

MONROE PUBLIC SCHOOLS



BOARD MEETING #7

April 12, 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 #7
Tuesday, April 12, 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	
2. First Annual Future Chefs Competition Winner	Dr. Martin	
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 22, 2016, Work Session		
• March 22, 2016, Board Meeting #6		
• April 7, 2016, Special Board Meeting (2 sets)		
2. Reports and Updates	Mr. Yeo	12
• March 21, 2016, Board Curriculum Committee Meeting Minutes		
• March 22, 2016, Board Physical Resource Committee Meeting Minutes		
• April 4, 2016, Board Personnel Committee Meeting Minutes		
• Contracted Services Recommendations		
3. Staff Resignations	Mrs. Everly	21
Move to approve the resignation from Monroe Public Schools of Timothy Irvin effective March 25, 2016, and of JoAnn Burke, Janet Heck, Edwin Kern, Amy Pace, Debra Pitcher, Nancy Schlosser, Matt Servis, Robert Servis, Steven Simon and Elizabeth Swindeman at the end of the 2015/16 school year.		
4. MHS Band/Orchestra – Nashville, TN	Mrs. Everly	33
Move to approve the Monroe High School band and orchestra students' overnight trip to Nashville, Tennessee. This trip will be in accordance with board policies for field trips and excursions.		
5. BPA National Leadership Conference – Boston, MA	Mrs. Everly	46
Move to approve the attendance of one Monroe High School		

student at the BPA National Leadership Conference in Boston, Massachusetts. This trip will be in accordance with board policies for field trips and excursions.

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| 6. | Mulligan’s Building Maintenance – Contract Renewal
Move to approve the three year contract extension for custodial service for Mulligan’s Building Maintenance LLC effective for the start of the 2016/17 school year. | Mr. Oley | 60 |
| 7. | Turf and Grounds Chemicals
Move to accept the bid of \$7,657.46 from John Deere Landscapes (Site One) of Taylor, Michigan, for the purchase of turf and ground chemicals. Money for this purchase will come from the Operations Budget. | Mr. Oley | 62 |
| 8. | E-rate Cabling Purchase
Move to accept the bid of \$711,219.00 from Red Letter Productions to replace all existing cabling in the ceiling and walls that connects all aspects of technology together. This will include the relocation, replacement, and addition of network cabinets at all facilities in the district. This project will be funded by the Technology Millage. | Mr. Payne | 66 |
| 9. | E-rate Internal Connections Purchase
Move to accept the bid of \$554,903.00 from Netech to replace the current internal network hardware with the most recent versions from Cisco. This project will be funded by the Technology Millage. | Mr. Payne | 70 |
| 10. | Fiber Purchase
Move to accept the bid of \$8,040.00 from ComLink to replace a section of the district’s fiber network. This project will be funded by the Site Sinking fund. | Mr. Payne | 74 |
| 11. | Superintendent’s Comments | Dr. Martin | |
| 12. | Old Business | Mr. Yeo | |
| 13. | New Business | Mr. Yeo | |
| 14. | Public Commentary – Any Topic | Mr. Yeo | |
| 15. | Adjournment
Move that the April 12, 2016, Board Meeting #7 of the Monroe Public Schools Board of Education be adjourned. | Mr. Yeo | 77 |

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 22, 2016, Work Session Minutes
- March 22, 2016, Board Meeting #6 Minutes
- April 7, 2016, Special Board Meeting Minutes (2 sets)

RECOMMENDATION

Move to approve the following minutes as submitted:

- March 22, 2016, Work Session
- March 22, 2016, Board Meeting #6
- April 7, 2016, Special Board Meeting (2 sets)

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

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Work Session
Tuesday, March 22, 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 (arrived at 5:41 p.m.), Trustee Floreine Mentel, and Trustee Cynthia Taylor

Board Members Absent: None

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

Administrators Absent: None

President Yeo called the meeting to order at 5:30 p.m.

Alternatives to Expulsion K-5

Mrs. Everly stated that elementary principals and teachers look at discipline as a teaching opportunity and to redirect student behavior. However, near the end of the year, some students have gained enough discipline where Mrs. Everly has an intervention meeting with the student and the student's parents. Currently, there are a few students who have escalated to this point already and additional discipline may be needed. We don't have an appropriate elementary expelled student program, so administration is considering a long term suspension with homebound services. Mrs. Everly asked if the Board preferred a formal hearing or would they rather have administration handle a long term suspension.

The group discussed alternatives to an out of school long term suspension, such as an in-house suspension room. Mrs. Everly and Mr. Pollzzie discussed early interventions that are provided before a long term suspension is recommended. Mrs. Everly noted that a large part of our school improvement plan is looking at the environment and the culture of our schools; and setting up environments of prevention before intervention, whether it be academic troubles or behavioral troubles.

The consensus of the Board was to let administration handle long term suspensions, and if a student is placed on a long term suspension, Mrs. Everly will keep board members updated through Board Briefs. Students will continue to go to the board if an expulsion is recommended.

Cost Saving Measures

The Board and administration discussed budget considerations that are currently in progress and those yet to be implemented. The Board was provided an opportunity to ask questions about items already in process and to allow administration to determine the level of Board support for those measures still under consideration.

It is critical that the administration continues to make an effort to minimize cost across the district to enable the ongoing provision of quality educational services and the maintenance of a strong and dedicated staff. It is important also that there is consensus between the administration and the Board as to how best to maintain this vision.

Adjournment

Motion by Mr. Bunkelman; support by Mrs. Taylor that the 5:30 p.m., March 22, 2016, Work Session of the Monroe Public Schools Board of Education be adjourned.

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

Ryan Philbeck, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #6

March 22, 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 (arrived at 7:17 p.m.), Parliamentarian Dr. Tedd March, Trustee Matthew Bunkelman, Trustee Floreine Mentel, and Trustee Cynthia Taylor

Board Members Absent: None

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

Administrators Absent: None

President Yeo called the meeting to order at 7:12 p.m.

Public Commentary-Agenda Items Only

There was none at this time.

Approval of Minutes

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

- 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

Vote: Motion carried by a 6-0 roll call vote.

Reports and Update

The Contracted Services Recommendation and the March 7, 2016, Board Personnel Committee Meeting Minutes were received.

Coaching Recommendation

Motion by Mr. VanWasshenova; support by Mrs. Taylor 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

Vote: Motion carried by a 6-0 roll call vote.

Consent Agenda – Overnight Field Trips

Motion by Mr. VanWasshenova; support by Mrs. Mentel that Agenda Items C.5 and C.6 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

- C.5 **Student Leadership Summit – Upward Bound Program** – 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.

- C.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.

Discussion: Mrs. Everly thanked Danielle Lambert for her ongoing service of the Upward Bound Program. Ms. Lambert has been with the program for nine years.

Vote: Motion carried by a 6-0 roll call vote.

Section 105 and 105c Opt-Out Resolution

Motion by Mr. VanWasshenova; support by Mrs. Taylor to approve Section 105 and 105C Opt-Out Resolution as presented.

Vote: Motion carried by a 6-0 roll call vote.

SMT Demolition

Motion by Dr. March; support by Mrs. Taylor to seek bids for the demolition of South Monroe Townsite School.

Discussion: Mr. VanWasshenova is not in favor of demolition. He prefers that the building be put up for sale before considering demolition. In order to be financially responsible to the community, we should try to recover any money we can out of the building. If no one is interested in purchasing the building, then demolish it. Mr. Yeo stated that requesting an RFP to determine the cost of demolition does not rule out selling the building.

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

Consent Agenda – 2016 Site Sinking Projects and Operations Purchase

Motion by Mr. Philbeck; support by Mrs. Taylor that Agenda Items C.10 – C.14 and C.16 and 17 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

- C.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.
- C.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.
- C.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.
- C.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.
- C.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.
- C.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.
C.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.

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

Dreambox Learning

Motion by Mr. VanWasshenova; support by Mr. Bunkelman to approve the three year purchase of Dreambox Learning with a cost of \$96,750.00. This will allow all elementary and middle school students both in school and at home access throughout the calendar year for three years. Funds for this purchase will come from each respective year's general fund curriculum budget.

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

Superintendent Comments

Monroe High School was one of six local high schools to receive a \$5,000 grant from the Community Foundation of Monroe County. The money was awarded to the schools to help build a college-going culture and improve college enrollment outcomes. The funds will be used to enhance the Monroe College Access Network initiative which aims to increase post-secondary educational achievement of Monroe County graduates to 60% by 2025.

Our annual survey of our primary stakeholders (parents, staff and students) is underway. The short survey, which launched last week, is part of our ongoing School Improvement efforts. The anonymous survey results provide valuable information to further target our work to improve student learning and achievement. The survey will be open through April 8.

City of Monroe Clerk Michelle LaVoy and Monroe Township Clerk Bob Schnurr will be at Monroe High School this Thursday to register voters during all four school lunch hours. This will allow the Monroe High seniors who are already 18, or will be 18 by the May 3 election day, to vote on the technology millage renewal as their first electoral experience. Our thanks to both clerks for partnering on the signups for our students.

Monroe Public Schools personnel, including our students, are playing important roles in providing information about the upcoming Technology Millage renewal. Last week, a Raisinville teacher and student appeared on a local cable show talking about how they use technology at Raisinville. Two brothers, one from Monroe High and one from Monroe Middle School, were part of a presentation this afternoon to the Monroe Senior Citizens about how students use technology in class and how they use it to complete homework. On April 5, our schools also will have tables at the Monroe County Chamber of Commerce Koffee Klub breakfast demonstrating the many ways that technology is used in the classroom.

Waterloo students in grades three through six will travel to MHS this Thursday for various arts-related activities. They will have vocal workshops with our MHS choral teacher and an acting workshop with our drama teacher. They will also view a stage performance of "Rosie the Riveter" performed by the Wild Swan Theater, and have a Q and A session with the actors. The visit is made possible by a mini grant from the Education Foundation of Monroe Public Schools.

On Wednesday night, Waterloo is sponsoring a Family Library Night at Ellis Library. Transportation will be provided to and from the library for families. The Waterloo families will get a tour, be given a chance to get a library card and even have someone read to them. The event is free to the Waterloo family.

Students from Monroe County Community College have been mentoring students in Holli Weaver's class at Custer II. They will join together this Thursday afternoon in Mrs. Weaver's classroom to discuss books they wrote together using an app called Book Creator. They will celebrate their successes and share their books in small groups. The learning integrates science, social studies, reading and writing.

This Wednesday afternoon, five students in kindergarten through sixth grade will compete in a culinary competition sponsored by our food service provider, Sodexo. Seventy-five students submitted healthy snack recipes to be considered. The students will prepare their delicacies in the Custer kitchen beginning at 4:30 p.m.; judges will sample the food about 5:30, with the awards ceremony at 6:15 p.m.

For the second consecutive year, both the Monroe Middle School Orchestra and the Monroe High School Orchestra have received first division or excellent ratings at the District 12 Michigan School Band and Orchestra Association Festival. Earning the excellent ratings qualified both musical groups to participate in the state festival.

Congratulations to Monroe High School senior Darian Reed, who placed as a finalist in two competitions in the Business Professionals of America State Leadership Conference this past weekend. Because of his finish in Database and Advanced Spreadsheets, he now advances to the National BPA Conference May 5-9 in Boston. This is the second consecutive year that Darian has participated in the national finals. Last year he was 10th in the nation in Access Database.

This past weekend brought more "noteworthy" performances by our vocal music program at Monroe High. All four school choirs participated in the district choral festival and two of them, Expressions and Generations of Sound, received excellent ratings and will participate in the State Choral Festival in Holt on April 21. Three MHS entries also earned top ratings in the State Solo and Ensemble Festival in Howell last weekend. Freshman soloist Madison Miller, senior duet of Brittnee Avritt and Jenna Bolster, and the student-led ensemble Momentum, all received Level 1 ratings, or excellent, at the state level. The choirs won't be slowing down anytime soon because in the next two months, they have the state choral festival, a performance trip to New York City, the A Capella Festival, and the Pops Concert.

Old Business

Motion by Dr. March, support by Mr. Philbeck to give the Director of Operations financial latitude to have discussions with contractors to expedite the removal of the stadium lights at the Monroe High School football field.

Discussion: Mr. Oley stated this will help secure additional equipment to help protect some areas of concern.

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

New Business

There was none at this time.

Public Commentary-Any Topic

Scott Warren commented on Monroe High School baseball.

Adjournment

Motion by Mrs. Mentel; support by Mr. Bunkelman that the March 22, 2016, Board Meeting #6 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:45 p.m.

Ryan Philbeck, Secretary

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting, Thursday, April 7, 2016
5:00 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: Secretary Ryan Philbeck, Trustee Matthew Bunkelman

Others Present: Barry Martin, Julie Everly, Jeremy Chisholm, Cathy McDonald, Sandra Kreps, Joe Hammond

Mr. Yeo called the meeting to order at 5:06 p.m.

The parent of student 0407a submitted a written request to delay tonight's disciplinary hearing.

Recommendation

Motion by Mr. VanWasshenova, support by Mrs. Mentel to postpone tonight's disciplinary hearing as requested by the parent and recommended by counsel.

Vote: Motion carried by a 5-0 roll call vote at 5:12 p.m.

Adjournment

Motion by Mr. VanWasshenova, support by Mrs. Mentel that the April 7, 2016, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 5-0 hand vote at 5:12 p.m.

Ryan Philbeck, Secretary

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting, Thursday, April 7, 2016
5:00 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: Secretary Ryan Philbeck, Trustee Matthew Bunkelman

Others Present: Barry Martin, Julie Everly, Jeremy Chisholm, Joe Hammond, Cathy McDonald, Sandra Kreps

Mr. Yeo called the meeting to order at 5:12 p.m.

The parent of student 0407b confirmed with the district's administration that she understands the Board intends to proceed with tonight's disciplinary hearing, and she does not wish to participate.

Recommendation

Motion by Mr. VanWasshenova, support by Dr. March to follow the administrative recommendation to expel the student in accordance with Monroe Public Schools Disciplinary Mandates.

Vote: Motion carried by a 5-0 roll call vote at 5:18 p.m.

Adjournment

Motion by Mr. VanWasshenova, support by Mrs. Mentel that the April 7, 2016, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 5-0 hand vote at 5:18 p.m.

Ryan Philbeck, Secretary

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- March 21, 2016, Board Curriculum Committee Meeting Minutes
- March 22, 2016, Board Physical Resource Committee Meeting Minutes
- April 4, 2016, Board Personnel Committee Meeting Minutes
- Contracted Services Recommendations

Monroe Public Schools Board Curriculum Committee



Date of Meeting: March 21, 2016
Next Meeting: April 18, 2016

- 1) **Call to Order:** Julie Everly called the meeting to order at 6:07
- 2) **In Attendance:** Lisa Baranowski, Matt Bunkelman, Julie Everly, Cindy Flynn, Rachel Gardner, Andrew Hoppert, Sandra Kreps, Barry Martin, Alka Pandya, Steve Pollzzie, Brian Ready, Tina Shepard, Kendra Sulfaro, Kim VanDevelde, Larry VanWasshenova, Holly Wallace
- 3) **Public Commentary:** Julie Everly started the meeting with a reminder that the Equity for Achievement meeting was held and we were given updates on the thinking and ideas. The ideas that are being discussed are also shared with the Waterloo staff so they have knowledge of the discussions and ideas.

A topic of conversation began on Head Start. Some of the folks present wondered if there is local and/or national data to show the benefits of Head Start. Julie cautioned everyone to be careful regarding national data since every Head Start program is not created equally. Whoever the grant holder for Head Start is can make changes and decisions on the curriculum, how much play time, how much time outside, and how the transportation is handled. Looking at national data may be very misleading.

4) **Equity Student Achievement Update:**

Removal of Transportation Barriers: Barry stated that he understands there are a lot of barriers with transportation. Depending on the programs and where we decide to have them, transportation will have to be figured out. There isn't an easy answer but we will work to coordinate this so it isn't a barrier for attendance.

Preschool Programming: This group discussed the importance of working with families before preschool starts. Getting the families to see the importance of school, reading, counting and making them feel more comfortable in the schools. They were thinking about different ways to help parents with their children by modeling reading and counting before a child enters preschool. Some ideas were to have parents and children come to a program in their community. For example, have a program in a community room in a mobile home park where families may feel comfortable and would be more familiar with the surroundings. They can play age appropriate games with the children and their parents, read, and count with them as well.

Community Outreach: This group focused on Willow Green Mobile Home Park with the idea of launching a back to school, jump start focus. They would like to develop some programs that the students could win items through participation, such as a haircut, new shoes, school supplies and possibly having the uniform closet available. Their focus will be on reading and mathematics with age appropriate games with the hopes of reducing some of the summer back slide and making it fun so students are interested in participating.

Tools for Education at Home: This group's focus is in the home. Their ideas are partnering with landlords in the Waterloo area to be sure there is Wi-Fi available for students and families. Having students come together to play board games and practice reading and then have the students take these items home to play with their families. Having Dreambox as a focus and supply families with a list of other age appropriate online games that can be played, and show the families how to use the school loaned device and play the games.

School as Community Hub: This group looked at how we can keep children in school who may have head lice. They researched the machine that can be purchased that takes care of head lice. They also made some phone calls regarding the certification and the cost of the machine. They would like to provide more intensive information on prevention and clean up once a student has head lice. They are looking into the possibility of purchasing one of the machines. Another thought is to partner with Michigan College of Beauty.

Understanding Challenges and Promoting Education: This group discussed understanding biases in the classroom both among student relationships with each other and among teacher-student relationships. Often times, students and teachers rank students as higher to lower status of achieving.

They also discussed giving teachers the tools to help them understand and identify their own biases in the classroom and strategies to promote a decrease in their own bias and the bias of students.

One strategy they found was assigning competence to low status students, but using collaborative learning that genuinely highlights each student's strength. So if a low status student is really artistic, you would assign them to create a poster, while explicitly explaining to all the students how that student is really artistic.

They also mentioned possibly utilizing Dan Newby as a resource, if he could teach ontological coaching to support this learning and implementation among teachers.

5) **Monroe Middle and Monroe High School Updates:**

MMS: We are considering changing our students' schedules and offering exploratory classes that will count as high school credit. We are looking very closely at health, Spanish, and computer applications. We would like to start the students on that path and once they are at the high school it will be a continuation of a higher level class. With our math program we are looking at the possibility of having students go to MHS for the first hour of classes so an 8th grade student can have an Algebra I class and continue building on their math experience once they are at the high school. This will allow for more opportunities with math.

MHS: The Health Advisory Board really needs to have a school board member be a part of their group. A lot of information is covered at each meeting, and ultimately, there will be certain things that will need board approval. It is state mandated that this advisory board have at least one clergy, 50% parents, a student representative, school staff, and a board of education member.

Changing the middle school schedule will be so beneficial for our students since we have dual enrollment, direct college and the CTE Programs. All the opportunities that will present themselves to our students with the additional time in their schedule will be helpful. The world language department is very hopeful since there are currently a lot of school districts that can accomplish five years of world language.

This will change the course work in the 11th and 12th grade years. In September we started the conversation regarding changes to scheduling and going back to the semester schedule. We have a leadership team in place that is working on the schedule and really breaking down how many sections and hours to consider.

We are working on a curriculum document that will list all of the classes that are offered at Monroe High School. We will make this a priority to keep the document up to date and have it available for students and families so they have a reference when needed. We feel this document will be especially helpful for families that are not familiar with Monroe High School and everything that is offered.

Instead of evaluating someone, we are looking at a model that is a time of collaboration and goal setting. We certainly still have a teacher evaluation and the information we need each year. The time spent is so much more productive and useful for the teachers to spend time with the principals.

- 6) **Old Business:** Orchard Center High School has launched a wonderful third trimester schedule. They have also been working on different goals with LLI and reading. A group of teachers went to Orchard to do some benchmarking with our students in reading. Our teachers were quite surprised at the level of expertise. The students out preformed their standardized test score levels.
- 7) **New Business:** None
- 8) **Adjournment:** Julie Everly adjourned the meeting at 7:15

Physical Resource Committee

Tuesday, March 22, 2016 @ 4:30 PM

Minutes

Present: Tedd March, Ryan Philbeck, Bob Yeo, Kathy Eighmey, Barry Martin, Jerry Oley, George O'Dell

The following 2016 Sinking Fund Construction Projects will go to the BOE for approval tonight.

- Arborwood South – Roof Replacement
 - Bid \$345,409
- MHS - D and F Wing Roof Replacement
 - Bid \$291,899
- MMS – Gym Roof Replacement
 - Bid \$53,500
- Raisinville – Window Replacement
 - Bid \$237,536
- MHS - Tuck Point Masonry
 - Bid \$126,261

Discussion regarding the pillars by the MHS football field

- Jerry is going to have the tuck pointing company look at the pillars. The pillars are rocking.

Discussion regarding the MHS football field lighting

- Gratton Construction feels they won't safely be able to remove the light poles until after Easter. They are concerned that the track could be damaged during the removal process.
- They will be using a tree trimmer to take them down.
- Jerry is meeting with Gratton Construction on 3/23/16.
- George O'Dell is planning to put the light pole replacement out for bid next week.

Discussion regarding the Administration Building Boiler Replacement

- We currently have a 2 boiler system.
- One boiler unit is completely down and out of service.
- The replacement upgrade units will be similar to what we currently have in other facilities.

Discussion regarding the Arborwood South Pool Demolition

- Mannik and Smith are the engineers on this project.
- Drainage is an issue and being reviewed.
- We are waiting for approvals from the city and the drain commission.

Discussion regarding South Monroe Townsite School

- The process and timeframe for putting the demo out for bid was reviewed.

Monroe Public Schools Board Personnel Committee Meeting Minutes

Date of Meeting: April 4, 2016

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

Next Meeting: May 2, 2016

1. **Call to Order:** The meeting was called to order at 5:00 PM
2. **Public Commentary:** None
3. **Staffing Updates:** Mrs. Scherer shared the latest staffing highlights. Changes from last meeting were highlighted, particularly noting the newly announced teacher retirements that will be coming to the Board Tuesday for approval. Mrs. Everly reported that as we consider our curriculum needs for the upcoming school year, we will be reviewing the vacancies created from these retirements and plan replacements for the certification types that we need moving forward. One particular example given was the need to fill a new foreign language position at Raisinville to go along with the IB focus. Having retirements in the elementary special subject areas (art and computers) will allow us to make that transition without displacing teachers. She also shared that as we move forward in staffing we will be considering the elective needs at the secondary buildings, and looking at ways we might be able to share staffing for some elective courses, particularly considering the needs for elective choices at Orchard.

At the Administrator level, Mrs. Everly noted the only anticipated change for 2016/17 will be to fill the Principal position at Orchard Center High School. As we continue to review the structure for that position, administration would propose that to be a 10-month principal position and include the oversight of the Virtual High School in the duties for the new principal.

Mrs. Everly shared that with the goal to start the year with a framework for a full year student schedule at OCHS, there is discussion about contracting for some interim academic advising services. It would be the preference to fill an interim position at approximately \$40/hour, looking at possibility of a retired counselor who would be familiar with the scheduling process.

The Committee requested additional information on the ratios of staff to student, and of cost to revenue at that Orchard Center High School. Mrs. Scherer reported that there are 7 teachers currently assigned to that building, as well as the Principal and social-emotional support team. Mrs. Eighmey shared that the budget for OCHS was @ \$750,000. Mrs. Everly confirmed that enrollment fluctuate between 70-100 students and we are awaiting final spring count numbers.

As we work toward recruiting new employees, Mrs. Everly informed the committee that we would be sending representatives to upcoming job fairs. Next week we will have representatives at both the Eastern Michigan and University of Michigan Teacher job fairs. Mrs. Scherer added that we will also have representatives at the Monroe County Community College job fair this Friday to seek support staff.

4. **Old Business:** None noted
5. **New Business:** Mrs. Taylor asked if there were any foreign trips planned for the high school students, noting recent discussions on that topic with Ann Arbor schools. Mrs. Everly and Dr. Martin confirmed that there are none planned at this time.

Recently the transgender topic has surfaced in the county. The committee discussed that as a public institution, we have to be sensitive, yet prepared to address and we will follow the advice on legal counsel on this topic.

6. **Future Agenda Items:**
Salary comparison of payroll positions in the county
7. **Next Meeting:** May 2, 2016 at 5:00 PM
8. **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

Tim Garbo has resigned as the Freshman Baseball Coach for spring 2016. Josh Ellis will be replacing him in that role.

SOCIAL-EMOTIONAL SUPPORT TEAM

Raisinville has chosen Rachel Gardner as their School Climate Liaison, replacing Harvey Jackson.

Custer has chosen Kathryn King for their new Student Service Provider position and Mary Ringel will replace Katie as the School Climate Liaison at that location.

Tim Garbo has also resigned as the School Climate Liaison at MHS. That position is now posted.

STAFF RESIGNATIONS

BACKGROUND

We have received a letter of resignation from **Timothy Irvin** from his position as Skilled Trades/Boiler Operator. His resignation was effective March 25, 2016.

We have received letters of resignation for the purpose of retirement from the following teachers. Their retirements are effective at the end of the 2015/16 school year:

- **JoAnn Burke** – District Graduation Coach – 22 years of service
- **Janet Heck** – Custer Elementary Teacher – 20 years of service
- **Edwin Chuck Kern** – MMS Physical Education Teacher – 31 years of service
- **Amy Pace** – Manor Elementary Teacher – 25 years of service
- **Debra Pitcher** – MMS Science Teacher – 19 years of service
- **Nancy Schlosser** – Elementary TMS Teacher – 20 years of service
- **Matt Servis** – Arborwood Elementary Teacher – 31 years of service
- **Robert Servis** – MHS English Teacher – 38 years of service
- **Steven Simon** – Elementary Art Teacher – 29 years of service
- **Elizabeth Swindeman** – Special Education Teacher – 29 years of service

ENCLOSURES

Letter(s) of Resignation

RECOMMENDATION

Move to approve the resignation from Monroe Public Schools of Timothy Irvin effective March 25, 2016, and of JoAnn Burke, Janet Heck, Edwin Kern, Amy Pace, Debra Pitcher, Nancy Schlosser, Matt Servis, Robert Servis, Steven Simon and Elizabeth Swindeman at the end of the 2015/16 school year.

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	_____	_____	_____	_____

March 17, 2016

To: Jerry Oley
Operations Manage
Monroe Public Schools

Dear Jerry Oley,

It is with great regret that I am submitting my 2 weeks notice effective date March 14, 2016. I would like to take the time to thank you personally for the opportunity to have worked for Monroe Public Schools. My experience with you and the staff has been very rewarding for me, and I am saddened at this time that, due to personal matters in my life, we are not able to further our work relationship. It is my hope in the future that we will have the opportunity to work together again. With that said, may God bless you and your family along with the Monroe Public School System. Thank you once again for the opportunity.

Sincerely,


Timothy L. Irvin

last day 3/25/16

Dr. Barry Martin, Superintendent
Monroe Public Schools Board of Education
1275 N. Macomb St.
Monroe, MI 48162

March 28, 2016

Dear Dr. Martin and MPS Board of Education,

Please accept this letter as a notification of my decision to retire from Monroe Public Schools at the end of the 2015-16 school year. My years as a teacher and graduation coach at MPS have been very rewarding. I am thankful for the opportunities I have had in the district. I will always remember the wonderful colleagues and countless number of students at MPS who have made a difference in my life.

Sincerely,

JoAnn Burke

Janet Heck
4241 W. Albain Rd.
Monroe, MI 48161

March 20, 2016

Monroe Public schools
Ms. Julie Everly
Deputy Superintendent
1275 North Macomb St.
Monroe, MI 48162

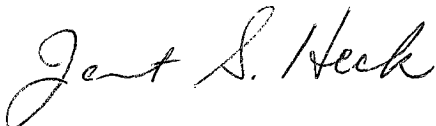
Dear Julie:

Teaching for Monroe Public Schools was my dream and goal when I graduated from Eastern Michigan University. I was fortunate enough to realize this dream when I was hired as a full time elementary teacher at Lincoln Elementary School. At that time, I didn't realize how enjoyable and rewarding teaching for this district would be. Working with the staff and administrators enhanced my career and brought great pleasure to my life.

However, I now feel it is time to move on to the next phase of my life. Therefore, I will be retiring as of June 30, 2016. I will greatly miss the students as well as the staff in this wonderful learning community. The comradery, professional development and support of all united us into a district that puts the needs of its students first.

Thank you for all my years as a substitute and full time teacher. My life will forever be enriched!

Sincerely,



Janet S. Heck
Custer Elementary Teacher

Rec'd
JEF
3-21-16

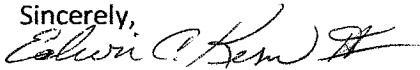
Monroe Public Schools
Barry Martin
1275 N. Macomb St.
Monroe, Michigan 48162

March 23, 2016

Dear Dr. Martin,

It is with a heavy heart and a lot of anxiety that I am submitting my letter of resignation as of June 30th, to start my retirement July 1, 2016. I want to thank Monroe Public Schools for the work and supporting my family over the last 30 years. I look forward to continued work with the schools and community through swimming and water safety classes, and with my wife Sandy and child Caitlin at Monroe High School.

Sincerely,



Edwin C Kern II

"Chuck"

8008 S. Harbor Dr.
Monroe, Michigan 48161

Barry Martin

From: Amy Pace <amypace67@me.com>
Sent: Wednesday, March 30, 2016 3:02 PM
To: Holly Scherer; Barry Martin; Julie Everly
Subject: Retirement

To Barry Martin, Julie Everly, Holly Scherer, and members of School Board,

It is my wish and desire to submit this letter of resignation for the purpose of retirement effective at the completion of this school calendar year, June 30, 2016. I have reached a point in my life in which I wish to pursue other avenues of interest. I would like to thank you all, members of MPS both past and present, for the many opportunities to work with you and teach the many children of this community over the years. Many thanks.

Sincerely,
Amy Pace

Sent from my iPad

March 21, 2016

To: Holly Scherer
Barry Martin
Julie Everly

It is with great excitement that I inform you that I will be retiring from my position as science teacher at Monroe Middle School at the end of the 2015-16 school year. I have worked with some truly amazing adults and students during my time at the middle school and these people will be missed.

A handwritten signature in black ink that reads "Debra J. Pitcher". The signature is written in a cursive style with a large initial "D" and a long horizontal flourish at the end.

Debra J. Pitcher

Holly Scherer

From: Nancy Schlosser
Sent: Friday, April 01, 2016 3:07 PM
To: Holly Scherer
Subject: Notification of Retirement

Sent from my iPad

Begin forwarded message:

From: Nancy Schlosser <schlosse@monroe.k12.mi.us>
Date: April 1, 2016 at 10:02:51 AM EDT

To:
MPS Board of Education
Dr. Barry Martin, MPS Superintendent
Julie Everly, MPS Deputy Superintendent
Holly Scherer, MPS Human Resources

From: Nancy Olson Schlosser
Re: Notification of Retirement
Date: April 1, 2016

I would like to inform you of my intention to retire from my teaching position at MPS at the close of the 2016 school year.

I will cherish the memories that my co-workers, staff and students at Monroe Public Schools have made throughout my career.

It has been a GREAT ride!

Sincerely,
Nancy Schlosser

Sent from my iPad

November 10, 2015

Dear Barry,

After thirty years of teaching in Monroe, I have decided to retire effective July 1, 2016. I've been proud to be part of our district, and it truly has been rewarding working for Monroe Public Schools.

Sincerely,

A handwritten signature in black ink that reads "Matt Servis". The signature is written in a cursive style with a large, prominent "M" and "S".

Matt Servis

Rec'd
2-24-16

Dear Barry,

I am writing to confirm what I told you earlier in the year: I intend to retire at the end of this, 2015/2016, school year.

Sincerely,

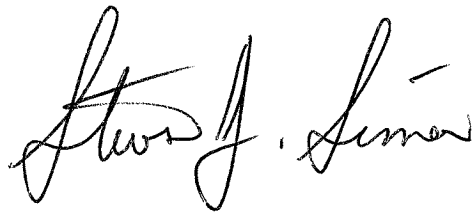


Robert M. Servis

Dear Monroe Public Schools---Holly Scherer,

It is my intention to retire from Monroe Public Schools at the end of this school year, 2015-16.

Thank you, Steven J. Simon/Art Teacher

A handwritten signature in cursive script that reads "Steven J. Simon". The signature is written in black ink and is positioned above the date.

Jan 11, 2016

March 4, 2016

To whom it may concern:

This letter is to inform you of my intent to resign from my position as a special education teacher at Monroe Public Schools. This resignation is for the purpose of retirement, effective the end of the 2015-2016 school year.

Sincerely,

Elizabeth Swindeman

**MHS BAND AND ORCHESTRA
NASHVILLE, TENNESSEE**

BACKGROUND

James Nuechterlein and Ann Felder, Monroe High School Band and Orchestra Directors, would like to petition the Board of Education for permission to take 73 students to Nashville, Tennessee, April 28 – May 1, 2016. The group will leave MHS at 1:00 p.m. on Thursday, April 28, and will travel by National Trails charter bus service. They will return to Monroe High School on Sunday, May 1, at 10:00 p.m.

No funds from Monroe Public Schools will be used to defray the cost of this trip.

ENCLOSURE(S)

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

RECOMMENDATION

Move to approve the Monroe High School band and orchestra students’ overnight trip to Nashville, Tennessee. 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 28 – May 1, 2-16

Grade/Team/Organization Making Request: MHS Band & Orchestra

Destination: Greater Nashville, Tennessee

Address: _____

City: Nashville State: TN Zip: _____

Means of Transportation: National Trails Chartered Motorcoachs (2)

Number of Students and Adults Involved: 73 Students; 7 Adults

Exact Loading Location: MHS parking area back by tennis courts

Estimated Time of Departure: 11:00 pm

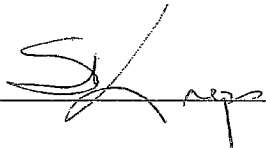
Estimated Time of Departure from Destination: 2:00 pm

Expected Time of Arrival: 10:00 pm

Purpose of Trip: Performance trip to Nashville. Both ensembles will perform a public performance at a prominent Nashville site. They will also do a recording session at a professional recording studio

Faculty Supervisor: James Nuechterlein and Ann Felder

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

Principal's Signature:  Date: 3-21-16

Approved Denied

Assistant Superintendent's Signature:  Date: 3-21-16

Approved Denied

MONROE HIGH SCHOOL

FIELD TRIP REQUEST

All requests for any field trip must be submitted to the **Principal** AT LEAST 15 SCHOOL DAYS BEFORE THE DATE OF THE TRIP.

Building Policy: Field trips should be Academic in nature, tied to content standard and include follow-up activities.

Date of trip: April 28 – May 1, 201 .

Date of request: 12/17/15 .

Grade of organization making request: MHS Bands & Orchestra .

Faculty Sponsor: James Nuechterlein & Ann Felder, Directors .

Destination: Nashville, Tennessee .

Address: Drury Plaza Hotel, 1874 West McEwen Drive, Franklin, TN .

Phone Number of Destination: (615) 771-6778 .

Purpose: Performance trip to Nashville, Tennessee. Both the Marching Band and the Orchestra will perform a public performance at a prominent Nashville site.

They will also do a recording session in a profession recording studio .

Estimated time of departure: 1:00 pm, April 28 .

Estimated return time: 10:00 pm, May 1 .

Substitute needed: X yes (April 28 4th hour for Jim and 5th hour for Ann, and all day April 29 for both) no

Principal's signature:  .

✓ approved no denied

Reason for denial: _____

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:

The Monroe High School Trojan Marching Band and Orchestra will be traveling to Nashville, Tennessee and will be performing at the country Music Hall of Fame and Grand Ole Opry respectively. The ensembles will also have a chance to play in a professional recording session at the Historic RCA Studio B Recording Studio (Elvis's recording studio). Other activities will include a tour of the Grand Ole Opry and attend an evening performance; tour of the Schermerhorn Symphony Center; tour the Bicentennial Capital Mall and downtown Nashville; dinner cruise on the General Jackson Riverboat; lunch and line dancing at the Wildhorse Saloon; and participation in the "Escape Game".

School(s): Monroe High School

Chaperones: Mary Beth Ingels, Casey Roberts, Holly Scherer, Don Steve, Michelle Geftos and Dawn Pridemore along with James Nuechterlein and Ann Felder, Directors. All adults have chaperoned previous trips.

Date of Departure: 4 / 28 / 16 .

Time of Departure: 10:00 pm .

If overnight, number of nights: 2 .

Date of Return: 5 / 1 / 16 .

Time of Return: 10:00 pm .

Number of Students Participating: 73 .

Number of Staff Supervising: 2 .

Number of Other Adults Assisting: 6 .

Number of School Days Student will be Attending Trip: 1 .

Cost Per Child: \$779.00 .

Cost Per Chaperone: \$892.00 .

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:

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

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

- X 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:

All ensembles will be rehearsing the music to be performed in Nashville with the objective of presenting an outstanding performance that represents Monroe Public Schools and the City of Monroe to the utmost.

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

Students will be expected to perform the music for our presentation at a high level of quality. They will be instructed that their performance and behavior will represent Monroe. They will also be participating in a recording session in the historic RCA Studio B recording studio (the same one Elvis used). This will show our school musicians what it is like to be a professional musician in a recording studio.

Follow-up classroom lessons:

We will view videos of our performances and workshop and critique then.

- X Contract(s) with agent(s) making travel/accommodation arrangements
- X Detailed Itinerary
- X Funding sources
- X Chaperones
- X 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

NASHVILLE TRIP - 2016

Fact Sheet

GROUPS

Monroe High School Orchestra and Marching Band.

ACTIVITY

Performance trip to Nashville, Tennessee.

- Marching Band will be performing on the plaza at the Country Music Hall of Fame and Museum.
- Orchestra will be performing at a pre-show concert at the Grand Ole Opry

DATES

Three days and two nights. The dates are set for leaving in the evening of Thursday, April 28 and returning the evening of Sunday, May 1, 2016.

ACCOMMODATIONS

Drury Plaza Hotel
1874 West McEwen Drive
Franklin, TN
(615) 771-6778

The hotel is a 4½ Star (out of 5) rated hotel on Yelp. The hotel is located in a southern suburb of Nashville. Amenities include: Indoor/Outdoor Pool & Whirlpool and Fitness Center. In-room amenities include a microwave, refrigerator and LCD TV.

Room assignments will be set before we leave. Check-in will be handled through the chaperons. A curfew time, and lights-out quiet time will be listed on the schedule, and *will be enforced* by hired security.

TRANSPORTATION

Chartered, video equipped, air-conditioned motor coaches.

LUGGAGE

Each student will be allowed one suitcase which will be hauled in the bottom of the bus. Each student may also take one small carry-on case or bag and a pillow to carry on the bus. Space is limited and this per-person limit will be enforced. All luggage must have an I.D. tag with the student's name on it.

UNIFORMS

Uniforms will be packed in wardrobe boxes. Each Band student is responsible for their own clean white gloves and clean white shoes and black socks. Each Orchestra student is responsible for their own tux shirt and black shoes, and (boys: black socks). Be sure you have all the necessary extra parts for each uniform (shoes, socks, etc.) *Without the proper and complete uniform, you will not be allowed to perform.*

INSTRUMENTS

Small instruments such as clarinets and flutes should be taken on the bus and stored in the overhead racks. All other instruments will be carried in the bottom of the bus. All cases must have an I.D. tag with the student's name on it. Be sure the case latches are in good shape. Take extra reeds, valve oil, strings etc.

EXTRA MONEY NEEDS

MEALS PROVIDED (already paid for) will include (5):

- Two continental breakfasts at the hotel (Saturday & Sunday).
- Dinner cruise on the General Jackson showboat (Friday evening).
- Lunch and Dance Lessons at the Wildhorse Saloon (Saturday noon).
- Dinner at the Opry Backstage Grill.

MEALS NOT PROVIDED (4):

- Meal stops en route to Nashville (fast food breakfast) (1 stop).
- Lunch at Farmer's Market (Friday noon).
- Lunch at Mammoth Cave (Sunday noon).
- Meal stop en route to Michigan (fast food) (1 stop).

OTHER OPTIONAL EXPENSES NOT PROVIDED:

- Snacks.
- Other expenses incurred while at the hotel.
- Purchases at during the trip.
- Other souvenirs.

TOUR PACKAGE (COST) INCLUDES

- All transportation via chartered motor coaches
- Two nights lodging
- Two continental breakfasts at the hotel
- One Lunch and two Dinners
 - Lunch (& Line Dancing) at Wildhorse Saloon
 - Dinner Cruise on the General Jackson Showboat on the Cumberland River
 - Dinner at the Opry Backstage Grill
- Experience the Escape Game
- Country Music Hall of Fame and Museum
- Tour and Recording Session at the Historic RCA Studio B Recording Studio
- Tour of the Schemerhorn Symphony Center
- Backstage Tour of the Grand Ole Opry
- Attend an evening concert at the Grand Ole Opry
- Tour of Mammoth Cave
- Nighttime security
- Professional tour escort (Brightspark Tours, Jackson, Michigan)
- Health and accident insurance
- "Price Guard" protection and Customer Trust Account

ITEMS TO BRING

- Instrument(s).
- Uniforms(s) (including extra parts needed).
- Basic toilet articles (toothbrush, deodorant, etc.).
- Appropriate clothes for:
 - Comfortable clothes for the bus ride to Nashville and back.
 - Evening concert At the Grand Ole Opry.
 - Every-day-wear for everything else.
- Light jacket or sweat shirt.
- Any needed medication (please notify your chaperon).
- Alarm clock.
- Watch.
- Money (suggestion: prepaid credit card).
- Pillow and/or small blanket (for sleeping on the bus).
- Something to do on the bus (book, games, cards, video games, etc.)
- Music player with headphones.
- Camera.

EMERGENCY CONTACT PHONE NUMBERS

Drury Plaza Hotel: 615-771-6778

Brightspark Travel (our travel agent): 877.545.0070 (Trip emergency: 800-962-0060)

Mr. Nuechterlein's cell phone: 734-693-2684

Complete Both Sides

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

EXPLANATION AND DATES:

Departure Date/Day Thursday, April 28, 2016 , Return Date/Day Sunday, May 1, 2016 .

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

State Tennessee , Country United States , (daily itinerary must be attached).

The purpose of this trip is performances in Nashville by Marching Band and Orchestra , and the group sponsoring

the trip is Monroe High School Instrumental Music Department .

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 illnesses or injuries (within past six months) _____

Other pertinent information _____

Your child will be in the care of (staff member name) James Nuechterlein & Ann Felder, Directors . S/he has your permission to seek emergency medical care for your child as needed.

INSURANCE INFORMATION:

Insurance Company _____ Contract No. _____

Name of Policyholder _____ Policy No. _____

MEDICAL ACKNOWLEDGEMENT:

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

Notary Public

(Parent(s)/Guardian(s))

My commission expires _____

Must be signed & notarized. Return this form by March 16, 2016.

Monroe High School Bands & Orchestra

Travel Code of Conduct

1. Be certain you read and understand this Travel Code of Conduct. It covers all forms of travel.
2. School policies pertaining to school trips and functions will apply throughout all trips. School policies prohibit possession of tobacco, alcohol, drugs, or firearms by any student. Any infraction of these rules will result in the parent being notified immediately and arraignments will be made to send the student home – regardless of the time of day or night. (See procedures below.) All fees will be forfeited. Further disciplinary action as per school policies will be determined by appropriate Assistant Principal after the trip.
3. School policies prohibit use of inappropriate language, inappropriate clothing, and public display of affection. The judgment of the adults on the trip will be final as to what is acceptable and what is not.
4. Students who need to take medication on a trip should bring the medication in its original container and notify the director in writing. This applies to prescription and OTC (over the counter) drugs.
5. Follow all direction given to you by a chaperon, bus driver, or guide. Also be considerate of these people at all times. They are along to help you have a successful trip. Without them there would be no trip.
6. Radios, CD players, MP3 players, iPods, etc. on the bus will be acceptable only with headphones. Students must assume the responsibility for the security of their own belongings. Do not leave these items sitting out.
7. Do not leave any money or valuables in your room when you are away. Do not take excessive amounts of money or valuables with you on a trip.
8. Absolutely no boys in girls' rooms or girls in boys' rooms at any time – for any reason. Also no one from any other group is allowed in any of our rooms.
9. Conduct yourself in an appropriate and courteous manner at all times. Be considerate of the other hotel guests/dorm residents. Remember who you are representing. Let's leave everyone with a good impression of our group.
10. Curfew times are clearly noted. Do not leave your room for any reason after this time. Contact a chaperon if any emergency arises.
11. Any damage to property will be paid for by the person or persons involved.
12. Any student in violation of local or state laws will be turned over to the local authorities. If the student is subsequently returned to the group, he/she will be sent home.
13. ALL school rules are in effect throughout the duration of any trip.
14. By following this code of conduct, and using common sense, you will help make this trip an enjoyable one for all involved. Rules apply to **ALL STUDENTS** whether eighteen years old or not.

Procedures for sending a student home:

1. The student will call home to the parent or guardian in the presence of the director. The student will explain the reason for the call. The director will then speak to the parent.
2. The parent will be asked how they would prefer their child to be sent home. At band camp the parent will be told to pick up their child immediately.
3. The student will be immediately separated from the rest of the group and remain in the company of the director or chaperon until the child goes home.

We have read and agree to the above Travel Code of Conduct and fully understand any consequences that may occur if they are broken.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Please complete BOTH SIDES.

Return this form by March 16, 2016.

We're excited to outline the details of your upcoming custom group tour! Please read all pages of this agreement carefully. Once you sign and return the agreement, we'll be ready to move forward with planning. Hooray!

Here's everything you need to know:

Monroe HS has entered into an agreement with Brightspark Travel, Inc. to make travel arrangements to Nashville on April 28, 2016 through May 1, 2016. Brightspark Travel, Inc. has agreed to provide for the trip inclusions as outlined on the enclosed Tour Proposal.

Monroe HS agrees to a tour based on 106 paying participants.

Pricing per passenger for our trip is as follows:

Participant Type	Price	Room Occupancy
Student/Youth	\$749 + \$79 RGP	Quad
Paying Adult	\$919 + \$79 RGP	Double
Complimentary	\$0	Single

The trip includes 2 complimentary participants.

Please note that each room has 2 beds.

RGP is a highly recommended elective protection plan.

Although you are expecting 106 paying participants, if your passenger count changes, our prices will be as follows:

# of Paying Passengers	96	86
# of Complimentary Chaperones (Single Occupancy)	2	2
Student Price (Quad Occupancy)	\$773	\$802
Paying Adult Price (Double Occupancy)	\$943	\$972

Brightspark Travel Inc. will make reservations for your group based on 106 paying participants. From time to time, there are non-refundable vendor payments such as airline or theatre tickets, that the group will be responsible for paying, should your passenger count fall below 106 paying participants.

Monroe HS Band agrees to the following installment payment schedule:

Installment	Due Date	Quad Occupancy	Double Occupancy
Registration Fee	Dec 17, 2015	\$70 + \$79 RGP	\$70 + \$79 RGP
2	Jan 15, 2016	\$227	\$283
3	Feb 16, 2016	\$227	\$283
4	Mar 16, 2016	\$225	\$283
	TRIP COST	\$749 + \$79 RGP	\$919 + \$79 RGP

Monroe HS Band agrees to submit a rooming list for this tour on or before February 1, 2016.

The undersigned has read and understands this agreement and accepts the Terms and Conditions accompanying this Tour Agreement. By signing this Tour Agreement the undersigned, on behalf of Monroe HS Band, agrees to contract for the above stated trip with Brightspark Travel, Inc.

If all this sounds good, sign below and we're ready to go!

On Behalf of Monroe HS Band
Representative:

James Nuechterlein 12-1-15
Signature Date

James Nuechterlein
Name

Band Director
Title

On Behalf of Brightspark Travel, Inc.
Representative:

Chris Anneshsley 11/19/2015
Signature Date

Chris Anneshsley
Name

Tour Consultant
Title

PLEASE RETURN THIS SIGNED TOUR AGREEMENT TO YOUR BRIGHTSPARK TOUR CONSULTANT WITHIN THE NEXT FIVE BUSINESS DAYS.



Day One - Thursday, April 28, 2016

Motorcoach Company: National Trails
 Emergency Number: (248) 514-9334

Time zone changes en-route
 PLEASE NOTE: Time Zone will change en-route.
 Please be sure to adjust your clocks/watches accordingly.

- 9:30 PM Coaches arrive at Monroe HS for loading
 901 Herr Road; Monroe, MI 48161
- 10:00 PM Depart for Nashville
 You will have an approximate 9 1/2 hour ride including time for breaks

- 4:30 PM **Historic RCA Studio B Recording Session and Tour**
 GROUP: Band #2

Shelby Street Bridge
 Enjoy a view of Nashville from the pedestrian bridge over the Cumberland River

- 7:00 PM **General Jackson Showboat dinner cruise!**
- 10:00 PM Board coaches and depart for the hotel
- 10:30 PM **Check into your hotel:**
 Drury Plaza Hotel
 1874 West McEwen Drive; Franklin, TN
 Phone: (615) 771-6778

Nighttime security on duty each evening at hotel

Day Two - Friday, April 29, 2016

- 8:00 AM Breakfast on your own
- 10:00 AM **Regular Admission Escape Game**
 Can you escape? Solve million a dollar heists-decode secret service missions, and navigate through prison passageways. You will play one of these games while at the Escape room site.

 Bicentennial Mall
 The Bicentennial Capitol Mall State Park, one of Nashville's hidden gems, is located in the northwestern part of downtown Nashville between Jefferson Street and James Robertson Parkway. This 19 acre park was built in honor of Tennessee's 200th year of statehood and offers visitors a serene and captivating look into Tennessee history at every turn. The park also includes erupting geyser fountains, each of which represents a river in Tennessee.

 Nashville Farmer's Market - lunch on your own here

- 1:00 PM **Band performance in the Plaza of the Country Music Hall of Fame**

- 1:30 PM **Country Music Hall of Fame and Museum**
 From banjo-pickin' mountain men to auditorium filling country stars, this educational museum identifies and preserves the history of Nashville's artistic lifeblood. Listen to rare recordings and videos, look through hundreds of famous stage costumes and instruments, and marvel at Elvis' gold Cadillac. Since the Hall's establishment in 1967, inductees have made up the who's who of country crooners.

- 3:30 PM **Historic RCA Studio B Recording Session and Tour**
 GROUP: Orchestra

- 4:00 PM **Historic RCA Studio B Recording Session and Tour**
 GROUP: Band #1

Day Three - Saturday, April 30, 2016

- 8:00 AM **Deluxe continental breakfast at hotel**
- 9:00 AM Board coaches and depart for downtown Nashville
- 10:30 AM **Schermerhorn Symphony Center Tour**
 The hall is home to the Nashville Symphony and features vivid acoustical clarity, natural interior lighting, and versatile seating. Schermerhorn Symphony Center was formally opened on September 9, 2006 and at the heart of Schermerhorn Symphony Center is the 30,000 square feet 1,844-seat Laura Turner Concert Hall, which is home to the Nashville Symphony. The hall is of the shoebox style. It features natural lighting, which streams in through 30 soundproof, double-paned windows that ring its upper walls. Intricate symbolic motifs appear throughout the hall and the rest of the center.
- 12:00 PM **Lunch and Dance Lessons at the Wildhorse Saloon**
 While having lunch, you will have a chance to hear your performance recording from Studio B

 Free time on 2nd Avenue and Broadway
 Revitalized and renovated, the historic district of downtown Nashville teems with life. Concept dining and gift shops line Second Avenue and Broadway. Gift shops, boutiques, souvenir shops, and, of course, country and western apparel stores offer a unique shopping experience for tourists.
- 3:00 PM **Grand Ole Opry Backstage Tour**
- 5:00 PM **Dinner at the Opry Backstage Grill**
- 6:00 PM **Orchestra performs prior to the Grand Ole Opry**



7:00 PM Grand Ole Opry
Dedicated to honoring country music's rich history and dynamic present, the Grand Ole Opry showcases country legends and contemporary chart-toppers to make it Nashville's number one attraction.

10:00 PM Board coaches and depart for the hotel

Day Four - Sunday, May 1, 2016

8:00 AM Deluxe continental breakfast at hotel
Check out of hotel and load luggage on motorcoach

8:30 AM Depart for Mammoth Cave
Drive time will be approximately 2 1/2 hours

11:00 AM Tour Mammoth Cave
Mammoth Cave Tour - Mammoth Cave in south central Kentucky is the world's longest known cave system.

1:00 PM Lunch is at your own expense

2:00 PM Depart for home
Estimated drive time is 7 hours with time allowed to facilitate meals, rest stops and driver swaps; all snacks and meals en route are on your own.

Time zone changes en-route
PLEASE NOTE: Time Zone will change en-route.
Please be sure to adjust your clocks/watches accordingly.

All meals enroute on your own

11:00 PM Trip returns to Monroe HS - Welcome Home!

In keeping with Brightspark's commitment to safety and security, all of our itineraries are compliant with Department of Transportation rules and regulations giving drivers at least 9 hours off each night and a maximum of 15 hours on duty during any 24 hour period.

Your Brightspark Tour Director and Guides reserve the right to revise your group's itinerary due to unforeseen circumstances such as traffic, road closures, site closures, and weather. Your Tour Director or Guide will consult with the Group Leader and Bus Driver(s) on any changes.



**BUSINESS PROFESSIONALS OF AMERICA
NATIONAL LEADERSHIP CONFERENCE**

BACKGROUND

Joni Weaks, Monroe High School teacher and BPA advisor, wishes to petition the Board of Education for permission to take one Monroe High School student to the BPA National Leadership Conference in Boson, Massachusetts, May 5-9, 2016. This student qualified for the National Leadership Conference by placing as a finalist at the State Leadership Conference that was held in March.

Monroe Public Schools CTE funds will be used to defray the cost of this trip and all aspects of the trip will be in accordance with related Board policies.

ENCLOSURE(S)

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

RECOMMENDATION

Move to approve the attendance of one Monroe High School student at the BPA National Leadership Conference in Boston, Massachusetts. 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	_____	_____	_____	_____

April 4, 2016

Dear Bill and Sandy:

I am pleased to announce that one of our students, senior Darian Reed, placed as a state finalist at the BPA State Leadership Conference that was held in March in Grand Rapids. Darian qualifies for the National Leadership Conference in Boston, MA, May 5-9.

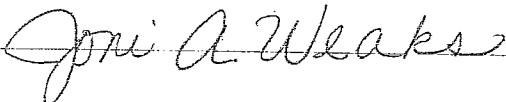
I am respectfully asking permission to attend the leadership conference with Darian, where I will serve as a national supervisor in MS Certification, and Darian will compete in Advanced Spreadsheets and Database.

We have continued to take our students to the national leadership conference for many years, and Darian and I are very excited to attend and represent the state of Michigan, and Monroe High School. Please sign below granting us permission to attend this conference. All funds, except for food will come directly from the account that Mr. Ferrara uses for these events.

Also, attending with us as guests, will be Darian's mother, Valerie Reed, and my daughter, Taylor Notario, R.N. They will pay their own way for the entire event. I will make sure my daughter has a criminal background check on file for the year.

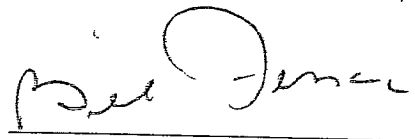
Thanking you in advance.

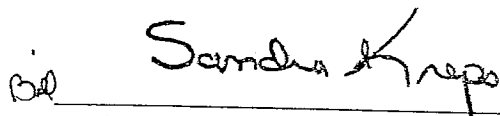
Sincerely,



Joni A. Weaks, Teacher/BPA Advisor

✓ Yes, I give permission for Joni Weaks and Darian Reed to attend the NLC in Boston, MA

 4/4/16
William Ferrara, Director of CTE date

 4/7/16
Sandy Kreps, Principal date

Monroe Public Schools
Field Trip Information Form

overnight

Date of Trip: May 5 - 9, 2016

Grade/Team/Organization Making Request: MHS Bus. Prof. of America Club

Destination: National BPA Leadership Conf. in Boston, MA

Address: Hilton Boston Back Bay
40 Dalton St.

City: Boston State: MA Zip: 02115

Means of Transportation: Airplane

Number of Students and Adults Involved: 1 student 1 adult

Exact Loading Location: student's home

Estimated Time of Departure: Thurs. May 5 at 7:00 am

Estimated Time of Departure from Destination: Monday, May 9 at 16:00 am

Expected Time of Arrival: 6:00 p.m. back in Monroe

Purpose of Trip: Weaks - National Judge, Proctor, + Advisor /
Reed - student in Adv Spreadsheets + Data ^{Chaperone} State Finalist.

Faculty Supervisor: Opria A. Weaks

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

Principal's Signature: [Signature] Date: 4/4/16

Approved Denied

Assistant Superintendent's Signature: [Signature] Date: 4/8/16

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:

Boston, MA

National Leadership Conf.

May 5-9, 2014

School(s): Monroe High School

Chaperones: Joni Weaks

Method of Transportation: Airplane

Date of Departure: 5/5/14

Time of Departure: 7:00 am

If overnight, number of nights: 4

Date of Return: 5/9/14

Time of Return: 6:00 pm

Number of Students Participating: 1

Number of Staff Supervising: 1

Number of Other Adults Assisting: 2 as guests

Number of School Days Student will be Attending Trip: 3

Cost Per Child: \$1891.42
+ food on ^{their} own

Cost Per Chaperone: \$1856.42

Monroe Public Schools Funds Being Used to Pay for:

+ food on their own

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) given to Darian
- 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:

data base review

Adv. spreadsheet review

historical lesson on Salem Trials

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

bus. applications, historical info,

leadership opportunities

Follow-up classroom lessons:

Discussion of bus. skills, leadership

info, and historical info.

- 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

BPH Schedule of Events

State and Local Links: Michigan (change)

Monroe High School BPA (change)

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NLC

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PRELIMINARY SCHEDULE OF EVENTS

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2016 National Leadership Conference

Boston, MA

May 5-9, 2016

Events will be held at the Sheraton Boston Capley Place and Hynes Convention Center.

Schedule is subject to change.

S: Sheraton CC: Convention Center

Day and Date	Time	Event	Location
Tuesday, May 3	8:00 AM	Registration Load-in & Prep	Constitution Ballroom
	8:00 AM	Competitive Events Center Load-in	S: Back Bay Ballroom D
Wednesday, May 4		Computer Lab Move-in	S: Republic
Wednesday, May 4	8:00 am-8:00 pm	National Officer Rehearsals	
Wednesday, May 4		Exhibit Hall Move-in	S: Constitution Ballroom
Wednesday, May 4	12:00 pm-6:00 pm	Competitive Events Center	S: Back Bay Ballroom D
Wednesday, May 4	3:00 pm-10:00 pm	Registration/Information Desk	S: Second Floor Foyer
Wednesday, May 4		Finance Desk	S: Second Floor Foyer
Wednesday, May 4		Tour Desk	S: Second Floor Foyer
Wednesday, May 4		Conference Headquarters	S: Second Floor Foyer
Wednesday, May 4	4:00 pm-5:00 pm	Administrator's/Proctor's/Grader's Orientation	S: Liberty Ballroom
Wednesday, May 4	7:00 pm-8:00 pm	Intern Orientation	S: Liberty Ballroom
Wednesday, May 4	5:00 pm-6:00 pm	Host Committee Reception	Marriott
Thursday, May 5	6:00 AM	Computer Lab Move-In	Hynes Convention Center Hall D
Thursday, May 5	7:00 am-8:00 am	Administrator's/Proctor's/Grader's Orientation	S: Back Bay Ballroom A
Thursday, May 5	7:00 am-7:00 pm	Registration/Information Desk	S: Second Floor Foyer
Thursday, May 5		Finance Desk	S: Second Floor Foyer
Thursday, May 5		Tour Desk	S: Second Floor Foyer
Thursday, May 5		Conference Headquarters	S: Second Floor Foyer
Thursday, May 5	8:00 am-8:00 pm	Competitive Events Center/Test Distribution	S: Back Bay Ballroom D
Thursday, May 5	8:30 am-9:30 am	Intern Orientation	S: Back Bay Ballroom A
Thursday, May 5	9:00 am-3:00 pm	Intern Desk	S: Second Floor Foyer
Thursday, May 5	9:30 am-1:30 pm	BPA University: Life-Skills Digital Certification Lab: Presented by Next Step Academy (Participants may enter anytime the lab is open and available)	S: Commonwealth
Thursday, May 5	11:00 am-5:00 pm	NLC Exhibitors Showcase-Pick up your NLC Pin Here!	S: Constitution Ballroom
Thursday, May 5	2:00 pm-3:00 pm	SAAC Meeting	S: Liberty B
Thursday, May 5	2:00 pm-3:00 pm	CEAC Meeting	S: Liberty C
Thursday, May 5		BPA University: AA#1: Photo Editing in Adobe Camera Raw: Presented by Dan Armstrong, Adobe Education Leader	S: Commonwealth
Thursday, May 5	2:00 pm-6:00 pm	Embroidery Building Ceremony Team Competition (All Divisions)	

<u>ALUMNI</u>	Thursday, May 5		Section 1	
<u>REGISTRATION</u>	Thursday, May 5		Section 2	S: Beacon E
<u>HOUSING</u>	Thursday, May 5		Section 3	S: Beacon F
<u>DEADLINES AND FEES</u>	Thursday, May 5		Section 4	S: Beacon G
<u>LEADERSHIP</u>	Thursday, May 5	2:00 pm-6:00 pm	Open Events Lab	S: Beacon H
<u>INTERNSHIPS</u>	Thursday, May 5		Administrative Support Concepts (S/PS)	S: Republic Ballroom
<u>RUN FOR NATIONAL OFFICE</u>	Thursday, May 5		Business Meeting Management (S/PS)	
<u>OFFICER SCHOLARSHIP WINNERS</u>	Thursday, May 5		Computer Programming Concepts (S/PS)	
<u>LEADERSHIP ACADEMY</u>	Thursday, May 5		Financial Math & Analysis (S/PS)	
<u>2016 NATIONAL HONOR AWARDS</u>	Thursday, May 5		Information Technology Concepts (S/PS)	
	Thursday, May 5		Management/Marketing/Human Resources Concepts (S/PS)	
	Thursday, May 5		Project Management Concepts (PS)	
	Thursday, May 5		Business Math Concepts (ML)	
	Thursday, May 5		Business Communication Skills Concepts (ML)	
	Thursday, May 5		Business Fundamentals Concepts (ML)	
	Thursday, May 5		Computer Literacy Concepts (ML)	
<u>2016 NATIONAL HONOR ADVISOR 35 YEARS OF SERVICE</u>	Thursday, May 5	3:00 pm-4:00 pm	Merit Scholar Quiz Bowl Open Event (This events will take in the -Open Events Lab. From 5:00 pm-7:00 pm)	S: Independence Ballroom
<u>2016 NATIONAL HONOR ADVISOR 30 YEARS OF SERVICE</u>	Thursday, May 5	3:00 pm-9:30 pm	Candidate/Head Voting Delegate/Voting Delegate Briefing Meeting-All candidates & head voting delegates are required to attend. General Voting Delegates are invited to attend, but not required.	S: Independence Ballroom
<u>2016 NATIONAL HONOR ADVISOR 25 YEARS OF SERVICE</u>	Thursday, May 5	3:20 pm-4:20 pm	Grading Room	S: Back Bay Ballroom A
<u>2016 NATIONAL HONOR ADVISOR 20 YEARS OF SERVICE</u>	Thursday, May 5	4:00 pm-5:00 pm	BPA University: AA#2: Vector Graphics and Asset Generation: Presented by Dan Armstrong, Adobe Education Leader	S: Commonwealth
<u>2016 NATIONAL HONOR ADVISOR 15 YEARS OF SERVICE</u>	Thursday, May 5	4:00 pm-5:00 pm	Administrator's/Proctor's/Grader's Orientation	S: Back Bay Ballroom B
<u>2016 NATIONAL HONOR ADVISOR 10 YEARS OF SERVICE</u>	Thursday, May 5	4:00 pm-5:00 pm	Candidate Meeting and Testing	S: Independence Ballroom
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5	4:00 pm-6:00 pm	Parade of Flags Rehearsal (State Rep Must Attend)	Hynes Convention Center Arena
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5	4:00 pm-6:00 pm	Middle Level Leadership Kickoff! (ML) Pre-registration is not required. All ML participants are automatically enrolled.	S: Grand Ballroom
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5	4:40 pm-5:40 pm	BPA University: AA#3: A Complete Web Authoring Solution with no Code, Adobe Muse: Presented by Dan Armstrong, Adobe Education Leader	S: Commonwealth
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5	5:00 pm-6:00 pm	National Officer Candidate Social	S: National Officer Team Suite
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5	5:30 pm-6:30 pm	Intern Orientation	S: Back Bay Ballroom B
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5	6:30 pm-7:30 pm	State Meetings	
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		Alaska	S: Gardner
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		Illinois	S: Independence Ballroom
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		Ohio	CC: Room 309
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		Massachusetts	Marriott: Salon Ballroom H-K
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		Michigan	CC: Room 304
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		Minnesota-S	S: Back Bay Ballroom C
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		Montana	Westin: St. George Ballroom
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5	7:00 pm-8:00 pm	Parliamentary Procedure Team Objective Event (S)	S: Republic Ballroom
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5	7:00 pm-8:00 pm	AICPA Advisor Dessert Reception: Pre-Registration and Ticket are Required-Sponsored by AICPA	S: Liberty Ballroom
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5	8:30 pm-10:00 pm	Opening General Session	Hynes Convention Center Arena
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5	10:00 pm-11:00 pm	State Meetings	
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		Delaware	S: Back Bay Ballroom C
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		Florida	Marriott: Wellesley
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		Idaho	Hynes CC: Room 309
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		Indiana	S: Independence Ballroom
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		Iowa-S	Hynes CC: Room 311
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		Iowa-PS	Hynes CC: Room 312
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		Kansas	Marriott: Suffolk
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		Minnesota-PS	Marriott: Provincetown
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		New Mexico	Hynes CC: Room 304
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		Oklahoma	Marriott: Salon Ballroom H-K
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		Puerto Rico	Westin: St. George Ballroom A
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		South Carolina	Westin: St. George Ballroom B
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		Texas	S: Grand Ballroom
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Thursday, May 5		Wisconsin	Westin: St. George Ballroom C/D
<u>SECONDARY DIVISION</u>	Thursday, May 5	Midnight	Curfew (Secondary & Middle Level)	
<u>AMBASSADOR AWARD RECIPIENTS</u>	Friday, May 6	6:30 am-5:00 pm	Competitive Events Center/Test Distribution	S: Back Bay Ballroom D
<u>POST-SECONDARY DIVISION AWARD RECIPIENTS</u>	Friday, May 6	7:00 am-8:00 am	Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	S: Back Bay Ballroom B
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Friday, May 6	7:00 am-8:00 am	Intern Orientation Meeting	S: Liberty Ballroom B/C
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Friday, May 6	7:00 am-9:00 am	Federal Income Tax Accounting (PS)	S: Back Bay Ballroom C
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Friday, May 6	7:00 am-10:00 am	Fundamental Accounting (S)	S: Back Bay Ballroom C
<u>2016 NATIONAL HONOR ADVISOR 5 YEARS OF SERVICE</u>	Friday, May 6	7:00 am-10:00 am		Hynes CC Hall D

<u>AWARD RECIPIENTS</u>			PC Servicing & Troubleshooting/MTA Windows OS Fundamentals (S/PS)	
<u>MIDDLE LEVEL DIVISION</u>	Friday, May 6		Fundamentals of Web Design/MTA HTML5 Application Developer Fundamentals (S/PS)	Hynes CC Hall D
<u>AMBASSADOR</u>	Friday, May 6	7:00 am-5:00 pm	Registration/Information Desk	S: Second Floor Foyer
<u>AWARD RECIPIENTS</u>	Friday, May 6		Finance Desk	S: Second Floor Foyer
<u>JACKLYN J. SCHILLER</u>	Friday, May 6		Tour Desk	S: Second Floor Foyer
<u>RONALD DRAAYER</u>	Friday, May 6	7:30 am-8:00 am	Conference Headquarters	S: Second Floor Foyer
<u>SANDRA BAIN</u>	Friday, May 6	7:00 am-9:00 am	Placement Committee Meeting	
<u>2015 QUALITY CHAPTER RECIPIENTS</u>	Friday, May 6	8:00 am-9:00 am	Personal Financial Management (S/PS)	S: Republic Ballroom
<u>NATIONAL OFFICER FOR A DAY</u>	Friday, May 6	8:00 am-9:00 am	Administrator's/Proctor's/Grader's Orientation	S: Berkeley
<u>NLC PARTNERS</u>	Friday, May 6		Emblem Building Competition Final Round (top entry from each Preliminary Section invited)	S: Beacon H
<u>NLC OPPORTUNITIES</u>	Friday, May 6	8:00 am-10:00 am	Video Production Team (PS)	S: Hampton B
<u>SPONSOR BPA U</u>	Friday, May 6	8:00 am-12:00 pm	Computer Modeling (S)	
<u>NLC ACADEMY</u>	Friday, May 6		Section 1	S: Clarendon A
<u>EXHIBIT AT NLC</u>	Friday, May 6		Section 2	S: Clarendon B
<u>SPONSOR WALK</u>	Friday, May 6		Digital Media Production (PS)	S: Franklin
<u>COMPETITIVE EVENTS</u>	Friday, May 6		Digital Media Production (S)	
<u>SPONSOR DAY OF SERVICE</u>	Friday, May 6		Section 1	S: Jefferson
<u>NLC RECEPTIONS</u>	Friday, May 6		Section 2	S: Kent
<u>SPONSOR WORLD RECORD ATTEMPT</u>	Friday, May 6		Section 3	S: Boardroom
<u>JUDGE AT NLC</u>	Friday, May 6		Section 4	S: Conference Room
<u>2016 NATIONAL LEADERSHIP CONFERENCE SPONSORS</u>	Friday, May 6		Contemporary Issues (PS)	
<u>PAST/FUTURE NLCs</u>	Friday, May 6		Preparation	S: Fairfax A
<u>FUTURE NLC SITES AND DATES</u>	Friday, May 6		Presentation	S: Fairfax B
<u>POST-CONFERENCE LINKS</u>	Friday, May 6		Extemporaneous Speech (ML)	
<u>PAST NLC SITES</u>	Friday, May 6		Preparation	S: Gardner A
	Friday, May 6		Presentation	S: Gardner B
	Friday, May 6		Extemporaneous Speech (S)	
	Friday, May 6		Preparation Sections 1-3	S: Dalton
	Friday, May 6		Section 1	S: Exeter A
	Friday, May 6		Section 2	S: Exeter B
	Friday, May 6		Section 3	S: Hampton A
	Friday, May 6		Graphic Design Promotion (ML)	S: Arnold Arboretum
	Friday, May 6		Graphic Design Promotion (PS)	S: Jamaica Pond
	Friday, May 6		Graphic Design Promotion (S)	
	Friday, May 6		Section 1	S: Olmsted
	Friday, May 6		Section 2	S: Riverway
	Friday, May 6		Section 3	S: The Fens
	Friday, May 6		Section 4	S: Public Gardens
	Friday, May 6		Section 5	S: Boston Common
	Friday, May 6		Introduction to Video Production Team (ML)	S: Forest Hills
	Friday, May 6		Presentation Management Individual (PS)	Hynes Meeting Room 305
	Friday, May 6		Presentation Management Individual (S)	
	Friday, May 6		Section 1	CC: Hynes Meeting Room 306
	Friday, May 6		Section 2	Hynes Meeting Room 307
	Friday, May 6		Section 3	Hynes Meeting Room 308
	Friday, May 6		Section 4	Hynes Meeting Room 309
	Friday, May 6		Video Production Team (S)	
	Friday, May 6		Section 1	Hynes Meeting Room 302
	Friday, May 6		Section 2	Hynes Meeting Room 303
	Friday, May 6		Section 3	Hynes Meeting Room 304
	Friday, May 6		College Fair	S: Constitution Foyer
	Friday, May 6		National Leadership Academy (S/PS)	S: Grand Ballroom
	Friday, May 6	9:00 am-9:50 am	BPA University: SMM #1: Social Media 101: Presented by Social Assurity	S: Berkeley
	Friday, May 6		Open Events	
	Friday, May 6		Administrative Support Concepts (S/PS)	S: Republic Ballroom
	Friday, May 6		Business Meeting Management Concepts (S/PS)	
	Friday, May 6		Computer Programming Concepts (S/PS)	
	Friday, May 6		Financial Math & Analysis (S/PS)	
	Friday, May 6	9:00 am-5:00 pm (Last exam administered at 4:30 pm)	Information Technology Concepts (S/PS)	
	Friday, May 6		Management/Marketing/Human Resources Concepts (S/PS)	
	Friday, May 6		Parliamentary Procedure Concepts (S/PS)	
	Friday, May 6		Project Management Concepts (PS)	
	Friday, May 6		Business Math Concepts (ML)	
	Friday, May 6		Business Communication Skills Concepts (ML)	
	Friday, May 6		Business Fundamentals Concepts (ML)	
	Friday, May 6		Computer Literacy Concepts (ML)	
	Friday, May 6		Merit Scholar	
	Friday, May 6	9:00 am-10:00 am	BPA University: How the Market Works Winners Forum: Presented by and Sponsored by How the Market Works	S: Independence Ballroom

Friday, May 6	9:00 am-10:30 am	Post-Secondary Candidate Interviews	
Friday, May 6	9:00 am-3:00 pm	Intern Desk	
Friday, May 6	9:00 am-5:00 pm	Grading Room	S: Second Floor Foyer
Friday, May 6	9:30 am-11:30 am	College Payroll Accounting (PS)	S: Back Bay Ballroom A
Friday, May 6		Payroll Accounting (S)	S: Back Bay Ballroom C
Friday, May 6	10:00 am-10:50 am	BPA University: BPA Boot Camp: Presented by the 2015-2016 National Officer Team Session	S: Back Bay Ballroom C
Friday, May 6	10:00 am-2:00 pm	50th: Legacy Open Events (Shorthand, Typing)	S: Independence Ballroom
Friday, May 6	10:30 am-12:30 pm	C++ Programming (S/PS)	S: Liberty B/C
Friday, May 6	10:30 am-1:30 pm	Advanced Word Processing/MOS Word Core Exam 2013 (S/PS)	S: Commonwealth
Friday, May 6		Network Administration Using Microsoft/MTA Networking Fundamentals (S/PS)	Hynes Convention Center Hall D
Friday, May 6		Placement Committee Meeting	Hynes Convention Center Hall D
Friday, May 6	11:00 am-11:50 am	BPA University: SMM #2: Building a Positive Digital Reputation: Presented by Social Assurity	S: Berkeley
Friday, May 6	12:00 pm-12:50 pm	BPA University: Millennial's Rising: Generational Impact in the Classroom: Presented by CharMaine Hines, Ed.S, Vice Chancellor, Academic Accountability & Policy, Eastern Michigan University	S: Berkeley
Friday, May 6	12:00 pm-1:00 pm	Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	S: Berkeley
Friday, May 6	12:00 pm-2:00 pm	Advanced Accounting (S)	S: Back Bay Ballroom B
Friday, May 6		Advanced College Accounting (PS)	S: Back Bay Ballroom C
Friday, May 6	12:00 pm-4:00 pm	NLC Exhibitors Showcase-Pick up your NLC Pin Here!	S: Back Bay Ballroom C
Friday, May 6	12:30 pm-2:00 pm	National Honor Awards Session	S: Constitution Ballroom
Friday, May 6	1:00 pm-1:50 pm	BPA University: SMM #3: Using Social Media to Network: Presented by Social Assurity	Hynes Convention Center Arena
Friday, May 6	1:00 pm-3:00 pm	JAVA Programming (S/PS)	S: Berkeley
Friday, May 6	1:00 pm-5:00 pm	Advanced Interview Skills (PS)	S: Commonwealth
Friday, May 6		Advanced Interview Skills (S)	S: Beacon F
Friday, May 6		Section 1	
Friday, May 6		Section 2	S: Beacon A
Friday, May 6		Section 3	S: Beacon B
Friday, May 6		Section 4	S: Beacon C
Friday, May 6		Broadcast News Production Team (S)	
Friday, May 6		Section 1	S: Beacon D
Friday, May 6		Section 2	S: Beacon E
Friday, May 6		Entrepreneurship Exploration (ML)	S: Clarendon A
Friday, May 6		Entrepreneurship (PS)	S: Clarendon B
Friday, May 6		Entrepreneurship (S)	
Friday, May 6		Section 1	S: Jefferson
Friday, May 6		Section 2	S: Kent
Friday, May 6		Section 3	S: Boardroom
Friday, May 6		Section 4	S: Conference Room
Friday, May 6		Ethics & Professionalism (PS)	
Friday, May 6		Preparation	S: Fairfax A
Friday, May 6		Presentation	S: Fairfax B
Friday, May 6		Computer Animation Team (S)	
Friday, May 6		Section 1	Hynes CC Meeting Room 307
Friday, May 6		Section 2	Hynes CC Meeting Room 308
Friday, May 6		Section 3	Hynes CC Meeting Room 309
Friday, May 6		Presentation Management Team (ML)	Hynes CC Meeting Room 306
Friday, May 6		Presentation Management Team (PS)	Hynes CC Meeting Room 302
Friday, May 6		Presentation Management Team (S)	
Friday, May 6		Section 1	Hynes CC Meeting Room 303
Friday, May 6		Section 2	Hynes CC Meeting Room 304
Friday, May 6		Section 3	Hynes CC Meeting Room 305
Friday, May 6		Small Business Management Team (PS)	
Friday, May 6		Preparation	S: Arnold Arboretum
Friday, May 6		Presentation	S: Jamaica Pond
Friday, May 6		Small Business Management Team (S)	
Friday, May 6		Preparation Sections 1-4	S: Riverway
Friday, May 6		Section 1	S: Olmsted
Friday, May 6		Section 2	S: The Fens
Friday, May 6		Section 3	S: Public Garden
Friday, May 6		Section 4	S: Boston Common
Friday, May 6		Written Event Conflict Room	S: Gardner
Friday, May 6	2:00 pm-2:50 pm	BPA University: SMM #4: Creating Your Digital Profile for College and Job Search: Presented by Social Assurity	S: Berkeley
Friday, May 6	2:00 pm-5:00 pm	Integrated Office Applications/MOS PowerPoint 2013 (S/PS)	Hynes CC Hall D
Friday, May 6		Computer Security/MTA Security Fundamentals (S/PS)	Hynes CC Hall D
Friday, May 6		Visual Basic/C# Programming/MTA Software Development Fundamentals (S/PS)	Hynes CC Hall D
Friday, May 6	2:30 pm-3:30 pm	Banking & Finance (S/PS)	S: Back Bay Ballroom C
Friday, May 6	2:30 pm-4:30 pm	College Accounting (PS)	S: Back Bay Ballroom C

Friday, May 6	3:30 pm-4:30 pm	Secondary Division Campaign Rally Set-Up	S: Independence Ballroom
Friday, May 6	5:00 pm-7:00 pm	Managerial Accounting (PS)	S: Back Bay Ballroom C
Friday, May 6	5:00 pm-7:00 pm	Secondary Division Business Meeting	S: Grand Ballroom
Friday, May 6		Secondary Division Campaign Rally	S: Independence Ballroom
Friday, May 6	5:30 pm-8:30 pm	Advanced Spreadsheet Applications/MOS Excel Core Exam 2013 (S/PS)	Hynes CC Hall D
Friday, May 6		Database Applications/MOS Access 2013 (S/PS)	Hynes CC Hall D
Friday, May 6		Computer Network Technology/MTA Networking Fundamentals (S/PS)	Hynes CC Hall D
Friday, May 6	6:00 pm-10:00 pm	BPA University: AICPA Bank On It Tournament: Presented by AICPA and Sponsored by Start Here, Go Places.	S: Republic Ballroom
Friday, May 6	6:30 pm-7:30 pm	Post-Secondary Division Campaign Rally Set-Up	S: Back Bay Ballroom C/D
Friday, May 6	8:00 pm-10:30 pm	Post-Secondary Division Business Meeting	S: Back Bay Ballroom C/D
Friday, May 6		Post-Secondary Division Campaign Rally	S: Back Bay Ballroom C/D
Friday, May 6		Post-Secondary Caucus	
Friday, May 6		Idaho	S: Beacon B
Friday, May 6		Indiana	S: Fairfax B
Friday, May 6		Iowa	S: Beacon C
Friday, May 6		Kansas	S: Berkeley
Friday, May 6		Michigan	S: Beacon E
Friday, May 6		Minnesota	S: Beacon F
Friday, May 6		Montana	S: Fairfax A
Friday, May 6		Ohio	S: Beacon H
Friday, May 6		Oklahoma	S: Beacon G
Friday, May 6		Texas	S: Beacon A
Friday, May 6		Wisconsin	S: Beacon D
Friday, May 6	8:30 pm-10:30 pm	Secondary State Caucus	
Friday, May 6		Alaska	S: Olmsted
Friday, May 6		Delaware	S: Arnold Arboretum
Friday, May 6		Florida	S: Jamaica Pond
Friday, May 6		Florida Associate	S: Forest Hills
Friday, May 6		Idaho	S: Riverway
Friday, May 6		Illinois	S: Fens
Friday, May 6		Indiana	S: Public Garden
Friday, May 6		Iowa	S: Boston Common
Friday, May 6		Kansas	S: Gardner
Friday, May 6		Massachusetts	S: Hampton
Friday, May 6		Michigan	S: Jefferson
Friday, May 6		Minnesota	S: Clarendon
Friday, May 6		Montana	S: Dalton
Friday, May 6		New Mexico	S: Exeter
Friday, May 6		Ohio	S: Liberty Ballroom B/C
Friday, May 6		Oklahoma	S: Kent
Friday, May 6		South Carolina	S: Franklin
Friday, May 6		Texas	S: Commonwealth
Friday, May 6	11:00 pm-11:30 pm	Candidate Selection Committee Meeting	
Friday, May 6	Midnight	Curfew (Secondary & Middle Level)	
Saturday, May 7	6:30 am-7:00 pm	Competitive Events Center/Test Distribution	S: Back Bay Ballroom D
Saturday, May 7	7:00 am-8:00 am	Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	S: Back Bay Ballroom B
Saturday, May 7		Intern Orientation (S/PS)	S: Back Bay Ballroom A
Saturday, May 7	7:00 am-5:00 pm	Registration/Information Desk	S: Second Floor Foyer
Saturday, May 7		Finance Desk	S: Second Floor Foyer
Saturday, May 7		Tour Desk	S: Second Floor Foyer
Saturday, May 7		Conference Headquarters	S: Second Floor Foyer
Saturday, May 7		Broadcast News Production Team Finals (S) (Students will complete projects 7 am-10 am)	S: Fairfax
Saturday, May 7	8:00 am-9:30 am	Intermediate Word Processing (S/PS)	Hynes CC Hall D
Saturday, May 7		Medical Office Procedures (S/PS)	Hynes CC Hall D
Saturday, May 7		Spreadsheet Applications (ML)	Hynes CC Hall D
Saturday, May 7	8:00 am-10:00 am	Financial Analyst Team (PS)	S: Independence Ballroom East
Saturday, May 7		Financial Analyst Team (S)	S: Independence Ballroom West
Saturday, May 7	8:00 am-11:00 am	Post-Secondary Candidate Interviews	
Saturday, May 7	8:00 am-12:00 pm	Administrative Support Research Project (S)	
Saturday, May 7		Section 1	S: Boston Common
Saturday, May 7		Section 2	S: Forest Hills
Saturday, May 7		Section 3	S: Franklin
Saturday, May 7		Economic Research Team (S)	
Saturday, May 7		Section 1	S: Beacon D
Saturday, May 7		Section 2	S: Beacon E
Saturday, May 7		Section 3	S: Beacon F
Saturday, May 7		Human Resource Management (PS)	

Saturday, May 7	Preparation	S: Exeter A
Saturday, May 7	Presentation	S: Exeter B
Saturday, May 7	Human Resource Management (S)	
Saturday, May 7	Preparation Sections 1-4	S: Beacon D
Saturday, May 7	Section 1	S: Gardner A
Saturday, May 7	Section 2	S: Gardner B
Saturday, May 7	Section 3	S: Hampton A
Saturday, May 7	Section 4	S: Hampton B
Saturday, May 7	Parliamentary Procedure Team (S)	
Saturday, May 7	Preparation Section 1	S: Berkeley A
Saturday, May 7	Presentation Section 1	S: Berkeley B
Saturday, May 7	Preparation Section 2	S: Clarendon A
Saturday, May 7	Presentation Section 2	S: Clarendon B
Saturday, May 7	Preparation Section 3	S: Dalton A
Saturday, May 7	Presentation Section 3	S: Dalton B
Saturday, May 7	Web Site Design Team (ML)	S: Arnold Arboretum
Saturday, May 7	Web Site Design Team (PS)	S: Jamaica Pond
Saturday, May 7	Web Site Design Team (S)	
Saturday, May 7	Section 1	S: Riverway
Saturday, May 7	Section 2	S: The Fens
Saturday, May 7	Section 3	S: Public Garden
Saturday, May 7	Leadership Academy (S/PS)	S: Grand Ballroom
Saturday, May 7	50th: State Scrapbook People's Choice Contest (Set-up time: 7:30 am-8:00 am)	S: Second Floor Foyer
Saturday, May 7	8:00 am-5:00 pm (Last exam administered at 4:30 pm)	
Saturday, May 7	Open Events	S: Republic Ballroom
Saturday, May 7	Administrative Support Concepts (S/PS)	
Saturday, May 7	Business Meeting Management (S/PS)	
Saturday, May 7	Computer Programming Concepts (S/PS)	
Saturday, May 7	Financial Math & Analysis (S/PS)	
Saturday, May 7	Information Technology Concepts (S/PS)	
Saturday, May 7	Management/Marketing/Human Resources Concepts (S/PS)	
Saturday, May 7	Parliamentary Procedure Concepts (S/PS)	
Saturday, May 7	Project Management Concepts (PS)	
Saturday, May 7	Business Math Concepts (ML)	
Saturday, May 7	Business Communication Skills Concepts (ML)	
Saturday, May 7	Business Fundamentals Concepts (ML)	
Saturday, May 7	Computer Literacy Concepts (ML)	
Saturday, May 7	Merit Scholar	
Saturday, May 7	Written Event Conflict Room	S: Olmsted
Saturday, May 7	8:00 am-12:00 pm Day of Service	
Saturday, May 7	A Million Thanks	S: Beacon A
Saturday, May 7	American Heart Association	S: Beacon B
Saturday, May 7	American Red Cross Blood Drive (8:00 am-1:00 pm)	S: Back Bay Ballroom C
Saturday, May 7	Freerice.com	S: Beacon C
Saturday, May 7	Girl's Inc. Care Packages	S: Beacon F
Saturday, May 7	NOYS	S: Beacon G
Saturday, May 7	Special Olympics: Chain of Love	S: Beacon H
Saturday, May 7	9:00 am-9:50 am BPA University: How to Design in a Mobile World: Presented by Dan Armstrong, Adobe Education Leader	S: Liberty Ballroom
Saturday, May 7	9:00 am-3:00 pm Intern Desk	S: Second Floor Foyer
Saturday, May 7	9:00 am-5:00 pm Grading Room	S: Back Bay Ballroom A
Saturday, May 7	10:00 am-11:30 am Legal Office Procedures (S/PS)	Hynes CC Hall D
Saturday, May 7	10:00 am-12:00 pm Fundamental Desktop Publishing (S/PS)	Hynes CC Hall D
Saturday, May 7	NLC Pin & T-Shirt Pick Up Available	S: Registration Desk
Saturday, May 7	12:00 pm-1:00 pm Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	S: Back Bay Ballroom B
Saturday, May 7	12:00 pm-1:30 pm 50th: Legends and Leaders Luncheon	S: Constitution Ballroom
Saturday, May 7	12:30 pm-1:30 pm Placement Committee Meeting	
Saturday, May 7	12:30 pm-2:30 pm Advanced Office Systems & Procedures (S/PS)	Hynes CC Hall D
Saturday, May 7	10:00 am-12:00 pm Basic Office Systems & Procedures (S/PS)	Hynes CC Hall D
Saturday, May 7	12:30 pm-2:30 pm Digital Publishing (S/PS)	Hynes CC Hall D
Saturday, May 7	Fundamental Word Processing (S/PS)	Hynes CC Hall D
Saturday, May 7	Keyboarding Production (ML)	Hynes CC Hall D
Saturday, May 7	1:00 pm-1:50 pm BPA University: The Creative Cloud Road Trip: Presented by Dan Armstrong, Adobe Education Leader	S: Liberty Ballroom
Saturday, May 7	1:00 pm-5:00 pm Economic Research Individual (S)	
Saturday, May 7	Section 1	S: Exeter A
Saturday, May 7	Section 2	S: Exeter B
Saturday, May 7	Section 3	S: Conference Room

Saturday, May 7		Global Marketing Team (S)	
Saturday, May 7		Section 1	S: Arnold Arboretum
Saturday, May 7		Section 2	S: Jamaica Pond
Saturday, May 7		Section 3	S: Riverway
Saturday, May 7		Interview Skills (PS)	
Saturday, May 7		Section 1	S: Berkeley A
Saturday, May 7		Section 2	S: Berkeley B
Saturday, May 7		Interview Skills (S)	
Saturday, May 7		Section 1	S: Gardner A
Saturday, May 7		Section 2	S: Gardner B
Saturday, May 7		Section 3	S: Hampton A
Saturday, May 7		Section 4	S: Hampton B
Saturday, May 7		Network Design Team (PS)	
Saturday, May 7		Preparation	S: Beacon D
Saturday, May 7		Presentation	S: Beacon E
Saturday, May 7		Network Design Team (S)	
Saturday, May 7		Preparation Sections 1-2	S: Jefferson
Saturday, May 7		Section 1	S: Kent
Saturday, May 7		Section 2	S: Boardroom
Saturday, May 7		Prepared Speech (ML)	S: The Fens
Saturday, May 7		Prepared Speech (PS)	S: Public Garden
Saturday, May 7		Prepared Speech (S)	
Saturday, May 7		Section 1	S: Boston Common
Saturday, May 7		Section 2	S: Forest Hills
Saturday, May 7		Section 3	S: Franklin
Saturday, May 7	1:30 pm-2:30 pm	BPA National Showcase & Fair Trade Challenge Set-Up	S: Grand Ballroom
Saturday, May 7	2:00 pm-2:50 pm	BPA University: 3D Animated Characters in Less than 10 Minutes: Presented by Dan Armstrong, Adobe Education Leader	S: Liberty Ballroom B/C
Saturday, May 7	2:00 pm-3:00 pm	Administrators/Proctors/Graders Orientation	S: Independence Ballroom
Saturday, May 7	2:00 pm-5:00 pm	NAP Certification Exam	S: Beacon A
Saturday, May 7	2:30 pm-5:30 pm	BPA National Showcase & Fair Trade Challenge	S: Grand Ballroom
Saturday, May 7	3:00 pm-4:00 pm	Financial Literacy (ML)	Hynes CC Hall D
Saturday, May 7		Systems Administration Using Cisco (S/PS)	Hynes CC Hall D
Saturday, May 7		SQL Database Fundamentals (S/PS)	Hynes CC Hall D
Saturday, May 7	4:30 pm-6:30 pm	Fundamental Spreadsheet Applications (S/PS)	Hynes CC Hall D
Saturday, May 7		Administrative Support Team (S/PS)	Hynes CC Hall D
Saturday, May 7	5:00 pm-6:00 pm	Walk for Special Olympics (Departs from the Sheraton Boston)	
Saturday, May 7	6:00 pm-10:00 pm	50th: BPA Celebrates Fifty Years!!! The Golden Celebration at Fenway Park	Fenway Park
Sunday, May 8	6:00 am-12:00 pm	Competitive Events Center/Test Distribution	S: Back Bay Ballroom D
Sunday, May 8	7:00 am-8:00 am	Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	S: Back Bay Ballroom B
Sunday, May 8	7:00 am-12:00 pm	Grading Room	S: Back Bay Ballroom A
Sunday, May 8	7:00 am-12:00 pm	Registration/Information Desk	S: Second Floor Foyer
Sunday, May 8		Finance Desk	S: Second Floor Foyer
Sunday, May 8		Tour Desk	S: Second Floor Foyer
Sunday, May 8		Conference Headquarters	S: Second Floor Foyer
Sunday, May 8	7:30 am-12:00 pm	Extemporaneous Speech Finals (S)	
Sunday, May 8		Preparation	S: Beacon A
Sunday, May 8		Presentation	S: Beacon B
Sunday, May 8		Human Resource Management Finals (S)	
Sunday, May 8		Preparation	S: Beacon C
Sunday, May 8		Presentation	S: Beacon D
Sunday, May 8		Network Design Team Finals (S)	
Sunday, May 8		Preparation	S: Beacon E
Sunday, May 8		Presentation	S: Beacon F
Sunday, May 8		Parliamentary Procedure Team (S)	
Sunday, May 8		Preparation	S: Fairfax A
Sunday, May 8		Presentation	S: Fairfax B
Sunday, May 8		Small Business Management Team Finals (S)	
Sunday, May 8		Preparation	S: Gardner A
Sunday, May 8		Presentation	S: Gardner B
Sunday, May 8	7:00 am-5:00 pm	Certiport Open Certification Lab	S: Republic Ballroom
Sunday, May 8	8:00 am-9:00 am	Computer Security--Application Event (S)	S: Back Bay Ballroom C
Sunday, May 8		PC Servicing and Troubleshooting--Application Event (PS)	S: Back Bay Ballroom C
Sunday, May 8		Systems Administration Using Cisco--Application Event (PS)	S: Back Bay Ballroom C
Sunday, May 8	8:00 am-12:00 pm	Administrative Support Research Project Finals (S)	S: Berkeley A
Sunday, May 8		Advanced Interview Skills Finals (S)	S: Berkeley B
Sunday, May 8		Computer Animation Team (S)	S: Clarendon A
Sunday, May 8		Computer Modeling (S)	S: Clarendon B
Sunday, May 8		Digital Media Production Finals (S)	S: Dalton A
Sunday, May 8		Economic Research Individual Finals (S)	S: Dalton B
Sunday, May 8		Economic Research Team Finals (S)	S: Exeter A

Sunday, May 8		Entrepreneurship Finals (S)	S: Exeter B
Sunday, May 8		Financial Analyst Team Finals (PS)	S: Hampton A
Sunday, May 8		Financial Analyst Team Finals (S)	S: Hampton B
Sunday, May 8		Global Marketing Team Finals (S)	S: Kent
Sunday, May 8		Graphic Design Promotion Finals (S)	S: Jefferson
Sunday, May 8		Interview Skills Finals (PS)	S: Conference Room
Sunday, May 8		Interview Skills Finals (S)	S: Boardroom
Sunday, May 8		Prepared Speech Finals (S)	S: Liberty A
Sunday, May 8		Presentation Management Individual Finals (S)	S: Liberty B
Sunday, May 8		Presentation Management Team Finals (S)	S: Liberty C
Sunday, May 8		Video Production Team Finals (S)	S: Constitution A
Sunday, May 8		Web Site Design Team Finals (S)	S: Constitution B
Sunday, May 8	9:30 am-10:30 am	Computer Security-Application Event (PS)	S: Back Bay Ballroom C
Sunday, May 8		PC Servicing and Troubleshooting-Application Event (S)	S: Back Bay Ballroom C
Sunday, May 8		Systems Administration Using Cisco-Application Event (S)	S: Back Bay Ballroom C
Sunday, May 8	10:00 am-10:50 am	BPA University: From BPA to Career Pathways: Presented by the National Alumni Division	S: Commonwealth
Sunday, May 8	10:00 am-11:00 am	National Officer Reception	S: National Officer Team Suite
Sunday, May 8	12:30 pm-2:00 pm	Alumni Division Meeting	S: Commonwealth
Sunday, May 8	1:00 pm-2:00 pm	Virtual-Event Forum (all virtual participants are invited)	S: Back Bay Ballroom B
Sunday, May 8	2:00 pm-3:00 pm	Joint CEAC/SAAC Meeting	S: Independence Ballroom West
Sunday, May 8	2:00 pm-4:00 pm	Contest Review-Drop in as needed between 2 pm and 4 pm to review the contest of your choice	S: Back Bay Ballroom D
Sunday, May 8	3:00 pm-4:00 pm	SAAC Meeting	S: Independence Ballroom West
Sunday, May 8		CEAC Meeting	S: Independence Ballroom East
Sunday, May 8	4:30 pm-5:30 pm	National Golden Reception (by Invitation)	Lawson/McKinstry
Sunday, May 8	6:00 pm-8:00 pm	Awards General Session - Post-Secondary Division	Hynes CC Center Arena
Sunday, May 8	8:30 pm-11:30 pm	Awards General Session - Secondary/Middle Division	Hynes CC Center Arena
Sunday, May 8	immediately following S/ML Awards Session	New National Officer Team Meeting	
Sunday, May 8	Midnight	Curfew (Secondary & Middle Level)	
Monday, May 9	7:00 am-8:00 am	Board of Trustee's Meeting	S: Dalton
	9:00 am-11:00 am	Corporate Meeting	S: Gardner
	11:00 am-12:00 pm	New Board of Trustee's Meeting	S: Dalton

**MULLIGAN’S BUILDING MAINTENANCE LLC
CONTRACT RENWAL**

BACKGROUND

See attached memo from Jerry Oley for details.

ENCLOSURE

Memo from Mr. Oley

RECOMMENDATION

Move to approve the three year contract extension for custodial service for Mulligan’s Building Maintenance LLC effective for the start of the 2016/17 school year.

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

www.monroe.k12.mi.us

4920 W. Albain Rd., Monroe, MI 48161

Operations

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

Jerry Oley
Director of Operations

Tim Salenbien
Custodial/Maintenance Supervisor

Shelley Cormier
Transportation Supervisor

Transportation

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

April 8, 2016

To: Board of Education
Monroe Public Schools

From: Jerry Oley
Director of Operations

Re: Mulligan's Building Maintenance LLC

The proposal of the following items are to be effective for the start of 2016/17 school year:

- 1) Three (3) year contract renewal.
- 2) Freeze first year of custodial rate.
- 3) 1.5% increase of custodial rate for the second and third years.
- 4) Increase of supervisor rate to \$19.50 per hour due to the increase of employees on all shifts.
- 5) Renegotiation of agreed contract if contracted employees reaches over 50 due to health care costs. Provisions for renegotiation must include a 60 day notice.

It is my recommendation that the custodial service proposal be awarded to Mulligan's Building Maintenance LLC. effective for the 2016/17 school year.

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.

TURF AND GROUND CHEMICALS

BACKGROUND

See attached memo from Jerry Oley for details.

ENCLOSURES

Memo from Mr. Oley
Quotes from Jack’s Lawn Service and Site One Landscape Supply

RECOMMENDATION

Move to accept the bid of \$7,657.46 from John Deere Landscapes (Site One) of Taylor, Michigan, for the purchase of turf and ground chemicals. 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	_____	_____	_____	_____



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Director of Operations

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Transportation Supervisor

Transportation

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

April 8, 2016

To: Board of Education
Monroe Public Schools

From: Jerry Oley
Director of Operations

Re: Turf and Grounds Chemicals

Bids were requested from five companies for various grounds care chemicals. Companies were instructed to bid comparable products to those requested. Two complete bids were returned.

Bid Summary is as follows:

Jacks Lawn Service Monroe, MI	\$7,742.50
----------------------------------	------------

John Deere Landscapes (Site One) Taylor, MI	\$7,657.46
--	------------

It is my recommendation that John Deere Landscapes (Site One) of Taylor, MI be awarded the bid for turf and grounds chemicals for \$7,657.46. This company provided us with our chemicals last school year.

Funds for turf and grounds chemicals will be taken from the Operations budget.

If you need further information, please let me know.

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PG 1 of 2
 TO: TIA SALEN BLEN
 FROM: JACK STURN

MONROE PUBLIC SCHOOLS
 Operations Department
 4920 W. Albin Rd.
 Monroe, MI 48161

Quotation Proposal

Project: Turf Treatments for Monroe Public Schools District Grounds

Bid Due No later than 2:00 p.m. Friday, April 1, 2016

Proposal to complete the following work on above mentioned project, furnishing all labor, material, equipment and insurance per attached specifications.

TEH 1	Signature 0-0-7+Merit	65 - 50 lb bags x \$ <u>17.50</u> = \$ <u>1137.50</u>
		Price/bag Total
TEH 2	ProDeuce Herbicide	40 ^{25-16oz} 25 - 2.5 gal x \$ <u>74.00</u> = \$ <u>1850.</u>
		Price/bag Total
TEH 3-4	Prospect 6-0-1 SEE CHANGE ^{ITEM 304}	10 - 2.5 gal x \$ <u>110.-</u> = \$ <u>1110.-</u>
		Price/bag Total
TEH 5	Sports Turf Grass Mix SEE CHANGE	15 - 50 lb bags x \$ <u>103.00</u> = \$ <u>1545.00</u>
		Price/bag Total
TEH 6	Stadium Grass Mix SEE CHANGE	15 - 50 lb bags x \$ <u>100.-</u> = \$ <u>1500.-</u>
		Price/bag Total
TEH 8	Chlorpyrifos G.Pro - SEE CHANGE	10 ^{20-25lb bag} 10 - 50 lb bags x \$ <u>30.</u> = \$ <u>600.-</u>
		Price/bag Total

ALL QUOTES MUST INCLUDE SHIPPING

GRAND TOTAL ALL for the sum of \$ 7742.50

Monroe Public Schools reserves the right to reject any or all bids and to waive any irregularity in the bidding or in the bidding process and accept the bid which is the most advantageous to MONROE PUBLIC SCHOOLS.

NAME OF COMPANY JACK'S LAWN SERVICE INC
 ADDRESS 15550 GARDEN STONE DR
 CITY Monroe STATE MICH ZIP 48161
 CONTACT PERSON JACK STURN
 TELEPHONE 734 243 3382 FAX 734 243 3370
 SIGNATURE OF RESPONSIBLE PARTY [Signature]

Quotation



Stranger Together

Taylor MI #61
 22600 Pennsylvania Rd
 Taylor, MI 48180-5272
 W: (734)284-8314

Bill To:

Monroe Public Schools Accts
 Pay/Business (#184466)
 PO Box 733
 Monroe, MI 48161-0733
 W: (734)265-3335

Ship To:

Monroe Public Schools Accts
 Pay/Business (#184466)
 PO Box 733
 Monroe, MI 48161-0733
 W: (734)265-3335

Created	Quote#	Due Date	Expected Award Date	Expiration Date
03/11/2016	2598888	04/11/2016	04/11/2016	04/11/2016

Printed	Job Name	Job Description	Job Start Date
03/25/2016 08:21:50			04/11/2016

Line #	Item #	Item Desc	Qty	Unit Price	Extended Price
1	10283041	Produce Herbicide 1 Gal <i>Item Note:</i> 25 one gallon containers instead of ten 2.5 gal containers.	25	65.000	1,625.00
2	082021	Merit 0.2% 0-0-7 (Revised)	65	16.260	1,056.25
3	20-04-250	Estate Eagle Plus Blue Mix <i>Item Note:</i> 75% (3 types) Perennial Rye/25% (1 type) Kentucky blue	15	80.000	1,200.00
4	20-10-090	Turf-Turf Seed Mix <i>Item Note:</i> 10% Kentucky blue/90% Turf Type Tall Fescue. Excellent mix for between hash marks on football field or in goal mouth for soccer fields. Durable and drought tolerant.	15	75.000	1,125.00
5	20-11-250	All Pro Transition Tall Fescue Blend <i>Item Note:</i> 100% Turf Type Tall Fescue blend	15	70.000	1,050.00
6	098199	Roots 6-0-2 Fe Chelated + 46% Kelp 2.5Gal <i>Item Note:</i> Alternate to 6-0-1 ammonium acetate	10	70.000	700.00
7	084047	LESCO Micro Mix Chelated 2.5 Gal <i>Item Note:</i> Alternate to 6-0-1 Zinc ammonium acetate. Mix this with 4-0-5 which would be our closest alternate.	10	20.000	200.00
8	610477	Iron + Chelated 4-0-5 6Fe 100% Chelated with Kelp / Fulvic Acid 2:5 GAL	10	48.120	481.20
9	10059032	Crosscheck Ez Granular Insecticide 25# Bag <i>Item Note:</i> Alternate to Chlorpyrifos	10	22.000	220.00

Total Price: \$ 7,657.46

Quoted price is for material only. Applicable sales tax will be charged when invoiced. All product and pricing information is based on the latest information available and is subject to change without notice or obligation.

E-RATE CABLING PURCHASE

BACKGROUND

See attached memo from David Payne for details.

ENCLOSURE(S)

Memo from Mr. Payne
Request for Proposal – Bid Tabulation
Cabling Bid Evaluation Matrix

RECOMMENDATION

Move to accept the bid of \$711,219.00 from Red Letter Productions to replace all existing cabling in the ceiling and walls that connects all aspects of technology together. This will include the relocation, replacement, and addition of network cabinets at all facilities in the district. This project will be funded by the Technology Millage.

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

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



Monroe Public Schools

Technology Department

1275 N. Macomb St

Monroe MI, 48162

MEMO

To: Dr. Barry Martin

From: David Payne

Date: 4-7-16

Subject: E-rate Cabling Purchase

We are recommending the approval to move forward on our eRate Internal Connections bid. The cost of this project would be \$711,219.00 and would be funded by the Technology Millage. The purchase is also eligible for E-rate discounts. We are recommending Red Letter Productions as the bid winner. We received two responses to our RFP. One from Red Letter Productions and one from Amcomm Telecommunications. I have included the bid response amounts as well as the bid evaluation matrix. Based on the bid evaluation matrix Red Letter Productions was chosen. We also have utilized them for numerous services throughout the district and have been pleased with their quality.

The cabling project will be to replace all existing cabling in the ceiling and walls that connects all aspects of technology together. This will include the relocation, replacement, and addition of network cabinets at all facilities in the district. The new cabling will provide speeds up to 10Gb from the classroom. This added speed will allow us to be prepared for future technological and data requirements that new hardware may require. During this project all cabling will be hung in the ceiling on proper mounting hardware, and new conduits installed for cabling between walled areas.

MONROE PUBLIC SCHOOLS
Y19-Cabling
REQUEST FOR PROPOSAL – BID TABULATION
Monday, March 28, 2016

BID - Y19-C ABLINING

Vendor	Bid Received on-time	Bid Amount
Red Letter Productions	Yes	\$711,219.00
Amcomm Telecommunications	Yes	\$929,000.00

MONROE PUBLIC SCHOOLS
 CABLING BID EVALUATION MATRIX
 FUNDING YEAR 2015 - 2016

Evaluation Matrix			
FACTOR	POINTS AVAILABLE	Redletter Productions	Ammcom Telecommunications
Price of the eligible products and services	30	27	15
Local or in-state vendor	20	20	20
The District has prior experience with the vendor	20	20	10
Prices for ineligible services, products and fees	15	15	15
Hardware exceeds technical requirements	15	15	15
TOTAL	100	97	75

Bid Qualifications		
FACTOR	Redletter Productions	Ammcom Telecommunications
The service provider has a SPIN number	X	X
The service provider has completed the prevailing wage document	X	X
The service provider has agreed that no invoicing will occur prior to July 1, 2016.	X	X

*Service providers must meet all of the above requirements or will be subject to disqualification.

E-RATE INTERNAL CONNECTIONS PURCHASE

BACKGROUND

See attached memo from David Payne for details.

ENCLOSURE(S)

Memo from Mr. Payne
Request for Proposal – Bid Tabulation
Internal Connections Bid Evaluation Matrix

RECOMMENDATION

Move to accept the bid of \$554,903.00 from Netech to replace the current internal network hardware with the most recent versions from Cisco. This project will be funded by the Technology Millage.

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

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



Monroe Public Schools

Technology Department

1275 N. Macomb St

Monroe MI, 48162

MEMO

To: Dr. Barry Martin

From: David Payne

Date: 4-7-16

Subject: E-rate Internal Connections Purchase

We are recommending the approval to move forward on our eRate Internal Connections bid. The cost of this project would be \$554,903.00 and would be funded by the Technology Millage. The purchase is also eligible for E-rate discounts. We are recommending Netch Corp as the bid winner. We received four responses to our RFP. I have included the bid response amounts as well as the bid evaluation matrix. Based on the bid evaluation matrix Netch Corp was chosen. Netch Corp has been a viable vendor for Monroe Public Schools in the past.

The internal connections project will be to replace the current internal network hardware with the most recent versions from Cisco. This will include the replacement of all network switching devices, wireless access points along with the management controllers, head end switching for communications between the buildings and all fiber connectors to allow for up to 10Gb connections between all network hardware. The new hardware will allow us to provide the needed service speeds as we progress towards a 1 to 1 environment for all of our facilities at Monroe Public Schools.

**MONROE PUBLIC SCHOOLS
Y19-INTERNAL CONNECTIONS
REQUEST FOR PROPOSAL – BID TABULATION
Monday, March 28, 2016**

BID – Y19-INTERNAL CONNECTIONS

Vendor	Bid Received on-time	Bid Amount
Netech	Yes	\$554,903.00
The Concord Technology Group	Yes	\$516,261.00
Avalon Technologies	Yes	\$643,005.00
Hi-Tech	Yes	\$572,339.00

MONROE PUBLIC SCHOOLS
INTERNAL CONNECTIONS BID EVALUATION MATRIX
FUNDING YEAR 2015 - 2016

Evaluation Matrix					
FACTOR	POINTS AVAILABLE	Netech	Hi-Tech	Avalon Technologies	Concord Technolcogy Group
Price of the eligible products and services	30	25	20	15	30
Local or in-state vendor	20	20	20	20	20
The District has prior experience with the vendor	20	20	15	10	10
Prices for ineligible services, products and fees	15	15	15	15	15
Hardware exceeds technical requirements	15	15	8	8	8
TOTAL	100	95	78	68	83

Bid Qualifications				
FACTOR	Netech	Hi-Tech	Avalon Technologies	Concord Technolcogy Group
The service provider has a SPIN number	X	X	X	X
The service provider has completed the prevailing wage document	X	X	X	X
The service provider has agreed that no invoicing will occur prior to July 1, 2016.	X	X	X	X

*Service providers must meet all of the above requirements or will be subject to disqualification.

FIBER PURCHASE

BACKGROUND

See attached memo from David Payne for details.

ENCLOSURE(S)

Memo from Mr. Payne
Quote Sheet from COMLINK

RECOMMENDATION

Move to accept the bid of \$8,040.00 from ComLink to replace a section of the district's fiber network. This project will be funded by the Site Sinking fund.

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

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



Monroe Public Schools

Technology Department

1275 N. Macomb St

Monroe MI, 48162

MEMO

To: Dr. Barry Martin

From: David Payne

Date: 4-8-16

Subject: Fiber Purchase

We are recommending the approval to move forward in replacing a section of our district fiber network at a cost not to exceed \$8,040.00. If approved this would be funded by Site Sinding Budget.

Working with CommLink we will be looking to replace a section of the districts fiber network connecting all locations in the district. This section of fiber was damaged last October and with the help of ACI and CommLink we migrated to a spare set of fiber that was on the poles dark. This project will be to install the new 144 strand fiber in replacement of the bad fiber we were running on that had been damaged by storms and animals. This replacement will provide us with an armored fiber which will hold up better specifically to animal chews which are common cause of fiber breaks in this region.

Quote Sheet

Date: 11/4/2015 **Customer:** Monroe Public Schools
Ticket # 0 **Type:** 0
Requested By: David Payne **Description:** 144 Fiber Cable Replacement

SCOPE: Remove and install new 144 armored fiber cable. Monroe Public Schools portional share amount.

GLC COST CODE

10-0000	ENGINEERING	\$0.00
	Price Includes all Engineering Functions, Notifications, Mapping, CAD, Etc. to complete Project	
21-0300	UNDERGROUND CONSTRUCTION	\$0.00
	Price Includes All Permitting & Labor to complete Project.	
20-0200	AERIAL CONSTRUCTION	\$5,805.00
	Price includes ALL Permitting & Labor to complete Project.	
12-0600	SPLICING	\$0.00
	Price includes ALL Permitting, Labor & Testing Report to complete Project.	
12-0600	MATERIALS	\$2,235.00
	Price includes ALL Materials to complete Project.	
	PROJECT MANAGEMENT	\$0.00
	Price includes ALL Supervisor, Project Managers & Inspector Fees associated with this Project.	
	TOTAL	\$8,040.00

Pricing Valid for 30 Day from Quote

Monroe Public Schools

Print Name: _____

Date: _____

Signature: _____

ADJOURNMENT

RECOMMENDATION

Move to adjourn the April 12, 2016, Board Meeting #7.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____