



MONROE PUBLIC SCHOOLS

BOARD MEETING #12

July 12, 2011

7:00 pm

BOARD OF EDUCATION

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

SUPERINTENDENT OF SCHOOLS

MR. RANDALL MONDAY

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

NOTICE OF NON-DISCRIMINATION

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 PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #12
Tuesday, July 12, 2011
7:00 PM

AGENDA

- A. **Roll Call and Call to Order**.....Mr. Vensel
1. Pledge of Allegiance to the Flag.....Mr. Vensel
 2. Recognition – 2011 Media Honor Roll Recipient – Danielle Portteus.....Mr. Monday
- B. **Public Commentary-Agenda Items Only**.....Mr. Vensel
- C. **Discussion and Action Items**
1. **Approval of Minutes**.....Mr. Vensel
Move to approve the minutes of the following meetings as submitted:
 - June 14, 2011 Special Board Work Session
 - June 14, 2011 Board Meeting #10
 - June 21, 2011 Special Board Meetings (two sets)
 - June 21, 2011 Special Board Meeting
 2. **Reports and Update**..... Mr. Vensel
 - a. Board Personnel Committee Minutes – June 20, 2011
 3. **Staff Resignations**.....Mr. Vensel
Move to approve the resignations of M. Christine Butler, effective August 31, 2011, and Kenneth Laub, effective July 15, 2011, and Diane Heck effective September 30, 2011 from Monroe Public Schools.
 4. **Recall from Layoff**Mr. Vensel
Move to approve the recall of Dawn Brodie from the Monroe Public Schools layoff list, notify said teacher of this recall by official communication, and to approve the teacher contract extension for said teacher for the 2011/12 school year effective July 13, 2011.
 5. **Secretarial Appointment**Mr. Vensel
Move to approve the appointment of Kimberly VanDevelde as a secretary with Monroe Public Schools effective August 15, 2011 and place on the Class 3, 10 month step 1 salary for the 2011/12 school year as contained in the Master Agreement, and upon completion of all pre-employment requirements.
 6. **Resolution Designating Monroe Board of Education as Policyholder of Insurance Benefits and Programs**Mr. Vensel
It is the recommendation of Administration that the Monroe Public Schools Board of Education hereby designates itself as the policyholder for the insurance benefits and programs provided to the School District’s employees.

7. **Out of Country Trip for MHS Students – June, 2012**.....Mr. McLeod
Move to approve the Monroe High School Costa Rica trip, 6/7/2012 to 6/15/2012 according to the terms of Policy IICA, Field Trips and Excursions.
8. **Out of State Field Trip – MHS Choir**.....Mr. McLeod
Move to approve the Monroe High School choir students overnight out of state trip to New York City.
9. **Consent Agenda-Purchases**.....Mr. Laub
Move that Agenda Items C.10 – C.15 be considered as a Consent Agenda and that the consent agenda items be approved as recommended.
10. **Title I Technology Purchases for Arborwood, Custer, Manor and Waterloo** Mr. Laub
Move to approve the purchase of smart boards from Smart Ed Services, voice amplification systems from Lightspeed Technologies and AV equipment from Red Letter Productions for a total cost not to exceed \$49,406. Monies to be utilized from the Technology millage fund.
11. **Approval to Upgrade Network** Mr. Laub
Move to approve the purchase of equipment to upgrade network from Netech for cost not to exceed \$396,095.90 to be funded from Technology millage monies.
12. **Approval to Upgrade Suntel Phone System**Mr. Laub
Move to approve the purchase of phone system equipment from Suntel Services at a cost not to exceed \$67,637.34. Monies to be utilized from the Technology millage fund.
13. **Custer Bus Shelters**..... Mr. Laub
Move to accept the low bid from Snider & Associates of North Royalton, Ohio for the construction of two bus shelters at the Custer Complex at a total cost not to exceed \$23,986.18 plus \$950 for engineered/sealed drawings.
14. **Operations Center Asphalt Parking Lot Reconstruction** Mr. Laub
Move to accept the Base Bid, Proposal A, plus Alternate A-1 and A-2, from Bryant Asphalt Paving of LaSalle, Michigan for the Operations Center asphalt parking lot reconstruction at a total cost not to exceed \$113,357.50 and reject all other bids.
15. **Purchase of Wood Chips**Mr. Laub
Move to approve the purchase of 280 cubic yards of wood chips from Brink Wood Products at a delivered cost not to exceed \$4,300 with funding to come from the operations budget.
16. **Approval to Extend School Security Guard Contract**..... Mr. Laub
Move to extend the security service agreement with Roberts Security one additional year, expiring June 30, 2012. The hourly rate will be established at \$13.75. It should be noted the requirements of Public Act 129-131 and 138 of 2005 (laws pertaining to criminal checks) be included.

- 17. **Approval to Extend Custodial Service Agreement** Mr. Laub
Move to extend the custodial service agreement with Mulligan's Building Maintenance one additional year, expiring June 30, 2012.

- 18. **Superintendent Comments** Mr. Monday

- 19. **Old Business**..... Mr. Vensel

- 20. **New Business** Mr. Vensel

- 21. **Public Commentary-Any Topic**..... Mr. Vensel

- 22. **Adjournment**..... Mr. Vensel
Move that the July 12, 2011, Board Meeting#12 of the Monroe Public Schools Board of Education be adjourned.

ROLL CALL

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

APPROVAL OF MINUTES

ENCLOSURES

- June 14, 2011 Special Board Work Session Minutes
- June 14, 2011 Board Meeting #10 Minutes
- June 21, 2011 Special Board Meeting Minutes (two sets)
- June 21, 2011 Special Board Meeting Minutes

RECOMMENDATION

Move to approve the following minutes:

- June 14, 2011 Special Board Work Session
- June 14, 2011 Board Meeting #10
- June 21, 2011 Special Board Meetings (two sets)
- June 21, 2011 Special Board Meeting

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	_____	_____	_____	_____

OFFICIAL

MONROE BOARD OF EDUCATION
North Macomb Street, Monroe, Michigan 48162
Special Board Work Session
June 14, 2011
5:00 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

MINUTES

Roll Call and Call to Order

The meeting was called to order at 5:07 PM by Mr. Vensel.

Board Members Present:	Board Members Absent:	Others Present:
<ul style="list-style-type: none">• Mr. Benore (arrived @ 5:23 PM)• Mrs. Knabusch-Taylor• Dr. McNamee (arrived @ 6:24 PM)• Ms. Spicer• Mr. VanWasshenova• Mr. Vensel	<ul style="list-style-type: none">• Dr. March	<ul style="list-style-type: none">• Mr. Monday• Mrs. Butler• Mr. Laub• Mrs. Everly• Mr. McLeod• Holly Scherer• Jennifer Watterworth

Closed Session

Motion by Mrs. Knabusch-Taylor; 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, Section 8(c).

Vote: Motion carried by a 4-0 hand vote at 5:07 PM.

Reconvene into Open Session

Motion by Mr. VanWasshenova; support by Mr. Benore that the June 14, 2011 work session of the Monroe Public Schools Board of Education be reconvened.

Vote: Motion carried by a 5-0 hand vote at 6:00 PM.

2011/2012 Budget

Mr. Laub explained the final revision of the district 2010/2011 General, Food and Sinking Fund budgets as well as the projected budget for the 2011/2012 school year.

Minutes – June 14, 2011 Board Workshop

The projections used in preparation for next school year estimated a carry forward of approximately \$1.6 million which a good portion was to be used to offset the budget shortfall. That number has increased to \$1.9 million. As a reminder, the Athletics Budget is now a part of the General Fund ledger.

Building and Site Sinking Fund - It is projected that we will draw the fund balance down by \$802,500; something we have planned to do the last three years. Our only concern at this time is the continued decline in property tax revenue due to reduced taxable values. The Sinking Fund millage expires in 2013.

Food Service Fund – We continue to operate a very profitable program. The fund balance is in excess of \$840,000. That is net of transferring \$100,000 of indirect cost to our General Fund at the end of the current year.

Adjournment

Motion by Mr. VanWasshenova; support by Mr. Benore that the June 14, 2011 Board Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 6:33 PM.

JUNE KNABUSCH-TAYLOR, SECRETARY

Official

**MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Minutes – Board Meeting #10 – June 14, 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">• Mr. Benore• Mrs. Knabusch-Taylor• Dr. McNamee• Ms. Spicer• Mr. VanWasshenova• Mr. Vensel	<ul style="list-style-type: none">• Dr. March	<ul style="list-style-type: none">• Mr. Monday• Mrs. Butler• Mr. Laub

Budget Hearing

During the work session, Mr. Laub covered in detail the final amended 2010/2011 general, building and site sinking fund and food service budgets, as well as the continuation budget for the 2011/2012 school year. Based on the final revision, he is anticipating a \$1.9 million surplus and Monroe Public Schools is on target for next year for our projected budget.

Adoption of the Final Amended 2010/2011 General, Building and Site Sinking Fund, and Food Service Budgets

Motion by Dr. McNamee; support by Mr. VanWasshenova to adopt the final amended 2010/2011 fund budgets for the General, Building and Site Sinking and Food Service funds as presented.

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

Recognition – MHS Outstanding Teachers

During the recent honors award ceremony held at Monroe High Schools, three teachers were recognized by the students as outstanding teachers. They are Doug Schade, Scott McCloskey and Katelyn Martin. These teachers are to be commended as they were selected by the best students for this recognition.

Recognition – Magna Award – Victoria Sweet

The Magna award is a national award sponsored by the American School Board Journal and Sodexo. Victoria Sweet, MHS drafting/CAD teacher, has been honored with this award for her program. This program for girls as well as boys, helps students understand the importance of engineering.

Lincoln School Scholarship

Laura Lavender, Literacy Coach and Elise Hill, ISD Social Worker, announced winners of the Lincoln School scholarships provided to former students of Lincoln Elementary School. They are Trevor Palys and Robyn Monk. Trevor plans on attending Grand Valley State University to study biology and pre-med, while Robyn will be attending Wayne State majoring in liberal arts.

A ten-minute recess was called to enjoy refreshments provided by Sodexo.

Introduction of Matt Cortez – MHS Principal

Matthew Cortez was introduced as the new principal for Monroe High School. He, in turn, introduced his children who were able to attend the meeting with him. He and his family are looking forward to moving into the Monroe community.

Disproportionality Report

As a follow up to her August report to the Board of Education, Vicki Arbour reported on the progress of strategies for intervention for students at risk for school failure who were identified based on poor performance in ELA and math scores, absent 10% or more days of school with a history of behavioral concerns.

For the students in the first cohort, year one, 29 students were originally identified by their 6th grade teachers as at-risk for school failure. One student was identified and placed in special education, one student was evaluated and found not to qualify and four moved out of the district. As a result of the interventions put in place for these at-risk students, the results were that none of these students was absent more than 10% of the school year, 1 student failed ELA more than one quarter, two students failed math more than one quarter and 11 students had more than one discipline referral. As proof that RTI is working, 29 students were identified as at-risk in ELA and math for the 2010/11 school year and for the 2011/12 school year – only 19 of those students have been identified as at risk.

Public Commentary

Tyler Dickerson, Manor parent, requested results of the safety survey. Chris Butler and Kelly McMahon stated that this survey, which was part of the school improvement process, was submitted to the state and will be presented at the first PTO meeting in September.

Lynne Duncan, Manor parent, praised the staff at Manor Elementary as very conscientious regarding the safety of the students, as well as the parents who volunteer their time to ensure all children at Manor are safe.

Stefanie McLeod, a Manor parent whose children previously attended school in Wayne County, noted the tremendous difference in supervision at Manor compared to her children's former school. Teachers at Manor are always waiting to care for students. If parents drop their children off too early or too late, that would be the only reason teachers would not be outside waiting for them.

Brenda Bressler, Manor parent, informed the board that she has never had a concern for her children's safety at Manor Elementary. She complimented the staff for their willingness to stay late, give blood, appear at birthday parties, and tutor after school.

Approval of Minutes

Motion by Mrs. Knabusch-Taylor; support by Mr. VanWasshenova to approve the following minutes:

- May 24, 2011 Board Meeting #9
- May 31, 2011 Special Board Work Session (Discipline – 4 sets)

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

Reports and Updates

The following reports were accepted without comments:

- May 24, 2011 Finance Committee of the Whole Minutes
- May 16, 2011 Personnel Committee Minutes
- Informational Report – Contracted Coaches

Continuation Budget Resolution Fiscal Year 2011/2012

Motion by Mr. VanWasshenova; support by Dr. McNamee that the continuation budget resolution for the General, Debt, Food Service, Building & Site, and Building & Site Sinking Funds be adopted as presented. Furthermore, the Board has determined that the district approve the full 18 mills non-homestead levy and the 1.0 mill sinking fund, which are crucial to meet the financial needs of the district.

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

Approval to Participate in the Michigan Finance Authority (MFA) State Aid Note Program

Motion by Dr. McNamee; support by Mrs. Knabusch-Taylor that the Board of Education approve the District's participation in the Michigan Finance Authority 2011 State Aid Note Program as presented.

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

Board Policy Adoption – Fund Balance Policy GASB 54

Motion by Mrs. Knabusch-Taylor; support by Dr. McNamee that the Board of Education waive the first and second readings of the Fund Balance Policy GASB 54 and adopt this policy effective June 30, 2011. Discussion: This is mandatory and the wording fit our needs. This will provide better definition for people who are looking to analyze financial budgets.

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

School Lunch Prices

Motion by Mr. VanWasshenova; support by Mr. Benore to approve Option B to set prices for school lunches for the 2011/2012 school year.

Discussion: Mike Miller, Sodexo Regional Manager, stated that the law is written to close the gap between the money the school receives for a free meal and the paid lunch price. Each year until that gap is closed, the district will be faced with similar decisions.

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

Teacher Tenure Recommendation

Motion by Dr. McNamee; support by Mr. VanWasshenova to confirm and endorse the granting of tenure for Emily Bundon, Amy Lynn, Kari McCormick, Kendan Myers, Erin Otter, Lisa Scheich, Delsie Sissoko, Christine Trapp, and Andrea Wylie on the appropriate anniversary dates.

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

Recall from Layoff

Motion by Dr. McNamee; support by Mr. VanWasshenova to approve the recall of Valerie Deletka and Teresa Stewart from the Monroe Public Schools layoff list, to notify said teachers of this recall by

official communication, and to approve the teacher's contract extension for said teachers for the 2011/12 school year effective June 15, 2011.

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

Overnight MHS Michigan State University Band Camp

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor to approve the Monroe High School Trojan Marching Band field trip to Michigan State University's Annual Band Camp, July 25-July 30, 2011, according to the terms of Policy IICA, Field Trips and Excursions.

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

Overnight Out of State Trip to the HOSA National Leadership Competition Held in Anaheim, California

Motion by Dr. McNamee; support by Mr. VanWasshenova to approve the Monroe High School students' overnight out of state trip to the 2011 HOSA National Leadership Competition held in Anaheim, California Tuesday, June 21 through Friday, June 24, 2011 according to the terms of Bylaw IICA, Field Trips and Excursions.

Discussion: Mr. Ferrara reported that science teacher, Alka Pandya, will be in California at the same time and has offered the students to stay at her family's home during the competition.

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

Overnight Out of State MHS Upward Bound Trip to Nashville, TN

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor to approve the Upward Bound Program overnight out of state trip to Nashville, Tennessee from July 31, 2011 to August 3, 2011 according to the terms of Policy IICA, Field Trips and Excursions.

Discussion: Upward Bound Program Director, Anthony Quinn, reported that this annual trip is to reward students by visiting universities and business. There are 44 students with three adult chaperones. Students with behavior issues will not be allowed to go and the student/chaperone ratio has never been a problem in the past.

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

Adoption of Rules and Regulations, Michigan High School Athletic Association

Motion by Dr. McNamee; support by Mr. VanWasshenova to adopt the Michigan High School Athletic Association membership resolution for the year August 1, 2011 through July 31, 2012 as presented.

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

Coaching Recommendations

Motion by Mr. VanWasshenova; support by Dr. McNamee to approve coaches for the fall and/or winter 2011/12 season as named above and as per the MCEA master agreement.

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

Consent Agenda – Purchases

Motion by Dr. McNamee; support by Mr. VanWasshenova that Agenda Items C.16 thru C.18 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

C.16 - Motion to accept the Base Bid, Proposal A from TSC, Inc. of Toledo, Ohio for the masonry repairs and related work at Monroe High School at a cost not to exceed \$24,450 and reject all other bids.

C.17 - Motion to accept the Base Bid, Proposal A from Al's Asphalt Paving Co., Inc. of Taylor, Michigan for the Riverside Early Learning Center asphalt parking lot re-construction at a cost not to exceed \$87,665 and reject all other bids.

C.18 - Motion to accept the Base Bid, Proposal A from Wilson Builders of Toledo, Ohio for the Custer concrete walk replacement at a cost not to exceed \$15,900 and reject all other bids.

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

Staff Resignation

Motion by Mrs. Knabusch-Taylor; support by Mr. VanWasshenova to approve the resignation of Barry Bunkelman from Monroe Public Schools effective at the end of the 2010/11 school year (June, 2011).

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

Recommendation of Student Reinstatement Requests

Motion by Mrs. Knabusch-Taylor; support by Mr. Vensel to approve the Monroe Public Schools Reinstatement Committee recommendations as follows:

- After a complete review, the Monroe Public Schools Reinstatement Committee is recommending that Troy Moody, Boston Dussia, Marquis Evans, and Justin Goetz should be reinstated to Orchard Center High School based on good attendance, improved grades and the recommendation of the committee.
- The recommendation of the committee is to reinstate Collin Cole to Monroe High School based on good grades, good attendance and that he has gone to counseling for the infraction that caused his expulsion.
- The committee is in agreement that Dakota Musarelli has the choice to be reinstated to either Monroe High School or Orchard Center High School.
- The committee is reserving their right to make a recommendation at this time for Skyler Pendleton. The committee feels it would be in his best interest to continue with the Expelled Students Program.

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

Old Business

Manor Bus Drop Off Update – Chris Butler visited Manor and Custer Elementary several times and observed teachers at their duty stations as well as teaching assistants supervising the hallways. Both Custer and Manor schools manage supervision very well. Board members received an email from the parent who had originally complained about Manor supervision who indicated that she felt the matter had been successfully resolved.

Ms. Spicer conveyed her congratulations to the 38 proud graduates of Orchard Center High School. The original date for the graduation had been postponed by a couple days due to a power outage at MHS caused by a storm. Dr. McNamee mentioned that graduation at MHS was perfect as well and the staff should be commended. Mr. VanWasshenova suggested board members wear gowns similar to staff members at the next graduation ceremony. This will be brought up again in April, 2012. Mr. Monday shared a thank you card received from a student who had recently graduated and appreciated the support he received from the board of education members.

New Business

Mrs. Knabusch-Taylor suggested a sub-committee be formed to develop goals for the board and superintendent. Although Mr. Monday's main goals are in the School Improvement Plan, Mrs. Knabusch-Taylor, Mr. VanWasshenova and Ms. Spicer will serve on this sub-committee, and with the help of a facilitator provided by DTE, develop additional goals, if necessary.

Ms. Spicer mentioned that three former members of the MPS staff passed away this week – Jack Smith, Bill McEwen and Dave Hartzell.

Superintendent's Comments

- Congratulations to MMS Graduation Coach, Lisa Warnke, Principal Cindy Flynn and MMS for being recognized by the state Department of Education as one of only 3 schools in the state for "Winning the Challenge." The challenge recognizes a school's efforts to improve educational outcomes of students who have various dropout risk factors as they near their transition to high school. Student, Christian Espada, received an iPad from the state for his remarkable effort to improve his classroom performance and attendance. In addition, MMS received 15 iPads as a result of winning this award.
- The MHS Jazz Band has once again been selected to perform at the 2011 Detroit International Jazz Festival in Detroit on Labor Day.
- The construction technology students have built a new guard shack at MHS.
- A \$1,000 grant from the MPS Education Foundation has helped transform the pond and courtyard at Arborwood South.
- At 7:00 PM on June 19th at MHS, the Blue Lake Fine Arts Camp Southern Winds tour musicians will perform before their European tour. One of our recent MHS graduates, Cara Kern, is a member of the group.
- The MHS robotics team will host a major robotics meet at MHS on June 24-25 which has attracted 48 high school teams.

Public Commentary – Any

There was none at this time.

Adjournment

Motion by Dr. McNamee; support by Mr. VanWasshenova to adjourn the June 14, 2011 Board Meeting #10.

Vote: Motion carried by a 6-0 hand vote at 8:50 PM.

JUNE KNABUSCH-TAYLOR, SECRETARY

Official

**Monroe BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting – June 21, 2011 – 5:00 PM**

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

Board Members Present:	Board Members Absent:	Others Present:
<ul style="list-style-type: none">• Mr. Benore• Mrs. Knabusch –Taylor• Dr. March• Ms. Spicer• Mr. Vensel• Mr. VanWasshenova	<ul style="list-style-type: none">• Dr. McNamee	<ul style="list-style-type: none">• Mr. Davies• Mr. Monday• Mrs. Butler• Mr. McLeod• Mr. Ferrara• Mrs. Flynn• Mrs. Kreps• Detective Sulfaro• Student• Students' mother and sisters

Roll Call and Call to Order:

The meeting was called to order at 5:07 PM by Mr. Vensel.

Closed Session:

Move to convene in closed session for the purpose of conducting a student disciplinary hearing.
(Open Meeting Act, Sec., 8b).

Motion by Mr. VanWasshenova; support by Dr. March. Motion carried by a 6-0 hand vote at 5:07 PM.

Reconvene Open Session:

Move to adjourn the Closed Session and reconvene into Open Session.

Motion by Mrs. Knabusch-Taylor; support by Mr. VanWasshenova. Motion carried by a 6-0 hand vote at 5:28 PM.

Recommendation:

Move to expel the student.

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

Vote: Motion carried by a 6-0 roll call vote at 5:29 PM.

Adjournment:

Move that the 5:00 PM, June 21, 2011 Special Board Meeting be adjourned.

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

Vote: Motion carried by a 6-0 hand vote at 5:30 PM.

Official

**Monroe BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting – June 21, 2011 – 5:00 PM**

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

Board Members Present:	Board Members Absent:	Others Present:
<ul style="list-style-type: none">• Mr. Benore• Mrs. Knabusch –Taylor• Dr. McNamee (arrived @ 6:00 PM)• Dr. March• Ms. Spicer• Mr. Vensel• Mr. VanWasshenova	None	<ul style="list-style-type: none">• Mr. Davies• Mr. Monday• Mrs. Butler• Mrs. Flynn• Mrs. Kreps• Student• Student's Grandmother

Roll Call and Call to Order:

The meeting was called to order at 5:33 PM by Mr. Vensel.

Closed Session:

Move to convene in closed session for the purpose of conducting a student disciplinary hearing. (Open Meeting Act, Sec., 8b).

Motion by Mr. VanWasshenova; support by Mr. Vensel. Motion carried by a 6-0 hand vote at 5:34 PM.

Reconvene Open Session:

Move to adjourn the Closed Session and reconvene into Open Session.

Motion by Mr. VanWasshenova; support by Mr. Benore. Motion carried by a 6-0 hand vote at 6:04 PM.

Recommendation:

Move to expel the student due to habitual offender status.

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

Vote: Motion carried by a 5-1 roll call vote at 6:07 PM. Dr. March voted no; Dr. McNamee abstained.

Adjournment:

Move that the 5:00 PM, June 21, 2011 Special Board Meeting be adjourned.

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

Vote: Motion carried by a 7-0 hand vote at 6:08 PM.

JUNE KNABUSCH-TAYLOR, SECRETARY

Official

**MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting - Tuesday, June 21, 2011**

MINUTES

Roll Call and Call to Order

Board Members Present: President Dave Vensel, Vice President Ken McNamee, Secretary June Knabusch-Taylor, Parliamentarian Tedd March, Trustee Ronald Benore, Jr., Trustee Wendy Spicer, Trustee Larry VanWasshenova

Administrators Present: Randy Monday, Chris Butler

Administrators Absent: Mr. Laub

President Vensel called the meeting to order at 6:09 PM.

Public Commentary-Agenda Items Only

None

Closed Session

Item #C.1 - Motion by Mrs. Knabusch-Taylor, support by Mr. VanWasshenova, to convene in closed session for the purpose of discussing strategies connected with the negotiation of collective bargaining agreements and legal issues. (Open Meeting Act, Section 8c.)

Vote: Motion carried by a 7-0 hand vote at 6:10 PM.

Return to Open Session

Item #C.2 – Motion by Mrs. Knabusch-Taylor, support by Mr. VanWasshenova, to reconvene in open session of the Monroe Public Schools Board of Education Special Board Meeting.

Vote: Motion carried by a 7-0 hand vote at 6:50 PM.

Appointment of Deputy Superintendent

Item #C.3 - Motion by Dr. McNamee, support by Mrs. Knabusch Taylor, to approve the appointment of Kenneth Laub as Deputy Superintendent of Monroe Public Schools at a base salary of \$110,000 effective July 1, 2011.

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

Adjournment

Item #C.4 - Motion by Mrs. Knabusch-Taylor, support by Mr. VanWasshenova, to adjourn to June 21, 2011 Special Board Meeting.

Vote: Motion carried by a 7-0 hand vote at 7:10 PM.

June Knabusch-Taylor, Secretary

Board Meeting #12
July 12, 2011
Item #C.2

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- June 20, 2011 Board Personnel Committee Minutes

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

Date of Meeting: June 20, 2011

Present: June Knabusch-Taylor, Tedd March, Larry VanWasshenova
Randy Monday, Chris Butler, and Holly Scherer

Next Meeting: **September 20, 2011**

1. **Call to Order:** The meeting was called to order at 5:05 PM.
2. **Minutes:** May minutes previously approved.
3. **Public Commentary:** None
4. **Staffing/budget updates:** At this time we have had three teacher retirements brought to the board. Mrs. Scherer reported that Administration has received a teacher request for a voluntary layoff for personal reasons. Since this request would allow us to recall a teacher, we are going to accommodate that request. The additional recall will be brought to the board on July 12th meeting.

Dr. Ray reported that four sections of E2020 classes will be running during the summer at MHS. There will be two teachers assigned to facilitate these classes.

5. **Contracting of Athletic Coaches:** Jeremy Chisholm from Collins and Blaha attended today's meeting to review the rules and guidelines for contracted employees, specifically as that relates to our Athletic Coaches. Mr. Chisholm explained the primary benefit of contracting employees is to save money. This cost savings is found because the district is not responsible for paying retirement benefits to the contracted employees. Currently our district contracts 56 of its coaches and pays 33 in-house. Based on these figures we would anticipate a savings of @ \$28,000 for next school year by continuing to contract the coaches.

In addition to the cost savings, contracting employees provides an extra layer of insurance since the district is not responsible to bargain with, or cover workers comp, unemployment, EEOC or other compliance areas. Those responsibilities are bore by the company providing the service. What is important to maintaining a contracted employer setting is the level of separation. He cautioned that the more control the district has over the duties, hours, pay and discipline of those workers, the more likely that the employment status would revert to a dual/joint employer relationship. One key factor that MERC would review if the status of employment came into question would be who is doing the evaluations. At this time there are no penalties or fines for the district in the way we are doing business. If the employer relationship was challenged, however, it is likely that the courts would find the district responsible for said employee. Generally a challenge would only arise if the employee wants to become part of a union or if there is a worker comp claim.

The current process for coach selection starts with an internal posting. Interested candidates, both internal and outside candidates, are scheduled for an interview held at the district level. Varsity Head Coach Candidates are interviewed by a panel of 5 persons as identified in board policy; other coaching candidates are interviewed by the Athletic Director and the Head Coach. The candidate selected by the panel is then recommended to Temporary School Staff (TSS) and a report made to the Board of Education. Monroe Public Schools is responsible for completing the background checks on all persons

regularly and continuously employed/in contact with our students. Fingerprint records are requested for all paid coaches; i-chat reports available through the Michigan State Police are completed for all volunteer coaches.

Coaches are provided with an annual contract and are considered at-will employees. Each year an evaluation is completed by the Athletic Director. The AD has the authority to determine at that time whether the coach will continue for the next year or not, provide those decisions are not illegal or arbitrary. If an MPS Teacher is coaching and is not renewed, that person has a provision in the teacher master agreement which gives them the ability to request a review from a panel and the decision of that panel is final and binding.

Mrs. Knabusch-Taylor noted concern that the district should have a format for the channel or process on evaluating coaches so that as situations arise they are handled consistently. For example is a coach given the opportunity of an improvement plan prior to terminating employment, or not. This is something the Board could consider if they would desire.

It was noted that the district prefers to have control over the coaches and therefore the committee was comfortable moving forward with contracting Athletic Coaches for the 2011-12 year with the understanding that the interview, selection, and evaluation processes will continue to be handled at the district level through the Athletics Director.

6. **Old Business:**

- Mr. VanWasshenova asked if the same issues applied to the other contracted employees in the district. Mr. Chisholm indicated that the same issues on the legal abilities would apply; the concern with wanting to unionize wouldn't be as great.
- Dr. Ray questioned the liability of the district for concerns raised over volunteers that coaches may have assisting that the district is not aware of. Mr. Chisholm noted that the district can't be responsible for what it doesn't know; however the district is required to respond as soon as it is aware that a concern exists. The district has the obligation to background check individuals that are regularly and continuously in contact with our students and to the extent that we do that, the district would be covered. The problem would arise if the district has knowledge and doesn't act on that.
- Mrs. Knabusch-Taylor would like to receive a copy of the staffing changes planned for 2011-12. Mrs. Scherer will provide a report to the board and will prepare weekly reports to the board on any changes from this point forward on personnel notes.

7. **New Business:**

- Mrs. Knabusch-Taylor requested input from the Administration on how the site visit for the new High School Principal search went. Mr. Monday indicated that he received good feedback from both of Mr. Cortez's former districts. The group was able to talk to several employees at varying levels and felt the information gathered was authentic.

8. **Next Meeting:** Scheduled for September 20, 2011.

9. **Adjournment:** The meeting was adjourned at 6:15 PM.

STAFF RESIGNATIONS

BACKGROUND

We have received a letter of resignation for the purpose of retirement effective August 31, 2011 from M. Christine Butler. Ms. Butler has been employee with Monroe Public Schools for the past 41 years, most recently as an Assistant Superintendent for Curriculum.

We have received a letter of resignation for the purpose of other employment effective July 15, 2011 from Kenneth Laub. Mr. Laub has been the Assistant Superintendent for Business and Finance since September, 2003.

We have received a letter of resignation for the purpose of retirement effective September 30, 2011. Mrs. Heck has been employed as the school nurse in our district for the past 15 years.

ENCLOSURE(S)

Letters of Resignation

RECOMMENDATION

Move to approve the resignations of M. Christine Butler, effective August 31, 2011, Kenneth Laub, effective July 15, 2011, and Diane Heck effective September 30, 2011, from Monroe Public Schools.

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

Big enough for choice; small enough to care

Mrs. M. Christine Butler, Assistant Superintendent for Elementary and Secondary Curriculum and Instruction

1275 North Macomb Street
Monroe, Michigan 48162

Phone: 734-265-3080
Fax: 734-265-3001

To: Randy Monday, Superintendent

After 42 years in education, it is time for me to submit my letter of resignation for the purpose of retirement, effective August 31, 2011. I began my career in Monroe Public Schools as a first grade teacher at Lincoln Elementary School for four years. In 1974 I became as administrator for the district which has included roles as a curriculum coordinator, assistant principal at Custer, principal at South Monroe Townsite, and the last 25 years as a central office administrator primarily responsible for elementary education.

I am most proud of the work we have been able to do in our elementary schools, making them a welcoming and safe environment for children, serving the needs of our students and their families, focusing on the success of each and every child and always seeking better ways to do our job. This has involved the elementary principals as instructional leaders, the teachers making instructional decisions in the classroom every day, involvement of staff in professional learning communities and participation on curriculum committees as well as support from the Board of Education to ensure the resources to support all these efforts.

While I will miss the active involvement in the operations of Monroe Public Schools, I will mostly miss the wonderful people I have had the opportunity to work with and share so many experiences over the years.

I want to thank the Board of Education members, past and present, for their support and belief in me as an educational leader. I want to thank the five superintendents, including Randy, for allowing me the opportunities to be a decision maker and problem solver during important times in our district. I also want to thank the countless employees who have worked with me throughout my career to make Monroe Public Schools a great place to be.

Katherine Graham wrote, "To love what you do and feel that it matters.... What could be more fun?" And I have been truly blessed with 41 years of fun at Monroe Public Schools!

Best wishes to everyone,

M. Christine Butler

cc: Monroe Public Schools Board of Education

Holly Scherer

From: Kenneth Laub
Sent: Friday, June 24, 2011 4:51 PM
To: Randy Monday; Board of Education
Cc: Holly Scherer

Randy, Dave, Ken, Larry, June, Ted, Wendy and Ron.

I have had some time to recollect many things in regards to my career. My first job was a city treasurer. I remember the excitement of applying, the anticipation and anxiety of an interview and finally the magic of "we would like you to work for us". At that time there was no question what the answer would be; it was yes. Being young, work relationships and loyalty were not that important to me. Developing a career was. You say goodbye to your colleagues and start a new chapter with someone else.

The last half of my career has played out much different. I was at Airport for about twenty six years. I was comfortable and I had developed the trust and respect of most in the district. I felt a sincere loyalty to this system and I truly thought this would be where I would finish my career. One day I received a call from Monroe regarding a vacancy because of Rick Montcalm's departure. I was eventually offered the job. I remember having a myriad of discussions with people at Airport who could not understand why I would consider leaving the Airport district, where things are under control and where I knew what I had. It was what I built.

It had taken weeks to make a decision. I remember setting on my deck, in the dark, going back and forth on what the right decision was for me and my family. I chose the unknown, which was Monroe. I have not regretted a minute of it. It challenged my career and developed new relationships which I will always remember.

I do feel a little older now and at times maybe a little less effective than the district deserves from my position. I do believe a fresh look and new ideas is good for an organization. In a short period of time things will change and a new culture will evolve. That's ok.

I am ready for a new chapter at Wyandotte. I am humbled with the effort all of you had made to keep me in Monroe. It doesn't matter if I deserved it or not, it still felt good to hear your kind words.

I will resign my position with Monroe Public Schools effective sometime in mid July. I will do everything possible to assist with any transitional work, at times probably after hours. I will work with Randy on this. You know the daily business functions are in superior hands with Kathy.

Thank you,


Kenneth C. Laub

Monroe Public Schools
Assistant Superintendent, Finance and Operations
734.265.3052 (p)

June 30, 2011

Monroe Public Schools

1275 N. Macomb St.

Monroe, MI 48162

To Whom It May Concern:

I respectfully submit my intention to retire as school nurse from Monroe Public Schools effective October 1, 2011.

It has been a wonderful experience working for the school district the past 15 years. This was a great opportunity to work with the school age population which I really enjoyed. I will miss the children and all the relationships that have developed along the way.

My last day of employment will be September 30, 2011. This way I can train and help transition a new school nurse to replace me. Please keep in mind that I will be available on a contractual basis to help with the transition after my retirement date.

I would like to thank all the administrators, secretaries, teachers and staff for their help and support over the years.

Sincerely,



Diane Heck

School Nurse

dheck2@charter.net

Home-734-242-5581

Cell-734-735-0627

RECALL FROM LAYOFF

BACKGROUND

At the April 12, 2011 Board Meeting, 343 teachers were notified of layoff status. These notifications were made to assist in implementing staff reductions due to budget constraints. Since that time, the administration has determined vacancies, planned placements for higher senior staff and determined remaining vacancies that can be filled by recalling teachers from the layoff list.

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

ENCLOSURE(S)

None

RECOMMENDATION

Move to approve the recall of Dawn Brodie from the Monroe Public Schools layoff list, to notify said teacher of this recall by official communication, and to approve the teacher contract extension for said teacher for the 2011/12 school year effective July 13, 2011.

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	_____	_____	_____	_____

Board Meeting #12
July 12, 2011
Item #C.5

SECRETARIAL APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Kimberly VanDevelde as a Secretary with Monroe Public Schools. Ms. VanDevelde will be assigned as a 10-month Class 3 Secretary at Arborwood Elementary.

Ms. VanDevelde has an Associate's Degree from Monroe County Community College. She has been employed as a substitute secretary for our district since 2006 and most recently held a long term sub position at Arborwood this past school year.

Members of the interview panel were: Ryan Starr, Principal; Teresa Joseph, Assistant Principal; and Patsy Duffey, Secretary.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Kimberly VanDevelde as a secretary with Monroe Public Schools effective August 15, 2011 and place on the Class 3 10 month step 1 salary for the 2011/12 school year as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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	_____	_____	_____	_____

Kimberly A. VanDevelde

Objective: To obtain a secretarial position within Monroe Public Schools that would utilize my skills and talents.

Summary of Qualifications:

Five years providing clerical support for Monroe Public Schools. Skilled in WordPerfect, PowerPoint, Outlook, PowerSchool and Excel. Accustomed to a busy work environment, meeting tight deadlines and handling of confidential information. Excellent organizational skills.

Professional Experience:

- **2006-Current Monroe Public Schools Monroe, MI**

Substitute Clerical and Classroom Assistant,

- Arborwood Elementary Campus – Julie Everly / Ryan Starr / Patsy Duffey
- Monroe Middle School – Tina Campbell / Reda Biniecki / Scott Tucker
- Raisinville Elementary – Julie Everly / Melissa Zienert
- Lincoln Elementary – Kim May

Responsibilities: Maintain student records/records request, address student, staff and parent daily needs, complete weekly Facility Use Report, Student Discipline data entry, daily announcements, attendance, yearend student retentions, facility keys.

- **1991-2002 Aquila (Formerly Michigan Gas Utilities) Monroe, MI**

Customer Finance Services Supervisor (2001-2002)

Responsibilities: Trained, supervised and evaluated customer service associates in a high volume collections department responsible for delinquent account calls and customer account maintenance reports.

Lead Customer Service Associate (1998-2001)

Responsibilities: Supervised eight customer service associates in billing department. Completed monthly billing of large volume gas brokering customers.

Accounting Specialist (1995-1998)

Accounts Payable Supervisor (1993-1995)

Accounts Payable Clerk (1991-1993)

Responsibilities: Complete invoice/purchase order authorization review, data entry and check processing. Complete general ledger reconciliations, month-end journal entries and corporate monthly financial reports, preparation of annual Michigan Public Service Commission and Federal Regulatory Commission financial reports.

- 1990-1991 Groulx Oldsmobile – GMC Truck, Inc. Monroe, MI

Accounts Payable/Accounts Receivable Clerk

Responsibilities: Assigning general ledger account numbers to invoices, data entry and check processing.
Generate customer invoices and complete collection calls.

- 1989-1990 Monroe County Community Credit Union Monroe, MI

Bank Teller

Responsibilities: Assist Credit Union members with daily financial needs.

Education:

1989 Graduate	Monroe County Community College
1986 Graduate	Saint Mary Academy

Volunteer Experience:

2006 – Current	Vacation Bible School – St. Joseph Church
2006 – Current	Religious Education Program – St Patrick Church
2006 – Current	Raisinville Elementary School – PTO member

References available upon request.

**RESOLUTION DESIGNATING MONROE BOARD OF EDUCATION AS
POLICYHOLDER OF INSURANCE BENEFITS AND PROGRAMS**

BACKGROUND

As part of the recently passed Michigan Budget, school districts may be awarded \$100 per student additional funding where the district meets 4 of 5 "financial best practices." Currently our district meets 3 of the 5 practices. The two remaining practices are that the district either get a 10% co-pay on insurance premiums from all groups or declare itself the policyholder for the insurance plans. By naming itself as policyholder of the health insurance policies held by the School District's employees, the Board will be privy to claims information from the insurance providers to better manage the District's health insurance costs.

ENCLOSURE(S)

Resolution

RECOMMENDATION

It is the recommendation of Administration that the Monroe Public Schools Board of Education hereby designates itself as the policyholder for the insurance benefits and programs provided to the School District's employees.

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
COUNTY OF MONROE
STATE OF MICHIGAN**

**RESOLUTION DESIGNATING THE MONROE BOARD OF EDUCATION AS THE
POLICYHOLDER FOR THE INSURANCE BENEFITS AND PROGRAMS PROVIDED
TO THE SCHOOL DISTRICT'S EMPLOYEES**

A regular meeting of the Board of Education (the "Board") of the Monroe Public Schools (the "School District") was held on the 12th day of July, 2011.

The meeting was called to order by _____.

PRESENT: Members _____

ABSENT: Members _____

The following preamble and resolution were offered by member _____ and supported by member _____.

WHEREFORE, as part of the recently passed Michigan Budget, school districts may be awarded \$100 per student additional funding where the district meets 4 of 5 "financial best practices."

WHEREFORE, one of the "financial best practices" put forth by the State is to designate the School District as the policyholder for the insurance benefits and programs provided to the School District's employees.

WHEREFORE, the Board believes that by naming itself as policyholder of the health insurance policies held by the School District's employees, it will be privy to claims information from the insurance providers to better manage the District's health insurance costs.

NOW THEREFORE, BE IT RESOLVED:

1. That the Monroe Public Schools Board of Education hereby designates itself as the policyholder for the insurance benefits and programs provided to the School District's employees.

Ayes: Members _____

Nays: Members _____

Resolution declared adopted.

June Knabusch-Taylor, Secretary,
Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Monroe Public Schools, Monroe County, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a regular meeting held on July 12, 2011 the original of which resolution is a part of the Board's minutes and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

June Knabusch-Taylor, Secretary,
Board of Education

**OUT-OF-COUNTRY TRIP FOR
MONROE HIGH SCHOOL STUDENTS
JUNE 2012**

BACKGROUND

Brian DeMaggio and Nicole Adams, Monroe High School World Language and Biology teachers, are requesting approval to take a group of Monroe High School students on a 9 day trip to Costa Rica. The trip is tentatively scheduled to take place after the school year, Thursday, June 7, 2012 through Friday, June 15, 2012. The group will be seeing many sights and engaging in a variety of activities that will provide our students with the opportunity to practice their foreign language skills and experience different cultures and ecosystems. The itinerary is directly related to Monroe High Schools World Language and Biology curriculums as well as the Michigan Standards and Benchmarks for World Language and Biology study. The cost of the trip per student will be \$1927.00 and for each adult it will be \$2292.00. Students will have many opportunities to fund raise the money; no district funds will be used to pay for this trip.

All aspects of the trip will be in accordance with related Board policies and on file in the office of the Assistant Superintendent for Elementary and Secondary Curriculum and Instruction.

ENCLOSURES

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

RECOMMENDATION

Move to approve the Monroe High School Costa Rica trip, 6/7/2012 to 6/15/2012 according to the terms of Policy IICA, Field Trips and Excursions.

Motion: _____ Support: _____ Action: _____

ROLL CALL VOTE:	<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	_____	_____	_____	_____

Dear Mr. McLeod:

On behalf of Monroe High School's Spanish and Biology classes, we would like to formally request your permission to take a nine day field trip to Costa Rica that will take place during either Spring Break or the summer of 2012. We will be seeing many sights and engaging in a variety of activities that will provide our students with the opportunity to practice their foreign language skills and experience different cultures and ecosystems. Some of the highlights of the trip are outlined below, and there is a detailed itinerary attached for your convenience.

We have chosen to book our trip through EF Educational Tours, a company that specializes in student travel and has been in operation for more than forty years. The company has designed a nine day tour for Monroe High based on the request of Brian DeMaggio. Some of the highlights of the trip include visits to the INBioparque, Poas Volcano National Park, a canopy tour, Carara National Park, Manuel Antonio National Park, and a "Folklore evening" with Costa Rican music, dance and food. We will also be visiting a school where students will have the opportunity to interact with local students. The itinerary is directly related to Monroe High School's World Language and Biology curriculums as well as the Michigan Standards and Benchmarks for World Language and Biology study. We will develop pre and post lessons for the students and do a post trip student presentation for the Board of Education.

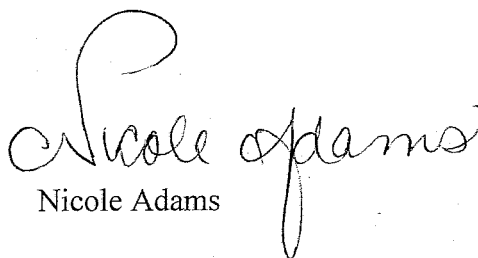
EF will provide students with an all exclusive package for the price of approximately \$2,000. This price will include round trip air transportation, 8 nights in hotels, full time services of a professional multi-lingual tour director, breakfast, lunch and dinner daily, all on tour transportation services, as well as guided tours.

We would appreciate your prompt response to our proposal so we may approach the school board for approval and begin planning in a timely fashion. If you have any questions or concerns, please do not hesitate to contact Brian DeMaggio or Nicole Adams. Thank you for your time.

Sincerely yours,



Brian DeMaggio

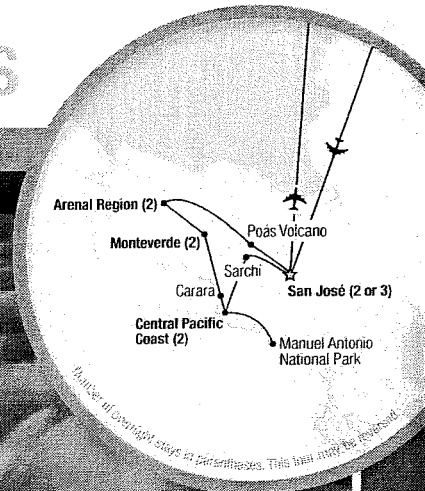


Nicole Adams

COSTA RICA: A TOUCH OF THE TROPICS

Costa Rica

From waterfalls to volcanoes and rainforests, Costa Rica is home to a diverse population—including parrots!



Las Américas

Discover the rich culture of Costa Rica and get up close to the world's most magnificent plant and animal habitats.

DAY 1: Fly to Costa Rica
Arrive in San José

DAY 2: San José • Arenal Region
Visit INBioparque:
– Ecosystem exhibits and trails
Travel to the Arenal region
Visit Poás Volcano
Visit hot springs

DAY 3: Arenal Region
Take a kayaking trip along
Lake Arenal
Visit La Fortuna Waterfall

DAY 4: Monteverde
Travel to Monteverde Reserve
Visit a local school
Optional: Horseback riding

DAY 5: Monteverde
Visit the Santa Elena Cloud Forest
Plant a tree in the EF reserve in
Monteverde with your group
Participate in a canopy adventure

DAY 6: Carara • Central Pacific Coast
Visit Carara Biological Reserve
Travel to Central Pacific Coast

DAY 7: Manuel Antonio National Park
Take an excursion to Manuel Antonio
National Park
Return to the Central Pacific Coast

DAY 8: Sarchi • San José
Travel via Sarchi to San José
Optional: Folklore Evening

DAY 9: Depart for home

1-DAY TOUR EXTENSION (\$145)

DAY 9: San José
Take a whitewater rafting excursion
on the Sarapiquí River

DAY 10: Depart for home

Program Fee includes:

- Airfare:** Round-trip flights
- Transportation:** Comfortable motorcoach
- Accommodations:** 8 overnight stays in hotels with private bathrooms (9 with extension)
- Meals:** 3 meals daily (Days 2-8 and Day 9 on extension), dinner on arrival day and breakfast on departure day
- Tour director:** Full-time EF Tour Director
- Sightseeing:** Comprehensive sightseeing of natural attractions

Optional:

- Horseback riding • Folklore Evening

Program Fee Daily Departures

	10/1-9/29	10/30-9/5	9/6-9/22	9/23-9/29	10/1-9/29	10/30-9/5	9/6-9/22	9/23-9/29	10/1-9/29	10/30-9/5	9/6-9/22	9/23-9/29
New York	1285	1355	1280	1395	1335	1395	1380	1425	1335	1435	1375	1415
Boston	1285	1355	1280	1365	1380	1395	1375	1415	1375	1395	1395	1460
Hartford/Providence	1280	1440	1380	1370	1395	1430	1435	1470	1335	1395	1330	1425
Manchester	1380	1460	1360	1420	1380	1420	1360	1465	1285	1355	1280	1320
West D.C./Baltimore	1335	1395	1330	1415	1380	1420	1380	1465	1285	1355	1330	1375
Philadelphia	1325	1395	1280	1420	1380	1420	1380	1465	1435	1635	1435	1520
Pittsburgh	1355	1425	1380	1470	1420	1480	1415	1450	1420	1450	1455	1495
Sarasota/Buffalo	1355	1450	1380	1465	1435	1540	1335	1465	1420	1565	1335	1425
Rochester/Albany	1355	1450	1420	1465	1335	1395	1335	1395	1285	1355	1325	1365
Grand Rapids	1335	1440	1335	1395	1335	1480	1380	1420	1330	1370	1325	1375
Detroit	1335	1395	1380	1425	1380	1420	1415	1450	1425	1565	1335	1425
Cleveland	1380	1395	1375	1415	1420	1480	1415	1450	1420	1420	1420	1460
Cincinnati	1395	1430	1435	1470	1420	1480	1415	1450	1420	1420	1420	1460
Columbus	1390	1395	1395	1475	1420	1480	1415	1450	1420	1420	1420	1460
Norfolk	1380	1420	1380	1465	1420	1480	1415	1450	1420	1420	1420	1460
Richmond	1380	1420	1380	1465	1420	1480	1415	1450	1420	1420	1420	1460
Renoake	1420	1480	1415	1450	1420	1480	1415	1450	1420	1420	1420	1460
Charleston, WV	1435	1540	1335	1465	1420	1480	1415	1450	1420	1420	1420	1460
Raleigh	1335	1395	1335	1395	1335	1395	1335	1395	1335	1395	1335	1395
Greenboro	1355	1480	1380	1420	1330	1370	1325	1375	1330	1370	1325	1375
Charlotte	1335	1435	1375	1415	1335	1435	1375	1415	1335	1435	1375	1415
Indianapolis	1375	1395	1395	1460	1335	1395	1330	1425	1335	1395	1330	1425
Nashville	1335	1395	1330	1425	1335	1395	1330	1425	1335	1395	1330	1425
Memphis	1280	1355	1280	1320	1285	1355	1330	1375	1285	1355	1330	1375
Knowville	1285	1355	1330	1375	1285	1355	1330	1375	1285	1355	1330	1375
Tri-City	1435	1635	1435	1520	1435	1635	1435	1520	1435	1635	1435	1520
Louisville	1425	1450	1455	1495	1425	1450	1455	1495	1425	1450	1455	1495
Charleston/Columbia	1420	1565	1335	1425	1420	1565	1335	1425	1420	1565	1335	1425
Atlanta	1285	1355	1325	1365	1285	1355	1325	1365	1285	1355	1325	1365
Birmingham	1330	1370	1325	1375	1330	1370	1325	1375	1330	1370	1325	1375

Read traveler reviews at efours.com/COS

LOWEST PRICES GUARANTEED

Program Fee includes: Airfare: Round-trip flights; Transportation: Comfortable motorcoach; Accommodations: 8 overnight stays in hotels with private bathrooms (9 with extension); Meals: 3 meals daily (Days 2-8 and Day 9 on extension), dinner on arrival day and breakfast on departure day; Tour director: Full-time EF Tour Director; Sightseeing: Comprehensive sightseeing of natural attractions. Optional: Horseback riding • Folklore Evening. **COS12E**



Costa Rica: A Touch of the Tropics | 2011 sample tour schedule

Day 1: Day flight to Costa Rica; Arrive San Jose; Sample menu: Costa Rica

Depart North America today on a day flight to Costa Rica.

Most groups arrive in the afternoon or at night. Upon arrival at the airport the group should be prepared to wait up to 2 hrs for consolidated groups to arrive. Transfer to hotel (30min). Check-in usually not possible before 2pm. In this case, group can store bags and exchange money. 7PM: Dinner at hotel; after dinner, free time.

Sample menu for Costa Rica

FIRST COURSE: Salad
MAIN COURSE: Rice and beans with chicken/meat or pasta,
DESSERT: Fresh fruit or pastry

Fresh fruit juices are usually provided with the meals.

Day 2: San Jose and Arenal Region: INBioparque, Poas Volcano National Park

8am: Guided visit to INBioparque (2hrs). 10am: Transfer to Poas Volcano National Park. Group will pass a coffee plantation en route. Guided tour of Poas Volcano National Park (1hr 30min). 12PM: Lunch at local restaurant (up to 1hr). 1pm: Transfer to Arenal Region (3hrs). 4pm: Check-in at hotel in La Fortuna. Group will visit a thermo mineral hot springs center with free time at hot springs (2hrs 30 min), which has 16 hot and cold pools of different temperatures. Bathing suits, flip-flops and towels are required. 7:30 PM: Dinner at hotel; free time after dinner.

Day 3: Arenal Region: Kayaking

9am: Kayaking on Lake Arenal. Guided tour by professional guides; kayaks are for 1 or 2 pax; helmets and life vest are provided (2 hrs).

12noon: Lunch at hotel. Transfer to visit La Fortuna Waterfall (20min). Walking trail to the waterfall (1hr30min). 7:30 PM: Dinner at hotel; free time after dinner.

Day 4: Monteverde: Horseback Riding

8am: Transfer to Monteverde Region (4-4hrs30min). Group will visit a local school. Participants will have the opportunity to meet with children from a local school. The local students will show traditional dances and participants will have a chance to join in. The school will gratefully accept gifts such as school supplies or sports equipment. Lunch at hotel. Optional horseback riding excursion [those not horseback riding can have free time at the horseback riding site]: (1-2hrs); the group will be provided with helmets and accompanied by professional guides. Transfer to hotel in Monteverde (up to 1hr). 7:30PM: Dinner at hotel; free time.

Day 5: Canopy Tour, Tree Planting and Walking Trail

7:30am: Transfer to forest (15min); walking trail and tree planting at EF reserve (45min). 9:30am: Transfer to a canopy tour (30min). 10am: Canopy tour (2hrs). Lunch at hotel. 7:30PM: Dinner at hotel; free time.

Day 6: Transfer to Central Pacific Coast via Carara National Park

Transfer to Central Pacific Coast (4hrs); visit Carara National Park on the way. 12noon: Box lunch or lunch at hotel. Free afternoon. 8PM: Dinner at hotel; free time.

Day 7: Manuel Antonio National Park

Excursion to Manuel Antonio National Park: 9:30am: Trip to Manuel Antonio National Park (1h30min). 11am: Visit to Manuel Antonio National Park, trail & beach.

12noon: Included box lunch. Free afternoon. 8PM: Dinner at hotel; free time.

Day 8: Transfer to San Jose via Sarchi. Optional Folklore Evening

Transfer to San José via Sarchi (5hrs). Lunch in Sarchi. Free afternoon. 7pm: Dinner at hotel; after dinner, free time. 7pm: Optional "Folklore Evening" [those not joining this activity will have dinner at the hotel]: Transfer to Tiquicia (30min). Typical Costa Rican meal with dance, music and a beautiful view of the city (2hrs).

Day 9: [Flight home for those not going on the extension]; San Jose: White Water Rafting Extension

***Groups not going on the tour's extension will transfer to the airport today for their flight home.

***Groups continuing on the extension will do as follows:

White water rafting excursion (2hrs). 12noon-1:30pm: Lunch included in the tour. Group returns to the hotel early in the afternoon. 7:30PM: Dinner at hotel; after dinner, free time.

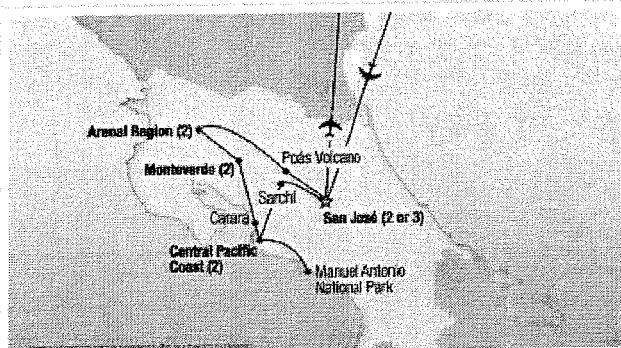
Day 10: Transfer to Airport

Your tour director assists with your transfer to the airport, where you'll check in for your return flight.



Educational Tours
International travel for teachers and students

Print »



Costa Rica: A Touch of the Tropics

Tour Information

Group Leader: Brian DeMaggio
Tour Number: 1088893
Tour Name: Costa Rica: A Touch of the Tropics
Departure Date: Thursday, Jun 07, 2012
Return Date: Friday, Jun 15, 2012
Number of Days: 9
Departure Gateway: Detroit

Price Quote

Enrollment Fee	\$95
Program Fee *	\$1,430
Current Departure Fees**	\$367
Weekend Supplement	\$35
Peace of Mind Program	Free

Itinerary

Day 1	Fly to Costa Rica
Day 2	San José • Arenal region
Day 3	Arenal region
Day 4	Monteverde
Day 5	Monteverde
Day 6	Carara • Central Pacific Coast
Day 7	Manuel Antonio National Park
Day 8	Sarchi • San José
Day 9	Depart for home

Program fee includes

Airfare: Round-trip flights
Transportation: Comfortable motorcoach
Accommodations: 8 overnight stays in hotels with private bathrooms (9 with extension)
Meals: 3 meals daily (Days 2-8 and Day 9 on extension), dinner on arrival day and breakfast on departure day
Tour director: Full-time EF Tour Director
Sightseeing: Comprehensive sightseeing to natural attractions

Optional excursions: Horseback riding • Folklore Evening

	Monthly† Total	
For Students	\$161	\$1,927
Adult Supplement		
For Adults	\$191	\$365
		\$2,292

Tour items not included

Horseback riding-Monteverde (pre-book only)	\$50
Costa Rican Folklore Evening	\$45
Extension Program Fee	\$145
All Inclusive Insurance	\$145

* Program fee valid for all who enroll through Wednesday, August 31, 2011. All other fees subject to change.

** These are the current departure fees as of today. They include taxes and surcharges levied by governments and airlines and are subject to change. These fees do not include any applicable baggage-handling fees imposed by the airline. Your departure fees are finalized 30-50 days prior to departure.

† Estimated monthly payment if a participant enrolls on Tuesday, May 31, 2011

Quote created on Tuesday, May 31, 2011

All prices are subject to verification by an EF Tour Consultant. To view EF's Booking Conditions, visit <https://www.eftours.com/bc.aspx>

To enroll visit Enroll or call 1-800-665-5364.

Learning Objectives & Tasks for Costa Rica trip

1. Objective: Students will understand Costa Rican Spanish and be understood by Costa Ricans
[Standards: 1.1, 1.2, 4.1, 5.1]
Task: Students will engage in conversations in Spanish with locals
Task: Students will order meals and beverages in Spanish
Task: Students will ask for directions in Spanish
2. Objective: Students will become familiar with Costa Rican folkloric music
[Standards: 2.2, 3.1, 5.2]
Task: Students will listen to a variety of Costa Rican and Latin American music
Task: Students will develop a playlist of Costa Rican and Latin American music that they enjoy
3. Objective: Students will become familiar with Costa Rican traditional dress
[Standards: 2.2, 3.2, 4.2]
Task: Students will try on a traditional Costa Rican outfit
Task: Students will compare and contrast the traditional dress of Costa Rica and that of the USA
4. Objective: Students will become familiar with Costa Rican traditional dances
[Standards: 2.2, 3.2, 4.2]
Task: Students will watch a performance of traditional Costa Rican dances
Task: Students will learn to dance a traditional Costa Rican dance
5. Objective: Students will become familiar with Costa Rican food
[Standards: 2.2, 3.2, 4.2, 5.2]
Task: Students will try a variety of Costa Rican foods & beverages
Task: Students will cook a traditional Costa Rican dish
Task: Students will compare and contrast the foods & beverages of Costa Rica and those of the USA
6. Objective: Students will become familiar with Costa Rican schools
[Standards: 1.1, 1.2, 2.1, 3.2, 5.1]
Task: Students will visit a local school and interact with students
Task: Students will compare and contrast schools in Costa Rica and the USA

Costa Rica 2012 Biology Objectives

1. **Objective:** Students will visit Poas Volcano National Park and recognize the unique environmental challenges a volcano would pose for all living things in the ecosystem (including plants, animals, and various prokaryotes)
 - a. Students will learn about the volcano and what would happen to the surrounding area during and after an eruption.
 - b. **Michigan Benchmarks-** B3.4A B3.4B

2. **Objective:** Students will visit a hot spring and identify the diverse populations of organisms found there
 - a. Students will spend time in each of the 16 different pools (all with different temperatures) and evaluate which type of organisms could withstand such an environment
 - b. Students will collect temperatures using a digital thermometer and create a bar graph of each pool in the hot springs.
 - c. **Michigan Benchmarks-** B1.1C B5.1e

3. **Objective:** Students will evaluate the niche of numerous aquatic species while kayaking and exploring La Fortuna Waterfall.
 - a. Students will identify various organisms in the water, recognizing them as salt water inhabitants
 - b. Students will look at what the organisms are doing and how they interact throughout their everyday lives.
 - c. **Michigan Benchmarks-** B5.1A B5.1e

4. **Objective:** Students will identify the inhabitants of tropical rainforest and be able to explain connections among them.
 - a. Students will keep a log of all the animal and plants encountered throughout all hikes, tours, etc.
 - b. Students will draw connections between the organisms in terms of energy flow (food web)
 - c. **Michigan Benchmarks-** B3.1A B3.2A B3.2B B3.2C

5. **Objective:** Students will recognize how humans have and/or can negatively influence the natural workings of an environment.
 - a. Students will plant a tree at EF Reserve
 - b. Students will compare Manuel Antonio National Park to other areas of rain forest where logging is present.
 - c. **Michigan Benchmarks-** B1.2k B1.2B B3.4C

6. **Objective:** Students will identify Costa Rica as a biodiversity hot spot, one where natural selection has created a diverse group of organisms.
 - a. Students will log animals from the hot springs, waterfall, national park, and canopy tour
 - b. Students will log various plants and compare them to the plants we have in Monroe.
 - c. **Michigan Benchmarks-** B3.3A B4.3C B5.3d

Michigan Benchmarks

B1.2k Analyze how science and society interact from a historical, political, economic, or social perspective.

B1.2B Identify and critique arguments about personal or societal issues based on scientific evidence.

B3.1A Describe how organisms acquire energy directly or indirectly from sunlight.

B3.2C Draw the flow of energy through an ecosystem. Predict changes in the food web when one or more organisms are removed.

B3.2A Identify how energy is stored in an ecosystem.

B3.2B Describe energy transfer through an ecosystem, accounting for energy lost to the environment as heat.

B1.1C Conduct scientific investigations using appropriate tools and techniques (e.g., selecting an instrument that measures the desired quantity—length, volume, weight, time interval, temperature—with the appropriate level of precision).

B3.3A Use a food web to identify and distinguish producers, consumers, and decomposers and explain the transfer of energy through trophic levels.

B3.4A Describe ecosystem stability. Understand that if a disaster such as flood or fire occurs, the damaged ecosystem is likely to recover in stages of succession that eventually result in a system similar to the original one.

B3.4B Recognize and describe that a great diversity of species increases the chance that at least some living organisms will survive in the face of cataclysmic changes in the environment.

B3.4C Examine the negative impact of human activities.

B5.1A Summarize the major concepts of natural selection (differential survival and reproduction of chance inherited variants, depending on environmental conditions).

B5.1e Explain how natural selection leads to organisms that are well suited for the environment (differential survival and reproduction of chance inherited variants, depending upon environmental conditions).

B4.3C Give examples of ways in which genetic variation and environmental factors are causes of evolution and the diversity of organisms.

B5.3d Explain how evolution through natural selection can result in changes in biodiversity.

Monroe Public Schools Field Trip Information Form

Date of Trip: June 7th, 2012

Grade/Team/Organization Making Request: MHS - Spanish / Biology

Destination: Costa Rica

Address: _____

City: _____ State: _____ Zip: _____

Means of Transportation: Air

Number of Students and Adults Involved: Min 12 students / 2 adults
24 max 4 adults

Exact Loading Location: Detroit airport

Estimated Time of Departure: morning

Estimated Time of Departure from Destination: morning

Expected Time of Arrival: evening

Purpose of Trip: Spanish language & culture +
science & biology field experiences

Faculty Supervisor: DeMaggio, Brian + Adams, Nicole

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

Principal's Signature: [Signature] Date: 6/14/11

Approved Denied

Assistant Superintendent's Signature: _____ Date: _____

Approved Denied

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

EXPLANATION AND DATES:

Departure Date/Day _____ Return Date/Day _____

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

State _____ Country _____ (daily itinerary must be attached).

The purpose of this trip is _____ and the group sponsoring the trip is _____.

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

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

GENERAL INFORMATION:

Student's Name _____ Grade _____ D.O.B. _____

Address _____ Phone _____

Parent/Guardian Name(s) _____ Emergency Phone _____

MEDICAL INFORMATION

Family Doctor _____ Phone _____

Last Tetanus Shot _____ Allergies (if any) _____

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

Other pertinent information _____

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

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

INSURANCE INFORMATION:

Insurance Company _____ Contract No. _____

Name of Policy holder _____ Policy Number: _____

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

(Parent(s)/Guardian(s))

Signed before me this _____ day of _____ 20____

Notary Public

My commission expires _____

CRIMINAL HISTORY CONSENT FORM

As a prospective employee or volunteer of Monroe Public Schools, I understand that it is this school district's policy to secure conviction criminal history information as part of their pre-employment screening process using the information provided below.

Name: _____
 Last First Middle

Maiden name or names previously used: _____

Birthdate: _____ Race: _____ Sex: _____

Social Security Number: _____

Driver's License Number: _____

I UNDERSTAND THAT THE ABOVE INFORMATION IS REQUIRED BY THE CENTRAL RECORDS DIVISION OF THE MICHIGAN STATE POLICE, LANSING, MICHIGAN. I FURTHER UNDERSTAND THAT A CONVICTION RECORD DOES NOT NECESSARILY PREVENT EMPLOYMENT. I AUTHORIZE MONROE PUBLIC SCHOOLS TO UTILIZE THE ABOVE INFORMATION FOR THE SOLE PURPOSE OF OBTAINING INFORMATION REGARDING A CRIMINAL CONVICTION.

Signature of Prospective Employee/Volunteer Date

MONROE PUBLIC SCHOOL DISTRICT

INSTRUCTIONAL OFFICE

STANDARD PRACTICE BULLETIN

NO. I-11

Date Issued: October 16, 1973

Date Effective: October 16, 1973

Revised: August 1, 1975

July 1, 1977

September 19, 1979

August 30, 1983

July 1, 1991

SUBJECT: EDUCATIONAL FIELD TRIPS (ACADEMIC)

I. PURPOSE:

To set forth procedures relative to field trips for educational activities.

II. GENERAL:

Field trips are to provide students with the opportunity for educational advantages derived from sources within and beyond our own community.

Educational field trips should be approved to any official group within the schools dependent upon administrative approval. Compulsory field trips to places charging admission will be denied if the individual student is required to pay admission. The price of admission may be borne by organizational groups. Field trips where student participation is voluntary may require the student to pay the price of admission. Voluntary field trips must be conducted after school hours.

Definition Of An Educational Function For Which Transportation May Be Provided:

An educational function is any organized public school activity established by the Board of Education and conducted under the supervision of qualified teachers to provide pupils with an experience calculated to assist them in reaching learning objectives.

To warrant approval, a document must be prepared by the trip sponsors and approved by the principal and appropriate director. Overnight, out-of-state or country field trips must be approved by the Board of Education in compliance with Policy IICA.

III. PROCEDURES:

1. A trip request must be forwarded ten (10) days before the date of the trip in the case of one day, in-state (or Toledo, Ohio) trips, sixty (60) days for out-of-state, and ninety (90) days to a foreign country.
2. In the event of cancellation, the transportation department must be informed at the earliest possible time.
3. Policy IICA, Field Trip and Excursions, describes the complete procedure for out-of-state, overnight, or foreign trips.

Board Meeting #12
July 12, 2011
Item #C.8

OUT OF STATE FIELD TRIP – MHS CHOIR

BACKGROUND

Monroe High School Choir Director, Cate Windelborn, would like to petition the Board of Education for permission to take a trip to New York City in May of 2012. There is room for up to 55 Monroe High School choir members and adult chaperones. The cost of the trip is \$824.00 per person; there will be a variety of fundraisers to aid students and chaperones in paying for this trip. They will leave on Wednesday, May 9, 2012 and will return on Sunday, May 13, 2012. They plan to travel with Trinity Transportation and they will be staying in New Jersey.

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

ENCLOSURE(S)

Monroe Public Schools Field Trip Information Form and Excursions Check List and the Tentative Schedule.


RECOMMENDATION

Move to approve the Monroe High School choir students overnight out of state trip to New York City.

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	_____	_____	_____	_____

Memo

To: Chris Butler
From: Ryan McLeod 
CC:
Date: June 20, 2011
Re: MHS Choir New York Trip

I am sending this memo to recommend an overnight field trip for our MHS Choir students to New York City on May 9-13, 2012. This trip fits directly with music national standards and would be a terrific culminating experience for our students.

Ms. Windelborn is organizing the trip and has been in charge of similar trips in the past. This field trip will be of no cost to the school or district. However, due to the cost of the trip to our students and their families, Ms. Windelborn has developed some fundraising ideas to help cover some of the expense of the trip. We are committed to making sure that all of our students, regardless of economic status, have equal access to participate in this trip. She has also provided me with a tentative itinerary. It appears that she has done all the planning and organizing necessary to ensure that the trip will be successful.

If you have any questions, feel free to contact either Cate Windelborn or me.

6/15/2011

Dear Mr. McLeod (or Mr. Cortez),

I would like to formally request your approval for the Monroe High School Choirs to take a trip to New York City in May of 2012. This trip would be open to any interested choir members up to 55 students and adult chaperones. Cost for the trip will be \$824.00 per person and will be paid by the participants. We will be doing several fundraisers to aid students and chaperones in paying for their trip, these include a brochure sale (cheese, sausage, chocolate, etc.) in September, a popcorn sale in November, a GFS frozen appetizer sale in January (just before the Super Bowl!) and World's Finest Chocolate candy bars available January-March.

I am including an itinerary along with my Monroe Public Schools Field Trip Application packet. I hope you will review it and see all the fun, yet educational activities we have packed in to this trip. I've got room for you if you'd like to chaperone!

I hope you will approve this trip for the choirs and forward my request and information on to the Board of Education for their approval.

Thank you,

A handwritten signature in cursive script that reads "Cate Windelborn". The signature is written in black ink and has a long, sweeping underline that extends to the right.

Cate Windelborn
Director of Vocal Music
Monroe High School

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) will be completed once trip is approved and students register for trip
- 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 prepare a 30 minute program to perform at St. Johns (Catholic)

Students will learn about the history and plots of the Broadway shows.

Students will learn about budgeting, travel planning and teamwork!

How this trip will engage students in activities congruent to our content standards during this trip: National Standards for Music Education

1. Singing alone + with others a varied repertoire of music.
5. Reading and notating music.
6. Listening to, analyzing and describing music.
7. Evaluating music and music performances.
8. Understanding relationships between music, the other arts, and disciplines outside fine arts.
9. Understanding music in relation to history and culture.

Follow-up classroom lessons:

So much education packed into one trip - certainly the musical aspects of the history of choral music and its importance in the church. Also the past and present tradition of Broadway - a truly American musical style. Also the cross curricular ties with the history of Ellis Island, Statue of Liberty and 9/11 and the WTC Visitors center. The added bonus of teaching good concert etiquette as well as courtesy and gratitude!

- Contract(s) with agent(s) making travel/accommodation arrangements Educational Tours, Inc
- Detailed Itinerary - attached
- Funding sources students and chaperones will pay for their own trips either with cash or through fundraising.
- Chaperones 10-12 adult chaperones
- Arrangements made for students with financial hardship - this is not a required trip, but students are given a variety of fundraising opportunities.
- If private vehicle(s) used, Form EEAE-F3 (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:

Students from the Monroe High choirs will travel to New York City. While there they will have the opportunity to perform at the cathedral of St. John the Divine and participate in a Broadway classroom workshop. They will also see two Broadway shows, visit Ellis Island, the Statue of Liberty, Tribute WTC Visitors Center, St. Paul's Chapel, Metropolitan Museum of Art, Radio City Music Hall and more!

School(s): Monroe High School

Chaperones: CATE WINDELBORN

JANE KRUGER

8-10 parent chaperones

Method of Transportation: Charter Motor Coach - Trinity Transportation

Date of Departure: 5 / 9 / 2012

Time of Departure: @ 7:00 a.m.

If overnight, number of nights: 4

Date of Return: 5 / 13 / 2012

Time of Return: @ 10:00 a.m.

Number of Students Participating: @ 40

Number of Staff Supervising: 2

Number of Other Adults Assisting: @ 10

Number of School Days Student will be Attending Trip: 3

Cost Per Child: \$824.00

Cost Per Chaperone: \$824.00

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)
will be completed after trip is approved and students are registered
- ~~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 *will have list of chaperones once trip is approved and students and chaperones have to opportunity to register.*
- Identification of funding sources - *students and chaperones pay their own way. Several fundraising opportunities are available.*
- ~~Signed private vehicle use (for transporting students - EEAE-F-3)~~
- Description of arrangements made for students with financial hardship - *not a required trip, but several fundraising opportunities are available.*
- All necessary signed contracts/agreements with participating travel agents *Educational Tours, Inc.*
- Emergency telephone numbers for all participants *will be provided once trip is approved and all have had the opportunity to registers*
- Description of this trip and congruency with course curriculum - *Board field trip check list form.*
- ~~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. *Criminal History forms will be included with registration materials for all chaperones.*

Updated: 09/12/06

Monroe Public Schools Field Trip Information Form

Date of Trip: May 9, 2012 - May 13, 2012

Grade/Team/Organization Making Request: MHS Choirs

Destination: New York City - Hotel Holiday Inn Crowne Plaza

Address: 401 S. Van Brunt Street

City: Englewood State: NJ Zip: 07631

Means of Transportation: Motor Coach - Trinity Transportation

Number of Students and Adults Involved: up to 55 students and adults

Exact Loading Location: Staff lot door by loading dock

Estimated Time of Departure: 7:00 a.m.

Estimated Time of Departure from Destination: 11:00 p.m.

Expected Time of Arrival: 10:00 a.m.

Purpose of Trip: Perform at the Cathedral of St. John the Divine
and Participate in Broadway Classroom workshop.

Faculty Supervisor: CATE WINDELBOEN

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

Principal's Signature: _____ Date: _____

Approved Denied

Assistant Superintendent's Signature: _____ Date: _____

Approved Denied

6/16/11

**MONROE HIGH SCHOOL CHOIR, MONROE, MI
TRIP TO NEW YORK CITY – May 9 – 13, 2012
TRIP #12-03073**

Wednesday, May 9, 2012

6:00 AM: One 55 passenger motorcoach arrives at Monroe High School for loading. **On departure, please call our 24-hour (1-800-654-4560 then “0”) service to let us know your departure time.**

7:00 AM: Depart from Monroe High School on a first class, air-conditioned, DVD and/or VCR equipped MOTORCOACH. Rest stops on your own en route at the Director's discretion.

Two hours from arrival, please call your tour manager or our 24-hour (1-800-654-4560 then “0”) service to tell your arrival time.

6:00 PM: Arrive in New Jersey; meet your TOUR MANAGER at the HOTEL and check-in

Enjoy a PIZZA PARTY and the amenities

PRIVATE NIGHT TIME HOTEL SECURITY

Thursday, May 10, 2012

8:00 AM: BREAKFAST at the hotel

9:00 AM: Depart for Liberty Park

9:30 AM: Arrive in Liberty Park and board the next available FERRY for **Ellis Island** – The nation's main point of entry for millions of immigrants from 1892-1924. The **Ellis Island Immigration Museum** holds exhibits, which chronicle the history of the island and the processing station.

After your visit, re-board the FERRY for **Liberty Island** and view the **Statue of Liberty**– A museum inside the pedestal details the history of the monument and features the original torch and flame (subject to availability).

Lunch on your own at one of the islands' cafeterias

Re-board the FERRY for Battery Park

2:30 PM: Arrive in Battery Park and depart for Tribute WTC Visitor's Center

3:00 PM: Arrive at the TRIBUTE WTC VISITORS CENTER - Enjoy an AUDIO TOUR - The self guided 50 minute tour takes the group outside into the World Financial Center for a bird's eye view of Ground Zero while listening to personal stories from rescue workers, survivors, family members, and fire fighters. Afterwards explore the GALLERIES to learn more about the events of 9-11.

4:30 PM: Depart for a brief visit to **St. Paul's Chapel** – For eight months after the terrorist attacks until recovery work stopped, thousands of workers ate, slept, and received counsel and supplies at this place of worship.

Optional travel insurance is available.

For more information see our website www.tours-eti.com and click on “Travel Insurance”.

6/16/11

- 5:45 PM: Depart for dinner
- 6:15 PM: Arrive for DINNER at JING FONG
- 7:30 PM: Depart for Top of the Rock
- 8:30 PM: Arrive at the TOP OF THE ROCK – An experience in history and scenery that culminates with the best views of New York City from the three-tiered **Observation Deck** at the summit of 30 Rockefeller Plaza.
- 10:00 PM: Depart for your photo
- 10:30 PM: Arrive in **Times Square**
- GROUP PHOTO
- 11:00 PM: Depart for the hotel
- PRIVATE NIGHT TIME HOTEL SECURITY

Friday, May 11, 2012

- 8:00 AM: BREAKFAST at the hotel
- 9:00 AM: Depart for your performance site
- 10:00 AM: Arrive at the **Cathedral Church of Saint John the Divine**
- PERFORMANCE OPPORTUNITY
- 11:00 AM: Depart for Central Park
- 11:30 AM: Arrive at **Central Park** – Explore some of the wooded and landscaped grounds. Lunch on your own
- 1:00 PM: Meet at the METROPOLITAN MUSEUM OF ART – Famous throughout the world, the Met's permanent exhibitions include collections of Greek, Roman, Egyptian, European, and pre-20th century art.
- 3:00 PM: Depart for Times Square
- 4:00 PM: Arrive at **Times Square** – The heart of the Theater District; where New Yorkers celebrate New Year's Eve. View the skyscrapers and glittering marquees.
- 5:30 PM: Meet for DINNER at PLANET HOLLYWOOD
- 7:00 PM: Depart for the theater
- 7:30 PM: Arrive at the theater

Optional travel insurance is available.

For more information see our website www.tours-eti.com and click on "Travel Insurance".

6/16/11

- 8:00 PM: Enjoy a BROADWAY SHOW (subject to 2012 schedule)
11:00 PM: After the show, depart for the hotel

PRIVATE NIGHT TIME HOTEL SECURITY

Saturday, May 12, 2012

- 8:00 AM: BREAKFAST at the hotel and check-out
9:00 AM: Depart for Manhattan
10:00 AM: Arrive and participate in a BROADWAY CLASSROOM WORKSHOP – Designed to enrich your theatrical experience.
11:30 AM: After your tour, depart for Fifth Avenue
12:00 PM: Arrive at **Fifth Avenue** – Shop or browse through some of the art galleries and bookstores. Lunch on your own.

Also view **St. Patrick's Cathedral** – One of the largest churches in the U.S. Twin spires 300-feet-high grace the 13th Century Gothic-style structure
2:00 PM: Meet for your GUIDED TOUR of RADIO CITY MUSIC HALL – Renown for The Rockettes, The Mighty Wurlitzer Organ, the best-equipped stage in the world, and the exquisite Grand Foyer.
3:30 PM: Depart for a return visit to **Times Square**
5:30 PM: Meet for DINNER at PLAYWRIGHT TAVERN
7:00 PM: Depart for the theater
7:30 PM: Arrive at the theater
8:00 PM: Enjoy a BROADWAY SHOW (subject to 2012 schedule)
11:00 PM: After the show, depart for home. If necessary, please drop off the tour manager at the hotel. Rest stops and breakfast on your own en route at the Director's discretion.

Sunday, May 13, 2012

Two hours away from home, please call our 24-hour (1-800-654-4560 then “0”) service; give the name of your school and expected arrival time. Your telephone tree captain can call in and be advised of that arrival time.

- 10:00 AM: Arrive at Monroe High School

IN CASE OF EMERGENCY OR TO LEAVE A MESSAGE, PLEASE CALL 1-800-654-4560. PLEASE LEAVE ALL PERTINENT INFORMATION INCLUDING NAMES AND PHONE NUMBERS

Optional travel insurance is available.

For more information see our website www.tours-eti.com and click on “Travel Insurance”.

6/16/11

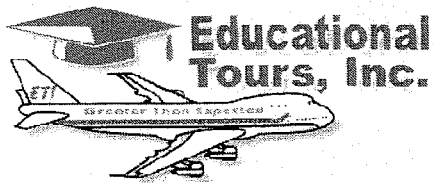
**TRIP FEATURES
MONROE HIGH SCHOOL CHOIR
TRIP TO NEW YORK CITY – May 9 – 13, 2012
TRIP #12-03073**

THE TOUR INCLUDES:

- * Round trip transportation on a first class, air-conditioned, DVD and/or VCR equipped motorcoach
- * First class accommodations for three nights in the New Jersey area
- * Three breakfasts and four dinners
- * Ferry / Ellis Island / Liberty Island / Statue of Liberty
- * Tribute WTC Visitor's Center Audio Tour and Galleries / St. Paul's Chapel
- * Top of the Rock / Performance at the Cathedral Church of Saint John the Divine (subject to availability)
- * Central Park / Metropolitan Museum of Art
- * Times Square / Two Broadway Shows
- * Broadway Classroom Workshop / Fifth Avenue / St. Patrick's Cathedral
- * Guided Tour of Radio City Music Hall
- * Private night time hotel security
- * Group Travel Videos Package
- * All trip planning and arrangements
- * Member of the Student Youth Travel Association
- * Services of our company tour manager for your entire stay in the New York/New Jersey area
- * \$2,000,000 Liability Insurance / SYTA Consumer Protection Plan Coverage
- * Optional travel insurance is available
- * All gratuities included
- * Based on tariffs in effect 6/3/11 and subject to availability at time of booking
- * Health and accident insurance coverage, including medical evacuation, up to \$2,500 per person included for all participants
- * 1-800-654-4560 Emergency phone service, answered 24 hours, provided for your peace of mind while the trip is in progress

Optional travel insurance is available.

For more information see our website www.tours-eti.com and click on "Travel Insurance".



TRAVEL AGREEMENT

June 16, 2011

MONROE HIGH SCHOOL CHOIR, MONROE, MI TRIP TO NEW YORK CITY – May 9-13, 2012 TRIP #12-03073

COST: \$824.00 per Person

Trip cost is based on **45** participants.

All students to be housed in quad rooms with overflow in a triple or double and up to **10** adults to be housed in double rooms.

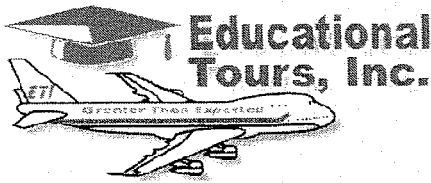
Additional requested triple rooms will be charged **\$867.00** per person, additional requested double rooms will be charged **\$953.00** per person and additional requested single rooms will be charged **\$1,210.00**.

Above price includes **1** complimentary trip per **20** paid participants, which will appear on your invoice as a credit of **\$824.00** each. (Currently **2** with **45** participants)

The maximum seats available are **55**. A charge of **\$152.00** will be added to the total bill for each person under **45** and a credit for each person over **45** to cover the cost of motorcoach (based on one **55**-passenger coach). *If numbers increase or decrease, affecting the number of motorcoaches, your Travel Agreement will be revised to reflect the change.*

THE TOUR INCLUDES:

- * Round trip transportation on a first class, air-conditioned, DVD and/or VCR equipped motorcoach
- * First class accommodations for three nights in the New Jersey area
- * Three breakfasts and four dinners
- * Ferry / Ellis Island / Liberty Island / Statue of Liberty
- * Tribute WTC Visitor's Center Audio Tour and Galleries / St. Paul's Chapel
- * Top of the Rock / Central Park / Metropolitan Museum of Art
- * Times Square / Two Broadway Shows
- * Broadway Classroom Workshop / Fifth Avenue / St. Patrick's Cathedral
- * Guided Tour of Radio City Music Hall
- * Private night time hotel security
- * Group Travel Videos Package
- * All trip planning and arrangements
- * Member of the Student Youth Travel Association
- * Services of our company tour manager for your entire stay in the New York/New Jersey area
- * \$2,000,000 Liability Insurance / SYTA Consumer Protection Plan Coverage
- * Optional travel insurance is available
- * All gratuities included
- * Based on tariffs in effect 6/3/11 and subject to availability at time of booking
- * Health and accident insurance coverage, including medical evacuation, up to \$2,500 per person included for all participants
- * 1-800-654-4560 Emergency phone service, answered 24 hours, provided for your peace of mind while the trip is in progress



TRAVEL AGREEMENT

June 16, 2011

MONROE HIGH SCHOOL CHOIR, MONROE, MI
TRIP TO NEW YORK CITY – May 9-13, 2012
TRIP #12-03073

DIRECTOR: Cate Windelborn Expected Board Approval Date: 7 / 12 / 2011
ADDRESS: 901 Herr Rd., Monroe, MI 48161
SCHOOL PHONE: ~~734-241-1491~~ 734 265-3473 SCHOOL FAX: 734-265-3401
HOME PHONE: 734-242-1140 CELL PHONE: 989-859-7322
E-MAIL ADDRESS: windelborn@monroe.k12.mi.us
Finance/ Booster: Leslie Burke Address/Email: lmpb@charter.net Phone: 734-457-3557

PAYMENT SCHEDULE

	DUE DATE	AMOUNT
DEPOSIT	10/01/11	\$4,300.00 (\$100 x 43 paying participants)
1 ST PAYMENT	11/15/11	\$7,955.00 (\$185 x 43 paying participants)
2 ND PAYMENT	01/15/12	\$7,955.00
3 RD PAYMENT	02/15/12	\$7,955.00
ROOM LIST	03/10/12 (60 DAYS)	ROOM LIST IS DUE
FINAL PAYMENT	03/15/12 (55 DAYS)	\$ Balance-based on actual numbers – TBD from Room list numbers

BALANCE DUE - to be adjusted on numbers submitted on rooming list no later than 60 days prior to departure.

FINAL PAYMENT must be made 50 days prior to departure. Late payments or late rooming lists may result in an increase in cost

CANCELLATION / REFUND POLICY / PENALTIES – Cancellations made prior to 50 days are fully refundable (please see non-refundable deposit/payment exclusion). Any cancellations made within 50 to 16 days of departure that may be entitled to a refund of recoupable expenses will be processed after the group has traveled and the trip has been audited at the end of our travel season. 15 DAYS OR LESS, FULL FORFEITURE OF ALL MONIES RECEIVED. IF NON-REFUNDABLE DEPOSITS OR PAYMENTS ARE MADE FOR YOUR GROUP PRIOR TO DEADLINES, IT CANNOT BE REFUNDED. THIS AGREEMENT IS VALID IF SIGNED BEFORE JUNE 30, 2011.

Dismissal - We reserve the right to refuse to retain any participant on the tour. No refund will be issued to any member who is dismissed. Expenses incurred by the individual after dismissal are the responsibility of that individual only and not the sponsoring organization or Educational Tours, Inc. (The undersigned agrees that students are aware that normal "School Rules" are in effect while on tour.)

Responsibility & Liability - Educational Tours, Inc. and participating tour operators operate the land tours as agents of hotels and sightseeing contractors and are not liable for any act, delay, omission, injury, loss or damage or non-performance occurring in connection with these land arrangements. IATA carriers and other transportation companies whose services are featured in these tours are not to be held responsible for any omission or event during the time passengers are not on board their conveyance. The passage contract in use by these companies shall constitute the sole contract between the companies and the purchaser of these tours.

I the undersigned understand and fully accept the terms and conditions above and Educational Tours realizes this agreement is subject to Administrative or Board approval.

AUTHORIZED SIGNATURE Cate Windelborn TITLE Director of Vocal Music DATE 6/16/2011

REPRESENTATIVE, EDUCATIONAL TOURS, INC. Tracey Schenk DATE 6-15-11

High School Choir Trip to New York City

I am very excited to announce that the school board has approved a field trip for the high school choir students to New York City in May. We will be leaving early on Wednesday, May 9, 2012 and returning early on Sunday, May 13, 2012. Please check out all the great activities we will be participating in on the itinerary included with this form.

This trip is open to all Monroe High School choir students. The total cost for the trip is \$824.00 which includes everything except spending money and money for lunches each day. There will be four students in each room in the hotel and they will be allowed to choose their roommates after spring break.

We are also in need of chaperones for this trip! My goal is to have an adult for every four students going on the trip although one for every eight would be acceptable. The cost for chaperones will be the same as the students, but they will have only two people in each hotel room.

The payment schedule for the trip is as follows:

10/01/2011 - \$100 deposit
11 /15/2011 - \$185 payment
01/15/2012 - \$185 payment
02/15/2012 - \$185 payment
03/15/2012 - \$169 payment (or remaining balance)

You may pay the entire amount at once if you would like. This schedule just breaks the total amount into manageable minimum payments. Each of the due dates coincides with a deadline for payment to the tour company, so it is very important that you meet these deadlines so we can pay our bill.

There are several fundraising opportunities offered through the choral boosters. We are in the process of completing our fall fundraiser. In November we will be selling Shirley's Popcorn. In January we will sell frozen appetizers from GFS, just in time for the Super Bowl! After we return from Christmas vacation there will also be candy bars available for students to sell to help pay the cost of the trip. Each box of candy they sell earns them \$25.00 towards their trip.

Once made, payments for the trip are non-refundable. There is cancellation insurance available through our travel company, Educational Tours, Inc. Basic cancellation insurance is \$32 (medical only) comprehensive insurance is \$41 and will cover you for any reason. More information about this insurance is available from Miss Windelborn.

Please return the following reservation slip with your deposit by Friday, September 30, 2011.

My child _____ will be participating in the choir trip to New York. I understand that all payments are non-refundable.

I am including _____ (amount) to reserve my students spot on this trip. (Please make checks payable to Monroe Choral Boosters)

_____ would like to be a chaperone for the choir trip to Chicago.

I am including _____ (amount) to reserve my spot on this trip. (Please make checks payable to Monroe Choral Boosters)

Parent/Guardian Signature

Date

Educational Tours, Inc. Travel Protection Plan

www.travelinsured.com
1-800-243-3174

Educational Tours, Inc. is very excited to offer your group an opportunity to travel with us. We pride ourselves on offering high quality planning with a well thought-out, fun-filled itinerary for a "Greater than Expected" travel experience.

BASIC PLAN RATES

Cost per Person					
Cost of Trip	Cost of Plan	Cost of CFAR	Cost of Trip	Cost of Plan	Cost of CFAR
\$0-\$200	\$17	\$21	\$1,501-\$2,000	\$52	\$66
\$201-\$400	\$19	\$24	\$2,001-\$2,500	\$70	\$88
\$401-\$600	\$26	\$32	\$2,501-\$3,000	\$86	\$109
\$601-\$800	\$28	\$35	\$3,001-\$3,500	\$98	\$125
\$801-\$1,000	\$32	\$41	\$3,501-\$4,000	\$117	\$140
\$1,001-\$1,500	\$42	\$52	\$4,001-\$4,500	\$131	\$167

For trips over 30 days add \$2/person/day up to a maximum of 180 days.

Please call your Educational Tours, Inc. Consultant for quotes for Trip Costs above \$4,500.

STUDENT GROUP BASIC PLAN BENEFITS

Schedule of Coverage and Services

Trip Cancellation.....	Tour Cost*
Trip Interruption.....	150% of Tour Cost*
Trip Delay (6 hrs).....	\$750(\$150/day)
Emergency Evacuation & Repatriation.....	\$100,000
Worldwide Emergency Assistance Services.....	Included
Optional Cancel For Any Reason (Not available in WA)	
75% of Non-Refundable Trip Cost, cancellation must be 2 or more days prior to scheduled departure.**	

* Maximum limit of \$10,000

**Optional Coverage can be selected for individual participants or entire group provided the plan is purchased within 14 days of initial trip deposit.

This document contains highlights of your plan. Review the Description of Coverage for complete terms, conditions and exclusions that apply. The DOC is available on-line at www.travelinsured.com, or by calling 800-243-3174. It can also be viewed at the Educational Tours, Inc. website www.tours-eti.com, and clicking on the Travel Insured International logo.

CONSENT AGENDA - PURCHASES

ENCLOSURES

- C.10 Title I Technology Purchases for Arborwood, Custer, Manor and Waterloo
- C.11 Approval to Upgrade Network
- C.12 Approval to Upgrade Suntel Phone System
- C.13 Custer Bus Shelters
- C.14 Operations Center Asphalt Parking Lot Reconstruction
- C.15 Purchase of Wood Chips

RECOMMENDATION

Move that Agenda Items C.10 - C.15 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

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

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

Board Meeting #12
July 12, 2011
Item #C.10

**APPROVAL FOR TITLE I TECHNOLOGY PURCHASES
FOR ARBORWOOD, CUSTER, MANOR AND WATERLOO**

BACKGROUND

The Technology Department is requesting the purchase of smart boards for Arborwood, voice amplification systems for Custer and Waterloo, and audio and video equipment for Manor and Waterloo.

ENCLOSURE

Memo from David Payne
Proposals from Smart Ed Services, Lightspeed Technologies and Red Letter Productions.

RECOMMENDATION

Move to approve the purchase of smart boards from Smart Ed Services, voice amplification systems from Lightspeed Technologies and AV equipment from Red Letter Productions for a total cost not to exceed \$49,406. Monies to be utilized from the Technology millage fund.

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	_____	_____	_____	_____

Memo

To: Ken Laub
From: David Payne
Date: 7/7/2011
Re: Summer Title I Technology Purchases

We are recommending the following purchases for Arborwood, Custer, Manor, and Waterloo. These purchases will be funded with Title I funds.

Arborwood is requesting the purchase of five smart boards. These smart boards will be purchased from Smart Ed Services via the REMC state wide bid list. Three smart boards will be purchased for the South building and two for the North building. As this technology has proven to be an excellent teaching tool we continue to increase them in our elementary buildings whenever possible. Price for 5 smart boards will not exceed \$6,020.00.

Custer and Waterloo are requesting the purchase of classroom voice amplification systems for each classroom. These would be purchased from Lightspeed Technologies via the state wide technology bid list. This technology is a favorite among elementary teachers as it provides clear amplification to all students in a classroom without requiring the teacher to increase their voice. This technology combined with the amplifiers we have already purchased completes the multimedia setup for a classroom. We have utilized and tested this technology for several years. The cost for this purchase would not exceed \$5,746.00 and \$22,100.00 for Custer and Waterloo respectively.

Manor and Waterloo are requesting the purchase of audio and video equipment from Red Letter Productions at a price not to exceed \$5,800.00 and \$9,740.00 respectively. This technology would add a sound system and mounted projector in Waterloo's gymnasium. Manor would add a mounted projector to their existing sound system. This technology would allow them to utilize their gym for after school programs as well as staff meetings and training events.

All above purchases would be funded by Title I monies at a total cost not to exceed \$49,406.00.

REMC Statewide \$AVE Bid Project

Smart Ed Services

Contact: Theresa Rosenberger or Kate Skellenger
Phone: 800-251-4077
Fax: 216-432-0044
Email: Quotes-edu@teachsmart.org

Address: 1821 E. 40th St.
 Cleveland, OH 44103

Notes: REMC Contract Number 1908 must appear on all orders. Purchasing cards accepted an no additional charge.

Items

Item Number	Details	Qty.	Price	Total
110365	Description: Interactive white board, 77" diagonal active area, digital pen or touch sensitive, single user. Includes: Notebook software, pen tray, pens & eraser, 16' USB cable, wall-mount bracket, Win/Mac compatible. Five-year warranty with registration. Mfg/Model: SMART / SB680 Reseller Order Number: SMA SB680	5.00 Each	1,204.00	6,020.00

Vendor Total

6,020.00



Lightspeed Technologies, Inc.

11509 SW Herman Rd.
Tualatin OR 97062
1-800-732-8999
www.lightspeed-tek.com
fax: 503-684-3197

Quotation

Date
Quote #
Expires
Sales Rep
Terms
Shipping Method

5/20/2011
30327
7/19/2011
DAVID BUIST
Net 30
UPS Ground(N/C)

Bill To

ACCOUNTS PAYABLE
MONROE PSD
1275 N MACOMB ST
MONROE MI 48162-3128
United States

Ship To

MONROE PUBLIC SCHOOLS
TECHNOLOGY DEPT
1275 N MACOMB ST
MONROE MI 48162-3128
United States

ATTN: KEVIN HAUSER

Item	Qty	Description	Unit Price	Amount
ISR-R	13	Infrared sensor/receiver with REDMIKE	442.00	5,746.00
		REMC 2011 50-99 system discount pricing was quoted. Please note: shipping and handling charges are included with REMC pricing.		
		WARRANTY: **The Infrared series products have a 5-year parts and labor limited warranty on the major components. The cables and batteries have a 1-year limited warranty.		
		Please reference quote number on purchase order.		

Thank you for choosing Lightspeed Technologies.

Subtotal	5,746.00
Shipping Cost (UPS Ground(N/C))	0.00
Total	\$5,746.00



Lightspeed Technologies, Inc.

11509 SW Herman Rd.
Tualatin OR 97062
1-800-732-8999
www.lightspeed-tek.com
fax: 503-684-3197

Quotation

Date
Quote #
Expires
Sales Rep
Terms
Shipping Method

6/24/2011
31119
8/23/2011
DAVID BUIST
Net 30
UPS Ground(N/C)

Bill To

ACCOUNTS PAYABLE
MONROE PSD
1275 N MACOMB ST
MONROE MI 48162-3128
United States

Ship To

MONROE PUBLIC SCHOOLS
TECHNOLOGY DEPT
1275 N MACOMB ST
MONROE MI 48162-3128
United States

ATTN: KEVIN HAUSER

Item	Qty	Description	Unit Price	Amount
ISR-R	50	Infrared sensor/receiver with REDMIKE	442.00	22,100.00
		REMC 2011 pricing was quoted. Please note: shipping and handling charges are included with REMC pricing.		
		WARRANTY: **The Infrared series products have a 5-year parts and labor limited warranty on the major components. The cables and batteries have a 1-year limited warranty.		
		Please reference quote number on purchase order.		

Thank you for choosing Lightspeed Technologies.

Subtotal	22,100.00
Shipping Cost (UPS Ground(N/C))	0.00
Total	\$22,100.00



796 West Maple Ave
 Adrian, Michigan 49221
 (517) 264-5488 • 888-564-5488
 www.redletterproductions.biz

Name / Address

Monroe Public Schools
 Technology Department
 1275 N Macomb Street
 Monroe, MI 48162

Estimate

Date

Estimate #

6/30/2011

325

Description	Qty
Manor	1
Hitachi CP-A100, XGA (1024 x 768) resolution, Ultra Short Throw	1
Da-Lite Electric 150" Diagonal rear projection screen	1
Peerless PWA-14, Projector Wall Arm	1
Peerless PRS-UNV, Universal Ceiling Projector Mount, Black	1
Cable, connectors, and miscellaneous parts/hardware	1
Labor	1
- Mount screen to ceiling	
- Mount projector to wall and focus to screen	
- Cable projector w/ rapidrun to wall by sound booth	
- Install a wall plate for PC/DVD player audio in current PA system	
Labor - Licensed Electrician to add outlet for screen and projector	1
	Subtotal \$5,800.00
	Sales Tax (0.0%) \$0.00
	Total \$5,800.00

Red Letter Productions

796 West Maple Ave
 Adrian, Michigan 49221
 (517) 264-5488 • 888-564-5488
 www.redletterproductions.biz

Name / Address

Monroe Public Schools
 Technology Department
 1275 N Macomb Street
 Monroe, MI 48162

Estimate

Date	Estimate #
6/30/2011	324

Description	Qty						
Waterloo							
Electro-Voice EVI-28BLK, 2-way Loudspeaker, Dual 8" (black)	1						
Crown XLS 1500, Power Amplifier, 2 Channel, 525W @ 4 Ohms Per Ch.	1						
Raxxess Series by Chief SWR-10-17, 10Sp Sect Wall Rack/17"Deep	1						
Raxxess Series by Chief SWRD-10P, Perforated Door for SWR-10	1						
Alesis I-MULTIMIX-9R, Rack-Mounted Mixer, 9 Channel (5 Mic/Line, 2 Stereo Line), Universal iPod Dock	1						
Sennheiser EW115-G3, Wireless Handheld System with e815 LE	2						
Sennheiser GA3, Rackmount Kit G3	1						
Furman M-8X2, Power Conditioner, 8 Outlet, 15A	1						
Gator Cases GE-DRAWER-3U, 3 RU Drawer (15" D x 19" W x 5.25" H)	1						
Hitachi CP-A100, XGA (1024 x 768) resolution	1						
Da-Lite Electric 150" Diagonal rear projection screen	1						
Peerless PWA-14, Projector Wall Arm	1						
Peerless PRS-UNV, Universal Ceiling Projector Mount, Black	1						
Cable, connectors, and miscellaneous parts/hardware	1						
Labor	1						
- Mount screen from steal truss							
- Mount projector to rear wall of the stage							
- Focus projector							
- Mount equipment rack to back wall of the stage							
- Install equipment in rack							
- Mount the speaker in the center above the stage							
- Cable the speaker back to the equipment rack							
- Install two, dual XLR (Microphone) jack on the rear wall of the stage							
- Program wireless microphones							
- Tune the room/EQ the system							
Labor - Electrician to extend an outlet to the screen	1						
<table border="1"> <tr> <td>Subtotal</td> <td>\$9,740:00</td> </tr> <tr> <td>Sales Tax (0.0%)</td> <td>\$0:00</td> </tr> <tr> <td>Total</td> <td>\$9,740:00</td> </tr> </table>		Subtotal	\$9,740:00	Sales Tax (0.0%)	\$0:00	Total	\$9,740:00
Subtotal	\$9,740:00						
Sales Tax (0.0%)	\$0:00						
Total	\$9,740:00						

APPROVAL TO UPGRADE NETWORK

BACKGROUND

The Technology Department is requesting the purchase of equipment to upgrade the school districts' network infrastructure.

ENCLOSURE

Memo from David Payne
Proposals from Netch, Inacomp Technical Services Group, Webhouse, and NetApp

RECOMMENDATION

Move to approve the purchase of equipment to upgrade network from Netch for a cost not to exceed \$396,095.90 to be funded from Technology millage monies.

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	_____	_____	_____	_____

Memo

To: Ken Laub
From: David Payne
Date: 7/8/2011
Re: Network Upgrade

We are recommending purchasing equipment to upgrade our network infrastructure. Over the last several months the technology department has researched solutions to upgrade our network infrastructure which included servers, storage, and core networking equipment. As our current solution has worked well, its age is showing as our user demands are consistently growing. The solution we are recommending will meet current demands as well as accommodate future growth. This solution will be funded with Technology monies at a cost not to exceed \$396,095.90. During our research we felt Cisco servers, Cisco networking equipment, and Netapp storage would be the best fit for our users. Features included in this technology would allow for current needs as well as cloud technologies we are looking into for the future. I have included quotes received from our RFQ. Netech was the only vendor to bid on all four sections as well as the optional offsite storage solution which met our specifications. We have worked with Netech in the past and they have shown to be strong resource and great partner in technology implementations. It is our recommendation to move forward with this and award Netech all four sections. This project would be completed before school starts so our timeline is short as we did not make the last board meeting. We have discussed this timeline with Netech and are assured there is ample time to complete the project.



Pricing response to 2011 Technology Refresh RFO

NETech Corporation appreciates the opportunity to respond to this Monroe Public Schools RFO for the Technology Refresh 2011 for UCS servers, Cisco Switching and a new Netapp SAN solution. As a leader in the ever changing IP Technology industry, NETech has the distinct advantage of offering all of Monroe Public Schools' IT needs. Data, Wireless, Voice, Physical Security, we can deliver it all. It is our experience, expertise, and most all our long list of satisfied customers that we feel set us apart from our competitors.

Anyone can sell hardware. NETech understands that. It's what you do with that hardware, how you implement solutions, work with customers, train your customers, & provide post-implementation support that set you apart. Nothing speaks more to how a company does business than the customers that they have worked with in the past. Please do call our references.

NETech understands the importance of this project to Monroe Public Schools. The upgraded technology requested in this RFO will be a critical component of how the school communicates with their staff and students in the future. We understand that this network, once operational, will open the door to opportunities in both voice and data communicational networking that will continue to keep Monroe Public Schools on the leading edge in the use of technology.

As per you request below is our pricing for each section of the RFO (I have also attached broken out pricing to show unit cost on each item included);

Part I – Cisco Servers (Section 2.1) \$58,155.67
Part II – Cisco Networking (Section 2.2) \$98,968.00
Part III – NetApp Storage (Section 2.3) \$157,947.60
Part IV – Installation and Setup (Section 2.4) \$17,000.00
SAN Option I- DR SAN for offsite storage \$64,124.63
RFO Total Pricing combined with DR SAN \$396,095.90

If we can be of any further help with any questions you may have, please do not hesitate to contact me at your convenience. Thank You for the opportunity to respond to this RFO

Mike Martin
Account Executive
248.773.0467 office
248.773.0485 fax
mmartin@netechcorp.com



Monroe Public Schools UCS Config

Product	Description	Qty	Final Price	Total Price
UCS-SP2-ENTV-B20	UCS SP2 BNDL 2Fix1xChas-4xB200 with VNIC u	1	0.00	0.00
UCS-SP2-B200VP-1	UCS SP2 BNDL2Fix1xChassis-4xB200,2x5649,48	1	26,769.94	26,769.94
CAB-C19-CBN	Cabinet Jumper Power Cord, 250 VAC 16A, C20-C	4	0.00	0.00
N20-B6625-1	UCS B200 M2 Blade Server w/o CPU, memory, H	4	Included	Included
A01-X0120	Intel Xeon E5649 2.53GHz /6c/80W/12MB cache/l	8	Included	Included
N20-BHTS1	CPU heat sink for UCS B200 Blade Server	8	Included	Included
A03-D146GA2	146GB 6Gb SAS 10K RPM SFF HDD/hot plug/driv	8	Included	Included
N01-M308GB2	8GB DDR3-1333MHz RDIMM/PC3-10600/dual ran	24	Included	Included
N20-AC0002	UCS M81KR Virtual Interface Card/PCIe/2-port 10	4	Included	Included
N20-PAC5-2500W	2500W AC power supply unit for UCS 5108	4	Included	Included
N20-I6584	UCS 2104XP Fabric Extender/4 external 10Gb po	2	Included	Included
N01-UAC1	Single phase AC power module for UCS 5108	1	Included	Included
N20-CBLKB1	Blade slot blanking panel for UCS 5108/single slot	4	Included	Included
N20-FAN5	Fan module for UCS 5108	8	Included	Included
N20-FW006	UCS 5108 Blade Server Chassis FW package	1	Included	Included
N20-CAK	Access. kit for 5108 Blade Chassis incl Railkit, KV	1	Included	Included
UCS-SP2-S6100	UCS 20-port FI with FC expansion card and cable	2	6,111.84	12,223.68
CAB-C13-C14-2M	Power Cord Jumper, C13-C14 Connectors, 2 Mete	4	0.00	0.00
N10-PAC1-550W	550W power supply unit for UCS 6120XP/100-240	4	Included	Included
N10-E0060	6-port 8Gb FC/Expansion module/UCS 6100 Serie	2	Included	Included
N10-SACCA	Accessory kit for UCS 6120XP Fabric Interconnec	2	Included	Included
DS-SFP-FC8G-SW	8 Gbps Fibre Channel SW SFP+, LC	12	Included	Included
SFP-10G-SR	10GBASE-SR SFP Module	4	Included	Included
SFP-H10GB-CU3M	10GBASE-CU SFP+ Cable 3 Meter	8	Included	Included
N10-MGT006	UCS Manager v1.4	2	Included	Included
N20-B6625-2-UPG	UCS B250 M2 Blade Server w/o CPU, memory, H	1	2,036.62	2,036.62
A01-X0117	Intel Xeon X5675 3.06GHz /6c/95W/12MB cache/l	2	1,517.59	3,035.18
N20-BBLKD	HDD slot blanking panel for UCS B-Series Blade S	2	Included	Included
N20-BHTS4	CPU heat sink for UCS B250 M2 Blade Server	2	Included	Included
A02-M308GB1-2	8GB DDR3-1333MHz RDIMM/PC3-10600/2x4GB	24	280.06	6,721.44
A02-MEMKIT-004A	Bundle component for A02-M308GB1-2	48	Included	Included
N20-AC0002	UCS M81KR Virtual Interface Card/PCIe/2-port 10	1	592.11	592.11
CON-UCS7-SP2B2V	UC SUPPORT 24X7X4OS 5108 Blade Server Cha	3	151.90	455.70
CON-UCS7-B66251	UC SUPPORT 24X7X4OS UCSB200 M2 Blade Sv	12	178.50	2,142.00
CON-UCS7-ENTVB2	UC SUPPORT 24X7X4OS Null SKU--No line item	3	0.00	0.00
CON-UCS7-SP2S61	UC SUPPORT 24X7X4OS 6120XP 20PT Fabric Ir	6	500.50	3,003.00
CON-UCS7-1E0060	UC SUPPORT 24X7X4OS 6Pt 8Gb FC/Expansion	6	69.30	415.80
CON-UCS7-B66252	UC SUPPORT 24X7X4OS UCSB250 M2 Blade Sv	3	253.40	760.20

Total Data Products and Services(US Dollar)

58,155.67

Data Products and Services Total

58,155.67



**MPS Network Requirements switching and wireless
with 4 port 10GB**

Monroe Net Product	Description	Quantity	Unit Sell	Extended Sell
HS Core				
WS-C4507R+E	Catalyst4500E 7 slot chassis for 48Gbps/slot	1	\$ 3,427.55	\$ 3,427.55
NET-SNTP-C4507R+E	SMARTNET 24X7X4 Catalyst4500E 7 slot chassis for 48Gbps	1	\$ 2,677.50	\$ 2,677.50
PWR-C45-1300ACV	Catalyst 4500 1300W AC Power Supply (Data and PoE)	2	\$ 487.55	\$ 975.10
CAB-520P-C19-US	NEMA 5-20 to IEC-C19 6ft US	2	\$ -	\$ -
S45U-31-01XO	Sup 7 Universal image	2	\$ -	\$ -
WS-X45-SUP7-E	Catalyst 4500 E-Series Supervisor, 848Gbps	1	\$ 9,797.55	\$ 9,797.55
WS-X4612-SFP-E	Catalyst 4500 E-Series 12-Port GE (SFP)	1	\$ 2,937.55	\$ 2,937.55
WS-X4648-RJ45-E	Catalyst 4500 E-Series 48-Port 10/100/1000 (RJ45)	2	\$ 2,692.55	\$ 5,385.10
SFP-10G-LR=	10GBASE-LR SFP Module	1	\$ 1,997.50	\$ 1,997.50
Core Switch				
WS-C6509-E	Catalyst 6500 Enhanced 9-slot chassis, 15RU, no PS, no Fan Tray	1	\$ 4,655.00	\$ 4,655.00
NET-SNTP-WS-C6509	SMARTNET 24X7X4 WS-C6509-E	1	\$ 7,425.60	\$ 7,425.60
WS-CAC-3000W	Catalyst 6500 3000W AC power supply	2	\$ 1,470.00	\$ 2,940.00
CAB-AC-2500W-US1	Power Cord, 250Vac 16A, straight blade NEMA 6-20 plug, US	2	\$ -	\$ -
S733ISK9C-12233SXJ	Cisco CAT6000-SUP720 IOS IP SERVICES SSH - DEFAULT	1	\$ -	\$ -
WS-SUP720-3B	Catalyst 6500/Cisco 7600 Supervisor 720 Fabric MSFC3 PFC3B	2	\$ 13,720.00	\$ 27,440.00
WS-C6509-E-FAN	Catalyst 6509-E Chassis Fan Tray	1	\$ 242.55	\$ 242.55
WS-X6704-10GE	Cat6500 4-port 10 Gigabit Ethernet Module (req. XENPAKs)	2	\$ 9,800.00	\$ 19,600.00
XENPAK-10GB-LX4	10GBASE-LX4 XENPAK Module	1	\$ 1,960.00	\$ 1,960.00
XENPAK-10GB-SR	10GBASE-SR XENPAK Module	2	\$ 1,470.00	\$ 2,940.00
GLC-SX-MM	GE SFP, LC connector SX transceiver	8	\$ 245.00	\$ 1,960.00
DS-C9124AP-K9	MDS 9124 with 8 ports enabled with 8 SW SFPs - PL PID	2	\$ 1,303.89	\$ 2,607.78
Total Sell				\$ 98,968.78



End User: **Monroe Public Schools**
 Quote Number: **1-11Y8N04**
 Notes:

Quote Name: **1-1BCJ04J w/Q1 priceFCP wo comp No PAM no train**
 Quote Date: **6/28/2011**
 Quote Expires: **7/28/2011**

Ext Qty	Part Number	Product	List Price	Ext List Price	Sell EA	Sell Ext	Service Months
1	FAS3210-R5	DSK SHLF,24x450GB,15K,3Gb SAS,IOM3,-C,R5	58,616	58,616	29,099.32	29,099.32	29,099.32
1	DS4243-1511-24S-R5-C	FASV32XX-Chassis,AC PS,-C,R6	0	0	0.00	0.00	0.00
1	FAS-V32XX-CHASSIS-R6-C	FAS3210 HA System with Dual Cntrlr	10,500	21,000	5,212.62	10,425.24	10,425.24
2	FAS3210A-IB-BASE-R6	SW,Data ONTAP Essentials,3210A,-C	0	0	0.00	0.00	0.00
2	SW-3210A-ONTAP8-C	SW,SnapMgr Application Integration,3210A,-C	28,000	56,000	13,900.32	27,800.64	27,800.64
2	SW-3210A-SNAPMANAGER	SW,FCP,-C	0	0	0.00	0.00	0.00
2	SW-FCP-C	Rackmount Kit,4N2,DS14-Middle,-C,R6	100	100	49.64	49.64	49.64
1	X5515A-R6-C	Rackmount Kit,4-Post,Universal,-C,R6	0	0	0.00	0.00	0.00
1	X5526A-R6-C	Cable,Cntrlr-Shelf/Switch,5m,LC/LC,Op,-C	150	600	74.47	297.86	297.86
4	X6536-R6-C	Cable,SAS Cntrlr-Shelf/Shelf-Shelf/HA,2m,-C	125	250	62.06	124.11	124.11
2	X6558-R6-C	Cable,SAS Cntrlr-Shelf/Shelf-Shelf/HA,5m,-C	170	340	84.39	168.79	168.79
2	X6559-R6-C	Cable,Ethernet,2m RJ45 CAT6,-C	0	0	0.00	0.00	0.00
1	X6561-R6-C	Cable,Ethernet,5m RJ45 CAT6,-C	0	0	0.00	0.00	0.00
2	X6562-R6-C	SW,CIFS,3210A,-C	9,950	19,900	4,939.58	9,879.16	9,879.16
2	SW-3210A-CIFS-C	SW,SnapRestore,3210A,-C	4,250	8,500	2,109.87	4,219.74	4,219.74
2	SW-3210A-SRESTORE-C	Power Cable North America,-C,R6	0	0	0.00	0.00	0.00
6	X800E-R6-C	Documents,32XX,-C	0	0	0.00	0.00	0.00
1	DOC-32XX-C	SupportEdge Standard Part Replace 4hr,Install	40,797.77	40,797.77	20,253.64	20,253.64	20,253.64
1	CS-A2-INST-4R	DSK SHLF,24x2.0TB,7.2K,SATA,IOM3,QS,R5	86,510	86,510	42,947.02	42,947.02	42,947.02
1	DS4243-R5	Rackmount Kit,4-Post,Universal,R6	100	100	49.64	49.64	49.64
1	DS4243-0748-24A-QS-R5	Cable,SAS Cntrlr-Shelf/Shelf-Shelf/HA,2m	150	300	74.47	148.93	148.93
1	X5526A-R6	Cable,Ethernet,2m RJ45 CAT6	9	18	4.47	8.95	8.95
2	X6558-R6	Power Cable North America,R6	0	0	0.00	0.00	0.00
2	X6561-R6	SupportEdge Standard Part Replace 4hr,Install	11,315.51	11,315.51	5,617.47	5,617.47	5,617.47
2	X800E-R6	SFP,Optical,4.25Gb,R6	180	720	89.36	357.44	357.44
1	CS-A2-INST-4R	5000VA/4000W - 9.4 Minute - 2 x NEMA L6-20R, 2	4,000.00	8,000.00	3,000.00	6,000.00	6,000.00
4	X6539-R6	SFP,Optical,4.25Gb,R6	300	600	250.00	500.00	500.00
2	SUA5000RMT5U						
2	AP7530						
Total							157,947.60



End User: **Monroe Public Schools**
 Quote Number: **1-11YNDX1**
 Notes:

Quote Name: **DR SAN required only**
 Quote Date: **6/28/2011**
 Quote Expires: **7/28/2011**

Qty	Part Number	Product	List Price	Ext List Price	Sell EA	Sell Ext	Service Months
1	FAS2040-R5					0.00	0.00
1	DS4243-0748-24A-R5-C	DSK SHLF,24x2.0TB,7.2K,SATA,IOM3,-C,R5	69,711	69,711	31,256.92	31,256.92	0.00
1	FAS2040-0-SHELF-R5-C	FAS2040,SHELF,AC,ZERO HDD,-C,R5	0	0	0.00	0.00	0.00
1	SW-2040-PROTECTION-PK-(SW,Protection PK,2040,-C		15,429	15,429	7,355.63	7,355.63	0.00
1	SW-BASE-PK-C	SW,BASE Pack,-C	0	0	0.00	0.00	0.00
1	SW-FLEXCACHE-C	SW,FlexCache,-C	0	0	0.00	0.00	0.00
1	X5518A-R6-C	Kit,FAS2020/40,-C,R6	50	50	23.84	23.84	0.00
1	X5526A-R6-C	Rackmount Kit,4-Post,Universal,-C,R6	0	0	0.00	0.00	0.00
2	X6536-R6-C	Cable,Cntrlr-Shelf/Switch,5m,LC/LC,Op,-C	150	300	71.51	143.02	0.00
2	X6539-R6-C	SFP,Optical,4.25Gb,-C,R6	120	240	57.21	114.42	0.00
1	X6557-R6-C	Cable,SAS Cntrlr-Shelf/Shelf/HA,0.5m,-C	0	0	0.00	0.00	0.00
1	X6560-R6-C	Cable,Ethernet,0.5m RJ45 CAT6,-C	0	0	0.00	0.00	0.00
1	X6561-R6-C	Cable,Ethernet,2m RJ45 CAT6,-C	0	0	0.00	0.00	0.00
1	FAS2040-BASE-R5-C	FAS2040 System Controller,-C,R5	10,906	10,906	5,199.32	5,199.32	0.00
1	DOC-2040-C	Documents,2040,-C	0	0	0.00	0.00	0.00
4	X800E-R6-C	Power Cable North America,-C,R6	0	0	0.00	0.00	0.00
1	CS-A2-INST-4R	SupportEdge Standard Part Replace 4hr,Install	18,517.65	18,517.65	8,828.10	8,828.10	36
2	SW-3210A-SNAPVAULT-C	SW,SnapVault,3210A,-C	11,750	23,500	5,601.70	11,203.39	0.00
TOTAL							\$ 64,124.63
							\$ 115,153.65

**Inacomp Technical Services Group
Response for Quotes For
Monroe Public Schools
Technology Refresh 2011**

**2.2 CISCO
NETWORKING**

Total Network Electronics \$108,022.28

**2.4. INSTALLATION AND SETUP
2.43- Cisco Network Equipment**

Total Installation and Training \$3,350.00

Issue Date 06/06/2011

Bill of Materials Network Electronics
InacomptSG

Product		Qty	List Price	Ext List	REMC Price	Ext REMC Price
WS-C4507R+E	Catalyst4500E 7 slot chassis for 48Gbps/slot	1	\$6,995.00	\$6,995.00	\$3,637.40	\$3,637.40
CON-SNTP-C4507R+E	SMARTNET 24X7X4 Catalyst4500E 7 slot chassis for 48Gbps	1	\$4,206.00	\$4,206.00	\$2,860.08	\$2,860.08
PWR-C45-1300ACV	Catalyst 4500 1300W AC Power Supply (Data and PoE)	2	\$995.00	\$1,990.00	\$517.40	\$1,034.80
CAB-520P-C19-US	NEMA 5-20 to IEC-C19 6ft US	2	\$0.00	\$0.00	\$0.00	\$0.00
S45U-31-01XO	Sup 7 Universal image	2	\$0.00	\$0.00	\$0.00	\$0.00
WS-X45-SUP7-E	Catalyst 4500 E-Series Supervisor, 848Gbps	1	\$19,995.00	\$19,995.00	\$10,397.40	\$10,397.40
WS-X4612-SFP-E	Catalyst 4500 E-Series 12-Port GE (SFP)	1	\$5,995.00	\$5,995.00	\$3,117.40	\$3,117.40
WS-X4648-RJ45-E	Catalyst 4500 E-Series 48-Port 10/100/1000 (RJ45)	2	\$5,495.00	\$10,990.00	\$2,857.40	\$5,714.80
SFP-10G-LR=	10GBASE-LR SFP Module	1	\$3,995.00	\$3,995.00	\$2,077.40	\$2,077.40
WS-C6509-E	Catalyst 6500 Enhanced 9-slot chassis,15RU,no PS,no Fan Tray	1	\$9,500.00	\$9,500.00	\$4,940.00	\$4,940.00
CON-SNTP-WS-C6509	SMARTNET 24X7X4 WS-C6509-E	1	\$10,920.00	\$10,920.00	\$7,425.60	\$7,425.60
WS-CAC-3000W	Catalyst 6500 3000W AC power supply	2	\$6,000.00	\$12,000.00	\$3,120.00	\$6,240.00
CAB-AC-2500W-US1	Power Cord, 250Vac 16A, straight blade NEMA 6-20 plug, US	2	\$0.00	\$0.00	\$0.00	\$0.00
S733ISK9C-12233SXJ	Cisco CA16000-SUP/2U IOS IP SERVICES SSH - DEFAULT	1	\$0.00	\$0.00	\$0.00	\$0.00
WS-SUP720-3B	Catalyst 6500/Cisco /600 Supervisor 720 Fabric MSFC3 PFC3B	2	\$28,000.00	\$56,000.00	\$14,560.00	\$29,120.00
WS-C6509-E-FAN	Catalyst 6509-E Chassis Fan Tray	1	\$495.00	\$495.00	\$257.40	\$257.40
WS-X6704-10GE	Cat6500 4-port 10 Gigabit Ethernet Module (req. XENPAKs)	2	\$20,000.00	\$40,000.00	\$10,400.00	\$20,800.00
XENPAK-10GB-LX4	10GBASE-LX4 XENPAK Module	1	\$4,000.00	\$4,000.00	\$2,080.00	\$2,080.00
XENPAK-10GB-SR	10GBASE-SR XENPAK Module	2	\$6,000.00	\$12,000.00	\$3,120.00	\$6,240.00
GLC-SX-MM	GE SFP, LC connector SX transceiver	8	\$500.00	\$4,000.00	\$260.00	\$2,080.00
Total Network Electronics				\$203,081.00		\$108,022.28

WebHouse
2365 Millburn Ave Building 2
Baldwin, NY 11510
bcasareo@webhse.com
Bernie Casareo 330-590-0789

QUOTE ID: Quote_Monroe-06142011_FAS3210
DATE: June 14, 2011
BUYER ID: Monroe Public Schools
EXPIRATION DATE: valid 14 days from date of document

Bill To:

Monroe Public Schools
1275 N. Macomb St.
Monroe, Michigan 48162
Phone: (734) 265-3000
hauser@monroe.k12.mi.us

Ship To:

Monroe Public Schools
1275 N. Macomb St.
Monroe, Michigan 48162
Phone: (734) 265-3000
hauser@monroe.k12.mi.us

Part Number	Product	Qty	Ext Qty
FAS3210-R5		1	1
DS4243-1511-245-R5-C	DSK SHLF,24x450GB,15K,3Gb SAS,IOM3,-C,R5	1	1
FAS-V32XX-CHASSIS-R6-C	FAS/V32XX,Chassis,AC PS,-C,R6	1	1
FAS3210A-IB-BASE-R6	FAS3210 HA System with Dual Cntrlr	2	2
SW-3210A-ONTAP8-C	SW,Data ONTAP Essentials,3210A,-C	2	2
SW-3210A-SNAPMANAGER-C	SW,SnapMgr Application Integration,3210A,-C	2	2
SW-ISCSI-C	SW,iSCSI,-C	2	2
X5515A-R6-C	Rackmount Kit,4N2,DS14-Middle,-C,R6	1	1
X5526A-R6-C	Rackmount Kit,4-Post,Universal,-C,R6	1	1
X6536-R6-C	Cable,Cntrlr-Shelf/Switch,5m,LC/LC,Op,-C	4	4
X6558-R6-C	Cable,SAS Cntrlr-Shelf/Shelf-Shelf/HA,2m,-C	2	2
X6559-R6-C	Cable,SAS Cntrlr-Shelf/Shelf-Shelf/HA,5m,-C	2	2
X6561-R6-C	Cable,Ethernet,2m RJ45 CAT6,-C	1	1
X6562-R6-C	Cable,Ethernet,5m RJ45 CAT6,-C	2	2
SW-3210A-SRESTORE-C	SW,SnapRestore,3210A,-C	2	2
SW-3210A-CIFS-C	SW,CIFS,3210A,-C	2	2
X800E-R6-C	Power Cable North America,-C,R6	6	6
DOC-32XX-C	Documents,32XX,-C	1	1
CS-A2-INST-4R	SupportEdge Standard Part Replace 4hr,Install	1	1
DS4243-R5		1	1
DS4243-0748-24A-QS-R5	DSK SHLF,24x2.0TB,7.2K,SATA,IOM3,QS,R5	1	1
X5526A-R6	Rackmount Kit,4-Post,Universal,R6	1	1
X6558-R6	Cable,SAS Cntrlr-Shelf/Shelf-Shelf/HA,2m	2	2
X6561-R6	Cable,Ethernet,2m RJ45 CAT6	2	2
X800E-R6	Power Cable North America,R6	2	2
CS-A2-INST-4R	SupportEdge Standard Part Replace 4hr,Install	1	1
X6539-R6	SFP,Optical,4.25Gb,R6	4	4
List price	\$	305,067	
Extended price	\$	220,897	

Price Quotation 1-1HSX0JP

Michael Momcilovich
NetApp
Phone: 317-506-5469
Email: michael3@netapp.com



To: **Monroe Public Schools**

Attn:
Phone:
Fax:
Email:

FOB: **EXW point of origin** Do Not Ship Before: Terms: **NET 30**
Quote Date: **6/8/2011** Quote Valid Until: **7/8/2011** Contract Number:
Contingency: **None** Quote Name: **1-1HSX0JP**

Comment to Customer:

	<u>Ext Qty</u>
DS4243-R5	1
FAS3210-R5	1
DS4243-0748-24A- QS-R5	1
DS4243-1511-24S- R5-C	1
SW-3210A- SNAPMANAGER-C	2
SW, SnapMgr Application Integration, 3210A, -C Message: Includes SnapDrive for Window, SnapDrive for Unix, and SnapManager (Controller-based) for: Exchange, SQL Server, SharePoint, Oracle, SAP, Virtualized Infrastructure, and Hyper-V.	
CS-A2-INST-4R	1
SupportEdge Standard Part Replace 4hr, Install - Mths:36	
Service Address:	Monroe USA 48162
FAS3210A-IB-BASE- R6	2
FAS3210 HA System with Dual Cntrlr	
SW-3210A-CIFS-C	2
SW, CIFS, 3210A, -C	
CS-A2-INST-4R	1
SupportEdge Standard Part Replace 4hr, Install - Mths:36	
Service Address:	Monroe USA 48162
SW-3210A- SRESTORE-C	2
SW, SnapRestore, 3210A, -C	
X6539-R6	4
SFP, Optical, 4.25Gb, R6	
X6536-R6-C	4
Cable, Cntrlr-Shelf/Switch, 5m, LC/LC, Op, -C	
X6559-R6-C	2
Cable, SAS Cntrlr-Shelf/Shelf-Shelf/HA, 5m, -C	
X6558-R6	2
Cable, SAS Cntrlr-Shelf/Shelf-Shelf/HA, 2m	
X6558-R6-C	2
Cable, SAS Cntrlr-Shelf/Shelf-Shelf/HA, 2m, -C	
X5515A-R6-C	1
Rackmount Kit, 4N2, DS14-Middle, -C, R6	
X5526A-R6	1
Rackmount Kit, 4-Post, Universal, R6	
X6561-R6	2
Cable, Ethernet, 2m RJ45 CAT6	
DOC-32XX-C	1
Documents, 32XX, -C	
FAS-V32XX- CHASSIS-R6-C	1
FAS/V32XX, Chassis, AC PS, -C, R6	
SW-3210A-ONTAP8- C	2
SW, Data ONTAP Essentials, 3210A, -C Message: Includes HTTP, one protocol, Dedup (ASIS), NearStore, SyncMirror, Cluster Failover, MetroCluster, DSM/MPIO, MultiStore, FlexCache, System Mgr, Ops Mgr - add node, Prov Mgr - add node, Prot Mgr - add node, and Prot Mgr DR- add node.	
SW-ISCSI-C	2
SW, iSCSI, -C	
X5526A-R6-C	1
Rackmount Kit, 4-Post, Universal, -C, R6	
X6561-R6-C	1
Cable, Ethernet, 2m RJ45 CAT6, -C	

All Amounts are in USD.

Amounts quoted are before all applicable local taxes. Applicable sales tax (tax rate is based on ship-to location) will be charged to shipments in the United States if exemption certification is not received. Submit a completed certificate of tax exemption for each state where purchases are tax-exempt.
This quote is valid for 30 days and is subject to NetApp current terms and conditions (www.netapp.com/sales/terms/). Changes to terms might affect pricing. This pricing information is CONFIDENTIAL between NetApp and Arrow Enterprise Computing Solutions Inc. and may not be distributed to third parties without prior written consent from NetApp.

Price Quotation
1-1HSX0JP

Michael Momcilovich
NetApp
Phone: 317-506-5469
Email: michael3@netapp.com



To: **Monroe Public Schools**

Attn:
Phone:
Fax:
Email:

X6562-R6-C	Cable,Ethernet,5m RJ45 CAT6,-C	2	
X800E-R6	Power Cable North America,R6	2	
X800E-R6-C	Power Cable North America,-C,R6	6	
Grand Total:			\$232,575.74

All Amounts are in USD.

Amounts quoted are before all applicable local taxes. Applicable sales tax (tax rate is based on ship-to location) will be charged to shipments in the United States if exemption certification is not received. Submit a completed certificate of tax exemption for each state where purchases are tax-exempt.

This quote is valid for 30 days and is subject to NetApp current terms and conditions (www.netapp.com/sales/terms/). Changes to terms might affect pricing. This pricing information is CONFIDENTIAL between NetApp and Arrow Enterprise Computing Solutions Inc. and may not be distributed to third parties without prior written consent from NetApp.

Board Meeting #12
July 12, 2011
Item #C.12

APPROVAL TO UPGRADE SUNTEL PHONE SYSTEM

BACKGROUND

The Technology Department is requesting approval to upgrade the current phone system. The current equipment is eight years old and now has limited technology support from Mitel, the manufacturer. This upgrade will allow us to transition from digital phones to IP phones, which are smaller and less expensive.

ENCLOSURE

Memo from David Payne
Proposal from Suntel Services

RECOMMENDATION

Move to approve the purchase of phone system equipment from Suntel Services at a cost not to exceed \$67,637.34. Monies to be utilized from the Technology millage fund.

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

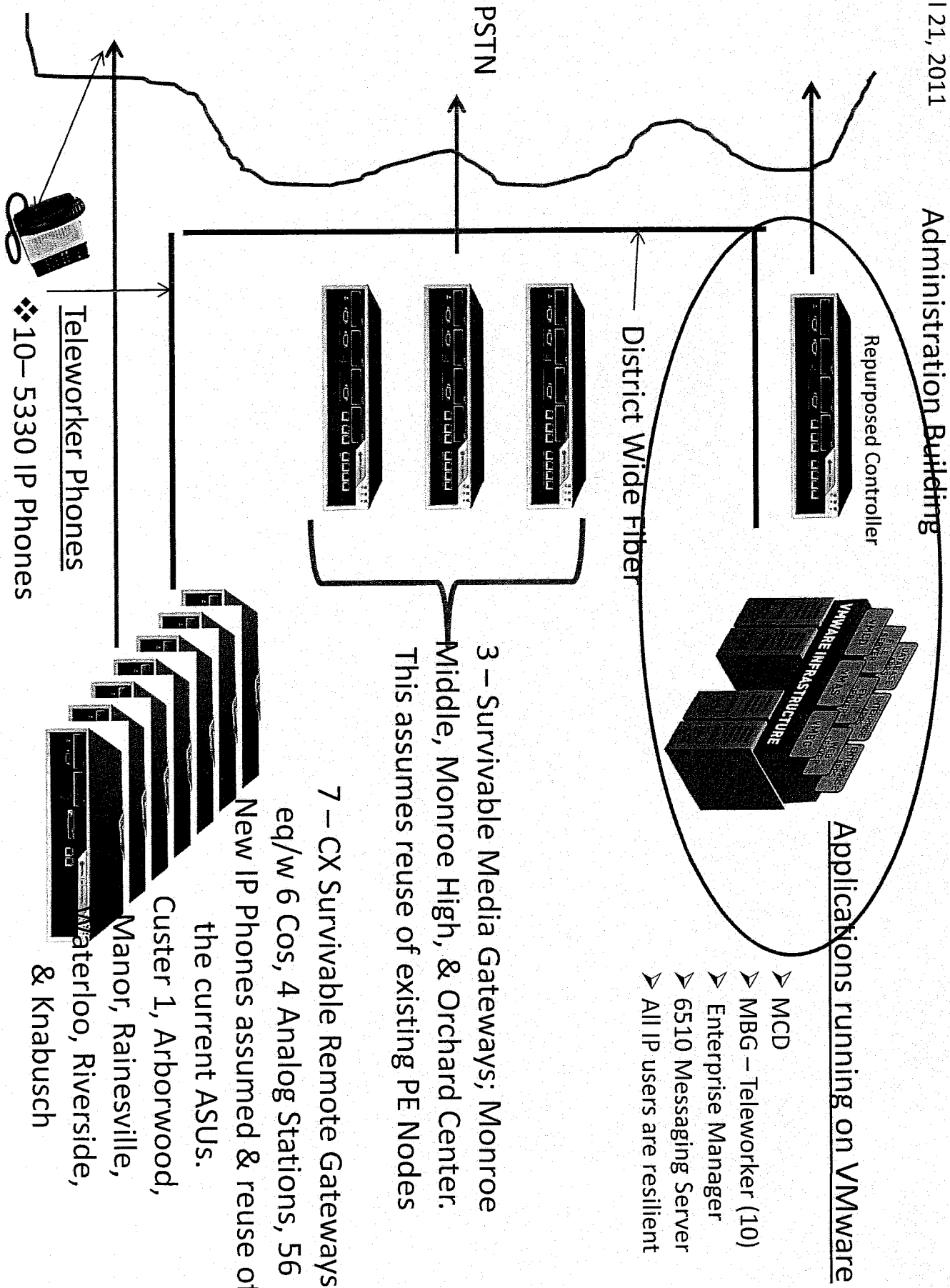
	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Benore	_____	_____	_____	_____
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. McNamee	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Vensel	_____	_____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

Memo

To: Ken Laub
From: David Payne
Date: 7/7/2011
Re: Suntel Phone System Upgrade

We are recommending approval to upgrade our current phone system. As we have utilized this for eight years Mitel no longer supports some of the equipment. This equipment would be upgraded over the summer. Also, by upgrading certain equipment we can start to migrate away from digital phones over to ip phones. This will be done over several years starting with smaller buildings. By moving to ip phones we can purchase smaller less expensive phone equipment at each building and move that savings towards new phones. This will also reduce our yearly support costs. Suntel installed our initial phone system and we are recommending they be awarded the upgrade project as they have proven to be a great vendor to work with. They are extremely knowledgeable with Mitel equipment. The cost of the upgrade will be funded with Technology Millage monies at a cost not to exceed \$67,637.34.

Administration Building



Applications running on VMware

- MCD
- MBG – Teleworker (10)
- Enterprise Manager
- 6510 Messaging Server
- All IP users are resilient

3 – Survivable Media Gateways; Monroe Middle, Monroe High, & Orchard Center. This assumes reuse of existing PE Nodes

7 – CX Survivable Remote Gateways; New IP Phones assumed & reuse of the current ASUs.
 Custer 1, Arborwood, Manor, Rainesville, Waterloo, Riverside, & Knabusch

❖ 10– 5330 IP Phones With LIM Modules



1095 Crooks Rd., Suite 100
 Troy, MI 48084
 Ph: 248-654-3600 Fax: 248-654-3630

Proposal Schedule A
Monroe Public Schools
Upgrade Controllers / VMware
 Proposal #: 2827-015
 4/21/2011
 Page 1 of 2

Proposed to:

Attn: **Payne, David**
 Addr: Monroe Public Schools
 Administration Office
 1275 N. Macomb
 Monroe, MI 48162
 Phone: 734-265-3158
 Fax: 734-265-3001

Installation location:

Attn: Hauser, Kevin
 Addr: Monroe Public Schools
 Administration Building
 1275 North Macomb
 Monroe, MI 48162
 Phone: 734.265.3162
 Fax: 734.265.3001

Tax Exempt: YES
Tax ID:
Sales Persons:
 Tim Griggs

See Powerpoint dated 4-21-11

Qty	Mfctr	Part Number	Description	Material List	Installed Unit Price		Extended Price
					Material	Labor	
1	SUNTEL	PM	Project Management for System(s) upgrade			1,350.00	1,350.00
			Controller Upgrade; note "new" Solid State Drives have been added				
1	MITEL	54005395	vMCD 4.1 Virtualization Upgrade System Promo				0.00
3	MITEL	50001248	ICP Dual Fiber Interface Module	500.00	310.00		930.00
3	MITEL	50006269	3300 MXe III Controller	3,000.00	1,860.00		5,580.00
3	MITEL	50006268	3300 MXe III Controller 32G SATA SSD	440.00	440.00		1,320.00
7	MITEL	50006093	3300 CX II Controller	1,500.00	930.00		6,510.00
7	MITEL	50006266	3300 CX(i) 8G SATA SSD	320.00	198.40		1,388.80
1	SUNTEL	MCD Upgrades	3300 Upgrades (14 new systems and 2 existing). This is 2 step implementation			11,404.80	11,404.80
1	SUNTEL	AD TR	System Administration Training			356.40	356.40
			Rebate - assumes commitment before end of April; billing will occur next fiscal year				
3	MITEL	52002361-Rebate	Rebate as described in Mitel's Technology Upgrade program	-375.00	-232.50		-697.50
			IP Phones, Licenses, and Modules				
66	MITEL	50005804	5330 IP Phone (Backlit)	370.00	229.40		15,140.40
10	MITEL	50004197	Line Interface Module (NA)	169.00	104.78		1,047.80
102	MITEL	54004975	MCD Enterprise License	180.00	111.60		11,383.20
66	SUNTEL	P&T	Place, and Test IP Phones (includes 2 patch cordes) - assumes phones are delivered to Ann Arbor at the beginning of the move of the MDF	22.36	13.86	16.88	2,028.84
			6510 Upgrade				
36	SPECIAL	VOIP-1000-01SW	Price per additional SIP port license (for older systems without SIP)	60.00	37.20		1,339.20
1	SPECIAL	NUAN-UPGD-PP SW	NUAN-UPGD-PPSW	1,000.00	620.00		620.00
4	SPECIAL	REAL-UPGD-PP SW	Price per RealSpeak TTS port version upgrade to 4.0	750.00	465.00		1,860.00
4	MITEL	54005400	10 MCD SIP Trunks	1,125.00	697.50		2,790.00
1	SUNTEL	MS Upgrade	6510 Messaging Server Upgrade			1,782.00	1,782.00
			Enterprise Manager may not be required				
1	SUNTEL	EM Upgrade	Enterprise Manager Upgrade			356.40	356.40
1	MITEL	54003893	MBG Base Kit & 5 Clint Licenses	1,000.00	620.00		620.00



1095 Crooks Rd., Suite 100
 Troy, MI 48084
 Ph: 248-654-3600 Fax: 248-654-3630

Proposal Schedule A
Monroe Public Schools
Upgrade Controllers / VMware
 Proposal #: 2827-015
 4/21/2011
 Page 2 of 2

Qty	Mfctr	Part Number	Description	Material List	Installed Unit Price		Extended Price
					Material	Labor	
5	MITEL	54004572	MBG TW Service 1 User	150.00	93.00		465.00
1	MITEL	54005423	MBG to Virtual MBG Conversion	100.00	62.00		62.00
<p>Assumes ReUse of Existing Servers for 6510 and Enterprise Manager. All work is performed on Straight Time; OT if required will be billed at actual</p> <p>*** Optional ***</p>							
	MITEL	51011571	5304 IP Phone (if Wall Mount is needed, order part 50005663)	165.00	102.30		- Not Incl. -
	MITEL	50006191	5320 IP Phone	250.00	155.00		- Not Incl. -
	MITEL	50005804	5330 IP Phone (Backlit)	370.00	229.40		- Not Incl. -
	MITEL	50005071	5340 IP PHONE	470.00	291.40		- Not Incl. -
	MITEL	50005991	5360 IP Phone	595.00	368.90		- Not Incl. -

	Material	Labor	Total
Subtotal	\$51,273.66	\$16,363.68	\$67,637.34
Sales Tax	0.00	0.00	0.00
Total	<u>\$51,273.66</u>	<u>\$16,363.68</u>	<u>\$67,637.34</u>

The following conditions apply to this proposal:

Does not include local permit costs, if applicable
 SunTel Services "Standard Terms and Conditions" apply.
 Assumes labor is performed during normal business hours.

Payments to be made as follows: \$33,818.67 deposit, \$33,818.67 net 30 days after cutover.

The above prices, specifications, and conditions are satisfactory and are accepted:

Customer Signature	Date	SunTel Signature	Date
Printed	Title	Printed	Title

Board Meeting #12
July 12, 2011
Item #C.13

CUSTER COMPLEX BUS SHELTERS

BACKGROUND

In 2010, the district renovated the parking lot at the Custer complex. I have attached the site plan of those changes. With a good year now of observing traffic and student flow, the building administration is requesting the installation of shelters for those students who are waiting for parent pick up at the end of the day. These shelters are being recommended for two important reasons; first and most important is safety. Currently, they are finding at dismissal that the children are scattering to several different locations east of the bus lane to find their pick up. The shelter will identify and congregate most students to a primary location for pick up in the evening. Parents and students should be able to arrive, locate their student and depart from the school grounds much more efficiently and safely. Second is to provide shelter from inclement weather. The pricing includes the concrete pad and installation of the shelters.

ENCLOSURES

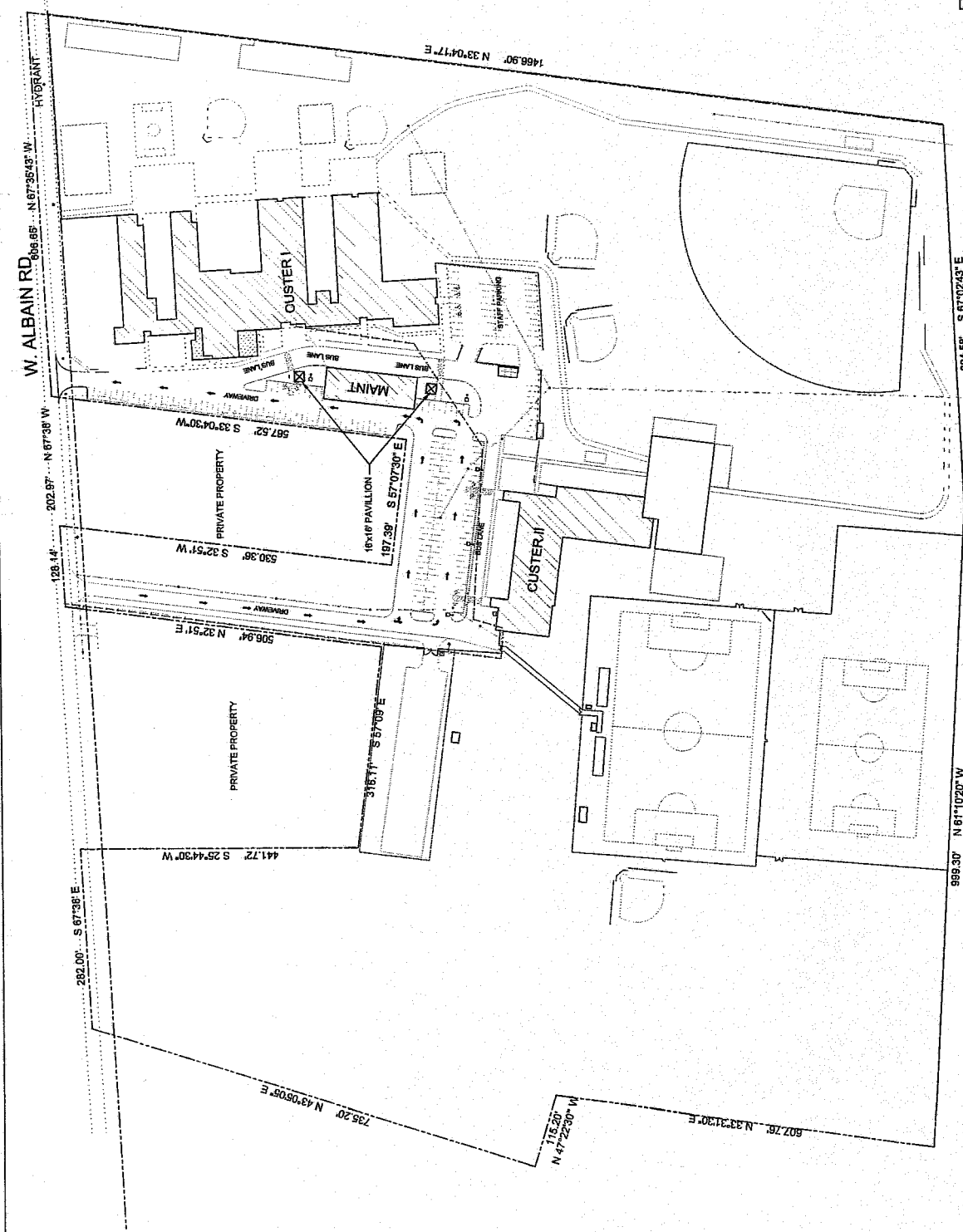
Quotation from Snider & Associates
Site Map

RECOMMENDATION

Move to accept the low bid from Snider & Associates of North Royalton, Ohio for the construction of two bus shelters at the Custer Complex at a total cost not to exceed \$23,986.18 plus \$950 for engineered/sealed drawings.

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	_____	_____	_____	_____



GENERAL NOTES

1. ALL WORK SHALL BE DONE IN STRICT ACCORDANCE WITH APPLICABLE SECTIONS OF THE FEDERAL, STATE AND LOCAL BUILDING CODES AND ALL OTHER REGULATIONS AS GOVERNED BY THE GOVERNING BUILDING AUTHORITIES.
2. CONTRACTOR SHALL OBTAIN AND PAY FOR ALL NECESSARY BUILDING PERMITS AND ALL OTHER NECESSARY PERMITS AND FEES. CONTRACTOR SHALL OBTAIN AND PAY FOR ALL NECESSARY INSURANCE, BOND, ESCROW ACCOUNTS, LICENSES, TAX CLEARANCE AND ALL OTHER NECESSARY DOCUMENTS TO COMPLETE THIS PROJECT.
3. CONTRACTOR SHALL VERIFY ALL EXISTING DIMENSIONS AND CONDITIONS BEFORE PROCEEDING WITH THE WORK.
4. DETAIL NUMBER.
5. SHEET REFERRED TO ON PLAN.

THESE PLANS MAKE NO REPRESENTATION AS TO THE ACCURACY OF SURVEY DATA, LIGHTS, WATERSHEDS, ETC., FOR PROTECTION OF PUBLIC AND OTHER PERSONS. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND CONDITIONS OF ALL UTILITIES, SEWER, GAS, WATER, ETC., BEFORE ANY WORK IS BEGUN. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FEES. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE, BOND, ESCROW ACCOUNTS, LICENSES, TAX CLEARANCE AND ALL OTHER NECESSARY DOCUMENTS TO COMPLETE THIS PROJECT.

BUS STOP SUELTSTERS
 WEST ELEMENTARY SCHOOL
 200 WEST ALBAIN ROAD, MONROE, LA 70131
 THE MONROE PUBLIC SCHOOLS

DATE: 07/20/11
 DRAWN BY: J.D.K.
 CHECKED BY: J.D.K.
 PROJECT NO: 1125
 SHEET NO: 1 OF 1

JOHN D. KOHLER
 ARCHITECT P.C.
 1100 W. MONROE
 MONROE, MICHIGAN 48151
 PHONE: 248-8880 FAX: 248-8883

SITE PLAN
 SCALE 1" = 200'



11875 BERRY CREWTON

9/14/10

Budget Cost:

16'x16' Model - \$4,800 ea x 2
Labor to install including Ptg's - \$1,500 ea x 2
Conc Pad - \$1,200 ea x 2
Powder Coat - \$1,200 ea x 2

8,700 ea x 2
(\$17,400)
Freight \$3,500 for both buildings

ORLANDO MODEL

16'X 16'

SPECIFICATIONS

Dimensions:

Roof Dimensions
Column Dimensions (Center to Center)
Eave Height
Roof Height @ Ridge
Gable Roof
Square Feet Under Roof

16'-0" x 16'-0"
13'-0" x 13'-0"
8'
±12'-9 1/2"
4:12 pitch
256

\$17,400
+ 3,500

\$24,800 for
2 shelters
installed.

Columns shall be 6"x 6" steel tube, minimum .120 wall thickness.
All beams shall be structural steel tube sized according to engineering.
All bolts shall be A-325 or A-307 and hidden at all connections.
Roofing shall be 24 gauge HR-36 steel pre-cut and pre-finished with ribs running with the slope of the roof.
Trim shall be 24 gauge pre-finished to match roofing.
Open or welded "C" channel, "I" beams, "S" or "Z" purlins or angle iron shall not be allowed.



10139 Royalton Rd Suite H
 North Royalton, OH 44133
 800-888-2889

06/23/2011 Bid Due: 06/23/2011 Fax 248-969-1730

Quotation

Monroe Public Schools

Kohler Architects
 Attn: George ODell

Quote No: QT0070001013

Page 1

1118 W. Front St
 Monroe, MI 18161

Phone: (734)242-6880
 Fax: (734)343-6883

Terms Net 10		Ship Method: Best line w/24 hour notice		
Quantity	Product/Description	Unit Price	Discount	Ext. Price
2	Orlando 1616 Orlando 16' x 16' shelter with HR-36 roof with 4:12 pitch, 7'2" eave height, TGIC polyester powdercoat over zinc rich primer. 4 tubular steel columns	\$8,313.00	\$1,163.82	\$15,462.18
2	MBE Labor Labor to install Orlando shelter to manufacturers recommendations.	\$1,600.00	\$224.00	\$2,976.00
2	MBE Concrete 4" reinforced concrete pad to drip edge of shelter, including sand base and excavation for sand base.	\$1,800.00	\$252.00	\$3,348.00
1	MBE Transport Special service. Installer will accept delivery at his offsite location, offload, inventory and transport to site for installtion.	\$800.00	\$800.00	\$0.00

Shipment can be made in six to eight weeks, unless otherwise noted.

Acceptance of this Quote constitutes acceptance of Snider & Associates Insurance coverages, as are currently in effect, as of date of Quote.

Total Discount Included	\$2,439.82
Subtotal	\$21,786.18
Tax	\$0.00
Shipping & Handling	\$2,200.00
Total	\$23,986.18

Terms: AT TIME OF ORDER: 100% OF MATERIAL AND 50% OF LABOR IS DUE Labor and/or Installation balances due upon completion of work. All terms subject to credit approval. Pricing valid for 30 days from quote date. Credit card orders - add 3% to total.

Add any applicable taxes.

Labor price quoted is non-prevailing wage. If prevailing wage rates are required on this project, there will be an additional cost. Please provide appropriate prevailing wage schedule for your area.

If Michigan engineers sealed drawings are required, there will be an additional cost for EACH SHELTER size (unless otherwise noted), to above pricing. Customer is responsible for advising of special loading requirements. All shelters are quoted with standard loading capacities unless noted. Shelter pricing includes manufacturers standard color choices. All shelters are provided with standard anti-graffiti powdercoat finish on all frames. 3-6 mil thick polyester coating that is cured at 400 degrees. This coating meets AAMA 2604-02 specification. This surface is easy to clean, resistant to weather and corrosion, and has a glossy smooth finish. Graffiti such as spray paint or markers can be easily removed with chemical cleaners and will be virtually unnoticeable.

Includes freight charges from manufacturer to our installers offsite location. If Michigan engineers sealed drawings are required, add \$950 to the total.

Lead time is 6-8 weeks.

Estimator: _____
 Vicki Crawford

Accepted By: _____

Date: _____

George O'Dell

From: "Dan Husek" <dhusek@miracleofmi.com>
To: "George O'Dell" <godell@kohlerarchitect.net>
Sent: Tuesday, October 05, 2010 12:18 PM
Subject: Re: Read: Shelter Pricing from Miracle Recreation of Michigan
 The total project cost would be \$27,165.00.

On Mon, Oct 4, 2010 at 4:41 PM, George O'Dell <godell@kohlerarchitect.net> wrote:

Dan,
 is the installed price complete at \$14, 540 including installation or is the \$14,540 added to the \$12,625 for materials for a total of \$27,165 ?
 Please reply.
 Thanks
 George O'Dell

----- Original Message -----

From: Dan Husek
To: George O'Dell
Sent: Monday, October 04, 2010 11:00 AM
Subject: Re: Read: Shelter Pricing from Miracle Recreation of Michigan

Hi George,

I just wanted to check in and see if there were any decisions made in regards to the shelter projects that you have in Monroe. Please let me know if there is anything else I can do for you. Thanks.

On Wed, Sep 29, 2010 at 10:41 AM, George O'Dell <godell@kohlerarchitect.net> wrote:

This is a receipt for the mail you sent to
 <godell@kohlerarchitect.net> at 9/29/2010 10:36 AM

This receipt verifies that the message has been displayed on the recipient's computer at
 9/29/2010 10:41 AM

--
 Dan Husek

Miracle Recreation of Michigan
www.miracleofmi.com
 Cell: 248-885-2462
 Fax: 888-374-7228

--
 Dan Husek

Miracle Recreation of Michigan
www.miracleofmi.com
 Cell: 248-885-2462
 Fax: 888-374-7228



CALL 800.722.8548

MiracleMI.com

Fax: 517.349.1911

PO Box 829

Okemos, MI 48805

info@MiracleofMi.com

QUOTATION

TO: John D. Kohler Architects
 Attention: George O'Dell
 Ph: 734-242-6800
 Fax: 734-242-6883

DATE: 9/29/10
 SUBJECT: Monroe Gable Shelters
 QUOTE FIRM: 30 Days
 DELIVERY TIME ARO:
 Poligon 8-10 weeks after receipt of approved drawings and color choices

PRICES QUOTED: F.O.B: JOBSITE

TERMS: **ORDER CANNOT BE PLACED WITHOUT A SIGNED QUOTE OR PURCHASE ORDER.** ORDER IS NET 30 DAYS WITH APPROVED CREDIT AND WITH PURCHASE ORDER OR LETTER OF PURCHASE. OTHERS NEED IRREVOCABLE LETTER OF CREDIT WITH PURCHASE ORDER. UNSATISFACTORY/NO CREDIT HISTORY: PAYMENT WITH ORDER.

QUANTITY	ITEM #	DESCRIPTION	TOTAL PRICE
----------	--------	-------------	-------------

POLIGON

2	16MRREK	16'x16' Gable Roof Shelter with Metal Roof ONLY	
		Equipment Total	\$ 11,675.00
		Freight	\$ 700.00
		Engineering	\$ 250.00
		Delivered Price of Equipment ONLY	\$ 12,625.00

SITE WORK SERVICES

Installation of Both Shelters Listed Above, Includes: 18'x18' Slab with sand base, Erection of shelters and (8) footings	\$ 14,540.00
--	--------------

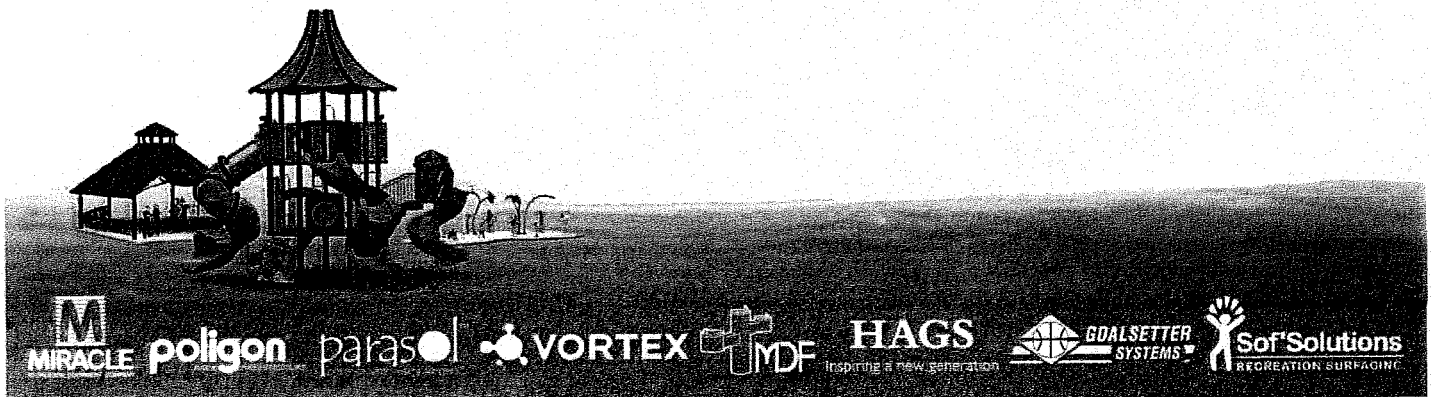
Thank you for the opportunity to provide this quotation.

Signed: Dan Husek
 Miracle of Michigan & Indiana

PLEASE NOTE THE FOLLOWING:

See top of quote for terms

- ✓ PLEASE provide 4-5 sturdy adults, a fork lift & a possibly crane to assist the truck driver in unloading your equipment
- ✓ Due to fluctuating fuel and steel prices, quotes are valid for only 30 days. After 30 days, cost is only an estimate and actual charges may differ.
- ✓ Price was quoted site unseen, it assumes the site is reasonably flat



poligon

parasol

VORTEX



HAGS
 Inspiring a new generation



✓ THIS QUOTE **DOES NOT** INCLUDE:

- ✓ Unloading/Storage/Security of equipment
- ✓ Site excavation/preparation
- ✓ Removal of soils/excess excavated materials from site
- ✓ Supply of new topsoil, seeding, landscaping or site restoration
- ✓ Demolition, removal OR disposal of existing equipment or debris
- ✓ Any permits, if required
- ✓ Repair of any utilities/irrigation system not marked by Miss Dig or the owner
- ✓ Testing of soil conditions
- ✓ Prevailing wage or union labor/wages.
- ✓ Performance/labor/material bonds

I hereby authorize Miracle of Michigan & Indiana to ship the equipment listed above for which I agree to pay the total amount specified. I will be responsible for receiving all merchandise from the truck. I agree with the Payment terms listed above. Non-taxable customers will provide proper tax exemption certificate.

To confirm this order, please sign, complete all information below and fax to us at 517-349-1911.

Signature

Date

Purchase Order

PLEASE PROVIDE (NECESSARY FOR ORDER TO BE PLACED):

SHIP TO ADDRESS:

INVOICE TO ADDRESS:

EMAIL ADDRESS:

CONTACT #1: _____

PHONE #: _____

CONTACT #2: _____

PHONE #: _____

POLYGON COLOR CHOICES:

FRAME: _____

ROOF: _____

IMPORTANT: PLEASE FAX ALL PAGES OF QUOTE WHEN CONFIRMING ORDER.

Thank You!



Board Meeting #12
July 12, 2011
Item #C.14

OPERATIONS CENTER ASPHALT PARKING LOT RECONSTRUCTION

BACKGROUND

Please see attached.

ENCLOSURES

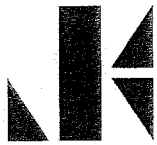
Memorandum – George O’Dell, Kohler Architects
Bid Summary

RECOMMENDATION

Move to accept the Base Bid, Proposal A, plus Alternate A-1 and A-2, from Bryant Asphalt Paving of LaSalle, Michigan for the Operations Center asphalt parking lot re-construction at a total cost not to exceed \$113,357.50 and reject all other bids.

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	_____	_____	_____	_____



JOHN D. KOHLER
ARCHITECT, P.C.

1118 WEST FRONT STREET, MONROE, MICHIGAN 48161
PHONE: (734)242-6880 FAX: (734)242-6883
WWW.KOHLERARCHITECT.NET

REGISTERED
MICHIGAN
OHIO

MEMBER:
AIA
N.C.A.R.B

Monroe Public Schools
Administration Building
1275 N. Macomb Street
Monroe, MI 48162

Attention: Ken Laub,
Assist. Supt. for Business & Finance

June 29, 2011
Page 1 of 1

Re: Asphalt Parking Lot Reconstruction
at The Operations Center
for Monroe Public Schools
#1116

Dear Mr. Laub:

As directed, we have reviewed the bids opened on the above mentioned project on June 28, 2011. We submit herein our comments and recommendations.

1. Six (6) contractors picked up bidding documents from the Architect's Office.
2. Six (6) bids were submitted. Low Base Bid, Proposal A, was submitted by Bryant Asphalt Paving, Inc. of LaSalle, MI. at \$88,800.00. His bid for Alternate A-1 was \$12,457.50 and for Alternate A-2 was \$12,100.00. His combined bid for Base Bid Proposal A, plus Alternate A-1 plus Alternate A-2 total \$113,357.50.
3. Second low bid was submitted by Al's Asphalt Paving Co. of Taylor, MI. at \$92,290.00. His bid for Alternate A-1 was \$10,990.00 and for Alternate A-2 was \$10,490.00. His combined bid for Base Bid Proposal A, plus Alternate A-1 plus Alternate A-2 total \$113,770.00
4. Our cost estimate for Base Bid, Proposal A, was \$112,400.00, for Alternate A-1 was \$18,800.00 and for Alternate A-2 was \$16,800.00 for a total combined estimate of \$148,000.00. All contractors bid the project as specified. See the attached bid summary.
5. For your reference, the scope of work in the Base Bid, Proposal A includes, removing approximately 31,000 square feet of the existing asphalt paving and stone base a minimum of 11" below proposed finished grades in the west (rear) parking lot and installing new 6" stone base followed with 5" asphalt paving. Also included is a new 4" thick concrete slab behind the central bus parking around the existing electrical pedestals.
6. For your reference, the scope of work in Alternate A-1 includes, removing approximately 4,800 square feet of the existing asphalt paving and stone base a minimum of 11" below proposed finished grades in the west exit drive from the road to the fence and installing new 6" stone base followed with 5" asphalt paving.
7. For your reference, the scope of work in Alternate A-2 includes, removing approximately 4,300 square feet of the existing asphalt paving and stone base a minimum of 11" below proposed finished grades in the east entry drive from the road to the fence and installing new 6" stone base followed with 5" asphalt paving.
8. We spoke to Terry Bryant, Estimator for Bryant Asphalt Paving, Inc., who stated he was comfortable with his bid, and that he bid the project using the materials listed in the specifications. He stated the workers all belong to Trade Unions and are paid prevailing wages. He also stated his bid includes all taxes as specified. He will be providing performance/labor bond as specified.
9. Bryant Asphalt Paving, Inc. listed Tamma Concrete as a sub-contractor with their bid. All demolition, earth work, stone base installation, compaction and asphalt paving work will be by Bryant Asphalt Paving, Inc.
10. Bryant Asphalt Paving, Inc. has completed several asphalt paving projects for Monroe Public Schools in the past including the bus drive and south parking lot at Cantrick Elementary School, (Arborwood South) in 2009 and 2010. We have also worked with Bryant Asphalt Paving, Inc. on several other projects for other clients. Their performance and quality of work is good.

Therefore, we recommend a contract be awarded to Bryant Asphalt Paving, Inc. of LaSalle, MI. for the Base Bid, Proposal A, plus Alternate A-1, plus Alternate A-2 combined bid amount of \$113,357.50.

Please contact our office should you need additional information or decide to proceed.

Sincerely,

George O'Dell, Associate
John D. Kohler Architect, P.C.

enc: As Indicated
cc: Vince Castiglione, Files Docs1116-REC-1

John D. Kohler Architect, P.C.
 1118 West Front Street
 Monroe, Mich. 48161

Asphalt Parking Lot
 Re-Construction
 at The Operations Center
 Monroe Public Schools
 #1116

BID SUMMARY

Bids Due: June 28, 2011 @ 3:00 P.M.
 Opening: June 28, 2011 @ 3:00 P.M.
 Cost Estimate: \$112,400.00

CONTRACTOR	Proposal A (Base Bid) (EST \$112,400)	Alternate A-1 (West Exit Drive) (EST \$18,800)	Alternate A-2 (East Entry Drive) (EST \$16,800)	B.B. or C.C.	REMARKS
Bryant Asphalt Paving, Inc. 2605 W. Stein Rd. LaSalle, MI. 48145 Ph: 734-242-2069 Fx: 734-242-6462	\$88,800.00	\$12,457.50	\$12,100.00	B.B.	Total = \$113,357.50
Al's Asphalt Paving Co. 25500 Brest Road Taylor, MI. 48180 Ph: 734-946-1880, Fx:734-946-4502	\$92,290.00	\$10,990.00	\$10,490.00	B.B.	Total = \$113,770.00
Buckeye Asphalt Paving 6100 N. Detroit Ave. Toledo, Ohio Ph: 419-476-0705 Fx: 419-476-0700	\$101,600.00	\$17,500.00	\$16,200.00	B.B.	Total = \$135,300.00
Nagle Paving Company Suite 300/39525 West 13 Mile Rd. Novi, Mich. 48377 Ph:248-553-0600 Fx: 248-553-0669	\$114,220.00	\$17,240.00	\$15,465.00	B.B.	Total = \$146,925.00
Best Asphalt Inc. 6334 Beverly Plaza Romulus, MI 48174 Ph: 734-729-9440	\$118,000.00	\$15,500.00	\$14,400.00	B.B.	Total = \$147,900.00
Atlas Paving, LLC 2955 Gradwohl Rd., Toledo, OH 43617 Ph: 419-841-5814 Fx:843-3152	\$127,200.00	\$29,250.00	\$24,740.00	B.B.	Total = \$181,190.00

PURCHASE OF WOOD CHIPS

BACKGROUND

In order to maintain safe play equipment areas at each of our schools, the grounds department must annually replenish the soft surface materials at each location.

ENCLOSURES

Operations Department summary

RECOMMENDATION

Move to approve the purchase of 280 cubic yards of wood chips from Brink Wood Products at a delivered cost not to exceed \$4,300 with funding to come from the operations budget.

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

Operations Department • Maintenance/Custodial 734-265-3333 • Fax 734-265-3331



July 1, 2011

Quotes for Playground Woodchips

280 yards needed to refresh district playground woodchips to meet National Playground Safety Act standards

Brink Wood Products – Written Quote – Kim Haines

Playground Mulch-280 cu. yards @ \$14.00/yd	\$3,920.00
Delivery (per load)	\$ 100.00
2 loads required for delivery	
Extra Drop Charge (drops to multiple sites)	\$45.00
4 extra drops needed	
Total Cost based on 2 trucks and 4 drops	\$4,300.00

Zeager Bros., Inc. – Written Quote – John Shaffer

Playground Mulch-280 cu. yards @ \$16.00/yd	\$4,480.00
Delivery (per load)	\$610.00
3 loads required for delivery	
Fuel Surcharge (per load)	\$176.90
Extra Drop Charge (drops to multiple sites)	\$50.00
4 extra drops needed	
Total Cost based on 3 trucks and 4 drops	\$6,890.70

Three Oaks Ground Cover – Written Quote – John Ophoff

Playground Mulch-280 cu. yards @ \$11.00/yd	\$ 4,490.00
Delivery (per load)	\$705.00
Extra Drop Charge (drops to multiple sites)	-0-
4 extra drops needed	
Total Cost based on 2 trucks and 4 drops	\$5,900.00

Recommendation

Recommend purchase of 280 yards of playground mulch from Brink Wood Products for a total of \$4,300.00

4920 W. Albain Road • Monroe, MI 48161

NOTICE OF NONDISCRIMINATION

It is the policy of Monroe Public Schools not to discriminate on the basis of race, color, national origin, gender, age, disability, religion, height, weight or marital status in its programs, services, employment, or any other activities. For information contact the office of the Superintendent of Schools, 1275 N. Macomb St., Monroe, MI 48162, 734-265-3010.

APPROVAL TO EXTEND SCHOOL SECURITY GUARD CONTRACT

BACKGROUND

The contract with Roberts Security to provide security services at Monroe High School and Middle School will expire on June 30, 2011.

Charles Curson, President of Roberts Security is proposing a one year extension of the current agreement proposing an increase in the hourly rate from \$13.25 to \$13.75 (3.8%). Keep in mind that the previous rate of \$13.25 has been in place since 2008. I have spoken again to high school administration and their preference would be to continue with Roberts Security, a community based company that has served Monroe Public Schools for approximately 26 years. In 1994, the district did change vendors through the bidding process. The change lasted one year.

ENCLOSURE

Memo from Roberts Security

RECOMMENDATION

Move to extend the security service agreement with Roberts Security one additional year, expiring June 30, 2012. The hourly rate will be established at \$13.75. It should be noted the requirements of Public Act 129-131 and 138 of 2005 (laws pertaining to criminal checks) be included.

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	_____	_____	_____	_____



Since 1980

ROBERTS

SECURITY & INVESTIGATIONS

July 5, 2011

**Monroe Public Schools
1275 N. Macomb St.
Monroe, MI 48162**

**Ken Laub
Assistant Superintendent of Business and Finance
1275 N. Macomb St.
Monroe, MI 48162**

Dear Mr. Laub,

Roberts Security is locally owned and operated since 1980. We have been providing customized security service for Monroe Public Schools for many years. Our guards have a great working relationship with both staff and students and wish to continue our service to Monroe Public Schools.

We are requesting a rate increase to \$13.75 per hour. Our last rate increase was July 2008. This will allow us to give our Monroe Public School guards a raise also.

If you have any questions, please contact me at our office. Thank you very much for the continued business.

Sincerely,

**Charles "Corky" Curson
President
Roberts Security & Investigations**

APPROVAL TO EXTEND CUSTODIAL SERVICE AGREEMENT

BACKGROUND

Mulligan Maintenance Services was contracted with this past year to clean several of the district's facilities. The original Board resolution indicated that the contract initiated in 2010 could be extended two additional years (3 year agreement) if the district was satisfied with the performance of the company. In reviewing the level of service performed over the past year, we feel very comfortable recommending the district extend the current agreement for the 2012-13 school year. It should be noted that the scope of Mulligan's service has expanded significantly from the original contract. We currently have Mulligan employees at Riverside, Administration, Operations, Knabusch Math and Science Center, Monroe High School, Custer 2, Manor and Raisinville. The original contract was established at \$6,704 per month. The new agreement will be \$6,854 per month or an annual increase of \$1,800. It should be noted that the monthly fee will fluctuate depending on additional service utilized by the district. Those charges will be based upon an hourly rate of \$13.50 per hour.

ENCLOSURE

Contract agreement from Mulligan's Building Maintenance

RECOMMENDATION

Move to extend the custodial service agreement with Mulligan's Building Maintenance one additional year, expiring June 30, 2012.

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	_____	_____	_____	_____

CONTRACTOR AGREEMENT

This agreement made the seven day of July, 2011, by and between Monroe Public Schools & Mulligan's Bldg Maintenance.

Hereafter called the Contactor and Monroe Public Schools
Hereinafter called the Owner

The Contractor shall furnish all labor to perform all of the work on the property at
:Ad Building, Fenmore, Bolles Harbor, Riverside School, FAIRVILLE, MANOK, MHS.
In addition we will supply labor for other schools for the sum of 13.50 per hour

CONTRACT PRICE

The owner shall pay the Contractor for labor to be performed under the sum of
\$ 6854.00 per month plus any extra services rendered This contract price is
good for one year and a increase for the following year.

PROGRESS PAYMENTS

Payments of Contract Price shall be made as follows: Net 30 days

Signed this _____ day of _____, 20_____.

OWNER _____

CONTRACTOR *R Mulligan*

Board Meeting #12
July 12, 2011
Item #C.22

ADJOURNMENT

RECOMMENDATION

Move to adjourn the July 12, 2011 Board Meeting #12.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____