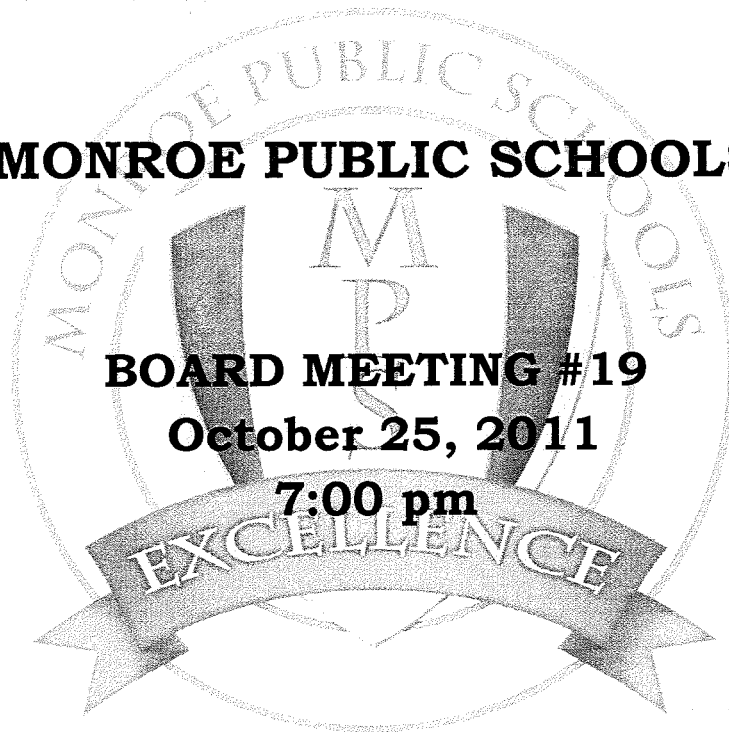


MONROE PUBLIC SCHOOLS



BOARD MEETING #19

October 25, 2011

7:00 pm

BOARD OF EDUCATION

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

SUPERINTENDENT OF SCHOOLS

MR. RANDALL MONDAY

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

NOTICE OF NON-DISCRIMINATION

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

Prepared by the Office of the Superintendent, Jennifer Watterworth, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #19

Tuesday, October 25, 2011

7:00 PM

AGENDA

- A. **Roll Call and Call to Order**.....Mr. Vensel
 - 1. Pledge of Allegiance to the Flag.....Mr. Vensel

- 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:
 - October 11, 2011 Board Work Session
 - October 11, 2011 Board Meeting #18

 - 2. **Reports and Update**..... Mr. Vensel
 - October 11, 2011 Board Curriculum Committee Minutes
 - October 17, 2011 Board Personnel Committee Minutes
 - October 18, 2011 Board Policy Committee Minutes

 - 3. **Staff Resignation**Mrs. Everly
Move to approve the resignation of Tracy Ledda effective October 20, 2011, from Monroe Public Schools.

 - 4. **Recall from Layoff – Teacher**Mrs. Everly
Move to approve the recall of Traci Wilson from the Monroe Public Schools layoff list, to notify said teacher of this recall by official communication, and to approve the teacher contract extension for said teacher for the 2011/12 school year effective October 20, 2011.

 - 5. **Accounting Supervisor Appointment**..... Mrs. Everly
Move to approve the appointment of Ryan Kunzelman as the Accounting Supervisor effective November 1, 2011 and place on the appropriate salary level for this position, upon completion of all pre-employment requirements.

 - 6. **In State Overnight Trip**Mr. McLeod
Move to approve the Monroe Middle School choir students' in state overnight trip to Mackinac Island on May 18, returning May 19, 2012 according to the terms of Policy IICA, Field Trips and Excursions.

 - 7. **Anti-Bullying Policy – First Reading**.....Mr. Vensel
Move to place the MPS Anti-Bullying/Harassment Policy on the agenda as a discussion item and first reading.

8. **Best Practices Incentive Resolution**.....Mr. Vensel
Move to approve the resolution certifying the district's compliance with the required best practices.

9. **Sale of Radio Station**Mr. McLeod
Move to approve the sale of the WYDM radio station license and equipment to Monroe Public Access Cable Television for a cost of \$25,000.

10. **Raisinville Septic Tank Pump**Mr. Oley
Move to approve the purchase and installation for submersible septic pumps from Able Sanitary Service, Carleton, Michigan at a cost not to exceed \$8,877. Monies to be taken from the Building and Site Sinking 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 October 25, 2011, Board Meeting#19 of the Monroe Public Schools Board of Education be adjourned.

Board Meeting #19
October 25, 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

- October 11, 2011 Work Session Minutes
- October 11, 2011 Board Meeting #18 Minutes

RECOMMENDATION

Move to approve the following minutes:

- October 11, 2011 Work Session
- October 11, 2011 Board Meeting #18

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

Work Session

Tuesday, October 11, 2011

5:30 PM

MINUTES

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, Katherine Eighmey

Administrators Absent: None

President Vensel called the meeting to order at 5:32 PM.

Radio Station

Bobb Vergiels reported that over the last six years, Monroe County Community College and Monroe Public Schools had an agreement allowing MCCC to operate the radio station and use it for college broadcasting classes. MPS retained the broadcasting license and the agreement was renewed annually. The college has now dropped their broadcasting class due to lack of interest and very few, if any, MPS students are interested in broadcasting. The college has told us that they are not interested in renewing the agreement. We have looked at various partnerships and have received an offer from MPACT to purchase the license and radio equipment for \$25,000. If MPS agrees to sell the license and equipment, we would no longer be responsible for the station operation, salaries or FCC rules. The sale of the radio station license and equipment will be brought before the board at the October 25, 2011 board meeting as an action item.

Status of Lincoln and Christiancy

Since the closure of Lincoln School, there has been minimal use of the building and will need costly upkeep and repair in the very near future. One possibility for Lincoln would be to keep it as MPS property and lease it out to different groups. We have had interest from five possible tenants right now, three of which are faith-based groups. If we decide to sell the building and can't get what it is appraised for, we might want to demolish the building. Leaving the building empty still has costs just to maintain it. The funds to demolish the building can come from the site sinking fund.

Mr. Monday would like the virtual high school housed at Christiancy so the three year vacancy rule does not go into effect. There is a possibility that a magnet school could be started at the Christiancy location because it is a smaller building, the location is ideal and it has potential. An elevator would have to be considered if the building is to be occupied. Jerry Oley will get together a list of repairs that need to be completed at Christiancy in order to open the building. The Central Administrative Team will investigate possible options for the use of Christiancy.

Adjournment

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor that the 5:30 PM, October 11, 2011 Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 6:59 PM.

June Knabusch-Taylor, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #18

Tuesday, October 11, 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 7:04 PM.

MHS Homecoming Preparations

Representatives from the MHS student senate distributed homecoming t-shirts to board members and administrators. A video, Pure MHS, was shown followed by a power point presentation of the upcoming homecoming events. The theme this year is "Nightmare on Herr Road" since it falls so close to Halloween.

Public Commentary-Agenda Items Only

There was no public commentary at this time.

Approval of Minutes

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

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

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

Reports and Updates

The September 20, 2011 Board Personnel Committee Minutes and the September 27, 2011 Board Finance Committee of the Whole Minutes were received without comments.

Approval of Audit Report

Motion by Dr. McNamee; support by Mr. VanWasshenova to accept the 2010/11 Financial Audit as prepared by the firm of Cooley, Hehl, Wohlgamuth & Carlton, Monroe, MI.

Discussion: Pete Carlton noted that the audit went very well and acknowledged the work by Kathy Eighmey.

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

Three Night Out-of-State Field Trip

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

Discussion: The students' return trip will be traveling overnight, returning around 5:00 AM on May 6, 2012.

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

CTE Purchase – Solar Panels

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

Discussion: A handout with a more detailed description of the purchase was given to board members. There will be work stations where students can learn about solar and wind energy. The purchase includes wind turbines, solar panels, welding equipment and supporting electronics and monitoring equipment. The wind turbines are virtually silent and will not disturb other classrooms with noise.

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

Superintendent Comments

- MEAP testing began today for all students in Grades 3-9 and will continue for the next couple of weeks.
- Last Wednesday was the fall student count day. Our numbers are down by 88 students compared to last fall.
- MHS parent/teacher conferences and college information night will be held Thursday, October 13, from 4-7 PM.
- On our district website, we have added advertiser displays at the top of our page. This is done through our contract with ARD (Alternative Revenue Development.) Bobb Vergiels will continue to work to get more revenue through advertisers.
- Manor Elementary students listened to the President's speech in the school gym on September 28 utilizing their new screen and sound system purchased with technology millage money.
- Two delivery vehicles have been added to our fleet donated by Meijer. These vehicles were no longer in use by Meijer, but they were in good condition for us to continue to use.
- The Monroe Public Schools Education Foundation sponsored a fundraiser on Monday, October 10 at Buffalo Wild Wings where 20% of sales that day were donated to the foundation as long as the customer provided a coupon. That money will be used to support our mini grant program.
- The artwork displayed in the board room was provided by art teachers Steve Simon and Bonnie Ritsema. This artwork was on display at the Monroe County Fair during the summer. Soon, some of the pieces will be framed and put on display in the board room. Dr. McNamee is hopeful that some artwork can be displayed in the lobby at Mercy Memorial Hospital as well.

Old Business

- Mr. Benore would like to have the board send a resolution to Lansing regarding the various pieces of legislation affecting schools across Michigan. Other board members agreed but also mentioned that timing is important as things were moving quickly in Lansing.
- Dr. McNamee asked why we are not promoting our virtual high school to attract students from other districts. Mr. Monday said there is a gentlemen's agreement among the Monroe County Superintendents that no one would try to recruit students from other districts. A suggestion was made that our virtual high school could be promoted at the probation department. Mr. Monday noted that we are considering different ways of promoting our virtual high school for students who are currently not in our high school.

- Some of our teachers are interested in creating their own online class. Students can take up to two online courses and the district can still receive a full FTE for them.

At this point, there was a motion by Dr. McNamee, support by Ms. Spicer to bring back the recommendation to approve the 2012 membership dues to the National School Boards Association in the amount of \$4,525.00.

Discussion: Mr. Vensel said the NSBA provides valuable information and resources to member school districts in regard to national legislation. Ms. Spicer gained a tremendous amount of information at the NSBA conference she attended last year as well as finding it to be a great source of networking. With the national assessment program and core curriculum expected to be implemented by 2014, it is more important than ever to have legislative information that NSBA can provide.

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

New Business

Mrs. Knabusch-Taylor spoke to the Tecumseh Public Schools board of education president who is interested in meeting and sharing ideas with Monroe Public Schools board members.

Dr. March read a copy of a resolution passed by Bedford Public Schools in opposition to House Bill #4929.

Motion by Mr. Benore; support by Dr. March to approve the resolution opposing house bill #4929.

Discussion: This bill would prohibit districts from collecting union/association dues by payroll deduction. It does not bring value or invest in student achievement. Already payroll departments use deduction procedures for philanthropic deductions, so it would not save the districts money in any way. This bill is viewed as a way for the legislature to take local control from districts.

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

Public Commentary-Any Topic

Mr. Selma Rankins noted that he recently visited the schools and everyone was very professional.

Mr. E. F. Myles asked the board not to raze Lincoln and Christiancy Schools. He said Lincoln and Christiancy are more than just buildings to the people of Monroe and we should find uses for them.

Mr. Bill Conner commended the board on passing the resolution opposing house bill #4929 and suggested they pass resolutions opposing senate bills 618-621 as well, as these bills will lead to dismantling the public school system.

Adjournment

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor that the October 11, 2011, Board Meeting #18 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 8:21 PM.

June Knabusch-Taylor, Secretary

Monroe Public Schools
County of Monroe, State of Michigan
RESOLUTION OPPOSING HOUSE BILL #4929

A Regular Meeting of the Board of Education (the "Board") of Monroe Public Schools (the "District") was held in the District on October 11, 2011 at 7:00 PM. The meeting was called to order by President David Vensel.

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

Absent: None

The following preamble and resolution were offered by member Ronald Benore, Jr., and supported by member Tedd March:

WHEREAS, House Bill 4929 is a bill that prohibits the collection of union/association dues by a school district; and

WHEREAS, this legislation does not bring value nor invest in student achievement; and

WHEREAS, there is a structure already in place for the school district to deduct from employee payroll union dues, investment opportunities, philanthropic donations, etc. and does not alleviate the district from cost; and

WHEREAS, this could be viewed as the State legislature taking local control away from our school system; now


THEREFORE BE IT RESOLVED, that the Monroe Public Schools Board of Education opposes HB 4929, which prohibits the collection of union and/or association dues; and

THEREFORE BE IT FURTHER RESOLVED, that the Superintendent of Monroe Public Schools is hereby directed to forthwith send a copy of this Resolution to all State Legislators.

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

Nays: None

Motion declared adopted.


June Knabusch-Taylor, Secretary
Monroe Public Schools Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Monroe Public Schools, Monroe County, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a Regular Meeting held on October 11, 2011, the original of which resolution is a part of the Board's minutes; and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA267, as amended.


June Knabusch-Taylor – Secretary
Monroe Public Schools Board of Education

Board Meeting #19
October 25, 2011
Item #C.2

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- October 11, 2011 Board Curriculum Committee Minutes
- October 17, 2011 Board Personnel Committee Minutes
- October 18, 2011 Board Policy Committee Minutes

Board of Education Curriculum Committee Meeting October 11, 2011

Present: J. Everly, R. McLeod, K. McNamee, W. Spicer

Meeting began at 4:37 p.m.

A review MEAP testing and what subject areas are being tested in each grade was given. The MEAP calendar requires certain tests to be administered on each day of the testing window with designated makeup days for those students who are absent. MEAP testing causes an increased workload on the secretaries and administrators, as well as classroom teachers. The schools will welcome back their routine schedules when the testing period is complete.

Dr. McNamee asked for clarification on the difference between the Iowa testing and the MEAP testing. The difference is that the MEAP is a test specifically given to students in the state of Michigan. Currently, Michigan does not allow other states to contract with them to have their students take the MEAP test. The Iowa Test started with state implementation, but grew to be given in many states across the United States. Currently, if a public school in Michigan wanted to give the Iowa, they would be responsible for funding the testing and would continue to be responsible for MEAP testing as well.

Ryan and Julie discussed the State of Michigan raising the MEAP proficiency targets this year. This would mean that many students who once passed the MEAP with a 1 or 2 may find themselves in the lower categories of a three or four. In comparison, it would be much like a grading scale that was once 100-90 is an A, and 90-80 is a B shifting to become 100-95 is an A and 95 to 90 is a B. AYP is tied to how well any given school does on the MEAP testing; therefore, the concern lies with the increased test scores, what will our schools' AYP (Adequate Yearly Progress) reports look like this year?

Dr. McNamee asked when schools find out the results of the student MEAP scores. Julie reported that although it varies, last year schools received preliminary results in December. She commented that Arborwood began systematic interventions at the beginning of the 2010-2011 to address student achievement concerns. We should start getting MEAP scores back in December of this year. This will tell us how well our interventions worked with students and what the projections are for our schools and district making AYP for the 2011-2012 school year. Quite often it is found that a given student who shows an achievement deficit is included in multiple subgroups – ethnicity groups, socioeconomic, and special education. In this case the student's score counts in the general score and each sub-group he/she is included. Across the district we study student and school local and state assessment scores to create and revise plans.

The option of retaining students was brought up by Dr. McNamee. Ryan and Julie discussed that retention in the upper elementary and middle school grades is very rare. Through research and local practices, we have found retention is most effective in the early elementary grades (e.g. Y5, K, 1, 2). The research supports this finding. The biggest question a school team faces when trying to make this decision is whether or not a year will close the achievement gaps educationally for a child. The group discussed students with reading difficulty. Ryan reported that there are very few students who make it to 7th grade and cannot read. They may not read on grade level, but they are able to read. Read 180 is a very effective intervention tool utilized at Monroe Middle School.

RTI (Response to Intervention) students are being tracked very closely to see what interventions will best benefit them. Once it is decided a child isn't responding to the interventions put into place, a team continues to study results and put new interventions into place. In the event that the team decides the student is not responding to any intervention, the student would be referred for special education evaluation.

Julie and Ryan have been having conversations at staff, grade level, department, and committee meetings throughout the district. They shared a PowerPoint that highlighted the common communication happening regarding teacher evaluation, legislation and the emphasis on building common assessments for all curriculum areas. Some of the new laws are very clear and others are not. With all the new legislation creating a lot of anxiety, there have been a lot of questions from staff members. Ryan and Julie feel it is very important to be visible in the buildings to help calm the anxieties and discuss a common vision with the staff. The new law for teacher evaluations has very specific items from which a teacher will be evaluated. Student growth is a major part of the evaluation, and in the next four years, it will be 50% of the teacher evaluation. The law specifies that students must have a year's worth of achievement growth in a year's time. The new legislation is compatible with all of Randy's goals for the district. Some current, end-of-trimester assessments were shared. Both Julie and Ryan stressed that with the new requirements, there is an increased need for student achievement support staff and resources. The coaches and consultants have been instrumental in launching our efforts. These support people are imperative in data analysis, improving classroom practice, supporting RTI, parent involvement, and documentation of assessment.

The question was asked that even though the legislation is cumbersome, will it not help great teachers shine and those who are not effective be addressed in a more immediate way. The response was yes for several different reasons. Ryan and Julie stressed that the intention of the district is to build in several checks and balances, so a teacher is well informed of the district's assessment of his/her teaching performance and can improve if they so desire. They added that the legislation also puts a great deal of accountability on administrators. Another part of the law is if a teacher has an ineffective rating two years in a row, the principal is required to send a letter home to the students of that teacher telling them of the teachers rating.

A classroom walk through tool was shared. The tool is being implemented by administrators all over the district on I-pads. This tool allows administrators to collect data about classroom teaching and learning in an active, visible manner. During this demonstration, Julie and Ryan shared a demonstration of the decision-making that an administrator must go through to complete the walk through. Ryan explained that he programmed the "back side" of the program and showed how the information is collected in an excel spreadsheet. The way this is proposed, the administrators should be completing ten walk through every week. The data is processed immediately and the teacher and the administrators get a copy of the information gathered. This new walk through program is comparable to the clinical supervision that administrators have done in the past. Ryan and Julie believe that the new technology component, along with clear expectations, will increase the administrative classroom visits across the district.

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

Date of Meeting: October 17, 2011

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

Next Meeting: November 14, 2011

1. **Call to Order:** The meeting was called to order at 5:15 PM
2. **Minutes:** September minutes previously approved.
3. **Staffing updates:** Mrs. Scherer shared a copy of the updated staffing sheet. She noted changes to be a resignation from a bus driver and internal movement within the assistants and custodial groups. Mr. VanWasshenova noted his appreciation for getting these updates.

Mrs. Everly shared that Ryan Kunzelman has been selected for the Accounting Supervisor position. Mr. Kunzelman previously worked with our auditors and most recently with University of Michigan. He does plan to attend the next board meeting and a recommendation will be brought to the board for employment at that time.

Mrs. Everly informed the group that we have an elementary teacher who has been on a family leave since the beginning of the year that we are now anticipating a resignation from. Mrs. Scherer reported that there are twelve teachers that remain on lay off status. This will allow us to recall one of those teachers. Mrs. Everly shared that all of these laid off teachers that are interested in working are being used in our long term and commit sub positions; and that several have found other employment. Once confirmation of this situation is complete, resolutions will be brought to the board accordingly.

4. **Old and New Business:**

- There was a concern expressed about the addition of new instructional assistants. The addition of a Virtual High School assistant was given as an example. Clarification was also requested about the Operations Restructuring and the positing of the Transportation Supervisor position. Communication of the restructuring plan at the Board of Education workshops and in email communication was referenced. Mrs. Everly and Mr. McLeod acknowledged these concerns and indicated that they were trying to establish a communication process that works best for the board and would welcome input from the board members on how that will look.
- Mr. VanWasshenova had requested to review the First Vehicle Services contract due to concerns with the add-on costs. He questions if it might be beneficial for the district to take over this department again and would like to see some discussions on how the management of that department could fit into the overall plan for the Operations department restructure. Mr. Oley was present at this meeting and shared that while there are some flaws with the contract that should be reviewed, he cautioned that there is a good business model currently in place which keeps are buses performing well and their staff is top notch. Mr. Oley also noted that there are some very good things in the contract, like tire replacement, engine and transmission rebuilds that are beneficial to the district. Mr. McLeod shared that the contract with Sodexo is one of the best agreements we have. The committee would like to see a comprehensive contract so that during particular business hours they are at our disposal at no additional cost. The district provides facility and technology; and the committee can understand charges for after hours and paying for parts. Since the contract with First Vehicle expires at the end of this school year, Mrs. Everly

suggested that Mr. Oley explore other business models, that he work with the administrative team on ways to improve the RFP, and that information can be shared and further reviewed by this committee at the November meeting.

- Mr. VanWasshenova requested that an update on the ISD Regionalization plan also be part of that conversation on November 14th. Mrs. Everly acknowledged this request.
 - Mrs. Knabusch-Taylor asked for clarification on the Virtual High School assistant position that was posted, what the hours were and the qualifications, she indicated she would want this information before approving a recommendation. Mrs. Everly indicated that this was a 25 hour per week position, noting that the urgency for filling was due to concerns of times that the teacher was the only adult in the building. It was reported that this position was posted within the assistants union and a current instructional assistant was placed in that position as outlined in that master agreement. As a requirement for all instructional assistant positions, the candidate must meet the highly qualified guidelines as set by the state. Mrs. Scherer reminded the group that new hires for assistants and bus drivers are handled at the central office level and are not brought to the board for approval, so there would not be a recommendation to hire brought to the board for this position.
 - Mr. VanWasshenova requested clarification on the process for how decisions on new programs/personnel for grant funded programs are made. The assistant position noted above is one example, but he would also like information on positions funded by Title I and/or Technology mileage. He would like to see the rule or process that is followed when determining how those funds are spent. Mrs. Everly and Mr. McLeod will speak with Dr. Martin and provide a follow up to the committee at the November meeting.
 - Mr. McLeod informed the group that he will be working with David Payne to prepare a technology staffing plan to present for the November meeting. With the resignations of Rich Daniels and Connie Fox, we have the opportunity to re-evaluate and possibly re-design how that department so it will best fit our future technology needs. Mr. VanWasshenova wanted to be sure the plan presented included rationale for proposed changes. Mr. McLeod indicated that Mr. Payne would be invited to attend the November meeting to answer any questions the committee would have.
 - Mr. McLeod had intended to share with this group a PowerPoint with updates on the teacher evaluation process and the new walk-through tool that has been introduced. In the interest of time, he will save the full presentation for the next board workshop. He did share that the principals are using the I-pads that the board approved for purchase to record classroom visits as part of this walk-through process; which is allowing principals to be out of their offices and into the classrooms. Conversations have been held so the teachers union is aware of this new process. Mrs. Everly reported that in the past three weeks over 200 unannounced walk through visits have been recorded.
 - Mrs. Knabusch-Taylor questioned what the standard procedures are for athletic coaches – what type of training or guidelines are given to our coaches to handle an emergency situation or injury that might occur. What types of emergency contact information do the coaches have available to them at away games? Mr. McLeod and Mrs. Everly will follow up with Dr. Ray to get his input on this topic for next meeting.
5. **Next Meeting:** Scheduled for November 14, 2011
6. **Adjournment:** The meeting was adjourned at 6:55 PM.

Board of Education Policy Committee
Tuesday, October 18, 2011
MINUTES

The Tuesday, October 18, 2011 meeting of the Board of Education Policy Committee convened at 5:14 PM. In attendance at the meeting were board members Larry VanWasshenova, Wendy Spicer and Ronald Benore, Jr., and Director of State and Federal Programs Barry Martin.

Public Commentary

There was no public commentary.

Handouts

- Proposed MPS Anti-Bullying/Harassment Policy
- Proposed MPS Anti-Bullying/Harassment Investigation Procedures

Discussion

Dr. Martin distributed a proposed anti-bullying/harassment policy which incorporated suggested changes made by the board policy committee as well as proposed changes by the task force committee members. These adjustments included adding school employees and volunteers under the umbrella of this policy. In addition, a board member had asked for the word “athlete” to be included in the policy, but athletes are included in the term “student”, so it will not be necessary.

The Board Policy Committee members were pleased with the content of the proposed anti-bullying policy. This will be brought before the Board of Education for a first reading at the next board meeting on October 25, 2011.

The preliminary anti-harassment/bullying investigation procedures were distributed and discussed. This is a work in progress and needs to be streamlined.

- Administrators should be notified of the complaint (rather than saying “principal”.)
- Counselors should not be part of the investigation.
- The investigation should begin immediately (rather than within two days of the complaint.)
- The investigation should be completed within 15 calendar days of the complaint.
- The resolutions to the complaint will be written to go along with the discipline mandates already in place. The discipline mandates include an appeals process.
- Work still needs to be completed on the employee or volunteer procedures.

A representative group of administrators will meet Tuesday, October 25th to further streamline these procedures.

Adjournment

The October 18, 2011 meeting of the Policy Committee adjourned at 5:55 PM. The next scheduled meeting is Thursday, November 17, 2011 at 5:15 PM.

Board Meeting #19
October 25, 2011
Item #C.3

STAFF RESIGNATION

BACKGROUND

We have received a letter of resignation from Tracy Ledda. Ms. Ledda has been an elementary teacher for the past 9 years and has been on a leave of absence since the beginning of the school year.

ENCLOSURE

Letter of Resignation

RECOMMENDATION

Move to approve the resignation of Tracy Ledda effective October 20, 2011, from Monroe Public Schools.

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

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

To:
Randy Monday
Superintendent
Monroe Public Schools

I respectfully submit my resignation from Monroe Public Schools effective October 20, 2011.
It has been a pleasure to work for this district these last 10 years.
Sincerely,

Tracy Ledda 10/20/11

Tracy Ledda
Elementary Teacher
Monroe Public Schools

RECALL FROM LAYOFF - TEACHER

BACKGROUND

Due to a recent resignation, we now have a position that can be filled by recalling another teacher from the layoff list. At this time we are able to recall Traci Wilson to a teaching position with Monroe Public Schools.

RECOMMENDATION

Move to approve the recall of Traci Wilson from the Monroe Public Schools layoff list, to notify said teacher of this recall by official communication, and to approve the teacher contract extension for said teacher for the 2011/12 school year effective October 20, 2011.

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

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

ACCOUNTING SUPERVISOR APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel, I am recommending the appointment of Ryan Kunzelman as the Accounting Supervisor with Monroe Public Schools. Mr. Kunzelman would begin in this position on November 1, 2011.

Mr. Kunzelman holds a Bachelor of Science degree in Accounting from the University of Findlay and is currently pursuing a Master of Science degree in Program and Project Management from University of Michigan Dearborn. He is currently employed as the Contract and Grant Specialist for the University of Michigan and prior to that was a Staff Accountant/Lead Accountant with Cooley, Hehl, Wohlgamuth & Carlton, PLLC.

Members of the interview panel were: Randy Monday, Superintendent; Julie Everly, Assistant Superintendent; Barry Martin, Director of State and Federal Programs; and Kathy Eighmey, Director of Operations and Finance.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Ryan Kunzelman as the Accounting Supervisor effective November 1, 2011 and place on the appropriate salary level for this position, upon completion of all pre-employment requirements.

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	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____

RYAN J. KUNZELMAN

418 Scottwood Ave • Monroe, MI 48162 • Home:(734) 244-5401 Cell:(419) 957-6211 • ryan.kunzelman@gmail.com

SELF STARTING, HARD-WORKING AND ANALYTICAL INDIVIDUAL looking for an organization that will allow me to utilize my current skill set while developing my knowledge in grants. I am confident in my ability to process large amounts of information and manage several projects at a single time. My bachelor's degree in accounting (with a financial emphasis) lays solid groundwork for my knowledge of financials and my experience in project management provides me a broad understanding of the field at many different levels.

KEY SKILLS

- Financial Background and Experience
- Proven Written and Verbal Communication
- Proven Ability to Organize and Comprehend Large Quantities of Data
- Proven Ability to Understand Complex Concepts
- Records Organization & Management
- Organize and Conduct Meetings
- Spreadsheets & Accounting Reports
- Teambuilding & Staff Supervision
- Strong Work Ethic

PROFESSIONAL EXPERIENCE

The University of Michigan (*ITCS – Merit Network, Inc.*), Ann Arbor, MI

Contract and Grant Specialist, June 2010 to Present

Responsibilities: Oversee and manage the general project functions of two federally funded infrastructure projects totaling \$128 million. Coordinate and correspond with multiple agencies and peers to solve complex issues; assist in developing policies and procedures to comply with federal guidelines; supervise three individuals; developed mechanisms to oversee the project; coordinate multiple meetings and schedules; complete and submit all the proper federal reports; involved in multiple contract negotiations; report progress of the project to all individuals across the organization, read CAD drawings for accuracy and consistency.

Key Results:

- Developed policies and procedures to comply with federal requirements set forth by the all the applicable federal guidelines.
- Developed an oversight mechanism to monitor construction and its multiple components of compliance.
- Coordinated the completion of two extensive federal environmental assessments.
- Kept the project on track to complete the build within the allotted time frame set by the federal government.

Cooley Hehl Wohlgamuth & Carlton PLLC (*C.P.A. Firm*), Monroe, MI

Staff Accountant/Lead Accountant, May 2006 to June 2010

Responsibilities: Manage and conduct audits of local governments, public schools and nonprofit organizations; provide consultation to clients in reference to good accounting practices of fund accounting, the modified and full accrual basis and trends in the industry; prepare financial statements through the creation of journal entries; present financial statements; prepare and/or consult on federal and state income taxes for corporations, partnerships, individuals, trusts, estates and nonprofit organizations.

Key Results:

- Manage and conduct more than 20 audits per year as well as direct consultation with client concerning payroll and taxation.
- Prepare annual and interim financial statements for local governments, public schools, nonprofit organizations, corporations and individuals in accordance with GAAP.

- Create and implement new and innovative audit procedures to comply with requirements set forth by SAS (103-115).
- Transition the firm from Lotus software to Excel by converting worksheets, fixing formula problems, and educating others on the program and its capabilities.

EDUCATION

UNIVERSITY OF MICHIGAN – DEARBORN, Dearborn, MI

Masters of Science in Program and Project management, Expected Graduation Date: May 2013

UNIVERSITY OF FINDLAY, Findlay, OH

Bachelor of Science in Accounting – Financial Emphasis, 2006

TECHNOLOGY SUMMARY

MS Office (Word, Excel, PowerPoint, Projects, etc.), Adobe, Pentamation, CAD, QuickBooks, Oracle, Various online Federal Compliance websites.

REFERENCES UPON REQUEST

IN STATE OVERNIGHT TRIP

BACKGROUND

Monroe Middle School Choir Director, Elise Dinwoody, would like to request permission to take MMS choir students to Mackinac Island to participate in the Mackinac Music Festival. This trip is open to any interested choir members and adult chaperones up to 53 people. The cost of the trip is \$298.00 for students and \$336.00 for adult chaperones. There will be several fundraising opportunities offered to offset the expense of the trip. They plan to leave Friday, May 18, and return Saturday, May 19, 2012. Many of the activities will engage students in educational opportunities such as Mackinac history, how to budget, travel planning, teamwork, and of course National Standards for Music Education.

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 Travel Adventures which is a trusted Michigan based Travel Company that MPS choirs have used in the past to organize trips.

RECOMMENDATION

Move to approve Monroe Middle School choir students’ in state overnight trip to Mackinac Island on May 18, returning May 19, 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>
Mr. Vensel	_____	_____	_____	_____
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. McNamee	_____	_____	_____	_____
Mr. Benore	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____

Memo

To: Ryan McLeod
From: Cindy Flynn
CC: Elise Dinwoody
Date: October 6, 2011
Re: MMS Mackinac Island

I am sending this memo to recommend an over night field trip for our MMS Choir students to Mackinac Island. The trip will engage students in activities equal to the National Standards for Music Education. Many of activities that she will be teaching will include Mackinac history, how to budget, travel planning, teamwork and other cross curricular ties.

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

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

September 29, 2011

Dear Mrs. Flynn,

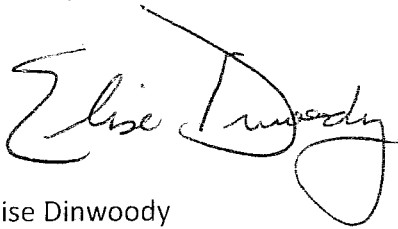
I would like to formally request your approval for the Monroe Middle School Choirs to take a trip to Mackinac Island in May 2012 to participate in the Mackinac Music Clinic. This trip would be open to any interested choir members and adult chaperones up to 53 people. The cost of the trip will be \$298 for students based on quadruple occupancy at the hotel, and \$336 for the adult chaperones based on double occupancy at the hotel. We will be doing several fundraisers throughout the year to help aid the costs for students and chaperones including a cheese and sausage sale in October, and World's Finest Chocolate candy bar sale in January-March.

I have arranged to book this trip through Travel Adventures, which is a trusted Michigan based travel company that Monroe Public Schools choirs have used to organize trips in the past. They have prepared an all-inclusive trip for the participants that has a perfect mix of musical, educational, and entertaining aspects.

I am including an itinerary along with the Monroe Public Schools Field Trip Application packet. I hope you will review it and see all of the fun, yet educational opportunities for these middle school students that are included in the trip.

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

Thank you,

A handwritten signature in black ink that reads "Elise Dinwoody". The signature is written in a cursive style with a large, looped "D" at the end.

Elise Dinwoody
Director of Vocal Music
Monroe Middle School

Number of Other Adults Assisting: 5-10

Number of School Days Student will be Attending Trip: 1

Cost Per Child: \$298

Cost Per Chaperone: \$1,336

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes

No

Chaperones: Yes

No

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

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

Updated: 09/12/06

MONROE PUBLIC SCHOOLS

ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

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

FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

Choir members from Monroe Middle School will travel to Mackinac Island to participate in the Mackinac Music Clinic. While there they will also get to watch an evening concert, visit historic Mill Creek, Fort Mackinac, take the Mackinac Carriage Tour, have brunch at the Grand Hotel, and more!

School(s): Monroe Middle School

Chaperones: Elise Dinwaddy
5-10 parent chaperones

Method of Transportation: Charter Motor Coach through Travel Adventures

Date of Departure: 5/18/12

Time of Departure: 7am

If overnight, number of nights: 1

Date of Return: 5/19/12

Time of Return: 11pm

Number of Students Participating: 40-48

Number of Staff Supervising: 1

Monroe Public Schools Field Trip Information Form

Date of Trip: May 18-19, 2012

Grade/Team/Organization Making Request: MMS Choirs

Destination: Mackinac Island - Mission Point Resort

Address: 633 Main Street

City: Mackinac Island State: MI Zip: 49757

Means of Transportation: Motor Coach - Travel Adventures

Number of Students and Adults Involved: up to 54 students & adults

Exact Loading Location: Doors by band room at MMS

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

Estimated Time of Departure from Destination: 4:00 p.m.

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

Purpose of Trip: Perform at the Mackinac Music Clinic

Faculty Supervisor: Elise Dinwoody

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

Principal's Signature: Cindy Hynen Date: 9-28-11

Approved Denied

Assistant Superintendent's Signature: [Signature] Date: 10/7/11

Approved Denied

Pre-trip lessons will include teaching both the seventh and eighth grade choirs two common songs for the combined group to perform at the Mackinac Music Clinic. Students will learn about the history of the Mackinac area. They will also learn about budgeting, travel planning, and teamwork.

This trip will engage students in activities congruent to the National Standards for Music Education:

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

Follow-up classroom lessons will include the history of choral music and what categorizes literature to be appropriate for competitions verses school concerts. We will be discussing what to listen for when observing other groups perform to determine what defines an acceptable performance. Many cross-curricular ties will also be incorporated including the history of Mackinaw City and Mackinac Island.



TRAVEL ADVENTURES

Expanding Young Minds. Exploring New Worlds.

Travel Adventures Presents
Mackinac Music Clinic
Monroe Middle School Choir
May 18-19, 2012



DAY ONE

Friday, May 18, 2012

6:30 TRIP CHECK-IN
ET

7:00 TRIP DEPARTURE
ET

REST AREA STOP ENROUTE

DINNER ENROUTE

(Allowance Provided)

1:30 HISTORIC MILL CREEK

ET This is the site of an 18th century industrial complex. The remnants of a water-powered sawmill, dam, and several houses date back to 1780. Nature trails to scenic overlooks include a view of the Mackinac Bridge and a beaver colony. Daily demonstrations show sawmill operations and the saw pit.

3:30 FERRY FROM MACKINAW CITY TO ISLAND

ET The friendly staff of Shepler's will make sure you have a great experience on your way to and from Mackinac Island. Go up top for unique views of the area but be careful because it can get COLD!

4:15 WARM-UP
ET

Sound Stage

4:30 MACKINAC MUSIC CLINIC

Sound Stage

ET Your students will receive helpful comments and quality instruction from a highly acclaimed university or professional music director who will motivate and educate students to a higher level of musical excellence. The Mackinac Music Clinic is a non-competitive festival which takes place in a unique setting at Mission Point Resort on the beautiful Mackinac Island. This will be both a fun and educational experience!

HOTEL CHECK-IN

6:45 DINNER AT HOTEL
ET

(Included)

Travel Adventures Presents Mackinac Music Clinic

Monroe Middle School Choir

DAY ONE

Friday, May 18, 2012

- 8:00 SPECIAL MUSICAL CONCERT pending availability
ET Your students will receive helpful comments and quality instruction from a highly acclaimed university or professional music director who will motivate and educate students to a higher level of musical excellence. The Mackinac Music Clinic is a non-competitive festival which takes place in a unique setting at Mission Point Resort on the beautiful Mackinac Island. This will be both a fun and educational experience!
- 10:30 ALL STUDENTS IN ROOMS
ET

DAY TWO

Saturday, May 19, 2012

HOTEL CHECK-OUT

- 8:30 BREAKFAST AT HOTEL (Included)
ET
- 9:30 MACKINAC CARRIAGE TOUR
ET Enjoy a narrated tour of the island interior including a stop at the Carriage House and Arch Rock.
- 12:30 LUNCHEON BUFFET AT GRAND HOTEL (Included)
ET The Grand Hotel opened in July, 1887 and has a rich history. Every group who visits the Grand Hotel will encounter gracious hospitality and friendly service. Enjoy their wonderful buffet with over 100 feet of a variety of appetizers, salads, entrees, and fabulous desserts.
- 1:45 FORT MACKINAC (MACKINAC ISLAND)
ET Fort Mackinac sits on a bluff above the harbor on Mackinac Island. This restored 18th- and 19th-century British and American military outpost has been preserved as a museum, where costumed guides offer re-enactments, military music and cannon/rifle firings.
- EXPLORE HISTORIC MACKINAC ISLAND
- 4:00 FERRY FROM MACKINAC ISLAND TO CITY
ET
- 4:45 DEPART FOR HOME
ET
- DINNER ENROUTE (Allowance Provided)
- 10:45 TRIP RETURNS
ET



Travel Adventures Presents Mackinac Music Clinic Monroe Middle School Choir

OTHER INCLUDED SERVICES

"PRICE GUARD" PROTECTION

When you book a trip with Travel Adventures, your group is automatically enrolled in "Price Guard Pricing Protection," which locks-in your price* and guarantees that you know exactly what you'll be paying for student travel even if the trip is months away.

* Changes in trip dates, inclusions, and/or number of participants may affect trip pricing.

24 HOUR EMERGENCY SERVICE

A toll-free telephone number and 24 hour Emergency Service are always available should a participant become separated from the group, or if someone in the group needs to be contacted due to an emergency.

CUSTOMER TRUST ACCOUNT

Your money is safe with us! Travel Adventures was the first, and still one of the only student tour companies in the country, that guarantees 100% of all your funds paid to us by depositing them in a Customer Trust Account. Your money is held in the account until it is drawn to pay an expense for your trip or earned by the company, so there is no fear of losing your money or the trip not taking place.

EXPERIENCED TOUR DIRECTOR

A tour director accompanies your group to assure that all parts of the trip occur smoothly. Our tour directors are often professionally trained tour escorts or retired school staff who receive several days of specialized classroom training from Travel Adventures, as well as, training on-site at our major destinations.

HEALTH & ACCIDENT INSURANCE

Travel Adventures provides Accident and Illness primary coverage for participants in all tours. Included in the coverage is medical, hospital, dental, and accident insurance.

MEMBERS OF NTA, SYTA & ABA

Travel Adventures is an active member of the National Tour Association and a founding member of the Student Youth and Travel Association. Both organizations are leaders in the tour industry and only accept highly qualified companies as members. In addition, Travel Adventures was the first company in the country to become an Accredited Member of SYTA, and we are members of the American Bus Association (ABA).

NAME TAGS

Available in a variety of designs, our nametags offer a way to identify students as part of your group, as well as, providing the toll-free telephone number to our 24 hour emergency service.

ONLINE TRIP RESOURCES

This customized resource is designed to assist you with sample letters, forms, general information, and ideas to create a successful trip. It is available to you on-line through our website after you book your trip with us.

WEBSITE SERVICES

You can access our website at www.traveladventures.com to get specific information about your trip. The current itinerary, hotel and motorcoach information, and trip payment balances can all be viewed on-line with a special password that will be provided to you. Rooming lists, bus lists, and evaluations can also be done easily on-line through our website.



Travel Adventures Presents Mackinac Music Clinic Monroe Middle School Choir

CANCELLATION PROTECTION STANDARD

Travel Adventures will refund the traveler the full amount they have paid, less the non-refundable registration fee and an airline ticket (if applicable) based on the following:

If the traveler cancels due to:

- * Transferring out of the class traveling or to another school prior to trip departure
- * Accidental bodily injury or sickness (which travel would aggravate such condition)
- * Serious illness or the death of a family member within 7 days of departure

If a serious illness of yourself or family member, or death of a family member occurs during the tour, any missed travel arrangements which were part of the tour will be refunded.

Your trip funds are secure with Travel Adventures.



Proud Members of:





TRAVEL ADVENTURES

Expanding Young Minds. Exploring New Worlds.

Customized Trip Summary

Monroe Middle School Choir
Mackinac Music Clinic
May 18-19, 2012

TRIP INCLUDES:

Transportation 1 Deluxe DVD and/or VCR equipped motorcoach

Lodging 1 Night

Meals 5 meals provided

Type of Billing Participant Invoicing with *Cancellation Protection Standard* included.

Attractions / Activities Included

Special Musical Concert

Ferry From Mackinaw City to Island

Mackinac Carriage Tour

Explore Historic Mackinac Island

Fort Mackinac (Mackinac Island)

Mackinac Music Clinic

Ferry From Mackinac Island to City

Historic Mill Creek

Music Festival Plaque

Other Included Services

Nighttime Security

All Taxes and Gratuities Included

Experienced Tour Director

Name Tags

"Price Guard" Protection

Customer Trust Account

Health & Accident Insurance

Online Trip Resources

24 Hour Emergency Service

Educational Support

Members of NTA, SYTA & ABA

Website Services

Additional Comments

TRIP PRICING:

This pricing is valid until 07/09/2011 and for a trip on the specific dates shown.
Changes in trip dates before or after booking may affect trip pricing.

48	Paying Students (quad occ.)	\$298.00 per person
5	Paying Adults (double occ.)	336.00 per person
1	Non-Paying Adults (double occ.)	
	Amount due for each person below the budgeted count of 53 paying participants is \$157.00 *	
1	Travel Adventures' Tour Director	
55	Grand Total	

**Ask About
Referral
Scholarships!**

Your trip price is based on 53 paying participants per motorcoach. Any decrease in the number of paying participants per motorcoach will affect trip pricing.

* Plus any nonrefundable expenses such as air or theater tickets.



Travel Adventures, Inc. Tour Agreement

Monroe Middle School Choir has entered into an agreement with Travel Adventures, Inc. to make travel arrangements to Mackinac Music Clinic on May 18, 2012 thru May 19, 2012. Travel Adventures has agreed to provide for Monroe Middle School Choir the trip inclusions outlined on the Customized Trip Summary enclosed.

Monroe Middle School Choir has agreed to a tour based on 53 projected paying participants (budget counts).

- The cost of student participants staying four to a hotel room (quad occupancy) is \$298.00 each.
- The cost of adult participants staying two to a hotel room (double occupancy) is \$336.00 each.
- The trip includes 1 free trip for the trip sponsor.

For each participant below 53 projected paying participants you also agree to pay \$157.00, plus the cost of any nonrefundable vendor payments such as airline or theatre tickets, to cover any fixed group costs incurred by Travel Adventures for the benefit of your group. Fixed group costs include motorcoaches, step-on guides, security guards, prepaid non-refundable costs (i.e. tickets) and the expenses of non-paying participants.

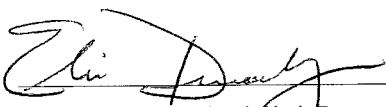
Monroe Middle School Choir agrees to make the following installment payments:


	Quad Occupancy For Students and Adults	Double Occupancy For Students and Adults	Date Due (in to Travel Adventures Office)
First Installment	98.00	\$98.00	10/15/2011
Second Installment	100.00	100.00	01/15/2012
Third Installment	100.00	138.00	04/01/2012
Total Trip Cost	298.00	\$336.00	

Monroe Middle School Choir has contracted with Travel Adventures, Inc. to administer all participant billing and payment collection through its Participant Invoicing program.

Changes in trip dates, inclusions, or number of participants before or after booking may affect trip pricing. Travel Adventures may arrange similar activities and attractions at their discretion due to availability and vendor restriction. Some activities cannot be booked until the participants' first payments are received.

The undersigned has read and understands this agreement and accepts the attached Participant Invoicing Group Terms and Conditions. By signing this Tour Agreement the undersigned, on behalf of Monroe Middle School Choir, agrees to contract for the above stated trip with Travel Adventures, Inc. and confirms that the trip information stated herein is correct, acknowledging any necessary or requested changes from the Customized Trip Summary attached hereto. Payment of invoices pursuant to this Tour Agreement signifies acceptance of its terms and the Participant Invoicing Group Terms and Conditions attached hereto.


 Date: 6-9-11
 Monroe Middle School Choir Representative


 Date: 06/09/2011
 John Krish, General Manager

Please FAX or mail this agreement along with the updated Customer Contact Information.



1175 S. Lapeer Road * Lapeer, MI 48446-3081
 Telephone: (810) 664-1777 * Fax: (810) 664-1913
 Website: www.traveladventures.com

MAA KAP
32038-1



Customer Contact Information

Please take a moment to review and revise the contact information below by crossing out any incorrect information and writing the correction next to it.
Up-to-date contact information will ensure that you receive timely communications from Travel Adventures regarding your trip.
Your information will never be leased, sold or distributed in any way.

Monroe Middle School Choir

Trip Sponsor: Elise Dinwoody

School Information

Mailing Address: 503 Washington St
Monroe, MI 48161-1309

Main School Phone: (734) 241-0776

School FAX:

Administrator: Randall Monday

Secretary:

Room Phone/Ext.: (734) 265-4040

Best Time to Call:

School Colors: Unknown

Student Enrollment: 1,130

Work Email: dinwoody@monroe.k12.mi.us

Sponsor/Home Information

Home Address:

Home Phone:

Home FAX:

Cell Phone:

Home Email:

May we call you at home regarding trip details? Yes No

Should we use your home address instead of the school address when sending trip related mail? Yes No

Directions to pick-up Site (From nearby expressway or major intersection)

Please FAX or mail this information along with a copy of the signed Tour Agreement.



1175 S. Lapeer Road * Lapeer, MI 48446-3081
Telephone: (810) 664-1777 * Fax: (810) 664-1913
Website: www.traveladventures.com

MAA KAP
32038-1



PARTICIPANT INVOICING GROUP TERMS AND CONDITIONS

TRIP COST

The trip cost, which includes a non-refundable \$30.00 registration fee, is based on the projected participation, trip package inclusions and trip dates shown on the enclosed Customized Trip Summary. Each trip is expected to operate at or above the minimum projected number of trip participants (budget counts) per motorcoach (see Customized Trip Summary). Trips which operate below this projected number are subject to fixed costs.

FIXED GROUP COSTS

Each trip contains some fixed costs that must be paid, whatever the size of the group. Fixed group costs include motorcoaches, step-on guides, security guards, prepaid non-refundable costs (i.e. tickets) and the expenses of non-paying trip participants.

TRIP ARRANGEMENTS

Hotel space, ground and/or air transportation, attractions, and/or services are being booked for you as outlined in your Customized Trip Summary. Charges to your itinerary are likely in the booking process because of availability of some attractions at certain times. Some trip activities cannot be booked until the group's first payment is received. Approximately thirty (30) days prior to trip departure, you can expect to receive a letter identifying your hotel accommodations and the motorcoach company, as well as departure time and detailed directions to the pickup location. Approximately ten (10) days prior to trip departure, you can expect to receive a current itinerary showing the activities as booked. Please review the itinerary for accuracy and contact your customer service representative if you have any questions or if you require an itinerary at any point during planning. You may also use our website (www.traveladventures.com) to obtain information about your trip.

GROUP CANCELLATION POLICY

Up to 30 days after the first invoice due date -
a full refund less any non-refundable vendor payments, will be issued should the group cancel due to low initial enrollment. If the first invoice date is within 60 days of trip departure, this may not apply.

Between 30 days after the first invoice due date and 61 days prior to departure -
a full refund will be issued, less the non-refundable registration fee of \$50.00 per participant and any non-refundable vendor payments incurred on behalf of the group.

60 to 1 days prior to trip departure -

a full refund will be issued, less the non-refundable registration fee of \$50.00 per participant, liquidated damages of ten percent (10%) of the trip price and any non-refundable vendor payments incurred on behalf of the group. If the same group reschedules a trip to depart within six (6) months of the original depart date, they may apply the ten percent (10%) to the new trip.

Non-refundable vendor payments such as airline tickets and major event tickets are generally purchased directly after the initial payment is received from the customer. Other trip components such as hotel and motorcoach may incur financial penalties at sixty to ninety (60 to 90) days prior to departure.

REQUIREMENTS

For the protection of the sponsoring organization and its leaders as well as Travel Adventures, Inc., Travel Adventures requires the following for all trips that it coordinates:

- Trip rules must be adopted and shared with all trip participants.
- Registration and health information must be completed on each youth participant and carried on the trip.
- Medical Release and Proxy form must be signed by the participant and his/her parents/guardians and retained for a period of five years. In the event of a claim against Travel Adventures, Inc. the Trip Sponsor will make them available to Travel Adventures, Inc. and hereby indemnifies Travel Adventures, Inc. from losses in the event that the release forms are not available.
- A carefully worded cancellation statement must be distributed to all paying trip participants so that they and their parents know what to expect if they cancel from the trip or if the whole trip is canceled.
- Each participant must be offered Comprehensive Cancellation Coverage.

INSURANCE

Accident, illness and accident-related dental insurance coverage is provided for all participants. Limits per single occurrence are \$5,000 for accident, \$1,500 for illness and \$750 for accident related dental. Any charges not covered by this insurance are the responsibility of the participant. Pre-existing conditions and air travel are not covered under this accident policy. Complete terms and conditions of insurance are available from Travel Adventures, Inc.

INDIVIDUAL PARTICIPANT CANCELLATION POLICY

Should an individual participant cancel from the trip for any reason not covered by the *Cancellation Protection* policy, the participant forfeits the fixed costs, unless the cancellation occurs within ten (10) days of trip departure. If the participant cancels during the ten (10) day period prior to departure he/she will forfeit the total trip price. Should a participant cancel due to illness or death of the participant or a family member or transfer to another school, a full refund of amounts paid will be issued less the \$50 non-refundable registration fee, and the cost of an airline ticket if applicable. (See the participant enrollment form for additional information related to the specific trip.)

ELIGIBILITY/REFUNDS

Travel Adventures, Inc. will refund monies paid by the participant, when appropriate, directly to the participant, except when directed otherwise by the sponsoring organization. Please allow 4-6 weeks for refund processing. Refunds will not be issued for \$10.00 or less. Any participant who has not made payment by the second invoice due date or has not paid the fixed cost amount by the final installment due date, will automatically be dropped. To be reinstated, if space is available, participant must bring account current, plus an administration fee of \$25.00.

PARTICIPANT INVOICING PROGRAM

Trip sponsors participating in the Participant Invoicing Program will comply with Travel Adventures Participant Invoicing Guidelines and the policies regarding Participant Cancellation, Refund and Forfeiture as outlined in the Participant Invoicing Flyer.

GENERAL

Travel Adventures, Inc., acts as agent for the transportation carriers and other suppliers of services connected with the trip, all of which are independent contractors. Travel Adventures, Inc. in no way owns or operates the vehicles or facilities to be used during the trip, and cannot, therefore, guarantee performance by, or assume responsibility for the acts or omissions of the suppliers, their employees or agents. Travel Adventures, Inc., reserves the right to make changes in the itinerary whenever, in its sole judgment, conditions warrant, or if it deems it necessary for the comfort, convenience, or safety of the trip. Travel Adventures will make no refund in the event of their delay, cancellations, overbooking, strike, force majeure, circumstances beyond its control, or for elements of the package not used by group. Travel Adventures has permission to use any photo, film or video likeness taken of a participant as well as any comment or statement made by him/her while taking part in a Travel Adventures, Inc. tour in materials published by Travel Adventures, Inc. without compensation. Travel Adventures will try to accommodate all disability needs. If you have a disability and require assistance when traveling, notify us as soon as possible. Travel Adventures reserves the right to cancel a trip due to insufficient payment.



TRAVEL ADVENTURES

Expanding Young Minds. Exploring New Worlds.

PO Box 790 Lapeer, MI 48446-0790

Cancellation Policy for Participant Invoicing Trips

Monroe Middle School Choir
Mackinac Music Clinic

Important Dates

1st Invoice Due Date: **10/15/2011** 60 Days Before Trip Depart Date: **03/19/2012**
10 Days Before Trip Depart Date: **05/08/2012** Trip Depart Date: **05/18/2012**

Cancellation of entire trip

- ◆ Cancellation of entire trip within 30 days after the first invoice due date (**11/14/2011**) -- No penalty or cancellation fee applies, except for non-refundable vendor payments. (If this period falls within 60 days of trip departure, this may not apply.)
- ◆ Cancellation of entire trip 61 days prior to departure (before **03/19/2012**) -- \$50.00 per participant non-refundable registration fee (53 paying participants times \$50.00 is \$2,650.00) plus non-refundable vendor payments (i.e. Theatre tickets).
- ◆ Cancellation of entire trip within 60 days of departure (between **03/19/2012** and **05/18/2012**) -- \$50.00 per participant non-refundable registration fee, non-refundable vendor payments, plus 10% liquidated damages. * (\$1,598.40 based on total trip price of \$15,984.00 plus the \$2,650.00 nonrefundable registration fee.)

* When the same group reschedules a trip to depart within six months of the original depart date, they may apply the 10% to the new trip.

Cancellation of Individual Participant

- ◆ Cancellation of individual participant greater than 10 days from trip departure (**05/08/2012**) -- refund of amount paid less fixed costs (\$157.00) and nonrefundable vendor payments.
- ◆ Cancellation of individual participant within 10 days of trip departure (**05/08/2012**) -- forfeiture of 100% of trip price, whether replaced or not.
- ◆ Cancellation of individual participant due to illness or death of the participant or a family member or transfer of participant to another school -- refund of amount paid less the cost of Cancellation Protection and the \$50.00 non-refundable registration fee. (The cost of an Airline Ticket is not covered.)

Cancellation Protection Elite is available for purchase.

Cancellation Protection Standard is included.



Dear MMS Choir Students and Parents,

I am very excited to announce the Monroe Middle School Choir's participation in the Mackinac Music Clinic on May 18-19, 2012. This is an overnight trip that will take us up to gorgeous Mackinac Island to participate in a music festival, along with sight seeing around the island and nearby Mackinac City.

I first need to state that this is not a required event, and in fact there is only space for about 48 students and 5 chaperones in addition to me to attend from both the 7th and 8th grade choirs at this time. Those slots will be filled on a first come, first served basis. If we end up having a larger interest than this amount of people, we can look into expanding the tour for more participants. This is serving as an opportunity for the students to not only discover other parts of Michigan, but to participate in an excellent festival and to receive comments from professional musicians.

Registration for the trip will be done online, and how to do that is outlined in the included information sheet. The total cost for students for the trip is \$298, for parent chaperones it is \$336. This includes transportation, lodging in rooms of four for students and rooms of two for chaperones, food, along with any other events set up by the travel company.

There will be fundraising opportunities throughout the year to help pay for part of the trip if necessary. The only payment where fundraising money cannot be used is the initial \$98.00 which is due at the time you register. We will be working with Century Resources in the fall, and World's Greatest Chocolate in January.

Please feel free to contact me with any questions you have about the trip. I am looking forward to getting things moving, and know the students are incredibly excited for this opportunity as well!

Elise Dinwoody
Director of Choirs, MMS
(734) 265-4040
dinwoody@monroe.k12.mi.us

Monroe Middle School Choir

Mackinac Music Clinic Trip

May 18-19, 2012

Dear Parent & Student,

The benefits of educational travel are countless. We have planned a spectacular trip that promises to be educational and fun. This year's trip is certain to provide life-long memories.

Classroom studies will come to life!

Based on availability, some of the highlights you will experience are:

Mackinac Music Clinic	Explore Historic Mackinac Island	Ferry From Mackinac Island to City
Ferry From Mackinaw City to Island	Fort Mackinac (Mackinac Island)	Historic Mill Creek
Mackinac Carriage Tour	Special Evening Entertainment	

We have selected Travel Adventures to facilitate this year's student trip. Travel Adventures focuses exclusively on student travel and has been providing fun, safe and educational trips since 1987. Every detail of the tour was planned with these priorities in mind.

This custom travel package includes exceptional value.

The price of your tour is only \$298 (quad occupancy), \$336 (double occupancy), and includes the above highlights along with:

- 1 Nights Lodging
- Deluxe Motorcoach Transportation
- Health & Accident Insurance
- Online Registration and Payments
- 5 Meals
- Cancellation Protection Standard
- Nighttime Security
- All Taxes and Gratuities

Registration is easy. Please go to: www.traveladventures.com/register by October 15, 2011.

Username: 32038

Password: monroe

*** USE FOR REGISTRATION ONLY ***

You will receive a new username & password after registration.

If you prefer not to register online, please ask me for an enrollment form. Space will be filled on a first come, first served basis.

If you have any questions, please contact me.

<u>Due</u>	<u>Student Quad Price</u>
At Registration	98.00
January 15, 2012	100.00
April 01, 2012	100.00

Sincerely,

Ms. Elise Dinwoody

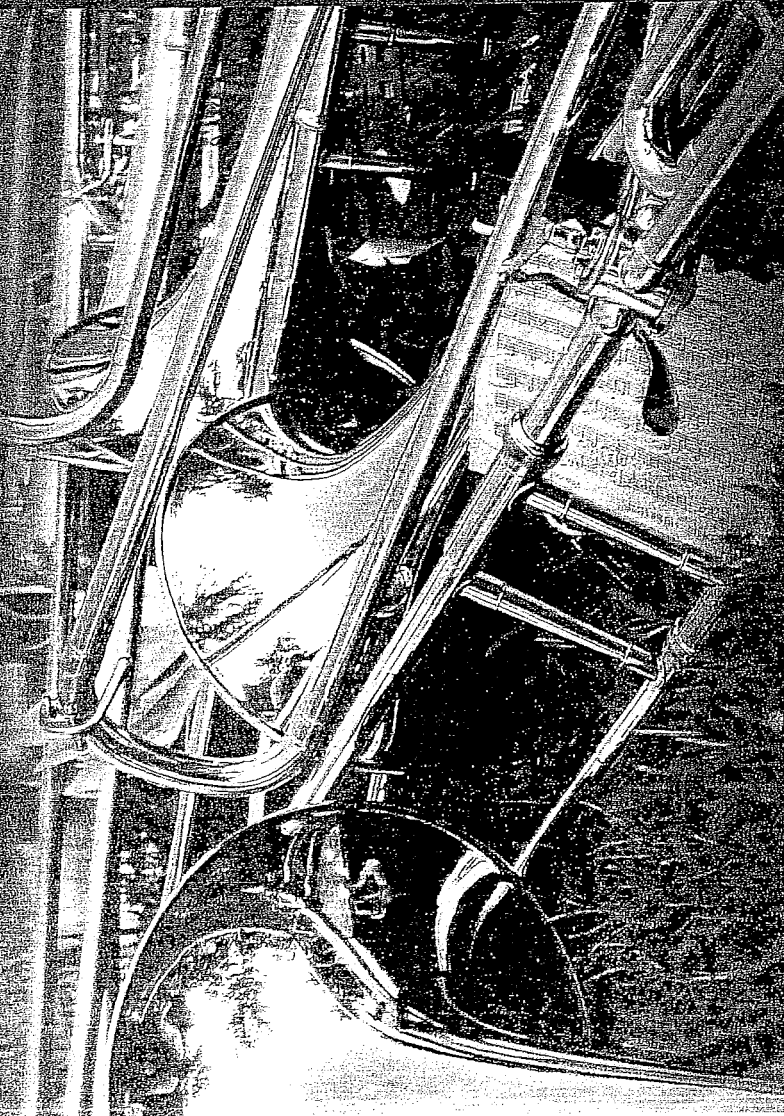
Phone: (734) 265-4040

Email: dinwoody@monroe.k12.mi.us

Trip#: (32038-1) 05/10/2011

Travel Adventures Presents

Mackinac MUSIC CLINICS



An Educational & Fun Weekend on Mackinac Island

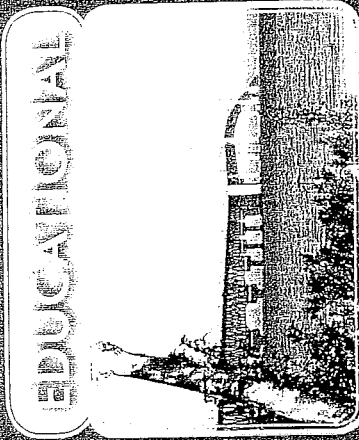


TRAVEL ADVENTURES
Expanding Young Minds • Exploring New Worlds

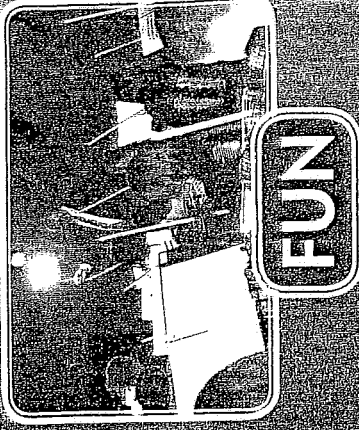
A TUI Student Travel Company



Mixed Sources
Recycled Paper Products
100% Recycled Ink



EDUCATIONAL



FUN

"The world is a book and those who do not travel read only one page."
— St. Augustine, Christian philosopher

Musical clinics are facilitated by professional musicians
Closed session workshops are held by University clinicians
Enjoy the beauty of Mackinac Island
Learn - Perform - Experience - Enjoy!

"A journey is best measured in friends, rather than miles."

— Tim Cahill, founding editor of "Outside" Magazine

- Explore New Worlds
- Meet New Friends
- Smile, Laugh, Learn
- Make Life-Long Memories

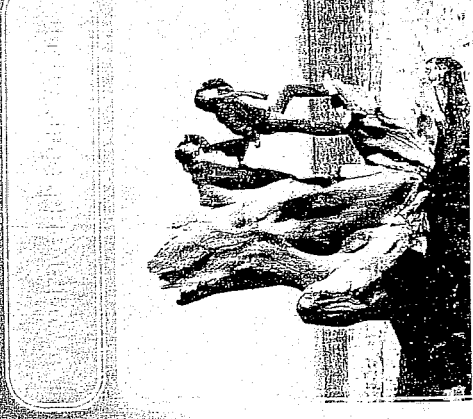


"Two of the greatest gifts we can give our children are roots and wings."

— Chinese proverb

Travel Adventures is staffed by certified teachers and travel experts. Our custom itineraries focus on education and safety.

**STUDENTS
SAFE & SECURE™**



ANTI-BULLYING/HARASSMENT POLICY – FIRST READING

BACKGROUND

Dr. Barry Martin, along with Superintendent Randy Monday and consultant Clarence R. Smith, Jr., have been coordinating the efforts of the Monroe Public Schools Bully Prevention Task Force to develop policies, practices and procedures for students and staff to follow in an effort to stop bullying. This task force, comprised of administrators, teachers, parents, students and community members, has met monthly since early last school year. The group divided into sub groups to address the problems and develop ways to solve this issue and have written a policy to be adopted by the Board of Education. This policy has been brought before the Board Policy Committee for discussion on two occasions.

ENCLOSURES

MPS Anti-Bullying/Harassment Policy

RECOMMENDATION

Move to place the MPS Anti-Bullying/Harassment Policy on the agenda as a discussion item and first reading.

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

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

MPS ANTI-BULLYING/HARASSMENT POLICY

Harassment of students is against federal, state and local policy, and, along with bullying, is not tolerated by the Monroe Public Schools Board of Education. The Board is committed to providing all students, school employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

This policy is in effect while students or employees are on property within the jurisdiction of the Board; while in school-owned or school-operated vehicles or school chartered vehicles; while attending or engaged in school-sponsored activities; while using school-owned technology devices; and instances when student behavior has a direct impact on the welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students but is not employed by the district.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student, employee or volunteer which is based on any characteristic of the student, employee or volunteer and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Has the potential to place the student, employee or volunteer in reasonable fear of harm to the student's person, friends, relatives or property;
- Has the potential to have a substantially detrimental effect on the student's, employee's or volunteer's physical or mental health;
- Has the potential to substantially interfere with the student's academic performance; or
- Has the potential to substantially interfere with the student's, employee's or volunteer's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications including social networking, pager service, cell phones, text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written abuse, hazing, or other victimization that has the purpose or effect of causing injury, discomfort, fear, or suffering to the victim, or exclusion from a group.
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim, or exclusion from a group.
- Implied or explicit threats concerning one's grades, achievements, property, that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim, or exclusion from a group.

- Demeaning jokes, stories, or activities directed at the student, employee or volunteer that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or exclusion from a group.
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment that has the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or exclusion from a group.

Sexual harassment, either student/student, student/employee, student/volunteer, employee/employee or employee/volunteer means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature and when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring or condoning the condition that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring or condoning submission to or rejection of such conduct as a basis for decisions affecting the student.

In situations between employees or volunteers, workplace harassment or bullying is prohibited by this policy and individuals determined to have engaged in any form of workplace harassment or bullying are subject to disciplinary action as outlined in the applicable employee contract and as may be determined by any legal statute that is found to apply.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal, assistant principal or designee will be responsible for handling all complaints by students alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigators and principals, to develop procedures regarding this policy.

BEST PRACTICES INCENTIVE RESOLUTION

BACKGROUND

On June 21, 2011, the Governor enacted legislation under Section 22f of the State School Aid Act, 2011 PA 62, that provides \$100 per pupil allocations for the FY 2011-2012 school year to local school districts and public school academies meeting four out of five of the following financial best practices.

- Charge employees at least 10% of health care premium
- Hold policy on medical benefit plans (if directly employed by district)
- Develop and implement a Service Consolidation Plan
- Obtain competitive bids on non-instructional services
- Provide a dashboard or report card with specific indicators

Monroe Public Schools has met four of the five financial best practices including (1) holds policy on medical benefit plans, (2) developed and implemented a Service Consolidation Plan, (3) obtained competitive bids on non-instructional services, and (4) provides a dashboard with specific indicators on the district website.

RECOMMENDATION

Move to approve the resolution certifying the district's compliance with the required best practices.

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

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

Best Practices Incentive

Monroe Public Schools Board of Education Resolution

WHEREAS, Section 22f of the State School Aid Act provides \$100 per pupil one-time grants to districts that satisfy at least 4 of 5 best practices criteria not later than June 1, 2012 [MCL 388.1622f].

WHEREAS, the board of education of **MONROE PUBLIC SCHOOL DISTRICT** desires to receive the \$100 per pupil incentive payment.

WHEREAS, the **MONROE PUBLIC SCHOOL DISTRICT** has satisfied at least 4 of 5 best practices criteria.

WHEREAS, eligibility for the incentive payment is contingent upon adopting a resolution that states the district has complied with at least 4 of 5 of the best practice criteria.

Now, therefore, be it resolved as follows:

1. The board of education of **MONROE PUBLIC SCHOOLS** certifies that the district has complied with the following requirements:
 - The district is the designated policy holder for medical benefit plan(s) pursuant to Section 22f(1)(b).
 - The district will develop and/or continue to implement a Service Consolidation Plan pursuant to Section 22f(1)(c). A copy of the school board signed resolution agreeing to develop a service consolidation plan was sent to MDE on February 1, 2010. We agree to send MDE a status report on the development/implementation of the plan by February 1st each year.
 - The district has obtained a competitive bid on non-instructional services pursuant to Section 22f(1)(d).
 - The district will provide a link on the district's home page to the url for the MI School Data Portal which will contain the required dashboard indicators pursuant to Section 22f(1)(e). If certain data elements for our district are unavailable from State data collections, we agree to provide those data in the form and manner determined by MDE.
2. The board of education of **MONROE PUBLIC SCHOOLS** authorizes and directs its secretary to file this resolution with the State Aid and School Finance Office of the Michigan Department of Education.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Resolved this **25TH** day of **OCTOBER, 2011**.

Roll Call Vote: Passed: _____ Failed: _____

David Vensel, President

Randall Monday, Superintendent

SALE OF RADIO STATION

BACKGROUND

Monroe Public Schools currently has ownership of radio station WYDM. We have not had enough student interest to continue operating this radio station during the school day or after school hours. We eliminated the high school radio course in 2005. We are convinced that this radio station is obsolete for our district and would like to take advantage of the \$25,000 offer we have received from Monroe Public Access Cable Television. Therefore, we are recommending that we sell the WYDM license and equipment for \$25,000.

ENCLOSURE

(Contract will be emailed to Board Members upon final review by our legal counsel.)

RECOMMENDATION

Move to approve the sale of the WYDM radio station license and equipment to Monroe Public Access Cable Television for a cost of \$25,000.

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

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

Board Meeting #19
October 25, 2011
Item #C.10

RAISINVILLE SEPTIC TANK PUMP

BACKGROUND

See attached

ATTACHMENTS

Summary from Jerry Oley

Quotes from Able Sanitary Service, Monroe Plumbing & Heating, and Sieb Plumbing, Heating & Air Conditioning

RECOMMENDATION

Move to approve the purchase and installation for submersible septic pumps from Able Sanitary Service, Carleton, Michigan at a cost not to exceed \$8,877. Monies to be taken from the Building and Site Sinking Fund.

MOTION: _____ SUPPORT: _____ ACTION: _____

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



October 19, 2011

Quotes for Raisinville Septic Tank Pumps

Integral parts of the Raisinville septic system are the two pumps that send liquids to the leech field. Septic pump number one has failed and is unable to be repaired. Failure of the second pump would result in closure of the building. Both pumps are over thirty years old and replacement of either one requires a major operation including possible pumping of waste. It is critical both pumps be replaced at this time to ensure continued operation of the system and avoiding building closure. Quotes were requested for two submersible septic tank pumps along with piping replacement from pumps to tank outlet, new check and shut off valves along with floats. Electrical services are not included in these quotes and will be performed by MPS electricians.

The following quotes were received:

Able Sanitary Service (Carleton, MI) – Written Quote – Robert Harvey

TOTAL \$8,877.00

Monroe Plumbing & Heating (Monroe, MI) – Written Quote – Joe Theisen

TOTAL \$9,000.00

Sieb Plumbing, Heating & Air Conditioning (Monroe, MI) – Written Quote – Larry Haynes

TOTAL \$12,545.00

Recommendation

Recommend purchasing all necessary materials and installation services for submersible septic pumps from Able Sanitary Service. Funding for this project will be taken from the Building and Site Sinking Fund.

Jerry A. Oley
Director of Operations
Monroe Public Schools

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.

ABLE SANITARY SERVICE, INC.

3715 SCOFIELD CARLETON ROAD
CARLETON, MI 48117

Estimate

Date	Estimate #
10/13/2011	669

Name / Address
MONROE PUBLIC SCHOOLS ACCOUNTS PAYABLE BUSINESS OFFICE P.O. BOX 733 MONROE, MI. 48162

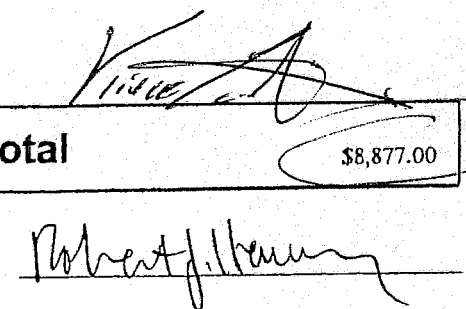
Job Location
RAISINVILLE SCHOOL

Project

Description	Total
INSTALL TWO NEW SEPTIC PUMPS: MEYERS MODEL #V2D-03, TWO HP. 208 VOLT 3 PHASE. PROVIDE A NEW DUPLEX CONTROL PANEL, RHOMBUS MODEL #3221 WITH A HIGH LEVEL ALARM AND NEW CONTROL FLOATS. PROVIDE NEW SCHEDULE 80 PIPING WITH NEW 4" CAST IRON CHECK VALVES AND NEW 4" BALL VALVES. ELECTRICAL WIRING FOR PUMPS AND CONTROL PANEL ARE NOT INCLUDED IN THIS ESTIMATE. LABOR & MATERIALS	8,877.00

Total	\$8,877.00
--------------	------------

Phone #
734-654-6142

Signature 



506 COOPER STREET P.O. BOX 307
MONROE, MICHIGAN 48161-0307
PHONE: (734) 241-4277
FAX: (734) 241-3602

To: **Monroe Public Schools**
Operations Department
4920 W Albain Rd.
Monroe, MI 48161

Date: 10/14/11

Attn: Mr. Vince Castiglione

Re: Raisinville Pump Replacement

To furnish the necessary materials, labor, tools and equipment for the replacement of two submersible sump pumps, we offer the price of **\$9,000.00**

Included in the above quotation:

- All work to be performed during regular working hours
- Removal of existing pumps
- Piping replacement from pumps to connection at outlet of tank
- Install new check and shut off valves
- Weil pumps model 2547 including floats

Not included in the above quotation:

- Overtime
- No electrical

The new pumps are 4 week delivery after approval.
Proposal is valid for thirty days. If you have any questions concerning this quotation,
please contact me.

Thank you,

A handwritten signature in black ink, appearing to read "Joseph Theisen", is written over a circular stamp or seal.

Joseph Theisen
Service Manager

SIEB
PLUMBING, HEATING & AIR CONDITIONING, INC.
"Serving You Since 1868"
303 EAST FRONT STREET
MONROE, MICHIGAN 48161-2099
PHONE (734) 241-8898 - FAX (734) 241-9067

October 4, 2011

Monroe Public Schools
Maintenance Department
4920 West Albain Road
Monroe, Michigan 48161

Attn: Vince

Ref: Pricing for Raisinville Road Elementary
Lift Station Pump Replacement

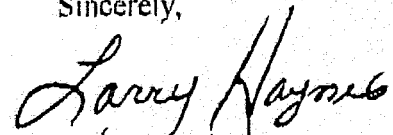
Price includes new floats, ball valves & checks New piping from pump to pit discharge

Total Price \$12,545.00

Note: Price based on normal working hours.

Not included in the price
Power and control wiring
Pumping down of existing septic tank

Sincerely,



Larry Haynes
Executive Administrator
Sieb Plumbing & Heating

Board Meeting #19
October 25, 2011
Item #C.15

ADJOURNMENT

RECOMMENDATION

Move to adjourn the October 25, 2011 Board Meeting #19.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____