



MONROE PUBLIC SCHOOLS

BOARD MEETING #15

August 28, 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.”

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #15
Tuesday, August 28, 2012
7:00 p.m.

AGENDA

		<u>Page</u>
A. Roll Call and Call to Order	Mr. Vensel	
1. Pledge of Allegiance to the Flag	Mr. Vensel	1
B. Public Commentary – Agenda Items Only	Mr. Vensel	
C. Discussion and Action Items		
1. Approval of Minutes	Mr. Vensel	2
Move to approve the minutes of the following meetings as submitted:		
• August 14, 2012 Board Meeting #14		
• August 21, 2012 Special Board Meeting		
2. Reports and Updates	Mr. Vensel	8
• August 6, 2012 Board Personnel Committee Meeting Minutes		
• Informational Report – Contracted Coaches		
3. Board Policies – Second Reading	Dr. Martin	13
Move to approve the following policies as a second reading:		
• Section 1000 – Board Bylaws		
• Section 2000 – General School Administration		
4. Recall from Layoff	Dr. McLeod	14
Move to approve the recall of (Names to be Provided Prior to Meeting) 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 August 28, 2012.		
5. Administrator Appointment	Mrs. Everly	15
Move to approve the appointment of Jennifer Bennett as a Principal effective immediately and place at the appropriate salary in accordance with the Master Agreement.		

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6. Contract Extension	Dr. McLeod	18
Move to approve the contract extension through Temporary School Staff, Inc. for Robert Vergiels as the Coordinator of Communications and Public Relations as recommended through June 30, 2013.		
7. Coaching Recommendation	Dr. McLeod	19
Move to approve Patrick Finnegan as a Middle School 8th grade Football Head Coach for the 2012/13 fall seasons as per the MCEA master agreement.		
8. Manor Overnight In-State YMCA Camp Storer Trip	Mrs. Everly	20
Move to approve the 5 th and 6 th grade Manor Elementary trip to Jackson, Michigan YMCA - Camp Storer from September 17-19, 2012. This is in accordance with the terms of Policy IICA, Field Trips and Excursions		
9. Student Reinstatement Request	Dr. McLeod	60
Move to approve the recommendation by the Monroe Public Schools Reinstatement Committee that Scott Stepp be reinstated to Monroe Public Schools – Orchard Center High School for the 2012/13 school year.		
10. Baseball and Softball Fields	Mrs. Eighmey	61
Move to approve refurbishment of the softball and baseball fields at Monroe High School. The total cost of the project is \$15,430, Athletic Fund share not to exceed \$7,700. The remaining balance is to be paid by the baseball and softball clubs.		
11. Consent Agenda – CTE Purchases	Mrs. Eighmey	63
Move that Agenda Items C.12 - C.18 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.		
12. Approval to Purchase Automotive Lab Equipment	Mrs. Eighmey	64
Move to approve the purchase of automotive technology lab equipment from Snap-On Tools for a cost not to exceed \$5,720. Monies are to be taken from the Perkins Grant and Added Cost Funding.		

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13. Approval to Purchase "A-Game" Supplies & Services	Mrs. Eighmey	77
Move to approve the purchase of teaching supplies, student texts and on-line services from The Center for Work Ethic Development for a cost not to exceed \$11,693.14. Monies are to be taken from the Perkins Grant.		
14. Approval to Purchase Alternative Energy Labs	Mrs. Eighmey	85
Move to approve the purchase of two alternative energy labs from Questech Inc. of Farmington Hills for a cost not to exceed \$6,960. Monies are to be taken from the Perkins Grant and Added Cost Funds.		
15. Approval to Purchase Welding Lab Equipment	Mrs. Eighmey	88
Move to approve the purchase of welding lab equipment from Baker's Ace Hardware, Monroe, Michigan for a cost not to exceed \$12,284. Monies are to be taken from the Perkins Grant.		
16. Approval to Purchase Machine Tool Lab Equipment	Mrs. Eighmey	95
Move to approve the purchase of machine tool lab equipment from Vision Engraving of Phoenix, Arizona for a cost not to exceed \$14,731. Monies are to be taken from the Perkins Grant.		
17. Approval to Purchase Medical Terminology Textbooks	Mrs. Eighmey	104
Move to approve the purchase of textbooks and work books for the Medical Terminology classes at MHS from Elsevier, Maryland Heights, MO for a cost not to exceed \$8,497.81. Monies are to be taken from the General Fund.		
18. Approval to Purchase CAD/CAM & HAAS CNC Software	Mrs. Eighmey	107
Move to approve the purchase of software for the MHS Machine Tool Technology Lab from Haas Factory Outlet, Flat Rock, Michigan, for a cost not to exceed \$9,140. Monies are to be taken from the Perkins Grant and Added Cost funding.		
19. Approval to Replace Roof Shingles at the Knabusch Math and Science Center	Mr. Oley	110
Move to accept the proposal for shingle replacement at the Knabusch Math & Science Center from Wandell's Working Crew, Monroe, Michigan, and reject all others, for a cost not		

to exceed \$6,250. Monies to be taken from the General Fund and the Monroe County ISD will be asked to reimburse Monroe Public Schools for half the cost, \$3,125.

- | | | |
|--|------------|-----|
| 20. Superintendent's Comments | Mr. Monday | |
| 21. Old Business | Mr. Vensel | |
| 22. New Business | Mr. Vensel | |
| 23. Public Commentary – Any Topic | Mr. Vensel | |
| 24. Adjournment | Mr. Vensel | 115 |
- Move that the August 28, 2012 Board Meeting #15 of the Monroe Public Schools Board of Education be adjourned.

Board Meeting #15
August 28, 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

- August 14, 2012 Board Meeting #14 Minutes
- August 21, 2012 Special Board Meeting Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- August 14, 2012 Board Meeting #14
- August 21, 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

Board Meeting #14
Tuesday, August 14, 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, and Trustee Larry VanWasshenova

Board Members Absent: Trustee Wendy Spicer

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

Administrators Absent: Jerry Oley

President Vensel called the meeting to order at 7:05 PM.

Public Commentary-Agenda Items Only

There was no public commentary at this time.

Approval of Minutes

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

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

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

Reports and Update

The TSSI Contracted Coaches report was received by the board members. Dr. Ray explained that Annalee Volpi and Gary Griffin had both worked in these positions previously.

Teacher Appointment

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

Discussion: The board members welcomed Mrs. Cook to Monroe Public Schools and congratulated her on her new position.

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

Teacher Appointment

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

Discussion: The interview panel was extremely impressed by Ms. Talaba and Monroe Public Schools is

fortunate to have her on our staff.

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

Recall from Layoff

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

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

Coaching Recommendation

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

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

Staff Resignation

Motion by Mr. Yeo; support by Mr. Mason to approve the resignations of Renee Faziani effective July 31, 2012, and Mari Treece and Stacy Johnson effective August 24, 2012 from Monroe Public Schools.

Discussion: Mrs. Treece was present and thanked the board and administration for the opportunity of working with them. She has accepted a position with Wayne RESA.

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

Lucy West

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

Discussion: By contracting Ms. West's services, we will be able to provide professional development to 40 staff members rather than sending individual personnel to New York for training.

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

CTE Textbooks

Motion by Mr. VanWasshenova; support by Dr. March to approve the purchase of new textbooks for the MHS Photo Shop classes at the cost of \$4,640.63.

Discussion: This class is popular with the students and we expect to offer it for a number of years. There will be a large online component to this course as well.

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

Technology Sound System Update

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

Discussion: The new sound system will cover the MHS auditorium, commons, gym and football field as well as the MMS auditorium. This project will provide quality and consistent sound coverage to the key locations in the district commonly used for large and public events.

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

Security Service Agreement

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

Discussion: Mr. VanWasshenova will vote against this motion because Roberts Security did not provide the lowest bid. Mrs. Eighmey pointed out that a rating system was in place with Roberts scoring highest in 4 of the eight categories. Mr. Monday noted that familiarity and experience working with our secondary team is very important. He reported that we have had several years of success with the current Roberts Security group.

Vote: Motion carried by a 5-1 roll call vote. Mr. VanWasshenova voted no.

Superintendent Comments

- Planning has begun for the 150th year of Monroe High School and we are forming a committee to work on a number of activities.
- We will auction excess equipment and some artifacts from our closed schools on September 22.
- Our presence at the county fair was very successful this year. Over 55 volunteers staffed our booth during the course of fair week.
- August 21-23 is registration and the New Trojan Retreat at MHS. The first football game will be August 24.
- MPS will have a presence this weekend at the backpack distribution at the Arthur Lesow Community Center. Teachers and administrators will be on hand to work at our booth.
- Congratulations to Lance Schmidt, Samantha Waltz and Preston Lemanski, recipients of the 2012 MHS Alumni Association scholarships.
- The MHS Jazz Band will play during the Detroit International Jazz Festival during Labor Day weekend.

Old Business

Mr. VanWasshenova will chair the Transportation Committee and will call a meeting in the near future.

According to Board policy, goals for the board of education need to be established prior to the start of school. We will devote time for this at an upcoming work session.

Fencing is still around Lincoln. At this point, we are unsure when it will be removed.

Mr. Yeo complimented Dr. Ray and Mr. Monday on their recent meeting with athletic coaches during which expectations and athletic codes of conduct were discussed.

New Business

Candidates for the school board are Aaron Mason (2 year term), Dr. Tedd March and Ryan Philbeck (4 year terms.) Dave Vensel, member of the MPS board of education for the past 17 years, has decided not to run again.

Mr. Mason was happy to be part of the reinstatement committee and noted it was a gratifying experience.

Public Commentary-Any Topic

There was none at this time.

Adjournment

Motion by Dr. March; support by Mrs. Knabusch-Taylor that the August 14, 2012, Board Meeting #14 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 8:11 p.m.

June Knabusch-Taylor, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Special Board Meeting
Tuesday, August 21, 2012
6:00 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, and Trustee Larry VanWasshenova

Board Members Absent: Trustee Wendy Spicer

Administrators Present: Randy Monday, Julie Everly, Ryan McLeod

Administrators Absent: Katherine Eighmey, Barry Martin, Jerry Oley, David Payne

President Vensel called the meeting to order at 6:03 p.m.

Public Commentary-Agenda Items Only

There was no public commentary at this time.

Closed Session

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

Vote: Motion carried by a 6-0 roll call vote at 6:05 p.m.

Adjournment of Closed Session and Reconvene

Motion by Mr. Mason; support by Mr. VanWasshenova that the closed session adjourn and the Special Board Meeting be reconvened into open session.

Vote: Motion carried by a 6-0 hand vote at 6:45 p.m.

Employee Resignation

Motion by Mr. Yeo; support by Mr. VanWasshenova to accept the resignation of Michael Olsen effective immediately.

Vote: Motion carried by a 6-0 roll call vote at 6:45 p.m.

Adjournment

Motion by Mr. Mason; support by Dr. March that the August 21, 2012, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 6:45 p.m.

June Knabusch-Taylor, Secretary

Board Meeting #15
August 28, 2012
Item #C.2

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- August 6, 2012 Board Personnel Committee Meeting Minutes
- Informational Report – Contracted Coaches

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

Date of Meeting: August 6, 2012

Present: Robert Yeo, June Knabusch-Taylor, Larry VanWasshenova
Randy Monday, Julie Everly, Ryan McLeod and Holly Scherer

Next Meeting: September 10, 2012

1. **Call to Order:** The meeting was called to order at 5:05 PM.
2. **Minutes:** June minutes were previously approved.
3. **Public Commentary:** None
4. **Staffing updates:** Mr. Yeo questioned how the Assistant Principal moves were going. Mrs. Everly shared that the announcement came as a surprise to those involved, but they are growing used to the idea and looking forward to the moves. It was clarified that Montyne Barbee will be assigned to Custer Elementary; Jennifer Bennett to Monroe Middle School; and Scott Tucker to Monroe High School.

Mrs. Scherer shared the latest staffing updates spreadsheet. Since last reporting we have had a resignations from two custodians, three lunch assistants, two instructional assistants, one computer technician, and two teachers (in addition to those that retired in June). At this time we have recalled two teachers and hired two teachers. It is anticipated that movements will pick up between now and the start of the school year due to resignations, internal moves and the domino impact that creates. Administration will continue to update the board on these changes and moves as they happen.

Mrs. Everly has been working with the Parochial schools and with Kathy Eighmey to review the requests for shared time services and the cost feasibility of MPS providing those services. Shared time services include physical education, art, music, and/or computers. The district can accommodate the parochial request for services, provided the board would approve the recall of 1.5 teachers. Reviewing the costs to add these teachers, compared to the revenue, it appears this plan would potentially provide a profit of @ \$16,000 to the district. The offer to the parochial schools requires that they combine grade levels to ensure a class size minimum of 20 students per section or higher; and requires them to provide a written commitment for such services. The committee was agreeable to moving forward with this recall. Mrs. Everly also noted that the offer was made for parochial students to participate in the 5th or 6th grade band program that meets at MMS.

Mrs. Knabusch-Taylor questioned if the Assistant positions on the staffing list would be filled. Mrs. Everly noted it was likely that these persons would be replaced, but it would be uncertain to what extent until after Assistant Bid day. The number of positions at each building will vary from one year to the next, but the overall number of positions district wide is about the same as last year. Mrs. Knabusch-Taylor expressed concern on having enough assistants that are highly qualified. Administration does not see this as an issue. Mrs. Scherer is aware of several individuals who have provided highly qualified documentation and are anxiously awaiting an opportunity for an instructional position.

Mrs. Everly gave an update on the School Improvement Coaches. Discussion was held on the importance of common expectations and the idea of having all staff on the same page working toward district improvement goals. In order for this to be a success, the central office team would need assistance, and the restructuring of the coach/consultant positions evolved. The coaches will be assigned to buildings to provide one-to-one support for teachers in alignment with school and district improvement goals. Their focus will be on overall best practices of teaching and will be responsible for leading school improvement teams and professional development meetings.

These Coaches have been meeting throughout the summer for a book study with discussions revolving around how to lead in a common direction, so that the messages to staff won't just be coming from central office, but also from this cadre of coaches.

Mr. Monday shared with the group an update on the Central Office restructuring. He noted that the restructure of the administrative team has been successful and he is now looking to align the support staff to fit this new structure. With the restructure both Mr. McLeod and Mrs. Everly are handling confidential personnel issues, and his recommendation is that Mrs. Everly's assistant be reclassified as an exempt support staff as is policy and aligns with the master agreement. He wanted the board to be aware that there is a salary difference of @ \$8000. He also wanted to make the board aware that since this is currently a union position, administration will need to approach the union to negotiate this change.

5. **New Business:**

Mrs. Everly reported to the group on a Title I Professional Development activity that is in the planning stages. She reminded the group that because of federal guidelines, a significant portion of our title funding must be set aside for Professional Development. She shared that administration has been approached by a group of 5 teachers requesting to attend a Curriculum Coach Institute in New York. In researching this activity and the costs to send a minimal number of teachers out of state; the decision was made to contact this speaker and determine if the same amount of funds would allow us to bring her to Monroe. As a result of this research, the districts is pleased to announce that we will have the opportunity of hosting a Nationally Renowned Speaker, Lucy West, here in Monroe for 8 days through the school year and provide the PD experience of this institute to approximately 40 of our staff members. Mrs. Everly wanted to share this information with the committee, as the cost to purchase Ms. West's services will require a recommendation to the board as a whole to approve the purchase. Mr. Yeo commended the administration for their good thinking outside of the box.

Mr. VanWasshenova requested further information on the financial concepts involved with Title I. It was noted that Dr. Martin would be doing a presentation to the board on the MEAP scores and could address an overview of Title funding at that time as well. Mr. Monday also suggested that Mr. VanWasshenova contact Dr. Martin directly if he has specific questions.

6. **Old Business:** Mr. McLeod shared with the committee a copy of the Code of Conduct with Students and the Standard Practice on Social Media Guidelines. This information had been electronically shared with the board members as well. He pointed out that the purpose of these documents is to set the expectations of what is acceptable or unacceptable when interacting with students; and what is appropriate or not appropriate when using social media such as Facebook or Twitter. These new policies will be shared with staff in the fall. Mr. Yeo commended the administration for taking the precautions and felt having these documents is a step in the right direction.

Mr. Yeo requested an update on Dr. Ray and meetings with coaches, specifically progress toward providing coaches with directions on policies and district expectations. Mr. Monday informed the board that he had recently participated in the fall coach training session. Discussions with the group included educating the coaches in their position as role models for the student; and to outline and remind them of district policies such as no profanity, no smoking, no alcohol, field trip guidelines, etc. Mrs. Everly shared that this year Dr. Ray is also requesting that each coach prepare a written piece that outlines their individual beliefs and philosophy on coaching.

Mr. McLeod reminded the committee that in February the board approved a 3-year commitment to purchase a new evaluation software program. This software was piloted in the spring, and during the period of February to May all MPS teachers were evaluated. The software helps with organization and streamlining paperwork. It is now the decision of administration to use this software to evaluate all employees for the upcoming school year. One nice feature of the software is the ability to present performance data and pull reports from the system. Mrs. Knabusch-Taylor requested to see the new evaluation for teachers. Mrs. Everly indicated that we will plan to do a demonstration of the software at the next meeting. It was noted that the final teacher evaluation tool has not been approved by the state, so the tool we would share is still evolving.

Mr. Yeo reminded Mr. Monday that the board has an interest in hearing from him on the status of his administrative team. He noted that part of the superintendent goals is communication and updates and he felt it was important for the board to know where each individual on the administrative team fell in terms of strengths and/or areas for improvement. Mr. Monday reported that he has set high expectations for his team and is pleased that everyone is reaching to achieve those.

Mr. Monday reminded the committee that the Marketing Facilitator position has been under review. He shared with the committee that central office has set specific goals and relayed their expectations for this position, and has been following up on the progress toward those goals. Mrs. Knabusch-Taylor expressed concerns that she felt the board should have more input into expectations for this position; Mr. Yeo disagreed and felt his preference is for administration to determine expectations and his concern is in the end result. Mr. Monday felt that administration had taken into consideration comments from the board when setting the goals; and while there is still work to do to achieve the goals, Mr. Monday is confident that the position is moving in the right direction. Administration does plan to bring a recommendation to the board for renewal of a one-year contract.

Mrs. Knabusch-Taylor expressed concern that she was not given a copy of the agenda in advance. She shared that her idea of these committee meetings is to get updates and answers to her questions, as opposed to having to meet one-on-one with the administrative team. In the future she would like to have the committee agenda ahead of time so she could prepare her questions accordingly.

Mrs. Knabusch-Taylor questioned if the dress code of teachers was being addressed. Mr. McLeod shared that typically dress code concerns were addressed on an individual basis. He also noted that the union is in support of professional dress for their membership. He is aware that there is still room for improvement.

Mrs. Knabusch-Taylor questioned when the next curriculum meeting was scheduled. She expressed concern that the committees haven't met over the summer and the board would like to have more updates. She noted that it gives her comfort to know what is going on and have updates. Specifically she would like:

- The report on student attendance from last year. Mr. Monday clarified that the report she was seeking was the percentage by grade by class. Administration can provide that information.
- She would like an update on Virtual High School enrollments for next meeting.
- She was curious of the status of secondary scheduling. Mr. McLeod informed her that the scheduling was delayed this summer, but it is now complete. The counselors will be in soon to review those schedules and check for any discrepancies.
- She questioned what curriculum changes she should expect. Mr. McLeod noted that there are no plans to make curriculum changes this close to the start of the year.

7. **Next Meeting:** September 10, 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 6:50 PM.

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 fall season:

Last Name	First Name	Title	Sport	School
Bezeau	Eugene (Bubba)	Equipment Manager	Football - Varsity	MHS
Wiley	Cody	Assistant Coach	Football - Varsity	MHS
Russell	Jessica	Assistant Coach	Swimming - Diving Girls	MHS
Heck	Justin	Coach	Cross Country - Co Ed	Monroe Middle
Orr	Larry	Head Coach	Football - 7th Grade	Monroe Middle
Kuehnlein	Mitch	Asst. Coach	Football - 8th Grade	Monroe Middle

Please note the following have resigned their positions since the June report:

- Tigr Delben from Middle School Cross Country
- Kyle Reed from JV Football Assistant Coach
- Chris Allen from Varsity Girls Swimming Assistant Coach

BOARD POLICIES-SECOND READING

BACKGROUND

The attached board policies (Sections 1000 and 2000) have been reviewed by the board policy committee and are recommended for approval by the full board of education. Changes to the policies are noted in bold print.

ENCLOSURES

- Section 1000 – Board Bylaws
- Section 2000 – General School Administration

RECOMMENDATION

Move to approve the following policies as a first reading:

- Section 1000 – Board Bylaws
- Section 2000 – General School Administration

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

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

RECALL FROM LAY OFF

BACKGROUND

Monroe Public Schools currently has 11 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 and due to recent resignations, we have determined a need to recall four teachers.

At this time we are able to recall (Names to be Provided Prior to Meeting) to teaching positions with Monroe Public Schools.

MOTION:

Move to approve the recall of (Names to be Provided Prior to Meeting) 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 August 28, 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	_____	_____	_____	_____

ADMINISTRATOR APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel, we are recommending the appointment of Jennifer Bennett as Principal of the Custer Complex for the 2012/13 school year.

Mrs. Bennett has Bachelor's and Master's degrees from Siena Heights University majoring in Language Arts and Elementary Education. She is currently working on her administrative certification at EMU with a planned completion date of May, 2013. Mrs. Bennett has been employed with Monroe Public Schools since 2001 as an elementary teacher, district social studies consultant and most recently as the Assistant Principal of the Custer Elementary Campus.

Members of the interview panel were: Randy Monday, Superintendent; Julie Everly, Assistant Superintendent; Mary Ann Cyr, Raisinville Principal, Terry Joseph, Arborwood Assistant Principal; and Holli Weaver and Laura Lavender, Teachers.

ENCLOSURE

Resume

MOTION

Move to approve the appointment of Jennifer Bennett as a Principal effective immediately and place at the appropriate salary in accordance with the 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	_____	_____	_____	_____

Jennifer L. Bennett
2129 Teton Avenue, Monroe, Michigan 48162
Cell 419.343.4257
E-Mail: bennett@monroe.k12.mi.us

OBJECTIVE

To obtain a position as principal and utilize my skills to be an instructional leader of Custer Elementary Campus.

SUMMARY OF QUALIFICATIONS

Highly motivated educator with eleven years of experience in teaching, facilitating professional learning communities, and actively engaging students, staff and the community in the school improvement process. Key leader in several school initiatives including writing and technology integration. Utilized a master's degree study on technology literacy to develop digital portfolios to formatively assess students and integrate 21st Century literacy skills. Areas of expertise include:

- Collaborating with the school community to develop a shared vision
- Being an instructional leader to support teachers with a variety of professional development opportunities to support data-driven school improvement planning, targeted intervention and enrichment and solid curriculum instruction
- Upholding high expectations of achievement and nurturing diversity among students, staff and families
- Establishing strong lines of communication throughout the school community

SKILLS AND ACCOMPLISHMENTS

- Co-presented at the 2007 and 2008 National Council of Teachers of English Annual Conference on the topic of digital portfolios
- Co-presented at the 2006 and 2007 Michigan Reading Association Annual Conference on the topic of implementing a school-wide writing initiative
- Member of Custer Elementary, Raisinville Elementary and District School Improvement Committees
- Led School-Wide Behavior Supports through Professional Learning Communities
- Facilitated several district Professional Learning Communities
- Played a leadership role in district-wide core curriculum in-services for the 2008-2009 and 2009-2010 school year in the curriculum areas of math and social studies
- Created two school board presentations using iMovie, Windows Movie Maker and Power Point to effectively communicate the learning environment of Raisinville Elementary School.
- Participant in doctoral study of reading strategies at the University of Michigan
- Served as a mentor for a non-tenured teacher

EXPERIENCE

Assistant Principal

CUSTER ELEMENTARY SCHOOL, Monroe, MI

- Encouraged all students to reach their fullest potential and feel valued and celebrated for the diverse experiences they brought to the educational setting.
- Facilitated our School Improvement Team and Positive Behavior Support Committee.
- Collaborated with our leadership team to co-facilitate professional learning communities
- Developed partnerships with families, community members and staff through daily interactions at our school and in our community.

- Created encore and master schedules based on Michael Rettig's framework as well as instructional assistant and lunch schedules.
- Active member of our Student Assistance Team and IEP meetings alongside parents and staff.
- Provided an environment where students were valued and celebrated for the diverse experiences they brought to the educational setting.

District Social Studies Consultant

MONROE PUBLIC SCHOOLS, Monroe, MI

- Facilitated professional development through study groups, in-services and social studies curriculum committee meetings
- Created the Monroe Public Schools social studies curriculum and trimester assessments.

Teacher – 4th, 5th, 5th/6th grade

RAISINVILLE ELEMENTARY SCHOOL, Monroe, MI

- Facilitated learning in a technology enhanced, multi-age classroom
- Differentiated instruction, implemented the workshop approach and integrated across the curriculum in a constructivist environment
- Served as district math committee member to create curriculum documents and lead in-service

Technology Media Specialist

MONROE PUBLIC SCHOOLS, Monroe, MI

- Taught 21st century literacy skills to implement cross curricular and inquiry projects with kindergarten through eighth grade students

EDUCATION

State of Michigan K–12 School Administrator Certification
Eastern Michigan University, Ypsilanti, MI

June 2011-present

Master of Arts in Education, G.P.A. 4.0
 Major: Elementary Education (K-8)
Siena Heights University, Adrian, MI

June 2001-December 2007

Bachelor of Arts, G.P.A. 3.68
 Major: Language Arts (K-8)
 Minor: Elementary Education (K-5)
Siena Heights University, Adrian, MI

August 1996-December 2000

TRAINING

- Monroe County RtI Committee
- ASCD Annual Conference
- Wayne RESA, School-Wide Positive Behavior Supports
- Technology Training in: Pearson Inform, PowerSchool, Microsoft Office Suite, iPad, SMART Board

References available upon request

**COORDINATOR OF COMMUNICATIONS AND PUBLIC RELATIONS
CONTRACT EXTENSION**

BACKGROUND

In late winter, the administration presented to the Board of Education an improvement plan for our Coordinator of Communications and Public Relations which would help him refocus goals on district needs. For that reason, a two-month extension was requested in June to allow us to implement some specific improvement strategies. We are very pleased to report that the goals have been met and improvement has been made and we are requesting his contract be extended through June 30, 2013. This will be explained in detail during the 5:00-7:00 p.m. workshop on Tuesday evening.

RECOMMENDATION

Move to approve the contract extension through Temporary School Staff, Inc. for Robert Vergiels as the Coordinator of Communications and Public Relations as recommended through June 30, 2013.

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	_____	_____	_____	_____

COACHING RECOMMENDATION

BACKGROUND

Patrick Finnegan is being recommended to the Monroe Middle School 8th Grade Football Head Coach Position for the 2012/13 fall season. Mr. Finnegan was previously approved as an Assistant Coach. All pre-employment information has been completed.

RECOMMENDATION

Move to approve Patrick Finnegan as a Middle School 8th grade Football Head Coach for the 2012/13 fall seasons 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	_____	_____	_____	_____

**MANOR OVERNIGHT IN-STATE
 YMCA CAMP STORER TRIP**

BACKGROUND

Mrs. Kelly McMahon, Principal of Manor Elementary, would like to petition the Board of Education for permission to take the Manor 5th and 6th grade students to Camp Storer, a YMCA facility, in Jackson, Michigan where they will spend 2 nights and 3 days (September 17-19, 2012.) While at camp they will develop goals for the year and participate in team building activities along with activities that are geared to their science and social studies curriculum. Funding will be done through a variety of sources. They have asked students and chaperones to contribute, if possible. This notice was given to families in June in the hopes that students could “earn” money over the summer months. Manor PTO and Title I funding will also subsidize the trip to ensure 100 percent participation. Traditionally, Manor School PTO has sponsored weekly cookie sales to sponsor the 5th grade camping trip. Additional fundraising projects will be held during the school year to replenish these funds.

ENCLOSURE(S)

- Monroe Public Schools – Abbreviated Field Trip and Excursion Check List Form.
- The packet for camp and a sample of a typical three day schedule.
- The complete packet is housed in the office of the Assistant Superintendent of Elementary Education, Instruction and Human Resources.

RECOMMENDATION

Move to approve the 5th and 6th grade Manor Elementary trip to Jackson, Michigan YMCA - Camp Storer from September 17-19, 2012. This is in accordance with 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 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:

Manor Elementary will be implementing Growing Leaders for most of our 5th and 6th grade students. The concept creates four multiple age classrooms that will work as one team.

Over the summer the team teachers have developed a model that we believe will increase

- Student motivation
- Student responsibility for learning
- Attendance
- Parental involvement, and
- Teacher student interaction

This model will also reduce discipline issues and meet district goals for reducing transitions between grade levels.

One of the major goals of the team is to increase mathematical understanding. Many math concepts spiral from year to year and students require a strong foundation to continue to succeed. Students will participate daily in a math class at their level. Each teacher will target specific math strategies and students will attend the class that best meets their needs. As needs and strategies change throughout the year, students may have different math teachers.

Students will take an active role as leaders in the school and become better prepared to for the transition to Monroe Middle School.

YMCA CAMP STORER

Our 5th and 6th grade students will spend 2 nights and 3 days at Camp Storer, a YMCA facility, in Jackson, Michigan. While at camp we will develop goals for the year and participate in team building activities along with activities that are geared to our science and social studies curriculum. Funding will be done through a variety of sources. We have asked students and chaperones to contribute if possible. This notice was given to families in June, in the hopes that students could "earn" money over the summer months. Manor PTO and Title I funding will also subsidize the trip to ensure 100 percent participation. Traditionally, Manor School PTO has sponsored weekly cookie sales to sponsor our 5th grade camping trip. Additional fundraising projects will be held during the school year to refurbish these funds.

School(s): Manor Elementary School 5th and 6th graders

Chaperones: Kelly McMahon, Angela Ashcraft, Ian Cook, Michelle Homer, Mary Wolf, Amy Emerson, Cassidy Wodke

Method of Transportation: MPS Transportation request included

Date of Departure: 9/17/2012

Time of Departure: 8:45 a.m.

If overnight, number of nights: 2

Date of Return: 9/19/2012

Time of Return: 2:00 p.m.

Number of Students Participating: Approximately 125

Number of Staff Supervising: 7

Number of Other Adults Assisting: 6

Number of School Days Student will be Attending Trip: 3

Cost Per Child: \$200.00 with busing and camp cost Cost Per Chaperone: \$200.00

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes

No

Chaperones: Yes

No

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

- Full compliance with Board of Education Policy IICA -- Field Trips & Excursions Forms
- Signed parent permission forms for each student participant (IICA - FI) *due 9.6.12*
- 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 *due 9.6.12*
- 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 *due 9.6.12*
- 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. *due 9.14.12*

Updated: 09/12/06

Monroe Public Schools

Manor Elementary School
1731 West Lorain Street
Monroe, MI 48162
734-265-4700



To: Manor 2012-2013 5th and 6th Grade Families
From: Kelly K. McMahon
Date: June 12, 2012
Re: YMCA Camp Storer

Summer Greetings,

As you are relaxing and starting your summer vacation, we have been busy planning and preparing for the upcoming school year. One of the most exciting things we are planning has been the multi-aged upper elementary structure of your school day. Our plan for next year includes some blending of classrooms across the 5th and 6th grades to develop Learning Teams. This team approach is going to allow us to increase student achievement, by targeting specific academic needs, increasing student motivation, developing leaderships skills and supporting a positive transition for our 6th grade students to MMS and our 5th graders to 6th grade. More curriculum information will be forth coming and we will be holding a parent informational meeting early in the school year.

To celebrate and kick off our new Learning Teams, we have made arrangements to take our staff and 5th & 6th graders to the YMCA Camp Storer located in Jackson, Michigan. We are scheduled to leave Manor School on Monday, September 17th and return on Wednesday September 19th. Our goal at camp is to provide an environment that encourages, strengthens and builds team spirit. We will be working on developing our common beliefs, mission and goals for the 2012-13 academic school year, along with real life experiences in environmental sciences and problem solving.

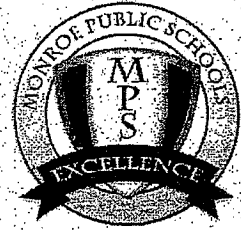
We will also discuss camp in more depth at our meeting. My purpose, however, in sending you this letter so early in the summer is to ask for your help. Without transportation fees, we are most likely looking at the cost of \$200.00 per student. We will be able to hold different fundraising events during the school year to help with the costs. We are asking that every student try to raise \$100.00 dollars during the summer months to also contribute to the costs. The Manor PTO will also be contributing to the cost from cookie sales from this school year.

Enjoy your summer and we are certainly looking forward to our upcoming team adventures. Please contact me if you have any concerns at mcmahon@k12.mi.us.

Sincerely,
Kelly K. McMahon

Monroe Public Schools

Manor Elementary School
1731 West Lorain Street
Monroe, MI 48162
734-265-4700



To: Manor 2012-2013 5th & 6th Grade Families
From: Kelly K. McMahon
Date: August 13, 2012
Re: YMCA Camp Storer

Greetings!

Our team has been working diligently on preparing for our YMCA Camp Storer camping experience scheduled for September 17th - 19th, launching our "Growing Leaders" academic plan. We have additional important information and dates for you. We would greatly appreciate your timely response on some of the following items. (Please note calendar dates.)

- **Cabin Leaders** are needed.
Based on our numbers, we will need 6 male and 6 female cabin leaders. The expectations are that cabin leaders will bunk in with approximately 11 students, attend camp sessions as chaperones, pay the non-refundable fee of \$140.00 and follow all camp guidelines. Please notify me as soon as possible if you are interested in one of these positions. I can be reached at mcmahon@monroe.k12.mi.us or Manor School 734.265.4700
- **Parent informational packet** is enclosed.
This packet needs to be filled out and return with your campers \$100.00 non-refundable deposit to our office by September 6, 2012.
- **Informational Meeting** will be held Tuesday, September 11, 2012 at 5 P.M.
Parents and 5th and 6th grade students are encouraged to join us for an informational evening with a YMCA Camp Storer representative in the gym.

We appreciate your support in this endeavor and attention to the tight timelines. It is imperative that we build our teams early in the school year to maximize the strength of our school community.

Respectfully,
Kelly McMahon

* Letter for Students
enrolled in August

Monroe Public Schools

Manor Elementary School
1731 West Lorain Street
Monroe, MI 48162
734-265-4700



To: Manor 2012-2013 5th & 6th Grade Families
From: Kelly K. McMahon
Date: August 13, 2012
Re: YMCA Camp Storer

Dear "New to Manor School" 5th and 6th grade students,

I would like to welcome you to Manor School and attempt to catch you up on our summer work. Please find the enclosed letter dated June 12, 2012. This letter explains our intentions for our Growing Leaders 5th/6th grade Initiative and our kick-off at YMCA Camp Storer. We have also enclosed the most recent informational letter with our latest camp details.

I apologize for the last minute notification as we are just receiving the names of our new summer enrollment students. Our class lists continue to be very tentative and you will be receiving another "Welcome Back" letter with our Open House details. Due to the large number of fifth grade students some 5th graders will not be on the *Growing Leaders* Initiative Team but will be in a 4/5 split class with Mrs. Allen. However, we will be taking all 5th and 6th graders to Camp Storer.

Please contact me with any questions and concerns mcmahon@monroe.k12.mi.us or call our office (734.264.4700) at Manor School.

Respectfully,
Kelly McMahon



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Storer Camps
6941 Stony Lake Road
Jackson, MI 49201
(517) 536-8607

*Camp
deposit*

August 3, 2012

Kelly McMahon
Manor Elementary
1731 W. Lorain St.
Monroe, MI 48161

Dear Kelly,

We are looking forward to having your students and yourself at YMCA Storer Camps on 9/17/2012.

While we received a copy of your signed contract on 7/16/2012, we have not received payment of \$2097 for your Registration Fee, which was due on 7/18/2012.

Please remit payment by August 17, 2012. A return envelope is enclosed for your convenience.

If you have any questions, please feel free to call me at (517) 536-8607.

Sincerely,

Janna Pool

Janna Pool
YMCA Storer Camps

Manor Elementary
1731 W. Lorain St.
Monroe, MI 48161

Sent 9/15/12

Please Remit by: August 17, 2012

OEE Deposit Amount Due: \$ 2097

Please return this stub with your payment to:

YMCA Storer Camps
6941 Stony Lake Rd
Jackson, MI 49201

Please note any address corrections on stub. Thank you!

SCHOOL	Fictitious Academy Maximum 110 Students
DATE	January 12-14.
CENTER	North
ENENING PROGRAMS	M: Campfire, Night Hike Tu: Square Dance

3-DAY SCHEDULE

		A	B	C	D	E
Mon/ Wed	3:00	In Cold Blood	Incredible Journey	Microscopic Ponderings	Little Class on the Prairie!	Gimme Shelter
	4:15	Little Class on the Prairie!	In Cold Blood	Incredible Journey	Microscopic Ponderings	Total Team
Tues/ Thurs	9:30	Incredible Journey	Microscopic Ponderings	In Cold Blood	Gimme Shelter	Little Class on the Prairie!
	10:45	Microscopic Ponderings	Little Class on the Prairie!	Gimme Shelter	In Cold Blood	Incredible Journey
	1:30	Treaty of 1821		Little Class on the Prairie!	Total Team	In Cold Blood
	2:45			Total Team	Incredible Journey	Microscopic Ponderings
Wed/ Fri	9:30	Total Team	Gimme Shelter	Treaty of 1821		
	10:45	Gimme Shelter	Total Team			

TYPICAL THREE-DAY SCHEDULE

Day One

10:00-12:00	Students arrive, orientation and move into cabins
12:30-1:15	Lunch
1:30-2:45	Afternoon Activities, Cabin Leader/Teacher meeting
3:00-4:00	Class
4:15-5:15	Class
5:15	Bell rings; cabin responsibilities (tables, flag, etc.)
5:30-6:30	Dinner
6:30-7:15	Cabin Time with Cabin Leader
7:15-9:00	Evening Activity
9:00-10:00	Get ready for bed
10:00	Lights Out!

Day Two

6:30	Rise & Shine
6:30-7:45	Get ready; clean cabins & bathrooms
7:45	Bell rings; cabin responsibilities
8:00-9:00	Breakfast
9:00-9:30	Cabin Time with Cabin Leaders
9:30-10:30	Class
10:45-11:45	Class
11:45-12:00	Cabin Time with Cabin Leaders
12:00	Bell rings; cabin responsibilities
12:15-1:00	Lunch
1:00-1:30	Cabin Time with Cabin Leaders
1:30-2:30	Class
2:45-3:45	Class
4:00-5:15	Afternoon Activities; Cabin Leader/Teacher meeting
5:15	Bell rings; cabin responsibilities
5:30-6:30	Dinner
6:30-7:15	Cabin Time with Cabin Leaders
7:15-9:00	Evening Activities
9:00-10:00	Get ready for bed
10:00	Lights Out!

Day Three

6:30	Rise & Shine; clean cabins, pack clothes, bring to luggage to Dining Hall
7:45	Bell rings; cabin responsibilities
8:00-9:00	Breakfast; evaluations
9:00-9:30	Cabin Time with Cabin Leaders
9:30-10:30	Class
10:45-11:45	Class
12:00	Box Lunch
12:30	Departure

CHOOSING THE CLASSES

Please use the following guidelines when choosing the classes your students will be attending at camp. Our menu system was devised to aid schools and Program Coordinators in creating a spectacular experience for the students.

Five-Day Program

Choose a **rest hour** plus any combinations of **13 hours of classes** from the menus with no more than 1 selection from Menu C

—or—

Choose any combination of **14 hours of classes** from the menus with no more than 1 selection from Menu C

Four-Day Program

Choose any combination of **10 or 12 hours of classes** from the menus, with the following limits:

- Choose no more than 3 two-hour classes if no items from Menu C are chosen
- Choose no more than 2 two-hour classes if 1 item from Menu C is chosen
- Choose no more than 1 selection from Menu C

Three-Day Program

Choose a combination of **6 hours from the Menu B** below, with the following limits:

- Choose no more than 1 two-hour class

—or—

Choose a combination of **8 hours from Menu B**, with the following limits:

- Choose no more than 2 two-hour classes:

MENU A

MENU B

MENU C (Max. 1 Selection)

• Tower (2 hrs) Sept., Oct., March, April, May	All 1 hour classes listed in the Program Planning Guide plus:	• Survival Day (4 hrs)
• Low Ropes (2 hrs)	• Around-the-Lake Hike (2 hrs) Sept., May	
• Horses (2hrs) year-round	• Treaty of 1821 (1 hour)	• Woodland Native American Day (4hrs)
• STARLAB (1hr) Nov.—Feb.	• Michigan/Ohio Country (2 hrs)	
• Treaty of 1821 (2 hrs)	• Aquatic Ecologists (2 hrs) • Predator and Prey	

Revised 7/2/12
H/S

YMCA Storer Camps
A Branch of the YMCA & JCC OF GREATER TOLEDO

The Summer Outdoor School Agreement

6941 Stony Lake Road Jackson, MI 49201 Phone: 800-536-8607

Contract Number: 002481
Group Name: Manor Elementary
Group Representative: Kelly McMahon
(This person receives all written communication and is responsible for dispersing it to ALL group personnel involved in the camp program.)
Billing Address: 1731 W. Lorain St.
Monroe, MI 48161

Contract Date: June 18, 2012
Grade Level: 5
Group Phone: 734-265-4700
Group Fax: 734-265-4701
mcmahon@monroe.k12.mi.us
(Group Representative's E-mail Address)

Total Estimated Participants

Students: 123
Cabin Leaders: 12
Teachers: 9
Total Estimated Participants: 144

Location

North Center Cabins: 14
Beds in Stranahan: 3
Notes:

Arrival Date: September 17, 2012 Departure Date: September 19, 2012 Total Nights: 2

The attendance dates specified on this agreement will be HELD upon receipt of a signed contract, within two weeks of contract date. Receipt of a ten percent, non-refundable Registration Fee of \$ 2,097.00 by July 18, 2012 will RESERVE your dates until August 17, 2012. Your reservation will be GUARANTEED upon receipt of a thirty percent, non-refundable \$ 6,292.00. deposit, due no later than August 17, 2012. An invoice for each is enclosed for your convenience. If a Registration Fee and/or Deposit is not received by the dates due, the dates below may be made available to others (with prior notice to you).

You may not use as many cabins/lodges as we have reserved, depending on male/female ratios. We fill each cabin before opening the next and you may not use the total amount reserved.

Any change to the number of participants ("Guaranteed Number"), must be submitted to YMCA Storer Camps in writing no later than August 17, 2012. Additions to total participants are subject to availability of bed space. YMCA Storer Camps reserves the right to schedule more than one group in camp at the same time. Your final invoice (due 30 days from invoice date) will be calculated on the actual number of participants in attendance or 90% of the "Guaranteed Number", whichever is greater.

Pricing:

Item Description	Estimated Quantity	Unit Price	Extended Price
Student/Leaders Cabins 3 Days	135	\$137.00	\$18,495.00
Teachers	9	\$50.00	\$450.00

We accept this Agreement and will communicate these Terms of Agreement to all group personnel involved in the camp program prior to arrival at camp.

Kelly McMahon 7/2/2012 *Nancy Burger* 7/3/12
Group Representative / Date YMCA The Storer Outdoor School Director / Date

For Office Use Only

\$ _____	_____	_____	_____
Amount of Registration	Date of Receipt	Receipt Number	Initials
\$ _____	_____	_____	_____
Amount of Deposit	Date of Receipt	Receipt Number	Initials

Please review these additional Terms of Agreement before signing the first page of this Outdoor Environmental Education Agreement.

1. Outdoor Environmental Education (OEE) at YMCA Storer Camps is regulated by the Michigan Department of Consumer and Industry Services and accredited by the American Camping Association. YMCA Storer Camps is a branch of the YMCA of Greater Toledo.
2. Certain elements of the Outdoor Environmental Education program are physically, mentally, socially and emotionally demanding. While the program and its staff will make every reasonable effort to minimize exposure to the known risks associated with these activities, all hazards associated with the OEE programs cannot be foreseen. Manor Elementary agrees to make all group participants and their guardians aware of the possible hazards associated with participation in outdoor activities.
3. The YMCA, acting through the Program Director or other YMCA authorized personnel, shall have the right at any time to prohibit any activity of Manor Elementary which the YMCA determines or considers to be hazardous to the safety of life or property or is opposed to the YMCA's stated philosophy, mission and goals. In addition, YMCA Storer Camps will prohibit any activity that is contrary to Michigan Youth Camp Safety laws as decreed by the Department of Consumer and Industry Services and local ordinances in Jackson, Michigan.

4. Calamity

In the event a calamitous event such as tornado, flooding, blizzard, or similar unexpected event necessitates the cancellation of the dates reserved by Manor Elementary, the parties shall make a good faith effort to reschedule those dates for another equal amount of dates, but in the event the dates cannot be rescheduled, then Manor Elementary shall be entitled to a refund of the registration fee and deposit for such dates and shall not be liable for the balance of the cost for such dates. This allowance for the return of the registration fee and deposit shall not be construed to include financial difficulties of Manor Elementary in meeting the obligations of this contract.

5. Liability

In consideration for use of the facilities, Manor Elementary hereby agrees to be solely responsible for any and all liability, loss, damage, injury or death arising from acts connected with Manor Elementary's activities while using the facilities, but only so long as the same is caused by or arises from the negligence of Manor Elementary or any of its participants, members or guest, or by its failure to perform any terms of this agreement.

6. Insurance

YMCA Storer Camps does not carry health and accident insurance for participants of Manor Elementary. Manor Elementary agrees to provide its own liability insurance for all of its participants.

7. Supervision

- A. Manor Elementary shall provide an agreed upon School Representative to be the main communicator with the YMCA Storer Camps staff.
- B. Manor Elementary shall select, screen, train and evaluate cabin leaders.
- C. Manor Elementary shall provide cabin leadership of at least one (1) individual over the age of sixteen (16) for every ten (10) youth participants.
- D. Manor Elementary shall provide one (1) adult representative (not a cabin leader) from Manor Elementary to remain on YMCA Storer Camps' property at all times.
- E. Manor Elementary shall be responsible for the behavior of its students and cabin leaders.
- F. Manor Elementary is responsible for performing cabin checks each night participants from their group who are in camp.
- G. YMCA Storer Camps cannot be responsible for members of Manor Elementary who leave camp property during the week.

- H. YMCA Storer Camps will provide orientation for participants covering safety procedures and regulations.
- I. If a misbehavior results in a decision to send a child or cabin leader home (the lead teacher, YMCA Director and School Administrator must mutually agree) the school will be billed for that participant's entire fee for camp. If a student or cabin leader is sent home due to an illness or injury, the charge for that student or cabin leader will be prorated for their length of stay at camp.

8. Horseback Riding

Horseback riding requires an additional fee noted on your agreement and is only permitted under the supervision of the YMCA Storer Camps' equestrian staff with the knowledge of the Program Director. There are inherent risks associated with horseback riding. Under the Michigan Equine Activity Liability Act, an equine professional is not liable for an injury to or the death of a participant in an equine activity resulting from an inherent risk of the equine activity. It is Manor Elementary's responsibility to inform participants and their guardians of the inherent risks associated with equine activities.

9. Waterfront Activities

All waterfront activities will be scheduled and conducted according to the YMCA Storer Camps waterfront policy and supervised by YMCA Storer Camps staff. Lifejackets must be worn at all times by boating participants. No swimming is allowed by participants during the OEE season. Personal watercrafts may not be utilized on camp property.

10. Medical Services and Responsibilities

The Center's Health Officer will handle first aid concerns. The Health Officer will administer student medications as prescribed by a physician. All medications must be sent to camp in the original containers and must remain under lock and key in the Health Center with the exception of rescue inhalers, EPI-pens and ANA-kits. A YMCA Storer Camps' Health form signed by an adult guardian will be required for participation in the camp program and to secure any medical treatment for minors. Should a student need to spend time in the Health Center during the day or overnight, an adult member of Manor Elementary must supervise him/her. Medical treatment will remain the responsibility of the Health Officer. For emergencies beyond the level of care available on-site, nearby Foote Hospital will be utilized. The student and/or Manor Elementary is responsible for the cost of any medical treatment.

11. Transportation

Manor Elementary is responsible for the transportation of all participants to and from camp. Manor Elementary must provide at all times a vehicle to take a participant to the hospital or treatment center for non-emergency care, or to take a sick, contagious or misbehaving participant home in the event that the parent/guardian cannot do so.

12. Firearms and Target Sports

Firearms, including air rifles, and archery equipment may not be brought to camp.

13. Pets

Pets are not permitted at camp.

14. Food Service

The kitchen area is to be used by YMCA Storer Camps Food Service staff only. Please do not enter the kitchen without permission. No kitchen equipment may leave the kitchen or dining areas. Cooking and food storage is permitted in designated buildings only.

15. Phones

Teachers and other adult participants making personal phone calls may use the Center pay phones. Teachers needing to call Manor Elementary regarding camp related events may see the Program Director for placement of such calls. All long distance calls are at the expense of Manor Elementary, except in the case of an emergency. Children are not permitted to make or receive phone calls while at camp.

16. Personal Property

YMCA Storer Camps assumes no responsibility for property brought to camp by members of Manor Elementary.

17. Vehicles

- A. Please park in designated vehicle parking lots and drive on designated roads only.
- B. A speed limit of ten (10) miles per hour in camp is enforced.
- C. Motorbikes and snowmobiles are not permitted on camp property.
- D. Each person must wear a proper seatbelt. Seatbelts must be fastened. Passengers are prohibited from riding in the back of an open truck.
- E. All vehicles must display a YMCA Storer Camps guest vehicle permit on the dashboard. Permits will be issued on arrival day.

18. Smoking

YMCA Storer Camps is a smoke-free environment. Smoking on camp property is prohibited.

19. Drugs

Alcoholic beverages and/or illegal drugs are prohibited.

20. Campfires

Campfires are allowed only in designated fire circles. Please check with the Program Director before building a campfire.

21. Inspection and Condition of Facilities

Manor Elementary may walk through the facilities with a YMCA Storer Camps staff member to check the condition, safety and cleanliness of the facilities both before and after the use period. Manor Elementary shall accept the facilities as initially inspected, except as noted in writing to YMCA Storer Camps. Manor Elementary shall leave the facilities in as good a state and condition as they were in the beginning of the use period, reasonable wear and tear expected. Manor Elementary shall pay a twenty (\$20.00) Cleaning Fee per building (and/or) twenty (\$20.00) per hour Maintenance Fee plus parts, for misuse, damage or littering of any of the facilities, buildings, structures, equipment or grounds during the use period.

22. Guests

YMCA Storer Camps does not allow family members or guests of students, teachers, or cabin leaders to visit camp during Manor Elementary's stay.

23. Free and Reduced Meal Program

Manor Elementary shall provide the necessary information so YMCA Storer Camps can apply for the "Free and Reduced Meal" Program for the meals it provides to eligible students. All information shall be kept confidential according to the guidelines set forth by the Free and Reduced Meal Program.

24. Fun! Everyone must have fun!

Student/parent

permission slip

YMCA Storer Camps

6941 Stony Lake Road • Jackson, Michigan 49201

Jackson (517) 536-8607 • (800) 536-8607

www.ymcastorer camps.org

Health
Forms

Dear Parents:

Thank you for participating in our Outdoor Environmental Education program. We see over 20,000 participants each season, and our talented and caring staff strives to provide an exceptional experience for each one of them. YMCA Storer Camps is a school in the outdoors – we are an extension of your school program and feel privileged to serve many quality school districts like yours. As a parent, you need to be familiar with the following information as your child embarks on his/her camp experience.

What to pack

Take a look at the attached *Bring-Along List*. If your child is coming in the winter remember to pack several layers of clothing, waterproof boots, a winter hat, mittens or gloves, and lots of socks. In all seasons, remember to pack rain gear. Labeling all items is very important since, oftentimes, children do not recognize their own belongings. We suggest you help your child pack items that can get wet or dirty. Since this is an outdoor education program, your child will be spending much of his/her time outside. Make sure he or she is prepared for the season.

Health Services

It is extremely important that a YMCA Storer Camps Health Form is completed and signed for your child. This form should be given to your school's camp coordinator. **WITHOUT A COMPLETED AND SIGNED HEALTH FORM, YOUR CHILD CANNOT PARTICIPATE IN CAMP ACTIVITIES.** Please review the medication instructions stated on the health form so that we can meet your child's medical needs to the best of our ability.

If your child becomes ill during his/her camp experience, you will be responsible for making travel arrangements home. In order to prevent the spread of infection, and because our Health Center is not intended for overnight stays except in emergencies, sick children must recover at home. They are welcome to return to camp upon recovery.

Please feel free to contact our camp Health Officer or Food Service Manager to discuss your child's care while at camp. Please see additional health information pages included in this packet.

Mail/Faxes

You are welcome to send letters to your child while they are at camp. Please send them early in the week to assure arrival at camp during your child's stay. Remember to write upbeat, encouraging words. Letters that focus on missing your children lead to homesickness. Because we have a very busy camp office, we discourage the use of our business fax machine or email for personal mail.

Name of Student

Name of School

Outdoor Environmental Education

YMCA Storer Camps

6941 Stony Lake Road

Jackson, Michigan 49201

Phone Number for Emergencies Only: 800/536-8607

Sincerely,

The Outdoor Environmental Education Team

YMCA Storer Camps Outdoor Environmental Education
PROGRAM PLANNING GUIDE 2011-2012

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"BRING ALONG" LIST

Be sure everything is labeled with the students' name!

BEDDING

- | | | |
|--|-------------|--------------------------|
| Packed | | Brought Home |
| <input type="checkbox"/> Sleeping bag or sheets & blankets | (Twin size) | <input type="checkbox"/> |
| <input type="checkbox"/> Pillow & pillowcase | | <input type="checkbox"/> |

CLOTHING

- | | | |
|---|--|--------------------------|
| Packed | | Brought Home |
| <input type="checkbox"/> Pajamas | | <input type="checkbox"/> |
| <input type="checkbox"/> Change of underclothing | | <input type="checkbox"/> |
| <input type="checkbox"/> Change of socks (3 pairs per day in winter) | | <input type="checkbox"/> |
| <input type="checkbox"/> Two pairs of shoes (sneakers NOT recommended in Winter) | | <input type="checkbox"/> |
| <input type="checkbox"/> Waterproof boots (Especially in Winter) | | <input type="checkbox"/> |
| <input type="checkbox"/> Heavy & light shirts | | <input type="checkbox"/> |
| <input type="checkbox"/> Sweater & warm jacket | | <input type="checkbox"/> |
| <input type="checkbox"/> Raincoat (no umbrellas, necessary in every season) (If horseback riding, no ponchos) | | <input type="checkbox"/> |
| <input type="checkbox"/> 2-3 pairs trousers/jeans (prefer no dresses) | | <input type="checkbox"/> |
| <input type="checkbox"/> Gloves/Mittens & scarf (in winter) | | <input type="checkbox"/> |
| <input type="checkbox"/> Stocking hat, a MUST in winter | | <input type="checkbox"/> |
| <input type="checkbox"/> Plastic bag for dirty clothes | | <input type="checkbox"/> |
| <input type="checkbox"/> Bathing suit for showers | | <input type="checkbox"/> |

TOILETRIES

- | | | |
|---|--|--------------------------|
| Packed | | Brought Home |
| <input type="checkbox"/> 2 Bath towels & washcloth | | <input type="checkbox"/> |
| <input type="checkbox"/> Comb and/or brush | | <input type="checkbox"/> |
| <input type="checkbox"/> Facial tissues | | <input type="checkbox"/> |
| <input type="checkbox"/> Deodorant | | <input type="checkbox"/> |
| <input type="checkbox"/> Lip Balm | | <input type="checkbox"/> |
| <input type="checkbox"/> Soap/Shampoo | | <input type="checkbox"/> |
| <input type="checkbox"/> Toothbrush & toothpaste | | <input type="checkbox"/> |
| <input type="checkbox"/> Suntan lotion/block | | <input type="checkbox"/> |
| <input type="checkbox"/> Insect repellent (no spray cans) | | <input type="checkbox"/> |
| <input type="checkbox"/> Water Bottle | | <input type="checkbox"/> |

OPTIONAL ITEMS

- | | | |
|--|--|--------------------------|
| Packed | | Brought Home |
| <input type="checkbox"/> Camera (disposable pocket type is best) | | <input type="checkbox"/> |
| <input type="checkbox"/> Flashlight | | <input type="checkbox"/> |
| <input type="checkbox"/> Pencils & notebook | | <input type="checkbox"/> |
| <input type="checkbox"/> Reading book | | <input type="checkbox"/> |
| <input type="checkbox"/> Stationary & stamps | | <input type="checkbox"/> |
| <input type="checkbox"/> Stuffed animal | | <input type="checkbox"/> |
| <input type="checkbox"/> Shower shoes | | <input type="checkbox"/> |

PLEASE DO NOT BRING THESE

ITEMS

- Electronic games
- Axes or saws
- Blow dryers & curling irons
- Radios or personal stereos
- Chewing gum
- Firearms or archery equipment
- Matches or lighters
- Fishing poles, hooks, etc.
- Food (including soda & candy)
- Hairspray, mousse, gels, etc.
- Knives
- Money
- Pagers/cellular phones
- Perfume/cologne

MEDICATIONS

All medications should be given to the lead teacher on the morning of departure. All medications must be in original container. All medications will be returned at the end of the trip.



*NOTE: For schools coming to Camp in the winter months, please keep in mind that we are an **Outdoor Environmental Education Center**. Your children will be **outside** except in cases of extreme weather. Please prepare your children with proper clothing for extended outdoor winter activities.



FOR CABIN LEADERS ONLY

- | | | |
|--|--|--------------------------|
| Packed Home | | Brought Home |
| <input type="checkbox"/> Flashlight | | <input type="checkbox"/> |
| <input type="checkbox"/> Water Bottle | | <input type="checkbox"/> |
| <input type="checkbox"/> Battery Alarm Clock | | <input type="checkbox"/> |
| <input type="checkbox"/> Day Backpack | | <input type="checkbox"/> |
| <input type="checkbox"/> Watch | | <input type="checkbox"/> |

Parent Information for Health Services at YMCA Storer Camps

Our health service practices are shaped by regulations and/or guidelines from entities such as American Camp Association, Association of Camp Nurses, and state of Michigan, Department of Human Services, Camp Licensing Division. Please contact your school or if you have further questions, please contact Health Services at Storer Camps at 517/ 536-8607.

HEALTHCARE PLAN

We partner with you to provide a safe and healthy experience for each student. You know your child's health needs; we know the capabilities of our program. Our healthcare plan is designed to complement the growth and development needs of children and youth within normal parameters.

HEALTH FORMS

Each health form is reviewed by our Health Officer's prior to and during your child's stay. If we have a question, we will contact you for clarification. We rely on the information you provide to care for your student. Please complete your student's health form thoroughly and return to your school as soon as possible.

About Camp and Your Child's Health

We ask that your child be healthy upon arrival and ready to participate in the OEE experience. If you have questions or concerns contact us! We reserve the right not to admit a person who poses a communicable illness threat.

Our program has a busy schedule filled with activity. Students live with eight or more people in a cabin. Prepare your child so these experiences are exciting rather than intimidating.

Our program expects that students can meet their own personal needs, can move independently from place to place and are capable of community living in our cabin environment.

YMCA Storer Camps is not a therapeutic environment nor prepared to provide psychiatric support. Please consider these facts when determining if our program is appropriate for your child.

Community living skills are new for many students. Your child may appreciate knowing that his or her bedroom will be shared with many other people and everyone sleeps in bunk beds. Talk with your child about picking up personal items, the noises people make when they sleep and whether a top or bottom bunk would be best.

Healthcare Personnel

Our Health Offices are staffed by Camp Health Officers (CHO) as designated by the State of Michigan. At minimum a CHO has been certified in First Aid Emergency Care, Professional Rescuer CPR/AED, and Blood Borne Pathogens. Each CHO also completes a orientation that includes a review of medical protocols as approved by our camp physician, medication administration, documentation, and caring for our campers.

Healthcare Facilities

Foote Hospital, in Jackson is approximately 10 miles away.

Scope of Service

The scope of service provided by our Health Officers is limited to care of routine illness and injury; we do not have physicians or nurses in residence. We do, however, have medical protocols signed by our supervising physician so care for common problems is available. We stock over-the-counter medications which are dispensed as directed in our protocols. Your student will be referred to the local medical community when need is beyond the scope of our care.

Treatment of Chronic Health Concerns

We expect children with chronic health concerns (i.e. asthma, allergies, diabetes) to be capable self-managers and to bring the supplies they need to manage their diagnosis. Because treatment modalities vary, our Health Officers rely on your student's familiarity with and ability to do their own treatments. Our Health Officers will provide general oversight and partner with your student to follow individual treatment plans and/or strategies to facilitate your student's care.

Asthma, Diabetes, Anaphylaxis Forms

Use the appropriate form to tell us about your child's treatment plan. Special forms have been developed for asthma, diabetes, and anaphylaxis. These forms can be requested from your school or downloaded from our website at www.ymcastorer camps.org

MEDICATION

All medication, with the exception of some inhalers and Epi-Pens is collected by the teachers at the school before departure. Once at camp, all medication is required by state law to be kept locked in the Health Center with the exception of emergency medication. The Health Officer distributes daily medication at routine times and maintains office hours during which medication is available.

Stocked Medication

The Health Center stocks the following over-the-counter (OTC) medications and remedies; please do not send these with your student. Health Officers have medical protocols from the camp physician which directs the use of these medications for common and routine human health problems. Use the health form to indicate which of our stocked OTC remedies should not be given to your student:

Acetaminophen (Tylenol)	Diphenhydramine (Benadryl)	Chloraseptic Spray (Sore Throat)
Ibuprofen (Motrin, Advil)	Docusate Sodium (Stool Softner)	Tums
Pseudoephedrine (Sudafed)	Loperamide HCL (Anti-Diarrhea)	Cough Drops
Guaifenesin DM (Cough Medicine)	Silver Sulfadiazine (Burn Cream)	Calagel (Benadryl Cream)
TechNu Extreme (Poison Ivy)	Hydrocortisone Cream	Cola Syrup (Nausea)
Calamine Lotion		

If You are Sending Medication with Your Student

- Send enough for your child's entire stay.
- Each medication must come in its original and appropriately labeled bottle/container, including vitamins and other nutritional supplements.
- Place the medications in a zip lock bag with your child's full name and the name of your school.
- Do not mix medications.
- Do not pour medications into a daily medication box or container.
- Use the health form to record the medication and explain why your child is using the medication.
- Our health officers expect that medication indicated on the health form will arrive with the student. If a medication status changes, notify us in writing of that change.

State Law mandates that Prescription Medication:

- Must come in a pharmacy container with a legible label in the student's name.
- Must be labeled with the student's name, the name of the medication and current instructions for administration.

NOTE: State Law also requires that Health Officers must follow labeled directions. If there is a change to your student's medication, make sure the label correctly reflects that change, or please have your healthcare provider write a new prescription with the change of dosing and send that with your child. It must be signed and dated by the healthcare provider.

Over-the-Counter Medication

- Must come in its original container with a legible label.
- Must have the student's first and last name clearly written in indelible ink on the container but in a place which does not obscure label information.
- Must be appropriate to the age of the child with the proper dosing information.
- If different, please send your healthcare providers instructions, signed and dated by him/her.

Methods for Treating Common Problems

We are sensitive to the fact that there are different ways to treat common health problems. If your child is susceptible to sore throats, headaches, and/or upset stomach, and you have identified a treatment to which your child responds, please share that information with us by writing it on the health form. We may not be able to provide exactly the same treatment, but we will complement it as our regulatory agencies and laws allow.

Insulin and Other Injections

We expect that students who use injectables (e.g. insulin injections, growth hormone shots) are capable of doing their own injection. Our Health Officers are not permitted to administer injections. Refrigeration, a sharps container and alcohol preps are available.

Please send all your student's medication and the necessary syringes with them to camp.

Immunizations

Immunizations, (especially an up-to-date tetanus inoculation) are important because your student will be outdoors and in close proximity to other program participants. We recommend that students are immunized; however, our program also recognizes that some choose not to immunize their children for various reasons. Please attach appropriate documentation to your child's health form if this is your position.

Communicable Disease

Please notify your school and Health Services at YMCA Storer Camps if your child is exposed to a communicable illness within the three weeks prior to arriving at camp. We are especially concerned about chicken pox, mumps, sore throat, colds and flu.

Head Lice or Nits

Because our program has a "no nits" policy, if a child is found to have nits once they are at camp, you will be contacted to come pick up your child per our medical protocols.

In addition, please instruct your student not to share items such as brushes, hats, pillows, hair ties and clothing with other people.

COMMUNICATING HEALTH ISSUES WITH PARENTS AND GUARDIANS

Our Health Officers and the teachers from your school will make due diligence to contact you by phone if your child has need for out-of-camp health care. The phone numbers you provide on your student's health form will be used. Please make sure that we know how to reach you at all times during your child's stay.

We generally do not contact you if your child is seen in the Health Center for routine problems (e.g. skinned knee, sore throat, bee sting, headache, upset stomach). We will call if we have questions determined on a case-by-case basis by the Health Officer. If you would like us to do something different, attach a letter to your child's health form explaining your alternate plan.

A child's usual response when not feeling well is to tell the parent or guardian. Sometimes children at camp react the same way - they write a letter telling you how they feel and may not consider telling their cabin leader or our Health Officers. Talk with your child and explain that the cabin leaders, teachers, and Health Officers are there to help.

Please instruct your student to tell these people about their needs so care can be provided...because we care!!

YMCA Storer Camps ~ OEE Youth Health Form

Personal History

Student's Last Name (Printed)			Student's First Name (Printed)		MI
Street Address			Date of Birth (Month, Day, Year)		Age
			School		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
City	State	Zip	Height	Weight	

Emergency Contact Information

Father/Guardian Name	Father/Guardian Home Phone	Father/Guardian Work Phone	Father/Guardian Cell/Pager
Mother/Guardian Name	Mother/Guardian Home Phone	Mother/Guardian Work Phone	Mother/Guardian Cell/Pager
Emergency Contact Name	Emergency Contact Phone	Relationship to Child	Emergency Contact Cell/Pager

Medication Information

Please list any additional medications on a separate sheet and attach to your health form.

"Medication" is any substance a person takes to maintain and/or improve his or her health and includes vitamins and homeopathic remedies.

- This student will not take any daily medication while attending YMCA Storer Camps.
- This student will take the following daily medication(s) while attending YMCA Storer Camps. Bring enough of each medication to last their entire stay. ALL medications must arrive in appropriately labeled pharmacy containers as described in the "Health Services Parent Information".

NAME OF MEDICATION	REASON FOR TAKING IT	WHEN GIVEN AND DOSAGE	DATE STARTED
		<input type="checkbox"/> Breakfast Dose: _____ <input type="checkbox"/> Dinner Dose: _____ <input type="checkbox"/> Bedtime Dose: _____ <input type="checkbox"/> Other: _____	
		<input type="checkbox"/> Breakfast Dose: _____ <input type="checkbox"/> Dinner Dose: _____ <input type="checkbox"/> Bedtime Dose: _____ <input type="checkbox"/> Other: _____	
		<input type="checkbox"/> Breakfast Dose: _____ <input type="checkbox"/> Dinner Dose: _____ <input type="checkbox"/> Bedtime Dose: _____ <input type="checkbox"/> Other: _____	

The following medications are stocked in our Health Centers and are used to manage illness and injury as directed by our medical protocols. Cross out those your student should NOT be given.

Acetaminophen (Tylenol)
 Ibuprofen (Advil, Motrin)
 Pseudoephedrine (Sudafed)
 Guaifenesin DM (Cough Medicine)
 Technu Extreme (Poison Ivy)
 Calamine Lotion

Diphenhydramine (Benadryl)
 Docusate Sodium (Stool Softener)
 Loperamide HCL (Anti-Diarrhea)
 Silver Sulfadiazine (Burn Cream)
 Hydrocortisone Cream

Chloraseptic Spray (Sore throat spray)
 Tums
 Cough Drops
 Calagel
 Cola Syrup (Nausea)

Insurance Information

2. This student has not had mononucleosis ("mono") during the past year True False
3. This student's hearing is within normal ranges True False
4. This student's sight is within normal ranges or s/he uses corrective lenses to remedy vision True False
5. This student typically sleeps without snoring, sleep talking or making other noises True False
6. This student is free from illness, injury or physical challenges that would affect participation True False
7. For girls: this student knows about menstruation and/or has a normal menstrual history True False
8. This student has been in countries outside the United States in the past 9 months True False
If "True", list the countries and the length of time spent in each.

Country: _____ Country: _____

Dates: _____ Dates: _____

Mental, Emotional and Social Health: Check "Yes" or "No" for each statement.

1. This student has been diagnosed with Attention Deficit Disorder (ADD) or AD/HD Yes No
2. This student has a psychiatric diagnosis such as depression, OCD, panic/anxiety disorder Yes No
3. This student has an emotional health concern (specify) Yes No
4. This student has seen or is currently seeing a professional to address mental/emotional concerns Yes No
5. This student has had a significant life event that continues to affect the student's life Yes No
If "Yes", please provide information about the event - death of a loved one, family change, adoption, new sibling, survived a disaster - its impact upon your student's life, and care tips for their time at camp.

When We Need To Talk With You: We will certainly call in an emergency, but we'll also call if we have questions about your student's health. If we cannot reach you or your emergency contact at the numbers listed, please provide contact information for other people who know your student and with whom we can consult. We assume you have spoken to these alternative contacts and they are willing to assist should the need arise.

Alternate Contact _____ Phone: _____ Relationship: _____

Alternate Contact _____ Phone: _____ Relationship: _____

What Have We Forgotten to Ask? Provide additional information about your child's health that may have been neglected on these forms. We are particularly interested in information that has an impact upon your child's ability to fully participate in our program.

Page 3 of 4

Parent/Guardian Authorization

The information contained in this form is correct, as far as I know, and the child herein described has permission to engage in all camp activities except as noted. I understand that health/accident insurance coverage is the responsibility of the parent/guardian. I hereby give permission to YMCA Storer Camps to secure emergency medical, routine medical, surgical treatment, and non-surgical care for the child named on this form, while at camp. I also understand that the parent/guardian is fully responsible for the camper's transportation if he/she is dismissed for disciplinary, behavior or medical reasons. I absolve the YMCA of Greater Toledo/Storer Camps

and all of its employees or any and all liability, financial and/or otherwise arising from administration or medication to my child under the terms of this release. YMCA Storer Camps is not responsible for payment of any medical expenses incurred during participation at camp.

In consideration for being allowed to participate in the YMCA's programs, I agree to assume the risk of such activities and programs, and I further agree to hold harmless the YMCA of Greater Toledo, its officers, employees and representatives from any and all claims, suits, losses, or related causes of action for damages, including, but not limited to, such claims that may result from injury or death, accident or otherwise, during or arising in any way from the activities. I grant permission for me or my child to participate in all planned camp activities including out of camp trips by van or bus, hiking or horseback riding. The YMCA is not responsible for lost, stolen or damaged personal articles. I also authorize the YMCA to have and use photographs, slides or video tapes of me, my child, or my family as may be needed for its public relations programs. I acknowledge that this General Release of Liability and Authorization for Treatment of the YMCA is binding on me personally and on my heirs, personal representatives, successors and assigns.

Limited Purpose Power of Attorney: Consent to Treatment of Minor (Must be signed by parents or legal guardians)

By signature(s) below, the undersigned appoints _____ (School Name), to act alone, or delegate to another person, the power to consent on our behalf to all emergency treatment and/or medical care (except elective surgery) of (child's name) _____ determined to be necessary or desirable by our child's attending physician at the hospital.

This Power of Attorney shall continue through the participant's stay at camp, or until revoked by the undersigned, whichever is earlier. Physicians or the hospital's medical staff may assume and rely on this authorization being current and in effect during such period unless notified otherwise.

The undersigned certify that they read this Power of Attorney (or had it read to them), that they understand this Power of Attorney, and sign it voluntarily.

Note: If this form is being signed for a child or minor participant at the camp, it must be signed by both parents or legal guardians unless one is deceased, mentally incompetent, or has had parental rights terminated, or there has been a divorce, or parents are unmarried, the parent having physical custody of the child should sign. (The signing parent should understand the indemnification clause above defending YMCA Storer Camps against claims by other parties on behalf of the child.) If neither parent has parental rights, or both are deceased, this form must be signed by the legal guardian of the child. This agreement will be enforced in accordance with the law of the State of Michigan.

If there are not two parent signatures below, please indicate the reason why by checking the appropriate box.

- Missing parent is deceased.
- Missing parent mentally incompetent or has had parental rights terminated.
- Parents are divorced or unmarried and signing parent has physical custody of the child.
- Both parents are deceased and a legal Guardian is responsible for the child.
- Parental rights have been terminated and a legal Guardian is responsible for the child.

Father's or Legal Guardian's Signature: _____ Date: _____

Mother's or Legal Guardian's Signature: _____ Date: _____

*** Health Office Use Only ***

Date	Time	CHO	Notes

ANAPHYLAXIS
Individual Emergency Action Plan

Individuals with multiple anaphylactic responses should complete one form for each allergen.

Name of Child _____

Date of Birth: _____
Month Day Year

This child responds with anaphylaxis from _____

School: _____

About the Signs/Symptoms Experienced by this Person

Emergency Action Plan

Please note that YMCA Storer Camps is at least 20 minutes from definitive care.

Check those that apply to this child's anaphylaxis response. It is assumed that the severity of these symptoms can change quickly; some can potentially progress to a life-threatening situation.

- Itching of the lips, tongue and/or mouth.
- Swelling of the lips, tongue and/or mouth.
- Itching and/or sense of tightness in the throat.
- Hoarseness.
- Hacking cough; repetitive cough and/or wheezing.
- Swelling about the face.
- Hives; an itchy rash.
- Nausea, abdominal cramping, vomiting and/or diarrhea.
- Shortness of breath.
- "Thready" pulse; increased heart rate.
- "Passing out," fainting.

Regarding an EpiPen®

Our expectation is that the child will bring at least one EpiPen®, carry that device on their person during their stay, and know how to use the EpiPen®.

Has this child ever administered the EpiPen® to themselves?..... Yes
 No

Our staff will help a child administer their EpiPen® if need arises.

Recognizing a Reaction

It is our expectation that this child will tell a staff member if s/he suspects s/he is having a reaction.

Parents: please instruct your child to do this.

Treating a Suspected Exposure

If an exposure is suspected, but no signs or symptoms of anaphylaxis are present, we will monitor the child for 20 minutes and take no further action unless signs/symptoms appear.

Treating an Anaphylactic Response

1. Assuming a patent airway, give 50mg diphenhydramine (e.g. Benedryl) by mouth. Remove child from contact with allergen if possible.
2. Inject 0.3 cc epinephrine stat; repeat dose as needed.
3. Call an ambulance; tell the ambulance crew that this is an anaphylaxis situation.
4. Contact parents per directions on child's health form.

If your physician wants a different protocol followed, have your physician legibly write that protocol on the back of this form followed by his/her signature and date.

History

Does this child also have asthma?..... Yes
 No

Can this child recognize when s/he is experiencing signs/symptoms of anaphylaxis?..... Yes
 No

When did this child last experience an anaphylactic response?

Date: _____

Describe what happened and how the person responded:

**ATTACH THIS COMPLETED
FORM TO YOUR CHILD'S
HEALTH FORM**

Signature of Custodial Parent
Or Legal
Guardian: _____

Printed Name: _____

Date Signed: _____

Questions? Please Call: YMCA Storer Camps
Health Services at: _____

YMCA Storer Camps Health Service
**REQUEST FOR ADDITIONAL INFORMATION
ABOUT YOUR CHILD'S ASTHMA**

Student Name: _____
School: _____
Please complete both pages!

We want your child to receive appropriate care and support for his/her asthma while attending our program. Contact Health Services, at (517) 536-8607 with questions or concerns. Please attach additional information as needed, including physician medication orders or greater detail about your child's asthma history.

About YMCA Storer Camps...

1. The program takes place in the outdoors. Your student will be exposed to trees, grasses, dust, pollens, molds, insect bites and a host of other environmental factors.
2. We recommend that students who use an "as needed" inhaler carry the inhaler with them (on their person). Please mark with the child's full name and school.
3. The closest hospital is Foote Hospital in Jackson, approximately 20 minutes away.
4. If you have questions about the menu during your child's stay, please contact our Food Services at 517-536-8607.
5. Staff is told that children with asthma are capable self-managers and that these students know when to use their medication or amend activity to compliment their health status.

❖ **ABOUT TRIGGERS...**

What triggers your child's asthma?

- Exercise
- Fatigue
- Dehydration
- Stress
- Food Item
- Smoke
- Allergen _____
- Respiratory infections/common cold
- Other _____

Provide details about the triggers, including things which cabin and activity counselors should be told.

❖ **USING A PEAK FLOW METER...**

If you use a peak flow meter to monitor your child's status and note signs of a potential flare up, please have your child bring his/her peak flow meter.

When does this child take peak flow readings?

- Breakfast
- Lunch
- Supper
- Bedtime
- Other: _____

"Personal Best" peak flow reading for this child (green range): _____

Caution range (yellow): _____

What should be done if this child's peak flow reading drops to the caution/yellow range?

Danger range (red zone): _____

What should be done if this child's peak flow reading drops to the danger/red zone?

Has your child ever gone so low that s/he had a severe reaction (seizure, loss of consciousness)?

No Yes, and here's what happened.

❖ **ABOUT YOUR CHILD'S INSULIN PUMP...**

How long has your child had an insulin pump? _____ Not Applicable

Is your child familiar with all the functions of their particular pump? Yes No
(history, basal adjustment, etc.)

Is your child familiar with managing pump malfunctions? Yes No

Is your child familiar with changing sites and/or replacing tubing? Yes No

Is your child familiar with counting carbs and how to adjust their bolus? Yes No
(at mealtimes and evening snack)

If you have answered NO to any of the above insulin pump questions, please provide us with information on who will assist your child while at camp.

❖ **ADDITIONAL INFORMATION...**

If your child's blood sugar is running high, what signs or behaviors would our staff note and what would you like us to do?

What type of notification and how soon do you want it to occur if your child has a reaction? Provide appropriate phone/fax numbers. If you are not at home, should we leave a message on your answering machine? Yes No

Name of your Diabetes Care Provider: _____ Phone() _____

What else would you like to tell us about your child's diabetic management plan?

❖ **Today's Date:** _____

Signature of Person Providing This Information: _____

Relationship to Camper: _____

*Attach this completed
form to your child's
Health Form!*

MONROE PUBLIC SCHOOLS

* 3 Buses -
Per Trip

~~Transportation Request Form~~

~~(Drop off)~~

Request forms must be submitted ten days prior to trip date for approval.

Request forms must be approved before forwarding to the Transportation Department.

Date of Request 8/15/12

Date of Trip 9/17/12

Grade or Group Making Request 5th/6th Grade Camp

Total Number of People to be Transported 150 (135 students, 9 staff, 6 parents)

Name of School Manor Elementary

Exact Loading Location Manor Parking Lot

Destination Camp Storer, Jackson, MI

Bus Requested at Loading Location By 8:30 AM

Estimated Departure Time from Monroe 8:45 AM

Expected Arrival Time at Location 10:45 AM

Expected Departure Time from Location staying until 9/19/12

Expected Arrival Time at Loading Location _____

Event or Purpose of Trip Camp Trip - 5th/6th Grades

Faculty Supervisor: Kelby McMillan

Budget Account Number to be Charged: 1.1111.84.07.7910

Organization to be Billed: Manor PTO

***** If the account number line is left blank, total price of trip will be charged to budget of school requesting trip.

***** Account number line must be filled in even if trip is to be charged to field trip budget.

Principal or Director Approval: Kelby B. McMillan

Central Administration Approval: _____

Assigned to Driver: _____

White: Transportation

Yellow: School

Pink: Originator

* 3 Buses - Trip

Transportation Request Form

(Return)

Request forms must be submitted ten days prior to trip date for approval.

Request forms must be approved before forwarding to the Transportation Department.

Date of Request 8/15/12

Date of Trip 9/19/12

Grade or Group Making Request 5th / 6th Grade Camp

Total Number of People to be Transported 150 (135 students, 9 staff, 6 parents)

Name of School Manor Elementary

Exact Loading Location ~~Manor~~ Camp Stoner, Jackson, MI

Destination Manor Elementary (Return Trip)

Bus Requested at Loading Location By 10:45 AM

Estimated Departure Time from ~~Manor~~ ^{Jackson} 11:00 AM

Expected Arrival Time at Location 1:00 PM

Expected Departure Time from Location _____

Expected Arrival Time at Loading Location _____

Event or Purpose of Trip Return trip from Camp Stoner - 5th / 6th Grades


Faculty Supervisor: Kelly McMahon

Budget Account Number to be Charged: 1.111.84.07.7910

Organization to be Billed: Manor PTO

***** If the account number line is left blank, total price of trip will be charged to budget of school requesting trip.

***** Account number line must be filled in even if trip is to be charged to field trip budget.

Principal or Director Approval: 

Central Administration Approval: _____

Assigned to Driver: _____

White: Transportation

Yellow: School

Pink: Originator

Copy of Cabin Chaperone application / Camp rules & regs

YMCA STORER CAMPS
OUTDOOR ENVIRONMENTAL EDUCATION
CABIN LEADER APPLICATION
(All Cabin Leaders must be 16 years of age or older)

* Training will be provided by Camp for chaperones

PLEASE TYPE OR PRINT IN INK

* Training is scheduled for

Name: _____ Male Female

Address: _____
Street City State Zip Code
A.M. 9/17 while staff is participating in classes with students

Home phone #: () _____ Date of Birth: / /

EDUCATION Please list your highest level of completed education.

Degree/Diploma: _____ School Name: _____

CAMPING, LEADERSHIP, YOUTH WORK OR YMCA EXPERIENCE

Position: _____ Where: _____
Position: _____ Where: _____
Position: _____ Where: _____

EMPLOYMENT EXPERIENCES

> Company Name: _____ Your title: _____
Employed from: / / to / / /
Name & title of immediate supervisor: _____
Phone Number: () _____ May we contact? Yes No
Reason for leaving: _____

> Company Name: _____ Your title: _____
Employed from: / / to / / /
Name & title of immediate supervisor: _____
Phone Number: () _____ May we contact? Yes No
Reason for leaving: _____

Have you ever been convicted of more than a traffic violation? Yes No

Explanation if yes:

Applicant Signature _____ Date _____

Parent Signature _____ Date _____

Parent signature required if applicant is less than 18 years of age.
Please return this application to the Principal or Lead Teacher from the Outdoor Environmental Education school group.

YMCA OF GREATER TOLEDO
STORER CAMPS
CABIN LEADER CONFIDENTIAL REFERENCE FORM
 (Three complete forms are required of each leader)

Reference's Name: _____

Applicant's Name: _____

The person for whom you are filling out this form will be working with campers for 1 week. It is important for us to know much about this individual. We appreciate your consideration and personal insights into the character of this person. Please leave blank any questions you feel unqualified to answer.

How long have you known the applicant?

In what capacity?

PERFORMANCE EVALUATION

Please circle the appropriate number

	Excellent	Above Average	Average	Poor	N/A
1. Attendance/punctuality	1	2	3	4	5
2. Personal appearance	1	2	3	4	5
3. Attitude	1	2	3	4	5
4. Organization	1	2	3	4	5
5. Relationships with others	1	2	3	4	5
6. Attitude to supervisors	1	2	3	4	5
7. Ability to learn new skills	1	2	3	4	5
8. Honesty/dependability	1	2	3	4	5

OBJECTIVE RATING

Under each general heading, check the phrase that most accurately describes the applicant's usual behavior with regard to that specific trait. Add your comments if they may help make your answers more precise.

1. **Ability to direct and influence others along definite lines of action:**
 _____ Poor leader, incapable of directing others
 _____ Normally successful in leading others
 _____ Exceptional leader, inspires others along desirable lines of action

2. **Ability to work with associates and others for the good of the group:**

- Gives limited cooperation, neglects common good for own interest
- Cooperates willingly and actively regardless of self benefit
- Exceptionally successful in working with others

3. **Relates to children:**

- Poorly
- Fairly well
- Reasonably well
- Unusually well

4. **Personal character:**

- Fair
- Average
- Good
- Unusually high

5. **Ability to apply attention, energy and persistence in following through with a job assignment:**

- Needs much prodding to complete work
- Completes assigned tasks of own accord
- Unusual perseverance; does more than expected

6. **Ability to control emotions:**

- Easily irritated, depressed, or elated
- Tends to be over emotional
- Tends to be unresponsive
- Well balanced, in control
- Exceptional balance between responsiveness and control

7. **In your opinion, how would you rate the applicant as a role model for children?**

8. **Is there any reason the applicant should NOT work with children?**

Signature

Title

() _____

Phone Number

YMCA STORER CAMPS CODE OF CONDUCT

YMCA Storer Camps provides the following information on the expected Code of Conduct for Outdoor Environmental Education Cabin Leaders and teachers while participating in the Outdoor Environmental Education program.

For the purpose of this Code of Conduct, staff is defined as school administrators, teachers, YMCA Storer Camp employees, Cabin Leaders and/or anyone who has contact with youth participants.

- In order to protect school, staff, volunteer and program participants, at no time during an Outdoor Environmental Education program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.
- Staff shall never leave a child unsupervised.
- Staff should not abuse children, including: Physical abuse - strike, spank, shake, slap; Verbal abuse - humiliate, degrade, threaten; Sexual abuse - inappropriate touch or verbal exchange; Mental abuse - shaming, withholding love, cruelty; Neglect - withholding food, water, or basic care. Any type of abuse will not be tolerated and may be cause for dismissal from the Outdoor Environmental Education program and a report filed with the Protective Services Division of the Family and Independence Agency.
- Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
- Staff responds to children with respect and consideration and treats all children equally regardless of sex, race, religion, or culture.
- Staff will respect children's right to not be touched in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched on areas of their bodies that would be covered by a bathing suit.
- Staff will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
- While the school and YMCA do not discriminate against an individual's lifestyle, they do require that in their job performance, staff will abide by the standards of conduct set forth by the YMCA.
- Staff must appear clean, neat and appropriately attired.
- Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
- Smoking or the use of tobacco in the presence of children is prohibited.
- Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children is prohibited.
- Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health.
- Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.

- An alleged perpetrator will be isolated from participants while a thorough investigation is conducted.
- Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian.
- Staff is required to read and sign this document.
- I understand that any violation of the Code of Conduct may result in dismissal from Storer Camps and a potential investigation by the Family and Independence Agency.

Cabin Leader Signature

Lead Teacher Signature

Date

Date

YMCA Storer Camps Adult Health Form (18 and over)

Personal History

Name:	Home Phone:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Street Address:	Work Phone:	Date of Birth:
City, State, Zip:	Cell Phone and/or Pager:	Height: Weight:

Emergency Contact Information

Name:	Relationship:	Home Phone:	Work Phone:
Name:	Relationship:	Home Phone:	Work Phone:

Insurance Information

Please include a copy of your insurance card.

YMCA Storer Camps does NOT carry health/accident insurance for campers, schools and conference camping participants.

Primary Policy Holder:	Insurance Company:	Policy Number:
Secondary Insurance Holder:	Insurance Company:	Group Number:
Physician's Name:	Physician's Phone Number:	Date of Last Visit:

Medication Information

To the best of your knowledge, are you free of any communicable diseases?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please explain:
Are you allergic to any medication?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:
Are you allergic to anything else? (i.e. foods, animals, environmental allergies, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:
Are you under the care of a physician now?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:
List any medications you are presently taking:		
Date of last Tetanus Booster: ____/____/____	Have you completed Hepatitis B Immunizations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of last T. B. test: ____/____/____	Result of T.B. test: <input type="checkbox"/> Positive <input type="checkbox"/> Negative	
Do you have any physical or mental limitations, which could interfere with your activities at camp?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:

← OVER →

Communicable Disease History

Please check any that apply:

<input type="checkbox"/> Chicken Pox	<input type="checkbox"/> Measles, Red	<input type="checkbox"/> Tuberculosis
<input type="checkbox"/> Hepatitis	<input type="checkbox"/> Mumps	<input type="checkbox"/> Whooping Cough
<input type="checkbox"/> Measles, German	<input type="checkbox"/> Mononucleosis	<input type="checkbox"/> Other (Specify)

Other Health Issues

Please check any that apply:

<input type="checkbox"/> Asthma	<input type="checkbox"/> Frequent Colds	<input type="checkbox"/> Seizures
<input type="checkbox"/> Bleeding Disorders	<input type="checkbox"/> Headaches	<input type="checkbox"/> Sight Difficulties
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Hearing Difficulties	<input type="checkbox"/> Sinus Infections
<input type="checkbox"/> Ear Aches	<input type="checkbox"/> Heart Condition	<input type="checkbox"/> Skin Conditions
<input type="checkbox"/> Eating Disorders	<input type="checkbox"/> Hypertension	<input type="checkbox"/> Urinary Tract
<input type="checkbox"/> Emotional Concerns	<input type="checkbox"/> Migraine Headaches	<input type="checkbox"/> Other

Explanation of Treatment of Above:

State recent operations, illnesses and/or injuries:

Authorization

This section must be signed and is required under Michigan State laws, unless there is religious objection.) "This Camp Health Information is correct so far as I know and I am able to engage in all camp activities, except as specified. I hereby give my permission to (School Name) _____ to secure emergency medical and surgical treatment and to provide routine medical care for me while at camp."

Signature _____

Date _____

Revised 9/03

YMCA STORER CAMPS
OUTDOOR ENVIRONMENTAL EDUCATION

CABIN LEADER GUIDE

Introduction:

Welcome to the YMCA Storer Camps Outdoor Environmental Education team! The Program Director, staff and classroom teachers are here to help you in every way we can. Your job this week is a 24-hour a day responsibility. We are parents, advisors and friends to each child in Camp, as well as being responsible for organizing the week's program. Please do not hesitate to call on any of the staff for help or advice.

Because we are the adults responsible for the students' supervision, it is expected that we all maintain an exemplary standard of behavior. We are their role models for the week. Your students' association with you this week can be the most positive experience of the whole program; also it can be the most negative. Your campers will reflect your energy and attitude. A lot depends on you!

Expect to have a wonderful, rewarding experience, but please don't expect a vacation. Once the children arrive, it is your responsibility to focus all your attention and energy on them. This is no small task, so make sure to get plenty of sleep before you arrive at camp and maintain your health.

Please be aware that we have only one set of standards here that applies to students and adults alike, to set the tone of equity and fairness. For the most part, all rules listed or stated apply to everyone equally. These rules are based on the values of caring, honesty, respect and responsibility.

Just as teachers in the classroom:

1. We are not permitted to smoke on camp property.
2. We are not permitted to use profanity or foul language.
3. We need to use good judgment in relationships of different ages and sexes.
4. We are not permitted to use alcohol or drugs. Use of these will be cause for dismissal from camp.
5. We need to make sure students are on time, properly dressed, acceptably clean and getting the most they can out of the week.

More than anything else, we all need your enthusiasm. There will be rough spots, but we hope you find the week enjoyable and educational.

Goals:

It is best to keep the following Outdoor Environmental Education goals in mind as the week progresses.

1. To help students live responsibly with other students.
2. To lead students toward a greater appreciation of the natural world.
3. To allow teachers to participate with their students in the outdoor setting.
4. To foster growth and cooperative skills in educational and living situations.

In addition to these program goals, each Cabin Leader should have five strong areas of concern:

1. To help individual students develop their personalities and skills, with special attention toward those students who need our help the most.
2. To build a strong feeling of cabin unity and pride. This group pride will help you and your students overcome problems within the cabin and to function as a strong, cohesive, group.
3. To develop your group into one that is mechanically smooth, is on time, and accomplishes assigned work projects. This will build a much more positive attitude about things kids "love to do", and their part in the overall program.
4. To handle "stress" situations such as injuries, wet beds, stolen property etc. Ask for help, but remember that your first duty is to take charge and calm the situation down, giving reassurance that all is well, or soon will be.
5. To promote caring, honesty, respect and responsibility in daily interactions and through role modeling.

Behavior Management:

Many Cabin Leaders are confused as to how to "discipline" their students. The best definition of discipline for our purposes is simply "training" that develops self-control, character, orderliness and efficiency. We are here to train students in a positive way to have useful skills, concern for their fellow human beings, and an appreciation of the outdoors. We encourage you to promote the five "Rules to Make Life Easier" listed below.

1. Speak for yourself...not for anyone else
2. Listen to others...then they'll listen to you
3. Avoid put downs...who needs 'em?
4. Take charge of yourself...you are responsible for you.
5. Show respect...every person is important.

VERY IMPORTANT: When disciplining any student, **DO NOT** ever allow yourself or put yourself in a situation where you are alone with a student (no one around to hear or see the situation) -- Cabin, bathrooms, etc.

You will have fewer problems if you make it clear from the beginning of the week what you expect from your students. As soon as a student's behavior or attitude disrupts your cabin or the program, and you cannot get him/her to respond, seek the help of his/her teacher, the Program Director, or another staff member.

Some Tips to Avoid Behavior Problems:

1. One compliment is worth ten criticisms. Congratulate kids on a job well done.
2. You may not use physical force to punish a student.
3. Do not make a lot of threats, and never ones that you are not prepared to back up immediately. A better approach may be to give the student "choices" of how to redirect their behavior. Please check with the teachers or Program Director to find out what "choices" can be presented to unresponsive students (what can be used as leverage).
4. A problem child should always be separated from the group before serious discussion begins, or a consequence is given out. Talk to the student by yourself first. If you do not see improvement, have a teacher talk to the student.
5. It is much easier to start firm and loosen up as the week, and your students, progress. It is very hard and usually painful to regain lost control.
6. Ask for help from the teachers, Program Coordinator, Program Director, or staff. This will not be a negative reflection on you, but rather a sign of your concern.
7. Don't wait! Take care of the problem now. It won't go away by itself-- it will only get worse.

As a form of physical discipline, a child shall not be deprived of food or sleep, be placed alone without staff supervision, observation, or interaction, or be subjected to ridicule, threat, corporal punishment, excessive physical exercise or excessive restraint. This is not just a rule devised by YMCA Storer Camps. **IT IS THE LAW.** If in doubt on the correctness of a certain disciplinary procedure, consult the Program Director.

Students who do not respond to discipline, or are repeat offenders, may be sent home for the good of the entire group. The teachers and the Program Director make this decision.

What to expect at camp:

General Camp Rules:

The following rules are outlined to students when they arrive their first day at camp. As Cabin Leaders, you are expected to follow these rules unless otherwise noted.

1. When the hand goes up the mouth goes shut.

2. The rules you have at school apply to you at camp.
3. Enter the barn only when a Storer staff member invites you in.
4. You may go down to the lake only when a Storer staff member is with you.
5. You may only enter your own cabin. (Except Cabin Leaders helping in other cabins)
6. Please do not write on the cabin walls or bunks.
7. Keep all belongings outside the yellow square and off the heater.
8. Any medication must be turned into the health officer, except for inhalers and bee sting kits.
9. Any food, candy, or gum should be given to a Storer staff member and will be returned to you before you leave.
10. Help return equipment to where it belongs after you use it, and help clean up after classes.
11. Please keep sticks and stones on the ground.
12. Leave critters where you see them.
13. No putting anyone else down; no "slashing" each other.
14. Students are not permitted to use the phones.
15. Foul language is not tolerated.
16. Shoes must be worn at all times.
17. Students need to have a buddy and notify the Cabin Leader if leaving the group.
18. Electronic games, pagers, radios, curling irons, blow dryers are not allowed.
19. No raiding or knocking on cabin windows or doors.
20. Boys and girls may not enter each other's cabin areas.

Cabin Clean Up:

Each cabin group is responsible for cleaning its cabin before breakfast. The cabin inspectors will check each cabin after the breakfast bell. After breakfast, the inspectors, known affectionately as Mop and Glow, will report how clean the cabins were. Cleaning up can be fun! But if you have a negative attitude, so will the students. Take pride in working as a team. Items Mop and Glow check include:

1. Swept floors.
2. Beds made and clothes in suitcases.
3. Empty wastebaskets (into dumpsters in parking lot and return trashcan liner to cabin).
4. Trash both inside and outside of the cabin picked up.
5. Doors and windows closed.
6. Inside light and porch lights turned off.
7. Everyone out of the cabin and at flagpole on time.

Meal Procedures

1. Cabins do not sit together at meals. We try to get a mixture of boys and girls at each table.
2. There must be an adult at each table. If two or more adults are at the same table, try to face the center of the dining hall and do not sit next to each other. Try to double up with a staff member rather than with another Cabin Leader.
3. You are in charge at your table – enforce good table manners. Encourage the use of "please" and "thank you", and other manners appropriate for a casual family style meal.
4. Sit at a different table each meal and encourage a variety of students to sit with you.
5. During the announcements, strive to keep your table quiet, raising hands when expected and attentive to the instructions.

Health Procedures:

1. The Health Officer offers a health call for scheduled medicine 15 minutes before each meal and at bedtime. Non-emergencies should be taken care of one half hour before or after a meal. There is a Health Officer or designate on call for emergencies 24 hours a day.
2. Any health problems, no matter how minor, should be checked on by the health officer, teacher, or staff.
3. Please do not give any child any medication.

4. No medication should be kept in cabins unless the health officer grants permission.
5. If you need medical assistance during the middle of the night, go to the health center.
6. Please do not "prescribe" specific medications to students before they see the health officer.

If someone in your cabin wets the bed, discreetly fold their bedding into half and find a staff member at breakfast and make them aware of the situation. There are spare sleeping bags just inside the health office if it is a problem in the middle of the night. If it is and you need to get it cleaned up right away for the student to sleep, your cabin has a spill kit, which has rubber gloves, a trash bag to place solid bedding, and a wipe to disinfect the mattress. The health officer will wash the bedding and have it back on the student's bed by lunch.

Extra Cabin Responsibilities:

Throughout the week, cabins will be assigned various tasks. A schedule will be posted in the dining hall upon your arrival and staff will assist you in completing your responsibilities. It is a good experience for students to clean up after themselves. Make sure each student does his/her share, and your involvement will be a good example. Such tasks include:

1. Sweeping the dining room floor after meals.
2. Raising or lowering the flag.
3. Setting the tables.
4. Taking out the compost.
5. Picking up and sweeping the bathrooms.

Cabin Activity Time:

After every meal, you and your cabin group will have about half an hour of cabin activity time. During this time, you need to make sure that your cabin group is prepared for the next planned class or activity (changing clothes, getting warmer clothes, et cetera). You and your group may have some extra free time. The Cabin Leader is responsible for the supervision of students during this time. Your cabin needs to remain together. Students should not be left in the cabins alone. Here are some ideas to do with your group:

1. Visit and pet the farm animals at the pen near the barn.
2. Play basketball, volleyball, soccer, etc.
3. Sit inside a room and talk or play games. Most of the classrooms should be available.
4. Go for a walk and explore camp.
5. If your cabin has already done the Incredible Journey class, take them back to try some elements again.
6. Play some tag or running games outside.
7. Create a cabin chant or cheer.
8. Practice a skit or song to present at skit night or at a campfire.
9. Write letters or read a good book.

Classes:

Fourteen hours of formal class time is scheduled during a five-day week. These classes are taught with your assistance, by the staff. Try to assist the instructor as much as possible. Introduce yourself to the staff at the beginning of class and ask how you can help. Some students have a mental block about the word "class". Your enthusiasm and positive attitude can go a long way in overcoming this problem. For example, it is much better to say, "Let's go to Firequest!" rather than "We have to go to class".

Afternoon Activities:

On Monday, Tuesday, Wednesday and Thursday afternoons between the last class and dinnertime, students are offered a choice of afternoon activities. These usually include such things as athletics, fishing, crafts, hikes, etc. Each student may choose to attend any one activity. Students are not permitted to go back to their cabins at this time. During this time, you will be meeting with the teachers and Program Coordinator to discuss the program and how things are going with you and your cabin group. Please escort your students to the designated meeting place and wait for a staff member to arrive before departing for your meeting.

Evening Activities:

Each evening there is an organized activity that involves participation by the entire group. Once the program is complete cabins are dismissed individually. Everyone is expected to return quietly to their own cabin. You are expected to stay in your cabin with your students and not make visits to other cabins. All lights, except the porch lights, are to be turned out and students quiet in bed no later than one hour after evening program has ended. The teachers perform bed checks each night. You are in charge of your cabin; should you decide to turn off the lights sooner, it is your prerogative to do so.

Bed Time:

One of the hardest challenges you may deal with is getting your cabin group to bed on time and asleep. The following are some bedtime ideas to help you:

1. During cabin time on the first day, set up your bedtime expectations.
2. No ghost stories! You may think they are harmless, but you may also have a lot of scared, sleepless students all night long.
3. Take the entire cabin group to the bathrooms before lights out to "try" – they will have no excuse to leave the cabin for the bathrooms immediately after lights out.
4. If your students are staying in the traditional cabins: assign, or have the students choose, bathroom buddies for the night. Instruct the students to wake you before they depart for the bathroom and have them check in with you upon their return.
5. Students are normally tired but so worked up and excited about being at camp that they do not let themselves fall to sleep. If you monopolize the conversation they will not talk and will most likely fall to sleep. You can tell or read them a story.
6. Topics to talk about with your cabin group: sports, movies, today's events, vacations, stories, hobbies, tomorrow's events, future plans, etc.
7. Avoid the following topics: drugs, alcohol, smoking, sex, gossip about others and inappropriate jokes or stories.
9. Hint: Collect all flashlights at lights out and line them up by the front door. They will be there if the students need them, but the flashlights won't be in their hands as a temptation to bother others.
10. Please do not allow pillow fights, hanging from the rafters, jumping from bunk to bunk or any other physical behavior.
11. Let your cabin group know that the teachers and staff will be roving about the cabin area after lights out. They will be checking that all cabin groups are quiet, sleeping and with the lights out.
12. If a student in your cabin is noisy, uncooperative, or causing a disturbance, inform the student that you will take him/her to the teachers. If the behavior does not change, it is important to follow through by taking the student to a teacher or staff member.

Roving:

The school personnel will be roving from cabin to cabin each night to check in with you and your students. Although you should leave your porch light on all night, you may temporarily turn it off to signal that you require assistance from the school staff.

Emergency Procedures:

Procedures to follow in the event of a fire or tornado will be covered by the Program Coordinator in detail at your first afternoon meeting. In the event of an emergency in camp, a staff member will ring the dining hall bell continuously.

Child Abuse Prevention: See attached Child Abuse Prevention and Detection (pages)

Any suspected or unusual situations should be reported to the school representative, Program Coordinator, or Program Director.

RECOMMENDATION OF STUDENT REINSTATEMENT REQUEST

BACKGROUND

On Monday, August 13, 2012 the Monroe Public Schools Reinstatement Committee met to review the request for reinstatement of Scott Stepp. Scott was expelled on October 13, 2010 for a Monroe Public Schools discipline mandate of physical assault. Scott has been a student in the ESP program and would like to be reinstated to Orchard Center High School to continue with his education and get his high school diploma.

RECOMMENDATION

Move to approve the recommendation by the Monroe Public Schools Reinstatement Committee that Scott Stepp be reinstated to Monroe Public Schools – Orchard Center High School for the 2012/13 school year.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

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

BASEBALL AND SOFTBALL FIELDS

BACKGROUND

John Ray is proposing the following work be done to the baseball and softball fields at Monroe High School. The total cost for both projects is \$15,430. The Athletic Fund will cover \$7,700 with the remaining balance of \$7,730 to be paid by the baseball and softball clubs.

The **baseball** field has some drainage issues that will be addressed. This will give us a more defined infield radium with correct dimensions. The pitcher's mound and home plate will get a new clay base and home plate will also get a new and proper circle. In addition, the entire infield will be reworked with 70 tons of the correct dirt that is made for infields. In addition, special red gravel will be placed over the top. The baselines will also get corrected along with reworking first and third base.

The **softball** field will get a new layer of top dirt and the infield red gravel. In addition, all of the grass on the infield will be removed and replaced with the proper infield dirt. The fencing from dugout to dugout will be replaced with a heavier and more proper fence and the back stop will be four feet of fencing on the bottom and twelve of netting on the top.

ENCLOSURES

Cost proposal detail

RECOMMENDATION

Move to approve refurbishment of the softball and baseball fields at Monroe High School. The total cost of the project is \$15,430, Athletic Fund share not to exceed \$7,700. The remaining balance is to be paid by the baseball and softball clubs.

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	_____	_____	_____	_____

Baseball and Softball Proposal

(Project would begin immediately after approval)

Softball

• 24 tons of infield Dura – Edge	\$1680.00
• Fencing	\$3450.00
• Backstop netting	\$ 500.00
• Re-do infield	<u>\$ 600.00</u>
• Total	\$6230.00

Baseball

• 60 tons of Dura – Edge	\$4200.00
• Home plate	\$1000.00 (Half being material/clay)
• Pitcher's Mound	\$1000.00 (Half being material/clay)
• Labor	<u>\$3000.00</u>
• Total	\$9200.00

Total for both projects **\$15430.00**

Softball and Baseball will each pay for half of their projects.

Athletics will contribute \$7,700.00.

These projects include new radius and repair of some current water issues that we continue to experience.

Board Meeting #15
August 28, 2012
Item #C.11

CONSENT AGENDA – CTE PURCHASES

ENCLOSURES

- C. 12 Automotive Lab Equipment
- C.13 A-Game Supplies and Services
- C.14 Alternative Energy Labs
- C.15 Welding Lab Equipment
- C.16 Machine Tool Lab Equipment
- C.17 Medical Terminology Textbooks
- C.18 CAD/CAM & HAAS CNC Software

RECOMMENDATION

Move that Agenda Items C12 - C.18 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

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

APPROVAL TO PURCHASE AUTOMOTIVE LAB EQUIPMENT

BACKGROUND

Bill Ferrara is requesting authorization to purchase a tire balancer and associated equipment for the MHS Automotive Technology Program. The cost of the equipment is \$5,720 and will be paid for with Perkins Grant and Added Cost funding.

ENCLOSURES

Memorandum from Mr. Ferrara with approval from Mr. Cortez.
Quotes from Snap-on Tools, Nytech Supplies and Bosch

RECOMMENDATION

Move to approve the purchase of automotive technology lab equipment from Snap-On Tools for a cost not to exceed \$5,720. Monies are to be taken from the Perkins Grant and Added Cost Funding.

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 #003-12.13

TO: Matt Cortez, Principal, Monroe High School
FROM: Bill Ferrara, Director
DATE: August 14, 2012
RE: **PURCHASE APPROVAL, AUTOMOTIVE TECHNOLOGY LAB
EQUIPMENT \$5,720**

I'm requesting authorization for the purchase of a Tire Balancer (\$4,968), and associated equipment for the MHS Automotive Technology classes, from Snap-On Tools, at a cost of \$5,720.00. This equipment is required to meet the instructional needs of our students, in a field where technology is advancing at an ever-increasing speed. A combination of Perkins Grant and Added Cost funding will be used to cover the expense. Upon your approval, please forward to our Board of Education for 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

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Snap-on Industrial

Quote

Submit To: Snap-on Industrial
 A Division of IDSC Holdings, LLC
 PO BOX 9004
 Crystal Lake, IL 60039-9004

(877)740-1900

Number 218392 Date: 8/8/2012
 Type Quote
 Customer # 200213775 Valid Until: 10/7/2012
 Cust PO #
 Ship Via PITT OHIO
 Terms 1% 10 NET 30 DAYS
 Sales Rep 008894 Kurt Michael, Phone: (419)345-4707
 Fax/Mobile (419)824-0638 / (419)345-4707
 E-mail Kurt.Michael@snapon.com

Delivery To: 200213775
 MONROE HIGH SCHOOL
 901 HERR ROAD
 MONROE, MI 48161

ATTN: Bryan Zamorski

Bill To: 300503117
 MONROE PUBLIC SCHOOLS
 1275 NORTH MACOMB STREET,
 MONROE, MI 48162

Line #	Item	Description	Qty	Unit Price	Total
1	EEWB516PD	BALANCER SYSTEM IV PWR CLAMP	1	4,968.09	4,968.09
2	EAK0221J31A	7 CONE KIT	1	280.35	280.35
3	00110612000	TRUCK CONE KIT	1	295.69	295.69
4	EQUIPFREIGHT	EQUIPMENT FREIGHT CHARGE	1	175.00	175.00

Tax and freight shown are estimates.
 Applicable tax and freight will be charged to the Customers account.

The sale of product is subject to Snap-on Industrial's standard terms and conditions of sale. Placement of an order is Customer's assent to these terms and conditions and Snap-on hereby objects to any additional and/or different terms which may be contained in any Customer forms or other documents. No such additional terms will be of any force or effect.

The sale of product is subject to Customer meeting Snap-on Industrial's credit approvals. Financing through Snap-on Credit LLC is available on most purchases. Ask your Sales Rep for more information.

Sub Total \$5,719.13
 Tax \$0.00
 Freight \$0.00
 Total \$5,719.13

Perkins: \$3,983⁰⁰
 AC: \$1,736⁰⁰

John Bean®

VPI System IV

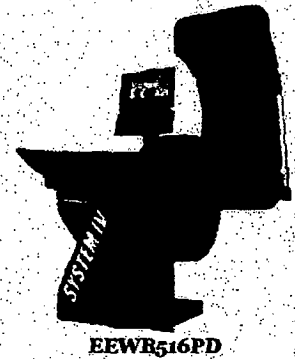
Wheel Balancers - Page: 1 | 2

Product Overview

The VPI System IV wheel balancer offers the industry's best technology as well as several key productivity-enhancing features, including a Quick-Nut or Power Clamp configuration, semi-automatic calculation of wheel distance, diameter, and width, and a flatscreen LCD color monitor.

John Bean's VPI Series Wheel Balancers will enable you to:

- Save time
- Reduce come-backs
- Handle a wide range of high-performance/aftermarket wheels
- Perform single-spin balances - every time
- **Make More Money!**



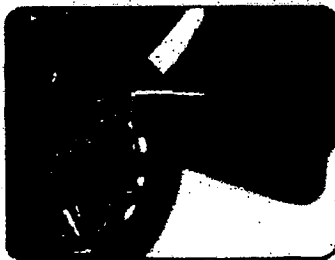
Click on one of the section titles to learn more about the VPI System IV Wheel Balancer.



Features

Semi-Automatic Parameter Entry

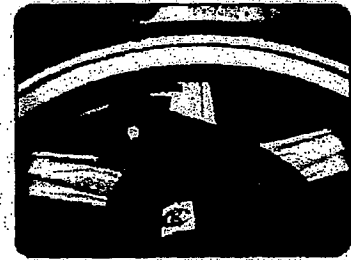
- Use the inner auto-assist data input arm to quickly and accurately capture wheel distance and diameter, and also to place tape weights behind spokes or on the inside edge of the wheel
- Capture wheel width dimensions with the outer auto-assist data input arm



Inner Auto-Assist Data Input Arm Measures Wheel Distance and Diameter



Outer Auto-Assist Data Input Arm Measures Wheel Width



Inner Auto-Assist Data Input Arm also places tape weights behind spokes or on inner edge of wheel

[Back To Features List](#)

http://www.johnbean.com/wb_vpis4.asp

8/13/2012



VPI System IV

Wheel Balancer

VPI FAMILY SPECIFICATIONS

	VPI System II EEWBS03D	VPI System III EEWBS02D EEWBS02PD	VPI System IV EEWBS16D EEWBS16PD
Max. Wheel & Tire Assembly Weight	133 lbs.	154 lbs.	154 lbs.
Max. Wheel & Tire Assembly Diameter	44"	44"	44"
Max. Wheel & Tire Assembly Width	21"	21"	21"
Max. Wheel Diameter	30"	30"	30"
Shaft Diameter	40 mm	40 mm	40 mm
Data Entry	Auto-Assist Data Input Arm (Wheel Distance & Diameter) & Manual Entry (Wheel Width)	Auto-Assist Data Input Arms (Wheel Distance, Diameter, & Width)	Auto-Assist Data Input Arms (Wheel Distance, Diameter, & Width)
Power Clamp Configuration	No	Yes (EEWBS02P)	Yes (EEWBS16P)
Quick-Nut Configuration	Yes	Yes (EEWBS02B)	Yes (EEWBS16B)
Weight Storage Pockets	19	17	17
Display	Integrated 3-Window LED	Elevated 3-Window LED	Elevated Flat Screen Monitor
Measuring Speed	100 RPM	200 RPM	200 RPM
Balance Accuracy	0.035 oz.	0.035 oz.	0.035 oz.
Footprint	51" x 48"	60" x 49"	60" x 49"
Shipping Weight	325 lbs.	380 lbs.	385 lbs.
Power Requirements*	230V, 1Ph, 60Hz	230V, 1Ph, 60Hz	230V, 1Ph, 60Hz

* Other Power Configurations Available

VPI SYSTEM IV ACCESSORIES

Standard

EAC0058D07A	Large pressure cup
EAC0058D08A	Pressure disc
EAM0021D90A	Stub shaft (EEWBS16D)
EAM0005D40A	Calibration weight
EAA0247G21A	Wheel width gauge
EAC0060G02A	Cover hook flange
EAM0006G01A	Storage Pegs
S8839	Weight pliers
EAA0263G66A	Quick-Nut (EEWBS16D)
EAM0005D54A	Plastic sleeve (EEWBS16PD)
EAA0283D53A	Power Clamp nut (EEWBS16PD)
EAC0058D15A	Soft Protective Ring (EEWBS16PD)

Optional

Because wheel designs are unique and ever-changing, standardized cone packages lack the flexibility to meet the mounting demands of today's wheels. Putting our customer's needs first, John Bean offers a selection of cone packages capable of servicing a wide range of wheel and tire assemblies.

To complete your wheel balancing package, choose from one of these cone kits:



4 Cone Kit
EAK0221J60A (2.1" to 5.2")

7 Cone Kit

EAK0221J31A (1.7" to 6.3")



For more optional accessories, contact a Local Sales Representative or visit
www.snaponequipment.com/johnbean

Check out our accessory brochure for more productivity-enhancing accessories!

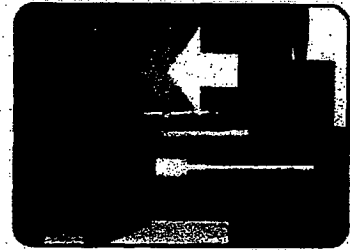
Snap-on Equipment / 309 Exchange Avenue / Conway, Arkansas 72032 U.S.A.
Fax: 501-450-2085 / Toll Free: 1-800-362-4618 / International: 501-505-2739
www.snaponequipment.com/johnbean

John Bean Canada / 6500 Millcreek Drive / Mississauga, Ontario L5N 2W6
Customer Service: 1-800-362-4608 / Fax: 905-826-7800
www.johnbean.ca

Power Clamp

- Automatically locks the wheel and tire assembly in place at the appropriate pressure (EEWB516PD Only)

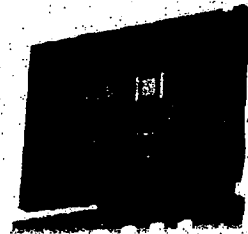
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LCD Monitor and GUI

- Easily navigate the most advanced measurements with our easy-to-use Graphic User Interface (GUI)
- Communicate results and suggested repairs to your customers

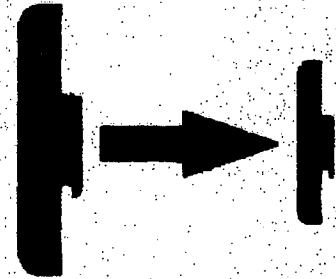
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Optional WeightMiser™ Software

- Helps reduce weights used while maintaining acceptable balance and ride quality. The operator has the option of using a smaller (less costly) weight with a touch of a button

[Back To Features List](#)



Available Configurations

Part Number	Description
EEWB516D	VPI System IV Wheel Balancer with Quick-Nut
EEWB516PD	VPI System IV Wheel Balancer with Power Clamp

[Back To Features List](#) | [Back To Top](#) | *Patented and/or Patent-Pending Features

Specifications

Maximum Wheel & Tire Assembly Weight	154 lbs.
--------------------------------------	----------

Maximum Wheel & Tire Assembly Diameter	44"
Maximum Wheel & Tire Assembly Width	21"
Wheel Diameter Range	8" - 30"
Balancer Shaft Diameter	40mm
Balancing Accuracy	0.035oz
Measuring Speed	200 RPM
Weight Storage Pockets	17
Data Entry (Wheel Distance, Diameter, & Width)	Automatic via Auto-Assist Data Input Arms
Display	Elevated LCD Flat Screen Color Monitor
Dimensions (DxWxH)	62"x60"x71"
Shipping Weight	385 lbs
Power Requirements	230V, 1Ph, 60HZ

Accessories

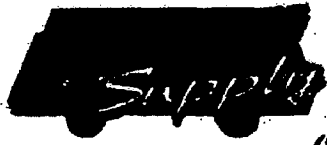
Standard Accessories

Part Number	Description
<u>EAM0005D40A</u>	Calibration Weight
<u>EAA0247G21A</u>	Wheel Width Gauge
<u>00058839000</u>	Weight Pliers

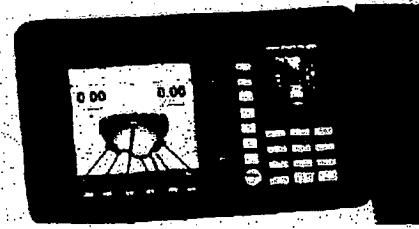
Optional Accessories

Because wheel designs are unique and ever-changing, standardized cone packages lack the flexibility to meet the mounting demands of today's wheels. Putting our customer's needs first, John Bean offers a selection of cone packages capable of servicing a wide range of wheel and tire assemblies.

Part Number	Description
<u>EAK0221J31A</u>	7 Cone Kit (1.7" - 6.3")
<u>EAK0221J60A</u>	4 Cone Kit (2.1" - 5.2")
<u>EAK0221J50A</u>	1 Ton Plate Package
<u>EAK0221J51A</u>	GenTor System (For SUV and Light Truck)
<u>EAK0221J52A</u>	Light Truck Package
<u>EAK0221J53A</u>	Gold Package 1
<u>EAK0221J54A</u>	Gold Package 2
<u>EAK0221J55A</u>	Platinum Package 1



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Coats Model 1250-3DV Computer Wheel Balancer-

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Show me my shopping cart every time I order something.

Quantity	Name	SKU	Each	Total
1	1250-3DV COATS 3D VIDEO BALANCER 220V/1PH-	E-1250-3DV	\$6,145.00	\$6,145.00

Ship to Zip/Postal Code 48161

Ship to Country United States

Choose a Shipping option

Ground (\$100.00)

Subtotal \$6,145.00

Shipping \$100.00

Tax \$0.00

Total \$6,245.00

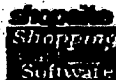
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- * Embedded LCD Flat-Screen with Keypad Total Technician Training with life-like animation. Allows technician to watch, then follow steps for accuracy. Multioperator feature holds two pre-sets across eight balancing modes.
- * Direct Drive™ Extremely fast and durable 1.5 HP Direct Drive Motor. No belts to slip, no pulleys to wear out.
- * 3-D Auto Data Entry Automatic offset and diameter measurement with manual control backups. The hood Sonar calculates third data parameter (width) automatically.
- * Static on Screen™ Static and dynamic data identifies excess residual static imbalance.
- * Laser Guided Operation™ Eliminates error by displaying exact Tape-A-Weight placement and behind the

spoke weight placement locations.

- * Auto Start Hood Five second (avg) balancing cycle begins when you lower the hood..
- * 8 Balancing Modes Static, dynamic, four alloy options, behind the spoke (on all modes with inside weight), plus patch balance.
- * Removable Shaft Can be ordered in 28mm or 40mm configurations.
- * Weight Storage System Weight bin is laid out logically so the weights you use most are right at your fingertips.

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Bosch WBE 4220 High Volume Professional Wheel Balancer with LED Multi-Color Digital Display



Bosch WBE 4220 High Volume Professional Wheel Balancer with LED Multi-Color Digital Display

EMAIL A FRIEND

This item ships by **FREIGHT TRUCK**. We will call you with the freight amount before processing.

Our Price: \$5,885.00

Product Code: BOSCH-WBE-4220

Choose your Options...

Delivery Options

- Lift Gate Delivery? No, I have a way to get it off the truck.
 Drop it off at a local freight terminal.
 Yes, I need it lift gated to me. [Add \$50.00]

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Cooling System Diagnostics
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Drill Presses, Vertical Mills

Description

The Bosch WBE 4220 Professional Wheel Balancer for High Volume Shops Features:

WBE 4220 Wheel Balancer
 Part Number: WBE 4220

The WBE 4220 is a strong workhorse in a small package.

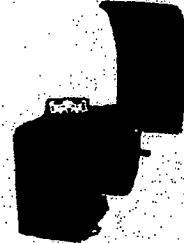
- Bright and easy to read enhanced color LCD display
- Straightforward, exact attachment of all concealed adhesive weights using the electronic easyfit data recording arm
- Electronic sensing arm for rim distance and diameter
- 11 balancing programs for passenger car and motorcycle wheels
- Split program for exact positioning of weights behind the spokes
- Integrated matching program
- 3D auto entry
- Wheel guard hoop with electric locking for automatic start, can be reset to pushbutton start
- Machine can be converted extremely easy to pivot pin or motorcycle wheel flange
- Holders for flanges and accessories as standard
- Standard five (5) cone passenger car cone kit (44-130 mm), with Light Truck spacer ring

← Back to Wheel Balancers

Related Products...

Bosch WB 410 Mid-Volume Wheel Balancer
Our Price: \$3,717.00

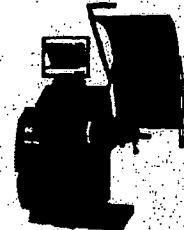
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wheel balancer wbe 4420 by bosch led display
Our Price: \$6,695.00

Add



Compare

Coats COA1250-3D Wheel Balancer
Our Price: \$5,468.00

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- Tire Changer / Wheel Balancer Combos

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- Wheel Balancers
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- Battery Jumper Cables
- Battery Tools
- Bottle Jacks
- Brake Tools
- Brake Lethes
- Brake Letha Adapters
- Brake Letha Accessories
- Brake System Diagnostics
- Brake Bleeders and Flushers
- Coolant Flush and Fill Machines
- Cooling System Diagnostics
- Crowbars
- Drill Presses, Vertical Mills

1 billing information

Email Address*:

First Name*:

Last Name*:

Company:

Address*:

City*:

Country*:

State*:

Zip / Postal Code*:

Phone Number*:

Fax:

I wish to receive occasional newsletter emails from www.bestbuyautoequipment.com.

2 shipping information

Ship To:

3 registration

Email Address:

Enter a new password:

Type it again:

Benefits of Registering:

- Quick checkout on future orders
- Easy Order Tracking
- Special Offers

4 choose your shipping method

Shipping to [United States][MI][48161][Y]

Subtotal: **\$5,935.00**

Shipping & Handling: **\$0.00**

Tax: **\$0.00**

Total: \$5,935.00

5 payment information

Payment Method*:

Order Comments:

place order

& secure checkout by

My Shopping Cart

Code	Name	Price	Qty	Total
Bosch-WBE-4220	Bosch WBE 4220 High Volume Professional Wheel Balancer with LED Multi-Color Digital Display	\$5,935.00	1	\$5,935.00

- Need to make changes to this order?**
- Edit items in cart
 - Apply a coupon
 - Apply a Gift Certificate
 - Sign Out

APPROVAL TO PURCHASE "A-GAME" SUPPLIES AND SERVICES

BACKGROUND

Bill Ferrara is requesting authorization to purchase teaching supplies, student texts and on-line services for the "A-Game". Please refer to the attached memo for details. The total cost for these goods and services will be \$11,693.14 and will be covered by the Perkins Grant.

ENCLOSURES

Memorandum from Mr. Ferrara with approval from Mr. Cortez
Quote from The Center for Work Ethic Development

RECOMMENDATION

Move to approve the purchase of teaching supplies, student texts and on-line services from The Center for Work Ethic Development for a cost not to exceed \$11,693.14. Monies are to be taken from the Perkins Grant.

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 #006 12.13

TO: Matt Cortez, Principal, Monroe High School
FROM: Bill Ferrara, Director
DATE: August 14, 2012
RE: PURCHASE APPROVAL, A-GAME, \$11,693.14

I'm requesting authorization for the purchase of teaching supplies, student texts, and on-line services in association with "The A-Game", a nationally recognized program bringing great work ethics, core values, and a positive attitude to all aspects of young adult life. Elements of these core values will be presented to the MHS student body through lesson plans already devised for Trojan Family Time. Additional focus on the employability skills presented in "Bringing Your A-Game To Work" will occur in the CTE Department. Final testing and certification occurs as part of the on-line portion of the program. A total of \$11,693.14 will cover costs involved in preparing our teachers to implement this program with their students. Perkins Grant funding will be used to cover 100% of the expense. Upon your approval, please forward to our Board of Education for 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

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.

The Center for Work Ethic Development

Invoice

Invoice No.: 325

Bill To:
Bill Ferrara
Monroe High School
901 Herr Road
Monroe, MI 48161

Ship To:
Same as Bill To

Date	Order No.	Sales Rep.	FOB	Ship Via	Terms	Tax ID
08/13/2012	1	JP		UPS	Net 15	

Quantity	Item	Description	Unit Price	Total
12	A Game Wall Art	Poster Set	\$50.00	\$600.00
12	Coaches Corner	Annual Membership	\$30.00	\$360.00
12	Coaches Bundle	Curriculum/ DVD/ Power Point	\$205.00	\$2400.00
1	Certification Site License	Certification for 500 Students	\$2500.00	\$2500.00
450	Bring Your Game Book	Teen Version	\$12.50	\$5625.00

Subtotal:	\$11,485.00
Tax:	0
Shipping:	\$208.14
Balance Due:	\$11,693.14

Perkins Grant

**“Bring Your A Game to Work”
Monroe High School
Certification Program
Overview**

Prepared for
Bill Ferrara

Submitted by Jerrod Paterson
Director of National Accounts
jpaterson@workethic.org



THE CENTER FOR **WORK ETHIC** DEVELOPMENT

PROGRAM PROPOSAL - MONROE HIGH SCHOOL

THE CHALLENGE AND OPPORTUNITY:

It didn't take the collaborative research of four large non-profit agencies to produce undeniable proof in their much-publicized white paper entitled "Are They Ready for Work?" to overwhelmingly conclude that they're not. Just ask any employer in America.

Employers lament the workplace readiness of their young front line workers, and it has little to do with their talents or skills. Without question, today's youth have a better grasp of technology, and they possess book smarts and street savvy. But their basic work ethic is conspicuously absent. And the work ethic they adopt in their teens and early twenties will follow them throughout their entire careers.

Unlike previous generations, youth aren't being taught the fundamental values that are a prerequisite for success on the job. As a result, teens struggle with the concepts of work before pay, effort before reward, and training before doing.

OUR SOLUTION:

Bring Your A Game To Work® (The A Game) helps teens get from *where they are* to *where they want to be*, even if they don't know where that is. A signature program of The Center for Work Ethic Development, The A Game was designed to address employers' most pressing demands with a training package that can be integrated into any high school.

It is the only program in the nation using research from 1,500 employers combined with a proven delivery model to enhance all aspects of a high school education. Based on the seven fundamental values of work ethic as defined by these 1,500 businesses, The A Game offers a suite of tools designed for educators by the nations leading education, workforce development, and training professionals.

The program tackles seven foundational values that are a prerequisite to an employee's success in any job, in any business, in any industry. To make them memorable and easy to assimilate, each of the seven values has been cleverly alliterated by a word that begins with the letter "A":

Attendance - Dependability/Punctuality

Appearance - Personal hygiene, grooming, and dress

Attitude - Staying positive regardless of circumstance

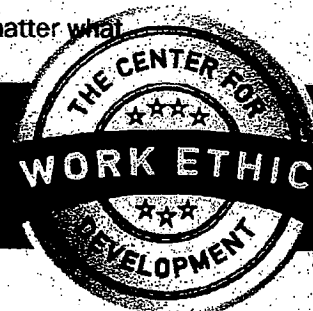
Ambition - Initiative and desire to improve

Accountability - Honesty/Integrity

Acceptance - Adhering to rules, standards, and authority

Appreciation - Cheerfully serving customers, no matter what

WORK ETHIC DEVELOPMENT



THE CENTER FOR **WORK ETHIC** DEVELOPMENT

THE IMPACT:

Over 95% of the youth involved the Bring Your A Game to Work training and certification courses have given the program the highest scores in terms of the training being fun, relevant and something they can put to use in the workplace.

At a nationally recognized workforce center, half of the youth were given Bring Your A Game to Work, and half took a normal work preparation course. Employers were surveyed regarding their satisfaction with the youth hired from the center. The youth that completed the Bring Your A Game to Work certification received satisfactory ratings 90% of the time, compared with only 44% for the youth that completed the standard program.

MONROE HIGH SCHOOL AND BRING YOUR A GAME TO WORK :

This proposal builds a lasting framework to integrate the Bring Your A Game to Work curriculum and certification into the fabric of the Monroe High School programs. The proposed certification site license and curriculum resources will allow Monroe High School to offer training and certification in the seven fundamental values to the entire senior class.



PROGRAM DELIVERABLES:

- i. The Center for Work Ethic Development will provide hard copy curriculum resources for Monroe High School.
- ii. Monroe High School faculty will present the up to 8 hour A Game curriculum as a part of the current course offering.
- iii. All student participants will be given 1 hour of computer time to complete the A Game Online Mastery Certification at the completion of the training program.
- iv. The Center for Work Ethic Development will work with Monroe High School faculty to administer both a pre- and post-assessment of participants to evaluate the following:
 1. Overall satisfaction with the material presented.
 2. Understanding and adoption of the 7 fundamental workplace values by participants.
- v. The Center for Work Ethic Development will compile and present the survey data to Monroe High School.

WORK ETHIC DEVELOPMENT



THE CENTER FOR **WORK ETHIC** DEVELOPMENT

PROGRAM BUDGET

The following tables outline the resources necessary to implement the A Game program for Monroe High School. Pricing in the budget is guaranteed for the life of the contract with Monroe High School. All resources are recommended and at the discretion of Monroe High School to choose what is necessary for program implementation.

Resource	Units	Your Cost	Retail Price	Your Total Cost	Total Retail Price
"Bring Your A Game to Work" Books (8 classroom sets of 30 books)	450	\$12.50	\$ 19.95	\$5625	\$8977.50
A Game Curriculum Pack (Teacher's Guide, Power Point Disc, Win at Work DVD)	12	\$200.00	\$375	\$2400	\$4500
A Game Poster Set (9 posters)	12	\$50	\$75	\$600	\$900
Certification Site License (500 annual participants projected)	1	\$2500	\$2500	\$2500	\$2500
Coach's Corner Annual Membership	12	\$30	\$30	\$360	\$360
Shipping				\$208.14	\$208.14
Total Resources				\$11,693.14	\$17,445.64

*Note: The site license includes unlimited annual use for participants and will be renewed automatically for (3) years.

PROPOSAL TERMS

The budget and deliverables submitted in this proposal have been fully committed to by the Center for Work Ethic Development through August 31, 2012.

WORK ETHIC



THE CENTER FOR **WORK ETHIC** DEVELOPMENT

THE CENTER FOR WORK ETHIC DEVELOPMENT:

Work ethic is a trainable set of values and behaviors that when aligned drive sustained performance. The Center for Work Ethic Development is the nation's only institution focusing on work ethic to drive organizational profit and individual success. It's not only working harder, it's working with a purpose.

Founded by award winning author and speaker Eric Chester, The Center for Work Ethic Development is restoring American work ethic. We provide engaging and interactive training based on the seven values of work ethic: positivity, reliability, professionalism, initiative, integrity, respect for authority, and gratitude. These values, combined with our unique support materials, certification, and thought leadership reinforce behavioral change for long-term results.

The bottom line? Employees are motivated to exceed customers' expectations and produce organizational profit. For more information about work ethic and the ways you can help us restore it across America, visit workethic.org.

jpateron@workethic.org 303-433-3243

Bring Your A Game to Work is an Official Program of the Center for Work Ethic Development
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THE CENTER FOR
WORK ETHIC
DEVELOPMENT
RESTORING AMERICAN WORK ETHIC
BRING YOUR A GAME TO WORK

APPROVAL TO PURCHASE ALTERNATIVE ENERGY LABS

BACKGROUND

Bill Ferrara is requesting authorization to purchase two alternative energy labs (both wind turbine and solar panel units) for CTE classes at MHS. The cost of the equipment is \$6,960 and a combination of Perkins Grant and Added Cost funds will be used for the purchase.

ENCLOSURES

Memorandum from Mr. Ferrara with approval from Mr. Cortez
Quote from Questech

RECOMMENDATION

Move to approve the purchase of two alternative energy labs from Questech Inc. of Farmington Hills for a cost not to exceed \$6,960. Monies are to be taken from the Perkins Grant and Added Cost 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	_____	_____	_____	_____



**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 #007 12.13

TO: Matt Cortez, Principal, Monroe High School
FROM: Bill Ferrara, Director
DATE: August 14, 2012
RE: PURCHASE APPROVAL, ALTERNATIVE ENERGY LABS, \$6,960

I'm requesting authorization for the purchase of Two (2) Alternative Energy Labs, (both Wind Turbine and Solar Panel units at each). A total of \$6,960.00 will be paid to Questech Inc., of Farmington Hills, for providing these made-to-order workstations for our students to build their skills and knowledge of renewable energy applications. A combination of Perkins Grant and Added Cost funding will be used for this purpose. Upon your approval, please forward to our Board of Education for 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

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24630 Hathaway • Farmington Hills, MI 48335 • Phone: 800-229-0018 • Fax: 248-615-0808
www.questechzone.com

Monroe High School / Alternative Energy Lab
Quotation
August 13, 2012

ITEM #	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
GCZ C2	2	Combination Wind Turbine and Solar Panel with New Residential Desk	\$3,480.00	\$6,960.00
Equipment Total				\$6,960.00
Shipping & Installation				Included
TOTAL				\$6,960.00

Terms: Prepay with Purchase Order

Perkins: \$5,360.00
AC: \$1,600.00



APPROVAL TO PURCHASE WELDING LAB EQUIPMENT

BACKGROUND

Bill Ferrara is requesting authorization to purchase two Miller Wire-Welders and one Clausing 20" Drill Press for the MHS Welding Program. The total cost for the equipment will be \$12,284 and will be paid from the Perkins Grant.

ENCLOSURES

Memorandum from Mr. Ferrara with approval from Mr. Cortez
Quotes from Baker's Ace Hardware, Miller Welding, and MSC Industrial Supply

RECOMMENDATION

Move to approve the purchase of welding lab equipment from Baker's Ace Hardware, Monroe, Michigan for a cost not to exceed \$12,284. Monies are to be taken from the Perkins Grant.

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 #005 12.13

TO: Matt Cortez, Principal, Monroe High School
FROM: Bill Ferrara, Director
DATE: August 14, 2012
RE: **PURCHASE APPROVAL, WELDING LAB EQUIPMENT, \$12,284**

I'm requesting authorization for the purchase of a two (2), Miller Wire-Welders at a cost of \$3928.00 each, and one (1), Clausing 20" Drill Press at a total cost of \$4,200.00. The total cost of \$12,284.00 includes shipping and delivery for all. These units will be purchased from Baker's Ace Hardware, a local vendor who also supports us through providing maintenance on the existing equipment in the welding lab. Baker's quotes are lower than the manufacturer's suggested retail price in both cases. Perkins Grant funding will be used to cover 100% of the expense. Upon your approval, please forward to our Board of Education for 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

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Delivery Ticket



SOLD
B BAKER'S ACE HARDWARE
 905 NORTH DIXIE HWY.
 MONROE MI 48162
 734-241-8974

470179152

Customer **40234**

Order **00388549-00**

Order Date **08/13/12**

Page **001 OF 001**

SHIP TO
 MONROE PUBLIC HIGH SCH Lynette Tyson
 901 HERR RD
 WELD SHOP
 MONROE MI 48161
 734-265-3692

Name		Territory		Ship Via		Initials	
MONROE PUBLIC SCHOOL		000		PICK UP CHRG-NONE-		RF	
P/O Number		Salesperson		Other Zone		Order Type	
SEE BELOW		003		00	UPS Zone	QTE	
Rel Number		Branch		COL/PFD		Date/Time	
GLENN ZORN		004		PREPAID		13-AUG-12 08:01AM	
Phone		Status		Route		Username	
734-265-3452						rfragner	

QTY SHIP	UNIT	EM	DESCRIPTION & HAZARD CLASS	LINE NO	ITEM NUMBER	LOC	QTY ORDER	QTY BKORD	BIN LOC	WEIGHT	UNIT AMOUNT	EXTENDED AMOUNT
			***** QUOTE ***** Quote Expiration Date: 09/12/12 Hardgood P/O: QUOTE									
2	EA		PKG, DYNASTY 200 DX FOOT PEDAL COMPLETE	1	MIL 951139	4	2	0			3928.00	7856.00
Please make all deliveries before 2:00 p.m.												
											Subtotal	7856.00
											Tax	.00
											Total Sale	7856.00

Delivery Ticket



S BAKER'S ACE HARDWARE
O 905 NORTH DIXIE HWY.
L MONROE MI 48162
D
B 734-241-8974
Y

470175499

Customer 40234

Order 00388547-00

Order Date 08/13/12

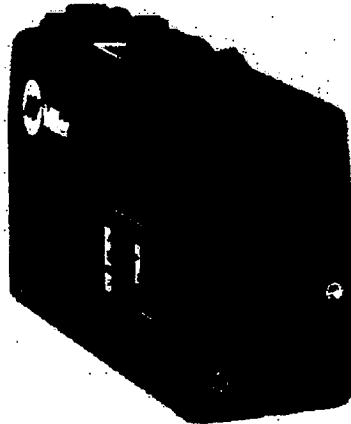
Page 001 OF 001

S MONROE PUBLIC HIGH SCH Lynette Tyson
H 901 HERR RD
I WELD SHOP
P
T MONROE MI 48161
O 734-265-3692

Name		Territory		Ship Via		Initials		RF				
MONROE PUBLIC SCHOOL		000	000	COM CARRIER -NONE-								
P/O Number SEE BELOW		Salesperson	003	Other Zone	00	LPS Zone	0	Order Type	QTE			
Fax Number TIM SMITH		Branch	004	C/O/PPD PREPAID		Date/Time		13-AUG-12 07:27AM				
Phone 734-265-3452		Status		Route		Username		rfragner				
QTY SHIP	UNIT	EH	DESCRIPTION & HAZARD CLASS	LINE NO	ITEM NUMBER	LOC	QTY ORDER	QTY BKORD	BIN LOC	WEIGHT	UNIT AMOUNT	EXTENDED AMOUNT
1	EA		***** QUOTE ***** Quote Expiration Date: 09/12/12 Hardgood P/O: QUOTE CLAUSING 20" DRILL PRESS 230/460 VOLT	1	PRD RF602275		1				4200.00	4200.00
Please make all deliveries before 2:00 p.m.												
Subtotal											4200.00	
Tax											.00	
Freight											227.75	
Total Sale											4427.75	

Dynasty® 200 Series

Maximum flexibility - Miller Electric combines advanced inverter technology with Auto-Line™ technology, offering the most flexible AC/DC TIG/Stick power supply in the welding industry.



Base Model Starting at: ~~\$3,744.00~~
 List Price (US\$)

Base Unit Only

Click the Models or Accessories tabs below to shop online

Models & Pricing

Models

Models	Stock #	Mfg. List Price US\$*
Dynasty 200 SD (Auto-Line 115-460 V): Machine Only View Package Details	907099	\$3744.00
Dynasty 200 DX (Auto-Line 115-460 V): Machine Only View Package Details	907099011	\$4822.00
Dynasty 200 DX: TIGRunner Pkg (Water Cooled) View Package Details	907099021	\$5087.00
Dynasty 200 DX: Complete Pkg w/Foot Control (Water Cooled) View Package Details	951139	\$6023.00

Comes Complete With:

- Dynasty 200 DX power source
- Quick Reference Guide: English | Spanish
- 8 ft (2.4 m) primary cord
- 2-Wheel trolley cart (300480)
- Coolmate™ 1 cooler 115 V (300380)
- 1 Gallon coolant (043810)
- RFCS-14HD foot control (194744)
- 25 ft (7.6 m) Weldcraft® WP20 water cooled torch (300185)
- Torch accessory kit with tungsten includes:
 - Shielding cups
 - Collets-1/16, 3/32, 1/8
 - Collet bodies-1/16, 3/32, 1/8
 - 2% Cerium tungsten-1/16, 3/32, 1/8
- 15 ft (4.6 m) Work lead with clamp and Dinse connector
- Gas hose
- Smith Regulator/flowmeter
- Torch cable cover
- Setup DVD
- Adjustable shoulder strap



Miller Welding Online Direct

Dynasty 200 DX:
Complete Pkg
w/Foot Control
(Water Cooled)

951139

\$6023.00

View Package Details

Comes Complete With:

Dynasty 200 DX power source

Quick Reference Guide: English | Spanish

8 ft (2.4 m) primary cord

2-Wheel trolley cart (300480)

Coolmate™ 1 cooler 115 V (300360)

1 Gallon coolant (043810)

RFCS-14HD foot control (194744)

25 ft (7.6 m) Weldcraft® WP20 water cooled torch (300185)

Torch accessory kit with tungsten includes:

- Shielding cups

- Collets-1/16, 3/32, 1/8

- Collet bodies-1/16, 3/32, 1/8

- 2% Cerium tungsten-1/16, 3/32, 1/8

15 ft (4.6 m) Work lead with clamp and Dinse connector

Gas hose

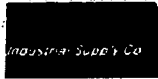
Smith Regulator/flowmeter

Torch cable cover

Setup DVD

Adjustable shoulder strap





SEARCH

Get the MSC Search Add On

Keyword, MSC, Mfr. Competitor, Customer part #
Search Help



Questions or comments?
Chat, Email or Call 800-645-7270.

Login help register

username:

password:

remember me

(1)

- HOME
- ORDER
- SPECIAL OFFERS
- RESOURCES
- SOLUTIONS
- ABOUT MSC
- CUSTOMER SUPPORT
- MY ACCOUNT

Quick Item Add

MSC Part #	Qty.
Item #	Qty.
Item #	Qty.
Item #	Qty.

ADD TO CART

Shopping Options

Quick Order Pad

Personal Lists (1)

Saved Orders (0)

Open Quotes

Print This Page

Shopping Cart

Shopping Cart Shipping & Payment Confirmation

Options: Add to List Add Routing Notes Save Order Checkout

Sort Cart	Qty.	Your Price	Ext. Price	Special Notes ?	In Stock ?	Delete
	1	\$4,685.00 ea	\$4,685.00		Yes	
Pulley Driven & Geared Head Floor & Bench Drill Presses; Machine Type: Floor Drill Press; Swing (Inch): 20; Horsepower: 3/4, 1-1/2; Phase: 3; Voltage: 440; Minimum RPM: 150.00. Your order will include (1) 5 Piece Unit						
80631823						

Promotional Code APPLY

Subtotal \$4,685.00

CONTINUE SHOPPING CLEAR CART UPDATE CART CHECKOUT

* Subtotal does not include freight and tax (where applicable).
Prices displayed here do not reflect contract pricing. Prices will be updated during the checkout process to reflect any contract.

In Stock Description:
YES We have your requested quantity in stock and ready to ship.

SITE MAP | PRODUCT LISTINGS | CAREER OPPORTUNITIES | MSC LOCATIONS | TERMS OF USE | PRIVACY POLICY | LINK TO US

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APPROVAL TO PURCHASE MACHINE TOOL LAB EQUIPMENT

BACKGROUND

Bill Ferrara is requesting authorization to purchase a CNC Engraving System and associated support equipment for the MHS Machine Tool Technology classes. The cost of the equipment is \$14,731 and will be paid for with Perkins Grant Funds.

ENCLOSURES

Memorandum from Mr. Ferrara with approval from Mr. Cortez
Quotes from Vision Engraving, U-Marq, and fslaser.com

RECOMMENDATION

Move to approve the purchase of machine tool lab equipment from Vision Engraving of Phoenix, Arizona for a cost not to exceed \$14,731. Monies are to be taken from the Perkins Grant.

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 #004 12.13

TO: Matt Cortez, Principal, Monroe High School
FROM: Bill Ferrara, Director
DATE: August 14, 2012
RE: **PURCHASE APPROVAL, MACHINE TOOL LAB EQUIPMENT, \$14,731**

I'm requesting authorization for the purchase of a CNC Engraving System, and associated support equipment, for the MHS Machine Tool Technology classes. The purchase will be made from Vision Engraving Systems, at a cost of \$14,731. This equipment is required to meet the instructional needs of our students as they pursue meeting the strict technical standards as put forth by the State Office of Career and Technical Education (OCTE). Perkins Grant funding will be used to cover 100% of the expense. Upon your approval, please forward to our Board of Education for 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

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VISION ENGRAVING SYSTEMS

and



manufactured by
Western Engravers Supply, Inc.

17621 N. Black Canyon Hwy.
Phoenix, AZ 85023 USA

tel: 602.439.0600 fax: 602.439.0500

visionengravers.com - imarcengraver.com

Prepared Exclusively For:
Monore High School

Sales Quotation 36427

Bill To
Monore High School
MI
USA

Quote Date: 02/03/12
Valid Through: 03/03/12
Payment Terms: NET 30
Ship Via:
Sales Contact: Michael Colcord
Customer #: 1041150
Customer Name: Tim Smith
Customer Phone: 734-265-3692
Customer Fax:
Local Distributor: Great Lakes Engraving
Solutions Inc
Distributor Phone: 419-885-3577

Ship To
Monore High School
MI
USA

#	Item	Description	Quantity	UoM	Unit Price	Disc %	Disc Price	Line Total	Tax
1	1624PRO	1624 Pro Engraver With Laser Pointer	1.00	EA	11,995.00	0.00	\$11,995.00	\$11,995.00	Y
2	44-1624TP-00	Table, 1624 Pro Complete	1.00	EA	0.00	0.00	\$0.00	\$0.00	Y
3	15-0093-00	Series 3 90V Controller Complete	1.00	EA	0.00	0.00	\$0.00	\$0.00	Y
4	110Volts	110 Volts, Controller	1.00	EA	0.00	0.00	\$0.00	\$0.00	Y
5	800602-PRO-P	Vision Pro Software, New Machine Purchase, Dongle	1.00	EA	900.00	0.00	\$900.00	\$900.00	Y
6	18-0310-00	Inch Edge Guides for 1624's	1.00	EA	0.00	0.00	\$0.00	\$0.00	Y
7	18-0201-01	1/4" Split Collet Series 3 Spindle Kit	1.00	EA	120.00	0.00	\$120.00	\$120.00	Y
8	200217-02	Collet, Split 1/8", Round	1.00	EA	70.00	0.00	\$70.00	\$70.00	Y
9	200218-00	Collet, Solid 1/4"	1.00	EA	50.00	0.00	\$50.00	\$50.00	Y
10	AC-250.010-FLX	Cutter, 1/4"x6 1/2" .010 FLX	1.00	EA	24.00	0.00	\$24.00	\$24.00	Y
11	AC-250.030-FLX	Cutter, 1/4"x6 1/2" .030 FLX	1.00	EA	24.00	0.00	\$24.00	\$24.00	Y
12	AC-250.060-FLX	Cutter, 1/4"x6 1/2" .060 FLX	1.00	EA	24.00	0.00	\$24.00	\$24.00	Y

#	Item	Description	Quantity	UoM	Unit Price	Disc %	Disc Price	Line Total	Tax
13	AC-250.090-FLX	Cutter, 1/4"X6 1/2" .090 FLX	1.00	EA	24.00	0.00	\$24.00	\$24.00	Y
14	AC-250.125-FLX	Cutter, 1/4"X6 1/2" .125 FLX	1.00	EA	24.00	0.00	\$24.00	\$24.00	Y
15	CB25016	Beveler, Cutter Tool 1/4" For .060	1.00	EA	28.00	0.00	\$28.00	\$28.00	Y
16	15-1103-00	Multi-Mat 16"X24"	1.00	EA	225.00	0.00	\$225.00	\$225.00	Y
17	15-0026-00	Kit, 10 ft Vacuum Hose W/ Lg Nose	1.00	EA	99.00	0.00	\$99.00	\$99.00	Y
18	15-0044-00	Elec. Accessory Box Vac/Router	1.00	EA	99.00	0.00	\$99.00	\$99.00	Y
19	15-0016-01	Controller, Accessory Kit	1.00	EA	0.00	0.00	\$0.00	\$0.00	Y
20	18-1624-01	1624 Table Kit	1.00	EA	0.00	0.00	\$0.00	\$0.00	Y
21	18-0070-01	Vision 9 Software Kit, Dongle	1.00	EA	0.00	0.00	\$0.00	\$0.00	Y
22	ADJUST1	GSA Collet Upgrade	1.00	EA	0.00	0.00	\$0.00	\$0.00	Y
23	Train_Install	Installation/Machine Orientation	1.00	EA	750.00	0.00	\$750.00	\$750.00	Y
24	Vision_Freight	Freight for Vision Items	1.00	EA	275.00	0.00	\$275.00	\$275.00	Y

*** Please review this quote thoroughly and notify us of any discrepancies. ***

Remarks:

Subtotal	\$14,731.00
Discount 0.00 %	\$0.00
Tax1	\$0.00
Tax2	\$0.00
Total	\$14,731.00

PLEASE NOTE: 15% restocking charge on any returns or exchanges of tags/holders within 30 days of shipment.

Prices are quoted FOB Phoenix, AZ, USA and shipping arrangements must be made, unless otherwise stated. For sales to AZ, CA, CO, CT, NV, KS, TX & WA state and/or local sales tax has been added. If a properly completed exemption or resale certificate is provided prior to shipment, tax can be removed (contingent on individual state laws). If shown in a line item above, Vision Equipment Installation / Machine Orientation will be performed by an authorized Vision representative during one prearranged visit during normal business hours. Maximum of 6 hours. Limit 3 employees per training seminar. No installation or training is provided on iMarc equipment.



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You're new here! Welcome, please feel free to browse our store.

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Best Sellers
Acetyl Nose Cones
Inside Ring Engraver Diamond Cutter and Arm
Vernier Adapter Ring
Inside Ring Engraving Holding Pins

Products - One Step Checkout

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Password

Your Shopping Cart

Table with columns: Image, Product Code, Name, Quantity, Price Each, Item. Row 1: EM-00204, GEM-CX5 Engraving Machine, 1, \$13995.00, \$13995.00. Summary: Goods Total \$13995.00, Shipping Total, Discounts Total, Tax Total, Gift Certificates Total, Order Total \$13995.00.

Billing Address

Email Address *
Company Name: Monroe Public Schools
Title: Mr.
Forename: Bill
Surname: Ferrara
Address Line 1: 901 Herr Rd
Address Line 2:
Town / City: Monroe
State: Michigan
Zip Code: 48161
Country: USA
Telephone Number: 734-265-3450
Fax Number: 734-265-3451

Please keep me on your mailing list



*Innovation in the Engraving
and Marking Industries*

GEM-CX5

**The Great Counter Top
Engraving Machine**



- Designed for the counter-top of your shop, for customers who demand the best.
- The U-MARQ GEM-CX5 is an easy to use engraving solution. It is easy to set up and use in a retail shop or other environment, where fast and efficient engraving of single or multiple items are needed.
- It is capable of engraving anything from the finest bracelet to a full size door sign or tankard as well as glass items and trays.
- Equipped with the state-of-the-art and easy to use U-MARQ CX engraving software, the GEM-CX5 will connect to a standard PC or laptop.
- Its unique 4 axes control system, it enables both flat and cylindrical items in the same setup.
- The U-MARQ CX engraving software package has the new and unique Depth Profiling function. Also included is the scanning and automatic vectorisation of logos.
- The GEM-CX5 ease of use enables everyone engraving gifts and jewellery to achieve a professional standard, after just a short introduction.

www.u-marq.us

U-MARQ USA Corp.,
156 Danbury Road,
New Milford,
CT 06776.

Tel: 860 799 7800, Fax: 860 799 7806
Email: sales@u-marq.us

Shopping Cart

Pro LF Series 48x36 CO2 Laser was added to your shopping cart.



PRODUCT NAME
Pro LF Series 48x36 CO2 Laser

Tube Size

60 Watt

Options

RetinaEngrave 3D w Direct Print Drivers (Networked Ethe

Shipping

Please inquire for guaranteed shipping rates

**Insurance, This is full replacement value in the unlikely event the machine is damaged or lost in transit.*

+0, No thank you.

Warranty

No Extended Warranty

	UNIT PRICE	QTY	SUBTOTAL
Edit	\$15,845.00	1	\$15,845.00

[Continue Shopping](#)

[UPDATE SHOPPING CART](#)

Discount Codes

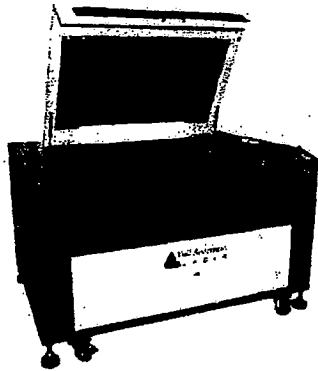
Enter your coupon code if you have one.

Subtotal \$15,845.00
Grand Total \$15,845.00

CHECK, WIRE OR PO

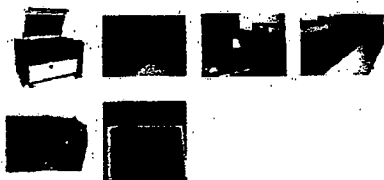
Not available for these items

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Double click on above image to view full picture

MORE VIEWS



Pro LF Series 48x36 CO2 Laser

SKU: LF4836

Email to a Friend
Be the first to review this product

Availability: In stock

\$15,845.00

***Tube Size**

- 60 Watt
- 90 Watt (3x longer life/4x power) **+\$1,500.00**
- 120 Watt **+\$3,000.00**
- 150 Watt **+\$6,000.00**

Options

- Retina Engrave 3D w Direct Print Drivers (Networked Ethernet) + Free Upgrade to 2 year Limited Warranty **+\$1,000.00**
- Rotary Attachment **+\$1,000.00**
- Focus Lens 1.5" (For Fine Engraving) **+\$250.00**
- Focus Lens 2.5" (For Better Cutting Materials > 3/16") **+\$250.00**
- Focus Lens 5" (For Thick Material Cutting + Allows Cutting With Doors Open) **+\$250.00**
- Water Chiller - Basic **+\$600.00**
- Water Chiller - Advanced w Freon **+\$1,200.00**
- Custom Onsite Install (excl airfare) **+\$1,500.00**
- Mail in Laptop Software Installation **+\$200.00**
- Premium Personal Support/Training Package **+\$250.00**
- Large Air Purifier (for cutting inside with no venting) **+\$2,500.00**

***Shipping**

- Please Select -

****Insurance, This is full replacement value in the unlikely event the machine is damaged or lost in transit.**

- Please Select -

***Warranty**

- Please Select -

* Required Fields

\$15,845.00

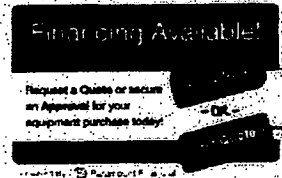
Qty: 0 **ADD TO CART**

My Cart

You have no items in your shopping cart.

Compare Products

You have no items to compare.



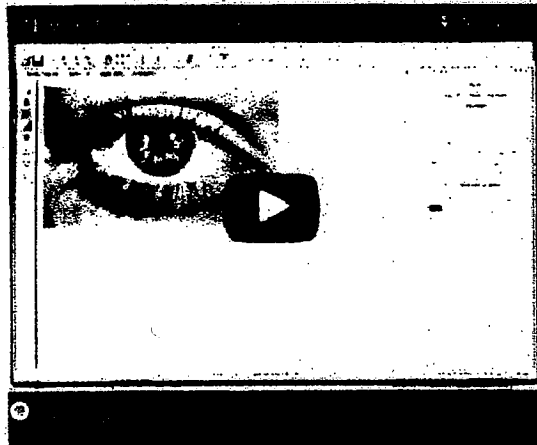
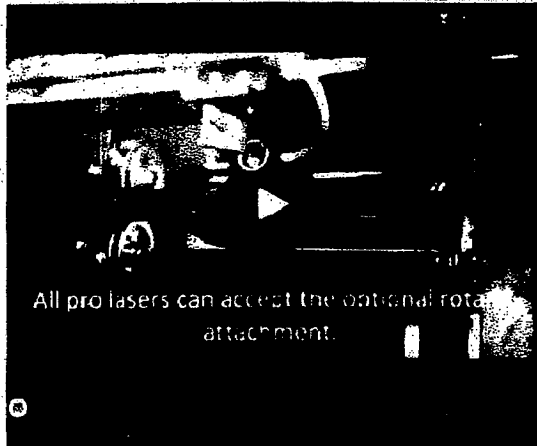
[Product Overview](#) [Technical Specs](#) [Options](#) [Tags](#)

This unit is our largest and most versatile laser available.

It is suitable for engraving and cutting acrylic, organic glass, wood, mdf, paper and many other nonmetal materials.

The sturdy construction of this LF Series combined with the 48" x 36" engraving table provides you with an oversized work area to meet your needs on any project.

- Optimized for cutting of large materials.
- Ultra high end mirror mounts and lens mounts.
- Telescoping lens holder allows fine focus to be set without adjusting the Z table.
- This machine has high end precision ground steel linear rails with ball bearings for fast smooth motion.
- High power geared Nema23 stepper motors allow this machine to move up to 10x faster than our hobby lasers.
- The front doors and left pass through doors open to allow large pieces of work to be put into the machine.
- The Z axis can be lowered to accommodate objects as large as 24" high and can accommodate our optional rotary engraver
- Motorized Z table, autofocus sensor, and beam combiner with visible red laser pointer are included.
- A convenient LCD panel controls the motion of the laser head.
- Available in 60w, 90w, 100w and 150w tube options. Economy 60w tubes are rated for 3000hrs. Our high end 90w and higher tubes feature all metal electrode design are rated for 10,000+ hrs and have 4x the cutting power of the 60w tubes.
- Capable of cutting over 1/2" thick acrylic and woods.
- 2.5" ZnSe lens standard.
- Rotary attachment for engraving bottles and round objects is available as an option.
- 1 year base warranty on the machine (excludes consumables, 2 year extensions available)



Due to the cost and size of this item, this item is not available for purchase through our webstore. Please call 702-605-0644 during regular business hours 9a-6pm PST to order.

Google checkout

APPROVAL TO PURCHASE MEDICAL TERMINOLOGY TEXTBOOKS

BACKGROUND

Bill Ferrara is requesting authorization to purchase three classroom sets of text books and work books for the MHS Medical Terminology classes. The total cost will be \$8,497.81 and will be paid from the Health Sciences, General Fund textbook account.

ENCLOSURES

Memorandum from Mr. Ferrara with approval from Mr. Cortez
Quote from Elsevier

RECOMMENDATION

Move to approve the purchase of textbooks and work books for the Medical Terminology classes at MHS from Elsevier, Maryland Heights, MO for a cost not to exceed \$8,497.81. Monies are to be taken from the General 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 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 #002 12.13

TO: Matt Cortez, Principal, Monroe High School
FROM: Bill Ferrara, Director
DATE: August 17, 2012
RE: PURCHASE APPROVAL, MEDICAL TERMINOLOGY TEXT, \$8,497.81

I'm requesting authorization for the purchase of Three (3) classroom sets of text books and workbooks for our Medical Terminology classes. A total of \$8,497.81 will cover the cost of purchasing "The Language of Medicine, 9th Edition" from Elsevier Publishing. As our Program offerings continue to grow in Health Sciences department, the use of these texts by our students will also accommodate the granting of articulated college credits at the Monroe County Community College. This purchase will be budgeted through the Health Sciences, General Fund text book account. Upon your approval, please forward to our Board of Education for 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



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ELSEVIER
3251 Riverport Lane
Maryland Heights, MO 63043

ELSEVIER
QUOTATION

REFERENCE NUMBER	DATE	ACCOUNT NUMBER
81782512	08-14-12	02-00154094-0001
EXPIRATION DATE	ORDER NUMBER	PAGE
11-13-12	12227013301	1

TO
MONROE PUBLIC SCHOOLS
1275 N MACOMB ST # 733
MONROE MI 48162-3196

120814 81782512 80 02001540940001 00008497810



ELSEVIER
3251 Riverport Lane
Maryland Heights, MO 63043

REFERENCE NO.	DATE	ACCOUNT NUMBER	ORDER NUMBER	TO
81782512	08-14-12	02-00154094-0001	12227013301	00007
PURCHASE ORDER			EXPIRATION DATE	
QUOTE			11-13-12	

TO
MONROE HIGH SCHOOL
901 HERR RD
MONROE MI 48161-9744

ELSEVIER
QUOTATION

SEND ORDERS TO: ELSEVIER 3251 RIVERPORT LANE MARYLAND HEIGHTS MO 63043 ATTN: CUSTOMER SERVICE		FOR INQUIRIES CONTACT: ACCOUNT BALANCE/PAYMENT INFO. (877) 887-3713 CUSTOMER SERVICE (800) 545-2522			
PRODUCT CODE	QUANTITY	TITLE AUTHOR	UNIT PRICE	% DISC	AMOUNT
9781437705706 1437705707	108	THE LANGUAGE OF MEDICINE 9E COO: UNITED STATES *** SHIPPING CHARGES AND TAXES ARE ESTIMATED *** THE PRICES QUOTED ARE VALID THROUGH THE EXPIRATION DATE SHOWN ABOVE. PLEASE RETURN A COPY OF THIS QUOTATION TO THE ABOVE ORDER FULFILLMENT ADDRESS. ELSEVIER, HS	80.95	10.00	7868.34 S
SHIPPING TERMS S = SHIPPING POINT					
MERCHANDISE TOTAL		STATE & LOCAL SALES TAX	SHIPPING & HANDLING	AMOUNT PREPAID	PAY THIS AMOUNT
7868.34		0.00	629.47	0.00	8497.81

FX HHS704

APPROVAL TO PURCHASE CAD/CAM AND HAAS CNC SOFTWARE

BACKGROUND

Bill Ferrara is requesting authorization to purchase five seats of Keller Computer Aided Design and Manufacturing software and two seats of Haas CNC Control Simulation software for the Machine Tool Technology Lab. The total cost will be \$9,140 and will be paid from the Perkins Grant and Added Cost funding.

ENCLOSURES

Memorandum from Mr. Ferrara with approval from Mr. Cortez
Quote from Haas Factory Outlet

RECOMMENDATION

Move to approve the purchase of software for the MHS Machine Tool Technology Lab from Haas Factory Outlet, Flat Rock, Michigan, for a cost not to exceed \$9,140. Monies are to be taken from the Perkins Grant and Added Cost funding.

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 #009 12.13

TO: Matt Cortez, Principal, Monroe High School
FROM: Bill Ferrara, Director
DATE: August 15, 2012
RE: **PURCHASE APPROVAL, HAAS CNC SOFTWARE, \$9,140.00**

I'm requesting authorization for the purchase of Five (5) seats of Keller Computer Aided Design and Manufacturing (CAD/CAM) software and Two (2) seats of Haas CNC Control Simulation software. These computer programs are designed specifically for the Haas CNC Milling Center located in our Machine Tool Technology Lab. The programs will be loaded on computers already in place. A total of \$9,140.00 will be paid to Haas Factory Outlet, from a combination of Perkins Grant and Added Cost funding. Upon your approval, please forward to our Board of Education for 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

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Haas Factory Outlet
A Division of Gerotek Inc.

29220 Commerce Dr. Flat Rock, MI. 48134

Bill Ferrara
CTE Director
Monroe Public School

We are please to quote the following for your consideration;

5	seats of Keller Cad/cam software	\$5,750.00
2	Haas CNC Control Simulators.....	\$3,390.00
Total		\$9,140.00

Terms;

Delivery in Weeks, Haas Simulators 2 weeks

Keller Software - 4 weeks

Payment terms Net 30 after shipment

FOB Oxnard California.

Perkins : \$ 5,750
AC : \$ 3,390

If you have any questions, please do not hesitate to call me

Ray Warring

734-552-4304

**APPROVAL TO REPLACE ROOF SHINGLES AT THE
KNABUSCH MATH AND SCIENCE CENTER**

BACKGROUND

See attached memo for details.

ENCLOSURES

Memorandum from Mr. Oley

Proposals from Wandell's Working Crew and Alex Hunter Construction

RECOMMENDATION

Move to accept the proposal for shingle replacement at the Knabusch Math & Science Center from Wandell's Working Crew, Monroe, Michigan, and reject all others, for a cost not to exceed \$6,250. Monies to be taken from the General Fund and the Monroe County ISD will be asked to reimburse Monroe Public Schools for half the cost, \$3,125.

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



August 23, 2012

To: MPS Board of Education

From: Jerry Oley 
Director of Operations

Re: Shingle Replacement at Knabusch Math/Science Center

The existing shingles over the office area of the Knabusch Math/Science Center are badly deteriorated and portions of the roof have begun to rot due to water damage. It is critical these shingles be replaced to prevent further damage.

Contractors were asked to submit quotes for shingle replacement using Owens-Corning True Definition Duration Lifetime Shingles in a color that most closely matches the remaining shingles. They were also asked to quote the costs of any roof repair that may be needed once the current shingles are removed.

Three quotes were requested; however Nordman Roofing did not return a quote. The two quotes received are summarized as follows:

Wandell's Working Crew – Monroe, MI	
Shingle removal, disposal & replacement	\$6,250.00
Additional repair charges:	
1/2" plywood – 4' X 8'	\$50.00 each
3/4" plywood – 4' X 8'	\$60.00 each
Alex Hunter Construction – Monroe, MI	
Shingle removal & replacement	\$7,315.00
Plywood – 4' x 8' (thickness not specified)	\$30.00 each

It is my recommendation the low bidder **Wandell's Working Crew** of Monroe, MI be awarded the contract for shingle replacement at Knabusch Math/Science Center for a total of **\$6,250.00** and all other bids be rejected.

Funds for shingle replacement will be taken from the general fund and the Monroe County ISD will be requested to reimburse Monroe Public Schools for half the cost of the work.

If you need further information, please let me know.

JAO/ks

4920 W. Albain Road • Monroe, MI 48161

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Proposal



Name Vince
 Street _____
 City _____ State _____
 Phone _____

Wandell's Working Crew
 308 East Fifth Street • Monroe, NJ 48161
 Monroe (734) 243-0733 • Cell: (734) 777-6494
 wandell1958@aol.com

Work performed at: _____ Date: 8-21-12
 Street: 6610 Wateredge
 City: N

Price Includes:	
Quality Aluminum Box Vents _____	Oakridge Lifetime Shingle (70 mph Wind Resistance) <u>5950</u>
Venture Ridge Vent <u>20 Feet</u>	True Definition Duration Lifetime Shingle (110 mph Wind Resistance) <u>6250 ✓</u>
Removal of Old Roofing	Designer Color _____
Install New Shingle	
Dispose of Debris	
Install Ice Guard	
Felt Paper	
Drip Edge of Appropriate Color	
Pipe Flanges	
Reflash Chimney	
All Required Permits	
15 Year Guarantee on Labor	

Additional Charges (If Applicable)
 Occasionally we find damaged wood while stripping off the old roof, these prices indicate what you will be charged to replace this damaged wood and includes the material and labor.
 1/2" plywood 4'x8' sheet \$ 50 each
 3/4" plywood 4'x8' sheet \$ 60 each
 1x6 fascia board \$4.00/foot

LIABILITY

It is understood by the parties involved that Wandell's Working Crew is an independent contractor and shall maintain (as appropriate) workers compensating insurance while performing work at the job location.

Payments to be made as follows: **PAID IN FULL UPON COMPLETION** with cash, check, or money order.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Respectfully Submitted

Signature _____ Date _____

If you have any questions or concerns regarding this proposal feel free to contact me.

**To Contact Dave Wandell Direct Call: (734) 777-6494
 or visit our website at www.wandellsworkingcrew.com**

Proposal

CUSTOMER INFORMATION

Monroe Public Schools Knabush Center
Leop Science Center

755 8449 Vince Castiglione

CONTRACTOR INFORMATION

Alex Hunter Construction L.L.C.
418 E. Second St.
Monroe Mi. 48161
(734) 777 5250

PROPERTY OWNERS RESPONSIBILITIES: It is the duty of the customer to assist in any way possible to help the job go as smoothly as possible. The customer is generally required to provide electricity for tools, room in driveways and other areas of the property for workers, materials and rubbish dumpsters as well as other items that may be required to fill the contract.

It is important that both the customer and contractor communicate during the entire project. This ensures everyone is happy with all steps of the project from start to finish.

CONTRACTORS RESPONSIBILITIES: It is the goal of the contractor to perform all duties with quality workmanship, in a timely manner giving the customer the best possible job.

We are required to carry both liability and workers compensation insurances.

It is our responsibility to protect the owners' persons and property as well as look out for the safety of the general public to the best of our abilities.

It is the contractors responsibility to use the best materials available to honor the requirements of the contract. To perform all work in a quality manner meeting or exceeding any and all applicable building codes.

WORK TO BE PERFORMED:

1. Remove existing roofing to bare sheathing, inspect and replace any damaged surfaces as needed (there may be an extra charge for this work).
2. Replacing 1 sheet of plywood or 20 lineal ft of 1x is included, above this would be an additional charge of \$30 per sheet of plywood or \$2.50 per ft. of 1x.
3. Install ice and water shield (ice guard) as required by building codes and / or in other areas we deem it prudent or helpful.
4. Install a quality base sheet, we generally use a synthetic felt.
5. We will use all new products on the roofing system including but limited to drip edge, sewer vent boots and ventilation products unless otherwise noted. We sometimes may reuse wall flashings that are in good shape or that can not be replaced without extra cost. We may also reuse certain other flashings for the same reason.
6. Install shingles per building codes and manufacturers specifications.
7. Clean up and debris removal is included.
8. Costs of permits and inspections are included.

ITEMS SPECIFIC TO YOUR JOB:

1. We will try to reuse the wall step flashing. The wood siding is soft enough I believe we will damage it trying to replace the flashings. If it is deemed necessary to replace these and the wood siding is damaged we will have to see how bad the damage is and what needs to be replaced before we can come to an agreement on cost. If it comes to this I will contact your representative and discuss the problem before proceeding.
2. We will reuse the metal chimney flashing.
3. Cutting the opening for the ridge vent is included.
4. This price is for Owens Corning Driftwood TruDefinition shingles.

WARRANTIES: Warranties on materials are provided by the manufacturer and may be prorated. Warranties vary by manufacturer and you are expected to read their individual warranty information. Upgrade warranties are available from some manufacturers at an extra cost. If you need assistance in getting any information I will be happy to help.

Warranty provided by the contractor covers the workmanship for a period of 10 years. We will not cover any damage below the roof line if the problem is not reported at the first sign of a problem.

We offer no guarantees or warranties concerning mold growth or damages due to moisture that may arise from ventilation issues. We can provide you with information concerning ventilation if you would like.

NOTE: If this is to be turned into your insurance company it is your responsibility to collect from them and to make all payments to us as stated below.

JOB BID: ~~\$3,715.00~~ \$7,315.00
PAYMENT METHOD: In full within 10 days of completion.

Company put down the wrong number as quote/Bid per phone call to Alex Hunter on 8-23-12

CUSTOMER: _____

Contractor: _____

DATE: _____

Date: _____

Board Meeting #15
August 28, 2012
Item #C.24

ADJOURNMENT

RECOMMENDATION

Move to adjourn the August 28, 2012 Board Meeting #15.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____