



# MONROE PUBLIC SCHOOLS

## BOARD MEETING #9

May 22, 2012

7:00 pm

EXCELLENCE

## BOARD OF EDUCATION

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

## SUPERINTENDENT OF SCHOOLS

MR. RANDALL MONDAY

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

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

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Board Meeting #9  
Tuesday, May 22, 2012  
7:00 PM

**AGENDA**

		<u>Page</u>
<b>A. Roll Call and Call to Order</b>	Mr. Vensel	1
1. Pledge of Allegiance to the Flag	Mr. Vensel	
2. Student Recognition – MHS Bridge Builders and Civil Engineering Interns	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	2
Move to approve the minutes of the following meetings as submitted:		
• May 8, 2012 Work Session		
• May 8, 2012 Board Meeting #8		
• May 15, 2012 Special Board Meeting (2 sets)		
2. <b>Reports and Updates</b>	Mr. Vensel	13
a. Board Personnel Committee Minutes – April 2, 2012		
b. Board Curriculum Committee Minutes – May 8, 2012		
3. <b>Recall from Layoff</b>	Mrs. Everly	18
Move to approve the recall of 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, 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, Teresa Stewart, Victoria Sweet, Kari Tackett, Christina Taft, 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 from the Monroe Public Schools layoff list, to notify said teachers of this recall by official communication, and to approve the teacher contract extension for said teachers for the 2012/13 school year effective May 23, 2012.

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|--|------------|----|
| <b>4. Exempt Administrative Contract Extension</b><br>Move to approve administrative contract extension for Julie Everly and Ryan McLeod as recommended for the 2013/2014 school year.   | Mr. Monday | 19 |
| <b>5. Exempt Administrative Contract Extension</b><br>Move to approve administration contract extension for Katherine Eighmey, Barry Martin, Jerry Oley and David Payne as recommended for the 2012/13 school year.  | Dr. McLeod | 20 |
| <b>6. Administrative Contract Extensions</b><br>Move to approve administrative contract extensions for: Montyne Barbee, Jennifer Bennett, Vince Castiglione, Shelley Cormier, Matthew Cortez, Mary Ann Cyr, Kim Diven, William Ferrara, Cindy Flynn, Teresa Joseph, Alice Malik, Lisa McLaughlin, Kelly McMahan, Steve Pollzzie, John Ray, Mari Treece, Scott Tucker and Otto Zillgitt as recommended for the 2012/13 school year. | Dr. McLeod | 21 |
| <b>7. Staff Resignation</b><br>Move to approve the resignations of Leslie Cook effective June 30, 2012, from Monroe Public Schools.  | Dr. McLeod | 22 |
| <b>8. Exempt Employee Appointment</b><br>Move to approve the appointment of Jonathan King as a part-time Entry Level Computer Technician for the 2011/2012 school year effective May 23, 2012 and place on the appropriate salary level for this position, upon completion of all pre-employment requirements.   | Dr. McLeod | 24 |

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<p>9. <b>Exempt Employee Appointment</b>            Move to approve the appointment of Stephanie Kennedy as an Entry Level Computer Technician for the 2011/2012 school year effective May 23, 2012 and place on the appropriate salary level for this position, upon completion of all pre-employment requirements.</p>	Dr. McLeod	27
<p>10. <b>Upward Bound Out of State – Overnight Field Trip</b>            Move to approve the Upward Bound Program overnight out of state trip to Washington D.C. from July 29, 2012 to August 1, 2012 according to the terms of Policy IICA, Field Trips and Excursions.</p>	Dr. McLeod	30
<p>11. <b>Board Policy – Second Reading</b>            Move to approve the following policies as a second reading:</p> <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>	Dr. Martin	55
<p>12. <b>MASB 2012-13 Membership Dues</b>            Move to approve the 2012/13 membership dues to the Michigan Association of School Boards in the amount of \$6,902.00.</p>	Mrs. Eighmey	62
<p>13. <b>Replacement Units and New Ovens for Manor, Raisinville, Waterloo, Monroe Middle School and Monroe High School</b>            Move to approve the purchase of ovens from Zesco Products, Indianapolis, Indiana for a cost of \$74,441 with additional shipping and lift gate charges to be added. Money to be taken from the Food Service Fund.</p>	Mrs. Eighmey	65
<p>14. <b>Consent Agenda - Purchases</b>            Move that Agenda Items C.15- C.18 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.</p>	Mr. Oley	70
<p>15. <b>Roofing Replacement and Related Work at Monroe Middle School</b>            Move to accept the bid of \$5,731 from Advanced Roofing Services, Inc., of Maumee, Ohio for roofing replacement and related work at Monroe Middle School and reject all other bids. Money to be taken from the Building and Site Sinking Fund.</p>	Mr. Oley	71

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<b>16. Arborwood South Main Office Renovation</b>	Mr. Oley	76
Move to accept the Base Bid, Proposal A from Envision Builders, Inc. of Wixom, Michigan for the main office renovation at Arborwood South not to exceed \$105,871 and reject all other bids. Money to be taken from the Building and Site Sinking Fund.		
<b>17. Arborwood North Asphalt Parking Lot Reconstruction</b>	Mr. Oley	80
Move to accept the Base Bid, Proposal A from Best Asphalt of Romulus, Michigan for the Arborwood North asphalt parking lot not to exceed \$57,750 and reject all other bids. Money to be taken from the Building and Site Sinking Fund.		
<b>18. Arborwood South Water Main</b>	Mr. Oley	83
Move to accept the proposal of \$39,391.28 from the City of Monroe Water Department for replacement of the water main at Arborwood South. Money to be taken from the Building and Site Sinking Fund.		
<b>19. Superintendent's Comments</b>	Mr. Monday	
<b>20. Old Business</b>	Mr. Vensel	
<b>21. New Business</b>	Mr. Vensel	
<b>22. Public Commentary – Any Topic</b>	Mr. Vensel	
<b>23. Adjournment</b>	Mr. Vensel	86
Move that the May 22, 2012 Board Meeting #9 of the Monroe Public Schools Board of Education be adjourned.		

**ROLL CALL**

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

**APPROVAL OF MINUTES**

**ENCLOSURES**

- May 8, 2012 Board Work Session Minutes
- May 8, 2012 Board Meeting #8 Minutes
- May 15, 2012 Special Board Meeting Minutes (two sets)

**RECOMMENDATION**

Move to approve the following minutes:

- May 8, 2012 Board Work Session
- May 8, 2012 Board Meeting #8
- May 15, 2012 Special Board Meeting (two sets)

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

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

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Work Session  
Tuesday, May 8, 2012  
**6:00 PM**

**MINUTES**

**Roll Call and Call to Order**

Board Members Present: Mrs. June Knabusch-Taylor  
Dr. Tedd March  
Mr. Aaron N. Mason  
Ms. Wendy Spicer  
Mr. Lawrence VanWasshenova  
Mr. David Vensel  
Mr. Robert Yeo

Board Members Absent: None

Administrators Present: Mr. Randy Monday  
Mrs. Julie Everly  
Dr. Ryan McLeod  
Mrs. Katherine Eighmey  
Dr. Barry Martin

Administrators Absent: Mr. Jerry Oley  
Mr. David Payne

The meeting was called to order at 6:02 PM by Mr. Vensel.

**Board Candidates Interview**

Due to the resignation of Trustee Ronald Benore, Jr., as a Board of Education Trustee, the vacant board seat was posted and four candidates submitted applications for the position. The candidate selected will serve on the board until December 31, 2012. The seat will be filled by election in November and that person will serve a two-year term beginning January 1, 2013 until December 31, 2014. The candidates were Mark Johnson, Aaron Mason, Ryan Philbeck and Anne Rossio. The four candidates were invited to attend the work session to state their reasons for their interest in being a board of education member and answer any questions board members may have.

Bobb Vergiels introduced each of the candidates who were given up to five minutes each to state their positions. Each candidate expressed to the board their reasons for seeking the vacant board position. Following that, board members asked questions of the candidates to clarify their positions. There was also a question from an audience member who asked each candidate to highlight their experiences with diversity.

Board members noted that Monroe Public Schools is fortunate to have four highly qualified candidates to serve on this board and thanked the candidates for offering to make this commitment.



**Adjournment**

Motion by Dr. March; support by Mrs. Knabusch-Taylor that the 6:00 PM, May 8, 2012 Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 6:54 PM.

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**June Knabusch-Taylor, Secretary**

# MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #8  
Tuesday, May 8, 2012  
7:00 PM

## MINUTES

### Roll Call and Call to Order

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

Board Members Absent: None

Administrators Present: Randy Monday, Julie Everly, Ryan McLeod, Katherine Eighmey, Jerry Oley, (arrived at 7:32), Barry Martin

Administrators Absent: David Payne

President Vensel called the meeting to order at 7:08 PM.

### Custer 6<sup>th</sup> Grade Quiz Bowl Champions

Julie Everly introduced the Custer 6<sup>th</sup> grade county quiz bowl champions. Teachers, Kate Dunlap and Sonya Samona, accompanied the 6<sup>th</sup> grade students and their parents to be recognized by the Board of Education for their accomplishment. The championship game will be on MPACT in the near future.

### Teacher Recognition – Al Barron

Ryan McLeod introduced Al Barron who was recently recognized as the 2012 Monroe County Community College Alumnus of the Year. Mr. Barron has been a teacher at Monroe Public Schools for the past 34 years and is also the Monroe Charter Township Supervisor. He is a tremendous asset to our community.

### Public Commentary-Agenda Items Only

There was no public commentary at this time.

### Approval of Minutes

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

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

### Reports and Update

The following minutes were received without comments:

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

**Board Member Appointment**

Motion by Mrs. Knabusch-Taylor; support by Mr. Yeo to approve the appointment of Aaron Mason as a temporary board member for a current vacancy effective immediately with an ending date of December 31, 2012.

Motion by Mrs. Knabusch-Taylor; support by Mr. Yeo to close the nominations.

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

Discussion: The board would be proud to have any one of the candidates serve as a trustee. Since Mr. Mason has already been on the board, it will not take long to bring him up-to-date. The candidates were encouraged to run for election to the Board of Education in November.

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

**Budget Reduction – Teacher Layoffs**

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

Discussion: All of these teachers are important to our school system; we need them. Most will be recalled at the next board meeting.

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

**Request for Teacher Leave of Absence**

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

Discussion: New state laws have been passed whereby teachers will not be recalled based on seniority. Mrs. Boyce would be returning to a position under the new contractual language and she is aware of that.

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

**Resolution to Support the MCISD Proposed Budget for 2012/2013**

Motion by Mr. VanWasshenova; support by Mr. Yeo to approve the ISD Budget Resolution as presented.  
Vote: Motion carried by a 6-0 roll call vote.

**Resolution to Stop Borrowing Against the State**

Motion by Mr. Yeo; support by Mr. VanWasshenova to approve the Resolution to Stop Borrowing against the State as presented.

Discussion: This resolution is for the purpose of having our interest on loans returned to us – not to stop borrowing.

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

**Board Policies First Reading**

Motion by Mr. Yeo; support by Mr. VanWasshenova 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

Discussion: Mr. VanWasshenova noted that the reason it is important to adopt these policies now is because if we get caught up in arbitration, they would not look at the state law, they would look at our policies and procedures.

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

**MCISD Parent Advisory Committee Membership**

Motion by Mr. Yeo; support by Ms. Spicer to approve the appointment of Johanna Lams as the MCISD Parent Advisory Committee representative for a two year term effective May, 2012.

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

**MPS Grades 4-6 Word Study/ELA Curriculum Alignment with the National Common Core**

Motion by Mrs. Knabusch-Taylor; support by Dr. March 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.

Discussion: These skill kits match nicely with our delivery system and follow the core standards in a better way. They are interactive with the children and give us the resources for our word study program. Curriculum committee members spend an extraordinary amount of time researching and developing the curriculum for our students.

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

**MPS Grades 3-8 Math Curriculum Alignment with the National Common Core**

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

Discussion: Funds for this purchase will come from our curriculum budget. The purchase includes software and teacher books.

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

**Unification of MHS and Jefferson High Schools Hockey Teams**

Motion by Mr. Yeo; support by Mrs. Knabusch-Taylor to approve the unification of the Monroe High School and Jefferson High School hockey teams for a two-year period from 2012-2014 to be re-evaluated at the end of this period, provided Mr. Cortez, Dr. Ray and Mr. Scharf are satisfied that everything is in place to avoid any issues that may arise. In addition, the Board of Education will be provided with a copy of the final athletic code of conduct and details of the unification agreement.

Discussion: The hockey team would be in the SEC and Huron leagues. While all the details have not been finalized, there will be one set of rules for both schools. Mr. Vensel is grateful for the support of Monroe Public Schools enabling the Jefferson students the ability to play hockey.

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

**Consent Agenda – Purchases**

Motion by Mr. VanWasshenova; support by Mr. Yeo that Agenda Items C.13 through C.17 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

- C.13 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.
- C.14 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.
- C.15 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.
- C.16 Move to award the contract for Custer II, Manor and Monroe Middle School asbestos abatement to Total Environmental Services, Toledo, Ohio at a cost not to exceed \$7,799.00. The money for this is to be taken from the Building and Site Sinking Fund.
- C.17 Move to award the contract for Custer II, Manor, and Monroe Middle School asbestos abatement monitoring to DMD Environmental, Inc., Toledo, Ohio at a cost not to exceed \$2,500.00. The money for this is to be taken from the Building and Site Sinking Funds.

Discussion: If we do not get proof of current bid bond insurance from Victory Carpet, we will go with another company. The carpet/tile replacement is a safety issue. When flooring needs to be replaced in hallways, Jerry Oley will look at other materials to use.

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

**Superintendent Comments**

- Recently, a three-member team from the Monroe High School CAD program finished second among 245 teams in the state bridge building competition in Lansing. Three other MHS students were among the top five finishers in the 32<sup>nd</sup> annual Home Builders Association of Monroe County and Monroe City Fine Arts Council student design competition.
- Monroe Middle School students and chaperones returned to Monroe after a four-day tour of Washington D. C. and Philadelphia.
- Twenty-four MPS elementary students received awards for their projects in the 2012 Monroe County Science Fair.
- On May 16<sup>th</sup>, many of the stories written by our Young Authors from all of our elementary schools will be featured in a story walk throughout businesses in downtown Monroe.

- Students who will be new to Monroe Middle School in the fall will be able to attend an open house on Wednesday, May 23, from 6:30-7:30 PM.
- Students from the MHS Health Occupations classes earned a gold medal, two bronze medals and an honorable mention in the HOSA State Leadership conference held in late April.
- MHS Graduation will be Friday, June 1 at 6:30 PM at Bunkelman Field.
- Thank you to Mayor Robert Clark who was the featured speaker at the MMS National Junior Honor Society program this evening.

### **Old Business**

Mr. VanWasshenova visited the Knabusch Math and Science Center and noted that part of the roof was in bad shape. Jerry Oley will inspect the roof.

### **New Business**

Mrs. Knabusch-Taylor saw information regarding a new CAD cam to be used for dental work. This may be another avenue of study for our students in the future.

Mr. Yeo welcomed Aaron Mason back to the board.

At curriculum meetings, staff member seem to be excited by everything going on at Monroe Public Schools. It is good to hear that everyone is working together as a team.

Dave Vensel will get a memo to board members by Friday regarding the superintendent's evaluation.

The recent PAC 5-K fun run went very well. It was well organized and had lots of activities for children.

Former MPS employees Mary Sandlin and Ernest Perry recently passed away. Our thoughts and prayers go out to their families.

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

Dales DeSloover mentioned that the roof at the Knabusch Center may be under warranty. He also informed the board that at the KMSC, there is an excellent weather bug camera there and is on the Monroe County Intermediate School District's website. This is a great tool for science teachers.

### **Adjournment**

Motion by Mr. VanWasshenova; support by Mr. Yeo that the May 8, 2012, Board Meeting #8 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 8:41 PM.

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**June Knabusch-Taylor, Secretary**

**MONROE BOARD OF EDUCATION**  
**1275 North Macomb Street, Monroe, Michigan 48162**  
**Special Board Meeting, Tuesday, May 15, 2012**  
**5:15 PM**

**MINUTES**

**Roll Call and Call to Order**

Board Members Present: Vice President Robert Yeo, Secretary June Knabusch-Taylor, Trustee Aaron N. Mason, and Trustee Lawrence VanWasshenova

Board Members Absent: President David Vensel, Parliamentarian Tedd March, Trustee Wendy Spicer

Others Present: Randy Monday, James Davies, Ryan McLeod, Montyne Barbee, Cindy Flynn, Stacey Johnson, Renee Peterson, Cathy Netter, Todd Sulfaro, the student, the student's mother and stepfather

Mr. Yeo called the meeting to order at 5:02 PM.

**Closed Session**

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

Vote: Motion carried by a 4-0 hand vote at 5:02 PM.

**Reconvene Board Meeting**

Motion by Mr. VanWasshenova, support by Mr. Mason, that the closed session adjourn and the 5:15 PM, May 15, 2012, Special Board Meeting reconvene.

Vote: Motion carried by a 4-0 hand vote at 5:21 PM.

**Recommendation**

Motion by Mr. VanWasshenova, support by Mr. Mason, to suspend the student to the end of the 2011/2012 school year and through the summer based on the fact that it was not possessed for use as a weapon.

**Closed Session**

Before the vote was taken, there was a motion by Mr. Mason, support by Mr. VanWasshenova to return to closed session at 5:36 PM.

Vote: Motion carried by a 4-0 hand vote.

**Return to Open Session**

Motion by Mr. Mason, support by Mr. VanWasshenova to return to open session at 5:39 PM.

Vote: Motion carried by a 4-0 hand vote.

At this time, a vote was taken on the original recommendation to suspend the student to the end of the 2011/2012 school year and through the summer based on the fact that it was not possessed for use as a weapon.

Vote: Motion carried by a 4-0 roll call vote at 5:40 PM.

**Adjournment**

Motion by Mr. Mason, support by Mr. VanWasshenova, that the May 15, 2012, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 4-0 hand vote at 5:40 PM.

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June Knabusch-Taylor, Secretary



**MONROE BOARD OF EDUCATION**  
**1275 North Macomb Street, Monroe, Michigan 48162**  
**Special Board Meeting, Tuesday, May 15, 2012**  
**5:00 PM**

**MINUTES**

**Roll Call and Call to Order**

Board Members Present: Vice President Robert Yeo, Secretary June Knabusch-Taylor, Trustee Aaron N. Mason, and Trustee Lawrence VanWasshenova

Board Members Absent: President David Vensel, Parliamentarian Tedd March, Trustee Wendy Spicer

Others Present: Randy Monday, Ryan McLeod, James Davies

Mr. Yeo called the meeting to order at 5:43PM.

**Background**

Mr. Davies noted that neither the student nor the student's mother was in attendance. The discipline packet was not mailed, but the mother was contacted by administration and she agreed to pick up the packet at the Administration Building. However, the student's mother did not pick up the packet. Therefore, because the student nor his mother received the discipline packet, it was suggested that the discipline hearing be postponed until May 29, 2012, and the packet sent via certified and regular mail.

**Recommendation to Postpone**

Motion by Mr. Mason, support by Mrs. Knabusch-Taylor, to postpone the discipline hearing until May 29, 2012 to enable the student and his mother time to receive the discipline packet.

Vote: Motion carried by a 4-0 hand vote at 5:45 PM.

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June Knabusch-Taylor, Secretary

Board Meeting #9  
May 22, 2012  
Item #C.2

## **REPORTS AND UPDATES**

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

- Board Personnel Committee Meeting – April 2, 2012
- Board Curriculum Committee Meeting – May 8, 2012

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

**Date of Meeting:** April 2, 2012

**Present:** Wendy Spicer, Robert Yeo, June Knabusch-Taylor, Randy Monday  
Julie Everly, Ryan McLeod and Holly Scherer  
Barry Martin

**Next Meeting:** May 7, 2012 – 5:00 PM

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1. **Call to Order:** The meeting was called to order at 4:45 PM
2. **Minutes:** March meeting minutes were previously approved
3. **Public Commentary:** None
4. **Staffing updates:** Mr. McLeod noted to the group that with the change in tenure law, the timelines for notifying teachers/administrators of lay-off have also changed and our notification requirements no longer have to be done so far in advance. Administration continues to work on staffing for 2012-13 and may still need to work through the lay-off and recall process at a later date. It is the plan to work through this process prior to the end of the school year. Assignments for the upcoming school year will be handled based on the current contract language, which is driven by seniority; after September 1<sup>st</sup> when this contract expires, assignments must be based on teacher performance.

Mr. McLeod shared that while some staffing changes will be necessary as we move to balance the budget, no specific decisions have been made at this time. It is expected that some reductions will be made, it is unknown if those can be addressed through attrition. Mrs. Scherer shared that there are 10 teacher retirements to date. The teachers union has asked for an extension on the April 1<sup>st</sup> notification deadline and if legislation on retirement changes, administration will honor that request.

Mrs. Everly informed the committee that the ISD has notified the district to expect a decrease to the reimbursement for special education services. Previously the ISD has reimbursed 79% for resource room teachers; we are unsure at this time what the decreased percentage will be, however they have shared that they are taking the amount down to the legal limits. Preliminary figures would indicate the need to reduce two special education teachers or the district would need to pick up the costs for those teachers through the general fund budget. More information will be shared as it becomes available.

**5. Old Business:**

- Mr. McLeod reported that the principals have started using Perform, the new evaluation software, and are moving ahead with that implementation. Feedback from both teachers and administrators has been positive. The program offers many time-saving features. There are 250 teachers scheduled for interim evaluation this year and 20 of those have now been completed with the new program.
- Mrs. Everly reminded the group that training on the new I-pads has started this week. The intent of this training is getting the I-pads into the hands of the teacher and asking them to start using in their daily work. Mrs. Knabusch-Taylor shared that she had attended the training, but expressed concern that the next training is not scheduled until August. Mr. McLeod shared the plan for 'train the trainers' model. It is now an expectation for administrators to bring and use their I-pads at meetings; and it is anticipated that the buildings will have similar expectations for teachers during their meetings.

6. **New Business:** Mrs. Everly shared that a professional development opportunity for lunch assistants is planned for May 3<sup>rd</sup> from 4-7 PM at the ISD, compensation and dinner for those participating will be funded through the food service fund. The session will be led by Marsha MacElvoy and will focus on rolling out the district bullying policy.

Mrs. Everly informed the committee that discussions are being held with the teachers union to incorporate additional professional development time into the calendar for the 2012/13 school year. She shared that some of the ideas being discussed may mean early release or late start times for students, to allow building teams to meet in smaller segments more times during the year.

The committee was reminded that under the advice of Gary Collins notices of termination of contract were provided to the bus driver, clerical, and custodial/maintenance unions. Copies of those letters were previously shared with the board. This process is a formality that will keep the door open for the board to review the options of privatization; it does not commit the board to do anything. Mrs. Scherer reminded the group that this same procedure was used two years ago to preserve the ability of the board to look at options. Both Mr. Yeo and Mr. VanWasshenova had very strong thoughts to protect these hourly groups and have concerns on how this move would be perceived by the employees. It was agreed that no one sees privatization as the way to go, but the board will be faced with tough financial decisions and the district needs to keep privatization as an option.

Ms. Spicer asked if administration was looking at all vendor services. Mr. Monday responded that he does have Mrs. Eighmey reviewing those services, as well as looking at partnerships for volume purchases. It is proposed that all services should be bid out, including accounting, legal services, architecture, etc. Mr. Monday cautioned that it will be hard to put a price on the understanding, history, and knowledge of our district that some of our current vendors hold. The committee agreed and through this review the district may choose to retain the same vendors, but gathering the data shows that the district has done its due diligence to review costs.

7. **Next Meeting:** May 7, 2012 at 5:00 PM
8. **Adjournment:** The meeting was adjourned at 6 PM.

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

**Date of Meeting:** May 8, 2012

**Present:** Wendy Spicer, June Knabusch-Taylor, Tedd March, Randy Monday, Julie Everly, Ryan McLeod, Barry Martin, Holly Wallace, Meghan Gibson, Terry Joseph, Steve Pollzzie, Delsie Sissoko, Laura Lavender, Bonnie Ritsma, Jim St. Pierre, Kim Anteau, Janelle Martin, Kelly Smith, Lisa Scheich, Vanya Steel, Tina Sheppard, Marybeth Lore, Kelly McGinnis, Angela Sneider, Becky Gutierrez, Andrea Wylie, Amy Schnell

**Next Meeting:** September 11, 2012 – 4:30 p.m.

---

1. **Call to Order:** The meeting was called to order at 4:32 p.m.
2. **Minutes:** The April meeting minutes were previously approved.

**3. Arborwood Elementary Campus Update:**

Mrs. Everly opened the meeting by welcoming everyone and introducing the Arborwood team. Mr. Monday thanked everyone for being at the meeting and recognized the teachers' hard work and dedication to the school improvement process.

Mr. Pollzzie and Mrs. Joseph started by reminding everyone that everything about to be presented is the result of the first 3 years of Arborwood being open as a school. Mr. Pollzzie recognizes that we were all surrounded by a community of Arborwood Eagles and thanked all the staff for being at the meeting. He thanked the board curriculum committee for the opportunity to present the new and upcoming improvement plan for Arborwood Elementary Campus. The Arborwood school improvement team is very aggressive. They meet every Tuesday morning with the School Success Team then again after school.

The Mission of the Arborwood Elementary Campus is: "Arborwood Elementary Campus, in partnership with families and the local community, will develop students who are 21<sup>st</sup> century learners and leaders. Arborwood provides students with a K-6 education grounded in technology and a solid foundation of reading, writing and mathematics instruction. Our campus interest academies are designed to engage students and their families in the learning process. As a result of these learning experiences, our students will be prepared to lead in an ever-changing world as effective communicators, virtual learners, creative thinkers and problem-solvers." The beliefs of the Arborwood Community are: "We believe embracing the diversity of the Arborwood community will strengthen our campus and support student success. We believe every learner is unique and it is our responsibility to build upon their strengths, interests and potential through inquiry-based learning and a comprehensive integration of technology. We believe a safe, responsible, and respectful learning environment will be achieved by encouraging active student leadership throughout our campus and community."

For the 2012/2013 school year Arborwood Campus is changing the focus of the student school day. They are transitioning to an inquiry-based learning model, so content is relevant to each individual student.

Inquiry learning builds lifelong learners, and it is aligned to the National Common Core Standards. Arborwood defines inquiry-based learning as follows: Inquiry-based instruction is a student-centered approach that engages students in investigating real world questions that they choose within a broad thematic framework. Inquiry-Based learning gives students a chance to apply their learning in a way that connects with their interests. Students acquire and analyze information, develop and support propositions, provide solutions, and design technology and arts products that demonstrate their thinking and make their learning visible.

This inquiry-based format will be implemented through the creation of Interest Academy. There will be four different thematic academies from which students can choose. They are: Health and Wellness, Performing Arts, Visual Arts and Engineering, and Math, Science and Technology. What will the grade level structure of the Interest Academies look like? K-2 will be exploring all academies and teachers will be working in K-2 teams to provide targeted intervention/enrichment time. 3-6 will choose one academy based on interest and the teachers will be working in 3-6 teams to provide targeted intervention/enrichment time. Intervention and Enrichment time is a block of 40 minutes each day in which students receive individualized instruction.

In order to learn more about the inquiry-based instruction and learning, a small group of teachers from the Arborwood Campus will be visiting the Center for Inquiry in Indianapolis Indiana. This school has already moved to the inquiry-based model and has seen growth and improvement in their test scores.

Another major component to the inquiry-based learning and instruction is community relations. Arborwood is planning to partner with as many of the area businesses as possible. This venture will be done with the hopes that the businesses can provide support and leadership to the students and create an atmosphere of mentorship.

Mrs. Knabusch-Taylor stated she would like to suggest that all the board members view the PowerPoint from the Arborwood Campus.

4. **Public Commentary:** Selma Rankins asked if Arborwood's new plan would increase the student test scores. He also wanted to know if other schools doing this had that happen. Mr. Rankins also complimented the Arborwood administration and teachers on their presentation and their hard work.

**RECALL FROM LAY OFF**

**BACKGROUND**

Monroe Public Schools currently has 115 teachers that are on lay-off status. At the May 8, 2012 Board Meeting 104 teachers were notified of layoff status and eleven teachers remain on lay-off from the 2010/11 notifications. These notifications were made to assist in implementing staff reductions due to budget constraints. Since that time, the administration has had an opportunity to review the staffing needs for the 2012/13 school year and has made the determination to recall 103 teachers as named in the motion below.

**MOTION**

Move to approve the recall of 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, 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, Teresa Stewart, Victoria Sweet, Kari Tackett, Christina Taft, 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 from the Monroe Public Schools layoff list, to notify said teachers of this recall by official communication, and to approve the teacher contract extension for said teachers for the 2012/13 school year effective May 23, 2012.

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

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

**EXEMPT ADMINISTRATIVE CONTRACT EXTENSION**

**BACKGROUND**

In order to provide notice of contract status, we are recommending that the board authorize administration to issue contracts for Julie Everly and Ryan McLeod for continued employment to extend to June 30, 2014.

**ENCLOSURE**

None

**RECOMMENDATION**

Move to approve administrative contract extension for Julie Everly and Ryan McLeod as recommended for the 2013/14 school year.

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

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



**EXEMPT ADMINISTRATIVE CONTRACT EXTENSION**

**BACKGROUND**

In order to provide notice of contract status, we are recommending that the board authorize administration to issue contracts for Katherine Eighmey, Barry Martin, Jerry Oley, and David Payne for continued employment to extend to June 30, 2013.

**ENCLOSURE**

None

**RECOMMENDATION**

Move to approve administrative contract extension for Katherine Eighmey, Barry Martin, Jerry Oley, and David Payne as recommended for the 2012/13 school year.

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

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

**ADMINISTRATIVE CONTRACT EXTENSIONS**

**BACKGROUND**

In order to provide notice of contract status, we are recommending that the board authorize administration to issue contracts for Montyne Barbee, Jennifer Bennett, Vince Castiglione, Shelley Cormier, Matthew Cortez, Mary Ann Cyr, Kim Diven, William Ferrara, Cindy Flynn, Teresa Joseph, Alice Malik, Lisa McLaughlin, Kelly McMahon, Steve Pollzzie, John Ray, Mari Treece, Scott Tucker and Otto Zillgitt, for employment to extend to June 30, 2013.

Administrative placements for the 2012/13 school year will be presented to the Board of Education at a later date.

**ENCLOSURE**

None

**RECOMMENDATION**

Move to approve administrative contract extensions for: Montyne Barbee, Jennifer Bennett, Vince Castiglione, Shelley Cormier, Matthew Cortez, Mary Ann Cyr, Kim Diven, William Ferrara, Cindy Flynn, Teresa Joseph, Alice Malik, Lisa McLaughlin, Kelly McMahon, Steve Pollzzie, John Ray, Mari Treece, Scott Tucker and Otto Zillgitt as recommended for the 2012/13 school year.

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

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

**STAFF RESIGNATION**

**BACKGROUND**

**Leslie Cook:** We have received a letter of resignation from Leslie Cook. Mr. Cook has been a custodian for our district since February, 2004.

**ENCLOSURE**

Letter of Resignation

**RECOMMENDATION**

Move to approve the resignations of Leslie Cook effective June 30, 2012, from Monroe Public Schools.


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


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

To Whom It May Concern:

I, Leslie Cook, hereby resign from my employment as a custodian with the Monroe Public School District effective June 30, 2012.

Sincerely,

  
\_\_\_\_\_  
Leslie Cook

\_\_\_\_\_, 2012

**EXEMPT EMPLOYEE APPOINTMENT**

**BACKGROUND**

On behalf of the administration and the interview panel, I am recommending the appointment of Jonathan King as a part-time Entry Level Computer Technician with Monroe Public Schools. Mr. King will officially begin his position on Wednesday, May 23, 2012.

Mr. King is a graduate of Jefferson High School and is currently pursuing his Associate's degree with Monroe County Community College majoring in Computer Science. In addition to being a student, he has previously worked with our Technology Department.

Members of the interview panel were: Ryan McLeod, Assistant Superintendent; David Payne, Director of Technology; Joe Miracle, Senior Computer Technician, and Crystal Caldwell, Teacher.

**ENCLOSURE**

Resume

**RECOMMENDATION**

Move to approve the appointment of Jonathan King as a part-time Entry Level Computer Technician for the 2011/2012 school year effective May 23, 2012 and place on the appropriate salary level for this position, upon completion of all pre-employment requirements.

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

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

2:00

# Jonathan King

3272 Woodland BLVD – Monroe, MI 48162

Cell: 734-735-0007

[jonking1@live.com](mailto:jonking1@live.com)

April 30, 2012

Holly Scherer  
Human Recourse Specialist  
Monroe Public Schools  
1275 N. Macomb St  
Monroe, MI 48162

Dear Ms. Scherer,

I am sending this in response to the job opening at Monroe Public Schools for the Mail Delivery position. I previously worked at the school system in the Technology Department and had to quit do to moving away to go to college. I believe I would be an asset to the district in this position. I have prior experience with the location of schools and also had a previous rapport with many staff members.

I am currently working my way through college where I am studying the field of computer science. I believe this position would be perfect for me, not only the amount of hours but hopefully will give me an opportunity to learn new skills from some of the Technology and Print Shop personnel.

I have attached my resume as well. Please take a look at this and hopefully you will consider me for an interview at a time convenient for you.

Sincerely,

Jonathan King

---

# Jonathan King      jonking1@live.com

---

734-735-0007

3272 Woodland BLVD – Monroe, MI 48162

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## Objectives

To obtain full or part time employment while working my way through college and receiving valuable job experience and networking.

## Education

**Monroe County Community College 2009 – Current**

Majoring in Computer Science

**Jefferson High School 2003 - 2006**

High School Diploma

## Experience

### Computer Technician

**Monroe Public Schools      11/01/2005 – 08/21/2007**

- PC repair
- PC installation
- Staff Technical Support
- Technology Inventory

### Utility Worker

**Meijer, INC      06/01/2003 -10/01/2005**

- Custodial
- Cart Collection
- Customer Service
- Inventory Stocking
- Grocery Bagging

## Skills

- Proficient with computer operation and repair
- Organizational
- Communication: verbal and written
- Able to work independently as well as in a team environment

**EXEMPT EMPLOYEE APPOINTMENT**

**BACKGROUND**

On behalf of the administration and the interview panel I am recommending the appointment of Stephanie Kennedy as an Entry Level Computer Technician with Monroe Public Schools. Ms. Kennedy will officially begin her position on Wednesday, May 23, 2012.

Ms. Kennedy is a graduate of Monroe High School. She was most recently employed with the Monroe County Community Credit Union.

Members of the interview panel were: Ryan McLeod, Assistant Superintendent; David Payne, Director of Technology; Joe Miracle, Senior Computer Technician, and Crystal Caldwell, Teacher.

**ENCLOSURE**

Resume

**RECOMMENDATION**

Move to approve the appointment of Stephanie Kennedy as an Entry Level Computer Technician for the 2011/2012 school year effective May 23, 2012 and place on the appropriate salary level for this position, upon completion of all pre-employment requirements.

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

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



Stephanie Kennedy  
2192 Zack Ride Dr.  
Newport MI 48166  
734-777-1419  
mrsslk@hotmail.com

April 11, 2012

Holly Scherer  
Human Resource Specialist  
Monroe Public Schools  
1275 N. Macomb St.  
Monroe MI 48162

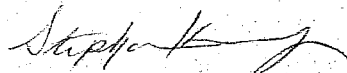
Dear Ms. Scherer:

I am writing in response to the job posting on the Monroe Public School website for the Technical Support Analyst position. I have a great deal to offer this department, including the eagerness to learn and take part in the ever changing field of technology.

As you will see on my attached resume, I have a strong background in customer service and I enjoy problem solving. I am patient and possess the ability to clarify situations so that others may understand the process. Additionally I have an impeccable work ethic and the capabilities to self manage. As a team player I would bring a positive and focused attitude to the work environment.

I would appreciate the opportunity to contribute to the success of Technology Department. Thank you very much for your time and consideration. I look forward to receiving your response.

Sincerely,

  
Stephanie Kennedy

# Stephanie Kennedy

2192 Zack Ridge Dr • Newport MI 48166  
(734)777-1419 • mrsslk@hotmail.com

---

**Objective:** To obtain a position within the Computer Technology department in which my interpersonal skills and office experience will contribute to the greater efficiency and productivity of the department.

## Experience:

**Monroe County Community Credit Union**  
Teller

February 2011- Present

- Consistently develop constructive and cooperative working relationships with members while promoting and explaining financial services.
- Manage financial transactions with complete confidentiality and accuracy ensuring all computer systems and cash counts balance daily.
- Coordinate effectively with all departments and management to ensure work flow and productivity between locations.

**Michigan Army National Guard**  
Key Leader - Family Readiness Group (FRG)

January 2009 - June 2010

- Facilitate communication with leadership overseas and state side to meet unit security requirements, mission objectives and goals.
- Identify concerns and coordinate support for military families at local and state level.
- Create, publish, and distribute monthly updates for over 30 families and soldiers.

**Martial Arts Fitness Center**  
Administrative Support

June 2006 - December 2009

- Process paperwork and update student records in company specific database.
- General office support including but not limited to answering phones and directing calls, data entry, placing newspaper ads.
- Assist in coordination of local events promoting school and programs.

## Relevant Skills:

- Proficient in Windows Operating Systems and Microsoft Office
- Capable of basic software configuration, installation of hardware, and peripheral equipment
- Attentive and detail oriented
- Resourceful and enjoy Problem solving

## Education:

Everest Institute Dearborn, MI	Medical Assistant Diploma Deans List, Perfect Attendance	2006
Monroe High School Monroe, MI	Diploma College Prep	1994

**OVERNIGHT OUT OF STATE  
 MONROE HIGH SCHOOL UPWARD BOUND TRIP  
 TO WASHINGTON, D. C.**

**BACKGROUND**

Upward Bound Program Director from Monroe High School, Anthony Quinn, wishes to petition the Board of Education for permission to take the Upward Bound students to Washington D.C. for a 4-day Cultural Enrichment Trip. This trip will conclude the 6 week summer program. This trip will be from Sunday, July 29, 2012 to Wednesday, August 1, 2012. Forty four (44) students as determined by eligibility, and five (5) adult chaperones will depart from Monroe County Community College via charter bus Lakefront Lines. The cost of the trip is completely covered by the U.S. Department of Education - Monroe County Community College - Upward Bound Grant Program; no student monies will be used to cover this.

**ENCLOSURE(S)**

Monroe Public Schools – Abbreviated Field Trip & Excursion Check List Form and the field trip packet. (With complete packet housed in the office of the Assistant Superintendent of Curriculum, Instruction K-6, and Human Resources)

**RECOMMENDATION**

Move to approve the Upward Bound Program overnight out of state trip to Washington D.C. from July 29, 2012 to August 1, 2012 according to the terms of Policy IICA, Field Trips and Excursions.

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

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



TO: Mr. Ryan McLeod, Assistant Superintendent  
Secondary Curriculum, Instruction and Human Resources

FROM: Stacey Langton, Administrative Assistant  
Monroe County Community College – Upward Bound Program

DATE: May 9, 2012

SUBJECT: REQUEST FOR THE UPWARD BOUND PROGRAM  
END OF THE YEAR TRIP

---

The Upward Bound end of the year cultural trip is our participants reward for all of their hard work they have put into strengthening their academic and study skills throughout the summer component. The Upward Bound summer component runs from Monday, June 18<sup>th</sup> until Friday, July 27<sup>th</sup> and it takes place on the campus of Monroe County Community College.

The cultural trip for this summer will take place in the city of Washington, D.C. We are scheduled to depart on Sunday, July 29<sup>th</sup> and scheduled to return on Wednesday, August 1, 2012.

As it is written the in Upward Bound grant proposal: Educational, social and cultural enrichment activities will include an overnight trip to a major metropolitan area during the summer, to experience a play or musical event, visit a college or university, business and other points of cultural and educational interest. Below is a tentative schedule for the trip.

Smithsonian  
Ford Theatre  
Arlington National  
Mt. Vernon George Washington's Homestead  
Ben's Chili Bowl  
Georgetown University  
Lincoln – Memorial – MLK Memorial  
National Mall  
White House Drive-By  
Howard University and/or American University

While on the trip, the students will be supervised and chaperoned by: Mr. and Mrs. Quinn, Ms. Dannielle Lambert, Mrs. Stacey Langton and Ms. Erin Bagsel (a recent new hire with MPS).

Enclosed is the Field Trip Request package, including a detailed agenda of the events. **No funding is coming from Monroe Public Schools and there is no fund raising that needs to take place. All the funds are provided for by the U.S. Department of Education.**

Thank you for your consideration in yet another way that Monroe Public Schools helps to support the students of the Monroe County Community College – Upward Bound Program.

Sincerely,

*Stacey Langton*

Stacey Langton  
Administrative Assistant  
Monroe County Community College  
Upward Bound Program

**Main Campus** ■ 1555 South Raisinville Road ■ Monroe, MI 48161-9746 ■ 1-734-242-7300  
**Whitman Center** ■ 7777 Lewis Avenue ■ Temperance, MI 48182 ■ 1-734-847-0559

# MONROE PUBLIC SCHOOLS

## ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

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

### FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

Please see attached  
Letter to Mr. Ryan McLeod  
Please refer to pages 1-5 - (description)

School(s): Monroe High School

Chaperones: <sup>1</sup> Dannelle Lambert <sup>5</sup> Erin Baguel - MPS -  
English  
Teacher  
<sup>2</sup> Anthony Quinn  
<sup>3</sup> Brandi Quinn  
<sup>4</sup> Stacey Langton

Method of Transportation: Charter Bus ~ PLS. see attached

Date of Departure: 7/29/12

Time of Departure: 10:30am

If overnight, number of nights: 3

Date of Return: 8/10/12

Time of Return: 9pm

Number of Students Participating: approx. 35-40 students

Number of Staff Supervising: 3 Anthony Quinn

7/10/12 copy  
4/20/12

### MONROE HIGH SCHOOL FIELD TRIP PROCEDURE

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

- MHS Field Trip Request Form (This must be filled out and approved before completing the rest of the forms.)
- Call transportation and set up a date with them (if a bus is needed).  
*NOT APPLICABLE*
- Fill out Request for Transportation form.  
*NOT APPLICABLE*
- If substitute(s) are needed, please fill out a Substitute Request Form.  
*NOT APPLICABLE*
- Parent Permission form. (You must have one of these filled out before you leave.)
  - A. Permission Form IICA-F2
  - B. Out of State/Country IICA-F1
 } *WILL HAVE ALL FORMS signed Before Friday July 27, 2012*
- Private Vehicle Form EEAE-F3
- Excusal list (alphabetical order with grade level and student number).  
*NOT APPLICABLE*
- Criminal History Form  
*Already on file from 2011*
- If prepayment is necessary, please clear with the appropriate office.  
*NOT APPLICABLE*
- On the day of departure, you must turn in a Bus List (list of students, including addresses and phone numbers, of all who actually board the bus/car) in the bus list box in the Main Office.

# MONROE PUBLIC SCHOOLS FIELD TRIP CHECK LIST

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

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

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

Pre-trip lessons:

*Over the summer, the Academic Skills Coordinator Danielle Lambert will have the students do a two-page research paper on the history of Washington D.C.*

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

*A couple of the goals & mandates that are written in the ICA grant is to expose the students to colleges and universities as well as exposure to an array of cultural enrichment destinations*

Follow-up classroom lessons:

*The Academic Skills Coordinator will have the students write a complete essay that will focus on the reflections of their trip*

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

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

Number of Other Adults Assisting: *See previous page*

Number of School Days Student will be Attending Trip: *0*

Cost Per Child: */*

Cost Per Chaperone: */*

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes

~~No~~

Chaperones: Yes

~~No~~

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

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

Updated: 09/12/06



# Monroe Public Schools Field Trip Information Form

Date of Trip: Sunday, July 29, 2012 ~ Wednesday, August 1, 2012

Grade/Team/Organization Making Request: MCC - Upward Bound Program

Destination: Washington, DC.

Address: The Weston Lyford Corner  
7801 Leesburg Pike

City: Falls Church State: Va Zip: 22043

Means of Transportation: Charter Bus

Number of Students and Adults Involved: <sup>35-40</sup> <sup>4</sup> Approx \$435-40

Exact Loading Location: MCC - parking lot 4 - by Building A  
(administration building)

Estimated Time of Departure: 10:30 am

Estimated Time of Departure from Destination: 10:30 am

Expected Time of Arrival: 7:30 pm Sunday, July 29, 2012

Purpose of Trip: To expose the UB students to different colleges and universities as well as to expose them to cultural enrichment destination spots in D.C.

Faculty Supervisor: Anthony Quinn, II

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

Principal's Signature: [Signature] Date: 5/19/12

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 5/11/12

Approved  Denied

# MONROE HIGH SCHOOL FIELD TRIP REQUEST

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

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

Date of trip: Sunday, July 29, 2012

Date of request: Monday, April 30, 2012

Grade or organization making request: Monroe County Community College  
Upward Bound Program

Faculty Sponsor: Anthony Quinn

Destination: Washington D.C.

Address: The Western Ligon Linnor - 7801 Leesburg Pike  
Falls Church Va 22043

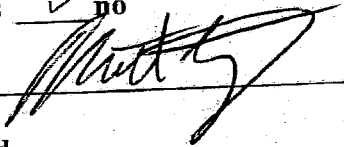
Phone Number of Destination: 703-893-1340

Purpose: Upward Bound year-end cultural trip.

Estimated time of departure: 10:30 am Sunday, July 29, 2012

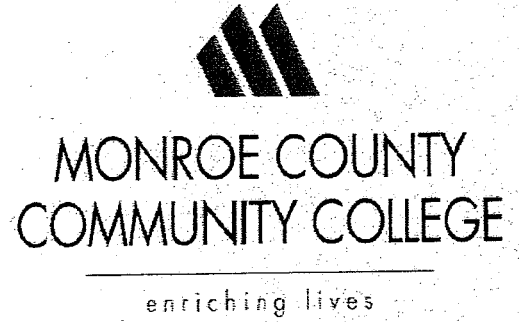
Estimated return time: 9:00 pm Wednesday, August 1, 2012

Substitute needed:  yes  no

Principal's signature: 

approved  denied

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



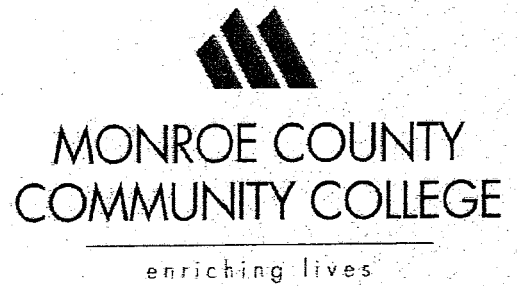
**YEAR END CULTURAL TRIP**

**DEPARTING: SUNDAY, JULY 29, 2012**

**RETURNING: WEDNESDAY, AUGUST 1, 2012**

- Lodging:** No cost – All funds come from the U.S. Department of Education
- Registration:** No cost – All funds come from the U.S. Department of Education
- Food:** No cost – All funds come from the U.S. Department of Education
- Travel:** No cost – All funds come from the U.S. Department of Education
- Advisor Expense:** No cost – All funds come from the U.S. Department of Education





**TENTATIVE TRIP SCHEDULE  
WASHINGTON, D.C.  
2012**

**SUNDAY, JULY 29, 2012**  
**DAY 1**

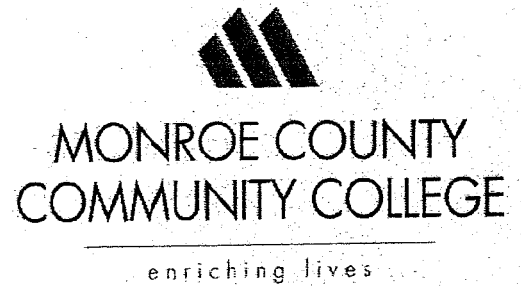
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10:00 am	Board charter bus
10:15 am	Depart from Monroe County Community College Parking Lot 4, by building A (administration building)
7:30 pm	Arrive at approximately 7:30PM in Washington, D.C.
8:30 pm	Dinner

**MONDAY, JULY 30, 2012**  
**DAY 2**

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7:00 am – 9:15 am	Breakfast
9:30 am	Depart the hotel
10:00 am – 11:30 am	Georgetown University
12:00 pm – 1:00 pm	Lunch
1:00 pm – 3:30 pm	National Mall (Lincoln Memorial, Washing Monument, Jefferson Memorial, WW II Monument, Vietnam Memorial, MLK Memorial and FDR Memorial)
4:00 pm	Home of Booker T Washington (Free)
5:30 pm – 6:30 pm	White House, U.S. Capitol Building, Supreme Court
7:30 pm – 9:30 pm	Dinner



TUESDAY, JULY 31, 2012

DAY 3

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7:00 am – 9:15 am	Breakfast at the hotel
10:00 am – 12:00	Smithsonian (free)
12:00 pm – 1:00 pm	Lunch
1:00 pm – 3:00 pm	Home of George Washington, Mt. Vernon, Virginia
3:30 pm -	Ford Theater (Lincoln's Assassination site)
4:00 pm	Peterson House (where Lincoln died)
4:30 pm – 7:00 pm	Arlington National Cemetery
7:30 pm – 9:30 pm	Ben's Chili

WEDNESDAY, AUGUST 1, 2012

DAY 4

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6:30 am – 7:45 am	Breakfast and pack
10:00 am	Board charter bus for return trip
10:15 am	Depart hotel for the journey back home
9:00 pm	Arrive back in Monroe, MI. parking lot 4 by building A (administration building)

You can reach the UB staff by calling: 734.384.4302. The college Admissions Office will contact the staff.

# SAMPLE

EXPLANATION AND DATES:

Departure Date/Day Sunday July 29, 2012 Return Date/Day Wednesday August, 1, 2012

A group of students and adult chaperones are planning a trip to: City Washington, D.C.

State District of Columbia Country USA (daily itinerary must be attached).

The purpose of this trip is the Upward Bound year end cultural trip and the group sponsoring the trip is Monroe County Community College - Upward Bound Program

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

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

GENERAL INFORMATION:

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

**ALL TRAVEL FORMS WILL BE COMPLETED PRIOR JULY 27, 2012**

**ALL FORMS WILL BE FILLED OUT, SIGNED AND NOTARIZED**

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

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

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

Your child will be in the care of (staff member name) Mr. Anthony Quinn, Program Director  
Ms. Dannielle Lambert, Program Academic Skills Coor

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

INSURANCE INFORMATION:

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

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

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

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

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

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

Monroe Public Schools  
Field Trip Permission Form

School: Monroe High School

Date of Trip: Sunday, July 29, 2012 through Wednesday, August 1, 2012

Departure Time: 10:30 am

Return Time: 9:00 pm

Group/Class Taking Trip: Monroe County Community College -- Upward Bound Students (MHS)

Destination: Washington, D.C.

❖ This form serves as the district's official notification for the parent(s)/guardian of students involved and, by signing, acknowledges the fact that the student's parent(s)/guardian approves of their child taking said trip. This form must be completed and signed before any student will be allowed to travel with the group.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**ALL TRAVEL FORMS WILL BE COMPLETED PRIOR JULY 27, 2012**

Name of Policy Holder: \_\_\_\_\_

Contract #: \_\_\_\_\_

Parental Acknowledgment:

I/We hereby give consent to allow our child to make this trip and further consent for any necessary emergency medical treatment and/or admission, to any hospital for my/our child.

Signatures:

\_\_\_\_\_

Date: \_\_\_\_\_

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/15/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Marsh USA Inc. 1000 Main Street, Suite 3000 Houston, TX 77002  016276-CASUA-LAKEF-11-12	<b>CONTACT NAME:</b> PHONE (A/C No. Ext): E-MAIL ADDRESS:	FAX (A/C No.):
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Lakefront Lines, Inc. 13315 Brookpark Road Brook Park, OH 44142-1822	<b>INSURER A:</b> National Union Fire Ins Co Pittsburgh PA	NAIC # 19445
	<b>INSURER B:</b> N/A	N/A
	<b>INSURER C:</b> Lexington Insurance Company	19437
	<b>INSURER D:</b> Illinois National Insurance Company	23817
	<b>INSURER E:</b> <b>INSURER F:</b>	

COVERAGES      CERTIFICATE NUMBER: HOU-002125001-01      REVISION NUMBER: 6

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC.		GL1738141	09/16/2011	09/16/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		CAS798679	09/16/2011	09/16/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EXCESS-AUTO \$ 5,000,000
C			043732409	09/16/2011	09/16/2012	EXCESS-AUTO \$ 5,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$		25030495	09/16/2011	09/16/2012	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in OH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	WC1705250 - \$500,000 SIR Applies	09/16/2011	09/16/2012	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

FOR INFORMATION ONLY

<b>CERTIFICATE HOLDER</b>  Lakefront Lines, Inc. 13315 Brookpark Rd. Brook Park, OH 44142-1822	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE of Marsh USA Inc. John T. Riedel <i>John T. Riedel</i>
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# THE WESTIN

TYSONS CORNER

LETTER OF AGREEMENT BETWEEN THE WESTIN TYSONS CORNER AND  
Upward Bound Program, Monroe County Community College

Thursday, March 15, 2012

Upward Bound Program, Monroe County Community College  
Monroe County Community College  
1555 S. Raisinville Rd.  
Monroe, MI 48182

The Westin Tysons Corner  
7801 Leesburg Pike  
Falls Church, VA 22043  
Phone: 703-893-1340 Fax: 703-442-7396

Mr. Anthony Quinn  
Director, Upward Bound Program

Alexandra Lindemann  
Sales Manager  
alindemann@westintysonscorner.com  
Phone: 703-394-2104 Fax: 703-442-7396

Phone: 734-265-3446

RE: Upward Bound  
MEETING DATES: Sunday, July 29, 2012 - Wednesday, August 01, 2012

Upward Bound Program, Monroe County Community College ("Group") and The Westin Tysons Corner ("Hotel") agree as follows:

These arrangements will be a definite commitment upon signing of this agreement (the "Contract") by both parties.

However, between now and **Wednesday, March 28, 2012**, unless both parties have agreed upon and fully executed this Contract, should another group request the dates and be in a position to sign an agreement immediately with Hotel, we will advise Group, and Group will have three (3) business days to sign this Contract and confirm the arrangements on a definite basis or Hotel may at its option enter into an agreement with another group or individuals.

If this Contract is not fully executed by **Wednesday, March 28, 2012**, the room block may be automatically released.

**GUEST ROOM ACCOMMODATIONS**

**TOTAL GUEST ROOM NIGHT COMMITMENT = 30**

	Sun 07/29	Mon 07/30	Tue 07/31
Traditional Double Double Nonsmoking	10	10	10

**RATES**

Hotel is pleased to confirm the following special **net, non-commissionable** guest room rates:

Room	Single Rate	Double Rate
Traditional Double Double Nonsmoking	119	119

All guest room rates are quoted exclusive of applicable state and local taxes, which are currently 9%.

**CUT-OFF DATE**

The "cut-off date" for accepting reservations into this guest room block is **Friday, June 29, 2012**. Reservation requests received after 5:00 p.m. local time at Hotel on the cut-off date will be accepted at Hotel's prevailing rate, based on availability.

Failure to reserve guest rooms before the cut-off date will not impact the enforceability of the Attrition or Cancellation clauses.

**RESERVATION PROCEDURES**

**ROOMING LIST**

(Initials)

You must submit a rooming list to the Hotel by **Friday, June 29, 2012** including the name, the arrival and departure dates, and if available, the times of arrival and departure of your attendees.

**PLEASE INITIAL HOW YOU WOULD LIKE THE BILLING FOR YOUR GUESTS DESIGNATED:**

\_\_\_\_\_ Group will to be billed for rooms, tax and incidentals.  
(Initials)

\_\_\_\_\_ Group will be billed for rooms and tax only. Individuals are to pay for their own incidentals  
(Initials)

\_\_\_\_\_ Individuals are to pay for their own rooms, tax and incidentals.  
(Initials)

\_\_\_\_\_ Group will designate assigned charges via rooming list.  
(Initials)

shall be charged at the time the reservation is made.

**GUEST ROOM DEPOSIT**

A deposit equal to \$1,190.00 [**one night's stay**] is required to hold each guest's reservation. Such deposit shall serve to confirm the reservation for the dates indicated, and, upon check-in, shall be applied to the [**first**] **July 29, 2012** and/or [**final**] **August 01, 2012** night of the reserved stay. These deposits paid by individuals are refundable if notice is received at least [**seventy-two (72) hours**] prior to arrival and a cancellation number is obtained. [**All deposits shall be charged at the time the reservation is made.**]

**EARLY DEPARTURE FEE**

In the event that a guest who has reserved a guest room within Group's guest room block checks out prior to the guest's reserved checkout date, an early departure fee of \$75.00 will be charged to that guest's individual account. Guests wishing to avoid this fee must advise Hotel at or before check-in of any change in the scheduled length of stay. Hotel will inform members of Group of this fee upon check-in. Hotel will deduct any early departure fees that are collected by the Hotel from any amount Group may owe as guest room attrition.

**ADDITIONAL CONCESSIONS**

Hotel will provide the following additional concessions if at least [**eighty percent (80%)**] of the total number of room nights reserved under Guest Room Accommodations are used and paid for by you and your attendees. Additional concessions will not be provided if attrition fees are incurred by Group.

- Discounted Banquet Full American Buffet Breakfast at \$17 per person inclusive

### COMMISSIONABLE/NON-COMMISSIONABLE

Group room rates are net, non-commissionable rates.

### DISCLOSURE

Group agrees that it will disclose to all members of Group and attendees, the type and amount of all automatic and mandatory charges [e.g., resort charges, service charges, etc] that will be charged to them by the Hotel under this Contract and the early departure fee that may be charged to them under this Contract. Group agrees that it will also have sole responsibility for determining whether it is necessary to disclose to members of Group, attendees or any third parties, any other terms of this Contract or the terms of any other relationship between the Group or you and the Hotel or Starwood Hotels & Resorts Worldwide, Inc. or its affiliates, including that a portion of Group's room rates are being paid to you as a commission or rebate or that you have received or may receive any other benefits from Hotel or Starwood Hotels & Resorts Worldwide, Inc. or its affiliates. Group agrees to defend, hold harmless and indemnify Hotel, including the payment of any costs, attorney fees, liabilities or expenses, against any claims arising from any insufficient or inaccurate disclosure.

### CHARGES FOR ADDITIONAL SERVICES

Hotel provides a variety of facilities and services not specifically described in this Contract, which are available to groups and individuals at additional charge. A list of Hotel's pricing for these facilities and services is attached to this Contract, or is available to individual guests upon request.

### GROUP DATA

To the extent Group provides any information to Hotel, including Group's contact information and personally identifiable information of Group's members and meeting attendees (collectively, the "Group Data") for any reason, Group hereby represents, warrants and covenants that, prior to providing Hotel with the Group Data, Group shall have obtained all rights and permissions necessary to (i) provide the Group Data to Hotel, (ii) transfer the Group Data to locations both within and outside the point of collection, including to the United States, and (iii) grant to Hotel the right to use or release the Group Data to Starwood Hotels & Resorts Worldwide, Inc. ("Starwood"), Starwood's affiliates, and other entities and locations within the Starwood reservation, sales and catering, and database management systems for lawful Starwood related business purposes, including to confirm reservations and to provide stay related communications, and to provide access to third parties retained to provide services required or requested by Group, including Contracted Vendors. Group hereby agrees to defend, hold harmless and indemnify Hotel, including the payment of any costs, attorney fees, liabilities or expenses, against any claims arising from its use or dissemination of such Information.

### RELOCATION CLAUSE

In the event any member of your Group with a guaranteed guest room reservation cannot be accommodated by Hotel, Hotel will provide the following:

1. An accommodation at a comparable Hotel as close as reasonably possible at no charge to the guest for the first night the guest is displaced from Hotel.
2. One complimentary round trip ground transportation between Hotel and the alternate Hotel for each day the guest is displaced.
3. One five (5) minute phone call and necessary arrangements for forwarding of the displaced guest's telephone messages and mail.
4. Offer to relocate displaced guest back to the first available guest room.
5. Upon return to Hotel, upgraded accommodations (if available) and a welcome expression from the General Manager.
6. Credit to Group for any guests displaced toward its guest room block pick up for purposes of this Contract and for calculation of Group complimentary guest room credit.

**MEETING AND FUNCTION SPACE**

Based on your requirements, we have reserved meeting and function space as shown on the following schedule of events at the rates indicated.

**SCHEDULE OF EVENTS**

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
7/30/2012	7:00 AM	8:00 AM	Breakfast Buffet	RIVER BIRCH	Rounds	40	Complimentary
7/31/2012	7:00 AM	8:00 AM	Breakfast Buffet	RIVER BIRCH	Rounds	40	Complimentary

\* Meeting Room Rental is subject to a 23% service charge and a 5% tax.

**FOOD AND BEVERAGE POLICIES**

Due to licensing requirements and quality control issues, all food and beverage to be served on Hotel property must be supplied and prepared by Hotel. All food and beverage prices are subject to a 23% mandatory service charge and a 5% state tax (subject to change without notice). **[Please note that the service charge is taxable.]**

A **final guarantee** on catered food functions is **due no later than 72 hours (3 business days) prior** to the arrival of your group. This guarantee represents the minimum guest count for billing purposes and may not be reduced. If a guarantee is not received, we will bill based on anticipated attendance noted above or actual attendance, whichever is greater.

**USE OF FUNCTION SPACE**

To protect the safety and security of all Hotel guests and property, Group agrees that it will not use any items in the function space that create any amplified noise, smell, or visual effect other than decorations without advance notification and written approval by Hotel. Examples of items that require advance approval include, but are not limited to: smoke or fog machines, dry ice, confetti cannons, candles, incense, or any other activity that generates smells. Group will obtain any required Fire Marshall or other safety approvals, and agrees to pay any expenses incurred by Hotel as a result of such activity, such as resetting smoke or fire alarms or unusual clean up costs.

**SECURITY**

Hotel does not provide security in the meeting and function space and all personal property left in the meeting or function space is at the sole risk of the owner. Group agrees to advise its attendees that they are responsible for safekeeping of their personal property. Group may elect to retain security personnel to safeguard personal property in the function space. In addition, depending upon the nature of your event, Hotel reserves the right based on its reasonable judgment to require Group to retain security personnel in order to safeguard guests or property in Hotel. Any security personnel retained by Group must be at its own expense and from a licensed security company that meets the minimum standards established by Hotel, including insurance and indemnification requirements, and at all times remains subject to Hotel's advance approval. Security personnel are not authorized to carry firearms without advance Hotel approval.

### HOTEL GUIDELINES ON SHIPMENTS AND EQUIPMENT

- A. Hotel will not be responsible for shipping any packages. The Group must take the sole responsibility of handling arrangements in advance and coordinate with the respective shipping/delivery service.
- B. Hotel will not assume the responsibility for personal property and equipment brought on the premises. Damage to or loss of any merchandise/equipment or articles left in the Hotel or unattended by the members of your group is not the responsibility of the Hotel.
- C. Hotel may request that bonded security personnel be used in Exhibit Areas at the expense of the Group.
- D. Please advise your Meeting Services Manager of any shipments of supplies or equipment prior to delivery at the hotel. Shipments accepted and stored prior to your function will be charged **five dollars per package per day** as follows:

#### Shipment Fees

1-9 boxes: Fees apply if shipment arrives more than 72 hours prior to function.

10 or more boxes: Fees apply if shipment arrives more than 24 hours prior to function.

\* Contracting additional storage space is required on all pallet deliveries at time of booking.

- E. When preparing items for shipment, please label them as follows:

**ATTN: Beverly Renee Berry, Conference Service Manager**  
**c/o The Westin Tysons Corner**  
**7801 Leesburg Pike**  
**Falls Church, VA 22043**  
**Hold For: Upward Bound**

### BILLING ARRANGEMENTS

A master account will be set up for Group covering its charges (the "Master Account"). The estimated amount of the Master Account must be paid in advance [in accordance with the deposit schedule set forth below] unless direct billing has been established.

#### Credit Card Billing

Subject to the terms and conditions of this Agreement, Hotel will accept Credit Card Payments for all Transactions. Hotel shall honor without discrimination valid Cards properly tendered for use. For purposes of this contract, "Card" means a credit card issued pursuant to the rules and regulations (the "Rules") of American Express, Diners Club International, Discover Card, JCB, MasterCard VISA, or any "Card" for which Hotel provides Card processing.

**Credit card security is important to Starwood. Accordingly, we have developed a secure website that you may use to transmit payment information (including credit card authorization forms and other documents that contain credit card information) in a more secure manner to our hotels. Once your signed agreement is received by the hotel, you will receive an invitation from your sales manager asking you to log on to a confidential website to complete your credit card information. This information must be completed 24 hours within receipt of the invitation.**

#### Pay in Advance

The remaining balance will be due 3 business days prior to the event. In addition, we require a "Credit Card Agreement Form" prior to the event as a guarantee of any additional charges that you may incur. Any outstanding balances will be due at the conclusion of the event. Please complete the online Credit Card Agreement, with a credit card number guaranteeing payment. Please complete the online Credit Card Agreement along with the signed copy of this Confirmation Agreement by **March 28, 2012**. The Hotel is not able to consider your program definite unless this payment form is received with your contract and approved by our Credit Department.

**TAX EXEMPTION**

A valid state of Virginia Tax Exemption certificate for non tangible items such as lodging and meals must be submitted to the hotel for approval. If a valid tax exemption certificate is not sent, taxes will be charged to applicant and applicant is responsible for payment of taxes until a valid tax exemption certificate is received by the hotel.

**ATTRITION AND CANCELLATION POLICIES**

The parties agree that the event which is the subject of this Contract will generate revenue for Hotel from a variety of sources, including guest rooms, food and beverage events, and other charges for additional services (including, incidental charges for food and beverage and other hotel amenities) that would be incurred by individual guests and by Group. In the event that Group does not fulfill all of its commitments or cancels in its entirety this Contract, Hotel will suffer damages that will be difficult to determine. The parties agree that the Attrition and Cancellation clauses provide for liquidated damages that have been specifically agreed upon by the parties as a reasonable estimate of the Hotel's losses and do not constitute a penalty of any kind.

**GUEST ROOM ATTRITION**

Group agrees to provide a minimum dollar amount of guest room revenue which shall be equal to the number of guest room nights set forth in the Guest Room Accommodation chart (or the number of guest room nights as adjusted pursuant to the Room and Space Block Review clause, if any) times Group's average guest room rate, not including tax (the "Minimum Revenue"). If Group holds its meeting as agreed, Hotel will waive its right to seek damages for Group's failure to achieve the Minimum Revenue if Group achieves at least 80% of the Minimum Revenue. Should Group fall below this amount, Group will pay as a reasonable estimate of the Hotel's losses an amount equal to the difference between 80% of the Minimum Revenue and the actual guest room revenue achieved by Group (the "Attrition Damages"). The Attrition Damages will be reduced by the guest room revenue received from unused Group guest rooms that are resold by Hotel. Because it is impossible to accurately determine what guest rooms are resold and at what rate, the parties agree that "resold" rooms will be calculated as follows: The resale revenue credited to Attrition Damages will be equal to Hotel's average daily rate for each day that guest rooms are resold. Unused Group rooms will be the last guest rooms resold, thus guest rooms will be considered resold to the extent that Hotel is able to sell more guest rooms than it could have sold if Group had fully occupied its block. For example, if Group does not use thirty (30) rooms in its block but only ten (10) rooms remain unsold in Hotel, the Attrition Damages owed will be reduced by the average daily rate times twenty (20). All applicable taxes on the Attrition Damages will be paid by Group.

**BANQUET FOOD AND BEVERAGE MINIMUM**

Hotel is relying on, and Group agrees to provide, a minimum of \$1360.00 in food and beverage and/or banquet revenue ("Minimum Food and Beverage Revenue"). If Group holds its meeting as agreed, Hotel will waive its right to seek damages for Group's failure to achieve this Minimum if Group achieves at least 100% of the Minimum Food and Beverage Revenue. Should Group fall below this amount, Group will be responsible for the difference between the amount of revenue achieved and the Minimum Food and Beverage Revenue (i.e., the amount necessary to achieve 100% of the Minimum Food and Beverage Revenue). Such amount shall be subject to all applicable taxes, which shall be paid by Group. The Hotel and Group agree that the payment described above is a reasonable estimate of the Hotel's damage resulting from the reduced use of the food and beverage facilities, and does not constitute a penalty.

**CANCELLATION**

Hotel estimates that the Minimum Revenue it will receive from this event if it is held as agreed pursuant to this Contract is as follows:

Minimum Guest Room Revenue:	<u>\$3,570.00</u>
Minimum Food and Beverage Revenue:	<u>\$1,360.00</u>
Total:	\$4,930.00 plus appropriate taxes

If Group or hotel elects to cancel this Contract for any reason other than a termination for cause or pursuant to the **FORCE MAJEURE** clause of the contract, Group or hotel agrees to provide written notice to Group or Hotel accompanied by the payment indicated in the following scale:

More than 181 days prior to arrival	\$2,465.00 (50%)
From 180 days to 91 days prior to arrival date	\$3,697.50 (75%)
From 90 days or less prior to arrival date	\$4,930.00 (100%)

If such payment does not accompany the Group's or hotel's cancellation notice, the amount owed by the Group or hotel shall be determined in accordance with the scale above by using the date the payment is actually made by Group to Hotel, rather than the date Group provided written notice to Hotel. The option to cancel is agreed by the parties to constitute the exercise of a contractual option and not a default. The parties further agree that the amounts set forth above are reasonable estimates of the losses that would be incurred by Hotel and include consideration of the possibility of Hotel's ability to mitigate its losses through resale, therefore the reductions applicable in the **GUEST ROOM ATTRITION** clause will not apply in the event of a cancellation.

### **FORCE MAJEURE**

The performance of this Contract is subject to acts of God, government authority, disaster within five mile radius of the hotel, or other emergencies, any of which make it illegal or impossible for Hotel to provide the facilities and/or services for Group's event or meeting. It is provided that this Contract may be terminated for any one or more of such reasons by written notice from one party to the other without liability.

### **INSURANCE**

Hotel and Group shall obtain and maintain and provide evidence of insurance upon request in amounts sufficient to provide coverage for any liabilities which may reasonably arise out of or result from the parties' respective obligations pursuant to this Contract.

### **INDEMNIFICATION**

To the extent allowed by applicable law and subject to sovereign immunities afforded to Group, each party hereby agrees to indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from breach of any of its representations, warranties or covenants herein or the negligence, gross negligence or intentional misconduct of the party indemnifying or its respective officers, directors, employees, agents, contractors, members or participants (as applicable), provided that with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable.

### **AMERICANS WITH DISABILITIES ACT**

Group and Hotel shall each be responsible for compliance with the public accommodation requirements of the Americans with Disabilities Act and any applicable state or local laws in their respective operation or use of Hotel. Hotel shall provide, to the extent required by law, such auxiliary aids and services or modifications of Hotel rules or policies as may be reasonably requested by Group on behalf of its disabled members for use in sleeping rooms and public areas of Hotel operated by Hotel personnel, provided that Group gives reasonable advance written notice to Hotel of such needs. During its use of Hotel, Group shall be responsible for providing its disabled members with auxiliary aids and services or modifications of Group rules or policies in connection with any Group program, activities or presentation (including, for example, engagement of and payment to specialized service providers, such as sign language interpreters), where such accommodation is necessary for use in the meeting space used by Group, other than those types and quantities typically maintained by Hotel.

### **LIMITATION ON PUNITIVE DAMAGES**

The parties hereby agree that neither party shall be liable for any punitive damages.

**DISPUTE RESOLUTION**

The parties will resolve any controversy, claim or dispute of any kind or description arising out of or relating to this Contract through binding arbitration before one arbitrator conducted in accordance with the rules of the American Arbitration Association or JAMS in the State and city in which Hotel is located. The law of the State in which Hotel is located will be the governing law. The arbitration award will be enforceable in any state or federal court. In the event of arbitration or litigation arising from or associated with this contract or the enforcement of any arbitration award, the parties agree that the prevailing party therein shall recover attorneys' fees and costs including expert witness and arbitration fees and pre and post judgment interest. In addition, Group shall be responsible for payment of attorneys' fees and interest associated with Hotel's efforts to collect monies owed under the terms of this Contract.

**COMPLIANCE WITH LAWS AND HOTEL RULES AND POLICIES**

Group agrees to comply with all applicable federal, state and local laws and Hotel rules and policies governing the Contract and event, including any rules, regulations or requests of the U.S. Department of Homeland Security.

**ASSIGNMENT**

Group agrees that it may not assign its interest, rights or duties under this Contract to any other person or entity without Hotel's prior approval.

**NOTICE**

Any notice required or permitted by the terms of this Contract must be in writing. Notice may be sent via facsimile transmission and will be considered effective as of the date and time of the facsimile confirmation of transmission.

**WAIVER**

If either party agrees to waive its right to enforce any term of this Contract, it does not waive its right to enforce any other terms of this Contract.

**SEVERABILITY**

If any provision of this Contract is held to be invalid or unenforceable, that provision shall be eliminated or limited to the minimum extent necessary such that the intent of the parties is effectuated, and the remainder of the Contract shall have full force and effect.

**SIGNATURE**

This Contract, with exhibits attached (if any), constitutes the entire agreement between the parties, supersedes all other written and oral agreements between the parties concerning its subject matter, and may not be amended or changed unless done so in a writing signed by Hotel and Group. Oral modifications to this written Contract, even if allowed by local law, will not be considered binding.

The undersigned represent that they are authorized to sign and enter into this Contract.

In the event this Contract is executed by a third party on behalf of Group, the attached Joinder and Consent to Contract must be executed by Group. If such Joinder is not received by Hotel within thirty (30) days after the date set forth on the first page of this Contract, Hotel shall have the option to terminate this Contract by giving written notice to you and all applicable cancellation and related fees shall be paid by you to Hotel within fifteen (15) days thereafter.



ACCEPTED AND AGREED TO:

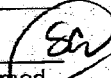
Upward Bound Program, Monroe County Community College

The Westin Tysons Corner

By: \_\_\_\_\_  
Mr. Anthony Quinn  
Director, Upward Bound Program

By: \_\_\_\_\_  
Alexandra Lindemann  
Sales Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_  
By: \_\_\_\_\_  


Tracy Kaltman-Ahmed  
Director of Sales and Marketing

Date: \_\_\_\_\_

**Invoice for deposit**

Upward Bound Program, Monroe County Community College  
Mr. Anthony Quinn  
Monroe County Community College 1555 S. Raisinville Rd.  
Monroe, MI 48182

Arrival Sunday, July 29, 2012  
Departure Wednesday, August 01, 2012

Date	Description	Unit Price	Total
March 15, 2012	Deposit for event	\$ \$1,190.00	\$ 1,190.00
Total			\$ 1,190.00
Balance Due			\$ 1,190.00

Please be so kind as to send payment for the above currently due items to:

The Westin Tysons Corner  
7801 Leesburg Pike  
Falls Church, VA 22043  
Phone 703-893-1340  
Fax 703-442-7396

## STARWOOD PREFERRED PLANNER – (SPP)

1. **Client Accepted Points**

The following should be added to confirm Starpoints will be awarded and to clarify who is to receive the points.

ENTER YOUR STARWOOD PREFERRED PLANNER NUMBER: \_\_\_\_\_

ENTER YOUR CURRENT EMAIL ADDRESS: \_\_\_\_\_

Starwood Preferred Planner points, awarded through the Starwood Preferred Guest Program, are available to qualified meeting planners for business contracted through the sales and catering departments of participating Starwood Hotels and Resorts Worldwide, Inc.

The client acknowledges that such points have been offered in connection with the rooms and services purchased under this Contract, and that client consents to the awarding of such points as set forth below. If the signatory of this Agreement is one of the individuals listed below, such signatory, by signing this Agreement, represents and warrants that he/she is authorized by client to accept such points. Once full payment is received by the Hotel for the rooms and services purchased under this Contract, points will be awarded according to the Starwood Preferred Planner Program Rules to the following person(s) and/or charitable organization(s) up to a maximum of three recipients:

Member Name or Charity Organization	Starwood Preferred Guest Membership Number
1.	
2.	
3.	

(Points will be divided equally between/among the individuals listed above.) Based on the information above, you can earn an estimated **XXXX** SPP points for this program

\*\*\*\*\*

**NOT A MEMBER?**

If you are not currently a member of Starwood Preferred Planner (SPP), we can easily sign you up with the following information:

FULL NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_

SPP is complimentary and easy to use.

For more information and to sign up yourself - Log on to [www.starwood.com/meetings/spp/](http://www.starwood.com/meetings/spp/) to see the benefits and more importantly what the SPP points can be redeemed for!

## BOARD POLICIES SECOND 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 second reading:

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

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

ROLL CALL VOTE:	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
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.

**MASB 2012-13 MEMBERSHIP DUES**

**BACKGROUND**

The Michigan Association of School Boards is an important resource for information and materials for school board members. There are many benefits which are available by being a member of MASB, including the annual state conference. The MASB works as an advocate for local school board governance. This year they are requesting \$6,902.00 based on the official pupil count. (Last year's fees: \$6,894.00)

**ENCLOSURE**

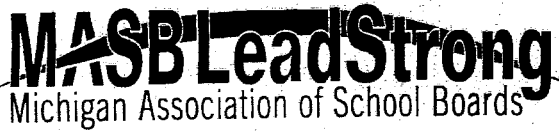
Michigan Association of School Boards Renewal Notice and Informational Sheet

**RECOMMENDATION**

Move to approve the 2012/13 membership dues to the Michigan Association of School Boards in the amount of \$6,902.00.

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

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



2012-2013 MEMBERSHIP RENEWAL NOTICE

Randall Monday, Ed.S.  
Monroe Public Schools  
PO Box 733  
Monroe, MI 48161-0733

District Number: 58010  
Date: 5/15/12

The Michigan Association of School Boards appreciates the membership of your school district for the fiscal year 2012-2013 which begins July 1.

YOUR MDE AUDITED FALL PUPIL COUNT: 6180

MASB SCHOOL DISTRICT 2012-2013 MEMBERSHIP: \$6,902

LEGAL TRUST FUND ANNUAL RENEWAL CONTRIBUTION: \$0

DUES RENEWAL SUBTOTAL: \$6,902

Dues Plus Choices \*

Workshops: QTY: \_\_\_\_\_ x Price: \_\_\_\_\_ = \_\_\_\_\_

Board Retreat(s): QTY: \_\_\_\_\_ x Price: \_\_\_\_\_ = \_\_\_\_\_

Add Dues Renewal Subtotal to Dues Plus Choices for Grand Total Payable to MASB: \$ \_\_\_\_\_

\*See enclosure for details on this special offer for board development.

DIRECT FINANCIAL BENEFITS OF MEMBERSHIP:

One of the many benefits of membership with MASB, as described in the attached letter, is the ability for our members to participate in the SET-SEG insurance pools. In addition to competitive rates, many of our member districts enjoy significant workers' compensation premium reductions and property casualty returns of surplus. Last year your participation resulted in the following returns to your district:

Workers' Compensation Pool Premium Reduction \$0.00  
Property Casualty Pool: \$35,477.00

Please forward payment and copy of this invoice no later than June 30, 2012 to:  
MASB, 1001 Centennial Way, Suite 400, Lansing, MI 48917-8249 Questions? Call 517-327-5900

WHITE COPY-SUPERINTENDENT \* BLUE COPY-BOARD PRESIDENT \*



Wednesday, May 16, 2012

David Vensel  
Monroe Public Schools  
PO Box 733  
Monroe, MI 48161-0733

Dear David,

On behalf of your Association's board and staff, I want to thank you for the opportunity to support, promote and enhance the important service and leadership you provide for Michigan's public schools and students. We look forward to another year of serving your board, your district and your leadership needs.

It's time to renew your district's membership with MASB for the 2012-13 school year. Without the strong support of membership through the payment of dues, MASB would be unable to support your work through programs and services that benefit all members — from legislative representation to on-call assistance and board development to bargaining strategies and policy questions. Your dues also support new initiatives and upgrades, like every member receiving basic access to ERIN. No matter the challenges we face together, we're proud to serve you and continually update and expand our services.

Together, we can LeadStrong:

- Together, we have a voice to promote and improve public education with honesty and integrity. MASB is the only statewide organization that represents the local school governance perspective.
- Together, we can exchange ideas, experiences and inspiration by working towards the shared goal of a strong and healthy public education system that meets current and future needs of students.
- Together, we can seize the opportunity to make a difference in the lives of 1.5 million students.

The bottom line is we're committed to meeting your current and emerging needs. Our goal is to help you spend more of your time making a difference in your school and community. Because of your support and service, MASB is highly regarded as a leader in providing innovative and cost-effective services for school leaders and their districts. Your ability to positively impact your students is significantly enhanced by joining the 500+ school districts that are MASB members.

***Your district's dues invoice has been sent to your superintendent, and new this year is a dues-plus option that streamlines your board's decision-making of board development—and offers a prepaid discount. If you have any questions, please call 800.968.4627. MASB is your association and together we can LeadStrong!***

Sincerely,

Kathy Hayes  
Executive Director

Enclosures: Dues-Plus Option & Value of Membership Inserts



**REPLACEMENT UNITS AND NEW OVENS FOR MANOR, RAISINVILLE,  
WATERLOO, MONROE MIDDLE SCHOOL AND MONROE HIGH SCHOOL**

**BACKGROUND**

Due to the amount of fund balance in our Food Service account, the Michigan Department of Education is requiring we spend some of the fund. MDE has approved our plan for new and replacement equipment. After some discussion with Nancy Boykin, we are suggesting we upgrade the ovens in several buildings. Please refer to memo from Kathy Eighmey for details.

**ENCLOSURES**

Letter from Kathy Eighmey  
Memos from the Michigan Department of Education

**RECOMMENDATION**

Move to approve the purchase of ovens from Zesco Products, Indianapolis, Indiana for a cost of \$74,441 with additional shipping and lift gate charges to be added. Money to be taken from the Food Service Fund.

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

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



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

February 24, 2012

Mr. Randy Monday, Superintendent  
Monroe Public Schools  
P.O. Box 733  
Monroe, MI 48162-0733

Dear Mr. Monday:

Congratulations! A review of your school's 2010/11 School Meals Program information reported via the Financial Information Database (FID) indicates an Ending Balance exceeding three months worth of operating expenses. However, the United States Department of Agriculture regulations state, "*The school food authority (SFA) shall limit its net cash resources to an amount that does not exceed three months average expenditures for its non-profit school food service.*" Your report indicated a Total Cost of \$2,566,826.77. Therefore, your three month average operating expense calculates to \$855,608.92. Your Ending Balance of \$974,426.44 exceeds this three month average and the difference indicates an excess fund balance of \$118,817.52.

Therefore, your school must submit a **written plan of action** describing steps that will be taken to meet the above-cited regulation. **This plan must provide a detailed description of how the excess funds will be used and the cost breakdown associated with this use.** Suggestions for reducing the fund balance include, but are not limited to:

- Improve the food quality
- Update, repair and/or replace food service equipment
- Increase wages paid to food service employees

All revenue generated from food service operations conducted by the school food authority, principally for the benefit of school children, must be used solely for the operation or improvement of such food services. **Excess fund balances cannot be transferred to the general fund.** These excess funds must be spent by June 30, 2012, and cannot be carried over into the next school year.

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT  
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Mr. Randy Monday  
February 24, 2012  
Page 2

Submit your written plan of action to: Peggy Fletcher, Michigan Department of Education, Grants Coordination and School Support, P.O. Box 30008, Lansing, MI 48909.

**This plan must be submitted by March 9, 2012.** Please contact Peggy Fletcher at 517-335-6617 if you have any questions or concerns.

Sincerely,



Mary Ann Chartrand, Director  
Grants Coordination and School Support

mac:jd

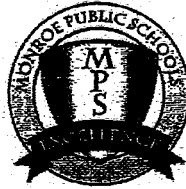


**Monroe Public Schools  
Business Office**

1275 North Macomb Street  
Monroe, Michigan 48162

Phone: 734-265-3050  
Fax: 734-265-3001

Mrs. Katherine Eighmey, Director of Business & Finance  
Lorrie Shock, Administrative Assistant



KE Memo #013-11/12

March 9, 2012

Ms. Peggy Fletcher  
Michigan Department of Education  
Grants Coordination and School Support  
P.O. Box 30008  
Lansing, MI 48909

Dear Ms. Fletcher:

This is in response to correspondence dated February 24, 2012 indicating our school district must submit a written plan of action to spend the excess food service fund balance of \$118,817.52.

The excess funds are being used to replace the food service truck and food service equipment. Enclosed is a list of food service equipment needs and projected costs. Also included is documentation for the purchase of the new food service truck.

Our plan is to purchase racks, ovens and a freezer. Documentation of the remaining equipment purchases will be submitted by June 30, 2012.

Please contact me with any questions or concerns.

Sincerely,

Katherine Eighmey  
Director of Business & Finance

cc: Nancy Boykin, Sodexo

Attachments



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

March 20, 2012

Mr. Randy Monday, Superintendent  
Monroe Public Schools  
P.O. Box 733  
Monroe, MI 48162-0733

Dear Mr. Monday:

The Michigan Department of Education (MDE) recently requested a written plan of action from your school district stating how you intended to expend the excess fund balance in your non-profit food service account from the 2010-2011 school year.

Your plan has been reviewed and found to be within the federal guidelines for expending these excess funds. It has been approved by MDE. The expenditures outlined in your plan must be completed and written proof forwarded to MDE by June 30, 2012. Written proof could include items such as invoices/receipts, board approval for wage increases, or other business office documents.

If this plan should change during the course of the 2011-2012 school year, please submit your amended plan for review and approval to: Peggy Fletcher, Michigan Department of Education, Grants Coordination and School Support, P.O. Box 30008, Lansing, MI 48909.

Questions regarding this correspondence may be directed to Peggy Fletcher at 517-335-6617 or [fletcherp9@michigan.gov](mailto:fletcherp9@michigan.gov).

Sincerely,

Mary Ann Chartrand, Director  
Grants Coordination and School Support

mac/pf/jd

cc: Kathy Eighmey, Food Service Director ✓

STATE BOARD OF EDUCATION

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RICHARD ZEILE - NASBE DELEGATE • KATHLEEN N. STRAUS  
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[www.michigan.gov/mde](http://www.michigan.gov/mde) • (517) 373-3324

Board Meeting #9  
May 22, 2012  
Item #C.14

**CONSENT AGENDA - PURCHASES**

**ENCLOSURES**

- C.15 Roofing Replacement and Related Work at Monroe Middle School
- C.16 Arborwood South Main Office Renovation
- C.17 Arborwood North Asphalt Parking Lot Reconstruction
- C.18 Arborwood South Water Main

**RECOMMENDATION**

Move that Agenda Items C.15- C.18 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

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

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

**ROOFING REPLACEMENT AND RELATED WORK AT  
MONROE MIDDLE SCHOOL**

**BACKGROUND**

Monroe Middle School roof sustained damage which was discovered on December 2, 2011. Repairs have been delayed until the threat of winter weather had passed.

**ENCLOSURES**

Letter from Jerry Oley

Quotes from Advanced Roofing Services, Nordman Roofing and Royal-West Roofing

**RECOMMENDATION**

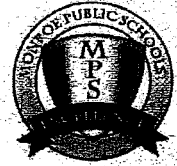
Move to accept the bid of \$5,731 from Advanced Roofing Services, Inc., of Maumee, Ohio for roofing replacement and related work at Monroe Middle School and reject all other bids. Money to be taken from the Building and Site Sinking Fund.

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

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

# Monroe Public Schools

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



May 9, 2012

**To:** Jerry Oley  
Director of Operations

**From:** Vince Castiglione  
Custodial/Maintenance Supervisor

**Re:** Monroe Middle School Roof Project

Wind damage to the Monroe Middle School roof was discovered on December 2, 2011. Approximately 800 square feet of roof was damaged. Repairs were delayed until the threat of winter weather had ended. Three quotes were obtained to cut and remove the damaged area, and replace the area with a new EPDM roof.

Quotes are summarized as follows:

Advanced Roofing Services Maumee Ohio	\$5,731.00
Nordman Roofing Toledo, Ohio	\$5,941.00
Royal-West Roofing Whitmore Lake, MI	\$8,900.00

It is my recommendation the low bidder **Advanced Roofing Services** of Maumee be awarded the contract for roof repair at Monroe Middle School for a total of **\$5,731.00** and all other bids be rejected.

Funds for roof repair will be taken from Building and Site Sinking Funds. If applicable an insurance claim will be submitted and the Building and Site Sinking Fund will be reimbursed if insurance funds are forthcoming.

If you need further information, please let me know.

VDC/ks

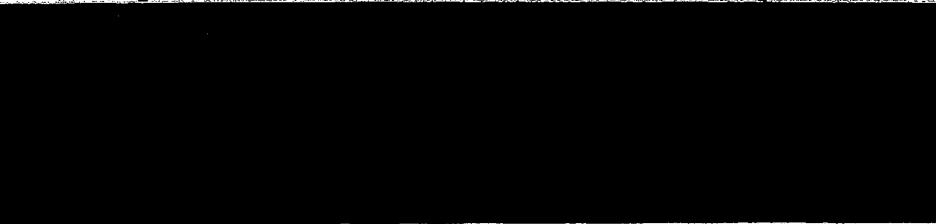
4920 W. Albain Road • Monroe, MI 48161

## NOTICE OF NONDISCRIMINATION

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



**ADVANCED  
ROOFING SERVICES**  
YOUR FINAL ROOFING SOLUTION



5/7/2012

Monroe Public Schools  
503 Washington St.  
Monroe, MI 48161

**RE: Roof repair to the Middle school damaged area totaling approximately 800 sq. ft.**

Advanced Roofing Services, Inc. is pleased to present the following roof repair proposal for your consideration. All equipment, labor, and material are included to complete this project.

The repair work for the facility listed above will proceed as follows:

- Cut and remove an approximate 800 square feet area of the existing damaged roof area.
- Remove the existing 1/2" wood fiber insulation.
- Inspect the existing base layer of 1.5" polyisocyanurate insulation any wet or damaged insulation found will need to be replaced for an additional \$1.25 per sq. ft.
- Install new layer of 1" polyisocyanurate insulation that will be mechanically attached.
- Install .060 EPDM fully adhered membrane over the repaired area.
- Tie in the new .060 EPDM membrane to the existing roof membrane with 6" seam tape.
- Install new termination bar as needed to the walls.
- Install new slip metal as needed.

Sign this proposal  
Final payment due upon completion

**TOTAL INVESTMENT: \$5,731.00**

Sincerely,

Brian Ostrowski  
Sales Consultant

**Advanced Roofing Services, Inc.**

**ACCEPTANCE OF PROPOSAL:** The above scope of work and conditions are hereby accepted and allows Advanced Roofing Services, Inc. to perform the work as specified.

Authorized Signature

5-8-12  
Date

*ok July*

since 1931



NORDMANN ROOFING CO., INC.  
1722 Starr Avenue • Toledo, Ohio 43605-2461  
Phone (419) 691-5737 • Fax (419) 691-9521  
Equal Opportunity Employer



Approved Applicators of Roofs by

MANVILLE DURO-LAST FIRESTONE SIPLAST  
KOPPERS CARLSLE G.A.F. OWENS CORNING

Date: March 23, 2012

To: Monroe Public Schools

Attn: Vince Castiglione

Project: Monroe Middle School Area 20' x 44' - Wind Damage

This contractor shall furnish labor, equipment, and materials to install roofing and sheet metal as outlined below:

1. Remove 1/2" insulation and .060 EPDM.
2. Mechanically attach one layer of 1/2" isocyanurate roof insulation.
3. Apply new .060 EPDM fully adhered roof system.
4. Flash perimeter with 6" seam tape and 6" cured flashing.

Labor & Materials (not to exceed).....\$5,941.00

Alternate:

- Replace wet 1-1/2" isocyanurate at \$2.25 per sq. ft.

Please call if you have any questions.

Sincerely,

Nordmann Roofing Co., Inc.

Randy Carns

Vice President

RC/lc

CC: file



## Royal-West Roofing & Sheet Metal

---

Date: March 20, 2012

To: Vince Castiglione  
Maintenance Supervisor for Monroe Public Schools

RE: Roof Proposal for Monroe Middle School Roof Repairs  
Approximately 800 sf.

Scope of Work – Furnish and Install the following:

1. The existing epdm roof and 1/2" wood fiber will be removed and properly disposed.
2. The existing 1.5" isocyanurate will be inspected. Deteriorated 1.5" iso will be removed and replaced at the unit price of \$2.00 sf.
3. One new layer of 1" isocyanurate insulation mechanically attached.
4. 60 mil standard EPDM fully adhered system
5. New flashing will be installed at the three walls.
6. 60 lf of new term bar
7. 20 lf of slip flashing
8. Tie in area will be flashed in with 6" seam tape and 6" cured flashing.

The cost for this work is \$8,900.00

### Clarifications

Price good for 30 days

Price based on one time mobilization.

Any questions please contact us.

Sincerely,

Pat Brick  
Royal-West Roofing  
734-330-0640

10505 Plaza Drive, Suite B  
Whitmore Lake, MI. 48189  
Ph. 734-449-7663 Fax 734-449-4333  
[www.royalwestroofing.com](http://www.royalwestroofing.com)



**ARBORWOOD SOUTH MAIN OFFICE RENOVATION**

**BACKGROUND**

Please see attached memo from Kohler Architects for details.

**ENCLOSURES**

Letter from George O'Dell, Kohler Architects  
Bid Summary

**RECOMMENDATION**

Move to accept the Base Bid, Proposal A from Envision Builders, Inc. of Wixom, Michigan for the main office renovation at Arborwood South not to exceed \$105,871 and reject all other bids. Money to be taken from the Building and Site Sinking Fund.

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

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



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

1118 WEST FRONT STREET, MONROE, MICHIGAN 48161  
PHONE: (734)242-5880 FAX: (734)242-5883  
WWW.KOHLERARCHITECT.NET

REGISTERED  
MICHIGAN  
ARCHITECT

MEMBER  
AIA  
NCARB

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

May 18, 2012  
Page 1 of 2

Attention: Jerry Oley,  
Director of Operations

Re: Main Office Renovations  
at Arborwood South Elementary School  
for Monroe Public Schools  
#1226

Dear Mr. Oley:

As directed, we have reviewed the bids opened on the above mentioned project on May 16, 2012. We submit herein our comments and recommendations.

1. Three (3) General Contractors picked up bidding documents from the Architect's Office. Also two (2) General Contractors bid from the documents provided to Contractor's Listing Agencies as listed in the specifications.
2. A total of four (4) bids with bid bonds were submitted. Low Base Bid, Proposal A, was submitted by Envision Builders, Inc. of Wixom, MI at \$105,871.00. Second low bid was submitted by Willson Builders of Toledo, OH at \$110,700.00. Our cost estimate for this work was \$99,000.00. See the attached bid summary.
3. One Contractor, Cross Renovation of Garden City, MI submitted a bid of \$89,400.00, however, he did not include a bid bond with his submittal as specified. He did submit an AIA Document A305, Contractor's Qualification Statement with his bid, however, it was incomplete without being signed and notarized as specified. His bid is not accepted since the bidder failed to follow the bid specifications.

*The Bid Specification, Instructions to Bidders require the following:*

**ART. 6. BID GUARANTEES** - No proposal will be considered unless it is accompanied by the bid guarantees as stated in the official Advertisement for Bids. Guarantees may be in the form of a certified check or a standard form of bid bond by a corporate surety licensed to underwrite bids in the State of Michigan (facsimile copies are not acceptable). Guarantee shall be in the amount of five percent (5%) of the amount of the bid submitted, or in the case of separate and combined bids, five percent (5%) of the total of the separate bids. Amount shall include Base Bid plus all Alternates. Guarantees shall be drawn in favor of the Owner.

**ART. 16. SPECIAL REQUIREMENTS** - All Contractors and Sub-Contractors shall comply with the following conditions:

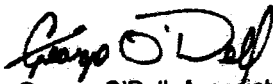
10. Contractor shall submit a signed and notarized copy of AIA Document A305, Contractor's Qualification Statement with his Bid Proposal. (Copy of form available at Architect's Office)
4. For your reference, the scope of work in the Base Bid, Proposal A, includes, the renovation of 1,700 square feet of the original Library room and converting it into the new Main Office, Principal's Office and Parent Pick-Up Room. The existing Main Office and Principal's Office located across the hall in rooms #140 & #150 will be relocated into this newly renovated space. The project's initiative is to provide a safe interior environment by creating a secured main building entry. The Main Office area will clear all visitors entering the school by means of a new electronically controlled entry to the Main Entry (West doors) and Southwest entry doors near the music room. New interior windows in the new Main Office to the corridors will accommodate direct visibility toward the main entry and southwest entry. Included in the project is the removal of existing storage room walls, shelving lighting and one of the unit ventilators and the installation of new walls to separate the new spaces, new acoustical lay-in ceilings with new recessed lighting, two new ductless split air conditioning system units with roof top condensing units, new fire rated vision windows from the newly created Main Office to the corridors, new carpet, vinyl base and painting. The removal of the asbestos plaster ceiling and floor finishes in the newly renovated area will be completed by others under a separate contract.

5. We spoke to Harold Oliver, President, President of Envision Builders who stated he was comfortable with his bid, and that he bid the project using the materials listed in the specifications. He stated they are not members of the unions but they will pay the required State Prevailing Wages. He also stated his bid includes all permits and taxes as specified. He will be providing a performance/labor bond as specified. We also advised the Contactor of the \$100.00 per day Liquidated Damage clause if the August 17 deadline is not met. They included a list of their proposed sub-contractors for this project and an AIA Contractor's Qualification Statement with their bid.
6. Our office worked with Envision Builders, Inc., on a project for the Café Addition at Custer I Elementary in 2010 for Monroe Public Schools, and they performed well.

Therefore, based on the above, we recommend a contract be awarded to Envision Builders, Inc. of Wixom, MI, for the Base Bid, Proposal A, bid amount of \$105,871.00.

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

Sincerely,



George O'Dell, Associate

John D. Kohler Architect, P.C.

JOHN D. KOHLER \ ARCHITECT, P.C.  
 1118 WEST FRONT STREET  
 MONROE, MI 48181

Main Office Renovations at  
 Arborwood South Elementary School  
 for Monroe Public Schools  
 #1226

**BID SUMMARY**

Bids Due: May 16, 2012 at 3:00 P.M.  
 Opening: May 16, 2012 at 3:00 P.M.  
 Cost Estimate: \$99,000.00

Contractor	Proposal A (Base Bid)	B.B. or C.C.	REMARKS
Cross Renovation, Inc. 28563 Pardo Garden City, MI 48135 Ph:734-286-2244 Fx:734-744-7254	\$89,400.00		No Bid Bond Submitted with Bid
Envision Builders, Inc. 28036 Oakland Oaks Ct. Wixom, MI 48393 Ph:248-305-8181 Fx: 248-305-8183	\$105,871.00	B.B.	
Willson Builders, Inc. 5966 Heritage Court Toledo, OH 43612 Ph: 419-726-6685 Fx: 419-727-8215	\$110,700.00	B.B.	
Valor Contracting, LLC 201 E. Andrus Rd. Northwood, OH 43619 Ph:419-691-1750 Fx:419-691-1755	\$115,500.00	B.B.	
Gratton Construction 1128 W. Front Street Monroe, MI 48161 Ph: 734-241-5080 Fx: 241-5084	\$121,900.00	B.B.	

file: excel/bidtab/1226-BIDTAB

**ARBORWOOD NORTH ASPHALT PARKING LOT RECONSTRUCTION**

**BACKGROUND**

See attached

**ENCLOSURES**

Letter from George O'Dell, Kohler Architects  
Bid Summary

**RECOMMENDATION**

Move to accept the Base Bid, Proposal A from Best Asphalt of Romulus, Michigan for the Arborwood North asphalt parking lot not to exceed \$57,750 and reject all other bids. Money to be taken from the Building and Site Sinking Fund.

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

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



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

1118 WEST FRONT STREET, MONROE, MICHIGAN 48161  
PHONE: (734)242-6880 FAX: (734)242-6883  
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Monroe Public Schools  
Operations Center  
4920 West Albain Road  
Monroe, MI 48161

May 18, 2012  
Page 1 of 1

Attention: Jerry Oley,  
Director of Operations

Re: Asphalt Parking Lot Reconstruction  
at Arborwood North Elementary School  
for Monroe Public Schools  
#1205

Dear Mr. Oley:

As directed, we have reviewed the bids opened on the above mentioned project on May 16, 2012. We submit herein our comments and recommendations.

1. Eight (8) contractors picked up bidding documents from the Architect's Office.
2. Four (4) bids were submitted. Low Base Bid, Proposal A, was submitted by Best Asphalt, Inc. of Romulus, MI, at \$57,750.00. Second low bid was submitted by Buckeye Asphalt Paving of Toledo, OH, at \$58,900.00. Our cost estimate for this work was \$53,700.00. All contractors bid the project as specified. See the attached bid summary.
3. For your reference, the scope of work in the Base Bid, Proposal A includes, removing approximately 11,600 square feet of the existing asphalt paving and stone base a minimum of 11" below proposed finished grades in the south parking lot and installing new 6" stone base followed with 5" asphalt paving. Also included is new concrete walks with curbs on both sides of the entry drive. The existing ramp railing will be eliminated and the ramp will become a sidewalk and 6" high curb.
4. We spoke to Phil Nichols, Vice President of Best Asphalt, Inc, who stated he was comfortable with his bid, and that he bid the project using the materials listed in the specifications. He stated the workers all belong to Trade Unions and are paid prevailing wages. He also stated his bid includes all taxes as specified. He will be providing performance/labor bond as specified.
5. Tamma Concrete was the only subcontractor listed with the Best Asphalt, Inc.'s bid. All demolition, earth work, stone base installation and compaction and asphalt paving work and concrete work will be by Best Asphalt, Inc.
6. Best Asphalt, Inc. has completed the asphalt parking lot across from Lincoln Elementary School, the reconstruction of the Monroe Middle School parking lot and several asphalt play lots for Monroe Public Schools. Their performance and quality of work is good.

Therefore, we recommend a contract be awarded to Best Asphalt, Inc. of Romulus, MI for the Base Bid, Proposal A, bid amount of \$57,750.00.

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

Sincerely,

  
George O'Dell, Associate  
John D. Kohler Architect, P.C.

enc: As Indicated  
cc: Files Docs 1205-REC-1

JOHN D. KOHLER | ARCHITECT, P.C.  
 1118 WEST FRONT STREET  
 MONROE, MI 48181

Asphalt Parking Lot Reconstruction  
 At Arborwood North Elementary School  
 for Monroe Public Schools  
 #1205

**BID SUMMARY**

Bids Due: May 16, 2012 at 3:00 P.M.  
 Opening: May 16, 2012 at 3:00 P.M.  
 Cost Estimate: \$53,700.00

Contractor	Proposal A (Base Bid)	B.B. or C.C.	REMARKS
Best Asphalt 6334 N. Beverly Plaza Romulus, MI. 48174 Ph: 734-732-0588 Fx: 734-729-6414	\$57,750.00	B.B.	
Buckeye Asphalt Paving 6100 N. Detroit Ave. Toledo, Ohio Ph: 419-476-0705 Fx: 419-476-0700	\$58,900.00	B.B.	
Al's Asphalt 25500 Brest Road Taylor, MI 48180 Ph: 734-946-1880 Fx: 734-946-4502	\$59,570.00	B.B.	
Bryant Asphalt Paving, Inc. 2805 W. Stein Rd. LaSalle, MI. 48145 Ph: 734-242-2069 Fx: 734-242-6462	\$65,245.00	B.B.	

file: excel/bidtab/1205-BIDTAB

**ARBORWOOD SOUTH WATER MAIN**

**BACKGROUND**

The water main at Arborwood South has deteriorated and has caused several failures to the waterline. This is the only source of water to the building.

**ENCLOSURES**

Letter from Jerry Oley  
Quotes from the City of Monroe Water Department

**RECOMMENDATION**

Move to accept the proposal of \$39,391.28 from the City of Monroe Water Department for replacement of the water main at Arborwood South. 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	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____



# Monroe Public Schools

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



May 16, 2012

**To:** Board of Education  
Monroe Public Schools

**From:** Jerry Oley  
Director of Operations

**Re:** Arborwood Water main

The current water main at Arborwood South is extremely deteriorated. This has created multiple failures to the waterline, especially in the winter months. This water main is the only water source for the building so it is critical that it be replaced to prevent disruption of service to Arborwood South.

After consultation with the City of Monroe and Kohler Architects, it is my belief that due to the complexity of the project, we are best served to have the City of Monroe makes these repairs. The City of Monroe has the knowledge and resources to complete this project with a minimum of disruption to the building and the district. Additionally this project includes installation of a fire hydrant on Monroe Public Schools property which increases fire safety to Arborwood South.

The quote from the City includes labor and materials for the project. If the City uses less material than estimated, this will be reflected in the final invoice for the project. Note that final paving of the parking area is not included in this quote. I propose that the final paving be included as an add-on to the successful bidder of the Arborwood North paving project.

The total scope of the water main project is replacement of a 6" cast iron pipe and installation of a new 8" water main for Arborwood South. A public water main easement up to the building will be required, reduced down to a 4" private water main at the building. Final paving is not included. All water main testing and final connection is included.

**I recommend the City of Monroe replace the current water main at Arborwood South for \$39,391.28.**

Funds for water main replacement will be taken from Building and Site Sinking Funds.

If you need further information, please let me know.

VDC/ks

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.

CITY OF MONROE WATER DEPARTMENT 120 EAST FIRST STREET, MONROE, MI 48161				
COST SHEET				
Monroe Public Schools Attn: Jerry Oley			DATE:	4/19/2012
MAILING ADDRESS:	4920 West Albain Rd, Monroe, MI 48161		BORE OR CLOSE SIDE:	-
SERVICE ADDRESS:	Arborwood South School, 1008 Riverview Avenue, Monroe, MI 48162		ROW WIDTH:	-
METER LOCATION CODE	WATER (W) AND/OR SEWER (S) ACCOUNT:		PROJECT DISTRICT NUMBER:	

HRS		ITEM	UNIT PRICE	AMOUNT
<b>LABOR</b>				
80	-	JOB LEADER	\$ 48.18	\$ 3,854.40
80	-	MAINTENANCE WORKER II	\$ 43.18	\$ 3,454.40
80	-	HEAVY EQUIPMENT OPERATOR	\$ 45.82	\$ 3,665.60
30	-	DISTRIBUTION SUPERVISOR	\$ 68.77	\$ 2,063.10
<b>LABOR TOTAL</b>				\$ 13,037.50
<b>EQUIPMENT</b>				
80	-	SERVICE TRUCK	\$ 24.72	\$ 1,977.60
20	-	DUMP TRUCK	\$ 24.72	\$ 494.40
10	-	TRAILER	\$ 11.28	\$ 112.80
70	-	MINI EXCAVATOR	\$ 45.05	\$ 3,153.50
30	-	PICKUP	\$ 11.22	\$ 336.60
<b>EQUIPMENT TOTAL</b>				\$ 6,074.90
QUANTITY	SIZE	<b>MATERIALS</b>		
120	8"	CL 52 DUCTILE IRON PIPE - POLYWRAPPED	\$ 20.53	\$ 2,463.60
40	4"	CL 52 DUCTILE IRON PIPE - POLYWRAPPED	\$ 14.08	\$ 563.20
170	8"	C900 PVC PIPE	\$ 8.56	\$ 1,455.20
1	10"x10"x8"	TEE	\$ 330.00	\$ 330.00
1	8"x8"x6"	TEE	\$ 190.80	\$ 190.80
1	8"	GATE VALVE	\$ 819.60	\$ 819.60
1	4"	GATE VALVE	\$ 408.00	\$ 408.00
2	8"	45 DEGREE BEND	\$ 130.80	\$ 261.60
4	8"	22.5 DEGREE BEND	\$ 126.00	\$ 504.00
1	4"	22.5 DEGREE BEND		\$ -
1	10"	CUT IN SLEEVE	\$ 751.80	\$ 751.80
1	10"x20"	REPAIR SLEEVE	\$ 297.60	\$ 297.60
1	5' 6"	HYDRANT ASSEMBLY	\$ 2,393.98	\$ 2,393.98
1	8"x4"	REDUCER	\$ 95.40	\$ 95.40
3	10"	EBBA MEGALUG RJ	\$ 52.80	\$ 158.40
11	8"	EBBA MEGALUG RJ	\$ 35.30	\$ 388.30
5	4"	EBBA MEGALUG RJ	\$ 14.64	\$ 73.20
1	4"	90 DEGREE BEND	\$ 70.80	\$ 70.80
200	3/4"x4-1/2"	CORE BLUE T-BOLTS	\$ 1.98	\$ 396.00
50		CONCRETE THRUST BLOCKS	\$ 1.50	\$ 75.00
3	5-1/4"	MLV BOX, COMPLETE	\$ 160.80	\$ 482.40
120	CYDS	BEDDING STONE 25A	\$ 15.60	\$ 1,872.00
15	CYDS	PARKING LOT STONE 21A	\$ 15.60	\$ 234.00
6	CYDS	CONCRETE	\$ 94.00	\$ 564.00
50	CYDS	STABILIZED BACKFILL	\$ 49.00	\$ 2,450.00
10	YDS	COLD PATCH	\$ 98.00	\$ 980.00
1	-	SAW CUT PAVEMENT	\$ 345.00	\$ 345.00
110	4'-SFT	ADA RAMP	\$ 11.50	\$ 1,265.00
1		SITE RESTORATION (SEED, TOPSOIL)	\$ 240.00	\$ 240.00
1	1"	CHLORINATION TAP	\$ 150.00	\$ 150.00
<b>MATERIAL TOTAL</b>				\$ 20,278.88
<b>TOTAL ALL</b>				\$ 39,391.28
<b>TOTAL</b>				\$ 39,391.28

NEW	RENEWAL	EXPIRATION DATE:
-	-	10/19/12
REMARKS:		
REPLACEMENT OF 6" CAST IRON PIPE AND INSTALL NEW 8" WATERMAIN FOR MONROE PUBLIC SCHOOLS (ARBORWOOD SOUTH). A PUBLIC WATER MAIN EASEMENT UP TO THE BUILDING WILL BE REQUIRED, REDUCED DOWN TO A 4" PRIVATE WATER MAIN AT THE BUILDING. FINAL PAVING NOT INCLUDED. ALL WATER MAIN TESTING INCLUDED & FINAL CONNECTION.		

Board Meeting #9  
May 22, 2012  
Item #C.23

**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the May 22, 2012 Board Meeting #9.

**HAND VOTE**

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

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