



# MONROE PUBLIC SCHOOLS

## BOARD MEETING #10

June 12, 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 #10  
Tuesday, June 12, 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. Veteran Diploma Presentation-Carl J. Peltier and William R. Kohler	Mr. Monday	
3. American Red Cross Lifesaving Award	Mr. Monday	
4. Choir Students Trip to New York	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 22, 2012 Work Session		
• May 22, 2012 Board Meeting #9		
• May 29, 2012 Special Board Meeting (2 sets)		
2. <b>Reports and Updates</b>	Mr. Vensel	12
a. Board Personnel Committee Minutes (May 7, 2012)		
b. Board Personnel Committee Minutes (June 4, 2012)		
3. <b>Health Occupations Students of America National Leadership Conference</b>	Dr. McLeod	16
Move to approve the Monroe High School students' attendance at the Health Occupations Students of America conference being held in Orlando, Florida June 19-23, 2012 according to the terms of Policy IICA, Field Trips and Excursions.		
4. <b>Teacher Tenure Recognition</b>	Mrs. Everly	31
Move to confirm and endorse the granting of tenure for Meghan Bernard, Kyle Christensen, John R Clark, Krystal Clawson, Jennifer Davis, Valerie Delekta, Brian DeMaggio, Alison Drougel, Kate Dunlap, Lindsay Gaertner, Patricia Geiman, Stacey Goins, Jenna Groves, Amanda Iocoangeli,		

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	Maribeth Lore, William Miller, Ronald Motyka, Larry Nocella, Alka Pandya, Sonya Samona, Tim Smith, Teresa Stewart, Holli Weaver, and Stacey Wylie on the appropriate anniversary dates.	
<b>5. Seat Time Waiver</b>		56
	Move to approve the online program used for the Monroe Public School district's seat time waiver offering for the purpose of awarding credit that meets the requirements of Michigan Grade Level Content Expectations or the Michigan Merit Curriculum for the 2012/2013 school year.	
<b>6. Adoption of Board Policies</b>		57
	Move to adopt the following policies:	
	<ul style="list-style-type: none"> <li>• Discipline, Demotion and Discharge of Certified Staff</li> <li>• Staff Evaluation Process</li> <li>• Layoff and Recall</li> <li>• Individualized Development Plan</li> <li>• Teacher Placement</li> </ul>	
<b>7. Adoption of Rules and Regulations, M.H.S.A.A.</b>		64
	Move to adopt the Michigan High School Athletic Association membership resolution for the year August 1, 2012 through July 31, 2013 as presented.	
<b>8. Extension of Sodexo Food Service Contract</b>		67
	Move to extend the food service management contract of Sodexo for the 2012/2013 school year.	
<b>9. First Vehicle Services Contract Extension</b>		71
	Move to award the fleet maintenance contract to First Vehicle Services covering the 2012/13, 2013/14 and 2014/15 school years. The agreed upon rates for each of those years is as follows: 2012/13 – no cost increase, 2013/14 – adjustment as per CPI and 2014/15 – adjustment as per CPI.	
<b>10. Asbestos Abatement – Arborwood South Office Renovation</b>		74
	Move to award the contract for Arborwood South asbestos Abatement to Midwest Environmental Control of Toledo, Ohio. Cost not to exceed \$9,880. Money for this project is to be taken from the Building and Site Sinking Fund.	
<b>11. MHS Track and High Jump Repairs</b>		79
	Move to accept the bid of \$4,500 from Star Trac Enterprise, Southfield, MI for repair of the track and high jump surface	

at Monroe High School and reject all other bids. Money for this project is to be taken from the Building and Site Sinking Fund.

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**12. Superintendent's Comments**

Mr. Monday

**13. Old Business**

Mr. Vensel

**14. New Business**

Mr. Vensel

**15. Public Commentary – Any Topic**

Mr. Vensel

**16. Adjournment**

Mr. Vensel

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Move that the June 12, 2012 Board Meeting #10 of the Monroe Public Schools Board of Education be adjourned.

Board Meeting #1  
January 10, 2012  
Item A

**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 22, 2012 Board Work Session Minutes
- May 22, 2012 Board Meeting #9 Minutes
- May 29, 2012 Special Board Meeting Minutes (two sets)

**RECOMMENDATION**

Move to approve the following minutes as submitted:

- May 22, 2012 Board Work Session
- May 22, 2012 Board Meeting #9
- May 29, 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 22, 2012  
**5:30 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 (arrived at 5:41 PM)  
Mr. David Vensel  
Mr. Robert Yeo

Board Members Absent: None

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

Others Present: Mr. Gary Collins  
Mrs. Holly Scherer

The meeting was called to order at 5:35 PM by Mr. Vensel.

**Closed Session**

Motion by Mr. Yeo; support by Mr. Mason to convene in closed session for the purpose of discussing strategies connected with the negotiation of collective bargaining agreements. Open Meeting Act, Sect., 8(c).

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

**Return to Open Session and Adjourn**

Motion by Mr. Mason; support by Mr. Yeo that the May 22, 2012 Work Session of the Monroe Public Schools Board of Education be reconvened and the meeting adjourn.

Vote: Motion carried by a 7-0 hand vote at 6:35 PM.

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**June Knabusch-Taylor, Secretary**

# MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #9  
Tuesday, May 22, 2012  
6:30 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 Aaron N. Mason, Trustee Wendy Spicer, and Trustee Larry VanWasshenova

Board Members Absent: None

Administrators Present: Randy Monday, Julie Everly, Ryan McLeod, Katherine Eighmey, Barry Martin, Jerry Oley, David Payne

Administrators Absent: None

President Vensel called the meeting to order at 6:40 PM.

### MHS Scholarship Recipients

Bobb Vergiels introduced the MHS seniors who were the recipients of \$1,000 scholarships from the Monroe Public Schools Scholarship Committee. Students were given the opportunity to introduce their family members who accompanied them and tell the Board members where they would be attending college and their area of study. Students introduced were: Leo Antrassian, Jordan Burman, Chris Hochradel, Chloe Kinsey, Erik Knapp, Tedd March, Veronica McGowen, Jordan Prewitt, Emily Sigler, Ashley Stalbaum, Mitchell Tyson and Kevin Worley. Unable to attend due to other commitments were Megan Brady, Lance Schmidt, Kara Vensel and Julia Wehner. A short recess for a reception for these students and their families was called at 6:50 PM.

### Student Recognition – MHS Bridge Builders and Civil Engineering Interns

The meeting resumed at 7:05. Victoria Sweet, CTE instructor at MHS, presented a power point highlighting the accomplishments of students in the drafting CAD program. The purpose of these classes is to expose students to the field of engineering. Many MHS students distinguished themselves in competitions during the school year and several attended the board meeting. In the Habitat for Humanity home design competition, our students won three out of the five honors. In addition, one student took third place at the state level in the architectural model competition. Another took second place at the state level in topographic map. Students brought samples of their work for Board members to see.

Another area of study is bridge design and construction. MHS students were selected to fill two of the three available summer internship positions sponsored by MDOT. In addition, a trio of 9<sup>th</sup> and 10<sup>th</sup> grade students took second place in the state bridge building competition.

### Public Commentary-Agenda Items Only

Community citizen, Selma Rankins, spoke on the topic of the "No Child Left Behind Act".



**Approval of Minutes**

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

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

**Reports and Update**

The April 2, 2012 Board Personnel Committee Minutes and the May 8, 2012 Board Curriculum Committee minutes were received without comments. Ms. Spicer complimented the people who report the minutes on a job well done.

**Recall from Layoff**

Motion by Mr. VanWasshenova; support by Mr. Mason 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, 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.

Discussion: Mrs. Everly noted that 8.5 teaching positions are being eliminated district-wide.

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

**Exempt Administrative Contract Extension**

Motion by Ms. Spicer; support by Mr. Yeo to approve the administrative contract extension for Julie Everly and Ryan McLeod as recommended for the 2013/14 school year.

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

**Exempt Administrative Contract Extension**

Motion by Mrs. Knabusch-Taylor; support by Dr. March to approve administrative contract extension for Katherine Eighmey, Barry Martin, Jerry Oley, and David Payne as recommended for the 2012/13 school year.

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

**Administrative Contract Extensions**

Motion by Mr. Mason; support by Mr. Yeo 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.

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

**Staff Resignation**

Motion by Mr. Yeo; support by Mrs. Knabusch-Taylor to approve the resignations of Leslie Cook effective June 30, 2012, from Monroe Public Schools.

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

**Exempt Employee Appointment**

Motion by Mr. Yeo; support by Mr. Mason to approve the appointment of Jonathan King as a part-time Entry Level Computer Technician for the 2012/2013 school year effective May 23, 2012 and place on the appropriate salary level for this position, upon completion of all pre-employment requirements.

Discussion: There was a discussion regarding the purpose of a committee; does the board approve what is discussed at a committee meeting or is the board reviewing what has taken place during a committee meeting. Some board members felt that the purpose of board members on a committee is to represent the rest of the board and speak on their behalf. When recommendations are made to the entire board, it is with the understanding that board committee members have reviewed administration's proposals, modified them when necessary, and then the recommendations are brought before the full board.

Regarding the two positions brought before the board at this meeting, these are replacement positions, not new positions. The technology department has continued without replacements for several months, but at this time, it is necessary to make these hires in order to free up the upper level employee to handle other duties. The mailperson will also have low-level technology duties during times when he is finished with the mail delivery. Due to the prior reductions in the technology department, there has been a cost savings of nearly \$90,000.

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

**Exempt Employee Appointment**

Motion by Mr. Yeo; support by Ms. Spicer to approve the appointment of Stephanie Kennedy as an Entry Level Computer Technician for the 2012/2013 school year effective May 23, 2012 and place on the appropriate salary level for this position, upon completion of all pre-employment requirements.

Discussion: Dr. March suggested that prior to voting on a recommendation to hire a specific person, there could be a motion to fill the position.

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

**Upward Bound Out of State – Overnight Field Trip**

Motion by Mr. VanWasshenova; support by Mr. Mason 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.

Discussion: Mr. VanWasshenova pointed out that the field trip packet was completed quite nicely.

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

**Board Policy – Second Reading**

The following policies were submitted as second readings and will be brought before the board for approval at the June 12, 2012 meeting:

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

**MASB 2012-13 Membership Dues**

Motion by Mr. Yeo; support by Dr. March to approve the 2012/13 membership dues to the Michigan Association of School Boards in the amount of \$6,902.00.

Discussion: This is an increase of \$8.00 over last year's fee. As a result of our membership, we received \$35,477 back from SET/SEG last year.

Vote: Motion carried by a 6-1 roll call vote. Mr. VanWasshenova voted no.

**Replacement Units and New Ovens for Manor, Raisinville, Waterloo, Monroe Middle School and Monroe High School**

Motion by Mr. VanWasshenova; support by Mr. Mason 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.

Discussion: Nancy Boykin received three bids for the ovens. The ovens from Christiancy and Lincoln were used for parts. Most of the ovens we are replacing are over twenty years old.

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

**Consent Agenda – Purchases**

Motion by Mr. VanWasshenova; support by Mr. Mason that Agenda Items C.15- C.18 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

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

Discussion: Mr. VanWasshenova questioned improvements at Arborwood in light of the possibility of it being a failing school. Mr. Monday noted that we are not proceeding on the assumption that we are going to fail; our goal is to raise scores and close the achievement gap. Mr. Oley said the parking lot at

Arborwood is in desperate need of repairs and the handicap ramp is unsafe. Also, there are concerns with the high school parking lot, and Mr. Oley has a three-year plan for improvements there as well.

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

### **Superintendent Comments**

- Monroe Middle School will hold an open house for all new students from 6:30-7:30 PM Wednesday, May 23, 2012. The open house will include an informative presentation about the school, a question and answer period for parents and the incoming students, and a tour of the school.
- Congratulations to this year's Lincoln Scholarship Award winners who are Anastasia Hall and Judy Vasquez. Both students received \$500 scholarships.
- In the past week, we dedicated the latest house built by students of the Monroe High Construction Technology class. The house was designed by a Monroe High student and is the seventh house built by the Construction Technology classes for Habitat for Humanity.
- At the annual co-op luncheon held at Monroe Bank and Trust this week, the high school co-op program received great feedback from the community business people who said how valuable the program is to them. Mr. Monday personally thanked them for their support.
- Matt Cortez, high school principal, attended the Habitat for Humanity dedication and noted that the Generations of Sound also performed there. It was well attended by people from all over the community. This house will also receive the new high energy efficiency award, the first house in the nation to be awarded this distinction.
- For the 11<sup>th</sup> consecutive year, a baccalaureate service open to all graduating seniors from Monroe County high schools will be held May 29 at 7:30 PM in the Monroe High School auditorium.
- The MHS Talent Show which had been postponed last Friday, is now scheduled for May 24, 2012 at 7:00 PM in the MHS Auditorium.
- Upcoming events:
  - a. May 25, 1:00 PM – Orchard Center Honors program at Orchard Center High School
  - b. June 1, 6:30 PM – Monroe High School graduation at Monroe High School
  - c. June 5, 7:00 PM – Orchard Center High School graduation at Monroe High School

### **Old Business**

When asked, Mr. Oley reported that the bid bond from Victory Carpet did not come in; however, he did receive a certified check in the amount of \$6,100 which is 10% of the project, and an acceptable schedule for removal and installation. Victory Carpet will be paid only for work fully completed.

Christiancy has been fenced off in preparation for the demolition which will most likely begin in mid-June. Lincoln demolition will begin in mid-summer.

Mr. Yeo attended the awards night at the high school and said it was well done and is a reminder of why we are here.

### **New Business**

Motion by Mr. Yeo; support by Mr. VanWasshenova to approve the overnight attendance at state tournaments for all spring sports for students who qualify to participate in these events, pending central office approval of the field trip packet.

Discussion: There usually is no time prior to these events to get the proper paperwork and individual sport board approval, therefore, if the board doesn't approve it now, the students would be unable to attend.

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

Mr. VanWasshenova suggested organizing a museum of artifacts of Monroe Public Schools which we have accumulated since its inception in 1863. He noted Mr. Monday has suggested a one-room schoolhouse to exhibit the artifacts we have collected. A number of items were salvaged from Lincoln and Christiancy and could be displayed at the museum.

**Public Commentary-Any Topic**

There was none at this time.

**Adjournment**

Motion by Mr. VanWasshenova; support by Mr. Yeo that the May 22, 2012, Board Meeting #9 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 8:47 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 29, 2012**  
**5:00 PM**

**MINUTES**

**Roll Call and Call to Order**

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

Board Members Absent: Trustee Aaron Mason and Trustee Wendy Spicer

Others Present: Randy Monday, Ryan McLeod, Julie Everly, James Davies, Steve Pollzzie, Cindy Flynn, Terry Joseph, Scott Tucker, John Shiappacasse, the student, the student's mother, two cousins, grandmother, two aunts, and sister

Mr. Vensel called the meeting to order at 5:14 PM.

**Closed Session**

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

Vote: Motion carried by a 5-0 hand vote at 5:14 PM.

**Reconvene Board Meeting**

Motion by Mr. Yeo, support by Mr. VanWasshenova, that the closed session adjourn and the 5:00 PM, May 29, 2012, Special Board Meeting reconvene.

Vote: Motion carried by a 5-0 hand vote at 5:36 PM.

**Recommendation**

Motion by Mr. Yeo, support by Mr. VanWasshenova, to support the recommendation of administration to suspend the student for the remainder of the 2011/12 school year (19.5 days.)

Vote: Motion carried by a 5-0 roll call vote at 5:37 PM.

**Adjournment**

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

Vote: Motion carried by a 5-0 hand vote at 5:37 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 29, 2012**  
**5:15 PM**

**MINUTES**

**Roll Call and Call to Order**

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

Board Members Absent: Trustee Aaron N. Mason, Trustee Wendy Spicer

Others Present: Randy Monday, Ryan McLeod, Julie Every, James Davies, Cindy Flynn, Scott Tucker, John Shiappacasse

Mr. Vensel called the meeting to order at 5:46 PM.

Neither the student nor his family attended the discipline hearing. This hearing was originally scheduled for May 15, 2012, but neither the student nor his family attended that hearing, and it was rescheduled since the discipline packet had not been mailed or picked up by the student's family. Therefore, the packet was sent by certified and regular mail and a return receipt card was received.

Since no student representative was in attendance, the board acted on the written synopsis of the discipline packet and the summary presented by administration.

**Recommendation**

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

Vote: Motion carried by a 5-0 roll call vote at 5:52 PM.

**Adjournment**

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

Vote: Motion carried by a 5-0 hand vote at 5:52 PM.

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June Knabusch-Taylor, Secretary

Board Meeting #10  
June 12, 2012  
Item #C.2

## **REPORTS AND UPDATES**

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

- Board Personnel Committee Minutes – May 7, 2012
- Board Personnel Committee Minutes – June 4, 2012



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

**Date of Meeting:** May 7, 2012

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

**Next Meeting:** June 4, 2012

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1. **Call to Order:** The meeting was called to order at 5:00 PM
2. **Minutes:** April minutes were reviewed. Minutes were approved by Robert Yeo, seconded by Wendy Spicer.
3. **Public Commentary:** None
4. **Staffing updates:** At present time there are ten teachers and one assistant who will be retiring at the end of the year; one bus driver retiring at the end of May. We will keep the board apprised if other retirements are announced; with legislation pending there may be additional requests.

Mr. McLeod shared that administration is currently reviewing the staffing needs for the 2012/13 school year and will be bringing a resolution to the board on May 8<sup>th</sup> to lay-off 104 teachers. Mr. McLeod noted that this lay-off is necessary to allow administration to facilitate anticipated movements. It is anticipated that after the staffing shuffle is completed there may be 2-3 teachers who remain on lay-off, with this impacting the lowest senior people possible. It is also the goal for administration to finalize staffing decisions and bring a recall resolution to the second board meeting in May.

5. **Old Business:** Mrs. Knabusch-Taylor questioned what the process was for advertising/posting positions that become available. Administration shared that the process starts with internal postings, word of mouth, posting on our website, and reviewing applications on file. It is then determined if the candidate pool is sufficient or if there is a need to expand the search. Expanding the search could include advertising in the Monroe Evening News, college posting boards, and/or through appropriate membership agencies such as MSBO or MASPA.

Mr. Yeo questioned if there had been any further discussion on hiring of relatives and if that policy had changed. Mr. Monday shared that the policy remains the same. Mr. McLeod noted that hiring decisions are made on who the best person is for a position; and practices are in place so that the interview team would be neutral and that staff would not be reporting to a relative as a supervisor.

Mr. McLeod shared that interviews were held today (May 7<sup>th</sup>) for the technology help desk and the interoffice mail delivery positions. Administration will have a recommendation for the May 22<sup>nd</sup> board meeting for two candidates. Mrs. Knabusch-Taylor asked for clarification on the mail run and why that would fall under technology. It was shared that the interoffice delivery is a four hour position that will provide district wide services including internal mail delivery, print shop orders, and custodial supply delivery. This position has been assigned to the technology department as part of the alignment restructure since the person will work closely with the print shop.

Mr. Yeo shared his concern on the perception of seeing two men in district vehicles. Mr. Monday shared that Mr. Oley was aware of this concern and continues to review that. It was clarified that there are times that this may still happen depending on the task at hand. For example there will be two persons in the mail truck as we train the new hire.

6. **New Business:** No new business was noted.
7. **Next Meeting:** June 4, 2012 – 5:00 PM. *Adjustments to this meeting time will be done on a month-by month basis.*
8. **Adjournment:** The meeting was adjourned at 5:30 PM.

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

**Date of Meeting:** June 4, 2012

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

**Next Meeting:** August 6, 2012

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1. **Call to Order:** The meeting was called to order at 5:10 PM.
2. **Minutes:** May minutes were shared, no changes were noted.
3. **Public Commentary:** None
4. **Staffing updates:** Discussion was held on the status of the teaching placements for 2012-13. It was recapped that May 8<sup>th</sup> the resolution was to lay-off 104 teachers in addition to the eleven that remained on lay-off from the previous school year. Of these 115 laid off teachers, a resolution to recall 102 teachers was brought to the board on May 22<sup>nd</sup>. At present time thirteen teachers are on lay-off status (ten from 2010/11 school year and three from the 2011/12 school year).

Mrs. Everly reported that we do have a Speech vacancy that was posted and that one internal candidate has now expressed interest in. Mr. McLeod shared that there are three potential vacancies at Monroe High School that we will be looking to fill which will include secondary social studies; certified nursing assistant teacher (CTE); and a Foreign Language (Spanish) teacher. None of the teachers that are currently on lay-off possess the certification necessary to teach these subjects.

Mr. Monday also shared with the board that the administration is recalibrating expectations and will continue to take a firm stance on holding staff accountable for actions and job duties. It is important that the board be aware, since it is likely they will hear concerns from the staff. One area in particular that administration is focusing on is attendance concerns.

5. **Old Business:** Mrs. Knabusch-Taylor requested an update on the Middle School IT Pilot. Mrs. Everly shared that the team is working to gather data and will be making a presentation to the board as a whole in the near future.
6. **New Business:** Mrs. Knabusch-Taylor requested an update on Summer School for 2012-13. Mrs. Everly reported that there are 280 students, incoming Kindergarten to 5<sup>th</sup> grade, that are signed up for elementary summer school which will meet at Manor Elementary. Classes will also be offered at the high school level. Unfortunately, due to cuts in 31-A funding, we are unable to offer summer school classes at the middle school level.

Mr. Yeo shared that he was interviewed by Mr. Vergiels for Impact on the topic of field trips. The other participants at this taping were the teacher and 3 students from the MHS music trip to New York. He reported that this experience has reinforced for him the amount of learning and the lifetime experiences that such field trips provide for our students.

Mrs. Knabusch-Taylor requested a copy of the new teacher evaluation tool that will be used next school year. Mr. McLeod reported that administration is waiting to hear the results from the Governor's Council, which Dave Vensel is serving on, to see what the district can or can't use as part of that evaluation process. When this tool does become available, it will be shared with this committee and the board as a whole. Mrs. Everly added that it would also be beneficial to report back to the board on the TalentEd software program. She reminded the committee that the software was being piloted for the interim evaluations this year and reports that it is working beautifully.

Mrs. Knabusch-Taylor asked for an update on the I-pad training. She expressed concerns that enough training be provided for staff to use the equipment that we have provided; and concern that she as a board member could use additional training. Mr. Monday indicated he would speak with David Payne to arrange a follow-up I-pad workshop for the board members. Mrs. Everly noted that as part of the administrator meetings, they have added an "I-pad sharing" to the agenda, noting that has been very beneficial to the group to share tips and tricks, what works well, pose problems to the group for solutions, and share applications they may have discovered. Ms. Spicer shared an application she uses called neu.annotate which allows you to open a PDF document and make your own personal notes on that document.

Mrs. Knabusch-Taylor shared that she had been contacted by a local agency about holding a meeting at the Knabusch Math and Science Center and discussion was held on that idea. Mr. Monday indicated he would talk to Mr. Vergiels about promoting that to local community agencies. It was also discussed that Monroe Public Schools could utilize for other internal events such as community education classes, employee recognition programs, or possibly even host a board meeting at that site.

7. **Next Meeting:** August 6, 2012– 5:00 PM. *Adjustments to this meeting time will be done on a month-by-month basis.*
8. **Adjournment:** The meeting was adjourned at 6:15 PM.

**HEALTH OCCUPATIONS STUDENTS OF AMERICA  
 NATIONAL LEADERSHIP CONFERENCE**

**BACKGROUND**

The Monroe High School Chapter of HOSA has 3 students that earned a spot to compete at this year's HOSA National Conference in Orlando, Florida; the conference is being held June 19-23, 2012. One student will be competing in veterinary medicine and the other in pharmacology. The students will be traveling to Florida with their parents and staying with them for the duration of the trip. Mrs. Judy Kopaniasz, the health occupations instructor from Grosse Ile High School, will be the advisor for our students at the conference and get them registered. The \$90.00 registration fee for the students is being paid for out of the added cost funds for the health sciences program. All other travel expenses are being paid for by the students' parents.

**ENCLOSURE(S)**

Monroe Public Schools – Abbreviated Field Trip & Excursion Check List Form along with the complete itinerary for the conference. (A complete packet is housed in the office of the Assistant Superintendent of Elementary Education, Instruction and Human Resources.)

**RECOMMENDATION**

Move to approve the Monroe High School students' attendance at the Health Occupations Students of America conference being held in Orlando, Florida June 19-23, 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	_____	_____	_____	_____



**MONROE HIGH SCHOOL  
CAREER & TECHNICAL EDUCATION**

**HOSA STUDENT ORGANIZATION**

Leah Morelli, Chapter Advisor

901 Herr Road Monroe, MI 48161 Phone 734.265.3560 Fax 734.265.3451

TO: Ryan McLeod  
FROM: Leah Morelli  
DATE: May 11, 2011  
RE: **REQUEST FOR HOSA NATIONAL LEADERSHIP CONFERENCE FIELD TRIP**

The Monroe High School Chapter of HOSA (Health Occupations Students of America) have 3 students that earned the right to compete at this year's HOSA National Leadership Conference in Orlando, FL. The conference is being held June 19<sup>th</sup> – 23<sup>rd</sup>. Two of our students will be competing. Samantha Augusta in veterinary medicine, and Ryan Gentil will be competing in pharmacology. The students will be traveling to Florida with their parents, and staying with them for the duration of the trip. While at the conference, they will be advised by Mrs. Judy Kopaniasz, health occupations instructor for Grosse Ile High School, who will physically register the students and get their conference packet. Their parents are also registered, so they will be able to escort their children to all general sessions of the conference.

The parents are paying for all travel, lodging, and meals while at the conference. The parents also paid their individual conference registration fees. The district paid for each of the student's \$90 registration fee out of added cost funds from the health sciences program. That is the only cost incurred to send these students to Orlando for five days, thanks to parental support.

Enclosed is the Field Trip Request package, including a detailed agenda of the events. Thank you for your consideration in yet another way that Monroe Public Schools helps our students to become better prepared for their life experiences after they leave our classrooms.

Sincerely,

Leah Morelli  
HOSA Advisor  
Monroe High School

Rec'd 5/25/12  
A. J. [Signature]

**NOTICE OF NONDISCRIMINATION**

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

Number of Other Adults Assisting: 3

Number of School Days Student will be Attending Trip: 0

Cost Per Child: ~~Unm~~ \$90 ex. Registration Cost Per Chaperone: N/A

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes  No   
Chaperones: Yes  No

? parents made all of their flight & hotel arrang. I do not have the bills to know a total.

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

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

Updated: 09/12/06

# MONROE PUBLIC SCHOOLS

## 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:

Orlando, Florida

This is the H.O.S.A. national leadership  
Conference / competition.

No MPS employees involved, both students  
accompanied by parents.

School(s): Monroe High School

Chaperones: Chris Shankleton (Ryan Gentil's mother)

Sally Augusta

Derik Augusta } (Samantha's parents)

Method of Transportation: airplane - students are flying with  
their parents.

Date of Departure: 6/19/12

Time of Departure: 9:00

If overnight, number of nights: 4

Date of Return: 6/23/12

Time of Return: ?

Number of Students Participating: 2

Number of Staff Supervising: 0

# Monroe Public Schools Field Trip Information Form

Date of Trip: 6-19-12 to 6-23-12

Grade/Team/Organization Making Request: MHS H.O.S.A.

Destination: Orlando, FL

Address: They are staying in 2 different Disney Resorts approved  
City: Orlando State: FL Zip: by the Conference

Means of Transportation: airplane

Number of Students and Adults Involved: 5

Exact Loading Location: Detroit Metro

Estimated Time of Departure: TBD

Estimated Time of Departure from Destination: TBD

Expected Time of Arrival: TBD

Purpose of Trip: HOSA National Leadership Conference

Faculty Supervisor: none / Parents & Children only

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

Principal's Signature: [Signature] Date: 5/25/12  
 Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 5/31/12  
 Approved  Denied



N/A they are going with their parents.

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

EXPLANATION AND DATES:

Departure Date/Day \_\_\_\_\_ Return Date/Day \_\_\_\_\_

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

State \_\_\_\_\_ Country \_\_\_\_\_ (daily itinerary must be attached).

The purpose of this trip is \_\_\_\_\_ and the group sponsoring the trip is \_\_\_\_\_

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

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

GENERAL INFORMATION:

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

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

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

MEDICAL INFORMATION

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

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

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

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

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

\_\_\_\_\_

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

INSURANCE INFORMATION:

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

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

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

\_\_\_\_\_

\_\_\_\_\_

(Parent(s)/Guardian(s))

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

\_\_\_\_\_

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

# HOSA National Leadership Conference

## Tentative Conference Schedule Orlando 2012

The schedule of events for NLC 2012 has NOT been finalized, therefore, this agenda MUST be considered as tentative. As soon as all activities and events are finalized, a detailed agenda will be published at [www.hosa.org](http://www.hosa.org). Educational Symposium Workshops are not shown and will be scheduled throughout the day on Thursday and Friday. State meetings are not shown on the following conference schedule and will be scheduled by the State Advisor.

### **MONDAY, JUNE 18, 2012**

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All Day	HOSA Headquarters
All Day	Competitive Events Headquarters
8:00 am – 12:00 pm	Competitive Events Management Team Meeting
12:00 noon – 1:00 pm	Committees Luncheon
6:00 pm – 7:00 pm	VIP Reception * By invitation only

### **TUESDAY, JUNE 19, 2012**

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All Day	HOSA Headquarters
All Day	Competitive Events Headquarters
8:30 am – 12:00 pm	HOSA Leadership University HOSA 301 – State Officers
3:00 pm – 5:00 pm	State Advisor Registration
5:30 pm – 7:30 pm	State Advisor Dinner Meeting
6:30 pm – 8:30 pm	National Officer Candidate • Orientation and Exam
8:00 pm – 9:00 pm	CEU Registration * For advisors planning to earn CEUs
8:30 pm – 9:30 pm	Nominating Committee Meeting
9:00 pm – 11:00 pm	State Presidents' Reception
11:00 pm	Posting of National Officer Candidate Interview Schedule
12:30 am	Curfew



## **WEDNESDAY, JUNE 20, 2012**

All Day	HOSA Headquarters
All Day	Competitive Events Headquarters
8:00 am – 1:30 pm	National Officer Candidate Interviews
8:00 am – 1:30 pm	Conference Registration
8:00 am – 9:00 am	<b>Newcomers – Coffee Talk</b> *Informal discussion session for all new local advisors.
10:00 am – 1:00 pm	HOSA Exposition Registration
10:00 am – 4:30 pm	ASHA Hearing Screening
11:00 am – 12:30 pm	CE Event Manager Orientation
11:00 am – 1:00 pm	<b>VIP Luncheon</b> * By invitation only
12:30 pm – 1:30 pm	Nominating Committee Lunch
12:30 pm – 1:30 pm	Event Personnel Meeting - Healthcare Issues Exam
1:00 pm – 5:00 pm	HOSA Exposition
1:30 pm – 2:30 pm	<b>Nominating Committee Report</b>
1:30 pm – 2:30 pm	Local and State Advisor Orientation
2:00 pm – 3:30 pm	<b>Healthcare Issues Exam</b> • Orientation and Written Test
2:30 pm – 3:30 pm	<b>Event Personnel Meetings</b> * Required meeting for Event Manager, Section Leaders, and Event Personnel Only <ul style="list-style-type: none"> <li>• Biomedical Debate</li> <li>• Biotechnology</li> <li>• CERT Skills</li> <li>• Clinical Nursing</li> <li>• CPR/First Aid</li> <li>• Creative Problem Solving</li> <li>• Dental Assisting</li> <li>• Dental and Medical Spelling</li> <li>• EMT</li> <li>• Forensic Medicine</li> <li>• Health Education</li> <li>• Home Health Aide</li> <li>• HOSA Bowl</li> <li>• Job Seeking Skills</li> <li>• Medical Assisting</li> <li>• Medical Reading</li> <li>• Nursing Assisting</li> <li>• Parliamentary Procedure</li> <li>• Physical Therapy</li> <li>• Sports Medicine</li> <li>• Veterinary Science</li> <li>• Public Service Announcement</li> </ul>



## WEDNESDAY, JUNE 20, 2012

- 3:00 pm – 4:00 pm      **Voting Delegate Orientation**
- 3:30 pm – 4:30 pm      **CEU Registration**  
*\*For advisors planning to earn CEUs*
- 3:30 pm – 4:30 pm      **Courtesy Corps Meeting**
- 4:00 pm – 5:00 pm      **Event Personnel Meetings**  
*\* Required meeting for Event Manager, Section Leaders, and Event Personnel Only*
- Knowledge Tests, Medical Terminology and Dental Terminology
  - Epidemiology
  - Healthy Lifestyle
  - Extemporaneous Writing
  - Interviewing Skills
- 4:00 pm – 5:30 pm      **Competitive Event Orientations**  
*\* Required meeting for Competitors*
- Career Health Display
  - Clinical Specialty
  - Community Awareness
  - Extemporaneous Health Poster
  - Extemporaneous Speaking
  - Health Education
  - Life Support Skills
  - Medical Photography
  - MRC Partnership
  - Personal Care
  - Prepared Speaking
  - Public Health Emergency Preparedness
  - Public Service Announcement
  - Researched Persuasive Speaking
  - Speaking Skills
- 4:00 pm – 5:00 pm      **Ideas Meeting**  
*\* By invitation only*
- 4:30 pm – 6:30 pm      **Creative Problem Solving**  
 • *Orientation and Written Test*
- Parliamentary Procedure**  
 • *Orientation and Written Test*
- Dental Science**  
 • *Orientation and Written Test*
- Clinical Nursing**  
 • *Orientation and Written Test*
- 5:00 pm – 7:30 pm      **Scholarship Recipient/HOSA Sponsor Dinner**  
*\* By invitation only*
- 5:30 pm – 6:30 pm      **Event Personnel Meetings**  
*\* Required meeting for Event Manager, Section Leaders, and Event Personnel Only*
- Career Health Display
  - Clinical Specialty
  - Community Awareness
  - Extemporaneous Health Poster
  - Extemporaneous Speaking
  - Life Support Skills
- (continued)*



## WEDNESDAY, JUNE 20, 2012

5:30 pm – 6:30 pm	<b>Event Personnel Meetings</b> <i>(continued)</i> <ul style="list-style-type: none"> <li>• Medical Math</li> <li>• Medical Photography</li> <li>• MRC Partnership</li> <li>• Outstanding HOSA Chapter</li> <li>• Prepared Speaking</li> <li>• Public Health Emergency Preparedness</li> <li>• Personal Care</li> <li>• Researched Persuasive Speaking</li> <li>• Speaking Skills</li> </ul>
5:30 pm – 6:30 pm	<b>Flag Ceremony and Opening Session Practice</b>
7:30 pm – 9:30 pm	<b>Opening General Session</b>
11:00 pm	<b>Round Two Competitors Posted</b> <ul style="list-style-type: none"> <li>• Parliamentary Procedure</li> <li>• Creative Problem Solving</li> </ul>
11:00 pm – Midnight	<b>Committee Meetings</b> (if needed) <ul style="list-style-type: none"> <li>• Rules and Arbitration Committee</li> <li>• Credentials and Tellers Committee</li> </ul>
12:30 am	<b>Curfew</b>



## THURSDAY, JUNE 21, 2012

All Day	<b>HOSA Headquarters</b>
All Day	<b>Competitive Events Headquarters</b>
7 am – 8:00 am	<b>Healthy Start to the Day</b> <ul style="list-style-type: none"> <li>• Aerobic exercise and yoga for ALL delegates</li> </ul>
7 am – 8:30 am	<b>Meet the Candidates' Breakfast</b>
7:30 am – 9:00 am	<b>Judges' Breakfast and Orientation</b>
7:45 am – 8:45 am	<b>Career Health Display Set-Up</b>
8:00 am – 9:00 am	<b>Newcomers – Coffee Talk</b> <i>*Informal discussion session for all new local advisors.</i>
8:00 am – 6:00 pm	<b>EDUCATIONAL SYMPOSIUM CENTER</b> <i>* Open to all conference participants, a variety of workshops will be scheduled.</i>
8:00 am	<b>Round Two Competitors Posted</b> <ul style="list-style-type: none"> <li>• Clinical Nursing</li> <li>• Dental Science</li> </ul>
8:00 am – 9:00 am	<b>Outstanding HOSA Chapter</b> <ul style="list-style-type: none"> <li>• Competitor Orientation and Scrapbook Submission</li> </ul>
8:00 am – 10:00 am	<b>Competitive Event Orientation and Written Test</b> <ul style="list-style-type: none"> <li>• Biotechnology</li> <li>• Interviewing Skills</li> <li>• Medical Reading</li> <li>• Nursing Assisting</li> <li>• Veterinary Science</li> </ul>



## THURSDAY, JUNE 21, 2012

1:00 pm – 4:30 pm  
By Appointment Only

### COMPETITIVE EVENTS

- Community Awareness
- Medical Reading
- Researched Persuasive Speaking
- Interviewing Skills
- MRC Partnership

1:00 pm – 3:00 pm

- Medical Assisting**
- Orientation and Written Test
- Home Health Aide**
- Orientation and Written Test
- EMT**
- Orientation and Written Test
- HOSA Bowl**
- Orientation and Written Test

1:00 pm – 2:00 pm

**Regional Meetings – State Advisors Only**

1:00 pm – 3:00 pm

### EDUCATIONAL SYMPOSIUMS

- \* Open to all conference participants, a variety of workshops will be scheduled.

2:00 pm – 5:30 pm

**Extemporaneous Health Poster**

3:00 pm – 5:00 pm

### Business Session

- Voting Delegates must be in official HOSA uniform

### \*\*\* HOSA SHOWCASE \*\*\*

- Open to all conference participants.

11:00 am – 12 noon

**HOSA Week and Chapter Newsletter**

12:00 noon – 1:00 pm

**Career Health Display**

- Competitors will take displays with them at 1:00 pm

1:00 pm – 2:00 pm

**Outstanding HOSA Chapter**

- Competitors will take scrapbooks with them at 2:00 pm

2:00 pm – 3:00 pm

**Clinical Specialty**

4:00 pm – 5:00 pm

**MRC Partnership**

5:00 pm – 6:00 pm

**Community Awareness**

8:00 pm – 9:00 pm

**Extemporaneous Health Poster**

- Competitors will take posters with them at 9:00 pm

4:00 pm – 5:30 pm

**Judges' Dinner and Orientation**

4:00 pm – 6:00 pm

**Healthy Lifestyle**

- Orientation and Written Test

**Extemporaneous Writing**

- Orientation and Written Test

**CERT Skills**

- Orientation and Written Test

**Biomedical Debate**

- Orientation and Written Test

4:30 pm

**Round Two Competitors Posted**

- Forensic Medicine
- Home Health Aide
- Sports Medicine

4:30 pm – 6:00 pm

**Veterinary Science Personnel Meeting**



## THURSDAY, JUNE 21, 2012

- 8:30 am  
*By Appointment Only*      Bus departs for Disney's Contemporary Resort  
• **Creative Problem Solving**
- 9:45 am – 12:45 pm  
*By Appointment Only*      Bus departs Disney's Contemporary Resort  
**HOSA Leadership University**  
**HOSA 201 – Local Chapter Officers**
- 9:00 am – 6:00 pm      **HOSA Exposition and Showcase**
- 9:00 am – 12 noon      **COMPETITIVE EVENTS (By Appointment)**  
• Career Health Display  
• Clinical Specialty  
• Life Support Skills  
• Parliamentary Procedure  
• Prepared Speaking  
• Creative Problem Solving (Off-Site)
- 9:00 am – 12:00 noon      **Outstanding HOSA Chapter**  
• *Judges Only*
- 10:30 am – 12:30 pm      **Sports Medicine**  
• *Orientation and Written Test*  
**Physical Therapy**  
• *Orientation and Written Test*  
**CPR/First Aid**  
• *Orientation and Written Test*  
**Forensic Medicine**  
• *Orientation and Written Test*
- 11:30 am – 1:00 pm      **Judges' Luncheon and Orientation**
- 12:00 noon      **Round Two Competitors Posted**  
• Nursing Assisting  
• Biotechnology  
• Veterinary Science  
• Medical Reading
- 12:00 noon  
*By Appointment Only*      Bus departs for Disney's Contemporary Resort  
• **Extemporaneous Speaking**
- 12:15 pm  
*By Appointment Only*      Bus departs for Skill Events  
• **Clinical Nursing**  
• **Dental Science**  
• **Personal Care**
- 12:30 pm  
*By Appointment Only*      Bus departs for Skill Events  
• **Nursing Assisting**  
• **Biotechnology**
- 12:30 pm – 3:30 pm  
*By Appointment Only*      **Extemporaneous Speaking (Off-Site)**
- 1:15 pm – 4:15 pm  
*By Appointment Only*      Bus departs for Disney's Contemporary Resort  
**HOSA Leadership University**  
**HOSA 101 – Members**
- 1:15 pm  
*By Appointment Only*      Bus departs for Skill Events  
• **Veterinary Science**



## THURSDAY, JUNE 21, 2012

- 5:00 pm – 7:00 pm      **Medical Math**  
 • *Orientation and Written Test*
- 5:30 pm  
*By Appointment Only*      Bus departs for Skill Events  
 • **Sports Medicine**
- 5:30 pm – 9:00 pm  
*By Appointment Only*      **COMPETITIVE EVENTS**  
 • **Medical Photography**  
 • **Home Health Aide**  
 • **Public Health Emergency Preparedness – Round 1**  
 • **Forensic Medicine**  
 • **Health Education**  
 • **Public Service Announcement**
- 7:00 pm – 9:00 pm      **Job Seeking Skills**  
 • *Orientation and Application*  
**Epidemiology**  
 • *Orientation and Written Test*  
**Knowledge Test – Pharmacology**  
 • *Orientation and Written Test*  
**Knowledge Test – Nutrition**  
 • *Orientation and Written Test*  
**Knowledge Test – Human Growth & Development**  
 • *Orientation and Written Test*
- 7:00 pm – 9:00 pm      **Medical Terminology**  
 • *Orientation and Written Test*  
**Dental Terminology**  
 • *Orientation and Written Test*
- 7:30 pm – 9:00 pm      **HOSA Inc. Annual Meeting**  
 Election of HOSA, Inc. Board Members
- 9:00 pm      **Round Two Competitors Posted**  
 • CPR/First Aid  
 • EMT  
 • HOSA Bowl  
 • Medical Assisting  
 • Physical Therapy
- 9:30 pm – 11:00 pm      **Past HOSA Inc. Chairman Reception**  
*By Invitation Only*  
 Host: Tonia Moore-Davis, Immediate Past Chairman
- 10:30 pm – 11:00 pm      **Committee Meetings (If needed)**  
 • Rules and Arbitration  
 • Credentials and Tellers
- 11:00 pm      **Round Two Competitors Posted**  
 • Biomedical Debate  
 • CERT Skills  
 • Healthy Lifestyle  
 • Public Health Emergency Preparedness
- 12:30 am      Curfew





## FRIDAY, JUNE 22, 2012

All Day	HOSA Headquarters
All Day	Competitive Events Headquarters
7:00 am – 8:00 am	<b>Healthy Start to the Day</b> • Aerobic exercise and yoga for ALL delegates
7:30 am – 9:00 am	<b>Judges' Breakfast and Orientation</b>
7:20 am <i>By Appointment Only</i>	Bus departs for Secret Location • EMT • CPR/First Aid
8:00 am – 9:00 am	<b>Newcomers – Coffee Talk</b> *Informal discussion session for all new local advisors.
8:00 am – 6:00 pm	<b>EDUCATIONAL SYMPOSIUM CENTER</b> * Open to all conference participants, a variety of workshops will be scheduled. Check the HOSA website in May for a workshop schedule.
8:00 am – 10:00 am	<b>Medical Spelling and Dental Spelling</b> • Orientation and Written Test
<i>By Appointment Only</i>	Bus departs for Disney's Contemporary Resort <b>HOSA Leadership University</b> • HOSA 401 – New Advisors • HOSA 101 – Members
8:30 am – 12:00 pm 9:30 am – 12:30 pm	
8:30 am <i>By Appointment Only</i>	Bus departs for Skill Events • Medical Assisting • Physical Therapy • CERT Skills
9:00 am – 4:00 pm	<b>HOSA Exposition and Showcase</b>
9:00 am – 4:30 pm	<b>ASHA Hearing Screening</b>
9:00 am – 12 noon <i>By Appointment Only</i>	<b>COMPETITIVE EVENTS</b> • Job Seeking Skills • Healthy Lifestyle • Biomedical Debate • HOSA Bowl
10:00 am – 11:00 am	CEU Credit: <b>Meeting with HOSA Management</b> HOSA Inc. Board Members and Staff  *** HOSA SHOWCASE *** • Open to all conference participants
9:00 am – 3:00 pm	Medical Photography
9:00 am – 10:00 am	Public Service Announcement
10:00 am – 11:00 am	Health Education
11:30 am – 1:00 pm	Healthy Lifestyle



**FRIDAY, JUNE 22, 2012**

10:30 am – 12:30 pm	<b>Knowledge Test – Concepts of Health Care</b> <ul style="list-style-type: none"> <li>• <i>Orientation and Written Test</i></li> </ul> <b>Knowledge Test – Pathophysiology</b> <ul style="list-style-type: none"> <li>• <i>Orientation and Written Test</i></li> </ul>
11:00 am – 12:30 pm	<b>Judges' Luncheon and Orientation</b>
12:30 pm – 2 pm <i>Time Approximate</i>	<b>HOSA Bowl Finals</b> <i>*Open to all conference participants</i>
12:30 pm – 3:00 pm <i>By Appointment Only</i>	<b>COMPETITIVE EVENTS</b> <ul style="list-style-type: none"> <li>• <b>Speaking Skills</b></li> <li>• <b>Medical Spelling – Spelldown</b></li> <li>• <b>Dental Spelling – Spelldown</b></li> <li>• <b>Public Health Emergency Preparedness</b></li> </ul>
<i>By Appointment Only</i>	Bus departs for <b>Leadership University</b> at Disney's Contemporary Resort
12:30 pm – 4:00 pm	<b>HOSA 501 - Advanced Chapter Advisors</b>
1:30 pm – 4:30 pm	<b>HOSA 201 – Local Chapter Officers</b>
1:00 pm – 2:00 pm	<b>Regional Meetings – State Advisors Only</b>
2:00 pm – 3:00 pm	<b>New Board Member Orientation</b>
7:30 pm – 10:00 pm	<b>National Recognition Session</b>
10:00 – 10:30 pm	<b>CEU Credit Distribution</b> <i>* Must bring completed forms</i>
10:00 pm – 12:00 am	<b>HOSA Dance</b>
12:30 am	Curfew



**SATURDAY, JUNE 23, 2012**

All Day	<b>HOSA Headquarters</b>
All Day	<b>Competitive Events Headquarters</b>
All Day	<b>HOSA Day in Orlando</b>
8:00 am – 9:00 am	<b>CEU Credit Distribution</b> <i>* Must bring completed forms</i>
4:00 pm – 6:00 pm	<b>Postsecondary/Collegiate Grand Awards Session</b>
8:00 pm – 10:00 pm	<b>Secondary Grand Awards Session</b>
10:00 pm – 12:00 am	<b>Grand Awards Dance</b>
1:00 am	Curfew



**SUNDAY, JUNE 24 -- WEDNESDAY, JUNE 27, 2012**

All Day	Executive Council Training
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**TEACHER TENURE RECOGNITION**

**BACKGROUND**

Teacher Tenure is granted under the Michigan Teacher Tenure Act when a teacher satisfactorily completes a probationary period. Under the revised statute, teachers hired since September of 1993 and prior to the 2011 amendment must complete a four year probation period, unless they have received tenure in another Michigan district. Under that condition, a two-year probation must be served.

At the end of this school year, Meghan Bernard, Kyle Christensen, John R Clark, Krystal Clawson, Jennifer Davis, Valerie Delekta, Brian DeMaggio, Alison Drougel, Kate Dunlap, Lindsay Gaertner, Patricia Geiman, Stacey Goins, Jenna Groves, Amanda Iocoangeli, Maribeth Lore, William Miller, Ronald Motyka, Larry Nocella, Alka Pandya, Sonya Samona, Tim Smith, Teresa Stewart, Holli Weaver, and Stacey Wylie will be eligible for tenure.

On behalf of the administration, I am pleased to report that these teachers have earned good evaluations and recommendation from their supervisor(s). Even though tenure is granted under the statute, the Board of Education is asked to confirm and endorse the granting of tenure.

**ENCLOSURES**

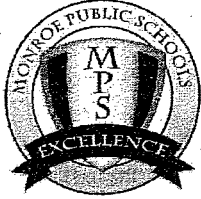
Tenure Recommendations

**RECOMMENDATION**

Move to confirm and endorse the granting of tenure for Meghan Bernard, Kyle Christensen, John R Clark, Krystal Clawson, Jennifer Davis, Valerie Delekta, Brian DeMaggio, Alison Drougel, Kate Dunlap, Lindsay Gaertner, Patricia Geiman, Stacey Goins, Jenna Groves, Amanda Iocoangeli, Maribeth Lore, William Miller, Ronald Motyka, Larry Nocella, Alka Pandya, Sonya Samona, Tim Smith, Teresa Stewart, Holli Weaver, and Stacey Wylie on the appropriate anniversary dates.

**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**  
Custer Elementary School  
5003 West Albain Road  
Monroe, Michigan 48161

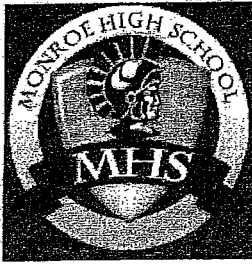
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To: Monroe Public Schools Board of Education  
From: Mari Treece  
Re: Tenure Recommendation for Meghan Bernard  
Date: May 30, 2012

I have had the extreme pleasure of working with Meghan Bernard at Custer Elementary School for the last two years of her probationary teaching period. It is without any hesitation that I would recommend Mrs. Bernard for a tenured teaching position with Monroe Public Schools.

Meghan has proven to be a highly effective and organized educator. Her classroom is deeply engaging and hums with purposeful learning. The last several years as a kindergarten teacher and this year as a young fives teacher, Mrs. Bernard demonstrated a great depth of understanding of the developmental educational needs of our young learners. Mrs. Bernard has proven that she is reflective in her practice and is able to build positive relationships with staff, students, and families. She is committed to her own learning and to the learning of children.

I have enjoyed learning with Meghan. I am confident that she will continue to bring professionalism, creativity, and a positive energy to Custer Elementary and Monroe Public Schools.



# Monroe High School

734-265-3400

Attitude – Confidence – Commitment – Willpower

Otto F. Zillgitt III  
Assistant Principal  
Monroe High School  
901 Herr Road  
Monroe, MI 48161  
AP Office 734-265-3460

### MHS Driving Forces

1. We will be fair with one another
2. We will take care of one another
3. We will accept one another's differences
4. We will work hard every day

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

FROM: Otto Zillgitt, Assistant Principal

DATE: March 27, 2012

RE: **TENURE RECOMMENDATION, Kyle Christensen**

The 2011-2012 school year completes the four year probationary cycle for Mr. Kyle Christensen. I have formally evaluated his classroom performance according to the Monroe Public School directives, and I have reviewed all previous evaluations on file.

It is with great pleasure that I recommend Kyle Christensen for tenure with Monroe Public Schools. Mr. Christensen has demonstrated the skills, attitudes, knowledge and professionalism necessary to be an effective and positive member of our educational team. His continued willingness to go the "extra mile" while serving our students in the areas of both curricular and extra-curricular activities is greatly appreciated.

Sincerely,

Otto F. Zillgitt III  
Assistant Principal

cc

Matthew Cortez, Principal  
Kyle Christensen, Teacher

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## Monroe Public Schools

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MONROE HIGH SCHOOL  
901 Herr Road  
Monroe, MI 48161

March 31, 2012

Dear Mr. McLeod,

I am pleased to inform you that I am recommending that Mr. Clark be granted tenure. He has successfully completed his four year probationary period.

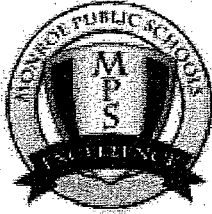
Mr. Clark has been working under my direct supervision for the past four years. During this time, he has continued to demonstrate tremendous professional growth.

Sincerely,

Montyne Barbee  
Assistant Principal  
Monroe High School

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**RAISINVILLE ELEMENTARY SCHOOL**  
**2300 North Raisinville Road**  
**Monroe, Michigan**  
**48162**  
**(734) 265-4800 FAX: (734) 265-4801**

May 29, 2012

Dear Mr. Monday,

It is with great pleasure that I recommend Krystal Clawson for tenure status with Monroe Public Schools.

She has made great contributions to the education of the children in our community. We are fortunate to have her on our staff.

Yours truly,

*Mary Ann Cyr*

Mary Ann Cyr  
Principal

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## Monroe Public Schools

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MONROE HIGH SCHOOL  
901 Herr Road  
Monroe, MI 48161

April 2, 2012

Dear Members of the Board of Education:

During the four years that I have worked with Jennifer Davis, she has shown tremendous instructional growth. It is my pleasure to recommend her for tenure with Monroe Public Schools.

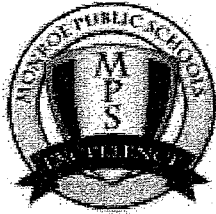
Sincerely,

Kim Diven  
Assistant Principal

#### NOTICE OF NONDISCRIMINATION

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**RAISINVILLE ELEMENTARY SCHOOL**  
**2300 North Raisinville Road**  
**Monroe, Michigan**  
**48162**  
**(734) 265-4800 FAX: (734) 265-4801**

May 29, 2012

Dear Mr. Monday,

It is with great pleasure that I recommend Valerie Delekta for tenure status with Monroe Public Schools.

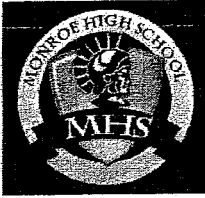
Yours truly,

*Mary Ann Cyr*

Mary Ann Cyr  
Principal

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## Monroe Public Schools

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**MONROE HIGH SCHOOL**  
901 Herr Road  
Monroe, MI 48161

March 31, 2012

Dear Mr. McLeod,

I am pleased to inform you that I am recommending that Mr. DeMaggio be granted tenure. He has successfully completed his four year probationary period.

Mr. DeMaggio has been working under my direct supervision for the past four years. During this time, he has continued to demonstrate tremendous professional growth.

Sincerely,

Montyne Barbee  
Assistant Principal  
Monroe High School

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## Monroe Public Schools

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MONROE HIGH SCHOOL  
901 Herr Road  
Monroe, MI 48161

March 30, 2012

Dear Members of the Board of Education:

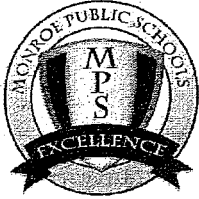
It is my pleasure to recommend Alison Drougel for tenure with Monroe Public Schools.

Sincerely,

Kim Diven  
Assistant Principal

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## Monroe Public Schools

Custer Elementary School  
5003 West Albain Road  
Monroe, Michigan 48161

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To: Monroe Public Schools Board of Education

From: Mari Treece

Re: Tenure Recommendation for Kate Dunlap

Date: May 30, 2012


I have had the extreme pleasure of working with Kate Dunlap at Custer Elementary School for the last two years of her probationary teaching period. It is without any hesitation that I would recommend Ms. Dunlap for a tenured teaching position with Monroe Public Schools.

Kate has proven to be a highly effective and organized educator. Her classroom is rigorous and engaging. She carefully considers the needs of every child as she plans for instruction. Ms. Dunlap has gone above and beyond for the benefit of students at Custer Elementary School. The last few years, she has organized and facilitated the Girls on the Run Program to support the educational, social, and emotional learning of our adolescent girls. She also designed and coordinated a Girls Night Out fundraiser to support the program. In addition, Kate has been instrumental in student council and coordinating the Custer Quiz Bowl team.

Ms. Dunlap has proven that she is reflective in her practice and is able to build positive relationships with staff, students, and families. She is committed to her own learning and to the learning of Custer students.

I have enjoyed learning with Kate, and I am confident that she will continue to bring professionalism, creativity, and a positive energy to Custer Elementary and Monroe Public Schools.

# Memo

**To:** Human Resource Department  
**From:** Renee Peterson   
**CC:** Steve Pollzzie, Terry Joseph, Lisa McLaughlin  
**Date:** 5/25/12  
**Re:** Tenure recommendation

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Mrs. Lindsay Gaertner has demonstrated levels of performance that range from proficient to distinguished in all teacher evaluation domains. She has successfully completed four years of service at Arborwood and Waterloo Elementary as a Speech Therapist with Monroe Public Schools.

Therefore it is with great pleasure I recommend Mrs. Gaertner receive tenure from the Monroe Public School District Board of Education.



## **Waterloo Elementary School**

1933 S. Custer Road - Monroe, Michigan 48161

Phone: 734-265-5100 - Fax: 734-265-5101

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**TO:** Julie Everly

**FROM:** Lisa McLaughlin

**DATE:** May 21, 2012

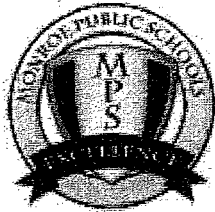
**RE:** Tenure Recommendation for Patricia Geiman

I am pleased to write this tenure recommendation for Patricia Geiman. For the past four years Patricia has been a teacher at Waterloo School. During those years she has become knowledgeable of the district curriculum and the Common Core Standards.

Mrs. Geiman has a passion for learning and remains well informed of current educational issues and instructional practices through participation in professional development activities and readings.

Mrs. Geiman is dedicated to the Waterloo community. She has demonstrated her leadership abilities through her involvement in a number of school projects and activities. She has been an active member of our anti-Bullying Committee and Extended Day and RtI teams. Mrs. Geiman also facilitates Waterloo's Student Council.

With this, I recommend Mrs. Geiman for tenure status with Monroe Public Schools. Her commitment to education is an asset to the district and the teaching profession.



**RAISINVILLE ELEMENTARY SCHOOL**  
**2300 North Raisinville Road**  
**Monroe, Michigan**  
**48162**  
**(734) 265-4800 FAX: (734) 265-4801**

May 29, 2012

Dear Mr. Monday,

It is with great pleasure that I recommend Stacey Goins for tenure status with Monroe Public Schools.

She has made great contributions to the education of the children in our community. We are fortunate to have her on our staff.

Yours truly,

*Mary Ann Cyr*

Mary Ann Cyr  
Principal

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## Monroe Public Schools

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MONROE HIGH SCHOOL  
901 Herr Road  
Monroe, MI 48161

March 27, 2012

Dear Members of the Board of Education:

Special Services teacher Jenna Groves has worked both ends of the educational spectrum. She began her career with us as an elementary teacher at Lincoln, Arborwood, and Custer Elementary Schools. This year she joined the Monroe High School staff to work with freshmen. Regardless of the age of her students, Jenna's enthusiasm for teaching and concern for her pupils has been obvious. It is my pleasure to recommend her for tenure with Monroe Public Schools.

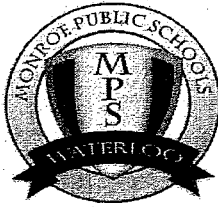
Sincerely,

Kim Diven  
Assistant Principal

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## **Waterloo Elementary School**

1933 S. Custer Road - Monroe, Michigan 48161  
Phone: 734-265-5100 - Fax: 734-265-5101

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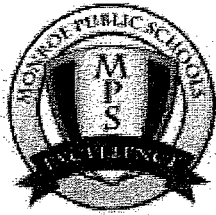
**TO:** Julie Everly  
**FROM:** Lisa McLaughlin  
**DATE:** May 21, 2012  
**RE:** Tenure Recommendation for Amanda Iocoangeli

It is with great pleasure that I write this tenure recommendation for Amanda Iocoangeli. She has completed four successful years as a teacher at Waterloo School. During those years she has become knowledgeable of the district curriculum and the Common Core Standards.

Mrs. Iocoangeli has participated in many professional development activities and has completed her Master's Degree in Educational Media and Technology. She has been an active member of the district's math committee. She also participates on our district and school improvement teams. For the past two years, Amanda has piloted the One to One technology Initiative at Waterloo School, as well. In the area of technology, Amanda has been the "resource broker" for the staff at Waterloo.

Amanda uses best practices in the delivery of instruction for her students, drawing from a wide variety of strategies to meet individual needs. She has created high expectations for all of her students and is a dedicated professional. Mrs. Iocoangeli has earned the respect of the students and parents at Waterloo School. She is a valued member of our staff and an asset to Monroe Public Schools.

It is with pleasure I recommend Mrs. Iocoangeli for tenure status.



**ARBORWOOD ELEMENTARY SCHOOL**  
1008 Riverview Ave  
Monroe, Michigan  
48161  
(734) 265-3800 FAX: (734) 265-3801

May 29, 2012

Dear Mr. Monday,

It is with great pleasure that I recommend Maribeth Lore for tenure status with Monroe Public Schools.

She has made great contributions to the education of the children in our community. We are fortunate to have her on our staff.

Yours truly,

*Steve Pollzzie*

Steve Pollzzie  
Principal

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## MONROE HIGH SCHOOL CAREER & TECHNICAL EDUCATION

Bill Ferrara, Director

901 Herr Road Monroe, MI 48161 Phone 734.265.3450 Fax 734.265.3451

CTE MEMO #015 11.12

TO: Ryan McCleod, Assistant Superintendent  
FROM: Bill Ferrara, Director  
DATE: April 20, 2012  
RE: **TENURE RECOMMENDATION, WILLIAM MILLER**

The 2011/2012 school year completes the two year probationary cycle for Mr. William Miller, who was previously tenured with Flat Rock Community Schools. I have formally evaluated his classroom performance according to the Monroe Public School directives, and I have reviewed all previous evaluations on file.

It is with great pleasure that I recommend Mr. William Miller for tenure with Monroe Public Schools. Bill has demonstrated the skills, attitude, knowledge and professionalism necessary to be an effective and positive member of our education team. His contributions to the Construction Trades program have brought things to a new level of professional operations. His expertise in home construction allows his students to fully understand the various aspects of the trade. Bill's dedication to preparing his students for entry-level positions in today's workforce has had a positive effect on students, and his efforts are greatly appreciated by all!

Sincerely,

Bill Ferrara, Director  
Career & Technical Education

cc  
Matt Cortez, Principal

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**Monroe Middle School**  
**503 Washington Street, Monroe, MI 48161**

Website: <http://www.monroe.k12.mi.us/mms/>  
Phone: 734-265-4000 Fax: 734-265-4001

Mrs. Cindy Flynn, Principal 265-4000  
Mr. Scott Tucker, Assistant Principal 265-4030

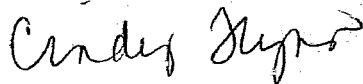
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To: Ryan McLeod, Assistant Superintendent  
From: Cindy Flynn  
Date: March 30, 2012  
Subject: Tenure Letter – Ronald Motyka

At this time I would like to recommend Ronald Motyka, eighth grade earth science teacher at Monroe Middle School for tenure status. Mr. Motyka has successfully completed the four year probationary period. He spent three of his four years at MHS and his last year here at MMS.

Mr. Motyka has proven to be an excellent teacher and dedicated professional that always puts his students first. It was a pleasure to observe Mr. Motyka in his teaching environment, he has a handle on all of his students' abilities and focuses on the positive with all of the students. It is with this in mind that I recommend that his tenure be granted.

Sincerely,



Cindy Flynn

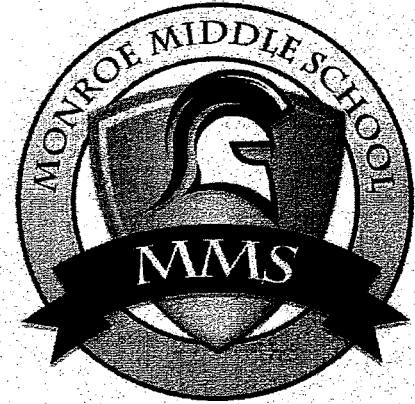
"Monroe Public Schools is committed to being the premier education organization in the region. We are devoted to promoting high expectations for all in a state of the art 21st century curriculum. We recognize that the students and communities we serve are our customers, and we promise to make all decisions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

NOTICE OF 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.

# Memorandum

**To:** Mr. Ryan McLeod, Assistant Superintendent  
**CC:** Cindy Flynn, MMS Principal  
Holly Scherer, Human Resource Specialist  
**From:** Scott Tucker  
**Date:** 3/27/2012  
**Re:** Recommendation of tenure for Larry Nocella

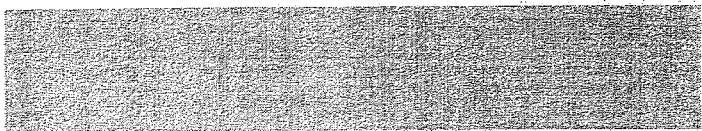
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At this time I would like to recommend Larry Nocella, eighth grade teacher at Monroe Middle School, for tenure status. Mr. Nocella has successfully completed the four year probationary period.

Mr. Nocella has proven to be an excellent teacher and a dedicated professional who is an asset to MMS and MPS District. It is a pleasure to observe Mr. Nocella's growth to the professional level he has obtained. His enthusiasm in the classroom is greatly appreciated by his students, parents and staff.

It is with this in mind that I recommend his for tenure.





## Monroe Public Schools

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**MONROE HIGH SCHOOL**  
901 Herr Road  
Monroe, MI 48161

Wednesday, June 06, 2012

Dear Dr. McLeod:

I am pleased to inform you that I am recommending that Alka Pandya be granted tenure. She has successfully completed her four year probationary period.

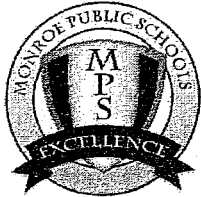
Alka has worked under the guidance of myself and Mr. Otto Zillgitt during her probationary period and has proved to be a highly motivated and effective teacher. Her knowledge and abilities lead the way for her students to find success. She has taken an active role in building level leadership and school improvement efforts to positively effect change in Monroe High School.

Mrs. Pandya is a shining example of the success that every teacher needs to experience and the level of dedication that every teacher should aspire to duplicate. I would highly recommend that her tenure be approved.

Sincerely,

Matthew T. Cortez  
Principal  
Monroe High School

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## Monroe Public Schools

Custer Elementary School  
5003 West Albain Road  
Monroe, Michigan 48161

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To: Monroe Public Schools Board of Education

From: Mari Treece

Re: Tenure Recommendation for Sonya Samona

Date: May 30, 2012

I have had the extreme pleasure of working with Sonya Samona at Custer Elementary School for the last two years of her probationary teaching period. It is without any hesitation that I would recommend Ms. Samona for a tenured teaching position with Monroe Public Schools.

Sonya has proven to be a highly effective and organized educator. Her classroom is rigorous and engaging. She carefully considers the needs of every child as she plans for instruction. Ms. Samona has gone above and beyond for the benefit of students at Custer Elementary School. This last year, she has been a positive voice and productive member of our building school improvement team, as well as our district level improvement team.

Ms. Samona has proven that she is reflective in her practice and is able to build positive relationships with staff, students, and families. She is committed to her own learning and to the learning of Custer students.

I have enjoyed learning with Sonya, and I am confident that she will continue to bring professionalism, creativity, and a positive energy to Custer Elementary and Monroe Public Schools.



# MONROE HIGH SCHOOL CAREER & TECHNICAL EDUCATION

Bill Ferrara, Director

901 Herr Road Monroe, MI 48161 Phone 734.265.3450 Fax 734.265.3451

CTE MEMO #016 11.12

TO: Ryan McCleod, Assistant Superintendent  
FROM: Bill Ferrara, Director  
DATE: April 23, 2012  
RE: **TENURE RECOMMENDATION, TIMOTHY SMITH**

The 2011/2012 school year completes the four year probationary cycle for Mr. Timothy Smith. I have formally evaluated his classroom performance according to the Monroe Public School directives, and I have reviewed all previous evaluations on file.

It is with great pleasure that I recommend Mr. Timothy Smith for tenure with Monroe Public Schools. Tim has demonstrated the skills, attitude, knowledge and professionalism necessary to be an effective and positive member of our education team. His continuous effort to improve teaching strategies and provide state-of-the-art equipment in the lab ensures his students are receiving every educational opportunity available to them. His willingness to put in the extra effort required to meet the needs of all his students has resulted in many success stories that might otherwise have been missed. Tim's willingness to contribute many hours of time during after school open-lab activities, and his encouragement for students to participate, has proven that hard work pays off in many ways. Tim's dedication to preparing all of his students for today's workforce has had a positive effect on students and is readily apparent to colleagues, parents, and the community at large. His efforts are greatly appreciated by all!

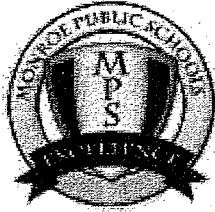
Sincerely,

Bill Ferrara, Director  
Career & Technical Education

cc  
Matt Cortez, Principal

**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.





**RAISINVILLE ELEMENTARY SCHOOL**  
**2300 North Raisinville Road**  
**Monroe, Michigan**  
**48162**  
**(734) 265-4800 FAX: (734) 265-4801**

May 29, 2012

Dear Mr. Monday,

It is with great pleasure that I recommend Teresa Stewart for tenure status with Monroe Public Schools.

She has made great contributions to the education of the children in our community. We are fortunate to have her on our staff.

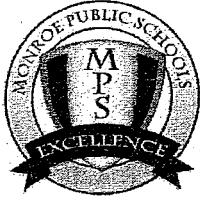
Yours truly,

*Mary Ann Cyr*

Mary Ann Cyr  
Principal

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## Monroe Public Schools

Custer Elementary School  
5003 West Albain Road  
Monroe, Michigan 48161

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To: Monroe Public Schools Board of Education

From: Mari Treece

Re: Tenure Recommendation for Holli Weaver

Date: May 30, 2012

I have had the extreme pleasure of working with Holli Weaver at Custer Elementary School for the last two years of her probationary teaching period. It is without any hesitation that I would recommend Mrs. Weaver for a tenured teaching position with Monroe Public Schools.

Holli has proven to be a highly effective and committed educator. Her classroom is deeply engaging and hums with purposeful learning. The last several years as a third grade teacher, Mrs. Weaver has gone above and beyond for the benefit of students at Custer Elementary School. This last year, she has been a positive voice and productive member of our building school improvement team as well as our district level improvement team. She has also built community relationships by developing a partnership with the Monroe County Community College and the God Works Soup Kitchen, where she engaged her students in a service learning opportunity.

Mrs. Weaver has proven that she is reflective in her practice and is able to build positive relationships with staff, students, and families. She is committed to her own learning and to the learning of Custer students.

I have enjoyed learning with Holli, and I am confident that she will continue to bring professionalism, creativity, and a positive energy to Custer Elementary and Monroe Public Schools.



**Monroe Public Schools**  
Custer Elementary School  
5003 West Albain Road  
Monroe, Michigan 48161

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To: Monroe Public Schools Board of Education

From: Mari Treece

Re: Tenure Recommendation for Stacey Wylie

Date: May 30, 2012

I have had the extreme pleasure of working with Stacey Wylie at Custer Elementary School for the last two years of her probationary teaching period. It is without any hesitation that I would recommend Mrs. Wylie for a tenured teaching position with Monroe Public Schools.

Stacey has proven to be an effective and committed educator. Her classroom is productive and engaging. This year Mrs. Wylie has studied and worked closely with content area coaches and consultants to refine her classroom practice.

Mrs. Wylie has proven that she is a learner herself who is committed to the learning needs of her students. She willingly collaborates with other professional staff members and is able to build positive relationships with staff, students, and families.

I have enjoyed learning with Stacey, and I am confident that she will continue to bring professionalism and a positive energy to Custer Elementary and Monroe Public Schools.

**SEAT TIME WAIVER APPLICATION**

**BACKGROUND**

The online program used for a district's seat time waiver offering must be approved by the local school district's board of education for the purpose of awarding credit that meets the requirements of Michigan Grade Level Content Expectations or the Michigan Merit curriculum. Based upon satisfactory completion of courses or other credit-earning activities, the credits earned through the seat time waiver online courses and activities shall be comparable to credits earned for a high school diploma or grade progression in the district's traditional program setting. The board approval shall allow the program director to comply with this guidance. The seat time waiver program for Monroe Public Schools is the Monroe Virtual High School Program. Since the district is completing a seat time waiver application for the 2012/2013 school year separate from the former ISD application that covered the 2010/2011 and 2011/2012 school years, board approval for the new application is required per pupil accounting regulations 5-O-B, section A.1.

**ENCLOSURE(S)**

n/a

**RECOMMENDATION**

Move to approve the online program used for the Monroe Public School district's seat time waiver offering for the purpose of awarding credit that meets the requirements of Michigan Grade Level Content Expectations or the Michigan Merit Curriculum for the 2012/2013 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	_____	_____	_____	_____

**ADOPTION OF BOARD POLICIES**

**BACKGROUND**

The attached board policies have been reviewed by the board policy committee and are recommended for approval by the full board of education. They have been brought before the board for their first and second readings on May 8 and 22, 2012. 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 adopt the following policies:

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

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

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

**ADOPTION OF RULES AND REGULATIONS,  
MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION**

**BACKGROUND**

The Michigan High School Athletic Association is a voluntary, non-profit corporation comprised of middle, junior and senior high schools whose Boards of Education have voluntarily applied for and received membership for their secondary schools. The Association sponsors statewide tournament play and makes eligibility rules with respect to participation in such M.H.S.A.A. sponsored tournaments and meets. School systems that wish to participate in such meets and tournaments must join the M.H.S.A.A. and agree to be bound by and enforce the M.H.S.A.A. rules, regulations and qualifications concerning eligibility and game rules.

**ENCLOSURE**

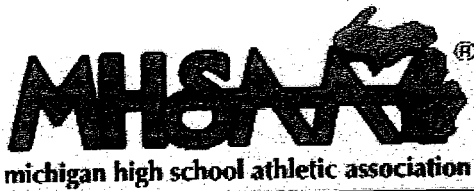
Membership Resolution

**RECOMMENDATION**

Move to adopt the Michigan High School Athletic Association membership resolution for the year August 1, 2012 through July 31, 2013 as presented.

**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	_____	_____	_____	_____



# 2012-13

1661 Ramblewood Drive  
East Lansing, MI 48823  
(517) 332-5046

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies; procedures and schedules. **It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.**

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests; and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

## MEMBERSHIP RESOLUTION

For the year August 1, 2012 — through July 31, 2013

### LIST ON BACK

\_\_\_\_\_ the Secondary School(s) which are under the direction of this Board of Education/Governing Body.

*(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2012-13 must be listed on the back of this form)*

MONROE PUBLIC SCHOOLS City of MONROE

County of MONROE, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current *HANDBOOK* as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2012 and shall remain effective until July 31, 2013, during which the authorization may not be revoked.

### RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

Monroe Public School(s), on the 12<sup>th</sup> day of JUNE, 2012, and is so recorded in the minutes of the meeting of the said Board/Governing Body.

MONROE PUBLIC SCHOOLS  
(Governing Body Name)  
1275 N. MACOMB ST  
(Address)  
MONROE MI 48162  
(City)

\_\_\_\_\_  
Board Secretary Signature  
or Designee  
 Check if Designee

# Schools Which Are To Be MHSAA Members During 2012-13

**NOTE:** Pursuant to the MHSAA Constitution, "All high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has an enrollment and on-site attendance of at least 15 students, whether for grades 7 and 8, or 7 through 9, or 10 through 12, or 9 through 12; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization." If enrollment falls below the minimum, the school must notify the MHSAA and its membership will be suspended.

### Senior High School(s)

1. Monroe High
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

### Junior High /Middle School(s) (How many students in grades 7 & 8)

1. Monroe middle school (943)
2. \_\_\_\_\_ (     )
3. \_\_\_\_\_ (     )
4. \_\_\_\_\_ (     )
5. \_\_\_\_\_ (     )
6. \_\_\_\_\_ (     )
7. \_\_\_\_\_ (     )
8. \_\_\_\_\_ (     )
9. \_\_\_\_\_ (     )
10. \_\_\_\_\_ (     )
11. \_\_\_\_\_ (     )
12. \_\_\_\_\_ (     )
13. \_\_\_\_\_ (     )
14. \_\_\_\_\_ (     )
15. \_\_\_\_\_ (     )
16. \_\_\_\_\_ (     )
17. \_\_\_\_\_ (     )
18. \_\_\_\_\_ (     )
19. \_\_\_\_\_ (     )
20. \_\_\_\_\_ (     )

**If necessary, list additional schools on a separate sheet.**

Board Meeting #10  
June 12, 2012  
Item # C.8

**EXTENSION OF SODEXO FOOD SERVICE CONTRACT**

**BACKGROUND**

In 2009 Monroe Public Schools contracted with Sodexo to manage the district's food service program. State law allows food service contracts to be renewed without going through the formal bid process on an annual basis not to exceed five consecutive years. Sodexo management group has satisfactorily met the needs of Monroe Public Schools and most importantly continues to operate a profitable food program. I recommend that Monroe Public Schools renew a one year extension of Sodexo's food service management contract agreement for the 2012/2013 school year.

**ENCLOSURES**

MDE Approval  
Operating Budget for 2012-2013 School Year

**RECOMMENDATION**

Move to extend the food service management contract of Sodexo for the 2012/2013 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	_____	_____	_____	_____

Scanned to  
K. Eighmey  
5-29-12

RICK SNYDER  
GOVERNOR



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

May 22, 2012

*Kathy*

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

Re: Agreement No. 58010

Dear Superintendent Monday:

On May 18, 2012, the Michigan Department of Education (MDE) received your request for renewing its food service management contract with Sodexo for the 2012-13 school year and has approved the following:

1. Equivalent Meal Factor – change \$2.9800 current equivalent meal factor to \$2.9925 per USDA/MDE guidelines. This represents an increase of 0.419% from the previous year.
2. The current management fee of \$.0780 per meal will increase by 2.9% to the new management fee of \$.0800 per meal.
3. The current administrative fee of \$.0940 per meal will increase by 2.9% to the new administrative fee of \$.0960 per meal.
4. There will be no advance payment.
5. The Current CPI-U for December 2011 is 2.9%.
6. For the 2012-13 school year a break even budget is guaranteed. The guarantee may be adjusted to reflect additional costs incurred by Sodexo in connection with the implementation of legislation or other legal requirements including, but not limited to, the Healthy, Hunger-Free Kids Act of 2010 or other rules and regulations which increase the costs paid by Sodexo. The adjustments will be calculated commencing on the date the requirements are effective.
7. The original equipment purchase/investment amount of \$25,000. There is \$15,000 remaining on that investment that may be spent over the remainder of the five-year contract.

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT  
NANCY DANHOF – SECRETARY • MARIANNE YARED MCGUIRE – TREASURER  
RICHARD ZEILE – NASBE DELEGATE • KATHLEEN N. STRAUS  
DANIEL VARNER • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
www.michigan.gov/mde • (517) 373-3324



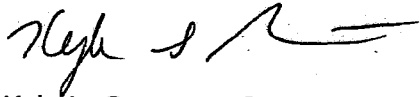
Mr. Randy W. Monday  
Page 2  
May 22, 2012

MDE concurs with the school district's recommendation that the contract be renewed with Sodexo for the 2012-13 school year and be taken to the school district's Board of Education for approval. Once the board approves the contract renewal, a signed copy of the Agreement Page and the Contract Renewal Agreement must be forwarded to MDE for its files. If the school board should make any changes to the contract, these changes must be forwarded to MDE for its approval before the contract renewal can be signed by the school district.

Copies of the Lobbying and Suspension/Debarment Certificates signed by your approved vendor for School Year 2012-13 can be found at:  
[http://www.michigan.gov/mde/0,4615,7-140-6530\\_6569-19568--,00.html](http://www.michigan.gov/mde/0,4615,7-140-6530_6569-19568--,00.html).  
Please print copies for your records.

If MDE can be of further assistance to you or your approved vendor, please contact Katherine Fuller at 517-373-4017 or [fullerk@michigan.gov](mailto:fullerk@michigan.gov).

Sincerely,



Kyle L. Guerrant, Director  
Office of School Support Services

klg:kf:dt

Monroe Public Schools  
 Food Service Department  
 Operating Budget for 2012 - 2013 School Year



March 21, 2012

**Revenues**

			CPM	% of Sales
Student Lunch Cash	\$	394,603	\$ 0.37	14%
Student Breakfast Cash	\$	27,836	\$ 0.03	1%
Student A la Carte	\$	318,801	\$ 0.30	11%
Adult Cash	\$	25,944	\$ 0.02	1%
Catering	\$	165,000	\$ 0.16	6%
Vending	\$	17,717	\$ 0.02	1%
Federal Breakfast Reimbursements	\$	382,360	\$ 0.36	13%
Federal Lunch Reimbursements	\$	1,392,000	\$ 1.32	49%
Interest Income	\$	750	\$ 0.00	0%
State Breakfast Reimbursement 31F	\$	17,765	\$ 0.02	1%
State Lunch Reimbursement 31D	\$	91,294	\$ 0.09	3%
<b>Total Revenues</b>	<b>\$</b>	<b>2,834,069</b>	<b>\$ 2.68</b>	<b>100%</b>

**Expenses**

Food (includes return of VDAs & Processed Commodities)	\$	1,106,685	\$ 1.05	39%
Sodexo Labor & Benefits	\$	1,101,989	\$ 1.04	39%
District Labor & Benefits	\$	170,990	\$ 0.16	6%
Sodexo Non Food Costs	\$	197,829	\$ 0.19	7%
District Non Food Costs	\$	89,680	\$ 0.08	3%
Management Fees \$.08 cpm	\$	75,433	\$ 0.07	3%
Administrative Fees \$.097 cpm	\$	91,463	\$ 0.09	3%
<b>Total Expenses</b>	<b>\$</b>	<b>2,834,069</b>	<b>\$ 2.68</b>	<b>100%</b>

**Excess / (Deficit) \$ 0**

**Budget Notes & Assumptions**

- No change to serving times and locations
- No significant change to enrollment
- State 31F amount based on amount received in 2010-11 school year
- State 31F amount based on amount scheduled to receive in 2011-12 school year
- 2.5% increase projected in federal reimbursements
- \$.05 per lunch reimbursement per HHFKA beginning October 2012
- State mandated equivalent meal rate of \$2.9925
- Average lunch price increase of \$.05 per meal per USDA mandate
- CPI increase of 2.9% to Sodexo management fee per RFP (+.002 cpm)
- CPI increase of 2.9% to Sodexo administrative fee per RFP (+.003 cpm)
- All VDAs returned to district per RFP
- Michigan state SUI rate of 11.05% applied
- Continue Head Start program at current locations and meal counts
- Factored in 5% increase to food cost due to mandated meal changes
- Guarantee a break-even budget up to amount of combined fees
- Guarantee amount may be adjusted to reflect additional costs incurred in connection with the implementation of legislation or other legal requirements including, but not limited to, the Healthy Hunger Free Kids Act of 2010 and subsequent federal guidelines which increase food service program costs.
- Equipment investment of \$15,000.00 remaining from original amount of \$25,000.00

Breakfast Serving Days	175
Lunch Serving Days	170
Breakfasts	230,825
Lunches	651,242
Equivalent Meals	176,261
<b>Total Meals</b>	<b>1,058,328</b>
<b>Total Fee Meals</b>	<b>942,916</b>

Approved by:

Monroe Public Schools  
 Date:

Sodexo School Services  
 Date:

Board Meeting #10  
June 12, 2012  
Item #C.9

**APPROVAL OF FIRST VEHICLE SERVICES FLEET MAINTENANCE CONTRACT  
FOR THE 2012/13 THROUGH 2014/15 FISCAL YEARS**

**BACKGROUND**

First Vehicle Services (FVS) is contracted to provide fleet maintenance for MPS school bus and maintenance service vehicles. As you are aware, the district tried aggressively to rebid this service in 2008 and most recently in 2009 but was unsuccessful in both instances to get another company other than FVS to submit a proposal. In June 2009, Monroe Public Schools and FVS entered into a three year contract from July 2009 through June 2012.

Jerry Oley contacted the management of FVS regarding the possibility of extending the current contract for three additional years. FVS is proposing the following adjustments:

Year 1 (2012/13)	No cost increase
Year 2 (2013/14)	Contract price adjusted using the Consumer Price Index (CPI)
Year 3 (2014/15)	Contract price adjusted using the Consumer Price Index (CPI)

**ATTACHMENTS**

Memo from Mr. Oley  
Summary of contract year increases

**RECOMMENDATION**

Move to award the fleet maintenance contract to First Vehicle Services covering the 2012/13, 2013/14 and 2014/15 school years. The agreed upon rates for each of those years is as follows: 2012/13 – no cost increase, 2013/14 – adjustment as per CPI and 2014/15 – adjustment as per CPI.

**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	_____	_____	_____	_____

**First  Vehicle Services**

**First Vehicle Services**  
4920 West Albain Road  
Monroe, Michigan 48161  
Tel 734-265-3310  
Fax 734-265-3311  
[www.firstvehicleservices.com](http://www.firstvehicleservices.com)

5/18/12

**Mr. Jerry Oley**  
Director of Operations  
Monroe Public Schools  
4920 West Albain Road  
Monroe, Mi 48161

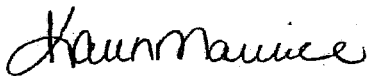
Dear Jerry,

Thank you for your time and effort in the many discussions we have had over the past few months, in reference to the upcoming contract renewal between Monroe Public Schools (MPS) and First Vehicle Services (FVS). Throughout our discussions, it is clear that MPS continues to struggle with the tough economic climate. FVS understands these financial challenges but we still want to maintain the high quality fleet standards that the District has come to expect. With that said, we are prepared to move forward with the following proposal.

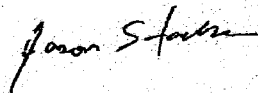
We are in agreement that a three year extension to our contract with the District is best suited for both parties and offers the uninterrupted service. We are proposing the first of three extension years (2012/2013) at our current cost with no increase. For the second and third extension years, we propose adjusting the contract price using the Consumer Price Index (CPI), as we have done in past.

We value our 16 year partnership with MPS and look forward to continued service to the MPS District. If you have any questions or would like to have any further discussions, please feel free to contact us at your convenience.

Sincerely,



**Karin Maurice**  
General Manager  
First Vehicle Services



**Jason Stack**  
Region Vice President  
First Vehicle Services

CC: Customer File

**A FirstGroup America  Company**

**Contract Year Increases**

03/04	\$1,181.84	\$37.13		3.0%	
04/05	\$1,210.20	\$38.02		2.4%	
05/06	\$1,282.81	\$40.30		6.0%	% increase higher due to Mileage Peg increased by 75,000 miles
06/07	\$1,314.88	\$41.31		2.5%	
07/08	\$1,354.33	\$42.55		3.0%	
08/09	\$1,408.50	\$44.25		4.0%	
09/10	\$1,649.55	\$45.58	\$42.00	See Notes	New Contract Inception
10/11	\$1,674.29	\$46.95	\$43.36	(-1.5%)	FVS Decreased contract amount by 1.5% at the request of MPS - contract per diem was to be \$1700.44
11/12	\$1,753.38	\$48.36	\$44.56		

**ASBESTOS ABATEMENT – ARBORWOOD SOUTH OFFICE RENOVATION**

**BACKGROUND**

Prior to starting the office renovation at Arborwood South, asbestos abatement must be completed. Please refer to Mr. Oley's memo for details.

**ENCLOSURES**

Memo – Jerry Oley  
Bids from Midwest Environmental Control, Total Environmental Services and Qualified Abatement Services

**RECOMMENDATION**

Move to award the contract for Arborwood South asbestos abatement to Midwest Environmental Control of Toledo, Ohio. Cost not to exceed \$9,880. Money for this project is 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



TO: Jerry Oley  
Director of Operations

DATE: May 31, 2012

FROM: Vince Castiglione  
Custodial/Maintenance Supervisor

RE: Asbestos Abatement at Arborwood South

Asbestos abatement will be required during the remodeling of the Arborwood South Office. Abatement will consist of:

1. Removal and disposal of asbestos containing floor tile under the carpet.
2. Removal and disposal of exposed asbestos containing sheet vinyl material
3. Removal and disposal of asbestos containing acoustical plaster
4. Scarification of mastic

Three quotes were acquired and are summarized as follows

**Midwest Environmental Control, Inc.** – Toledo Ohio

**TOTAL \$9,880.00**

**Total Environmental Services** – Toledo, Ohio

**TOTAL \$12,515.00**

**Qualified Abatement Services** – Detroit, MI

**TOTAL \$15,810.00**

It is my recommendation the low bidder **Midwest Environmental Control** of Toledo be awarded the contract for asbestos abatement services for the Arborwood Elementary office renovation project for a total of **\$9,880.00** and all other bids be rejected.

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

If you need further information, please let me know.

VDC/ks

Attachments: Asbestos Abatement Service Bids

4920 W. Albain Road • Monroe, MI 48161

NOTICE OF NONDISCRIMINATION

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

**SECTION 00300  
BID FORM**

FOR: Asbestos Abatement at Arborwood South Elementary School

TO: Monroe Public Schools, 4920 West Albain Road, Monroe, Michigan 48161

We, the undersigned, have familiarized ourselves with the local conditions affecting the cost of the work. We have visited the site. We have examined the Contract Documents, prepared by DMD Environmental, Inc., 3424 West Laskey Road, Toledo, Ohio 43623-4032. These documents include Instructions to Bidders, General Conditions, Supplementary Conditions, and Specifications, Addenda and Exhibits issued and attached to the Specifications on file in the office of the Consultant. We hereby propose to furnish all labor, materials, necessary tools, expendable equipment, disposal, and transportation services necessary to perform and complete work in a workmanlike manner and comply with all terms and conditions in accordance with the specifications and drawings.

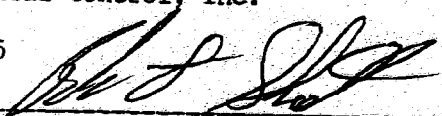
**BASE BID**

1. The removal and disposal of 1,710 square feet (SF) asbestos containing (AC) nine inch by nine inch (9" x 9") floor tile under carpet, exposed AC sheet vinyl material, and the scarification of mastic in the library (room 135). The contractor is to verify the amount..... \$ 1,280.00
  
2. The removal and disposal of AC acoustical plaster in the library (room 135). The total amount is 1,770 SF. The contractor is to verify the amount..... \$ 8600.00
  
- TOTAL BASE BID..... \$ 9880.00

**UNIT RATE COST, Arborwood South Elementary School**

1. Unit price per SF of flooring under carpet..... \$ 2.00
  
2. Unit price per SF of acoustical plaster..... \$ 12.00

Midwest Environmental Control, Inc.  
4708 Angola Road  
Toledo, Ohio 43615





**SECTION 00300  
BID FORM**

FOR: Asbestos Abatement at Arborwood South Elementary School

TO: Monroe Public Schools, 4920 West Albain Road, Monroe, Michigan 48161

We, the undersigned, have familiarized ourselves with the local conditions affecting the cost of the work. We have visited the site. We have examined the Contract Documents, prepared by DMD Environmental, Inc., 3424 West Laskey Road, Toledo, Ohio 43623-4032. These documents include Instructions to Bidders, General Conditions, Supplementary Conditions, and Specifications, Addenda and Exhibits issued and attached to the Specifications on file in the office of the Consultant. We hereby propose to furnish all labor, materials, necessary tools, expendable equipment, disposal, and transportation services necessary to perform and complete work in a workmanlike manner and comply with all terms and conditions in accordance with the specifications and drawings.

**BASE BID**

1. The removal and disposal of 1,710 square feet (SF) asbestos containing (AC) nine inch by nine inch (9" x 9") floor tile under carpet, exposed AC sheet vinyl material, and the scarification of mastic in the library (room 135). The contractor is to verify the amount..... \$ 3,420.00
  
2. The removal and disposal of AC acoustical plaster in the library (room 135). The total amount is 1,770 SF. The contractor is to verify the amount..... \$ 12,390.00
  
- TOTAL BASE BID ..... \$ 15,810.00

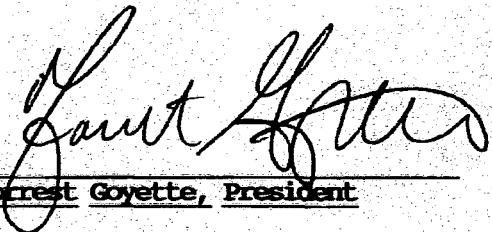
**UNIT RATE COST, Arborwood South Elementary School**

1. Unit price per SF of flooring under carpet ..... \$ 2.00
  
2. Unit price per SF of acoustical plaster ..... \$ 7.00

**SUBMITTED BY:**

Qualified Abatement Services, Inc.  
1935 McGraw Street  
Detroit, MI 48208

(313) 361-6003  
Fax: (313) 361-6143

  
Forrest Goyette, President

**SECTION 00300  
BID FORM**

FOR: Asbestos Abatement at Arborwood South Elementary School

TO: Monroe Public Schools, 4920 West Albain Road, Monroe, Michigan 48161

We, the undersigned, have familiarized ourselves with the local conditions affecting the cost of the work. We have visited the site. We have examined the Contract Documents, prepared by DMD Environmental, Inc., 3424 West Laskey Road, Toledo, Ohio 43623-4032. These documents include Instructions to Bidders, General Conditions, Supplementary Conditions, and Specifications, Addenda and Exhibits issued and attached to the Specifications on file in the office of the Consultant. We hereby propose to furnish all labor, materials, necessary tools, expendable equipment, disposal, and transportation services necessary to perform and complete work in a workmanlike manner and comply with all terms and conditions in accordance with the specifications and drawings.

**BASE BID**

1. The removal and disposal of 1,710 square feet (SF) asbestos containing (AC) nine inch by nine inch (9" x 9") floor tile under carpet, exposed AC sheet vinyl material, and the scarification of mastic in the library (room 135). The contractor is to verify the amount..... \$ 1,895.00
  
2. The removal and disposal of AC acoustical plaster in the library (room 135). The total amount is 1,770 SF. The contractor is to verify the amount..... \$ 10,620.00
  
- TOTAL BASE BID ..... \$ 12,515.00

**UNIT RATE COST, Arborwood South Elementary School**

1. Unit price per SF of flooring under carpet ..... \$ 1.75
  
2. Unit price per SF of acoustical plaster ..... \$ 7.50

**MHS TRACK AND HIGH JUMP REPAIRS**

**BACKGROUND**

In order to properly preserve the integrity of the high school track and high jump surface it is necessary to make repairs as damages occur. There are several areas needing attention at this time. Please refer to Mr. Castiglione's memo for details.

**ENCLOSURES**

Letter from Vince Castiglione  
Quotes from Star Trac Enterprise and The Courtsmiths

**RECOMMENDATION**

Move to accept the bid of \$4,500 from Star Trac Enterprise, Southfield, MI for repair of the track and high jump surface at Monroe High School and reject all other bids. Money for this project is 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



June 1, 2012

**To:** Jerry Oley  
Director of Operations

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

**Re:** MHS Track and High Jump Repairs

The Monroe High School track and high jump areas have developed damages to the surface in a number of places. If left unrepaired, these spots will grow. Therefore, it is prudent to make repairs at this time. Quotes were requested from three companies but only two quotes were received.

Quotes are summarized as follows:

Star Trac Enterprise Southfield, MI	\$4,500.00
The Courtsmiths Toledo, Ohio	\$5,845.00

It is my recommendation the low bidder **Star Trac Enterprise** of Southfield, MI be awarded the contract for track and high jump repair at Monroe High School for a total of **\$4,500.00** and all other bids be rejected.

Funds for track repair 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.

# STAR TRAC ENTERPRISE

DESIGNERS & BUILDERS OF QUALITY ATHLETIC FACILITIES



April 09, 2012

Vince  
Operations Department  
4920 West Alhain Road  
Monroe, Michigan 48161

Re: Monroe High School

Dear Sir:

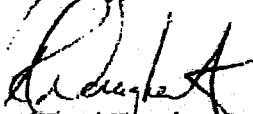
Thank you for calling Star Trac Enterprise, regarding repairs to the above project. Below is what I would recommend.

1. Remove rubber on runway.
2. Repair approximately 32 square feet of runway settlement.
3. Fill with acrylic patch binder.
4. Apply rubber and polyurethane mix.
5. Cut and patch areas where needed on track and high jump.

For the sum of Four Thousand Five Hundred Dollars (\$4,500.00).

Hoping that this meets with your approval. If you have any questions, please do not hesitate to contact us.

Sincerely,

  
Richard Dougherty



26661 W. TEN MILK ROAD • SOUTHFIELD, MICHIGAN 48034  
PHONE (800) 752-1904 • E-MAIL WRDA@SBCGLOBAL.NET



May 23, 2012

Monroë High School  
Mr. Vince Castiglione  
901 Herr Road  
Monroe, Michigan 48161

**Project: Running Track Repair**

**Specification: Remove damaged areas in runway, magic square, and main oval. Patch 35 feet of runway area to proper grade using ASBA approved patch mix. Clean all stripped areas and install new urethane surface.**

**Quotation: Five Thousand Eight Hundred Forty-five and 00/100 (\$ 5,845.00 )**

Should this work be contracted, a payment schedule shall be arranged, and agreed upon for the payment with the contract, and for completed segments of the specification . The net amount of this contract is to be paid upon completion of the work. Any deviation or alteration from the above specification involving extra cost of material or labor will be executed only upon written order from the Owner, and will become an extra charge over the quoted amount. All agreements must be made in writing. The Contractor shall carry Workman's Compensation, Public Liability & Property Damage Insurance under this contract. Your signed acceptance constitutes a contract between You and the Undersigned.

Respectfully,  
The CourtSMITHS

By 

Accepted: \_\_\_\_\_

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

4694 West Bancroft Street, Toledo, Ohio 43615 • 419 / 531-6292 419 / 531-7572 (fax) • [www.courtsmiths.com](http://www.courtsmiths.com)

Member U.S. Tennis Court and Track Builder's Association

Board Meeting #10  
June 12, 2012  
Item #C.16

**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the June 12, 2012 Board Meeting #10.

**HAND VOTE**

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

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