

# 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 #6 March 22, 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 #6  
 March 22, 2011 – 7:00 PM

**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**

*“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.”*

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	<b>Mr. Vensel</b>
1. Pledge of Allegiance to the Flag	<b>Mr. Vensel</b>
2. Board President –Vision Statement	
3. Student Leadership Conference Update (Upward Bound)	<b>Mr. Quinn</b>
4. MHS Student Play	<b>Mrs. Sacks</b>
B. Public Commentary – Board Agenda Items Only	<b>Mr. Vensel</b>
C. Discussion and Action Items	<b>Mr. Vensel</b>
1. <b>Approval of Minutes</b> Move to approve the following minutes: <ul style="list-style-type: none"> <li>• March 8, 2011 Board Work Session</li> <li>• March 8, 2011 Board Meeting #5</li> </ul>	<b>Mr. Vensel</b>
2. <b>Reports and Updates</b> <ul style="list-style-type: none"> <li>• Community Relations Committee Minutes – 3/9/11</li> </ul>	<b>Mr. Vensel</b>
3. <b>Overnight Out of State Trip to the DECA International Career Development Conference at the Hilton Walt Disney World Hotel</b> Move to approve the Monroe High School students’ overnight trip to the 2011 DECA International Career Development Conference at the Hilton Walt Disney World Hotel and Conference Center Friday, April 29, 2011 until Wednesday, May 4, 2011 according to the terms of Bylaw IICA, Field Trips and Excursions.	<b>Mrs. Butler</b>
4. <b>Resolution Declaring April as the Month of the Young Child</b> Move to approve April as Young Child Month Resolution as presented.	<b>Mr. Vensel</b>
5. <b>Old Business</b>	<b>Mr. Vensel</b>
6. <b>New Business</b>	<b>Mr. Vensel</b>
7. <b>Superintendent’s Comments/General Comments/Reminders</b>	<b>Mr. Monday</b>
8. <b>Public Commentary – Any Topic</b>	<b>Mr. Vensel</b>
9. <b>Adjourn</b> Move to adjourn the March 22, 2011 Board Meeting #6.	<b>Mr. Vensel</b>

**Board Meeting #6**  
March 26, 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**

- March 8, 2011 Board Work Session Minutes
- March 8, 2011 Board Meeting #5 Minutes

**RECOMMENDATION:**

Move to approve the following minutes:

- March 8, 2011 Board Work Session
- March 8, 2011 Board Meeting #5

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  
Special Board Work Session  
March 8, 2011  
5:30 PM

**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**

*"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."*

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

## **MINUTES**

### **Roll Call and Call to Order:**

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

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

### **April Corie – Community Development Director of the Monroe County Substance Abuse Coalition**

April Corie spoke to the Board members about the increase in prescription drug use in Monroe County as well as alcohol, tobacco and marijuana use by our students. She stressed the fact that adults in our community need to become aware of the drugs available to students in medicine cabinets. Students quickly become addicted to medications but have no money to keep supplied, so they turn to heroin which is a cheaper and readily available drug. Students need to be made aware of the severe consequences associated with drug abuse – not only as it pertains to their health, but also the ramifications of having felony charges on their record. Education and awareness are keys to solving this problem.

### **Adjournment**

Motion by Mr. VanWasshenova; support by Mr. Benore that the March 8, 2011 Board Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 5-0 hand vote at 6:41 PM.

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**JUNE KNABUSCH-TAYLOR, SECRETARY**

**Official**

**MONROE BOARD OF EDUCATION  
1275 North Macomb Street, Monroe, Michigan 48162  
Minutes – Board Meeting #5 – March 8, 2011**

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  
M. Christine Butler, Assistant Superintendent, K-12 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 7:00 PM by Mr. Vensel.**

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

**Graduation Coach Progress Report**

Steve Pollzzie, Graduation Coach at MHS, and Lisa Warnke, Graduation Coach at MMS, updated the board on the progress of their programs. Students are selected for their programs based on MEAP scores and/or risk factors such as behavior issues or attendance, counselor referral, or students who may be at risk of not graduating on time. Organization is an issue that is addressed with these students and peer tutoring has been implemented successfully this year. Another important aspect to the success of this program is continued parental contact.

**Student Technology Presentation – 6<sup>th</sup> Grade Project**

Lisa McLaughlin spoke to the board about a new technology initiative beginning in two classrooms at Waterloo funded by Title I. Laptops and internet will be provided for home and school use. An online learning environment called, My Big Campus, will be used for learning and home to school communication. In May, Mrs. McLaughlin will bring students back to the board so the students can show the benefits they have received from this new program.

**Public Commentary**

There was none at this time.

**Approval of Minutes**

Move to approve the following minutes:

- February 28, 2011 Board Meeting #4 Minutes
- March 1, 2011 Work Session Minutes

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

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

**Reports and Updates**

- Informational Report – Contracted Coaches – Accepted without comment.

**Coaching Recommendation**

Move to approve Tigra DelBen as a 7<sup>th</sup>/8<sup>th</sup> Grade Co-Ed Track Assistant Coach for the spring, 2011 season as per the MCEA master agreement

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

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

**Overnight Field Trip**

Move to approve the Monroe High School students' overnight trip to the 2011 HOSA State Leadership Competition at the Grand Traverse Resort and Conference Center Wednesday, April 13 through Saturday, April 16, 2011 according to the terms of Bylaw IICA, Field Trips and Excursions.

*Dr. McNamee requested that an updated Field Trip Excursion Checklist form be provided to Mr. Monday in light of the fact that there are now twelve students attending the conference.*

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

At the regional competition, twelve students qualified to attend the conference in Traverse City. This will make the cost per student \$100 and another parent chaperone needs to be found.

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

**Resolution in Support of the Countywide Educational Technology Millage Renewal**

Move to approve the resolution as presented.

Motion by Mr. VanWasshenova; support by Mr. Benore.

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

**Old Business**

Mr. VanWasshenova inquired about the pilot program of having a lecture-type class at MHS. This was implemented during the current trimester, which ends Friday, March 11, and a report will be presented to the board soon.

Dr. McNamee asked where administration is on the selection of a new high school principal. Although it has been posted and will be until March 31<sup>st</sup>, at this point we have no applicants. Mr. Monday felt there are possibly two reasons for this. First, the starting salary is \$91,000 which is lower than many smaller districts in our county; and second, many candidates wait until the last minute to apply. Dr. McNamee felt the salary needs to be more in line with other schools in the county. This item will be discussed at the upcoming Personnel Committee meeting.

**New Business**

Motion by Mr. Benore, support by Dr. McNamee to have the Policy Committee investigate whether or not MPS needs a policy in place regarding procedures to follow if one spouse is under the direct supervision of another spouse. Also, if it is determined that we do need a policy regarding this issue, one will be developed.

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

Wendy Spicer would like to discuss how we are financing the officer present at our board meetings. Mr. Monday will add this item to the Personnel Committee agenda for discussion.

**Superintendent's Comments**

- Congratulations to the twelve HOSA (Health Occupations of America) students who qualified to participate in the upcoming state finals in Traverse City.
- Congratulations to Derek Davison, senior wrestler from MHS, who won the individual state wrestling title in his weight class for Division I.
- Four of our instrumental music groups will be playing in the Michigan School Band and Orchestra Association festival at Monroe County Community College.
- Kindergarten registration will be held at the administration building during the week of March 14, 2011.
- Toledo's Channel 11 was at MHS this week to film a segment about our auto tech program.
- On Thursday, March 10, 2011 at 7:00 PM MHS will host a freshmen orientation program for those students currently attending a parochial or private high school and wish to enroll at Monroe High for the 2011/2012 school year.
- Due to a number of weather-related cancellations of school, we will be extending our school year to a half day on June 10<sup>th</sup>. Originally, the last day of the school year was scheduled to be a half day on June 8<sup>th</sup>.
- Congratulations to the boys' basketball team who won their district game Monday night. They will play Wednesday at 5:30 PM.

**Public Commentary – Any**

Selma Rankins attended a good language encounter at Custer last week and requested a meeting with Mr. Monday.

**Adjournment**

Move that the March 8, 2011 Board Meeting #5 be adjourned.

Motion by Mr. VanWasshenova; support by Ms. Spicer.

Vote: Motion carried by a 6-0 hand vote at 8:28 PM.

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**JUNE KNABUSCH-TAYLOR, SECRETARY**



BOARD MEETING #6  
March 22, 2011  
Item #C.2

## **REPORTS AND UPDATES**

### **Board Committees/Other Reports:**

- Community Relations Committee Minutes – 3/9/11

**Community Relations Committee**  
**March 9, 2011**  
**Minutes**

Attendees: Dr. McNamee, Dr. March, Mr. Vensel, Mr. Monday and Mr. Vergiels

Meeting was called to order at 4:02 p.m. with all members present.

**Technology Millage Update** – Mr. Vergiels explained that significant effort was under way to publicize the upcoming technology millage renewal election on May 3. A voter registration drive is to be held March 17 at Monroe High School. Contact also has been made and materials are to be delivered by mid- to late-March to about a half dozen locations and organizations in the MPS district which deal with senior citizens. Changes will be made to the district website to put the technology related information in a more prominent position to make it easier for site visitors to see. A schedule of face-to-face meetings with parents at schools events has been developed. Three technology-related classroom stories have been run in local papers with an expected three more before the election.

**Budget Information Promotion** – A budget presentation, prepared by Ken Laub, has been posted on the district web page. Consideration also is being given to preparing a podcast featuring Mr. Laub explaining the presentation via words. A note from Mr. Monday to the MPS staff also is planned.

**Last Newsletter of the School Year** – Plans are to prepare a newsletter to be distributed in mid- to late-May. Lessons learned from production of the first newsletter will be used to smooth production challenges which had been encountered in the early February edition.

**County Fair Preparation** – After a one-year absence, MPS will return to the Monroe County Fair with a double space in August. Notices will go out to the staff in early April seeking volunteers for the booth. Final designs are not complete but the aim is to have a Smartboard in the booth and have at least one staffer per crew know how to use it so they can demonstrate how it is used.

**Media Relations Update** – Since Jan. 3, 39 news releases/cutlines/event advisories were distributed by the Communications Department, an average of 3.9 per week. All but three resulted in media coverage. In that same time, 25 MPS-related pictures have been provided to various news outlets and about 80 percent of them have been used.

**Alternative Revenue Development Update** – Mr. Laub and Mr. Vergiels met with an ARD representative who briefed them on the re-formation of the company. No advertising dollars have come to MPS since signing the contract with the company last spring. ARD plans renewed efforts in Monroe starting this spring. The status of the relationship between ARD and MPS will be reviewed in a few months.

**Bully Prevention Task Force** – A team of 25 persons – many of whom are community members – has begun its work to review the district's bully-prevention efforts and policies. The

group has met twice and plans to have recommendations to the Board of Education by early June.

**Scholarship Art Auction** – A significant amount of promotion has gone into the auction, as has tremendous amount of planning for the event. Although about 60 to 70 pieces of art have been donated and various reminders have gone out to parents and staff (and the general public through the media) ticket sales have not been as strong as hoped.

**Mooz-lum Showing** – Mr. Vergiels is working with Phoenix Theater and the producers of the movie Mooz-lum, which was shot partially at Lincoln School in November, 2009, to have a local showing of the film so members of the public – including about two dozen of our students – will be able to see it locally. While all sides agree that this will be done, no date has been set yet.

**All Else –**

Grant Writing – Mr. Vergiels reported that there are two active grant requests pending: a \$12,000 request to the Detroit Tigers Foundation for improvements at Red Davis Field and a \$10,000 request to the General Mills Foundation for support of Girls on the Run at Custer Elementary. Word has been received that a \$10,000 request to the Norfolk Southern Foundation for improvements at the Knabusch Math and Science Center has been denied.

Summer projects – Besides the county fair, Mr. Vergiels shared information on communications projects for the summer. He will be working on mobile apps to be placed on the outside doors at each school with a corresponding website of information about the school which can be accessed by people using their Smartphones. He will work with technology to develop a district Facebook page and investigate other social media uses for the district. Assistance will be given in promoting and publicizing back-to-school events and activities. Recruitment efforts will be done to attract MHS students for a broadcast club. Mr. Vergiels will be working with an intern to help with communications' activities for the summer. The intern is an MHS graduate who is studying communications and marketing at the University of Toledo. Most work on the district's annual report will be done over the summer so it can be released in September.

Other action – Dr. McNamee reported that President Obama is having a nationwide contest to identify a school at which to deliver a graduation speech. He suggested that MHS apply. Application deadline is March 11. (Note – Mr. Vergiels, who wrote the application, met with two students to gather information to be used in persuading the president to come to Monroe. In addition, Mr. Ryan McLeod and Dr. Barry Martin provided required information to fill out the application. This was done in two days.

Meeting was adjourned at 5:11 p.m.

**OVERNIGHT OUT OF STATE TRIP  
TO THE DECA INTERNATIONAL CAREER DEVELOPMENT CONFERENCE  
AT THE HILTON WALT DISNEY WORLD HOTEL**

**BACKGROUND:**

Monroe High School teacher and DECA advisor, Jeff Brown, wishes to petition the Board of Education for permission to take (2) Monroe High School students to Orlando, Florida in order to attend the DECA International Career Development Conference. This overnight, out of state trip to attend the 2011 international conference will be held at the Hilton Walt Disney World Hotel in Lake Buena Vista, Florida. The cost for this trip is \$800.00 per student and advisor; each student will pay for meals and souvenirs out of pocket, the balance is covered by CTE Added Cost Funds and the MHS DECA chapter.

All aspects of this trip will be in compliance with Board Policy IICA and is 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 DECA International Career Development Conference at the Hilton Walt Disney World Hotel and Conference Center Friday, April 29, 2011 until Wednesday, May 4, 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: APRIL 30 - MAY 4, 2011

Date of request: 3-3-11

Grade or organization making request: DECA

Faculty Sponsor: JEFF BROWN

Destination: ORLANDO, FL

Address: HOTEL - TO BE DETERMINED

Phone Number of Destination: TBD

Purpose: INTERNATIONAL CAREER DEVELOPEMENT CONFERENCE

Estimated time of departure: 4/30/11 FLIGHT - DTW

Estimated return time: 5/4/11 FLIGHT - ORL

Substitute needed:  yes  no

Principal's signature: 

approved  denied

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

**MHS D E C A**  
*An Association of Marketing Students*

3/3/11

Mr. Ryan McLeod  
Monroe High School  
901 Herr Road  
Monroe, MI 48161

Dear Ryan:

DECA is a co-curricular, student-centered organization specifically designed to provide activities that will motivate Monroe High School students to learn marketing, management and entrepreneurial competencies that will prepare them to become skilled, employable workers in the field of marketing.

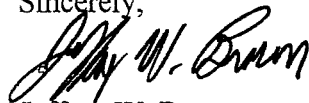
The purpose of DECA is to provide learning opportunities to marketing education students through goal-oriented chapter activities. The focus of these activities is always upon developing greater understanding and appreciation of marketing, management and entrepreneurship. These activities contribute to occupational competence by promoting greater understanding and appreciation for the responsibilities of citizenship in our private and free enterprise system.

Our DECA chapter is to the marketing education program what a civic or professional organization is to a group of businesspeople. Chapter activities are recognized as a part of the total educational program because they develop leadership skills, professional attitudes, business competency, citizenship characteristics, and social growth of the individual. These same activities serve me, your marketing teacher/DECA advisor, as a teaching tool by creating student interest in all phases of marketing, management and entrepreneurship.

Amanda Miller and Sean Harwood have qualified to attend this year's conference. They both qualified through the Gold Merit Award Program. The DECA international conference is held in Orlando, FL this year, April 30 - May 4.

With your approval, I would like to present this trip to the Board of Education at their next meeting. Thank you again!

Sincerely,



Jeffery W. Brown  
DECA Advisor

Cc: Bill Ferrara

# 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:

SEE ATTACHMENT FOR

"DECA'S ~~CAREER~~ COMPREHENSIVE LEARNING PROGRAM"

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

AUTHENTIC, EXPERIENTIAL LEARNING

Follow-up classroom lessons:

PREPARE FOR DECA 2011-2012  
WITH FELLOW DECA MEMBERS.

- 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

# 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): MHS

Chaperones: JEFF BROWN

Method of Transportation: DELTA AIRLINES

Date of Departure: 4/29/11

Time of Departure: TBD

If overnight, number of nights: 5

Date of Return: 5/4/11

Time of Return: TBD

Number of Students Participating: 3

Number of Staff Supervising: 1



# Monroe Public Schools Field Trip Information Form

Date of Trip: APRIL 29 - MAY 4 2011

Grade/Team/Organization Making Request: DECA

Destination: HILTON WALT DISNEY WORLD HOTEL

Address: 1751 HOTEL PLAZA BLVD.

City: ORLANDO <sup>LAKE</sup> BUENA VISTA State: FL Zip: 32830

Means of Transportation: DELTA AIRLINE

Number of Students and Adults Involved: 3

Exact Loading Location: METRO AIRPORT

Estimated Time of Departure: APRIL 29


Estimated Time of Departure from Destination: MAY 4

Expected Time of Arrival: TBD

Purpose of Trip: DECA INTERNAL CAREER DEVELOPMENT  
CONFERENCE

Faculty Supervisor: JEFF BROWN

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

Principal's Signature:  Date: 3/8/11

Approved  Denied

Assistant Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied

Number of Other Adults Assisting: 0

Number of School Days Student will be Attending Trip: 3

Cost Per Child: ≈ \$800.00

Cost Per Chaperone: ≈ \$800.00

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes  No   
Chaperones: Yes  No

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

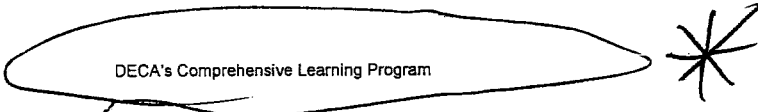
- Full compliance with Board of Education Policy IICA - Field Trips & Excursions Forms
- Signed parent permission forms for each student participant (IICA - FI)
- Field Trip Permission Forms (F-II)
- Compliance with Educational Academic Field Trip regulations - Standard Practice Bulletin I-11
- Written 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
- N/A  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.
- N/A  Turn in Criminal History forms, on non-staff chaperones, to the Superintendents Office prior to any deposits being made to any travel agent.

## What is DECA?

# CURRICULUM ALIGNMENT



DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management.



DECA's Comprehensive Learning Program

- Integrates into Classroom Instruction - An integral component of classroom instruction, DECA activities provide authentic, experiential learning methods to prepare members for college and careers.
- Applies Learning - DECA members put their knowledge into action through rigorous problem-based activities that require creative solutions with practical outcomes.
- Connects to Business - Partnering with businesses at the local and broader levels provides DECA members realistic insight into the industry and promotes meaningful, relevant learning.
- Promotes Competition - As such in the global economy, a spark of competition drives DECA members to excel and increase their performance.

DECA prepares the next generation to be

- Academically Prepared - DECA members are ambitious, high achieving leaders equipped to conquer the challenges of their ambitions.
- Community Oriented - Recognizing the benefit of service and responsibility to the community, DECA members continually impact and improve their local and broader communities.
- Professionally Responsible - DECA members are poised professionals with integrity and high standards.
- Experienced Leaders - DECA members are equipped to effectively influence their peers and provide leadership in a business setting.

DECA is organized around an ambitious goal: to improve education and career opportunities for students interested in careers in marketing, management and entrepreneurship. What began with a few hundred students in 17 states has grown to over 185,000 students in all 50 states, the District of Columbia, Canada, Guam, Virgin Islands, Puerto Rico and Germany.

DECA's objective is to support the development of marketing and management skills in career areas such as hospitality, finance, sales and service, business administration and entrepreneurship. Programs and activities are tailored to the specific career interest of students and include technical skills, basic scholastic and communication skills, human relations and employability skills, and a strong emphasis on economics and free enterprise.

DECA provides recognition and leadership activities directly related to attainment of specific occupational and leadership skills. DECA's mission establishes clear criteria for its programs and activities.

DECA is a nonpartisan, non-sectarian 501(c)(3) association of students, teachers, and administrators and is recognized and endorsed by all 50 state departments of education and the U.S. Department of Education.

## Michigan DECA Facts:



Membership in 2009-2010: 6,500 in Michigan, and 185,000 Internationally

Schools Participating (approximate): 165 in Michigan, and 5,000 Internationally

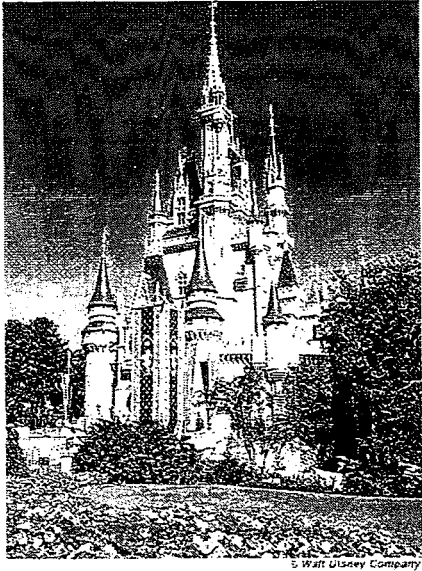
Michigan DECA has more than 7,546 members in five divisions: high school, Collegiate, professional and alumni. At the high school level, more than 165 high school and area career centers have DECA chapters.

Michigan DECA is a tax-exempt, not for profit 501(C)(3) educational association and is affiliated with National DECA located in Reston, Virginia. Michigan DECA is supported by a project grant to the Department of Business & Technology Education, in the College of Technology at Eastern Michigan University, from the Michigan Department of Career Development. The project office is located at Eastern Michigan University, Ypsilanti, Michigan 48197; (734) 487-DECA or FAX at (734) 487-4329.

Michigan was one of 17 charter states to affiliate with DECA in 1947. Today, there are associations representing membership in all 50 states, the District of Columbia, Guam, Puerto Rico, the Virgin Islands, Manitoba, Ontario, Mexico, and Germany. Of those 56 state associations, Michigan has grown to be the seventh largest in terms of membership. Besides having a large membership, Michigan DECA is also an innovator in many different ways. From competitive events to corporate partnerships, Michigan DECA is always striving to provide as many opportunities as possible to its student members.

Throughout the year, high school members are offered the opportunity to participate in many conferences that focus on DECA's four main goals: Vocational Understanding, Leadership Development, Civic Consciousness, and Social Intelligence. This year, members will have the opportunity to attend The Central Region Leadership Conference, the New York City Marketing Conference, District Competitions, the State Career Development Conference, and the International Career Development Conference.

## International Career Development Conference



DESTINATION  
&  
DESCRIPTION  
|

**April 29 - May 4, 2011**  
**Orlando, Florida**

Each year, the DECA International Career Development Conference gives students the opportunity to meet and compete with thousands of other DECA members from around the world who have shown to be the best at their District and State conferences, and now have earned the chance to compete at the highest level of DECA competition!

After participating in competitive events during the day, students will have time to socialize with other members from around the world, meet and network with influential business leaders at their vendor booths, and explore Orlando.

But wait, there's more! There are opportunities for you to develop your occupational and leadership skills as well as meet other fun and energetic DECA members, all while having fun!

At the closing session of the conference, hundreds of trophies and thousands of dollars in scholarships will be presented to outstanding DECA members who helped make this year's conference a memorable success.

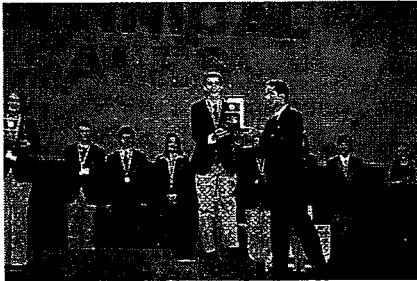
The DECA International Career Development Conference gives you the opportunity to meet DECA members from around the world, interact with important business professionals, and compete to win scholarships and awards at DECA's highest level of competition!



### **Important Dates and Deadlines:**

*Please note that chapter and/or school deadlines may be earlier than those posted here. Please check with your chapter Advisor for more information.*

- February 1, 2011 - Leadership Academies Applications due to Michigan DECA
- March 21, 2011 - Conference Registration forms available
- March 25, 2011 - Travel Forms due to Landmark Travel
- March 25, 2011 - Conference Registration and Housing Forms due to Michigan DECA
- April 10, 2011 - Final Payment due to Michigan DECA



#### **Leadership & Management Academies**

Because of the demand for delegates to attend the Leadership Development Academy, Michigan DECA has developed an application process for selecting delegates to represent Michigan DECA at the Academies. The application deadline is February 1, 2011.

Individuals selected to represent Michigan DECA will be announced at the State Conference. Download the application form for the Leadership Academies. *Each school may only submit two applications per academy.*

#### **Code of Conduct & Medical Treatment Authorization Forms**

Each delegate, both student and adult, must sign the Code of Conduct & Medical Treatment Authorization Forms. These forms are to be brought to the International Conference. Do not send them to the Michigan DECA office. Each advisor must sign a release stating that they have a completed form for each delegate and will bring the forms to the conference. It is recommended that these forms be notarized for out-of-state travel.



More information will be posted in February.

#### **Planning Ahead? Future dates & locations:**

- April 20-25, 2012 - Salt Lake City, Utah
- April 23-28, 2013 - Anaheim, California
- May 2-7, 2014 - Atlanta, Georgia
- April 24-29, 2015 - Orlando, Florida



TO: Amanda Miller, Adam Miller, Sean Harwood  
FROM: Jeff Brown, DECA Advisor  
DATE: 3/18/11  
SUBJECT: International DECA Conference

Congratulations! You are headed to Orlando, Florida. Find enclosed a packet of information for you and your parents/guardians.

Career and Technical Education added-cost funds, the MHS DECA chapter, and you will contribute to the overall cost. You will also need money for meals and souvenirs. More information on your total cost will be determined soon. Stay tuned.

We will leave Friday, April 29<sup>th</sup> and return Wednesday, May 4<sup>th</sup> via Delta Airline. Take a look at the agenda enclosed. Finally, make sure to get all the parental permission forms signed and returned to me ASAP.

It will be an exciting and educational experience. Again, congratulations.

Contact: Jeff Brown  
Work: 734-265-3668  
Email: [brownje@monroe.k12.mi.us](mailto:brownje@monroe.k12.mi.us)

For more information go to [www.mideca.org](http://www.mideca.org)

# International DECA Conference

## Monroe High School

Orlando, FL April 29 - May 4

Each year, the DECA International Career Development Conference gives students the opportunity to meet and compete with thousands of other DECA members from around the world who have shown to be the best at their District and State conferences, and now have earned the chance to compete at the highest level of DECA competition!

After participating in competitive events during the day, students will have time to socialize with other members from around the world, meet and network with influential business leaders at their vendor booths, and explore the host city.

But wait, there's more! There are opportunities for you to develop your occupational and leadership skills as well as meet other fun and energetic DECA members, all while having fun!

At the closing session of the conference, hundreds of trophies and thousands of dollars in scholarships will be presented to outstanding DECA members who helped make this year's conference a memorable success.

The DECA International Career Development Conference gives you the opportunity to meet DECA members from around the world, interact with important business professionals, and compete to win scholarships and awards at DECA's highest level of competition!







MONROE HIGH SCHOOL

Dear Parent:

Your son/daughter has expressed a desire to attend the following special event:

Name of event: DECA ICDC CONF.

Date: 4/29-5/4 Time: ALL

Transportation: DELTA AIRLINE

We request that you sign the attached permission form and return it with the student to the sponsor of the event. Thank you.

MONROE HIGH SCHOOL

By JEFF BROWN

Sponsor

.....

The undersigned hereby gives permission for

\_\_\_\_\_

Name of Student

to attend DECA ICDC CONF, leaving Monroe High School

at 4/29/11 and returning to Monroe High School at 5/4/11.

Signed \_\_\_\_\_

Parent

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

EXPLANATION AND DATES:

Departure Date/Day 4/29/11 Return Date/Day 5/4/11

A group of students and adult chaperones are planning a trip to: City ORLANDO

State FL Country US (daily itinerary must be attached).

The purpose of this trip is COMPETE GOLD MERIT AWARDS and the group sponsoring the trip is DECA

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

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

GENERAL INFORMATION:

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

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

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

MEDICAL INFORMATION

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

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

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

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

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

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

INSURANCE INFORMATION:

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

Name of Policy holder \_\_\_\_\_ Social Security No. \_\_\_\_\_

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 \_\_\_\_\_



MICHIGAN

# DECA Code of Conduct/Medical Treatment Authorization

Name \_\_\_\_\_

Chapter Monroe High School

Conference ICDC Orlando, FL

Conference Date 4/29 - 5/4, 2011

Attendance at any DECA sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, adults, and any other authorized persons attending the conference. This form must be signed by each student, and the student's parent or guardian, attending a DECA conference or activity (including, but not limited to; conferences, meetings, workshops, etc.) and brought to the conference by the chapter advisor.

Delegates shall abide by the rules and practices of DECA at all times, including to and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in Michigan DECA. Determination of penalties for violations will be at the discretion of Michigan DECA. Additional penalties may be imposed by the local school district.

**The following shall be regarded as major violations of the DECA Code of Conduct and will result in the student being sent home and not being allowed to participate in any DECA activities for the remainder of the school year. Determination of other penalties for violations will be at the discretion of Michigan DECA, the DECA chapter advisor or local school district.**

1. Alcohol, drugs, and tobacco: A student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medication prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol or chemical substances in any form (including tobacco), at any time, or under any circumstances, on public or private properties. All local and state laws concerning personal behavior will be honored.
2. Willful companionship: Being in the willful companionship of someone who violates any portion of the Code of Conduct, or failing to report any direct knowledge (other than hearsay) of the Code of Conduct violations.
3. Personal conduct: Conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); throwing objects out the window or into the hallway; other serious violations of personal conduct regulations.
4. Private transportation: No driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor (delegates are required to stay at state selected hotels). Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. Once a driving/riding delegate has arrived at the conference site, s/he shall not be in a private automobile again until leaving the site at the end of the conference.
5. Abusive behavior and lewd conduct: A student shall not engage in any lewd, indecent, sexual or obscene act or expression. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation, or disability is prohibited.
6. Violations of the student's school district code of conduct.

 MICHIGAN  
**DECA** Code of Conduct/Medical Treatment Authorization

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**Should a code of conduct violation occur for the following items, regardless of when exposed, the violating student(s) may be sent home and may not be allowed to participate in any DECA activities for the remainder of the school year. Determination of other penalties for violations will be at the discretion of Michigan DECA, the DECA chapter advisor or local school district.**

7. Conference Conduct: Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time). Delegates displaying rude or unprofessional behavior during conference sessions or activities will be subject to disciplinary action.
8. Curfew: Failing to be in your assigned sleeping room from the curfew time designated until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering or receiving any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
9. Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
10. Personal Conduct: Failing to keep adult advisors informed of activities and whereabouts at all times; participating in unapproved social activities; having a member of the opposite sex in a room if no adult chaperone is present or for behavior unbecoming of a delegate.
11. Hotel Conduct: Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations; inappropriate noise or verbal abuse; and not demonstrating respect for other hotel guests not participating with the DECA conference.
12. Unregistered individuals are not permitted at DECA conferences.
13. Cell phones and electronic devices are not permitted at meetings or conference activities, sessions, or competitions. Students may use them during free-time.
14. The chapter advisor shall be responsible for their chapter delegates' conduct. Delegates that do not follow the Code of Conduct may subject their entire delegation to be sent home at the individual's and/or chapter's expense.
15. Advisors are responsible for room checks. No group or chapter activities are to be scheduled by advisors after curfew.
16. Delegates shall allow Michigan DECA to use conference photographs, video footage, and their names for promotional purposes.

*Michigan DECA will not discriminate on the basis of race, color, creed, national origin, ancestry, age, gender, marital status, weight, sexual orientation or disability. Any student requiring an accommodation as a result of a disability should contact their chapter advisor or arrange such accommodation.*

 MICHIGAN **DECA** Code of Conduct/Medical Treatment Authorization

As parent/guardian, I have reviewed the Delegate Code of Conduct with our son/daughter, and he/she agrees to abide by the rules. The Chapter Advisors and/or Michigan DECA has the right to send the delegate 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.

The delegate has my permission to attend the Michigan DECA activity. I understand the delegate will be supervised by the DECA chapter advisor. I, the parent/guardian, will not hold the school, the advisor, the Board of Education, Michigan DECA, nor the conference staff responsible for any injuries while attending or while en-route to and from the DECA sponsored activity.

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

ICDC Orlando Florida 4/29 - 5/4 2011  
 \_\_\_\_\_  
 Conference or Activity Date

Monroe High School  
 \_\_\_\_\_  
 Name of School

\_\_\_\_\_  
 Name of Delegate Date of Birth

\_\_\_\_\_  
 Address City State Zip

\_\_\_\_\_  
 Daytime Phone Evening Phone

\_\_\_\_\_  
 Emergency Contact Phone

**Please list any medications or physical limitations:** \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Parent/Guardian's Signature Date

\_\_\_\_\_  
 Delegate's Signature Date

\_\_\_\_\_  
 Advisor's Signature Date

\_\_\_\_\_  
 Principal's Signature Date

\_\_\_\_\_  
 Insurance Company Policy Number

**The DECA Chapter Advisor must bring a signed form for each delegate to each conference.**

**It is recommended that this form be notarized for out-of-state travel.**

BOARD MEETING #6  
March 22, 2011  
Item #C.4

**MONROE PUBLIC SCHOOLS**  
**RESOLUTION DECLARING APRIL AS THE MONTH**  
**OF THE YOUNG CHILD**

**BACKGROUND**

See attached

**RECOMMENDATION**

Move to approve April as Young Child Month Resolution as presented.

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**  
**RESOLUTION DECLARING APRIL AS THE MONTH**  
**OF THE YOUNG CHILD**

***Whereas***, on average, over 340 cases of suspected child abuse or neglect are reported each day in Michigan; and

***Whereas***, the Child Advocacy Network of Monroe County (CAN) is a non-profit organization of concerned citizens, professionals, and agency representatives advocating for programs to prevent child abuse and neglect; and

***Whereas***, money received from the Children's Trust Fund (CTF) through donations of Michigan taxpayers provides funding to 72 local child abuse and neglect prevention councils in Michigan; and

***Whereas***, dollars donated to the CTF are used to provide funding for prevention programs in the donor's community; and

***Whereas***, nation-wide, it is estimated that more than 1,700 children die each year from child abuse and neglect, and

***Whereas***, as part of a statewide awareness campaign, the Child Advocacy Network of Monroe County sponsored a ***Pinwheels for Prevention*** project in Monroe and set up a display of 150+ pinwheels in St. Mary's Park representing each sustained case of child abuse and neglect in Monroe County; and

***Whereas***, the pinwheel was introduced as the new symbol representing child abuse and neglect prevention nation-wide.

***Therefore***, be it resolved, that the Board of Education of Monroe Public Schools encourages our local and state organizations, businesses and public agencies to promote this worthy commitment to the future of our children.

***Presented and adopted, on this 22<sup>nd</sup> day of March, 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 W. Monday, Superintendent

**Board Meeting #6**  
March 22, 2011  
Item #

**ADJOURNMENT**

**RECOMMENDATION:**

Move to adjourn the March 22, 2011 Board Meeting #6.

**HAND VOTE:**

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

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