

BOARD OF EDUCATION

“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.”

BOARD MEETING #2 January 31, 2011 – 7:00 pm AGENDA

**MR. DAVID VENSEL, PRESIDENT
DR. KENNETH McNAMEE, VICE-PRESIDENT
MRS. JUNE KNABUSCH-TAYLOR, SECRETARY
DR. TEDD MARCH, PARLIAMENTARIAN
MR. RONALD BENORE, JR., TRUSTEE
MS. WENDY SPICER, TRUSTEE
MR. LAWRENCE VANWASSHENOVA, TRUSTEE**

**MR. RANDALL MONDAY, SUPERINTENDENT
MRS. M. CHRISTINE BUTLER, ASSISTANT SUPERINTENDENT, K-12 CURRICULUM
MR. KENNETH LAUB, ASSISTANT SUPERINTENDENT FOR BUSINESS & FINANCE**

NOTICE OF NON-DISCRIMINATION

It is the policy of Monroe Public Schools not to discriminate on the basis of race, color, national origin, gender, age, disability, religion, height, weight or marital status in its programs, services, employment, or any other activities. For information contact the office of the Superintendent of Schools, 1275 N. Macomb St., Monroe, MI 48162, 734-265-3070.

MONROE BOARD OF EDUCATION
 North Macomb Street, Monroe, Michigan 48162
 Board Meeting #2 – January 31, 2011

MISSION STATEMENT

The mission of Monroe Public Schools is to provide the resources and leadership required to guarantee equal educational opportunities in a safe, orderly, positive, and well-maintained environment; to provide learning experiences from which learners can develop talents, skills, and understanding needed for them to become contributing, responsible citizens in a democratic society and global economy; and to provide means of continually assessing its effectiveness in attaining its goals.

VISION STATEMENT

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David Vensel, President
 Kenneth McNamee, Vice-President
 June Knabusch-Taylor, Secretary
 Tedd March, Parliamentarian
 Ronald Benore, Jr., Trustee
 Wendy Spicer, Trustee
 Lawrence VanWasshenova, Trustee

Randall Monday, Superintendent
 Chris Butler, Assistant Superintendent, K-12 Curriculum
 Kenneth Laub, Assistant Superintendent, Business and Operations
 Jennifer Watterworth, Board Secretary

AGENDA

A. Roll Call and Call to Order	Mr. Vensel
1. Pledge of Allegiance to the Flag	Mr. Vensel
2. Board President –Vision Statement	Mr. Vensel
3. Sodexo Food Service Update	Mr. Laub
4. MHS Student Council Representatives – Winterfest Update	Mr. Monday
B. Public Commentary – Board Agenda Items Only	Mr. Vensel
C. Discussion and Action Items	Mr. Vensel
1. Approval of Minutes Move to approve the following minutes: <ul style="list-style-type: none"> • January 11, 2011 Board Work Session • January 11, 2011 Board Organizational Meeting • January 11, 2011 Board Meeting #1 	Mr. Vensel
2. Reports and Updates <ul style="list-style-type: none"> • Informational Report – Contracted Coaches 	Mr. Vensel
3. Overnight Field Trip to the Student Leadership Conference in Kalamazoo, MI by the MCCC Upward Bound Program Move to approve the request for the Upward Bound students from Monroe High School to attend the 2011 MI-CAPP “Stand up, Speak out” Student Leadership Summit to be held at the Radisson Plaza Hotel in Kalamazoo on Friday, February 18 until Sunday, February 20, 2011 according to the terms on Policy IICA, Field Trips and Excursions.	Mrs. Butler
4. Overnight Field Trip – LEGO Robotics Move to approve the Monroe High School students’ attendance at the First Robotics District Competition being held at the Rochester Institute of Technology, Rochester, NY, according to the terms of Policy IICA, Field Trips and Excursions.	Mrs. Butler

5. Overnight Field Trip – Overnight Field Trip to the Business Professionals of America State Conference at the Amway Grand Hotel and Conference Center Move to approve the Monroe High School students' overnight trip to the 2011 Business Professionals of America – State Leadership Conference, Grand Rapids, MI, March 24-27, 2011 according to the terms of Bylaw IICA, Field Trips and Excursions.	Mrs. Butler
6. Old Business	Mr. Vensel
7. New Business	Mr. Vensel
8. Superintendent's Comments/General Comments/Reminders	Mr. Monday
9. Public Commentary – Any Topic	Mr. Vensel
10. Adjourn Move to adjourn the January 31, 2011 Board Meeting #2.	Mr. Vensel

Board Meeting #2
January 31, 2011
Item #A

ROLL CALL

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

Time: _____

APPROVAL OF MINUTES

ENCLOSURES

- January 11, 2011 Board Work Session
- January 11, 2011 Board Organizational Meeting
- January 11, 2011 Board Meeting #1

RECOMMENDATION:

Move to approve the following minutes:

- January 11, 2011 Board Work Session
- January 11, 2011 Board Organizational Meeting
- January 11, 2011 Board Meeting #1

MOTION: _____ SUPPORT: _____ ACTION: _____

	AYE	NAY	ABSTAIN	ABSENT
Mr. Benore	_____	_____	_____	_____
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. McNamee	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____

OFFICIAL

MONROE BOARD OF EDUCATION
North Macomb Street, Monroe, Michigan 48162
Board Work Session, January 11, 2011

5:30 PM - Minutes

MISSION STATEMENT

The mission of Monroe Public Schools is to provide the resources and leadership required to guarantee equal educational opportunities in a safe, orderly, positive, and well-maintained environment; to provide learning experiences from which learners can develop talents, skills, and understanding needed for them to become contributing, responsible citizens in a democratic society and global economy; and to provide means of continually assessing its effectiveness in attaining its goals.

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David Vensel, President
Kenneth McNamee, Vice President
June Knabusch-Taylor, Secretary
Tedd March, Parliamentarian

Ronald Benore, Jr., Trustee
Wendy Spicer, Trustee
Larry VanWasshenova, Trustee

Randall Monday, Superintendent
M. Christine Butler, Assistant Superintendent Elementary & Secondary Curriculum
Kenneth Laub, Assistant Superintendent, Business and Finance

Roll Call and Call to Order

The meeting was called to order at 5:30 PM by Mr. Vensel.

Board Members Present:	Board Members Absent:	Others Present:
<ul style="list-style-type: none">• Mr. Benore• Mrs. Knabusch-Taylor• Dr. McNamee• Dr. March• Ms. Spicer• Mr. VanWasshenova• Mr. Vensel	<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• Mr. Monday• Mrs. Butler• Mr. Laub• Mr. Vergiels• Mrs. Watterworth

Board Appreciation Dinner

Sodexo provided a dinner for Board members in honor of Board of Education Appreciation Month. Randy presented appreciation plaques to Board members.

MCABOE Board of Directors Meeting

Tedd March will be representing Monroe Public Schools at the MCABOE Board of Directors meeting.

Co-Op Program

Randy reported to Board members that MCISD has determined we are not eligible to receive FTE funds for some co-op students for the 2009/10 school year. He has made appeals and will continue to do so in order to attempt to have this decision overruled.

Closed Session

Motion by Dr. March; support by Ms. Spicer to convene in closed session for the purpose of discussing strategies connected with the negotiation of collective bargaining agreements. Open Meeting Act, Sect., 8(c)
Motion carried by a 7-0 hand vote at 6:18 pm.

Minutes – January 11, 2011 Board Work Session

Reconvene Work Session

Motion by Dr. March, support by Mr. Benore that the January 11, 2011 Work Session of the Monroe Public Schools Board of Education be reconvened.

Adjournment

Motion by Dr. March; support by Mr. Benore that the January 11, 2011 Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 6:46 PM.

JUNE KNABUSCH-TAYLOR, SECRETARY

Official

MONROE BOARD OF EDUCATION

1275 North Macomb Street, Monroe, Michigan 48162

Minutes – Board Organizational Meeting – January 11, 2011

Ronald Benore, Jr.
June Knabusch-Taylor
Kenneth McNamee
Tedd March
Wendy Spicer
Larry VanWasshenova
David Vensel

Randall Monday, Superintendent
M. Christine Butler, Assistant Superintendent, Elementary &
Secondary Curriculum
Kenneth Laub, Assistant Superintendent, Business & Finance
Jennifer Watterworth, Secretary to Superintendent and Board

MINUTES

Roll Call and Call to Order: The Organizational Meeting was called to order at 6:50 PM by Mr. Monday.

Board Members Present:	Board Members Absent:	Others Present:
<ul style="list-style-type: none">• Mr. Benore• Mrs. Knabusch-Taylor• Dr. McNamee• Dr. March• Ms. Spicer• Mr. VanWasshenova• Mr. Vensel	<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• Mr. Monday• Mrs. Butler• Mr. Laub

Election of President

Move to nominate David Vensel as President of the Monroe Public Schools Board of Education for the 2011 calendar year.

Motion by Dr. McNamee; support by Mr. Benore.

Move to close the nominations for Board President.

Motion by Dr. McNamee; support by Mr. Benore. Vote: Motion carried by a 7-0 hand vote.

Move to appoint David Vensel as President of the Monroe Public Schools Board of Education for the 2011 calendar year.

Motion by Dr. McNamee; support by Dr. March. Vote: Motion carried by a 7-0 roll call vote.

Election of Vice President

Move to nominate Kenneth McNamee as Vice President of the Monroe Public Schools Board of Education for the 2011 calendar year.

Motion by Dr. March; support by Mr. Vensel. Nominations were closed and approved by a 7-0 hand vote.

Move to appoint Kenneth McNamee as Vice President of the Monroe Public Schools Board of Education for the 2011 calendar year.

Motion by Mrs. Knabusch-Taylor; support by Dr. March. Vote: Motion carried by a 7-0 roll call vote.

Election of Secretary

Move to nominate June Knabusch-Taylor as Secretary of the Monroe Public Schools Board of Education for the 2011 calendar year.

Motion by Dr. March; support by Dr. McNamee. Nominations were closed and approved by a 7-0 hand vote.

Move to appoint June Knabusch-Taylor as Secretary of the Monroe Public Schools Board of Education for the 2011 calendar year.

Motion by Mr. Benore; support by Ms. Spicer. Vote: Motion carried by a 7-0 roll call vote.

Election of Treasurer

Move to appoint Kenneth Laub as Treasurer of Monroe Public Schools Board of Education for the 2011 calendar year.

Motion by Mrs. Knabusch-Taylor; support by Dr. March. Vote: Motion carried by a 7-0 roll call vote.

Election of Parliamentarian

Move to nominate Tedd March as Parliamentarian of the Monroe Public Schools Board of Education for the 2011 calendar year.

Motion by Mrs. Knabusch-Taylor; support by Mr. Benore. Nominations were closed and approved by a 7-0 hand vote.

Move to appoint Tedd March as Parliamentarian of the Monroe Public Schools Board of Education for the 2011 calendar year.

Motion by Mr. Benore; support by Dr. McNamee. Vote: Motion carried by a 7-0 roll call vote.

Appointment of Administrative Secretary

Move to appoint Jennifer Watterworth as Administrative Secretary of Monroe Public Schools Board of Education for the 2011 calendar year

Motion by Mrs. Knabusch-Taylor; support by Dr. McNamee. Vote: Motion carried by a 7-0 roll call vote.

Adoption of Board Bylaw Manual

Move to approve the adoption of the Monroe Public Schools Bylaw Manual as its bylaws until such time any of those bylaws are changed by the Board.

Motion by Dr. McNamee; support by Dr. March. Vote: Motion carried by a 7-0 roll call vote.

Appointment of General Counsel

Move to appoint the firm of McCormick and Davies, PC, to represent the Monroe Board of Education as general counsel for the Monroe Public School District for the 2011 calendar year and further to name Mr. James Davies as prime counsel and Mr. Edward J. McCormick, Jr. as alternate.

Motion by Dr. McNamee; support by Mr. Benore. Vote: Motion carried by a roll call vote.

Discussion: Mr. VanWasshenova would like to see this item put out for bid in the future. Mr. Benore noted that McCormick and Davies are separate businesses at this time.

Vote: Motion failed by a 1-6 roll call vote. Mr. Benore, Mrs. Knabusch-Taylor, Dr. March, Ms. Spicer, Mr. VanWasshenova and Mr. Vensel voted no.

Appointment of General Counsel

Move to appoint James Davies to represent the Monroe Board of Education as general counsel for the Monroe Public School District for the 2011 calendar year.

Motion by Mrs. Knabusch-Taylor; support by Dr. March. Motion carried by a 7-0 roll call vote.

Appointment of School Election Administrator

Move to approve the following, I, June Knabusch-Taylor, Secretary of the Monroe Board of Education, do hereby appoint Kenneth Laub, Assistant Superintendent for Business and Finance, Deputy Secretary to the Board of Education for the purpose of administering all matters pertaining to the Monroe Public School District elections for the year 2011, and that a signed Constitutional Oath of Office be affixed to the official minutes of the Board of Education.

Motion by Dr. McNamee; support by Dr. March. Vote: Motion carried by a 7-0 roll call vote.

Board Member Pay

Move to establish the rate of pay for the Board of Education members at \$30.00 per meeting for the 2011 calendar year, if members choose to accept it, that the pay be quarterly, that a Board member must be in attendance to receive the pay, and the Board members who do not wish to receive pay notify the payroll office in writing.

Motion by Dr. McNamee; support by June Knabusch-Taylor.

Discussion: Dr. March suggested that Board members take a 10% pay cut similar to cuts made by employee groups.

Vote: Motion carried by a 4-3 roll call vote. Mr. Benore, Dr. March and Ms. Spicer voted no.

Appointment of Certified Public Accountant

Move to employ the accounting firm of Cooley, Hehl, Wohlgamuth & Carlton, Certified Public Accountants, to perform the annual audit of financial records and funds of Monroe Public Schools **and** for the Monroe Public Schools Education Foundation for the 2010/2011 Fiscal Year in conformance with prescribed standards and legal requirements of the State of Michigan.

Motion by Dr. McNamee; support by Dr. March.

Discussion: Mr. VanWasshenova would like to see this put out for bids in the future.

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

Consent Agenda – Corporate Resolutions and Facsimile Signatures

Move that Agenda Items 13 through 26 be considered as a Consent Agenda and that the agenda items be approved as recommended for the 2011 calendar year.

Corporate Resolution – Monroe Bank and Trust

Move to adopt the Corporate Resolution for Monroe Bank and Trust for the 2011 calendar year.

Corporate Resolution – PNC Bank

Move to adopt the Corporate Resolution for National City Bank for the 2011 calendar year.

Corporate Resolution – Fifth Third Bank

Move to adopt the Corporate Resolution for Fifth Third Bank for the 2011 calendar year.

Corporate Resolution – Education Plus Credit Union

Move to adopt the Corporate Resolution for Education Plus Credit Union for the 2011 calendar year.

Corporate Resolution – Flagstar Bank

Move to adopt the Corporate Resolution for Flagstar Bank for the 2011 calendar year.

Corporate Resolution – Wells Fargo

Move to adopt the Corporate Resolution for Wells Fargo Bank for the 2011 calendar year.

Corporate Resolution – Key Bank

Move to adopt the Corporate Resolution for Key Bank for the 2011 calendar year.

Resolution for Facsimile Signatures–Monroe Bank & Trust

Move to adopt the Resolution for Facsimile Signature – Monroe Bank & Trust for the 2011 calendar year.

Resolution for Facsimile Signatures–PNC Bank

Move to adopt the Resolution for Facsimile Signature – National City Bank for the 2011 calendar year.

Resolution for Facsimile Signatures–Fifth Third Bank

Move to adopt the Resolution for Facsimile Signature – Fifth Third Bank for the 2011 calendar year.

Resolution for Facsimile Signatures–Education Plus CU

Move to adopt the Resolution for Facsimile Signature – Education Plus CU for the 2011 calendar year.

Resolution for Facsimile Signatures–Flagstar Bank

Move to adopt the Resolution for Facsimile Signature – Flagstar Bank for the 2011 calendar year.

Resolution for Facsimile Signatures–Wells Fargo

Move to adopt the Resolution for Facsimile Signature – Flagstar Bank for the 2011 calendar year.

Resolution for Facsimile Signatures–Key Bank

Move to adopt the Resolution for Facsimile Signature – Key Bank for the 2011 calendar year.

Motion by: Dr. McNamee; support by Mrs. Knabusch-Taylor. Vote: Motion carried by a 7-0 roll call vote.

Adjournment

Move to adjourn the January 11, 2011 Organizational Meeting of the Monroe Public Schools Board of Education.

Motion by Dr. McNamee; support by Mrs. Knabusch-Taylor. Vote: Motion carried by a 7-0 hand vote at 7:20 pm.

JUNE KNABUSCH-TAYLOR, SECRETARY

ACCEPTANCE OF OFFICE

I do hereby accept the office of Member of the Board of Education of **Monroe Public Schools, Monroe, Michigan.**

Dated: November 9, 2010

June Knabusch-Taylor
June Knabusch-Taylor

CONSTITUTIONAL OATH OF OFFICE

STATE OF MICHIGAN }
COUNTY OF MONROE }

Before me, a Notary Public in and for the County of **MONROE**, appeared

June Knabusch-Taylor, who took and subscribed the following oath:

"I do solemnly swear (or affirm) that I will support the constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of office of member of the board of education of **Monroe Public Schools** according to the best of my ability."

June Knabusch-Taylor
Signature



Subscribed and sworn to before me this

5th day of January, A.D., 2011

Holly A. Scherer
Notary Public in and for the County of
Monroe, State of Michigan

My commission expires July 25, 2015

Official

Monroe BOARD OF EDUCATION

1275 North Macomb Street, Monroe, Michigan 48162

Minutes – Board Meeting #1 – January 11, 2011

David Vensel, President
Kenneth McNamee, Vice President
June Knabusch-Taylor, Secretary
Tedd March, Parliamentarian
Ronald Benore, Jr., Trustee
Wendy Spicer, Trustee
Larry VanWasshenova, Trustee

Randall Monday, Superintendent
M. Christine Butler, Assistant Superintendent, Elementary &
Secondary Curriculum
Kenneth Laub, Assistant Superintendent, Business & Finance
Jennifer Watterworth, Secretary to Superintendent and Board

MINUTES

Roll Call and Call to Order: The regular meeting was called to order at 7:20 PM by Mr. Vensel.

Board Members Present:	Board Members Absent:	Others Present:
<ul style="list-style-type: none">• Mr. Benore• Mrs. Knabusch-Taylor• Dr. McNamee• Dr. March• Ms. Spicer• Mr. VanWasshenova• Mr. Vensel	<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• Mr. Monday• Mrs. Butler• Mr. Laub

January – School Board Recognition Month

Mr. Monday reminded the audience that January is School Board Member Appreciation Month. Earlier in the evening, Board members were honored at a dinner given by the Sodexo staff, and were presented with plaques by Mr. Monday.

Teacher Recognition – Deb Scheich

Mr. Vergiels introduced Deb Scheich, who was recently named “Teacher of the Year” by Monroe’s local VFW Post 1138, Mr. Gaston of the VFW Post 1138, as well as Julie Klemz, a Manor teacher who nominated Deb for the honor. Now, Deb will be entered in the district competition for Michigan teacher of the year. If she is selected, she will then go further to compete for National Teacher of the Year.

Public Commentary

There was none at this time.

Approval of Minutes

Move to approve the following minutes:

- December 14, 2010 Board Meeting #23 Minutes
- January 5, 2011 Special Board Meeting Minutes (Student Discipline)

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

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

Reports and Updates

- December 14, 2010 Board of Education Finance Committee of the Whole
- Informational Report – Contracted Coaches

The reports were accepted without comment.

Purchase of Used Cargo Van

Move to approve the purchase of a used 2001 Chevrolet 2500 Cargo Van from Kachar's Used cars for a cost not to exceed \$7,523. This purchase will be funded from general maintenance capital outlay.

Motion made by Dr. McNamee; support by Mrs. Knabusch-Taylor.

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

Purchase of Instructional Materials

Move to approve the purchase of four Fountas and Pinnell Leveled Literacy and Intervention program kits for a cost not to exceed \$11,855.60. Funding for this purchase will be from Title I allocations. Fountas and Pinnell is a single source provider for these materials.

Motion by Mrs. Knabusch-Taylor; support by Dr. March.

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

Teacher Tenure Recognition

Move to confirm and endorse the granting of tenure for Amanda Perkey and Cassidy Wodke on the appropriate anniversary dates.

Motion made by Mrs. Knabusch-Taylor; support by Dr. March.

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

Establish Dates, Time and Location of Board of Education Meetings

Move to establish Monroe Board of Education meeting dates as follows:

January 25, 2011 Finance Committee of the Whole and Board Meeting #2

February 8, 2011 Work Session and Board Meeting #3

February 22, 2011 Finance Committee of the Whole and Board Meeting #4.

All workshops will begin at 5:30 pm and regular meetings will begin at 7:00 pm at the Administration Building, 1275 North Macomb Street, Monroe, MI 48162 as listed.

Motion by Mr. VanWasshenova; support by Mr. Vensel.

Discussion: Dr. McNamee and Dr. March will not be able to attend Tuesday meetings during January and February due to other conflicts. A compromise was worked out whereby two meetings could be held on Mondays rather than Tuesdays. Therefore, the motion was rescinded.

Move to establish Monroe Board of Education meeting dates as follows:

January 31, 2011 Finance Committee of the Whole and Board Meeting #2

February 8, 2011 Work Session and Board Meeting #3

February 28, 2011 Finance Committee of the Whole and Board Meeting #4.

All workshops will begin at 5:30 pm and regular meetings will begin at 7:00 pm at the Administration Building, 1275 North Macomb Street, Monroe, MI 48162 as listed.

Motion by Mr. Vensel, support by Dr. March. Vote: Motion carried by a 5-2 roll call vote. Mr. Benore and Mrs. Knabusch-Taylor voted no.

Old Business

Mr. VanWasshenova asked for an update on the Virtual High School. At the present time, we have 26 students with full FTEs. We are able to enroll students from other districts if the student is expelled or a drop out.

New Business

- Dr. McNamee noted a scholarship is available for a 10 year old fifth grade boy who is interested in joining an AAU basketball team.
- Mr. Vergiels spoke to the Board about his meeting with Tracey Palm of the Arthur Lesow Community Center. Their discussion was regarding the use of the Lincoln School gym for a boxing program on a three month trial period.
- Mr. Benore thanked the administration for all of their help since his election to the school board.
- Mrs. Knabush-Taylor thanked the Board of Education for selecting her as School Board Secretary.

Superintendent's Comments

- In honor of Martin Luther King Day, activities sponsored by the MCCC Diversity Committee will be held January 16th beginning at 3:30 pm and January 17th beginning at 11:00 am.
- Congratulations to MHS students Brandon Dusseau and Kelsey VanAken, who qualified for the state competition at the Business and Professionals of American regional last week.
- Congratulations to the 39 MHS students who have qualified for the National Technical Honor Society at Monroe High. The induction ceremony will be January 19 at 7:00 pm in the MHS Auditorium.
- MMS students will participate in a video streaming activity with StormTracker 11 Meteorologist, Chris Vickers on Wednesday, January 12th.
- Julie Everly and Ryan Starr were interviewed for a story in next month's "Principal Communicator" magazine regarding the combining of Hollywood and Cantrick Schools into one unified campus.
- WYDM 97.5 radio station will be broadcasting twelve sporting events during the winter sport season.
- Registration is taking place for winter Community Education classes.
- The MHS Athletic Hall of Fame's newest class will be introduced at the basketball game on February 25.
- Board Members should indicate on which committees they are interesting in participating and submit their choices to Jenny or Randy by the end of the week.

Public Commentary – Any

There was none at this time.

Adjournment

Move that the January 11, 2011 Board Meeting #1 be adjourned.

Motion made by Dr. McNamee; support by Mrs. Knabusch Taylor. Vote: Motion carried by a 7-0 hand vote at 8:09 PM.

JUNE KNABUSCH-TAYLOR, SECRETARY

BOARD MEETING #2
January 31, 2011
Item #C.2

REPORTS AND UPDATES

Board Committees/Other Reports:

- Informational Report – Contracted Coaches

Informational Report **Contracted Coaches**

We are in receipt of the **resignation of James Fisher** as the Assistant Coach of MMS Wrestling for the purpose of other employment. This resignation was effective immediately. **Kyle Hawkins is being recommended** to TSSI by John Ray to complete the 2010-11 Winter 2 season and upon completion of criminal history verifications will be placed in said position.

Steve Favreau will be placed in the position of 8th Grade Softball Coach at MMS by Temporary School Staff, Inc. for the spring 2010/11 season upon completion of criminal history verifications as recommended by John Ray.

**OVERNIGHT FIELD TRIP TO THE STUDENT LEADERSHIP CONFERENCE IN
KALAMAZOO, MI BY THE MCCC UPWARD BOUND PROGRAM**

BACKGROUND:

The Director of Upward Bound, Anthony Quinn, wishes to petition the Board of Education for permission to take the Upward Bound students on an overnight trip to Kalamazoo, MI to attend the 2011 MI-CAPP "Stand up, Speak out" Student Leadership summit. He is requesting permission for the Upward Bound students to participate in this conference that will be held at the Radisson Plaza Hotel in Kalamazoo on Friday, February 18 until Sunday, February 20. This trip is fully funded by the US Department of Education and by the Monroe County Community College Foundation. No district funds or monies from the students or parents will be used for this trip.

All aspects of this trip will be in compliance with Board Policy IICA and are on file in the office of the Assistant Superintendent for Elementary and Secondary Education.

ENCLOSURES:

Monroe Public Schools Field Trip Information Form and Excursion Check List Form

RECOMMENDATION:

Move to approve the request for The Upward Bound students from Monroe High School to attend the 2011 MI-CAPP "Stand up, Speak out" Student Leadership Summit to be held at the Radisson Plaza Hotel in Kalamazoo on Friday, February 18 until Sunday, February 20, 2011, 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>
Mr. Benore	_____	_____	_____	_____
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. McNamee	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____

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 = A
- Written approval by such principal and the superintendent or his/her designee = A
- Written parent permission form (IICA-F1/Board Policy Manual) = in the process of. = B
- 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:

This is a federally approved trip for the UB program. The grant stipulates that the program will provide comprehensive range of activities to generate academic + self help skills as well as infuse in students the excitement + motivation needed to persist in post-secondary education. One of the activities we said the program will provide is the leadership development workshop.
How this trip will engage students in activities congruent to our content standards during this trip:

Attached are past itineraries that hi-light a range of activities from the leadership development workshop.

As in the past conference material will not be available until the day of arrival.

Follow-up classroom lessons:

We have asked our students to present the information they received at the conference to the UB program. In addition, each student will write a brief summary of what they took away from the conference.

- Contract(s) with agent(s) making travel/accommodation arrangements = NOT APPLICABLE
ARRANGEMENTS MADE THROUGH ANTHONY QUINN
- Detailed Itinerary
- Funding sources UPWARD Bound Program.
- Chaperones
- Arrangements made for students with financial hardship = PAID FOR by the UB program
- If private vehicle(s) used, Form EEAE-F-3 (Board Policy Manual) attached. = E

Drafted: 1/20/95

Revised: 12/16/97

Number of Other Adults Assisting: 0

Number of School Days Student will be Attending Trip: (1) Friday = President's Day
WINTER BREAK

Cost Per Child: \$275

Cost Per Chaperone: \$300

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes No
Chaperones: Yes No

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

- Full compliance with Board of Education Policy IICA - Field Trips & Excursions Forms = F
- Signed parent permission forms for each student participant (IICA - FI) = G
- Field Trip Permission Forms (F-II) Refer to B
- Compliance with Educational Academic Field Trip regulations - Standard Practice Bulletin I-11 10 DAYS PRIOR NO AFTERWORK REQUESTED
- Written request to appropriate building principal = A Field Trip Information Form
- Written description of field trip to parents = H
- Written approval by building principal = A Signed on - January 6, 2011.
- Detailed itinerary (Out of country trips may not have detailed itinerary until 30 days prior to trip) = C
- List of approved chaperones = D
- Identification of funding sources = U, B.
- Signed private vehicle use (for transporting students - EEAE-F-3) = E
- Description of arrangements made for students with financial hardship = NOT APPLICABLE
- All necessary signed contracts/agreements with participating travel agents = NOT APPLICABLE
- Emergency telephone numbers for all participants
- Description of this trip and congruency with course curriculum = FIRST PAGE
- Emergency Contingency Plan included, if method of transportation is flying. NOT APPLICABLE
- Turn in Criminal History forms, on non-staff chaperones, to the Superintendents Office prior to any deposits being made to any travel agent. = NOT APPLICABLE

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:

See attached

School(s): _____

Chaperones: Anthony Quinn - Director of ICB
Dannelle Lambert - Academic Skills Coordinator

Method of Transportation: Enterprise Van Rental

Date of Departure: 02/18/2011

Time of Departure: 9am

If overnight, number of nights: 2

Date of Return: 02/20/2011

Time of Return: 12 noon

Number of Students Participating: 7

Number of Staff Supervising: 2

**2011 ANNUAL
STUDENT LEADERSHIP CONFERENCE
FEBRUARY 18, 19 AND 20TH
KALAMAZOO, MICHIGAN
RADISSON PLAZA HOTEL**

DESCRIPTION OF TRIP

The Monroe County Community College Upward Bound Program will attend the 2011 MI-CAPP "Stand up, Speak out" Student Leadership Summit. The conference will be held at the Radisson Plaza Hotel in Kalamazoo on Friday, February 18th until Sunday, February 20th.

Students will spend the weekend in workshops aimed at raising their self-perception, consciousness, leadership and motivation for continued academic achievement. Our Upward Bound students will also have the opportunity to attend a college fair, visit a university and take part in a community service project.

Monroe Public Schools Field Trip Information Form

Extra
Copy.

(A)

Date of Trip: February 18-20, 2011

Grade/Team/Organization Making Request: Upward Bound

Destination: Kalamazoo, Mi.

Address: Radisson Plaza Hotel

City: _____ State: _____ Zip: _____

Means of Transportation: Enterprise Vans

Number of Students and Adults Involved: 9

Exact Loading Location: A wing

Estimated Time of Departure: 9am on Friday - Feb 18th

Estimated Time of Departure from Destination: 12 noon

Expected Time of Arrival: 12 noon

Purpose of Trip: Student Leadership Conference

Faculty Supervisor: Anthony Quinn,
SEL

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

Principal's Signature: [Signature] Date: 1/6/11

Approved Denied

Assistant Superintendent's Signature: [Signature] Date: _____

Approved Denied

D

**UPWARD BOUND 2011 ANNUAL
STUDENT LEADERSHIP CONFERENCE
FEBRUARY 18, 19 AND 20TH
KALAMAZOO, MICHIGAN
RADISSON PLAZA HOTEL**

CHAPARONS

CHAPARON: ANTHONY QUINN, DIRECTOR OF UPWARD BOUND

CHAPARON DANNIELLE LAMBERT, ACADEMIC SKILLS COORDINATOR FOR UPWARD BOUND

H
Written
Parent
Letter

January 17, 2011

Dear Parent/Guardian:

RE: 2011 MI-CAPP Student Leadership Summit and TRiO Day

Your student has been selected by the MCCC's Upward Bound Program to attend the 2011 MI-CAPP Student Leadership Summit and TRiO Day. The summit is scheduled to take place at the Kalamazoo Radisson Hotel, located at 100 W. Michigan Ave., Kalamazoo, Michigan 49007, Friday, February 18 through Sunday, February 20, 2011. The phone number for the hotel is (269) 343-3333. Students will leave Monroe High School at approximately 9:00 AM, and will return to MHS at approximately 2:00 PM on Sunday. Also, please note that there will be a semi-formal dinner on Saturday, February 19, so please make sure that your student packs the proper attire. As always, there is no charge to the students for summit registration, meals or hotel accommodations. However, there is a gift store/coffee shop in the lobby if they would like to bring extra spending money.

Students will spend the day in workshops aimed at raising their self-perception, consciousness, leadership and motivation for continued academic achievement. In addition, all MCCC Upward Bound students who will be participating in the summit are expected to turn in a notarized permission slip and a "Code of Conduct" form no later than February 12, 2011. The notarized permission slips were given to your student. However, I have enclosed the "Code of Conduct" form, please be sure to read the "Code of Conduct" form over with your student, and have your student, and yourself sign the "Participant Statement of Acceptance".

If there are any questions or concerns, please feel free to contact me at (734) 265-3446 or Anthony Quinn at (734) 384-4279. Thank you in advance for allowing your student to participate in this event.

Sincerely,

Dannielle A. Lambert, Academic Skills Coordinator
Upward Bound

Enclosures (1)

MONROE HIGH SCHOOL
FIELD TRIP PERMISSION SLIP FORM

Dear Parent and/or Guardian:

The Upward Bound Program will be going to our annual leadership conference that is being held in Kalamazoo, Michigan. The conference is held at the Radisson Plaza Hotel on February 18th, 19th, and the 20th (Friday through Sunday). We will be leaving the high school on Friday morning, February 18th at approximately 8:30am. We will depart from F wing. We will return on Sunday, February 20th sometime around 2pm.

Transportation will be provided by Mr. Quinn and Ms. Lambert.

We request that you sign this permission slip and have it returned to the Upward Bound office located in A-115, as soon as possible.

Thank you

Stacey Langton
Administrative Assistant
Upward Bound Program
Monroe County Community College

I hereby give permission for:

CIERRA C. CLAY
Print student's name

1-24-11
Date

Cierra C. Clay
Signature of student's name

I understand that the students will be going to the annual MI-MAEOPP Leadership Conference that is being held in Kalamazoo, Michigan on February 18, 19 and 20th. The student will return to the high school on Sunday, February 20th at approximately 2pm.

CRISTAL R. HAYES
Cristal R. Hayes
Print Parent and/or Guardian Signature

1-24-11
Date

Cristal R. Hayes
Signature of parent and/or guardian

MI-CAPP
Michigan Chapter of Mid-America Association of
Educational Opportunity Programs Personnel
2011 Student Leadership Summit and TRiO Day

February 18-20, 2011
Kalamazoo Radisson Hotel and Suites
100 West Michigan Avenue, Kalamazoo Michigan 49007

Code of Conduct

The Michigan Chapter of Mid-America Association of Educational Opportunity Programs Personnel (MI-MAEOPP) defines the following conduct as accepted and preferred practices for participants and program sponsors during the TRiO Day/Student Leadership Summit. Violations or the failure to comply with the Code will be deemed as obtrusive to the general welfare of the TRiO Day/Student Leadership Summit. Participants and/or program sponsors (as well as the participants' sponsoring program) who do not abide by the Code of Conduct may be subject to exclusion from the present and possibly future conferences.

1. Participants and/or program sponsors will neither engage in, nor aid, abet or entice another into any disorderly conduct or breach the peace of any MI-MAEOPP or host facility owned or controlled property, or at any MI-MAEOPP or host facility sponsored or supervised activity.
2. Participants and/or program sponsors will comply with the directions of any MI-MAEOPP and/or host facility staff acting in reasonable performance of their duty and will provide personal identification (i.e., name, program, etc.) when requested to do so.
3. Participants and/or program sponsors will not cause nor engage in conduct that endangers the health or safety of another person.
4. Participants and/or program sponsors will not be involved with theft or damage to property of both the Association and host facility community.
5. Participants and/or program sponsors acknowledge that the possession and/or consumption of alcoholic beverages while on the grounds or in the building of the host facility by minors is prohibited by state law.
6. Participants and/or program sponsors acknowledge that state law prohibits the possession, use or distribution of narcotics or illegal drugs on host facility or controlled property.

The participants and program sponsors, by virtue of their signatures on the Conduct Agreement, agree to abide by the above expectations.

MI-CAPP
Michigan Chapter of Mid-America Association of
Educational Opportunity Programs Personnel
2011 Student Leadership Summit and TRiO Day

February 18-20, 2011
Kalamazoo Radisson Hotel and Suites
100 West Michigan Avenue, Kalamazoo Michigan 49007

Code of Conduct

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1. Participants and/or program sponsors will neither engage in, nor aid, abet or entice another into any disorderly conduct or breach the peace of any MI-MAEOPP or host facility owned or controlled property, or at any MI-MAEOPP or host facility sponsored or supervised activity.
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3. Participants and/or program sponsors will not cause nor engage in conduct that endangers the health or safety of another person.
4. Participants and/or program sponsors will not be involved with theft or damage to property of both the Association and host facility community.
5. Participants and/or program sponsors acknowledge that the possession and/or consumption of alcoholic beverages while on the grounds or in the building of the host facility by minors is prohibited by state law.
6. Participants and/or program sponsors acknowledge that state law prohibits the possession, use or distribution of narcotics or illegal drugs on host facility or controlled property.

The participants and program sponsors, by virtue of their signatures on the Conduct Agreement, agree to abide by the above expectations.

**2011 MI-MAEOPP
Student Leadership Summit
and TRiO Day**

February 18-20, 2011
Kalamazoo Radisson Hotel and Suites
100 West Michigan Avenue, Kalamazoo Michigan 49007

Participation in the MI-MAEOPP Student Leadership Summit brings with it certain responsibilities for the student, parent/guardians and the sponsoring program. As a participant in the Summit, each student must agree to and abide by the following:

1. Each participant will be held responsible for his/her conduct during Summit activities (refer to the TRiO Student Leadership Summit Code of Conduct).
2. Attendance at Summit events and activities, either as participant or observer, is mandatory.

If these responsibilities are not met, participation by the student, and possibly the student's sponsoring program, in the Summit is subject to termination.

Participant Statement of Acceptance

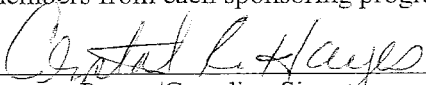
I certify that I will abide with the above statements and that I accept them as true. If any sponsoring program permits my participation, I agree to follow the rules and regulations established by the MI-MAEOPP Board of Directors for participation in the Summit.

Signature of Participant

Date

Parent/Guardian and Program Statement of Acceptance

We understand our signature means we will hold each participant responsible for his/her overall conduct and compliance to the rules and regulations of the Student Leadership Summit and the hosting association. We further understand that our responsibility includes cooperation with staff members from each sponsoring program and other associations or host facility personnel.



Parent/Guardian Signature

1-19-11

Date

Program Director Signature

Date

Program Sponsor Signature

Date

MONROE HIGH SCHOOL
ROBOTICS CLASS
OVERNIGHT/OUT OF - STATE EDUCATIONAL COMPETITION

BACKGROUND:

Mr. Steve Ketron, Monroe High School industrial arts teacher, wishes to petition the Board of Education for permission to take sixteen (16) Monroe High School students to the First Robotics District Competition held in Rochester, New York. The robotics competition is being held March 3rd, 4th, and 5th, 2011 and while in Rochester, New York the group will be staying at the Rochester, New York, Super 8 Hotel. The Monroe High School students have been meeting for several months gearing up for the competition and honing their skills in the areas of robotic programming, pneumatics, electrical, machining, workplace safety and time management. They have also been using technology applications information, applying computer programming languages, using safety techniques, explaining circuit protectors, and demonstrating basic mechanic knowledge in the areas of bearings and gears to make sure they work effectively with others from diverse backgrounds. No Monroe Public Schools funds will be used to defray the cost of this trip and all aspects of the trip will be in accordance with related Board policies.

ENCLOSURES:

Monroe Public Schools – Abbreviated Field Trip & Excursion Check List Form
(With complete packet housed in the office of the Assistant Superintendent of Secondary Curriculum and Instruction)

RECOMMENDATION:

Move to approve the Monroe High School students' attendance at the First Robotics District Competition being held at the Rochester Institute of Technology, Rochester NY, 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>
Mr. Benore	_____	_____	_____	_____
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. McNamee	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____

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:

STUDENTS will DEMONSTRATE skills in Technical Recording AND
Communication skills (15.0403 M) while designing A Robot to compete
in the competition.

How this trip will engage students in activities congruent to our content standards during this trip:

STUDENTS will have the opportunity to ANSWER^{ASK} questions coherently AND
concisely (15.0403 M 3,4) while ALSO demonstrating proficiency in pneumatic
systems (15.0403 R), MECHANICAL PWR TRANSMISSION, AND mechanisms, Linkage & Levers
(15.0403 S) (15.0403 T)

Follow-up classroom lessons:

STUDENTS will REVIEW their RESULTS AND ACTIONS IN A
LESSONS learned ACTIVITY

- Contract(s) with agent(s) making travel/accommodation arrangements
- Detailed Itinerary
- Funding sources
- Chaperones
- Arrangements made for students with financial hardship
- If private vehicle(s) used, Form EEAE-F-3 (Board Policy Manual) attached.

Drafted: 1/20/95
Revised: 12/16/97

Number of Other Adults Assisting: ~~FAD~~ 3

Number of School Days Student will be Attending Trip: 2

Cost Per Child: \$300

Cost Per Chaperone: 0

Monroe Public Schools Funds Being Used to Pay for:

(Covered by Team/club account, approx. \$250⁰⁰ ea.)

Students: Yes

No

Chaperones: Yes

No

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

- Full compliance with Board of Education Policy IICA - Field Trips & Excursions Forms
- Signed parent permission forms for each student participant (IICA - FI)
- 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 ~~FAD~~ →
- Identification of funding sources
- Signed private vehicle use (for transporting students - EEAE-F-3)
- Description of arrangements made for students with financial hardship
- All necessary signed contracts/agreements with participating travel agents
- Emergency telephone numbers for all participants
- Description of this trip and congruency with course curriculum
- Emergency Contingency Plan included, if method of transportation is flying.
- Turn in Criminal History forms, on non-staff chaperones, to the Superintendents Office prior to any deposits being made to any travel agent.

Updated: 09/12/06

MONROE PUBLIC SCHOOLS

ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

Complete details of this field trip can be obtained from the Assistant Superintendents of Secondary and/or Elementary Curriculum. All details are in compliance with Board Policy IICA.

FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

Rochester/webster NY

To compete in a FIRST Robotics Competition

School(s): Monroe High School

Chaperones: MR. FERRARA MR. AUSBURY

MR. KETRON

MR. KENNEDY

MR. BOLSTER

Method of Transportation: Private Vehicle Transportation

Date of Departure: 3 / 3 / 11

Time of Departure: 12pm

If overnight, number of nights: 3

Date of Return: 3 / 5 / 11

Time of Return: 11⁴⁵ pm

Number of Students Participating: 20(16)

Number of Staff Supervising: 2



MONROE HIGH SCHOOL CAREER & TECHNICAL EDUCATION

901 Herr Road Monroe, MI 48161 Phone 734.265.3450 Fax 734.265.3451

January 24, 2011

From: Steven M. Ketron, Instructor, Career and Technology Education, Monroe High School; Advisor, Monroe Trojan Robotics, FIRST Robotics Team #1528

Sub: FIRST Robotics Competition

As teacher of the electro-mechanical program and Advisor to the after school robotics team, I request permission to take the students on the attached documents to the FIRST Robotics Competition in Rochester, New York. These students have worked hard throughout the year to raise the money for this trip and I think this is a great reward for their hard work and dedication to the program. In order for a team member to attend this trip, they must obtain a couple goals. The first goal they must achieve is having a 2.5 or above GPA and no failing grades during the current trimester. The second goal is to raise \$500 for the trip. This money may come from any of the following places; team sponsored fundraiser like the patron book, parent work sponsorship, parents driving and chaperoning events, fundraising events like the M.A.R.C., or out of pocket funds. If the students work on these mentioned activities and still cannot raise the funds, then the team is willing to give them a loan for the remaining balance which the students/parents can pay-off by working the upcoming M.A.R.C. event. This event usually raises about \$300 for each student that works the event. If any there are any further questions, I will be attending the school board meeting on 1-31-11 to answer them. Thank you for your consideration.

Steven M. Ketron
Monroe High School
901 Herr Rd
Monroe, MI 48161
(734)265-3567
Ketron@monroe.k12.mi.us

MONROE HIGH 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: 3/2-5/11

Date of request: 12/16/10

Grade or organization making request: CTE Robotics class/team

Faculty Sponsor: MR. KETRON

Destination: Rochester, NY

Address: 149 Lomb Memorial Drive, Rochester, NY 14623

Phone Number of Destination: _____

Purpose: ATTEND FIRST Robotics Competition

Estimated time of departure: 2:30pm

Estimated return time: 11:30pm

Substitute needed: yes no

Principal's signature:  Paul J. Jones

approved denied

Reason for denial _____

Rochester NY Robotics Travel Itinerary

(ADVANCE PARTY)

Wednesday(3/2/11)

12pm Students meet in Staff parking lot & load vehicles
1230pm Depart Monroe High School for Rochester NY
830pm Arrive Rochester NY Super 8 Hotel

Thursday(3/3/11)

630am Meet in breakfast area (attendance & breakfast)
715am Leave hotel for competition
745am Advance crew set-up pit and prepare for robot inspection
830am Pits and Machine shop Open
830-1200 Registration and Inspection
10am - 12pm Practice Rounds
12 - 1pm Lunch
1 - 4pm Practice Rounds
8pm Pits and Machine Shop Close

(REMAINING TEAM)

Thursday(3/3/11)

1030am Students meet in Staff parking lot & load vehicles
11am Depart Monroe High School for Rochester NY
7pm Arrive Rochester NY Super 8 Hotel
7 - 830PM Check-in to Hotel

(ENTIRE TEAM)

Friday (3/4/11)

630am Meet in breakfast area (attendance & breakfast)
715am Leave hotel for competition
8am Competition Pits Open
9 - 930am Opening Ceremonies
930AM - 12PM Seeding Matches
12 - 1pm Lunch Break
1 - 4pm Seeding Matches
415 - 5pm Award Ceremony
6pm Pits Close
630pm Dinner (TBD)
8pm Arrive Hotel

Saturday (3/5/11)

630am Meet in breakfast area (attendance & breakfast)
730am Leave hotel for competition
8am Pits and Machine Shop Open
9 - 930am Opening Ceremonies
930 - 1130am Seeding Matches
1130 - 1145am Alliance Selection
1145am - 1245pm Lunch Break
1245 - 345pm Elimination Matches
4 - 5pm Awards Ceremony
430pm Depart for Monroe High School
1145PM Arrive Monroe High School

In order for students to travel to all the Rochester event they had to raise \$500. This money was for the Michigan events, Rochester NY, and the World Championship (if qualified).

Various opportunities were given to the student to raise the funds to attend including working the MARC event, provide sponsors to our Patron Book, and have parents chaperone/drive to the event. All students with or without financial hardship were given the same opportunities and those students that tried but did not succeed with raising the funds were offered a loan from the team to attend.

BUDGET

TYPE			AMMOUNT
Hotel Rooms (8 rooms 3 nights)			\$1,580.01
Mileage (773.14 round trip/vehicle)			
2	conference rate = \$0.35		\$541.20
1	club rate= \$ 0.5		\$386.57
Team Dinner (est)			\$300
Total:			\$2,807.78

All payments will come from the Monroe High Tech Club Account #39

Teacher(s) Meals 40/day est \$320 will come from the Electro-Mechanical Budget

Group hotel discounts for a meeting, sports team, wedding or any group travel



Hotels Meeting Space Car Rentals Flights Cruise Event Calendar Event Services

E-mail: _____ Password: _____ [Forgot Password](#)

Hotel Reservation Form



- Fill out the form below and:
- Your rooms will be reserved instantly
 - You will receive a hotel confirmation # instantly
 - You will be emailed details w/ support phone #'s

Reservation Complete!

Thank you, your reservation has been made. Please print and/or save the information below. An email with this information has been sent to ketron@monroe.k12.mi.us. **Please check that all 8 rooms are confirmed in your email confirmation.**

Itinerary ID:	52596711
Confirmation Number(s):	15735010383,15735010383-1,15735010383-2,15735010383-3,15735010383-4,15735010383-5,15735010383-6,15735010383-7
Support Numbers:	US/Canada: 1-800-230-4134 Worldwide: 817 983-0741
Guest Name:	Steve Ketron
Check In:	Wednesday, Mar 2, 2011
Check Out:	Saturday, Mar 5, 2011
Total:	\$1580.88 (USD) includes tax recovery charges and service fees
Property Details:	Super 8 Webster Ny 2450 Empire Blvd. Webster, NY 14580 United States
	8 Rooms
Cancellation Policy:	We are offering an exceptionally low rate on this property In order to do so, we must make this a non-refundable rate If you choose to cancel this reservation, you will not be refunded any of the payment
Driving Directions:	The preferred airport for Super 8 Webster Ny is Rochester, NY (ROC-Greater Rochester Intl) - 163 km / 101 mi <p>Distances are calculated in a straight line from the property's location to the point of interest or airport and may not reflect actual travel distance Distances are displayed to the nearest 01 mile and kilometre </p>

Visit the URL below to cancel this reservation:

<http://www.HotelPlanner.com/Home/Cancel.cfm>

Thank you for using us. We hope you have a great stay!

[Click Here to Book Another Hotel Reservation](#)



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2011 Finger Lakes Regional Schedule

Thursday, March 3th, 2011

7:45AM 3 Team Reps to uncrate
8:30AM Pits and Machine Shop open
8:30AM-12:00PM Registration and inspection
10:00AM-12:00 PM Practice Rounds
12:00PM - 1:00PM Lunch
1:00 PM - 4:30 PM Practice rounds
8:00PM Pits and Machine Shop close

Friday, March 4th, 2011

8:00AM Pits and Machine Shop open
9:00AM – 9:30AM Opening ceremonies
9:30 AM-12:00PM Seeding matches
12:00PM-1:00 PM Lunch
1:00 PM-4:00 PM Seeding matches
4:15 PM-5:00PM Awards ceremony
6:00PM Pits and Machine Shop close

Saturday, March 5th, 2011

8:00AM Pits and machine shop open
9:00AM-9:30AM Opening ceremonies
9:30AM-11:30 PM Seeding matches
11:30PM-11:45PM Alliance Selections
11:45PM-12:45 PM Lunch
12:45 PM-3:45PM Final rounds
4:00 PM -5:00 PM Awards ceremony
6:00 PM Pits close; crates packed

NOTE: All times are subject to change



There's a new MapQuest - come try it out!



Sorry! When printing directly from the browser your directions or map may not print correctly. For best results, try clicking the Printer-Friendly button.

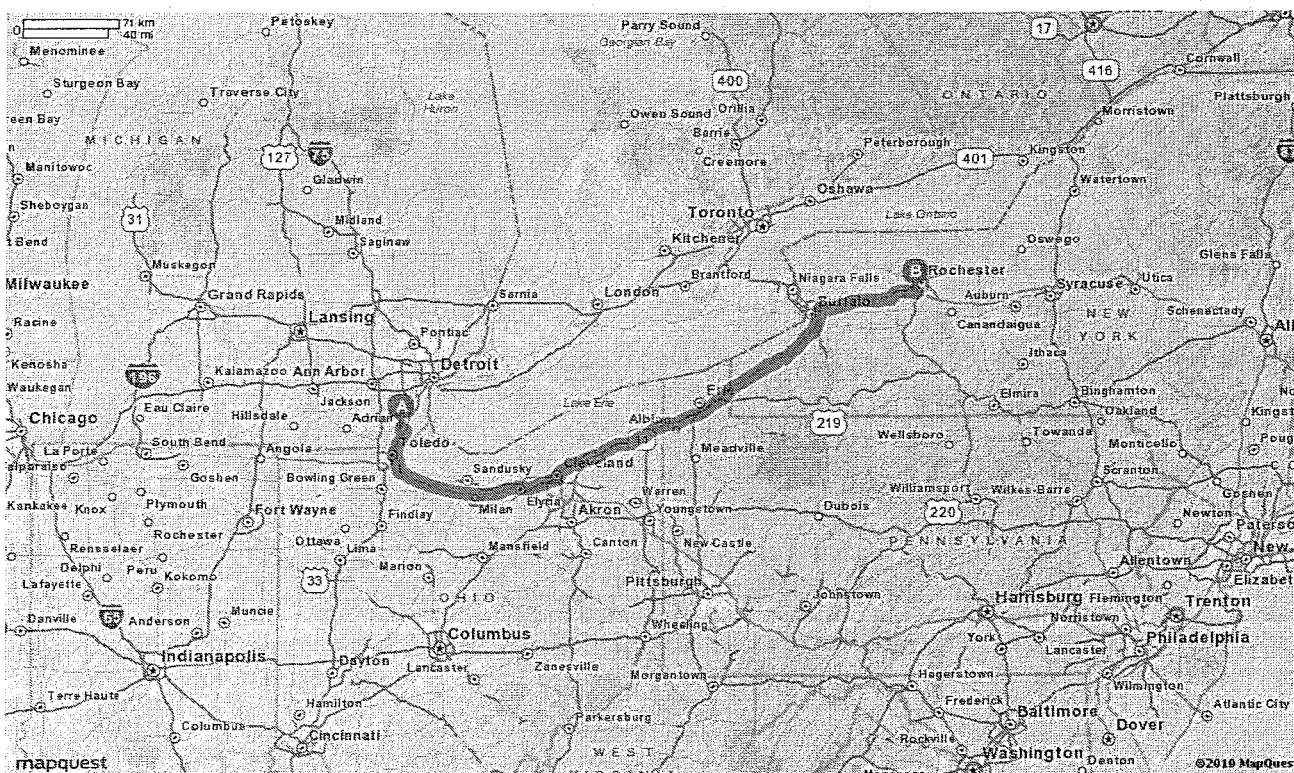
A Starting Location

901 Herr Rd
Monroe, MI 48161-9702


B Ending Location


1 Lomb Memorial Dr
Rochester, NY 14623-5603


Total Travel Estimate: **6 hours 38 minutes** / **386.57 miles** Fuel Cost: [Calculate](#)





A **901 Herr Rd**
Monroe, MI 48161-9702

- 
1. Start out going **SOUTH** on **HERR RD** toward **E DUNBAR RD**. 0.7 mi

- 
2. Turn **LEFT** onto **E DUNBAR RD**. 2.7 mi


- 
3. Turn **RIGHT** onto **LAPLAISANCE RD**. 1.0 mi


- 
4. Merge onto **I-75 S** toward **TOLEDO** (Crossing into **OHIO**). 15.0 mi

- 




5. Merge onto **I-280 S** via **EXIT 208** on the **LEFT** toward **EAST TURNPIKE/CLEVELAND**.

12.5 mi
- 



6. Merge onto **I-80 E** via **EXIT 1A** toward **CLEVELAND** (Portions toll).

79.8 mi
- 




7. Merge onto **I-480 E** via **EXIT 151** toward **CLEVELAND**.

9.6 mi
- 




8. Take the **I-71 N** exit, **EXIT 11**, toward **CLEVELAND**.

1.0 mi
- 





9. Merge onto **BEREA FWY**.

0.5 mi
- 





10. **BEREA FWY** becomes **I-71 N**.

8.6 mi
- 




11. **I-71 N** becomes **I-90 E** (Portions toll) (Passing through **PENNSYLVANIA**, then crossing into **NEW YORK**).

236.4 mi
- 



12. Merge onto **I-490 E** via **EXIT 47** toward **RT-19/LEROY/ROCHESTER**.

11.2 mi
- 





13. Take the **RT-259** exit, **EXIT 4**, toward **NORTH CHILI/WEST CHILI/SPENCERPORT**.

0.2 mi
- 





14. Turn **RIGHT** onto **UNION ST/RT-259**.

0.1 mi
- 





15. Turn **LEFT** onto **CHILI AVE/RT-33A**.

1.6 mi
- 





16. Turn **SLIGHT RIGHT** onto **BEAVER RD/RT-252/CR-127**. Continue to follow **RT-252 E**.

4.9 mi
- 




17. Turn **RIGHT** onto **LOMB MEMORIAL DR**. Pass through 1 roundabout.

0.5 mi
- 



18. **1 LOMB MEMORIAL DR** is on the **LEFT**.

 **1 Lomb Memorial Dr**Edit
 Rochester, NY 14623-5603

Total Travel Estimate: **6 hours 38 minutes** / **386.57 miles** Fuel Cost: **Calculate**

Directions and maps are informational only. We make no warranties on the accuracy of their content, road conditions or route usability or expeditiousness. You assume all risk of use. MapQuest and its suppliers shall not be liable to you for any loss or

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 Making Request: FERRARA

Date of Request: 02/05/11 Date Received in Personnel: _____

Reason for Request: FIRST Robotics Competition

Approved School Business Extra Help Meeting

Account Number(s) to be Charged:

1.1127.41.145420 1870 AC Electronics Sub Teachers

Date(s) Substitute(s) Needed: 3/3-4/2011

AM PM All Day

Substitutes Requested for:

Name:	Bldg:	Assignment
<u>MR. KETLOW</u>	<u>MHS</u>	<u>CTE ELECTRONICS</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please use a separate sheet for additional names.

Please route as follows: (1) Person making requests -- forward to (2) Appropriate Curriculum Director -- forward to (3) Personnel

Signatures: [Signature]

Principal: Bill Ferrera Approved Denied

Curriculum Director: _____ Approved Denied

Personnel: _____ Approved Denied

A limit of 12 substitutes per day will be maintained unless specific PRE-APPROVAL IS OBTAINED.

**OVERNIGHT FIELD TRIP
TO THE BUSINESS PROFESSIONALS OF AMERICA STATE CONFERENCE
AT THE AMWAY GRAND HOTEL AND CONFERENCE CENTER**

BACKGROUND:

Monroe High School co-advisors, Anne Knabusch and Joni Weaks, wish to petition the Board of Education for permission to take (3) Monroe High School students to the Business Professionals of America State Conference on an overnight trip to Grand Rapids, MI to attend the 2011 "BPA State Conference". They are requesting permission for the BPA students to attend this conference that they have qualified for at the regional level. The conference is being held at the Amway Grand Hotel and Conference Center on Thursday, March 24 through Sunday, March 27, 2011. The cost for this trip is being covered by CTE Added Cost Funds and the BPA Club Account #026; no out of pocket monies will be used for the students or advisors.

All aspects of this trip will be in compliance with Board Policy IICA and are on file in the office of the Assistant Superintendent for Elementary and Secondary Education.

ENCLOSURES:

Monroe Public Schools Field Trip Information Form and Excursion Check List Form and the Conference Tentative Schedule

RECOMMENDATION:

Move to approve the Monroe High School students' overnight trip to the 2011 Business Professionals of America - State Leadership Conference, Grand Rapids, MI, March 24-27, 2011 according to the terms of Bylaw IICA, Field Trips and Excursions.

MOTION: _____ SUPPORT: _____ ACTION: _____

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

MONROE HIGH 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: March 24-27, 2011

Date of request: Jan. 10, 2011

Grade or organization making request: BPA

Faculty Sponsor: A. Knabusch / J. Weaks

Destination: Grand Rapids, MI BPA State Conference

Address: Amway Grand Hotel & Conf. Center

Phone Number of Destination: (616) 774-2000

Purpose: Two advisors and three students would like to attend the state leadership conf. to compete in events, network and attend leadership seminars.

Estimated time of departure: March 24 @ 2:30 pm

Estimated return time: March 27 @ 3:30 pm

Substitute needed: yes no

Principal's signature: [Signature]

approved denied

Reason for denial _____

Sent to Col. Bleda, C. Butler - 1/14/11

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 1-13-11
- 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:

The students have qualified in their events at the Regional Leadership Conference to advance to the State Leadership Conference.

How this trip will engage students in activities congruent to our content standards during this trip:

The students will compete in their events and attend leadership development sessions and network with other students and professionals.

Follow-up classroom lessons:

If students qualify, they may attend the National Leadership Conference in Washington, DC, May 4-8, 2011.

N/A

- Contract(s) with agent(s) making travel/accommodation arrangements
- Detailed Itinerary
- Funding sources
- Chaperones
- Arrangements made for students with financial hardship
- If private vehicle(s) used, Form EEAE-F-3 (Board Policy Manual) attached.

Drafted: 1/20/95
Revised: 12/16/97

Number of Other Adults Assisting: 1

Number of School Days Student will be Attending Trip: 1

Cost Per Child: \$307.00 (registration + lodging) Cost Per Chaperone: \$203.00 (reg. + lodging)

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes No
Chaperones: Yes No

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

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

Updated: 09/12/06

MONROE PUBLIC SCHOOLS

ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

Complete details of this field trip can be obtained from the Assistant Superintendents of Secondary and/or Elementary Curriculum. All details are in compliance with Board Policy IICA.

FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

Business Professionals of America
students and advisors would like
to attend the State Leadership
Conference on March 24-27, 2011, at
the Amway Grand Hotel in Grand
Rapids, MI.

School(s): Monroe High School

Chaperones: Anne Knabusch

Joni Weaks

Emily Owen

Method of Transportation: Private Vehicle

Date of Departure: 03/24/2011

Time of Departure: 2:30 pm

If overnight, number of nights: 3

Date of Return: 03/27/2011

Time of Return: 3:30 pm

Number of Students Participating: 3

Number of Staff Supervising: 2

Monroe Public Schools Field Trip Information Form

Date of Trip: March 24-27, 2011

Grade/Team/Organization Making Request: BPA

Destination: BPA State Leadership Conference

Address: 187 Monroe Ave NW

City: Grand Rapids State: MI Zip: 49503

Means of Transportation: Private vehicle

Number of Students and Adults Involved: 6

Exact Loading Location: MHS Staff parking lot

Estimated Time of Departure: 2:30 pm

Estimated Time of Departure from Destination: March 27th at 12:30pm

Expected Time of Arrival: Sunday, March 27th at 3:30pm

Purpose of Trip: Attend BPA SLC

Faculty Supervisor: Anne Knabusch / Joni WeakS

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

Principal's Signature: Bill Demarc Date: 1/14/11

Approved Denied

Assistant Superintendent's Signature: _____ Date: _____

Approved Denied

**Business Professionals of America
State Leadership Conference
Grand Rapids, MI
March 24-27, 2011**

Bill,

This is the funding requested for our BPA trip. Thanks in advance!

**Sincerely,
Anne Knabusch
Joni Weaks**

Lodging	3 rooms x 3 nights	\$1071.00 (CTE Added Cost Funds)
	Chaperones (1 room x \$129 x 3 nights)	
	Male students (1 room x \$119 x 3 nights)	
	Female student (1 room x \$109 x 3 nights)	

Registration	5 students/advisor x \$79 =	\$395.00
	1 chaperone x \$65 =	<u>\$65.00</u>
		\$ 460.00 (CTE Added Cost Funds)

Total CTE Added Cost Funds Requested **\$1531.00**

Food	6 people x \$60.00 =	\$360.00 (Club Account #026)
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Gas	360 miles x \$0.35 x 1 cars =	\$126.00 (Club Account #026)
	Parking 1 cars x \$28.00 =	<u>\$28.00</u> (Club Account #026)

Total Club Account #026 Funds Requested **\$514.00**



TO: BPA Parents

FROM: Mrs. Joni Weaks and Mrs. Anne Knabusch

DATE: January 15, 2011

RE: State Leadership Conference

Dear MHS BPA Parents:

Business Professionals of America's Michigan Association will be hosting its 39th State Leadership conference at the Grand Amway Hotel in Downtown Grand Rapids from March 24th-27th, 2011. Your child qualified for this conference by finishing in the top six in their event at the BPA Regional Leadership Conference. Two MHS students qualified in their event and another will attend as a voting delegate and State Executive Council Candidate.

This is a wonderful opportunity for your child to attend leadership sessions, network with students and professionals, compete in the Workplace Skills Assessment Programs, make wonderful memories and build experience for their entrance into college and the business world. This conference is full of great learning experiences including the events your child may be in, as well as open events and Legacy Launchers. Legacy Launchers are small leadership seminars of about 50-200 people each that prepares business students for their future.

We will leave after school on Thursday, March 24th and return at approximately 3:30 pm on Sunday, March 27th after the award ceremony. Students will compete in their assigned events and also any open events. Open events include: Information Technology Concepts, Administrative Support, Financial Match & Analysis and more! If you have any questions feel free to call Joni Weaks at (734) 819-0496 or Anne Knabusch at (734) 735-9870.

Please read and sign the enclosed Delegate Code of Conduct form and completely fill out the enclosed permission slip. For more information on the State Leadership Conference, please visit the conference web site at <http://www.michiganbpa.org/slc-news>.

Sincerely,

Anne Knabusch Joni Weaks

Anne Knabusch
Advisor

Joni Weaks
Advisor

Delegate Code of Conduct

Business Professionals of America—Michigan Association has established the following practices and procedures regarding delegate conduct. Please refer to “Delegates Code of Conduct Penalties” section of this registration booklet for penalties for violating this code of conduct.

The following applies to everyone attending the conference:

1. The term “delegate” shall mean any Business Professionals of America member, including advisors and alumni.
2. Business Professionals of America, Michigan Association will not tolerate any type of inappropriate behavior from any BPA conference participant. Inappropriate behavior includes discrimination, sexual harassment, bullying, inappropriate photography, any illegal action, etc. Anyone found violating this policy will be expelled from the event or conference and his or her membership will be terminated. If necessary, appropriate legal actions may be taken. Michigan BPA reserves the right to modify consequences, as appropriate.
3. Delegates shall stay at the approved hotel during the conference in order to participate in conference activities including competitive events.
4. Any damages done to property or furnishings in the hotel or theft of hotel property must be paid by the delegate or chapter responsible.
5. Smoking and use of tobacco products is not allowed during any conference (PA 140 of 1993)
6. No alcoholic beverages, marijuana, or narcotics in any form shall be possessed or used by any delegate at any time, under any circumstances. This is in effect from the time members leave home until they return home.
7. Delegates shall attend all general sessions, competitions, and activities assigned. This includes competitive events, committee meetings, leadership workshops, etc., for which they are registered unless engaged in some specific assignment taking place at the same time.
8. Identification name badges must be worn at all times.
9. Delegates shall keep their adult advisors informed of their activities and whereabouts at ALL times. All delegates will not leave the conference facilities without permission of their advisor.
10. Delegates shall stay in their assigned rooms.
11. Delegates will not be allowed in the rooms assigned to the opposite sex unless accompanied by an official conference advisor.
12. Delegates shall be in their rooms and quiet by curfew each night.
13. Advisors are responsible for room check. No group or chapter activities are to be scheduled, by advisors, after curfew.
14. The chapter advisor shall be responsible for their chapter delegates’ conduct.
15. Delegates shall adhere to the dress code.
16. Use of private automobiles shall not be permitted, after arrival at the conference. Car doors shall be locked upon arrival and the keys turned over to the chapter advisor.
17. Hand carried stereos or radios are not permitted at any conference. Pocket-size Walkman and CD players, and MP3 players with earphones are permitted in the room or in travel.
18. All cellular telephones, pagers, PDAs, and other electronic communications devices must be turned off during all meetings, sessions, and assessment event testing. Any student who disrupts a testing session with a mobile telecommunications device will be disqualified from their event. In addition, the picture or video recording feature available with some models of cell phones or other electronic devices cannot be used in any public restroom or locker room.
19. Unregistered individuals shall not be permitted at any conference.
20. Delegates shall conduct themselves in a professional manner.
21. Delegates shall abide by all conference rules.
22. Spouses are allowed to attend the state leadership conference if they officially register and pay all financial differences. They shall not have membership privileges. They shall abide by all conference rules.
23. Delegates violating any of the code of conduct rules may subject themselves and/or their entire delegation to be sent home at the individual and/or chapter’s expense. Infractions of this code may also result in disqualification of the individual or school delegation from all other activities, probation, contest disqualification, elimination of recognition at the awards ceremony, expulsion from membership, or other appropriate action. If necessary, appropriate legal actions may be taken. Michigan BPA reserves the right to modify the consequences, as appropriate.

Student Signature X _____

Parent Signature X _____

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

EXPLANATION AND DATES:

Departure Date/Day Thursday, March 24, 2011 Return Date/Day Sunday, March 27, 2011

A group of students and adult chaperones are planning a trip to: City Grand Rapids, MI
State Michigan Country USA (daily itinerary must be attached).

The purpose of this trip is to attend the state leadership conference and the group sponsoring
the trip is Business Professionals of America.

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) Anne Knabusch / Joni Weaks

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 _____

**Business Professionals of America
State Leadership Conference
Conduct/Permission/Medical Treatment Authorization Form**

**March 24-27, 2011
Grand Rapids, MI**

(Do not mail to state office)

Every student must complete this agreement form. The Business Professionals of America chapter advisor must bring to the conference a signed form for each delegate attending the conference.

The delegate has my permission to attend the Business Professionals of America-Michigan Association State Leadership Conference. I understand the delegate will be supervised by the Business Professionals of America chapter advisor. I, the parent/guardian, will not hold the school, the advisor, the board of education, nor Business Professionals of America-Michigan Association responsible for any injuries sustained while attending or while in route to and from this state leadership conference.

As parent/guardian, I have reviewed the delegate code of conduct and dress code with my son/daughter, and he/she agrees to abide by the rules. Business Professionals of America has the right to send my son/daughter home from the activity at my expense, provided that he/she has violated the delegate code of conduct and I have been notified of the violation and transportation arrangements. If necessary, I understand that I maybe required to come and pick up my son/daughter.

In the event of accident or illness requiring emergency medical treatment while in attendance at this Business Professionals of America conference, the undersigned parent/guardian hereby authorizes the Business Professionals of America chapter advisor to procure suitable medical treatment for the below signed delegate. I will provide for the payment of those costs on behalf of the named delegate. I also expect the Business Professionals of America chapter advisor to contact me by telephone at the numbers below, as soon as possible, if medical services are necessary.

SCHOOL NAME Monroe High School

STUDENT NAME _____

DATE OF BIRTH _____

ADDRESS _____

CITY, STATE, ZIP _____

PARENT'S HOME PHONE _____

PARENT'S WORK PHONE _____

PLEASE LIST ANY MEDICATIONS OR PHYSICAL LIMITATIONS:

PARENT/GUARDIAN'S SIGNATURE

STUDENT'S SIGNATURE

ADVISOR'S SIGNATURE

PRINCIPAL'S SIGNATURE

INSURANCE COMPANY

POLICY NUMBER

DATE

Original – Advisor File

**Business Professionals of America-Michigan Association
2011 State Leadership Conference
Tentative Schedule (Updated: 12/23/10)**

DAY/DATE/TIME	EVENT	SITE	ROOM
Wednesday, March 23			
4:00pm-10:00pm	State Executive Council Meeting	A	Diamond
Thursday, March 24			
8:00am-10:00pm	State Executive Council Meeting	A	Pinnacle
11:00am-12:00pm	BPA/Grand Rapids Staff Meeting	A	Imperial Ballroom
12:00pm-8:00pm	Luggage Holding	A	Gerald R. Ford Ballroom
5:00pm-9:00pm	Registration/Courtesy Corps (Additional satellite check-in will be provided at all hotels on Thursday)	A	Center Concourse
7:00pm-9:00pm	Exhibitor Display Setup	A	Crown Foyer
7:00pm-9:00pm	Assessment Events Headquarters	A	Pearl
8:00pm-10:00pm	Special Event: To be determined Sponsored by Davenport University (Open to all delegates)	A	Ambassador Ballroom
9:00pm-9:45pm	Administrators/Proctors/Graders Meeting for all computer and non-judged events	A	Grand View
10:00pm-10:30pm	Alumni/Volunteer Staff Meeting	A	Grand View
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels	
Friday, March 25			
7:00am-4:00pm	Assessment Events Headquarters	A	Pearl
7:30am-4:00pm	Davenport University Shuttle Bus Pickup (near Sales & Catering Office)	A	Grand Plaza Place Entrance (also known as Lyon Street Lobby)
7:00am-7:00pm	Registration/Courtesy Corps	A	Center Concourse
8:00am-6:00pm	Luggage Holding	A	Gerald R. Ford Ballroom
8:00am-6:00pm	Coat Check	A	Ambassador Foyer Coat Room
8:00am-9:30am	Financial Analyst Team Preparation (Preliminaries)	A	Ottawa
8:15am-8:45am	Judges & Administrators Meeting for Financial Analyst Team and Presentation Management-Individual	A	Ruby
8:30am-9:30am	Banking & Finance	A	Cascade
8:30am-9:00am	PC Servicing & Troubleshooting (Preliminaries/Objective Test Only)	A	Atrium
8:30am-10:00am	Keyboarding Production	DU	Rooms 201, 202
8:30am-10:00am	Fundamental Word Processing Skills	DU	Rooms 301, 302
8:30am-10:30am	Advanced Word Processing Skills	DU	LInC (Library)

DAY/DATE/TIME	EVENT	SITE	ROOM
8:30am-10:00am	C++ Programming (Session 1) Java Programming (Session 1) Visual Basic Programming (Session 1)	A	Governors
8:30am-10:30am	Fundamentals of Web Design	DU	Rooms 318, 319
9:00am-10:00am	Parliamentary Procedure Concepts (Team members only)	A	Pantlind Ballroom
9:00am-7:00pm	Grading Room	A	Emerald
9:00am-Finish	SEC Candidate Interviews	A	Pinnacle
9:15am-9:45am	Computer Security (Preliminaries/Objective Test Only)	A	Atrium
9:15am-4:00pm	Presentation Management-Indiv. (Preliminaries) Section 1 Section 2 Section 3 Section 4	A A A A	Nelson Kendall Pullman Winchester
10:00am-11:30am	C++ Programming (Session 2) Java Programming (Session 2) Visual Basic Programming (Session 2)	A	Governors
10:00am-12:00noon	Computerized Accounting	DU	Rooms 201, 202
10:00am-10:30am	Parliamentary Procedure Team – Judges & Administrators Meeting	A	Heritage Hill
10:00am-12:00noon	Advanced Accounting (for Financial Analyst Team members only)	A	Atrium
10:00am-12:00noon	Fundamental Accounting (for Financial Analyst Team members only)	A	Atrium
10:00am-4:00pm	Exhibits Open	A	Crown Foyer
10:15am-11:15am	Computer Network Technology	A	Cascade
10:30am-12:30pm	Advanced Spreadsheet Applications	DU	Rooms 301, 302
10:30am-12:30pm	Integrated Office Applications	DU	LInC (Library)
10:30am-12:30pm	Fundamental Spreadsheet Applications	DU	Rooms 318, 319
10:30am-3:00pm	Parliamentary Procedure Team (Preliminaries) Section 1 Prep Section 1 Demo Section 2 Prep Section 2 Demo	A A A A	Grand View B Heritage Hill Grand View A Thornapple
11:00am-11:30am	Judges Orientation	A	Imperial Ballroom
11:00am-11:45am	Legacy Launcher #1	A	Ambassador West
11:00am-11:45am	Legacy Launcher #2	A	Ambassador East
11:30am-2:00pm	Judges Luncheon (By Invitation Only/Ticket Required)	A	Imperial Ballroom
12:00pm-4:00pm	Computer Security (Finals/Application) PC Servicing & Troubleshooting (Finals/Application)	A	Governors

DAY/DATE/TIME	EVENT	SITE	ROOM
12:30pm-2:00pm	Administrators & Proctors Meeting for all Saturday Judged Events	A	Pantlind Ballroom
12:30pm-2:30pm	Basic Office Systems & Procedures	DU	Rooms 318, 319
12:30pm-2:30pm	Advanced Office Systems & Procedures	DU	Rooms 301, 302
12:30pm-2:30pm	Database Applications	DU	LInC (Library)
12:30pm-4:30pm	Computer Animation Team	A	Lyon
12:30pm-4:30pm	Financial Analyst Team (Finals/Demo)	A	Plaza Boardroom A
12:30pm-4:30pm	Video Production Team	A	Campau
12:30pm-5:00pm	Economic Research Project Team	A	Berkey
12:30pm-5:00pm	Web Application Team	A	Robinson
12:30pm-6:00pm	Global Marketing Team	A	Fine Arts
1:00pm-1:45pm	Legacy Launcher #3	A	Ambassador West
1:00pm-1:45pm	Legacy Launcher #4	A	Ambassador East
1:00pm-2:00pm	Proctors Meeting for Open Event Personnel & Staff	A	Vandenberg A
1:00pm-2:30pm	Payroll Accounting	A	Atrium
2:00pm-2:45pm	Legacy Launcher #5	A	Ambassador West
2:00pm-2:45pm	Legacy Launcher #6	A	Ambassador East
2:30pm-3:30pm	Cisco Systems Administration	A	Cascade
2:30pm-4:30pm	Administrative Support Team	DU	LInC (Library) Overflow: Room 201
2:30pm-4:30pm	Legal Office Procedures	DU	Rooms 301, 302
2:30pm-4:30pm	Medical Office Procedures	DU	Rooms 318, 319
2:45pm-3:45pm	Desktop Publishing (objective test)	A	Atrium
3:00pm-5:00pm	Advanced Accounting (for non-Financial Analyst Team members)	A	Vandenberg A
3:00pm-5:00pm	Fundamental Accounting (for non-Financial Analyst Team members)	A	Vandenberg B
3:45pm-4:45pm	Network Administration Using Microsoft	A	Cascade
4:00pm-7:00pm	Parliamentary Procedure Team (Finals) Prep Demo	A A	Grand View B Heritage Hill
6:30pm-7:00pm	Annual Business Meeting (Voting Delegates/Chapter Presidents must be seated for roll call by 6:15pm. This meeting will be held to conduct all the official business of the annual conference.)	CC	Ballroom
7:30pm-9:00pm	Opening Session/Parade of Presidents (Parade, Special Awards, Candidate Speeches, Statesman Torch Awards)	CC	Ballroom
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels	

DAY/DATE/TIME	EVENT	SITE	ROOM
Saturday, March 26			
7:30am-10:00am	Test Distribution (Assessment Events Headquarters)	A	Pearl
8:00am-5:00pm	Courtesy Corps	A	Center Concourse
8:00am-5:00pm	Coat Check	A	Ambassador Foyer Coat Room
8:00am-8:30am	Judges Breakfast/Orientation (By Invitation Only/Ticket Required)	A	Pantlind Ballroom
8:00am-3:30pm	Small Business Mgmt Team Preparation Demonstration	A A	Vandenberg A Vandenberg B
9:00am-12:00pm	Admin. Support Research Proj.-Indiv. (Preliminaries)	A	Gerald R. Ford Ballroom
9:00am-12:00pm	Advanced Interview Skills (Prelim)	A	5 th Floor Exhibitors Bldg.
9:00am-12:00pm	Digital Media Production (Prelim) Section 1 Section 2 Section 3	A A A	Berkey Haldane Kendall
9:00am-12:00pm	Economic Research Proj.-Indiv. (Prelim)	A	Imperial Ballroom
9:00am-12:00pm	Entrepreneurship (Prelim) Section 1 Section 2 Section 3	A A A	Thornapple Heritage Hill Winchester
9:00am-12:00pm	Extemporaneous Speech (Prelim) Prep Section 1 Section 2 Section 3	A A A A	Ottawa Plaza Boardroom A Plaza Boardroom B Riverview
9:00am-12:00pm	Graphic Design Promotion (Prelim)	A	Governors
9:00am-12:30pm	Human Resource Mgmt. (Prelim) Prep Section 1 Section 2	A A A	Robinson Campau Lyon
9:00am-12:00pm	Interview Skills (Prelim)	A	5 th Floor Exhibitors Bldg.
9:00am-12:00pm	Prepared Speech (Prelim) Section 1 Section 2 Section 3	A A A	Grand View A Grand View B Grand View C
9:00am-3:00pm	Web Site Design Team	A	Fine Arts
9:00am-4:00pm	Presentation Management – Team	A	Cascade, Atrium
9:00am-4:00pm	Exhibits Open	A	Crown Foyer

DAY/DATE/TIME	EVENT	SITE	ROOM
9:00am-3:00pm (Last student admitted at 2:00pm)	Open Events Administrative Support Concepts Business Spelling Financial Math & Analysis Information Technology Concepts Insurance Concepts Mgmt/Mktg/Human Resources Concepts Merit Scholar Parliamentary Procedure Concepts	CC	Ballroom
10:00am-10:45am	Legacy Launcher #7	A	Ambassador West
10:00am-10:45am	Legacy Launcher #8	A	Ambassador East
10:00am-2:00pm	Presentation Management-Indiv. (Finals)	A	Nelson
10:00am-3:00pm	College Fair	A	Center Concourse
10:00am-5:30pm	Grading Room	A	Emerald
11:00am-11:45am	Legacy Launcher #9	A	Ambassador West
11:00am-11:45am	Legacy Launcher #10	A	Ambassador East
11:30am-12:30pm	Judges Orientation (Final Judges Only)	A	Pantlind Ballroom
11:30am-2:30pm	Judges Luncheon (By Invitation Only/Ticket Required)	A	Pantlind Ballroom
1:00pm-1:45pm	Legacy Launcher #11	A	Ambassador West
1:00pm-1:45pm	Legacy Launcher #12	A	Ambassador East
1:30pm-4:30pm	Administrative Support Research Proj.-Indiv. (Finals)	A	Heritage Hill
1:30pm-4:30pm	Advanced Interview Skills (Finals)	A	Thornapple
1:30pm-4:30pm	Digital Media Production (Finals)	A	Grand View B
1:30pm-4:30pm	Economic Research Proj.-Indiv. (Finals)	A	Haldane
1:30pm-4:30pm	Entrepreneurship (Finals)	A	Winchester
1:30pm-4:30pm	Extemporaneous Speech (Finals) Preparation Demonstration	A A	Ottawa Plaza Boardroom A
1:30pm-4:30pm	Graphic Design Promotion (Finals)	A	Grand View C
1:30pm-4:30pm	Human Resource Mgmt. (Finals) Preparation Demonstration	A A	Robinson Campau
1:30pm-4:30pm	Interview Skills (Finals)	A	Berkey
1:30pm-4:30pm	Prepared Speech (Finals)	A	Grand View A
2:30pm-2:45pm	Campaign Rally Setup (State Officer Candidates & Campaign Managers only)	A	Ambassador East
2:45pm-4:15pm	"MEET THE CANDIDATES" Campaign Rally (First 30 minutes for Voting Delegates only)	A	Ambassador East

DAY/DATE/TIME	EVENT	SITE	ROOM
6:30pm-9:00pm	Dinner Session (Doors open at 6:15pm) (2010-2011 State Officer Farewells, New Chapter Initiation, Scholarship, Barbara Chambers Outstanding Advisor Award, Honorary Lifetime Award, 2011-2012 State Officer Installation)	CC	Ballroom
9:00pm-9:30pm	Reception: 2011-2012 State Executive Council Officers, Advisors & Parents	A	Imperial Ballroom
9:00pm-9:30pm	Advisor Open Forum	A	Pantlind Ballroom
9:30pm-10:30pm	Region 1 Advisors Meeting	A	Pantlind Ballroom
9:30pm-10:30pm	Region 2 Advisors Meeting	A	Lyon
9:30pm-10:30pm	Region 4 Advisors Meeting	A	Campau
9:30pm-10:30pm	Region 5 Advisors Meeting	A	Senator Vandenberg A
9:30pm-10:30pm	Region 6 Advisors Meeting	A	Senator Vandenberg B
9:30pm-10:30pm	Region 7 Advisors Meeting	A	Governors
9:30pm-10:30pm	Region 8 Advisors Meeting	A	Gerald R. Ford Ballroom
9:30pm-10:30pm	Region 9 Advisors Meeting	A	Robinson
9:30pm-10:30pm	Region 10 Advisors Meeting	A	Ruby
9:30pm-11:30pm	Dance Sponsored by Northwood University	CC	Ballroom
12:00 midnight	Curfew – Advisors will conduct room check/students in their assigned rooms	All Hotels	
<u>Sunday, March 27</u>			
7:00am-3:00pm	Luggage Storage	A	Gerald R. Ford Ballroom
7:45am-8:45am	Advisors Meeting	A	Pantlind Ballroom
9:15am-Finish	Awards Session	CC	Ballroom

2011 State Leadership Conference

Each year, the Michigan Association of Business Professionals of America holds an annual state leadership conference. This function provides the wonderful opportunity for students from various parts of Michigan to demonstrate their skills in assessment events, leadership seminars, state executive council campaigns/elections, and much more.

Inside this booklet, you will find the necessary information to plan an outstanding experience for you and your delegates. Please enjoy the excitement as you begin planning your 2011 state leadership conference.

IMPORTANT INFORMATION

Please read all the information contained in this booklet. Although there is a lot to read, it is information you need in order to have an enjoyable conference. Below are key facts that will help you prepare for the conference.

- * First, read this booklet from cover to cover.
- * Make sure you have paid state and national dues. Membership dues must have been postmarked by **December 1, 2010** in order to compete at the state leadership conference.
- * Inform members that they will be referred to as “delegates.”
- * Schedule a meeting with members who are likely to attend and discuss the conference. You may consider inviting parents to attend this meeting.
- * During the meeting mentioned above, review the delegate code of conduct and dress code with your delegates. Discuss hotel guidelines, proper clothing, behavior, activity guidelines, packing techniques, and safety awareness regarding health, accident, and fire.
- * Review the conference schedule and plan your activities.
- * Plan for delegates to attend new and exciting legacy launchers. Legacy launcher descriptions will be posted on our Web site in mid-February.
- * Make copies of all conference forms.
- * Complete and send conference registration forms and fees to Business Professionals of America. **Incomplete forms or material will be assessed late fees.**
- * Complete and send hotel reservations and housing forms to the Amway Grand Plaza Hotel.

* Study the *WSAP Guidelines 2011 Handbook*. Discuss required procedures with event participants.

* Pay close attention to the following deadlines:

December 1: To be eligible to compete at the state leadership conference, state and national dues must have been postmarked.

January 14: Barbara Chambers outstanding advisor award, chapter of the year award, scholarship application, state executive council candidate application, statesman torch award, and state service project award deadlines.

February 1: Materials for Administrative Support Research Project-Individual, Advanced Interview Skills application/résumé/cover letter only (do not send portfolio), Desktop Publishing materials, Economic Research Project Team and Individual, Entrepreneurship business plans, Global Marketing Team business plans, Graphic Design Promotion materials*, Interview Skills application/résumé/cover letter, Web Application Team materials, and Web Site Design Team materials must be postmarked.

* Visit www.michiganbpa.org/slc for submission instructions for Graphic Design Promotion.

February 1: State conference registration and hotel reservation must be postmarked.

February 17: Team member substitution deadline.

February 25: Additional housing reservation deadline. Housing change forms must be received in order to prepare changes before conference. Any increase or decrease to the number of beds needed for your chapter’s room block must be indicated by this date. Name changes can be made up until your conference arrival date.

February 25: Refund request forms must be postmarked/faxed in order to qualify for registration refund.

February 25: Do not mail addendum conference registrations to the state office after this date as they will not be received in time for processing. Please register additional late delegates on-site.

March 9: Report any appointment event schedule conflicts to the state office.

ATTENDANCE ELIGIBILITY

Many members are eligible to attend the state leadership conference with approval from their chapter advisor, school administrator, and parent or guardian. Each student attending must be an active dues-paid member of Business Professionals of America. Each member must also meet one of the following criteria:

- * A regional assessment event winner
- * A statesman torch award recipient
- * A state executive council candidate
- * A member selected by the local chapter advisor (maximum of two members per chapter)
- * Voting delegates, campaign managers, parade representatives, etc. must meet at least one of the above qualifications

NAME BADGE, WRISTBANDS, AND PROGRAM BOOKS

Name badges, wristbands, and program books for each conference registrant will be in the registration packets distributed to the advisors during registration pick-up at the conference. Name badges must be worn at all conference events and activities. A charge of \$3.00 will be assessed for a replacement badge, which will be available at the registration desk.

A charge of \$5.00 will be made for a replacement or additional program book, which will be available at the registration desk.

All conference attendees are required to wear conference wristbands at all times during the conference. Replacement wristbands are \$15.00 each.

We will have alumni and volunteers monitoring the doors to all main events. For security purposes, we take this policy quite seriously and it is strictly enforced.

Furthermore, in order to allow students or test administrators/proctors that need to travel to Davenport University at specific times of the day, we will be identifying which students and advisors are eligible to ride on Davenport University buses at our peak times. Inside your registration packet, there will be paper, color-coded wristbands which must be worn to gain access to ride a bus traveling to Davenport University.

If your student does not have the proper color-coded wristband, he/she will not be allowed on the bus.

For safety precautions, delegates should not have name badges on display when walking on the streets and in public areas outside of the hotels or convention center facilities.

REGISTRATION INFORMATION

The registration fee includes:

- * One meal function
- * Entertainment
- * Guest speakers
- * Leadership development seminars
- * Awards
- * Conference souvenirs
- * Assessment event personnel
- * Shuttle buses
- * Hotel security
- * Facilities rental
- * Conference materials and printing

Local advisors are responsible for completing all registration forms. Housing questions should be directed to the Amway Grand Plaza Hotel. Refer to the next section entitled "Hotel Information and Reservations" for contact information.

Questions regarding conference registrations should be directed to BPA State Office at 734.487.1700 or via email at info@michiganbpa.org.

Incomplete registrations will be assessed late fees. Registrations which are submitted online for which hard copies are not postmarked by the deadline will be assessed late fees. NO EXCEPTIONS!

A minimum of two advisors/chaperones is required. In addition, one advisor and/or chaperone is required for every ten students or portion thereafter. During the conference, one chaperone must be designated to remain on the hotel guest room floor at all times when students are present from your school. Please do not register an excessive number of chaperones.

All registered participants at the state conference must be registered hotel guests for the entire conference weekend. Anyone who is registered for the conference and discovers they cannot stay at the hotel will be eligible for a partial refund only.

Advisor/Delegate Advance Registration: Must be submitted online and postmarked on or before **February 1**-\$79.00 per attendee (advisors and delegates).

Special Guest/Chaperone Registration: Must be submitted online and postmarked on or before **February 1**-\$65.00 per attendee (chaperones, parents, etc).

Late Registration: Postmarked on or after **February 2**-\$95.00 per attendee (advisors, delegates, chaperones, parents, etc.).

Onsite Registration: Michigan BPA does NOT have onsite registration for the state conference. All participants must be registered in advance.

Thursday Registration Pick-up: Chapters arriving on Wednesday or Thursday can register Thursday evening. Registration will begin on Thursday, March 24, at 5:00-9:00 p.m. in the Center Concourse of the Amway Grand Plaza Hotel. On Thursday evening only, chapters staying at an off-site hotel will pick up their registration packets at their respective hotels.

VIP Chapter: Chapters that submit their registration materials postmarked by the registration deadline with 100% accuracy will be eligible to be recognized as our VIP chapter. A random drawing among all eligible chapters will be conducted. VIP chapters will receive immediate conference registration packet pick-up, front row seating at all general sessions, and the chapter president or designee will be invited to cut the ribbon during our opening session. The winning school will be notified prior to the conference.

Submit the following to complete the conference registration and make a copy of all forms for your records:

1. One (1) copy of the SLC Registration Payment Summary/Student Listing printout from the BPA Scheduler Web site.
2. One (1) copy of the Hotel Reservation Listing printout from the BPA Scheduler Web site. Make sure the form is filled out completely.
3. One (1) check or credit card payment form, for registration fees, payable to: Business Professionals of America

Mail to: Attn: SLC

Business Professionals of America
Eastern Michigan University
208 King Hall
Ypsilanti, MI 48197

IMPORTANT: If any of the above items are incomplete or missing, your registration will be subject to late fees. In addition, if the information is submitted online but paperwork and payment are not postmarked by the deadline, late fees will be charged. NO EXCEPTIONS!

HOTEL INFORMATION AND RESERVATION

Room Reservations: Must be submitted online and postmarked on or before **February 1**. Telephone reservations are NOT accepted. Questions regarding hotel accommodations should be directed to the Group Rooms Coordinator **Samantha Blackburn** at sblackburn@amwaygrand.com or 616.776.6411.

The Amway Grand Plaza Hotel will process all reservations. Schools will be contacted in late February with their hotel assignment and any balance due invoices. The fax number for the Amway Grand Plaza Hotel reservations department, which can be used for emergencies only, is 616.458.6641. Faxed copies without payment will not be accepted.

A deposit of \$100 per room is due when your school's hotel reservations are submitted.

Housing Changes/Additional Rooms: Any increase or decrease to the number of beds needed for your chapter's room block must be indicated by February 25. Name changes can be made up until your conference arrival date. The housing change form must be received by February 25. Completing the housing change form will help facilitate a smooth check-in process. This form must be filled out completely and sent directly to the Amway Grand Plaza Hotel. You may fax this form to the attention of Samantha Blackburn at fax number 616.458.6641.

Hotel/Rate Information:

Rooms with one or two guests may be placed into a room with one king-sized bed. Triple or quad guest room accommodations may be assigned to a guest

room with two queen beds or one king bed with a complimentary roll-a-way bed.

Amway Grand Plaza Hotel
187 Monroe Ave. NW
Grand Rapids, MI 49503
Phone: 800.253.3590 or 616.776.6411
BPA Contact: Samantha Blackburn, 616.776.6411

Reservations Department Fax: 616.458.6641
Single-\$110 Triple-\$130
Double-\$120 Quad-\$140
Suites range in price. Call Tammy Dankenbring at 616.776.6413 to make arrangements.

Courtyard Marriott at Plaza Towers
11 Monroe Ave. NW
Grand Rapids, MI 49503
Phone: 616.242.6000
BPA Contact: Aimee Misiewicz

Reservations Department Fax: 616.242.6605
Single-\$109 Triple-\$129
Double-\$119 Quad-\$139
Suites range in price. Call hotel for details.

The 6% state tax and mandatory 7% county tax is charged at the hotel. Your school may claim exemption from **state tax only** by completing the tax exempt form online and submitting the 7% county tax only.

Roll-a-way beds are limited and only used in unique situations in rooms with a queen or king bed. Roll-a-way beds are NOT allowed in rooms with two beds under any circumstances at any hotel. Also, the hotel may be unable to put all of your students on the same floor. The hotel will provide us with a rooming list by school and advisor, which will be used to help control student behavior.

Submit the following to complete the hotel reservations and make a copy of all forms for your records:

1. One (1) copy of the Hotel Reservation Listing printout from the BPA Scheduler Web site. NOTE: If students and/or advisors from different schools are sharing a room, only one advisor should submit that particular reservation for both schools. DO NOT DUPLICATE THE RESERVATION.

2. One (1) check only, for hotel fees, payable to: Amway Grand Plaza Hotel

If you are assigned to stay at the Courtyard Marriott, you will be contacted to complete and submit an additional Michigan Sales and Use Tax Certificate of Exemption Form.

Mail to: Attn: BPA Reservations
Amway Grand Plaza
187 Monroe Ave. NW
Grand Rapids, MI 49503

Check-in and check-out procedures:

- * All advisors should go directly to the hotel check-in registration area upon arrival. All students and their luggage must go to the luggage holding area that will be identified by signs near the hotel entrance and check-in registration area. While students wait with the luggage, advisors will be able to get the room keys and conference registration materials. It is extremely important to follow this procedure so that we do not have total confusion that creates an unsafe environment.
- * Hotel registration is officially at 4 p.m. each day. Access to hotel rooms for early arrivals is not guaranteed.
- * Check-out time on Sunday is 12:00 noon. Therefore, please plan to load your vehicles prior to the start of the awards session or check your luggage with guest services. After the awards session, you can simply be on your way. Otherwise, if everyone attempts to go back to his or her room and pick up luggage, the elevator crowds will cause extreme delays.

HOTEL COURTESIES AND SUGGESTIONS

- * Be sure you are properly registered in the hotel.
- * Local telephone calls from guest rooms are charged to your rooms at rates published in hotel materials in each guest room.
- * Pay-per-view movies viewed in the guest rooms will be charged to the hotel bills and can only be turned on with a credit card guarantee or cash deposit. Only advisors are allowed to have this feature turned on by going to the hotel front desk.
- * Window curtains should be drawn when lights are on in your rooms. Be completely dressed when

outside your room according to the dress code included in this booklet.

- * Do not leave money or valuables unattended in your room or hotel lobby. Keep your room door closed and locked at all times. If someone knocks, find out who it is before opening the door. Make certain the night-lock is on.
- * Be courteous to all other hotel guests while using the elevators and escalators.
- * Dress neatly and appropriately for the occasion. Please refer to the dress code. We are guests of the Amway Grand Plaza Hotel, Courtyard Marriott, Davenport University, and DeVos Place Convention Center and we should respect their facilities. Delegates represent the image of our organization as well.

PARKING

Parking for school and charter buses is free and information is included on the map in terms of where the buses should park. School and charter buses that are staying overnight must request information from the hotel upon arrival in order to be directed to the appropriate parking lot.

At the Amway Grand Plaza Hotel, self parking rates are available by calling the hotel at 800.253.3590.

At the Courtyard Marriott Hotel, self-parking rates are available by calling the hotel at 616.242.6000.

GRAND RAPIDS VISITORS INFORMATION

Make your trip to Grand Rapids an exciting one. The Grand Rapids/Kent County Convention & Visitors Bureau is standing by to assist your chapter with tour destinations, eating locations, and much more. Please contact the bureau directly for more information or visit their Web site at www.GrandRapidsAttendee.com. The visitors' bureau is located one block from the Amway Grand Plaza Hotel.

Grand Rapids/Kent Co. Convention & Visitors Bureau
171 Monroe Ave. NW, Suite 700
Grand Rapids, MI 49503
800.678.9859

REFUND POLICY

All refund requests will be processed after the state leadership conference. Refunds will be paid to the chapter requesting the refund by the required deadline. All requests for registration refunds must be submitted on the registration refund request form. **If this form is not used, a refund will not be granted.** All requests postmarked or faxed on or before February 25 will receive a \$40.00 refund. No requests for refunds will be honored after this date.

All registered participants at the state conference must be registered hotel guests for the entire conference weekend. Anyone who is registered for the conference and discovers they cannot stay at the hotel will be eligible for a partial refund only.

STATE EXECUTIVE COUNCIL CANDIDATES

Business Professionals of America is looking for students with leadership skills, excellent communication skills and high ideals. If you have a student interested in campaigning for state executive council, please download the state executive council candidate application from our Web site at www.michiganbpa.org. State executive council candidate applications must be postmarked on or before January 14.

ADVISOR RESPONSIBILITIES

Please remind yourselves of the advisor code of ethics that you signed earlier this school year. Advisors are responsible for setting a positive example for the student members; this includes following the dress code as well. All chapter advisors are responsible for the well-being of their students throughout the entire weekend. This means not leaving the hotel after curfew hours.

Please keep in mind that all advisors also have other responsibilities to ensure a successful conference. These responsibilities include serving as administrators, proctors, graders, etc. It is important that your students know how to contact you at all times. We must work together to make sure all students have a pleasant experience. Treating everyone fairly and assisting whenever and wherever needed will guarantee a comfortable atmosphere.

Please make sure your students have your cell phone or pager number(s) where they can reach you at all times. When you arrive for registration, we will also request that you leave these phone numbers with our staff so we may reach you in emergency situations.

CONFERENCE HIGHLIGHTS

- * The opening session, dinner session, awards session, and open event testing will be held in the DeVos Place Convention Center. The DeVos Place Convention Center is located on Monroe Avenue directly next to the Amway Grand Plaza Hotel.
- * The **parade of presidents** will be held on Friday evening. Your chapter president or representative should be prepared to participate. Instructions for the parade will be given at the **annual business meeting (voting delegates/president's meeting)**. A chapter representative may attend if the chapter president is involved in another event or not attending the SLC. Chapter presidents or representatives should carry a picket-type sign with the school colors and name on both sides. A mascot may be used on the sign. The sign should be no longer than 22" by 28". Presidents must bring the signs to the voting delegates/president's meeting (annual business meeting).
- * The **opening session** is one of the main highlights of the conference. This event is designed to officially start the conference activities. It includes the parade of presidents and the presentation of various chapter awards. In addition, candidates for state executive council will give their campaign speeches at this session. Students who have excelled in the torch awards program will receive their statesman award pin during this session. Statesman award certificates will be placed in your chapter's registration packet.
- * The **annual business meeting** will be conducted prior to the opening session. All official business will be transacted by the voting delegates during this meeting. **Chapter voting delegates and chapter presidents** must attend this meeting. They should be seated no less than 15 minutes prior to the start of the session. Each chapter is allowed to have a maximum of two (2) voting delegates. If your voting delegate(s) are not in attendance upon the call of your school, you lose a vote for each voting delegate not in attendance. Voting delegates must also attend the entire opening session—no excuses nor exceptions! If voting delegates leave any time before the annual business meeting or opening session is adjourned, their votes will be lost. Voting delegates should be knowledgeable about Business Professionals of America, possess strong leadership skills, and be responsible enough to guarantee their attendance at all required functions.
- * **Legacy Launchers** have been planned for all members on Friday and Saturday. Attendance is expected of all members unless they are involved in another event at the time of these dynamic leadership development seminars. Participation for each seminar will be limited to the first 200 people that arrive. Any delegate who attends four or more legacy launchers will receive a certificate of achievement.
- * The **meet the candidates campaign rally** will give members an opportunity to meet and talk to the state executive council candidates. Voting will take place throughout this rally on Saturday between 2:45-4:15 p.m. Only voting delegates will be allowed for the first 30 minutes.
- * An **advisor open forum** will be held to give advisors an opportunity to share information regarding what had taken place during the SLC. This forum will be held on Saturday from 9:00-9:30 p.m. Your input can help improve future conferences and our workplace skills assessment program.
- * Most regions hold **advisors meetings** for their specific region during the state leadership conference. Check the conference schedule, and confirm with your regional advisor to make sure you don't miss a meeting that might be scheduled for your region.
- * The **awards session** will commence on Sunday morning. Workplace skills assessment program awards will be given out and the torch ceremony will be held during this session. During the torch ceremony, we ask that you refrain from talking, clapping, and taking photographs. Students will not

be allowed on stage to receive their awards if they are not properly dressed according to the dress code.

DINNER SESSION AND DANCE

- * All conference participants-students, advisors, chaperones, spouses, and administrators-are expected to attend the dinner session on Saturday evening. Banquet tables will be preassigned. Schools receiving special recognition on Saturday will be seated in front to eliminate lengthy walks to the stage. Table assignments will be posted at the registration desk on Friday afternoon.
- * Professional attire is required for the dinner session. In past years, many individuals have donned their formal attire, which is also appropriate, to make the evening much more elegant.
- * Appropriate behavior at the dinner session is extremely important. Please make sure your students know these simple basic dinner etiquette items:
 - 1) remain seated at all times;
 - 2) do not begin eating until the invocation has been given;
 - 3) refrain from talking during parts of the program where people are speaking at the lectern;
 - 4) focus attention to the head table during the program;
 - 5) do not leave the ballroom unless it is an emergency; and,
 - 6) treat the servers/banquet staff with respect.Your cooperation in making sure your students are well behaved during this session is appreciated. Important dignitaries will be in attendance and student behavior is extremely important. You may consider reviewing other detailed dining etiquette materials.
- * Various special recognition awards will be presented during the dinner session. Also the state executive council will bid farewell.
- * Installation of the new state executive council will take place during the dinner session. This is a very

meaningful ceremony; therefore, we ask that each chapter remain seated and as quiet as possible.

- * A dance with upbeat music will take place following the dinner session. Professional or formal attire must be worn to the dance. **Be prepared to purchase souvenirs to go along with the theme during the dance.**

SPECIAL NEEDS

Please complete a special needs request form for any delegate who has a physical handicap, special dietary restrictions, or needs personalized assistance. This is extremely important for both Business Professionals of America and all hotel sites. Business Professionals of America is committed to providing equal access to all persons in admission to, access to, or operation of its programs or services. If you have any individuals with disabilities or needing special accommodations please complete the special needs request form to secure special assistance. This includes ESL, mobility, hearing, visual, dietary, special seating during general sessions, assistance getting onto stages, special hotel accommodations, etc.

Special needs request forms must be submitted at the same time as the chapter registration. Business Professionals of America will not be responsible for fulfilling requests that are not submitted by **February 1**.

Chapters that plan to make their own arrangements for their students requiring special needs must also complete the form. Keep in mind that people that assist students with their assessment events should not be completing the tests; their role is to only assist the student with getting to and from the event.

DELEGATE CODE OF CONDUCT PENALTIES

A conduct agreement form, which is included in this registration packet, must be completed for each delegate. Please review the delegate code of conduct with chapter members. Remember that the hotel properties provide excellent opportunities to help your students become familiar with and be comfortable in a business atmosphere. Your assistance in teaching such things as elevator courtesy, proper conduct among other hotel guests, dining etiquette, and proper

business attire can be very beneficial for the students as they prepare for employment.

The following are penalties for violating the delegate code of conduct:

- A. **Expulsion from the conference and disqualification from competition:** any use or possession of illegal drugs or alcohol, damage to property done intentionally, and gross violation of male and female room regulations.
- B. **Elimination of recognition at awards ceremony, disqualification of the individual or entire school delegation from all activities, probation, contest disqualification, or other appropriate action:** violation of any portion of the delegate code of conduct not specially mentioned in item A above.

Violations of the delegate code of conduct will be reported to school administrators and parents immediately after the conference has concluded.

TRAVELER SAFETY TIPS

- * Wear your name badge and wristbands at all times in the hotels and convention center for security reasons; otherwise, you may be asked to leave the premises.
- * Don't wear your name badge around town.
- * Don't answer the door in a hotel room without verifying who it is. If a person claims to be an employee, call the front desk and ask if someone from their staff is supposed to have access to your room and for what purpose.
- * Close the door securely whenever you are in your room and use all of the locking devices provided.
- * When returning to your hotel late in the evening, use the main entrance to the hotel. Be observant and look around before entering parking lots.
- * Don't needlessly display guest room keys in public or carelessly leave them on restaurant tables, at the swimming pool, or other places where they can be easily stolen.
- * Don't draw attention to yourself by displaying large amounts of cash or expensive jewelry.
- * Don't invite strangers into your room.
- * Place all valuables in the hotel's safe deposit box.

- * Carry a belt pack or a small purse that falls under your upper arm. Long straps are easy targets. Also, do not leave unattended purses on or under tables or hang them on the back of your chair in restaurants. They are easy targets.
- * Do not leave valuables in your vehicle.
- * Walk on the side on the street where parking is not allowed.
- * Check to see that all sliding glass doors or windows and any connecting doors are locked.
- * If you see any suspicious activity, please report your observations to the hotel management.

NONDISCRIMINATION POLICY

It is the policy of Business Professionals of America, Michigan Association, that diversity is a fundamental part of the world of business and industry, and enriches the experiences of our student members as they prepare for successful careers. Therefore, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity, or in employment, on the basis of race, color, national or ethnic origin, marital status, veteran status, religion, sex, pregnancy, sexual orientation, gender identity, age, or disability.

Board Meeting #2
January 31, 2011
Item #C.10

ADJOURNMENT

RECOMMENDATION:

Move to adjourn the January 31, 2011 Board Meeting #2.

HAND VOTE:

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____