

MONROE PUBLIC SCHOOLS



BOARD MEETING #2

January 26, 2016

7:00 p.m.

BOARD OF EDUCATION

MR. ROBERT YEO, PRESIDENT

MR. LAWRENCE VANWASSHENOVA, VICE-PRESIDENT

MR. RYAN PHILBECK, SECRETARY

DR. TEDD MARCH, PARLIAMENTARIAN

MR. MATTHEW BUNKELMAN, TRUSTEE

MRS. FLOREINE MENTEL, TRUSTEE

MRS. CYNTHIA TAYLOR, TRUSTEE

SUPERINTENDENT OF SCHOOLS

DR. BARRY N. MARTIN

“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, Gayle Lambert, Administrative Assistant

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #2
Tuesday, January 26, 2016
7:00 p.m.

AGENDA

Page

A. Roll Call and Call to Order	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
B. Public Commentary – Agenda Items Only	Mr. Yeo	
C. Discussion and Action Items		
1. Approval of Minutes	Mr. Yeo	2
Move to approve the minutes of the following meetings as submitted:		
• January 12, 2016, Board Work Session Minutes		
• January 12, 2016, Board Meeting #1/Organizational Meeting		
2. Reports and Updates	Mr. Yeo	10
• Informational Report – Contracted Services Recommendations		
• January 20, 2016, Board Policy Committee Meeting Minutes		
3. Staff Resignations	Mrs. Everly	13
Move to approve the resignation from Monroe Public Schools of Michael Reaume effective January 19, 2016, and the resignation from her Administrator position with Monroe Public Schools of Chantele Henry effective January 26, 2016.		
4. CAD Bridge Competition Field Trip	Mrs. Everly	16
Move to approve the attendance of 15 Monroe High School students at the MDOT Bridge competition in Grand Rapids, Michigan, in accordance with board policies for field trips and excursions.		
5. DECA State Conference	Mrs. Everly	26
Move to approve the attendance of five Monroe High School students at the DECA State Career Development Conference in Detroit, Michigan, in accordance with board policies for field trips and excursions.		

<p>6. LLI Kits – MMS, MHS, & OCHS Move to approve the purchase of the Fountas & Pinnell LLI kits at a cost not to exceed \$30,000.00. This expenditure will be funded utilizing the 2015-2016 31a funds in accordance with allowable expenditure guidelines for use of federal funds for supplemental instructional programming.</p>	Mrs. Everly	52
<p>7. MiVoice Move to approve the purchase of MiVoice from Suntel Services at a cost not to exceed \$12,159.10. Money for this purchase will come from the technology millage.</p>	Mr. Payne	55
<p>8. Board Policy 5030 Non-Discrimination and Complaint Procedure – Amendment – First Reading</p>	Dr. Martin	61
<p>9. Superintendent’s Comments</p>	Dr. Martin	
<p>10. Old Business</p>	Mr. Yeo	
<p>11. New Business</p>	Mr. Yeo	
<p>12. Public Commentary – Any Topic</p>	Mr. Yeo	
<p>13. Adjournment Move that the January 26, 2016, Board Meeting #2 of the Monroe Public Schools Board of Education be adjourned.</p>	Mr. Yeo	64

ROLL CALL

	<u>Present</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____
Dr. March	_____	_____
Mrs. Mentel	_____	_____
Mr. Philbeck	_____	_____
Mrs. Taylor	_____	_____
Mr. VanWasshenova	_____	_____
Mr. Yeo	_____	_____

APPROVAL OF MINUTES

ENCLOSURES

- January 12, 2016, Board Work Session Minutes
- January 12, 2016, Board Meeting #1/Organizational Meeting Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- January 12, 2016, Board Work Session Minutes
- January 12, 2016, Board Meeting #1/Organizational Meeting

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Work Session

Tuesday, January 12, 2016

5:30 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: Matthew Bunkelman, Dr. Tedd March, Floreine Mentel, Ryan Philbeck, Cynthia Taylor, and Lawrence VanWasshenova

Board Members Absent: None

Administrators Present: Barry Martin, Julie Everly, Katherine Eighmey, Jerry Oley, David Payne

Administrators Absent: None

President Yeo called the meeting to order at 5:43 p.m.

Organizational Dinner

In honor of Board Member Recognition Month, Sodexo provided dinner for board members and administrative staff.

Focus School Reports (Custer, Manor and Waterloo)

Each school provided Board members with their teaching and learning priorities for 2015/16. After reviewing the information, Board members were encouraged to contact Mrs. Everly if there were any questions.

Adjournment

Motion by Mrs. Mentel; support by Mr. VanWasshenova that the 5:30 p.m., January 12, 2016, Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 6:39 p.m.

Ryan Philbeck, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #1/Organizational Meeting

January 12, 2016

6:45 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: Matthew Bunkelman, Dr. Tedd March, Floreine Mentel, Ryan Philbeck, Cynthia Taylor, and Lawrence VanWasshenova

Board Members Absent: None

Administrators Present: Barry Martin, Julie Everly, Katherine Eighmey, Jerry Oley, David Payne

Administrators Absent: None

President Yeo called the meeting to order at 6:51 p.m.

School Board Appreciation

Dr. Martin thanked Board members for their time and support they give Monroe Public Schools and looks forward to working with them in 2016.

Public Commentary-Agenda Items Only

There was none at this time.

Election of President

Motion by Mr. VanWasshenova; support by Dr. March to nominate Robert Yeo as President of the Monroe Public Schools Board of Education for the 2016 calendar year.

Motion by Mr. Philbeck; support by Mrs. Taylor to close the nominations for Board President.

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

Motion by Mr. Philbeck; support by Mr. VanWasshenova to appoint Robert Yeo as President of the Monroe Public Schools Board of Education for the 2016 calendar year.

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

Election of Vice President

Motion by Mr. Mentel; support by Mr. Philbeck to nominate Lawrence VanWasshenova as Vice President of the Monroe Public Schools Board of Education for the 2016 calendar year.

Motion by Dr. March; support by Mr. Bunkelman to close the nominations for Board Vice President.

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

Motion by Mrs. Mentel; support by Mr. Bunkelman to appoint Lawrence VanWasshenova as Vice President of the Monroe Public Schools Board of Education for the 2016 calendar year.

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

Election of Secretary

Motion by Mr. VanWasshenova; support by Mrs. Taylor to nominate Ryan Philbeck as Secretary of the Monroe Public Schools Board of Education for the 2016 calendar year.

Motion by Dr. March; support by Mrs. Mentel to close the nominations for Board Secretary.
Vote: Motion carried by a 7-0 hand vote.

Motion by Mr. Bunkelman; support by Mrs. Taylor to appoint Ryan Philbeck as Secretary of the Monroe Public Schools Board of Education for the 2016 calendar year.
Vote: Motion carried by a 7-0 roll call vote.

Election of Treasurer

Motion by Mr. Philbeck; support by Mr. VanWasshenova to appoint Katherine Eighmey as Treasurer of Monroe Public Schools Board of Education for the 2016 calendar year.
Vote: Motion carried by a 7-0 roll call vote.

Election of Parliamentarian

Motion by Mr. VanWasshenova; support by Mr. Philbeck to nominate Dr. Tedd March as Parliamentarian of the Monroe Public Schools Board of Education for the 2016 calendar year.

Motion by Mr. Philbeck; support by Mr. VanWasshenova to close the nominations for Board Parliamentarian.
Vote: Motion carried by a 7-0 hand vote.

Motion by Mrs. Taylor; support by Mr. VanWasshenova to appoint Dr. Tedd March as Parliamentarian of the Monroe Public Schools Board of Education for the 2016 calendar year.
Vote: Motion carried by a 7-0 roll call vote.

Appointment of Administrative Secretary

Motion by Mrs. Mentel; support by Mr. VanWasshenova to appoint Gayle Lambert as Administrative Secretary of Monroe Public Schools Board of Education for the 2016 calendar year.
Vote: Motion carried by a 7-0 roll call vote.

Appointment of School Election Administrator

Motion by Mr. Philbeck; support Mr. Bunkelman to approve the following: I, Ryan Philbeck, secretary of the Monroe Board of Education, do hereby appoint Robert Vergiels, deputy secretary to the Board of Education for the purpose of administering all matters pertaining to the Monroe Public School District elections for the year 2016, and that a signed Constitutional Oath of Office be affixed to the official minutes of the Board of Education.
Vote: Motion carried by a 7-0 roll call vote.

Establish Dates, Time and Location of Board of Education Meeting

Motion by Mr. Philbeck; support by Mr. VanWasshenova to establish meeting dates and times for the Monroe Public Schools Board of Education from January 2016 to January 2017. Workshops will begin at 5:30 p.m. and regular meetings will begin at 7:00 p.m. at the Administration Building, 1275 North Macomb Street, Monroe, Michigan.
Vote: Motion carried by a 7-0 roll call vote.

Board Member Pay

Motion by Mr. VanWasshenova; support by Mrs. Mentel to establish the rate of pay for the Board of Education members at \$30.00 per meeting for the 2016 calendar year. If members choose to accept it, the

pay will be quarterly, a Board member must be in attendance to receive the pay, and Board members who do not wish to receive pay must notify the payroll office in writing.

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

Appointment of Certified Public Accountant

Motion by Mrs. Taylor; support by Mr. Philbeck to employ the accounting firm of Cooley, Hehl, Wohlgamuth & Carlton, Certified Public Accountants, to perform the annual audit of financial records and funds of Monroe Public Schools for the 2015/16 Fiscal Year in conformance with prescribed standards and legal requirements of the State of Michigan.

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

Consent Agenda – Corporate Resolutions and Facsimile Signatures

Motion by Mr. VanWasshenova; support by Mrs. Mentel that Agenda Items 12-25 be considered as a Consent Agenda and that the consent agenda items be approved as recommended for the 2016 calendar year.

Corporate Resolution – Monroe Bank and Trust – Move to adopt the Corporate Resolution for Monroe Bank and Trust for the 2016 calendar year.

Corporate Resolution – PNC Bank – Move to adopt the Corporate Resolution for PNC Bank for the 2016 calendar year.

Corporate Resolution – Fifth Third Bank – Move to adopt the Corporate Resolution for Fifth Third Bank for the 2016 calendar year.

Corporate Resolution – Education Plus Credit Union – Move to adopt the Corporate Resolution for Education Plus Credit Union for the 2016 calendar year.

Corporate Resolution – Flagstar Bank – Move to adopt the Corporate Resolution for Flagstar Bank for the 2016 calendar year.

Corporate Resolution – Wells Fargo – Move to adopt the Corporate Resolution for Wells Fargo for the 2016 calendar year.

Corporate Resolution – Key Bank – Move to adopt the Corporate Resolution for Key Bank for the 2016 calendar year.

Resolution for Facsimile Signatures – Monroe Bank and Trust – Move to adopt the Resolution for Facsimile Signature – Monroe Bank and Trust for the 2016 calendar year.

Resolution for Facsimile Signatures – PNC Bank – Move to adopt the Resolution for Facsimile Signature – PNC Bank for the 2016 calendar year.

Resolution for Facsimile Signatures – Fifth Third Bank – Move to adopt the Resolution for Facsimile Signature – Fifth Third Bank for the 2016 calendar year.

Resolution for Facsimile Signatures – Education Plus Credit Union – Move to adopt the Resolution for Facsimile Signature – Education Plus Credit Union for the 2016 calendar year.

Resolution for Facsimile Signatures – Flagstar Bank – Move to adopt the Resolution for Facsimile Signature – Flagstar Bank for the 2016 calendar year.

Resolution for Facsimile Signatures – Wells Fargo – Move to adopt the Resolution for Facsimile Signature – Wells Fargo for the 2016 calendar year.

Resolution for Facsimile Signatures – Key Bank – Move to adopt the Resolution for Facsimile Signature – Key Banks for the 2016 calendar year.

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

Approval of Minutes

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

- December 8, 2015, Special Board Meeting (4 sets)
- December 8, 2015, Closed Meeting (4 sets)
- December 8, 2015, Special Work Session
- December 8, 2015, Closed Work Session
- December 8, 2015, Board Meeting #22
- December 14, 2015, Special Board Meeting (2 sets)
- December 14, 2015, Closed Meeting
- January 7, 2016, Special Board Meeting
- January 7, 2016, Closed Meeting

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

Reports and Update

The December 21, 2015, Board Curriculum Committee Meeting minutes, and the January 4, 2016, Board Personnel Committee Meeting minutes were received, as well as the following Informational Reports: Contracted Services Recommendations and Contracted Coaches.

Consent Agenda – Teacher Appointments

Motion by Mr. VanWasshenova; support by Mr. Philbeck that Agenda Items C.29 and C.30 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

Teacher Appointment – Move to approve the appointment of Kaitlynn Baylerian as a teacher with Monroe Public Schools effective January 13, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

Teacher Appointment – Move to approve the appointment of Chelsea Grzywa as a teacher with Monroe Public Schools effective January 13, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

Update/Review of Riverside Steam Traps

Mr. Oley addressed concerns regarding a citizen's perception that Riverside was losing energy due to steam

traps leaking. He highlighted the results of a steam trap survey from a third party that was conducted in February 2015. The reason for hiring a third party was for their expertise in analyzing the equipment. Based on the testing that was performed on February 17, 2015, the building was running close to 80% efficient. About 18% of steam traps showed some concern, but that doesn't mean they were failing. Mr. Salenbien and Mr. Compora visited the building after consulting with the individual that performed the testing to review all of the facts and put a plan together to implement the replacement of the valves that were in question. Replacement of the valves took place during the summer of 2015.

The transformers that are in Arbrowood South are the same ones that are in Monroe Middle School, as well as in the same location. DTE reviewed the transformers at Arborwood South, and they were deemed to be safe.

There are buildings in the district that have contained asbestos. We have a very strong asbestos plan that was written in 1978. Because of some projects, asbestos has to be removed. When that occurs, there is a process in place. Mr. Oley would not recommend removing asbestos when it's not necessary.

Superintendent Comments

Last week, the ISD sponsored a CTE Fair for parents and students from around Monroe County in grades 7 through 12. We had one table for each of the CTE disciplines we teach – 13 in all, more than any other school. Bill Ferrara had all of the instructors there and our space took up nearly a third of the entire fair. The crowds were very good and the CTE programs for Monroe High were well represented.

Five students from our Business Professionals of America qualified to participate in the state BPA Leadership Conference and Competition in March in Grand Rapids. Among our MHS qualifiers were two first place finishers, and one freshman competing for the first time. Our state qualifiers were Emily Abbe, Darian Reed (who went to the nationals last year), Sam Kinsey, Anthony Levesque and Kaysi Morlan. Congratulations to the students and their advisers, Mrs. Joni Weeks and Mrs. Anne Knabusch.

Monroe High School senior Brittnee Avril has been chosen to sing in the Michigan School Vocal Music Association State SATB Honors Choir this month in Grand Rapids. Earlier this school year, Brittnee performed with the Regional Honors Choir in South Lyon, after which she auditioned for the state choir and was chosen to perform with it.

Waterloo Elementary will hold its second annual career day on Thursday, January 14. The theme of the event is "I have a dream like Dr. Martin Luther King that one day I will become a..." The event starts at 8:30 a.m. and by the time it has been concluded, every child – Kindergarten through sixth grade – will have had a chance to talk with more than a dozen people in various careers. It takes a lot of hard work to pull together something like this and we'd like to thank Wendy Stahura and Denise Gray for all their organizing efforts.

On February 5, the Monroe High School Athletic Hall of Fame will expand by eight members, reaching all the way back to 1927 and being as current as 2009. The eight will be honored at half-time of the February 5 basketball game. This year's inductees are Amanda Thompson, Ashley McLaughlin and Neil Watts, swimmers; Dave Strini and Bob Butler, wrestling coaches; Cole Sanseverino and Bill Stoner, track; and Ben Notario, baseball.

Just before Christmas, we honored our first trimester AIM recipients from Monroe High School. At that banquet, 48 students were recognized for making their AIM goals and earning the \$200 scholarship for their

success. This is the fourth trimester that we have had the AIM program and in that time, 150 students have made their goals and two of them made their goals all four trimesters. Congratulations to David Henry, who is coordinating the program this year.

Registration is underway for our latest Winter and Spring Community Education and Recreation programs. Nearly 75 classes are available at a variety of times and locations. ‘

The Mario Impemba program is only eight days away. Mario is the Tigers lead television broadcaster for Fox Sports Detroit and will be speaking at a program at 6:00 p.m., next Wednesday, January 20, to benefit our Education Foundation of Monroe Public Schools. The two-hour program includes light refreshments and will be held at the Monroe Bank & Trust community room in downtown Monroe.

Old Business

There was none at this time.

New Business

There was none at this time.

Public Commentary-Any Topic

There was none at this time.

Adjournment

Motion by Mr. VanWasshenova; support by Mr. Philbeck that the January 12, 2016, Board Meeting #1 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:28 p.m.

Ryan Philbeck, Secretary

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- Informational Report – Contracted Services Recommendations
- January 20, 2016, Board Policy Committee Meeting Minutes

For the 2015-16 School Year we will be working with EduStaff to provide Contracted Student Support Services. The following changes have occurred within the Student Support Team:

Informational Report
Contracted Services Recommendations

We have received a resignation from Nicholas Suarez from his coaching positions with middle school and junior varsity soccer. His resignation was effective January 21, 2016.

We have also received a transfer request from LeeAnn Loveland – she will be vacating her position as School Climate Liaison at Manor to a long-term substitute teacher/enrichment role at that location. Her School Climate position is currently posted.

**MONROE PUBLIC SCHOOLS
BOARD POLICY COMMITTEE MEETING
MINUTES**

January 20, 2016

Present: Barry Martin, Robert Yeo, Floreine Mentel
Absent: Larry VanWasshenova

1. The meeting was called to order at 5:10 p.m.
2. **Public Commentary**
None
3. **Non-Discrimination Policy**
A discussion was held regarding the addition of the term “sexual orientation” to Board Policy 5030, Non-Discrimination and Complaint Procedure (Cf. 2450, 8015). Dr. Martin presented the rationale for adding this condition to the policy stating it was not required by federal law, but was included in many area organizational policies including area school districts and the Monroe County Community College. Mr. Yeo asked if we were being pressured by any particular groups or individuals to include this condition. Dr. Martin mentioned that he had heard that some staff members would like to see this added, but had not received any demands or messages of concern related to this issue. Dr. Martin stated that he felt it was appropriate to add this condition to the policy, and that he hoped the Board would support this initiative. After some further discussion, Mr. Yeo and Mrs. Mentel both agreed that the addition of this phrase to the non-discrimination policy should be brought to the Board for a first reading at the next Board meeting.
4. **Old Business**
None
5. **New Business**
None
6. **Next Meeting**
February 17, 2016
7. **Adjournment**
The meeting adjourned at 5:44 p.m.

STAFF RESIGNATIONS

BACKGROUND

We have received a letter of resignation from **Michael Reaume** from his position in the Technology Department. His resignation was effective January 19, 2016.

We have received a letter of resignation from **Chantele Henry** from her Administrative position with Monroe Public Schools for the purpose of return to a Teaching position. Her resignation is effective January 26, 2016.

ENCLOSURES

Letter(s) of Resignation

RECOMMENDATION

Move to approve the resignation from Monroe Public Schools of Michael Reaume effective January 19, 2016, and the resignation from her Administrator position with Monroe Public Schools of Chantele Henry effective January 26, 2016.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Holly Scherer

From: David Payne
Sent: Thursday, January 21, 2016 2:09 PM
To: Holly Scherer
Cc: Julie Everly
Subject: FW: Resignation

FYI

David Payne
Technology Director

Monroe Public Schools
1275 N. Macomb
Monroe, MI 48162

Help Desk: 734-265-3150
<http://webapps.monroe.k12.mi.us/support/>

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

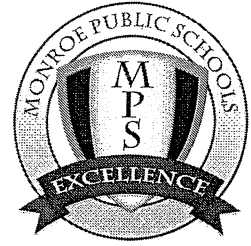
From: Michael Reaume [REDACTED]
Sent: Thursday, January 21, 2016 2:07 PM
To: David Payne <payne@monroe.k12.mi.us>
Subject: Resignation

Effective 1-19-16, I will no longer be working for Monroe Public Schools.
Thank you for the opportunities that have been presented to me.

-Michael J. Reaume

Monroe Public Schools

1275 N. Macomb Street * P.O. Box 733 * Monroe, MI 48162 * 734-265-3020



January 12, 2016

Dear Mrs. Everly,

I wish to resign from my position as a Monroe Public Schools Administrator. I would request consideration for placement as a Teacher with Monroe Public Schools.

Sincerely,


Chantele Henry

CAD BRIDGE COMPETITION FIELD TRIP

BACKGROUND

Victoria Sweet, Monroe High School Drafting/CAD teacher, would like to petition the Board of Education for permission to take 15 students to the MDOT Bridge competition. This will be held in Grand Rapids, Michigan, on Tuesday, April 19, 2016. The students and chaperones will leave on Monday, April 18, 2016, at noon, so they have time to get checked into the hotel and rehearse for the competition. The group will be staying at the Amway Grand in Grand Rapids, and they will return to Monroe on Tuesday, April 19, 2016, after the awards ceremony.

All expenses will be paid for by MDOT; no Monroe Public Schools funds will be used to defray the cost of this trip.

ENCLOSURE(S)

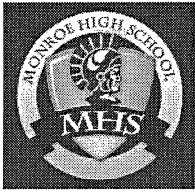
Monroe Public Schools – Abbreviated Field Trip and Excursion Check List Form. The complete packet is housed in the office of the Deputy Superintendent.

RECOMMENDATION

Move to approve the attendance of 15 Monroe High School students at the MDOT Bridge competition in Grand Rapids, Michigan, in accordance with board policies for field trips and excursions.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____



MONROE HIGH SCHOOL CAREER & TECHNICAL EDUCATION

Bill Ferrara, Director

Coleen Billings, Senior Administrative Assistant 901 Herr Road Monroe, MI 48161 Phone 734.265.3450 Fax 734.265.3451

TO: Julie Everly
FROM: Victoria Sweet
DATE: January 7, 2016
RE: **REQUEST FOR CAD BRIDGE COMPETITION FIELD TRIP**

Dear Julie,

We have fifteen students from Advanced CAD class invited to participate in the MDOT Bridge competition to be held on Tuesday April 19th, 2016 in Grand Rapids Michigan. The class would be leaving on Monday April 18th at the beginning of fourth hour (12:00 pm). It will take approximately three and half hours to arrive in Grand Rapids. Once we arrive we plan on having dinner and rehearsing for the competition. I would be escorting these students to the competition along with several chaperones. The competition will take place on Tuesday and we would plan on leaving after awards were presented on Tuesday afternoon. The students will arrive back to Monroe High School around 6 pm on April 19th.

Enclosed is the Overnight Field Trip Request package, including a detailed agenda of the events. Funding is provided through the MHS CTE budget and participant contribution. With your approval, I would like to present this trip to our BOE at their next meeting.

Sincerely,

Victoria Sweet
Drafting/CAD Teacher
Monroe High School

Cc:
CTE Office
Sandy Kreps

NOTICE OF NONDISCRIMINATION

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

Monroe Public Schools
Field Trip Information Form

overnight

Date of Trip: April 18th & 19th

Grade/Team/Organization Making Request: CAD CLASS MHS

Destination: Grand Rapids MI-616-774-2000

Address: 187 Monroe Avenue NW

City: Grand Rapids State: MI Zip: 49503

Means of Transportation: Bus

Number of Students and Adults Involved: 22

Exact Loading Location: MHS - Front Flag Pble

Estimated Time of Departure: 11:45 AM
~~1:00 PM~~

Estimated Time of Departure from Destination: 2:00 PM
~~2:00 PM~~

Expected Time of Arrival: 3:30 PM

Purpose of Trip: Bridge Competition

Faculty Supervisor: [Signature]

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

Principal's Signature: [Signature] Date: 1/5/14

Approved Denied

Assistant Superintendent's Signature: [Signature] Date: 1/13/14

Approved Denied

MONROE PUBLIC SCHOOLS

FIELD TRIP CHECK LIST

Complete the following check list before submitting a formal request to the Board of Education for approval of overnight, out-of-state (except Cedar Point, Toledo, and vicinity) or out-of-country field trips. Follow the timelines as outlined in Board Policy IICA.

- Written request to appropriate principal
- Written approval by such principal and the superintendent or his/her designee
- Written parent permission form (IICA-F1/ Board Policy Manual)
- Completion of curriculum alignment form:

All field trips should be designed to enhance the curriculum standards and benchmarks. List below a brief description of activities, lessons, projects, etc. leading up to, during, and following this field trip.

Pre-trip lessons:

Over the course of two months students
are studying about bridges, testing designs &
creating proposal in preparation for competition

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

This will give the students a better
understanding of civil engineering

Follow-up classroom lessons:

Research civil engineering careers/
colleges

- Contract(s) with agent(s) making travel/accommodation arrangements
- Detailed Itinerary
- Funding sources
- Chaperones
- Arrangements made for students with financial hardship
- If private vehicle(s) used, Form EEAE-F-3 (Board Policy Manual) attached.

Drafted: 1/20/95
Revised: 12/16/97

Number of Other Adults Assisting: 0

Number of School Days Student will be Attending Trip: 1 1/2 DAYS

Cost Per Child: 0

Cost Per Chaperone: 0

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes No
Chaperones: Yes No

Dinner Meeting

MDOT - All other meals plus hotel

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

- Full compliance with Board of Education Policy IICA - Field Trips & Excursions Forms
- Signed parent permission forms for each student participant (IICA - FI)
- Field Trip Permission Forms (F-II)
- Compliance with Educational Academic Field Trip regulations - Standard Practice Bulletin I-11
- Written request to appropriate building principal
- Written description of field trip to parents
- Written approval by building principal
- Detailed itinerary (Out of country trips may not have detailed itinerary until 30 days prior to trip)
- List of approved chaperones
- Identification of funding sources
- Signed private vehicle use (for transporting students - EEAE-F-3)
- Description of arrangements made for students with financial hardship
- All necessary signed contracts/agreements with participating travel agents
- Emergency telephone numbers for all participants
- Description of this trip and congruency with course curriculum
- Emergency Contingency Plan included, if method of transportation is flying.
- 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:

Go to Grand Rapids Michigan to
compete in MDOT Budget Competition

School(s):

MHS

Chaperones:

Mary Bullard

CLARK Teal

Tom Griffin

Bob Vergelis

Method of Transportation:

Bus

Date of Departure:

4/18/16

Time of Departure:

12 Noon

If overnight, number of nights:

1

Date of Return:

4/19/16

Time of Return:

3:36 pm

Number of Students Participating:

15

Number of Staff Supervising:

4

2016 MDOT Bridge Competition Itinerary

Date	Time	Itinerary
April 18th	11:30 am	Check In (Room D226) and Board Bus
	12:00 pm	Leave Monroe High School to go to MDOT Bridge Competition
	3:30 pm	Check into Hotel & Competition Packets: Amway Grand Plaza Hotel 187 Monroe Avenue NW Grand Rapids, MI 49503 616-774-2000
	4:30 – 8:30 pm	Dinner, Planning Meeting, Presentation Rehearsal & Team Building: Craig's Cruisers 5730 Clyde Park SW Wyoming, MI 49509 Phone: 616-530-2900
	9:00 pm	Arrive at Hotel
April 19th	7:00-7:30 am	Breakfast
	8:00 am	Welcome & MDOT Presentations
	8:30 – 11:00 am	Bridge Competition
	1:00 pm	Awards Ceremony
	2:00 pm	Board Bus to go to Monroe High School
	6:00 pm	Arrive at Monroe High School
Chaperones:	Mary Bullard Clark Teal Tom Griffin Bob Vergiels	

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

EXPLANATION AND DATES:

Departure Date/Day April 18th at 11:30 AM, Return Date/Day April 19th at 6:00pm,
~~6:00pm~~ (Apx.)

A group of students and adult chaperones are planning a trip to: City GRAND RAPIDS
State MI Country _____ (daily itinerary must be attached).

The purpose of this trip is BRIDGE COMPETITION and the group sponsoring
the trip is MHS DRAFTING/CAD CLASS - MRS. SWEET.

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

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

GENERAL INFORMATION:

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

Address _____ Phone _____

Parent/Guardian Name(s) _____ Emergency Phone _____

MEDICAL INFORMATION

Family Doctor _____ Phone _____

Last Tetanus Shot _____ Allergies (if any) _____

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

Other pertinent information _____

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

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

INSURANCE INFORMATION:

Insurance Company _____ Contract No. _____

Name of Policy holder _____ Policy Number: _____

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

(Parent(s)/Guardian(s))

Signed before me this _____ day of _____ 20____

Notary Public
My commission expires _____

MONROE PUBLIC SCHOOLS

Getaway
Tours

Transportation Request Form

Request forms must be submitted ten days prior to trip date for approval.

Request forms must be approved before forwarding to the Transportation Department.

Date of Request 1-5-16

Date of Trip 4-18 & 4-19-16

Grade or Group Making Request CAD CTE MHS

Total Number of People to be Transported 22

Name of School Monroe High School

Exact Loading Location Main Entrance - Flag Pole

Destination Grand Rapids, MI (187 Monroe Avenue NW)

Bus Requested at Loading Location By ~~10:30 am~~ 11:30 am

Estimated Departure Time from Monroe ~~10:30 am~~ 11:45 AM

Expected Arrival Time at Location ~~10:30 am~~ 3:30 pm

Expected Departure Time from Location 2:00 pm

Expected Arrival Time at Loading Location 1:30 pm

Event or Purpose of Trip Bridge Competition

Bus Driver
get a room
no pay
meals
covered

Faculty Supervisor: [Signature]

Budget Account Number to be Charged: 1.1127.41.145600 7990

Organization to be Billed: _____

***** If the account number line is left blank, total price of trip will be charged to budget of school requesting trip.

***** Account number line must be filled in even if trip is to be charged to field trip budget.

Principal or Director Approval: [Signature]

Central Administration Approval: [Signature]

Assigned to Driver: _____

White: Transportation

Yellow: School

Pink: Originator

REQUEST FOR SUBSTITUTES

This form must be completed and appropriately routed in order to secure substitutes for purposes other than illness, business leave, or attending conferences. **Requests must be received 10 days in advance to ensure proper consideration.** Due to a shortage of substitutes, there will be a limit of twelve (12) such substitutes allowed on any one day.

Principal/Administrator Making Request: Bill Ferrara

Date of Request: 1-5-16

Reason for Request: Field Trip Budget Comp

- Approved School Business
 Extra Help
 Meeting

Account Number(s) to be Charged: _____

Date(s) Substitute Needed: 4-18 (5th hour only) & 4-19 (All Day)

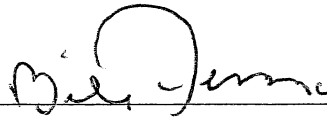
AM
 PM
 All Day

Substitute Requested for:

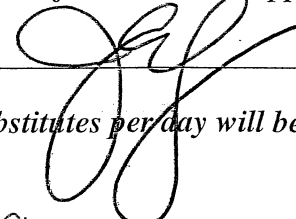
Name:	Assignment	Building	Job Number
<u>Victoria Sweet</u>	<u>MHS CTE</u>	<u>MHS</u>	

Please use a separate sheet for additional names.

Signatures:

Principal:  Approved Denied

Please forward to the appropriate curriculum director when completed

Curriculum Director:  Approved Denied

A limit of 12 substitutes per day will be maintained unless specific PRE-APPROVAL is obtained!

4-18
13 for ~~one~~ hours 4-19
13 for ~~one~~ hours

DECA STATE CONFERENCE

BACKGROUND

Monroe High School teacher and DECA advisor, Jeff Brown, wishes to petition the Board of Education for permission to take five (5) Monroe High School students to Detroit, Michigan, to participate in the DECA State Career Development Conference. This overnight trip will be held in Detroit, Michigan, at the Renaissance Center from Friday, March 11, through Sunday, March 13, 2016. The Monroe High School students learn marketing, small business ownership and intro to business marketing in DECA. The students competing in this competition will report back to all marketing students at MHS and they will begin preparation for the next competition.

No Monroe Public Schools funds will be used to defray the cost of this trip and all aspects of the trip will be in accordance with related board policies.

ENCLOSURE(S)

All the information for the DECA State Conference along with an itinerary of the events. The complete packet is housed in the office of the Deputy Superintendent.

RECOMMENDATION

Move to approve the attendance of five Monroe High School students at the DECA State Career Development Conference in Detroit, Michigan, in accordance with board policies for field trips and excursions.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

overnight

Monroe Public Schools Field Trip Information Form

Date of Trip: 3/11/16 - 3/13/16

Grade/Team/Organization Making Request: DECA

Destination: REN CEN DETROIT, MI

Address: 100 REN CEN DRIVE

City: DETROIT State: MI Zip: 48243

Means of Transportation: BUS

Number of Students and Adults Involved: 6

Exact Loading Location: MHS MAIN ENTRANCE, FLAG POLE

Estimated Time of Departure: 3/11/16 11:37AM

Estimated Time of Departure from Destination: 3/13/16

Expected Time of Arrival: 12:30 PM

Purpose of Trip: DECA STATE CONF.

Faculty Supervisor: JEFF BROWN

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

Principal's Signature: [Signature] Date: 1/9/16

Approved Denied

Assistant Superintendent's Signature: [Signature] Date: 1/21/14

Approved Denied

MONROE PUBLIC SCHOOLS FIELD TRIP CHECK LIST

Complete the following check list before submitting a formal request to the Board of Education for approval of overnight, out-of-state (except Cedar Point, Toledo, and vicinity) or out-of-country field trips. Follow the timelines as outlined in Board Policy IICA.

- Written request to appropriate principal
- Written approval by such principal and the superintendent or his/her designee
- Written parent permission form (IICA-F1/ Board Policy Manual)
- Completion of curriculum alignment form:

All field trips should be designed to enhance the curriculum standards and benchmarks. List below a brief description of activities, lessons, projects, etc. leading up to, during, and following this field trip.

Pre-trip lessons:

SEE ATTACHED

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

SEE ATTACHED

Follow-up classroom lessons:

SEE ATTACHED

- Contract(s) with agent(s) making travel/accommodation arrangements
- Detailed Itinerary
- Funding sources
- Chaperones
- Arrangements made for students with financial hardship
- If private vehicle(s) used, Form EEAE-F-3 (Board Policy Manual) attached.

Drafted: 1/20/95
Revised: 12/16/97

Number of Other Adults Assisting: 0

Number of School Days Student will be Attending Trip: 1/2 DAY

Cost Per Child: \$ 125.⁰⁰

Cost Per Chaperone: 0

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes No

Chaperones: Yes No

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

- Full compliance with Board of Education Policy IICA - Field Trips & Excursions Forms
- Signed parent permission forms for each student participant (IICA - FI)
- Field Trip Permission Forms (F-II)
- Compliance with Educational Academic Field Trip regulations - Standard Practice Bulletin I-11
- Written request to appropriate building principal
- Written description of field trip to parents
- Written approval by building principal
- Detailed itinerary (Out of country trips may not have detailed itinerary until 30 days prior to trip)
- List of approved chaperones
- Identification of funding sources
- Signed private vehicle use (for transporting students - EEAE-F-3)
- Description of arrangements made for students with financial hardship
- All necessary signed contracts/agreements with participating travel agents
- Emergency telephone numbers for all participants
- Description of this trip and congruency with course curriculum
- Emergency Contingency Plan included, if method of transportation is flying.
- 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:

SEE ATTACHED

School(s):

MHS

Chaperones:

JEFF BROWN

RANDY DUPONT

Method of Transportation:

Date of Departure: 3/11/16

Time of Departure: 11:40 AM

If overnight, number of nights: 2

Date of Return: 3/13/16

Time of Return: 3:30 PM

Number of Students Participating: 5

Number of Staff Supervising: 2

Monroe High School DECA

An Association of Marketing Students

1/14/16

Mrs. Sandy Kreps
Monroe High School
901 Herr Road
Monroe, MI 48161

Dear Sandy:

This is the Monroe High School DECA chapter's written request that you allow us to attend the 2016 DECA State Career Development Conference in Detroit, Michigan. Please consider allowing us to attend this educational conference from Friday, March 11th (11:37 AM) – Sunday, March 13th, 2016 (3:00 PM.)

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

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

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

Find enclosed, with this request for approval, a detailed agenda of our plans during the DECA State Career Development Conference. This will be an invaluable trip for the students attending. They will report back to their non-attending DECA members. Winners at the State level will automatically qualify to attend the International Conference held in Nashville, TN.

With your approval, I would like to present this trip to the MPS Board of Education. Thank you.

Sincerely,

Jeffery W. Brown
DECA Advisor

Cc: Bill Ferrara
Julie Everly

MICHIGAN DECA STATE CONFERENCE

March 11 - 13, 2016 - Detroit, MI

Registration Packet

<i>What</i> State Career Development Conference
<i>When</i> March 11-13, 2016
<i>Where</i> Detroit, MI
<i>Who</i> Monroe High School DECA members
<i>Cost</i> \$125.00 ✓
<i>Deadline</i> February 1, 2016
<i>Why</i> EDUCATIONAL and FUN! You'll learn skills that will last you a lifetime. Network with highly successful students from across Michigan.
<i>How</i> Fill out Registration Packet and return to Mr. Brown Call (734) 265-3671 with any questions

CONTENTS:

Letter to Parents
Conference Highlights and Agenda
Delegate Code of Conduct
MHS Permission Forms

RETURN ALL FORMS TO MR. BROWN BY February 1, 2016

Monroe High School DECA Chapter

901 Herr Road, Monroe, MI 48161 (734) 265-3671

TO: DECA Parents
FROM: Jeff Brown, DECA Advisor *J.B.*
DATE: January 12, 2016
SUBJECT: 2016 DECA State Career Development Conference

By now you already know your daughter or son qualified for the State DECA Conference by finishing in the top 10 overall in their event at the District V DECA Conference. (There were over 900 delegates participating at our district conference.) Four Monroe High School students are qualified to attend the DECA State Conference. Monroe High School students really demonstrated that they are learning business skills in their marketing education class and at their Co-op training stations. You are also receiving this letter because your daughter or son indicated to us that they wanted to participate in the State DECA Conference on March 11-13, 2016.

Please sign the enclosed permission slips and attach \$125.00 payable to MHS DECA if you want your daughter/son to participate in the DECA State Conference.

We will continue our preparation for the State Conference in our marketing classes. Students will take one online examination that covers marketing, management, and economics. They will role play two impromptu business case problems during the day on Saturday. All judges are business professionals who will donate their time on Saturday to work with students. Students will be entered in the economics and math competition on Saturday afternoon also.

Students should meet us at Monroe High School's Flagpole entrance at 11:37 AM on Friday, March 11, for departure. (School is in session on this day, they will be excused for the remainder of the day for an educational field trip.) Students must have business attire for the competition part of the conference. DECA discourages students from wearing any denim type clothing at the conference, however, other types of casual clothing may be worn during times students are not competing or attending meetings. The use of personal automobiles or visitation by friends not registered at the conference is forbidden. We should return to MHS's Flagpole entrance sometime between 3:00-4:00 PM on Sunday, March 13, 2016.

The chaperones will be Jeff Brown and Randy DuPont (marketing teachers at MHS). 2,500 other high school students from approximately 150 Michigan High Schools will be in attendance at the State DECA Conference. Michigan DECA has planned many fun and entertaining activities in addition to the competitive events. Michigan DECA employs a large security staff just for this conference to insure the safety and enjoyment of all students.

Winners in each event will be crowned as Michigan State Champions. Michigan State Champions will receive an automatic bid to participate in the International DECA Conference in Nashville, Tennessee during the last week of April, 2016. At this point in time our main focus is the State Conference. (The International Conference will only be discussed when or if there are Monroe High School delegates qualified to participate.)

Michigan DECA is sponsored by the Michigan State Department of Education and supported by student dues and various corporate pledges. National DECA is sponsored by the U.S. Department of Education and is one of the largest youth groups in North America with over 200,000 members. I am the volunteer sponsor for the Monroe High School DECA Chapter because it motivates our students to learn marketing, management, and business concepts. DECA is an extension of our curriculum taken to the application level of the learning process.

If you have any questions or concerns about our plans to attend the State DECA Conference, please call me at Monroe High School, 265-3671. **Thanks again for your continued support.**

P.S. Please fill out the enclosed permission forms and give them to your daughter/son with a \$125.00 check made payable to MHS DECA. Thank you.

For more information go to www.mideca.org

Monroe Public Schools
Field Trip Permission Form

School: MONROE HS
Date of Trip: MARCH 11-13 2016
Departure Time: 3/11/16, 11:37AM
Return Time: 3/13/16, 3:30 PM
Group/Class Taking Trip: DECA
Destination: REN CEN DETROIT, MI

❖ This form serves as the district's official notification for the parent(s)/guardian of students involved and, by signing, acknowledges the fact that the student's parent(s)/guardian approves of their child taking said trip. This form must be completed and signed before any student will be allowed to travel with the group.

Student's Name: _____ Grade: _____

Teacher: _____

Address: _____

Telephone # (Home): _____ Telephone # (Emergency): _____

Insurance Co.: _____

Name of Policy Holder: _____

Contract #: _____

Parental Acknowledgment:

I/We hereby give consent to allow our child to make this trip and further consent for any necessary emergency medical treatment and/or admission, to any hospital for my/our child.

Signatures:

Date: _____

Parent(s)/Guardian

❖ Return to Your Child's Classroom Teacher

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

EXPLANATION AND DATES:

Departure Date/Day FRI. 3/11/16 Return Date/Day SUN. 3/13/16

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

State MICHIGAN Country USA (daily itinerary must be attached).

The purpose of this trip is DECA STATE CONF. and the group sponsoring the trip is DECA

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

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

GENERAL INFORMATION:

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

Address _____ Phone _____

Parent/Guardian Name(s) _____ Emergency Phone _____

MEDICAL INFORMATION

Family Doctor _____ Phone _____

Last Tetanus Shot _____ Allergies (if any) _____

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

Other pertinent information _____

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

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

INSURANCE INFORMATION:

Insurance Company _____ Contract No. _____

Name of Policy holder _____ Policy Number: _____

MEDICAL ACKNOWLEDGMENT:

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


SIGNATURES:

(Parent(s)/Guardian(s))

Signed before me this _____ day of _____ 20____

Notary Public

My commission expires _____

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



Name _____

Chapter Monroe High School DECA

Conference DECA State Conference


Conference Date March 11-13, 2016

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

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

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

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

 MICHIGAN
DECA Code of Conduct/Medical Treatment Authorization

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

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

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

MICHIGAN DECA Code of Conduct/Medical Treatment Authorization

As parent/guardian, I have reviewed the Delegate Code of Conduct with our son/daughter, and he/she agrees to abide by the rules. The Chapter Advisors and/or Michigan DECA has the right to send the delegate home from the activity, at my expense, provided that he/she has violated the Delegate Code of Conduct and I have been notified of the violation and transportation arrangements.

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

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

DECA State Conference March 11-13, 2016

Conference or Activity Monroe High School Date March 11-13, 2016

Name of School Monroe High School

Name of Delegate _____ Date of Birth _____

Address _____ City _____ State _____ Zip _____

Daytime Phone _____ Evening Phone _____

Emergency Contact _____ Phone _____

Please list any medications or physical limitations: _____

Parent/Guardian's Signature _____ Date _____

Delegate's Signature [Signature] Date 1/14/16

Advisor's Signature [Signature] Date 1/19/16

Principal's Signature _____ Date _____

Insurance Company _____ Policy Number _____

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

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



State Career Development Conference

March 11-13, 2016

Detroit, Michigan

The 2016 conference will be held in Downtown Detroit on March 11-13, and it promises to be one of the most exciting, competitive and FUN Michigan DECA events of the year! You will have the opportunity to meet and compete with over 3,600 Michigan DECA members from throughout the state and also meet important and influential business professionals. The SCDC is a time for you to develop your occupational and leadership skills as well as meet other fun and energetic Michigan DECA members.

After participating in competitive events during the day, you will have free time to meet and socialize with other Michigan DECA members. Members will also elect the new Michigan DECA State Executive Council who will lead us into another exciting DECA year.

The Michigan DECA SCDC gives you the opportunity to meet DECA members from around the state, interact with important business representatives, and last but not least, compete for a chance to represent Michigan DECA at the International Career Development Conference, held in Nashville, Tennessee on April 22-27!

Area Deals and Discounts

\$2 off admission to the Henry Ford

Conference Registration

The fee will cover two meal vouchers for the Cobo Center food court (can be used anytime during the weekend), registration materials, entertainment on Saturday evening (to be announced) and conference administrative expenses.

Eligibility

Only students that are competing at the State Conference may attend the conference. Delegates may not enter more than one event (i.e. Individual, Written, or Chapter event). The only exceptions are the Merit Award Program and School Based Enterprise, if competition times do not conflict.

Refunds

Refunds will be given only if Michigan DECA is notified of the cancellation in writing. Cancellations must be submitted on the Refund Request Form to receive your chapter's refund.

Substitution Policy

Chapter Advisors have volunteered to double check each State Conference registration to be sure that chapters are following the [substitution policy](#) and that the correct qualifiers from the District Conferences are advancing on to the State Conference.

Written Events

All written event entries (including the Merit Awards Program, Chapter Awards Program and written projects advancing from a district conference) must be completed and received by 10:00 a.m. on Saturday, February 20, 2016 for written event screening. Events will not be accepted after 10:30 a.m. Chapter advisors that are attending screening to assist are welcome to bring their chapter's projects with them. All other entries must be mailed or dropped off at our office before the screening. Please keep in mind that EMU does not receive ANY deliveries on Saturdays (even if you pay extra for overnight or Saturday delivery), so if you're shipping any projects make sure that they are scheduled to arrive by Wednesday, February 17, 2016 in case the package needs to be re-routed or re-delivered to our office. See [Written Event Screening](#) for more information.

Presentations using the Internet:

Students will not be able to use the hotel or convention center internet for their event presentations, because that would involve asking someone else to help them with their equipment. (Refer to the event's presentation guidelines.) You may use an Internet aircard or personal hotspot with your own computer if you have one. But we caution that it could be difficult to receive and maintain a connection due to so many people using cell phones while at the conference. If you lose connection, you will not be given additional time. Our suggestion is to save anything that you might want to reference directly onto the computer.

Economics and Marketing Mathematics Applied Academics Certification

Delegates are required to take one (both are optional) of the tests on Saturday. A certificate will be awarded to those who achieve minimum proficiency on the test. The top ten participants will receive special recognition.

Dress During the Conference

Business attire is required for all scheduled sessions and activities. During free time, shirts must have sleeves and no bare midriff. Skirts and shorts must be at least fingertip length. **No cargo pants, jeans (denim material), T-shirts, sweatshirts, flip-flop sandals, or athletic shoes of any form will be allowed during the competition or at sessions!** Delegates' clothing must be neat and in good repair in order to compete, attend the sessions, or be allowed on stage. Delegates wearing any of these items will be sent to change, before being allowed to compete or attend any conference sessions. Please refer to the Michigan DECA [Dress Code](#) for more information.

Schedule

Conference registration will start at 11:00am on Friday. The first student activity will start at 2:00 p.m. Please be aware and prepared that if your event orientation is early, you may not be able to check into your hotel room to change until after 3:00pm. [Download the tentative schedule here.](#)

Hotels

Michigan DECA Policy requires that all competitors stay at one of the official conference hotels. Conference Registration will not be accepted for schools that are not staying at one of the official hotels.

Detroit Marriott, 100 Renaissance Center Drive, Detroit, MI 48243 313-568-8000
 Courtyard Detroit Downtown, 333 East Jefferson Avenue, Detroit, MI 48226 313-222-7700
 Crown Plaza Detroit Downtown Riverfront, 2 Washington Blvd., Detroit, MI 48226 313-965-0200
 Westin Book Cadillac Detroit, 1114 Washington Blvd., Detroit, MI 48226 313-442-1600
 Holiday Inn Express & Suites, 1020 Washington Blvd., Detroit, MI 48226 313-887-7000

HOTELS

DoubleTree Suites by Hilton, 525 W. Lafayette Blvd., Detroit, MI 48226 313-963-5600

State Conference T-Shirts

Michigan Alumni DECA is selling State Conference T-shirts again this year. The shirts will be designed around the conference theme, and will be heavyweight, 100% cotton T-shirts. Pre-orders of shirts on the conference registration form, you will receive a discounted price. Please consider ordering your shirts when you register for the conference, as in past years we were completely sold out by early Saturday afternoon! This fundraiser is designed help Alumni Division so they can sponsor a competitive event to provide more travel scholarships for qualifiers to attend the International Career Development Conference.

Name Badges & Wrist Bands

All delegates (adult and student) must wear their name badges and wrist bands at all times. No one will be admitted to conference activities without a name badge and wrist band. If a delegate loses their wrist band or name badge, a replacement may be obtained in the conference headquarters for \$5.00 each. Delegates will be required to show identification for a replacement name badge, or must have their Advisor with them.

Curfew

All students must be in their own room at curfew. No chapter activities (meetings, practice sessions, etc.) may be conducted after curfew, even if it takes place in their Advisor's room. Room service will not deliver after curfew. All advisors/chaperones are required to conduct room checks at curfew and patrol the floors of the hotel after curfew on Friday and Saturday evenings. Trying to manage a large number of students is a difficult task, therefore we need every advisor's support and assistance.

Code of Conduct & Medical Treatment Authorization Forms

Each delegate, student and adult, must sign the Code of Conduct & Medical Treatment Form. This form must be hand-carried to the conference by the Chapter Advisor. Do not send them to the Michigan DECA office.

No alcoholic beverages or drugs may be possessed by any delegate at the conference. This is a school function. Delegates may not enter the lounges at the hotels. Students suspected of being under the influence of alcohol will be required to take a breath alcohol test as specified by state law. A uniformed police officer will be on site during the evening hours of the conference.

Private Autos at the Conference

The use of private automobiles will not be permitted after arrival at the conference. Car doors shall be locked upon arrival, and the keys turned over to the chapter advisor.

Voting Delegates

The role of a voting delegate is an important one. Voting delegates are required to attend the candidate speeches and are encouraged to meet each candidate prior to the election session. All Voting Delegates must attend the conference as a competitor.

Number of Voting Delegates per Chapter

Voting for next year's state officer team will take place at the State Conference. According to the Michigan DECA Constitution, each chapter is allowed one voting delegate per 40 members or a major fraction thereof. The appropriate number of voting delegate ribbons will be included in your chapter's registration materials. The advisor will distribute the ribbons to the voting delegates for their chapter. Voting Delegates must wear their ribbon to vote. Replacement ribbons will not be provided once a chapter has picked up their registration materials at the conference.

- 1 voting delegate for chapters that have 1 to 61 members
- 2 voting delegates for chapters that have 62 to 101 members
- 3 voting delegates for chapters that have 102 to 141 members
- 4 voting delegates for chapters that have 142 to 181 members
- 5 voting delegates for chapters that have 182 to 221 members
- 6 voting delegates for chapters that have 222 to 261 members
- 7 voting delegates for chapters that have 262 to 301 members
- 8 voting delegates for chapters that have 302 to 341 members

Certificates of Excellence

Michigan DECA will issue Certificates of Excellence to all competitors that receive an average score above 70% during competition. The certificates will be mailed to chapter advisors several weeks after the conference.

Conference Assistance

To have a successful conference, each advisor will need to assist with the conference. All advisors will be pre-assigned by the event chairperson to work a competitive event. All individuals are required to assist during their assigned time. Because this assistance is important, advisors who do not assist during their entire assigned time, will have letters stressing the importance of their assistance and their absence sent to their school principal. Advisors and chaperones must attend all general and award sessions with their students, to assure proper dress and conduct (behavior) during the sessions.

Advisor Reception & Recognition

The Michigan Marketing Educators (MME) and Michigan DECA will host a reception and recognition session for all advisors.

Chaperones

All chaperones attending the conference will also be responsible to assist with conference management and supervision. Please select your preference for the area you would like each of your chaperones to assist with on the registration form. All chaperones are required to pay the conference registration fee.

Supervision

At least one (1) adult must attend and pay the registration fee for every ten (10) student delegates attending. Advisors and chaperones must attend all general and award sessions with their students, to assure proper dress and conduct (behavior) during the sessions.

Complete information about the conference can be found in the 2014-2015 Advisors Michigan DECA Guide, which will be mailed at the beginning of the school year.

Planning Ahead? Future dates and location:

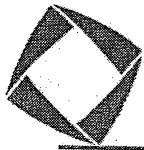
- March 10-12, 2017 - State Career Development Conference, Detroit, Michigan
- March 9-11, 2018 - State Career Development Conference, Detroit, Michigan
- March 8-10, 2019 - State Career Development Conference, Detroit, Michigan
- March 6-8, 2020 - State Career Development Conference, Detroit, Michigan



Friday, March 11, 2016

Time	Activity	Location
10:00 a.m. - 1:00 p.m.	Written Event Judges' Orientation	330 Cobo Center
11:00 a.m. - 5:00 p.m.	DECA Information Centers	Each Hotel
11:00 a.m. - 4:00 p.m.	Conference Registration	329 Cobo Center
1:15 p.m. - 2:00 p.m.	Adult Assistants Meeting <i>For all Written Events</i>	331 Cobo Center
2:00 p.m. - 5:00 p.m.	T-Shirt Pickup and Sales	DECA Info Center, Each Hotel
2:00 p.m. - 11:00 p.m.	Conference Headquarters	329 Cobo Center
1:00 p.m. - 6:00 p.m.	Food Court	Cobo Center
2:00 p.m. - 2:45 p.m.	Student Written Event Orientation	Hall C Cobo Center
3:00 p.m. - 3:30 p.m.	Adult Assistants Meeting Apparel & Accessories Marketing Automotive Services Marketing Business Finance Business Services Marketing Food Marketing Hotel & Lodging Management Human Resources Management Marketing Management Quick Serve Restaurant Management Restaurant & Food Service Mgt. Retail Merchandising Sports & Entertainment Series	331 Cobo Center
3:00 p.m. - 7:00 p.m.	Written Event - Presentations <i>All competitors are to report according to their assigned time.</i>	Hall C Cobo Center

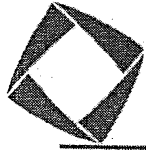
Tentative Program of Events



Friday, March 11, 2016

Time	Activity	Location
4:00 p.m. - 6:45 p.m.	Student Orientation Meetings <i>Refer to Competitive Event Schedules pages for specific times and locations</i>	
4:00 p.m. - 4:30 p.m.	Adult Assistants Meeting Business Law & Ethics TDM Buying & Merchandising TDM Financial Services TDM Hospitality Services TDM Leadership & Teamwork Marketing Communications TDM Principles of Business Management Principles of Finance Principles of Hospitality & Tourism Principles of Marketing Sports & Entertainment TDM Travel & Tourism TDM	331 Cobo Center
5:00 p.m. - 5:30 p.m.	Adult Assistants Meeting Financial Consulting Hospitality & Tourism Professional Selling Professional Selling Event School Based Enterprise	331 Cobo Center
5:00 p.m. - 7:00 p.m.	Dinner <i>As your schedule permits</i>	On Your Own
6:00 p.m. - 6:30 p.m.	State Officer Candidates' Meeting	332 Cobo Center
7:00 p.m. - 8:45 p.m.	Officer Candidates' Campaign Booths	Hall C Foyer Cobo Center
9:00 p.m. - 10:30 p.m.	Opening Session	Hall C Cobo Center
10:30 p.m.	Election of State Officers	Hall C Foyer, Cobo Center
11:00 p.m.	Chapter Meetings	Your Advisor's Room
11:00 p.m. - 11:30 p.m.	Alumni Meeting	332 Cobo Center
11:30 p.m.	Curfew - Delegates in own room & room check by advisor. <i>No food deliveries are allowed after this time.</i>	

Tentative Program of Events



Saturday, March 12, 2016

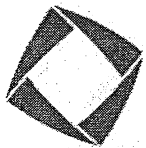
Tentative Program of Events

Time	Activity	Location
8:30 a.m.	Morning Judge Check-In	330 Cobo Center
8:30 a.m. - 1:00 p.m.	Competitive Events Automotive Services Marketing Business Law & Ethics TDM Business Finance Business Services Marketing Financial Consulting Financial Services TDM Food Marketing Hospitality & Tourism Professional Selling Hotel & Lodging Management Human Resources Management Leadership & Teamwork Marketing Management Marketing Communications TDM Principles of Business Management Principles of Finance Professional Selling Event School Based Enterprise	Hall C Cobo Center
8:00 a.m. - 5:00 p.m.	Food Court	Cobo Center
9:00 p.m. - 3:00 p.m.	DECA Information Centers	Each Hotel
9:00 a.m. - 2:00 p.m.	Vendor & Career Exposition	Hall B Foyer Cobo Center
9:00 a.m. - 6:00 p.m.	Conference Headquarters	329 Cobo Center
9:30 a.m. - 2:30 p.m.	Economics Examination <i>Open to all delegates</i>	430 Cobo Center
9:30 a.m. - 2:30 p.m.	Math Examination <i>Open to all delegates</i>	430 Cobo Center
Noon - 1:00 p.m.	Afternoon Judge Check-In	330 Cobo Center
1:00 p.m. - 5:00 p.m.	Competitive Events Apparel & Accessories Marketing Buying & Merchandising TDM Hospitality Services TDM Principles of Hospitality & Tourism Principles of Marketing Quick Serve Restaurant Management Restaurant & Food Service Mgt. Retail Merchandising Sports & Entertainment Series Sports & Entertainment TDM Travel & Tourism TDM	Hall C Cobo Center



Saturday, March 12, 2016

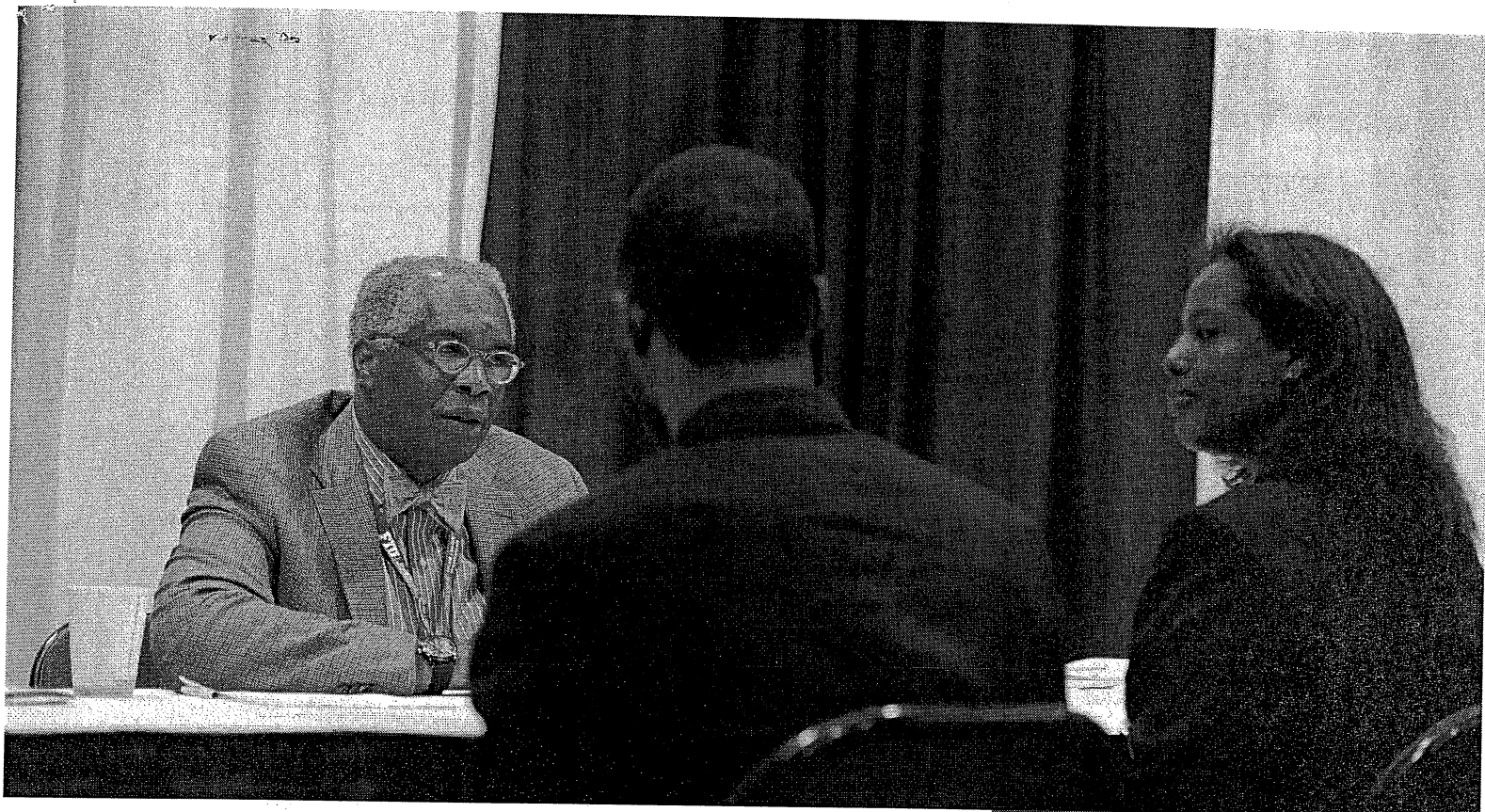
Time	Activity	Location
5:30 p.m.	Alumni Meeting	331 Cobo Center
6:00 p.m. - 8:00 p.m.	Dinner <i>As your schedule permits</i>	On Your Own
8:00 p.m. - 8:45 p.m.	Chapter Advisors' Meeting <i>Michigan Marketing Educators Annual Meeting</i>	330 Cobo Center
9:00 p.m. - 10:30 p.m.	Concert	Hall C Cobo Center
9:30 p.m. - 10:30 p.m.	Written Event Return <i>Chapter Advisors Only</i>	Hall B Office Cobo Center
11:00 p.m.	Chapter Meetings	Your Advisor's Room
11:30 p.m.	Curfew - <i>Delegates in own room & room check by advisor</i> <i>No food deliveries are allowed after this time.</i>	



Sunday, March 13, 2016

7:30 a.m. - 11:00 a.m.	Food Court	Cobo Center
9:00 a.m.	Doors open for the Awards Session <i>Business attire is required</i>	Hall C Cobo Center

Tentative Program of Events



DECA

CONNECTING CURRICULUM, COURSES AND DECA

BY CHRISTOPHER YOUNG | DECA INC. STAFF

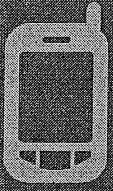
DECA's Comprehensive Learning Program integrates into classroom instruction, applies learning, connects to business and promotes competition. As an integral part of the classroom curriculum, DECA's industry-validated competitive events are aligned with National Curriculum Standards.

To prepare for a postsecondary program of study, DECA members are increasingly enrolling in business management and administration, finance, hospitality and tourism, and marketing courses during high school. These courses represent Career Clusters®, and DECA's competitive events program closely aligns with these career cluster areas, enabling teachers to better incorporate DECA into their classroom activities.

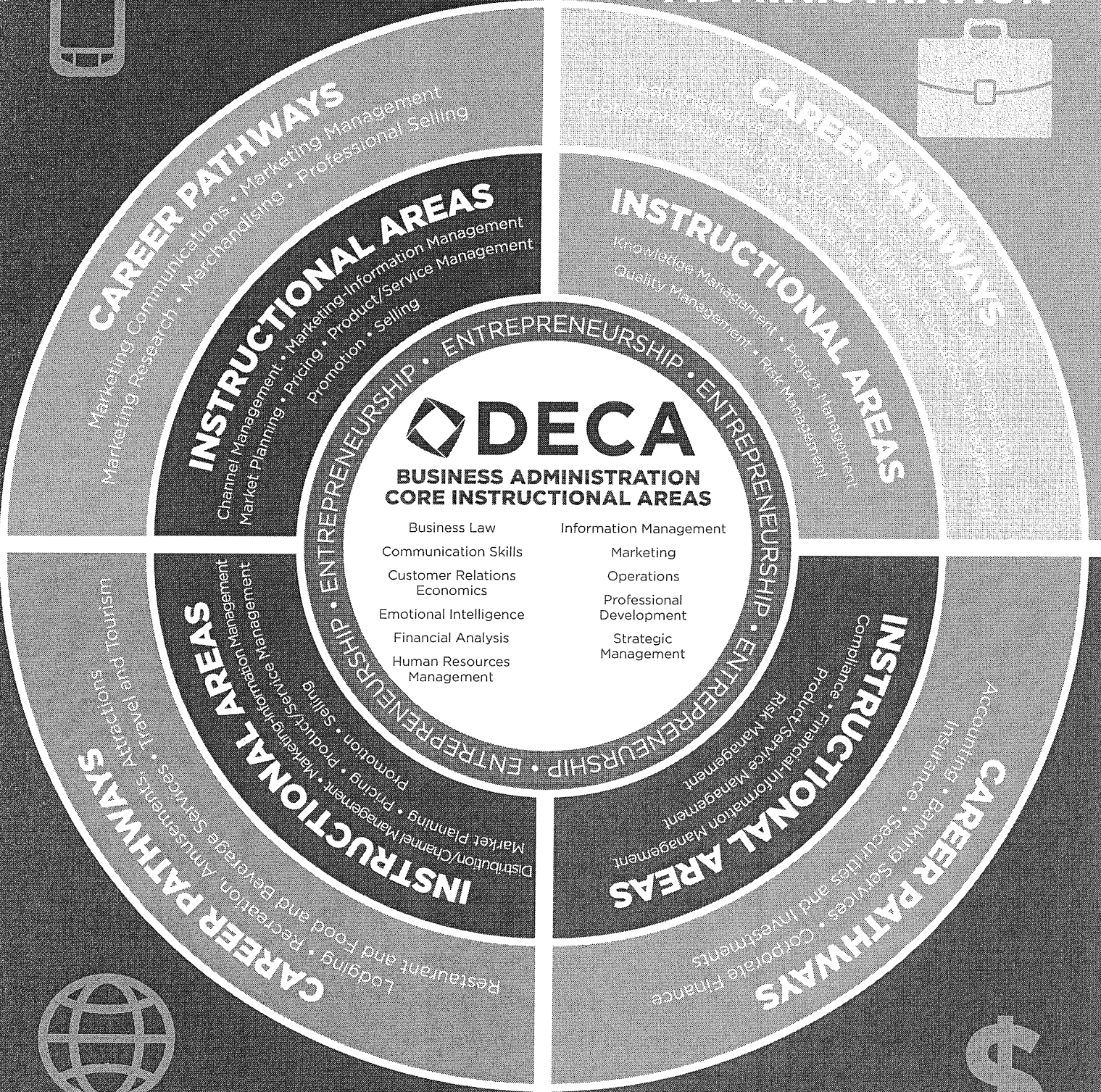
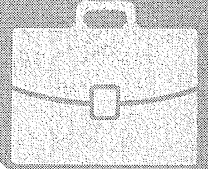
MAKING THE CONNECTION AMONG CURRICULUM, COURSES AND DECA

1. Align your program using Career Clusters® and create a course sequence.
2. Review and align the National Curriculum Standards to your curriculum.
3. Assist DECA members in identifying competitive events that match their knowledge and skills attained through classroom instruction.
4. Use DECA's transcripts generated for DECA competitors at the International Career Development Conference to demonstrate specific mastery of National Curriculum Standards.
5. Participate in DECA's Professional Learning Series.

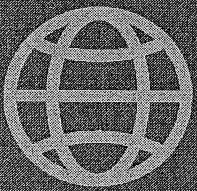
MARKETING



BUSINESS MANAGEMENT + ADMINISTRATION



HOSPITALITY + TOURISM



FINANCE



CURRICULUM STRUCTURE

The curricular structure of the National Curriculum Standards starts at the Business Administration Core level, which serves as the foundation of knowledge and skills essential for all careers in the Business Management and Administration, Finance, Hospitality and Tourism, and Marketing Career Clusters.

Tier 1: Business Administration Core

The four career clusters share common skills and knowledge across thirteen instructional areas. For example, the ability to write professional e-mail messages or apply written directions to achieve tasks is essential whether you are in the finance field or marketing field.

Tier 2: Instructional Areas

Each cluster then has its own set of instructional areas unique to careers within that cluster.

For example, all careers in the marketing cluster require a strong foundation in the areas of channel management, marketing-information management, marketing planning, pricing, product/service management, promotion and selling — commonly referred to as the functions of marketing. In the Finance Core, for example, specialized content is divided into the areas of compliance, financial-information management, product/service management and risk management.

Tier 3: Career Pathways

Clusters are then separated into pathways, which group similar careers together into broad-based occupational opportunities. The Marketing Cluster, for example, contains common knowledge and skills for all professional selling professions, which might be different from those in marketing research.

Tier 4: Specialties

Finally, the specialty level addresses knowledge and skills needed for each specific career within the pathway. For example, in the professional selling pathway, specialty careers include advertising sales, pharmaceutical sales, real-estate sales and more.

Summary

The tiers do not necessarily indicate levels of rigor, but rather a progression from a broad career interest to a very specialized career focus. Rigor is measured by the curriculum planning level of each performance indicator.

For more information on the National Curriculum Standards, review the executive summary at www.deca.org.

COMPETITIVE EVENTS FRAMEWORK

DECA's Competitive Events Program aligns with the National Curriculum Standards structure. As content becomes more specialized, so does the content used in each tier of the competitive event.

Tier 1: Principles of Business Administration Events

DECA's Principles of Business Administration (PBA) Events are designed specifically for first-year DECA members in introductory marketing and business courses. The guidelines and performance indicators are exactly the same for each of these events, but they will allow members to explore career paths that best suit their interests and talents.

These events include a comprehensive exam in the Business Administration Core and a content interview with a business executive.

Rather than creating plans or solving

workplace challenges (as in the Team Decision Making Events or Individual Series Events), members are asked to explain various concepts they would learn in an introductory marketing or business course.

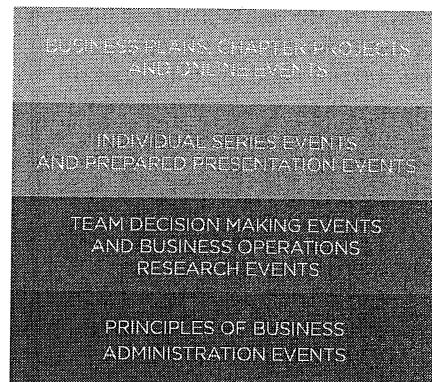
While the member will be evaluated on the judge's overall impression, emphasis is placed on the member's content knowledge.

Tier 2: Team Decision Making Events and Business Operations Research Events

The Team Decision Making and Business Operations Research Events focus on concepts relating to the entire career path of each career cluster.

Tier 3: Individual Series Events and Prepared Presentation Events

The Individual Series Events and Prepared Presentation Events are designed around career pathways and



DECA's Comprehensive Competitive Events Framework places event models in levels that align with the Career Clusters curriculum structure.

have the most specialized content, focusing on knowledge and skills in the career pathways, as well as the career clusters and business administration core. They are likely undertaken by advanced members.

Tier 4: Business Plans, Chapter Projects and Online Events

These capstone-like events, including Business Plans, Chapter Projects and Online Events, allow members to apply higher-level management and entrepreneurship skills in career specialties.

Post-secondary	Specialized Courses and Training	Specialized Courses and Training	Specialized Courses and Training	Specialized Course and Training
GRADE 12	Entrepreneurship, Business Law	Accounting II	Travel and Tourism, Hotel and Lodging Management	Sports and Entertainment Marketing, Fashion Merchandising, Advertising
GRADE 11		Accounting I		Advanced Marketing
GRADE 10	Business Management	Introduction to Finance	Introduction to Hospitality	Introduction to Marketing
GRADE 9	Principles of Business Administration	Principles of Business Administration	Principles of Business Administration	Principles of Business Administration
	BUSINESS MANAGEMENT	FINANCE	HOSPITALITY	MARKETING

At each level, DECA is an integral part of the experiential learning process. This model is an opportunity for local programs to provide a sequence of courses. Instructors and counselors should work closely with students and parents to develop a plan of study that best reflects each student's abilities, interests and talents.

COURSE SEQUENCES

Course sequences can be formulated from the same curriculum framework that is the basis of the National Curriculum Standards and DECA's Comprehensive Competitive Events Framework. In this framework, students begin the sequence attaining knowledge and skills that are common across the four career clusters and then progress into more specialized career paths as their interests develop.

Tier 1: Business Administration Core

Students in this introductory course, such as Principles of Business Administration, learn foundational knowledge and skills that are common across the four career clusters.

Tier 2: Instructional Areas

In these courses, students learn knowledge and skills in instructional areas unique to all careers within one career cluster. For example, in a marketing course, instructional areas include channel management, marketing-information management, market planning, pricing, product/service management, promotion and selling – commonly referred to as the functions of marketing.

In the finance course, for example, content is divided into the areas of compliance, financial-information management, product/service management and risk management.



Tier 3: Pathways

These courses focus on knowledge and skills needed in careers grouped into broad-based occupational opportunities. Some pathway courses may be integrated into the high school curriculum, while others are better suited for post-secondary programs. For example, an advertising class would be comprised of knowledge and skills and performance indicators from the marketing communications pathway in the marketing cluster. Likewise, accounting courses would be offered at the high school level in the accounting pathway, while courses in the insurance pathway might be better suited for post-secondary education.

Tier 4: Specialties

Finally, the specialty level courses address knowledge and skills needed for each specific career within the pathway. For example, in the professional selling pathway, specialty careers may include pharmaceutical sales, real-estate sales and more. These courses would commonly be taken at the post-secondary level as a continuation of this model.

INSTRUCTIONAL AREAS AND PERFORMANCE INDICATORS

Comprehensive exam questions and performance indicators used in content interviews, case studies and role-plays are selected from instructional areas relevant to the event's career cluster.

Each performance indicator, selected from the National Curriculum Standards is assigned a curriculum planning level on a continuum of instruction ranging from simple to complex.

Performance indicators are selected from instructional areas at the prerequisite (PQ), career-sustaining (CS) and specialist (SP) curriculum planning levels. For the Principles of Business Administration Events, the specialist-level performance indicators will only be used at ICDC.

A complete listing of performance indicators is available at <http://www.deca.org/competitions/highschool>.

CAREER CLUSTER EXAMS

DECA uses only five career cluster exams. This model provides an opportunity to use data to compare student achievement across the DECA membership.

Performance indicators for all exams are selected from instructional areas at the prerequisite (PQ), career-sustaining (CS) and specialist (SP) curriculum planning levels.

MONROE PUBLIC SCHOOLS

Transportation Request Form

Request forms must be submitted ten days prior to trip date for approval.

Request forms must be approved before forwarding to the Transportation Department.

Date of Request 1/15/16

Date of Trip 3/11/16

Grade or Group Making Request DECA

Total Number of People to be Transported 7

Is a Lift Bus Needed? NO

Name of School MONROE HIGH SCHOOL

Exact Loading Location MHS MAIN ENTRANCE, FLAG POLE

Destination REN GEN BUILDING, DETROIT, MI

Bus Requested at Loading Location By 11:30 AM

Estimated Departure Time from Monroe 11:40 AM

Expected Arrival Time at Location 12:40 PM

Expected Departure Time from Location _____

Expected Arrival Time at Loading Location _____

Event or Purpose of Trip _____

Faculty Supervisor: JEFF BROWN

Budget Account Number to be Charged: _____

Organization to be Billed: _____

***** If the account number line is left blank, total price of trip will be charged to budget of school requesting trip.

***** Account number line must be filled in even if trip is to be charged to field trip budget.

Principal or Director Approval: [Signature]

Central Administration Approval: [Signature]

Assigned to Driver: 1-127-41-45100 7990

DETROIT MARRIOTT HOTEL

White: Transportation

Yellow: School

Pink: Originator

MONROE PUBLIC SCHOOLS

Transportation Request Form

Request forms must be submitted ten days prior to trip date for approval.

Request forms must be approved before forwarding to the Transportation Department.

Date of Request 1/15/16

Date of Trip 3/13/16

Grade or Group Making Request DECA

Total Number of People to be Transported 7

Name of School MHS

Exact Loading Location DETROIT MARRIOTT HOTEL

Destination MHS

Bus Requested at Loading Location By 11:30 AM

Estimated Departure Time from Monroe 11:55 AM

Expected Arrival Time at Location 12:55 PM

Expected Departure Time from Location _____

Expected Arrival Time at Loading Location _____

Event or Purpose of Trip _____

Faculty Supervisor: JEFF BROWN

Budget Account Number to be Charged: _____

Organization to be Billed: _____

***** *If the account number line is left blank, total price of trip will be charged to budget of school requesting trip.*

***** *Account number line must be filled in even if trip is to be charged to field trip budget.*

Principal or Director Approval: [Signature]

Central Administration Approval: [Signature]

Assigned to Driver: 1.1127.41 [Signature] 14/5100 7990

White: Transportation

Yellow: School

Pink: Originator

LLI KITS FOR MMS, MHS, & OCHS

BACKGROUND

The Fountas & Pinnell Leveled Literacy Intervention System (LLI) is a small-group, supplementary literacy intervention program designed to help teachers provide powerful, daily, small-group instruction for the lowest achieving students at their grade level. Through systematically designed lessons and original, engaging leveled books, LLI supports learning in both reading and writing, helps students expand their knowledge of language and words and how they work. The goal of LLI is to bring students to grade level achievement in reading. Research has shown that when Leveled Literacy Instruction is provided with fidelity, students make greater gains than their peers who are not receiving LLI instruction. Monroe Public Schools Board of Education has supported the elementary curriculum and provided LLI support to students in need of intervention for several years. This purchase will extend the LLI intervention support system available to our students most in need of intervention at the middle school and high school levels. The cost of these materials, plus shipping, will not exceed \$30,000.

ENCLOSURE(S)

The quote from Heinemann for the cost of five (5) LLI kits, nine (9) Benchmark Assessment Systems and twelve (12) *Continuums of Literacy Learning* Books with the additional amount for shipping.

RECOMMENDATION

Move to approve the purchase of the Fountas & Pinnell LLI kits at a cost not to exceed \$30,000.00. This expenditure will be funded utilizing the 2015-2016 31a funds in accordance with allowable expenditure guidelines for use of federal funds for supplemental instructional programming.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____



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 www.heinemann.com
 Pubnet SAN: 210-5829 Code: HEP
 Federal ID#: 06-1154537 GST#:125-218-917

361 HANOVER STREET, PORTSMOUTH, NH 03801

QUOTE: 4950868

73074

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S MONROE PUBLIC SCHOOLS
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ACCOUNT NO.	P.O. NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.
73074	QUOTE	01/21/16		Net 30 Days	1

ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET AMOUNT
E02692	978-0-325-02692-3	1	FOUNTAS /LLI PURPLE GRADE 5	5937.50	20.00	4750.00

			PREPACK CONTAINS:			
E05104	978-0-325-05104-8	1	LLI Purple Carton 1			
E05105	978-0-325-05105-5	1	LLI Purple Carton 2			
E05106	978-0-325-05106-2	1	LLI Purple Carton 3			
E05107	978-0-325-05107-9	1	LLI Purple Carton 4			
E05108	978-0-325-05108-6	1	LLI Purple Carton 5			
E05109	978-0-325-05109-3	1	LLI Purple Carton 6			
E05110	978-0-325-05110-9	1	LLI Purple Carton 7			
E05111	978-0-325-05111-6	1	LLI Purple Carton 8			
E05112	978-0-325-05112-3	1	LLI Purple Carton 9			

E02796	978-0-325-02796-8	9	FOUNTAS /BENCHMARK 2 GR 3-8 2E	468.75	20.00	3375.00
E02852	978-0-325-02852-1	1	FOUNTAS /LLI GOLD GRADE 4	5937.50	20.00	4750.00

			PREPACK CONTAINS:			
E04816	978-0-325-04816-1	1	LLI GOLD Carton 1			
E04817	978-0-325-04817-8	1	LLI GOLD Carton 2			
E04818	978-0-325-04818-5	1	LLI GOLD Carton 3			
E04819	978-0-325-04819-2	1	LLI GOLD Carton 4			
E04820	978-0-325-04820-8	1	LLI GOLD Carton 5			
E04821	978-0-325-04821-5	1	LLI GOLD Carton 6			
E04822	978-0-325-04822-2	1	LLI GOLD Carton 7			
E04823	978-0-325-04823-9	1	LLI GOLD Carton 8			
E04824	978-0-325-04824-6	1	LLI GOLD Carton 9			

E02860	978-0-325-02860-6	3	FOUNTAS /LLI TEAL GRADES 6-12	5937.50	20.00	14250.00

			PREPACK CONTAINS:			
E07660	978-0-325-07660-7	3	LLI Teal Carton 1			
E07661	978-0-325-07661-4	3	LLI Teal Carton 2			
E07662	978-0-325-07662-1	3	LLI Teal Carton 3			
E07663	978-0-325-07663-8	3	LLI Teal Carton 4			
E07664	978-0-325-07664-5	3	LLI Teal Carton 5			
E07665	978-0-325-07665-2	3	LLI Teal Carton 6			

Continued

REFERENCE	TOTAL UNITS	SHIPPING WEIGHT	SHIPPING METHOD

RETURN ONE COPY OF INVOICE WITH PAYMENT TO:
 HEINEMANN, 15963 COLLECTIONS CENTER DRIVE, CHICAGO, IL 60693

All returns must be sent prepaid to: Heinemann Distribution Center
 c/o Houghton Mifflin Harcourt
 465 South Lincoln Drive
 Troy, MO 63379

jollyk



Houghton Mifflin Harcourt

ORDERS / CUSTOMER SERVICE
TEL: 800-225-5800 FAX: 877-231-6980
P.O. Box 6926
Portsmouth, NH 03802-6926
www.heinemann.com
Pubnet SAN: 210-5829 Code: HEP
Federal ID#: 06-1154537 GST:#125-218-917

Z

361 HANOVER STREET, PORTSMOUTH, NH 03801

QUOTE: 4950868

73074

29216

S MONROE PUBLIC SCHOOLS
O 1275 NORTH MACOMB
L MONROE MI 48162
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S MONROE PUBLIC SCHOOLS
H 1275 NORTH MACOMB ST
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Table with 5 columns: ACCOUNT NO., P.O. NUMBER, DATE, SPECIAL INSTRUCTIONS, TERMS, PAGE NO. Row 1: 73074, QUOTE, 01/21/16, Net 30 Days, 2

Main table with 8 columns: ITEM, ISBN, UNITS, DESCRIPTION, LIST PRICE, DISC, NET AMOUNT. Includes rows for LLI Teal Cartons and POUNTAS /CONTINUUM LIT LEARNING 3-8 2E.

Summary table with 4 columns: REFERENCE, TOTAL UNITS, SHIPPING WEIGHT, SHIPPING METHOD. Row 1: 4950868, 26, 922.77, GROUND COMMERCIAL

Summary table with 2 columns: QUOTATION - AMOUNT PAYABLE IN U.S. FUNDS, 29860.29

RETURN ONE COPY OF INVOICE WITH PAYMENT TO: HEINEMANN, 15963 COLLECTIONS CENTER DRIVE, CHICAGO, IL 60693

All returns must be sent prepaid to: Heinemann Distribution Center c/o Houghton Mifflin Harcourt 465 South Lincoln Drive Troy, MO 63379

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MiVOICE

BACKGROUND

See attached memo from David Payne for details.

ENCLOSURE(S)

Memo from Mr. Payne
Quote from Suntel Services

RECOMMENDATION

Move to approve the purchase of MiVoice from Suntel Services at a cost not to exceed \$12,159.10. Money for this purchase will come from the technology millage.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____



Monroe Public Schools

Technology Department

1275 N. Macomb St

Monroe MI, 48162

MEMO

To: Dr. Martin

From: David T. Payne

Date: 1/22/16

Subject: MiVoice Proposal

We are recommending following proposal to purchase MiVoice by Mitel at a cost not to exceed \$12,159.10 from Suntel Services. If approved this would be funded by the Technology Millage. We were able to utilize NJPA, the National Joint Powers Alliance <http://www.njpacoop.org/> to receive competitive bidding. This solution would allow us to record and archive up to 20 concurrent calls at a time. Our plan is to utilize this service starting at Operations and the Technology Departments. Then we will work with Dr. Martin and Mrs. Everly to determine where to expand this service next. As this system will provide many features our primary goal is to setup the call recording for incoming calls for training purposes and to increase our consumer service. This will also allow us to have a prerecorded message letting people know the call may be recorded. I have also included the brochure of this system and its features. Suntel Services is the vendor that will setup this system and integrate it with our phone system. Once setup we will have access to archived calls via a web interface when needed. As our Operations Department and Technology Help Desk receive large call volumes this new solution will allow us to continually monitor our customer service to verify we are providing the best possible support to our community and staff. Please let me know if you have any questions on this proposal.



Quote Schedule A

Monroe Public Schools
STATION SIDE MiVOICE CALL

SunTel Services
 1095 Crooks Road
 Suite 100
 Troy, MI 48084
 248.654.3600

Quote #: 78619
 January 5, 2016
Page: 1 of 2

BILL TO: Monroe Public Schools
1275 N. Macomb St.

Monroe, MI 48162
 CONTACT **David Payne**
 PHONE **(734)265-3150**

SHIP TO: Monroe Administration Offices
1275 N. Macomb St.

Monroe, MI 48162
 CONTACT **Kevin Hauser**
 PHONE **(734)265-3162**

Terms: NET 30
Sales Rep: Parenti, Bob
Phone: (248)654-3695 EXT
Email: robertparenti@suntel.com
Revision: 15

STATION SIDE MiVOICE CALL RECORDING FOR IPPHONES

QTY	MFCTR	PART NUMBER	PART DESCRIPTION	NET PRICE	TOTAL PRICE
<u>CALL RECORDING SOFTWARE</u>					
1.00	MITEL	52002872	MiVoice Call Recording Base Pack x20	\$3,100.00	\$3,100.00
1.00	MITEL	54006180	MiVoice Call Rcrd MiTAI Single Licensex1	\$682.00	\$682.00
1.00	MITEL	54006181	MiVoice Call Record Multi MiTAI License x1	\$0.00	\$0.00
2.00	MITEL	54006191	Quality Mgt Concurrent User License	\$620.00	\$1,240.00
<u>SOFTWARE ASSURANCE</u>					
1.00	MITEL	54006285	Std S/W Assur CallRecordingBase+30	\$130.20	\$130.20
<u>MICOLLAB VIRTUAL APPLIANCE</u>					
1.00	MITEL	54005442	MiCollab Virtual Appliance	\$616.90	\$616.90
<u>SOFTWARE ASSURANCE</u>					
1.00	MITEL	54005222	Std S/W Assurance MiCollab Base	\$62.00	\$62.00
1.00	SUNTEL	54009876	First Year Parts and Labor Warranty	\$350.00	\$350.00
<u>"PLEASE SEE STATEMENT OF WORK FOR PROJECT SCOPE"</u>					
<u>INSTALLATION LABOR:</u>					
2.00	SUNTEL	PROJMGMT-ST	Project Management	\$99.00	\$198.00
12.00	SUNTEL	VOICE-ST	Install & configure Oaisys Call Recording	\$99.00	\$1,188.00

Printed: 01/06/16



Quote Schedule A

Monroe Public Schools
STATION SIDE MiVOICE CALL

SunTel Services
 1095 Crooks Road
 Suite 100
 Troy, MI 48084
 248.654.3600

Quote #: 78619
 January 5, 2016
 Page: 2 of 2

BILL TO: Monroe Public Schools
 1275 N. Macomb St.

 Monroe, MI 48162
CONTACT David Payne
 PHONE (734)265-3150

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Terms: NET 30
Sales Rep: Parenti, Bob
Phone: (248)654-3695 EXT
Email: robertparenti@suntel.com
Revision: 15

STATION SIDE MiVOICE CALL RECORDING FOR IPPHONES

QTY	MFCTR	PART NUMBER	PART DESCRIPTION	NET PRICE	TOTAL PRICE
8.00	SUNTEL	VOICE-ST	Configure SRC & Basic MiCollab Client	\$99.00	\$792.00
			MITEL TRAINING		
1.00	MITEL	53003493	Using Oaisys Quality Man RLL	\$1,500.00	\$1,500.00
1.00	MITEL	53003662	Administering MiVoice Call Recording RLL	\$1,150.00	\$1,150.00
1.00	MITEL	53003663	Using MiVoice Call Recording RLL	\$1,150.00	\$1,150.00

COMMENTS

MATERIAL:	\$9,981.10
LABOR:	\$2,178.00
SUBTOTAL:	\$12,159.10
TAXES:	\$0.00
TOTAL:	\$12,159.10

SunTel Services Standard Purchase Terms and Conditions apply
 Proposal price valid for 30 days
 Warranty terms as specified in proposal
 Proposal incorporates Scope of Work and all assumptions

... your communications technology partner

Customer Signature:	Date:	SunTel Signature:	Date:
Printed:	Title:	Printed:	Title:

MiVoice Call Recording

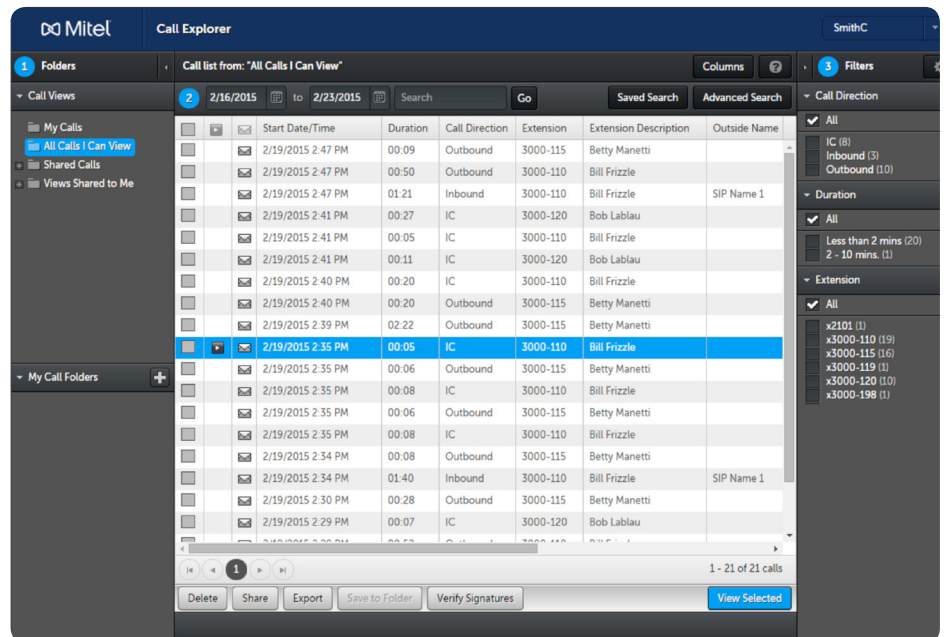
Customer Benefits

- Minimize liability risk and ensure regulatory compliance by documenting phone-based transactions
- Ensure operational efficiency by sharing information quickly, seamlessly and securely without the need to transcribe
- Improve customer strategy by identifying trends taking place within in your business
- Increase revenues by promoting strong sales techniques
- Improve first call resolution
- Securely access call recordings via encrypted media file streaming
- Ensure compliance and e-discovery requirements by querying recordings through keywords and phrases simplifying search and review of audio data

Unlock the Full Potential of Your Business Communications

Call recording technology plays a vital role for businesses. Changes in customer behavior, regulations and compliance, and improvements in technology insist that organizations be more proactive caring for customers. Organizations in industries such as healthcare, banking, finance, automotive and debt collections are all benefactors from the ability to monitor, playback, evaluate and archive their telephone based interactions.

In fact, virtually any organization that regularly engages by phone with customers, clients, colleagues or suppliers stands to gain from greater insight and understanding into the interactions shaping their everyday operations. Quickly retrieving important information contained within phone-based exchanges helps resolve disputes, minimize liability risk, improve customer service and safeguard company revenues.



Secure Web Interfacing

Deliver an Improved Customer Experience

Seamlessly capture, archive, organize, playback and share voice documents with Mitel's patented Portable Voice Documentation (PVD™) technology. Gain in-depth insight into customer behavior and business performance, build a robust customer experience and meet business objectives.

Improve Business Efficiency and Establish Best Practices

MiVoice Call Recording empowers managers, supervisors and employees with a variety of workforce tools to help monitor, analyze and enhance individual and group performance. Organizations benefit from a powerful real-time and historical perspective on the interactions occurring within your business. This translates to enhanced employee performance, a better understanding of customer service issues and improved business processes

Addressing Critical Business Needs Regulatory Compliance

Various regulatory bodies require recorded documentation of transactions occurring via telephone such as with telesales and the Telemarketing Sales Rule (TSR); financial transactions including account transfers, loan origination, securities/commodities trading; utilities account management; local government requirements for public safety organizations and several others.

Risk Management

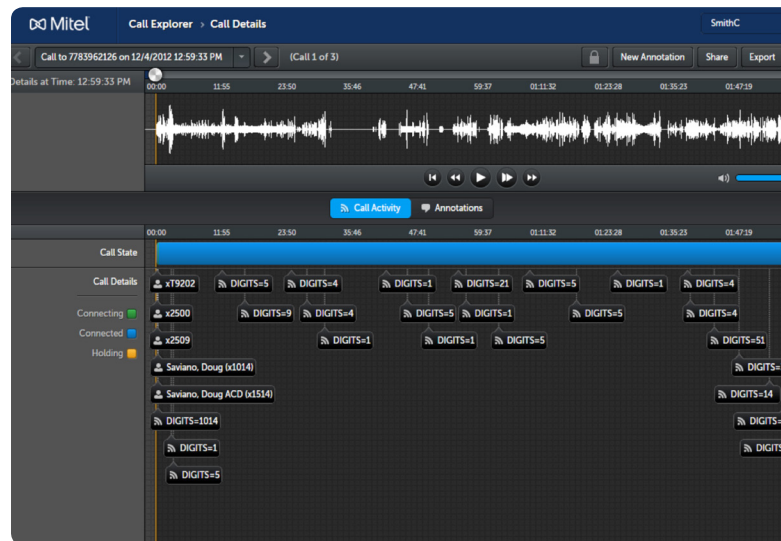
Record telephone interactions to reduce the risk and ramifications of miscommunication with customers. Examples include improperly filed insurance claims, business to business purchasing and perishable goods orders.

Employee Development

Develop training programs and employee skill-sets through the systematic review and evaluation of vital business communications functions in sales, customer service, collections, emergency dispatch facilities and other public safety organizations.

Improved Collaboration

Improve collaboration with employees and subject matter experts across the organization. Facilitate a seamless and immediate transfer of data between contemporaries, ensuring quick access to the most current critical business and customer data.



Call Visualization

Flexible, Scalable and Reliable Deployment Options

The MiVoice Call Recording software offers an enterprise-wide interaction management system that optimizes information exchange and transforms the customer experience. Now, everyone can take advantage of the benefits that call recording can provide—whether in the contact center or another department within the company—facilitating the seamless, immediate transfer of information.

Mitel recognizes that many smaller companies strive for growth, and require a solution that can scale as they grow. Designed to support both ease of deployment and operation, Mitel offers a full range of scalable, networkable and reliable hardware platforms – supporting all Microsoft Windows operating systems and Microsoft SQL database, to meet the demands of small-to medium-sized businesses and multi-site large enterprises.

MiVoice Call Recording is available in premise, private cloud and public cloud based environments fabricated to meet your unique business requirements.

**BOARD POLICY 5030 – NON-DISCRIMINATION AND COMPLAINT
PROCEDURE**

BACKGROUND

The Board Policy Committee met on January 20 to discuss making an addition to Policy 5030, Non-Discrimination and Complaint Procedure (Cf. 2450, 8015). The current policy reflects what is required by Federal Equal Employment Opportunity (EEO) laws. However, it does not include sexual orientation as one of the nondiscriminatory conditions. Other federal laws, not enforced through the EEO do prohibit discrimination based on other characteristics. The Office of Personnel Management (OMP) has interpreted the prohibition of discrimination based on conduct to include sexual orientation. It is the administration's recommendation that Board Policy 5030 be amended to include the term "sexual orientation" as part of its non-discrimination and complaint procedures.

ENCLOSURE(S)

Board Policy 5030 Non-Discrimination and Complaint Procedure

Section 5000 – Personnel

5030 Non-Discrimination and Complaint Procedure (Cf. 2450, 8015)

5030

The District will not discriminate against any person based on sex, race, color, national origin, sexual orientation, religion, height, weight, marital status, handicap, age, or disability. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d. et seq.; and 42 U.S.C. §§ 2000e, et seq.; Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; The Americans With Disabilities Act of 1990, 42 U.S.C. §§ 1210, et seq.; The Persons with Disabilities Civil Rights Act, MCL §§ 37.1101, et seq.; and The Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, et seq.

It is the policy of Monroe Public Schools that no person shall, on the basis of race, color, national origin, gender, age, height, weight, religion, marital status, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or in employment. Further, it is the policy of the District to facilitate compliance with all applicable state and federal laws, rules, and regulations (Title II, Title VI, Title IX, Americans with Disabilities Act of 1990, and Michigan Handicappers Law as Amended and the Elliott-Larsen Civil Rights Act of 1977) regarding non-discrimination by appointing a Compliance Coordinator to evaluate current practices, to investigate complaints, to answer inquiries, and to guide implementation of compliance efforts.

All questions, requests for information, or complaints relating to discrimination on the basis of gender, race, color, national origin, or handicap in the Monroe Public Schools should be directed to the appropriate Compliance Coordinator, as listed, depending on the basis of the question, concern or complaint, at 1275 North Macomb Street, Monroe, MI 48162, 734-265-3000.

Section 5000 – Personnel

5030 Non-Discrimination and Complaint Procedure (Cf. 2450, 8015)

5030-2

For matters regarding:

- **Employment:** Assistant Superintendent of Personnel;
- **Educational programs, instruction, and activities:** Assistant Superintendent of Elementary Education, or Assistant Superintendent of Secondary Education;
- **Accessibility of facilities:** Director of Operations
- **Transportation:** Director of Operations
- **Title IX:** Assistant Superintendent of Elementary Education
- **Section 504 of the Rehabilitation Act of 1973:** Director of Special Education;
- **Other matters including age:** Office of Superintendent of Schools.

In the event a complaint is against the Superintendent of Schools, the complaint should be directed to:

The of the Board of Education
Monroe Public Schools
1275 N. Macomb
Monroe, MI 48162
Phone: (734) 265-3000

Approved: May 6, 2014
LEGAL REF: Included in Text

ADJOURNMENT

RECOMMENDATION

Move to adjourn the January 26, 2016 Board Meeting #2.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____