

# MONROE PUBLIC SCHOOLS



**BOARD MEETING #4**  
**February 23, 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 #4  
Tuesday, February 23, 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. Sodexo Update	Mrs. Eighmey/Mr. Havericak	
<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:		
• February 9, 2016, Board Meeting #3		
2. <b>Reports and Updates</b>	Mr. Yeo	7
• Contracted Services Recommendations		
3. <b>Maintenance Appointment</b>	Mr. Oley	9
Move to approve the appointment of Jeffrey Huff as a Classification 1 Skilled Trades with Monroe Public Schools effective February 24, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
4. <b>Teacher Tenure Recognition</b>	Mrs. Everly	11
Move to confirm and endorse the granting of tenure and removal from probation for Christopher Kunder and Ryan Walentowski on the appropriate anniversary date.		
5. <b>BPA State Leadership Conference</b>	Mrs. Everly	14
Move to approve the attendance of five Monroe High School students at the BPA State Leadership Conference in Grand Rapids, Michigan, in accordance with board policies for field trips and excursions.		
6. <b>Energy Management Upgrade – AWS</b>	Mr. Oley	27
Move to accept the bid of \$6,909.00 from CSO (Controlled Systems of Ohio) to complete all necessary upgrades to the Energy Management System at Arborwood South. Money for this purchase will come from the site sinking fund.		

- |                                                                                                                                                                                                                                                                                                                                               |                   |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------|
| <p><b>7. Fenmoor Replacement Gates</b><br/> Move to accept the bid of \$9,900.00 from Monroe Fencing Company of Monroe, Michigan, for the replacement of the exit and entrance gates at Fenmoor. Money for this purchase will come from the site sinking fund.</p>                                                                            | <p>Mr. Oley</p>   | <p>31</p> |
| <p><b>8. Light Pole Removal Project – Bunkelman Field</b><br/> Move to accept the bid of \$17,500.00 from Gratton Construction of Monroe, Michigan, to complete all necessary work for the lowering and removal of the light poles at Monroe High School’s Bunkelman Field. Money for this purchase will come from the site sinking fund.</p> | <p>Mr. Oley</p>   | <p>35</p> |
| <p><b>9. Superintendent’s Comments</b></p>                                                                                                                                                                                                                                                                                                    | <p>Dr. Martin</p> |           |
| <p><b>10. Old Business</b></p>                                                                                                                                                                                                                                                                                                                | <p>Mr. Yeo</p>    |           |
| <p><b>11. New Business</b></p>                                                                                                                                                                                                                                                                                                                | <p>Mr. Yeo</p>    |           |
| <p><b>12. Public Commentary – Any Topic</b></p>                                                                                                                                                                                                                                                                                               | <p>Mr. Yeo</p>    |           |
| <p><b>13. Adjournment</b><br/> Move that the February 23, 2016, Board Meeting #4 of the Monroe Public Schools Board of Education be adjourned.</p>                                                                                                                                                                                            | <p>Mr. Yeo</p>    | <p>38</p> |

**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**

- February 9, 2016, Board Meeting #3 Minutes

**RECOMMENDATION**

Move to approve the following minutes as submitted:

- February 9, 2016, Board Meeting #3

**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

Board Meeting #3

February 9, 2016

7:00 p.m.

## MINUTES

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

Board Members Present: President Robert Yeo, Vice President Lawrence VanWasshenova (arrived at 7:07 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, Katherine Eighmey, Jerry Oley, David Payne

Administrators Absent: None

President Yeo called the meeting to order at 7:00 p.m.

### **Student Art Awards**

Art teachers Steve Simon, Bonnie Ritsema, Melanie Castellese, Melissa Cramer and Pam Mathews were present to introduce elementary art students whose work is on display for an entire year on the walls of the board room. These works of art have also been on display at the Mall of Monroe Art Show as well as at the Monroe County Fair. Each student received a certificate of merit.

### **Recess**

A short recess was called to enjoy refreshments at 7:10 p.m. The meeting resumed at 7:22 p.m.

### **Sale of Property**

Dr. Martin stated that Monroe Public Schools currently has 27.5 acres of property, which are not being used for instructional purposes. At this time, the Board does not have a specific plan for any of the property. Some people have expressed interest in a couple pieces of property, but no decisions have been made. The Board would like to give the public an opportunity to comment on the sale of the property.

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

Dr. Ken McNamee stated that his property is directly behind the Christiancy property. Even though the school no longer exists, the property is still used for recreation. There is not another field in close proximity for kids to play. He believes the property is valuable to the community, because it provides an area for kids to play.

Dale DeSloover commented that he would like to see the Christiancy and Lincoln properties become parks. The Lincoln property is adjacent to St. Joseph Church, which Pastor Heather Boone of Oaks of Righteousness Church is trying to purchase. He would like for Pastor Boone to have the opportunity to use the Lincoln property for an urban farming project.

Dan Furstenberg, chairman of the board of education at Zion Lutheran School, explained that they have been discussing a 3-5 year plan for expanding their school, and they may be interested in purchasing the property north of the administration building.

**Approval of Minutes**

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

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

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

**Reports and Update**

The January 25, 2016, Board Curriculum Committee Meeting Minutes; the February 1, 2016, Board Personnel Committee Meeting Minutes; and the Contracted Services Recommendations were received.

**Teacher Appointment**

Motion by Mr. Bunkelman; support by Mrs. Taylor 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.

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

**Relocation of the Head Start Preschool Program**

Motion by Mr. VanWasshenova; support by Mrs. Mentel to approve the relocation of the Head Start preschool program from South Monroe Townsite to Arborwood North.

Discussion: Dr. Stephen McNew, ISD Superintendent, appreciates the relationship the ISD has with Monroe Public Schools and they support moving the Head Start program to Arborwood North. Michelle Brahaney assured the Board the Head Start program would be in place at Arborwood North by the beginning of next school year.

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

**Resolution in Support of the Countywide Educational Technology Millage Renewal**

Motion by Mrs. Taylor; support by Mr. Philbeck to approve the Countywide Educational Technology Millage Renewal resolution as presented.

Discussion: Dr. McNew commented that the technology millage is crucial to what we do in our classrooms for students and teachers. Mr. Payne stated that funds from the technology millage are mainly used for student instruction, but along with that comes the infrastructure to support the wireless network, mobile devices, laptops and printers. These funds are used for any kind of technology used by students and teachers. We would not be able to function the way we do without this millage. Technology is so ingrained in the curriculum that you can't really separate the technology from the curriculum.

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

**Consent Agenda – Overnight Field Trips**

Motion by Mr. VanWasshenova; support by Mrs. Mentel that Agenda Items C.8 – C.10 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

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

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

### **Title I Technology Purchase**

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

Discussion: Mr. Payne said the technology millage allows us to leverage purchases such as these by having the infrastructure in place to support additional mobile devices. On any given day, we average 6,000-8,000 devices on our network; so without the proper infrastructure, we might have to turn down additional purchases that are funded via other sources. Mrs. Everly thanked Mr. Payne and his team in technology. There is an outstanding partnership between the curriculum and the technology departments.

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

### **Superintendent Comments**

Last week, nearly 20 Monroe High School musicians earned Division 1 or Division 2 ratings in the district solo and ensemble contest, and nine of them qualified to move on to the state solo and ensemble competition in March. On the same day, Monroe Middle School hosted a district solo and ensemble contest for middle school singers. Eight of our student singers earned Division 1 or Division 2 ratings for their performances.

Recently, Waterloo held its Martin Luther King Day related career day. Students paid \$1 to dress up like what they wanted to be when they became adults. Money raised from this event was donated to the Learning Bank, which will be used to buy bus tokens for students studying to earn their GED, but who have no transportation to get to class.

The Raisinville School blog, which features items written by the students, has achieved a major milestone and has amassed 5,950 hits. Among those hits are readers in several foreign countries.

A team of administrators and students were at Triumph Academy this evening, providing information to 8<sup>th</sup> graders and their families about the many advantages of attending Monroe High School as a freshman.

Next Tuesday, February 16, Monroe High will host the annual open house for eighth graders and their families. This is open to Monroe Middle School eighth graders as well as students from charter schools, parochial schools, and homeschooled children and their parents.

The Monroe High School National Honor Society will grow by 86 students this Thursday night when the NHS has its induction ceremonies in the Monroe High School auditorium. Congratulations to those students who are being inducted.

Waterloo Elementary and Monroe High School are collecting bottled water for Flint. The students will deliver the water to Flint on Monday.

The seventh annual Pink Out girls' basketball game raised nearly \$4,100 for the Promedica Monroe Regional Hospital Cancer Connection. Congratulations to the Monroe High School Student Council, which has coordinated this event over the years, for raising thousands of dollars for the Cancer Connection.



**Old Business**

There was none at this time.

**New Business**

Mr. Bunkelman suggested the Board reach out once again to the City of Monroe to continue the relationship that was built at the joint meeting that was held this past fall. The city might offer unique insights and some direction regarding the property in the city of Monroe. Mr. Yeo said that he recently spoke with the mayor and they agree with Mr. Bunkelman's comments; however, the mayor suggested that we wait for a while since he's in the process of working with new council members.

**Public Commentary-Any Topic**

Jack Schwab stated that he supports Mr. DeSloover's recommendation for the use of the Lincoln School property. Mr. Schwab is a member of the St. Joseph Church task force that has been working on the utilization of that property. He thinks Mr. DeSloover's comments are right on target and in the future there could be some discussion between the task force and Monroe Public Schools on the use of the property.

Dale DeSloover commented on a virtual welding machine he recently observed. He also mentioned that he's the chairperson for the education block of SEMCOG and will be advocating for education. Mr. DeSloover shared his knowledge of the roof over the pool at Monroe High School.

Mike Kieslbach, representing the Monroe Instrumental Music Boosters Club, asked if anyone has expressed an interest in purchasing Navarre Field. Dr. Martin stated there were conversations last year with SMCC, but nothing ever happened after that.

**Adjournment**

Motion by Mr. VanWasshenova; support by Mr. Philbeck that the February 9, 2016, Board Meeting #3 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 8:05 p.m.

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**Ryan Philbeck, Secretary**

## **REPORTS AND UPDATES**

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

- Contracted Services Recommendations

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 letter of resignation from Rhonda Miller. She vacated a Technology Liaison position at MHS as of February 5, 2016.

Orchard has selected Amanda Sharpe as their School Climate Liaison/Student Resource Center Supervisor. She began work on February 18, 2016.

Krysten Davison has been chosen as the Girls JV Soccer coach for spring 2016. She replaced Nick Suarez who was originally approved, but has since resigned.

**MAINTENANCE APPOINTMENT**

**BACKGROUND**

On behalf of the administration and the interview panel I am recommending the appointment of Jeffery Huff into a Classification 1 Skilled Trades position with Monroe Public Schools. Mr. Huff will be assigned as an Electrician for the district.

Mr. Huff is a Monroe High graduate and holds certification from Monroe County Community College, as well as licensure as a Master Electrician. He was most recently employed with O'Neill Electric in Oxford, Michigan.

Members of the interview panel were: Jerry Oley, Director of Operations; Tim Salenbien, Custodial-Maintenance Supervisor; Rick Saenz and Tom Tippery, Maintenance.

**ENCLOSURE(S)**

Resume

**RECOMMENDATION**

Move to approve the appointment of Jeffrey Huff as a Classification 1 Skilled Trades with Monroe Public Schools effective February 24, 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	_____	_____	_____	_____

**Jeffrey J. Huff**

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**Objective:** Master electrician seeking full-time employment.

**License History:**

Master Electrician	State of Michigan	2009 - Present
Journeyman Electrician	State of Michigan	2003 - 2009

**Employment History:**

10/11 - Present **O'Neill Electric, Oxford, MI** **Master Electrician**

**Residential Electrician:** Performed service and panel changes, new additions, corrected code violations, replaced old wiring, outlets, fixtures, etc. in existing homes. Work was performed for various realtors, contractors and homeowners.

11/12 – 03/13 **Deere Electric, Tecumseh, MI** **Master Electrician**

**Commercial Electrician:** Installed electrical services, panels, outlet and lighting systems etc. as directed by the job foreman. Installations included reading blueprints, bending and mounting conduit, pulling and splicing circuits, installing fixtures, outlets and other equipment.

01/02 - 09/09 **Motor State Electric, Inc. (formerly L&G Elect.), Livonia, MI** **Journeyman Electrician**

**Crew Leader:** Directed and supervised work performed by apprentices to ensure work is completed and meets all NEC, state, and local codes. Responsibilities included planning work, scheduling materials and equipment as needed, keeping track of change orders to contracts, tracking time and materials for billing purposes, and being present for electrical inspections.

**New Construction, Additions, Remodeling, & Existing Buildings:** Installed commercial and residential electrical services, panels, switch gear, transformers, bus ducts, and metering equipment. Designed and installed outlet and lighting systems, circuits, security, outdoor lighting, and HVAC as per building contractor's blueprints, owner and/or tenant instructions. Installations included calculating wire gauge, circuit capacity, conduit size and length, and mounting of equipment and conduit.

**Service Calls:** Performs general building maintenance, troubleshoots problems with existing circuitry, corrects code violations, and installs additional equipment as required.

06/98 - 01/02 **L & G Electric, Livonia, MI** **Apprentice Electrician**

Installed electrical services, outlet and lighting systems, circuits, motor starters, outdoor lighting and HVAC equipment. Installations included calculating wire gauge, circuit capacity, conduit size and length, mounting of equipment and conduit, underground and overhead, pull wire and made all necessary splices and terminations.

05/89 - 10/96 **Jaymor Electrical Contractors, Belleville, MI** **Apprentice Electrician**

Installed electrical services, outlet and lighting systems, circuits, etc. as directed by supervisors. Installations included mounting of equipment and conduit, pulled wire and cable, installed fixtures and devices and made all necessary splices and terminations.

**Educational History:**

Monroe County Community College, Monroe, MI	Auto Mechanic Certificate 1980
Monroe High School, Monroe, MI	Graduated 1978

**TEACHER TENURE RECOGNITION**

**BACKGROUND**

Teacher Tenure is granted under the Michigan Teacher Tenure Act when a teacher satisfactorily completes a probationary period. Under the revised statute, teachers hired since September of 1993 and prior to the 2011 amendment must complete a four year probation period, unless they have received tenure in another Michigan district. Under that condition, a two-year probation must be served.

As of March 3, 2016 – Christopher Kunder and Ryan Walentowski will have completed their two year probationary period with Monroe Public Schools.

On behalf of the administration, I am pleased to report that these teachers have earned good evaluations and recommendation from their supervisor(s). Even though tenure is granted under the statute, the Board of Education is asked to confirm and endorse the granting of tenure and removal from probation.

**ENCLOSURES**

Tenure Recommendation(s)

**RECOMMENDATION:**

Move to confirm and endorse the granting of tenure and removal from probation for Christopher Kunder and Ryan Walentowski on the appropriate anniversary date.

**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

1275 North Macomb Street Monroe, Michigan 48161

www.monroe.k12.mi.us

Phone 734-265-3080

**Julie M. Everly**  
Deputy Superintendent

Fax 734-265-3081

**To:** Monroe Public Schools Board of Education  
**From:** Julie M. Everly, Deputy Superintendent  
**Subject:** Tenure Recommendation  
**Date:** January 15, 2016

It is my pleasure to recommend that Mr. Chris Kunder be granted tenure as a teacher within our school district. Chris has successfully completed his probationary teaching period and all requirements associated with probation.

Mr. Kunder's service to our students is a model to others. He is a dedicated teacher who has demonstrated professional growth and an allegiance to the success of our students. Chris has maintained both formal and informal leadership roles throughout various transitions. He has been instrumental in developing the Social Studies Curriculum at Orchard Center High School and also meets with the Monroe High School Social Studies Department to collaborate regularly.

It is certain that Chris' commitment to his students, our schools, and this community will shine far into the future. I am honored to showcase the performance, integrity, and commitment of Mr. Kunder in this letter. Stay tuned, because there will be much more to showcase in his future as a Monroe Public School team member.

As always,

A handwritten signature in cursive script that reads "Julie M. Everly".

Julie M. Everly  
Deputy Superintendent  
Monroe Public Schools

CC:  
Board of Education  
Chris Kunder  
Personnel file

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# MONROE PUBLIC SCHOOLS

1275 North Macomb Street Monroe, Michigan 48161

www.monroe.k12.mi.us

Phone 734-265-3080

**Julie M. Everly**  
Deputy Superintendent

Fax 734-265-3081

**To:** Monroe Public Schools Board of Education  
**From:** Julie M. Everly, Deputy Superintendent  
**Subject:** Tenure Recommendation  
**Date:** January 15, 2016

It is my pleasure to recommend that Mr. Ryan Walentowski be granted tenure as a teacher within our school district. Ryan has successfully completed his probationary teaching period and all requirements associated with probation.

Mr. Walentowski's service to our students is a model to others. He is a dedicated teacher who has demonstrated professional growth and an allegiance to the success of our students. Ryan has been helpful in maintaining both formal and informal leadership roles throughout various transitions. He has mentored several students during this time. Ryan's demeanor, methods, and consistent management techniques result in him developing positive relationship with all people around him. He has an allegiance to the School Improvement process at Orchard Center High School.

I am confident that this letter will not be our last acknowledgement of Mr. Walentowski's fine performance and heartfelt contributions to Monroe Public Schools, for his commitment to our students, our schools, and this district success will shine far into the future.

As always,

A handwritten signature in cursive script that reads "Julie M. Everly".

Julie M. Everly  
Deputy Superintendent  
Monroe Public Schools

CC:  
Ryan Walentowski  
Personnel file  
Board of Education

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**BUSINESS PROFESSIONALS OF AMERICA  
STATE LEADERSHIP CONFERENCE**

**BACKGROUND**

Joni Weaks, Monroe High School teacher and BPA advisor, wishes to petition the Board of Education for permission to take five (5) Monroe High School students to Grand Rapids, Michigan, to attend the BPA State Leadership Conference. This overnight trip will be held at the Amway Grand Hotel, Davenport University, and DeVos Place Convention Center in Grand Rapids, Michigan, March 17-20, 2016. These students studied their area of concentration and will compete in different areas of business. They will also attend conferences while there.

Monroe Public Schools CTE 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)**

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

**RECOMMENDATION**

Move to approve the attendance of five Monroe High School students at the BPA State Leadership Conference 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	_____	_____	_____	_____

February 5, 2016

Dear Bill:

Business Professionals of America Club would like to attend the state leadership conference March 17 – 20, 2016. We plan to take five students and my husband and I will drive and chaperone.

We plan to use school funds to cover the cost of registration and hotel fees. Their food will be covered by our club fund.

Please approve this trip and set it up for board approval as soon as possible. Thanks so much. If you have any questions, please feel free to email me.

Sincerely,

A handwritten signature in cursive script that reads "Joni Weaks".

Joni Weaks

Monroe Public Schools  
Field Trip Information Form

overnight

Date of Trip: March 17-20, 2016  
Grade/Team/Organization Making Request: BPA - Monroe High School  
Destination: Amway Grand Plaza Hotel  
Address: 187 Monroe NW  
City: Grand Rapids State: MI Zip: 49503  
Means of Transportation: car - private  
Number of Students and Adults Involved: 5 students 2 adults  
Exact Loading Location: MHS Teachers' Parking Lot  
Estimated Time of Departure: 2:45 p.m. Thursday  
Estimated Time of Departure from Destination: 12:00 p.m.  
Expected Time of Arrival: 2:30 p.m. Sunday  
Purpose of Trip: BPA State Leadership  
Conference

Faculty Supervisor: Joni Weaks, MHS

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

Principal's Signature: [Signature] Date: 2/8/16

Approved  Denied

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

state leadership conf.

---

---

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

student legacy launchers  
for emp. & college

---

---

Follow-up classroom lessons:

discuss their growth in  
business

---

---

- 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

# 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:

Business Professionals of America  
State Leadership Conference

School(s): Monroe High School

Chaperones: Joni Weaks  
Richard Weaks

Method of Transportation: private car

Date of Departure: 3/17/16

Time of Departure: 2:45 p.m.

If overnight, number of nights: 3

Date of Return: 3/20/16

Time of Return: 2:30 p.m.

Number of Students Participating: 5

Number of Staff Supervising: 2 (1 teacher)

Number of Other Adults Assisting: 1

Number of School Days Student will be Attending Trip: 1

Cost Per Child: 244.19 <sup>hotel</sup> registration fee Cost Per Chaperone: total 745.88

gas (mileage)  
hotel  
reg.

Monroe Public Schools Funds Being Used to Pay for: Food covered by club account

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)
- ~~N/A~~ 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
- ~~N/A~~ 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:

2016

Departure Date/Day Thursday, March 17 Return Date/Day Sunday, March 20, 2016

A group of students and adult chaperones are planning a trip to: City Grand Rapids, MI  
State MI Country USA (daily itinerary must be attached).

The purpose of this trip is Bus. Prof. of America State Leadership and the group sponsoring  
the trip is BPA Cont.

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 \_\_\_\_\_

must be filled out  
and notarized  
thanks!

## Schedule of Events

(Please note that times and locations are subject to change.)

A: Amway Grand Plaza Hotel   DU: Davenport University   CC: DeVos Place Convention Center

### Special Information for Judged Events

**Student arriving late for scheduled contest:** If a student is late due to the fact that he/she was competing in another contest, they should receive an assessment event pass from the contest administrator of the contest they were involved in. Once the assessment event pass is submitted to the contest administrator of the contest for which the student arrives late, the student will be allowed to compete in a different or the last time slot. The rescheduled time will be based upon what is convenient for judges and the administration of that contest. If a student arrives late due to oversleeping or any other type of carelessness, that student will not be allowed to compete. Administrators will submit any assessment events passes received during their contest to the CEAC Representative at the end of the competition. (Scheduled contest are contests which involve appointment times.)

**Judged Event Finals Postings:** On Saturday, listings of finalists for those contests having finals will be posted at the location where the final round will be held. Finalists will be posted between 12:30-1:30 p.m.; therefore, please bring all necessary materials with you when you review the finals listing. In addition, finalists will be posted on our website at [www.michiganbpa.org/mobile](http://www.michiganbpa.org/mobile). Results from Friday preliminary events will be posted on our website at [www.michiganbpa.org/mobile](http://www.michiganbpa.org/mobile). Results will **NOT** be posted at Courtesy Corps.

### Business Professionals of America-Michigan Association 2016 State Leadership Conference Schedule of Events

DAY/DATE/TIME	EVENT	SITE
<b>Thursday, March 17</b>		
8:00am-10:00pm	State Executive Council Meeting	A
11:00am-12:00pm	BPA/Grand Rapids Staff Meeting	A
12:00pm-8:00pm	Luggage Holding	A
5:00pm-9:00pm	Registration/Courtesy Corps (Additional satellite check-in will be provided at all hotels on Thursday)	A
7:00pm-8:45pm	Assessment Events Headquarters	A
7:00pm-9:00pm	Exhibitor Display Setup	A
8:00pm-9:30pm	Special Event: "Lip Sync Luau" Hosted by State Executive Council (Open to all delegates)	A
9:00pm-9:45pm	Administrators/Proctors/Graders Meeting for all computer and non-judged events	A
10:00pm-10:30pm	Alumni/Volunteer Staff Meeting	A



<b>DAY/DATE/TIME</b>	<b>EVENT</b>	<b>SITE</b>
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels
<b>Friday, March 18</b>		
7:00am-4:00pm	Assessment Events Headquarters	A
7:00am-7:00pm	Registration/Courtesy Corps	A
7:30am-4:00pm	Davenport University Shuttle Bus Pickup (near Sales & Catering Office)	A
8:00am-9:30am	Financial Analyst Team Preparation (Preliminaries)	A
8:00am-6:00pm	Luggage Holding	A
8:00am-6:00pm	Coat Check	A
8:15am-8:45am	Judges & Administrators Meeting for Financial Analyst Team and Presentation Management- Individual	A
8:30am-9:30am	Banking & Finance	A
8:30am-9:30am	PC Servicing & Troubleshooting	A
8:30am-10:00am	Fundamental Word Processing	DU
8:30am-10:00am	Intermediate Word Processing	DU
8:30am-10:00am	C++ Programming (Session 1) Java Programming (Session 1) Visual Basic/C# Programming (Session 1)	A
8:30am-10:30am	Advanced Word Processing	DU
8:30am-10:30am	Fundamentals of Web Design	DU
9:00am-9:45am	Judges & Administrators Meeting for Broadcast News Production Team Computer Animation Team Economic Research Project Team Global Marketing Team Video Production Team	A
9:00am-10:00am	Parliamentary Procedure Concepts (Team members only)	A
9:00am-7:00pm	Grading Room	A
9:00am-Finish	SEC Candidate Interviews	A
9:15am-4:00pm	Presentation Management Individual (Preliminaries) Section 1 Section 2 Section 3 Section 4	A A A A
9:45am-10:45am	Computer Security	A
10:00am-10:30am	Judges & Administrators Meeting for Parliamentary Procedure Team	A
10:00am-12:00pm	Advanced Accounting (Special scheduling only)	A

<b>DAY/DATE/TIME</b>	<b>EVENT</b>	<b>SITE</b>
10:00am-12:00pm	Fundamental Accounting (Special scheduling only)	A
10:00am-4:00pm	Exhibits Open	A
10:00am-5:00pm	Broadcast News Production Team	A
10:00am-5:00pm	Economic Research Team	A
10:00am-5:00pm	Global Marketing Team	A
10:00am-5:30pm	Computer Animation Team	A
10:00am-5:30pm	Video Production Team	A
10:15am-11:45am	C++ Programming (Session 2) Java Programming (Session 2) Visual Basic/C# Programming (Session 2)	A
10:30am-12:30pm	Advanced Spreadsheet Applications	DU
10:30am-12:30pm	Fundamental Spreadsheet Applications	DU
10:30am-12:30pm	Integrated Office Applications	DU
10:30am-3:00pm	Parliamentary Procedure Team (Preliminaries) Preparation (Section 1) Demonstration (Section 1) Preparation (Section 2) Demonstration (Section 2)	A A A A
11:00am-11:45am	Legacy Launcher #1	A
11:00am-11:45am	Legacy Launcher #2	A
11:00am-12:00pm	Computer Network Technology	A
11:00am-12:00pm	Personal Financial Management	A
11:30am-2:00pm	Judges Luncheon (By Invitation Only/Ticket Required)	A
12:15pm-1:15pm	SQL Database Fundamentals	A
12:30pm-2:00pm	Administrators & Proctors Meeting for all Saturday Judged Events	A
12:30pm-2:30pm	Advanced Office Systems & Procedures	DU
12:30pm-2:30pm	Basic Office Systems & Procedures	DU
12:30pm-2:30pm	Database Applications	DU
12:30pm-4:30pm	Financial Analyst Team (Finals/Demonstration)	A
1:00pm-1:45pm	Legacy Launcher #3	A
1:00pm-1:45pm	Legacy Launcher #4	A
1:00pm-2:00pm	Proctors Meeting for Open Event Personnel & Staff	A
1:00pm-2:30pm	Payroll Accounting	A
2:00pm-2:45pm	Legacy Launcher #5	A
2:00pm-2:45pm	Legacy Launcher #6	A
2:30pm-3:30pm	Systems Administration Using Cisco	A
2:30pm-4:30pm	Administrative Support Team	DU
2:30pm-4:30pm	Legal Office Procedures	DU
2:30pm-4:30pm	Medical Office Procedures	DU

<b>DAY/DATE/TIME</b>	<b>EVENT</b>	<b>SITE</b>
3:00pm-5:00pm	Advanced Accounting (for non-Financial Analyst Team members)	A
3:00pm-5:00pm	Fundamental Accounting (for non-Financial Analyst Team members)	A
3:45pm-4:45pm	Network Administration Using Microsoft	A
4:00pm-7:00pm	Parliamentary Procedure Team (Finals) Preparation Demonstration	A A
6:30pm-7:00pm	Annual Business Meeting (Voting Delegates/Chapter Presidents must be seated for roll call by 6:15pm. This meeting will be held to conduct all the official business of the annual conference.)	CC
7:30pm-9:00pm	Opening Session/Parade of Presidents (Special Awards, Candidate Speeches, Statesman Torch Awards)	CC
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels
<b><u>Saturday, March 19</u></b>		
7:30am-10:00am	Test Distribution (Assessment Events Headquarters)	A
8:00am-5:00pm	Courtesy Corps	A
8:00am-5:00pm	Coat Check	A
8:00am-8:30am	Judges Breakfast/Orientation (By Invitation Only/Ticket Required)	A
8:00am-4:30pm	Small Business Management Team Preparation Demonstration	A A
9:00am-12:00pm	Advanced Interview Skills (Preliminaries)	CC
9:00am-12:00pm	Extemporaneous Speech (Preliminaries) Preparation Section 1 Section 2 Section 3	A A A A
9:00am-12:00pm	Interview Skills (Preliminaries)	CC
9:00am-12:00pm	Prepared Speech (Preliminaries) Section 1 Section 2 Section 3	A A A
9:00am-12:30pm	Graphic Design Promotion (Preliminaries)	A
9:00am-12:45pm	Administrative Support Research Project (Preliminaries)	A
9:00am-12:45pm	Economic Research Individual (Preliminaries)	A

<b>DAY/DATE/TIME</b>	<b>EVENT</b>	<b>SITE</b>
9:00am-12:45pm	Entrepreneurship (Preliminaries) Section 1 Section 2 Section 3	A A A
9:00am-1:00pm	Human Resource Management (Preliminaries) Preparation Section 1 Section 2	A A A
9:00am-1:30pm	Digital Media Production (Preliminaries) Section 1 Section 2 Section 3	A A A
9:00am-2:00pm (Last student admitted at 1:00pm)	Open Events Administrative Support Concepts Business Meeting Management Concepts Business Spelling Computer Programming Concepts Financial Math & Analysis Information Technology Concepts Management/Marketing/Human Resource Concepts Merit Scholar Parliamentary Procedure Concepts	CC
9:00am-4:00pm	Exhibits Open	A
9:00am-4:00pm	Presentation Management Team	A
9:00am-4:30pm	Web Site Design Team	A
10:00am-10:45am	Legacy Launcher #7	A
10:00am-10:45am	Legacy Launcher #8	A
10:00am-2:00pm	Presentation Management Individual (Finals)	A
10:00am-3:00pm	College Fair	A
10:00am-5:00pm	Grading Room	A
11:00am-11:45am	Legacy Launcher #9	A
11:00am-11:45am	Legacy Launcher #10	A
11:30am-12:30pm	Judges Orientation (Final Judges Only)	A
11:30am-2:30pm	Judges Luncheon (By Invitation Only/Ticket Required)	A
1:00pm-1:45pm	Legacy Launcher #11	A
1:00pm-1:45pm	Legacy Launcher #12	A
1:30pm-4:30pm	Advanced Interview Skills (Finals)	A
1:30pm-4:30pm	Extemporaneous Speech (Finals) Preparation Demonstration	A A
1:30pm-4:30pm	Interview Skills (Finals)	A
1:30pm-4:30pm	Prepared Speech (Finals)	A
1:45pm-4:45pm	Administrative Support Research Project (Finals)	A

<b>DAY/DATE/TIME</b>	<b>EVENT</b>	<b>SITE</b>
1:45pm-4:45pm	Economic Research Individual (Finals)	A
1:45pm-4:45pm	Entrepreneurship (Finals)	A
1:45pm-4:45pm	Graphic Design Promotion (Finals)	A
2:00pm-4:30pm	Human Resource Management (Finals) Preparation Demonstration	A A
2:15pm-5:00pm	Digital Media Production (Finals)	A
2:30pm-2:45pm	Campaign Rally Setup (State Officer Candidates & Campaign Managers only)	A
2:45pm-4:15pm	“MEET THE CANDIDATES” Campaign Rally (First 30 minutes for Voting Delegates only)	A
6:30pm-9:00pm	Dinner Session (Doors open at 6:15pm) (2015-2016 State Officer Farewells, New Chapter Initiation, Scholarship, Barbara Chambers Outstanding Advisor Award, Honorary Lifetime Award, 2016-2017 State Officer Installation)	CC
9:00pm-9:30pm	Reception: 2016-2017 State Executive Council Officers, Advisors & Parents	A
9:00pm-9:30pm	Advisor Open Forum	A
9:30pm-10:30pm	Region 1 Advisors Meeting	A
9:30pm-10:30pm	Region 2 Advisors Meeting	A
9:30pm-10:30pm	Region 3 Advisors Meeting	A
9:30pm-10:30pm	Region 4 Advisors Meeting	A
9:30pm-10:30pm	Region 5 Advisors Meeting	A
9:30pm-10:30pm	Region 6 Advisors Meeting	A
9:30pm-10:30pm	Region 7 Advisors Meeting	A
9:30pm-10:30pm	Region 8 Advisors Meeting	A
9:30pm-10:30pm	Region 9 Advisors Meeting	A
9:30pm-10:30pm	Region 10 Advisors Meeting	A
9:30pm-11:30pm	Dance Sponsored by Northwood University	CC
12:00 midnight	Curfew – Advisors will conduct room check/students in their assigned rooms	All Hotels
<b><u>Sunday, March 20</u></b>		
7:00am-3:00pm	Luggage Storage	A
7:45am-8:45am	Advisors Meeting	A
9:15am-Finish	Awards Session	CC

**ENERGY MANAGEMENT UPGRADES TO ARBORWOOD SOUTH**

**BACKGROUND**

See attached memo from Jerry Oley for details.

**ENCLOSURES**

Memo from Mr. Oley  
Bid from CSO (Controlled Systems of Ohio).

**RECOMMENDATION**

Move to accept the bid of \$6,909.00 from CSO (Controlled Systems of Ohio) to complete all necessary upgrades to the Energy Management System at Arborwood South. Money for this purchase will come from the site sinking fund.

**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

4920 W. Albain Rd. Monroe, MI 48161

www.monroe.k12.mi.us

## Operations

Phone 734-265-3333  
Fax 734-265-3301

## Jerry Oley

Executive Director of Operations

## Tim Salenbien

Custodial/Maintenance Supervisor

## Frank Henry

Transportation Supervisor

## Transportation

Phone 734-265-3300  
Fax 734-265-3301

February 11, 2016

**To:** Board of Education  
Monroe Public Schools

**From:** Jerry Oley  
Director of Operations

**Re:** Arborwood South

Quotes were requested to complete the following work at Arborwood South by Control Systems of Ohio (CSO) who has completed the entire Energy Management Systems district wide. We are pleased with their quality of work and find it important to have consistency within our district's Energy Management System.

### **Bid Summary is as follows:**

Gymnasium AHU VFD Additions - \$5,552.00  
Fan Coil Unit Controls - \$1357.00

I recommend that Control Systems of Ohio (CSO) be awarded the bid for our Energy Management upgrades at Arborwood South. These quotes include providing and installing two (2) variable speed drives for the gymnasium air handler supply fans. These fans currently operate at full speed when in operations and has made the daily learning environment difficult for the teacher to teach, due to the excessive noise during the daytime.

Additionally, we need to have a fan control unit installed in room 323 that was not able to be completed during the original installation. This will allow us to have full heating controls of the room and will now be tied-into the existing control system.

Total price for both projects is \$6,909.00. Funds for the energy management upgrades will be taken from the Site Sinking fund.

If you need further information, please let me know.

JAO/jle

#### 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.



4935 Harroun Road  
Sylvania, Ohio 43560  
Ph. (419) 887.1611  
Fx. (419) 887.1711

**AUTOMATEDLOGIC**  
Control & Technology

November 17, 2015

To: Monroe Public Schools  
1275 N. Macomb St.  
Monroe, MI 48162

Attn: Mr. Jerry Oley

Re: Arborwood North Fan Coil Unit Controls

We are pleased to offer the following quote to provide and install controls for (1) Fan Coil Unit at Arborwood North. New controls will be tied-into the existing control system.

**SCOPE:**

- Digital Controller
- 2-Way Belimo Modulating Control Valve
- Digital Space Thermostat
- Wire Mold / Control Cable
- Engineering
- Programming
- Graphics
- Labor to Install

Total Price \$1,357.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Andy T. Moebius".

ANDY MOEBIUS





4935 Harroun Road  
Sylvania, Ohio 43560  
Ph. (419) 887.1611  
Fx. (419) 887.1711



February 9, 2016

To: Monroe Public Schools  
1275 N. Macomb St.  
Monroe, MI 48162

Attn: Mr. Jerry Oley

Re: Arborwood Gymnasium AHU VFD Additions

We are pleased to offer the following quote to provide and install variable speed drives for gymnasium air handler supply fans at Arborwood. Units will be re-programmed to modulate supply fan speed based on heating/cooling demand from the space.

**SCOPE:**

- (2) 7.5 HP 208/3/60 Danfoss Drives
- Re-Work Existing Control Wiring
- Add Speed Signals to Existing Controllers
- Drive Start-Up
- Engineering
- Programming
- Graphics
- Labor to Install

Total Price \$5,552.

Note: Man Lift used for installation and drive start-up provided by Monroe Schools.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Andy T. Moebius".

ANDY MOEBIUS

**FENMOOR REPLACEMENT GATES**

**BACKGROUND**

See attached memo from Jerry Oley for details.

**ENCLOSURES**

Memo from Mr. Oley  
Bids from Monroe Fencing Company and Marleau Hercules Fence Company

**RECOMMENDATION**

Move to accept the bid of \$9,900.00 from Monroe Fencing Company of Monroe, Michigan, for the replacement of the exit and entrance gates at Fenmoor. Money for this purchase will come from the site sinking fund.

**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	_____	_____	_____	_____



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4920 W. Albain Rd. Monroe, MI 48161

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## Operations

Phone 734-265-3333

Fax 734-265-3301

Jerry Oley

Executive Director of Operations

Tim Salenbien

Custodial/Maintenance Supervisor

Frank Henry

Transportation Supervisor

## Transportation

Phone 734-265-3300

Fax 734-265-3301

February 18, 2016

**To:** Board of Education  
Monroe Public Schools

**From:** Jerry Oley  
Director of Operations

**Re:** Fenmoor

Bids were requested from six companies for the replacement of the entrance and exit gates at Fenmoor. Two bids were returned.

The bids amounts were the same however, it is my recommendation that Monroe Fencing Company, of Monroe to be awarded the project.

Bid Summary is as follows:

Monroe Fencing  
Monroe, MI \$ 9,900.00

Marleau Hercules  
Toledo, OH \$ 9,900.00

Funds for the gate operator replacements will come from the district's site sinking fund.

If you need further information, please let me know.

[Type here]

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# Monroe Fencing Company, Inc.

P.O. Box 37  
Monroe, MI 48161

Page No. \_\_\_ of \_\_\_ Pages

(734) 243-1294

Fax (734) 243-1033

Cell (734) 777-0775

NAME: <u>Monroe Public Schools</u>	DATE: <u>1-8-16</u>
ADDRESS:	JOB NAME:
	JOB LOCATION: <u>Fenmore Bus Garage</u>
ATTN: <u>Tim</u>	PHONE: Home: _____ Business: _____

Style of Fence Charlton Gauge Overhead slide Height \_\_\_\_\_ Footage \_\_\_\_\_  
 Type Gate opener

Line Posts \_\_\_\_\_ Rail \_\_\_\_\_  
 End Posts \_\_\_\_\_ Gate(s) \_\_\_\_\_  
 Corner Posts \_\_\_\_\_  
 Gate Posts \_\_\_\_\_

* Replace East Gate operator with new 230V 1/2 HP HSLG Single slide gate operator. Included Gate edge and <sup>(10)</sup> transmitters/receivers for safety \$5200 <sup>00</sup>	
* Add \$4700 <sup>00</sup> For West Gate operator replacement	

TOTAL COST (plus permit if required):  
\$9900<sup>00</sup> total for both

20% re-stocking charge on all cancelled orders.  
 \*\*\* Please read & sign both sides of this proposal. \*\*\*  
 Important terms and information are printed on the back.

Down Payment: \_\_\_\_\_  
 Balance Due: \_\_\_\_\_  
 (Payable to crew on completion)

Customer's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 By: Frank Campbell Monroe Fencing Co., Inc.



4333 N. DETROIT AVENUE  
 TOLEDO, OHIO 43612  
 PHONE (419) 476-8555 • FAX (419) 476-8559  
 1-800-878-8558  
 www.marleaufence.com

# Proposal

PAGE \_\_\_\_ OF \_\_\_\_

ESTABLISHED 1889

Attn: Mr. Tim Salenbien

salenbien@monroe.k12.mi.us

PROPOSAL SUBMITTED TO	PHONE	DATE
Monroe City Schools	734-755-8449	1/20/16
STREET	JOB NAME	
4920 W. Albain Rd.	Replace gate operators	
CITY, STATE AND ZIP	JOB LOCATION	
Monroe, Michigan 48161	Bus Facility 4920 W. Albain Rd.	
	Monroe, Mich.	JOB PHONE

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

To remove and replace existing HSLG power gate operators with 2 new SLD-211 rolling gate operators. This will be a slight upgrade from existing operators. The new gate operators will include a battery back up, so gates will function in the event of a power failure. Both gates will be opened and closed by means of remote control radio transmitters. Base price includes 10-dual button transmitters. The gate receivers are tuned to different frequencies, so that there will be no question if both gates would open or close when a button is pushed. Each button will control 1 operator. Gates DO NOT close automatically. The existing Key switch at "Enter" gate will be re-connected to "enter" gate operator. Gates will include Fence fabric in tail section, Safety bump edges at end of gate and photo eyes at openings. We will use existing high voltage. Junction boxes would be moved away from existing operator support posts as we will be altering existing posts with shelf for new operator on each gate. Gates will then be compliant with current voluntary safety code UL325 for power gate safety.

As per above...Installed complete...\$9,900.00

Add for each additional dual button transmitter...\$35.00

**We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of: **\$ As selected**

Payment to be made as follows:  
 On Completion of work

**PLEASE READ BEFORE SIGNING THIS ORDER**

SELLER AGREES TO FURNISH AND INSTALL FOR THE BUYER THE ABOVE SPECIFIED QUANTITY OF FENCING, POSTS AND GATES, IN THE HEIGHT, SIZE AND TYPE SPECIFIED, AS SOON AS IS CONVENIENT, SUBJECT TO CONDITIONS OR DELAYS BEYOND OUR CONTROL. LOCAL UTILITY COMPANIES WILL ASSIST IN SPOTTING BURIED WATER, TELEPHONE, GAS, ELECTRIC AND TELEVISION LINES, IN ORDER TO SAFELY DIG POST HOLES. SELLER IS NOT RESPONSIBLE FOR DAMAGES TO PRIVATE UNDERGROUND WIRING, GAS PIPES, DRAIN TILES, LEACH FIELDS, SPRINKLER SYSTEMS, ETC., UNLESS PRECISELY LOCATED BY BUYER. BUYER AGREES TO DESIGNATE AND DEFINE PROPERTY LINES AND SUPPLY DIMENSIONS AND INFORMATION NECESSARY FOR FENCE TO BE PROPERLY CONSTRUCTED. BUYER WILL HAVE FENCE CONSTRUCTION AREAS REASONABLY CLEAR OF BRUSH, LIMBS, OBSTRUCTIONS, EXISTING FENCES, ETC. UNLESS AS EXCEPTIONS ARE NOTED ABOVE.

## Acceptance of Proposal

BUYER AGREES THAT ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATION OR CHANGES TO FENCE LAYOUT MUST BE MADE (1) WORK DAYS PRIOR TO COMMENCEMENT OF THE WORK, CHANGES MADE WHILE WORK IS IN PROGRESS REQUIRING EXTRA TIME AND/OR MATERIALS, MUST BE NOTED IN WRITING, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE CONTRACT PRICE. BUYER AGREES TO PAY FOR THE MATERIALS AND SERVICES DESCRIBED ABOVE IN ACCORDANCE WITH THE TERMS NOTED ON THIS CONTRACT. ACCOUNTS NOT PAID WITHIN THE ABOVE TERMS BECOME DELINQUENT AND WILL BE SUBJECT TO A SERVICE CHARGE OF 1 1/2% PER MONTH (18% PER YEAR). IN THE EVENT OF A BREACH OF CONTRACT BY BUYER, SELLER SHALL BE ENTITLED TO ALL REMEDIES AND DAMAGES ALLOWED BY LAW INCLUDING REIMBURSEMENT OF EXPENSES INCURRED IN PURSUING SUCH REMEDIES. THIS CONTRACT MAY BE CANCELLED WITHIN 3 WORKING DAYS AFTER SIGNATURE.

Authorized Signature James F. Schira  
 Note: This proposal may be withdrawn by us if not accepted within 30 days.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

ALL QUOTATIONS ARE BASED ON NORMAL DIGGING CONDITIONS AND SUCH SPECIAL CONDITIONS WHICH ARE APPARENT UPON OUR SITE INSPECTION, WHERE HIDDEN OBSTACLES, SUCH AS ROCK OR SHALE FORMATIONS, STUMPS, BROKEN PAVEMENT, CONCRETE OR OTHER FILLED IN MATERIALS, BURIED BUILDING FOUNDATIONS OR SLABS, ETC. OCCUR, AN EXTRA CHARGE SHALL BE MADE TO PAY FOR EXTRA TIME, AND EQUIPMENT NEEDED TO DIG THROUGH SAME. BUYER IS ADVISED THAT WOOD POSTS, RAILS, BOARDS, ETC. USED IN WOOD FENCES ARE SUBJECT TO NORMAL CONDITIONS OF SHRINKAGE, DRYING, GAPPING, CHECKING AND/OR SEPARATING, AS THIS IS A NATURAL OCCURRENCE AS WOOD SEASONS.

(I HAVE READ TERMS AND CONDITIONS AND AGREE TO THEM AS STATED).

**LIGHT POLE REMOVAL PROJECT – BUNKELMAN FIELD**

**BACKGROUND**

See attached memo from Jerry Oley for details.

**ENCLOSURES**

Memo from Mr. Oley  
Bid from Gratton Construction

**RECOMMENDATION**

Move to accept the bid of \$17,500.00 from Gratton Construction of Monroe, Michigan, to complete all necessary work for the lowering and removal of the light poles at Monroe High School’s Bunkelman Field. Money for this purchase will come from the site sinking fund.

**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

4920 W. Albain Rd. Monroe, MI 48161

www.monroek12.mi.us

## Operations

Phone 734-265-3333  
Fax 734-265-3301

Jerry Oley

Executive Director of Operations

Tim Salenblen  
Custodial/Maintenance Supervisor

## Transportation

Phone 734-265-3300  
Fax 734-265-3301

Frank Henry  
Transportation Supervisor

February 18, 2016

**To:** Board of Education  
Monroe Public Schools

**From:** Jerry Oley  
Director of Operations

**Re:** Monroe High School (Bunkleman Field light poles)

Quotes were requested to complete the removal process of three stadium light poles at MHS. This is being requested due to their deteriorated conditions.

Gratton Construction of Monroe MI was the only company to return a quote on this project. Quotes were also requested and declined from Jacks Lawn Service, Wilson Tree Service, Woodchucks, and D & D Services.

One of the light poles on the football field sustained extensive damage during a recent wind storm and fell to the ground. After further inspections of the other three existing poles, it was determined that they also need to be completely removed. We are currently working on an RFP proposal to install four new light poles behind the bleachers in the next several weeks and by removing these poles soon would allow the use of the field in the early spring.

### **Bid Summary is as follows:**

Option (A) Lowering and removal of poles - \$17,500.00

Option (B) Lowering only of poles - \$12,000.00

I recommend that Gratton Construction be awarded the bid for the complete lowering and removal of the existing light poles.

Total price for this project is \$17,500.00. Funds for the light pole project will be taken from the Site Sinking fund.

If you need further information, please let me know.

JAO/jle

### 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.

# GRATTON CONSTRUCTION CO., INC.

General Contractors  
1128 West Front Street  
Monroe, Michigan 48161-1630

November 24, 2015

Mr. Tim Salenbien  
Monroe Public Schools  
4920 W. Albain Rd.  
Monroe, MI 48161

Subject: Light Poles; Football Field

Dear Tim,

Gratton Construction Co., Inc. proposes to take down 3 light poles at the High School Football Field. We submit the following 2 options:

A. Use Man-lift to remove poles.

1. Put 86' man-lift on the track adjacent to the pole. (32,000#s)
2. Remove lights and ballasts.
3. Remove cross arms.
4. Remove poles to ground level.

For the sum not to exceed ---- \$17,500.00

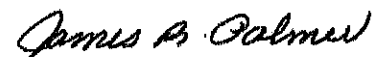
B. Use crane to lower poles.

1. Put 86' man-lift on the track to prepare for lowering poles.
2. Use 86' man-lift to rig poles.
3. Put crane on track and lower poles (crane wt. 50,000#s).
4. School to remove lights and cut up poles.

For the sum not to exceed ---- \$12,000.00

Call me and we can go over the pros and cons of each option.

Sincerely,  
Gratton Construction Co., Inc.

  
James R. Palmer,  
President

JRP/bj



**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the February 23, 2016, Board Meeting #4.

**HAND VOTE**

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

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