best possible rate - guaranteed.

### Privacy, Authenticity and Opting Out

Your privacy is important to us. Please visit our [Privacy Statement](#) for full details.

This email confirmation is an auto-generated message. Replies to automated messages are not monitored. Our Internet Customer Care team is available to assist you 24 hours per day, 7 days per week. Contact [Internet Customer Care](#).

## Promotional email unsubscribe

If you provided us with your email address for the first time, we will send you a follow-up email to welcome you. We will also send you periodic emails with information about your account balance, member status, special offers and promotions. An opt-out link will be included in each of these emails so that you can change your mind at any time. If you would prefer to opt out of such emails from Marriott International, Marriott Rewards or The Ritz-Carlton Rewards, you may do so here. In addition, you may unsubscribe from The Ritz-Carlton email community here

Please note: Should you unsubscribe from promotional email, we will continue to send messages for transactions such as reservation confirmation, point redemption, etc.

## Confirmation Authenticity

We're sending you this confirmation notice electronically for your convenience. Marriott keeps an official record of all electronic reservations. We honor our official record only and will disregard any alterations to this confirmation that may have been made after we sent it to you.

If you have received this email in error, please let us know.

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## Bryan Zamorski

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**From:** 'Residence Inn By Marriott Reservation' <reservations@residenceinn.com>  
**Sent:** Friday, March 23, 2012 2:46 PM  
**To:** Bryan Zamorski  
**Subject:** Residence Inn Saginaw Reservation Confirmation #83737855



Residence Inn Saginaw 5230 Fashion Square Blvd.,  
Saginaw, Michigan 48604 USA Phone: 1-989-799-9000 Fax: 1-989-799-9911

---

### Reservation for BRYAN ZAMORSKI



- **Confirmation Number: 83737855**
- **Check-in:** Thursday, May 10, 2012 (03:00 PM)
- **Check-out:** Saturday, May 12, 2012 (12:00 PM)

[View hotel website](#)  
[Modify or Cancel reservation](#)

[Driving Directions](#)  
[Maps & Transportation](#)

## Reservation Confirmation

Dear **BRYAN ZAMORSKI**,

We are pleased to confirm your reservation with Residence Inn by Marriott. Below is a summary of your booking and room information. Enjoy your stay at Residence Inn, where there's room to live in our spacious, home-like suites.

Residence Inn Saginaw

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### Have you been Rewarded?

As a Marriott Rewards member, you could earn **940** points for this stay. Enroll today to begin earning rewards, and you may also qualify for bonus points. Join Marriott Rewards

---

### Planning Your Trip

- Check out some of Midland's top attractions
  - Book with Hertz: Save up to 35% and Earn 500 Rewards Points
  - Book Cars, Tours & More - get great rates on local tours and attractions
- 

### Reservation Details

---

- **Confirmation Number: 83737855**
- **Your hotel:** Residence Inn Saginaw
- **Check-in:** Thursday, May 10, 2012 (03:00 PM)
- **Check-out:** Saturday, May 12, 2012 (12:00 PM)
- **Room type:** 1 Bedroom Suite, King, Sofabed
- **Number of rooms:** 1
- **Guests per room:** 1
- **Guest name:** BRYAN ZAMORSKI
- **Reservation confirmed:** Friday, March 23, 2012 (18:45:00 GMT)
- **Guarantee method:** Credit card guarantee, Master Card

Summary of Room Charges	Cost per night per room (USD)
Thursday, May 10, 2012 - Saturday, May 12, 2012 (2 nights) Best Available rate	94.00
Estimated government taxes and fees	10.34
<b>Total for stay (for all rooms)</b>	<b>208.68</b>
<ul style="list-style-type: none"> <li>• Complimentary on-site parking</li> <li>• Changes in taxes or fees implemented after booking will affect the total room price.</li> </ul>	

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- Introducing the NEW, FREE Marriott Mobile App. Download Today!
- Please Note: All Marriott hotels in the USA and Canada, are committed to a smoke-free policy. Learn more
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A practical guide to help you make your trip an enriching experience

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If you have received this email in error, please let us know.

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Board Meeting #7  
April 17, 2012  
Item #C.5

**PURCHASE OF PLAYGROUND MULCH**

**BACKGROUND**

In order to maintain safe play equipment areas and meet the national playground safety standards at each of our schools, the grounds department must annually replenish the soft surface materials at each location.

**ENCLOSURES**

Memo from Jerry Oley  
Quotes from Jacks' Lawn Service, Brink Wood Products and Zeager Brothers

**RECOMMENDATION**

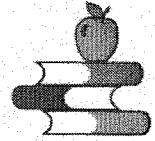
Move to approve the purchase of 450 cubic yards of playground mulch from Jack's Lawn Service, Monroe, Michigan at a delivered cost not to exceed \$7,920 with money to come from the general fund.

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	_____	_____	_____	_____

# Monroe Public Schools

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



April 5, 2012

**To:** Jerry Oley  
Director of Operations

**From:** Vince Castiglione  
Maintenance Supervisor

**Re:** Playground Mulch

On March 27, 2012, quotes were reviewed for the purchase of playground mulch (woodchips) for district playgrounds to meet national playground safety standards. Companies were asked to submit a quote for 450 cubic yards of certified playground mulch. Delivery charges were also to be included in the quote. We are currently researching alternatives to playground mulch such as playground matting which meets national playground safety standards. This may help to reduce playground mulch costs in the future.

Three quotes were received as follows:

**Jack's Lawn Service - Monroe, MI**

Playground mulch - \$16.50/yard	\$7,920.00
Delivery	included in per yard price
Fuel surcharge	included in per yard price
Total Quote	<u>\$7,920.00</u>

**Brink Wood Products - Byron Center, MI**

Playground mulch - \$14.00/yard	\$6,300.00
Delivery	\$2,100.00
Fuel surcharge	\$ 120.75
Total Quote	<u>\$8,520.75</u>

**Zeager Brothers - Middletown, PA**

Playground mulch - \$16.50/yard	\$6,300.00
Delivery	\$1,086.68
Fuel surcharge	\$ 336.88
Total Quote	<u>\$8,848.56</u>

The low quote of \$7,920.00 from Jack's Lawn Service meets all specifications and safety standards as requested. **Recommend purchase of playground mulch for district playgrounds from Jack's Lawn Service of Monroe, MI for the sum of \$7,920.00.**

VDC/ks

4920 W. Albain Road • Monroe, MI 48161

-----  
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.



15550 Garden Stone Dr. Monroe, MI 48161  
(734) 243-3382 Fax (734) 243-3370

March 28, 2012

Monroe Public School  
castigl1@monroe.k12.mi.us

**Job Site:** Monroe Public Schools

**Bid:**

Play-mat \$16.50 per yard this includes delivery and fuel, 140 yards for delivery. If you have any questions please call or email me.

Thank you,  
Jack Sturn

7,425.00  
30ynds Short + 495.00  

---

7,920.00





1175 76th St. SW, Byron Center, MI 49315  
Phone (616) 878-9190  
Fax (616) 878-0012  
www.brinkwoodproducts.net

March 20, 2012

Monroe Public Schools  
Operations Center  
4920 W Albain Road  
Monroe, MI 48161

Dear Operations Center:

Thank you for your request for pricing on having 450 yards of engineered wood fiber delivered to the Monroe Public Schools again this year. Your quote is as follows:

Engineered wood fiber is \$14 per yard delivered in 450 yards loads =	\$6,300.00
Delivery: 175 x 4 x 3 =	\$2,100.00
Fuel surcharge: 175 x 3 x \$.23 =	\$120.75
Each split charge would be:	\$45.00

Please let me know if you need anything further from me or would like to place an order. Thank you for passed business, and hope we can work together again this year.

Sincerely,

BRINK WOOD PRODUCTS, INC.

A handwritten signature in black ink that reads "Kim Haines". The signature is written in a cursive, flowing style.

Kim Haines  
Wholesale Sales

\$ 8520.75  
without  
extra  
drops



**4000 East Harrisburg Pike**  
**Middletown, PA 17057 USA**  
**1-800-346-8524 717-944-7481**  
**FAX 717-944-7681**  
**www.zeager.com**  
**sales@zeager.com**

Product prices on Quotes/Orders are valid for 30 days.

Quote ID#*	265543	Production Facility:  M-E
Sales Person*	April Miller	
Quote Date	3/26/2012	

**Bill To:**

Cust #:	3382
Customer:	MONROE PUBLIC SCHOOLS
Address:	4920 WEST ALBAIN
Address:	
City:	MONROE
State:	MI
Zip:	48162
Phone:	734-265-3333
Fax:	734-265-3331
Contact Name:	VINCE CASTIGLIONE
Contact Phone:	734-265-3333
Contact Fax:	734-265-3331
Contact Email:	
Terms:	RCT
Card #:	
Taxable:	No
Funds:	US\$
PO Required?:	Yes
PO #:	0

**Ship To:**

18612		
MONROE PUBLIC SCHOOLS		
4920 WEST ALBAIN		
MONROE		
MI	48161	USA
Contact Name:	KAHLENE STOTTS	
Phone:	734-265-3333	
Quantity of Material:	450	

2nd

Drop:

Quantity of Material:

3rd

Drop:

Mileage: 44

Quantity of Material:

Qty	Unit	Code	Product	Del. Date	Del. Time	MSRP	Standard Disc %	Standard Net	Special Disc %	Special Net	Amount
450	CY	W	WOODCARPET			16.50	0.00%	16.50	0.00%	16.50	7,425.00
4	FRT	F130	FREIGHT - 130 CY TRUCK			271.67	0.00%	271.67	0.00%	271.67	1,086.68
4	TL	FSC	FUEL SURCHARGE			84.22	0.00%	84.22	0.00%	84.22	336.88

- Contact must be present to sign for deliveries unless prior arrangements are made.
- Orders cancelled less than 24 hours in advance of delivery will be charged freight.
- Please ensure there are ample clearances for tractor trailer deliveries! (10'w x 14'h min.)
- Installation instructions, maintenance instructions and warranty are available at [www.zeager.com](http://www.zeager.com)
- FOB Origin - Drainage and wear mats as specified by Zeager required for warranty coverage

Subtotal:	8,848.56
Product Tax:	0.0000 \$0.00
Freight Tax:	0.0000 \$0.00
<b>Total \$USD:</b>	<b>\$8,848.56</b>

Comments:

*Fuel surcharge subject to change without notice.*

**EXTRA DROP CHARGES ARE \$50 PER DROP AS WELL AS EXTRA FREIGHT AND FUEL SURCHARGE DUE TO THE DISTANCE BETWEEN DROPS. WE CANNOT CALCULATE THESE ADDED COSTS UNLESS WE KNOW THE SPECIFICS OF QUANTITY AT EACH DROP AND HOW MANY DROPS THERE WILL BE.**

Board Meeting #7  
April 17, 2012  
Item #C.10

**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the April 17, 2012 Board Meeting #7.

**HAND VOTE**

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

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