

# MONROE PUBLIC SCHOOLS



**BOARD MEETING #8**

**May 8, 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  
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 #8  
Tuesday, May 8, 2012  
7:00 PM

**AGENDA**

	<u>Page</u>
<b>A. Roll Call and Call to Order</b> .....Mr. Vensel	<b>1</b>
1. Pledge of Allegiance to the Flag.....Mr. Vensel	
2. Custer 6 <sup>th</sup> Grade Quiz Bowl Champions .....Mr. Monday	
3. Teacher Recognition – Al Barron .....Mr. Monday	
<b>B. Public Commentary-Agenda Items Only</b> .....Mr. Vensel	
<b>C. Discussion and Action Items</b>	
1. <b>Approval of Minutes</b> .....Mr. Vensel	<b>2</b>
Move to approve the minutes of the following meetings as submitted:	
• April 17, 2012 Board Meeting #7	
• April 25, 2012 Special Board Meeting (3 sets)	
• May 2, 2012 Special Board Meeting (2 sets)	
2. <b>Reports and Update</b> ..... Mr. Vensel	<b>11</b>
a. Board Finance Committee and Public Relations Committee of the Whole Minutes – April 17, 2012	
b. Board Policy Committee Minutes – April 26, 2012	
c. Board Curriculum Committee Minutes – April 16, 2012	
3. <b>Board Member Appointment</b> ..... Mr. Vensel	<b>19</b>
Move to approve the appointment of _____ as a temporary board member for a current vacancy effective immediately with an ending date of December 31, 2012.	
4. <b>Budget Reduction – Teacher Layoffs</b> .....Mr. McLeod	<b>36</b>
Move to approve the “Resolution for Notice to Layoff Teachers”, as attached, for the layoff of the listed teachers, due to economic reasons, effective at the end of the 2012/13 school year; and to provide the appropriate notifications as required by statute.	
5. <b>Request for Teacher Leave of Absence</b> .....Mrs. Everly	<b>39</b>
Move to approve a leave of absence for Marcie Boyce for the 2012/13 school year for the purpose of child care effective September, 2012. This is in accordance with Article 12, Section D-7 of the master agreement.	
6. <b>Resolution to Support the MCISD Proposed Budget for 2012/2013</b> .....Mr. Vensel	<b>41</b>
Move to approve the ISD Budget Resolution as presented.	
7. <b>Resolution to Stop Borrowing Against the State</b> .....Mr. Vensel	<b>52</b>
Move to approve the Resolution to Stop Borrowing against the State as presented.	

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8. <b>Board Policies First Reading</b> .....	Mr. Vensel 55
Move to approve the following policies as a first reading:	
<ul style="list-style-type: none"> <li>• Discipline, Demotion and Discharge of Certificated Staff</li> <li>• Staff Evaluation Process</li> <li>• Layoff and Recall</li> <li>• Individualized Development Plan</li> <li>• Teacher Placement</li> </ul>	
9. <b>MCISD Parent Advisory Committee Membership</b> .....	Mr. Monday 62
Move to approve the appointment of Johanna Lams as the MCISD Parent Advisory Committee representative for a two year term effective May, 2012.	
10. <b>MPS Grades 4-6 Word Study/ELA Curriculum Alignment with the National Common Core</b> .....	Mrs. Everly 66
Move to approve the purchase of Benchmark Education's Word Study & Vocabulary Skill Kits for grades 4-6 which will support the English Language Arts curriculum alignment with the National Common Core not to exceed an estimated amount of \$25,168.50.	
11. <b>MPS Grades 3-8 Math Curriculum Alignment with the National Common Core</b> .....	Mrs. Everly 68
Move to approve the purchase of Pearson Investigations and Connected Mathematics for grades three through eight, which will support the mathematics curriculum alignment with the National Common Core at an estimated amount not to exceed \$46,998.49.	
12. <b>Carpet/Tile Replacement for 2012 – District-Wide</b> .....	Mr. Oley 71
Move to accept the low bid from Victory Carpet, Luna Pier, Michigan, for carpet and tile replacement at a cost not to exceed \$61,042 and reject all other bids contingent on receiving proof of current \$50,000 bid bond insurance, liability insurance and workman's comp insurance prior to the start of work.	
13. <b>Asbestos Abatement – Custer, Waterloo and Operations</b> .....	Mr. Oley 74
Move to award the contract for Custer, Waterloo and Operations asbestos abatement to Midwest Environmental Control of Toledo, Ohio. Cost not to exceed \$5,600. Money to be taken from the Building and Site Sinking Fund.	
14. <b>Asbestos Consulting Services for Custer, Waterloo and Operations</b> ....	Mr. Oley 80
Move to award the contract for Custer, Waterloo and Operations asbestos abatement monitoring to DMD Environmental, Inc., Toledo, Ohio. Cost not to exceed \$2,700. Money to be taken from the Building and Site Sinking Fund.	
15. <b>Superintendent Comments</b> .....	Mr. Monday

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- 16. **Old Business**..... Mr. Vensel
- 17. **New Business** ..... Mr. Vensel
- 18. **Public Commentary-Any Topic**.....Mr. Vensel
- 19. **Adjournment**..... Mr. Vensel **84**  
Move that the May 8, 2012, Board Meeting #8 of the Monroe Public Schools Board of Education be adjourned.

Board Meeting #8  
May 8, 2012  
Item A

**ROLL CALL**

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

**APPROVAL OF MINUTES**

**ENCLOSURES**

- April 17, 2012 Board Meeting #7 Minutes
- April 25, 2012 Special Board Meeting Minutes (3 sets)
- May 2, 2012 Special Board Meeting Minutes (2 sets)

**RECOMMENDATION**

Move to approve the following minutes:

- April 17, 2012 Board Meeting #7
- April 25, 2012 Special Board Meeting (3 sets)
- May 2, 2012 Special Board Meeting (2 sets)

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

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

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

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

**MINUTES**

**Roll Call and Call to Order**

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

Board Members Absent: None

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

Administrators Absent: None

President Vensel called the meeting to order at 7:17 PM.

**Public Commentary-Agenda Items Only**

There was no public commentary at this time.

**Approval of Minutes**

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

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

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

**Reports and Update**

There were none at this time.

**Staff Resignations**

Motion by Mr. Yeo; support by Dr. March 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.

Discussion: Board members thanked the retiring teachers for their nearly 200 years of service to students. According to the teachers' contract, retirement letters were to be submitted by April 1<sup>st</sup>, but the administration can extend that deadline if necessary due to the possible legislative changes.

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

**In State – Overnight Field Trip**

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

Discussion: In the future, the Board would prefer field trip forms be filled out electronically, rather than in handwritten form. Mr. Ferrara explained that this trip is covered by added cost funds. Three teachers

are sending projects to the competition, but no students. Mr. Zamorski is taking two students for the automotive repair competition; Mr. Miller will take four students to participate in the shed building competition. Mr. McLeod and Mrs. Everly will work to adjust this process to improve turn-around time and the quality of the packets.

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

#### **Purchase of Playground Mulch**

Motion by Mr. Yeo; support by Dr. March 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.

Discussion: Material is used under the playground equipment as a safety measure for students. Jerry Oley is researching alternative materials to use but it is extremely expensive. It was suggested that the administration pursue partnerships with local businesses who may be interested in donating some materials for use on our playgrounds. Wendy Spicer will investigate possible assistance from DTE with this project.

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

#### **In State – Overnight Field Trip**

Motion by Mr. Yeo; support by Mrs. Knabusch-Taylor to approve the Monroe Middle School students' attendance at the Great Lakes Regional MATE ROV Competition being held in Alpena, Michigan according to the terms of Policy IICA, Field Trips and Excursions.

Discussion: There will be no cost to the district for this trip. Fundraisers have been held for this trip and students will also contribute \$50 to cover food and lodging. There are five students and one teacher, Chuck Kern, attending this competition which is held annually.

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

#### **Superintendent Comments**

- Asbestos abatement has begun at both the Lincoln and Christiancy buildings. Over the last week, our Operations group has been removing reusable items from each building. We have recovered over \$100,000 worth of materials we can use in other buildings. In addition, June Knabusch-Taylor and Larry VanWasshenova have worked diligently to salvage items which can be auctioned to raise funds for student scholarships. Jerry Oley will meet with city officials this week to finalize plans for the buildings' demolition.
- The Monroe County Earth Day Expo will take place at Loranger Square on April 21 from 10:00 AM- 2:00 PM. Waterloo and Raisinville Elementary schools will be publicly introduced as "green schools", the third year each of them have had that distinction.
- Kindergarten registration was held right before spring break. We have registered 147 young five students and 304 kindergarten students. This represents 64 students less than a year ago at this time, but we anticipate more enrollments over the summer. Registration was held for Head Start students at South Monroe Townsite. Also, a separate registration date was offered at the Riverside Early Learning Center, as well as four days of registration at the Administration Building. Julie Everly noted that during registration, we collected academic screening data on the incoming students and targeted those children who would benefit from a summer school experience.
- On Wednesday, May 16, Mayor Matsuura of Hofu Japan, Monroe's sister city, will be touring the city, and Monroe Public Schools will be helping to welcome him.
- The house built by our construction technology class for Habitat for Humanity will be dedicated at a ceremony on Thursday, May 17.



- The All-City Orchestra concert will be held Wednesday, May 2 at 7:00 PM in the MHS auditorium.
- Thursday, April 26 from 5:00-7:00 PM, MHS will hold its final parent-teacher conferences of the school year.
- 150 MMS eighth graders will take a four-day trip to Washington D. C., from May 3-6.
- Noreen Monhollen, who for a quarter of a century was the piano accompanist for vocal music at Monroe High School, and who formerly taught in our system, passed away last week. We are thankful to Noreen for her contributions to our schools and to the students in our music program.

### **Old Business**

Mr. Vensel reported that we are making progress on possibly opening Cantrick pool. More information will be provided at the next board meeting.

### **New Business**

At this time, Mr. Benore resigned as trustee effective immediately. He has accepted a position to serve as the assistant prosecutor for the county of Monroe and cannot sit on the school board in this position. Mr. Benore spoke highly of his tenure on the school board and thanked administrators, teachers and other staff members who "educated" him while on the board.

Motion by Dr. March; support by Mr. Yeo to accept the resignation of Ronald Benore, Jr., from the Monroe Public Schools Board of Education.

Discussion: Board members wished Mr. Benore success in his new position and thanked him for his time served as a board member.

Vote: Motion carried by a 6-0 hand vote; Mr. Benore abstained.

A letter given to board members with a complaint has been addressed.

Mr. Vensel received a letter from Bay City Public Schools noting their passage of a resolution asking the state of Michigan to help districts with money needed to keep the district going. He asked that Monroe adopt a similar resolution and it will be a topic at the May 8, 2012 board meeting.

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

Selma Rankins was pleased to see that Monroe Middle School teachers worked on closing the achievement gap during their recent school improvement workday.

### **Adjournment**

Motion by Mr. Yeo; support by Mrs. Knabusch-Taylor that the April 17, 2012, Board Meeting #7 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 8:26 PM.

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**June Knabusch-Taylor, Secretary**

**MONROE BOARD OF EDUCATION**  
**1275 North Macomb Street, Monroe, Michigan 48162**  
**Special Board Meeting, Wednesday, April 25, 2012**  
**5:00 PM**  
**MINUTES**

**Roll Call and Call to Order**

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

Board Members Absent: None

Others Present: Randy Monday, Julie Everly, James Davies, Lisa McLaughlin, Kelly McMahon, Officer John Shiappacasse, the student, the student's mother, the student's court-appointed guardian

Mr. Vensel called the meeting to order at 5:10 PM.

**Closed Session**

Motion by Mr. VanWasshenova, support by Mr. Vensel, 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 5:10 PM.

**Reconvene Board Meeting**

Motion by Mr. Yeo, support by Mr. VanWasshenova, that the closed session adjourn and the 5:00 PM, April 25, 2012, Special Board Meeting be reconvened.

Vote: Motion carried by a 6-0 hand vote at 5:35 PM.

**Recommendation**

Motion by Mr. Yeo, support by Mr. VanWasshenova, to suspend the student through the end of the 2011/2012 school year as recommended by the administration.

Vote: Motion carried by a 6-0 roll call vote at 5:35 PM.

**Adjournment**

Motion by Mrs. Knabusch-Taylor, support by Mr. Yeo, that the April 25, 2012, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 5:35 PM.

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June Knabusch-Taylor, Secretary

**MONROE BOARD OF EDUCATION**  
**1275 North Macomb Street, Monroe, Michigan 48162**  
**Special Board Meeting, Wednesday, April 25, 2012**  
**5:15 PM**  
**MINUTES**

**Roll Call and Call to Order**

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

Board Members Absent: None

Others Present: Randy Monday, Julie Everly, James Davies, Kelly McMahon, Lisa McLaughlin, Officer John Shiappacasse, Deputy Mike Preadmore, the student, the student's guardian

Mr. Vensel called the meeting to order at 5:44 PM.

**Closed Session**

Motion by Mr. VanWasshenova, support by Mr. Yeo, 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 5:45 PM.

**Reconvene Board Meeting**

Motion by Mr. Yeo, support by Dr. March, that the closed session adjourn and the 5:00 PM, April 25, 2012, Special Board Meeting be reconvened.

Vote: Motion carried by a 6-0 hand vote at 5:55 PM.

**Recommendation**

Motion by Mr. Yeo, support by Mr. VanWasshenova that the student return to school on Monday, April 30, 2012 as recommended by the administration.

Vote: Motion carried by a 6-0 roll call vote at 5:59 PM.

**Adjournment**

Motion by Mrs. Knabusch-Taylor, support by Mr. VanWasshenova, that the April 25, 2012, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 5:59 PM.

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June Knabusch-Taylor, Secretary

**MONROE BOARD OF EDUCATION**  
**1275 North Macomb Street, Monroe, Michigan 48162**  
**Special Board Meeting, Wednesday, April 25, 2012**  
**6:00 PM**  
**MINUTES**

**Roll Call and Call to Order**

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

Board Members Absent: None

Others Present: Randy Monday, Julie Everly, James Davies, Lisa McLaughlin, Deputy Mike Preadmore, the student, the student's mother

Mr. Vensel called the meeting to order at 6:09 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 6:10 PM.

**Reconvene Board Meeting**

Motion by Mr. Yeo, support by Mr. VanWasshenova, that the closed session adjourn and the 6:00 PM, April 25, 2012, Special Board Meeting be reconvened.

Vote: Motion carried by a 6-0 hand vote at 6:16 PM.

**Recommendation**

Motion by Mr. Yeo, support by Mrs. Knabusch-Taylor, that the student return to school tomorrow, April 26, 2012.

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

**Adjournment**

Motion by Mr. VanWasshenova, support by Mr. Yeo, that the April 25, 2012, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 6:20 PM.

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June Knabusch-Taylor, Secretary

**MONROE BOARD OF EDUCATION**  
**1275 North Macomb Street, Monroe, Michigan 48162**  
**Special Board Meeting, Wednesday, May 2, 2012**  
**5:00 PM**

**MINUTES**

**Roll Call and Call to Order**

Board Members Present: President David Vensel (arrived at 5:26 PM), Vice President Robert Yeo, Secretary June Knabusch-Taylor, Parliamentarian Tedd March, Trustee Wendy Spicer and Trustee Lawrence VanWasshenova (arrived at 5:10 PM)

Board Members Absent: None

Others Present: Randy Monday, Julie Everly, James Davies, Officer John Shiappacasse, Steve Pollzzie, Terry Joseph, the student, the student's mother and step-father,

Mr. Yeo called the meeting to order at 5: 08 PM.

**Closed Session**

Motion by Dr. March, 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 4-0 hand vote at 5:10 PM.

**Reconvene Board Meeting**

Motion by Mr. Vensel, support by Mr. VanWasshenova, that the closed session adjourn and the 5:00 PM, May 2, 2012, Special Board Meeting reconvene.

Vote: Motion carried by a 6-0 hand vote at 5:32 PM.

**Recommendation**

Motion by Mr. VanWasshenova, support by Dr. March to suspend the student for the rest of 2011/2012 school year as recommended by the administration.

Vote: Motion carried by a 6-0 roll call vote at 5:33 PM.

**Adjournment**

Motion by Mrs. Knabusch-Taylor, support by Mr. VanWasshenova, that the May 2, 2012, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 5:33 PM.

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June Knabusch-Taylor, Secretary

**MONROE BOARD OF EDUCATION**  
**1275 North Macomb Street, Monroe, Michigan 48162**  
**Special Board Meeting, Wednesday, May 2, 2012**  
**5:30 PM**

**MINUTES**

**Roll Call and Call to Order**

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

Board Members Absent: None

Others Present: Randy Monday, Julie Everly, James Davies, Officer John Shiappacasse, Steve Pollzzie, Terry Joseph, the student, the student's mother

Mr. Vensel called the meeting to order at 5:35 PM.

**Recommendation**

Motion by Mr. VanWasshenova; support by Mr. Yeo to expel the student as recommended by the administration.

Vote: Motion carried by a 6-0 roll call vote at 6:14 PM.

**Adjournment**

Motion by Mr. VanWasshenova; support by Mr. Yeo, that the May 2, 2012, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 6:14 PM.

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June Knabusch-Taylor, Secretary

Board Meeting #8  
May 8, 2012  
Item #C.2

## **REPORTS AND UPDATES**

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

- Board Finance Committee and Public Relations Committee of the Whole Minutes – April 17, 2012
- Board Policy Committee Meeting Minutes – April 26, 2012
- Board Curriculum Committee Meeting Minutes – April 16, 2012

Monroe Public Schools  
Board of Education Finance Committee of the Whole  
Board of Education Public Relations Committee of the Whole  
April 17, 2012  
5:30 PM

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Present: Ron Benore, June Knabusch-Taylor, Tedd March (6:10 PM), Wendy Spicer,  
Larry VanWasshenova, Dave Vensel, and Bob Yeo

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

**Call to Order**

Meeting called to order at 5:30 PM

**iPad Questions and Answers**

Dave Payne, Kevin Hauser and Tom King were present to answer Board member questions about the new iPads. They also took time to set up email accounts and work individually with the Board members who asked for assistance.

**2012/13 Budget**

Kathy Eighmey presented a review of the 2012/13 budget. Some items to take note of:

- We should be getting about \$100,000 from EduJobs money.
- We are facing a deficit of \$1.6M for 2012/13.
- We need to cut \$3-4M from the budget in order to maintain a fund balance of 3-4%.
- Retirement rate has a huge effect on budget; we are looking at an increase of 2.91%.
- Kindergarten registration was held the first week of April; per Mrs. Everly we have registered 64 fewer students compared to last year at this time.
- Board members would like a report on where the students are going when they leave the district.
- Mr. Vergiels is working on an exit report.
- Mr. Monday said we released approximately 140 students, gained 100 from other districts.
- Mr. Monday stated he speaks with every family that intends to leave the district through the schools of choice option, generally he said they are leaving to get away from the "big" school, perception continues to be a problem.
- Bedford hired a new staff member who will focus on recruitment; it is believed this will be directed at Toledo students.
- Exit interviews are also held at the building level by either the principal or secretary.
- It is necessary to know where students are going in order to protect the graduation rate.
- Can money be saved by going to four 10-hour work days during the summer? This is being considered.
- Mr. Oley believes a substantial savings could be realized if the entire high school is not air-conditioned all summer. Perhaps restrict A/C to one wing.
- The Administration Building is the most inefficient when it comes to heating and cooling. Old windows and an insufficient boiler zone control are cited as major factors. There is a quote to replace the windows in the building, but it has never been taken to the Board for a vote.



- Mr. VanWasshenova pointed out that Sinking Fund is well funded at this time. This is true, but there are a couple of substantial projects being completed this summer.
- A two-tier transportation system could result in substantial savings since we are currently operating a four-tier system.
- Mr. Oley prefers moving to a two-tier system over cutting high school transportation. He feels we would lose too many students if we eliminate high school busing.
- Consolidating more bus stops could result in further savings, but the pressure from families may not make the payoff worth it. Parents do not want their children walking too far to the bus stop, especially if it is out of their sight.
- Mrs. Everly reminded everyone to be aware of how any changes that are made will effect student achievement.
- Mr. VanWasshenova would like to see a map showing where students are located in the district. Mr. Oley feels he can provide that electronically, but probably not in hard copy. He would be using Transfinder to generate a map.
- The District will be negotiating with all groups this year.
- 2012/13 budget adoption will be on the agenda for the June 26<sup>th</sup> Board meeting. Due to the potential deficit situation, we cannot present a continuation budget.
- Mrs. Knabusch Taylor wants to know if we are looking at partnerships with local businesses. Should a committee be formed of Board members and community members?
- Look at how we are using teaching time. Mr. VanWasshenova questioned why we pay a teacher to take attendance when maybe it could be done by an assistant. (State requires attendance be taken by the teacher of record.) Could we look at lecture-style classes?
- Mr. Yeo would like to see concessions more evenly spread amongst the employee groups. It's not fair for one group to be giving up more than another. He feels it will be difficult to get support from local businesses if they see that the cuts are not evenly distributed. Mr. Benore also expressed concern over this.
- Mrs. Knabusch Taylor asked if we could hold the various contracts until all the groups had settled and then approve at one time.
- At one point there was a targeted deduction of 5% from each group, but that target continues to change.
- Adjustment of teacher planning time, shared services and merging districts would all realize a savings.
- If the constitutional amendment passes it will drastically affect negotiations. Items such as privatization would become a negotiable item. It would affect layoff and recall, as well as tenure. This amendment was authored by MEA and mainly benefits teachers.
- Mr. Monday pointed out that no matter what we do to balance the budget, the core problem remains – which is how public schools are funded.

### **Public Relations**

Due to time restraints, Public Relations were not discussed. Mr. Vergiels will email a summary of what he would like to share with the Board.

Meeting adjourned 7:10 PM

**Board of Education Policy Committee**  
**Thursday, April 26, 2012**  
**MINUTES**

The Thursday, April 26, 2012 meeting of the Board of Education Policy Committee convened at 5:15 PM. In attendance at the meeting were board members Wendy Spicer, Larry VanWasshenova and Bob Yeo, and Director of State and Federal Programs Barry Martin, Holly Scherer and Travis Calderwood of Collins and Blaha.

**Public Commentary**

There was no public commentary.

**Handouts**

- o Draft – MPS Board Policy – Discipline, Demotion and Discharge of Certificated Staff
- o Draft – MPS Board Policy – Staff Evaluation Process
- o Draft – MPS Board Policy – Layoff and Recall
- o Draft – MPS Board Policy – Individualized Development Plan
- o Draft – MPS Board Policy – Teacher Placement
- o Section 3000 – Fiscal Management – 1<sup>st</sup> Draft
- o Section 4000 – Business Management – 2<sup>nd</sup> Draft

**Discussion**

Travis Calderwood of Collins and Blaha, discussed the drafts of policies Discipline, Demotion and Discharge of Certificated Staff, Staff Evaluation Process, Layoff and Recall, Individualized Development Plan and Teacher Placement. Due to legislation and new reforms, we must adhere to these new policies. Districts can no longer use seniority to determine layoff and recall. Evaluations now have to be done annually for teachers and administrators which include a student growth component. Tenure continues to be valuable because there still has to be a basis to demote or discipline a teacher. Probationary teachers can be discharged at will. In the past, we needed to show disparage of acts to students and schools as well. This policy now allows school boards to have more control who is teaching their students. As long as it is not arbitrary and capricious and there is a reasonable basis, we can release a teacher. If a teacher is to be released for performance issues, evaluations should show the fact that they are ineffective. A district must have a reasonable set of rules in place. The district will have the authority to develop administrative procedures for the discharge and discipline for those employees whose employment is regulated by MCL 38.71 to 38.191. **The policy will state that a teacher cannot be discharged, disciplined or demoted for a reason that is arbitrary and capricious.**

- For any certified staff (teachers, administrators and probationary teachers) - This delegates the superintendent the responsibility to designate the procedures for discharge and discipline.
- Staff evaluation process applies to administrators and teachers. State requires that we have evaluation annually showing student growth. This point came directly from the statute. The policy gives the authority again to the superintendent to designate the procedures for evaluating teachers and administrators.

- You can no longer use seniority as the determining factor when reducing staff. This policy delegates authority to the superintendent to create the procedure for layoff and recall. Guidelines should be developed by the superintendent. It does not need to be approved by the board.
- Individualized Development Plan – Probationary teachers must have these IDPs. Evaluators must look at the IDP and the probationary teacher must show progress.
- Teacher Placement – The superintendent develops the procedures for placement of teachers.

These policies should have a first and second reading and be adopted by the board of education to have them in place before the contract expires August 31, 2012.

The procedure we will be following with this committee regarding all policies will be:

- Two board readings
- Submit to MASB
- Board approval

At the last meeting, there was a concern with the organizational chart. Bob Yeo noted that it doesn't make sense that Director of Operations and Director of Finance go through another layer; they should report directly to the superintendent. In May we will look at 1000 and 2000 series again and take them to the board for a first reading after that. The areas discussed at the previous meeting were:

#### **Section 1000 Areas Reviewed in February**

- Board Member Term of Office (1030): Change of language
- Board Advisory Committees (1180): Review of new language (MASB)
- Meetings (1300): Review of new language (MASB)
- Voting Method (1350): Review of new language (MASB)
- Board Member Service as Unpaid Volunteer (yes or no to optional language) (MASB)

#### **Section 2000 Areas Reviewed in February**

- Administrative Organization (2020-R): Change of language
- Non-Employment of Superintendent (2105): Review of new language (MASB)
- Student Supervision and Welfare (2125): Review of new language (MASB)
- Administration of Medication by School Personnel (2780): Review of new language (MPS)

At the May meeting, we will discuss the following:

#### **Section 3000 Fiscal Management for Review**

- Payroll Deductions (3402)
- Payroll Authorizations (3403)
- Optional Policies 3150 (Fund Balance), 3170 (Line Item Transfer), 3570 (Petty Cash Accounts), 3650 (Cooperative Purchasing), 3690 (Local Purchasing)

## **Section 4000 Business Management**

- No new areas for review

### **Adjournment**

The April 26, 2012 meeting of the Policy Committee adjourned at 6:47 PM. The next scheduled meeting is Thursday, May 31, 2012 at 5:15 PM.

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

**Date of Meeting:** April 16, 2012

**Present:** Wendy Spicer, June Knabusch-Taylor, Ted March, Julie Everly, Ryan McLeod, Holly Wallace, Meghan Gibson, Fran Rayce, Colleen Whalen, Matthew Cortez, William Ferrara, Montyne Barbee

**Next Meeting:** May 8, 2012

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Monroe High School Updates:

Mathew Cortez presented a PowerPoint on the changes that are coming forth for the 2012-2013 school year. He talked about the bullying initiative and how he would like to create an atmosphere of ownership among the staff. Research indicates that bullying and mean behavior reduces with the number of relationships a child has with adults. One of the school improvement plans is to implement a 4-year Trojan Family Time (TFT) into the schedule of each student. They will be with the same group of students for their entire high school career for their TFT. The 50 top academically ranked students in the building will be distributed amongst all the TFT times in order to have an atmosphere of peer mentoring and local experts in each family. Academic intervention will take place in TFT, and there will be an intentional pairing of teachers so the TFT times can utilize each teacher's strengths. We hope to keep the number of students at 25 per TFT class. When the TFT was presented to the Student Council, it was a positive response. The counselors would also team with the TFT families.

William Ferrara presented the changes that are being considered for the CTE department for the 2012-2013 school year. With the increase need in the health cluster, we will need to hire another teacher who will have dual certification. This person will need to have an RN license and an occupational teaching certificate. Four people have inquired.

Martha Whiting and Anne Knabusch were able to complete all the paperwork necessary for the State of Michigan for approval to change the name of the current classes in sewing and also add a new class. The new name for sewing is Fashion Design. There is also a new class in the CTE department called Digital/Multimedia and Information Resources Design.

Foods will only be offered to the Juniors and Senior students, so the classes will only be available half-time.

Elementary Updates:

The curriculum committees and study groups have spent much of the year looking at the current curriculum and creating new assessments. In 2010 the State of Michigan decided to adopt the National Common Core Curriculum. Julie introduced Holly Wallace and Mehgan Gibson the Math Coaches to present what the Math Curriculum Committees found their correlation of the current curriculum with the

Common Core. Grades 3, 4, and 5 will have the most changes taking place with the adoption of the Common Core. They discussed how our current text book "Expressions" is in place and why this isn't the best choice for our students since it does not match with the Common Core requirements. They explained why the "Investigations" for K-5 and Connected Math for 6 - 8 would be a better match and will align with the Common Core standards.

Fran Rayce and Colleen Whalen presented for the ELA Curriculum Committee. They discussed what areas of the current curriculum need improvement in order to better align with the National Common Core Standards. They stated that they would like to keep the workshop model in the classrooms, but specific curriculum items are needed to be added to strengthen our current ELA curriculum. They showed the group the Benchmark Education's *Word Study & Vocabulary Skill Kits*. Several teachers in the district piloted these materials with positive results in student growth. Colleen and Fran further explained these would be very helpful for the classroom teacher.

Board Meeting #8  
May 8, 2012  
Item #C.3

**APPOINTMENT OF BOARD MEMBER DUE TO VACANCY**

**BACKGROUND**

At a recent Board of Education meeting, Trustee Ronald Benore, Jr., resigned due to personal reasons. The School Code indicates that once there is a vacancy for a board member the district must appoint a temporary board member. If the district does not appoint a board member, the local ISD must do so.

Four applications were turned in and reviewed by the board members and the superintendent. The committee is recommending \_\_\_\_\_ as the temporary replacement on the board.

**ATTACHMENTS**

Application packets

**RECOMMENDATION**

Move to approve the appointment of \_\_\_\_\_ as a temporary board member for a current vacancy effective immediately with an ending date of December 31, 2012.

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

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

**Mark H. Johnson**

795 Ruff Dr.  
Monroe, Michigan 48162  
734-770-7092  
JohnsonMarkH@gmail.com

April 27, 2012

Mr. David Vensel, Board President  
c/o Monroe Public Schools  
1275 N. Macomb St.  
Monroe, Michigan 48162

Dear Mr. Vensel,

The purpose of this letter is to indicate my interest in filling the Board Trustee position left vacant by Mr. Ronald Benore, Jr.

The past five years I have spent managing Monroe Bank & Trust's public fund relationships. I understand the financial stress that all the districts are under from a professional standpoint, and also from a personal standpoint as my wife is the Assistant Principal for Bedford Junior High. My understanding of school finances and my working relationship with Kathy Eighmey will add immediate value to the District.

I also have experience in labor and employment law and human resource matters. I have gained valuable management-side collective bargaining experience in a Labor and Employment Law defense litigation firm. While at the firm I enrolled in an advanced Labor Law program at Wayne State University. I am anticipated to graduate in June with an MBA with a concentration in Human Resource Management from Eastern Michigan University. This knowledge and experience allows me to understand the gravity of how hard financial decisions impact people's lives.

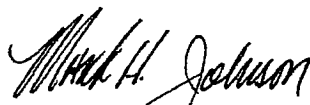
I have captained a collegiate swim team, managed many people in my career, been on the Boards of the Monroe County Chamber of Commerce, Monroe Family YMCA, Big Brother's Big Sisters, Monroe County D.A.R.E., and have coached the Monroe High School Boys Swim Team. I am a servant leader and have demonstrated that consistently throughout my life.

I would like to serve as your appointment until December 31. I have no agenda to forward, and that will allow the Board a member that will not be positioning themselves for re-election. I have two sons in the district and want to continue to make MPS a great place to teach and a great place to learn.

My depth of education, experience and personality will provide the district with an invaluable asset who can meet the current and future challenges that it may face.

Thank you for taking the time to review my resume. I look forward to talking with you.

Warmest Regards,

  
Mark H. Johnson

Enclosure(s)



# MARK H. JOHNSON

795 Ruff Dr. ♦ Monroe, Michigan 48162 ♦ (734) 770-7092 ♦ JohnsonMarkH@gmail.com

## EDUCATION & CERTIFICATIONS

### **EASTERN MICHIGAN UNIVERSITY — Ypsilanti, MI**

Master of Business Administration – Human Resources Concentration, Candidate, 2012

### **EASTERN MICHIGAN UNIVERSITY — Ypsilanti, MI**

Graduate Certificate in Human Resource Management

- ♦ The Graduate Certificate in Human Resource Management is a 15-credit post-baccalaureate program that includes: Employment Law, Staffing, Human Resource Management, Organizational Behavior and Organizational Development.

### **WAYNE STATE UNIVERSITY COLLEGE OF LAW – Detroit, MI**

Legum Magister (LL.M.) – Labor Law

- ♦ Began LL.M. program in Labor Law.
- ♦ Completed coursework in: Negotiation, Worker's Compensation Law, as well as Labor Relations and Collective Bargaining.

### **SYRACUSE UNIVERSITY COLLEGE OF LAW — Syracuse, NY**

Juris Doctor (J.D.) - Employment Law Concentration

- ♦ Employment Law Concentration includes classes in: Labor Law, Employment Discrimination, Lawyer as Negotiator, Deferred Compensation, and Mediation Assistance.
- ♦ Trained in mediation for the State of New York.
- ♦ Member of competition negotiation team that won first place in regional competition.

### **EASTERN MICHIGAN UNIVERSITY — Ypsilanti, MI**

Bachelor of Science – Organizational Communication

Bachelor of Science – Public Law & Government

- ♦ Alumni Association Board of Directors, 2000-2001
- ♦ E-Club (Varsity Letter Winner Club) Director, 2000-2002
- ♦ Captain of Men's Swim Team
- ♦ Student Council Member

## PROFESSIONAL EXPERIENCE

### **MONROE BANK & TRUST – Monroe, MI**

*Community Bank serving the local community for over 150 years.*

**2nd Vice President – Treasury Management: Public Fund Representative, 2007 – Current**

Created and defined the expectations of newly created position to manage \$90 Million Public Fund customer base. Work directly with high level decision makers of various size municipalities and school districts to monitor and optimize cash flow and treasury management products and services. Grow and solidify diverse relationships with city councils, schools boards, and township trustees.

#### **Key Results:**

- ♦ In a challenging economy successfully re-structured each Public Fund customer's relationship to a fee based structure without losing a customer, and resulting in significant savings to the Bank.
- ♦ Implemented trust-based problem solving with each customer to strengthen the relationship while still meeting the customer's goal and the bank's strategic plan.

- ◆ Successfully answered multiple municipal requests for proposals in timely, accurate and persuasively written proposals.

**COLDWELL BANKER HAYNES REAL ESTATE, INC. — Monroe, MI**

*Full service residential and commercial real estate company.*

**HR Generalist / Associate Broker, 2001 to 2007**

Recruited, staffed and opened new company branches in Flat Rock, Lambertville, Dundee and Toledo, guiding the startup and management of a full spectrum of HR operations, systems and programs. Worked with executive management to create HR policies and procedures; recruit agents; develop orientation, training and incentive programs.

**Key Results:**

- ◆ Played a key role in ensuring the successful launch of multiple new office locations.
- ◆ Structured and implemented programs and policies in the areas of training, compensation structures, and new-employee orientation.
- ◆ Personally negotiated and assisted agents in negotiating multiple contracts relating to agent employment, residential, and commercial real estate.
- ◆ Updated employee manual covering issues including disciplinary procedures, code of conduct, and benefits information.

**PILCHAK COHEN & TICE, P.C. — Auburn Hills, MI**

*Provides creative solutions to HR Problems, Aggressive Defense in Litigation and Unique Strategies in Labor Matters.*

**Attorney, 2000 to 2001**

Assisted in fulfilling a broad range of employment law functions, including reviewing, drafting and writing client employment policies, researching and writing legal memorandum regarding employment law to senior attorneys, as well as participating in multiple collective bargaining agreement negotiations on behalf of management.

**Key Results:**

- ◆ Reviewed and updated multiple client employee handbooks to comply with current state and federal laws, rules and regulations.
- ◆ Researched and wrote legal memorandum on employment law issues including wrongful discharge, sexual discrimination, and age discrimination matters.
- ◆ Negotiated on behalf of management with union representatives on collective bargaining agreements to attain a mutually beneficial agreement.

**WILLIAM C. BROWN, ATTORNEY AT LAW — Owosso, MI**

*General practice, Municipal law firm*

**Student Attorney, Summer 1999**

Assisted with a broad range of general practice law functions, including researching and writing legal memorandum regarding all matters of law to senior attorneys, as well as participating handling all motor vehicle civil law violations.

**NATIONAL LABOR RELATIONS BOARD — Washington, D.C.**

*Defense Litigation and Compliance Division*

**Legal Intern, Summer 1998**

Assisted in fulfilling a broad range of labor law functions, including researching, drafting and writing legal memorandum regarding labor law compliance to senior attorneys, as well as participating in review of court decisions and analyzing whether companies were in contempt of the courts orders.

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**OF NOTE**

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**Volunteer and Leadership Positions:**

- ◆ Assistant Coach – Monroe Milers Age Group Running Program, 2010 – Current
- ◆ Big Brothers Big Sisters of Monroe County Board of Directors
  - Finance Committee
- ◆ Monroe Family YMCA Board of Directors
  - Board Development Chair, 2010 – Current
- ◆ Monroe County D.A.R.E. Program
  - Ways and Means Chair, 2008 – Current
- ◆ Monroe County Chamber of Commerce
  - Director, 2006-2008
  - Legislative Liaison, 2005 – Current
- ◆ Monroe High School Boys Varsity Swim Coach, 2001-2005

**Affiliations:**

- ◆ Ducks Unlimited of Monroe County
- ◆ Society for the Preservation and Appreciation of Antique Motor Fire Apparatus in America
- ◆ United States Triathlon Association
- ◆ United States Masters Swimming

April 24, 2012

David Vensel  
Board President  
Monroe Public Schools  
1275 North Macomb Street  
Monroe, Michigan 48162

Re: Vacated Board of Education Seat

Dear Mr. Vensel:

Please accept this letter and attached biography as my expressed interest and application to fill the recent vacated seat on Monroe Public Schools Board of Education. As you know, and as the rest of the Board probably knows, I left the Board at the beginning of the 2009/2010 school year after just over 4 years of service that included positions of Trustee, Vice-President, and Parliamentarian and committee assignments such as Physical Resources, Finance, and Policy. I also served on the Monroe Public Schools Scholarship Committee as a Board representative and have continued that service as a regular member since leaving the School Board.

I am interested in serving on the Board, because I know that I can be a strong and effective contributor from day one. I understand and have experienced the tough and unpopular work that needs to be done during difficult financial times like these. I have served on this same Board with all but one of its current members, and I believe I did so with independence, respect and distinction. We didn't always agree, but I feel like I always conducted myself in a professional manner whether I was in the majority or even the sole minority. I also felt like I was a good steward for the public and made a difference. As before, I would come to the Board with no personal agenda and with an eye of accountability to the Public. Although people have been encouraging me to run for one of the seats in the upcoming election, I am seeking this appointment without plans of running. That's a long-term time commitment that I would have to take longer upon which to decide whether it works with my family and home life.

Currently, I have three children in the Monroe Public Schools system. My oldest is graduating from Monroe High School this year, and my youngest is just finishing his freshman year. My middle one is a junior at Monroe County Middle College. All my children have been part of the Monroe Public School system from kindergarten to the present, and I have always volunteered or served the school system in some fashion every year along the way. I am very passionate about our school system and the community for which it serves.

Respectfully,

  
Aaron N. Mason

## **Aaron N. Mason**

### Biography Support for Board Appointment Application

#### **School System Background spans over 40 years**

- My father, now retired, came to Monroe Public Schools to teach over 40 years ago, and our family has been a part of the school system ever since.
- As an elementary student, I was part of some great programs like Talented and Gifted.
- As a top-50 nationally ranked chess player in Junior High and High School, I led our chess team to multiple state titles and national placements and helped coach the lower grades as I entered High School.
- As a young professional adult, I taught Junior Achievement programs at some elementary schools.
- As a parent of elementary children, I often volunteered in or for the classroom or in tutoring programs like HOSTS. I also organized and ran a chess club at Custer Elementary and coached their team to a State Championship.
- I served with distinction for over 4 years on the Board of Education and was the catalyst and lead author for the school system's current Vision Statement among other things.
- I served over 5 years on the Monroe Public Schools Scholarship Committee.

#### **Professional and Educational Background**

- I started in banking through a Monroe High School work program during my senior year and made it into my life-long career.
- I have now worked as a Banker in the local Monroe community for well over 20 years and am currently a Vice President at Monroe Bank & Trust.
- I have a Bachelors of Business Administration from The University of Toledo
- I also attended The University of Toledo's College of Law where I earned various honors such as:
  - Dean's Merit Scholarship
  - Dean's List
  - Highest Ranking Student – Civil Procedure

#### **My Family**

- My three children and I have lived in our Monroe Township Home for over 8 years and have lived in the Monroe Public Schools District from the time they were born.
- My oldest daughter, Miracle Mason, is a senior at Monroe High School where she is Secretary of Interact, NHS member, and a player on the Varsity Tennis Team.
- My other daughter, Journee Mason, is a junior in the inaugural class of the Monroe County Middle College where she, at the young age of 16, is expected to have already earned a total of 18 college credits later this month.
- My son, Chase Mason, is a freshman at Monroe High School and is already finding success with a GPA in excess of 3.90.

Ryan Philbeck  
4978 Northfield Drive  
Monroe, MI 48161  
May 1, 2012

David Vensel  
Board President  
Monroe Public Schools Board of Education  
1275 North Macomb Street  
Monroe, MI 48162

Dear Mr. Vensel:

Please consider this correspondence my official letter of interest to fill the vacancy on the MPS Board of Education. It would be my pleasure to serve our community, specifically Monroe Public Schools, in this capacity.

In your collective review of the enclosed resume, please consider the following information:

1. I am a Monroe Public Schools alumni and a lifetime resident of Monroe. However, I did live in various states and countries while serving six (6) years in the United States Air Force.
2. My wife and I currently have three children attending Monroe Public Schools. For that reason, I am a stakeholder in the system and would be personally affected by my decision(s) while serving on the Board.
3. As a Project Manager in the construction industry, I have been financially responsible hundreds of millions of dollars at any given time throughout my professional career. I have earned the trust and appreciation of my clients by treating their financial concerns with care and accountability.
4. I am fully competent in contract negotiations with management and union personnel. My ability to successfully negotiate with the trade unions continue to be paramount to my personal success as a professional in my industry.
5. I care about Monroe and its residents. My skills and abilities are unique and, for that reason, will be a strong asset to the district.

My decision to serve in this capacity has not been considered carelessly. I am fully aware of the current economic climate in Michigan and the difficulties presented to the Board as a result of decreased funding. As you know, funding reduction requires the Board to make necessary, but unpopular decisions. It is

Philbeck, Ryan  
May 1, 2012  
Page 2

with this full understanding of the unique balance between fiscal responsibility and advancing education standards that I have chosen to serve. I look forward to giving my utmost to the continued success of Monroe Public Schools.

If you have questions, please call me at (734) 787-1949. I look forward to hearing from you soon.

Regards,

*Ryan Philbeck*

Ryan Philbeck

Enclosure: Professional Resume – Ryan Philbeck

CC: File

# RYAN PHILBECK

4978 NORTHFIELD DRIVE • MONROE, MI 48161  
PHONE (734) 457-0984 • CELL (734) 787-1949

## OBJECTIVE

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Experienced, motivated professional seeking a Trustee appointment to the Monroe Public Schools Board of Education.

## HIGHLIGHTS OF QUALIFICATIONS

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- General Motors Project Delivery Program Management (PDPM), Ohio Regions - \$180 Million
- HCR ManorCare – Skilled Nursing Facilities, Multiple Projects - \$50 Million
- Detroit Institute of Arts – Master Plan Project, Detroit, Michigan - \$104 Million
- City of Detroit, Detroit Water & Sewer Department - Systemwide Control System PC-713, Detroit, Michigan - \$280 Million
- Midfield Terminal Roadway Project – North West Airlines Project No. MTP – 239, Romulus, Michigan - \$50 Million

## EXPERIENCE

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**2011–Present Lasalle Group, Inc.**  
**Director of Business Development**

**Canton, MI**

- Sales leader for Lasalle Group, Inc. Responsible for business development and generating growth in all corporate sectors.

**2005–2011 Lasalle Group, Inc.**  
**Project Manger**

**Canton, MI**

- Ohio Region Program Director for GM Project Delivery Program Management (PDPM).
- Project Management for General Contracts, Construction Management, and Design Build for clients including HCR Manor Care, General Motors, Wal-Mart, Comcast, and Detroit Medical Center.



**1999–2005 Walbridge  
Project Manger**

**Detroit, MI**

- Project Controls and Management for clients including: Detroit Water and Sewerage Department, Detroit Institute of Arts, Detroit Historical Museum, and Northwest Airlines.
- Capably performed negotiations with Owner, Engineer, and Subcontractors ensuring project profitability, and settlement of key subcontractor issues and disputes.

**1993–1999 United States Air Force  
Air Transportation**

**Various Locations**

- Directed air transportation activities. Supplemented policies and directed supervisory personnel providing cargo and passenger loading and unloading services, and performing airdrop activities. Established procedures for passenger and aircraft clearance through international border clearance agencies. Inspected airlift activities for compliance and recommends corrective action. Conducted personnel and equipment management surveys, and provides technical assistance as required.
- Developed new quality assurance procedures leading to the recovery of over 14,500 shipments totaling 810 tons of lost cargo recovering 4.6 million dollars for the United States government.

#### EDUCATION

1999 - 2005 Liberty University  
*Business Management and Finance*

Lynchburg, VA

#### PROFESSIONAL LICENSES/CERTIFICATES

- ISO 9001/2000 Auditor
- Construction Industry Technician
- Storm Water Management Operator

#### REFERENCES

Excellent references available upon request.

April 26, 2012

Members of the Board  
Monroe Public Schools Board of Education  
1275 N. Macomb St.  
Monroe, MI 48162

Members of the Board:

I am writing to express my interest in the position of Trustee on the Monroe Public Schools Board of Education. I am in my final year at Wayne State University Law School, and have developed an interest in the field of education law. I'm confident that my unique background in law and education, coupled with my work and volunteer experience for Monroe Public Schools, make me a strong candidate for this position.

Having worked as a substitute teacher and volunteer for Monroe Public Schools, I have a strong desire, and commitment to helping the students and staff, succeed in their educational mission. During my years of substitute teaching, I have been extensively involved in extra-curricular activities such as sporting events, school dances and lock-ins, as well as Monroe High School student council. My involvement in campus life at Northern Michigan University also contributes to my qualifications for the position on the Board. My participation with the All Student Judiciary, which included responsibilities for hearing the cases of students in violation of the university student code, provided positive experience that should translate well to the Board activity of disciplinary hearings. Additionally, included in this portfolio, is a description of the 400 required hours of activities in four separate domains necessary to complete the Superior Edge certification, which further illustrates my dedication and leadership in the community.

I have included my resume for your review. Thank you for your consideration and I look forward to the opportunity to speak with you about my candidacy in greater detail.

Sincerely,



Anne Rossio

**ANNE ROSSIO**  
316 E. Noble Ave.  
Monroe, Michigan 48162  
aerossio@gmail.com  
734-770-8431

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**EDUCATION:**

**Wayne State University Law School, Detroit, Michigan**  
*Juris Doctor Candidate May 2013*

**Northern Michigan University, Marquette, Michigan**  
*Bachelor of Science – Psychology, May 2007*

- All Student Judiciary, 2006-2007
- Residence Hall, President, 2007
- President's Round Table, 2007
- Superior Edge Graduate – Completed program involving 400+ hours in volunteer, civic engagement, diversity, and leadership activities

**Monroe County Community College, Monroe, Michigan**  
*Associate of Science – Biology, May 2004*

- Math and Science Society, Vice President
- Science Tutor, 2003-2004
- Biology Lab Assistant, 2003-2004

**EXPERIENCE:**

**PCMI Services, Portland, Michigan**  
*Substitute Teacher, Monroe County Schools, January 2008-present*

- Instructed lesson plans for a variety of academic subjects in secondary education classrooms
- Volunteered with track and cross-country programs, student council, chaperoned numerous school events

**Huron Clinton Metropolitan Authority, New Boston, Michigan**  
*Naturalist, June 2004-August 2009*

- Created and implemented various nature programs and exhibits for the museum and nature center
- Instructed classes about indigenous flora and fauna, local history, geography, and astronomy for ages ranging from pre-school through adult
- Supervised other naturalists during large projects such as summer camps

**United States Attorney's Office, Washington, D.C.**  
*Intern, Spring 2007*

- Assisted with assigned cases and press conferences
- Researched and assisted in drafting legislation concerning D.C. statutes on child pornography, recidivism rates, and ex-offenders, which was ultimately presented in front of D.C. City Council
- Worked extensively with Executive Attorney for External Affairs on various community outreach projects that benefited at-risk children, including Project Safe Childhood

**INTERESTS**

- Competitive running
- Dogsled racing

*Certificate of Achievement*  
NORTHERN MICHIGAN UNIVERSITY

is proud to recognize

**Anne Rossio**

for the completion of the

**Superior Edge**

on May 4, 2007.

*The Citizenship Edge includes a combination of service-learning, community service, and civic engagement activities.*

*The Diversity Edge includes a combination of international and domestic diversity activities.*

*The Leadership Edge includes a combination of theory, ethics, and experience.*

*The Real World Edge includes experiences in a student's major or minor outside of the classroom.*

*Completion of the Superior Edge totals 400 hours of activities.*

*Rachel Harris*

Rachel Harris  
Associate Director  
Center for Student Enrichment

*Leslie E. Wong*

Leslie E. Wong  
President  
Northern Michigan University

Ronald J. Benore, Jr.  
102 E. Lorain St.  
Monroe, MI 48162

Monroe Public Schools  
Board of Education  
1275 N. Macomb St.  
Monroe, MI 48162

Members of the Board:

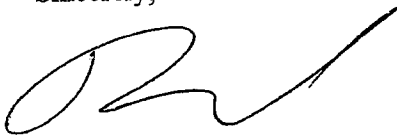
I write to you, my former colleagues, with great enthusiasm. I was delighted when Anne informed me she was interested in filling my vacancy on the Board. There are several reasons for this.

Anne has worked as a substitute teacher for several years, mainly at Monroe Middle School, and Monroe High School. She has developed relationships with many of the teachers and administrators, and therefore has a unique insight and perspective that other candidates do not. I believe that she could act as a liaison with the employees and the Board. She is in her final year of law school, and has had education related law classes. Her knowledge of education law would be invaluable to the Board.

Anne will bring great energy and enthusiasm to the position on the Board. She has volunteered countless hours to assist teachers and administrators at different events (dances, lock-ins, student council, fund raisers, etc.) She does these things not because she has to, but because she cares about the students, and the school district. She motivated me to get more involved with many of the events she volunteered her time to.

Clearly, I did not want to resign. However, I believe Anne has shown in numerous capacities her strong dedication and commitment to Monroe Public Schools, and in doing so, I believe she is a wonderful choice to replace my position on the Board of Education.

Sincerely,



Ronald J. Benore, Jr.



## Monroe Public Schools

MONROE HIGH SCHOOL  
901 Herr Road  
Monroe, Michigan 48161

April 27, 2012

To Whom It May Concern:

I am writing this letter on behalf of Anne Rossio and her involvement with the Monroe High School Student Council this school year. I was given the task advising the MHS Student Council at the beginning of the school year. I was very overwhelmed as the task of planning homecoming was already well under way. Anne was one of the first people to step-up and offer the assistance I needed in the planning and execution of the events. She helped obtain the majority of the decorations and donations (apple cider, donuts, etc.) for our homecoming carnival, offered to coach the powder puff game, and chaperoned the dance, working in the coat room and did everything necessary to ensure the evening was a success.

Anne has also worked in my classroom as a substitute teacher on several occasions. She had a good rapport with the students and always managed my class in a professional manner. She is personable with the students and takes the time to converse with them being genuinely interested in their lives.

Anne is very passionate about working with young adults both inside and outside of the classroom. That is very evident in her commitment not only with the homecoming festivities, but also with chaperoning dances, prom, and the zombie lock-in. I have seen Anne at numerous events at Monroe High School. She truly enjoys supporting the efforts of our students and has their best interest in mind.

Sincerely,

Anne Knabusch  
MHS Multimedia Teacher & Student Council Advisor

April 26, 2012

To Whom it May Concern:

Anne Rossio's involvement with Monroe Public Schools is inspiring. At a time when it feels that volunteerism is at a low, she regularly contributes her time and abilities to help our students. For the past 4 years she has given freely and plentifully to the Track & Field and Cross Country Teams, Student Council and other clubs at MHS.

Organizing and running a home track meet is an overwhelming and time consuming task for the head coach. Anne's consistency in volunteering, knowledge of the sport and dedication to the task allows me to focus on my coaching duties and student-athletes.

As a substitute teacher in my Special Education, Resource Room classroom, Anne changes gears from working with our most successful student athletes and class officers to assisting our most at risk and challenging students at MHS. Her rapport with the staff and students is exceptional and I always feel at peace when I hand my class over to her.

Her organizational and problem solving skills are a tremendous asset to what we do for students at MHS, but it's her caring and selfless nature that sets her apart. At a time when it's difficult to find staff members and parents to step up and help, Anne has been dedicated to making our students' lives better.

Sincerely,



Mark Scoles

MHS Special Education Teacher , Varsity Cross Country and Track & Field Coach

**BUDGET REDUCTION TEACHER LAYOFFS**

**BACKGROUND**

Due to insufficient funding of local education by the State of Michigan and the rising fixed costs for wages, fringe benefits and pension, the Monroe Public Schools must reduce the 2012/13 budget. As part of the pending plan for this reduction, the district is considering several structural and programming changes and therefore finds it necessary to lay-off 104 teaching staff. It is necessary to notify the following teachers of their layoff status for the 2012/13 school year. Those teachers on the resolution will be placed on a recall list as per the master agreement.

Erin Allen, Jill Angelo, Angela Ashcraft, Renee Bergman, Meghan Bernard, Sue Birdwell Jones, Jennifer Bole, Dawn Brodie, Michael Buckley, Emily Bundon, Kyle Christensen, John R Clark, Krystal Clawson, Katie Collins, Jennifer Davis, Kelly Davis, Miranda DeBruyne, Elizabeth Dec, Valerie Delekta, Brian DeMaggio, Tara Dessauer, Elise Dinwoody, Staci Dreger, Alison Drougel, Kate Dunlap, Leslie Foster, Polly Fraser-Juarez, Catherine Furnari, Lindsay Gaertner, Patricia Geiman, Meghan Gibson, Stacey Goins, Valerie Grier, Jenna Groves, Melissa Hoffman, Sherry Hunt, Monique Hunter, Amanda Iocoangeli, Barbara Johnson, Stacy Johnson, Steve Ketron, Dawn Kimble, Anne Knabusch, Sarah Kokx, Jennifer Larkins, Julie Lindsay, Maribeth Lore, Amy Lynn, Patricia McClain, Amanda McGovern, Kari Mieden, William Miller, Leah Morelli, Ronald Motyka, Kendan Myers, Larry Nocella, Justin Nye, Katherine O'Connor, Julie Oddo, Chessica Oetjens, Michael Olsen, Erin Otter, Amy Pabin, Alka Pandya, Kim Pearch, Amanda Perkey, Callie Preslan, Jennifer Reed, Ronald Riggs, Bonnie Ritsema, Angelina Roberts, Sonya Samona, Lisa Scheich, Mark Scoles, Nicole Shaughnessy, David Shay, Delsie Sissoko, Kelly A. Smith, Timothy Smith, Tina Sorg, James St. Pierre, Vanya Steel, Patricia Stefanski, Teresa Stewart, Victoria Sweet, Kari Tackett, Alisa Tetley, Hilary Toro, Christine Trapp, Beth Trpevski, Kelly Vandeginste, Rachel Vote, Kristina Watterworth, Holli Weaver, Scott Williams, Traci Wilson, Catheryn Windelborn, Cassidy Wodke, Mary Wolf, Andrea Wylie, Stacey Wylie, Bryan Zamorski, Amy Zellen, and Glenn Zorn

**ENCLOSURE**

Resolution for Notice to Lay Off Teachers

**RECOMMENDATION**

Move to approve the "Resolution for Notice to Layoff Teachers", as attached, for the layoff of the listed teachers, due to economic reasons, effective at the end of the 2012/13 school year; and to provide the appropriate notifications as required by statute.

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

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



**MONROE PUBLIC SCHOOLS  
COUNTY OF MONROE  
RESOLUTION FOR NOTICE TO LAYOFF TEACHERS**

A regular meeting of the Board of Education (the "Board") of Monroe Public Schools, County of Monroe, State of Michigan ("the District"), was held at 1275 North Macomb Street, in the District, on the 8<sup>th</sup> day of May, at 7:00 o'clock p.m.

The meeting was called to order by David Vensel, President.

Present: \_\_\_\_\_  
\_\_\_\_\_

Absent: \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_

**WHEREAS**, the largest portion of the Monroe Public Schools' expenditures are used to pay for employment costs, and

**WHEREAS**, the Monroe Public Schools, for economic reasons, must reduce its teaching staff to reduce costs.

**NOW, THEREFORE**, be it resolved that:

1. The following teachers: Erin Allen, Jill Angelo, Angela Ashcraft, Renee Bergman, Meghan Bernard, Sue Birdwell Jones, Jennifer Bole, Dawn Brodie, Michael Buckley, Emily Bundon, Kyle Christensen, John R Clark, Krystal Clawson, Katie Collins, Jennifer Davis, Kelly Davis, Miranda DeBruyne, Elizabeth Dec, Valerie Delekta, Brian DeMaggio, Tara Dessauer, Elise Dinwoody, Staci Dreger, Alison Drougel, Kate Dunlap, Leslie Foster, Polly Fraser-Juarez, Catherine Furnari, Lindsay Gaertner, Patricia Geiman, Meghan Gibson, Stacey Goins, Valerie Grier, Jenna Groves, Melissa Hoffman, Sherry Hunt, Monique Hunter, Amanda Iocoangeli, Barbara Johnson, Stacy Johnson, Steve Ketron, Dawn Kimble, Anne Knabusch, Sarah Kokx, Jennifer Larkins, Julie Lindsay, Maribeth Lore, Amy Lynn, Patricia McClain, Amanda McGovern, Kari Mieden, William Miller, Leah Morelli, Ronald Motyka, Kendan Myers, Larry Nocella, Justin Nye, Katherine O'Connor, Julie Oddo, Chessica Oetjens, Michael Olsen, Erin Otter, Amy Pabin, Alka Pandya, Kim Peach, Amanda Perkey, Callie Preslan, Jennifer Reed, Ronald Riggs, Bonnie Ritsema, Angelina Roberts, Sonya Samona, Lisa Scheich, Mark Scoles, Nicole Shaughnessy, David Shay, Delsie Sissoko, Kelly A. Smith, Timothy Smith, Tina Sorg, James St. Pierre, Vanya Steel, Patricia Stefanski, Teresa Stewart, Victoria Sweet, Kari Tackett, Alisa Tetley, Hilary Toro, Christine Trapp, Beth Trpevski, Kelly Vandeginste, Rachel Vote, Kristina Watterworth, Holli Weaver, Scott Williams, Traci Wilson, Catheryn Windelborn, Cassidy Wodke, Mary Wolf, Andrea Wylie, Stacey Wylie, Bryan Zamorski, Amy Zellen, and Glenn Zorn, shall be given notice that the Board of Education has laid off said teachers effective June 30, 2012.
2. The Superintendent is hereby directed to give the teachers named in this resolution a copy of this Resolution and a copy of the Teachers Tenure Act.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

Motion declared 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 May 8, 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.

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Secretary, Board of Education  
Monroe Public Schools

Board Meeting #8  
May 8, 2012  
Item #C.5

**REQUEST FOR TEACHER LEAVE OF ABSENCE**

**BACKGROUND**

Marcie Boyce has requested an unpaid leave of absence for the 2012/13 school year as per Article 12, Section D-7 of the Master Agreement.

**ENCLOSURE**

Letter of Request

**RECOMMENDATION**

Move to approve a leave of absence for Marcie Boyce for the 2012/13 school year for the purpose of child care effective September, 2012. This is in accordance with Article 12, Section D-7 of the master agreement.

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

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

May 1<sup>st</sup>, 2012

Dear Board of Education,

As I am due to have a baby on August 5<sup>th</sup>, 2012 and I am requesting your approval for a maternity leave of absence for the 2012-2013 school year.

Thank you for your consideration,

*Marcie Boyce*

Marcie Boyce  
4<sup>th</sup> Grade Teacher  
Custer Elementary

Board Meeting #8  
May 8, 2012  
Item #C.6

**RESOLUTION TO SUPPORT THE MONROE COUNTY INTERMEDIATE  
SCHOOL DISTRICT PROPOSED BUDGET FOR 2012//2013**

**ENCLOSURE**

Resolution  
2012/2013 General Fund Budget Projection

**RECOMMENDATION**

Move to approve the ISD Budget Resolution as presented.

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

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

**RESOLUTION**

**WHEREAS**, Section 380.624 of the Revised School Code requires that the Monroe County Intermediate School Board present its proposed budget to each constituent district for review by no later than May 1<sup>st</sup>; and,

**WHEREAS**, not later than June 1<sup>st</sup>, the Board of Education of each constituent school district shall review the proposed Monroe County Intermediate School District budget; and,

**WHEREAS**, not later than June 1<sup>st</sup>, the Board of Education of each constituent school district shall adopt a resolution expressing support for or disapproval of the proposed Monroe County ISD budget and shall submit to the ISD board any specific objections and proposed changes it has to the proposed budget; and,

**THEREFORE**, be it resolved, that the Board of Education of Monroe Public Schools adopts this resolution expressing its support of the Monroe County ISD proposed budget.

**Presented, approved and adopted this 8<sup>th</sup> day of May 2012.**

\_\_\_\_\_  
**Randall Monday, Superintendent**

\_\_\_\_\_  
**David Vensel, President**

**MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT**  
**2012-2013 GENERAL FUND BUDGET PROJECTION**  
 April 17, 2012

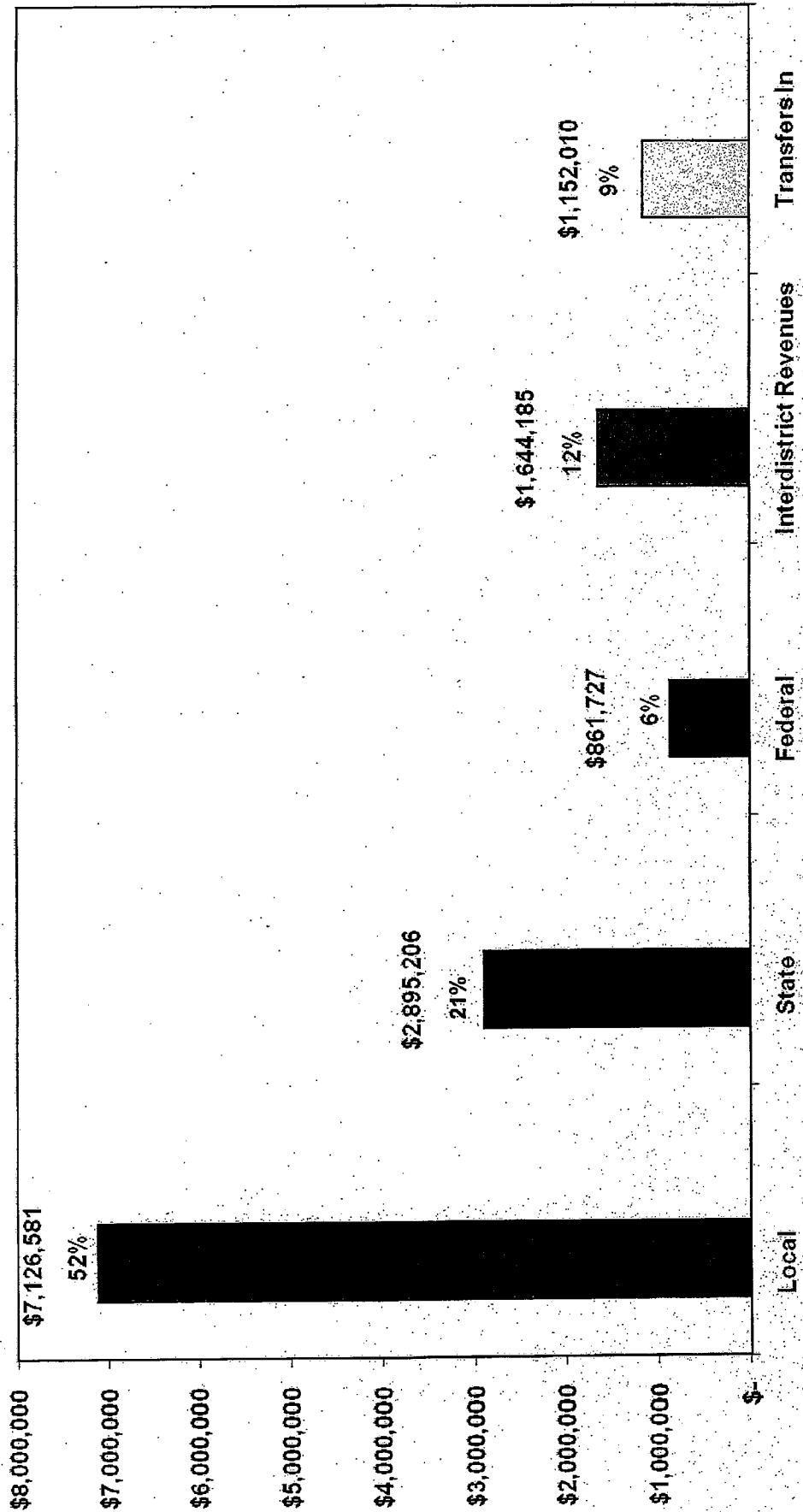
<b>REVENUE</b>	<u>2012-2013</u> <u>Proposed</u>
Local	7,126,581
State	2,895,206
Federal	<u>861,727</u>
Total Revenue	10,883,514
Interdistrict Revenues	1,644,185
Other - Transfers In	<u>1,152,010</u>
<b>TOTAL REVENUE, INCOMING TRANSFERS/OTHER TRANS:</b>	<u><u>\$ 13,679,709</u></u>

**EXPENDITURES**

Instruction:	
Basic Program	748,665
Added Needs	163,690
Other	-
Support Service:	
Pupil	186,827
Instructional Staff	1,826,624
General Administration	432,908
School Administration	244,482
Business	959,777
Operation & Maintenance	479,605
Transportation	38,777
Central	1,860,597
Community Service	<u>829,952</u>
Total Expenditures	7,771,904
Interdistrict Payments	6,417,688
Other - Transfers Out	<u>398,731</u>
<b>TOTAL APPROPRIATED:</b>	<u><u>\$ 14,588,323</u></u>
Unreserved Beginning Fund Balance	6,273,843
Income to Receive	<u>13,679,709</u>
Total Income Available	19,953,552
Less: Expenditures	<u>(14,588,323)</u>
Estimated Ending Balance	<u><u>\$ 5,365,229</u></u>

# Monroe County Intermediate School District 2012-2013 General Fund Budget Projection

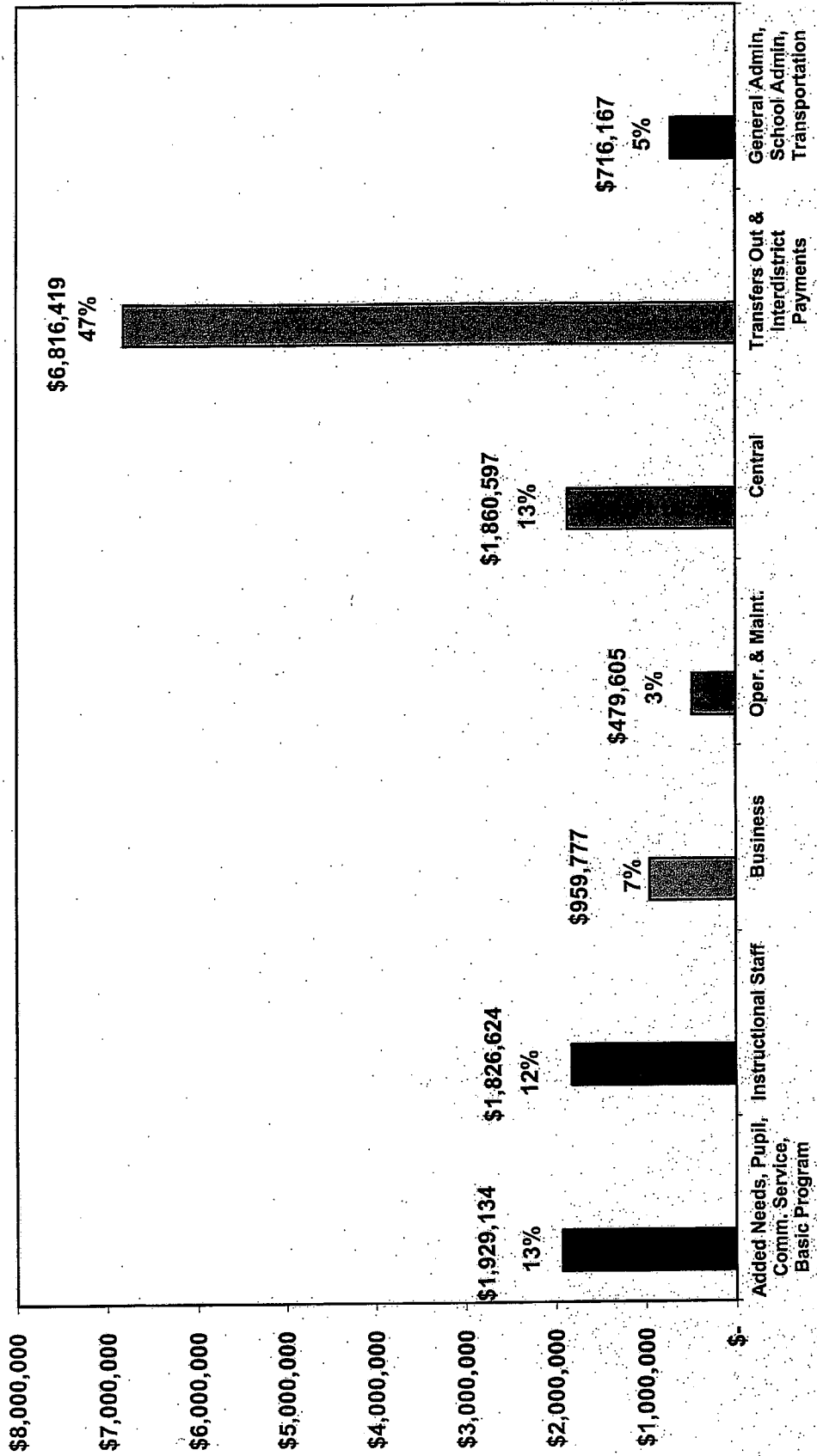
## REVENUE





# Monroe County Intermediate School District 2012-2013 General Fund Budget Projection

## EXPENSE

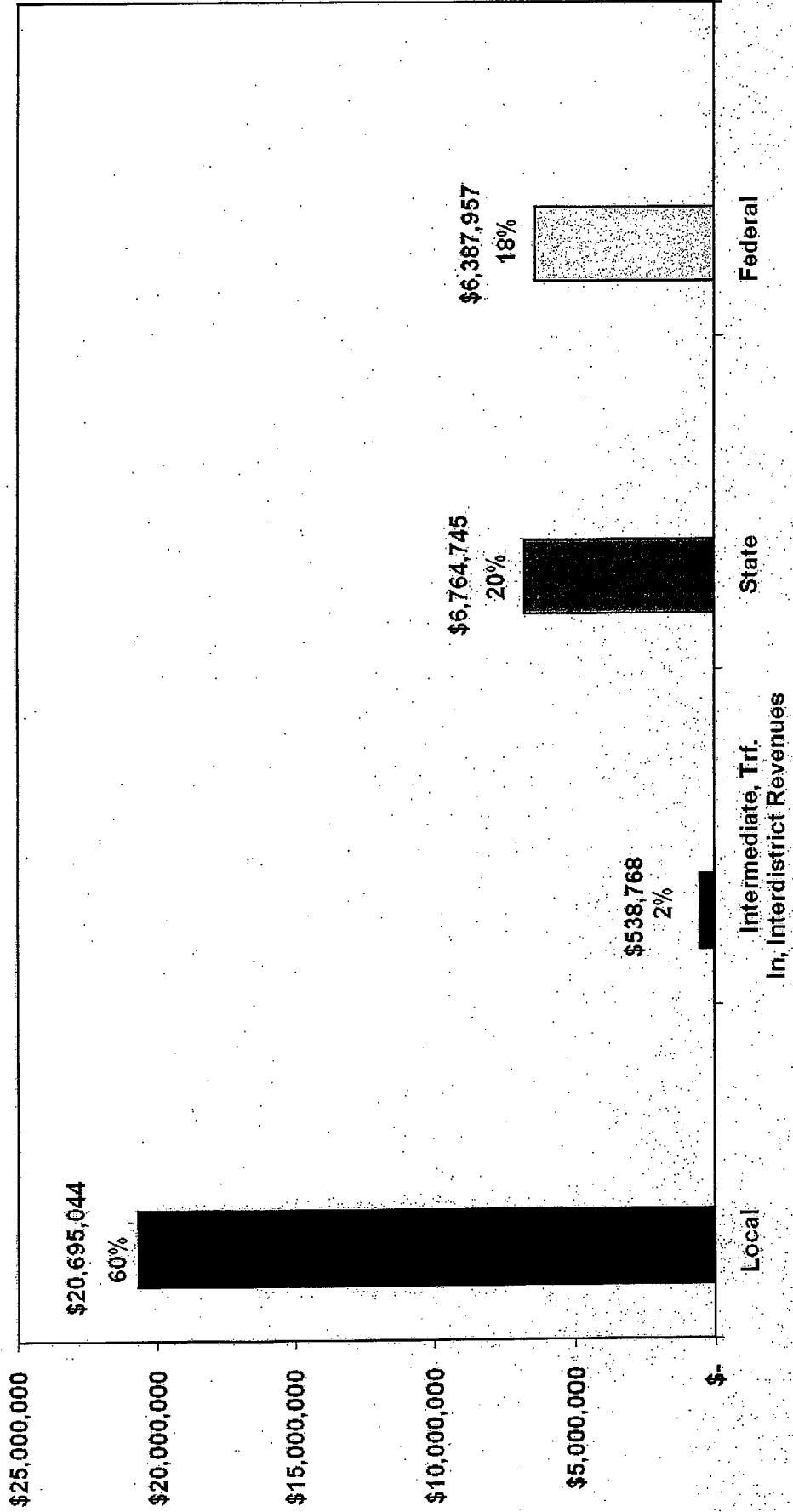


**MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT**  
**2012-2013 SPECIAL EDUCATION FUND BUDGET PROJECTION**  
 April 17, 2012

<b>REVENUE</b>	<b>2012-2013 Proposed</b>
Local	20,695,044
Intermediate	70,581
State	6,764,745
Federal	<u>6,387,957</u>
Total Revenue	33,918,327
Interdistrict Revenues	69,456
Other - Transfers In	<u>398,731</u>
<b>TOTAL REVENUE, INCOMING TRANSFERS/OTHER TRANS:</b>	<b><u>\$ 34,386,514</u></b>
<b>EXPENDITURES</b>	
Instruction:	
Basic Program	-
Added Needs	12,063,359
Other	-
Support Service:	
Pupil	9,619,190
Instructional Staff	1,733,209
General Administration	84,580
School Administration	178,462
Business	184,681
Operation & Maintenance	904,600
Transportation	841,492
Central	353,927
Community Service	<u>344,354</u>
Total Expenditures	26,307,854
Interdistrict Payments	8,088,700
Other - Transfers Out	<u>1,262,878</u>
<b>TOTAL APPROPRIATED:</b>	<b><u>\$ 35,659,432</u></b>
Unreserved Beginning Fund Balance	9,698,956
Income to Receive	<u>34,386,514</u>
Total Income Available	44,085,470
Less: Expenditures	<u>(35,659,432)</u>
Estimated Ending Balance	<b><u>\$ 8,426,038</u></b>

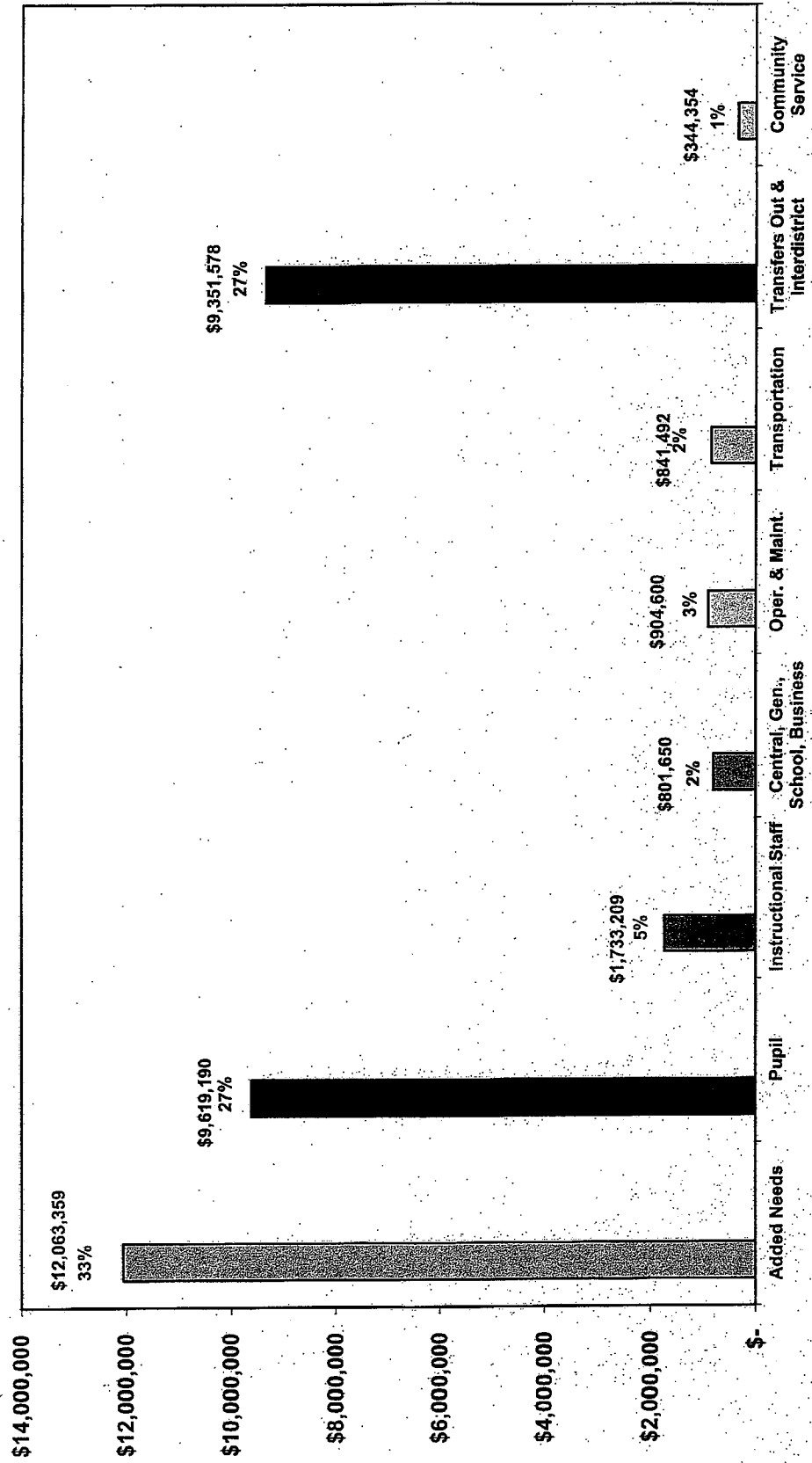
# Monroe County Intermediate School District 2012-2013 Special Education Fund Budget Projection

## REVENUE



# Monroe County Intermediate School District 2012-2013 Special Education Fund Budget Projection

## EXPENSE



**MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT**  
**2012-2013 SCHOOL SERVICE FUND BUDGET PROJECTION**  
 April 17, 2012

<b>REVENUE</b>	<b>2012-2013 Proposed</b>
Local	72,321
State	1,763
Federal	<u>55,314</u>
Total Revenue	129,398
Interdistrict Revenues	
Other - Transfers In	<u>10,868</u>
<b>TOTAL REVENUE, INCOMING TRANSFERS/OTHER TRANS:</b>	<b><u>\$ 140,266</u></b>

**EXPENDITURES**

Instruction:	
Basic Program	-
Added Needs	-
Other	-
Support Service:	
Pupil	-
Instructional Staff	-
General Administration	-
Business	-
Operation & Maintenance	-
Central	-
Other	-
Community Service	<u>137,266</u>
Total Expenditures	137,266
Outgoing Transfers	<u>3,000</u>
<b>TOTAL APPROPRIATED:</b>	<b><u>\$ 140,266</u></b>
Unreserved Beginning Fund Balance	26,468
Income to Receive	<u>140,266</u>
Total Income Available	166,734
Less: Expenditures	<u>140,266</u>
Estimated Ending Balance	<b><u>\$ 26,468</u></b>

**MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT**  
**2012-2013 CAPITAL PROJECTS FUND BUDGET PROJECTION**  
 April 17, 2012

<b>REVENUE</b>	<b>2012-2013 Proposed</b>
Local	250
State	-
Federal	-
Total Revenue	250
Interdistrict Revenues	-
Other - Transfers In	-
TOTAL REVENUE, INCOMING TRANSFERS/OTHER TRANS:	\$ 250

<b>EXPENDITURES</b>	
Instruction:	
Basic Program	-
Added Needs	-
Other	-
Support Service:	
Pupil	-
Instructional Staff	-
General Administration	-
Business	-
Operation & Maintenance	-
Central	-
Other	-
Community Service	-
Total Expenditures	-
Interdistrict Payments	
Facilities Acquisition	-
Outgoing Transfers	29,000
TOTAL APPROPRIATED:	\$ 29,000
Unreserved Beginning Fund Balance	1,111,522
Income to Receive	250
Total Income Available	1,111,772
Less: Expenditures	29,000
Estimated Ending Balance	\$ 1,082,772

**MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT  
2012-2013 DEBT RETIREMENT FUND BUDGET PROJECTION  
April 17, 2012**

<b>REVENUE</b>	<b>2012-2013 Proposed</b>
Local	-
State	1,400,978
Federal	-
	<hr/>
Total Revenue	1,400,978
Interdistrict Revenues	-
Other - Transfers In	-
	<hr/>
TOTAL REVENUE, INCOMING TRANSFERS/OTHER TRANS:	<u>\$ 1,400,978</u>

**EXPENDITURES**

Instruction:	-
Basic Program	-
Added Needs	-
Other	-
Support Service:	-
Pupil	-
Instructional Staff	-
General Administration	-
Business	9,476
Operation & Maintenance	-
Central	-
Other	-
Community Service	-
	<hr/>
Total Expenditures	9,476
Outgoing Transfers	1,391,502
	<hr/>
TOTAL APPROPRIATED:	<u>\$ 1,400,978</u>
Unreserved Beginning Fund Balance	-
Income to Receive	1,400,978
	<hr/>
Total Income Available	1,400,978
Less: Expenditures	1,400,978
	<hr/>
Estimated Ending Balance	<u>\$ -</u>

Board Meeting #8  
May 8, 2012  
Item #C.7

**RESOLUTION TO STOP BORROWING AGAINST THE STATE**

**BACKGROUND**

At a February 13, 2012 Bay City Public Schools Board of Education meeting, their Board adopted a resolution requesting our state government to take action on the issue of forcing public school districts to borrow money to maintain cash flow at the beginning of every district's fiscal year. To begin with, the Bay City Public Schools Board of Education asked the state to reimburse school districts for any interest paid on loans taken to meet expenses before the October school aid payment. By passing the attached resolution and sending it to our legislators and the governor's office, the Monroe Public Schools Board of Education would like to join other school districts around the state in sending a clear message to our state government that if they truly have the best interest of the state's children in mind, they will work to fix this problem.

**ENCLOSURE**

Resolution

**RECOMMENDATION**

Move to approve the Resolution to Stop Borrowing Against the State as presented.

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

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



**RESOLUTION TO STOP BORROWING AGAINST THE STATE**

Monroe Public Schools District  
Monroe, Michigan

Minutes of a regular meeting of the Board of Education of the Monroe Public Schools District, State of Michigan, held on the 8<sup>th</sup> day of May, 2012 at 7:00 PM, prevailing Eastern Time.

PRESENT: Members

ABSENT:

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

**WHEREAS**, certain legislation passed by the Michigan legislature and signed by the governor has raised concerns over their support for public K-12 education and educators; to wit, the diversion of School Aid fund money to post-secondary schools and the removal of the cap on the number of charter schools as examples; and

**WHEREAS**, one area of reform that has received no attention from the current legislature or executive branch regards the timeline for state school aid payments to local districts that forces said districts to borrow money to meet their obligations for the first four months of their fiscal year, which begins July 1; and

**WHEREAS**, this unfunded mandate for school districts to borrow against school aid funds was created in the 1997/1998 state fiscal year as a means for the state government to maintain its overall cash flow, to the effect that the state government forces money to be taken from its school children's educational funds rather than the state's general fund intended to cover the cost of doing state business; and

**WHEREAS**, local school districts were forced to borrow a total of over \$690,000,000 at the beginning of the 2011/2012 school fiscal year to meet our obligations, at a cost in interest of over \$15,000,000, or nearly ten dollars per pupil attending public schools in Michigan; and

**WHEREAS**, the surplus in the state's School Aid fund at the conclusion of the 2010/2011 fiscal year is currently estimated at over \$700,000,000;

**NOW BE IT RESOLVED**, that this board of education asks the Michigan legislature to pass and the governor to sign legislation requiring that all local school districts be reimbursed for the expense of borrowing funds against state school aid funding to meet obligations at the beginning of their fiscal year, said reimbursement to begin with the 2011/2012 school fiscal year and continue for any school fiscal year where said

borrowing is required, with said reimbursement not to be taken from funds previously committed to funding K-12 education; and

**BE IT FURTHER RESOLVED**, that this board of education asks the executive branch of state government to utilize the surplus in the state School Aid fund at the conclusion of the 2011/2012 fiscal year to provide local districts with funding at the beginning of their 2012/2013 fiscal years, in order to avoid their having to borrow against anticipated state school aid to the greatest degree possible, with the intent to stop the need for said practice of borrowing against school aid in total; and

**BE IT FURTHER RESOLVED**, that copies of this resolution be immediately transmitted to the Honorable Representative Rick Olson, Representative Dale Zorn, and the Honorable Senator Randy Richardville who represent the citizens of Monroe Public Schools, as well as to the office of the Honorable Governor Rick Snyder.

**YEAS:**

**NAYS:**

**ABSTAIN:**

**Presented, approved and adopted this 8<sup>th</sup> day of May 2012.**

---

**David Vensel, President**

I hereby certify that the foregoing constitutes a true and complete copy of a resolution duly adopted by the Board of Education of the Monroe Public Schools district, Monroe, Michigan, at a regular meeting held on the 8<sup>th</sup> day of May, 2012, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

---

**David Vensel, President**

**BOARD POLICIES FIRST READING**

**BACKGROUND**

The attached board policies have been reviewed by the board policy committee and are recommended for approval by the full board of education. It is recommended by the district legal counsel (Collins and Blaha) that these policies be put in place to allow the district to be in compliance with state law as it relates to certificated staff discipline, evaluation, layoff, and placement. Failure to approve these policies as stated could place the district in violation of state statute and subject to legal risk.

**ENCLOSURES**

- Discipline, Demotion and Discharge of Certificated Staff
- Staff Evaluation Process
- Layoff and Recall
- Individualized Development Plan
- Teacher Placement

**RECOMMENDATION**

Move to approve the following policies as a first reading:

- Discipline, Demotion and Discharge of Certificated Staff
- Staff Evaluation Process
- Layoff and Recall
- Individualized Development Plan
- Teacher Placement

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

<b>ROLL CALL VOTE:</b>	<u><b>Aye</b></u>	<u><b>Nay</b></u>	<u><b>Abstain</b></u>	<u><b>Absent</b></u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

# MONROE PUBLIC SCHOOLS BOARD POLICY

## DISCIPLINE, DEMOTION AND DISCHARGE OF CERTIFICATED STAFF

The **Monroe Public Schools** Board of Education is responsible by law for the employment and supervision of all staff and personnel. MCL 380.11a(3)(d).

Public Act 100 of 2011, by amending the Teachers' Tenure Act made significant revisions to staff discipline, discharge and demotion. MCL 38.74, 38.101, 38.103.

Public Act 103 of 2011, by amending Section 15 of the Public Employment Relations Act, requires the Board of Education to develop, adopt, and implement a policy regarding discharge or discipline for employees whose employment is regulated by MCL 38.71 to 38.191. The policy developed, adopted and implemented for employees whose employment is regulated by MCL 38.71 to 38.191, must not include a standard for discharge or discipline that is different than the arbitrary and/or capricious standard provided under MCL 423.215(3)(m). MCL 38.101.

The **Monroe Public Schools** Board of Education delegates to the Superintendent the responsibility of developing administrative procedures for the discharge and discipline for those employees whose employment is regulated by MCL 38.71 to 38.191.

# MONROE PUBLIC SCHOOLS BOARD POLICY

## STAFF EVALUATION PROCESS

The **Monroe Public Schools** Board of Education is responsible by law for the employment and supervision of all staff and personnel. MCL 380.11a(3)(d). The use of the term teacher shall include all certified staff members and instructional administrators.

Public Acts 101 and 102 of 2011, by amending the Teachers' Tenure Act and the Revised School Code, made significant revisions to the teacher and administrator evaluation and observation process. MCL 38.83a; MCL 380.1249.

Public Act 103 of 2011, by amending Section 15 of the Public Employment Relations Act, places the decision-making authority regarding the development, content, standards, procedures, adoption, and implementation of the performance evaluation system for teachers and administrators and the format, timing, or number of classroom observations to be used in relation to the performance evaluations with the District. MCL 423.215(3)(l) & (n).

Pursuant to this legislation, school boards are required to:

- Adopt and implement for all teachers and school administrators a rigorous, transparent and fair performance evaluation system.
- Evaluate job performance of teachers and administrators and to provide timely and constructive feedback to teachers and administrators regarding their performance.
- Establish clear approaches to measuring student growth and to provide teachers and school administrators with relevant data on student growth.

The **Monroe Public Schools** Board of Education delegates to the Superintendent the responsibility of developing administrative procedures, in accordance with the expiration of any existing collective bargaining agreement, that do all of the following:

1. Evaluate teacher's or school administrator's job performance at least annually while providing timely and constructive feedback.
2. Establish clear approaches to measuring student growth and provide teachers and administrators with relevant data on student growth.
3. Evaluate teacher's or school administrator's job performance using multiple rating categories that take into account data on student growth as a significant factor. For these purposes, student growth will be measured by national, state, or local assessments and other objective criteria.
4. Rate teachers as highly effective, effective, minimally effective, or ineffective.
5. Use the evaluations, at a minimum, to inform decisions regarding all of the following:

- a. The effectiveness of teachers and school administrators, ensuring that they are given ample opportunities for improvement.
- b. The promotion, retention and development of teachers and school administrators, including providing relevant coaching, instruction support, or professional development.
- c. Whether to grant tenure or full certification, or both, to teachers and school administrators using rigorous standards and streamlined, transparent, and fair procedures.
- d. Removing ineffective tenured teachers, untenured teachers and school administrators after they have had ample opportunities to improve, and ensuring that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.

The **Monroe Public Schools** Board of Education recognizes that the recent amendments to Section 1249 of the Revised School Code provide for additional elements to be included in the performance evaluation system beginning with the 2013-2014 school year. The amendments also create the Governor's Council on Educator Effectiveness, which is responsible for developing the additional evaluation tools for teachers and school administrators. The **Monroe Public Schools** Board of Education will examine the additional evaluation tools when they become available and will revise this policy accordingly.

# MONROE PUBLIC SCHOOLS BOARD POLICY

## LAYOFF AND RECALL

The **Monroe Public Schools** Board of Education is responsible by law for the employment and supervision of all staff and personnel. MCL 380.11a(3)(d).

Public Act 102 of 2011 places an obligation on **Monroe Public Schools** ("District") to develop and implement a policy, with regard to those employees defined as teachers pursuant to the Teachers' Tenure Act, that provides that all personnel decisions when conducting a staffing or program reduction or any other personnel determination resulting in the elimination of a position, when conducting a recall from a staffing or program reduction or any other personnel determination resulting in the elimination of a position, or in hiring after a staffing or program reduction or any other personnel determination resulting in the elimination of a position, be based on retaining effective teachers. MCL 380.1248.

Public Act 103 of 2011, places the decision-making authority regarding the development and implementation of a staffing policy pursuant to MCL 380.1248 with the District. MCL 423.215(3)(k).

The **Monroe Public Schools** Board of Education delegates to the Superintendent the responsibility of developing administrative procedures for personnel decisions, in accordance with this Board Policy and MCL 380.1248.

# MONROE PUBLIC SCHOOLS BOARD POLICY

## INDIVIDUALIZED DEVELOPMENT PLAN

The **Monroe Public Schools** Board of Education is responsible by law for the employment and supervision of all staff and personnel. MCL 380.11a(3)(d).

Public Acts 101 and 102 of 2011, by amending the Teachers' Tenure Act and the Revised School Code, made significant revisions to the achievement of teacher tenure and the teacher evaluation and observation process. MCL 38.81, 38.83a, 38.93.

Public Act 103 of 2011, by amending Section 15 of the Public Employment Relations Act, places the decision-making authority regarding the development, content, standards, procedures, adoption, and implementation of the performance evaluation system for teachers, conducted pursuant to MCL 380.1249, along with the format, timing, or number of classroom observations to be used in relation to the performance evaluations with the District. MCL 423.215(3)(l) & (n).

Pursuant to Public Act 101, school boards are required to:

Provide each probationary teacher with an individualized development plan developed by appropriate administrative personnel in consultation with the individual teacher and provide that the teacher is provided with at least an annual year-end performance evaluation each year during the teacher's probationary period, conducted in accordance with MCL 380.1249. The annual year-end performance evaluation shall be based on classroom observations and shall include at least an assessment of the teacher's progress in meeting the goals of his or her individualized development plan.

Provide a teacher on continuing tenure who has received a rating of ineffective or minimally effective on an annual year-end performance evaluation in accordance with MCL 380.1249, with an individualized development plan developed by appropriate administrative personnel in consultation with the individual teacher. The individualized development plan shall require the teacher to make progress toward individual development goals within a specified time period, not to exceed 180 days. The annual year-end performance evaluation shall be based on multiple classroom observations conducted during the period covered by the evaluation and shall include, in addition to the factors required under section MCL 380.1249, at least an assessment of the teacher's progress in meeting the goals of his or her individualized development plan.

The **Monroe Public Schools** Board of Education delegates to the Superintendent the responsibility of developing administrative procedures, in accordance with the Teachers' Tenure Act, Revised School Code and Public Employment Relations Act, to provide for the creation and implementation of individualized development plans for probationary teachers and tenured teachers.



# **MONROE PUBLIC SCHOOLS BOARD POLICY**

## **TEACHER PLACEMENT**

The **Monroe Public Schools** Board of Education is responsible by law for the employment and supervision of all staff and personnel. MCL 380.11a(3)(d).

Public Act 103 of 2011, places the decision-making authority regarding the placement of teachers with the District. MCL 423.215(3)(j).

The **Monroe Public Schools** Board of Education delegates to the Superintendent the responsibility of developing administrative procedures to provide for the placement of teachers in accordance with state and federal laws and guidelines.

Board Meeting #8  
May 8, 2012  
Item #C.9

**MCISD PARENT ADVISORY COMMITTEE MEMBERSHIP**

**BACKGROUND**

The Monroe County Intermediate School District Parent Advisory Committee (PAC) represents the views of parents and students in special education throughout the county. The Special Education Rules state that each ISD must have a PAC. The membership in PAC is distributed in a fashion that all districts and programs are represented. The term of service is two years. There currently is an opening for a Monroe County ISD parent representative. Ms. Johanna Lams, parent of a child who receives special education services at Arborwood Elementary School, has applied to fill the vacancy on the Parent Advisory Committee.

**ENCLOSURE(S)**

Memo from Renee Peterson  
Memo from Michelle Brahaney  
PAC Application

**RECOMMENDATION**

Move to approve the appointment of Johanna Lams as the MCISD Parent Advisory Committee representative for a two year term effective May, 2012.

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

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



MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT  
1101 S. Raisinville Road  
Monroe, Michigan 48161  
734-242-5799 FAX 734-242-5807  
[www.misd.k12.mi.us](http://www.misd.k12.mi.us)

## MEMORANDUM

To: Randy Monday, Superintendent  
From: Renee Peterson, Regional Director  
Date: April 16, 2012  
Re: **Recommendation for Parent Advisory Committee Membership**

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The Monroe County Intermediate School District Parent Advisory Committee (PAC) represents the views of parents and students in special education throughout the county. The Special Education Rules state that each ISD must have a PAC. The membership in PAC is distributed in a fashion that all districts and programs are represented. The term of service is two years. Many parents serve more than one term. Currently the Chairperson of PAC is Cynthia Dress, a resident of Ottawa Lake who is the parent of a student who receives special education services in a Monroe County ISD classroom.

We currently have an opening for a Monroe County ISD parent representative. I would like to recommend Ms. Johanna Lams as one of the Monroe PAC representatives. Ms. Lams is a parent of a child who receives special education services at Arborwood Elementary School. Ms. Lams is a parent who is actively engaged in the educational environment. Her input as a member of the PAC will be beneficial. Ms. Lams is willing to serve a two year term beginning May 2012.

### Recommendation of the Superintendent:

It is the recommendation of the Superintendent that the Board of Education approve Ms. Johanna Lams as the MCISD PAC representative for a two year term, effective May 2012.



MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT  
Special Education  
1101 S. Raisinville Road  
Monroe, Michigan 48161  
734-242-5799

## MEMORANDUM

To: Randy Monday, Superintendent  
Cc: Renee Peterson  
From: Michelle Brahaney, Assistant Superintendent for Special Education & Early Intervention Services  
Date: 3/27/2012  
Re: **Recommendations for Parent Advisory Committee Membership**

The Monroe County Intermediate School District Parent Advisory Committee (PAC) represents the views of parents and students in special education throughout the county. The Special Education Rules state that each ISD must have a PAC. The membership in the PAC is distributed in a fashion that all districts and programs are represented. The term of service is two years for each member. Many parents serve more than one term. Currently, the Chairperson of the PAC is Cynthia Dress, a resident of Whiteford; her children attend Whiteford Agricultural Schools and Mason Consolidated Schools.

The below mentioned individual has an interest in becoming part of PAC. Her application is attached to this memo.

- Ms. Johanna Lams, a parent of a student who receives special education services at Arborwood Elementary, is willing to serve the district and the county for a two year term beginning April, 2012. Ms. Lams will represent the Monroe Public Schools.

Application to Serve on M.C.I.S.D. Parent Advisory Committee (PAC)

ISD

Date: June 2, 2011  
Name: Johanna Lams  
Address: 7883 Stewart rd.  
Monroe, MI 48161  
Cell Phone: 734-777-8861 Work Phone: \_\_\_\_\_  
Email: jojorae29@yahoo.com  
Child's Name: Karson Boles  
School District: Monroe

School Building Where Child Attends: Raisinville Elem.  
District Superintendent: Donald Spencer

Where did you hear about the PAC?

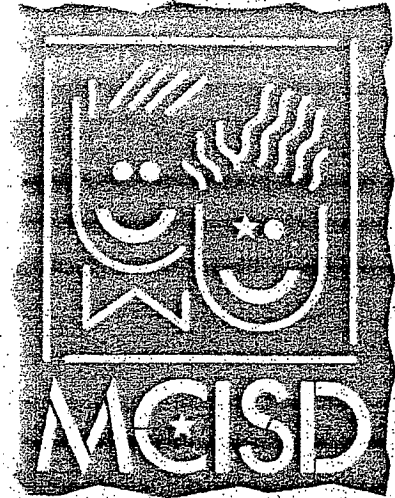
- PAC newsletter
- M.C.I.S.D. webpage
- School personnel
- Another parent
- Other \_\_\_\_\_

Why would you like to be a PAC member?

I believe it is important to be involved with my child's education. I also believe that every child in the ISD Program deserves a voice. I want to be one of those voices. When decisions are made regarding my daughter's education I want to be involved in

Meeting dates: 1st Thursday of each month during making the school year; excluding January. All meetings are held at the M.C.I.S.D.

**It is very important for PAC members to attend meetings regularly.**



The Parent Advisory Committee (PAC) is made up of parents of children who receive special education services. This includes a wide range of children -- from those receiving speech therapy or resource room instruction -- to those who receive supports and services within a general education setting, to students enrolled in center-based programs.

The purpose of the M.C.I.S.D. Parent Advisory Committee is to represent the views of parents with children who receive special education services. The PAC provides input at the Intermediate School District (ISD) level, with a focus on the ISD Plan for Special Education Services. This plan is a written document describing how special education services in our county will be implemented to meet the needs of our children.

PAC Members are volunteers, chose to represent each school district and advocate for children with disabilities. Each school district has at least one position on the committee.

**Meetings are open to the public but only appointed representatives are allowed to make motions and vote.**

Each ISD is required to have a Parent Advisory Committee, according to Michigan Special Education Rule 340.1838.

Board Meeting #8  
May 8, 2012  
Item #C.10

**MONROE PUBLIC SCHOOLS  
GRADES 4-6 WORD STUDY/ENGLISH LANGUAGE ARTS CURRICULUM  
ALIGNMENT WITH THE NATIONAL COMMON CORE**

**BACKGROUND**

Michigan Grade Level Content Expectations in Language Arts and Math are being replaced with the National Common Core Curriculum. With this, the MEAP AND MME will be replaced with a national assessment beginning in the spring of 2015. Much of our curriculum work this year has focused on integrating and aligning the new National Common Core with the current curriculum. Teachers have worked in curriculum committees and study groups to evaluate curriculum expectations that are already strongly aligned and target areas where a stronger alignment and resources are necessary.

One specific area targeted in English Language Arts was upper elementary word study. Word Study consists of spelling, vocabulary, including Greek and Latin Elements, and other phonic skills. Although our Language Arts Committee has evaluated several products, the most effective, versatile of these materials were the Benchmark Education's *Word Study & Vocabulary Skill Kits*. This resource aligns with the common core, compliments other language arts materials and approaches, and is supported by a strong research base. Additionally, these *Word Study & Vocabulary Skill Kits* won the Association of Educational Publishers 2011 Distinguished Achievement Award for Best Elementary Level Intervention product. Each kit provides teachers with the materials and direction needed to assess, target skills and differentiate instruction.

**ENCLOSURE(S)**

See the attached cost proposal with the breakdown for each item including the reduced shipping and handling charges.

**RECOMMENDATION**

Move to approve the purchase of Benchmark Education's *Word Study & Vocabulary Skill Kits* for grades 4-6 which will support the English Language Arts curriculum alignment with the National Common Core not to exceed an estimated amount of \$25,168.50.

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

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

# IntegraSource, Your Literacy Consultants

Phone: 734-560-6477 Toll-Free: 855-844-1001

Fax: 734-421-2801 Email: wilkinsonms3@gmail.com

## Monroe Public Schools Quote for Benchmark Phonics Word Study Skill Bags:

Please note that the shipping rate has been adjusted to reflect the \$1198.50 savings.

The P.O. must be addressed to:  
Benchmark Education Company  
250 West Nyack Road  
West Nyack, NY 10994

Please fax the P.O. to Steve Wilkinson so that I can follow up to make sure the order is processed properly. My fax: 734-421-2801

Benchmark Education Phonics Word Study Vocabulary Quote			
ITEMS	ITEM#	QUANTITY	PRICE
Start Set	BB-Y07022	ten	\$7,990.00
Build Set	BB-Y07073	ten	\$7,990.00
Spiral Set	BB-Y07074	ten	\$7,990.00
Sub total			\$23,970.00
Reduced Shipping			\$1198.50
Total			\$25,168.50

It is important that you indicate that the shipping was authorized by Margie Codella so that it will be processed.

**MONROE PUBLIC SCHOOLS  
GRADES 3-8 MATH CURRICULUM  
ALIGNMENT WITH THE NATIONAL COMMON CORE**

**BACKGROUND**

Michigan Grade Level Content Expectations in Language Arts and Math are being replaced with the National Common Core Curriculum. With this, the MEAP AND MME will be replaced with a national assessment beginning in the spring of 2015. Much our curriculum work this year has focused on integrating and aligning the new National Common Core with the current curriculum. Teachers have worked in curriculum committees and study groups to evaluate curriculum expectations that are already strongly aligned and target areas in a stronger alignment and resources are necessary.

Due to the sequential and contextual nature of the mathematics expectations, the district math committee and study groups are recommending the purchase of resources from Pearson *Investigations* and *Connected Mathematics* for grades three through eight. The *Investigations* resources represent the culmination of over 20 years of research and development funded by the National Science Foundation, TERC (Technical Education Research Centers), and Pearson which was aimed at improving the teaching and learning of elementary mathematics. The *Connected Mathematics Project* (CMP) was funded by the National Science Foundation between 1991 and 1997 to develop a mathematics curriculum for grades six through eight. The result was *Connected Mathematics*, a complete mathematics curriculum that helps students develop understanding of important concepts, skills, procedures, and ways of thinking and reasoning in number, geometry, measurement, algebra, probability, and statistics.

In addition to aligning with the common core, these supplements will strengthen the consistency of our math program throughout elementary and middle school.

**ENCLOSURE(S)**

See the attached cost proposal with the breakdown for each item including the items for which they are not charging us.

**RECOMMENDATION**

Move to approve the purchase of Pearson *Investigations* and *Connected Mathematics* for grades three through eight, which will support the mathematics curriculum alignment with the National Common Core at an estimated amount not to exceed \$46,998.49.

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

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



**PEARSON**  
**COST PROPOSAL**  
**CONNECTED MATHEMATICS 2 ©2009**  
**Prepared for: Monroe SD**  
**Michigan**

<u>TITLE</u>	<u>ISBN</u>	<u>NET PRICE</u>	<u>QTY</u>	<u>TOTAL</u>	<u>QTY N/C</u>	<u>TOTAL N/C</u>
<b>Grade 6</b>						
<i>Student Units — English</i>						
Bits and Pieces II	978-0-13-366132-3	\$9.47		\$0.00	16	\$151.52
Data About Us	978-0-13-366136-1	\$9.47		\$0.00	16	\$151.52
Common Core Additional Investigations Student Edition	978-0-13-318378-8	\$9.47		\$0.00	16	\$151.52
<i>Teacher's Guides</i>						
Bits and Pieces II	978-0-13-366185-9	\$21.97		\$0.00	16	\$351.52
Data About Us	978-0-13-366191-0	\$21.97		\$0.00	16	\$351.52
Common Core Additional Investigations Teacher Guide	978-0-13-318382-5	\$21.97		\$0.00	16	\$351.52
<i>Practice and Assessment</i>						
Additional Practice and Skills Workbook	978-0-13-165613-0	\$5.47		\$0.00	16	\$87.52
Teacher's Guide for Additional Practice & Skills Workbook	978-0-13-165628-4	\$35.47		\$0.00	16	\$567.52
<b>Grade 7</b>						
<i>Student Units — English</i>						
Data Distributions	978-0-13-366145-3	\$9.47		\$0.00	175	\$1,657.25
Common Core Additional Investigations Student Edition	978-0-13-318380-1	\$9.47		\$0.00	7	\$66.29
<i>Teacher's Guides</i>						
Data Distributions	978-0-13-366200-9	\$21.97		\$0.00	7	\$153.79
Common Core Additional Investigations Teacher Guide	978-0-13-318383-2	\$21.97		\$0.00	7	\$153.79
<i>Practice and Assessment</i>						
Additional Practice and Skills Workbook	978-0-13-165615-4	\$5.97		\$0.00	7	\$41.79
Teacher's Guide for Additional Practice & Skills Workbook	978-0-13-133891-3	\$35.47		\$0.00		\$0.00
<b>Grade 8</b>						
<i>Student Units — English</i>						
Kaleidoscopes, Hubcaps, and Mirrors	978-0-13-366153-8	\$9.47		\$0.00	175	\$1,657.25
Common Core Additional Investigations Student Edition	978-0-13-318381-8	\$9.47		\$0.00	7	\$66.29
<i>Teacher's Guides</i>						
Kaleidoscopes, Hubcaps, and Mirrors	978-0-13-366206-1	\$21.97		\$0.00	7	\$153.79
Common Core Additional Investigations Teacher Guide	978-0-13-318384-9	\$21.97		\$0.00	7	\$153.79
<b>TOTAL COST</b>				<b>\$0.00</b>		
<b>SHIPPING AND HANDLING 8%</b>				<b>\$0.00</b>		
<b>TOTAL COST WITH SHIPPING:</b>				<b>\$0.00</b>		

Prices quoted are Net and do not include shipping charges. Prices are firm until September 30, 2012.  
 Pearson reserves the right to correct errors.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT:**

George Brooks, Account Executive  
 Phone: 313-531-4445  
 e-mail: george.brooks@pearson.com

**PEARSON**

**HOW TO ORDER:**

Send a copy of the Proposal above  
 along with your Purchase Order to:  
**Pearson Prentice Hall**  
**PO Box 2500**  
**Lebanon, IN 46052-3009**  
 Or, fax the Proposal and your Purchase Order  
 toll-free to: 1-877-260-2530  
 Online ordering and order tracking 24/7:  
<http://k12oasis.pearson.com>  
 toll-free to: 1-877-260-2530

**PEARSON**  
**COST PROPOSAL**  
**Investigations**

**Prepared for: Monroe SD**  
**Michigan**

<u>TITLE</u>	<u>ISBN</u>	<u>NET PRICE</u>	<u>QTY</u>	<u>TOTAL</u>	<u>QTY N/C</u>	<u>TOTAL N/C</u>
Investigations CC State Standards Core Curr. Pkg w Manipulati Kit, Grade 3	0328687278	\$962.47	16	\$15,399.52		\$0.00
Investigations Student Activity Book CCSS Core Edition - Gr 3	0328697540	\$19.47	16	\$311.52		\$0.00
Investigations CC State Standards Core Curr. Pkg w Manipulati Kit, Grade 4	0328687286	\$871.47	16	\$13,943.52		\$0.00
Investigations Student Activity Book CCSS Core Edition - Gr 4	0328697559	\$19.47	16	\$311.52		\$0.00
Investigations CC State Standards Core Curr. Pkg w Manipulati Kit, Grade 5	0328687294	\$827.47	16	\$13,239.52		\$0.00
Investigations Student Activity Book CCSS Core Edition - Gr 5	0328697567	\$19.47	16	\$311.52		\$0.00
<b>TOTAL COST</b>				<b>\$43,517.12</b>		
<b>SHIPPING AND HANDLING 8%</b>				<b>\$3,481.37</b>		
<b>TOTAL COST WITH SHIPPING:</b>				<b>\$46,998.49</b>		

Prices quoted are Net and do not include shipping charges. Prices are firm until September 30, 2012.  
 Pearson reserves the right to correct errors.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT:**

Sharon Barton Smith, Account Executive  
 Phone: 888-483-3577  
 e-mail: sharon.barton-smith@pearson.com

**PEARSON**

**HOW TO ORDER:**

Send a copy of the Proposal above along with your Purchase Order to:  
**Pearson Prentice Hall**  
**PO Box 2500**  
**Lebanon, IN 46052-3009**  
 Or, fax the Proposal and your Purchase Order toll-free to: **1-877-260-2530**  
 Online ordering and order tracking 24/7:  
<http://k12oasis.pearson.com>  
 toll-free to: 1-877-260-2530

Board Meeting #8  
May 8, 2012  
Item #C.12

**CARPET/TILE REPLACEMENT FOR 2012-DISTRICT WIDE**

**BACKGROUND**

A considerable amount of time surveying all the district facilities and identifying areas in need of carpet and/or tile replacement has been performed. A list of the proposed carpet and tile projects are included on the tally sheets. The project cost would be paid from the Building and Site Sinking Fund.

**ENCLOSURES**

Memorandum-Vince Castiglione  
Carpet/tile bid tally

**RECOMMENDATION**

Move to accept the low bid from Victory Carpet, Luna Pier, Michigan, for carpet and tile replacement at a cost not to exceed \$61,042 and reject all other bids contingent on receiving proof of current \$50,000 bid bond insurance, liability insurance and workman's comp insurance prior to the start of work.

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

**ROLL CALL VOTE:**

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
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



TO: Jerry Oley  
Director of Operations

DATE: May 2, 2012

FROM: Vince Castiglione  
Custodial/Maintenance Supervisor

RE: 2012 Carpet and Tile Replacement Bids

District carpet and tile replacement specifications were sent out for bid in late April. Ten (10) contractors received bid packets and two (2) bids were submitted. The bids were opened on Thursday, April 26, 2012. These bids have been reviewed and the lowest bidder is Victory Carpet (\$61,042.00). Their yardage count and square footage for tile were reviewed and their estimator is comfortable with his bid.

It is my recommendation the low bidder, Victory Carpet be awarded the 2012 carpet and tile replacement project contingent on receiving proof of current \$50,000.00 bid bond, liability insurance, and workman's comp insurance from Victory Carpet prior to start of work. As stated in the request for bids, Monroe Public Schools reserves the right to add or change installation locations if the change is in the best interest of the district.

Sherwin-Williams Co.                      \$ 71,871.04  
Toledo, OH

Victory Carpet                                \$ 61,042.00  
Luna Pier, MI

Funds for carpet purchase will be taken from Building and Site Sinking Funds.

If you need further information, please let me know.

VDC/ks

Attachments: Carpet and Tile Bid Tally

4920 W. Albain Road • Monroe, MI 48161

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NOTICE OF NONDISCRIMINATION

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

# Monroe Public Schools Carpet/Tile Bid Tally - 2012

Contractor	Carpet/ Yard	Install/ Yard	Total Carpet & Install	Cove Base/Ft	Total Carpet & Install w/cove base	Carpet Hourly Rate	Totals
<b>Sherwin Williams Co.</b>							
Custer I	16.69	4.50	4,958.46	1.05	5,210.46	20.00	\$5,210.46
Custer II	16.69	4.50	7,190.40	1.05	7,568.40	20.00	\$7,568.40
Manor	16.69	4.50	4,492.28	1.05	4,744.28	20.00	\$4,744.28
MHS	16.69	4.50	41,235.74	1.05	43,802.99	20.00	\$43,802.99
MMS	16.69	4.50	5,156.16	1.05	5,534.16	20.00	\$5,534.16
Waterloo (TILE)		Tile/Sq. foot .75	Tile Repair/hour 20.00	Total Tile & Install 4488.75	Install/Sq. Foot 1.00	Cove Base/Foot 1.45	\$5,010.75
<b>GRAND TOTAL ALL for the sum of \$71,871.04</b>							
<b>Victory Carpet</b>							
Custer I	14.80	5.00	19.80	1.50	3,567.00	30.00	\$3,567.00
Custer II	14.80	5.00	19.80	1.50	7,002.00	30.00	\$7,002.00
Manor	14.80	5.00	19.80	1.50	3,770.00	30.00	\$3,770.00
MHS	14.80	5.00	19.80	1.50	38,244.00	30.00	\$38,244.00
MMS	14.80	5.00	19.80	1.50	4,128.00	30.00	\$4,128.00
Waterloo (TILE)		Tile/Sq. foot .85	Tile Repair/hour 30.00	Total Tile & Install 1.70	Install/Sq. Foot .85	Cove Base/Foot 1.50	\$4,331.00
<b>GRAND TOTAL ALL for the sum of \$61,042.00</b>							

**ASBESTOS ABATEMENT – CUSTER, WATERLOO AND OPERATIONS**

**BACKGROUND**

Prior to the start of various summer projects, asbestos abatement will need to be completed at Custer, Waterloo and Operations.

**ENCLOSURES**

Bid summary

Bids from Midwest Environmental Control, Total Environmental Services and Qualified Abatement Services

**RECOMMENDATION**

Move to award the contract for Custer, Waterloo and Operations asbestos abatement to Midwest Environmental Control of Toledo, Ohio. Cost not to exceed \$5,600. 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>
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



TO: Jerry Oley  
Director of Operations

DATE: May 3, 2012

FROM: Vince Castiglione  
Custodial/Maintenance Supervisor

RE: Asbestos Abatement

Asbestos abatement will be required for various projects at the following locations, Custer I, Operations Center, and Waterloo. Three quotes were acquired and are summarized as follows

<b><u>Midwest Environmental Control, Inc.</u></b> – Toledo, Ohio	
Custer I	\$2,200.00
Operations Center	600.00
Waterloo	2,800.00
<b>TOTAL</b>	<b>\$5,600.00</b>

<b><u>Total Environmental Services</u></b> – Toledo, Ohio	
Custer I	\$2,365.00
Operations Center	750.00
Waterloo	3,565.00
<b>TOTAL</b>	<b>\$6,680.00</b>

<b><u>Qualified Abatement Services</u></b> – Detroit, MI	
Custer I	\$3,454.00
Operations Center	1,068.00
Waterloo	4,106.50
<b>TOTAL</b>	<b>\$8,628.50</b>

It is my recommendation the low bidder **Midwest Environmental Control** of Toledo be awarded the contract for asbestos consulting services for work at Custer I, Operations Center, and Waterloo for a total of **\$5,600.00** and all other bids be rejected.

Funds for asbestos consulting services will be taken from Building and Site Sinking Funds.

If you need further information, please let me know.

VDC/ks

Attachments: Asbestos Abatement Service Bids

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.



To: Mr. Ed Rinckey  
DMD Environmental

Rc: Asbestos Abatement

Facility: Monroe Schools

Date: 4/19/2012

Midwest Environmental Control, Inc. (MEC) will provide all labor, materials, disposal and documentation to perform the below described services at the above referenced facility per the following.

**SCOPE OF WORK: Custer one**

MEC will perform the removal and disposal of 1568 square feet of asbestos containing floor tile and buff the mastic.

COST: \$ 2200.00

**SCOPE OF WORK: Transportation Center**

MEC will perform the removal and disposal of 60 lineal feet and associated fittings of asbestos containing pipe insulation on nights

COST: \$ 600.00

**SCOPE OF WORK: Waterloo Elementary**

MEC will perform the removal and disposal of 2365 square feet of asbestos containing floor tile and buff the mastic as well as the removal of 24 tsf fittings.

COST: \$ 2800.00

**AIR MONITORING:**

MEC will conduct collection and analysis of personal air samples during the course of the work. Owner is responsible for any further air sampling he requires such as clearances.

**DISPOSAL DOCUMENTATION:**

MEC will properly package, label and transport the material to a licensed class two landfill utilizing a chain of custody (Manifest). The completed manifest will be mailed to the generator per EPA regulations.

**SPECIAL CONDITIONS:**

Owner to provide access to water and electrical for contractors use.

Quote based on non-prevailing wage rates.

*Please call if I can be of further assistance or if I can answer any questions 419 / 382-9200*

Rick Sheets

*Acceptance of proposal- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be 30 days net.*

Signature:

Date

5600

4708 Angola Rd., Toledo, Ohio 43615



**Total Environmental Services, L.L.C.**

&

Date:

4-13-12

Project Name and Location:

Monroe Public additional work



Removal



Air Monitoring

Approximate Footages:

General Scope of Work:

① <sup>Elem.</sup> Caste-I - Rm 4 and 5 - each is 784 ft<sup>2</sup> floor tile and carpet Scar. by mast. (Summer)

② Transportation center - 601 ft<sup>2</sup> of TSI (aircell & Layered Paper) in main lobby - Night work - in 3-4 weeks 5-6 fittings

③ Waterloo Elem - 2365 ft<sup>2</sup> floor tile (Gym) Scar. by mast. <sup>Not High up</sup> Summer

Price:

3B. Alternate - 24 mixed fittings on fiber glass. Some are 20' + up.

Signature:

*Joseph Bradford*  
Cost

① → 2365<sup>00</sup>

② → 750<sup>00</sup>

③ → 2865<sup>00</sup>

3B. Alternate 700<sup>00</sup>

# Qualified Abatement Services, Inc.

1935 McGraw Street, Detroit, MI 48208 \* Phone: (313) 361-6003 \* Fax: (313) 361-6143

Proposal #: **P-12109**

April 13, 2012

**To: Mr. Ed Rinckey**

DMD Environmental  
3424 West Laskey Road  
Toledo, Ohio 43623 E-Mail: drinckey@att.net

**Project:**

Monroe Public Schools  
Additional Work  
Asbestos Abatement

**Scope of Work:**

Qualified Abatement Services, Inc. will supply all supervision, labor, material, and equipment to perform the following asbestos abatement services within the following schools.

**P-12109 A: Custer Elementary School:**

1. Removal of approximately 1,660 sq. ft. of carpet, floor tile and scarify mastic.

Mobilization:	\$300.00
1,660 sq. ft. @ \$1.90:	\$3,154.00

**Total Quote:**

Three Thousand Four Hundred Fifty Four Dollars

**\$3,454.00**

**P-12109 B: Transportation Center:**

1. Removal of approximately 60 ln. ft. of aircell pipe insulation and 6 associated pipe fittings from the main lobby.

Mobilization:	\$300.00
60 ln. ft. @ \$11.00 each:	\$660.00
6 fittings @ 18.00 each:	\$108.00

**Total Quote:**

One Thousand Sixty Eight Dollars

**\$1,068.00**

**P-12109 C: Water Loo Elementary School:**

1. Removal of approximately 2,365 sq. ft. of floor tile and scarify mastic from gymnasium.

Mobilization:	\$300.00
2,365 sq. ft. @ \$1.30	\$3,074.50

**Total Quote:**

Three Thousand Three Hundred Seventy Four Dollars and 50/100

**\$3,374.50**

**P-12109 D: Water Loo Elementary School: Alternate**

1. Removal of approximately 24 pipe fittings from fiberglass lines.

Mobilization:	<b>\$300.00</b>
24 fittings @ \$18.00 each	<b>\$432.00</b>

**Total Quote:**

*Seven Hundred Thirty Two Dollars*

**\$732.00**

- **If Qualified is on site working there will be no mobilization charge.**
- Quotes are based on a weekday work schedule.
- Quotes include all proper disposal.
- Water and electricity by Owner
- Owner to supply all proper 3<sup>rd</sup> party air monitoring.

All work will be performed in compliance with the Federal Clean Air Act, NE S.H.A.P., and all current and applicable state and federal regulations.

Thank you for the opportunity to quote this work. If you have any questions please call.

Sincerely,

**QUALIFIED ABATEMENT SERVICES, INC.**

*Forrest Goyette*

Forrest Goyette  
President

FG/mb

9,360.50

**ASBESTOS CONSULTING SERVICES FOR CUSTER, WATERLOO AND OPERATIONS**

**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 Custer, Waterloo and Operations. 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. We have worked with DMD Environmental in the past and have been satisfied with their service.

**ENCLOSURES**

Memo, Vince Castiglione  
DMD Environmental Cost Proposals

**RECOMMENDATION**

Move to award the contract for Custer, Waterloo and Operations asbestos abatement monitoring to DMD Environmental, Inc., Toledo, Ohio. Cost not to exceed \$2,700. 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>
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



TO: Jerry Oley  
Director of Operations

DATE: May 3, 2012

FROM: Vince Castiglione  
Custodial/Maintenance Supervisor

RE: Asbestos Consulting Services

DMD Environmental has submitted a bid for asbestos consulting services during asbestos removal at the following locations, Custer I, Operations Center, and Waterloo. Total bid for monitoring at all locations is \$2,700.00. DMD Environmental conducts the district periodic surveillance and is familiar with asbestos locations throughout Monroe Public Schools. For this reason, only one bid for consulting services was requested.

It is my recommendation DMD Environmental be awarded the contract for asbestos consulting services for work at Custer I, Operations Center, and Waterloo for a total of \$2,700.00.

Funds for asbestos consulting services will be taken from Building and Site Sinking Funds.

If you need further information, please let me know.

VDC/ks

Attachments: Asbestos Consulting Services Bid

4920 W. Albain Road • Monroe, MI 48161

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April 30, 2012

DMD Proposal No. 12-M002.51

Mr. Vince Castiglione  
Monroe Public Schools  
4920 West Albain Road  
Monroe, Michigan 48161

**RE: ASBESTOS CONSULTING SERVICES  
MONROE PUBLIC SCHOOLS  
CUSTER I ELEMENTARY SCHOOL, TRANSPORTATION CENTER, AND  
WATERLOO ELEMENTARY SCHOOL  
MONROE, MICHIGAN**

Dear Mr. Castiglione:

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 Custer I Elementary School, the Transportation Center, and Waterloo Elementary School. 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**

Custer I Elementary School, Lump Sum .....	\$	800.00
Transportation Center, Lump Sum .....	\$	400.00
Waterloo Elementary School, Lump Sum .....	\$	1,500.00
<b>TOTAL .....</b>	<b>\$</b>	<b>2,700.00</b>

**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.

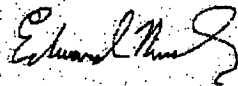
Mr. Vince Castiglione  
Monroe Public Schools

DMD Proposal No. 12-M002.51  
Page 2

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

ER/rr  
Monroe MPS Rem pro

Board Meeting #8  
May 8, 2012  
Item #C.19

**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the May 8, 2012 Board Meeting #8.

**HAND VOTE**

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

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