



MONROE PUBLIC SCHOOLS

BOARD MEETING #15

August 23, 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

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MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #15

Tuesday, August 23, 2011

7:00 PM

AGENDA

- A. **Roll Call and Call to Order**.....Mr. Vensel
1. Pledge of Allegiance to the Flag.....Mr. Vensel
 2. Introduction – Stephanie Cavanaugh, Orchard Center Principal.....Mr. Monday
 3. Introduction – MHS Football Game Broadcasters (Brian Mathe and Ryan Weiss).Mr. Vergiels
- 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:
 - August 9, 2011 Board Meeting #14
 2. **Reports and Update**..... Mr. Vensel
 - Board Personnel Committee Meeting Minutes – 8/1/11
 - Board Curriculum Committee Meeting Minutes – 8/9/11
 3. **Authorization to Attend Conferences-MASB & NSBA**.....Mr. Vensel
Move to authorize the attendance of board members to attend the 2011 Annual Fall MASB Leadership Conference, October 27-30, 2011 in Traverse City, MI; and the NSBA Annual Conference, April 21-23, 2012 in Boston, MA, and to approve the related expenditures within the guidelines of Bylaw BHD and to reimburse said board members for additional applicable expenditures up to the amounts permitted by the bylaw.
 4. **Staff Resignation**.....Mrs. Everly
Move to approve the resignation of Ryan Starr, effective August 15, 2011, from Monroe Public Schools.
 5. **Secretarial Appointment**.....Mrs. Everly
Move to approve the appointment of Stefanie McLeod as a secretary with Monroe Public Schools effective August 15, 2011 and place on the Class 3 10 month step 1 salary prorated for the 2011/12 school year as contained in the Master Agreement, and upon completion of all pre-employment requirements.
 6. **Ratification of the Custodial-Maintenance Master Agreement**.....Mr. McLeod
Move to ratify the Master Agreement for July 1, 2011 through June 30, 2012 between the MCESPA/MEA (Custodial/Maintenance) and the Monroe Board of Education effective September 1, 2011.

7. **Elementary Student Learning Portfolios**.....Mrs. Everly
Move to approve the purchase of 4,000 Student Learning Portfolio folders from Gary Schroeder and Associates in the amount of \$4,520.00 plus shipping and handling.
8. **Purchase – iPads**.....Mr. McLeod
Move to approve the purchase of iPads from Apple, Inc. for a total cost not to exceed \$9,580. Purchase to be funded from the Technology millage.
9. **Purchase – Food Service Truck**Mr. McLeod
Move to accept the low bid from Gorno Brothers Inc. in Woodhaven, Michigan to purchase a 2012 F550 refrigerated truck at a total cost not to exceed \$59,013 and reject all other bids. Money to be taken from the Food Service Fund.
10. **Knabusch Math & Science Center Remodel – Michigan Gas**Mr. McLeod
Move to approve payment to Michigan Gas in the amount of \$16,233.70 to install a natural gas line at the Knabusch Math and Science Center. Monies to be taken from the General Fund.
11. **Superintendent Comments** Mr. Monday
12. **Old Business**..... Mr. Vensel
13. **New Business** Mr. Vensel
14. **Public Commentary-Any Topic**..... Mr. Vensel
15. **Adjournment**..... Mr. Vensel
Move that the August 23, 2011, Board Meeting#15 of the Monroe Public Schools Board of Education be adjourned.

Board Meeting #15
August 23, 2011
Item A

ROLL CALL

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

APPROVAL OF MINUTES

ENCLOSURES

- August 9, 2011 Board Meeting #10 Minutes

RECOMMENDATION

Move to approve the following minutes:

- August 9, 2011 Board Meeting #14

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

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #14

Tuesday, August 9, 2011

7:00 PM

MINUTES

Roll Call and Call to Order

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

Board Members Absent: Vice-President Kenneth McNamee

Administrators Present: Chris Butler, Julie Everly, Ryan McLeod

Administrators Absent: Randy Monday

President Vensel called the meeting to order at 7:03 PM.

Public Commentary-Agenda Items Only

There was none at this time.

Rescind Motion

Motion by Mrs. Knabusch-Taylor; support by Dr. March to rescind the motion adopted at the July 26, 2011 Board Meeting #13 to extend the custodial service agreement with Mulligan's Building Maintenance one additional year, expiring June 30, 2012.

Discussion: Board members had requested additional information on the custodial service agreement prior to this board meeting. In order to bring the motion to extend the custodial service agreement back for a vote, the original motion from the July 26th meeting had to be rescinded as the first order of business at this meeting.

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

Approval of Minutes

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

- July 26, 2011 Board Meeting #13

Vote: Motion carried by a 4-0 roll call vote. Mrs. Knabusch-Taylor and Ms. Spicer abstained because they were not in attendance at the July 26, 2011 Board Meeting #13.

Reports and Update

There were none at this time.

Approval to Extend Custodial Service Agreement

Motion by Dr. March; support by Mr. VanWasshenova to extend the custodial service agreement with Mulligan's Building Maintenance one additional year, expiring June 30, 2012.

Discussion: With the new agreement, Mr. Benore's concerns have been addressed. Mr. VanWasshenova was opposed to the agreement because it does not follow the original RFP. Mr. Vensel pointed out that we can bid it out again next year if we are not satisfied. Jerry Oley noted that Mulligan's bid was substantially lower than any of the other bids we received and the district is saving money by not having

to pay benefits for these employees.

Vote: Motion carried by a 5-1 roll call vote. Mr. VanWasshenova voted no.

Elementary Science Consumables

Motion by Mrs. Knabusch-Taylor; support by Dr. March to approve the purchase of 12 sixth grade science kits from Houghton Mifflin Harcourt in the amount of \$16,354.80 including shipping and handling. The funds will come from each elementary building's curriculum teaching supply account.

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

Monroe Middle School Sidewalk Replacement

Motion by Dr. March; support by Ms. Spicer to accept the low bid from the City of Monroe to replace the sidewalks at Monroe Middle School for a total cost not to exceed \$20,313.00. Monies to be taken from the site sinking fund.

Discussion: When asked why we are replacing the sidewalk, Mr. McLeod stated that the sidewalks have been a safety issue for a number of years. This is a large traffic area that the majority of our middle school students use daily. It is anticipated that this project will be completed prior to the start of school.

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

Staff Resignation

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor to approve the resignation of Dawn LaBell, effective July 31, 2011, from Monroe Public Schools.

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

Superintendent Comments

In Mr. Monday's absence, Mrs. Everly and Mr. McLeod updated the Board members regarding events in the district. Mr. Monday stopped by the Administration Building earlier in the day. He is doing well and will be back to work as soon as his doctors allow it.

Stephanie Cavanaugh began her duties as the new principal of Orchard Center High School and will be introduced at the next board meeting. Board members are invited to attend an ice cream social at OCHS on Tuesday, August 30, 2011 from 5:30-7:30 PM.

Many teachers have been involved in professional studies and inservices over the summer. Monday, August 15, the 10 month administrators and secretaries will report back to work for the 2011/2012 school year and will spend the day on professional development, focusing on the district school improvement plan as well as technology.

We have had quite a number of people interested in our virtual high school program after learning about it at the recent county fair. This week, one of our graduates from last year's virtual high school program stopped in and picked up his diploma. This was a great accomplishment for him as he has had many obstacles to face in his life.

Bobb Vergiels reported on the success of the MPS booth presence at the Monroe County Fair. Matt Cortez, who attended every day for a few hours, was able to make many contacts with students and parents. Mr. Vergiels recognized the efforts of the volunteers who staffed the booth all week in support of Monroe Public Schools.

At the recent Monroe Middle School learning fair, students displayed work they had created during the summer. Several of these projects were on display in the board room for review.

Elementary schools will host their back to school open houses on Tuesday, August 30, from 5:30-7:00 PM, while Riverside Early Learning Center and Monroe Middle School's open houses will be Wednesday, August 31, from 5:30-7:00 PM.

Chris Butler was acknowledged for her many years of service to Monroe Public Schools as this would be the last board meeting she would attend.

Old Business

There was none at this time.

New Business

There was none at this time.

Public Commentary-Any Topic

There was none at this time.

Adjournment

Motion by Mr. Benore; support by Dr. March that the August 9, 2011, Board Meeting #14 of the Monroe Public Schools Board of Education be adjourned.

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

June Knabusch-Taylor, Secretary

Board Meeting #15
August 23, 2011
Item #C.2

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- Board Personnel Committee Meeting Minutes – 8/1/11
- Board Curriculum Committee Meeting Minutes – 8/9/11

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

Date of Meeting: August 1, 2011

Present: Larry VanWasshenova, Julie Everly, Ryan McLeod
Chris Butler, and Holly Scherer

Next Meeting: September 20, 2011

1. **Call to Order:** The meeting was called to order at 5:10 PM
2. **Minutes:** June minutes previously approved.
3. **Public Commentary:** None
4. **Staffing updates:** There have been no new staffing updates to share. The latest resignation was a secretary position at Waterloo.
5. **School Nurse:** With the announced retirement of our current nurse, discussion was held on the importance of this position and ideas of how to continue these services or even enhance the services for the same or lower cost. It was noted that with salary, benefits, and extra contracted services the total nurse costs for this school year was in the range of \$75,000.

Mrs. Everly reported that she has been in contact with Mercy Memorial Hospital, the local health department and the ISD to discuss the idea of collaborating services. The hospital indicated they could connect us with agencies to find a nurse, but was not receptive to sharing services. The health department indicated they didn't have the resources to share services. The ISD is willing to entertain conversations for future opportunities and would add an agenda item to the next HR meeting, however this will not be helpful for our immediate needs.

Administration feels that it would be possible to contract for two part-time nurses and add health assistants at each building within the same budgeted range. Mr. VanWasshenova indicated his support to keep the nurse services, however he had further questions that Mrs. Everly has agreed to research. Mrs. Everly will look into the difference between a LPN and a RN; the certification requirements for a school nurse; and review the nurse duties to determine how/when resources would be best allocated.

6. **Roberts Security:** The board had requested a review of the services provided by Roberts Security. Mr. McLeod provided for the committee a copy of the security guard responsibilities at both Monroe Middle School and Monroe High School. Mr. Vensel had questioned if the \$90,000 allocated for security would be better spent on providing another liaison officer. Mr. McLeod noted that the district currently utilize 5 guards at MHS and 1 at MMS, which is 6 people for the price of 1 liaison. Administration expressed that the duties that are currently performed are not on the high level of security, but are critical to the operations of the buildings. It was also noted that our buildings are often used by community organizations which require the buildings to be open from early morning to late evenings and often on weekends, with the security guards being responsible for coverage during all of these events.

Mr. McLeod did note that it would be a good idea to put out an RFP to determine if the rates being charged are still competitive.

7. **Mulligans Maintenance:** Mr. McLeod shared that administration has heard the concerns of the board and has drafted a contract with Mulligans Maintenance based on the RFP and that has been sent to our school attorneys for review. Mr. VanWasshenova noted the board concern was the cost increases from the original agreement. Mr. McLeod noted that the price per employee has not changed and as additional positions are vacated and filled with contracted staff that rate will remain in effect. The change was made in the hourly rate which is billed when additional services are requested, such as providing subs to our district or extra coverage at events like graduation. The district is careful to monitor and authorize any extra work given to Mulligans. The rate proposed of \$13.50 is less than or equal to the district costs to provide these same services. Mr. VanWasshenova requested to receive a copy of the RFP and Mrs. Evely agreed to arrange for that.
8. **Old Business:** The district will continue with two liaison officers for the 2011/12 school year. One with the City Police housed at MMS and one with the County Sheriff Department housed at MHS. It was noted that Officers Sulfaro and Shippacasse will both be returning in the fall and continue to have a good working relationship with each other.

Mr. VanWasshenova questioned how the camera system at MHS was. Mr. McLeod noted that it has been much improved and is certainly helpful. While there are still areas that are not covered, consideration has to be given to the cost verses the need. Discussion was held that concerns for security exist at all buildings with ideas of improving entrances, buzzer systems, ways of containing people being reviewed that could be beneficial to several locations. It was recommended to refer this item to the Physical Resources Committee to determine if sinking funds could be used for these building improvements.

9. **New Business:** None
10. **Next Meeting:** Scheduled for September 20, 2011.
11. **Adjournment:** The meeting was adjourned at 6:20 PM.

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

Date of Meeting: August 9, 2011

Present: Chris Butler, Julie Everly, June Knabusch-Taylor, Ryan McLeod, Wendy Spicer

Next Meeting: **October 11, 2011**

1. **Call to Order:** The meeting was called to order at 5:10 PM
2. **Minutes:** June minutes previously approved. April 12, 2011
3. **Public Commentary:** None

June commented that she feels there is some communication problems - I believe she was claiming that she did not have information about the radio station prior to it hitting the paper. The problem - and we pointed this out - was that June was not at the last BOE meeting at which we had a radio station update at everyone's place. The only solution that I can think of is that when we do place something at their place, we also email it. If we do this, we will have a record and have a lower chance of missing someone.

That is it in a nutshell. We are in Lansing at the Tenure Reform Session - clarifying some things and creating some new questions. We have a major project ahead of us.

4. **Staffing Updates:** Enrollments in the schools were reviewed. Mrs. Everly indicated that we should be prepared for classes to be full. In many cases initial class lists posted for students and Open Houses may appear to have higher numbers. Many students move to other schools inside the district during the summer and do not alert the schools involved until the week before school starting. Mrs. Every indicated that the building administrators are prepared to continuously adjust and balance class lists during these preparation weeks. Both Mrs. Every and Mr. McLeod cautioned everyone to encourage people who are questioning the high numbers in classrooms to wait until everyone is actually seated and has the opportunity to make movements if needed. Mr. McLeod reminded everyone that Monroe Public Schools did not cut any student programs. He gave some examples from Monroe High School as to how the schedule was built on student interest and how some classes were consolidated or will be alternated in response to student requests.
5. **Staff Inservices:** Mr. McLeod and Mrs. Everly shared plans for the Teacher Inservice Days on August 30th and 31st from 8:00 a.m. until 3:00 p.m. On August 30th, the district teachers will all gather at the Monroe County Community College, Meyer Theater for a District Improvement Plan Kick-Off. Immediately following the one-hour kick-off, secondary teachers will return to their buildings for School Improvement Meetings. Elementary teachers will remain at the Monroe County Community College for a Language Arts Curriculum Update facilitated by members of our Elementary Language Arts Curriculum Committee. On August 31st, the district teachers, administrators, and secretaries, along

with several Board of Education and community members, will again meet at the Monroe County Community College, Meyer Theater, to participate in the presentation of our Bullying Policy. Following this presentation, staff members will return to their buildings for School Improvement time.

Old Business: June voiced concern about the Knabusch Center class not continuing this year. She has concern about the lack of recruiting efforts that were put forth. June would like updates as to how this will be improved for the future. New possibilities for involving elementary and middle school students at the Knabusch Center were also discussed. Mrs. Everly indicated that the Monroe County Superintendents discussed the possibilities associated with the Knabusch Math and Science Center at their retreat.

6. **New Business:** None
7. **Next Meeting:** October 11, 2011
8. **Adjournment:** The meeting was adjourned at 6:50 PM.

AUTHORIZATION TO ATTEND CONFERENCES-MASB & NSBA

BACKGROUND

According to Bylaw BHD, board members attending conferences must have approval in order to receive reimbursement for such activities. These are generally out-of-state and/or overnight type educational conferences. This resolution will accomplish that task.

ENCLOSURE

Board Bylaw BHD

RECOMMENDATION

Move to authorize the attendance of board members to attend the 2011 Annual Fall MASB Leadership Conference, October 27-30, 2011 in Traverse City, MI; and the NSBA Annual Conference, April 21-23, 2012 in Boston, MA, and to approve the related expenditures within the guidelines of Bylaw BHD and to reimburse said board members for additional applicable expenditures up to the amounts permitted by the bylaw.

MOTION: _____ SUPPORT: _____ ACTION: _____

ROLL CALL VOTE:

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

SCHOOL BOARD GOVERNANCE & OPERATIONS**Board Member Compensation and Reimbursement for Board Expenses**

Board members shall be reimbursed for actual and necessary expenses incurred in discharging their official duties and in performing functions authorized by the Board, as permitted by this policy.

Schedule of Specific Categories

The following specific categories of duties and functions are approved as reimbursable expenses:

1. Educational conferences and business meetings, including registration fees and expenses incurred for attendance at Board approved education-related conferences, seminars, continuing education classes, and workshops at the local, state, and national levels. Expenses include costs of travel, lodging, and meals where these expenses are directly related to attendance at the conference, seminar, class, or workshop, subject to the following limitations:
 - A. Lodging: maximum of single room rate per night as established for the function.
 - B. Meals: reasonable expenses up to a maximum of the approved district rate per day.
 - C. Travel as provided in Paragraph 4.
2. County and regional education-related association or intergovernmental meetings.
3. Attendance at educational or civic programs and functions where the Board member is designated as the Board's official representative, delegate, or spokesperson. (This category does not include political activities of any kind.)
4. School business travel: air travel at coach rate; automobile mileage at the Internal Revenue Service approved rate per mile based on actual odometer reading, or district reimbursement chart, plus tolls; taxi or rental car allowances at current prevailing rates for travel outside the district when necessary to attend a function on this schedule, and when public transportation is not readily available. The purchase, rental or lease of cars or provision of chauffeurs for Board members for travel within the boundaries of the school district where the Board members serve is not permitted.
5. Parking and/or storage charges are allowed, with receipt.

The Board must vote on the approval of any reimbursement of an expense claimed under this schedule before payment is made, unless the Board has previously voted to approve the specific expense before it was incurred.

Non-scheduled Categories of Expenses

If a Board member incurs an expense for an official duty or function not appearing on the schedule or for an amount exceeding the maximum set in a scheduled category, the Board shall not reimburse that expense unless a motion to approve the non-scheduled expense is adopted before the expense is incurred.

Expense Vouchers

To receive reimbursement, a Board member shall submit to the district's business office an expense voucher and supporting receipts or other evidence to verify each expense incurred.

Spouses and Other Family Members

Expenses of spouses and other family members accompanying Board members in discharging their official duties or performing authorized functions are not reimbursable.

Subpoena, Requirement to Testify, or Board Assigned Responsibility

When a Board member is subpoenaed or is otherwise required to appear to testify during any judicial or school related matter, he/she shall be reimbursed a sum equivalent to his/her daily wage or salary. To be eligible for this reimbursement, the Board member must submit a statement from his/her employer verifying the pay or wage lost and the period of time involved. Any stipend received by a Board member for any of the above must be returned or be deducted from the amount he/she is to receive from the district. The Board must indicate its approval of payment prior to submission of the request to the school treasurer.

Board Member Meeting Attendance Compensation

Board of Education member compensation for attendance at scheduled and special board meetings shall be established at the annual organizational meeting.

Policy Adopted	<u>April 10, 1979</u>
Policy Revised:	<u>October 7, 1986</u>
	<u>September 26, 1995</u>
	<u>December 7, 1999</u>

Board Meeting #15
August 23, 2011
Item #C.4

STAFF RESIGNATION

BACKGROUND

We have received a letter of resignation for the purpose of other employment from Ryan Starr. Mr. Starr has been employed with our district since 1998; the past 4.5 years as an Administrator, and will be resigning effective August 15, 2011.

ENCLOSURE(S)

Letter of Resignation

RECOMMENDATION

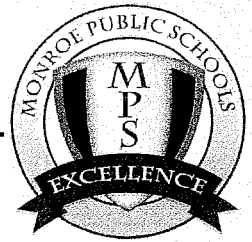
Move to approve the resignation of Ryan Starr, effective August 15, 2011, from Monroe Public Schools.

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	_____	_____	_____	_____

Arborwood Elementary School

1008 Riverview Ave. * Monroe, MI 48162 * 734-265-3800



TO: Monroe Public School

FROM: Ryan Starr

RE: **Letter of Resignation**

DATE: August 15, 2011

With this letter I wish to inform you that I will be resigning from my position with Monroe Public Schools as Principal of Arborwood Elementary School. I regret any inconvenience that this will cause. I've been proud to be a part of Monroe Public Schools and a member of the Monroe Community. I leave with great experiences as a teacher, teacher consultant, and principal. Thank you for a wonderful experience! I wish Monroe Public Schools much success.

Sincerely,

A handwritten signature in cursive script that reads 'Ryan R. Starr'.

Ryan R. Starr

Board Meeting #15
August 23, 2011
Item #C.5

SECRETARIAL APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel, I am recommending the appointment of Stefanie McLeod as a Secretary with Monroe Public Schools. Mrs. McLeod will be assigned as a 10-month Class 3 Part-Time Secretary at Raisinville Elementary.

Mrs. McLeod is a graduate of Jefferson High School. She has worked as a substitute for our district since 2009.

Members of the interview panel were: M. Christine Butler, Assistant Superintendent; Mary Ann Cyr, Principal; and Jennifer Devenish, Secretary.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Stefanie McLeod as a secretary with Monroe Public Schools effective August 15, 2011 and place on the Class 3 10 month step 1 salary pro-rated 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. Vensel	_____	_____	_____	_____
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. McNamee	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Benore	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____

Stefanie McLeod

1235 Hollywood Dr.
Monroe, MI 48162

(734) 945-4619
stefmcleod@comcast.net

Objective Obtain a secretarial position with Monroe Public Schools

Experience **Substitute Secretary**

September 2009-present Monroe Public Schools Monroe, MI

- Fulfill responsibilities of secretary and managing needs of students, staff and parents
- Perform responsibilities as required by building administrators

Substitute Teacher (Monroe Public Schools)

September 2010-present PCMI Monroe, MI

- Fulfill daily teaching responsibilities as required by classroom teacher
- Oversee classroom behavior and manage students

Substitute Aide

September 2009-June 2010 Monroe Public Schools Monroe, MI

- Work in classrooms as directed by teachers
- Work individually with students as requested by staff or as required by IEP

Related Experience

River Raisin Centre for the Arts-Board of Directors July 2010-present
River Raisin Ballet Company-Dressing Room Coordinator Dec 2007-present
PTO President-Parsons Elementary May 2008-May 2010
Airport High School Varsity Competitive Cheerleading Coach July 1994-March 2006

Education **Jefferson High School**

Graduated 1994

Eastern Michigan University

Secondary Education

106 credit hours

Major: Writing, Language and Literature

Minor: History

References Available upon request

Board Meeting #15
August 23, 2011
Item #C.6

RATIFICATION OF THE CUSTODIAL-MAINTENANCE MASTER AGREEMENT

BACKGROUND

The Master Agreement for July 1, 2011 through June 30, 2012 between the MCESPA/MEA (Custodial/Maintenance) and the Monroe Board of Education has been ratified by the custodians and maintenance staff and is being submitted for approval and ratification by the Board.

RECOMMENDATION

Move to ratify the Master Agreement for July 1, 2011 through June 30, 2012 between the MCESPA/MEA (Custodial/Maintenance) and the Monroe Board of Education effective September 1, 2011.

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

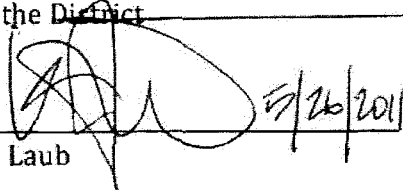
	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Benore	_____	_____	_____	_____
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Dr. McNamee	_____	_____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

Monroe City Educational Support Personnel Association
and
Monroe Public Schools
Settlement Agreement
July 1, 2011 to June 30, 2012

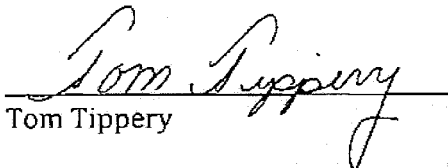
The parties agree:

- Attendance incentive (Article XIV Section 2) will be reinstated for the 2011/12 school year.
- Longevity (Schedule B) will be reinstated and will be paid to eligible employees on the first pay of December.
- Holiday Pay will be reinstated for July 4th and New Year's Eve for the 2011/12
- Uniform allotment (Article XVIII Section 10) will remain frozen for the 2011/12 school year.
- Snow removal and salting at Orchard High School, Riverside Early Learning Center, Knabusch Math and Science Center, Christiancy and Lincoln will be completed by a third party contractor (per LOU dated 1/13/2011).
- Grass mowing at Orchard High School, Riverside Early Learning Center, Knabusch Math and Science Center, Christiancy and Lincoln, and Administrative Offices will be completed by a third party contractor through September 2012 (per LOU dated 1/13/2011).
- Gross mowing at additional buildings at the discretion of the Supervisor.
- Hourly rates for the 2011/12 school year will be frozen at the 2010-11 rates.
- For the 2011-12 school year the Board's health benefit contribution shall not exceed the following annual premium levels: single \$6,000; two person \$13,500; and family \$15,000. In the event that the total premium cost for health benefits exceeds these amounts, the remainder of the premium will be paid through payroll deductions of the bargaining unit members. Administration will work with the Association to explore health insurance options.
- Add a classification for Working Leader wage to be determined at the discretion of the district, with mutual consent of the association.
- The effective date of this agreement is July 1, 2011.
- Other contract language not noted above will continue and this agreement shall continue in full force and effect until June 30, 2012.

For the District


Ken Laub

For the Union


Tom Tippet

ELEMENTARY STUDENT LEARNING PORTFOLIOS

BACKGROUND

The elementary report card is called the Student Learning Portfolio (SLP). This portfolio folder contains the report card, examples of student work and assessments, a narrative report on the student's progress and a comment sheet to encourage parents to respond to teachers on the achievement for their child each marking period.

This portfolio was designed by our staff and competitively priced when it was developed over ten years ago. We need to reorder at this time and the cost has remained the same since the last time we ordered. We are therefore requesting approval to submit this order.

ENCLOSURE

Price Quotation

RECOMMENDATION

Move to approve the purchase of 4,000 Student Learning Portfolio folders from Gary Schroeder and Associates in the amount of \$4,520.00 plus shipping and handling.

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

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

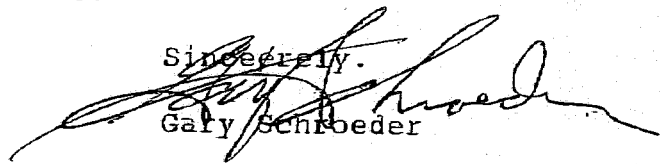
FROM THE DESK OF...

Gary Schroeder

To: Melissa Zienert
Re: Tri-Fold Prices

Per our conversation this morning (8/17)
the price per folder is \$1.13 each,
the same as last year. Quantity for this
price is 4000 folders. Shipping is
extra. Any questions, please call me at
(586) 939-8365.

Sincerely,



GARY SCHROEDER & ASSOC.
37674 SARAFINA DR.
STERLING HTS., MI 48312
(586) 939-8365

OFFICEMAX 0013

08/17/2011 13:00 5868263444

Post-it® Fax Note 7671		Date	# of pages
		8-17-11	1
To	From		
MELISSA ZIENERT	GARY SCHROEDER		
Co./Dept	Co.		
MOURDE P. SC	SCHROEDER & ASSOC		
Phone #	Phone #		
34-265-3082	586-939-8365		
Fax #	Fax #		
34-265-3001	586-826-3444		

Board Meeting #15
August 23, 2011
Item #C.8

PURCHASE OF iPADS

BACKGROUND

See attached.

ENCLOSURE

Memo from David Payne
Quote from Apple Inc.

RECOMMENDATION

Move to approve the purchase of iPADS from Apple, Inc. for a total cost not to exceed \$9,580.
Purchase to be funded from the Technology millage.

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: Ryan McLeod
From: David Payne
Date: 8/18/2011
Re: iPad Purchase

We are recommending the purchase of 20 Apple iPads. These will be utilized by our Administrators throughout the district. With the recent changes in staff evaluations, the increase in online resources and communication we feel this mobile technology will be a necessity for our administrators. Email, Web, and PowerSchool will be readily available for them to access as they move around in their respective buildings. Another pro to this is the cost. At one-half the cost of a new laptop this will allow more technology to be utilized by our teachers and students that was originally assigned to our administrators. I have included a quote from Apple for a total cost of \$9,580.00. This purchase will be funded by our Technology Millage. Please let me know if you have any questions.

Apple Inc. Education Price Quote

Customer: Kevin Hauser
 MONROE PUBLIC SCHOOLS
 1111111111 phone
 hauser@monroe.k12.mi.us email

Apple Inc:

Ben Campbell
 12545 Riata Vista Circle
 MS: 198-9IES
 Austin, Austin 78727-6524
 512-6742344 ph
 866-845-2999 fax
 bcampbell@apple.com email

Apple Quote: W72127603
 Quote Date: 18-AUG-2011
 Quote Valid Until: 17-SEP-2011

Quote Comments:

Part Number	Details & Comments	Qty	Unit List Price	Extended List Price
1	BG701LL/A iPad 2 16GB with Wi-Fi - Black (10-pack)	2	4,790.00	9,580.00
Edu List Price Total				9,580.00
eWaste Fee / Recycling Fee				0.00

Extended Total Price* 9,580.00

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

Completing your order is easy:

- *Reference Apple Quote number W72127603 on your Purchase Order
- *Fax a copy of this quote along with your Purchase Order to 866-845-2999:

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

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

- ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE CLICK HERE TO APPLY FOR A CONTRACT.
- IF YOU USE YOUR FORM OF PURCHASE ORDER TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
- YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE.
- UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL 17-SEP-2011 UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE. APPLE MAY MODIFY ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF THIS QUOTE CONTAINS A TYPOGRAPHIC OR OTHER ERROR.

SEA #

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Document rev 9.6

Date of last revision -February 3rd, 2011

Board Meeting #15
August 23, 2011
Item #C.9

FOOD SERVICE TRUCK PURCHASE

BACKGROUND

Refer to attached memo from Mr. Oley.

ENCLOSURES

Memo from Mr. Oley, including summary of bids received
Bid specifications

RECOMMENDATION

Move to accept the low bid from Gorno Brothers, Inc. in Woodhaven, Michigan to purchase a 2012 F550 refrigerated truck at a total cost not to exceed \$59,013 and reject all other bids. Money to be taken from the Food Service Fund.

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

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

Monroe Public Schools Operations Department

Custodial - Maintenance -Transportation 734-265-3333 • Fax 734-265-3331



August 16, 2011

To: Monroe Public Schools Board of Education
From: Jerry Oley
Director of Operations
Re: Food Service Truck Bids

On July 28, 2011, bids were sent out for the purchase of one 2012 F550 refrigerated food service truck with a lift gate. See attached vehicle specifications. Bids were opened at 6:30 p.m. on August 9, 2011.

This truck will replace the current food service truck which is twelve years old. Rust to the body and frame of the current truck brings safety concerns along with the substantial miles on the vehicle makes replacement necessary. Funds will be taken from the Food Service Fund.

Five bids were received on the vehicle as follows:

<u>DEALER</u>	<u>Bid</u>
Gorno Brothers, Inc. Woodhaven, MI	\$59,013.00
Bill Campbell Ford Owosso, MI	\$59,787.00
Brondes Ford Toledo, OH	\$60,129.00
Varsity Ford Ann Arbor, MI	\$60,871.00
VIP Truck Center Livonia, MI	\$62,425.00

The low bid of \$59,013.00 from Gorno Brothers meets all specifications as requested. I recommend purchase of one refrigerated F550 truck with lift gate from Gorno Brothers, Inc. of Woodhaven, MI.

JAO/ks

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.

Monroe Public Schools Food Service Vehicle Specifications Commercial F450 and/or F550, 2012

INVITATION TO BID

The following specifications describe a new truck to be used with a 16' refrigerated van body. Bidders are requested to provide bids on both F450 (16,500 GVW) and F550 (18,000 GVW.) Monroe Public Schools will determine which chassis is best value for the application. Any references to brand names are used as examples and not as stipulations. Equipment used must meet or exceed the specifications of the brand name referenced.

Color	White Cab - White Box
GVW:	16,500 lbs. (F-450) and 18,000 lbs. (F-550)
Front Axle:	7,000# Ground rating
Rear Axle:	12,000# Ground rating; Limited-slip; Highest fuel economy ratio allowable with GVWR and gasoline engine
Shock Absorbers:	Gas type
Engine:	Approx. 360 HP; 450 lbs.-ft. torque; 6.2L gasoline with gaseous fuel (CNG/LPG) capable engine
Engine Block Heater:	Required
Transmission	Five speed automatic overdrive
Alternator:	155 Amperes
Battery:	Maintenance-free; 78 Amp-hr.; 650 CCA
Brakes:	Front & rear disc, power-assisted
Fuel Tank:	40 Gal. or largest available. Including auxiliary tank for diesel refrigeration unit
Tires:	Seven (including spare) 225/70R x 19.5G
Cab:	Conventional. Not to be a tilt cab. Standard trim level Split bench seat with gray vinyl trim Rubber/vinyl floor covering Extended arm mirrors Cab Steps
Radio:	AM/FM stereo with clock
Air Conditioning:	Standard
Safety Equipment.	Vehicle Manual Back-up alarm Daytime running lamps Cab clearance lights Fire extinguisher , triangles and Running Boards
Refrigerated Body:	See Attached
Body Options:	See Attached
Refrigeration:	See Attached
Lift-gate:	See Attached
Rustproofing:	Ziebart or equivalent, after body equipment has been installed

Monroe Public Schools Food Service Van Body, Refrigeration Unit and Lift Gate Specifications 2011-12

16' REFRIGERATED VAN BODY SPECIFICATIONS. Any references to a brand name are used as examples and not as stipulations.

MODEL GVSR09116096

DIMENSIONS:

LENGTH:	OUTSIDE = 16'5-5/8"	INSIDE = 15'7-7/8"
WIDTH:	OUTSIDE = 96"	INSIDE = 89.15"
HEIGHT:	OUTSIDE = N/A	INSIDE = 85-9/16"

FRONT END

STAINLESS STEEL RADIUS DESIGN W/ POLY-TUFF CORNER CAPS
REINFORCEMENT & OPENING FOR ONE-PIECE REFRIGERATION UNIT-CARRIER
FOLDING STEPS & GRAB HANDLE ON ROADSIDE FRONT CORNER POST
STIRRUP STEP ON FRONT ROADSIDE OF VAN BODY

ROOF

.032" ALUMINUM ONE-PIECE ROOF / ROOF BOWS ON 24" CENTERS

SIDE PANELS

.040 PREPAINTED WHITE ALUMINUM WITH Z-POSTS ON 16" CENTERS

INSULATION

URETHANE, FOAMED-IN-PLACE
4" ON FRONT END & FLOOR
3" ON SIDES & CEILING

INTERIOR LINER

3/32" ONE-PIECE SEAMLESS GLASSBOARD - FRONT, SIDES, AND CEILING

INTERIOR SCUFF

12" EXTRUDED ALUMINUM ON SIDES AND FRONT

INTERIOR TIES

GALVANIZED SERIES E-TRACK, SURFACE MOUNTED, 40" AND 65" CENTERLINE SIDES
ONE PIECE LENGTH.

INTERIOR LIGHTS

(1) RECESSED DOMELIGHT W/ SWITCH & INDICATOR IN CAB

FLOOR

1-1/4" INVERTED "T" EXTRUDED ALUMINUM ANTI- SKID - WELDED WATERTIGHT
(4) DRAINS WITH KAZOOS

SUBPAN

GLASSBOARD OVER CROSSMEMBERS

UNDERSTRUCTURE

4" STEEL I-BEAM LONG SILLS
3" STEEL I-BEAM CROSSMEMBERS ON 12" CENTERS
STEEL WHEEL PANS OVER TIRE AREA
MYLAR TAPE BETWEEN CROSSMEMBERS AND BOTTOM RAIL

REAR FRAME

STAINLESS STEEL REAR DOOR FRAME W/ CLEARANCE LIGHT PROTECTOR
COMPOSITE THERMAL BREAK

REAR DOOR

WHITING TEMPGUARD ROLL UP
82" WIDE X 76-38" HIGH

LIFTGATE – MEDIUM DUTY RAILGATE.

1800 POUND LIFTING CAPACITY
90" WIDE X 54" DEEP ALUMINUM PLATFORM PLUS 6" RAMP
2 + 2 WARRANTY
TOGGLE SWITCH CONTROL - STATIONARY MOUNTED
POWER PACK & CYLINDER TOTALLY ENCLOSED
HEAVY DUTY ROLLER CHAIN DRIVE
SPRING ASSISTED, MANUAL OPEN & CLOSE
DIAMOND TREAD PLATFORM SURFACE – ANTI-SKID
ALUMINUM RUNNERS W/ LIFETIME WARRANTY
200 AMP. FUSE
PREMIUM SHOT BLAST, POWDER COATED FINISH
LEVEL RIDE PLATFORM
PRESSURE COMPENSATED FLOW VALVE
EZ MOUNT - COMPLETELY ASSEMBLED
CHROME PLATED PISTON ROD (SINGLE CYLINDER)
12 VOLT DC DRIVE – EXTENDED DUTY
SERVICE-FREE™ COMPOSITE BUSHINGS IN SPROCKETS
LOW POUR HYDRAULIC FLUID - FOR BETTER COLD
WEATHER PERFORMANCE
MEETS ALL TMC RECOMMENDED ELECTRICAL PRACTICES

I.C.C. UNDERRIDE

5" STRUCTURAL STEEL CHANNEL WITH POOCHED HORIZONTAL SURFACE
CLOSURE PLATE

EXTERIOR LIGHTS

FMVSS-108 LIGHTS & REFLECTORS - SEALED WIRING HARNESS
L.E.D. MARKER LIGHTS

MOUNTING

SEAMS AND EXPOSED STEEL UNDERSTRUCTURE UNDERCOATED
MOUNTED WITH TAPERED WOOD SLEEPER SLATS AND 5/8" DIAMETER U-BOLTS
ANTI-SAIL MUD FLAPS
REFRIGERATION SERVICE PLATFORM MOUNTED ON FRONT OF BODY
CAB AND CHASSIS WILL HAVE A CAB TO AXLE MEASUREMENT OF 120"

REFRIGERATION UNIT

CARRIER SUPRA 550 W/MICRO
MODEL TDB-13BE3M
CT2-29 KUBOTA TRI-VORTEX ENGINE
05K12 TWO CYLINDER COMPRESSOR
MICROPROCESSOR CONTROL SYSTEM WITH AUTO START/STOP
REMOTE IN CAB COMMAND
O-FRIENDLY HFC R-404A
DURASHELL LIGHTWEIGHT COMPOSITE SKINS
BOTTOM NOISE PANEL
CHASSIS MANUFACTURERE TO PROVIDE FUEL TANK ON CURBSIDE FOR UNIT USE and
clearly marked "Diesel Fuel Only"

Board Meeting #15
August 23, 2011
Item #C.10

KNABUSCH MATH & SCIENCE CENTER REMODEL -- MICHIGAN GAS

BACKGROUND

Over the past several years there have been discussions about converting the Knabusch Math and Science Center from propane to natural gas heat. The current renovation of the facility has increased the square footage that will require heating significantly. The current use of propane heat is quite costly and the additional square footage will only push the cost even higher. It would be beneficial to have a natural gas line installed to make the conversion from propane heat to gas. The return on the investment to convert would be returned after only a few years in the savings over propane. Monroe Public Schools is responsible for the utilities at the center so the cost to convert to natural gas would be assumed by the district. However, the ISD has agreed to share in the cost by reimbursing MPS for 50% of the conversion amount. Monroe Public Schools share of the cost would be taken from the General Fund.

ENCLOSURE

MI Gas Invoice

RECOMMENDATION

Move to approve payment to Michigan Gas in the amount of \$16,233.70 to install a natural gas line at the Knabusch Math and Science Center. Monies to be taken from the General Fund.

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

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

August 11, 2011

INVOICE

Project cost estimate valid for 60 days

Monroe Public Schools
Service for:
6670 Waters Edge
Monroe, MI 48161

Description: Install 1290' of 2" plastic main and 280' of 1" service line

Cost for 2" gas main	15,883.00
Service line cost in \$200 for 250'	200.00
Additional s/l footage 30' @\$4.69/ft	140.70
Amount paid	- 0.00
Balance due	\$ 16,233.70

Jobs are scheduled based on date of payment and job site readiness. All underground facilities should be clearly marked, and for new construction your site should be within 3" of final grade with curbs in place where applicable. Plan to allow ample lead time to avoid scheduling delays as backlogs of from six to eight weeks can occur during the peak fall season.

Please include a copy of this invoice with payment. Send to: **Michigan Gas Utilities**
899 S. Telegraph
Monroe, MI 48161

Thank you for choosing Natural Gas for your Energy Needs!

Board Meeting #15
August 23, 2011
Item #C.15

ADJOURNMENT

RECOMMENDATION

Move to adjourn the August 23, 2011 Board Meeting #15.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____