

MONROE PUBLIC SCHOOLS



BOARD MEETING #6

March 22, 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.”

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #6
Tuesday, March 22, 2016
7:00 p.m.

AGENDA

Page

- A. Roll Call and Call to Order** Mr. Yeo 1
1. Pledge of Allegiance to the Flag Mr. Yeo
- B. Public Commentary – Agenda Items Only** Mr. Yeo
- C. Discussion and Action Items**
1. **Approval of Minutes** Mr. Yeo 2
- Move to approve the minutes of the following meetings as submitted:
- March 8, 2016, Special Work Session
 - March 8, 2016, Closed Session
 - March 8, 2016, Board Meeting #5
 - March 14, 2016, Special Board Meeting (3 sets)
 - March 14, 2016, Closed Meeting
2. **Reports and Updates** Mr. Yeo 13
- March 7, 2016, Board Personnel Committee Meeting Minutes
 - Contracted Services Recommendation
3. **Coaching Recommendations** Mrs. Everly 16
- Move to approve the coach listed below for the 2015/16 school year; as per the MCEA master agreement.
- | Last Name | First Name | Title | Sport | School | Season |
|-----------|------------|-----------------|-----------------------|--------|--------|
| Nye | Justin | Assistant Coach | Track - Varsity Girls | MHS | Spring |
4. **Consent Agenda – Overnight Field Trips** Mrs. Everly 17
- Move that Agenda Items C.5 and C.6 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.
5. **Student Leadership Summit – Upward Bound Program** Mrs. Everly 18
- Move to approve the attendance of ten Monroe High School students at the 2016 MI-CAPP Student Leadership Summit in Lansing, Michigan, April 15-17, 2016. This trip will be in accordance with board policies for field trips and excursions.

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| <p>6. HOSA State Leadership Conference
 Move to approve the attendance of nine Monroe High School students at the HOSA State Leadership Conference in Traverse City, Michigan, in accordance with board policies for field trips and excursions.</p> | <p>Mrs. Everly</p> | <p>34</p> |
| <p>7. Section 105 and 105c Opt-Out Resolution
 Move to approve Section 105 and 105C Opt-Out Resolution as presented.</p> | <p>Dr. Martin</p> | <p>47</p> |
| <p>8. SMT Demolition
 Move to seek bids for the demolition of South Monroe Townsite School.</p> | <p>Dr. Martin</p> | <p>50</p> |
| <p>9. Consent Agenda – 2016 Site Sinking Projects
 Move that Agenda Items C.10 – C.14 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.</p> | <p>Mr. Oley</p> | <p>51</p> |
| <p>10. Window Replacement – Raisinville
 Move to accept the bid of \$237,536.00 from Monroe Glass Co. of Monroe, Michigan, for window replacement at Raisinville Elementary School and reject all other bids. Money for this project will come from the Building and Site Sinking Fund.</p> | <p>Mr. Oley</p> | <p>52</p> |
| <p>11. Gymnasium Roofing Replacement – MMS
 Move to accept the bid of \$53,500.00 from Advanced Roofing, Inc. of Westland, Michigan, for the gymnasium roofing replacement at Monroe Middle School and reject all other bids. Money for this project will come from the Building and Site Sinking Fund.</p> | <p>Mr. Oley</p> | <p>55</p> |
| <p>12. Roofing Replacement – AWS
 Move to accept the bid of \$345,409.00 from Wm. Molnar Roofing, Inc. of Riverview, Michigan, for the roofing replacement at Arborwood South Elementary School and reject all other bids. Money for this project will come from the Building and Site Sinking Fund.</p> | <p>Mr. Oley</p> | <p>58</p> |
| <p>13. D & F-Wing Roof Replacement – MHS
 Move to accept the bid of \$291,899.00 from Wm. Molnar Roofing, Inc. of Riverview, Michigan, for the D & F wing roof replacement at Monroe High School and reject all other bids. Money for this project will come from the Building and Site Sinking Fund.</p> | <p>Mr. Oley</p> | <p>61</p> |

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|---|-------------------|-----------|
| <p>14. Masonry Repairs – MHS
 Move to accept the bid of \$126,261.00 from Ohio Building Restoration of Toledo, Ohio, for masonry repairs at Monroe High School and reject all other bids. Money for this project will come from the Building and Site Sinking Fund.</p> | <p>Mr. Oley</p> | <p>64</p> |
| <p>15. Consent Agenda – Operations Purchase
 Move that Agenda Items C.16 and C.17 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.</p> | <p>Mr. Oley</p> | <p>67</p> |
| <p>16. Chiller Start-up at Monroe High School
 Move to accept the quote of \$5,878.00 from Dimech Services Inc. of Toledo, Ohio, to complete the annual start-up to the chiller at Monroe High School. Money for this purchase will come from the Operations Budget.</p> | <p>Mr. Oley</p> | <p>68</p> |
| <p>17. Playground Mulch
 Move to accept the bid of \$7,650.00 to provide playground mulch throughout the district. Money for this purchase will come from the Operations Budget.</p> | <p>Mr. Oley</p> | <p>77</p> |
| <p>18. Superintendent’s Comments</p> | <p>Dr. Martin</p> | |
| <p>19. Old Business</p> | <p>Mr. Yeo</p> | |
| <p>20. New Business</p> | <p>Mr. Yeo</p> | |
| <p>21. Public Commentary – Any Topic</p> | <p>Mr. Yeo</p> | |
| <p>22. Adjournment
 Move that the March 22, 2016, Board Meeting #6 of the Monroe Public Schools Board of Education be adjourned.</p> | <p>Mr. Yeo</p> | <p>80</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

- March 8, 2016, Special Work Session Minutes
- March 8, 2016, Board Meeting #5 Minutes
- March 14, 2016, Special Board Meeting Minutes (3 sets)

RECOMMENDATION

Move to approve the following minutes as submitted:

- March 8, 2016, Special Work Session
- March 8, 2016, Closed Meeting
- March 8, 2016, Board Meeting #5
- March 14, 2016, Special Board Meeting (3 sets)
- March 14, 2016, Closed Meeting

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

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Special Work Session
Tuesday, March 8, 2016
5:30 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

Administrators Absent: Jerry Oley, David Payne

President Yeo called the meeting to order at 5:38 p.m.

Focus School Report (Custer, Manor and Waterloo)

Mrs. Everly noted that we are now following a set agenda every time we look at data and producing action plans from that data. Not only will our focus schools use the data protocol, we'll have a district wide data protocol as well.

Focus Schools are looking at a new statewide framework. This new framework is not required by the state; however, they received a grant and are offering free professional development for focus schools. All of our schools will be able to participate in the professional development, so we plan to use our district wide school improvement days for this PD opportunity. The ISD would like every district in the county to adopt this framework, which is called MiExcel. This framework is another way of looking at the school improvement process.

Mr. Yeo asked for an update on the Equity for Achievement Project. Mrs. Everly stated that work groups have been developed within the committee and are working on specific topics. The work groups were asked to back up their ideas with research and to come up with one strategy to implement next year in their topic area. There is a nice collaboration between the committee and the Waterloo staff.

Closed Session

Motion by Dr. March support by Mrs. Taylor to convene in closed session for the purpose of discussing strategies connected with the negotiation of collective bargaining agreements. (Open Meetings Act, Section 8c.)

Vote: Motion carried by a 7-0 hand vote at 5:53 p.m.

Adjournment of Closed Session and Reconvene

Motion by Mr. Bunkelman; support by Mrs. Taylor that the closed session be adjourned and the special work session be reconvened into open session.

Vote: Motion carried by a 7-0 hand vote at 7:03 p.m.

Adjournment

Motion by Mr. Bunkelman; support by Mrs. Taylor that the 5:30 p.m., March 8, 2016, Special Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:03 p.m.

Ryan Philbeck, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #5

March 8, 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

Administrators Absent: David Payne

President Yeo called the meeting to order at 7:10 p.m.

Dr. Martin asked for a moment of silence to honor Chris Butler who passed away recently. Mrs. Butler was a long time teacher, principal, and central office administrator at Monroe Public Schools. Her leadership and knowledge of the district was exceptional, and she will truly be missed.

National Award Recipient

Grant Prater, who is a junior at Monroe High School, was honored this evening for receiving two national awards. He is a 2016 Distinguished Finalist in the Prudential Spirit of Community Award, and he is also the recipient of the President's Volunteer Service Award, which is based on his impressive number of volunteer hours.

Public Commentary-Agenda Items Only

Mr. Yeo asked the Board's permission to allow public commentary on non-agenda items.

(This is an excerpt from a statement read by Dr. Martin regarding the closure of Bunkelman Field due to the collapse of one of the stadium light poles.) Due to safety concerns, the stadium must remain closed until the remaining three light poles can be removed. The Monroe County Road Commission has implemented frost laws for Herr Road, and there is concern that with the current weather condition, bringing the necessary heavy equipment into the stadium could cause considerable damage to the track. With the upcoming track season, we are looking into options for the athletes until Bunkelman Field is available. Our greatest concern at this point is to be able to provide a safe area for sporting activities.

Heath LaPrad commented on the closure of Bunkelman Field. He expressed his concern about an adequate training location for track athletes to practice; the loss of athletes due to schedules and academic responsibilities after school; why has it taken so long to fix the situation; and why there isn't a sign by the track stating that it's closed.

The board and administration maintained their first concern is for student safety. Mr. LaPrad's concerns were addressed, and he was assured that the board is committed to resolving this issue as soon as possible.

Approval of Minutes

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

- February 23, 2016, Board Work Session
- February 23, 2016, Board Meeting #4
- March 3, 2016, Special Board Meeting (2 sets)
- March 3, 2016, Closed Session (2 sets)

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

Reports and Update

The February 22, 2016, Board Curriculum Committee Meeting Minutes and the Contracted Services Recommendations were received.

Clerical Appointment

Motion by Mr. Bunkelman; support by Mr. VanWasshenova to approve the appointment of Stephanie Cicero as a secretary with Monroe Public Schools effective Wednesday, March 9, 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.

Coaching Recommendations

Motion by Mr. VanWasshenova; support by Mrs. Taylor to approve the coaches listed below for the 2016/17 school year; as per the MCEA master agreement.

Last Name	First Name	Title	Sport	School	Season
Guy	Pietrina	Coach	Cheerleading - JV	MHS	Fall
Mydloski	James	Assistant Coach	Cross Country - Co Ed	MHS	Fall
McEnhill	Jackie	Coach	Cross Country - Co Ed	MMS	Fall
Scoles	Mark	Head Coach	Cross Country - Co Ed	MHS	Fall
Hutchison	Jason	Head Coach	Football - 7th Grade	MMS	Fall
Finnegan	Patrick	Asst. Coach	Football - 8th Grade	MMS	Fall
Motyka	Ron	Head Coach	Football - 9th Grade	MHS	Fall
Reed	Kyle	Assistant Coach	Football - Varsity	MHS	Fall
Clark	Jay	Assistant Coach	Football - Varsity	MHS	Fall
Wood	Bobby	Supervisor	Middle School Athletics	MMS	Fall
Myers	Kendan	Coach	Soccer Co-Ed - 7th & 8th	MMS	Fall
Schade	Doug	Head Coach	Swimming - Varsity Girls	MHS	Fall
Matusik	Robert	Coach	Tennis - Varsity Boys	MHS	Fall

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

Appointment of General Counsel

Motion by Mrs. Mentel; support by Mr. Philbeck to approve the legal firm of Collins and Blaha, P.C. to provide legal services for student discipline due process procedures for the remainder of this school year and for the upcoming 2016-2017 school year.

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

Ratify MCESA Contract

Motion by Mrs. Taylor; support by Mr. Bunkelman to ratify the Master Agreement for February 11, 2016, to June 30, 2017, between the Monroe City Educational Secretarial Association MEA/NEA and the Monroe

Board of Education effective February 11, 2016.

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

Reinstatement Committee Recommendation

Motion by Mrs. Mentel; support by Mrs. Taylor to approve the recommendation of the Monroe Public Schools Reinstatement Committee that Student A and Student B be reinstated to the general education population at Orchard Center High School for trimester three of the current school year upon approval of the Monroe Public Schools Board of Education.

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

Cooperative Boys and Girls Swim/Dive Team – Monroe and Jefferson

Motion by Mrs. Taylor; support by Mr. Philbeck to approve the Cooperative Boys and Girls Swim and Dive Team between Monroe and Jefferson. Official practices for this cooperative agreement shall commence on August 10, 2016, and continue for two years.

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

Bulletin Boards – Custer School

Motion by Mr. Bunkelman; support by Mr. VanWasshenova to approve the purchase of 35 bulletin boards from School Specialty at a cost not to exceed \$4,255.70. Funds for this purchase will come from Custer Title I funds.

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

Electronic Sign – Custer School

Motion by Mrs. Taylor; support by Mr. VanWasshenova to accept the low bid of \$13,000.00 from Daktronic/Hardy & Sons Sign Service, Inc. for an electronic sign to be installed at Custer Elementary School. Funds for this purchase will come from the Custer PTO.

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

LLI Kits – Arborwood North and South

Motion by Mr. Bunkelman; support by Mrs. Taylor to approve the purchase of the Fountas & Pinnell LLI kits at a cost not to exceed \$14,224.50. This expenditure will be funded utilizing the 2016 Title I supply funds in accordance with allowable expenditure guidelines for use of federal funds for supplemental instructional programming.

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

2015/16 Budget Amendment

Motion by Mr. Philbeck; support by Mr. VanWasshenova to adopt the amended 2015/16 fund budgets for the General, Food Service, and Building and Site Sinking funds as presented.

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

CSD-1 Testing on District Boilers

Motion by Mrs. Mentel; support by Mr. VanWasshenova to accept the bid of \$5,945.00 from Sieb Plumbing & Heating of Monroe, Michigan, to complete CSD-1 testing on all forty-one (41) district boilers. Money for this purchase will come from the Operations Budget.

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

Superintendent Comments

The success we have had with our STEAM program at Waterloo Elementary School will get national attention in a few weeks when several members of the Waterloo staff will address the National Science Teacher Association's national conference in Nashville, Tennessee. Presenting to the conference are Waterloo teachers Amanda Iacoangeli, Cheryl Bindus and Kyle Reed; and Custer Principal Lisa McLaughlin, who was Waterloo's principal when the STEAM concept was studied and implemented.

This past weekend, two choirs from Monroe Middle School earned excellent ratings in the regional MSVMA festival in Lincoln Park and received invitations to participate in the state festival in May. Congratulations to the Jubilation group and the 8th grade Team C choir both of which are advancing to the state finals. Their director, Mrs. Elise Dinwoody, said that both choirs had achieved perfect scores in sight reading which is extremely rare. Three other MMS choirs that participated received good ratings.

Monroe High School's Drama Club will present The Addams Family Musical, on March 18-20 at the MHS Auditorium. The March 18 and 19 performances begin at 7 p.m. Curtain time on March 20 is 3 p.m. and tickets are available at the door for all three shows. Alison Drougel directs the presentation; Sue Sacks is the choreographer; Travis Trombley is the producer; Adam Miller is in charge of the music; and sets are painted by Wendy Kennedy.

Channel 13 TV reporter Kristian Brown will be at Monroe High School tomorrow to do a story on our auto tech program which recently earned its second national certification.

Second graders at Custer School used a math lesson which they modified to become a Dog and Cat Gram Factory to raise nearly \$500 that they presented this week to the Humane Society of Monroe County to use to treat sick dogs and cats at the center. The students saw a commercial about the Humane Society and why it was important to help dogs and cats. The students then worked in assembly lines to color dog and cat grams, taped them to suckers and sold them at lunch to raise money for the Humane Society. This activity allowed the children to learn lessons in several disciplines and topics.

The math classes at Monroe Middle School plan to observe "Pi Day" in a big way on March 14 – 3.14. On Monday, the classes of Mrs. Katie Oberdorf and Mr. Kevin Pilgrim will get together to cut out and connect as many as 4,000 digits of Pi. This will go on throughout the day during regular class time. On Tuesday, March 15, the students and their teachers will go outside of the school and attempt to make a complete circle around the school with all of the connected digits of Pi.

Monroe High School student Jade McLaughlin received good news this week when she was notified that a photograph she had taken has been selected as a national finalist in the 36th annual College and High School Photography Contest held by Photographer's Forum magazine. She had been encouraged to enter the contest by her teacher Amy McBroom.

A video produced by the ISD to help inform the public about the use of technology in our schools, was posted on our new YouTube page. We plan to stream live the ceremonies for College and Career Decision Day on May 3, as well as our graduation ceremony on June 3.

Old Business

There was none at this time.

New Business

Dr. Martin stated that in May of 2014, we renewed the cooperative hockey agreement between Monroe Public Schools and Jefferson Schools for two years. We had a hockey team the first year (2014/15) of the agreement, but we did not have a team during the second year (2015/16) due to a lack of players. He would like to renew the agreement and asked for support from the board. The consensus of the board was to move forward with the agreement.

Mr. Bunkelman commented that today is International Women's Day and thanked the female gender for everything they have done in the educational field and the city of Monroe.

Public Commentary-Any Topic

There was none at this time.

Adjournment

Motion by Mr. VanWasshenova; support by Mrs. Mentel that the March 8, 2016, Board Meeting #5 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 8:18 p.m.

Ryan Philbeck, Secretary

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting
Monday, March 14, 2016
4:30 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: Secretary Ryan Philbeck

Others Present: Barry Martin, Julie Everly, Jeremy Chisholm, Jeff McVeigh, Joe Hammond, student (0314a), student's mother and father

Mr. Yeo called the meeting to order at 4:40 p.m.

Closed Session

Motion by Mrs. Taylor, support by Mr. VanWasshenova to convene in closed session for the purpose of conducting a student disciplinary hearing. Open Meeting Act; Section 8 (b).

Vote: Motion carried by a 6-0 hand vote at 4:40 p.m.

Reconvene Board Meeting

Motion by Mr. VanWasshenova, support by Dr. March that the closed session adjourn and the 4:30 p.m., March 14, 2016, Special Board Meeting reconvene.

Vote: Motion carried by a 6-0 hand vote at 5:15 p.m.

Recommendation

Motion by Mr. Bunkelman, support by Mrs. Taylor to follow administration's recommendation to expel the student. The student will be expelled according to state law and will be given the opportunity to enroll in the Expelled Students Program.

Vote: Motion carried by a 5-1 roll call vote at 5:20 p.m. Mr. VanWasshenova voted no.

Adjournment

Motion by Mr. VanWasshenova, support by Mrs. Mentel that the March 14, 2016, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 5:20 p.m.

Ryan Philbeck, Secretary

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting
Monday, March 14, 2016
4:30 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: Secretary Ryan Philbeck

Others Present: Barry Martin, Julie Everly, Jeremy Chisholm, Cathy McDonald, Joe Hammond, student (0314b)

Mr. Yeo called the meeting to order at 5:23 p.m.

Mr. Chisholm stated that he explained to the pupil, who has reached the age of majority, the options of closed and open session. The student submitted a request that the hearing be made in open session.

Recommendation

Motion by Mr. Bunkelman, support by Mrs. Taylor to follow administration's recommendation to suspend the student for eight days. The student will return to school on March 21, 2016.

Vote: Motion carried by a 6-0 roll call vote at 5:37 p.m.

Adjournment

Motion by Mr. VanWasshenova, support by Mrs. Mentel that the March 14, 2016, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 5:37 p.m.

Ryan Philbeck, Secretary

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting
Monday, March 14, 2016
4:30 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: Secretary Ryan Philbeck

Others Present: Barry Martin, Julie Everly, Jeremy Chisholm, Cindy Flynn, Nicole Shaughnessy, John Schiappacasse

Mr. Yeo called the meeting to order at 5:38 p.m.

Student D did not attend tonight's hearing, nor did the student's father. The student's father picked up the packet of information regarding this hearing on Friday, March 11. Mrs. Flynn stated that he was aware of the date and time of the hearing.

Recommendation

Motion by Mr. VanWasshenova, support by Dr. March to follow administration's recommendation to place the student on a long term suspension for the remainder of the 2015/16 school year.

Vote: Motion carried by a 4-2 roll call vote at 5:57 p.m. Mr. Bunkelman and Mr. Yeo voted no.

Adjournment

Motion by Mr. VanWasshenova, support by Mrs. Mentel that the March 14, 2016, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 5:57 p.m.

Ryan Philbeck, Secretary

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- March 7, 2016, Board Personnel Committee Meeting Minutes
- Contracted Services Recommendations

Monroe Public Schools Board Personnel Committee Meeting Minutes

Date of Meeting: March 7, 2016

Present: Cindy Taylor and Robert Yeo
Barry Martin, Julie Everly, Kathy Eighmey and Holly Scherer

Next Meeting: April 4, 2016

1. **Call to Order:** The meeting was called to order at 5:10 PM
2. **Public Commentary:** None

Staffing Updates: The latest staffing updates sheet was shared. Mrs. Scherer shared that movement has calmed somewhat, with all certified positions now filled. Administration is still seeking candidates for bus drivers, assistants, and some of our contracted positions. Discussion was held on the impact of the minimum wage increases, particularly with the assistant group. Mrs. Everly also noted that by next meeting we will have a list of anticipated teacher retirements, which are due by April 1st.

3. **Old Business:** To follow-up on the discussion from last meeting regarding Social Media concerns, Mrs. Everly shared with the committee a copy of the standard practice for Monroe Public Schools staff. This information is included in the Employee Handbook. She noted that the district subscribes to Global Compliance which provides additional tutorials for a number of topics and a copy of the social media tutorial from that website was also shared. Mrs. Scherer confirmed that EduStaff also uses the Global Compliance tutorials and includes information in their handbook on social media best practices. The social media pieces we are seeing on the rise with both staff and students. The group discussed the need to continue to educate staff and students of the dangers involved.

New Business: Mr. Yeo asked for clarification on why there is a need to keep hiring outside companies to make local field trips, such as to Bedford or Jefferson, why we wouldn't be using MPS drivers/buses. Dr. Martin shared that it would be the district preference to pay our drivers to make these trips, but problems occur with the timing of the events, conflicting with our dismissal times. The committee feels strongly that our drivers and buses should be used for trips as often as possible. Mrs. Everly shared that the district operates on the premise that all field trips should be offered to MPS first; and then if turned down, other arrangements could be made. A concern was noted that contracted buses had been witnessed making weekend trips.... Mrs. Everly will be looking into this further.

Dr. Martin shared with the committee that the Hockey association has approached administration about supporting the United Team with Jefferson and Monroe. The group discussed past concerns with the hockey program, but the committee would be willing to support the direction administration would propose. Dr. Martin will bring this topic up at the board meeting on Tuesday.

4. **Future Agenda Items:** None
5. **Next Meeting:** April 4, 2016 at 5:00 PM
6. **Adjournment:** The meeting was adjourned at 6:00 PM.

Informational Report
Contracted Services Recommendations

For the 2015-16 School Year we will be working with EduStaff to provide Contracted Student Support Services. The following persons will be placed in the listed positions below by EduStaff upon completion of criminal history verifications.

ATHLETICS

The following coaches are recommended to EduStaff by John Ray for the fall 2016 season:

Last Name	First Name	Title	Sport	School	Season
Schade	Tanya	Asst. Coach	Swimming - Varsity Girls	MHS	Fall
Jackson	Harvey (Chip)	Supervisor	Middle School Athletics	MMS	Spring

SOCIAL-EMOTIONAL SUPPORT TEAM

Nothing new to report.

COACHING RECOMMENDATION

BACKGROUND

The following is a coaching recommendation for the 2015/16 school year spring season. All pre-employment information has been completed.

Last Name	First Name	Title	Sport	School	Season
Nye	Justin	Assistant Coach	Track - Varsity Girls	MHS	Spring

RECOMMENDATION

Move to approve the above listed coach for the 2015/16 school year; as per the MCEA master agreement.

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	_____	_____	_____	_____

CONSENT AGENDA – OVERNIGHT FIELD TRIPS

ENCLOSURES

- C.5 Student Leadership Summit – Upward Bound Program
- C.6 HOSA State Leadership Conference

RECOMMENDATION

Move that Agenda Items C.5 and C.6 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

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

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

**UPWARD BOUND PROGRAM
 2016 MI-CAPP STUDENT LEADERSHIP SUMMIT
 APRIL 15-17, 2016**

BACKGROUND

Upward Bound Program Director, Anthony Quinn, wishes to petition the Board of Education for permission to take ten Monroe High School and eight Airport High School students along with three adult chaperones to the MI-CAPP Student Leadership Summit in Lansing, Michigan. The conference will take place April 15-17, 2016; the group will be staying at the Causeway Bay Hotel and Conference Center, in Lansing, Michigan. The students will spend the day in workshops aimed at raising their self-perception, consciousness, leadership and motivation for continued academic achievement.

This is a federally approved trip for the Upward Bound Program covered by the U.S. Department of Education. Funding for this comes from the Upward Bound Grant; no student monies will be used.

ENCLOSURE(S)

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

RECOMMENDATION

Move to approve the attendance of ten Monroe High School students at the 2016 MI-CAPP Student Leadership Summit in Lansing, Michigan, April 15-17, 2016. This trip will be 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 15, 2016 - April 17, 2016

Grade/Team/Organization Making Request: MCCC- Upward Bound Program

Destination: Causeway Bay Lansing Hotel and Conference Center

Address: 6820 South Cedar St.

City: Lansing State: MI Zip: 48911

Means of Transportation: Charter Bus Service-

Number of Students and Adults Involved: 10 MHS students, 8 Airport High School students and 3 adult chaperones

Exact Loading Location: MHS Front Entrance

Estimated Time of Departure: 12:30 p.m. Friday, April 15, 2016


Estimated Time of Departure from Destination: 11:00 a.m Sunday, April 17, 2016

Expected Time of Arrival: 1:00 p.m. Sunday, April 18, 2016

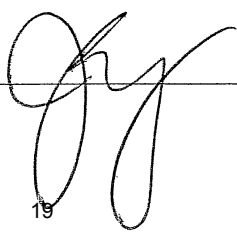
Purpose of Trip: Attend MI-CAPP Student Leadership Summit

Faculty Supervisor: Dannielle Lambert

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

Principal's Signature:  Date: 3-10-16

Approved Denied

Assistant Superintendent's Signature:  Date: 3/11/16

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:

Causeway bay Lansing Hotel and Conference Center
6820 South Cedar St., Lansing, MI 48911

10 students have been selected by the MCCC's Upward Bound Program to attend the 2016 MI-CAPP Student Leadership Conference. Students will spend the day in workshops aimed at raising their self-perception, consciousness, leadership and motivation for continued academic achievement.

School(s): Monroe High School

Chaperones: Ms. Dannielle Lambert

Dr. Anthony Quinn

Mr. Charles Friedline

Method of Transportation Charter Bus

Date of Departure: 4/15/2016 Time of Departure: 12:30 p.m.

If overnight, number of nights: 2 nights

Date of Return: 4/17/2016 Time of Return: 1:00 p.m.

Number of Students Participating: 10

Number of Staff Supervising: 3 (Upward Bound Staff)

Number of Other Adults Assisting: 0

Number of School Days Student will be Attending Trip: ½ day

Cost Per Child: \$180.00

Cost Per Chaperone: \$180.00

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 **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:

Students will spend the day in workshops aimed at raising their self-perception, consciousness, leadership and motivation for continued academic achievement.

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

Workshop Themes Include, but are not limited to: Financial Literacy, Goal Setting, Building Your Brand, Building Your Resume, Personal Responsibility, Public Speaking, Student Equality, Maximize Your College Experience, Preparing for an Advance Degree and Global Leadership.

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

To: Dr. Barry Martin and MPS Board of Education Members

From: Cheryl Prenkert, Administrative Assistant
MONROE COUNTY COMMUNITY COLLEGE – UPWARD BOUND PROGRAMS

Subject: Upward Bound, MI-CAPP Student Leadership Conference

Date: April 15, 2016 – April 17, 2016

cc: Anthony Quinn, Dannielle Lambert

The Upward Bound/TRIO Student Leadership Conference is a yearly event. Those students, who are invited to attend, participate in team building activities with other students from across the state. They will also attend workshops covering topics such as leadership, goal setting, stress management, and financial strategies for paying for college.

This year, we are requesting that you grant us permission to attend the 2016 MI-CAPP Student Leadership Conference in Lansing, Michigan with our students. We will leave on Friday, April 15, 2016 at approximately 12:30 P.M. and will return on Sunday, April 17, 2016 at approximately 1:00 P.M. We plan to take a total of 18 students (8 from AHS and 10 from MHS). Our chaperones include Dr. Anthony Quinn, Mr. Charles Friedline and Ms. Dannielle Lambert.

The following supporting documents include more details about the planned trip. All funding is provided by the U.S. Department of Education via the Monroe County Community College Upward Bound Award/Grant. No funding will be necessary from Monroe Public Schools, Airport Community Schools, or the students themselves (except in the case of personal souvenir spending), nor will there be any fund-raising activities in relation to the costs of this event.

We thank you for your time and consideration of this matter. Please do not hesitate to contact any of our program staff with questions.

Dr. Anthony Quinn – (734) 384-4279 Aquinn@monroeccc.edu
Charles Friedline – (734) 869-7199 cfriedline@airport.k12.mi.us
Dannielle Lambert – (734) 265-3446 lambertd@monroe.k12.mi.us

Sincerely,



Cheryl Prenkert
Administrative Assistant
Monroe County Community College Upward Bound Programs

March 1, 2016

Dear Upward Bound Parent/Guardian,

Your student has been selected by the MCCC's Upward Bound Program to attend the 2016 MI-CAPP Student Leadership Conference. Students will spend the day in workshops aimed at raising their self-perception, consciousness, leadership and motivation for continued academic achievement.

All MCCC Upward Bound students who will be participating in the conference are expected to turn in a **notarized permission slip**, a **"Code of Conduct" form signed** along with the **"Statement of Acceptance" section signed by both parent/guardian and student** (these forms are included in this packet).

Details of the Conference are:

Dates: Friday, April 15, 2016 through Sunday, April 17, 2016

Departure/Return Times: April 15 -12:30 PM & April 17 – About 1:00 PM

Location: Causeway Bay Lansing Hotel & Conference Center

6820 South Cedar Street, Lansing, MI 48911

(517) 694-8123

Cost: There is no cost to students for conferences registration, meals and hotel accommodations. They would need their own money for vending machines and/or miscellaneous items they may want to purchase during their stay.

If there are any questions or concerns, please feel free to contact Dr. Quinn at (734) 384-4279, Ms. Lambert at (734) 265-3446 or Mr. Friedline at (734) 869-7199.

Sincerely,



Cheryl Prekert
Administrative Assistant
MCCC – Upward Bound Program



**2016 MI-CAPP
Student Leadership Summit**
April 15 - 17, 2016
Causeway Bay Hotel
6820 S. Cedar Street
Lansing, MI 48911

Tentative Schedule

Workshop Themes Include, but are not limited to: Financial Literacy, Goal Setting, Building Your Brand, Building Your Resume, Personal Responsibility, Public Speaking, Student Equality, Maximize Your College Experience, Preparing for an Advance Degree and Global Leadership.

Time	Friday, April 15 2016
3:00p - 8:00p	Check - In
4:30p - 5:30p	Student Ambassador Meeting
5:30p - 6:45p	Welcome and Ice Breaker
6:45p - 10:00p	Dinner and Funtivity Event
10:00p	Return to Room
10:30p	Lights Out
Time	Saturday, April 16, 2016
8:00 a.m. - 9:20 a.m.	Breakfast Plenary
	Pre-College
9:30a - 10:20a	Concurrent Session
10:30a - 11:20a	Concurrent Session
11:30a - 12:20p	Concurrent Session
12:30p - 1:20p	Lunch Plenary
1:30p - 2:20p	Concurrent Session
2:30p - 3:20p	Concurrent Session
3:30p - 4:20p	Special Conference Edition
4:30p - 6:00p	Prepare for Awards Ceremony
6:00p - 8:00p	Awards Banquet
8:00p - 11:00p	Dance
11:15p	In Rooms
11:30p	Lights Out
Time	Sunday, April 17, 2016
9:00am - 10:30am	Outstanding Leader Continental Breakfast



2016 MI-CAPP
Student Leadership Summit
April 15 - 17, 2016
Causeway Bay Hotel
6820 S. Cedar Street
Lansing, MI 48911

Hotel Information

Mention **MCAPP416** when booking rooms

Hotel Contact Number: 517.694.8123

Lodging Information:

Room Rate: \$98.50 per night. Fee does not include 6% state sales tax & 7% county assessment fee.

Check-In: 3:00 p.m.

Check-out: 12 p.m.

Tentative Schedule

Time	Friday, April 15 2016
3:00p - 8:00p	Check - In
4:30p - 5:30p	Student Ambassador Meeting
5:30p - 6:45p	Welcome and Ice Breaker
6:45p - 10:00p	Dinner and Funtivity Event
10:00p	Return to Room
10:30p	Lights Out
Time	Saturday, April 16, 2016
8:00 a.m. - 9:20 a.m.	Breakfast Plenary
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12:30p - 1:20p	Lunch Plenary
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2:30p - 3:20p	Concurrent Session
3:30p - 4:20p	Special Conference Edition
4:30p - 6:00p	Prepare for Awards Ceremony
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8:00p - 11:00p	Dance
11:15p	In Rooms
11:30p	Lights Out
Time	Sunday, April 17, 2016
9:00am - 10:30am	Outstanding Leader Continental Breakfast



Code of Conduct

Michigan College Access Programs & Personnel (MI-CAPP) defines the following conduct as accepted and preferred practices for participants and program sponsors during the TRIO Day/Student Leadership Summit. Violations or the failure to comply with the Code will be deemed as obtrusive to the general welfare of the TRIO Day/Student Leadership Summit. Participants and/or program sponsors (as well as the participants' sponsoring program) who do not abide by the Code of Conduct may be subject to exclusion from the present and possibly future conferences.

1. Participants and/or program sponsors will neither engage in, nor aid, abet or entice another into any disorderly conduct or breach the peace of any MI-CAPP or host facility owned or controlled property, or at any MI-CAPP or host facility sponsored or supervised activity.
2. Participants and/or program sponsors will comply with the directions of any MI-CAPP and/or host facility staff acting in reasonable performance of their duty and will provide personal identification (i.e., name, program, etc.) when requested to do so.
3. Participants and/or program sponsors will not cause nor engage in conduct that endangers the health or safety of another person.
4. Participants and/or program sponsors will not be involved with theft or damage to property of both the Association and host facility community.
5. Participants and/or program sponsors acknowledge that the possession and/or consumption of alcoholic beverages while on the grounds or in the building of the host facility by minors is prohibited by state law.
6. Participants and/or program sponsors acknowledge that state law prohibits the possession, use or distribution of narcotics or illegal drugs on host facility or controlled property.

The participants and program sponsors, by virtue of their signatures on the Conduct Agreement, agree to abide by the above expectations.

Participation in the MI-CAPP Student Leadership Summit brings with it certain responsibilities for the student, parent/guardians and the sponsoring program. As a participant in the Summit, each student must agree to and abide by the following:

1. Each participant will be held responsible for his/her conduct during Summit activities (refer to the TRIO Student Leadership Summit Code of Conduct).
2. Attendance at Summit events and activities, either as participant or observer, is mandatory.

If these responsibilities are not met, participation by the student and possibly the student's sponsoring program, in the Summit is subject to termination.

Participant Statement of Acceptance

I certify that I will abide with the above statements and that I accept them as true. If any sponsoring program permits my participation, I agree to follow the rules and regulations established by the MI-CAPP Board of Directors for participation in the Summit.

Signature of Participant	Date
--------------------------	------

Parent/Guardian and Program Statement of Acceptance

We understand our signature means we will hold each participant responsible for his/her overall conduct and compliance to the rules and regulations of the Student Leadership Summit and the hosting association. We will make certain to provide constant supervision of our students throughout the conference and during conference activities. We further understand that our responsibility includes cooperation with staff members from each sponsoring program and other associations or host facility personnel.

Parent/Guardian Signature	Date
---------------------------	------

Program Director Signature	Date
----------------------------	------

Program Sponsor Signature	Date
---------------------------	------

Monroe County Community College

1555 S Raisinville Rd. Monroe, MI 48161

TRAVEL RELEASE (MHS UB Student)

Date: _____

I certify that I am the parent or legal guardian of _____
Student's Name

And that he/she has my permission to utilize alternate means of transportation, other than a Monroe Public School Bus, to and from and around the Lansing, MI area for the

Event: 2016 MI-CAPP Student Leadership Summit and TRIO Day Event, as the case may be.

Dates: Friday, April 15, 2016 thru Sunday, April 17, 2016

Location: Causeway Bay Lansing Hotel & Convention Center

6820 South Cedar Street, Lansing, MI 48911

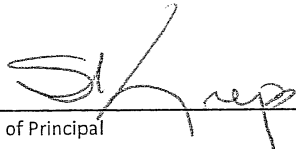
I further understand that my son/daughter will not be transported in a Monroe Public School bus, but will be riding in a charter bus provided by Trinity Transportation.

By signing this Travel Release, I agree to release and hold harmless the Monroe Public School District, its employees, agents, officers and elected officials, both, jointly and individually, from any and all liability caused by, or related to, the above-stated transportation.

This form must be on file in the Upward Bound Office two (2) days prior to the aforementioned Event.

Signature of Parent or Guardian

Signature of Principal



Approved – Not Approved

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

EXPLANATION AND DATES:

Departure Date/Day April 15, 2016 Return Date/Day April 17, 2016

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

The purpose of this trip is 2016 MI-CAPP Student Leadership Summit and the group sponsoring
the trip is Monroe County Community College Upward Bound Program.

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) Anthony Quinn, Dannielle Lambert, UB Staff _____

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 _____

RETURN TO MS. LAMBERT/UB OFFICE BY MARCH 21, 2016

Monroe Public Schools
Field Trip Permission Form
(Out-of-District, In-State Including Toledo and Cedar Point)

School: Monroe High School

Date of Trip: April 15, 2016 to April 17, 2016

Departure Time: _____

Return Time: _____

Group/Class Taking Trip: Upward Bound

Destination: 2016 MI-CAPP Student Leadership Conference in Lansing, Michigan

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

Student's Name: _____ Grade: _____

Teacher: _____

Address: _____

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

Insurance Co.: _____

Name of Policy Holder: _____

Contract #: _____

Parental Acknowledgment:

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

Signatures:

Date: _____

Parent(s)/Guardian



2016 MI-CAPP
 Student Leadership Summit
 April 15 - 17, 2016
 Causeway Bay Hotel
 6820 S. Cedar Street
 Lansing, MI 48911

REGISTRATION FORM

INSTITUTION/AGENCY _____ CONTACT PERSON _____

COMPLETE MAILING ADDRESS _____

TELEPHONE / FAX _____ EMAIL _____

PLEASE CHECK THE TYPE OF PROGRAM YOU ARE:

EOC/EOP	<input type="checkbox"/>	ETS	<input type="checkbox"/>	McNAIR	<input type="checkbox"/>	SSS	<input type="checkbox"/>	UB	<input type="checkbox"/>	UB M/S	<input type="checkbox"/>	GEAR UP	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
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REGISTRATION COST:

\$180.00 FULL CONFERENCE

(FRI – SUN): Includes All meals (including Scholarship Award Dinner on Saturday) plus all conference materials.

\$145.00 Saturday Only

Includes meals on Saturday (including Scholarship Award Dinner) plus all conference materials.

\$160 Saturday/Sunday Only

Includes below and Breakfast

\$40.00 Award Dinner Only:

Tickets for family and guests of scholarship recipients only. All TRIO personnel and students must register for the conference.

All costs Paid by Upward Bound

	# of Students	# of Staff	# of Guests	Amount Due
Full Conference	X \$180	X \$180		= \$
Saturday Only	X \$145	X \$145		= \$
Saturday/Sunday Only	X \$160	X \$160		
Scholarship Dinner Tickets			X \$40	= \$
			TOTAL DUE	= \$

If registering more than one program on this form, please delineate your numbers

# of Pre-College Participants	# of College Level Participants

Describe special services required below:

- Vegetarian
- Other dietary. Please explain _____
- Special Accommodations. Please explain _____

Registration forms must be postmarked no later than March 25, 2016. Registration forms will not be accepted after that date. Full payment or a purchase Order form MUST accompany your registration forms. REGISTRATION FORMS WILL NOT BE ACCEPTED WITHOUT PAYMENT OR PURCHASE ORDER. MI-CAPP DOES NOT CURRENTLY ACCEPT CREDIT CARDS.

Please make checks payable to: **MI-CAPP**

Remit registration form and payment to:

MUSKEGON COMMUNITY COLLEGE
ATTENTION: ROBERT ROSS, DIRECTOR
221 s. QUARTERLINE ROAD #106
MUSKEGON, MI 49442

Telephone: (231) 777-0425
 Fax Number: (231) 777-0475
 Email: robert.ross@muskegoncc.edu

THERE WILL BE NO ON-SITE REGISTRATION

Refund Policy: Registration fees paid in advance are refundable less a 50% of the per person registration fee. Written notice of cancellation must be received no later than March 25, 2016. Absolutely no refund request will be processed if received in office after 12:00 p.m. Noon on March 25, 2016. Cancellation must be sent to:


Muskegon Community College
 Attention: Robert Ross, Director
 221 S. Quarterline Road #106 Muskegon, MI 49442
 Or by Email: robert.ross@muskegoncc.edu
 All approved refunds will be processed after the conference.

Getaway Tours & Charters

200 Squires Drive
Milan, MI 48160

Charter Contract

Toll Free: 888-868-7795
Phone: 734-994-6666
Fax: 734-997-9575
Email: CClark@getawaytours.net


Contract Number: 041516MC		Confirmation Date: 3/10/2016		Quantity Ordered: 1 - 30 PASSENGER	
Billing Address: MONROE COUNTY COMMUNITY COLLEGE 1555 S. RAISINVILLE RD. MONROE, MI 48161				Ordered By: CHERYL PRENKERT	
				Phone: (734) 384-4153	
				Fax:	
				Date of Departure: 4/15/2016	
				Report Time: 11:30 AM	
Departure Point: CARLETON, MI - AIRPORT HIGH SCHOOL & MONROE, MI - MONROE HIGH SCHOOL			Destination:	Leave Time: 12:00 PM	
				LANSING, MI - CAUSEWAY BAY LANSING HOTEL - 620 SOUTH CEDAR STREET - ONE WAY DROP	
Return Leave Time:	Return Date: 4/15/2016	Return Arrival Time:	Return Arrival Date: 4/15/2016		
Detailed Information Regarding Charter Needs: GROUP RETURNING ON 4/17/16					
Total Charge: \$645.00 (Gratuity is not included in price, unless otherwise noted)					
<p><u>This Contract is to confirm our cost specifications. To insure accuracy, please review the above information and contact us immediately with any discrepancies or changes that need to be made. Make the changes on the copy you sign and return to us with your deposit/payment. Getaway Tours, INC. is not responsible for any items lost, stolen, or left on the bus at the end of the trip.</u></p> <p>The cost of our services is based in part on the time involved and/or the mileage traveled. Any deviation from the original charter order may incur additional charges. Should the actual charter involve more mileage, time and/or incidental charges than originally contracted for, a revision reflecting the additional cost will be made and resubmitted for payment.</p> <p><u>All payments via Credit Card will be subject to a 3% convenience fee added to the cost of this contract.</u></p> <p>Your representative is CATHY please contact them directly with any questions you may have.</p> <p>A Deposit of: \$0.00 is due in our office on or before: 3/24/2016 Payment in FULL is due in our office on or before: APRIL 1, 2016</p> <p>The deposit must be made by the date provided to assure that you coach(s) are reserved. If a charter is cancelled 14 days prior to your departure your deposit will be refunded.</p> <p>Full Payment is due 14 days prior to departure of the charter. In the event the customer cancels the charter less than 14 days prior to the trip all payments received will not be refunded.</p>					
<p>Thank you for choosing Getaway Tours, INC.</p> <p>We look forward to providing you with a comfortable and safe experience! Please sign and return the Blue copy and keep the White copy for your records.</p>					
 Signature Authorizing Charter Cost				3-10-16 Date	

Getaway Tours & Charters

200 Squires Drive
Milan, MI 48160

Charter Contract

Toll Free: 888-868-7795
Phone: 734-994-6666
Fax: 734-997-9575
Email: CClark@getawaytours.net

Contract Number: 041716MC		Confirmation Date: 3/10/2016		Quantity Ordered: 1 - 30 PASSENGER	
Billing Address: MONROE COUNTY COMMUNITY COLLEGE 1555 S. RAISINVILLE RD. MONROE, MI 48161				Ordered By: CHERYL PRENKERT	
				Phone: (734) 384-4153	
				Fax:	
				Date of Departure: 4/17/2016	
				Report Time: 10:30 AM	
Departure Point: LANSING, MI - CAUSEWAY BAY LANSING HOTEL - 620 SOUTH CEDAR STREET			Destination: MONROE, MI LOT # 4 - ABOVE ADDRESS ONE WAY DROP	Leave Time: 11:00 AM	
Return Leave Time:		Return Date: 4/17/2016	Return Arrival Time:		Return Arrival Date: 4/17/2006
Detailed Information Regarding Charter Needs:					
Total Charge: \$645.00 (Gratuuity is not included in price, unless otherwise noted)					
<p><u>This Contract is to confirm our cost specifications. To insure accuracy, please review the above information and contact us immediately with any discrepancies or changes that need to be made. Make the changes on the copy you sign and return to us with your deposit/payment. Getaway Tours, INC. Is not responsible for any items lost, stolen, or left on the bus at the end of the trip.</u></p> <p>The cost of our services is based in part on the time involved and/or the mileage traveled. Any deviation from the original charter order may incur additional charges. Should the actual charter involve more mileage, time and/or incidental charges then originally contracted for, a revision reflecting the additional cost will be made and resubmitted for payment.</p> <p>All payments via Credit Card will be subject to a 3% convenience fee added to the cost of this contract.</p> <p>Your representative is CATHY please contact them directly with any questions you may have.</p> <p>A Deposit of: _____ is due in our office on or before: Payment in FULL is due in our office on or before: APRIL 1, 2016</p> <p>The deposit must be made by the date provided to assure that you coach(s) are reserved. If a charter is cancelled 14 days prior to your departure your deposit will be refunded.</p> <p>Full Payment is due 14 days prior to departure of the charter. In the event the customer cancels the charter less than 14 days prior to the trip all payments received will not be refunded.</p>					
<p>Thank you for choosing Getaway Tours, INC.</p> <p>We look forward to providing you with a comfortable and safe experience! Please sign and return the Blue copy and keep the White copy for your records.</p>					
 Signature Authorizing Charter Cost				3-10-15 Date	

**HEALTH OCCUPATIONS STUDENTS OF AMERICA
STATE LEADERSHIP CONFERENCE**

BACKGROUND

Monroe High School HOSA Advisor, Leah Morelli, would like to petition the board to take nine members of HOSA to the State Leadership Conference competition. This will be held at the Grand Traverse Resort in Traverse City, Michigan, April 13-16, 2016. The students will be competing and attending leadership events and informational seminars while at the conference. Three MHS staff members will transport and chaperone the group. Funding for this competition is paid for through the HOSA Club account, as well as, the added cost funds from the health occupations program, and student contributions. Students have many fundraisers in order to earn the money for the trip.

ENCLOSURE(S)

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

RECOMMENDATION

Move to approve the attendance of nine Monroe High School students at the HOSA State Leadership Conference in Traverse City, Michigan, in accordance with board policies for field trips and excursions.

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

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



MONROE HIGH SCHOOL CAREER & TECHNICAL EDUCATION

HOSA STUDENT ORGANIZATION

Leah Morelli, Chapter Advisor

901 Herr Road Monroe, MI 48161 Phone 734.265.3560 Fax 734.265.3451

TO: Julie Everly, Deputy Superintendent

FROM: Leah Morelli

DATE: March 3, 2016

RE: **REQUEST FOR HOSA STATE LEADERSHIP CONFERENCE FIELD TRIP**

The Monroe High School Chapter of HOSA (Health Occupations Students of America) had its regional competition on January 23rd 2016. There were 9 members who have advanced to the HOSA State Leadership Conference competition. It will be held at the Grand Traverse Resort in Traverse City, MI. While at the conference, our students will be competing, and attending leadership events and informational seminars. We would depart from MHS Wednesday, April 13th after school. The competition is on Thursday and Friday, April 14th & 15th. We would return on Saturday, April 16th by early afternoon. Transportation will be provided by the staff chaperones, Mrs. Leah Morelli, Mrs. Alka Pandya, and Mrs. Kari Arnold, (all staff chaperones are teachers at Monroe High School). All private transportation applications will be completed per Board Of Education policy.

Enclosed is the Field Trip Request package, including a detailed agenda of the events. Funding will be provided through the HOSA Club account, as well as CTE added cost funds. Students will contribute as well. If a student is unable to contribute, additional fundraising opportunities will be made available to that student. Students have held many fundraisers to help offset their expenses throughout this school year.

I would like to present this trip for approval to our Board of Education at their next meeting.

Thank you for your consideration in yet another way that Monroe Public Schools helps our students to become better prepared for their life experiences after they leave our classrooms.

Sincerely,

Leah Morelli

Leah Morelli
HOSA Advisor
Monroe High School

Enclosure: Out-of-State Field Trip Request package

NOTICE OF NONDISCRIMINATION

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

Monroe Public Schools
Field Trip Information Form

overnight

Date of Trip: 4/13/16 - 4/16/16

Grade/Team/Organization Making Request: MHS HOSA

Destination: Traverse City

Address: 100 Grand Traverse Resort Blvd.

City: Acme State: MI Zip: 49610

Means of Transportation: rental minivans driven by advisors

Number of Students and Adults Involved: 11

Exact Loading Location: MHS Staff Lot

Estimated Time of Departure: 2:30 p.m.

Estimated Time of Departure from Destination: 9:00 a.m.

Expected Time of Arrival: 2:00 p.m.

Purpose of Trip: HOSA State Leadership Conference

Faculty Supervisor: Leah Morelli, Alka Pandya, Kari Arnold

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

Principal's Signature: [Signature] Date: _____

Approved Denied

Assistant Superintendent's Signature: [Signature] Date: 3/17/16

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:

preparation & Competition in HOSA
Regionals - topics selected by student
according to their interest

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

They will compete in their healthcare
field of choice. They will have leadership
opportunities & networking opportunities
with HC professionals.

Follow-up classroom lessons:

this is an afterschool group. We
meet regularly to evaluate this
experience.

- 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:

Traverse City, MI for the
HOSA State Leadership Conference.
We are staying off-site which
requires multiple adults to supervise,
shuttle & run events.

School(s): MHS HOSA

Chaperones: Leah Morelli

Alka Pandya

Kari Arnold

Method of Transportation: private - rental vans driven by advisors

Date of Departure: 4/13/16

Time of Departure: 2:30 p.m.

If overnight, number of nights: 3

Date of Return: 4/16/16

Time of Return: 2:00 p.m.

Number of Students Participating: 7

Number of Staff Supervising: 3

Number of Other Adults Assisting: 1 (individual supervision of their daughter)

Number of School Days Student will be Attending Trip: 2

Cost Per Child: \$ 340.06

Cost Per Chaperone: \$ 340.06

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 4/13/10 Return Date/Day 4/16/10

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

The purpose of this trip is State Leadership Conference and the group sponsoring the trip is HOSA.

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) Leah Morelli, Alka Pandya
& Kari Arnold

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____

(Parent(s)/Guardian(s) Notary Public
My commission expires _____

2016 HOSA-Future Health Professionals

Wednesday

7:00-9:00 P.M.	HOSA Board Meeting	Council Room
8:00-8:55 P.M.	Early Registration	Lower Reg. Desk
9:00-9:30 P.M.	Early Student Orientation	Governors'
	<i>If students attend, they do not need to attend Orientation on Thursday.</i>	
11:30 P.M.	Curfew	Your Room

Thursday

Start Time	Event	Location
9:00-11:30 A.M.	Registration (Advisors)	Lower Reg. Desk
	Please Submit Job Seeking Skills and Interviewing Skills Cover Letter & Resume to HOSA HQ: HOSA Week, National Recognition Portfolio, Barbara James Service Award, Outstanding HOSA Chapter Researched Persuasive Speaking Paper	
10:00 A.M.	Category Chair Meeting	Director's Room
11:00 A.M.	Category Chairs Meet with Event Managers	Council Room
12:00 P.M.	Advisor Orientation	Michigan Ballroom A, B
2:00-8:00 P.M.	Advisor Suite Available	Tower Suite 1456
12:15 P.M.	Welcome Session (All HOSA Students)	Governors' Hall A-D
1:00 P.M.	Courtesy Corps Meeting	Governors' Hall A-D
1:15 P.M.	State Officer Candidate Registration	HOSA Registration Desk
1:00 P.M.	CERT Test	Michigan Ballroom A, B
1:00 P.M.	CPR/First Aid Test	Michigan Ballroom C, D
1:00 P.M.	Emergency Medical Technician Test	Michigan Ballroom A, B
1:00 P.M.	Forensic Medicine Test	Michigan Ballroom C, D
1:00 P.M.	Home Health Aide Test	Michigan Ballroom A, B
1:00 P.M.	Medical Assisting Test	Michigan Ballroom A, B
1:00 P.M.	Physical Therapy	Michigan Ballroom A, B
1:00 P.M.	Sports Medicine Test	Michigan Ballroom C, D
1:00 P.M.	Veterinary Science Test	Michigan Ballroom A, B
1:30 P.M.	All Dental Science competitors meet in the lobby for orientation and to receive your departure time appointment card. Please come prepared because you might leave immediately. Skills evaluation will take place at Northwestern Michigan	
2:00-5:00 P.M.	Exhibitors and Career Fair	Governor's Pre-Function
2:00-8:00 P.M.	HOSA Merchandise For Sale	Lower Reg. Desk
2:45 P.M.	All Nursing Assisting and Personal Care competitors meet in the lobby for orientation and to receive your departure time appointment card. Please come prepared because you might leave immediately. Skills evaluation will take place at Traverse Bay Area CTC.	
12:30 P.M.	Health Career Display	Governors' Hall E-F
1:00 P.M.	Biomedical Debate Skills	Mackinac Room A
1:00 P.M.	Community Awareness	Michigan Ballroom G
1:00 P.M.	Extemporaneous Health Poster	Tower A, B
1:00 P.M.	Health Education	Peninsula B, C
1:00 P.M.	Healthy Lifestyles	Suite 1556 (in the Tower)
1:00 P.M.	Job Seeking Skills and Interviewing Skills	Peninsula A

2016 HOSA-Future Health Professionals

Thursday Continued

Start Time	Event	Location
1:00 P.M.	Medical Photography	Michigan Ballroom E, F
1:00 P.M.	Public Health	Michigan Ballroom H
1:00 P.M.	Researched Persuasive Speaking	Mackinac Room B, C
1:00 P.M.	Public Service Announcement	Executive Ballroom
4:00 P.M.	Biotechnology Test	Michigan Ballroom A, B
4:00 P.M.	Creative Problem Solving Test	Michigan Ballroom A, B
4:00-7:00 P.M.	Health Care Issues Exam	Michigan Ballroom C, D
4:00 P.M.	HOSA Bowl Test	Michigan Ballroom A, B
4:00 P.M.	Medical Spelling Test	Michigan Ballroom A, B
4:00 P.M.	Transcultural Health Care	Michigan Ballroom A, B

Healthcare Issues Exam is available to start between 4:00-7:00 P.M.
If you have an event that overlaps your time slot, go to your other event first.

5:00 P.M.	Voting Delegate Briefing - Candidate Speeches (Open to all students and advisors)	Governors' Hall A-D
5:00 P.M.	Extemporaneous Writing	Tower Room A, B
5:00 P.M.	Healthcare On The Up	Mackinac Room B
5:00 P.M.	HOSA Video	Mackinac Room C
5:00 P.M.	Parliamentary Procedure Skill	Tower Room C
5:00 P.M.	Prepared Speaking and Speaking Skills	Peninsula B, C
7:30 P.M.	Category Chairs meet with Friday Event Managers	Council Room
7:30-8:00 P.M.	MHOEA Board Meeting	Advisor Suite (1456)
9:00 P.M.	Opening Session	Governors' Hall A-F
11:30 P.M.	Curfew	Your Room

Friday

Start Time	Event	Location
7:00 A.M.-7:00 P.M.	Advisor Suite Available	Tower Suite 1456
7:15 A.M.	CERT	Michigan Ballroom H
7:15 A.M.	Clinical Specialty	Executive Boardroom
7:15 A.M.	Creative Problem Solving	Peninsula A, B
7:15 A.M.	Forensic Medicine	Tower Room C, B
7:15 A.M.	Home Health Aide	Michigan Ballroom F, G
8:00 A.M.	CPR/First Aid & Life Support Skills	Mackinac A
8:00 A.M.	Emergency Medical Technician	Mackinac A
8:00 A.M.	HOSA Bowl	Michigan Ballroom E
8:00 A.M.	Veterinary Science	Peninsula Room C
9:00 A.M.	Dental Science Test	Michigan Ballroom C, D
9:00 A.M.	Dental Terminology	Michigan Ballroom A, B
9:00 A.M.	Healthy Lifestyles Test	Michigan Ballroom C, D
9:00 A.M.	Knowledge Test: Human Growth and Development	Michigan Ballroom A, B
9:00 A.M.	Knowledge Test: Medical Law and Ethics	Michigan Ballroom A, B

2016 HOSA-Future Health Professionals

Friday Continued

Start Time	Event	Location
9:00 A.M.	Knowledge Test: Behavior Health	Michigan Ballroom A, B
9:00 A.M.	Knowledge Test: Nutrition	Michigan Ballroom A, B
9:00 A.M.	Knowledge Test: Pathophysiology	Michigan Ballroom A, B
9:00 A.M.	Knowledge Test: Pharmacology	Michigan Ballroom A, B
9:00 A.M.	Nursing Assisting Test	Michigan Ballroom C, D
9:00 A.M.	Medical Math	Michigan Ballroom C, D
9:00 A.M.	Parliamentary Procedure Test	Michigan Ballroom A, B
9:30 A.M.	Student Leadership Academy	Governors' Hall E-F
10:00 A.M.-4:00 P.M.	HOSA Merchandise For Sale	Lower Reg. Desk
11:00 A.M.	Medical Reading	Michigan Ballroom C, D
11:00 A.M.	Epidemiology	Michigan Ballroom C, D
11:00 A.M.	Medical Terminology	Michigan Ballroom C, D
12:00 P.M.	Biotechnology	Peninsula C, Mackinac C
12:00 P.M.	Clinical Nursing	Executive Boardroom
12:00 P.M.	Medical Assisting	Tower Room B, C
12:00 P.M.	Medical Spelling	Mackinac B
12:00 P.M.	Physical Therapy	Peninsula A, B
12:00 P.M.	Sports Medicine	Michigan Ballroom F, G, H
2:00 P.M.	Symposium-	Michigan Ballroom A, B
3:00 P.M.	Symposium-	Michigan Ballroom A, B
3:30 P.M.	Officer Election Session	Governors' Hall A-D
4:00 P.M.	Symposium	Michigan Ballroom A, B
	(For Voting Delegates & Officer Candidates)	
8:00 P.M.	Grand Awards Ceremony	Governors' Hall A-F
10:00 P.M.	Activity Night (Must Wear HOSA T-shirt)	Governors' Hall & Michigan Ballroom
10:00-11:30 P.M.	HOSA Merchandise For Sale	Lower Reg. Desk
12:00 A.M.	Curfew	Your Room
Saturday		
8:00 A.M.	Posters, binders, display boards, notebooks, etc. will be available for pick up.	Director's Room
11:00 A.M.	Hotel Checkout	

**Group Contract as of 1/7/16
HOSA Monroe**



Sleep Inn & Suites

5520 US 31 North P.O. Box 405
Acme, MI 49610
(231) 938-7000
(231) 938-7001
gm.MI174@choicehotels.com

Contract Information

Group Name: HOSA Monroe	Group Account: 2404061
Arrival Date: Wednesday, April 13, 2016	
Departure Date: Saturday, April 16, 2016	
Fixed Cut Off Date: Sunday, March 13, 2016	
Company Name:	Group Contact: Morelli, Leah
Address: 901 Herr Rd.	Email: [REDACTED]
Monroe, MI 48161	Phone: [REDACTED]

Room Details

Room Block

	WED	THU	FRI
	4/13/16	4/14/16	4/15/16
NQQ - 2 Queen Beds, No Smoking	4	4	4

Group Rates

<u>Room Type</u>	<u>Single</u>	<u>Double</u>	<u>Extra</u>	<u>Child</u>
NQQ - 2 Queen Beds, No Smoking	70.00	70.00	10.00	0.00

*Additional rate changes apply

Billing Information

Group Payment Type

GTD/Payment: CASH RECEIVED

Guest Payment Type

GTD/Payment: CASH RECEIVED

Charge Routing

HOSA Monroe

Route all charges to a Group folio.

Contract Terms

We thank you for choosing our Sleep Inn for your school's visit to this beautiful area we are so fortunate to call home! It is our pleasure to serve you! We have reserved 4 rooms with 2 queen beds at a rate of \$70.00 + tax, per room, per night for the dates of April 13th -15th of 2016. If any of your 4 rooms remain unreserved as of March 13, 2016 they will be removed from your group. Should you decide to cancel and rooms we ask that they do so by 4 p.m. April 11, 2016. We serve a full hot breakfast every morning ~ our indoor pool & hot tub are available 24 hours for our adult guest's ~ we have a quaint & efficient fitness facility right here on site. We recommend you visit tripadvisor.com, type in Acme, MI and read reviews of our hotel from guests who have experienced our hospitality. We look forward to your stay with us! Northern Charm ~ Sincere Hospitality
Additional Information:

Guarantee Policy

Your reservation has been placed on a Credit Card Only hold.

Cancellation Policy

Please cancel any group room reservations by 4 PM local hotel time, 2 days prior to arrival to avoid a cancellation penalty.

Cancellation Penalty Notes

Please make sure to cancel any rooms within 48 hours of arrival.

Additional Information

Please sign and return this contract within 12 days of being received. If you will be tax exempt, please include a tax exempt form with your credit card authorization form.

Leah Morelli 3/4/16

Guest Signature

Date

Hotel Representative

Date

**Health Occupations Students of America (HOSA)
State Leadership Conference Funding
Traverse City, MI
April 13-16 2016**

		HOSA	STUDENT	AC
		Acct. fund	FUNDED	FUNDED
Registration	7 students @ \$75.00		525.00	
	3 Advisors @ \$75.00			225.00
Lodging	Hotel Rooms			
	Students: 3 rooms @ \$70.00/night for 3 nights	630.00		
	Advisors: 1 room @ \$70.00/night for 3 nights			210.00
Food	Students \$75/person X 7 students		525.00	
	Advisor = \$40/day for 3 days x 3 advisors			360.00
Travel	2 Rental Vans @ \$342.80 each			685.60
	gas estimated at \$120 per van round trip	120.00		120.00
		750.00	1,050.00	1,600.60

Total estimated field trip expense: \$3400.6 = \$340.06/person

SECTION 105 AND 105C OPT-OUT RESOLUTION

BACKGROUND

The State School Aid Act (MCL 380.1601 et seq) requires boards of education to take action each year to opt out of schools of choice, if they choose not to offer schools of choice or if they have a hybrid plan. Monroe County has its own Schools of Choice program; therefore, each district must opt out of §105 and 105c if they follow the Monroe County Program.

ENCLOSURE

Resolution

RECOMMENDATION

Move to approve Section 105 and 105C Opt-Out 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	_____	_____	_____	_____

MONROE PUBLIC SCHOOLS DISTRICT

Section 105 Opt-out Resolution

WHEREAS, Section 105 of the State School Aid Act of 1979, as amended by Public Act 297 of 2000, permitted school districts to accept schools of choice enrollment applications from nonresident applicants residing within the same intermediate school district; and,

WHEREAS, by official action taken at its March 22, 2016 meeting, this Board of Education determined to not accept applications under §105 for enrollment from nonresident applicants residing within the same intermediate school district for the 2016-17 school year but instead will participate in the Monroe County School of Choice Program; and,

WHEREAS, the District must comply with Section 105 of the State School Aid Act in order to avoid a state school aid penalty.

Now therefore be it resolved that the School District will not accept applications under §105 for enrollment from nonresident applicants residing within the same intermediate school district for the 2016-17 school year but instead will participate in the Monroe County Schools of Choice Program.

Section 105c Opt-Out Resolution:

WHEREAS, Section 105c of the State School Aid Act of 1979, as amended by Public Act 297 of 2000, permitted school districts to accept schools of choice enrollment applications by nonresident applicants residing in a district located in a contiguous intermediate school district; and,

WHEREAS, by official action taken at its March 22, 2016 meeting, this Board of Education determined to not accept applications under §105c for enrollment by nonresident applicants residing in a district located in a contiguous intermediate school district for the 2016-17 school year; and,

WHEREAS, the District must comply with the provisions of §105c of the State School Aid Act in order to avoid a state school aid penalty.

Now therefore be it resolved that the School District will not accept applications under §105c for enrollment by nonresident applicants residing in a district located in a contiguous intermediate school district for the 2016-17 school year.

Robert Yeo
President

Lawrence VanWasshenova
Vice President

Ryan Philbeck
Secretary

Tedd March
Parliamentarian

Matthew Bunkelman
Trustee

Floreine Mentel
Trustee

Cynthia Taylor
Trustee

Barry N. Martin
Superintendent

SOUTH MONROE TOWNSITE SCHOOL DEMOLITION

BACKGROUND

With the move of the current Head Start Program from SMT to Arborwood North for the upcoming school year and the movement of the Virtual High School to a yet to be determined location in the district, the SMT building will be vacant by the end of the school year. It is the recommendation of the administrative team of Monroe Public Schools that the SMT building be demolished and the property at this location eventually be put up for sale. Opportunities for public commentary regarding the disposition of this property has been offered on two separate dates at both a Board workshop and a regular Board meeting.

RECOMMENDATION

Move to seek bids for the demolition of South Monroe Townsite School.

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	_____	_____	_____	_____

CONSENT AGENDA – 2016 SITE SINKING PROJECTS

ENCLOSURES

- C.10 Window Replacement - Raisinville
- C.11 Gymnasium Roofing Replacement - MMS
- C.12 Roofing Replacement - AWS
- C.13 D & F-Wing Roof Replacement – MHS
- C.14 Masonry Repairs - MHS

RECOMMENDATION

Move that Agenda Items C.10 – C.14 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

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

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

WINDOW REPLACEMENT - RAISINVILLE

BACKGROUND

See attached letter for details.

ENCLOSURE(S)

Letter from George O'Dell, Kohler Architecture Inc.
Bid Summary

RECOMMENDATION

Move to accept the bid of \$237,536.00 from Monroe Glass Co. of Monroe, Michigan, for window replacement at Raisinville Elementary School and reject all other bids. Money for this project will come from the Building and 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	_____	_____	_____	_____



KOHLER ARCHITECTURE INC.

1118 WEST FRONT STREET, MONROE, MICHIGAN 48161
phone (734)242-6880 fax: (734)242-6883
WWW.KOHLERARCHITECT.NET

REGISTERED:
MICHIGAN

MEMBER:
A.I.A.
N.C.A.R.B.

Monroe Public Schools
Administration Building
1275 N. Macomb Street
Monroe, MI 48162

March 10, 2016

Page 1 of 1

Attention: Mr. Jerry Oley
Director of Operations

Re: **Window Replacement
at Raisinville
Elementary School
for Monroe Public Schools
#1607**

Dear Mr. Oley:

As directed, we have reviewed the bids opened on the above mentioned project on March 8, 2016. We submit herein our comments and recommendations.

1. Two (2) Contractors attended the Mandatory Pre-Bid Meeting at the job site on February 24 at 1:00 p.m. Two (2) Contractors picked up bidding documents from the Architect's Office.
2. Two (2) bids were submitted. Low Base Bid, Proposal A, was submitted by Monroe Glass Co. of Monroe, MI. at \$237,536.00. Second low bid was submitted by Floral City Glass Co. of Monroe, MI at \$352,751.46. Our cost estimate for this work was \$251,600.00. The contractor bid the project as specified. See the attached bid summary.
3. For your reference, the scope of work in the Base Bid, Proposal A includes, removing all the original aluminum non-thermal broken, single glazed windows, (approximately 3,480 s.f.), on all sides of the building. New work will be installing new thermal broken aluminum framing with a combination of fixed and double hung windows, insulated glass and 2" thick insulated panels.
4. We spoke to Norm Tylutki, Estimator with Monroe Glass Co., who stated he was comfortable with his bid, he visited the job prior to bidding and that he bid the project using the materials listed in the specifications. He stated they are union contractors and they will pay above the required State Prevailing Wages. He also stated his bid includes all taxes as specified. He stated he will perform all work with his own forces. He will be providing a 100% performance and labor bond as specified. They understand there is Liquidated Damages of \$500.00 per day if the August 19, 2016 date for Substantial Completion is not met.
5. We have worked with Monroe Glass Co. on several projects for Monroe Public School at most of the buildings in the School District and most recently at Monroe Middle School and the Administration Building last year. Their workmanship, coordination and construction scheduling was good.

Therefore, based on the above, we recommend a contract be awarded to Monroe Glass Co., of Monroe, MI. for the Base Bid, Proposal A, bid amount of \$237,536.00.

Please contact our office should you need additional information or decide to proceed.

Sincerely,

George O'Dell
Associate

KOHLER ARCHITECTURE, INC.
1118 WEST FRONT STREET
MONROE, MI 48161

Window Replacement
at Raisinville Elementary School
Monroe Public Schools
#1607

Mandatory Pre-Bid: Feb. 24, 2016 @ 1:00 P.M.
Bids Due: March 8, 2016 @ 3:00 P.M.
Opening: March 8, 2016 @ 3:00 P.M.
Cost Estimate: \$251,600.00

BID SUMMARY

CONTRACTOR	Proposal A (Base Bid)	B.B. or C.C.	REMARKS
Monroe Glass 15475 S. Telegraph Rd. Monroe, MI 48161 Ph: 734-242-1930 Fx: 242-1530	\$237,536.00	B.B.	
Floral City Glass Co. 226 West Second Street Monroe, MI 48161 Ph: 734-241-6000	\$352,751.46	C.C. \$17,637.58	

GYMNASIUM ROOFING REPLACEMENT - MMS

BACKGROUND

See attached letter for details.

ENCLOSURE(S)

Letter from George O’Dell, Kohler Architecture Inc.
Bid Summary

RECOMMENDATION

Move to accept the bid of \$53,500.00 from Advanced Roofing, Inc. of Westland, Michigan, for the gymnasium roofing replacement at Monroe Middle School and reject all other bids. Money for this project will come from the Building and 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	_____	_____	_____	_____



KOHLER ARCHITECTURE INC.

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Monroe Public Schools
Administration Building
1275 N. Macomb Street
Monroe, MI 48162

March 10, 2016

Page 1 of 1

Attention: Mr. Jerry Oley
Director of Operations

**Re: Gymnasium Roofing Replacement
at Monroe Middle School
for Monroe Public Schools
#1603**

Dear Mr. Oley:

As directed, we have reviewed the bids opened on the above mentioned project on March 8, 2016. We submit herein our comments and recommendations.

1. Four (4) contractors attended the Mandatory Pre-Bid Meeting at the job site on February 23, 2016 at 2:00 p.m. Four (4) contractors picked up bidding documents from the Architect's Office.
2. Four (4) bids were submitted. Low Base Bid, Proposal A, was submitted by Advanced Roofing, Inc. of Westland, MI. at \$53,500.00. Second apparent low bid for Proposal A, was submitted by Wm. Molnar Roofing, Inc. of Riverview, MI. at \$54,042.00. Our cost estimate for this work was \$70,000.00. All contractors bid the Roofing System as specified. See the attached bid summary.
3. For your reference, the scope of work in the Base Bid, Proposal A includes, removing 7,000 s.f. of 15 year old mechanically-attached P.V.C roofing, 2.25" insulation (R-13.7) and 1/2" gypsum board thermal barrier down to the wood deck on the Gymnasium roof. New work includes installing a new 15# felt vapor barrier, 1/4" gypsum board thermal barrier, 3.5" (R-20.5) polyisocyanurate insulation and a new Carlisle, fully-adhered, 60 mil. EPDM roofing system with a 20-year warranty.
4. We spoke to Scott Collins, Project Manager with Advanced Roofing, Inc., who stated he was comfortable with his bid, and that he bid the project using the materials listed in the specifications. He stated they are members of the Roofers and Sheet Metal Workers Unions and pay prevailing wages. He also stated his bid includes all taxes as specified. He stated he has no Sub-contractors for this project and all work will be performed with his own workers. He will be providing performance/labor bonds as specified. He anticipates 3 to 4 days to complete the work after starting. They understand there is Liquidated Damages of \$500.00 per day if the August 19, 2016 date for Substantial Completion is not met.
5. Advanced Roofing, Inc. completed the A-Wing roof replacement at Monroe High School and entire building roof at Waterloo Elementary School last year and performed with high quality and within the time frame allowed.

Therefore, based on the above, we recommend a contract be awarded to Advanced Roofing, Inc. of Westland, MI for the Base Bid, Proposal A, bid amount of \$53,500.00.

Please contact our office should you need additional information or decide to proceed.

Sincerely,


George O'Dell
Associate

enc: As indicated
cc: Files Docs/1603-REC-1

KOHLER ARCHITECTURE, INC.
1118 WEST FRONT STREET
MONROE, MI 48161

Gym Roof Replacement
 at Monroe Middle School
 Monroe Public Schools
 #1603

Mandatory Pre-Bid: Feb. 23, 2016 @ 2:00 P.M.
 Bids Due: March 8, 2016 @ 3:00 P.M.
 Opening: March 8, 2016 @ 3:00 P.M.
 Cost Estimate: \$70,000.00

BID SUMMARY

CONTRACTOR	Proposal A (Base Bid)	B.B. or C.C.	EPDM Manufacturer	REMARKS
Advanced Roofing, Inc. 1055 Manufacturers Drive Westland, MI 48186 Ph: 734-722-7600, Fx: 734-722-7602	\$53,500.00	B.B.	Carlisle	
Wm. Molnar Roofing, Inc. 12455 Hale, PO Box 2272 Riverview, MI 48193 Ph: 734-281-0591, Fx 734-281-7303	\$54,042.00	B.B.	Carlisle	
Royal West Roofing 51 Summit Street Brighton, MI 48116 Ph: 810-360-0412 Fx810-588-4255	\$58,300.00	B.B.	Carlisle	
Nordmann Roofing 1722 Starr Ave. Toledo, OH 43605 Ph: 419-691-5737 Fx: 419-691-9521	\$68,585.00	B.B.	Firestone	

ROOFING REPLACEMENT - AWS

BACKGROUND

See attached letter for details.

ENCLOSURE(S)

Letter from George O’Dell, Kohler Architecture Inc.
Bid Summary

RECOMMENDATION

Move to accept the bid of \$345,409.00 from Wm. Molnar Roofing, Inc. of Riverview, Michigan, for the roofing replacement at Arborwood South Elementary School and reject all other bids. Money for this project will come from the Building and 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	_____	_____	_____	_____



KOHLER ARCHITECTURE INC.

1118 WEST FRONT STREET, MONROE, MICHIGAN 48161
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REGISTERED:
MICHIGAN

MEMBER:
A.I.A.
N.C.A.R.B.

Monroe Public Schools
Administration Building
1275 N. Macomb Street
Monroe, MI 48162

March 10, 2016
Page 1 of 1

Attention: Mr. Jerry Oley
Director of Operations

Re: **Roofing Replacement
at Arborwood South Elementary School
for Monroe Public Schools
#1601**

Dear Mr. Oley:

As directed, we have reviewed the bids opened on the above mentioned project on March 8, 2016. We submit herein our comments and recommendations.

1. Four (4) contractors attended the mandatory pre-bid meeting on February 23, 2016 at 1:00 p.m. Four (4) contractors picked up bidding documents from the Architect's Office.
2. Four (4) bids were submitted. Low Base Bid, Proposal A, was submitted by Wm. Molnar Roofing, Inc. of Riverview, MI. at \$345,409.00. Second low bid was submitted by Advanced Roofing, Inc of Westland, MI at \$353,800.00. Our cost estimate for this work was \$400,300.00. All contractors bid the Roofing System as specified. See the attached bid summary.
3. For your reference, the scope of work in the Base Bid, Proposal A includes, removing approximately 36,240 s.f. of 22 year old EPDM roofing and 2.25" (R-13.7) polyisocyanurate insulation down to the gypsum roof deck over all of the classrooms, music room and boy's locker room roofs and removing approximately 13,800 s.f. of 18 year old mechanically-attached PVC roofing and insulation down to the gypsum decks over the gymnasium, café and girl's locker room roof then installing new 3.5" polyisocyanurate insulation (R=20.5), and a new Carlisle, fully-adhered, 60 mil. EPDM roofing system with a 20-year warranty.
4. We spoke to William Molnar, Vice-President of Wm. Molnar Roofing, Inc., who stated he was comfortable with his bid, and that he bid the project using the materials listed in the specifications. He stated they are not members of the Roofers and Sheet Metal Workers Unions but they do pay prevailing wages. They have been in business since 1985 and employ more than 45 roofers during the construction season. He also stated his bid includes all taxes as specified. He stated he has no Sub-contractors for this project and all work will be performed with his own workers. He will be providing performance/labor bonds as specified. They understand there is Liquidated Damages of \$500.00 per day if the August 19, 2016 date for Substantial Completion is not met.
5. We have not worked with Wm. Molnar Roofing, Inc., on any of our past projects, although they have bid on several of our projects the last few years. We talked to Andy Mosser, Carlisle Representative with North Coast Roofing Systems, who stated Wm. Molnar Roofing, Inc. is highly trained and qualified to install all the different Carlisle products. They have very high quality inspection scores and is one of the few roofing contractors he would recommend to any future roofing customer. He stated Wm. Molnar Roofing, Inc. purchases between \$1,000,000 and \$5,000,000 of Carlisle materials annually.
6. We also spoke with Ken Laub, Business Manager for Wyandotte Public Schools and Bernie Bowers, Operations Manager for Wyandotte Public Schools who stated Wm. Molnar Roofing, Inc. completed over \$2,600,000.00 of roofing at their High School, 2 Middle Schools and 3 Elementary Schools last summer through a bond issue. Their quality of work was very good and they would recommend Wm. Molnar Roofing, Inc. for any future work.

Therefore, based on the above, we recommend a contract be awarded to Wm. Molnar Roofing, Inc. of Riverview, MI. for the Base Bid, Proposal A, bid amount of \$345,409.00.

Please contact our office should you need additional information or decide to proceed.

Sincerely,



George O'Dell
Associate

enc: As Indicated
cc: Files Docs/1601-REC-1

KOHLER ARCHITECTURE, INC.
1118 WEST FRONT STREET
MONROE, MI 48161

Roof Replacement
at Monroe Arborwood South
Elementary School
Monroe Public Schools
#1601

Mandatory Pre-Bid: Feb. 23, 2016 @ 1:00 P.M.
Bids Due: March 8, 2016 @ 3:00 P.M.
Opening: March 8, 2016 @ 3:00 P.M.
Cost Estimate: \$400,300.00

BID SUMMARY

CONTRACTOR	Proposal A (Base Bid)	B.B. or C.C.	EPDM Manufacturer	REMARKS
Wm. Molnar Roofing, Inc. 12455 Hale, PO Box 2272 Riverview, MI 48193 Ph: 734-281-0591, Fx 734-281-7303	\$345,409.00	B.B	Carlisle	
Advanced Roofing, Inc. 1055 Manufacturers Drive Westland, MI 48186 Ph: 734-722-7600, Fx: 734-722-7602	\$353,800.00	B.B	Carlisle	
Royal West Roofing 51 Summit Street Brighton, MI 48116 Ph: 810-360-0412 Fx 810-588-4255	\$397,000.00	B.B.	Carlisle	
Nordmann Roofing 1722 Starr Ave. Toledo, OH 43605 Ph: 419-691-5737 Fx: 419-691-9521	\$398,900.00	B.B.	Firestone	

D & F-WING ROOF REPLACEMENT - MHS

BACKGROUND

See attached letter for details.

ENCLOSURE(S)

Letter from George O'Dell, Kohler Architecture Inc.
Bid Summary

RECOMMENDATION

Move to accept the bid of \$291,899.00 from Wm. Molnar Roofing, Inc. of Riverview, Michigan, for the D & F-wing roof replacement at Monroe High School and reject all other bids. Money for this project will come from the Building and 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	_____	_____	_____	_____



KOHLER ARCHITECTURE INC.

1118 WEST FRONT STREET, MONROE, MICHIGAN 48161
phone (734)242-6880 fax: (734)242-6883
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REGISTERED:
MICHIGAN

MEMBER:
A.I.A.
N.C.A.R.B.

Monroe Public Schools
Administration Building
1275 N. Macomb Street
Monroe, MI 48162

March 10, 2016
Page 1 of 1

Attention: Mr. Jerry Oley
Director of Operations

Re: **D & F-Wing Roof Replacement
at Monroe High School
for Monroe Public Schools
#1602**

Dear Mr. Oley:


As directed, we have reviewed the bids opened on the above mentioned project on March 8, 2016. We submit herein our comments and recommendations.

1. Four (4) contractors attended the mandatory pre-bid meeting on February 23, 2016 at 3:00 p.m. Four (4) contractors picked up bidding documents from the Architect's Office.
2. Four (4) bids were submitted. Low Base Bid, Proposal A, was submitted by Wm. Molnar Roofing, Inc. of Riverview, MI. at \$291,899.00. Second low bid was submitted by Nordmann Roofing of Toledo, OH. at \$302,750.00. Our cost estimate for this work was \$216,400.00. All contractors bid the Roofing System as specified. See the attached bid summary.
3. For your reference, the scope of work in the Base Bid, Proposal A includes, removing approximately 9,550 s.f. of the 17 year old mechanically-attached PVC roofing, and 1.5" (R-9.0) polyisocyanurate insulation down to the metal roof deck over D-Wing and installing new 2" polyisocyanurate insulation (R=11.1), plus tapered insulation for an average R- 23.2, and a new Carlisle, fully-adhered, 60 mil. EPDM roofing system with a 20-year full system warranty. New tapered insulation saddles between roof drains and new metal copings at roof perimeter will be installed. Also included is removing approximately 4,850 s.f. of upper D-Wing penthouse roofs and approximately 20,890 s.f. of 30 year old F-Wing EPDM roofing on 1.5" (R-9.0) polyisocyanurate insulation and installing new 3.5" (R-20.5) polyisocyanurate insulation and a fully-adhered EPDM roofing system with a 20 year full system warranty.
4. We spoke to William Molnar, Vice-President of Wm. Molnar Roofing, Inc., who stated he was comfortable with his bid, and that he bid the project using the materials listed in the specifications. He stated they are not members of the Roofers and Sheet Metal Workers Unions but they do pay prevailing wages. They have been in business since 1985 and employ more than 45 roofers during the construction season. He also stated his bid includes all taxes as specified. He stated he has no Sub-contractors for this project and all work will be performed with his own workers. He will be providing performance/labor bonds as specified. They understand there is Liquidated Damages of \$500.00 per day if the August 19, 2016 date for Substantial Completion is not met.
5. We have not worked with Wm. Molnar Roofing, Inc., on any of our past projects, although they have bid on several of our projects the last few years. We talked to Andy Mosser, Carlisle Representative with North Coast Roofing Systems, who stated Wm. Molnar Roofing, Inc. is highly trained and qualified to install all the different Carlisle products. They have very high quality inspection scores and is one of the few roofing contractors he would recommend to any future roofing customer. He stated Wm. Molnar Roofing, Inc. purchases between \$1,000,000 and \$5,000,000 of Carlisle materials annually.
6. We also spoke with Ken Laub, Business Manager for Wyandotte Public Schools and Bernie Bowers, Operations Manager for Wyandotte Public Schools who stated Wm. Molnar Roofing, Inc. completed over \$2,600,000.00 of roofing at their High School, 2 Middle Schools and 3 Elementary Schools last summer through a bond issue. Their quality of work was very good and they would recommend Wm. Molnar Roofing, Inc. for any future work.

Therefore, based on the above, we recommend a contract be awarded to Wm. Molnar Roofing, Inc. of Riverview, MI. for the Base Bid, Proposal A, bid amount of \$291,899.00.

Please contact our office should you need additional information or decide to proceed.

Sincerely,


George O'Dell
Associate

enc: As Indicated cc:

Files Docs/1602-REC-1

KOHLER ARCHITECTURE, INC.
1118 WEST FRONT STREET
MONROE, MI 48161

D & F -Wing Roof Replacement
at Monroe High School
Monroe Public Schools
#1602

Mandatory Pre-Bid: Feb. 23, 2016 @ 3:00 P.M.
Bids Due: March 8, 2016 @ 3:00 P.M.
Opening: March 8, 2016 @ 3:00 P.M.
Cost Estimate: **\$216,400.00**

BID SUMMARY

CONTRACTOR	Proposal A (Base Bid)	B.B. or C.C.	EPDM Manufacturer	REMARKS
Wm. Molnar Roofing, Inc. 12455 Hale, PO Box 2272 Riverview, MI 48193 Ph: 734-281-0591, Fx 734-281-7303	\$291,899.00	B.B.	Carlisle	
Nordmann Roofing 1722 Starr Ave. Toledo, OH 43605 Ph: 419-691-5737 Fx: 419-691-9521	\$302,750.00	B.B.	Firestone	
Royal West Roofing 51 Summit Street Brighton, MI 48116 Ph: 810-360-0412 Fx 810-588-4255	\$319,400.00	B.B.	Carlisle	
Advanced Roofing, Inc. 1055 Manufacturers Drive Westland, MI 48186 Ph: 734-722-7600, Fx: 734-722-7602	\$321,000.00	B.B.	Carlisle	

MASONRY REPAIRS - MHS

BACKGROUND

See attached letter for details.

ENCLOSURE(S)

Letter from George O’Dell, Kohler Architecture Inc.
Bid Summary

RECOMMENDATION

Move to accept the bid of \$126,261.00 from Ohio Building Restoration of Toledo, Ohio, for masonry repairs at Monroe High School and reject all other bids. Money for this project will come from the Building and 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	_____	_____	_____	_____



KOHLER ARCHITECTURE INC.

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phone (734)242-6880 fax: (734)242-6883
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REGISTERED:
MICHIGAN

MEMBER:
A.I.A.
N.C.A.R.B.

Monroe Public Schools
Administration Building
1275 N. Macomb Street
Monroe, MI 48162

March 10, 2016
Page 1 of 1

Attention: Mr. Jerry Oley
Director of Operations

Re: **Masonry Repairs
at Monroe High School
for Monroe Public Schools
#1609**

Dear Mr. Oley:

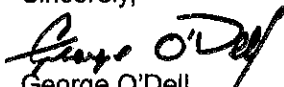
As directed, we have reviewed the bids opened on the above mentioned project on March 8, 2016. We submit herein our comments and recommendations.

1. Six (6) contractors attended the Mandatory Pre-Bid Meeting at the job site on February 24, 2016 at 3:00 p.m. Six (6) contractors picked up bidding documents from the Architect's Office.
2. Five (5) bids were submitted. Low Base Bid, Proposal A, was submitted by Ohio Building Restoration of Toledo, OH. at \$126,261.00. They also submitted a Unit price of \$160.00 for 100% tuckpointing of all the mortar joints within each additional 10 square feet of work not shown on the drawings. Second apparent low bid was submitted by Grunwell-Cashero Co. of Toledo, OH. at \$144,320.00. They also submitted a Unit price of \$135.00 for 100% tuckpointing of all the mortar joints within each additional 10 square feet of work not shown on the drawings. Our cost estimate for this work was \$164,100.00 for the Base Bid, Proposal A All contractors bid the project as specified. See the attached bid summary.
3. For your reference, the scope of work in the Base Bid, Proposal A includes, cleaning all the brick on the north wall of "D- Wing", west, north. & east wall of F-Wing, and north, east and south wall of "G- Wing", grinding out and tuckpointing 100% of all masonry joints with new mortar on the top 6'-4" and middle 5'-8" vertical brick coursing façade and 20% of the remaining mortar joints in the running bond coursing, re-cleaning all the brick, cutting out and re-caulking all vertical masonry control joints, repairing all damaged terra cotta sills and finishing entire wall with a clear water repellent coating. (approximately 21,000 square feet of wall area).
4. We spoke to Brian Taylor, Project Manager for Ohio Building Restoration, who stated he was comfortable with his bid, and that he bid the project using the materials listed in the specifications. They have been in business since 1949 and have approximately 25 employees. He stated they are members of the Masonry and Restoration Unions and pay prevailing wages. He also stated his bid includes all permits and taxes as specified. He stated he has no Sub-contractors for this project and all work will be performed with his own workers. He will be providing 100% performance/labor bonds as specified. They understand there is Liquidated Damages of \$500.00 per day if the August 19, 2016 date for Substantial Completion is not met.
5. Ohio Building Restoration has completed work on several past projects for Monroe Public Schools including some masonry repairs at Monroe Middle School and at the former Christiancy Elementary School. Their workmanship, coordination and construction scheduling was good.

Therefore, based on the above, we recommend a contract be awarded to Ohio Building Restoration of Toledo, OH. for the Base Bid, Proposal A, bid amount of \$126,261.00.

Please contact our office should you need additional information or decide to proceed.

Sincerely,


George O'Dell
Associate

enc: As Indicated
cc: Files Docs/1609-REC-1

KOHLER ARCHITECTURE, INC.
1118 WEST FRONT STREET
MONROE, MI 48161

Masonry Repairs
at Monroe High School
Monroe Public Schools
#1609

Mandatory Pre-Bid: Feb. 24, 2016 @ 1:00 P.M.
Bids Due: March 8, 2016 @ 3:00 P.M.
Opening: March 8, 2016 @ 3:00 P.M.
Cost Estimate: \$164,100.00

BID SUMMARY

CONTRACTOR	Proposal A (Base Bid)	Unit Price (for ea. Additional 10 s.f.)	B.B. or C.C.	REMARKS
Ohio Building Restoration 830 Mill Street Toledo, OH 43609 Ph: 419-476-2426, Fx: 419-476-2439	\$126,261.00	\$160.00	B.B.	
Grunwell-Cashero Co. 5212 Tractor Road Toledo, OH 43612 Ph: 419-476-2426, Fx: 419-476-2439	\$144,320.00	\$135.00	B.B.	
RAM Construction Services 13800 Eckles Road Livonia, MI 48150 Ph: 734-464-3800, Fx: 734-793-1928	\$217,400.00	\$65.00	B.B.	
Pullman SST, Inc 280 West Jefferson Trenton, MI 48183 Ph: 734-672-9240, Fx: 734-282-7760	\$271,370.00	\$377.00	B.B.	
DC Byers Co. 5715 Rivard St Detroit, MI 48211 Ph: 4313-875-0545, Fx: 313-875-6579	\$281,670.00	\$210.00	B.B.	
A1 Construction 14614 Poplar St. Southgate, MI 48195 Ph: 734-858-8165	No Bid			

CONSENT AGENDA – OPERATIONS PURCHASE

ENCLOSURES

- C.16 Chiller Start-up at Monroe High School
- C.17 Playground Mulch

RECOMMENDATION

Move that Agenda Items C.16 and C.17 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

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

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

CHILLER START-UP AT MONROE HIGH SCHOOL

BACKGROUND

See attached memo from Jerry Oley for details.

ENCLOSURES

Memo from Mr. Oley
Quote from Dimech Services Inc. and TRANE

RECOMMENDATION

Move to accept the quote of \$5,878.00 from Dimech Services Inc. of Toledo, Ohio, to complete the annual start-up to the chiller at Monroe High School. Money for this purchase will come from the Operations Budget.

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

March 22, 2016

To: Board of Education
Monroe Public Schools

From: Jerry Oley
Director of Operations

Re: Monroe High School Chiller Start-up

The following two bids have been received for the start-up of the Monroe High School chiller.

It is my recommendation the bidder, Dimech Services be awarded the 2016 Monroe High School chiller start-up. Dimech Services has performed this operation in the past and has provided excellent service.

Bid Summary is as follows:

Dimech Services Toledo, OH	\$ 5,878.00
Trane US Holland, OH	\$ 5,826.20

Funds for chiller start-up will be taken from the Operations budget.

If you need further information, please let me know.

JAO/je

[Type here]

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.



March 11, 2016

Tim Salenbien
Custodial/Maintenance Supervisor
Monroe Public Schools
Operations Center
4920 West Albain Road
Monroe, Michigan 48161
Via email: salenbien@monroe.k12.mi.us

Re: Service on Trane Absorption Chiller at Monroe High School (our # SB16127)

Dear Tim,

Dimech Services, Inc. is pleased to submit our quotation for the above referenced project as follows:

- 1) Remove the heads on the condenser and absorber sections.
- 2) Clean the tubes in both sections.
- 3) Reinstall the covers with new gaskets.
- 4) Complete spring start up.
- 5) Send samples of solution to Trane's Lab for analysis.
- 6) All materials, labor and parts are included in this proposal. If additional repairs are found during the completion of this project, they will be quoted separately.
- 7) All work is to be completed during normal business hours 7:30 AM - 4:00 PM Monday through Friday.

Our price to complete this project is **FIVE THOUSAND EIGHT HUNDRED SEVENTY EIGHT DOLLARS (\$5,878.00).**

Thank you for the opportunity to bid on this project. To approve this work please sign below and email to lsheahan@dimech.com. This quote is valid for 30 days from the above date. If you have any questions, please call.

Respectfully Submitted,

Chad Beebe
Dimech Services Inc.

Approved by Signature
Monroe Public Schools

Date

P.O. (if required)

5505 enterprise blvd.

toledo, ohio 43612

419-727-0111

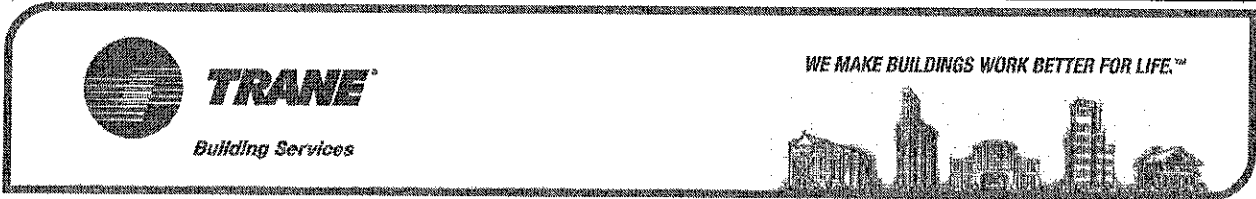
Ohio License #12033

mechanical contracting • plumbing/piping • HVAC • shop fabrication
fax no. (419) 727-0145

www.dimech.com

equal opportunity employer

Michigan License #8001075



Trane U.S. Inc.
1001 Hamilton Drive
Holland, OH 43528-8457
Phone: (419) 491-2280
Fax: (419) 491-2279
Service Contact: (419) 491-2249

March 16, 2016

Monroe Public Schools
1275 North Macomb Street
Monroe, MI 48162

Site Address:
Monroe High School
1275 North Macomb
Monroe, MI 48161
United States

Attention: Tim Salenbien

Project Name: Monroe HS Absorber Brushing 2016

We are pleased to offer you this proposal for performance of the following services for the Equipment listed. Services will be performed using Trane's Exclusive Service Procedure to ensure you get full benefit of our extensive service experience, coupled with the distinct technical expertise of an HVAC Equipment manufacturing leader. Our innovative procedure is environmentally and safety conscious, and aligns expectation of work scope while providing efficient and productive delivery of services.

Equipment List

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Absorber	1	Trane	ABSC066FLP	L99M04869M	

Scope of Service

To perform chiller start-up and tube cleaning.

Pricing and Acceptance

Total Price:.....5,826.20 USD

Clarifications

1. Applicable taxes are not included and will be added to the invoice.
2. Any service not listed is not included.
3. Work will be performed during normal Trane business hours.
4. This proposal is valid for 30 days from March 16, 2016.

I appreciate the opportunity to earn your business, and look forward to helping you with all of your service needs. Please contact me if you have any questions or concerns.

Sincerely,

Randy Lizcano
Account Manager
Cell: (419) 309-9380

This agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions – Quoted Service.

<p>CUSTOMER ACCEPTANCE</p> <p>_____</p> <p>Authorized Representative</p> <p>_____</p> <p>Printed Name</p> <p>Title _____</p> <p>Purchase Order _____</p> <p>Acceptance Date _____</p> <p>Trane License Number: 46305</p>
--

TERMS AND CONDITIONS – QUOTED SERVICE

“Company” shall mean Trane U.S. Inc. for Company performance in the United States and Trane Canada ULC for Company performance in Canada.

To obtain repair service within the scope of Services as defined, contact your local Trane District office identified on the first page of the Agreement by calling the telephone number stated on that page. That Trane District office is responsible for Trane's performance of this Agreement. Only Trane authorized personnel may perform service under this Agreement. For Service covered under this Agreement, Trane will be responsible for the cost of transporting a part requiring service.

1. Agreement. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the “Agreement”) resulting from Company's proposal (the “Proposal”) for the services (the “Services”) on equipment listed in the Proposal (the “Covered Equipment”). **COMPANY'S TERMS AND CONDITIONS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

2. Acceptance. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent (“Customer”) delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon the Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counter-offer to provide Services in accordance with the Proposal. If Customer does not reject or object in writing to Company within 10 days, the Company's counter-offer will be deemed accepted. Customer's acceptance of the Services by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. In the case of a dispute, the applicable terms and conditions will be those in effect at the time of delivery or acceptance of the Services. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services rendered by Company to the date of cancellation.

3. Cancellation by Customer Prior to Services; Refund. If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer's account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer's right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.

4. Cancellation by Company. This Agreement may be cancelled by Company for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to performance of any Services hereunder and Company will refund to Customer, or credit Customer's account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

5. Services Fees and Taxes. Fees for the Services (the “Service Fee(s)”) shall be as set forth in the Proposal and are based on performance during regular business hours. Fees for outside Company's regular business hours and any after-hours services shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fee, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with acceptable tax exemption certificates. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due.

6. Payment. Payment is due upon receipt of Company's invoice. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due or otherwise enforcing these terms and conditions.

7. Customer Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead)

8. Performance. Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances as of the time Company performs the Services. Company is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company. Company may refuse to perform any Services or work where working conditions could endanger property or put at risk the safety of people. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company. Customer must reimburse Trane for services, repairs, and/or replacements performed by Trane at Customer's request beyond the scope of Services or otherwise excluded under this Agreement. The reimbursement shall be at the then prevailing applicable regular, overtime, or holiday rates for labor/labour and prices for materials. Prior to Trane performing the additional services, repairs, and/or replacements, Customer may request a separate written quote stating the work to be performed and the price to be paid by Customer for the work.

9. Customer Obligations. Customer shall: (a) provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; and (b) unless otherwise agreed by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines.

10. Exclusions. Unless expressly included in the Proposal, the Services do not include, and Company shall not be responsible for or liable to the Customer for, any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from any of the following:

- (a) Any guarantee of room conditions or system performance;
- (b) Inspection, operation, maintenance, repair, replacement or performance of work or services outside the Services;
- (c) Damage, repairs or replacement of parts made necessary as a result of the acts or omission of Customer or any Event of Force Majeure;
- (d) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement (“Pre-Existing Conditions”) including, without limitation, damages, losses, or expenses involving a Pre-Existing

Condition of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould, bacteria, microbial growth, fungi or other contaminants or airborne biological agents; and

(e) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included with the Proposal.

11. Limited Warranty. Company warrants that: (a) the material manufactured by Company and provided to the Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement and (b) the labor/labour portion of the Services is warranted to have been properly performed for a period of 90 days from date of completion (the "Limited Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any improperly performed labor/labour. No liability whatsoever shall attach to Company until the Services have been paid for in full. Exclusions from this Limited Warranty include claims, losses, damages, and expenses in any way connected with, related to, or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Trane; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of Company equipment may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by the component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company are not warranted by Company and have such warranties as may be extended by the respective manufacturer.

THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE, OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF, OF MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR ANY OTHER CONTAMINATES. COMPANY EXPRESSLY DISCLAIMS ANY LIABILITY IF THE SCOPE OF SERVICES OR ANY COMPONENT THEREOF IS USED TO PREVENT OR INHIBIT THE GROWTH OF SUCH MATERIALS. THE WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

12. Indemnity. To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

13. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY UNDER THIS AGREEMENT. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING THE ENERGY AND BUILDING PERFORMANCE SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.

14. Asbestos and Hazardous Materials. The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos or other hazardous materials (collectively, "Hazardous Materials"). Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations.

Customer shall be exclusively responsible for any claims, liability, fees and penalties, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance of the Services only when the affected area has been rendered harmless.

15. Insurance. Company agrees to maintain the following insurance during the term of the contract with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive its right of subrogation

16. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon ten (10) days notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the

foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor disputes; labor or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

17. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Services are performed without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. Any action or suit arising out of or related to this Agreement must be commenced within one year after the cause of action has accrued. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. No modifications, additions or changes may be made to this Agreement except in a writing signed by Company. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

18. Equal Employment Opportunity/Affirmative Action Clause. Company is a United States federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250; and Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

19. U.S. Government Contracts.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement / Purchase Order are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. **The following provision applies only to indirect sales by Company to the US Government.** As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. government contract, Customer agrees and hereby certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to contractor's Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of this offer or agreement, other than the Proposal or this Agreement.

20. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-10.48 (1114)
Supersedes 1-10.48 (0614)

Safety



Trane's Safety Standard

Trane is committed to providing a safe work environment for all employees and to preventing accidents in its business operations. To accomplish our objectives Trane has instituted safety programs, procedures and training that incorporate a progressive approach to injury prevention.

Proven Safety Success

Trane's safety culture in North America is unparalleled in the building services industry and has demonstrated proven results via continuous reduction of injury rates.

Trane Injury Rates v. Industry Competitors

Since 2003 the US Bureau of Labor Statistics records reflect Trane's Total Recordable Rate (TRIR) and Days away from work (DAFW) rate have been significantly lower than HVAC repair and maintenance contractors and Specialty Trade contractors (construction). Trane's safety culture in America is unparalleled in the building services industry and has demonstrated proven results via continuous reduction of injury rates.

Trane's incident (OSHA) rates are consistently 50-70% below the industry average. This outstanding safety achievement is the end result of the rigorous team oriented approach to our safety program that creates accountability and empowerment in all employees and management and fuels our institutional safety culture. This is the key to our continual improvement.

Safety Tools, Training & Expertise

Trane's service and contracting technicians are not only among the most skilled in the industry they are also extensively trained in safe work procedures. Our technicians receive safety training, equipment, tools, procedures, and management support to identify jobsite hazards and take appropriate measures to prevent personal injuries. The resources available to Trane technicians include:

- Safety Training – 20 hrs per year, including classroom and web-based platforms.
 - Topics include, but are not limited to, Lockout/Tagout, Confined Space Entry, Hazard Communication, Respiratory Protection, Hearing Conservation, Excavations, Scaffolding, Rigging, Powered Industrial Truck operation, Ladders, Vehicle Safety, Fire Protection, PPE, Emergency Response, First Aid / CPR.
- Electrical Safety – NFPA 70E compliant – electrical PPE; flame-resistant clothing; training.
- Fall Protection – full complement of fall arrest and fall restraint equipment for each technician.
- Ergonomics – custom-designed for HVAC field technicians, includes training, material handling equipment and procedures.



TRANE

Building Services

Safety Tools, Training & Expertise (continued)

- Smith System Safe Driving Program – Trane’s safety Managers are certified instructors; safety Managers train technicians; 1-800 “How’s My Driving?” stickers are located on the back of service vehicles.
- USDOT compliance – technicians scheduled within Material of Trade and Hours of Service limits and are fully qualified under Department of Transportation rules for driving commercial motor vehicles with GVWR >10,000 and 26,000 lbs.
- Refrigerant Management – Service technicians are trained to manage refrigerant in accordance with U.S. EPA rules using a sophisticated electronic tracking system developed by Trane.
- Empowerment - Technicians are empowered with full management support to address safety hazards as they see fit. If ever in doubt about how to do a job or task safely, the technician is required to ask a qualified person for assistance before proceeding with work.

Management Leadership and Commitment

Accident prevention is a primary responsibility of management at Trane. Trane’s safety culture is based on the following management principles:

- Leadership at the local level manages the local organization’s safety performance.
- Management is financially accountable for safety performance.
- Local management is actively engaged in risk reduction activities and training and manages safety performance outcomes.
- Management clearly communicates to all Trane employees their safety expectations and strongly enforces compliance with those expectations.
- Employees are held accountable when they fail to meet safety expectations.

Local management and supervisory personnel at the local level are responsible for implementation of the following safety program elements:

- The Safety Management System developed by Trane – developed in accordance with OHSAS 18001.
- Audits and Inspections – Supervisors, Middle and Upper Managers must conduct field inspections. Corporate Safety conducts detailed compliance and management systems audits.
- Company safety compliance programs – ensure that they are fully implemented.
- Safety and environmental performance – tracked using a Balanced Scorecard with leading and lagging indicators and metrics.
- Subcontractor Qualification – implement this process to promote safety and safety plan compliance on multi-employer job sites.
- Six Sigma and Lean – use these productivity tools to enhance safety on job sites.
- Drug and Alcohol Policy – mandatory DOT required for-cause and post-accident testing after recordable injuries and property damage.
- Motor Vehicle Records Search – annual checking of driving records of employees driving company vehicles.

Jobsite Safety Equals Customer Value

At Trane safety is part of our culture for every employee. What this means to our customers is fewer job site accidents and the delays and liability concerns that come along with them. What this means to our staff is greater confidence in the practices and procedures they use on the job and the pride that comes from working for one of the premier service organizations in the world. Tighter safety standards and fewer accidents can also lead to better on-time project completion and higher quality results.

When you use Trane Building Services to install, maintain or upgrade your building systems you will take full advantage of our superior safety program, low incident rates and subcontractor safety management procedures. These help you manage project risk more effectively than you could using multiple contractors or even a single prime contractor with a less impressive safety record.



PLAYGROUND MULCH

BACKGROUND

See attached memo from Jerry Oley for details.

ENCLOSURE(S)

Memo from Mr. Oley
Bid from Brink Wood Products and Jack's Lawn Service

RECOMMENDATION

Move to accept the bid of \$7,650.00 to provide playground mulch throughout the district.
Money for this purchase will come from the Operations Budget.

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

March 22, 2016

To: Board of Education
Monroe Public Schools

From: Jerry Oley
Director of Operations

Re: Playground Mulch

Bids were requested from three companies for 450 cubic yards of certified playground mulch to be used on district playgrounds to meet playground standards. Two bids were returned.

It is my recommendation the low bidder, Jack's Lawn Service of Monroe, MI to be awarded the 2016 certified playground mulch bid.

Bid Summary is as follows:

Brink Wood Products \$ 8,388.00
Byron Center, MI

Jack's Lawn Service \$ 7,650.00
Monroe, MI

Funds for playground mulch will be taken from the Operations budget.
If you need further information, please let me know.

JLO/je

[Type here]

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.

Jamie Eighmey

From: Tim Salenbien
Sent: Monday, March 14, 2016 1:57 PM
To: Jamie Eighmey
Subject: FW: IPEMA certified playground mulch - Monroe Public Schools
Attachments: IPEMA Certified Playground Mulch.doc; IPEMA Certificate 2015 - 2016.pdf

From: Sales [mailto:sales@brinkwoodproducts.net]
Sent: Monday, March 14, 2016 11:29 AM
To: Tim Salenbien
Subject: IPEMA certified playground mulch - Monroe Public Schools

Good Morning Tim,
Thank you for the opportunity to give you a quote.

The following quote is for delivery only to Monroe Public Schools in 150 c. yards loads to **one** * location:

150 c. yards IPEMA certified playground mulch @ \$14	\$2,100
174 miles @ \$4 per loaded mile	696
Total	\$2,796

This works out to \$18.64 per cubic yard.

Split charges would incur a \$45 charge if delivering to multiple locations with the same semi load.

Let us know if you have any questions.

Make it a great day.

Shelly Doornbos

Brink Wood Products, Inc.

Byron Center, MI 49315

Phone: 616.878.9190

"Like us on Facebook!"

Web: www.brinkwoodproducts.net

Email: sales@brinkwoodproducts.net

Fax 616.878.0012

All tax must be added if applicable

We reserve the right to add a fuel surcharge pending market conditions.

Ⓟ 3-11-16



15550 Garden Stone Drive Monroe, Michigan 48161
(734) 243-3382 Fax (734) 243-3370
www.jackslawnservice.com

March 11, 2016

ATTN: TIM SALENBIEN
MONROE PUBLIC SCHOOLS
OPERATIONS CENTER
4920 W. ALBAIN ROAD
MONROE, MI 48161
734265-3333 OR FAX 734-265-3331

Job Site: Multiple Monroe Public Schools locations, Monroe

✦ Bid for 2016
LANDSCAPING SEASON:

Certified playground mulch

Cost per yard \$17.00*

*Based on 140 yard loads, which is all we can haul at one time.
Transportation cost is included in the cost per yard.
Extra drop charge, if we have multiple drops at the same location, there will be no charge. If we have to go to different locations, there will be a charge of \$50.00 to \$100.00 additional, amount will depend on how far we have to travel.

✦ Terms of proposal:

The above prices, specifications, and conditions are satisfactory and are hereby accepted. Jack's Lawn Service, Inc. is authorized to do the work as specified.

Our terms are net 30 days. Two- percent late charges apply after 30 days. If a credit card is used for payment a 3% fee will be added to the total bill.

A fuel surcharge may apply on inflated gas prices

Reports of damages must be reported to the contractor within 24 hours.

The customer may cancel this contract within 30 days with a written notice to Jack's Lawn Service, Inc.

✦ Signature:

Accepted: Date: ___/___/___

Rejected: Date: ___/___/___

Signature: _____

Please return one signed copy for our records.

ADJOURNMENT

RECOMMENDATION

Move to adjourn the March 22, 2016, Board Meeting #6.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____