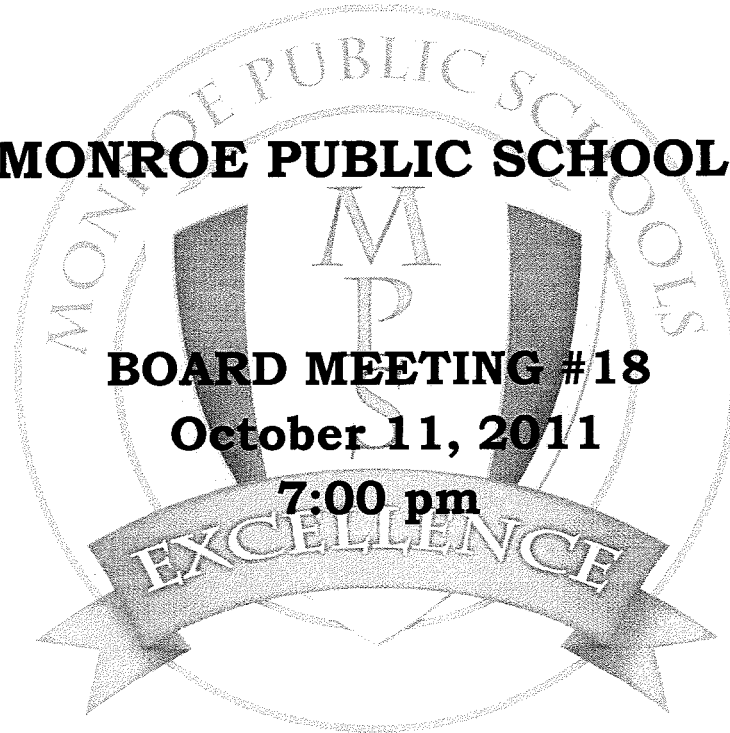


MONROE PUBLIC SCHOOLS



BOARD MEETING #18

October 11, 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 BENOIRE, 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 #18

Tuesday, October 11, 2011

7:00 PM

AGENDA

- A. **Roll Call and Call to Order**.....Mr. Vensel
 - 1. Pledge of Allegiance to the Flag.....Mr. Vensel
 - 2. MHS Homecoming PreparationsMr. 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 meeting as submitted:
 - September 27, 2011 Board Meeting #17
 - October 4, 2011 Special Board Meeting Minutes

 - 2. **Reports and Update**..... Mr. Vensel
 - a. Board Personnel Committee Minutes – September 20, 2011
 - b. Board Finance Committee of the Whole Minutes – September 27, 2011

 - 3. **Approval of Audit Report**Mrs. Eighmey
Move to accept the 2010/11 Financial Audit as prepared by the firm of Cooley, Hehl, Wohlgamuth & Carlton, Monroe, MI.

 - 4. **Three Night Out-of-State Field Trip**.....Mr. McLeod
Move to approve the Monroe Middle School three-day field trip to Philadelphia, Pennsylvania and Washington, D. C., on May 3, 2012 to May 6, 2012 according to the terms of Policy IICA, Field Trips and Excursions.

 - 5. **CTE Purchase – Solar Panels**Mr. McLeod
Move to approve the purchase of the Alternative Energy curriculum materials as specified in the quote from Questech, Farmington Hills, Michigan, not to exceed \$11,640. Monies to be taken from the Perkins Grant.

 - 6. **Superintendent Comments** Mr. Monday

 - 7. **Old Business**..... Mr. Vensel

 - 8. **New Business** Mr. Vensel

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

 - 10. **Adjournment**..... Mr. Vensel
Move that the October 11, 2011, Board Meeting#18 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

- September 27, 2011 Board Meeting #17 Minutes
- October 4, 2011 Special Board Meeting Minutes

RECOMMENDATION

Move to approve the following minutes:

- September 27, 2011 Board Meeting #17 Minutes
- October 4, 2011 Special Board Meeting Minutes

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

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #17
Tuesday, September 27, 2011
7:00 PM

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, and Trustee Larry VanWasshenova

Board Members Absent: None

Administrators Present: Randy Monday, Julie Everly, Ryan McLeod, Kathy Eighmey

Administrators Absent: None

President Vensel called the meeting to order at 7:01 PM.

Public Commentary-Agenda Items Only

There was no public commentary at this time.

Approval of Minutes

Motion by Dr. McNamee; support by Dr. March to approve the minutes of the following meetings as submitted:

- September 13, 2011 Work Session
- September 13, 2011 Board Meeting #16

Discussion: Ms. Spicer pointed out two changes to the minutes. The first is in regard to the school nurse restructuring and budget reduction proposal. It should be noted that the motion was tabled and referred to the Personnel Committee for further discussion before being brought back before the Board of Education for a vote. The second change is in reference to the appointment of a school election administrator. The minutes should reflect that there will be no charge to the district with this appointment.

Motion by Dr. McNamee, support by Dr. March to approve the minutes of the following meetings with the two changes noted:

- September 13, 2011 Work Session
- September 13, 2011 Board Meeting #16

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

Reports and Update

- September 22, 2011 Board Policy Committee Minutes

Discussion: Mrs. Knabusch-Taylor would like the word "athletics" included in the anti-bullying policy. Mr. Monday pointed out that the intent of the policy is to cover all school related functions, which would include athletic events. Members of the Board Policy Committee noted that the policy also covers employees as well and that they are still reviewing and suggesting changes to Dr. Martin. Omitted from the policy, however, are plans for enforcement. A suggestion might be to get members from the community to form a panel to listen to the complaints. The end result is that the plan will be thorough and comprehensive. The committee may meet before the October 27th board meeting in order to bring the anti-bullying policy before the board for its first reading.

School Nurse Restructuring

Motion by Dr. McNamee; support by Mr. VanWasshenova to approve the school nurse restructuring and budget reduction proposal as presented.

Discussion: The restructuring plan was designed with extensive input from the Personnel Committee, health department and Mercy-Memorial Hospital personnel. The motion is to accept all three parts of the restructuring plan, but would be evaluated at the end of the school year to determine if we indeed needed the services. Dr. McNamee pointed out that with this plan we are getting a lot for our money. He also referred to an unsigned letter board members received at their seats regarding the restructuring plan. Anonymously written communications are often disregarded. Mrs. Everly noted that with this new plan, we are actually getting 82 hours of health care services, which more than doubles the hours available last year, at a smaller cost to the district. In fact, with this proposed restructuring, MMS and MHS will now have regularly scheduled health care services unlike past years when they had none. Mr. VanWasshenova credited the doctors for their expertise in this matter.

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

Staff Resignation

Motion by Mrs. Knabusch-Taylor; support by Mr. VanWasshenova to approve the resignation of Connie Fox effective September 30, 2011, from Monroe Public Schools.

Discussion: Connie has been a valuable member of the technology team.

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

Teacher Appointment

Motion by Mrs. Knabusch-Taylor; support by Mr. VanWasshenova to approve the appointment of Patricia Stefanski as a teacher with Monroe Public Schools effective September 25, 2011 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

Discussion: Through the layoff and recall process, a teacher chose to pass an opening as he had accepted a position at another school. Our part-time resource room teacher took the full time opening, which left her position vacant. No one else on the lay-off list qualified, therefore, this position was vacant.

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

CTE Purchase of 3D Model Printer

Motion by Mr. VanWasshenova; support by Dr. March to approve the purchase of the Dimension uPrint Educational Package as specified in quote from Advanced Technologies Consultants, Inc., Northville, Michigan, not to exceed \$19,915. Monies are to be taken from the Perkins Grant and CTE Added Cost funds.

Discussion: Before the motion, Mr. Ferrara stated this this printer takes a three dimensional drawing, sends it to a printer and the machine builds the model, layer by layer, into a hard plastic replica. There are a number of three dimensional printers, but this particular model is from a single source provider.

After the motion, Dr. McNamee asked for the definition of a single source provider and the Perkins Grant. Mr. Ferrara brought a few other quotes with him, but those products did not meet the CTE department needs with a reliable finished product, thus only a single source is able to provide the product needed for the MHS program. The Perkins Grant is federal money allocated from a grant that is earmarked for CTE programs only. The only replacement supply needed to operate this piece of equipment is weed-wacker material, which is relatively inexpensive.

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

NSBA 2012 Membership Dues

Motion by Dr. March; support by Ms. Spicer to approve the 2012 membership dues to the National School Boards Association in the amount of \$4,525.00

Discussion: Several questions were raised regarding NSBA membership.

- Does administration feel it necessary to belong?
- Can you belong to MSBA without paying dues for NSBA membership?
- Do we pay dues to belong to MSBA?

Mr. Monday said it is important to have this service to receive information regarding pending federal legislation. More information will be provided to board members on this organization.

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor to table the motion until board members receive more information on the benefits of belonging to NSBA

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

Superintendent Comments

- Mr. Monday distributed a press release and congratulated Dave Vensel on his appointment to the Governor's Council on Educator Effectiveness. Mr. Vensel thanked Senator Randy Richardville for his nomination to this council and acknowledged the high quality of education in Monroe County.
- On September 28th, President Obama will address students across the country in his annual Back to School address, and several of our schools plan to participate.
- Congratulations to MMS for being accepted into the Affiliate Schools Program of the Gilder Lehrman Institute of American History, which will make a tremendous amount of resources available for teaching history. Thank you to Carol Sliwka, social studies consultant, for finding and pursuing this grant.
- Wednesday, October 5th, is student count day. It will be more important than ever for our students to be counted as this will represent 90% of our state support rather than 75% as it has in the past.
- Congratulations to MHS football Trojans and their coach, Eric Redmond, on their 5-0 record this season.
- Finally, a reminder to the Board of Education that there will be a student discipline hearing on Tuesday, October 4, 2011 at 5:00 PM.

Old Business

There was none at this time.

New Business

Dr. March suggested discussions need to begin regarding the demolition of Lincoln and Christiancy. The costs to keep them open are a drain on the system. A gentleman from DTE is able to recycle some of the materials from these buildings.

Public Commentary-Any Topic

A parent of a high risk student asked the board about their plans for medical needs of students once Mrs. Heck retires Friday. It was suggested that the parent meet with Mrs. Everly, Mr. McLeod and Mr. Monday for further discussion.

Bill Connor, concerned citizen, discussed the need to stay in tune with legislation in Lansing as it will greatly impact the public school system. He suggested writing letters to our congressmen voicing our

concerns. Mr. Monday assured Mr. Connor that administration, and also our union leadership, stay involved with current legislation and also have a lobbyist that works with us on a regular basis.

Adjournment

Motion by Dr. McNamee; support by Mr. VanWasshenova that the September 27, 2011, Board Meeting #17 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:54 PM.

June Knabusch-Taylor, Secretary

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting, Tuesday, October 4, 2011
5:00 PM

MINUTES

Roll Call and Call to Order

Board Members Present: President David Vensel, Vice President Kenneth McNamee, Secretary June Knabusch-Taylor (arrived at 5:10 PM), Parliamentarian Tedd March, Trustee Ronald Benore, Jr., Trustee Wendy Spicer and Trustee Lawrence VanWasshenova

Board Members Absent: None

Others Present: Randy Monday, Julie Everly, Ryan McLeod, James Davies, Montyne Barbee, Matt Cortez, Renee Peterson, Todd Sulfaro, Sue Sacks, the student, the student's father.

Mr. Vensel called the meeting to order at 5:00 PM.

Closed Session

Item # B.1 - Motion by Mr. VanWasshenova, support by Dr. March, to convene in closed session for the purpose of conducting a student disciplinary hearing. Open Meeting Act; Section 8 (b).

Vote: Motion carried by a 6-0 hand vote at 5:01 PM.

Reconvene Board Meeting

Item #B.2 - Motion by Mr. VanWasshenova, support by Dr. March, that the closed session be adjourned and the 5:00 PM, October 4, 2011, Special Board Meeting reconvene.

Vote: Motion carried by a 7-0 hand vote at 5:20 PM.

Recommendation

Item #B.3 - Motion by Dr. March, support by Mr. VanWasshenova, to suspend the student for 15 days as recommended by the administration.

Discussion: Because the student has an IEP, a Behavior Improvement Plan will be implemented upon his return to school.

Vote: Motion carried by a 5-2 roll call vote at 5:24 PM. Mrs. Knabusch-Taylor and Dr. McNamee voted no.

Adjournment

Item #B.4 - Motion by Mr. VanWasshenova, support by Dr. March, that the October 4, 2011, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 5:24 PM.

June Knabusch-Taylor, Secretary

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- a. Board Personnel Committee Minutes – September 20, 2011
- b. Board Finance Committee of the Whole Minutes – September 27, 2011

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

Date of Meeting: September 20, 2011

Present: June Knabusch-Taylor, Tedd March, Larry VanWasshenova
Randy Monday, Julie Everly, Ryan McLeod and Holly Scherer

Next Meeting: **October 17, 2011**

1. **Call to Order:** The meeting was called to order at 5:05 PM
2. **Minutes:** August minutes previously approved.
3. **Staffing updates:** A copy of the updated staffing chart was shared. Mr. Monday reminded the group that over 50 positions have been reduced over the past several years. He asked the group to keep in mind that Central Office will continue to review ways to make the district run efficiently and noted it may be necessary to revisit some of these cuts in the future.
4. **Sub Costs:** Mrs. Knabusch-Taylor had requested a review of the sub costs. She noted the importance of having the teachers in the classroom and suggested administration look at ways to offer professional development after school versus during the day. Mrs. Scherer shared the data from the 2010/11 school year for the committee to review. Mr. Monday noted that we do need to train teachers and that professional development costs have been cut in half from two years ago. He will also be addressing the use of deduct days, random days requested without pay. It was suggested that the attendance incentive has been removed, but may be worth revisiting for future contracts if it would help with absenteeism.

5. **Nurse Replacement:** Mrs. Everly informed the group that a review of the nurses' duties has been completed, as well as a review, with Dr. March's assistance, of the student health lists. Based on these findings, she shared a proposal which included three parts (see chart to right). The committee discussed input from Mercy Memorial Hospital, as well as Dr. March's expertise, on competitive rates to pay. The proposed plan will implement parts #1 and #2 immediately. Part #3 is required, but suggestion made to delay assigning those duties until the first two parts are in place and persons identified to fill those roles. Current costs for the school nurse are \$74,000 and this plan proposed would not exceed \$62,431.51.

Liz Carillo, Manor Parent, was in attendance at this meeting and shared her input that the nurse is a huge benefit. She noted that the nurse may be the only medical professional that some students see outside of the health department. She also suggested considering an EMT trained person.

School Nurse Position Restructuring Plan			
Part #1			
2 Student Health Assistants	\$	39,004.00	
* 35 hours/week			
* 7 hours/day			
* 199 days/year			
* \$14.00/hour			
* FICA (7.65%)	\$	2,983.81	
* Contract Service Fee (7%)	\$	2,730.28	
Assistant #1 - Custer, MMS, MHS			
Assistant #2 - Arborwood, Manor, Raisinville, Waterloo			
PART #1 ESTIMATION	\$	44,718.09	
Part #2			
1 Part Time Nurse	\$	11,700.00	
* 8-12 hours/week			
* 1.5 days/week			
* \$25/hour			
* 39 weeks			
* FICA (7.65%)	\$	895.05	
* Contract Service Fee (7%)	\$	819.00	
PART #2 ESTIMATION	\$	13,414.05	
			\$58,132.14
Part #3			
Optional Contracted Services			
* Scoliosis Training			
* Growth & Development			
* Sex and AIDS Education			
* \$25/hour @ 150 hours/year	\$	3,750.00	
* FICA (7.65%)	\$	286.88	
* Contract Service Fee (7%)	\$	262.50	
PART #3 ESTIMATION	\$	4,299.38	
			\$62,431.51

Dr. March felt that this plan covered the concerns Dr. McNamee had raised. Mr. VanWasshenova feels this plan will address our needs and pointed out the reality that this plan allows more time than the one person covers now. Mrs. Knabusch-Taylor was in favor of recommending this plan as a pilot for the 2011/12 school year, with a review at the end of the year. It was noted that there may be a need to have more time allocated in the first couple of months to get protocols in place. A recommendation will be prepared for the next board meeting.

6. **Printshop Staffing Review:** Mr. Monday prefaced the discussion noting that over the last three years there have been reductions in a number of positions and he has concerns that areas do not become overworked or understaffed with his goal to bring the most efficient staffing model for savings. In the print shop we have looked at cutting costs, reduced one position in that department last summer, and continue to encourage the majority of copying to be sent here. Cost to print in the buildings is \$0.01 per copy; we can do the same here for half that cost. Employees have the ability to submit their printing jobs electronically now and are encouraged to do so. In addition to Mr. Zimmerman, we have one assistant working on an hourly basis with no benefits, and have added extra help during the summer months to assist with the printing loads for back to school. It was noted that we will never be to a point to do all the printing in one location, nor do we feel we'll be at a point that the district will be paperless even with the increases in technology.
7. **Technology Staffing Review:** Mr. Payne has approached central office about increasing two of his hourly technicians to level 1 status. Currently these two employees are paid hourly with no benefits and his recommendation is that they have obtained the skill level needed to be advanced. It was noted that Mr. Daniels had previously resigned from the department and filling his senior tech position was deferred. In addition, Connie Fox has recently submitted her letter of resignation from the department, also as a senior level technician/trainer. Mr. Monday noted that he is currently reviewing the overtime concerns with that department as they work to catch up on orders and installations. The committee has suggested that Mr. Payne prepare a cost analysis on his staffing replacement recommendations for the next Personnel Committee meeting.
8. **Old Business:** Mrs. Knabusch-Taylor questioned the use of co-op students in the district. Mr. Monday reminded her that the co-op services were cut from district employment as part of the budget reductions. The program itself has also been significantly reduced due to the increased costs of staffing oversight required.
9. **New Business:** Mr. Monday shared an update on Senate Bill 624 that was introduced 9/7/11 regarding changes to schools of choice. Mr. VanWasshenova questioned if the district would be able to opt out of participation. Mr. Monday noted it looks to be mandated, so opting out won't be a choice. Administration will continue to watch and provide updates as they become available. In the meantime we continue to participate in the county schools of choice program with a 1% cap on releasing students.

It was noted that we have 48 students enrolled in the Virtual High School. We are uncertain as to the specific numbers that are returning students; but were proud to announce that three students have graduated as a result of this program.

Mr. VanWasshenova requested that a review of the First Vehicle Services contract be placed on the agenda for next meeting.

10. **Next Meeting:** Scheduled for October 17, 2011
11. **Adjournment:** The meeting was adjourned at 6:50 PM.

Monroe Public Schools
Board of Education Finance Committee of the Whole
September 27, 2011
5:30 PM

Present: Ron Benore, June Knabusch-Taylor, Tedd March, Ken McNamee, Wendy Spicer, Larry VanWasshenova, Dave Vensel

Administrators Present: Randy Monday, Ryan McLeod, Julie Everly, Kathy Eighmey

Call to Order

Meeting called to order at 5:35 PM

Review of 2010/11 Year End Audit

Deb Sabo from Cooley, Hehl, Wohlgamuth and Carlton conducted a review of the 2010/11 year end audit. Approval of the audit will be brought before the board at the first meeting in October.

Discussion included, but was not limited to, the following:

- Early payment (or pay off) of loans
- Cash flow
- Increased retirement rate effective October 1st
- Use of Sinking Fund for demolition of buildings
- We have three years left on the Orchard debt
- The borrowing of \$10 million for the 2011/12 school year
- Arbitrage rebate calculation of the 2010/11 state aid note

Meeting adjourned 6:50 PM

ACCEPTANCE OF 2010/11 FINANCIAL AUDIT

BACKGROUND

Enclosed are the annual financial statements of the various district funds for the year ending June 30, 2011.

The Business Office, Central Administration and Board Finance Committee of the Whole have reviewed in detail the financial report with representatives of Cooley, Hehl, Wohlgamuth & Carleton, CPAs, on September 27, 2011.

It is the opinion of the auditors and the Board of Education that the financial statements present fairly, in all material respects, the financial position of each of our funds as of June 30, 2011.

ENCLOSURES

Reports were given in advance of the meeting.

RECOMMENDATION

Move to accept the 2010/11 Financial Audit as prepared by the firm of Cooley, Hehl, Wohlgamuth & Carlton, Monroe, MI.

MOTION: _____ SUPPORT: _____ ACTION: _____

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

THREE NIGHT OUT-OF-STATE FIELDTRIP

BACKGROUND

Monroe Middle School Social Studies teachers, Melissa Provo and James Drew, are requesting permission to escort a group of eighth grade students to Philadelphia, Pennsylvania and Washington, D.C. This will be a three day trip tentatively planned for Thursday, May 3, 2012 to Sunday, May 6, 2012. The travel plans have been arranged through Corporate Travel Service, Inc. The purpose of the trip is to reinforce the U.S. History curriculum.

No Monroe Public School funds will be used to defray any expenses of the trip and all aspects of the trip will be in accordance with related board policies.

ENCLOSURE(S)

Monroe Public Schools – Abbreviated Field Trip & Excursion Check List Form along with the complete itinerary from Corporate Travel Service, Inc.

RECOMMENDATION

Move to approve the Monroe Middle School three day fieldtrip to Philadelphia, Pennsylvania and Washington, D. C., on May 3, 2012 to May 6, 2012 according to the terms of Policy IICA, Field Trips and Excursions.

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

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

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:

The Monroe Middle School eighth grade
trip will be a historical tour of
Philadelphia Pennsylvania and
Washington D.C.

School(s): Monroe Middle School

Chaperones: Melissa Prou

James Drew

Method of Transportation: _____

Date of Departure: 5/3/2012

Time of Departure: 5:30 AM

If overnight, number of nights: 3

Date of Return: 5/6/2012

Time of Return: 5:30 AM

Number of Students Participating: unknown at this time approx 150

Number of Staff Supervising: unknown at this time 10 - approx

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

EXPLANATION AND DATES:

Departure Date/Day Thursday May 3, 2012 Return Date/Day Sunday May 6, 2012
A group of students and adult chaperones are planning a trip to: City Philadelphia PA, Washington D.C.
State Pennsylvania, D.C. Country U.S. (daily itinerary must be attached).
The purpose of this trip is Reinforce U.S. History Curriculum and the group sponsoring
the trip is N/A

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 _____



23420 Ford Rd. • Dearborn Heights, MI 48127-4494
 Phone (313) 565-8888 • Fax (313) 565-3621

September 22, 2011

Monroe Middle School
 Ms. Melissa Provo
 503 Washington
 Monroe, MI 48161

RE: Overnight Motorcoach Tour Agreement

Dear Ms. Provo,

Thank you for selecting an educational tour from Corporate Travel Service. We are grateful you have allowed Corporate Travel Service, a Michigan based company, members of NTA (National Tour Association) and SYTA (Student Youth Travel Association) the opportunity to operate your planned student tour. Our entire staff will serve you in a caring and professional manner. With over 40 years of providing Educational Tour Excellence, we will strive to merit your trust.

The information below serves as the final agreement for your tour to *Washington D.C.*

<u>Dates of Travel:</u>		<i>May 3 – 6, 2012</i>			
<u>Tour Cost:</u>		Quad	Triple	Double	Single
	Students:	\$449.00	\$479.00	\$529.00	n/a
	Adults:	\$459.00	\$489.00	\$539.00	\$649.00

Note: If Monroe Middle School select 1/10 complimentary trip option, please add \$10.00 to all above pricings.

All rates are based on a minimum of (50) paying passengers per motor coach. If your group falls below the minimum number a charge of \$208.38 will be assessed for each empty seat. Rates are subject to change.

School Supplement: *You have chosen the checked option below:*

Above tour costs reflect a school supplement of **\$10.00** per person. These monies will be used to cover unpaid student occupancy differences and school incidental expenses such as t-shirts, teacher substitutes, etc. Most schools elect to take this option to cover forced (not elected on the reservation form by the participant) triple or double occupancy due to the final number of boy and girl students not dividing evenly into quad occupancy. Any balance of monies collected and not needed to cover triples and doubles will be returned to the school after the trip is paid in full to Corporate Travel.

*Overnight tour prices are per person according to room type and are determined with final rooming list from school: a "Single" room is one person in a room with one bed, a "Double" is two persons in a room with two

beds, a "Triple" is three persons in a room with two beds, a "Quad" is four persons in a room with two beds. There is an additional fee for rollaway beds in any room type. Rollaway beds are subject to availability.

Your tour prices listed above *do* include an escort.

*Escorts: Our escort will meet the group at the school pickup point and remain with them until the tour returns. By signing this agreement you agree that the sole responsibility of the tour escort is to accompany your school and coordinate details of the itinerary with the suppliers at the destination, e.g. confirming arrival and departure times. The escort acts solely as a liaison between the group and the various attractions and suppliers at the destination to ensure as smooth a travel experience as possible. The escort will assist with: arrival and departure procedures at each attraction and destination, monitoring the service quality of the tour, and in the event of an emergency, coordinating appropriate action including seeking instruction from the main office. By signing this agreement you agree that the tour escort is not a chaperone and is not in any way responsible for ensuring the health or safety of any individual traveler on this tour.

Motorcoaches Reserved:

2 (56) passenger deluxe motor coaches.

Inclusions:

- *Round trip transportation via deluxe highway motorcoaches
- *Two (2) nights lodging at the Courtyard Springfield, VA
- *Services of certified step-on guides while in DC
- *Illuminated tour of the National Monuments
- *Capitol Visitor Center (pending appointment)
- *Stops at the Library of Congress/Supreme Court
- *Admission to the Ford Theatre/Peterson House
- *Washington Monument (pending availability)
- *Tour of Arlington Cemetery with wreath
- *Visit to the Smithsonian Museums
- *Photo stops at the White House
- *Guided walking tour of Historic Philadelphia
- *Two Breakfasts full American at the hotel
- *Two Lunch cash allowances (in route \$7.00, Old Post Office \$7.00,
- *One Lunch box in route to Philadelphia
- *One Dinner Old Country Buffet or similar
- *One Dinner at the Vie de France Café and Bakery
- *One Dinner in Philadelphia at the Hard Rock Cafe
- *1/15 complimentary trips for chaperones & staff at double occupancy
- *Services of a Corporate Travel Escort starting & ending at your school
- *Services of security both nights at the hotel from 11:00 p.m.-5:00 a.m.
- *Bus drivers and step-on guides gratuities included
- *All taxes and gratuities included for all above inclusions
- *24-Hour Emergency number provided to all participants on tour (wristband)

Complimentary Tours:

Corporate Travel will provide (1) complimentary tour for every (15) paying passengers, (16th) passenger travels at no cost. Complimentary tour is based on double occupancy with (2) passengers sharing the room. Those electing single occupancy will be charged additional.

Payment Schedule:

Motorcoach Deposit: \$100.00 per motorcoach required immediately to begin securing reservations. Please know that proposed inclusions are subject to availability at the time we receive your deposit. If an inclusion is not available, we will suggest suitable alternatives.

First Payment: * \$100.00 per person due on or before 10/25/11
2nd Payment: \$100.00 per person due on or before 01/18/12
3rd Payment: \$100.00 per person due on or before 02/15/12
Rooming List: Due 60 days prior to departure 03/02/12
Final Payment: Due on or before 03/19/12

Rooming List:

Rooming list is due in our office no later than 60 days prior to departure. It is your responsibility to clearly note any special requests and/or requirements on the rooming list, e.g.: smoking/non-smoking rooms, low salt, kosher, mobility impaired, adjoining room request, special room arrangements for your group. *In order to insure a smooth check in, schools traveling with more than one motorcoach should submit their rooming list divided by motorcoach.* Please be aware that your requests and the hotel's other guests overlapping stays may preclude the hotel, or other suppliers, from being able to honor all of your requests. Special arrangements cannot be guaranteed.

Reservation Forms:

Must be completed and submitted with first payment. Incomplete forms will be returned back and reservation will not be confirmed until complete information is re-submitted back to our office.

NOTE: Everyone traveling must fill out a reservation form including students, teachers, staff, parents and complimentary passengers.

Final/Late Payments:* We are unable to accept personal checks in our office after **March 19, 2012. We will accept cash, school checks, bank checks and money orders only. *Payments must be prompt in order for us to meet obligations with our suppliers. Late payments may result in space being cancelled and cancellation fees being assessed.* Payments received after final due date will incur a \$20.00 late fee

Form of Payment:

Checks made payable to Corporate Travel Service and mailed directly to Corporate Travel with appropriate reservation forms by the first scheduled payment deadline. There is a \$25.00 bank fee for all returned checks. Note: In order to accurately identify payments, please mark the name of the student on each check. **NOTE: With this option, all fundraising monies must be submitted to Corporate Travel with a list of participants, and the amount to be applied to their account no later than 90 days prior to departure.**

Online Reservations:

Online booking is available for your school.
www.ctscentral.net Trip # 9620 Group # 1944

Cancellation Policy:

All cancellations must be received in writing. Penalties will be per the fax or postmark date.

From date of deposit to 90 days prior to departure.....\$25.00 per seat Administrative Fee
 From 89 to 60 days prior to departure.....\$50.00 penalty per seat
 From 59 to 45 days prior to departure..... \$150.00 penalty per seat
 Cancellations received less than 45 days.....No Refund.

Special Request:

In the 2011-2012 school season, we are requesting a cell phone number for the head chaperone. This will be given to the motor coach company as well as an "on call" Corporate Travel staff member allowing an open line of communication on the day of departure. Cell phone number: _____

Cancellation Insurance:

Travel Insurance is optional, but highly recommended. The cost varies with the price of the trip and age of the traveler. Insurance covers many aspects of travel, including trip cancellation and medical coverage. It must be purchased within 14 days of depositing on your trip to get the best coverage. Please call Travel Guard International, toll free at 1-877-248-8992 to purchase. Give the operator ID #23611545. Ask for the policy with "Cancel for Any Reason" coverage.

Deviating Passengers:

In order to insure the safety of passengers and a quality touring experience, deviating passengers are prohibited. All travel must be as a group via the air and motorcoach arrangements made by Corporate Travel Service. *We cannot be responsible for persons following in a car or meeting the group at the destination.*

Final Documents:

Final documents are generally ready (2) weeks prior to trip departure date and will be released to the group when account is in good standing.

Thank you for booking with Corporate Travel Service, Inc. *Please sign and date below to acknowledge your approval of the above terms, conditions, and inclusions. Return a copy of this signed contract by 10/03/2011, to hold confirmed space.*

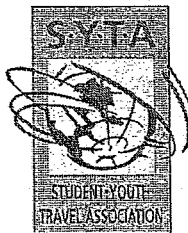
Corporate Travel Representative:

Group Leader/Teacher:

Dawn Kubala
Educational Tour Consultant
Date:

Ms. Melissa Provo
Monroe Middle School
Date: ___/___/11

cc: Ops File
Educational Tour Consultant



TENTATIVE ITINERARY
WASHINGTON D.C. EDUCATIONAL MOTORCOACH TOUR
(OVERNIGHT ON THE COACH ON THE RETURN ONLY)
4 DAY / 2 NIGHTS HOTEL

MONROE MIDDLE SCHOOL
May 3 - 6, 2012

Below is the itinerary for your upcoming tour. Get ready for a fabulous touring experience! Expect typical Spring weather. Dress code is mainly casual. The enclosed luggage tag (on bag in the luggage compartment under the bus) should be securely fastened to your luggage prior to leaving home and completely filled out. Each passenger is allowed one large bag per person as checked baggage. You may also bring a small carry-on bag that will fit in the overhead parcel rack (small backpack size). It is best if your carry-on bag is soft sided. All passengers over the age of 16 are to carry a picture ID on them at all times. Due to the high level of security since 9/11, all Government Buildings have very tight security. To facilitate security checks it is better to leave all carry on bags on the coach and only carry money, ID, cameras without the case in a fanny pack for example.

MAY 3, 12 (THURSDAY) (L, D)

- 05:30 a.m. Motor coaches reports for boarding at Monroe Middle School, 503 Washington, Monroe, MI.
- 06:00 a.m. Depart school and drive to Washington, DC.
- Lunch included** in route at a fast food place using your cash allowance of \$7.00 per person.
- 05:30 p.m. **Dinner included** at Old Country Buffet in Gaithersburg, MD.
- 07:30 p.m. Depart for the hotel
- 08:30 p.m. Check in time at the Courtyard Marriott Springfield, VA (800) 366-5964. Swimming with lifeguard

MAY 4, 12 (FRIDAY) (B, L, D)

- 06:00 a.m. **Breakfast included** full American at Hotel.
- 07:00 a.m. Depart hotel
- 08:30 a.m. Arrive at the Capitol Visitor Center time to go through security
- 09:00 a.m. Tour of the Capitol with appointment

- 10:30 a.m. Depart for Ford's Theatre
- 11:15 a.m. Arrival time at Ford's Theatre
- 11:30 a.m. Tour of Ford's Theatre Ranger Program
- 12:30 p.m. Depart for lunch
Lunch included cash allowance of \$7.00 at the Old Post Office Food Court.
- 01:30 p.m. National Archives
- 02:00 p.m. Arrive at Natural History Museum. Also time to see Air and Space Museum. Students spend time according to their interests at the Smithsonian Museums. Rest of the afternoon at the Smithsonian Museums of choice
- 05:00 p.m. Depart for dinner
- 05:30 p.m. **Dinner included** at La Vie de France Café & Bakery.
- 06:30 p.m. Guides to meet the group at the Vie de France and start touring Memorial
- 06:30–09:30 Begin your Illuminated tour of Monuments, including Iwo Jima, Jefferson, Lincoln, Vietnam, Korean, and F.D.R. Memorials.
- 10:00 p.m. Return to the Hotel.

May 5, 12 (Saturday) (B, L, D)

- 06:30 a.m. **Breakfast included** full American at the hotel.
- 07:30 a.m. Check out time at the hotel, please bring your luggage to the motorcoaches.
- 07:45 a.m. Departure time for Arlington Cemetery.
- 08:30 a.m. Meet your local guides on arrival at Arlington National Cemetery. See the moving "Changing of the Guard" ceremony, Kennedy gravesite, and Space Shuttle Challenger memorial.
- 08:45 a.m. The 4 people for the Wreath Laying Ceremony to meet at the Tomb Guard Sentinel located in the Tomb Guard Quarters.
- 09:15 a.m. Wreath Laying Ceremony
- 10:00 a.m. Depart Arlington for Philadelphia
Lunch included (Boxed lunch in route)
- 02:00 p.m. Arrival time in Philadelphia, meet your local step-on guide for your four hour Historical Tour of Philadelphia.
- 06:30 p.m. **Dinner included** at the Hard Rock Cafe

07:30 p.m. Depart Philadelphia, PA, return to origin.

Rest stops made enroute.

May 6, 12 (Sunday)

07:30 a.m. Arrival time at your school.

(B,L,D) Indicates included meals: breakfast, lunch and dinner.

Board Meeting #18
October 11, 2011
Item #C.5

CTE PURCHASE OF ALTERNATIVE ENERGY CURRICULUM ITEMS

BACKGROUND

Mr. Ferrara is requesting authorization to purchase Alternative Energy curriculum hardware and software items for use in the Renewable Energy classes. These are proprietary items available from Questech and will be paid from 2011/12 Perkins Grant monies.

ENCLOSURES

Memo from Bill Ferrara
Quote from Questech

RECOMMENDATION

Move to approve the purchase of the Alternative Energy curriculum materials as specified in the quote from Questech, Farmington Hills, Michigan, not to exceed \$11,640. Monies to be taken from the Perkins Grant.

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

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



MONROE HIGH SCHOOL CAREER & TECHNICAL EDUCATION

Bill Ferrara, Director

Lynette Tyson, Administrative Assistant 901 Herr Road Monroe, MI 48161 Ph. 734.265.3450 Fax 734.265.3451

CTE MEMO #008 11.12

TO: Ryan McLeod, Assistant Superintendent

FROM: Bill Ferrara

DATE: September 23, 2011

RE: **PURCHASE APPROVAL, ALTERNATIVE ENERGY CURRICULUM
ITEMS, \$11,640.00**

ENCL: (1) Quote, Alternative Energy Educational Supplies, Questech

Ryan,

I'm requesting BOE authorization for the purchase of Alternative Energy curriculum hardware and software items for use in our Renewable Energy classes. These supplies, as requisitioned at \$11,640.00 through Questech, (encl. 1 – *item GCZ C1 only*), have been pre-approved by the State of Michigan, Office of Career and Technical Education as a part of the 2011/12 Perkins Grant for Monroe High School. Questech is a "Sole Source" for the local purchase and set-up of this type of equipment (with curriculum included) for an educational setting. Please contact me if you have any questions pertaining to this request.

Sincerely,

Bill Ferrara, Director
Career & Technical Education

cc

Matt Cortez, Principal



24630 Hathaway • Farmington Hills, MI 48335 • Phone: 800-229-0018 • Fax: 248-615-0808
www.questechzone.com

**Monroe High School / Alternative Energy Lab
Quotation
September 22, 2011**

#1 Priority

ITEM #	QY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
GCZ C1	3	Install Combination Wind Turbine and Solar Panel in existing welding booths	\$3,880.00	\$11,640.00
GCZ C2	3	Install Combination Wind Turbine and Solar Panel in residential desk format	\$2,680.00	\$8,040.00

Equipment Total	\$19,680.00
Shipping & Installation	Included
TOTAL	\$19,680.00

#2

Terms: 50% Down with Purchase Order
Balance Net 30

only item GCZ C1 (3)
total \$11,640⁰⁰

Bill Jenae



Board Meeting #18
October 11, 2011
Item #C.10

ADJOURNMENT

RECOMMENDATION

Move to adjourn the October 11, 2011 Board Meeting #18.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____