



# MONROE PUBLIC SCHOOLS

**BOARD MEETING #14**

**August 14, 2012**

**7:00 p.m.**

**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.”*

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

*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) 265-3070.*

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

Board Meeting #14  
August 14, 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	_____	_____

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Board Meeting #14  
Tuesday, August 14, 2012  
7:00 p.m.

**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	
<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:		
• July 24, 2012 Work Session		
• July 24, 2012 Board Meeting #13		
• July 31, 2012 Special Board Meeting		
2. <b>Reports and Updates</b>	Dr. McLeod	11
TSSI Contracted Coaches and their placement.		
3. <b>Teacher Appointment</b>	Dr. McLeod	12
Move to approve the appointment of Kellie Cook as a teacher with Monroe Public Schools effective September 4, 2012 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
4. <b>Teacher Appointment</b>	Dr. McLeod	15
Move to approve the appointment of Lidia Talaba as a teacher with Monroe Public Schools effective September 4, 2012 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
5. <b>Recall from Layoff</b>	Dr. McLeod	18
Move to approve the recall of Letitia Kunselman from the Monroe Public Schools layoff list, to notify said teacher of this recall by official communication, and to approve the		

teacher contract extension for said teacher for the 2012/13 school year effective August 14, 2012.

**Page**

- |                                                                                                                                                                                                                                                                               |              |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----|
| <b>6. Coaching Recommendation</b><br>Move to approve James Davis as the Varsity Girls Softball Coach for the spring 2012/13 season and Scott Hochradel as the Middle School Athletic Supervisor for the 2012/13 school year, winter season, as per the MCEA master agreement. | Dr. McLeod   | 19 |
| <b>7. Staff Resignation</b><br>Move to approve the resignation of Renee Faziani effective July 31, 2012, from Monroe Public Schools.                                                                                                                                          | Dr. McLeod   | 20 |
| <b>8. Lucy West</b><br>Move to approve the contracted professional development from Lucy West. This expenditure will be covered using Title I and Title II funds not to exceed \$40,000.00.                                                                                   | Mrs. Everly  | 22 |
| <b>9. CTE Textbooks</b><br>Move to approve the purchase of new textbooks for the MHS Photo Shop classes at the cost of \$4640.63                                                                                                                                              | Dr. McLeod   | 24 |
| <b>10. Technology Sound System Update</b><br>Move to approve the purchase of the sound system for MHS and MMS. At a cost not to exceed \$230,000.00 the funds will come from the Technology Millage.                                                                          | Dr. McLeod   | 26 |
| <b>11. Security Service Agreement</b><br>Move to accept the bid from Roberts Security to provide security services at MMS and MHS for three years, expiring June 30, 2015. The hourly rate will be \$13.75 for 2012/13, \$13.89 for 2013/14 and \$13.96 for 2014/15.          | Mrs. Eighmey | 39 |
| <b>12. Superintendent's Comments</b>                                                                                                                                                                                                                                          | Mr. Monday   |    |
| <b>13. Old Business</b>                                                                                                                                                                                                                                                       | Mr. Vensel   |    |
| <b>14. New Business</b>                                                                                                                                                                                                                                                       | Mr. Vensel   |    |

**15. Public Commentary – Any Topic**

Mr. Vensel

**16. Adjournment**

Mr. Vensel

45

Move that the August 14, 2012 Board Meeting #14 of the Monroe Public Schools Board of Education be adjourned.

**APPROVAL OF MINUTES**

**ENCLOSURES**

- July 24, 2012 Board Work Session Minutes
- July 24, 2012 Board Meeting #13 Minutes
- July 31, 2012 Special Board Meeting Minutes

**RECOMMENDATION**

Move to approve the following minutes as submitted:

- July 24, 2012 Board Work Session
- July 24, 2012 Board Meeting #13
- July 31, 2012 Special Board Meeting

**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, July 24, 2012

**5:30 p.m.**

**MINUTES**

**Roll Call and Call to Order**

Board Members Present: President Dave Vensel (arrived at 6:01 p.m.), 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, Ryan McLeod, Barry Martin

Administrators Absent: Julie Everly, Katherine Eighmey, Jerry Oley, David Payne

Vice-President Yeo called the meeting to order at 5:38 p.m.

**Closed Session**

Motion by Mr. Mason; support by Dr. March to convene in closed session for the purpose of attorney-client privilege.

Vote: Motion carried by a 6-0 hand vote at 5:39 p.m.

**Reconvene Work Session**

Motion by Mr. Mason; support by Mr. Yeo to reconvene in open session of the July 24, 2012 work session.

Vote: Motion carried by a 7-0 hand vote at 7:00 p.m.

**Adjournment**

Motion by Mr. Mason; support by Mr. VanWasshenova that the 5:30 p.m., July 24 2012 Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:00 p.m.

---

**June Knabusch-Taylor, Secretary**

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Board Meeting #13

Tuesday, July 24, 2012

7:00 p.m.

**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, Ryan McLeod, Katherine Eighmey, Barry Martin

Administrators Absent: Julie Everly, David Payne, Jerry Oley

President Vensel called the meeting to order at 7:10 p.m.

**Public Commentary-Agenda Items Only**

There was no public commentary at this time.

**Approval of Minutes**

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

- July 10, 2012 Board Meeting #12

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

**Reports and Update**

The Informational Report – Contracted Coaches, was received without comments.

**Staff Resignation**

Motion by Mr. Yeo; support by Mr. Mason to approve the resignation of Marc Drougel, effective August 31, 2012, from Monroe Public Schools.

Discussion: Mr. Drougal was an excellent teacher and has been offered a job by Detroit Country Day.

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

**Recall from Layoff**

Motion by Mr. VanWasshenova; support by Mr. Yeo to approve the recall of Alex Schukow from the Monroe Public Schools layoff list, to notify said teacher of this recall by official communication, and to approve the teacher contract extension for said teacher for the 2012/13 school year effective July 25, 2012.

Discussion: Mr. Schukow is available and his contract will begin on September 1, 2012.

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



**Fence Replacement at Waterloo**

Motion by Mr. VanWasshenova; support by Mr. Mason to accept the proposal for fence replacement at Waterloo from Bedford Fence Co., Temperance, Michigan for a cost not to exceed \$9,200. Monies to be taken from Building and Site Sinking Fund.

Discussion: After a thorough inspection it was decided that the entire fence needed replacing.

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

**Gutter and Drain Replacement at Operations Center**

Motion by Mr. Yeo; support by Mr. VanWasshenova to approve the proposal for gutter and drain replacement from Rocky's Roofing, Monroe, Michigan for a cost not to exceed \$10,324. Monies to be taken from Building and Site Sinking Fund.

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

**MHS Cross Country Camp – In-State/Overnight**

Motion by Mr. Yeo; support by Dr. March to approve the Monroe High School cross country team members' attendance at the cross country camp being held at Lake Dianne near Hillsdale, Michigan according to the terms of Policy IICA, Field Trips and Excursions.

Discussion: Field trip requests should be turned in at least ten days before the trip.

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

**Superintendent Comments**

- In the five weeks since it opened, the Dick Waters swimming pool has hosted over 2,000 swimmers. Pool passes will be distributed at next week's Monroe County Fair.
- Monroe Public Schools will once again be represented at the fair with a booth in the Monroe Bank and Trust Expo Center. Board members are welcome to volunteer their time in the booth along with other staff members.
- Two teachers, Meghan Gibson and Holly Wallace, will be interviewed by the Monroe Evening News regarding DreamBox.
- Monroe Public Schools will be featured in a story in the Monroe Magazine with a piece about the art work at Lincoln. This will be an excellent way to promote our auction of these pieces. A date for the auction will be decided upon in the next couple of weeks.
- MHS student registration is August 1 and 2. Students registering must be accompanied by a parent or guardian and no appointment is necessary.

**Old Business**

John Ray updated the Board members on the new high school football field scoreboard which arrived recently. Every four years, the sign company will resell the ad space on the scoreboard and MPS will receive 50% of this money. Fifth/Third Bank purchased a scoreboard for the baseball field. Additional athletic field projects are in progress as well. (i.e., soccer field building)

Mr. Monday spoke to the mayor after the last board meeting regarding a citizen's complaint about the thefts at the site of the Lincoln school demolition. He also made two calls to the citizen and left messages, but has not heard from him again.

In the newsletter, there is an article about possibly building a museum housing school artifacts.

**New Business**

The theme of MHS homecoming this year is "Back to the Future". The Education Foundation is working to promote participation in this event.

Mr. Yeo noted a recent article in the Monroe Evening News regarding the Community Foundation's support of education. Our own Education Foundation needs to get the word out of their positive support of education as well.

**Public Commentary-Any Topic**

Selma Rankins, citizen, is hopeful that test scores will improve.

**Adjournment**

Motion by Mr. VanWasshenova; support by Mr. Yeo that the July 24, 2012, Board Meeting #13 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:45 p.m.

---

**June Knabusch-Taylor, Secretary**

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Special Board Meeting  
Tuesday, July 31, 2012  
6:00 p.m.

**MINUTES**

**Roll Call and Call to Order**

Board Members Present: President Dave Vensel, Secretary June Knabusch-Taylor, Parliamentarian Tedd March, Trustee Aaron N. Mason, Trustee Wendy Spicer, and Trustee Larry VanWasshenova.

Board Members Absent: Vice President Robert Yeo

Administrators Present: Randy Monday, Julie Everly, Ryan McLeod, Barry Martin

Administrators Absent: Katherine Eighmey, Jerry Oley, David Payne

President Vensel called the meeting to order at 5:58 p.m.

**Public Commentary-Agenda Items Only**

There was no public commentary at this time.

**Recommended Motion to Proceed in Closed Session**

Motion by Dr. March; support by Mrs. Knabusch-Taylor to convene in closed session for the purpose of attorney/client privilege.

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

**Adjournment of Closed Session and Reconvene**

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor that the closed session be adjourned and the Special Board Meeting be reconvened into open session.

Vote: Motion carried by a 6-0 hand vote at 6:46 p.m.

**Adjournment**

Motion by Mrs. Knabusch-Taylor; support by Mr. Mason that the July 31, 2012, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 6:47 p.m.

---

**June Knabusch-Taylor, Secretary**

## REPORTS AND UPDATES

### BOARD COMMITTEES/OTHER REPORTS

---

#### a. Informational Report Contracted Coaches

The following coaches will be placed in the listed positions below by Temporary School Staff, Inc. upon completion of criminal history verifications for the 2012/13 season:

Last Name	First Name	Season	Sport	School
Griffin	Gary	Fall	Athletic Supervisor	Middle School
Volpi	Annalee	Spring	Athletic Supervisor	Middle School

**TEACHER APPOINTMENT**

**BACKGROUND**

On behalf of the administration and the interview panel, I am recommending the appointment of Kellie Cook as a teacher with Monroe Public Schools. Ms. Cook will be assigned to the Certified Nursing Assistant Teaching Position at Monroe High School for the 2012/13 school year.

Ms. Cook currently holds an Associate's Degree in Applied Science from Lansing Community College and is the process of completing her Bachelor of Science in Nursing from Ohio University. Ms. Cook was most recently employed by Monroe County Community College as a delegate instructor and prior to that was employed as a Registered Nurse with Memorial Health Care Center. Ms. Cook holds a Registered Nurse License and a Nurse Aide Train-the-Trainer License.

Members of the interview panel were: Bill Ferrara, CTE Director, Matt Cortez, MHS Principal, and Leah Morelli and Ron Motyka, Teachers.

**ENCLOSURE**

Resume

**RECOMMENDATION**

Move to approve the appointment of Kellie Cook as a teacher with Monroe Public Schools effective September 4, 2012 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

	<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	_____	_____	_____	_____

# Kellie Marie Cook

7624 Bridgeway Drive  
Temperance, Michigan 48182  
Home (734)224-0090  
Cell phones (734)347-7990 or (989)321-1733  
[pcookkmc@aol.com](mailto:pcookkmc@aol.com) or [kc310911@ohio.edu](mailto:kc310911@ohio.edu)

---

## *Health Science/Certified Nursing Assistant Teacher*

Over nineteen years in the health care profession. Majority of nursing experience has been caring for patients with chronic and acute illnesses. I have over seven years of experience educating college level students on how to properly care for residents and patients. Teaching students has been the highlight of my nursing career. I also provide management and leadership skills within the hospital and college settings. Highly motivated and ready to assist high school students interesting in health care professions.

## **Professional Profile**

Highly qualified nurse that serves as a leader, mentor, educator and patient advocate. Multiple years of nursing experience. Seeking the opportunity to assist students with their learning process involving health care professions. Serving as an educator has provided insight to the learning needs and ways of aiding others to reach their full potential. The privilege to be part of one's learning process would be an honor.

## **Professional Experience**

### ***Monroe County Community College***

***2010 to present***

Began as a delegate instructor assisting in the laboratory and clinical setting educating nursing assistant students. Patient safety and emergency procedures were incorporated into each lesson plan. Also serve as a primary instructor educating students within the classroom, laboratory and clinical setting.

### ***Memorial Health Care Center, R.N.***

***1993 to 2011***

Maintained per diem status as a Registered Nurse. I was assigned to any unit within the hospital that requires extra nursing staff. The primary areas of experience are: medical, surgical, mental health (stress unit), critical care and Long Term Care. I was responsible for patient care and delegation of tasks with acute and chronic illnesses. I served as a preceptor for new employees and nursing students. I also have many years experience as a charge nurse within the hospital setting on an Inpatient Rehabilitation/Subacute/Long Term Care Unit. As a Licensed Practical Nurse, I cared for geriatric patients on the Long Term Care Unit. Employment began as a per diem Certified Nurse Aide. I have experience caring for patients in multiple areas including: long term care, medical, surgical, critical care, oncology, endoscopy, home health and hospice care.

***Patient Care Aide Program System Coordinator, Baker College***

***2007 to 2010***

Responsible for planning and leading meetings for all the Baker College campuses within the State of Michigan that offer a Patient Care Aide Program. While in this position, I have been successful with assisting all campuses to maintain their accreditation. I have also written and updated curriculum as needed. I have been very successful with leading productive meetings within the organization.

***Patient Care Aide Program Coordinator/ Instructor, Baker College of Owosso***

***2005 to 2010***

The first six months, I was a Delegate Instructor within the Patient Care Aide Program. I assisted with laboratory and clinical skills for students enrolled in the Certified Nurse Aide class. I then became trained within the State of Michigan to teach the Certified Nurse Aide class in a lecture setting. I continued to educate students within the classroom, laboratory and clinical setting. In 2007, I became the Patient Care Aide Program Coordinator. While coordinating the program, I have been successful in increasing the student pass rates for the Certified Nurse Aide exam. I also revised curriculum for the Nurse Aide class and wrote curriculum for the Patient Care Aide classes. I successfully managed the Patient Care Aide Program to meet the standards of the State of Michigan as well as Baker College of Owosso through 2010.

**Education**

**Ohio University**

**2010 to present**

Enrolled in online classes toward a Bachelor of Science in Nursing.  
(Anticipated graduation 2012)

**Lansing Community College**

**1993 to 1998**

Associate Degree in Applied Science  
Dean's list, Magna Cum Laude

**Delta College**

**1991 to 1993**

Classes toward Associate Degree in Applied Science

**Chesaning Union High School**

**Graduated 1989**

High School Diploma  
Graduated with honors

**Relevant Work Training**

**Registered Nurse License**

State of Michigan Department of Community Health  
Permanent number: 470421973599-2002

**Nurse Aide Train-The-Trainer**

State of Michigan  
Certificate number: 20110229

**Basic Life Support Expires 2014**

## TEACHER APPOINTMENT

### BACKGROUND

On behalf of the administration and the interview panel, I am recommending the appointment of Lidia Talaba as a teacher with Monroe Public Schools. Ms. Talaba will be assigned to a Spanish teaching position at Monroe High School for the 2012/13 school year.

Ms. Talaba holds a BA in Spanish from Walsh University and a BA in Foreign Language from Eastern Michigan University. She has participated in Intensive Immersion Programs in both French and Spanish. Ms. Talaba completed her student teaching at Monroe High School during the 2011/12 school year. She was most recently employed as a French Teacher at Lincoln High School in Ypsilanti.

Members of the interview panel were: Matt Cortez, Principal, Kim Diven, Assistant Principal, Katelyn Martin and Michelle Kuehnlein, Teachers, and Scott Hochradel, Parent.

### ENCLOSURE

Resume

### RECOMMENDATION

Move to approve the appointment of Lidia Talaba as a teacher with Monroe Public Schools effective September 4, 2012 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

	<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	_____	_____	_____	_____



# Lidia Talaba

---

<b>Objective</b>	To secure the French and Spanish Teaching position at Monroe Public Schools		
<b>Teaching Experience</b>	2011-Present	Lincoln High School	Ypsilanti, MI
	<b>French Teacher</b>		
	Taught beginning, intermediate, and advanced French to grades 9-12		
	Successfully designed and implemented visual whole language units to foster students' communicative, listening, reading, and writing skills		
	Developed an array of assessment methods to evaluate student performance		
	Integrated and taught technology		
	Constructed lesson plans with student centered activities to promote cooperative learning		
	Developed dialogue with parents concerning students' progress		
	Adapted curriculum to meet the needs of varying ability levels		
	Fall 2011	Monroe High School	Monroe, MI
	<b>French and Spanish Student Teacher</b>		
	Taught beginning, intermediate, and advanced French and Spanish to grades 9-12		
	Successfully designed and implemented visual whole language units to foster students' communicative, listening, reading, and writing skills		
	Developed an array of assessment methods to evaluate student performance		
	Integrated and taught technology in all units		
	Constructed lesson plans with student centered activities to promote cooperative learning		
	Served as aid to the World Language's Club		
	Organized domestic cultural field trips		
	Developed dialogue with parents concerning students' progress		
	Adapted curriculum to meet the needs of varying ability levels		
	2007-2009	Summit Academy Charter School	Flat Rock, MI
	<b>Substitute Teacher</b>		
	Served as a substitute for grades k-8		
	Developed classroom management skills		
	Carried out master teacher's lesson plans		
	Developed emergency lesson plans as needed		
	Communicated with teachers regarding students' daily progress		

**Education** 2008–2011 Eastern Michigan University Ypsilanti, MI  
B.A., Foreign Language (Spanish and French)  
Cumulative G.P.A. 3.92

2001–2004 Walsh University Canton, OH  
B.A., Spanish major and French minor  
Cumulative G.P.A. 3.9

1996–1999 Lucian Blaga University Sibiu, Romania  
Judicial Law  
Cumulative G.P.A. 4.0

**Certification** Michigan State Provisional Certificate, 7-12  
French and Spanish

**Immersion Programs** Summer 2010 Eastern Michigan University Ypsilanti, MI  
**Intensive French Language Program in Brest, France**

Lived with a French family from July through August  
Attended intensive immersion classes five days a week  
Traveled extensively throughout France during and after program  
Studied art history in Pont-Aven  
Scored a B2+ on the CEFR exam

Summer 2010 Eastern Michigan University Ypsilanti, MI  
**Intensive Spanish Language Program in Avila, Spain**

Lived with a Spanish family from May through June  
Attended intensive immersion classes five days a week  
Participated in Spanish dance and music lessons  
Earned a *Sobresaliente* score on the University of Salamanca's  
Proficiency Test

**Professional Association Membership** 2011-Present  
Active member in the Michigan World Language Association

**Work Experience** 2001-2007 SLT Transportation Canton, OH

**Human Resources Director**  
Executed weekly company payroll  
Managed employee benefits  
Planned and adjusted daily schedules  
Collaboratively developed company training documents  
Translated transportation document

**RECALL FROM LAY OFF**

**BACKGROUND**

Monroe Public Schools currently has 12 teachers that are on lay-off status from either the 2010-11 or 2011-12 school years. These notifications were made to assist in implementing staff reductions due to budget constraints. As we continue to work on staffing decisions for fall and review the positions of those that retired in the spring, we do have a need to fill an English position at MHS which can be done by recalling another teacher from the layoff list.

At this time we are able to recall Letitia Kunselman to a teaching position with Monroe Public Schools.

**RECOMMENDATION**

Move to approve the recall of Letitia Kunselman from the Monroe Public Schools layoff list, to notify said teacher of this recall by official communication, and to approve the teacher contract extension for said teacher for the 2012/13 school year effective August 14, 2012.

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

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

Board Meeting #14  
 August 14, 2012  
 Item #C.6

**COACHING RECOMMENDATIONS**

**BACKGROUND**

The following is a Coaching Recommendation for the 2012/13 school year spring season and the MMS Athletics Supervisor. All pre-employment information has been completed.

Last Name	First Name	Title	Sport	School
Davis	James	Head Coach	Softball – Girls Varsity	MHS
Hochradel	Scott	Athletics Supervisor	Winter I & II	MMS

**RECOMMENDATION**

Move to approve James Davis as the Varsity Girls Softball Coach for the spring 2012/13 season and Scott Hochradel as the MMS Athletics Supervisor for the 2012/13 school year, winter season, as per the MCEA master agreement.

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

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

**STAFF RESIGNATION**

**BACKGROUND**

**Renee Faziani:** We have received a letter of resignation from Renee Faziani. Ms. Faziani has been a custodian for our district for the past 17 years. She was most recently assigned at Monroe Middle School.

**ENCLOSURE**

Employee Exit Information

**RECOMMENDATION**

Move to approve the resignation of Renee Faziani effective July 31, 2012, from Monroe Public Schools.

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

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

**Employee Exit Information**

**Part 1: Employee Information**

The employee is asked to complete all of section one below and return to the appropriate supervisor.

Name: Renee Faziani Date: 8-1-2012

Building: Monroe Middle School Assignment: Custodian

Last Date of Work: 7-31-2012

I wish to continue health benefits at my own expense under COBRA: \_\_\_ Yes  No

Reason for Resignation: medical disability

Compliments or Complaints about employment with the district: \_\_\_\_\_

Employee Signature: Renee Faziani Date: 8-1-12

Witness Signature: Opal M. Clemens Date: 8-1-12

**Part 2: Supervisor Information**

The above employee is leaving employment and should be removed from payroll.

Resigned \_\_\_ Retired  Other \_\_\_\_\_

Effective Exit Date: 7-31-12 Last Work Day: 7-31-12

Recommendation: Satisfactory  Exceeded Expectations \_\_\_ Unsatisfactory \_\_\_

Future Consideration: Would Rehire  Would Not Rehire \_\_\_

Replacement Needed: \_\_\_ Replacement Not Needed: \_\_\_ -mm  
Contracted

**Part 3: Personnel Office**

The above listed person is leaving employment with Monroe Pubic Schools and should be removed from payroll as of the effective date indicated.

To include \_\_\_ vacation days. Terminal Pay (if any) \_\_\_\_\_

Rick L. Arnett

Rick L. Arnett  
Executive Director of Personnel

8-3-12  
Date

**This form to be returned to the Personnel Office when parts 1 and 2 are complete.**

**LUCY WEST  
CONTRACTED PROFESSIONAL DEVELOPMENT**

**BACKGROUND**

Julie Everly, Ryan McLeod, and Barry Martin are requesting approval from the board to contract with Lucy West. Ms. West is recognized internationally for her innovative, effective, and cutting edge coaching practices for transforming schools into multi-generational learning communities.

**ENCLOSURE(S)**

Memorandum from Julie Everly, Ryan McLeod, and Barry Martin

**RECOMMENDATION**

Move to approve the contracted professional development from Lucy West. This expenditure will be covered using Title I and Title II funds.

**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	_____	_____	_____	_____

# State and Federal Programs



Monroe Public Schools

---

TO: Katherine Eighmey  
FROM: Julie Everly, Ryan McLeod, Barry Martin  
RE: Professional Development Expenditure Approval Request  
DATE: August 6, 2012

We are requesting board approval for the contracted professional development services of Lucy West. Ms. West is recognized internationally for her innovative, effective, and cutting edge ideas and proven practices for transforming schools into multi-generational learning communities.

She is uniquely qualified to assist school districts across the country. She has worked across content areas at every level of the school system from classroom teacher, to building administrator to curriculum coordinator to district administrator and as consultant to urban, suburban and rural districts.

*Ms. West* would work with our Monroe Public Schools School Improvement Coaches on several levels which include, but are not limited to:

**Coaching Skills**—Through on-site, real-time, coaching sessions, pinpointing the coaching moves and techniques that transform teaching practice and turn classrooms into enriching learning communities.

**Coaching Role**—Through defining purpose and evidence of success the role of the coach emerges focusing efforts to foster inquiry-based professional learning communities and effective instruction.

**Coaching Relationships**—Through intentional partnerships with teachers and principals coaches cultivate capacity and create a culture of learning, respect, and collaboration.

**Coaching Strategy**—Through understanding coaching as a leadership role and coaches as catalysts for the kinds of change that result in increased professionalism, cultivation of teacher leaders and profound levels of student mastery

Ms. West's services will be part of district school improvement efforts specifically contributing to district efforts to improve achievement, increase the graduation rate for all students, and generally contribute to improving the effectiveness of instruction across the district. The cost of contracting Ms. West's service in an ongoing capacity throughout the school year for a total of eight days will not exceed \$40,000. This expenditure will be covered using Title I and Title II funds as described in the district consolidated application for the 2012-2013 school year.



**TEXT BOOK PURCHASE**

**BACKGROUND**

Mr. William Ferrara, Director of CTE, would like to request the authorization to purchase text books for the MHS Photo Shop classes. This purchase is needed to match the textbooks being utilized for the latest version of Adobe CS6 software that was recently installed by the MPS Technology Dept. The text books will be purchased from Cengage Learning and the cost will be \$4640.63.

**ENCLOSURE(S)**

Memorandum from Mr. Ferrara

**RECOMMENDATION**

Move to approve the purchase of textbooks for the MHS Photo Shop classes at the cost of \$4640.63. Monies will be taken from the General Fund textbook account for the MHS Digital Multimedia program.

**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

Bill Ferrara, Director

---

Lynette Tyson, Administrative Assistant 901 Herr Road Monroe, MI 48161 Ph. 734.265.3450 Fax 734.265.3451

CTE MEMO #001 12.13

TO: Matt Cortez, Principal, Monroe High School  
FROM: Bill Ferrara, Director  
DATE: August 6, 2012  
RE: **PURCHASE APPROVAL, TEXT BOOKS, \$4,640.63**

I'm requesting authorization for the purchase of text books for the MHS Photo Shop classes from Cengage Learning, at a cost of \$4,640.63. This purchase is needed to match the texts used by our students to the latest version of the Adobe CS6 software that has been installed by the Technology Department for the upcoming school year. The General Fund text book account for the MHS Digital Multimedia program will be used to cover the expense. Upon your approval, please forward to our Board of Education for final authorization. Please contact me if you have any questions pertaining to this request.

Sincerely,

Bill Ferrara, Director  
Career & Technical Education

cc  
Ryan McLeod, Asst. Superintendent  
Kathy Eighmey, Director Business and Finance

**Technology Purchase  
MHS and MMS Sound System**

**BACKGROUND**

Mr. David Payne, Technology Director, would like to request the approval for the purchase and installation of multiple sound systems for Monroe High School and Monroe Middle School. He has received and reviewed several bids; the recommendation is to award Red Letter Productions with the job. Red Letter Productions has done several jobs for Monroe Public Schools as well as other districts that have been happy with their work. Attached you will find the detailed explanation of the job and the job quote.

**ENCLOSURE(S)**

The Memorandum from David Payne and all supporting information.

**RECOMMENDATION**

Move to approve the purchase of the new sound systems for MHS and MMS. Monies will be taken from the Technology Millage at a cost not to exceed \$230,000.00.

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

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

# Memo

**To:** Ryan McLeod  
**From:** David Payne  
**Date:** 8/09/12  
**Re:** MHS and MMS Sound System Purchase

---

## **MHS and MMS Sound System Purchase**

We are recommending the purchase of Sound Systems for MHS Auditorium, Commons, Gymnasium, and Stadium as well as MMS Auditorium. We submitted an RFP for this project to Great Lakes Sound, KLA Laboratories, Red Letter Productions, and the Bid4michigan website. We received several calls but only received one response to our RFP. As Red Letter has done several jobs for Monroe Public Schools as well as having references from other school districts we are recommending them for this project at a cost not to exceed \$230,000.00. This will be funded by Mileage monies. Below is an overview of the project.

### **Sound Implementation Over view.**

This sound project is intended with the idea of not only upgrading the sound systems around the district, but to make them functional and of better quality for the larger public events. At the High School with this equipment we will be improving not only the sound quality but the coverage as well. This will provide clear and even sound throughout the rooms. In addition it will provide us the ability to provide better experience to more public events.

In the Auditorium we are installing not only the speakers but also a mixing board. This board will allow for control of 32 different devices such as microphones and instruments. This mixing board can be run from both behind stage and the sound booth, but also can be managed with an iPad from anywhere in the room. This will allow for events to have higher quality and consistency of sound. Also in addition to speakers for the audience, stage monitors will also be added to allow those on the platform to hear themselves more clearly over the environment around them.

In the High School gym the new system to be installed will again provide a higher quality and coverage consistency like in the auditorium. The gym will also be configured into zones. This will allow you to more directly focus where you need sound to be traveling. In an event like graduation sound will not need to be pushed in the direction of the platform. Zoning like this will allow us to lower the level of sound in that direction removing possible microphone feedback.

In the High School commons we are looking to modernize the current installation. The new system like the current one will be based off of wall mounted speakers to push sound evenly to the room. The system will have an installed cabinet where the existing microphone ports access, but also two new wireless microphones will be stored for use in the room.

The High School football field system is designed to provide coverage for all outdoor events. The system is broken into a few different parts. First is the sound system. This system is designed to not only provide quality sound in the home bleachers, but also on the visitor's side. This will also provide sound that will be broadcast to the field as well. The second part of this project is to be able to stream

the audio and video that will utilize a future fiber installation. This will allow for events such as graduation to provide indoor seating in the auditorium with a live audio and video feed from the football field.

The Middle School's auditorium new system will have many of the same features and functions as the High School's auditorium. These include; quality and consistent sound, a 32 channel mixing board that will work from multiple locations as well as from an iPad and stage monitors.

The wireless microphone rack is an additional feature that will be usable at all of the new sound installations. This rack is a mobile system of eight wireless microphones that can be plugged into any of the sites giving you more microphones without having it permanently installed at any one location.

Overall the key to this project is providing quality and consistent sound coverage to the key locations in the district commonly used for large and public events. This will make each location a showplace.

Training for each system will also be provided to the building staff that commonly operates equipment at these locations.

**Red  
Letter  
Productions**

796 West Maple Ave.  
Adrian, Michigan 49221  
(517) 264-5488 • 888-564-5488  
[www.redletterproductions.biz](http://www.redletterproductions.biz)

**Client:**

David Payne  
Technology Director  
Monroe Public Schools  
1275 N. Macomb St.  
Monroe, MI 48162

**Date:**

August 8, 2012

**Project Information:**

“2012 Sound Bid”

# Red Letter Productions

796 West Maple Ave  
Adrian, Michigan 49221  
(517) 264-5488 • 888-564-5488  
www.redletterproductions.biz

Name/Address
Monroe Public Schools Technology Department 1275 N Macomb Street Monroe, MI 48162

Date	Estimate No.
08/06/12	500

Description	Quantity
High School Auditorium	
JBL VRX928LA, 8" 2-Way Line Array Speaker	8
JBL VRX915S, Subwoofer, Bass Reflex, Arrayable, 15", Black, 800W	4
JBL MRX512M, PA/Monitor Speaker, 2-Way, 12", 400W Continuous	4
Crown XTI 2002, Amplifier 475w @ 8 ohms	1
Crown XTI 4002, Amplifier, 650w @ 8 ohms	4
Yamaha LS9-16, 16-Input 32-Channel Digital Mixing Console	1
Yamaha 16X8- DIG- STAGEBX- KIT, 1-SB168-ES, 1-AVY16-ES100	1
Tascam CD200I, CD Player with iPod Dock	1
Sennheiser EW135-G3, UHF handheld system with e835	2
Sennheiser EW172-G3, Bodypack system with Ci1 Instrument Cable	2
Galaxy Audio HSD-OBG, Dual Ear Hook Headset Omnidirectional Microphone (Beige)	2
Road Ready Cases RR11M16UCT, 11U Slant Rack Case, 16U Vertical Rack, with Casters and Table	1
Ace Backstage Co. 122SL-BK, Vertical Panel Stage Pocket, Large, Black	3
Ace Backstage Co. PNL-106, Aluminum Stage Pocket Panel, Black, with 6 Connectrix Mounts	6
Cable, connectors, and miscellaneous parts/hardware	1
Installation, Inspection and Training	1
tax exempt	

# Red Letter Productions

796 West Maple Ave  
 Adrian, Michigan 49221  
 (517) 264-5488 • 888-564-5488  
 www.redletterproductions.biz

Name/Address
Monroe Public Schools Technology Department 1275 N Macomb Street Monroe, MI 48162

Date	Estimate No.
08/06/12	501

Description	Quantity
High School Gym	
JBL VRX928LA, 8" 2-Way Line Array Speaker	24
JBL VRX915S, Subwoofer, Bass Reflex, Arrayable, 15", Black, 800W	2
JBL MRX528S, Dual 18" Portable Subwoofer (1000W Continuous)	4
JBL EON305, 15" Two-Way Passive speaker	2
Crown XTI 2002, Amplifier, 475w @ 8 ohms	1
Crown XTI 4002, Amplifier, 650w @ 8 ohms	6
Crown XTI 6002, Amplifier 1200W 8ohm Stereo	1
Symetrix 761-SYMETRIX, Zone Mix, 6 Output	1
Symetrix ARC-2E, Adaptive Remote for Symnet	1
Symetrix ARC-K1, Remote for Symnet	1
Tascam CD200I, CD Player with iPod Dock	1
Sennheiser EW115-G3, Wireless Handheld System with e815 LE	2
Sennheiser EW172-G3, Bodypack system	1
Sennheiser CL1-SENNHEISER, 3.5mm Line Cable for Evolution Wireless series.	1
Middle Atlantic EWR-10-22 Wall Mount Rack Cabinet 10RU	1
Middle Atlantic EWR-16-22 Wall Mount Rack Cabinet 16RU	1
Cable, connectors, and miscellaneous parts/hardware	1
Installation, Inspection, and training	1
tax exempt	



# Red Letter Productions

796 West Maple Ave  
 Adrian, Michigan 49221  
 (517) 264-5488 • 888-564-5488  
[www.redletterproductions.biz](http://www.redletterproductions.biz)

Name/Address
Monroe Public Schools Technology Department 1275 N Macomb Street Monroe, MI 48162

Date	Estimate No.
08/06/12	503

Description	Quantity
High School Commons Room	
Yamaha C112V, 12" 350-Watt 2-Way PA Speaker	5
Crown XTI 4002, Amplifier, 650w @ 8 ohms	1
Symetrix ARC-K1, Remote for Symnet	1
Symetrix ARC-2E, Adaptive Remote for Symnet	1
Symetrix 761-SYMETRIX, Zone Mix, 6 Output	1
Tascam CD200I, CD Player with iPod Dock	1
Sennheiser EW115-G3, Wireless Handheld System with e815 LE	2
Cable, connectors, and miscellaneous parts/hardware	1
Installation, Inspection and Training	1
tax exempt	

# Red Letter Productions

796 West Maple Ave  
 Adrian, Michigan 49221  
 (517) 264-5488 • 888-564-5488  
 www.redletterproductions.biz

Name/Address
Monroe Public Schools Technology Department 1275 N Macomb Street Monroe, MI 48162

Date	Estimate No.
08/06/12	504

Description	Quantity
High School Stadium	
Technomad OSLO- 18- SUBWOOFER, 18" Weatherproof Subwoofer 1364	2
Technomad BERLIN-15/H-INSL, Speaker 2 Way Full Install, Black	6
Technomad WALL- MOUNT- B/ C/ C, WallMount Berlin/Cairo/Chicago	8
Crown XTI 2002, Amplifier 475w @ 8 ohms	2
Crown XTI 4002, Amplifier, 650w @ 8 ohms	1
Symetrix 761-SYMETRIX, Zone Mix, 6 Output	1
Symetrix ARC-2E, Adaptive Remote for Symnet	1
Tascam CD200I, CD Player with iPod Dock	1
Sennheiser EW115-G3, Wireless Handheld System with e815 LE	2
Sennheiser EW172-G3, Bodypack system with MP3 Cable	1
Sennheiser GA3, Rackmount Kit G3	2
Sennheiser AB3, Antenna Booster G3 Series	1
Sennheiser A1031-SINGLE, Omnidirectional Antenna, UHF, single	1
Sennheiser ASA1/NT, Active Antenna Splitter	1
Middle Atlantic EWR-16-22, Wall Mount Rack Cabinet 16RU	1
Cable, connectors, and miscellaneous parts/hardware	1
Installation, Inspection and Training	1
tax exempt	

# Red Letter Productions

796 West Maple Ave  
 Adrian, Michigan 49221  
 (517) 264-5488 • 888-564-5488  
 www.redletterproductions.biz

Name/Address
Monroe Public Schools Technology Department 1275 N Macomb Street Monroe, MI 48162

Date	Estimate No.
08/06/12	505

Description	Quantity
High School Football Field to Auditorium Connection	
Kramer 670T, Fiber Optic Transmitter	1
Kramer 670R, Fiber Optic Receiver	1
Kramer VP-436, 7-Input Analog & HDMI ProScale Presentation Digital Scaler/Switcher	2
APC - Back-UPS 650 8-Outlet Uninterruptible Power Supply 120V	2
Cable, connectors, and miscellaneous parts/hardware	1
Installation, Inspection and Training	1
tax exempt	

# Red Letter Productions

796 West Maple Ave  
Adrian, Michigan 49221  
(517) 264-5488 • 888-564-5488  
www.redletterproductions.biz

Name/Address
Monroe Public Schools Technology Department 1275 N Macomb Street Monroe, MI 48162

Date	Estimate No.
08/06/12	506

Description	Quantity
Middle School Auditorium	
JBL VRX928LA, 8" 2-Way Line Array Speaker	5
QSC ADS52, 75W Indoor/Outdoor Speaker (White)	5
JBL VRX915S, Subwoofer, Bass Reflex, Arrayable, 15", Black, 800W	2
JBL MRX512M, PA/Monitor Speaker, 2-Way, 12", 400W Continuous, MRX-512M	4
Crown XTI 1002, Amplifier, 275w @ 8 ohms	1
Crown XTI 2002, Amplifier 475w @ 8 ohms	2
Crown XTI 4002, Amplifier, 650w @ 8 ohms	1
dbx Driverack-260, Signal Processor	1
Yamaha LS9-16, 16-Input 32-Channel Digital Mixing Console	1
Yamaha 16X8- DIG- STAGEBX- KIT, 1-SB168-ES, 1-AVY16-ES100	1
Sennheiser EW135-G3, UHF handheld system with e835	2
Sennheiser EW172-G3, Bodypack system with Ci1 Instrument Cable	2
Galaxy Audio HSD-OBG, Dual Ear Hook Headset Omnidirectional Microphone (Beige)	2
Tascam CD200I, CD Player with iPod Dock	1
Road Ready Cases RR11M16UCT, 11U Slant Rack Case, 16U Vertical Rack, with Casters and Table	1
Ace Backstage Co. 122SL-BK, Vertical Panel Stage Pocket, Large, Black	3
Ace Backstage Co. PNL-106, Aluminum Stage Pocket Panel, Black, with 6 Connectrix Mounts	6
Cable, connectors, and miscellaneous parts/hardware	1
Installation, Inspection and Training	1
tax exempt	

# Red Letter Productions

796 West Maple Ave  
 Adrian, Michigan 49221  
 (517) 264-5488 • 888-564-5488  
 www.redletterproductions.biz

Name/Address
Monroe Public Schools Technology Department 1275 N Macomb Street Monroe, MI 48162

Date	Estimate No.
08/06/12	507

Description	Quantity
Mobile Wireless Microphone Rack	
Sennheiser EW172-G3, Bodypack system	8
Sennheiser ASA1/NT, Active Antenna Splitter	2
Sennheiser A1031-SINGLE, Omnidirectional Antenna, UHF, single	2
Sennheiser GA3030AM, RackAdapter for FrontMtAntenna	2
Sennheiser GA3, Rackmount Kit	6
Shure SCM800, Eight Channel Microphone Mixer	1
Galaxy Audio HSD-OBG-SEN, Dual Hook Microphone, Omnidirectional, Sennheiser, Beige	8
Gator Cases GRR-8PL-US, 8 RU Powered Lockable Rack Case (with Wheels)	1
Cable, connectors, and miscellaneous parts/hardware	1
Installation, Inspection and Training	1
tax exempt	

**Red  
Letter  
Productions**

796 West Maple Ave.  
Adrian, Michigan 49221  
(517) 264-5488 • 888-564-5488  
[www.redletterproductions.biz](http://www.redletterproductions.biz)

**Schedule**

High School Auditorium – 8 days  
High School Gymnasium – 5 days  
High School Commons – 2 days  
High School Football Field – 5 days  
High School Football Field to Auditorium Connections – 1 day  
Middle School Auditorium – 8 days  
Mobile Wireless Rack – 1 day

**Testing\***

- 1) Test all cabling, equipment and interconnections to ensure proper operation.
- 2) Address any installation issue without additional charge for 12 months after installation completion.

**Training\***

- 1) Up to a two-hour per training session to familiarize appropriate staff with system operation and maintenance of system.
- 2) Staff presence for the first utilization of the system. (Up to 2 hours)

\* Per location

**Total Project Price**

**\$230,000.00**

Signed: \_\_\_\_\_  
(I have the right to make financial decisions for the company)

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

**Red  
Letter  
Productions**

796 West Maple Ave.  
Adrian, Michigan 49221  
(517) 264-5488 • 888-564-5488  
[www.redletterproductions.biz](http://www.redletterproductions.biz)

Red Letter Productions would like to thank you for this opportunity to provide support to your business. We are located at 796 West Maple. in Adrian, Michigan. Our staff has over 40 years of combined experience in audio/visual production, design and installation. If you have any questions regarding any of this information please feel free to call (517) 264-5488.

Here are a few references if you would like to talk to some of our current clients.

Dave Lauer – High School Principle  
Onsted School  
10109 Slee Rd  
Onsted, MI 49265  
(517) 467-2171

Ron Evans - CEO  
Lenawee Christian Ministries/schools  
1800 West U.S. 223  
Adrian, MI 49221  
517-263-6232

Chris Christensen – Technology Director  
Addison Community School  
219 North Comstock Street  
Addison, MI 49220  
517-547-6123

I would be more than willing to meet with you and go over your estimate in person. Or if you would like to see some of our work you can check out our website ([www.redletterproductions.biz](http://www.redletterproductions.biz)) or I can take you to see some of our local installations. I would like to thank you for this opportunity and we look forward to working with you.

Sincerely,  
Brad Marowelli  
Red Letter Productions

**APPROVAL TO AWARD SCHOOL SECURITY SERVICE CONTRACT**

**BACKGROUND:**

The contract with Roberts Security to provide security services at Monroe High School and Monroe Middle School expired June 30, 2012. A request for proposals to provide security services at Monroe High School and Monroe Middle School was issued June 1<sup>st</sup> with responses due June 28<sup>th</sup>. We received proposals from 16 companies. On July 17<sup>th</sup> a committee consisting of Kathy Eighmey, Julie Everly, Scott Tucker, Larry VanWasshenova and Otto Zillgitt reviewed the proposals. Based upon review of the bid criteria, the committee is recommending the district contract with Roberts Security, a community based company. The administration of Monroe Middle School and Monroe High School support this recommendation.

**ENCLOSURES:**

Bid Summary  
Security Service Analysis  
Roberts Security Bid Sheets

**RECOMMENDATION:**

Move to accept the bid of Roberts Security to provide security services at Monroe Middle School and Monroe High School for three years, expiring June 30, 2015. The hourly rate will be \$13.75 for 2012/13, \$13.89 for 2013/14 and \$13.96 for 2014/15. It should be noted that the requirements of Public Act 129-131 and 138 of 2005 (laws pertaining to criminal checks) be included.

**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  
Security Services RFQ Summary**

	<i>Year 1</i>	<i>Per Man-Hour Rate Year 2</i>	<i>Year 3</i>
Advance Security	\$12.89	\$12.89	\$12.89
All Pro Security Services	\$11.95	\$11.95	\$11.95
Axiom	\$11.63	\$11.63	\$11.63
DK Security Services	\$14.47	\$14.61	\$14.76
DM Burr Security	\$13.95	\$13.95	\$14.37
Guardian Guard Services	\$15.65	\$15.96	\$16.20
Lagarda Security	\$13.00	None	None
Moore's Security	\$12.85	\$12.85	\$12.85
Pyrattech Security Systems	\$13.85	\$13.85	\$13.85
Roberts Security	\$13.75	\$13.89	\$13.96
RSIG Security	\$13.76	\$13.86	\$13.96
Securitas	\$13.00	\$13.26	\$13.53
Strategic Protection Group	\$11.80	\$11.98	\$12.09
STT, Inc.	\$13.19	\$13.19	\$13.19
Teachout Security Solutions	\$12.16	\$12.30	\$12.40
V. International Security, Inc.	\$11.25	\$11.25	\$11.25

Security Service Analysis 2012/13

Please rate the criteria for each of the companies on a scale of 1-5. 5 being most favorable and 1 being least favorable.

	Bid price	Employee turn-over	Experience in K-12 public education setting	Lead/Response time required for extra staffing	Management location	Presence in Monroe County / current service location / employees who reside in Monroe County	Professional Development / Training	Years of experience
Advance Security								
All Pro Security Services								
Axiom								
Moore's Security								
Robert's Security								
Securitas								
Strategic Protection Group								

Prioritize criteria 1-8 in order of importance. 8 being most important, 1 being least important.

_____	Bid price
_____	Employee turn-over
_____	Experience in K-12 public education setting
_____	Lead/Response time required for extra staffing
_____	Management location
_____	Presence in Monroe County / current service location / employees who reside in Monroe County
_____	Professional Development / Training
_____	Years of experience

**BID SHEETS**

I. Please list below the names of at least five clients that may be contacted.

	<u>Firm</u>	<u>Contact Person</u>	<u>Phone</u>
1.	Holcim Corp. USA	Connie Cousino	734-529-4278
2.	Monroe Bank & Trust	Michelle Laverne	734-242-2889
3.	Monroe Co. Court - civil	Stacy Webb	734-240-7090
4.	Homrich, Inc.	Roger Homrich	734-777-6767
5.	Monroe Co Fair Assoc.	Dave Uhl	734-652-2123

II. Have you ever provided service in any public or private school district or college?  Yes  No If so, list below:

We have provided security at Monroe Public Schools for 27 years. We also provide security at St. Mary Catholic Central football games and periodically at Airport Community Schools.

III. What experience does your staff have in working with teenagers?

Our security officers have extensive experience working with teens and young adults at Monroe Public Schools.

IV. How many full-time 8-hour per day employees do you have?

11

V. What is the average age of your employees who work full-time?

54

VI. How many part-time, less than 8-hour per day employees do you have?

22

VII. What is the average age of your employees who are part-time?

46

VIII. If awarded the contract, do you intend to employ people who live within the County of Monroe Public Schools?

Yes - all of our employees are residents of Monroe County.

IX. If awarded the contract, would you employ any of the people now working for the Security Firm that is serving the public schools?  Yes  No

X. Do you have any employees who presently live in the Monroe area?  Y  N

XI. If yes and you have no objection to our contacting them, provide the information requested below:

<u>Name</u>	<u>Address</u>	<u>Phone #</u>
Tony Goins	702 Winchester St. Monroe, MI 48161	734-625-8159
Lee Patterson	3867 E. Stein Rd. LaSalle, MI 48145	734-223-8034
Robert Cooley	309 Donnalee Dr. Monroe, MI 48162	734-777-0037
Sue Roussin-Casteel	1419 Maple Blvd. Monroe, MI 48162	734-735-3123

XII. Will Monroe Public Schools be involved in the selection of employees you will hire?  Yes  No

XIII. How much lead or response time would you need if extra staff were required?  
One hour response time but in case of an emergency - immediately.

XIV. How long has your firm been furnishing security services?  
32 years (since 1980)

XV. Do you employ any person convicted of a misdemeanor or felony?  
No - all our employees are fingerprinted and checked with the Michigan State Police and the F.B.I.

XVI. Do you employ any person who may have been convicted of a morals offense which would be considered a misdemeanor?  
No

XVII. What is your rate of employee turn over?  
We have an extremely low turnover rate. Several of our employees have been with Roberts Security 15 - 20 years.

XVIII. Do you presently require any professional training of your employees?  
 Yes  No

XIX. If the answer to the above is yes, what type of training? Be specific.  
CPR & First Aid - American Red Cross and internal training on school procedures and student rights taught by company owner, a former school liaison officer and retired Monroe County Sheriff's Deputy.

XX. Where is the training provided?  
American Red Cross provides CPR & First Aid and internal training at the job site or

Roberts Security office.  
XXI. Who provides the training?  
Chief of Operations, Tony Goins has been with Roberts Security 23 yrs. and is  
trained in all areas of security. Company owner, Charles Curson is a retired Monroe  
Co. Sheriff's Deputy and was a liaison officer for 13 yrs. and has trained other  
Sheriff's Dept. liaison officers for other school districts.

XXII.

TOTAL BID PER MAN HOUR RATE TO BE CHARGED MONROE PUBLIC SCHOOLS

Year 1: \$13.75                      Year 2: \$13.89                      Year 3: \$13.96

XXIII. Submit an outline of the fringe benefits provided to employees of the Security Firm.

We currently do not offer any health or life insurance benefits. We offer paid  
vacations for our salaried employees. We opt to furnish a rate of pay much higher  
than the minimum wage.

Roberts Security & Investigations.  
NAME OF COMPANY OR FIRM

14930 LaPlaisance Rd. Suite 124  
ADDRESS

Monroe, MI 48161  
CITY, STATE, ZIP

06/18/2012  
DATE

Charles W. Curson  
NAME OF PERSON(S) BIDDING

734-242-5417  
TELEPHONE NUMBER

Charles W. Curson  
AUTHORIZED SIGNATURE

Board Meeting #14  
August 14, 2012  
Item #C.16

**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the August 14, 2012 Board Meeting #14.

---

**HAND VOTE**

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

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