



# **MONROE PUBLIC SCHOOLS**

**BOARD MEETING #16**

**September 11, 2012**

**7:00 p.m.**

## **BOARD OF EDUCATION**

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

### **SUPERINTENDENT OF SCHOOLS**

MR. RANDALL MONDAY

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

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

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

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Board Meeting #16

Tuesday, September 11, 2012

7:00 p.m.

**AGENDA**

		<u>Page</u>
<b>A. Roll Call and Call to Order</b>	Mr. Vensel	1
1. Pledge of Allegiance to the Flag	Mr. Vensel	
<b>B. Public Commentary – Agenda Items Only</b>	Mr. Vensel	
<b>C. Discussion and Action Items</b>		
1. <b>Approval of Minutes</b>	Mr. Vensel	2
Move to approve the minutes of the following meetings as submitted:		
• August 28, 2012 Board Work Session		
• August 28, 2012 Board Meeting #15		
2. <b>Reports and Updates</b>	Mr. Vensel	10
a. August 15, 2012 Board Physical Resource Committee Minutes		
3. <b>Back to School Report</b>	Mrs. Everly/ Dr. McLeod	
4. <b>Ratification of Bus Driver Contract</b>	Dr. McLeod	14
Move to ratify the Master Agreement for July 1, 2012 through June 30, 2013 between the Teamsters Local 214 Bus Drivers and the Monroe Board of Education effective September 11, 2012.		
5. <b>Board Policies – Final Reading</b>	Dr. Martin	15
Move to adopt Board Policies – Sections 1000 and 2000 as written effective September 11, 2012.		
6. <b>Out of State/Overnight Field Trip</b>	Dr. McLeod	16
Move to approve the Monroe Middle School three day trip to Washington D.C., from May 9, 2013 to May 12, 2013 according to the terms of Policy IICA, Field Trips and Excursions.		
7. <b>Superintendent’s Comments</b>	Mr. Monday	

8. **Old Business**

Mr. Vensel

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9. **New Business**

Mr. Vensel

10. **Public Commentary – Any Topic**

Mr. Vensel

11. **Adjournment**

Mr. Vensel

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Move that the September 11, 2012 Board Meeting #16 of  
the Monroe Public Schools Board of Education be adjourned.

**ROLL CALL**

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

**APPROVAL OF MINUTES**

**ENCLOSURES**

- August 28, 2012 Board Work Session Minutes
- August 28, 2012 Board Meeting #15 Minutes

**RECOMMENDATION**

Move to approve the following minutes as submitted:

- August 28, 2012 Board Work Session
- August 28, 2012 Board Meeting #15

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

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

# MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Work Session

Tuesday, August 28, 2012

5:00 p.m.

## MINUTES

### Roll Call and Call to Order

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

Board Members Absent: None

Administrators Present: Mr. Randy Monday  
Mrs. Julie Everly  
Dr. Ryan McLeod  
Mrs. Katherine Eighmey  
Dr. Barry Martin  
Mr. Jerry Oley – arrived at 5:45 p.m.

Administrators Absent: Mr. David Payne

Others Present: Mr. Robert Vergiels

The meeting was called to order at 5:09 p.m. by Mr. Vensel.

### Communications Committee of the Whole

Updated goals for Mr. Vergiels were developed in February of this year. Each school's improvement plans were discussed and Bobb has been included in their plans under the parent involvement piece. Mr. Vergiels was asked to create a comprehensive survey of students, parents, staff and the community to determine their perception of Monroe Public Schools. The staff will be told about this survey on Tuesday, September 4 at their inservice and information regarding attitudes as well as relationships with parents and their supervisors will be gathered. Surveys for parents, students and the community will be rolled out at a later date. Board members will be given copies of the surveys to read as well.

We are becoming pro-active in our public relations and have designed a detailed calendar to follow regarding hot spots for public relations. For example, we have sent a welcome letter to all students new to Monroe Public Schools. At four different times during the 2012/13 school year, principals will contact these families to let them know they are available to help them and to find out how things are going for them.

Our website needs updating and Monica Zimmerman is performing an audit making a list of things that need to be changed or updated on the website. Bobb will hold training sessions for the clerical staff to teach them how to update their school's website.

An emphasis is being placed on customer service and this message was delivered to the secretaries and administrators during their recent inservice day. Ms. Spicer suggested a different terminology may be considered – using the term Monroe family rather than customer.

Mr. Vergiels has redone publications using professional student pictures on them making them more attractive and eye-catching.

Soon to come is an “on hold” feature for our phone system. When someone is put on hold, they will hear students talking about the wonderful events happening in our schools.

More students will be integrated on the MPACT television show. This show will run for an increased amount of time, be taped at the MCISD and the number of students involved will increase.

The views are picking up on our Facebook page and we are seeing progress in this regard. As for our district website/dashboard, Bobb will figure out the appropriate access for parents.

We will continue to show off Monroe Public Schools. One way to do this will be continuing to show our presence at public events.

#### **Finance Committee of the Whole**

Mrs. Eighmey will summarize the audit in this week’s board briefs. If you have any questions about it, please contact her.

#### **Closed Session**

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

Vote: Motion carried by a 7-0 hand vote.

#### **Adjournment of Closed Session and Reconvene Open Session**

Motion by Mr. Yeo; support by Ms. Spicer that the closed session be adjourned and the August 28, 2012 Board Work Session be reconvened into open session.

Vote: Motion carried by a 7-0 hand vote.

#### **Adjournment**

Motion by Mr. Yeo; support by Ms. Spicer that the 5:00 p.m., August 28, 2012 Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:02 p.m.

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**June Knabusch-Taylor, Secretary**

# MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

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

## MINUTES

### Roll Call and Call to Order

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

Board Members Absent: None

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

Administrators Absent: Jerry Oley, David Payne

President Vensel called the meeting to order at 7:13 p.m.

### Public Commentary

Jessica Burt spoke to the board about her recent school of choice application for her daughter which had been denied. She explained her current situation and why it is necessary for her daughter to attend school in the Jefferson district. The board members indicated this would be Mr. Monday's decision. Jessica will meet with Mr. Monday on Wednesday for further review of her application.

Keenen Tullis, Nick Kurtansky and Rami Dahbour, MHS students, addressed the board regarding the lack of AP classes available at Monroe High during the 2012/13 school year. Other options are available to the students and they will meet with Mr. Monday on Wednesday to discuss solutions for these students.

Selma Rankins commented on students presenting their case regarding AP classes.

### Public Commentary-Agenda Items Only

There was no public commentary regarding agenda items at this time.

### Approval of Minutes

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

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

Discussion: Jeremy Chisholm and Gary Collins' names will be added to the August 21, 2012 Special Board Meeting minutes as being in attendance.

Vote: Motion carried by a 6-1 roll call vote. Ms. Spicer abstained due to the fact that she was not in attendance at either meeting.

### Reports and Update

The August 6, 2012 Board Personnel Committee Minutes and the Information Report – Contracted Coaches were received without comments.



**Board Policies – Second Reading**

Motion by Mr. Yeo; support by Dr. March to approve the following policies as a second reading:

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

Discussion: Section 2450 will be revised using updated administrative titles. The next step is for these sections to be sent to MASB. Once reviewed by them, they will be brought back before the board for a final reading.

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

**Recall from Layoff**

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor to approve the recall of Traci Wilson, Kelly Skidmore-Baltrip, and Katie Collins 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.

Discussion: This will leave eight teachers remaining on lay-off.

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

**Administrator Appointment**

Motion by Mr. Yeo; support by Mr. Mason to approve the appointment of Jennifer Bennett as Principal of Custer School effective immediately and place at the appropriate salary in accordance with the Master Agreement.

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

**Contract Extension**

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

Discussion: Both Mr. Mason and Ms. Spicer commended the administration on the improvement plan and Bobb Vergiels on clearly outlining the role of the Coordinator of Communications and Public Relations.

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

**Coaching Recommendation**

Motion by Mr. Yeo; support by Mr. Mason to approve Patrick Finnegan as a Middle School 8<sup>th</sup> grade Football Head Coach for the 2012/13 fall season as per the MCEA master agreement.

Discussion: Patrick has been an assistant football coach for many years.

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

**Manor Overnight In-State YMCA Camp Storer Trip**

Motion by Mr. Yeo; support by Mrs. Knabusch-Taylor to approve the 5<sup>th</sup> and 6<sup>th</sup> 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.

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

**Student Reinstatement Request**

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

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

### **Baseball and Softball Fields**

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

Discussion: Funds for this project could have been taken out of the site sinking fund. We have raised a lot of money over the years from the community for athletic projects like the football scoreboard and weight room floor. We haven't had to use our own money in a long time.

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

### **Consent Agenda – CTE Purchases**

Motion by Mr. Mason; support by Mr. Yeo that Agenda Items C.12, C.13, C.14, C.16, C.17 and C.18 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended

- C.12 – Purchase automotive technology lab equipment from SnapOn Tools for a cost not to exceed \$5,720.
- C.13 – 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.
- C.14 – Purchase of two alternative energy labs from Questech, Inc. of Farmington Hills for a cost not to exceed \$6,960.
- C.16 – Purchase of machine tool lab equipment from Vision Engraving of Phoenix, Arizona for a cost not to exceed \$14,731.
- C.17 – Purchase of textbooks and workbooks for the Medical Terminology classes at MHS from Elsevier, Maryland Heights, MO for a cost not to exceed \$8,497.81.
- C.18 – 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.

Discussion: These materials could not be purchased sooner due to the fact that we had to wait for the recent approval of the Perkins Grant. In addition, after hiring a CNA teacher, discussions with the teacher and Monroe County Community College had to take place to determine the proper textbooks to purchase. Bill Ferrara noted that a package is being put together to send to the state in order for students to receive their CNA certification.

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

### **Welding Lab Equipment**

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

Discussion: Mr. VanWasshenova requested that purchases be bid out rather than getting pricing from a catalog.

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

### **Roof Shingles at the Knabusch Math and Science Center**

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

Discussion: It is our intention to split the costs on Knabusch Center building improvements with the ISD.

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

**Superintendent Comments**

- Over 150 of our teachers have attended the annual Technology Institute coordinated by our Technology Department. The topics this year centered mainly on how best to use the iPads for teaching and data collection.
- The first day of school is Wednesday, September 5. That follows a one day teacher inservice to be held at Monroe County Community College. Open houses at all of our schools have been scheduled as well.
- Bus routes are now available on our website and Transfinder. They will be published later in the week in the Monroe Evening News.
- We are sending welcoming letters to our new families of students who have come from parochial, home schools or charter schools, school of choice, and who have moved into the district since last year.
- Plans are moving ahead for our auction to be held September 22. We have more than 500 items to be sold or auctioned off that day.
- Planning has begun for the 150<sup>th</sup> anniversary of Monroe High.
- During the week of September 17, activities will be held at all schools throughout Monroe County focusing on Bully Prevention. The highlight of the week will be the bully prevention event at MCCC featuring noted anti-bully expert Cary Trivanovich.
- My 98.3 FM will be doing a live remote broadcast from the front entrance of Custer Elementary School on Wednesday, September 5, the first day of school.
- MPS will be hosting Lucy West, coaching expert, who will provide training to our principals and school improvement coaches for two days at Monroe County Community College.

**Old Business**

There was no old business.

**New Business**

- Board members received a letter from a citizen regarding pay-to-play athletics. Dr. Ray and Mr. Cortez have both met with this parent and his issue is resolved. Dr. Ray is meeting with the members of the athletic committee on September 18 at which time pay-to-play athletics and alternative funding will be discussed.
- Board members also received an email from a parent questioning why open houses are scheduled after the start of school this year. Administrators have responded to this inquiry.
- Mr. Mason suggested it may be time to start thinking about selling the land adjacent to the Administration Building.
- Meetings with the committees for restoration of the Lincoln and Christianity sites will be held at a later date.
- Board members will support Mr. Monday's decision on requests for schools of choice.
- Dr. Barry Martin commended the staff of Monroe Public Schools on the tremendous efforts put forth to implement our district's school improvement plan. Student achievement is what attracts people to school districts and he assured the board that those issues are being addressed and major changes are taking place. Not one of our schools was placed on the state's Focus or Priority lists

and we don't have schools that did not make AYP that are not title schools, so we are able to allocate nearly a half million dollars to our schools. We can expect good things this year because of our school improvement plans.

**Adjournment**

Motion by Mr. VanWasshenova; support by Mr. Yeo that the August 28, 2012, Board Meeting #15 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 8:48 p.m.

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**June Knabusch-Taylor, Secretary**

Board Meeting #16  
September 11, 2012  
Item #C.2

## **REPORTS AND UPDATES**

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

- August 15, 2012 Board Physical Resource Committee Minutes

# Physical Resource Committee

Wednesday, August 15, 2012 @ 4:30 PM

## Minutes

Present: Aaron Mason, Tedd March, Jerry Oley, Kathy Eighmey, George O'Dell, Keith Kohler

### 1. *Current Projects*

There have been issues with the MHS roof project and with the carpet and tile installation this summer.

- We are waiting for a final inspection from Carlisle roofing before final payment will be released to Advanced Roofing we are into liquidated damages on this project. Quality of work has not been to our standards and Jerry Oley has been in constant communication with George O'Dell and Advanced Roofing, as well as Carlisle Roofing.
- Once again Victory Flooring received the bid for carpet and tile replacement and it has been a summer plagued with troubling issues from Mr. Pafford. Here are some of the concerns expressed by Mr. Oley:
  - Mr. Pafford could not provide a Bid Bond as specified in the proposal; however, he was able to provide MPS with a check for security which Mr. Oley accepted.
  - Mr. Pafford provided a work schedule as per Mr. Oley's request, and then did not adhere to it.
  - The carpeting was not on site in the District until July 2<sup>nd</sup> or 3<sup>rd</sup>, well beyond the date expected for work to begin.
  - Mr. Pafford's company is understaffed.
  - Mr. Pafford claimed there was structural damage at MMS on the 4<sup>th</sup> floor causing a delay in the work; upon investigation Mr. Oley found this to be false. There was no structural damage.

- On August 16<sup>th</sup>, Vince Castiglione will inform Mr. Pafford he is to finish the room at MMS, or we will contract with another company to complete the work.
  - Mr. Oley observed Mr. Pafford driving and parking his vehicle on our sidewalks and asked him on more than one occasion to please not park or drive on the sidewalks. Mr. Pafford was uncooperative.
  - Mr. Oley will be sending a letter to Mr. Pafford informing him that Monroe Public Schools is no longer interested in doing business with him in the future.
  - We will be applying liquidated damages for this project.
- Demolition of Christiancy and Lincoln is completed. Final grade and seeding of the site will be done soon. Mr. Oley is recommending the temporary fence remain in place at Lincoln until the final grade is completed sometime in September. Total cost for the combined demolition, including asbestos abatement, was \$431,000.
  - The separate water line to the pool at Arborwood is completed.

## 2. *Future Projects:*

- Operations Parking Lot – the area near the gas pumps is currently gravel, regulations require it be concrete. Approximate cost \$130,000.
- MHS Parking Lot – Phase I. Reconstruction would result in 457-594 additional parking spaces. Matt Cortez has looked at the preliminary plans and given his approval. Would like to get RFP out sometime in February or March.
- Waterloo office renovation – complete renovation (moving the office location) would be approximately \$100,000. Location of the office in relation to the main entrance is a security problem. Advantages to moving the office would be complete view of the playground and a better view of the parking lot. George O'Dell will develop a couple of options, one being move the office, the other being keep it in place and perhaps enhance video technology at the entrance or rework the entrance to the office as it is located now.

## 3. *Other Project Possibilities:*

- MHS Pool Boiler – currently we are using the main boilers in the boiler house for the pool. George is looking into the possibility of a stand-alone boiler for the pool to see what kind of a cost savings it would be for the district. The gas line is already in place. The new boiler would operate on the Energy Management System.
- MHS Irrigation Wells – we are currently using city water/sewer to irrigate the athletic fields at a substantial cost to the District. The city is not interested in putting in a separate meter for this because of where the line comes out of the building and splits off for the athletic fields. Mr. Oley talked to a vendor who recommended two wells be drilled approximately 200 feet deep. Cost would be about \$10,000-15,000 per well. While the entire cost of the project cannot come from Building and Site, the installation cost can be Building and Site. The cost of

the equipment would have to come from District funds. Mr. Oley will put together a proposal to bring to the Board.

- Administration Building Windows – Plans were completed several years ago and submitted to the State for approval. This project was never brought to the Board. Energy savings with new windows would be about 30%. HVAC for 2010/11 for the Ad Building was approximately \$21,343. Estimated cost for this project is \$120,000.
- Automatic Lights Out – DTE. George O'Dell will be meeting with a DTE representative regarding on/off motion lights and will bring information back to the committee.

Meeting adjourned 6:15 PM



**RATIFICATION OF THE TEAMSTER MASTER AGREEMENT**

**BACKGROUND**

The Master Agreement for July 1, 2012 through June 30, 2013 between the Teamsters Local 214 Bus Drivers and the Monroe Board of Education is being submitted for approval and ratification by the Board.

**RECOMMENDATION**

Move to ratify the Master Agreement for July 1, 2012 through June 30, 2013 between the Teamsters Local 214 Bus Drivers and the Monroe Board of Education effective September 11, 2012.

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

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

**BOARD POLICY ADOPTION – SECTIONS 1000 AND 2000**

**BACKGROUND**

The attached board policies (Sections 1000 and 2000) have been brought before the Board of Education for first and second readings and sent to MASB for their review. These policies are being recommended for final approval by the full board of education.

**ENCLOSURES**

Section 1000 – Board Bylaws  
Section 2000 – General School Administration

**RECOMMENDATION**

Move to adopt Board Policies – Sections 1000 and 2000 as written effective September 11, 2012.

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

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

**MMS  
WASHINGTON D.C. and NEW YORK CITY  
OUT OF STATE OVERNIGHT TRIP**

**BACKGROUND**

Monroe Middle School Assistant Principal, Melissa Provo, would like to petition the Board of Education for permission to escort a group of eighth grade students to Washington, D. C. and New York City. The group will plan to leave on Thursday, May 9, 2013 and return to MMS on Sunday morning, May 12, 2013. The travel plans have been arranged through Corporate Travel, from Dearborn Heights, MI.

No Monroe Public School funds will be used to defray the cost of this trip. The students will have fund raising opportunities and there will be the possibility of scholarships for students from donations.

**ENCLOSURE(S)**

Monroe Public Schools – Abbreviated Field Trip & Excursion Check List Form along with the complete itinerary from Corporate Travel Service, Inc.

**RECOMMENDATION**

Move to approve the Monroe Middle School three day trip to Washington, D. C., from May 9, 2013 to May 12, 2013 according to the terms of Policy IICA, Field Trips and Excursions.

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

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

**Melissa Provo**

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**From:** Cindy Flynn  
**Sent:** Wednesday, September 05, 2012 9:32 AM  
**To:** Melissa Provo  
**Subject:** RE: DC Request

Ms. Provo,

It is with great pleasure that I support this educational experience and approve your request to get board approval. Thank you for making this trip a reality for our students.

Cindy

---

**From:** Melissa Provo  
**Sent:** Wednesday, September 05, 2012 7:14 AM  
**To:** Cindy Flynn  
**Subject:** DC Request

September 5, 2012

Dear Ms. Flynn,

The purpose of this email is to request your permission to pursue board approval for the 2013 8<sup>th</sup> Grade Class Trip to Washington D.C and New York City.

Students will make connections between the History curriculum in eighth and ninth grades and the experiences of the trip. Walk on guides will engage with students in in-depth conversations as we tour both cities. It is truly an educational experience.

Students are required to practice maturity and develop skills to assist them later in life, such as, behaving appropriately in public places and being responsible for their belongings.

2013 will be our fourth annual trip for our 8<sup>th</sup> graders. I hope we have the opportunity to provide this experience for the 8<sup>th</sup> grade students this year and the years to follow.

Thank you,

Melissa M. Provo  
Assistant Principal  
Monroe Middle School

# Monroe Public Schools Field Trip Information Form

Date of Trip: May 9-12, 2013

Grade/Team/Organization Making Request: 8<sup>th</sup> grade MMS

Destination: Washington D.C. & New York City

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Means of Transportation: Motor Coach

Number of Students and Adults Involved: \_\_\_\_\_

Exact Loading Location: MMS - 503 Washington St.

Estimated Time of Departure: 5:30 a.m.

Estimated Time of Departure from Destination: 8:00 p.m. May 11, 2013

Expected Time of Arrival: 7:30 a.m. MMS

Purpose of Trip: \_\_\_\_\_

Faculty Supervisor: Melissa [Signature]

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

Principal's Signature: Cindy [Signature] Date: 9-6-12

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 9/6/12

Approved  Denied

# 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:

This trip is the annual 8<sup>th</sup> Grade MMS Class Trip. This trip is aligned with the 8<sup>th</sup> and 9<sup>th</sup> grade history curriculum. We will be visiting the Flight 91 Memorial in Shanksville Pennsylvania, the city of Washington D.C., and spending our final after-noon in New York City. This last stop on the trip is a linking piece between 8<sup>th</sup> and 9<sup>th</sup> Grade history curriculum and the theme of industrialism and immigration.

School(s): Monroe Middle School

TBA

Chaperones:

Motorcoach

Method of Transportation:

Date of Departure: 05 / 09 / 2013  
3

Time of Departure: 5:00 AM

If overnight, number of nights: \_\_\_\_\_

Date of Return: 05 / 12 / 2013

Time of Return: 7:00 AM

Number of Students Participating: \_\_\_\_\_  
Between 100-200

Number of Staff Supervising: \_\_\_\_\_

Number of Other Adults Assisting: \_\_\_\_\_

Number of School Days Student will be Attending Trip: \_\_\_\_\_ 2

Cost Per Child: \_\_\_\_\_ 549.00 Cost Per Chaperone: \_\_\_\_\_ 619.00

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes  No X  
Chaperones: Yes  No X

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

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

Updated: 09/12/06

**MONROE PUBLIC SCHOOLS**  
**FIELD TRIP CHECK LIST**

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

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

- Completion of curriculum alignment form:

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

Pre-trip lessons: All of the lessons in the 8<sup>th</sup> grade History curriculum are aligned

with the trip. Students learn about the creation of the government and the first

One hundred years of our history. The New York portion of the trip exposes

To the first area of study in 9<sup>th</sup> grade US History, Industrialism and Immigration.

How this trip will engage students in activities congruent to our content standards during this trip: Students will see all of the war and presidential monuments, they

will also see founding documents and memorials to wars in our early history.

Follow-up classroom lessons: Students will present their trip to fellow classmates

noting areas where the curriculum linked with what they have studied this year.

- Contract(s) with agent(s) making travel/accommodation arrangements

- Detailed Itinerary

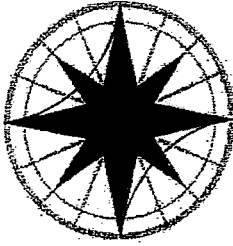
- Funding sources

- TBA  Chaperones

- Arrangements made for students with financial hardship

- N/A  If private vehicle(s) used, Form EEAE-F-3 (Board Policy Manual) attached.





# CORPORATE TRAVEL

23420 Ford Rd. • Dearborn Heights, MI 48127-4494  
Phone (313) 565-8888 • Fax (313) 565-3621

August 8, 2012

Monroe Middle School  
Ms. Melissa Provo  
503 Washington  
Monroe, MI 48161

RE: Overnight Motorcoach Tour Agreement

Dear Ms. Provo,

Thank you for selecting an educational tour from Corporate Travel Service. We are grateful you have allowed Corporate Travel Service, a Michigan based company, members of NTA (National Tour Association) and SYTA (Student Youth Travel Association) the opportunity to operate your planned student tour. Our entire staff will serve you in a caring and professional manner. With over 40 years of providing Educational Tour Excellence, we will strive to merit your trust.

The information below serves as the final agreement for your tour to **Washington, D.C. & New York City.**

<b><u>Dates of Travel:</u></b>	<b>May 9-12, 2013</b>			
<b><u>Tour Cost:</u></b>	<b>Quad</b>	<b>Triple</b>	<b>Double</b>	<b>Single</b>
	<b>\$549.00</b>	<b>\$569.00</b>	<b>\$619.00</b>	<b>\$759.00</b>

All rates are based on a minimum of **(144)** paying passengers. If your group falls below the minimum number a charge of \$ 242.76 will be assessed for each empty seat. Rates are subject to change.

**School Supplement:** *You have chosen the checked option below:*

\_\_\_ Above tour costs reflect a school supplement of **\$10.00** per person. These monies will be used to cover unpaid student occupancy differences and school incidental expenses such as t-shirts, teacher substitutes, etc. Most schools elect to take this option to cover forced (not elected on the reservation form by the participant) triple or double occupancy due to the final number of boy and girl students not dividing evenly into quad occupancy. Any balance of monies collected and not needed to cover triples and doubles will be returned to the school after the trip is paid in full to Corporate Travel

**Motorcoaches Reserved:** 4 (56) passenger deluxe motor coaches

- Inclusions:**
- \*Round trip deluxe motorcoach transportation**
  - \*Two nights accommodations at the Embassy Suites, Ashburn, VA**
  - \*Two full American breakfasts at the hotel**
  - \*Two lunch cash allowances of \$5.00 each**

- \*One boxed lunch*
- \*One dinner at the Old Country Buffet*
- \*One dinner cash allowance of \$10.00*
- \*One dinner DJ evening cruise aboard the Spirit of New York*
- \*Stop en-route – Flight 93 Memorial/Shanksville*
- \*One ½ day tour of Washington, D.C. with licensed step-on guide*
- \*One illuminated Monuments tour of Washington, D.C. with licensed step-on guide*
- \*Ford Theatre admission – pending confirmation of tickets*
- \*Four-hour sightseeing tour of New York City with licensed step-on guide*

**Suggested: Upper & Midtown Manhattan:**

- Central Park
- Rockefeller Center
- NBC Today Show Studio (outside only)
- St. Patrick's Cathedral
- 5<sup>th</sup> Avenue
- Theater District & Times Square
- Requested: 911 Memorial

- \*Wreath for presentation at Arlington – school to obtain appointment*
- \*Security each evening – 10:00 p.m. – 4:00 a.m., one security guard per each motorcoach*
- \*Services of one Corporate Travel escort beginning and ending at Monroe Middle School*
- \*Gratuities to step on guide and motorcoach driver*
- \*24-Hour Emergency number provided to all participants on tour (wristband)*

\*Overnight tour prices are per person according to room type and are determined with final rooming list from school: a "Single" room is one person in a room with one bed, a "Double" is two persons in a room with two beds, a "Triple" is three persons in a room with two beds, a "Quad" is four persons in a room with two beds. There is an additional fee for rollaway beds in any room type. Rollaway beds are subject to availability.

Your tour prices listed above **do include an escort.**

\*Escorts: Our escort will meet the group at the school pickup point and remain with them until the tour returns. By signing this agreement you agree that the sole responsibility of the tour escort is to accompany your school and coordinate details of the itinerary with the suppliers at the destination, e.g. confirming arrival and departure times. The escort acts solely as a liaison between the group and the various attractions and suppliers at the destination to ensure as smooth a travel experience as possible. The escort will assist with: arrival and departure procedures at each attraction and destination, monitoring the service quality of the tour, and in the event of an emergency, coordinating appropriate action including seeking instruction from the main office. By signing this agreement you agree that the tour escort is not a chaperone and is not in any way responsible for ensuring the health or safety of any individual traveler on this tour.

**Complimentary Tours:**

Corporate Travel will provide (1) complimentary tour for every (15) paying passengers, (16th) passenger travels at no cost. Complimentary tour is based on **double** occupancy with (2) passengers sharing the room. Those electing single occupancy will be charged additional.

**Payment Schedule:**

**Motorcoach Deposit: \$100.00 per motorcoach required immediately to begin securing reservations. Please know that proposed inclusions are subject to**

availability at the time we receive your deposit. If an inclusion is not available, we will suggest suitable alternatives.

**First Payment: \*** \$150.00 per person due on or before **10/10/12**  
**2nd Payment:** \$150.00 per person due on or before **11/12/12**  
**Third Payment:** \$150.00 per person due on or before **1/17/13**  
**Rooming List:** Due March 8, 2013  
**Final Payment:** Due on or before **3/18/13**

**Rooming List:**

Rooming list is due in our office no later than March 8, 2013. It is your responsibility to clearly note any special requests and/or requirements on the rooming list, e.g.: smoking/non-smoking rooms, low salt, kosher, mobility impaired, adjoining room request, special room arrangements for your group. **In order to insure a smooth check in, schools traveling with more than one motorcoach should submit their rooming list divided by motorcoach.** Please be aware that your requests and the hotel's other guests overlapping stays may preclude the hotel, or other suppliers, from being able to honor all of your requests. Special arrangements cannot be guaranteed.

**Reservation Forms:**

Must be completed and submitted with first payment. Incomplete forms will be returned back and reservation will not be confirmed until complete information is re-submitted back to our office.

**NOTE: Everyone traveling must fill out a reservation form including students, teachers, staff, parents and complimentary passengers.**

**\*Final/Late Payments:** We are unable to accept personal checks in our office after **March 18, 2013**. We will accept cash, school checks, bank checks and money orders only. **Payments must be prompt in order for us to meet obligations with our suppliers. Late payments may result in space being cancelled and cancellation fees being assessed.** Payments received after final due date will incur a \$20.00 late fee

**Form of Payment:**

**Checks made payable to Corporate Travel Service and mailed directly to Corporate Travel with appropriate reservation forms by the first scheduled payment deadline.** There is a \$25.00 bank fee for all returned checks. Note: In order to accurately identify payments, please mark the name of the student on each check. **NOTE: With this option, all fundraising monies must be submitted to Corporate Travel with a list of participants, and the amount to be applied to their account no later than 90 days prior to departure.**

**Online Reservations:**

**Online booking is available for your school.**  
**www.educationaltoursbycts.com Trip #9951 Group #1944**

**Cancellation Policy:**

All cancellations must be received in writing. Penalties will be per the fax or postmark date.

From date of deposit to **90** days prior to departure.....**\$25.00 per seat Administrative Fee**  
From **89** to **60** days prior to departure.....**\$50.00 penalty per seat**  
From **59** to **45** days prior to departure.....**\$150.00 penalty per seat**  
Cancellations received after March 25, 2013.....**No Refund.**

**Special Request:**

In the 2012-2013 school season, we are requesting a cell phone number for the head chaperone. This will be given to the motor coach company as well as an "on call" Corporate Travel staff member allowing an open line of communication on the day of departure. Cell phone number: \_\_\_\_\_

**Cancellation Insurance:**

Travel Insurance is optional, but highly recommended. The cost varies with the price of the trip and age of the traveler. Insurance covers many aspects of travel, including trip cancellation and medical coverage. It must be purchased within 14 days of depositing on your trip to get the best coverage. Please call Travel Guard International, toll free at 1-877-248-8992 to purchase. Give the operator ID #23611545. Ask for the policy with "Cancel for Any Reason" coverage.

**Deviating Passengers:**

In order to insure the safety of passengers and a quality touring experience, deviating passengers are prohibited. All travel must be as a group via the air and motorcoach arrangements made by Corporate Travel Service. *We cannot be responsible for persons following in a car or meeting the group at the destination.*

**Final Documents:**

Final documents are generally ready (2) weeks prior to trip departure date and will be released to the group when account is in good standing.

Thank you for booking with Corporate Travel Service, Inc. ***Please sign and date below to acknowledge your approval of the above terms, conditions, and inclusions. Return a copy of this signed contract by August 22, 2012 to hold confirmed space.***

Corporate Travel Representative:

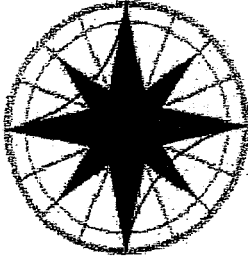
Group Leader/Teacher:

Dawn Kubala  
Educational Tour Consultant  
Date: August 8, 2012

Ms. Melissa Provo  
Monroe Middle School  
Date: \_\_\_\_/\_\_\_\_/12

cc: Ops File  
Educational Tour Consultant





# CORPORATE TRAVEL

**SAMPLE  
ITINERARY  
WASHINGTON D.C. EDUCATIONAL MOTORCOACH TOUR**

**MONROE MIDDLE SCHOOL  
May 9-12, 2013**

**Busses # 1, 2, 3, 4**

**MAY 9, 13 (THURSDAY) (L, D)**

- 05:30 a.m. Motor coaches reports for boarding at Monroe Middle School, 503 Washington, Monroe, MI.
- 06:00 a.m. Depart school and drive to Washington, DC. Stop in Shanksville for Flight 93 Memorial  
**Lunch included** in route at a fast food place using your cash allowance of \$7.00 per person.
- 05:30 p.m. **Dinner included** at Old Country Buffet in Gaithersburg, MD.
- 07:00 p.m. Depart for Washington DC
- 08:00 p.m. Drive by Jefferson, Air Force, Memorials and stop at the Kennedy Center for an over view of DC.
- 09:30 p.m. Depart for the hotel
- 10:00 p.m. Check in time at the hotel

**MAY 10, 13 (FRIDAY) (B, L, D)**

- 06:30 a.m. **Breakfast included** full American at Hotel.
- 07:30 a.m. Depart hotel for Washington D.C.
- 09:00 a.m. Arrival time at the White House (Photo stop)
- 10:00 a.m. Depart for Ford's Theatre
- 10:30 a.m. Ford's Theatre "Day Visitation"
- 12:30 p.m. Depart for lunch

**Lunch included** cash allowance of \$7.00 at the Old Post Office Food Court.

- 01:30 p.m. Arrive at the Capitol Visitor Center time to go through security
- 04:00 p.m. Arrive at Natural History Museum. Also time to see Air and Space Museum. Students spend time according to their interests at the Smithsonian Museums. Rest of the afternoon at the Smithsonian Museums of choice.
- 05:00 p.m. Depart for dinner
- 05:30 p.m. **Dinner included** cash allowance at Smithsonian
- 06:30-09:30 Begin your Illuminated tour of Monuments, including Iwo Jima, Jefferson, Lincoln, Vietnam, Korean, and F.D.R. Memorials.
- 10:00 p.m. Return to the Hotel.

**May 11, 13 (Saturday)** (B, L, D)

- 06:30 a.m. **Breakfast included** full American at the hotel.
- 07:30 a.m. Check out time at the hotel, please bring your luggage to the motorcoaches.
- 07:45 a.m. Departure time for Arlington Cemetery.
- 08:30 a.m. Meet your local guides on arrival at Arlington National Cemetery
- 10:00 a.m. Depart Arlington for New York City  
**McGill's Lunch included** (Boxed lunch in route)
- 02:15 p.m. Arrival time in New York City, meet your local step-on guides for your four hour tour
- 06:30 p.m. Dinner The Spirit of New Jersey
- 08:00 p.m. Depart New York City, return to your school.  
Rest stops made enroute.

**May 12, 13 (Sunday)**

- 07:30 a.m. Arrival time at Monroe Middle School.
- (B,L,D) **Indicates included meals: breakfast, lunch and dinner.**

To Book Online: [www.educationaltoursbycts.com](http://www.educationaltoursbycts.com) Trip Code: 9951 Group Code: 1944

## PASSENGER RESERVATION FORM

Monroe Middle School – Washington, D.C. & New York City – May 9-12, 2013

(This form must be completed and signed and returned along with deposit to secure reservation)

Tour Prices (per person) (Please check one)	Student Rate: \$549.00 Per Person	Adult Rates	Double Occupancy: \$619.00 Per Person	Single Occupancy: \$759.00 Per Person
Passenger Full Name:	Adult Signature required below.			
You are a: Male Female	Birthdate: (Required) ____/____/____			
Address: _____	Phone: Home _____	Work/Cell _____		
City: _____	State: _____	Zip: _____		
Parent Email Address (required): _____	* Email To Be Used for Reminders Only			

To Reserve Your Seat, Initial Deposit must be received by October 11, 2012 – Reservations First Come/First Served  
Cash, check or money order is accepted. To insure proper credit please include the traveler's name on the memo line of all checks.

Deposit Schedule	Cancellation Policy
Initial Deposit of \$150.00 due on October 11, 2013	From date of deposit until February 8, 13 - \$25.00 administrative fee
2 <sup>nd</sup> Payment of \$150.00 due on November 12, 2012	From February 9-March 9, 2013 \$50.00 penalty per person
3 <sup>rd</sup> Payment of \$150.00 due on January 17, 2013	From March 10-March 25, 2013 \$150.00 penalty per person
Final Payment due on March 18, 2013	Cancellations received after March 25, 2013 - NO REFUND

\*Final payment based on rooming list submitted by school. Personal checks not accepted after: March 18, 2013

Make Checks Payable to: Corporate Travel Service

Return This Form With Deposit To Corporate Travel Service, 23420 Ford Rd. Dearborn Heights, MI 48127 (313) 565-8888 ext 122

**\$20.00 Late Fee Applied to All Late Payments** - Payments can only be made online if the passenger's initial deposit was made online

Corporate Travel accepts Mastercard or VISA for FULL PAYMENT only: CCF# _____	Expiration Date: ____/____/____
Cardholder's Signature: _____	Three Digit Security Code from back of card: _____

**Cancellation Insurance Information:** Travel/cancellation insurance is optional, but highly recommended. The cost varies with the price of the trip and age of the traveler. Insurance covers many aspects of travel, including trip cancellation and medical coverage. It must be purchased within 14 days of your trip deposit to get the best coverage. Please call Travel Guard, toll free at 1-877-248-8992 to purchase, or visit [www.travelguard.com](http://www.travelguard.com). Give the operator ID #23611545. Ask for "Cancel For Any Reason" policy.

**Liability:** Corporate Travel Service, Inc., its employees, shareholders, officers and directors (collectively "CTS") does not own or operate any entity which is to or does provide goods or services for your trip, including, for example, lodging facilities, transportation companies, local ground operators, including, without limitation, various entities which may utilize the CTS name, guides, sightseeing companies, entertainment, food or drink service providers, equipment suppliers, etc. As a result, CTS is not responsible for any negligent or willful act or failure to act of any person or entity. In addition, CTS is not responsible for any negligent or willful act or failure to act of any person or entity it does not own or control, nor for any act or inaction of any other third party not under its control. Without limitations CTS is not liable for any direct, indirect, consequential, or incidental damage, injury, death, loss, accident, delay, inconvenience or irregularity of any kind which may be occasioned by reason of any act or omission beyond its control, including, without limitation any willful or negligent act, failure to act, breach of contract or violation of local law or regulation of any third party such as an airline, train, hotel, bus, taxi, van, local ground handler or guide, whether or not it uses the CTS name, financial default or insolvency of any supplier which is to, or does supply any goods or services for this trip. Similarly, CTS is not responsible for any loss, injury, death or inconvenience due to delay or changes in schedule, overbooking of accommodation, default of any third party, attacks by animals, injury or death while on activities sponsored by lodging facilities or by other third parties, sickness, the lack of appropriate medical care, evacuation to some, if necessary, weather, strikes, acts of God or government, acts of terrorism, or the threat thereof, force majeure, war, quarantine, epidemics, or the threat thereof, criminal activity, or any other cause beyond its control. Should any named guest speaker, host, artist, or other personality be unable to participate in this event, every effort will be made to secure a substitute. Regardless of the participation of said personality the tour will proceed as scheduled on the dates listed. By signing this form to participate in this tour, you agree that the terms of the cancellation penalty will be binding upon you regardless of whether any named speaker, host, artist, or other personality is able to participate. Prices based on a minimum number of participants per motor coach. Price subject to change.

**Terms and Conditions:** **Photography:** Corporate Travel Service may take photographs or film of its trips and trip participants, and participant grants Corporate Travel Service express permission to do so and for Corporate Travel Service to use such for promotional or commercial use. **Unused Services:** There is no right to a refund for any unused services. **Baggage:** Baggage is at owner's risk throughout the tour. The right is reserved to alter or cancel the itinerary, at Corporate Travel Service's sole discretion, as it may deem necessary or advisable. **Participation:** Corporate Travel Service reserves the right to decline to accept or retain any participant on any of its tours if, in its sole discretion, it deems accepting or retaining any such participant as being detrimental to the tour. In the event any participant is removed from a trip, Corporate Travel Service's only obligation is to refund to that person that portion of the payment allocable to unused services. **Binding Arbitration:** Any controversy or claim arising out of or relating in any way to these Terms and Conditions or any other information relating in any way to the trip, or to the trip itself, shall be settled solely and exclusively by binding arbitration in Dearborn Heights, Michigan in accordance with the commercial rules of the American Arbitration Association then existent. Substantive (but not procedural) Michigan law shall apply in any such arbitration. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract. Including but not limited to any claim that all or any part of this contract is void or voidable. \*Please retain a copy of this form for your personal records\*

I have read and accept the conditions regarding payment schedule, cancellation penalties, pricing, liability, terms and conditions. Should I wish to purchase optional insurance, I understand that it is my responsibility to contact Travel Guard.

Signature _____	Date _____
*Signature Required for person listed above. (Parent/Guardian must sign for students)	



CORPORATE TRAVEL

**MONROE MIDDLE SCHOOL  
FIELD TRIP REQUEST**

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

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

Date of trip: May 9-12, 2013

Date of request: Sept 5, 2012

Grade or organization making request: 8<sup>th</sup> grade trip

Faculty Sponsor: Melissa Provo / James Drew

Destination: Washington, D.C / NYC

Address: \_\_\_\_\_

Phone Number of Destination: \_\_\_\_\_

Purpose: Students will reinforce the 8<sup>th</sup> grade History Curriculum, the founding of our nation. The trip will include a trip to NYC to give a look into the 9<sup>th</sup> grade History Curriculum

Estimated time of departure: 5 AM May 9, 2013

Estimated return time: 7 AM May 12, 2013

Substitute needed:  yes  no

Principal's signature: Cindy Thompson

approved  denied

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



# REQUEST FOR SUBSTITUTES

This form must be completed and appropriately routed in order to secure substitutes for purposes other than illness, business leave, or attending conferences. **Requests must be received 10 days in advance to ensure proper consideration. Due to a shortage of substitutes, there will be a limit of twelve (12) such substitutes allowed on any one day.**

Principal/Administrator Making Request: Cindy Flynn

Date of Request: Sept 5, 2012

Reason for Request: 8<sup>th</sup> grade Class Trip

- Approved School Business    
  Extra Help    
  Meeting

Account Number(s) to be Charged: \_\_\_\_\_

Date(s) Substitute Needed: May 9<sup>th</sup> and 10<sup>th</sup>, 2013

- AM                     
  PM                     
  All Day

Substitute Requested for: up to 10 subs

Name:	Building:	Assignment:
<u>TBA</u>		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Please use a separate sheet for additional names.*

Signatures: Principal: Cindy Flynn                     
  Approved    
  Denied

*Please forward to the appropriate curriculum director when completed*

Curriculum Director: \_\_\_\_\_                     
  Approved    
  Denied

***A limit of 12 substitutes per day will be maintained unless specific PRE-APPROVAL is obtained!***

Monroe Public Schools  
Field Trip Permission Form

School: Monroe Middle School  
 Date of Trip: May 9-12, 2013  
 Departure Time: 5:00 AM  
 Return Time: 7:00 AM  
 Group/Class Taking Trip: 8<sup>th</sup> Grade Class Trip  
 Destination: Washington D.C. / NYC

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

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

Teacher: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # (Home): \_\_\_\_\_ Telephone # (Emergency): \_\_\_\_\_

Insurance Co.: \_\_\_\_\_

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

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

Parental Acknowledgment:

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

Signatures:

\_\_\_\_\_

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

\_\_\_\_\_

Parent(s)/Guardian

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

EXPLANATION AND DATES:

Departure Date/Day May 9-12, 2013 Return Date/Day May 12, 2013  
A group of students and adult chaperones are planning a trip to: City Washington D.C./NYC  
State Michigan Country USA (daily itinerary must be attached).  
The purpose of this trip is Enrich the 8<sup>th</sup> and 9<sup>th</sup> grade History Curriculum  
the trip is MMS

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

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

GENERAL INFORMATION:

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

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

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

MEDICAL INFORMATION

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

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

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

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

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

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

INSURANCE INFORMATION:

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

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

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

\_\_\_\_\_

\_\_\_\_\_

(Parent(s)/Guardian(s))

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

\_\_\_\_\_ 20\_\_

Notary Public

My commission expires \_\_\_\_\_

Board Meeting #16  
September 11, 2012  
Item #C.11

**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the September 11, 2012 Board Meeting #16.

**HAND VOTE**

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

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