



MONROE PUBLIC SCHOOLS

BOARD MEETING #17

September 25, 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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MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #17

Tuesday, September 25, 2012

7:00 p.m.

AGENDA

		<u>Page</u>
A. Roll Call and Call to Order	Mr. Vensel	1
1. Pledge of Allegiance to the Flag	Mr. Vensel	
2. MHS Student Council – Homecoming Update		
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:		
• September 11, 2012 Board Work Session		
• September 11, 2012 Board Meeting #16		
2. Reports and Updates	Mr. Vensel	9
a. Board Personnel Committee Minutes (9/10/12)		
b. Board Curriculum Committee Minutes (9/11/12)		
3. Ratification of the Assistant Master Agreement	Mrs. Everly	14
Move to ratify the Master Agreement for July 1, 2012 through June 30, 2013 between the International Union of Operating Engineers Local 324 AFL-CIO and the Monroe Board of Education effective September 25, 2012.		
4. Teacher Appointment	Mrs. Everly	19
Move to approve the appointment of Stephanie Blunt as a teacher with Monroe Public Schools effective September 25, 2012 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
5. Teacher Appointment	Mrs. Everly	22
Move to approve the appointment of Crystal Stubleski as a teacher with Monroe Public Schools effective September 25, 2012 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-		

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employment requirements.		
6. Recall from Layoff	Mrs. Everly	24
Move to approve the recall of Patricia Stefanski 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 September 25, 2012.		
7. United Way Resolution	Mr. Vensel	25
Move to approve the resolution declaring October United Way Month. The intent of this proclamation is to encourage our employees to participate in this effort.		
8. Apple TV Purchase	Dr. McLeod	27
Move to approve the purchase of 160 Apple TVs for a total cost not to exceed \$15,840. The money for this purchase will come from the Technology millage fund.		
9. POS Purchase	Dr. McLeod	30
Move to approve the purchase of 25 new Point of Sale computer stations from Netech for a total cost not to exceed \$32,100. The money for this purchase will come from the food services funds.		
10. NSBA 2013 Membership Dues	Mr. Monday	36
Move to approve the 2013 membership dues to the National School Boards Association in the amount of \$4,675.00.		
11. Superintendent's Comments	Mr. Monday	
12. Old Business	Mr. Vensel	
13. New Business	Mr. Vensel	
14. Public Commentary – Any Topic	Mr. Vensel	
15. Adjournment	Mr. Vensel	39
Move that the September 25, 2012 Board Meeting #17 of the Monroe Public Schools Board of Education be adjourned.		

Board Meeting #17
September 25, 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

- September 11, 2012 Board Work Session Minutes
- September 11, 2012 Board Meeting #16 Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- September 11, 2012 Board Work Session
- September 11, 2012 Board Meeting #16

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

	<u>Aye</u>	<u>Nav</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, September 11, 2012

5:30 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

Administrators Absent: Mr. Jerry Oley
Mr. David Payne

The meeting was called to order at 5:34 p.m. by Mr. Vensel.

Superintendent's Goals and School Improvement 2012/13

Mr. Monday introduced the work session by describing how superintendent goals are being addressed district-wide. Dr. Martin distributed notebooks detailing the superintendent's goals, student achievement report, district school improvement plan, and each building school improvement plan. He began by explaining that Inform is our data management system where all of our assessment results are housed. All districts in the county use Inform and it pairs well with PowerSchool which is the system Monroe Public Schools uses to record students and all information related to them.

All teachers have access to Inform and are being trained to use this system. They will enter all assessment information in and reports can be run to track student growth and monitor their performance. Having all of the assessment data in Inform allows staff to utilize data to analyze student progress at the district, building, classroom and individual student level. There are a large number of reports that can be created in Inform that can be used to identify student learning issues and organize appropriate interventions.

PowerSchool

Dr. McLeod demonstrated to the board how a teacher would use PowerSchool in the classroom. It is through PowerSchool that attendance is taken and assessment scores are entered.

MEAP

State assessment scores are entered into Inform from state servers while local assessment data is uploaded by teachers through the data entry function of Inform. The state assessment office now reports student achievement rather than using a cumulative percentage for reading or math for a particular school. Within the next few years, elementary state assessments will be taken in the spring to more accurately reflect current year student achievement.

MME

The MME is a combination of the ACT college entrance examination, WorkKeys job skills assessments in reading and mathematics, and Michigan-developed assessments in mathematics, science and social studies. As part of the state assessment process, all eleventh grade students are required to take the MME as well as any twelfth graders who have not taken this assessment.

Local Common Assessments

The district has developed a number of district level common assessments that are used to monitor student progress throughout the school year. These are locally developed, formative assessments that are aligned with the curriculum and are used to measure how well students are progressing in their learning. These assessments are most useful as a tool for teachers to use to identify those students who might need supplemental instruction in order to achieve grade level expectations.

AYP

Adequate Yearly Progress is the federal school accountability system. AYP requires that schools and districts meet specific targets in the following areas: percent of students proficient in reading and mathematics, participation on state assessments in reading and mathematics, and graduation rate or attendance rate. All schools in Monroe Public Schools made AYP for 2011/12 except Monroe High School. Monroe High School achieved all the proficiency targets in both reading and mathematics for students as a whole and for all subgroups. However, the high school did not achieve the graduation goal for two subgroups, students with disabilities and economically disadvantaged. Also, fewer than 95% of students were assessed in math and reading for the African American subgroup, the students with disabilities subgroup, and the economically disadvantaged subgroup.

As a district, Monroe Public Schools achieved all proficiency targets for both math and reading, including all subgroup populations. As a district, Monroe Public Schools achieved the 95% assessed targets. However, the district did not meet the required graduation rates for making AYP. Therefore the district as a whole is identified as not making AYP. The graduation rate for MHS alone reached the federal target, but at the district level, Orchard is part of the calculation and this put the overall district graduation rate at 73% which is below the 80% target.

District and Building School Improvement Plans

Strategies are in place to address the achievement issues:

- Increased parental involvement.
- Increased use of data to target individual student learning needs.
- Increased use of data to determine professional development needs.
- Increased use of technology in the classroom.
- Increased awareness of cultural differences and their effects on learning.

Adjournment

Motion by Mrs. Knabusch-Taylor; support by Mr. Mason that the 5:30 p.m., September 11, 2012 Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:09 p.m.

June Knabusch-Taylor, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #16

Tuesday, September 11, 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, Barry Martin

Administrators Absent: Katherine Eighmey, David Payne, Jerry Oley

President Vensel called the meeting to order at 7:15 p.m. A moment of silence was observed before the Pledge of Allegiance to the Flag was recited in remembrance of those lost on September 11, 2001.

Public Commentary

Selma Rankins complimented two successful students at Monroe High School and was pleased with the recent administrative assignments.

Helen Arocha-Lezama, parent, voiced concerns regarding her recent communications with members of the Transportation Department and other administrators. Board members asked the administrative team to continue to address her concerns and will continue the conversation with Ms. Arocha-Lezama following the board meeting.

Approval of Minutes

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

- August 28, 2012 Board Work Session
- August 28, 2012 Board Meeting #16

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

Reports and Update

The August 15, 2012 Board Physical Resource Committee Minutes were received without comments.

Back to School Report

Mrs. Everly and Dr. McLeod gave a report on the recent successful opening of the 2012/13 school year. Many teachers met over the summer in study groups, and two-thirds of our teaching staff attended a summer three-day iPad technology training. We were unable to hold open houses prior to the start of the school year due to legislative changes, but we do anticipate returning to hosting open houses prior to the beginning of school next year. Trojan Family Time has successfully begun at Monroe High School and 9th graders are traveling to the Knabusch Math and Science Center for their biology and ecology classes. An increasing number of parents used our Transfinder system to determine bus routes, and all support staff worked diligently to get things ready for the start of the school year.

Ratification of Bus Driver Contract

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

Discussion: Board members offered thanks and appreciation to the bus drivers for working together with the administration during these difficult economic times.

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

Board Policies – Final Reading

Motion by Mr. VanWasshenova; support by Mr. Yeo to adopt Board Policies – Sections 1000 and 2000 as written effective September 11, 2012.

Discussion: These policies will be posted on our website.

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

Out of State/Overnight Field Trip

Motion by Mrs. Knabusch-Taylor; support by Mr. Mason 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.

Discussion: Last year, over half of the Monroe Middle School 8th graders took this trip.

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

Administrator Appointment

Motion by Mr. Yeo; support by Mr. VanWasshenova to approve the appointment of Melissa Provo as an Administrator 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: There were four great candidates interviewed for this position.

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

Staff Resignations

Motion by Mr. Yeo support by Mrs. Knabusch-Taylor to approve the resignations of Abbie Bucska and Emily Turk from Monroe Public Schools effective 9/4/2012.

Discussion: Board members were pleased that these teachers were able to find employment in other districts.

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

Superintendent Comments

- ❖ All staff members worked together as a team which resulted in another successful school year opening.
- ❖ Bully Prevention Week activities will take place across the county next week. One of the highlights of the week will be an appearance by noted Bully Prevention expert, Cary Trivanovich, at a community program Wednesday, September 19 at 7:00 p.m. at Monroe County Community College.
- ❖ Plans for the September 22 auction are well under way.
- ❖ The MHS senior class is working with Monroe Charter Township Clerk, Bob Schnurr, to sponsor two voter registration drives within the next couple weeks.

- ❖ Tickets are available from the Education Foundation board members for the "Fill the Stands" homecoming football game versus Bedford on October 12.
- ❖ This Sunday, Michigan College of Beauty students are offering free "Back to School" haircuts for Waterloo students.
- ❖ Open houses will be held this week and next at our elementary buildings.
- ❖ Wednesday, September 12 is a one hour early release for students to provide time for professional development for our teachers.

Old Business

There was no old business.

New Business

There was no new business

Public Commentary-Any Topic

Donald Thurber encouraged the board members and superintendent to speak out against all of the testing that teachers are forced to give students due to state and federal mandates. He suggested having first or second grade teachers keep track of how much time is spent testing which should instead be spent on teaching students.

Adjournment

Motion by Mrs. Knabusch-Taylor; support by Mr. VanWasshenova that the September 11, 2012, Board Meeting #16 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 8:25 p.m.

June Knabusch-Taylor, Secretary

Board Meeting #17
September 25, 2012
Item #C.2

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- Board Personnel Committee Minutes (9/10/12)
- Board Curriculum Committee Minutes (9/11/12)

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

Date of Meeting: September 10, 2012

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

Next Meeting: **October 1, 2012**

1. **Call to Order:** The meeting was called to order at 5:10 PM.
2. **Minutes:** August minutes were previously approved.
3. **Public Commentary:** None
4. **Staffing updates:** Mr. McLeod shared that interviews were held for the MMS Assistant Principal position; Ms. Spicer was also part of the panel. The recommendation of the panel is to appoint Melissa Provo. Mrs. Knabusch-Taylor questioned when, in general, consideration would be given to outside candidates. Mrs. Everly noted that administration reviews the candidate pool and makes that determination. Discussion was held on the pros and cons. It was clarified that if administration and/or the interview panel were not satisfied with the quality of the internal pool; the option to seek additional candidates could always be made.

Mr. McLeod shared the plan of administration to restructure the graduation coach positions to a district wide 6-12 focus and to add another position for a total of three coaches. The additional position would be paid for with carry-over funds from 31A. Mrs. Knabusch-Taylor questioned the need to add another position. Mr. McLeod shared that staff consistency and caseload size are key factors for student success. The proposed plan will identify three coaches who will be assigned to two grade levels, they will loop with their students to provide that consistency from one grade to the next and they can assist in transitioning between buildings. He noted that the need for a third coach was to help level out the caseload at MHS since having one coach for four grade levels was too much. Mr. McLeod noted that 31A is at-risk money; so students must meet certain criteria to qualify for this service. It is likely that each coach will have an average of 15 students per grade level that are higher risk and require daily services; while they may have additional students on their caseload that they check in with as needed. Their services include working as a liaison between home and school, working with parents and scheduling home visits if needed, and providing extra remediation and assistance with organizational skills to the students. The other piece is for the coaches to identify and get to know the 6th grade students to help them in the transition to middle school. Mr. Yeo asked if this would be a teaching position. Mr. McLeod noted it would be part of the teacher union; but the duties of the position do go above and beyond that of a classroom teacher and normal school hours. Mrs. Everly noted that it takes a special person for this position as the requirements are more rigorous than everyday classroom teaching and providing services before and after school are common. Mrs. Knabusch-Taylor requested that the Graduation Coaches provide a report to the board on what their duties entail and Mrs. Everly agreed that she would arrange for the team to present at a future board workshop.

Mrs. Everly announced the addition of funding through the Great Start Readiness Program (GSRP) which will allow us to add three more Discovery Preschool classes. This will require the addition of 1.5 teachers to that program and interviews are scheduled for 9/14/12. It was noted that enrollments for the new classes are underway and that only ten spaces are remaining. This program is a good move for the county as it draws students from a different population than Head Start, which is strictly based on financial need.

Mrs. Scherer shared a copy of the Staffing Notes report. Mrs. Everly pointed out that there are several "open" positions which administration plans to fill in the near future. Mrs. Scherer also reported to the committee that there are six teachers who remain on the lay-off list. Four of those teachers have indicated that they are under contract with another district and have passed on a position with MPS for the 2012/13 school year. The remaining two do not possess the needed certifications to be highly qualified for the positions we have to fill at this time.

Mrs. Everly shared that the School Improvement Coach positions have been re-posted. She reminded the committee that the plan for the School Improvement positions will team up one coach position with one classroom teaching position; with the intent that those persons will rotate in and out of the classroom on an annual or bi-annual basis. The requirement to apply is that the teacher hold the appropriate grade level certification. Immediately there is a need to fill the coach position at the middle school (the position vacated by Mrs. Provo). Administration would also like to identify four classroom partners for the coaches already assigned at Arborwood, Monroe Middle School and Monroe High School.

Mr. McLeod informed the committee that administration is having discussions with a potential substitute administrator to fill in at MHS for the assistant principal who is currently on leave. The particular person has been recommend from Gary Collins' office and has previously worked at Bellville, Ann Arbor, and Northville schools in assistant principal and principal capacities. Administration is considering an outside person; who already has administrative experience and the background of curriculum and instruction; who can come on board and be an immediately participating member of the MHS team. It is felt that placing a sub administrator would be less disruptive given the uncertain amount of time the position will be needed and the district would have no commitment to this person beyond her per diem pay.

5. **Old Business:** Mr. McLeod gave a demonstration of the Talent Ed Software. It was noted that this software will assist to streamline and provide accountability for the evaluation process as it will build a file of evidence of performance. A pilot was held in the spring with a group of teachers; and the software will be utilized this upcoming school year to do evaluations for all employee groups. Administration is currently working on updating the teacher evaluation tools to align with the new state standards. The principals are able to access this software on their IPods, so the bulk of the evaluation process will take place in the classrooms and will be evidence based. Walk-through notes will continue to be part of the process; and this software does allow walk-through evidence to be inputted from various administrators. The software will also be able to pull reports and show trends and patterns. Administration plans to share data with the board in future meetings. It was also noted that due to legislative changes, future lay-off and recall decisions must be made on performance; seniority is no longer the key factor. Having this performance data, and back-up evidence, will be essential to making those decisions in the future. Mr. Yeo commended the administration for their work to establish accountability; and for setting and communicating their expectations.
6. **New Business:** Mr. Yeo expressed his appreciation for receiving the meeting agenda in advance. He suggested that an item be added for "future agenda items". This would allow committee members to make suggestions for future topics if they have ideas they would like to discuss.
7. **Future Agenda Items:** No future items were noted. Mrs. Scherer shared that a running agenda is kept from one meeting to the next; so if any committee member has a suggestion for the agenda, they could forward that to her at any time prior to the next meeting.
8. **Next Meeting:** October 1, 2012– 5:00 PM.
9. **Adjournment:** The meeting was adjourned at 6:45 PM.

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

Date of Meeting: September 11, 2012

Present: Wendy Spicer, June Knabusch-Taylor, Tedd March, Julie Everly, Ryan McLeod,

Next Meeting: **October 9, 2012 at 4:45 p.m.**

Elementary Curriculum Updates:

Julie Everly called the meeting to order at 4:40 p.m.

Discussion started with an explanation of the Pre and Post Assessment for grades K-12 in all core and non-core classes. In accordance with the District Improvement Plan, School Improvement Plans and Superintendent Goals, the pre and post assessments will be a tool to assist the teachers in knowing each student's current achievement level. The results of these assessments will be used to guide teaching plans and to make decisions about instructional enrichment and intervention.

A question was raised about how long each test takes and how much time does it take away from teaching? The group discussed how this is a valid concern, and in trying it the first time, the district will be gathering information regarding the implementation. It was explained that depending upon the assessment format, teachers may administer one-on-one, in small groups, and in a whole class grouping. Several examples of how the testing formats were designed to accommodate the developmental levels of students were provided.

The group discussed that the information learned through assessing is very valuable. This is the reason it is so beneficial to have our own teachers authoring the Pre and Post assessment tests. Through departments and Curriculum Committees the teachers have the ability to create an assessment that is specific to our student and curriculum needs. Ryan and Julie indicated that they would expect revisions in the assessments based on the implementation this year.

Although most teachers were beginning the assessments, an example was shared that after administering one assessment a teacher found that a group of her students scored showing mastery of the content. The School Improvement Coach at this school was going to review the findings and work with the teacher to plan enrichment experiences for these students.

Ryan reminded the group that the expectation outlined in legislation is that each student will make one year's growth in one year's time. Through the use of Pearson Inform, our district should have a clear way to demonstrate this progress.

Members of the committee inquired as to how else this information may be used. Ryan and Julie both explained that several uses of data will continue. For example data is currently used in the creation of class lists and class assignments. Examples of this from elementary, middle and high school were given.

It was questioned if using the data in this way was tracking. Julie and Ryan gave examples of the flexibility of scheduling within the school day at all grade levels, so although a student's achievement level may be a consideration in one grouping. There are other situations within the school day when students are intentionally not grouped by ability. Julie shared examples of what this looked like. Ryan shared that in many tracking situations; student placements were permanent and did not have flexibility.

Julie shared that the School Improvement Coaches met and are off to a productive start. Coaches, their classroom teaching partners and administrators found the Lucy West training very valuable. With the new coaching model our focus is developing a culture of coaching in the schools. Ryan shared some of the advice Lucy West gave school teams regarding coaching schedules and assignments. Some of the schools with Title I funds are adding additional in-service days with Lucy West. Wendy Spicer shared that she saw many of these staff members after the training, and that they had many positive things to share.

Ryan reported that the Monroe High School Health Occupations class has had a very successful start for the school year.

He also shared that the Monroe Middle School Pilot program has continued this school year. All the teachers who were initially on the original 7th grade team moved to 8th grade, with the exception of one teacher, who will stay on the 7th grade team as a "mentor" of the pilot program; for those who were not a part of the program last year. Mrs. Flynn had over 100 requests for students to be part of the pilot program; unfortunately she could not accommodate all the requests. We would like to have the 7th grade group come to a Curriculum Committee meeting to share what their plans are for the school year. Julie added that several upper elementary teachers have started to model programs after this pilot. Many of the practices of the pilot have been encouraged by the district inservice and conversation.

The meeting ended with discussion regarding the need for more frequent updates. The group consensus was that monthly meetings starting at 4:45 should be the next step in increasing the opportunity to share information.

October 9, 2012 at 4:45 will be the next Curriculum Committee Meeting. If you have any agenda items please forward them to Julie Everly, Ryan McLeod, or Melissa Zienert .

RATIFICATION OF THE ASSISTANT MASTER AGREEMENT

BACKGROUND

The Master Agreement for July 1, 2012 through June 30, 2013 between the International Union of Operating Engineers Local 324 AFL-CIO 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 International Union of Operating Engineers Local 324 AFL-CIO and the Monroe Board of Education effective September 25, 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	_____	_____	_____	_____

Monroe Public Schools Administration Proposal September 12, 2012

**ARTICLE 2
RECOGNITION - EMPLOYEES COVERED**

The Employer does hereby recognize the Union as the exclusive representative for the purpose of collective bargaining in respect to wages, hours, other terms and conditions of employment for the term of this Agreement all employees of the Employer included in the bargaining unit described below: all Instructional Assistants, Breakfast and Lunch Assistants, and Bus Assistants; BUT EXCLUDING ALL substitute employees, on-call employees, supervisory employees as defined in the Act, any Assistant position that is less than 5 hours per week, and all other employees.

**ARTICLE 20
MEDICAL REIMBURSEMENT ACCOUNTS**

Those assistants who were hired prior to June 30, 2012 and who have at least 20 regular bid hours per week as of September 15 of each year will be credited with \$19 per bid hour to be placed in a medical reimbursement account. This account may be used according to IRS rules to reimburse for any qualified medical expense not covered by alternate insurance payments. Such reimbursements will operate under specific district protocol intended to maintain compliance with IRS section 105 or 125 rules, whichever our third party administrator deems appropriate.

**ARTICLE 23
TERMINATION, CHANGE OR AMENDMENT**


- A. This Agreement shall continue in full force and effect until June 30, ~~2012~~ 2013.
- E. The effective date of this agreement is July 1, ~~2010~~ 2012.

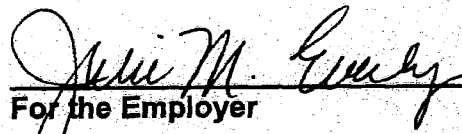
Salary Schedule A

Compensation: The district agrees to a one year agreement with a wage freeze.

<u>Regular Rates:</u>	<u>Probationary Rate</u>	<u>Base Rate</u>
2011/2012 2012/2013	\$9.03	\$10.50

Add Appendix B - Clarification of Expectations (January 2012)


For the Union
9/12/12
Date


For the Employer
9-12-12
Date

Appendix B – Clarification of Expectations (January 2012)

Memo

Monroe Public Schools
Human Resource Department
734-265-3022 phone 734-265-3021 fax

To: MPS Assistants
From: Julie Everly & Ryan McLeod
Linda Bross & Donna Bilbrey
Date: January 2012
Re: Clarification of Expectations

As a large and complex organization, the administration of the school district relies on certain policies, procedures and practices to assist in managing the district. The administration of the district is committed to a fair and consistent approach to addressing all employee and management concerns.

We wanted to take this opportunity to provide clarification on expectations for your position as an Assistant with Monroe Public Schools.

Attendance (*italicized sections refer to language in your master agreement*). It is the expectation of the district that employees be at work as scheduled to meet the job responsibilities. However, there are times when an employee requires time away from work due to sickness, personal business, bereavement, jury duty, etc. Many employee contracts include options for paid time off of work to accommodate those unavoidable circumstances. Your master agreement allows for:

Sick Leave (Page 19 Article 15 Section 1): *The purpose of the individual sick leave program is to provide income protection for the employee to the extent provided in this section during periods of involuntary absence from employment due to periods of incapacitating illness or injury.*

Sick leave shall be granted to an employee when they are incapacitated from the performance of their duties by sickness or injury. Employees may use sick leave for medical, dental, optical, or office examination or treatment, provided such appointments cannot be scheduled outside the employee's regular scheduled work hours. In addition, employees may use sick days for serious illness of immediate family members residing in the household.

Employees who are unable to perform their duties because of illness or disability shall notify their immediate supervisor of that fact two hours before the start of their work day. In the event that an illness or disability extends beyond the first (1st) working day, the employee and the employee's immediate supervisor shall make arrangements as to the frequency of continued notification by the employee of the illness or disability

Employees absent for more than three consecutive work days must provide a doctor's note or written explanation of the reasons for absence.

Personal Business (Page 20 Article 15 Section 2): *Each employee covered by this Agreement shall be granted up to two (2) personal business days per year. Employees shall request such personal*

business day(s) from the Director of Personnel, initiated with the direct supervisor, in writing, and at least one week in advance, except in an emergency.

Requests for personal business day should be made on the appropriate business day form. Please be aware the review process for your request can take 3-5 days. Business time will not be approved on a call in basis except in extreme circumstances.

Leaves of Absence without Pay (Page 9 Article 9 Section 1): *The employer and union agree that the business of education requires consistency of personnel in the schools. As such, the request for unpaid leaves of absence will be considered as extraordinary.*

The following outlines the expectations and procedure that must be followed to get unpaid time approved:

- Employees are not expected to take unpaid time off from work except in extreme circumstances.
- Employees cannot use unpaid time off in place of sick time, business days, or other contractually provided purposes.
- Employees cannot use unpaid time off adjacent to paid sick or business days until the employee has exhausted his/her sick or business time.
- Employees cannot use unpaid time off as a "buffer" between business time and sick time in order to extend a vacation period.
- Employees who have unpaid time denied on certain dates and use other contractual paid time off on those same dates may be asked to provide documentation for the absence(s).

Unpaid time off from work pre-approval process:

1. Use a business form to request unpaid time off.
2. Attach a written description of the extreme circumstances necessitating unpaid time off.
3. Have direct supervisor approve the unpaid time off.
4. Submit the request and supporting documentation to the Superintendent or designee at least 14 calendar days prior to the unpaid date(s) requested.
5. The superintendent or designee will make the final approval or denial of the unpaid time off.

Each circumstance for unpaid time off work will be considered on its individual merits, previous requests made by an employee for unpaid time off, and the needs of the school district.

Work Stations:

All employees are expected to be at their assigned work stations and engaged in appropriate work activities during work hours. Employees, who must vary from the above for any reason, must notify the appropriate supervisor and receive prior approval. Assistants assigned directly to a student who is absent should report to the building principal for assignment.

Under normal circumstances, employees are not to bring their children or other non-Monroe Public School employees to the work station during working hours.

If it is necessary for an employee to conduct personal business during working hours, such activity should be limited to lunch and break periods.

Other Employment:

Employees are reminded that their job assignment is the priority obligation during your normally scheduled work hours. If other employment is affecting the performance in the assistant job, the employee may be asked to give up the other employment or resign from their assistant position. The immediate supervisor shall be responsible for evaluating the effects of outside employment on work performance and making recommendations to the employee.

Other Employment includes other positions within the district and/or substituting in other buildings.

Dress/Conduct

Employees of the Monroe Public School District are expected to exercise responsible discretion relative to proper dress, posture, voice, choice of words and acceptable manners. Good taste in the choice of apparel and grooming helps greatly to set the proper tone and atmosphere for a good school environment. It is recognized that pride in the way one looks fosters pride in the way one works and inspires one to the best performance in all phases of work.

Staff Use of Technology

The Monroe Board of Education is committed to providing the latest technology for use by both staff and students. At the same time it is expected that staff will abide by all ethical and legal expectations when using district hardware, software, and networking opportunities. Abuse of these expectations which is in any way illegal, inappropriate, or unethical will be dealt with through appropriate discipline avenues.

Staff Use of Personal Communication Devices

It is expected that staff who own and carry personal communication devices such as pagers or cellular telephones will ensure that such devices are not used in the classroom or at any other time that the use of the equipment will cause a disruption to the normal educational activity. These personal communication devices should only be used during break time, lunch time, or at other times that will not be a disruption to the normal educational activities.

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Stephanie Blunt as a teacher with Monroe Public Schools. Ms. Blunt will be assigned as a Discovery Preschool (GSRP) Teacher at Riverside Elementary for the 2012/13 school year.

Ms. Blunt holds a Bachelor's of Science degree from Eastern Michigan University and is also a graduate of Monroe High School. She was recently employed as a Lead Teacher for Town Square Academy in Georgia and is excited to be relocating to her hometown.

Members of the interview panel were: Julie Everly, Assistant Superintendent; Alice Malik, Coordinator of Riverside Early Learning Center; Kelly McMahon, Principal; Michele Sims, Amy Pabin, and Chessica Oetjens, Teachers; and Tara Thomas, Parent.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Stephanie Blunt as a teacher with Monroe Public Schools effective September 25, 2012 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

9:00

Stephanie A. Blunt
2405 Sable Chase Lane
Mcdonough, GA 30253
770 895-2841
sayresblunt@yahoo.com

SUMMARY

Creative and Experienced teacher with a proven history of creative and effective lesson planning and integrity.

QUALIFICATIONS

GA certified PreK-5

I have integrity and work to make the reputation of my company/employer a positive one.

Extensive knowledge and experience in the lesson planning

Demonstrated the ability to learn new tasks quickly and carry them out efficiently

Demonstrated extraordinary patience and control in every situation

Knowledgeable of state and BFTS guidelines

Skilled in worksampling online

WORK EXPERIENCE

2010 - 2012
Lead Teacher
Town Square Academy GA PreK
Mcdonough, Ga
Alicia Lowe (770)914-0093

Plan Lessons and activities, Maintain Portfolios, Plan and document assessment via Worksampling online, Provide individualized instruction, encourage play to foster learning experiences, maintain safety, follow state and Bright from the Start guidelines and conference with parents. Managed a class of 20 children with patience meeting individual needs and gaining respect and appreciation of parents.

2009 - 2010
Assistant Teacher
Rainbow World PreK
Conyers, Ga
Karlene Francis (770)761-6080

Plan lessons and activities, promote play and learning, maintain a safe and happy environment, document daily interactions, maintain portfolios, perform assessments, conduct conferences

2008 - 2009
Material Handler/Shipping Biller
Severstal NA
Dearborn, Mi

Cross- Trained in the shipping department to perform all jobs efficiently. Bill customers, inspect steel, receive and locate material, write procedures, perform audits, train new employees, and package material

2004 - 2008
Substitute Teacher
PCMI West Educational Leasing
Monroe, MI
Terry Kelly (734)242-5454

Execute daily plans in absence of permanent teacher including: lesson plans, safety, classroom control, assisting students, supervising daily activities, giving assessments and correcting assignments.

EDUCATION

2005 Eastern Michigan University
Bachelors of Science in Education
Ypsilanti, Mi

1999 Monroe High School
Monroe, Mi

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Crystal Stubleski as a teacher with Monroe Public Schools. Ms. Stubleski will be assigned as a part-time Elementary Encore Teacher (Art and Computers) at Waterloo Elementary for the 2012-13 school year.

Ms. Stubleski holds her Bachelor's degree in Elementary Education from Eastern Michigan University. She has been employed with PCMI as a substitute teacher since 2010, which was after she completed her student teaching at Raisinville Elementary. She has held several long term sub positions within our district. Ms. Stubleski was also previously employed with our district as a caregiver with the Kids Club program.

Members of the interview panel were: Julie Everly, Assistant Superintendent; Alice Malik, Coordinator of Riverside Early Learning Center; Kelly McMahon, Principal; Michele Sims, Amy Pabin, and Chessica Oetjens, Teachers; and Tara Thomas, Parent.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Crystal Stubleski as a teacher with Monroe Public Schools effective September 25, 2012 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

Crystal Stubleski

1100 East Erie Rd • Erie, MI, 48133 • 734-625-8515 • cstuble1@emich.edu

Personal Profile

- Dedicated to enthusiastic and dynamic teaching as a means of creating and nurturing a lifelong love of knowledge in children.
- Michigan Provisional Teaching Certificate K-5 All Subjects
- Attained Bachelors Degree in Elementary Education at EMU
- Integrated Science and Language Arts Endorsement 6-8
- Associates Degree Monroe County Community College Teacher Paraprofessional
- Experienced in use of educational software and tools.
- Knowledgeable about planning and implementing the workshop model.

Education

Eastern Michigan University- 2010

B.A. Elementary Education Program with an Integrated Science Major & Language Arts Minor

Monroe County Community College- 2007

Teaching Paraprofessional Associates of Applied Science

Experience

Professional Experience

PCMI-Substitute Teacher	December 2010- to present
Long Term Sub Assignments at Arborwood Elementary in Monroe Public Schools	
2 nd Grade	March 2011- May 2011
5 th Grade	May 2011-June 2011
Leveled Literacy Intervention Teacher	March 2011 – May 2011
Raisinville Elementary- Student Teacher	September to December 2010
Sterling Jewelers- Assistant Manager/Sales	January 2006 to present
Monroe Public Schools Kids Club- Caregiver	September 2005- May 2006
Interactions Child Development Center- Caregiver	October 2003- January 2007

Memberships, Honors and Certifications

Kappa Delta Pi Honor Society Member - MEA Member - Dean's List - First Aid and CPR Certified

Key Qualifications

- Plan and instruct students using workshop model and universal design.
- Experience with a wide variety of teaching aids, motivational and implementation strategies to engage students in active learning.
- Implemented a variety of classroom management strategies.
- Attended professional development during undergraduate training and substitute experiences.
 - School improvement and math committee meetings
 - Staff meetings
 - Countywide In-service through Monroe Public Schools
 - MRA conference
 - Participated in RTI, Tier I and II, and IEP meetings.

RECALL FROM LAY OFF

BACKGROUND

Monroe Public Schools currently has six 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. Due to internal movement and recent resignations, we have determined a need to recall a teacher.

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

RECOMMENDATION

Move to approve the recall of Patricia Stefanski 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 September 25, 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	_____	_____	_____	_____

UNITED WAY RESOLUTION

BACKGROUND

The annual community campaign for the Monroe County United Way has begun. The Monroe Public Schools employee groups plan to once again be leaders in the county education division for this drive.

The coordinators for the district are Holly Scherer and Bobb Vergiels. Don Spencer is the County Educational Division Chairperson.

RECOMMENDATION

Move to approve the resolution declaring October United Way Month. The intent of this proclamation is to encourage our employees to participate in this effort.

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

HAND VOTE _____

UNITED WAY MONTH

WHEREAS, the United Way of Monroe County is entering its 2012-2013 campaign and will seek campaign pledges to serve approximately 40,000 Monroe County citizens; and,

WHEREAS, the United Way is the largest single voluntary organization in Monroe through which volunteers can channel their concern for people in need; and,

WHEREAS, the United Way, largely because of the continued generosity and caring of employees of the Monroe Public School District, can continue to grow and support a wider range of health and human care needs that directly benefit residents of our school district; now,

THEREFORE, BE IT RESOLVED by the Monroe Public School District's Board of Education that the school district employees be encouraged to participate in the 2012-2013 United Way Campaign of Monroe County and receive the highest commendations and vote of thanks for their generous gifts to this vitally important cause; and,

BE IT FURTHER RESOLVED that the Monroe Public School District's Board of Education proclaims the month of October 2012 "United Way Month" throughout the school district to emphasize the value and positive contribution United Way of Monroe County offers to our community and its residents.

Adopted on the 25th day of September 2012.

David Vensel, President

Aaron N. Mason, Trustee

Robert Yeo, Vice-President

Wendy Spicer, Trustee

June Knabusch-Taylor, Secretary

Lawrence VanWasshenova, Trustee

Tedd March, Trustee

Randall W. Monday, Superintendent

APPLE TV PURCHASE

BACKGROUND

The Technology Department is requesting the purchase of 160 Apple TVs. Having an Apple TV in a classroom with a mounted projector will allow students to view information from the teacher iPads. These TVs will be used in classrooms for teachers who attended at least two days of training at the annual Summer Technology Institute.

ENCLOSURE

Memo from David Payne
Proposal from Apple Inc.

RECOMMENDATION

Move to approve the purchase of 160 Apple TVs for a total cost not to exceed \$15,840. The money for this purchase will come from the Technology millage 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	_____	_____	_____	_____

Memo

To: Ryan McLeod
From: David Payne
Date: 9/21/12
Re: Apple TV Purchase

Apple TV Purchase

We are recommending the purchase of 160 Apple TV's. These will be used in the classroom for the teachers who attended at least two days of training at the annual Summer Technology Institute. Having an Apple TV in a classroom with a mounted projector will allow students to view information from the teacher iPads. Giving teachers mobility in the classrooms and interact with iPad specific apps projected for the whole classroom to view. This purchase if approved will be funded with Technology Millage monies at a cost not to exceed \$15,840.00.

Apple Inc. Education Price Quote

Customer: Kevin Hauser
 MONROE PUBLIC SCHOOLS
 7342653162 phone
 hauser@monroe.k12.mi.us email

Apple Inc: Amanda Grubb
 12545 Riata Vista Circle
 MS: 198-9IES
 Austin, TX 78727-6524
 512-6746217 ph
 845-2999 fax
 agrubb@apple.com email

Apple Quote: 2200184677
 Quote Date: 14-Sep-2012
 Quote Valid Until: 14-Oct-2012

Quote Comments:

Part Number	Details & Comments	Qty	Unit List Price	Extended List Price
1	MD199LL/A Apple TV	160	99.00	15,840.00
Edu List Price Total				15,840.00
- eWaste Fee / Recycling Fee				0.00
Extended Total Price*				15,840.00

**In most cases Extended discounted Total price does not include Sales Tax
 If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary

Completing your order is easy:

- *Reference Apple Quote number 2200184677 on your Purchase Order
- *Fax a copy of this quote along with your Purchase Order to 845-2999:

Apple Inc.
 12545 Riata Vista Circle
 MS: 198-9IES
 Austin, TX 78727-6524

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS:

- A. ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE CLICK HERE TO APPLY FOR A CONTRACT.
- B. IF YOU USE YOUR FORM OF PURCHASE ORDER TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
- C. YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE.
- D. UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL 14-Oct-2012 UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE. APPLE MAY MODIFY ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF THIS QUOTE CONTAINS A TYPOGRAPHIC OR OTHER ERROR.

SEA #

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Document rev 9.7

Date of last revision - April 7th, 2012

POINT OF SALE COMPUTER PURCHASE

BACKGROUND

The Technology Department is requesting the purchase of 25 new Point of Sale computer stations from Netch. Our Food Services Department uses Meal Magic software to manage their Point of Sales (POS) machines. As these machines are over five years old, they are beginning to slow down which are causing lunch delays. With the machines out of warranty we have exhausted our parts and are ready and in need of replacing them. This purchase must be made in order to keep the Food Services Department running smoothly.

ENCLOSURE

Memo from David Payne
Proposals from Netch, CDW-G, and Meal Magic Corporation

RECOMMENDATION

Move to approve the purchase of 25 new Point of Sale computer stations from Netch for a total cost not to exceed \$32,100. The money for this purchase will come from the food services 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	_____	_____	_____	_____

Memo

To: Katherine Eighmey

From: David Payne

Date: 9/21/12

Re: POS Purchase

POS Purchase

We are recommending the purchase of 25 new Point of Sales computer stations. This will be funded by food services at a cost not to exceed \$32,100.00. Our Food Services department uses Meal Magic software to manage their Point of Sales Machines (POS). As these machines are over five years old they are beginning to slow down which are causing lunch delays. With the machines out of warranty we have exhausted our parts and are ready and in need to replace them. I have discussed this purchase with Nancy Boykin and feel it is a necessary step in keeping this department running smooth. We have attached three quotes and are recommending Netech as the lowest bidder.



QUOTATION

26800 Meadowbrook Road, Suite 119
Novi, MI 48377

QUOTE #: 632165892

Quote Date: 09/18/12

Customer Name: Monroe Public Schools

TOTAL QUOTE AMOUNT:	\$21,625.00		
Product Subtotal:	\$21,625.00		
Tax:	\$0.00		
Shipping & Handling:	\$0.00		
Shipping Method:	Ground	Total Number of System Groups:	1

GROUP: 1	QUANTITY: 25	SYSTEM PRICE: \$865.00	GROUP TOTAL: \$21,625.00
Base Unit:	OptiPlex XE Desktop (224-7522)		
Processor:	OptiPlex XE, Core 2 Duo E8400/3.0GHz,6M,1333FSB, XE (317-5354)		
Memory:	2GB,Non-ECC,1333MHz DDR3,1x2GB,Dell OptiPlex 980 (317-3671)		
Keyboard:	Dell USB Entry Keyboard, No Hot Keys, English, OptiPlex (331-2024)		
Monitor:	No Monitor Selected, Dell OptiPlex (320-3704)		
Video Card:	Integrated Video,GMA 4500,Dell OptiPlex XE (468-6524)		
Hard Drive:	250GB SATA 3.0Gb/s and 8MB Data Burst Cache,Dell OptiPlex (342-0228)		
Operating System:	Windows 7 Label, OptiPlex, Fixed Precision, Vostro Desktop (330-6228)		
Operating System:	Windows 7 Professional,SP1,No Media, 32-bit, Optiplex, English (469-0475)		
Operating System:	Dell Back-up and Recovery Manager for Win7, MUI,Optiplex, Precision, Latitude (331-3300)		
Operating System:	Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps),OptiPlex (421-5334)		
Mouse:	Dell MS111 USB Optical Mouse,OptiPlex and Fixed Precision (330-9458)		
NIC:	Broadcom TruManage Systems Management Enabled,Dell OptiPlex (468-4390)		
TBU:	NO RAID, OptiPlex XE (468-6525)		
CD-ROM or DVD-ROM Drive:	16X DVD-ROM SATA,Data Only,Dell OptiPlex Desktop and Minitower (313-8646)		
CD-ROM or DVD-ROM Drive:	Cyberlink Power DVD 9.5,No Media, Dell OptiPlex, Latitude and Precision Workstation (421-4370)		
Sound Card:	Performance Thermal Dell OptiPlex XE Desktop (330-6794)		
Speakers:	No Speaker, OptiPlex (313-4825)		
Cable:	OptiPlex XE Desktop Up to 88 Percent Efficient Power Supply (313-9241)		
Documentation Diskette:	Documentation,English,Dell OptiPlex (330-1710)		
Documentation Diskette:	Power Cord,125V,2M,C13,Dell OptiPlex (330-1711)		
Bundled Software:	No Productivity Software,Dell OptiPlex,Precision and Latitude (421-3872)		
Factory Installed Software:	Dell Energy Smart Power Management Settings Enabled,This Item is Not EStar Qualified,OptiPlex (330-4817)		
Software Disk Two:	Chassis Intrusion Switch, OptiPlex XE (330-8342)		
Feature	No Resource DVD for Dell Optiplex, Latitude, Precision (313-3673)		
Service:	Basic Hardware Service: Next Business Day Onsite Service After Remote Diagnosis 4 Year Extended (906-7344)		
Service:	Basic Hardware Service: Next Business Day Onsite Service After Remote Diagnosis Initial Year (909-6580)		
Service:	Dell Hardware Limited Warranty Plus Onsite Service Extended Year(s) (908-0278)		
Service:	Dell Hardware Limited Warranty Plus Onsite Service Initial Year (908-0447)		
Misc:	No Quick Reference Guide,Dell OptiPlex (310-9444)		
Misc:	Shipping Material for System,Desktop,Dell OptiPlex (330-6795)		



26800 Meadowbrook Road, Suite 119
Novi, MI 48377

QUOTATION

QUOTE #: 632156113

Quote Date: 09/18/12

Customer Name: Monroe Public Schools

TOTAL QUOTE AMOUNT:	\$10,475.00		
Product Subtotal:	\$10,475.00		
Tax:	\$0.00		
Shipping & Handling:	\$0.00		
Shipping Method:	Ground	Total Number of System Groups:	1

GROUP: 1	QUANTITY: 25	SYSTEM PRICE: \$419.00	GROUP TOTAL: \$10,475.00
Base Unit:	Dell E157FPT 15 inch Touchscreen Flat Panel Monitor (222-8067)		
Service:	Advance Exchange Service after Remote Diagnosis, 2 Year Extended (982-2332)		
Service:	Advance Exchange Service after Remote Diagnosis, Initial Year (982-5470)		
Service:	Dell Limited Hardware Warranty [after Remote Diagnosis], Initial Year (986-5407)		
Service:	Dell Limited Hardware Warranty [after Remote Diagnosis], Extended Year(s) (986-5408)		
Service:	Retail Gold Technical Support pub, 3 Years 1-888-264-7778 (DELL) (986-5557)		



SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
CXSD231	9512489	9/18/2012

BILL TO:
 KEVIN HAUSER
 1275 N MACOMB ST

SHIP TO:
 MONROE PUBLIC SCHOOLS
 Attention To: KEVIN HAUSER
 1275 N MACOMB ST

Accounts Payable
 MONROE, MI 48162-3128

MONROE, MI 48162-3128
 Contact: STEPHANIE
 KENNEDY 734.265.3150

Customer Phone #734.265.3162

Customer P.O. # POINT OF SALE QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
RAYNELLE HOWLETT 866.224.4820	FEDEX Ground	MasterCard/Visa Govt	GOVT-EXEMPT

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
25	2780935	HP SB RP5800 G850 250GB 2GB Mfg#: B8T76UT#ABA Contract: MARKET	879.00	21,975.00
25	1957147	HP SB L5009TM 15" Mfg#: VK202A8#ABA Contract: MARKET	501.00	12,525.00
1	1664922	HP 4YR NBD ONSITE POS SOL INCL MON Mfg#: UL589E Contract: MARKET	149.00	149.00
1	1664923	Electronic distribution - NO MEDIA HPE 5YR 9X5XNBD POS Mfg#: UL590E Contract: MARKET	285.00	285.00
25	1578758	Electronic distribution - NO MEDIA HP 802.11B/G/N WIRELESS CARD Mfg#: FH971AA- Contract: MARKET	62.00	1,550.00
SUBTOTAL				36,484.00
FREIGHT				0.00
TAX				0.00

US Currency

TOTAL 36,484.00

CDW Government
 230 North Milwaukee Ave.
 Vernon Hills, IL 60061

Fax: 312.705.9452

Please remit payment to:
 CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515

Meal Magic Corporation

627 Elliott Street
Grand Haven, MI 49417
Voice: 877-383-3100 (toll free) / Fax: 616-842-9379

Customer **Monroe Public Schools**
Attn **Stephanie Kennedy**
Address **1275 North Macomb Street**
Monroe, MI 48162

Proposal
4553

Date **September 6, 2012**
Expires **December 5, 2012**

Fax
Email **kennedy@monroe.k12.mi.us**

Discount **None**
Sales Rep **Jeremy Dobberstein**

QTY	Description	List Price	Your Price	Tax	Extended
25	HP Point Of Sale System (rp5800)	1,100.00	1,100.00	N	27,500.00
25	HP Touchscreen L5009tm	600.00	600.00	N	15,000.00
<p>Customer will install the equipment</p> <p>\$21,250.00 deposit due with order \$21,250.00 due within 30 days of shipment</p>					

	Sub Total	42,500.00
	Shipping & Handling	-
	Labor	-
	Sales Tax	-
	Total	\$ 42,500.00

This proposal is made solely under the basic terms and conditions of the included Sales Agreement.

Payment terms apply only if payments are made directly by the customer listed above. Please contact your Meal Magic Corporation sales representative regarding third-party payments, including payments from management companies.

NSBA 2013 MEMBERSHIP DUES

BACKGROUND

The National School Boards Association is an important resource for information and materials for school board members. There are many benefits, which are available by being a member of NSBA, including the Annual National Conference. The NSBA works as a federal and national advocate for local school board governance. The association also offers services to enhance the board's professional development such as the national conference. Publications include *the National Affiliate Update* and *School Board News*. This year they are requesting \$4,675.00 based on the official pupil count. Last year's cost was \$4,525.00.

ENCLOSURES

National School Boards Association Statement and Informational Sheet

RECOMMENDATION

Move to approve the 2013 membership dues to the National School Boards Association in the amount of \$4,675.00.

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

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



National School Boards Association

1680 Duke Street, Alexandria, VA 22314-3493
Phone: 703-838-6722 FAX: 703-548-5560
Federal ID #: 36-2210015

Bill To:

Monroe Public Schools
1275 N Macomb St
Monroe MI 48162-3128

Invoice

Invoice # 141365
Invoice Date 09/11/2012
PO #
ID # 0000007728
Bill To # 0000007728

Student Enrollment: 7,091

Description	Amount
NSBA's National Affiliate Fees	\$4,675.00
Enrollment Category: 2,500 - 7,499	
For The Period: 01/01/2013 To 12/31/2013	
Total Due In US Funds	\$4,675.00

Your district's National Affiliate fees include subscriptions to American School Board Journal at the non-deductible discounted rate of \$30 per subscription, for your full school board and superintendent.

Please send payments to:

National School Boards Association PO Box 1807, Merrifield, VA, 22116-8007

Please detach and return with your remittance

Monroe Public Schools
1275 N Macomb St
Monroe MI 48162-3128

Invoice # 141365 **Bill To ID #** 0000007728
Invoice Date 09/11/2012 **ID #** 0000007728

Select Payment Method	
<input type="checkbox"/> Check Enclosed (made payable to NSBA in U.S.Funds)	
<input type="checkbox"/> VISA <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX Exp Date ____/____/____	
CVV _____	
Card # _____	
Name as it appears on card _____	
	(Please Print)
Cardholder's Signature _____	
Cardholder's Phone no _____	
Cardholder's Zipcode _____	
Total Due \$4,675.00	Amount Paid \$ _____

Please send payments to:

National School Boards Association
PO Box 1807, Merrifield, VA, 22116-8007



*Working with and through our
State Associations, NSBA
Advocates for Equity and
Excellence in Public Education
through School Board Leadership*

Dear Colleague:

Education dollars are evaporating, congress and the administration are creating new policies and new initiatives that directly affect your school district. These and other factors are having a significant impact on school district operations and staffing. Now more than ever, school boards need a strong organization at the federal level working with the state associations to promote public education and secure essential resources. Your support is critical. In these challenging times, the National School Boards Association is actively working on your behalf in Washington, D.C. Without your support, our influence is weakened.

Every dollar of your annual NSBA National Affiliate fee provides a return to your district through tangible benefits and influence on the federal decisions that impact your district. You will also notice that we here your pain and have not raised our rates this year. As you process the enclosed renewal invoice, I hope you'll keep in mind the important benefits your district receives every day as a National Affiliate:

- Up-to-date information on NSBA's advocacy efforts on Race to the Top, NCLB/ESEA reauthorization, e-Rate, IDEA and other federal regulations and mandates;
- Analysis of cases working their way through the federal courts that could impact the way your district operates;
- School grants program and resources that can help make special programs come to life;
- Access to free professional development opportunities like the WebChannel NA monthly webinar series and webinar-on-demand programing.
- Special programming at NSBA's Annual Conference tailored to National Affiliate interests, a truly exciting opportunity!

If you like review the benefits you currently receive through the National Affiliate program please go to the National Affiliate website at: www.nsba.org or contact me.

We understand that finances are tight for school districts nationwide, so in addition to advocating on your behalf, we are working to manage expenses and efficiencies across all NSBA activities. And I'm happy to report that, even in these difficult times, your colleagues nationwide continue to renew their National Affiliate participation at a 90% renewal rate.

Thank you for your district's ongoing participation as an NSBA National Affiliate. Your voice is needed more now than ever.

Gene Broderson,
Director, National Affiliate Services
(703) 838 - 6746

Board Meeting #17
September 25, 2012
Item #C.15

ADJOURNMENT

RECOMMENDATION

Move to adjourn the September 25, 2012 Board Meeting #17.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____