

# MONROE PUBLIC SCHOOLS



## BOARD MEETING #3

February 9, 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

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Prepared by the Office of the Superintendent, Gayle Lambert, Administrative Assistant

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Board Meeting #3  
Tuesday, February 9, 2016  
**7:00 p.m.**

**AGENDA**

**Page**

<b>A. Roll Call and Call to Order</b>	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
2. Student Art Awards	Dr. Martin/Mr. Simon	
<b>(15 Minute Recess for Refreshments)</b>		
<b>B. Public Commentary – Agenda Items Only</b>	Mr. Yeo	
<b>C. Discussion and Action Items</b>		
1. <b>Approval of Minutes</b>	Mr. Yeo	2
Move to approve the minutes of the following meetings as submitted:		
• January 26, 2016, Board Work Session		
• January 26, 2016, Board Meeting #2		
2. <b>Reports and Updates</b>	Mr. Yeo	7
• Contracted Services Recommendations		
• January 25, 2016, Board Curriculum Committee Minutes		
• February 1, 2016, Board Personnel Committee Minutes		
3. <b>Teacher Appointment</b>	Mrs. Everly	12
Move to approve the appointment of Katie Hemelgarn as a teacher with Monroe Public Schools effective February 10, 2016 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
4. <b>Sale of Property (Public Commentary Only)</b>	Dr. Martin	
5. <b>Relocation of Head Start Preschool Program</b>	Dr. Martin	15
Move to approve the relocation of the Head Start preschool program from South Monroe Townsite to Arborwood North.		
6. <b>Resolution Supporting Technology Millage Renewal</b>	Dr. Martin	16
Move to approve the Countywide Educational Technology Millage Renewal resolution as presented.		
7. <b>Consent Agenda – Overnight Field Trips</b>	Mrs. Everly	18
Move that Agenda Items C.8 – C.10 be considered as a Consent		

Agenda, and that the consent agenda items be approved as recommended.

- |  |             |    |
|--|-------------|----|
| <b>8. State Swim Meet</b><br>Move to approve the attendance of eight Monroe High School students at the Division 1 State Swim Meet in Holland, Michigan, in accordance with board policies for field trips and excursions.   | Mrs. Everly | 19 |
| <b>9. State Individual Wrestling Meet</b><br>Move to approve the attendance of six Monroe High School students at the State Individual Wrestling Meet in Auburn Hills, Michigan, in accordance with board policies for field trips and excursions.   | Mrs. Everly | 27 |
| <b>10. MASC State Leadership Conference</b><br>Move to approve the attendance of eight Monroe High School students at the Michigan Association of Student Councils State Leadership Conference in Acme, Michigan, in accordance with board policies for field trips and excursions.  | Mrs. Everly | 34 |
| <b>11. Title I Purchase</b><br>Move to approve the purchase of 6 iPad mini carts and 12 iPad Pros for Arborwood; two class sets of Dell Chromebooks and bags for Manor; six iPad Air carts and two Mac PowerBook pros for Monroe Middle School; one class set of iPad Airs and bags for Raisinville; and one set of iPad Air Cases for Waterloo. The total cost of this purchase will not exceed \$206,089.33 and will be funded by the Title I Grant. | Mr. Payne   | 45 |
| <b>12. Superintendent's Comments</b>   | Dr. Martin  |    |
| <b>13. Old Business</b>  | Mr. Yeo     |    |
| <b>14. New Business</b>  | Mr. Yeo     |    |
| <b>15. Public Commentary – Any Topic</b>   | Mr. Yeo     |    |
| <b>16. Adjournment</b><br>Move that the February 9, 2016, Board Meeting #3 of the Monroe Public Schools Board of Education be adjourned.   | Mr. Yeo     | 56 |

**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 26, 2016, Board Work Session Minutes
- January 26, 2016, Board Meeting #2 Minutes

**RECOMMENDATION**

Move to approve the following minutes as submitted:

- January 26, 2016, Board Work Session
- January 26, 2016, Board Meeting #2

**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 26, 2016  
**5:30 p.m.**

**MINUTES**

**Roll Call and Call to Order**

Board Members Present: President Robert Yeo, Vice President Lawrence VanWasshenova (arrived at 5:52 p.m.), Secretary Ryan Philbeck, Parliamentarian Dr. Tedd March, Trustee Matthew Bunkelman, Trustee Floreine Mentel, and Trustee Cynthia Taylor

Board Members Absent: None

Administrators Present: Barry Martin, Julie Everly, David Payne

Administrators Absent: Katherine Eighmey, Jerry Oley

President Yeo called the meeting to order at 5:41 p.m.

**Review of Disciplinary Hearing Procedures**

Jeremy Chisholm of Collins & Blaha shared his thoughts and best practices when conducting student disciplinary hearings. While working with districts all over the state, Mr. Chisholm has found that when he can work with building administrators in advance, it makes the board's job much easier and streamlines the process. He discussed areas of liability, as well as his suggestions for preparing administrators.

Mr. Chisholm referred to a project he put together two years ago, which is a fairly comprehensive approach to student discipline. It starts with the investigation of an incident all the way through to a board hearing, and the application process for readmission if there was an expulsion. This information could be used in a presentation for building administrators as well.

**Adjournment**

Motion by Mrs. Taylor; support by Mr. Philbeck that the 5:30 p.m., January 26, 2016, Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:05 p.m.

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**Ryan Philbeck, Secretary**

# MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #2

January 26, 2016

7:00 p.m.

## MINUTES

### **Roll Call and Call to Order**

Board Members Present: President Robert Yeo, Vice President Lawrence VanWasshenova, Secretary Ryan Philbeck, Parliamentarian Dr. Tedd March, Trustee Matthew Bunkelman, Trustee Floreine Mentel, and Trustee Cynthia Taylor

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 7:10 p.m.

### **Public Commentary-Agenda Items Only**

There was none at this time.

### **Approval of Minutes**

Motion by Mr. VanWasshenova; support by Mrs. Mentel 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

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

### **Reports and Update**

The Informational Report – Contracted Services Recommendations and the January 20, 2016, Board Policy Committee Meeting Minutes were received. Mrs. Everly noted that Leeann Loveland decided to continue her role as School Climate Liaison at Manor, contrary to the Informational Report.

### **Staff Resignations**

Motion by Mrs. Taylor; support by Mrs. Mentel 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.

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

### **CAD Bridge Competition Field Trip**

Motion by Mr. Bunkelman; support by Mr. VanWasshenova 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.

Discussion: Mr. VanWasshenova commented that the bridges are very impressive. After the field trip, Mr. Bunkelman would like for the students to give a summary of their experience.

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

### **DECA State Conference**

Motion by Mr. VanWasshenova; support by Mr. Bunkelman 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.

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

### **LLI Kits – MMS, MHS & OCHS**

Motion by Mrs. Taylor; support by Mr. Philbeck 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 state funds for supplemental instructional programming.

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

### **MiVoice**

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

Discussion: Mr. Payne explained that this would put protocols in place to record incoming calls on the numbers that receive a high call volume, such as the technology help desk and the transportation department. It allows us to play a recording for the caller to let them know their call may be recorded.

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

### **Board Policy 5030 Non-Discrimination and Complaint Procedure – Amendment – First Reading**

After a brief discussion, it was decided to further discuss this amendment at the next Policy Committee meeting.

### **Roof Repair – MHS Pool Area**

Motion by Dr. March; support by Mr. Philbeck to approve Nordmann Roofing for labor and materials to repair the roof over the MHS pool area in the amount of \$15,977.00, and Alternates 1, 2 and 3 to be determined as conditions warrant. This repair will be funded through the site sinking fund.

Discussion: Mr. Oley isn't satisfied with Firestone's report in regards to the damaged roof, but because of time constraints we need to move forward with the repair. He expressed concern whether or not structural material underneath the roofing material will need to be replaced.

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

### **Superintendent Comments**

Congratulations to Monroe High School senior Jacob Traver, who has been chosen to receive the four-year Chick Evans Scholarship. This is a four-year housing and tuition scholarship awarded to golf caddies, valued at about \$80,000. Jacob, who caddies at the Inverness Club in Toledo, was one of only 26 students throughout Ohio and southeast Michigan to be picked for this scholarship. He will attend Miami University in Oxford, Ohio.

Monroe Middle School will host the Michigan School Vocal Music Association district festival this Saturday. The performances begin at 8:00 a.m. and go throughout the day as the best middle school vocalists from Southeast Michigan participate in the event. Several hundred middle school performers and their families are expected to attend.

All nine Monroe High School students who competed this past weekend in the Health Occupations Students of America (HOSA) regional competition in Jackson qualified for the state meet in Traverse City in April. Mrs. Leah Morelli and Mrs. Alka Pandya are the group's advisors.



The Monroe High School girls' basketball team hosts Tecumseh this Friday night for the 7<sup>th</sup> annual Pink Out game to raise money for the Cancer Connection at Promedica's Monroe Regional Hospital. Over the last six years, this event has raised thousands of dollars for the Cancer Connection.

The sixth annual Monroe Competitive Cheer Invitational will be held at Monroe High School on Saturday, January 30. A total of 17 middle school and high school competitive cheerleading teams will participate. Monroe Middle School and Monroe High School Competitive Cheerleading teams will compete.

Registration is underway for Adult Education classes at The Learning Bank. Deadline to register is February 10. Day classes will be held at the Learning Bank, and night time classes are offered at Orchard Center High School.

Monroe Middle School is having a friendly competition involving its TFT classes to donate much needed items to Oaks of Righteousness Homeless Shelter. The students are bringing in items such as foam plates and cups, plastic eating utensils, toilet paper and paper towels. The TFT donating the most items will have an ice cream social.

**Old Business**

There was none at this time.

**New Business**

Dr. March commented on an article in the Upward Bound Newsletter that Jonathan Brown was elected president of his 1,100 member Class of 2019 at MIT.

Mr. Yeo appreciates the follow up from Dr. Martin with a concerned citizen. He is comfortable knowing that our buildings are safe, and when issues arise, they are addressed.

**Public Commentary-Any Topic**

There was none at this time.

**Adjournment**

Motion by Mr. VanWasshenova; support by Mr. Philbeck that the January 26, 2016, Board Meeting #2 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:57 p.m.

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**Ryan Philbeck, Secretary**

## **REPORTS AND UPDATES**

### **BOARD COMMITTEES/OTHER REPORTS**

- Contracted Services Recommendations
- January 25, 2016, Board Curriculum Committee Meeting Minutes
- February 1, 2016, Board Personnel 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**

LeeAnn Loveland – has rescinded her desire to vacate the School Climate Liaison position at Manor. We have now closed that posting.

Ashley Wagner has been increased from a Level 1 to a Level 2 Technician, replacing Robert Kennedy who resigned. Aaron Bolster is being recommended to fill a Level 1 Technician slot that Ashley previously held. This change was effective February 1, 2016.

We have received a letter of resignation from LaShawnda Gayden. She will vacate a Student Service Provider position at Waterloo elementary as of February 11, 2016.

## Monroe Public Schools Board Curriculum Committee



**Date of Meeting:** January 25, 2016  
**Next Meeting:** February 22, 2016

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- 1) **Call to Order:** Julie Everly called the meeting to order at 5:20
- 2) **In Attendance:** Montyne Barbee, Matt Bunkelman, Julie Everly, Barry Martin, Holly Wallace, Larry VanWasshenova
- 3) **Public Commentary:** None
- 4) **Secondary LLI Purchases:** Normally, we like to bring purchases to the board well in advance for approval. However, you will see a purchase on tomorrow night's agenda for LLI kits. We have brought elementary Leveled Literacy Intervention purchases to the board in the past, and we hope to have this program move to grades 7-12 so it will be district wide, very soon. This purchase will come from 31A money.
- 5) **K-12 Science Curriculum Update:** We have a group of administrators and coaches working on the K-12 integrated science program. They are meeting regularly and developing what they feel are the important areas to focus on to be sure we will have a competitive curriculum for all of our students. The group has suggested going to each other's science curriculum work days to see what the different schools cover to be sure they are all thinking along the same lines.
- 6) **MHS Curriculum Guide:** Please take a look at the Monroe High School Curriculum Guide for the 2016-2017 school year. Dual enrollment, Direct College, and so much more is in the guide. There is consideration for a program where a student would be able to enter high school with either two or four high school credits. We have a team of people who will be talking to you soon about going back to the semester scheduling. Currently, Monroe Public Schools is the only district in the county using the trimester schedule.
- 7) **Old Business:** There has been a lot of interest and excitement with the discussions for the pilot program. Julie thanked Matt Bunkelman for being at the meeting and joining in on the conversation. We appreciate anyone interested in being there and working together with the staff.
- 8) **New Business:** We are working on organizing the summer learning programs. We have already allocated money in the Title Grant Budget for additional summer programs.

We are continuing to work on the one to one devices in the buildings. The target grades for consideration are fifth, sixth, seventh, and eighth. We are also looking at a way to purchase a bank of hot spots to loan out to students.

We have heard, informally, that we will be receiving a grant from the State of Michigan that we have applied for. This is targeted for extended day schooling and the State is encouraging us to focus on grades K-2 - early is better!

Taking a look at the Guide to State Assessments, the M-Step test is coming up and our buildings are preparing for it. Larry VanWasshenova asked if there is a program or some type of supplemental material available for teaching our students the ins and outs of the M-Step test. He also wondered if other districts utilize supplemental programs. It was stated that a lot of other districts teach specifically to the test.

Matt Bunkelman wondered what amount of money has been spent over the past ten years on the supplemental materials we have purchased that the State of Michigan required us to adopt.

9) **Adjournment:** Julie Everly adjourned the meeting at 6:50

# Monroe Public Schools Board Personnel Committee Meeting Minutes

**Date of Meeting:** February 1, 2016

**Present:** Robert Yeo and Ryan Philbeck  
Barry Martin, Julie Everly, Kathy Eighmey and Holly Scherer

**Next Meeting:** March 7, 2016

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1. **Call to Order:** The meeting was called to order at 5:05 PM
2. **Public Commentary:** None

**Staffing Updates:** The latest staffing updates sheet was shared. Mrs. Everly noted that as we consider this staffing sheet, looking at the updates and positions we are working to fill, that we are also starting to get retirement announcements for the end of the year. With these staffing needs in mind we are coming into the teacher fair season, so she informed the group that administration will work to send recruiters out to cover these job fairs.

Mr. Yeo asked for an update on filling the Electrician position. Mrs. Everly shared that even with similar working conditions, we are having a hard time competing with outside industry rates. Mr. Philbeck asked if outsourcing for electrical service issues might solve that. Mrs. Everly noted that we do have the ability to do that if the need arises; we have a similar concern with plumbing issues. The committee would support the use of outside contractors as needed until we can fill this position.

Mrs. Everly reported that Ryan Walentowski has been placed in the role of the OCHS Interim Principal. He's been at Orchard for seven years and is well received by staff and parents. Holly Wallace and Montyne Barbee will be working in their areas doing the behind the scene work of a principal with the title budgeting, professional development work, and teacher evaluations to help support Mr. Walentowski through the end of the school year. It is still the intent of administration to post and fill a Principal position at Orchard for the 2016-17 school year. It is the commitment of this group to focus further on the Alternative High School program and consider what additional supports are needed to move those programs forward.

3. **Old Business:** Mr. Yeo and Mr. Philbeck shared compliments on their visit to MHS and the great staff and student engagement happening at that location.
4. **New Business:** Mr. Yeo asked what Social Media policies are in place for employees. Mrs. Everly and Mrs. Scherer will review what information is included in our Employee Handbook, as well as confirm that information that EduStaff provides for their employees on that topic.

The committee requested an update on the process for hiring the Varsity Football Coach. Mrs. Scherer reported that the internal posting has ended and that we had eleven candidates. Dr. Martin and Mrs. Everly will be working with Dr. Ray to screen these candidates and schedule interviews. A Board member will be needed for that panel.

5. **Future Agenda Items:** None
6. **Next Meeting:** March 7, 2016 at 5:00 PM
7. **Adjournment:** The meeting was adjourned at 5:48 PM.

**TEACHER APPOINTMENT**

**BACKGROUND**

On behalf of the administration and the interview panel I am recommending the appointment of Katie Hemelgarn as a teacher with Monroe Public Schools. This teacher will be assigned as a part-time elementary encore teacher for the 2015/16 school year.

Ms. Hemelgarn holds a Bachelor of Arts degree from Eastern Michigan University. She was assigned to Waterloo elementary for her student teaching in spring 2015 and completed her student teaching this past December at Monroe Road Elementary. Ms. Hemelgarn was last employed with EduStaff as a substitute teacher, and had been assigned to a long term Intervention role at Custer elementary since her graduation in December.

Members of the interview panel were: Steve Pollzzie, Principal; Jennifer Abram, Lisa Sears, Melissa Watterson and Andrea Wylie, Teachers.

**ENCLOSURE(S)**

Resume

**RECOMMENDATION**

Move to approve the appointment of Katie Hemelgarn as a teacher with Monroe Public Schools effective February 10, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

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

## JOB TARGET: TEACHER/ EARLY CHIDHOOD EDUCATION

Dedicated academic professional, committed to providing comprehensive instruction that fosters child development. Highly skilled in developing a classroom environment that is stimulating, active, and diverse to accommodate all learning styles. Self-motivated professional that supports teaching initiatives through a strong work ethic, excellent communication, and effective collaboration with all levels of personnel.

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### CORE COMPETENCIES

#### Certification

- Elementary Education
- Early Childhood Education
  - Michigan Education Association
  - Dean's List

- Classroom Management
- Smart Board
- I Pad
- Lesson Planning
- Detail Oriented
- Intervention/Enrichment
- Community Builder
- Positive Encouragement
- Lesson Differentiation
- Child Centered Learning

#### Education

Eastern Michigan University, Ypsilanti, Michigan , December 2015

- Bachelor of the Arts degree in Elementary Education and Early Childhood Education
- GPA 3.65

Monroe County Community College, Monroe, Michigan, April 2011

- Associates of Liberal Arts with a focus on Early Childhood Education
- GPA 3.54

#### Teaching Experience

##### Student Teaching

Waterloo Elementary, Monroe, Michigan

January 5, 2015-April 17, 2015

- Developed and implemented daily unit lesson plans for a first grade
- Conducted large and small group activities
- Planned and created technology infused, cooperative, direct, and indirect lessons
- Fostered a classroom environment conducive to learning and promoting excellent student-teacher interaction
- Active participant in School Improvement, Professional Learning Community, Focus School, Dreambox, and ALICE training
- Fostered positive relationships with families
- Facilitated Lucy Calkin's writing curriculum and math Investigations curriculum
- Led STEAM lessons, scientific method



- Fostered a classroom environment conducive to learning and promoting excellent student-teacher interaction
- Active participant in School Improvement, Professional Learning Community, Focus School, Dreambox, and ALICE training
- Fostered positive relationships with families
- Facilitated Lucy Calkin's writing curriculum and math Investigations curriculum
- Led STEAM lessons, scientific method

**Extended Day Math Intervention**

February 1, 2015-April 1, 2015

Waterloo Elementary, Monroe, Michigan

- Created lessons to reinforce math skills, with a focus on multiplication
- Provided test prep skills and techniques
- Conducted small group, partner, and individual activities

**Monroe Public School District, Monroe Michigan**

April 1, 2015-Present

Pre-Kindergarten thru Sixth grade

- Demonstrated flexibility, resourcefulness and knowledge of district curriculum

**Brookstone Christian Academy, Monroe Michigan**

January 2011- February 2012

Lead Teacher

- Planned and prepared appropriate lessons, materials, and activities
- Communicated with families
- Ensured confidentiality at all times
- Monitored and assessed child development and growth

**Additional Work Experience**

**City Tan and Nutrition, Toledo Ohio**

February 2005- July 2014

Area Manager

- Responsible for all hiring and training of new employees
- Managed a monthly schedule and biweekly payroll
- Resolved all customer concerns and ensured customer satisfaction
- In charge of handling the store's capital
- Responsible for keeping track of and ordering 500 plus inventory items

**Reinbolt Accounting and Tax Service, Lambertville, Michigan**

January 2011- May 2012

Office Manager

- Greeted and maintained customer relationships
- Responsible for the completion of customer tax folders and files

**RELOCATION OF THE HEAD START PRESCHOOL PROGRAM**

**BACKGROUND**

Monroe Public Schools has made a request to the ISD to relocate the Head Start preschool program currently located at South Monroe Townsite to the Arborwood Campus, specifically the Arborwood North building. The purpose of this move is to help provide additional support for preschool services at the Arborwood location and to assist in the transition of preschool students, many of whom become Arborwood students, into kindergarten. The ISD supports this move and is willing to work with Monroe Public Schools to have a smooth transition into the 16/17 school year. Arborwood North has sufficient capacity to meet the needs of the current Head Start program as well as space to house a number of existing Arborwood classrooms which will further enhance the ability to provide transitional support to preschool students moving into kindergarten. Arborwood is a school wide Title I School and one of the evaluative measures that must be documented as part of a comprehensive school wide Title I program is a “plan for assisting preschool children in the transition from early childhood programs, such as Head Start, Even Start, Early Reading First, or a State-run preschool program, to local elementary school programs.” This move aligns with these federal requirements and will help strengthen the overall instructional program at Arborwood.

**ENCLOSURE(S)**

None

**RECOMMENDATION**

Move to approve the relocation of the Head Start preschool program from South Monroe Townsite to Arborwood North.

**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	_____	_____	_____	_____

**RESOLUTION IN SUPPORT OF THE COUNTYWIDE EDUCATIONAL  
TECHNOLOGY MILLAGE RENEWAL**

**BACKGROUND**

The Monroe County public school districts have requested that the Board of Education of the Monroe County Intermediate School District hold an election on May 3, 2016, for voters to consider renewing the educational technology millage. By adopting the attached resolution, the Monroe Public Schools Board of Education officially declares its support of the renewal.

**ENCLOSURE(S)**

Resolution in Support of the Countywide Educational Technology Millage Renewal

**RECOMMENDATION**

Move to approve the Countywide Educational Technology Millage Renewal resolution as presented.

**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	_____	_____	_____	_____

**RESOLUTION IN SUPPORT OF THE COUNTYWIDE EDUCATIONAL  
TECHNOLOGY MILLAGE RENEWAL**

**WHEREAS**, the Monroe County voters passed an educational technology millage in June 1997 and renewed the millage in June 2001, May 2006 and May 2011;

**WHEREAS**, the Monroe County public school districts have requested that the Board of Education of the Monroe County Intermediate School District hold an election on May 3, 2016 for voters to consider renewing the educational technology millage;

**WHEREAS**, the funds generated by the renewal levy would continue to provide for the educational technology needs of Monroe public school students;

**WHEREAS**, because of the educational technology millage, Monroe County local districts continue to develop technology plans which imbed technology into the curriculum at all levels, provide continuing professional development opportunities for teachers to meet the needs of students and ensure that Monroe County public school students are exposed to emerging technologies necessary to compete and excel in the global economy;

**WHEREAS**, as a Monroe County agency providing services to the public schools of Monroe County, we recognize the need for Monroe County public school students to be provided with the a strong educational technology foundation;

**THEREFORE, BE IT RESOLVED**, that the Monroe Public Schools Board of Education officially declares its support of the May 3, 2016 Monroe County Educational Technology Millage Renewal which will ensure educational opportunities for Monroe County students and provide professional development for Monroe County educators in technology and technology related services.

Resolution adopted: February 9, 2016

\_\_\_\_\_  
Robert Yeo, President

\_\_\_\_\_  
Lawrence VanWasshenova, Vice President

\_\_\_\_\_  
Ryan Philbeck, Secretary

\_\_\_\_\_  
Tedd March, Parliamentarian

\_\_\_\_\_  
Matthew Bunkelman, Trustee

\_\_\_\_\_  
Floreine Mentel, Trustee

\_\_\_\_\_  
Cynthia Taylor, Trustee

**CONSENT AGENDA – OVERNIGHT FIELD TRIPS**

**ENCLOSURES**

- C.8 State Swim Meet
- C.9 State Individual Wrestling Meet
- C.10 MASC State Leadership Conference

**RECOMMENDATION**

Move that Agenda Items C.8 – C.10 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

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

**STATE SWIM MEET**

**BACKGROUND**

Dr. John Ray, Monroe High School Athletic Director, wishes to petition the Board of Education for permission to take six to eight swimmers from the boys swim team to the Division 1 State Swim Meet at the Holland Community Aquatic Center in Holland Michigan. Students will be transported in private vehicles and will depart on Thursday, March 10, and return on Saturday, March 12, 2016.

The Monroe Public Schools Athletic fund 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)**

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 eight Monroe High School students at the Division 1 State Swim Meet in Holland, 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 Public Schools  
Field Trip Information Form

Overnight

Date of Trip: March 10-12

Grade/Team/Organization Making Request: Boys Swim

Destination: Holland Community Aquatic Center

Address: 550 maple Ave (616) 393 7595

City: Holland State: mi Zip: 49423

Means of Transportation: private transportation

Number of Students and Adults Involved: 6-8

Exact Loading Location: Monroe High School

Estimated Time of Departure: \_\_\_\_\_

Estimated Time of Departure from Destination: \_\_\_\_\_

Expected Time of Arrival: \_\_\_\_\_

Purpose of Trip: State Swim Meet (Boys)

Faculty Supervisor: Doug Schade

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

Principal's Signature: X Skrep Date: 2-2-16

Approved  Denied

Assistant Superintendent's Signature: Jay Date: 2/4/16

Approved  Denied

# 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:

Boys State Swim Meet

Holland Community Aquatic Center

550 Maple Ave

Holland, MI 49423

School(s):

Monroe High

Chaperones:

Doug Schae

Brandon Hoppe

Method of Transportation:

private cars

Date of Departure:

3/10/16

Time of Departure: \_\_\_\_\_

If overnight, number of nights:

2

Date of Return:

3/12/16

Time of Return: \_\_\_\_\_

Number of Students Participating:

6-8

Number of Staff Supervising:

2



Number of Other Adults Assisting: 2

Number of School Days Student will be Attending Trip: 1

Cost Per Child: \_\_\_\_\_

Cost Per Chaperone: \_\_\_\_\_

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

## MHS Boys Swim Itinerary for Division 1 State Meet in Holland, Michigan

Thursday, March 10: Depart from Monroe on after school. Each student athlete will ride with his guardian or parent. Arrive at Hotel room in Holland, Michigan around 8:00pm. All athletes in rooms by 10:00pm. Lights out at 11:00pm.

Friday, March 11: Breakfast at hotel. Athletes will travel with guardians to Holland Aquatic center at 9:00am. Meet warm-up begins at 10:00am. Events begin at noon. Prelims will end around 3:00pm. Athletes travel back to the hotel with parents or guardians. Team will choose a location for dinner. The team will eat dinner and maybe see a movie at a local theatre. All activities chaperoned by parents and coaches. Team will be back to hotel no later than 10:00pm with lights out at 11:00pm.

Saturday, March 12: Breakfast at hotel. Athletes will travel with guardians to Holland Aquatic center at 9:00am. Meet warm-up begins at 10:00am. Events begin at noon. Finals will end around 3:00pm. Athletes will return to Monroe via private transportation.

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

EXPLANATION AND DATES:

Departure Date/Day \_\_\_\_\_ Return Date/Day \_\_\_\_\_

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

State \_\_\_\_\_ Country \_\_\_\_\_ (daily itinerary must be attached).

The purpose of this trip is \_\_\_\_\_ and the group sponsoring the trip is \_\_\_\_\_.

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

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

GENERAL INFORMATION:

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_ Emergency Phone \_\_\_\_\_

MEDICAL INFORMATION

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Last Tetanus Shot \_\_\_\_\_ Allergies (if any) \_\_\_\_\_

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

Other pertinent information \_\_\_\_\_

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

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

INSURANCE INFORMATION:

Insurance Company \_\_\_\_\_ Contract No. \_\_\_\_\_

Name of Policy holder \_\_\_\_\_ Policy Number: \_\_\_\_\_

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Notary Public

(Parent(s)/Guardian(s))

My commission expires \_\_\_\_\_

## Monroe Public Schools Overnight Trip Rules for Students

1. I will obey the rules and instructions of the faculty, coaches, and chaperones.
2. I will respect my classmates on the trip.
3. I will not use profanity and will not be involved in fights or rough play while on this trip.
4. I will not wander off by myself and will make the staff and chaperones aware of my whereabouts twenty four hours a day.
5. I am aware of the regulations banning tobacco, drugs, and alcohol. Disobeying these rules will mean immediate dismissal from the trip at the expense of my family.
6. I understand curfew will be established nightly and adhered to strictly.
7. I am aware that I must stay in my assigned room. I understand student couples are not permitted to be alone in a room together without a chaperone.
8. I am aware that no phone calls are allowed between rooms after curfew. I am also aware that no long distance calls may be charged to the room.
9. I understand no pay-per-view is allowed unless approved in advance.
10. I am aware that students assigned to a room are responsible for anything which happens in that room. The costs of missing items (towels, etc.) and/or damage to rooms, furnishings, etc., will be shared equally by those who occupy the room unless the responsible person(s) assumes the responsibility. Prior to leaving the hotel the last day, each room will be checked for missing items and damage.
11. I understand luggage and personal items are subject to search at any time.
12. I am aware discipline action taken while on a trip may be followed by further disciplinary action upon return to the school.

I have read and am aware and understand the above rules and responsibilities and agree to abide by them.

### Waiver of Responsibility

It is agreed that in case of accident, resulting in personal injury to any student during the trip, the school and chaperones will not be held responsible. In the event of illness or family emergency which would require that a student be sent home before the termination of the trip, the student will be sent home by the best available means of transportation, accompanied by a chaperone, if possible. If it is not possible to send a chaperone with the student, it will be the responsibility of the parents or guardian to make arrangements for transportation home. In the event of hospitalization or other problem which would

4/12/2013

require a student to be sent home after the termination of a trip, it will be the parents or guardians responsibility to go to the hospital and/or make arrangements for transportation home. Financial responsibility for any transportation (student and chaperone) required will rest with the parents or guardian of the student involved.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor/Coach

\_\_\_\_\_  
Date

**STATE INDIVIDUAL WRESTLING MEET**

**BACKGROUND**

Dr. John Ray, Monroe High School Athletic Director, wishes to petition the Board of Education for permission to take five or six students to the State Individual Wrestling Meet to be held at the Palace of Auburn Hills, in Auburn Hills, Michigan. Students will be transported in private vehicles and will depart on Thursday, March 3, and return on Saturday, March 5, 2016

The Monroe Public Schools Athletic fund 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)**

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 six Monroe High School students at the State Individual Wrestling Meet in Auburn Hills, 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 Public Schools  
Field Trip Information Form

Overnight

Date of Trip: March 3-5

Grade/Team/Organization Making Request: wrestling

Destination: Palace of Auburn Hills

Address: 6 Championship Drive

City: Auburn State: Hills Zip: 48326

Means of Transportation: private transportation

Number of Students and Adults Involved: 5

Exact Loading Location: MHS

Estimated Time of Departure: 7:00 AM

Estimated Time of Departure from Destination: Evening of 3/5

Expected Time of Arrival: Late Evening 10:00 PM

Purpose of Trip: state individual wrestling  
State Meet.

Faculty Supervisor: Jordan Mayes (Head Coach)

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

Principal's Signature: [Signature] Date: 2-2-16

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 2/4/16

Approved  Denied

# 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:

INDIVIDUAL State Wrestling meet  
The Palace of Auburn Hills  
6 Championship Drive  
Auburn Hills, MI 48326

School(s): Monroe High

Chaperones: Jonathan Mayes

Branco Alexander

Method of Transportation: private cars

Date of Departure: 3/3/16

Time of Departure: 7:00 A.M.

If overnight, number of nights: 2

Date of Return: 3/5/16

Time of Return: 10:00 P.M.

Number of Students Participating: 5-6

Number of Staff Supervising: 2



Number of Other Adults Assisting: 1

Number of School Days Student will be Attending Trip: 2

Cost Per Child: \_\_\_\_\_

Cost Per Chaperone: \_\_\_\_\_

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

EXPLANATION AND DATES:

Departure Date/Day 3-3-16 Return Date/Day 3-5-16

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

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

The purpose of this trip is State Individual Wrestling and the group sponsoring the trip is Monroe Athletic

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 on file 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) Jordan Mayes + Brian Alexander

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

INSURANCE INFORMATION:

Insurance Company on file 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:

X \_\_\_\_\_

(Parent(s)/Guardian(s))

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

## Monroe Public Schools Overnight Trip Rules for Students

1. I will obey the rules and instructions of the faculty, coaches, and chaperones.
2. I will respect my classmates on the trip.
3. I will not use profanity and will not be involved in fights or rough play while on this trip.
4. I will not wander off by myself and will make the staff and chaperones aware of my whereabouts twenty four hours a day.
5. I am aware of the regulations banning tobacco, drugs, and alcohol. Disobeying these rules will mean immediate dismissal from the trip at the expense of my family.
6. I understand curfew will be established nightly and adhered to strictly.
7. I am aware that I must stay in my assigned room. I understand student couples are not permitted to be alone in a room together without a chaperone.
8. I am aware that no phone calls are allowed between rooms after curfew. I am also aware that no long distance calls may be charged to the room.
9. I understand no pay-per-view is allowed unless approved in advance.
10. I am aware that students assigned to a room are responsible for anything which happens in that room. The costs of missing items (towels, etc.) and/or damage to rooms, furnishings, etc., will be shared equally by those who occupy the room unless the responsible person(s) assumes the responsibility. Prior to leaving the hotel the last day, each room will be checked for missing items and damage.
11. I understand luggage and personal items are subject to search at any time.
12. I am aware discipline action taken while on a trip may be followed by further disciplinary action upon return to the school.

I have read and am aware and understand the above rules and responsibilities and agree to abide by them.

### Waiver of Responsibility

It is agreed that in case of accident, resulting in personal injury to any student during the trip, the school and chaperones will not be held responsible. In the event of illness or family emergency which would require that a student be sent home before the termination of the trip, the student will be sent home by the best available means of transportation, accompanied by a chaperone, if possible. If it is not possible to send a chaperone with the student, it will be the responsibility of the parents or guardian to make arrangements for transportation home. In the event of hospitalization or other problem which would

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require a student to be sent home after the termination of a trip, it will be the parents or guardians responsibility to go to the hospital and/or make arrangements for transportation home. Financial responsibility for any transportation (student and chaperone) required will rest with the parents or guardian of the student involved.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor/Coach

\_\_\_\_\_  
Date

4/12/2013

**MHS STUDENT COUNCIL  
MICHIGAN ASSOCIATION OF STUDENT COUNCILS  
STATE LEADERSHIP CONFERENCE**

**BACKGROUND**

Cathy McDonald and Anne Knabusch would like to petition the Board of Education for permission to take eight (8) students to the Michigan Association of Student Councils State Leadership Conference. The MASC is being held in Acme, Michigan, from Saturday, April 16, 2016, to Monday, April 18, 2016, at the Grand Traverse Resort. The students and chaperones will stay at the Grand Traverse Resort. The students were responsible for paying \$248.32, and the remainder of the cost is being paid for by the MHS Student Council.

**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 eight Monroe High School students at the Michigan Association of Student Councils State Leadership Conference in Acme, 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 Public Schools Field Trip Information Form

Date of Trip: April 16-18, 2016

Grade/Team/Organization Making Request: MHS Student Council

Destination: Grand Traverse Resort (MASC State Leadership Conference)

Address: 100 Grand Traverse Village Blvd.

City: Acme State: MI Zip: 49610

Means of Transportation: 2-3 Private Vehicles

Number of Students and Adults Involved: Approximately 12-15

Exact Loading Location: MHS Teacher Parking Lot

Estimated Time of Departure: 7:30 am

Estimated Time of Departure from Destination: 12:00 pm

Expected Time of Arrival: 4:30 pm

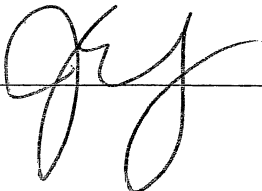
Purpose of Trip: To attend the Michigan Association of Student Councils (MASC) State Leadership Conference.

Faculty Supervisor: Anne Knabusch

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

Principal's Signature:  Date: 11-2-15

Approved  Denied

Assistant Superintendent's Signature:  Date: 2/4/15

Approved  Denied

# 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:

Student Council members will attend the MASC State Leadership Conference in Traverse City, MI. Please see the conference itinerary for the full description of the Conference.

School(s): Monroe High School

Chaperones: Anne Knabusch \_\_\_\_\_  
Cathy McDonald \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method of Transportation: Private Vehicles

Date of Departure: 04/16/16 Time of Departure: 7:30 am

If overnight, number of nights: 2

Date of Return: 04/18/16 Time of Return: 4:00 pm

Number of Students Participating: 8

Number of Staff Supervising: 2

Number of Other Adults Assisting: 0

Number of School Days Student will be Attending Trip: 1

Cost Per Child: \$248.32

Cost Per Chaperone: \$248.32

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes  (Student Council Funds) No   
Chaperones: Yes  (Student Council Funds) 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 Superintendent's Office prior to any deposits being made to any travel agent.

Updated: 09/12/06



# 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:

---

---

---

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

---

---

---

Follow-up classroom lessons:

---

---

---

- 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

## **SATURDAY APRIL 16, 2016**

<b>4:00-6:45 PM</b>	<b>Conference Registration Open</b>
<b>4:00-6:45 PM</b>	<b>Mixers</b>
<b>6:15-6:45 PM</b>	<b>Adviser Welcome</b>
<b>7:00-7:45 PM</b>	<b>Opening Ceremony</b>
<b>8:00-8:30 PM</b>	<b>Center Meetings (T-Shirt Swap)</b>
<b>8:45-10:00 PM</b>	<b>General Session (Olympic Games)</b>
<b>10:00-10:15 PM</b>	<b>Tranquility</b>
<b>10:15-10:30 PM</b>	<b>Return to Rooms</b>
<b>11:00 PM</b>	<b>Lights Out</b>

## **SUNDAY APRIL 17, 2016**

<b>8:00-8:30 AM</b>	<b>Breakfast</b>
<b>8:30-8:45 AM</b>	<b>Announcements</b>
<b>8:45-9:45 AM</b>	<b>General Session I (Speaker)</b>
<b>9:45-10:45 AM</b>	<b>Structured Activity</b>
<b>11:00-12:05 PM</b>	<b>Student Showcase Presentations</b>
<b>12:15-1:00 PM</b>	<b>Lunch</b>
<b>1:15-2:45 PM</b>	<b>General Session II (Speaker)</b>
<b>2:45-3:30 PM</b>	<b>Structured Activity</b>
<b>3:45-4:50 PM</b>	<b>Student Showcase Presentations</b>
<b>5:00-5:35 PM</b>	<b>School Time (Group Meetings)</b>
<b>5:45-6:30 PM</b>	<b>Break/Change/Pictures</b>
<b>6:45-7:30 PM</b>	<b>Dinner</b>
<b>7:30-8:30 PM</b>	<b>Awards Presentation</b>
<b>8:30-9:15 PM</b>	<b>Change for Glow Out</b>
<b>9:15-10:35 PM</b>	<b>Glow Out Dance</b>
<b>10:35-10:45 PM</b>	<b>Tranquility</b>
<b>10:45-11:00 PM</b>	<b>Return to Rooms</b>
<b>11:20 PM</b>	<b>Lights Out</b>

## **MONDAY APRIL 18, 2016**

<b>8:00-8:30 AM</b>	<b>Breakfast</b>
<b>8:30-8:45 AM</b>	<b>Announcements</b>
<b>9:00-9:30 AM</b>	<b>Center Meeting</b>
<b>9:45-10:45 AM</b>	<b>General Session III (Speaker)</b>
<b>10:45-11:15 AM</b>	<b>Closing Ceremony</b>

1/29/2016

Please see the below room estimate and reservation information for your upcoming stay.

### Invoice for sleeping rooms

### Monroe High School



Contact: Anne Knabusch

**4 Hotel Rooms**

**Arrival: April 16th, 2016**

**Depart: April 18th, 2016**

**Number of Room nights**

**8**

<b>Rate per room per night</b>	\$109.00
<b>6% Tax</b>	EXEMPT
<b>5% Local Assessment</b>	\$5.45
<b>Resort Fee per room per night</b>	\$14.95
<b>Total Per Night</b>	\$129.40

**\$1,035.20**

**Total**

**IMPORTANT INFORMATION REGARDING YOUR STAY**

**Cancellations, Changes, and/or early departures and No Shows**

If you need to **cancel** or **change the dates** on your reservation please notify us at least 72 hours (3 days) prior to your arrival date to avoid a penalty. Penalty charges equal one night's room rate or half of your total package cost.

**Specific lodging requests**

Grand Traverse Resort & Spa gladly accepts requests for specific room locations, bedding types, and smoking/non-smoking preferences. We will make every effort to provide accommodations as requested, however, *cannot always guarantee* that every request will be met on the date of arrival.

**Resort fees and taxes**

In response to our guest requests to simplify our billing we have instituted a \$14.95 daily resort fee. The fee covers parking, entrance into our health club, shuttle service around the Resort, and Wi-Fi. Our state tax is currently 6% and our Tourism Assessment is 5%. If you are requesting tax exempt status from the state tax, we require a copy of the exempt form with payment using a company check or credit card.

**Check-in time**

Check in time is after 4:00 PM, or as rooms become available. If you arrive early and a room is not available our Bell Service can store your luggage.

**Check-out time**

Check out time is prior to 11:00AM. If your meeting, event or leisure activity postpones your departure past checkout time, we suggest allowing our Bell Service to store your luggage.



# INVOICE

Invoice Created: 01/06/16

Invoice Due Date: **02/05/16**

Printed/Emailed On: 01/21/16

Invoice #: 178710

P.O. #:

ATTN: ACCOUNTS PAYABLE  
Monroe High School  
901 Herr Road  
Monroe, MI 48161

Registration for Anne Knabusch for Student State  
Conference 2016 - 04-16-16 - 04-18-16 - Grand Traverse  
Resort (Conf. ID 1500)

<b>Item</b>	<b>Qty.</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Adult Member for Student State Conference 2016 Adult (78-4274)	2	\$149.00	\$298.00
Student Member for Student State Conference 2016 Student (78-4274)	7	\$149.00	\$1,043.00
Board of Delegate for Student State Conference 2016 Student (78-4274)	1	\$149.00	\$149.00
<b>Total Due</b>			<b>\$1,490.00</b>
<b>Balance</b>			<b>\$1,490.00</b>

**All major credit and debit cards accepted. To pay by card please call 517-327-5315.**

**Make checks payable to MASSP**

1001 Centennial Way, Suite 100, Lansing, Michigan 48917  
Phone 517-327-5315 • Fax 517-327-5360

Dues to the Michigan Association of Secondary School Principals are not deductible as charitable contributions for federal income tax purposes, but may be deductible as ordinary and necessary business expenses.

February 9, 2016

Dear Student Council Parent(s):

The MASC (Michigan Association of Student Councils) State Leadership Conference is right around the corner. The conference will be held at the Grand Traverse Resort & Spa in Acme, MI, on April 16-18, 2016. This will be an amazing opportunity for your child to network with students from other Michigan schools, get motivated by amazing keynote speakers, and gain leadership skills that will last a lifetime.

The agenda for the conference is included so you can see just how busy your child will be! In addition, I included the Hotel Information and Policies and the Dress Code for the conference. You can get additional information about the conference at [www.mascmahs.org/states](http://www.mascmahs.org/states).

Mrs. Cathy McDonald (MHS Assistant Principal) and I are the two chaperones attending the conference. We will both be driving our vehicles and will depart from the MHS student parking lot at 7:30am on Saturday, April 16<sup>th</sup>. Please make sure your child is on time.

Please feel free to call or text me at (734) 735-9870 if you have any questions. Thank you for allowing your child to participate in this exciting event!

Sincerely,

Anne Knabusch  
Student Council Advisor

October 29, 2015

Dear Student Council Parent(s):

Your child has expressed interest in attending the MASC (Michigan Association of Student Councils) State Leadership Conference that will be held at The Grand Traverse Resort & Spa in Acme, MI, from April 16-18, 2016. This will be an amazing opportunity for your child to network with students from other Michigan schools and gain leadership skills.

At this time, I do not know the exact cost of the trip because I do not know exactly how many students and chaperones will attend. What I do know is that the student registration fee is \$149 per person. The registration fee includes all meals on Sunday and breakfast on Monday, conference materials, and admission to all events. The registration fee does not include the hotel lodging, which will run almost \$110 per room, per night. When I know the exact amount I will send another parent letter (the total cost will not exceed \$200).

I am asking that each MHS student council member interested in going pay a deposit of \$100. Checks can be made payable to Monroe High School. **The deposit need to be turned in by Monday, December 21, 2015.** I can only register 12 students during Phase 1 of the registration process, so registration will be on a first-come, first-served basis. Depending on the number of Michigan students interested, I may or may not be able to register more kids during Phase 2 registration.

You can get additional information about the conference at <http://mascmahs.org/states>. Please feel free to contact me at (734) 735-9870 or at [knabuscha@monroe.k12.mi.us](mailto:knabuscha@monroe.k12.mi.us) if you have any questions. Thank you for your time!

Sincerely,

Anne Knabusch  
Student Council Advisor

## Hotel Information and Policies

MASC/MAHS Michigan Student Leadership is proud of the reputation that we have established as an upstanding student organization that venues are glad to see year after year. Our presence at the Grand Traverse Resort is welcomed due to the reputation that we have garnered over the past decade. It is for that reason that we ask advisers and chaperones to review the hotel policies to make sure that there are no issues once arriving in Traverse City.

- Male and female delegates are not to be in the same lodging room at any time. An adviser or chaperone cannot override this policy. To ensure that a pleasant and safe conference is maintained, we ask that the nightly evening timeframe be respected. The first violation of this rule will see the affected participants sent home from the conference.
- Evening timeframes are set as an agreement between the host school, MASC/MAHS Michigan Student Leadership, and the Grand Traverse staff. Once the timeframe for "lights out" has elapsed, Grand Traverse and MASC/MAHS Michigan Student Leadership staff will monitor noisy or disruptive rooms. If complaints filed, warnings breached, or damage incurred causes the resort to evict your participants, MASC/MAHS Michigan Student Leadership will support the decision.
- Workout facilities and the pool/spa area ARE NOT available for use by student participants at anytime while staying at Grand Traverse Resort. Delegates found in this area of the resort will be in violation of their participant commitment and may be asked to leave the conference.
- Decisions on behalf of the Grand Traverse Resort and/or the MASC/MAHS Michigan Student Leadership Director are final, and registration fees/hotel deposits will not be refunded. This is highlighted in both the participant and adviser agreements. - See more at: <http://mascmahs.org/states/policies#sthash.B7cW7ewS.dpuf>

## Dress Code

Students should be prepared to change if their outfit is in question by any conference staff member, or host school adult. We promise that we will be respectful and discreet - but "I don't have any other options" is not a valid excuse for an inappropriate outfit.

- Full-length pants are expected due to the professional nature of the Grand Traverse Resort. Please refrain from wearing shorts and exercise pants during conference or banquet times. Torn or ripped clothing would not be appropriate for the setting, and we highly discourage skirts for the conference, due to activities that will require moving around. Comfortable shoes are a must!
- Students will have a brief period to change before Sunday evening activities. The following guidelines are in place for the Sunday evening celebration (dinner, activity, banquet, celebration): Pants for gentlemen must rest at the waist, no lower. All ladies' tops must have straps (no strapless tops or dresses). Midriffs may not be showing, and chest exposure must be at a conservative level. Skirt or dress length should be at mid-thigh.

**TITLE I TECHNOLOGY PURCHASE**

**BACKGROUND**

See attached memo from David Payne for details.

**ENCLOSURE(S)**

- Memo from Mr. Payne
- Proposals from Apple Store
- Quotes from NETech Corporation and CDW-G

**RECOMMENDATION**

Move to approve the purchase of 6 iPad mini carts and 12 iPad Pros for Arborwood; two class sets of Dell Chromebooks and bags for Manor; six iPad Air carts and two Mac PowerBook pros for Monroe Middle School; one class set of iPad Airs and bags for Raisinville; and one set of iPad Air Cases for Waterloo. The total cost of this purchase will not exceed \$206,089.33 and will be funded by the Title I Grant.

**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

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## MEMO

---

To: Dr. Barry Martin

From: David Payne

Date: 2-5-16

Subject: Title I Technology Purchase

---

We are recommending the purchase of the following technology for Arborwood, Manor, MMS, Raisinville, and Waterloo. This technology if approved would be funded by the Title I Grant. The total cost of this purchase will not exceed \$206,089.33. As a majority of this technology is provided by Apple Computer we must go through their education department and will not have at least three competitive bids. Quotes for the technology are attached. Other items such as the Dell chromebooks and management licenses are provided by Netch and have been competitively bid via the Technology Infrastructure Readiness Grant (TRIG). Arborwood is purchasing 6 iPad mini carts and 12 iPad Pros. Manor is purchasing two class sets of Dell Chromebooks and bags, Monroe Middle School is purchasing 6 iPad Air carts and 2 Mac PowerBook pro's, Raisinville is purchasing a class set of iPad Airs and bags, and Waterloo is purchasing one set of iPad Air Cases respectively. This technology will continue to support or district curriculum as we further integrate curriculum and technology.

## Proposal 2102102430

Proposer: Ashley Wagner

Thank you for your proposal dated 02/04/2016. The details we've provided below are based on the terms assigned to account 65204, MONROE PUBLIC SCHOOLS.

To access this proposal online, please search by referencing proposal number 2102102430.

Comments from Proposer:  
Title AWC

Part Number	Description	Total Quantity	Unit Price	Total Price
HFDN2ZM/B	STM dux Case for iPad mini (1st, 2nd and 3rd gen) - Black	192	44.95	<b>8,630.40 USD</b>
ME276LL/A	iPad mini 2 Wi-Fi 16GB - Space Gray	2	259.00	<b>518.00 USD</b>
BJ746LL/A	iPad mini 2 Wi-Fi 16GB - Space Gray (10-pack)	19	2,540.00	<b>48,260.00 USD</b>
ME779LL/A	iPad mini 2 Wi-Fi 16GB - Space Gray (10-pack)	190		
HB716LL/A	Bretford PowerSync Cart 30 for iPad with Retina display (Lig	6	2,799.95	<b>16,799.70 USD</b>
<b>Subtotal</b>				<b>74,208.10 USD</b>
<b>Estimated Tax</b>				<b>0.00 USD</b>
<b>Total</b>				<b>74,208.10 USD</b>

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

### How to Order

If you would like to convert this Proposal to an order, log into the Apple Store for Education Institution [ <https://ecommerce.apple.com> ] and click on Proposals. Then search for this Proposal by entering the Proposal number referenced above.

Note: A Purchaser login is required to order. To request Purchaser access for your Apple Account, log into Apple Store for Education Institution and select the 'Register' link from the store login page. Purchases under a Proposal are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

Please contact us at 800-800-2775, if you have further questions or need assistance.

The prices and specifications above correspond to those valid at the time the proposal was created and are subject to change.

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## Proposal 2102065089

Proposer: Ashley Wagner

Thank you for your proposal dated 01/07/2016. The details we've provided below are based on the terms assigned to account 65204, MONROE PUBLIC SCHOOLS.

To access this proposal online, please search by referencing proposal number 2102065089.

Comments from Proposer:  
W.O. 71157 - AWC

Part Number	Description	Total Quantity	Unit Price	Total Price
ML0F2LL/A	iPad Pro Wi-Fi 32GB - Space Gray	12	779.00	<b>9,348.00 USD</b>
MJYR2LL/A	Smart Keyboard for iPad Pro	12	169.00	<b>2,028.00 USD</b>
MK0C2AM/A	Apple Pencil for iPad Pro	12	99.00	<b>1,188.00 USD</b>
<b>Subtotal</b>				<b>12,564.00 USD</b>
<b>Estimated Tax</b>				<b>0.00 USD</b>
<b>Total</b>				<b>12,564.00 USD</b>

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

## How to Order

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February 3, 2016

Ship/Bill to:  
 Monroe Public Schools  
 Ashley Wagner

Quote #22i-MPS020316-01

Terms: Net 30

NETech Corporation  
 48325 Alpha Dr. Ste. 150  
 Wixom, MI 48393

Account Executive: Jeff Seelenbinder  
[jseelenbinder@netechcorp.com](mailto:jseelenbinder@netechcorp.com)  
 Inside Sales Rep: Todd Steichen  
[tsteichen@netechcorp.com](mailto:tsteichen@netechcorp.com)

TRIG Part Number	Description	Qty.	Each	Total Extended
2215730	Dell Chromebook 11 3120 (Belmont): Intel Celeron 2840U processor, 2 GB RAM, 16 GB eMMC SSD Drive. Highly Durable: Mil-STD 810G passed for pressure, temperature, shock and vibration. Rubberized, rounded corners, spill proof keyboard, 180 degree fold-flat hinges. 10-hour plus battery life. Intel Dual Band AC 7260 Wireless. 1-Year Depot Warranty (1/1/0)	74	\$ 214.95	\$ 15,906.30
2215736	Google Management License	64	\$ 24.72	\$ 1,582.08
			<b>Total: \$</b>	<b>17,488.38</b>



# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
GSFM398	6412653	1/7/2016

**BILL TO:**  
 MONROE PUBLIC SCHOOLS  
 1275 N MACOMB ST

**SHIP TO:**  
 MONROE PUBLIC SCHOOLS  
 Attention To: ASHLEY WAGNER  
 1275 N MACOMB ST

Accounts Payable  
 MONROE , MI 48162-3196

MONROE , MI 48162-3196  
 Contact: ASHLEY  
 WAGNER 734.265.3150

Customer Phone #734.241.0330

Customer P.O. # GSFM398 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
COREY HUMPHREYS 877.516.5635		UPS Ground (2- 3 Day)	NET 30-VERBAL	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
64	2959103	TARGUS 12.1" ESSENTIAL NB & CHROME Mfg#: TBT248US Contract: MARKET	20.00	1,280.00
SUBTOTAL				1,280.00
FREIGHT				133.13
TAX				0.00
				US Currency
<b>TOTAL</b>				<b>1,413.13</b>

**Please remit payment to:**  
 CDW Government  
 75 Remittance Drive  
 Suite 1515  
 Chicago, IL 60675-1515

CDW Government  
 230 North Milwaukee Ave.  
 Vernon Hills, IL 60061

Fax: 312.752.3855

## Proposal 2102100333

Proposer: Ashley Wagner

Thank you for your proposal dated 02/03/2016. The details we've provided below are based on the terms assigned to account 65204, MONROE PUBLIC SCHOOLS.

To access this proposal online, please search by referencing proposal number 2102100333.

Comments from Proposer:  
Title MMS

Part Number	Description	Total Quantity	Unit Price	Total Price
HB716LL/A	Bretford PowerSync Cart 30 for iPad with Retina display (Lig	4	2,799.95	<b>11,199.80 USD</b>
MJLQ2LL/A	MacBook Pro 15-inch with Retina Display: 2.2GHz Quad-core In 2.2GHz Quad-core Intel Core i7, Turbo Boost up to 3.4GHz 16GB 1600MHz DDR3L SDRAM 256GB PCIe-based Flash Storage Intel Iris Pro Graphics Force Touch Trackpad Backlit Keyboard (English) / User's Guide (English)	2	1,899.00	<b>3,798.00 USD</b>
BKWG2LL/B	iPad Air Wi-Fi 16GB - Space Grey (10-pack)	14	3,740.00	<b>52,360.00 USD</b>
ME894LL/B	iPad Air Wi-Fi 16GB - Space Grey (10-pack)	140		
MF051ZM/A	iPad Air Smart Case - Black	140	79.00	<b>11,060.00 USD</b>
HGFQ2LL/A	Bretford PureCharge Station 10 for iPad and iPad mini	1	699.95	<b>699.95 USD</b>
<b>Subtotal</b>				<b>79,117.75 USD</b>
<b>Estimated Tax</b>				<b>0.00 USD</b>
<b>Total</b>				<b>79,117.75 USD</b>

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

## How to Order

If you would like to convert this Proposal to an order, log into the Apple Store for Education Institution [ <https://ecommerce.apple.com> ] and click on Proposals. Then search for this Proposal by entering the Proposal number referenced above.

Note: A Purchaser login is required to order. To request Purchaser access for your Apple Account, log into Apple Store for Education Institution and select the 'Register' link from the store login page. Purchases under a Proposal are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

Please contact us at 800-800-2775, if you have further questions or need assistance.

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## Proposal 2102100327

Proposer: Ashley Wagner

Thank you for your proposal dated 02/03/2016. The details we've provided below are based on the terms assigned to account 65204, MONROE PUBLIC SCHOOLS.

To access this proposal online, please search by referencing proposal number 2102100327.

Comments from Proposer:  
Title RAI

Part Number	Description	Total Quantity	Unit Price	Total Price
HB716LL/A	Bretford PowerSync Cart 30 for iPad with Retina display (Lig	1	2,799.95	<b>2,799.95 USD</b>
MD785LL/B	iPad Air Wi-Fi 16GB - Space Grey	6	379.00	<b>2,274.00 USD</b>
BKWG2LL/B	iPad Air Wi-Fi 16GB - Space Grey (10-pack)	3	3,740.00	<b>11,220.00 USD</b>
ME894LL/B	iPad Air Wi-Fi 16GB - Space Grey (10-pack)	30		
MF051ZM/A	iPad Air Smart Case - Black	36	79.00	<b>2,844.00 USD</b>
<b>Subtotal</b>				<b>19,137.95 USD</b>
<b>Estimated Tax</b>				<b>0.00 USD</b>
<b>Total</b>				<b>19,137.95 USD</b>

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

## How to Order

If you would like to convert this Proposal to an order, log into the Apple Store for Education Institution [ <https://ecommerce.apple.com> ] and click on Proposals. Then search for this Proposal by entering the Proposal number referenced above.

Note: A Purchaser login is required to order. To request Purchaser access for your Apple Account, log into Apple Store for Education Institution and select the 'Register' link from the store login page. Purchases under a Proposal are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

Please contact us at 800-800-2775, if you have further questions or need assistance.

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# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
GSFM374	6412653	1/7/2016

**BILL TO:**  
 MONROE PUBLIC SCHOOLS  
 1275 N MACOMB ST

**SHIP TO:**  
 MONROE PUBLIC SCHOOLS  
 Attention To: ASHLEY WAGNER  
 1275 N MACOMB ST

Accounts Payable  
 MONROE , MI 48162-3196

MONROE , MI 48162-3196  
 Contact: ASHLEY  
 WAGNER 734.265.3150

Customer Phone #734.241.0330

Customer P.O. # GSFM374 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
COREY HUMPHREYS 877.516.5635		UPS Ground (2- 3 Day)	NET 30-VERBAL	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
30	2959103	TARGUS 12.1" ESSENTIAL NB & CHROME Mfg#: TBT248US Contract: MARKET	20.00	600.00
				600.00
				61.52
				0.00
				US Currency
<b>TOTAL</b>				<b>661.52</b>

CDW Government  
 230 North Milwaukee Ave.  
 Vernon Hills, IL 60061

Fax: 312.752.3855

**Please remit payment to:**  
 CDW Government  
 75 Remittance Drive  
 Suite 1515  
 Chicago, IL 60675-1515

## Proposal 2102100357

Proposer: Ashley Wagner

Thank you for your proposal dated 02/03/2016. The details we've provided below are based on the terms assigned to account 65204, MONROE PUBLIC SCHOOLS.

To access this proposal online, please search by referencing proposal number 2102100357.

Comments from Proposer:  
WAT Title

Part Number	Description	Total Quantity	Unit Price	Total Price
HFBY2ZM/B	STM dux Case for iPad Air - Black	30	49.95	<b>1,498.50 USD</b>
<b>Subtotal</b>				<b>1,498.50 USD</b>
<b>Estimated Tax</b>				<b>0.00 USD</b>
<b>Total</b>				<b>1,498.50 USD</b>

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

## How to Order

If you would like to convert this Proposal to an order, log into the Apple Store for Education Institution [ <https://ecommerce.apple.com> ] and click on Proposals. Then search for this Proposal by entering the Proposal number referenced above.

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Please contact us at 800-800-2775, if you have further questions or need assistance.

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**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the February 9, 2016, Board Meeting #3.

**HAND VOTE**

MOTION: \_\_\_\_\_ SUPPORT: \_\_\_\_\_ ACTION: \_\_\_\_\_

TIME: \_\_\_\_\_