

MONROE PUBLIC SCHOOLS



BOARD MEETING #11

June 14, 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 MENDEL, 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 #11
Tuesday, June 14, 2016
7:00 p.m.

AGENDA

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A. Roll Call and Call to Order	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
B. Public Commentary – Agenda Items Only	Mr. Yeo	
C. Discussion and Action Items		
1. Approval of Minutes	Mr. Yeo	2
Move to approve the minutes of the following meetings as submitted:		
• May 24, 2016, Work Session		
• May 24, 2016, Closed Meeting		
• May 24, 2016, Board Meeting #10		
• June 2, 2016, Special Board Meeting		
• June 2, 2016, Closed Meeting		
2. Reports and Updates	Mr. Yeo	12
• May 16, 2016, Board Curriculum Committee Meeting Minutes		
• Contracted Services Recommendations		
3. Staff Resignation	Mrs. Everly	18
Move to approve the resignation from Monroe Public Schools of Brian DeMaggio effective August 19, 2016.		
4. Consent Agenda – Overnight Field Trips	Mrs. Everly	20
Move that Agenda Items C.5 through C.8 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.		
5. MHS Marching Band Camp	Mrs. Everly	21
Move to approve the attendance of the Monroe High School marching band at the 2016 Band Camp at Spring Arbor University, July 25-30, 2016, in accordance with board policies for field trips and excursions.		
6. Upward Bound Year-End Trip	Mrs. Everly	39
Move to approve the request for 30 Upward Bound students to visit Chicago, Illinois, August 1-3, 2016, in accordance		

with board policies for field trips and excursions.

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| 7. Varsity Football – Team Bonding Event
Move to approve the attendance of the varsity football team at a team bonding event at the Stagecoach Stop in Irish Hills, Michigan, July 27-28, 2016, in accordance with board policies for field trips and excursions. | Mrs. Everly | 58 |
| 8. Wrestling Team Camp
Move to approve the Monroe High School wrestling team camp at Monroe High School July 14-17, 2016, in accordance with board policies for field trips and excursions. | Mrs. Everly | 63 |
| 9. 2016 Ford Transit – 8 Passenger Vehicle
Move to approve the purchase of a 2016 Ford Transit-150 XLT 8 passenger vehicle from Gorno Ford of Woodhaven, Michigan, at a cost not to exceed \$29,853.00. Funds for this purchase will come from CTE Added Cost and the General Fund. | Mrs. Everly | 68 |
| 10. Operations Center Roof Replacement
Move to accept the bid of \$34,450.00 from Watt’s Roofing & Siding of Maybee, Michigan, for a complete roof replacement at the Operations Center. Money for this purchase will come from the Site Sinking Fund. | Mr. Oley | 78 |
| 11. Fire Alarm Testing and Inspections
Move to accept the bid of \$7,500.00 from Cintas Corporation of Troy, Michigan, for fire alarm testing and inspections throughout the district. Money for this purchase will come from the Operations Budget. | Mr. Oley | 82 |
| 12. Consent Agenda – Technology Department Purchases
Move that Agenda Items C.13 through C.16 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended. | Mr. Payne | 85 |
| 13. Computer Upgrades
Move to approve the purchase of memory and solid state drives to upgrade our district desktop and laptop computers from CDWG at a total cost not to exceed \$49,957.75. This purchase will be funded by the Technology Millage. | Mr. Payne | 86 |
| 14. Poster Makers
Move to approve the purchase of four Poster Makers from VariQuest at a cost not to exceed \$15,980.00. This purchase will | Mr. Payne | 91 |

be funded by the Technology Millage.

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| 15. School Messenger
Move to approve the renewal of School Messenger at a cost not to exceed \$9,006.00. This renewal will be funded by the General Fund. | Mr. Payne | 95 |
| 16. Teacher Desks
Move to approve the purchase of 30 Spectrum Teacher Desks from CDWG at a cost not to exceed \$26,850.00. This purchase will be funded by the Technology Millage. | Mr. Payne | 98 |
| 17. Superintendent's Comments | Dr. Martin | |
| 18. Old Business | Mr. Yeo | |
| 19. New Business | Mr. Yeo | |
| 20. Public Commentary – Any Topic | Mr. Yeo | |
| 21. Adjournment
Move that the June 14, 2016, Board Meeting #11 of the Monroe Public Schools Board of Education be adjourned. | Mr. Yeo | 101 |

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

- May 24, 2016, Work Session Minutes
- May 24, 2016, Board Meeting #10 Minutes
- June 2, 2016, Special Board Meeting

RECOMMENDATION

Move to approve the following minutes as submitted:

- May 24, 2016, Work Session Minutes
- May 24, 2016, Closed Meeting
- May 24, 2016, Board Meeting #10 Minutes
- June 2, 2016, Special Board Meeting
- June 2, 2016, Closed Meeting

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

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Work Session
Tuesday, May 24, 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 5:56 p.m.), Trustee Floreine Mentel, and Trustee Cynthia Taylor

Board Members Absent: Secretary Ryan Philbeck

Administrators Present: Barry Martin, Julie Everly, David Payne

Administrators Absent: Katherine Eighmey, Jerry Oley

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

Closed Session

Motion by Dr. March; support by Mrs. Mentel to convene in closed session for the purpose of attorney-client privilege, Section 8(h) of the Open Meetings Act.

Vote: Motion carried by a 5-0 hand vote at 5:38 p.m.

Adjournment of Closed Session and Reconvene

Motion by Dr. March; support by Mrs. Taylor that the closed session be adjourned and the work session be reconvened into open session.

Vote: Motion carried by a 6-0 hand vote at 6:35 p.m.

Adjournment

Motion by Dr. March; support by Mrs. Taylor that the 5:30 p.m., May 24, 2016, Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 6:35 p.m.

Ryan Philbeck, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #10

May 24, 2016

7:00 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: Secretary Ryan Philbeck

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

Administrators Absent: None

President Yeo called the meeting to order at 7:06 p.m.

MPS Scholarship Recipients

Prior to the start of the Board of Education meeting, the 2016 Monroe Public Schools Scholarship recipients and their parents were introduced. Board members congratulated these graduates who were then treated to a dessert reception.

Student Council – State Leadership Conference

Matthew Huntoon, Patrick Reed, and Harrison Carter shared a video of their experience at the MASC State Leadership Conference they attended in April. The conference involved student councils from across the state of Michigan. Students participated in team building activities and learned fundraising ideas from other schools.

Public Commentary-Agenda Items Only

There was none at this time.

Approval of Minutes

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

- May 10, 2016 Board Meeting #9
- May 18, 2016, Special Board Meeting
- May 18, 2016, Closed Meeting

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

Staff Resignations

Motion by Mrs. Mentel; support by Mr. VanWasshenova to approve the resignations from Monroe Public Schools of Adrienne Conley, Nikki Klonaris, and Rachel Dyer effective at the end of the day on June 9, 2016, and Shawna Mann effective at the end of the day on June 30, 2016.

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

Teacher Tenure Recognition

Motion by Mr. Bunkelman; support by Mr. VanWasshenova to confirm and endorse the granting of tenure and removal from probation for Wendy Stahula on the appropriate anniversary date.

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

Contract Extension

Motion by Mrs. Mentel; support by Mr. VanWasshenova to approve a contract renewal with EduStaff, LLC for the placement of Robert Vergiels as the Coordinator of Communications and Public Relations for the period of July 1, 2016 through September 30, 2016.

Vote: Motion carried by a 4-2 roll call vote. Mrs. Taylor and Mr. Yeo voted no.

Consent Agenda – Overnight Trips

Motion by Mr. VanWasshenova; support by Mr. Bunkelman to that Agenda Items C.6 through C.10 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

- C.6 **Competitive Cheer Camp** – Move to approve the attendance of Monroe High School's Competitive Cheer Team at the North American Spirit 2016 Summer Camp in Sandusky, Ohio, in accordance with board policies for field trips and excursions.
- C.7 **State Track Meet** – Move to approve the attendance of 15 members of Monroe High School's track team at the state track meet in Hudsonville, Michigan, in accordance with board policies for field trips and excursions.
- C.8 **State Golf Tournament** – Move to approve the attendance of approximately six members of Monroe High School's boys' golf team at the state golf tournament in Allendale, Michigan, in accordance with board policies for field trips and excursions.
- C.9 **Varsity Softball** – Move to approve the attendance of Monroe High School's Varsity Softball Team at the state semifinals tournament at Michigan State University in E. Lansing, Michigan, in accordance with board policies for field trips and excursions.
- C.10 **Girls Basketball Camp** – Move to approve the attendance of approximately 16 members of Monroe High School's girls' basketball team to Saginaw Valley State University in University, Michigan, for basketball camp. This will be in accordance with board policies for field trips and excursions.

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

MHSAA 2016-17 Membership

Motion by Dr. March; support by Mrs. Mentel to adopt the Michigan High School Athletic Association membership resolution for the year August 1, 2016 through July 31, 2017 as presented.

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

Board Policies – Second Reading and Approval

Motion by Mrs. Mentel; support by Mrs. Taylor to approve Board Policy Section 8000 – Students as written effective May 25, 2016.

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

STEAM Curriculum – Custer School

Motion by Mrs. Mentel; support by Mrs. Taylor to approve the purchase of the STEAM Curriculum Materials from LEGO, Maker-bot, Bee-bot, TeacherGeek, EIE and Amazon. The total cost for the materials will not exceed \$52,500.00 which will be covered by Custer Elementary 2015-16 Title I funds.

Discussion: Mr. Bunkelman suggested adding something agriculturally based to the STEAM curriculum to make use of the land available at Custer.

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

District Carpet Replacement

Motion by Mr. VanWasshenova; support by Mr. Bunkelman to accept the bid of \$36,069.00 from Runyon's Home Decorating, of Monroe, Michigan, for carpet replacement throughout the district. Money for this purchase will come from Building and Site Sinking Funds.

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

Chromebook Purchase

Motion by Mr. Bunkelman; support by Mrs. Taylor to approve the purchase of 2,100 Dell Chromebooks, 1,900 Google Management Licenses, 1,750 GoGuardian Licenses, 2,100 Snap Case Shells, and 200 Power Adapters at a cost not to exceed \$485,053.00. Funds for this purchase will come from 31a funds and the Technology Millage.

Discussion: Mr. VanWasshenova asked why 31a funds were being used for this purchase. Mr. Payne stated that by using 31a funds it will help us target those students, and by subsidizing this purchase with 31a funds, we're able to provide one to one initiative next year to students in grades 5-8. Also, there was unallocated money in the 31a budget, and with the increased number of devices being used, there will need to be some infrastructure changes, which would have to come from the technology millage or the general fund. Mrs. Eighmey mentioned the 31a funds for this purchase are from 2015/16; Summer Learning Academy expenses will come out of next year's 31a and Title budget. The 31a budget will fund 86% of this purchase. Mr. VanWasshenova would prefer to use 31a money to expand summer school so we don't have a wait list. For that reason, he suggested allocating more funds from the technology millage for the Chromebooks. Mrs. Everly will keep the Board informed of how funding will be adjusted to try to accommodate Mr. VanWasshenova's request.

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

Datacenter Purchase

Motion by Mr. VanWasshenova; support by Mrs. Mentel to approve the purchase of equipment to expand and upgrade our network datacenter. In addition to the equipment, this purchase will include maintenance and services from Lightspeed Systems, Logisoft, and Netech at a price not to exceed \$1,238,175.39. This project will be funded through General Funds and the Technology Millage.

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

Technology Renewals Purchase

Motion by Mr. VanWasshenova; support by Mrs. Mentel to approve the purchase of our yearly software renewals at a total cost not to exceed \$217,449.91. This project will be funded through General Funds and the Technology Millage.

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

Exterior Pool and Deck Removal – Arborwood South

Motion by Mr. VanWasshenova; support by Dr. March to reject the bid submitted by Pranam GlobalTech, Inc. due to failing to provide proper documentation of his ability to complete the work and that a contract be awarded to Salenbien Trucking & Excavating from Dundee, Michigan, for the Base Bid, Proposal A, Discussion: Mr. Bunkelman wishes we would have looked into doing something with the property. He thinks it should be a priority, even if we have to spend a little extra money, to give back to the school and the community when a structure is demolished.

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

Demolition and Related Work - SMT

Motion by Mrs. Mentel; support by Dr. March to waive the 50 mile radius from the job site requirement

and accept the bid of \$111,000.00 from D & R Demolition Corp., for the demolition and related work at South Monroe Townsite and reject all other bids. This project will come from the Building and Site Sinking Fund.

Discussion: Mr. VanWasshenova doesn't feel we should demolish SMT yet. He thinks the building should be put up for sale to see if anyone can utilize the space and recoup some of the taxpayer dollars spent over the years. Mr. Oley said that based on a recent residential evaluation of the area, the property could be divided into eight or nine lots. The appraisal value was well over \$200,000. Mr. Bunkelman believes we should move forward as quickly as possible with the demolition to put us in a proactive position to generate income rather than put a building up for sale that would cost a lot of money to renovate. Mr. VanWasshenova asked if any title work has been done on the property. Mr. O'Dell met with Monroe Township to ensure all guidelines and requirements were met. The property was plotted in the original plat with 9 or 10 individual lots; it wasn't plotted as a single piece of property dedicated for a school. Dr. March feels it would be a travesty to let the building sit there; it would destroy the surrounding property values. It's our responsibility to take the building down and make the property available.

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

Foodservice Purchase

Motion by Mr. Bunkelman; support by Mr. VanWasshenova to approve the purchase of food service equipment from Burkett Restaurant Equipment and Supplies for a cost of \$42,980.09 plus freight and accessories, not to exceed \$43,518.28. Money for this purchase will come from the 2014/15 excess food service fund balance.

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

Superintendent Comments

All summer long, we will encourage our students to create and meet goals for reading and math through a summer outreach program developed by our curriculum department. Students in all grade levels will be issued a summer learning planner to log their goals and progress. In addition, throughout the summer, our teachers will be out in the community – nearly every day – helping kids to find books they love to read and then working with them as they read. They will be at Tot Lots and libraries throughout our district from June 27 through August 4. When students complete their goals, they will be able to drop off tickets to various locations throughout our district to register for prizes.

Congratulations to the Soroptomist Club and Madyson Farris, who were honored with Michigan Week Awards. The S-Club is a Monroe High School club dedicated to helping women and children. The MHS girls and their advisor, Allison Kwasniak, are active all school year long. During this school year they worked with Paula's House and Hope's Closet, as well as adopting four families at Christmas and sponsoring their annual purse drive for less fortunate women. Maddy was honored for her many volunteer hours she puts in every year at various activities.

For the last several weeks, the Raisinville staff, as part of their International Baccalaureate School preparations, used various disciplines to research and then represent the World Cup. The art classes made large country flags of the eight countries in this year's World Cup – England, Japan, Mexico, Brazil, Germany, Canada, Ivory Coast and Australia. In physical education, students were divided into eight teams, representing each country, and wore "uniforms" which closely matched their country's colors. In technology, students researched their countries and made a brochure about them. In music, students were introduced to songs that were indigenous to each country researched.

Monroe High School's softball team won the Southeastern Conference Red Division title for the second straight year, and compiled the highest grade point average in the state in their division. We are proud of Coach Davis and the team's accomplishments on the diamond, but we are really proud of how well they do in the classroom. The team will be honored on July 20 in Mount Pleasant.

Congratulations to Jordan Wolfenbarger who was named the outstanding co-op student of the year at Monroe High School. Jordan, who also was the Office Co-Op of the Year, receives a \$500 scholarship. Other students honored were Erin Nichols, health co-op student of the year, and Kylee Heringhausen, marketing co-op student of the year.

Arborwood will hold its bi-annual TEAM (Together Eagles Achieve More) leadership camp on Friday. Not only is the City allowing us to utilize its portable stage for our presentations, but Monroe Police Chief Charles McCormick IV, a Monroe High grad, will address the students on what it takes to be a leader.

More than 500 people RSVP'd for Custer's Family Engineering Night where families participated in several different engineering activities led by Custer teachers and engineers from DTE Energy. Next year, Custer's focus will center on science and engineering.

As a follow-up the human trafficking seminar last fall, Monroe Middle School once again is teaming up with the Michigan State Police on a seminar dealing with "What every parent should know about cyber safety and security." The presentation is set for June 1 at 6:00 p.m., in the MMS auditorium and features a presentation by Trooper Tressa Duffin. The event is free and open to the public. Thank you to Renae Hoskins, MMS positive climate liaison, for setting up these programs.

The sports leadership team at Manor School recently held a raffle and raised \$430 for the Monroe County Special Olympics.

A baccalaureate service will be held at Monroe High School on June 2 at 7:00 p.m. for all 2016 graduates. The event is sponsored by several churches, and Rev. Kevin Eccles, pastor of Monroe Free Methodist Church, will provide the keynote address. Thank you to Tammy Massingill for helping the churches coordinate the event.

Congratulations to Mr. Nate Nestor and his construction technology students at Monroe High School for their 11th house built on behalf of Habitat for Humanity. MHS construction technology students have worked on more homes for Habitat than any other school in Michigan.

Monroe High School's Class of 2016 Commencement Ceremony will take place at Bunkelman Field on June 3 at 6:30 p.m. The event will be live streamed on YouTube and simulcast on MPACT cable.

Lincoln Elementary School awarded scholarships this year to Anna Dazarow and Dedra Brown. When Lincoln closed in 2009, the staff set aside enough money in the scholarship fund so that at least two scholarships could be awarded every year to former Lincoln students who still attend Monroe Public Schools.

Old Business

Dr. March noted that in the past when there was a contractor within the 50 mile radius, and if the bid was within 5% of the lowest bid, the board would award that contractor. However, there's no written policy

regarding this procedure. Mr. Oley suggested discussing this further at the Physical Resource Committee meeting.

New Business

There was none at this time.

Public Commentary-Any Topic

There was none at this time.

Adjournment

Motion by Mrs. VanWasshenova; support by Mr. Yeo that the May 24, 2016, Board Meeting #10 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 8:22 p.m.

Ryan Philbeck, Secretary

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting
Thursday, June 2, 2016
5:00 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: President Robert Yeo, Vice President Lawrence VanWasshenova, Secretary Ryan Philbeck, Trustee Floreine Mentel

Board Members Absent: Parliamentarian Tedd March, Trustee Matthew Bunkelman, Trustee Cynthia Taylor

Others Present: Barry Martin, Julie Everly, Jeremy Chisholm, Jeff McVeigh, Joe Hammond, Renee Peterson, Cindy Flynn, Nicole Shaughnessy, Brian Winsjansen, Student A, and student's mother

Three students were scheduled to appear before the board for disciplinary hearings. Student B, Student C, nor their families were present.

Mr. Yeo called the meeting to order at 5:04 p.m.

Closed Session

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

Vote: Motion carried by a 4-0 hand vote at 5:04 p.m.

Reconvene Board Meeting

Motion by Mr. VanWasshenova, support by Mrs. Mentel that the closed session adjourn and the 5:00 p.m., June 2, 2016, Special Board Meeting reconvene.

Vote: Motion carried by a 4-0 hand vote at 5:32 p.m.

Recommendation

Motion by Mr. VanWasshenova, support by Mr. Philbeck to follow the administrative recommendation to expel Student A in accordance with Monroe Public Schools disciplinary mandates.

Vote: Motion carried by a 4-0 roll call vote at 5:33 p.m.

Recommendation

Motion by Mr. VanWasshenova, support by Mr. Philbeck to follow the administrative recommendation to suspend Student B for 18 days.

Vote: Motion carried by a 4-0 roll call vote at 5:40 p.m.

Recommendation

Motion by Mr. VanWasshenova, support by Mrs. Mentel to follow the administrative recommendation to expel Student C in accordance with Monroe Public Schools disciplinary mandates.

Vote: Motion carried by a 4-0 roll call vote at 5:46 p.m.

Adjournment

Motion by Mr. Philbeck, support by Mrs. Mentel that the June 2, 2016, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 4-0 hand vote at 5:46 p.m.

Ryan Philbeck, Secretary

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- May 16, 2016, Board Curriculum Committee Meeting Minutes
- Contracted Services Recommendations

Monroe Public Schools Board Curriculum Committee



Date of Meeting: May 16, 2016
Next Meeting: June 20, 2016

- 1) **Call to Order:** Julie Everly called the meeting to order at 6:06
- 2) **Public Commentary:** None
- 3) **Schoolzilla Update:** As you remember last year when we first starting talking to you about Schoolzilla Brian described Pearson Inform as a horse and buggy and Schoolzilla as a rocket ship. We can't thank Holly and Brian enough for all their hard work and getting our PowerSchool data cleaned up. In the process of working with Schoolzilla they have found things within PowerSchool that needed attention.

Holly and Brian would like to give an overview of what is happening with Schoolzilla. They will show you examples of some of the reports that teachers can use and how they can see and manipulate the data.

We have been working all year to build reports that will assist our teachers and staff. We have a couple of the reports that we have built to show you. The first thing is the data wall comparison, with Pearson Inform you had to know exactly what to ask for, and how to ask for it, in order to get the data information you wanted to see or needed. In Schoolzilla all the information and the reports that we have built are up front and you can easily click on any one of them to see the data you need to look at. We have worked with Schoolzilla to customized reports and build them for easy use. You can look across different schools, trimesters, or an individual classroom of students for growth. There are a variety of tabs to use depending on the information you are looking for.

Matt Bunkelman wondered if we are using this as a teacher evaluation tool. Julie Everly stated that we are using this for an evaluation tool. We can look at a grade level and see the average growth, and then look at specific teacher's growth. If a teacher has a better than average growth for their students we can see that easily and possibly ask a teacher to lead a group for a specific subject area to assist other teachers.

While working with Schoolzilla we found some major discrepancies with our data and through this process we have been able to clean up our data. Now we feel it is a reliable and accurate resource for data collection.

Currently Schoolzilla is building a student profile, teachers or administrators will be able to see the student attendance, next to their behavioral chart, next to their common

assessments, next to their state testing information, and all the student information will be up front and easily accessible. They have promised this report will be finished by the end of this school year.

- 4) **Custer School Lego:** With so many classrooms becoming one to one with a computer device the technology class is going to move away from a traditional style class. Custer School would like to adopt an engineering model for the students during their technology class time. They will be bringing a purchase for Lego Robotics, their Title I funds will be used for this purchase.
- 5) **Old Business:** Matt Bunkelman is wondering how the International Baccalaureate program is going at Raisinville. Julie Everly stated that it is going very well. They are working on their curriculum units of integration and they are ahead of schedule with that. She also shared information from the last "Learning Walk." It started and ended at Raisinville, some of the teachers who attended, were not familiar with the IB program and they got to see all the different time zone clocks and world maps and were very interested in what they were for and they wanted to hear all about the IB program.

Matt also wondered with Raisinville having IB, Waterloo having the STEAM program, what were the other schools doing? Julie Everly reminded everyone that Arborwood is in full implementation with the "Interest Academy's." There was a recent conversation about how it will look to have so many of the teachers move to AWS and how they will navigate the "Interest Academy's" and the scheduling. Manor is fully implemented with the "Leader in Me" program and that is going very well. Custer is starting with the Lego purchase as a way to start an engineering focus. They are also studying, as a staff, what they would like to do. They have some unique opportunities to do different things since they are so big.

At the high school, with all the transitions, they are working to make sure everyone is feeling confident and comfortable in their positions.

The Equity for Achievement update - the group has narrowed their thinking even further. The focus is in three areas Early Family Programs, Math and Literacy Family Programs for School Age Children, Community Connections.

Early Learning Family Programs: The group discussed how to start early with expectant mothers and have regularly scheduled meetings. They discussed having a quarterly schedule with 4 to 6 meeting times for each quarter. The meetings would be either during the day while the older children are in school or in the evening if that is a better time for the parents. The goal is to remove the barrier of transportation and child care if needed. The targeted audience will be families with pre-school aged children.

Upon arrival the teacher would do a mini lesson with the intent of immersion into literacy and math learning with their child. They would have activity time and the participants would choose literacy or math activities. Participants would move from station to station as a way to participate in different groups with a different learning focus at each station. What is literacy, reading aloud from birth on with picture books,

talking with your child throughout the day, reading the environment, singing songs with movement and nursery rhymes, modeling how to read and talk about books, and conversation and also playing with chalk, playdough, painting and art. What is math, counting objects and toys, making sets of objects, blocks and building, putting together puzzles, sorting and grouping colors, shapes and sizes, measuring and pouring sand, water and rice.

The families that participate in this program and have children in school we would like to watch carefully to see if the data can validate if this program helped students already in school. We will also watch to see if the data will validate that the program benefited a child that wasn't in school yet.

Community Connections/Family Programs: Using the current student service providers we discussed the benefits of adding five hours to their weekly schedule. Training would be provided for targeted connection and outreach programs to connect families that may need the benefits of different programs. One focus for this targeted time will be for making connections and bringing programs into the school with the hope that it will help the school community. They determined the cost will be \$3600.00 per student service provider for the additional hours.

We are currently having a problem with the demographics of who takes the surveys that Monroe Public Schools requests families to participate in. We don't have a good cross section of our student population. It seems that the majority of the people taking the surveys are affluent families. We don't feel we are getting accurate information about where our struggling families stand. We are looking at different ways that we can collect information that will assist us. One idea that came up is working with the students to gain the information? Parent night or conferences? When our parents are in the buildings, how we can work to get the information then.

Is there a possibility of students acting out because of a lack of food or heat, or a consistent home? We will also look at attendance or behavior issues as indicators of a bigger problem.

A school district started a "Parent University" to assist the parents in understanding the different lessons. They had a lot of feedback that parents didn't understand the Common Core math concepts. The district thought they had good participation from parents in the classes they were giving the parents to learn the common core math concepts. They started videotaping the lessons and posting them on line. They could not believe the amount of traffic the posted videos received on line. They realized they were getting a lot more hits with people being able to pick and choose what lessons they watched.

Math and Literacy Family Programs for School Age Children:

We would like to use our research to develop conditions of satisfaction.

- 6) **New Business:** We are in the process of planning the Summer Learning Academy program for K-12, as it has been the last few years. At the elementary buildings we are also offering math and reading clubs that will be held at each building. We are planning to offer a PE course this summer. Students will be able to take this class for full credit as a way to open up a spot for another class. This will be designed as a pay to participate program and we are continuing to look at other courses to offer in the summer but wanted to start with PE to see how it is received.
- 7) **Adjournment:** Julie Everly adjourned the meeting at 6:56 p.m.

Informational Report
Contracted Services Recommendations

For the 2016-17 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

No New updates

SOCIAL-EMOTIONAL SUPPORT TEAM

We have received a letter of resignation from Shannon VanWashenova. She will vacate a Student Service Provider position at Arborwood South. Her resignation was effective June 10, 2016.

TECHNOLOGY SUPPORT TEAM

We have received a letter of resignation from Steven Bryant. He will vacate a Level 1 Tech Support position. His resignation was effective June 3, 2016.

Technology is recommending the placement of the following in Entry Level Tech Support positions: Amanda Neal effective May 23, 2016; Drew Patterson, May 24, 2016; Samantha Kennedy and Russell Ray effective June 3, 2016.

STAFF RESIGNATIONS

BACKGROUND

We have received a letter of resignation for the purpose of relocation from **Brian DeMaggio** from his position as a teacher. His resignation is effective August 19, 2016. Mr. DeMaggio has been employed with our district for the past 8 years. He will vacate a Spanish teaching position at Monroe High School.

TBA Resignation

TBA Resignation

ENCLOSURES

Letter(s) of Resignation

RECOMMENDATION

Move to approve the resignation from Monroe Public Schools of Brian DeMaggio effective August 19, 2016.

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

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

Brian DeMaggio

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

August 19, 2016

Dear Dr. Martin,

Please accept this letter as notice of my resignation from my position as Spanish Teacher, **effective August 19th, 2016.**

I received an offer to teach internationally at a prestigious school in Kuwait. My family and I are looking forward to living abroad and traveling extensively.

It has been a pleasure working for the past eight years at Monroe High School. I have had the opportunity to grow professionally and to work with many talented people, as well as contribute to Monroe Public Schools in different facets.

Although this opportunity - which is a minimum 2-year assignment - was too exciting to turn down, I hope that the opportunity to return to MPS in the future will always exist.

Thank you again for the opportunity to work for MPS. I wish the district all the best and I look forward to staying in touch.

Sincerely,

Brian DeMaggio

CONSENT AGENDA – OVERNIGHT FIELD TRIPS

ENCLOSURES

- C.5 Marching Band Camp
- C.6 Upward Bound Year-End Trip
- C.7 Varsity Football Team Bonding Event
- C.8 Wrestling Team Camp

RECOMMENDATION

Move that Agenda Items C.5 through C.8 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

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

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

**MONROE HIGH SCHOOL
MARCHING BAND CAMP**

BACKGROUND

Monroe High School instrumental music teacher, James Nuechterlein, is requesting permission for the marching band to attend the annual summer band camp at Spring Arbor University, July 25-30, 2016. The students, staff, and chaperones will be housed in the university campus dormitories. The cost of the camp is \$300.00 per student and chaperone.

ENCLOSURE(S)

Information regarding the costs, approvals, chaperones and expectations for summer band camp are enclosed.

RECOMMENDATION

Move to approve the attendance of the Monroe High School marching band at the 2016 Band Camp at Spring Arbor University, July 25-30, 2016, 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: July 25 - 30, 2016

Grade/Team/Organization Making Request: Monroe High School Marching Band

Destination: Spring Arbor University

Address: 106 East Main Street

City: Spring Arbor State: Michigan Zip: 49283

Means of Transportation: Trinity Transportation School Buses

Number of Students and Adults Involved: approx. 95 students & 12-14 adults

Exact Loading Location: Monroe High School Staff Parking Lot

Estimated Time of Departure: 8:00 a.m., Monday, July 25


Estimated Time of Departure from Destination: 11:00 a.m., Saturday, July 30

Expected Time of Arrival: 2:00 p.m. (lunch in route)


Purpose of Trip: Annual marching band camp

Faculty Supervisor: James Nuechterlein, Band Director

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

Principal's Signature: X  Date: 5-16-16

Approved Denied

Assistant Superintendent's Signature:  Date: 5-25-16

Approved Denied



TROJAN MARCHING BAND

James Nuechterlein, Director

Monroe High School
901 Herr Road
Monroe, MI 48161
(734) 265-3585
nuechter@monroe.k12.mi.us

2016 SUMMER MARCHING BAND PROGRAM

PURPOSE:

To establish the goals and the esprit de corps necessary for a successful marching band program. Special emphasis will be put on marching and playing fundamentals, with attention to individual and section needs. The two camps will be used to prepare for performances in the Monroe County Fair Parade as well as the ensuing fall marching season. These are the same camps we have had for the last twenty-three years.

TIME-LINE:

Summer Band Camp will be divided into two parts with both being one week long:

- Camp I: July 19 - 23, 2016. This week the band will meet for four hours each day (8:00 a.m. - Noon). This will prepare the band for participation in the Monroe County Fair Parade.
- Camp II: July 25 - 30, 2016. During this week the band will concentrate on field marching and music fundamentals with the goal of presenting a partial half-time show on the last day of the camp. This will be in preparation for the upcoming fall home football game half-time shows along with the various festivals and competitions the band will be participating in. This week will be held at Spring Arbor University.

ENROLLMENT:

Enrollment is expected to be around 95 students. As anyone not participating in the summer program will be at an extreme disadvantage in relation to his/her fellow students, 100% attendance is required. Announcements will be distributed and students asked to register.

STAFFING & COSTS:

The MHS band director, James Nuechterlein, will be in charge of the program. A supplemental contract of \$1400.00 is asked. Chris Morelli, Monroe Middle School band director, will also assist during Camp II. A supplemental contract of \$700.00 is asked for him. In addition, it is requested that the supplemental contracts for instructors totaling \$800.00 be included. These persons are needed to provide more detailed and individual instruction to key specialized areas of the program, such as percussion. These instructors will be under the direction of Mr. Nuechterlein.

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:
We will be having a pre-band camp July 19 - 22, 2016, for all band members to work on the new music and learn/review the basics of marching. This will take place at MHS from 8:00 am to Noon each day.

How this trip will engage students in activities congruent to our content standards during this trip:
The band students will learn music reading and performing skills. They will also learn marching skills. They will learn through group rehearsals, sectionals and activities the skills of teamwork, leadership, following written and verbal instructions, and develop an espree de corps.

Follow-up classroom lessons:
The band members will continue to review and refine their performance skills during each band class upon returning to school.
- 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 (Through the Booster Club.)
- NA If private vehicle(s) used, Form EEAE-F-3 (Board Policy Manual) attached.

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

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.

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The band students will learn music reading and performing skills. They will also learn marching skills. They will learn through group rehearsals, sectionals and activities the skills of teamwork, leadership, following written and verbal instructions, and develop an esprit de corps.

Follow-up classroom lessons:
The band members will continue to review and refine their performance skills during each band class upon returning to school.
- 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 (Through the Booster Club.)
- NA If private vehicle(s) used, Form EEAE-F-3 (Board Policy Manual) attached.

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

MONROE PUBLIC SCHOOLS

ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

Complete details of this field trip can be obtained from the Assistant Superintendents of Secondary and/or Elementary Curriculum. All details are in compliance with Board Policy IICA.

FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

This is our annual marching band camp trip. We have taken this same trip for the last 27 years. This camp will take place for the third year at Spring Arbor University. During this band camp we work as a band on the music and marching drills that we will present during the fall marching season.

School(s): Monroe High School

Chaperones: Chris Morelli – Assistant Director (MMS), Eric Calkins, Ryan Jewell, Tom Parks, Elizabeth Stewart, Casey Roberts, Nicole Guyor, and Katelyn Greer. We are still securing a few more adult chaperones .

Method of Transportation: Trinity Transportation School Buses

Date of Departure: 7 / 25 / 16 Time of Departure: 8:00 am

If overnight, number of nights: 5 nights

Date of Return: 7/30/16 Time of Return: 2:00 pm

Number of Students Participating: approx. 95

Number of Staff Supervising: 3 MPS staff

Number of Other Adults Assisting: 8 - 12

Number of School Days Student will be Attending Trip: 0

Cost Per Child: \$300.00

Cost Per Chaperone: ~~\$~~300.00

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes No X
Chaperones: Yes No X

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
- NA Signed private vehicle use (for transporting students - EEAE-F-3)
- X Description of arrangements made for students with financial hardship
- Processing - All necessary signed contracts/agreements with participating travel agents
- Compiling - Emergency telephone numbers for all participants
- X Description of this trip and congruency with course curriculum
- NA Emergency Contingency Plan included, if method of transportation is flying.
- X Turn in Criminal History forms, on non-staff chaperones, to the Superintendent's Office prior to any deposits being made to any travel agent.

Updated: 09/12/06



TROJAN MARCHING BAND

James Nuechterlein, Director

Monroe High School
901 Herr Road
Monroe, MI 48161
(734) 265-3585
nuechter@monroe.k12.mi.us

July 20, 2016

Dear Trojan Marching Band Member:

This is the last letter you will be receiving regarding Band Camp at **Spring Arbor University**. Since S.A.U. is new to all of us, please read this letter carefully. Some things have changed.

SCHEDULES

Our departure and arrival schedule will be as follows:

MONDAY, JULY 25:

- 7:30 am - Report to MHS Band Room. Load truck with instruments and luggage. Load busses and leave.
- 9:30 am - Arrive at S.A.U. and check in.
- 11:00 am - Meeting – meet in Gainey Hall lobby. (without instruments).
- 12:15 pm - Lunch.
- > See enclosed schedule for a rough outline of the rest of the week's daily schedule.
- 2:00 am - Inside then outside rehearsal.

SATURDAY, JULY 30

- 8:15 am - Check out of rooms.
- 9:30 am - Warm-up on field in summer uniform.
- 10:00 am - Band performance (on practice field). *Parents are welcome.* You may leave with your parents after you have checked out. **I will need a written note from them.** You are responsible for your instrument.
- 11:00 pm - (approximate time - after we perform) Load truck and busses. Leave for Monroe. Eat at fast food restaurant.
- 2:00 pm - (approximate time) Arrive at MHS. Unload truck - *everyone helps!*

THINGS TO TAKE

Things You MUST Take:

- instrument
- music and folio
- pencils (at least two)
- summer uniform (same as you will wear for the Fair Parade)
- enough clothes for five days and nights
- comfortable shoes

- **Bedding/towels (S.A.U. does not provide the following:**
 - **Wash cloths, towels, sheets, pillow cases, pillows and toiletries (soap) are not provided.**
 - morning bathroom items:
 - deodorant
 - bath/hand soap
 - shampoo
 - tooth brush and tooth paste
 - anything and everything else you may use

Suggestions Of Other Things You Might Like To Take:

- swim suit and towel
- change for the pop and snack machines
- your own favorite pillow
- radio/tape/I-pod/CD player, etc.
- needed prescription medication (must be turned in to chaperons)
- sweatshirt or jacket
- sun block
- sunglasses
- hat or cap

CAMP REGULATIONS & DISCIPLINARY ACTION

All band members are guests of Spring Arbor University and are expected to abide by all of the University rules. You are to follow the directions of the band director, instructors, chaperons, and staff of S.A.U. All rules and regulations of Monroe High School apply during the entire time of the camp. I expect you to conduct yourselves in a proper manor at all times. Your behavior will determine the feasibility of future camps and trips. A copy of Camp Regulations and Disciplinary Actions is enclosed; *please read it.*

EVENING ACTIVITIES

All band members are expected to participate in the planned evening activities. Your camp fee helps cover the cost of these activities, and a lot of time and effort has been put into putting on these activities. **NO ONE will be allowed to leave the camp area on their own for any reason** unless approved by me, the band director.

With everyone's cooperation, this camp can be very pleasant for everyone. I would hate to send someone home early, but will if necessary. Remember, you are representing yourself, me, the Band, Monroe High School, and Monroe while at camp. Let's make them all proud of you. *Do you best - be the best!* If you have any questions or comments talk to me after camp any day.

Sincerely,

James Nuechterlein

James Nuechterlein
Director of Bands

Enclosures:

- Residence Hall and Conference Regulations and Information
- Daily Schedule Block/Evening Activities

Monroe Public Schools
PARENTAL PERMISSION FORM
M.H.S. Marching Band Camp at Spring Arbor University

EXPLANATION AND DATES:

Departure Date/Day Monday, July 25, 2016 Return Date/Day Saturday, July 30, 2016

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

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

The purpose of this trip is M.H.S. Marching Band Camp at Spring Arbor University 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, Director
S/he has you permission to seek emergency medical care for your child as needed.

INSURANCE INFORMATION:

Insurance Company _____ Contract No. _____

Name of Policyholder _____ Social Security 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:

(Parent(s)/Guardian(s))

Please complete BOTH SIDES.

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 Friday, June 9, 2016.

SPRING ARBOR UNIVERSITY FACILITIES/CONFERENCE AGREEMENT

This Facilities/Conference Agreement is made and entered into on October 12, 2015, by and between Spring Arbor University, 106 E. Main Street, Spring Arbor, Michigan 49283 hereinafter called University and

Jim Nuechterlein, Director of Bands
Monroe High School
901 Herr Road, Monroe, MI 48161
Work: 734-265-3585 Cell: 734-693-2684
Email: nuechter@monroe.k12.mi.us

hereinafter called Purchaser. This Facilities/Conference Agreement is granted upon the following terms and conditions:

(The time Monroe Marching Band will be on campus will overlap with the time when Saline Marching Band will be on campus - Monday, July 25th and Tuesday, July 26, 2016)

I. Lodging

- A. The University agrees to provide lodging accommodations for approximately 100 persons in an *air-conditioned residence hall, beginning Monday, July 25, 2016 at approximately 9:00 a.m. and departing Saturday, July 30, 2016 at approximately 12:00 p.m. Wash cloths, towels, sheets, pillow cases, pillows and toiletries not provided.*
- B. Should the estimated number of participants vary substantially from numbers used for purposes of selecting the appropriate residence hall, the University reserves the right to move participants to a more suitable location.
- A. A guaranteed meal and lodging count must be submitted to Conference Office on or before Thursday, July 7, 2016. A housing list for all participants should also be submitted at this time. Guaranteed lodging count or actual number of lodgers (whichever is greater) will be billed.
- C. Individual keys will be issued to each guest. A fee of \$25 will be charged for any lost or unreturned keys.

II. Facilities and Equipment

- A. The University agrees to provide meeting rooms to purchaser as follows:

*Arrival: Monday, July 25, 2016 at approx. 9:00 a.m. Check-in will be in residence hall lobby.
Departure: Saturday, July 30, 2016 at approx. 12:00 p.m. Check-out residence hall lobby.*

- Swimming Pool: Wednesday, July 27 & Thursday, July 28, 2016 from 8:00 pm to 10:00 pm (approximately 90 swimmers)
 - Frosty Field Located on SAU property near M-60 and Chapel Road for marching practice on Monday, July 25th and Tuesday July 26th from 7:30 am to 9:00 pm (Saline Marching Band will be using SAU's track infield on these days)
 - Outdoor track and infield reserved for marching: Wednesday, July 27, 2016, through Friday, July 29, 2016, 7:30 am to 9:00 pm and Saturday, July 30, 2016 from 7:30 am to 12:00 pm
 - Smith Music Center Classrooms: SMC110, SMC111, SMC142, Choir Room and Band Room – Not available. These classrooms have already been reserved for use by Saline Marching Band on Monday, July 25, 2016 and Tuesday, July 26, 2016th
 - Smith Music Center Classrooms: SMC110, SMC111, SMC142, Choir Room and Band Room – Reserved, Wednesday, July 27th through Friday, July 29, 2016, 8:00 am to 9:00 pm and Saturday, July 30, 2016, from 8:00 am to 1:00 pm.
 - PEC Classrooms 206 and 208: Monday, July 25, 2016 10:00 a.m. to Saturday, July 30, 2016 at 12:00 p.m.
 - Dunckel Gym: Not available on Monday, July 25, 2016 and Tuesday, July 26th as Saline Marching Band will be using.
 - Dunckel Gym: reserved Wednesday, July 27, 2016, through Friday, July 29, 2016, 7:30 am to 9:00 pm and Saturday, July 30, 2016, from 7:30 am to 12:00 pm
 - Sayre-Decan Hall Classrooms: SDH209 and SDH212 - Not available as already reserved for Saline Marching Band on Monday, July 25, 2016 and Tuesday, July 26th
 - Sayre-Decan Hall Classrooms: reserved Wednesday, July 27th through Friday, July 29, 2016, 8:00 am to 9:00 pm and Saturday, July 30, 2016, from 8:00 am to 1:00 pm
 - Whiteman-Gibbs Classrooms: Not available as already reserved for Saline Marching Band on Monday, July 25, 2016, and Tuesday, July 26th
 - Whiteman-Gibbs Classrooms: WG15, WG16, WG110, WG213 – Wednesday, July 27th through Friday, July 29, 2016, 8:00 am to 9:00 pm and Saturday, July 30, 2016, from 8:00 am to 1:00 pm
- B. A list of specifications for meeting room set up (if any) should be submitted to the University on or before Thursday, July 7, 2016.

- C. Audio-Visual equipment is available if desired. A list of specifications for audio-visual equipment must be submitted to the University on or before Thursday, July 7, 2016.

III. Food Service Agreements

- B. Meals will begin with lunch on Monday, July 25, 2016, and conclude with breakfast on Saturday, July 30, 2016.
- C. *Breakfast, lunch and dinner meal times to be determined.*
- D. A guaranteed meal count must be submitted to the Conference Services Office on or before Thursday, July 7, 2016. Guaranteed meal count or actual number of meals served (whichever is greater) will be billed.
- E. All meals must be taken in the University Dining Facilities and utilize the services of the Campus Dining Services Contractor. Advance approval must be obtained for any meal not provided by the University's Foodservice Contractor since the Foodservice Contractor has exclusivity on the aforementioned university campus.
- F. Specific food service arrangement can be directed to the Director of Dining Services, Beth Lyman, (517) 750-6305, Beth.Lyman@arbor.edu

IV. Promoting Your Campus Event

Promoting your event is an important aspect of its success. It also builds awareness of Spring Arbor University. In order to ensure that the University is properly represented in all your promotional material, the following line should be included:

The [event name here] will be held on the campus of Spring Arbor University, located at 106 E. Main Street in Spring Arbor, Michigan.

Any other references should read as follows: Spring Arbor University

V. Certificate of Insurance

- A. The Purchaser agrees to provide and maintain, at its own expense, public liability and property damage liability for bodily injury and property damage.
- B. The University requires that the Purchaser provide a copy of the Certificate of Insurance to the University Conference Services Office on or before Thursday, July 7, 2016.

VI. Final Billing & Payment

- A. A deposit equal to 10% of the total estimated cost or \$1000 (whichever is less) to be paid by Purchaser on or before Thursday, July 7, 2016.
- B. The University shall provide Purchaser with a bill listing all charges and credits for the conference.
- C. Purchaser will pay the University for all charges within thirty (30) days after receipt of the bill.
- D. Any unpaid balance after thirty (30) days shall accrue late fees at the rate of 1% per month.
- E. In the event of default, the Purchaser agrees to pay all expenses including collection and/or litigation expenses incurred by SAU in enforcing this contract.

VII. Damages and Indemnification

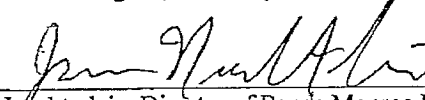
- A. Spring Arbor University is not responsible for lost or stolen property. The Purchaser assumes full responsibility for any injuries or damages that may occur, including those to the Purchaser's employees, volunteers, participants, attendees or agents of the purchaser.
- B. The Purchaser hereby releases and agrees to hold harmless Spring Arbor University, its Board of Trustees, staff, students, and employees, from any and all claims, actions, damages, and liabilities for personal injury or damage relating to or arising out of any activity except where the injury or damage is caused by the negligence of the University, its agents or employees. This release applies to all agents of the Purchaser including employees, volunteers, agents, participants, or attendees of the Purchaser.

VIII. Additions or Deletions

- A. Any additional facilities and/or services not specified in this agreement and/or damages to University property are subject to additional charges. These charges will be included in the balance due in the bill presented to Purchaser by the University.

Discounted Estimated Cost: 100 people x \$ 287.42 per person

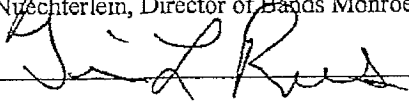
We, the undersigned, do hereby enter into the Facilities/Conference Agreement, as witnessed by our signatures below.



 Jim Nuechterlein, Director of Bands Monroe H.S.

11-3-15

 Date



 Terri L. Reeves, SAU Coordinator of Conference Services

12-7-15

 Date

SPRING ARBOR UNIVERSITY 2016 BAND CAMP

Residence Hall Regulations and Information

The following rules and regulations are established in accordance with state laws and Spring Arbor University Ordinances and are deemed necessary for the success of the summer conferences. Certain programs require additional regulations, which are specific to the activities and success of such programs. Your cooperation in abiding by these rules is very important. Program participants who violate these regulations will be subject to disciplinary action, which may include being sent home and/or a report made to the participant's parents or guardians. **PROGRAM PARTICIPANTS ARE EXPECTED TO ABIDE BY THESE CONFERENCE REGULATIONS REGARDLESS OF AGE.**

MAJOR REGULATIONS: violations may result in immediate dismissal from the program.

1. Use or possession of alcoholic beverages, illegal drugs, fireworks or other explosives, dangerous weapons or substances, whether on or off campus, are strictly prohibited.
2. Tampering with fire alarms, fire-fighting equipment, elevators, or other safety/security equipment is strictly prohibited.
3. Intentional damage or theft of University or personal property is strictly prohibited. Disciplinary action will include financial remuneration for such damage or theft.
4. Members of the opposite sex, excepting parent, guardians, or staff, are not permitted in participants' living areas, which includes hallways. The formal lounges and public meeting rooms are not considered part of the living areas.
5. The residence hall will be closed at **10:00 p.m.** All program participants must be inside their hall by this time, as the buildings will be locked. Program participants must be on their assigned floors **30 minutes** after hall closing each night. Certain programs may require that their participants be back in the hall at an earlier hour. In such cases, the specific program regulation will take precedence over the hall closing time.

MINOR REGULATIONS: Violations will generally result in a first warning. Repeated violations will result in eventual dismissal from the program.

1. Smoking of cigarettes, pipes, or cigars is not permitted inside residence halls.
2. Gambling is a violation of state laws and is not permitted.
3. Excessive noise or "horseplay" is to be avoided at all times. The volume of radios, stereos, etc., should never be so loud that it bothers others.
4. Participants should not tape items to painted surfaces in their rooms.
5. The burning of candles is prohibited.
6. The use of electrical appliances such as toasters, toaster ovens, hot plates, heaters, etc., is prohibited in student rooms.
7. Propping of outside doors after once they have been locked is prohibited.

ADDITIONAL INFORMATION:

1. **Room checks will be held periodically, at the discretion of the hall staff.**
2. **Please note:** East Lansing and Spring Arbor University have a **10:00 PM** curfew in effect for persons under 16 years of age.
3. **Violation of Federal and/or State laws may result in dismissal from the program.**
4. Automobiles are not to be driven while participants are at the University. Participants are most strongly discouraged from bringing automobiles to the University during the course of their program. If participants drive automobiles to SAU, they should plan to store their cars in University parking lots until the program ends. The automobile keys may be held by a staff member for the duration of the conference.
5. Participants are expected to remain within the residence hall/athletic facilities areas. When participating in any special programs, arranged by either the Athletic Staff or the Residence Hall Staff, participants must stay with the group at all times.
6. If it is necessary to return to the residence hall after closing or to spend the night away from the residence hall, your program director must give written approval to the residence hall staff. Parents or guardians may be contacted by the residence hall staff for permission.

SPRING ARBOR UNIVERSITY

2016 Summer Conference

Disciplinary Action

The summer conference staff has developed the following sequence of disciplinary actions. In creating a more uniform approach to discipline we hope to reduce the number of arbitrary decisions and increase the degree of internal staff consistency. All disciplinary steps are suggested entry levels for the indicated violation.

DISCIPLINARY ACTION

1. Verbal Reprimand - may be administered by any member of the conference staff. This action assumes demonstration of an unacceptable behavior that is not deemed hazardous to the individual or to others.
2. Informal Triad - involves the confronting CA and the senior conference staff member on duty. The resident meets with both staff members to explain the questioned behavior. The senior conference staff member will outline subsequent consequences for similar and repeated behavior.
3. Formal Disciplinary Letter - will be drafted and sent to the appropriate program director as a precursor to removal from the hall. This letter will outline any previous disciplinary action, and note the current state of behavior problems. This letter will follow a meeting between the resident and the senior advisor.
4. Variable Curfew - will be negotiated by the offending resident, confronting CA, and a senior conference staff member. Any curfew established will be randomly monitored by the CA staff on-duty. The curfew may range from one evening for two hours to the remainder of the program from 7:00 p.m. to 6:00 a.m. Curfew is understood to mean assignment to one's room, with exceptions being shower and toilet needs.
5. Residential Dismissal - formal contact will be initiated with the program director. Once receiving their support, the parents will be called (collect) to pick up their son/daughter that evening. An official letter of dismissal will be sent to the student, with copies to the program director.

CONFERENCE VIOLATIONS

1. Possession and/or using alcohol, illegal drugs, fireworks, lethal weapons: On Campus or Off Campus - Step 5.
2. Tampering with fire alarms, safety, or security equipment - Step 5.
3. Malicious damage of university or personal property - Step 5 + financial remuneration.
4. Contacting members of the opposite sex in residential areas - Step 4.
5. Absent at hall closing - Step 4. (Closing is 10:00 p.m. Bed check is at 11:00 p.m.)
6. Smoking cigarettes, pipes, cigars in the hall - Step 1.
7. Gambling - Step 2.
8. Excessive noise or "horseplay" beyond the confines of student room after curfew; as determined by the confronting CA at other times - Step 1 or Step 2.
9. Use of any materials e.g. candles, incense, requiring fire to ignite them - Step 2.
10. Using electrical appliances, excepting radios, stereos, hair equipment - Step 2.
11. Harassment of other conferees or staff - Step 3 or Step 4 or Step 5.
12. Theft of personal property or University property - Step 5.

RESIDENTIAL VIOLATIONS

1. Removing food from the cafeteria - Step 2 or Step 3.
2. Removing glassware, utensils, or other materials from the cafeteria - Step 1 + financial remuneration.

MONROE HIGH SCHOOL
TROJAN MARCHING BAND
 Marching Band Camp at S.A.U.

DAILY SCHEDULE

	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
7:30 - 8:30 am		Breakfast	Breakfast	Breakfast	Breakfast
9:00 am - Noon	Check in (10:00)	REHEARSAL	REHEARSAL	REHEARSAL	REHEARSAL
12:15 - 1:15 pm	Lunch	Lunch	Lunch	Lunch	Lunch
2:00 - 5:00 pm	REHEARSAL	REHEARSAL	REHEARSAL	REHEARSAL	REHEARSAL
5:15 - 6:15 pm	Dinner	Dinner	Dinner	Dinner	Dinner
6:30 - 8:00 pm	REHEARSAL	REHEARSAL	REHEARSAL	REHEARSAL	REHEARSAL
8:00 - 10:00 pm	Free Time	Free Time / Activity	Free Time / Swimming	Free Time / Swimming	Band Party
10:00 PM	On your OWN floor	On your OWN floor	On your OWN floor	On your OWN floor	On your OWN floor
10:30 pm	In your OWN room	In your OWN room	In your OWN room	In your OWN room	In your OWN room
11:00 pm	Lights out & Quiet	Lights out & Quiet	Lights out & Quiet	Lights out & Quiet	Lights out & Quiet

SPRING ARBOR UNIVERSITY

2016 BAND CAMP

Information and Regulations for Students

CHECK-IN:

Check-in will take place with the chaperones from your band. Follow their instructions to collect your name badge and room key. When you arrive on your floor you will pick up a linen packet in the elevator lobby. Linens will include a sheet set and two towels.

KEYS:

Keys for dorm rooms will be issued to each student and must be returned when checking out, or the residence hall will hold the band responsible for the cost of each non-returned key (\$50.00). Keys found and returned more than one week after departure will not merit a refund. Suggestion: campers with keys on a neck chain don't seem to lose them.

DORM HOURS:

Students must be in their residence hall by **10:00 PM**. All outside doors will be locked at that time. Be on your assigned floor by **10:30 PM**. Lights out at **11:00 PM**.

QUIET HOURS:

DO NOT play instruments, including percussion, on the way to or from marching fields or in residence hall areas. Reserve your skill for actual rehearsals. There can be no outside instrumental sounds before 9:00 am or after 8:30 PM. This is important to the continuation of the Camp!

ELEVATOR CONDUCT:

Jumping in elevators as well as over cramming is strictly prohibited. If you cause the elevator to break down your band will be charged for the service fees.

MEALS:

All students eat in the Student Life Center Cafeteria. Everyone **MUST** wear shoes and shirts to meals.

Cafeteria Hours - Breakfast: 7:30-8:30 am

Lunch: 12:00-1:00 pm

Dinner: 5:00-6:00 pm

EVENING ACTIVITIES:

Monday:

8:00-10:00 pm On your own/activities with your band

Tuesday:

8:00-10:00 pm On your own/activities with your band

Wednesday:

8:00-10:00 pm On you own, Opt. Swimming in Pool

Thursday:

8:00-10:00 pm On you own, Opt. Swimming in Pool

Friday:

8:00-10:00 pm Band Party/Awards

ADDITIONAL CAMP REGULATIONS:

1. All band members and chaperones are guests of Spring Arbor University and are expected to abide by all of the University rules. All bands participating will probably have their own rules as far as department if concerned. Each band will continue to enforce its own standards of conduct to insure first class citizenship. Program participants who violate these rules may be asked to return home. Chaperones are asked to follow the same rules as students, and are expected to assume responsibility in enforcing good conduct.
2. Members of the opposite sex are not permitted on your room floors or elevators.
3. Students will not be permitted to have cars or to ride in unauthorized cars. If it is necessary to go outside the SAU Campus boundaries, you must have permission from your director. See conference assistant for details.
- 4 The use or possession of alcoholic beverages, illegal drugs, or fireworks on or off the campus by high school program participants is prohibited. Infraction will result in students begin sent home.
5. Students are not to have food in the residence hall lounges. Candles are not allowed anywhere in the building.
6. **There will be no hazing or initiation of any kind.** Do not embarrass your band by horseplay or juvenile pranks. SAU has strict guidelines on hazing. Each participating high school should have a hazing policy in place. Hazing is illegal in the state of Michigan.
7. Spring Arbor University property must not be defaced. Do not write on walls, doors or desks with lipstick, pens, paint etc., or tape anything to painted surfaces in your room. The room and its furnishings are the responsibility of the occupants. Each room will be inspected at the end of each program and charges assessed where necessary. If damages occur, please report these to the reception desk.
8. Do not tamper with personal property of others (Luggage, clothes, beds).
9. No non-parent visitors are allowed during the week. The Friday night parties are for camp members only.

IN ADDITION to these regulations, please be advised that violations of Federal or State laws may result in dismissal from the camp.

**UPWARD BOUND
CULTURAL ENRICHMENT YEAR-END TRIP
AUGUST 1-3, 2016**

BACKGROUND

Upward Bound Program Director, Anthony Quinn, wishes to petition the Board of Education for permission to take students and adult chaperones to Chicago, Illinois, for the end of year cultural enrichment trip. This trip concludes the summer program and it is stipulated by the Department of Education grant. The group will visit historical venues, visit a university or college, and a variety of other cultural and education points of interest. This is a federally approved trip for the Upward Bound Program covered by the U.S. Department of Education. Funding for this comes from the Upward Bound Grant; no student monies will be used.

ENCLOSURE(S)

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

RECOMMENDATION

Move to approve the request for 30 Upward Bound students to visit Chicago, Illinois, August 1-3, 2016, 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	_____	_____	_____	_____

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

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

Subject: Upward Bound Cultural Enrichment, Year-End Trip

Date: June 8, 2016

cc: Anthony Quinn, Dannielle Lambert

The Upward Bound end-of-year cultural enrichment trip is scheduled to conclude our summer program once again this year. This trip, as it is stipulated by our grant, is for students who have shown commitment to the Upward Bound program and exhibit outstanding participation and/or improvement throughout both the school year and summer program. The eligible students that are asked to participate in this trip will be exposed to many new, exciting, and enriching experiences.

This year, we are requesting that you grant us permission to visit Chicago, Illinois and the surrounding areas with our students. We will leave on Monday, August 1 at approximately 7:00 a.m. and will return on Wednesday, August 3 at approximately 9:00 p.m. We plan to take 75 students, rising freshmen through rising seniors, on the trip (approximately 45 from AHS and 30 from MHS). We will have 10 chaperones, including Anthony Quinn, Charles Friedline, Dannielle Lambert, and many of our regular tutors who have an educational connection and rapport with our students. We have planned this trip without the help of a travel service this year.

As it is written in the Upward Bound grant proposal: Educational, social, and cultural enrichment activities will include an overnight trip to a major metropolitan area during the summer, to experience a play or musical event, visit a college or university, business and other points of cultural and educational interest. We have an itinerary that meets all of that and more. The following supporting documents include more details about the planned trip.

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

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

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

Sincerely,



Cheryl Prenkert
Administrative Assistant
Monroe County Community College Upward Bound Programs

Monroe Public Schools Field Trip Information Form

Date of Trip: August 1, 2016 to August 3, 2016

Grade/Team/Organization Making Request: Monroe County Community College Upward Bound Program

Destination: Chicago, Illinois

Address: _____

City: _____ State: _____ Zip: _____

Means of Transportation: Trinity Coach

Number of Students and Adults Involved: 30 MHS students & 45 AHS students, 9 adult chaperones

Exact Loading Location: Monroe County Community College, Lot 4

Estimated Time of Departure: 7:00 am on August 1, 2016

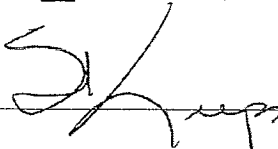
Estimated Time of Departure from Destination: From Chicago 8:00 am

Expected Time of Arrival: Monroe County Community College, Lot 4, 9:00 pm on Aug 3, 2016


Purpose of Trip: Upward Bound Cultural Enrichment Summer Trip

Faculty Supervisor: Dannielle Lambert, MHS Academic Skills Coordinator for UB

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

Principal's Signature:  Date: 6-6-16

Approved Denied

Assistant Superintendent's Signature:  Date: 6-9-16

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:

The Upward Bound end-of-year cultural enrichment trip is scheduled to conclude our summer program once again this year. This year, we are requesting that you grant us permission to visit Chicago, Illinois and the surrounding areas with our students. We will leave on Monday, August 1 at approximately 7:00 a.m. and will return on Wednesday, August 3 at approximately 9:00 p.m. We plan to take 75 students, rising freshmen through rising seniors, on the trip (approximately 45 from AHS and 30 from MHS). We will have 10 chaperones, including Anthony Quinn, Charles Friedline, Dannielle Lambert, and many of our regular tutors who have an educational connection and rapport with our students.

School(s): Monroe High School Upward Bound Students

Chaperones: Anthony Quinn
Dannielle Lambert
Charles Friedline
Cheryl Prekert
5 or 6 Instructors from the UB Summer Program

Method of Transportation Trinity Charter Bus

Date of Departure: 8/1/16 Time of Departure: 7 am

If overnight, number of nights: 2

Date of Return: 8/3/16 Time of Return: 9 pm

Number of Students Participating: 30

Number of Staff Supervising: see above

Number of Other Adults Assisting: see above

Number of School Days Student will be Attending Trip: 0

Cost Per Child: _____ Cost Per Chaperone: _____

Cost Per Person paid by MCCC - Upward Bound Program \$429.00

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes No X
Chaperones: Yes No X

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)
Blank form is included in packet. Forms will be sent to parents in July.
- ✓ Field Trip Permission Forms (F-II)
- ✓ Compliance with Educational Academic Field Trip regulations -
 - Standard Practice Bulletin I-11
- ✓ Written request to appropriate building principal
- ✓ Written description of field trip to parents
- ✓ Written approval by building principal
- ✓ Detailed itinerary (Out of country trips may not have detailed itinerary until 30 days prior to trip)
- ✓ List of approved chaperones
- ✓ Identification of funding sources
- ✓ Signed private vehicle use (for transporting students - EEAE-F-3)
- ✓ Description of arrangements made for students with financial hardship
- ✓ All necessary signed contracts/agreements with participating travel agents
- ✓ Emergency telephone numbers for all participants
- ✓ Description of this trip and congruency with course curriculum
- Emergency Contingency Plan included, if method of transportation is flying.
- Turn in Criminal History forms, on non-staff chaperones, to the Superintendents Office prior to any deposits being made to any travel agent.

Updated: 09/12/06

MONROE PUBLIC SCHOOLS

FIELD TRIP CHECK LIST

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

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

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

Pre-trip lessons:

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

As it is written in the Upward Bound grant proposal: Educational, social, and cultural enrichment activities will include an overnight trip to a major metropolitan area during the summer, to experience a play or musical event, visit a college or university, business and other points of cultural and educational interest. We have an itinerary that meets all of that and more.

The supporting documents include more details about the planned trip.

Follow-up classroom lessons:

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

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



**EMBASSY SUITES
HOTELS***

**LEISURE GROUP CONTRACT
Monroe County Community College - Upward Bound Program
Monday, August 1, 2016 through Wednesday, August 3, 2016**

Name:	Dr. Anthony Quinn
Title:	Upward Bound Program Director
Company Name:	Monroe County Community College - Upward Bound Program
Address:	1555 S. Raisinville Rd
City, State, Zip:	Monroe, MI 48161
Phone:	734-384-4279
Fax:	
E-Mail:	aquinn@monroecccc.edu
Hilton Honors #:	
Service Manager:	
Master Account #:	

Hotel Name:	Embassy Suites Chicago Downtown Magnificent Mile
Sales Manager:	Michael Weinberg
Title:	Senior Sales Manager
E-Mail Address:	michael.weinberg@hilton.com
Address:	511 N Columbus Drive Chicago, IL 60611
Phone:	(312) 609-1941
Fax:	(312) 332-7022
Group Name:	Summer Cultural Trip
Booking #:	
IATA #:	
Booking Status:	Tentative
Airline Name & #:	

The sleeping rooms, function space and food and beverage functions listed below will be considered definite commitment upon signing of this agreement by both parties, and will be subject to all terms and conditions set forth herein. We are pleased to reserve the following accommodations and arrangements for your event:

SLEEPING ROOMS and RATES (Attach extra page if necessary)

	Mon, 8/01/16	Tue, 8/02/16
2 DOUBLE BEDS NONSMOKING	20	20
1 KING BED NONSMOKING	10	10

Room	Single Rate	Double Rate	Triple Rate	Quad Rate
2 DOUBLE BEDS NONSMOKING	\$ 209.00	\$ 209.00	\$ 209.00	\$ 209.00
1 KING BED NONSMOKING	\$ 209.00	\$ 209.00	\$ 209.00	\$ 209.00

TOTAL ROOM BLOCK RESERVED: 60

Billing Information:	Rooms and Tax:	Incidentals:	Meal Coupons & Portage
	Full prepayment required by Monday, July 4, 2016	IPO (Individual Pays on own)	Full prepayment required if requested
Reservation Method:	Rooming List	Cut Off Date:	Monday, July 4, 2016
Comments:	<ul style="list-style-type: none"> Attached Credit Card Authorization form must be completed and returned with signed contract. 		

Room rates are net and quoted exclusive of local taxes and fees, currently 16.4% (As of May 1, 2016, hotel occupancy tax will be 17.4%) (subject to change).



EMBASSY SUITES
HOTELS*

TERMS AND CONDITIONS

1. **RESERVATIONS:** All reservations may be made, by providing a rooming list prior to the group's arrival. **DATE ROOMING LIST IS DUE: Monday, July 4, 2016.** The list may be faxed to 312-423-6300.

2. **PORTERAGE:**

Porterage: Required

Not required

Baggage handling charge is \$10.00 per room, roundtrip in 2016. Porterage is not mandatory. However, if requested, it is mandatory for us to have the group's arrival and departure time.

3. **BREAKFAST:** Full American Breakfast Buffet is Complimentary (included in the Room Rate), served in the Atrium on the Hotel Lobby Level.

Please note all meals are served at leisure, unless otherwise requested by the Tour Operator. The prices listed above include tax and gratuity. Groups of 50 or more guests require special arrangements with our Catering Manager.

BREAKFAST Hours of Operation in our modern, open air atrium with stunning views of downtown Chicago:

Monday – Friday: 6:30am – 9:30am

Saturday & Sunday: 7:30am – 10:30am.

4. **CHECK-IN AND CHECK-OUT TIME:** Our check-in time is 4:00PM; checkout time is 11:00AM. All guests arriving before 4:00PM will be accommodated as rooms become available. Our Guest Service Department can arrange to check baggage for those arriving early when rooms are not yet available.

5. **CANCELLATION:** Group cancellation must be communicated to the hotel in writing. The rates offered by us are based in part upon the total gross revenue anticipated by us from your agreement to use and pay for the rooms and events listed on the opposite side. You agree and understand that in the event of a cancellation or lack of full performance by you, our actual damages would be difficult to determine. Therefore, you have agreed to pay reasonable liquidated damages to the Hotel for cancellation or lack of performance as described in this paragraph. Cancellation damages will be calculated as a percentage, based on the date of cancellation listed below, of total anticipated gross revenues from all contracted sleeping rooms, food and beverage and meeting room rental listed on the opposite side. Plus all applicable taxes.

<u>Date of Cancellation</u>	<u>Percentage owed</u>
Date of signing to June 2, 2016	10%
June 3, 2016 to July 2, 2016	40%
July 3, 2016 or less in advance of event	60%

AO (initial)

6. **PERFORMANCE:** If the event is held, but the Hotel does not realize the total revenue anticipated from your event, you agree to pay performance damages. The damages owed will be the amount necessary for the Hotel to receive no less than 80% of the anticipated revenue per night during the event. Should you fall less than 80% on any night, performance damages will be owed for that night.

AO (initial)

7. **PAYMENT IN ADVANCE:** Unless you have established credit in advance with us, you will pay the entire contract price in cash, certified check or credit card by July 4, 2016. Hilton accepts American Express, Diners Club, Discover Card, JCB International, Master Card or Visa.

8. **OUTSIDE FOOD AND BEVERAGE:** Due to state law, you may not bring to the Hotel alcoholic beverages. You must obtain prior approval from us before you bring in any food or non-alcoholic beverages from outside sources.


9. **SECURITY:** We have no insurance for and are not responsible for any loss or damage to your property. If required, in our sole judgment, in order to maintain adequate security measures in light of the size and/or nature of your function, you will provide, at your expense, security personnel supplied by a reputable licensed guard or security agency doing business in the city or county in which we are located, which agency will be subject to our prior approval. Such security personnel may not carry weapons. For the safety of persons and property, no fireworks or incendiary devices may be used indoors at the hotel Group agrees to comply with all applicable federal, state and local laws including health and safety codes and federal anti-terrorism laws and regulations. Group agrees to cooperate with Hotel and any relevant governmental authority to ensure compliance with such laws.



EMBASSY SUITES
HOTELS®

- 10. **INDEMNIFICATION & INSURANCE:** To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the hotel, the owner, and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the Hotel. You further agree to obtain and keep in force General Liability Insurance covering the event described in this contract with limits of not less than \$1,000,000 per occurrence and to provide the Hotel with a certificate of insurance naming the hotel, owners and management company as an additional insured for your event.
- 11. **AUXILIARY AIDS:** The Hotel represents and you acknowledge that the Hotel facilities being rented for you including guest rooms, common areas and transportation services will be in compliance with our public accommodation requirements under the Americans With Disabilities Act. You agree that one week in advance you will furnish to us a list of any auxiliary aids needed by your attendees in meeting or function space. You agree to pay all charges associated with the provision of such aids. When your attendees make room reservations, please ask them to notify us of their auxiliary aid needs so that we may notify you as to the names of businesses with which you may contract to obtain those aids.
- 12. **PROMOTIONAL CONSIDERATIONS:** We have the right to review and approve any advertisements or promotional materials in connection with your function that specifically reference any name or logo of the Hilton family of Hotel brands.
- 13. **FORCE MAJEURE:** Neither party shall be responsible for failure to perform this contract if circumstances beyond their control, including, but not limited to; acts of God, shortage of commodities or supplies to be furnished by the Hotel, governmental authority, or war in the United States make it illegal or impossible for the hotel to hold the event
- 14. **ARBITRATION:** The parties agree that any dispute in any way arising out of or relating to this contract will be resolved by arbitration before JAMS/ENDISPUTE® or the American Arbitration Association, pursuant to the organization's rules in the state and city in which the hotel is located and pursuant to that State's law as the governing law. The parties agree that any arbitration award will be enforceable in state or federal court. The prevailing party in any arbitration or court proceeding will be entitled to an award of its reasonable costs and attorney fees and pre and post judgment interest.
- 15. **ACCEPTANCE:** All of the above facilities and services are being held on a first option tentative basis until Monday, April 4, 2016. After this date, all contractual items noted herein shall be null and void unless notified in writing by Monroe County Community College - Upward Bound Program. of a delay with the subsequent acceptance of the delay by the hotel.

Dated: 3-29-16

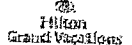
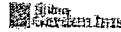
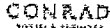
By: 
Dr. Anthony Quinn
Upward Bound Program Director

For: Monroe County Community College - Upward Program

Dated: _____

By: _____
Michael Weinberg
Senior Sales Manager

For: Embassy Suites Chicago Downtown Magnificent Mile



EMBASSY SUITES CHICAGO DOWNTOWN MAGNIFICENT MILE

Credit Card Payment Authorization Form

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-in, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email.

FAX COMPLETED FORM TO: 312-332-7022

ATTN: Michael Weinberg

DUE DATE: April 4, 2016

Date: March 24, 2016

HOTEL USE ONLY:

Guest / Group Name: Monroe County Community College		
Check-In / Event Date: August 1-3, 2016		
Name of Person/Group Making Reservation: Dr. Anthony Quinn	Phone: 734 384 4279	
Authorized Amount:	Approval Code:	Date:

CARDHOLDER - Please complete the following section and sign/date below.

Cardholder Name as it Appears on Credit Card:				
Cardholder Billing Address:				
City:	State:	Zip:		
Daytime /Business Telephone:		Evening Telephone:		
Credit Card Number:		Expiration Date:		
Credit Card Type: (Circle one)				
Visa/MasterCard	American Express	Discover	JCB	Diners Club
Credit Card Issuing Bank Name:		Bank Phone Number (from back of your credit card):		
I agree to cover the following categories of charges: (Please circle)				
All Charges	Room & Tax	Food & Beverage	Retail	Recreation
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____				
DIRECT BILL ACCOUNT PAYMENTS ONLY:				
Name on Invoice/Statement _____		Date on Invoice/Statement _____		
Invoice/Statement Number _____		Authorized Amount \$ _____		

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ _____

Final Balance Billed to Credit Card (hotel use only): \$ _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: _____

Date: _____

LawDog Security & Investigations, Inc.



3055 West 111th Street • Suite 4N
Chicago, IL 60655
1-866-LAW-DOGS

Date: 01 February 2016

"NOTICE TO PROCEED" FOR TEMPORARY SECURITY SERVICES

Bill to:

Business Name: Monroe County Community College – Upward Bound Program
Attn: Cheryl Prenkert Title:
Address: 1555 S. Raisinville Rd.
City, State, Zip: Monroe, MI 48161
Telephone Number: 734-384-4106 Ext: _____
Services Provided At: Embassy Suites Downtown Chicago

Date(s) Time(s) of Service: 01 & 02 August 16 from 2300-0700 hrs

Duties: Security Presence Only

Security Services Fees: **This will be a flat fee for the 16 hours of service of \$650.00**

Minimum Guaranteed billing fee shall be the hourly rate times the total hours requested for a total of \$650.00. The Minimum Guaranteed Billing Fee shall be paid in full regardless of the event lasting to its conclusion.

1. Emergency Contact Name: Anthony Quinn Phone #: (414) 343 Ext: 6382

Payment net is due upon receipt. Payment not received by the 30th day after date of service will accrue interest at the rate of 1.5% per month or the maximum allowed by law. Failure to complete and sign this "NOTICE TO PROCEED" will result in service not being provided. LawDog shall be entitled to collect from Client any and all expenses, including, without limitation, attorneys' fees and court costs, incurred by LawDog in enforcing LawDog's rights or as a result of Client's default under this Agreement.

LIMITATION OF LIABILITY

The services which LawDog, its employees, contractors and agents are providing to Client pursuant to this Agreement are solely for the benefit of the Client and this Agreement is not intended to benefit anyone other than LawDog and Client as a third-party beneficiary or otherwise. In the event that LawDog is liable to Client or any third party for any claim arising out of or relating to this Agreement, then Client agrees that LawDog's liability shall be limited to the insurance policy amounts that LawDog maintains. LawDog shall not be liable to Client or any third party for services arising from or related to this Agreement for any claim other than a claim that arises during performance of LawDog's services for Client and is caused by the gross negligence of LawDog. LawDog under no circumstance shall have any liability to Client or any third party for any claim arising from or related to this Agreement which is caused in whole or part by acts or omissions, negligent or intentional, of Client or third parties or their respective employees or agent. Under no circumstance may Client or any third party recover consequential damages, incidental damages or lost profits as a result of any claim against LawDog arising out of or related to this Agreement. Client also hereby waives any and all rights of claims or subrogation that any insurer of Client may have against LawDog.

CLIENT:
Monroe County Community College
–Upward Bound Program

Signature: [Handwritten Signature]
Printed Name: Anthony Quinn
Title: Director of Upward Bound
DATE: 4-4-16

LAWDOG:
LAWDOG SECURITY & INVESTIGATIONS, INC.

DATE: _____

TRINITY

Coach

4624 13th Street
 Wyandotte, MI 48192
 734-284-9229
 (Fax: 734-283-8418)
 www.trinitytransportation.com

Monroe County Community College
 Anthony Quinn
 1555 S. Raisinville Road
 Monroe, MI 48162

Charter # 138025
 Date Printed: Friday, March 25, 2016
 PO #:
 Group Name:
 Phone: 734-384-4279 Fax: 734-242-9711
 Salesperson: Natalie Lozon

		Departure Time	Date	# Vehicles	Description	Total Capacity
Pickup	Monroe County Community College 1555 S. Raisinville Road Monroe, MI	07:15 am	08/01/16	2	Deluxe Motor Coach	112
Dropoff	Chicago Chicago, IL		08/01/16			112
Pickup	Chicago Chicago, IL		08/03/16			112
Dropoff	Monroe County Community College 1555 S. Raisinville Road Monroe, MI	09:00 pm	08/03/16			112

Your cost is based on the services detailed above and is subject to change in accordance to actual times and your actual itinerary.

How are we doing? Visit our website www.Trinitytransportation.com and fill out our customer satisfaction survey form.

If a specific service agreement is in effect between the customer and Trinity Transportation, the service agreement will supersede the general terms and conditions.

Please sign this agreement and enclose payment as noted above. Keep one copy for your files and return one copy with your payment. Motorcoach Cancellations must be received 30 days prior to departure to insure full refund. Charter is subject to cancellation if payments are not received by due dates.

****** SMOKING IS PROHIBITED AT ALL TIMES ON THE VEHICLES ******

Chartering Party to provide Driver's Lodging in appropriate accommodations.

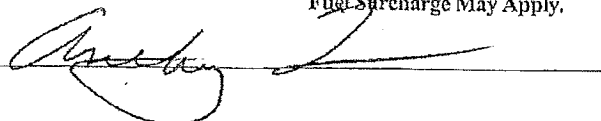
You as the chartering party are responsible for the driver(s) room(s) on overnight trips. The cost of bridge tolls, highway tolls, entrance or other fees (Such as parking fees, etc.) are not included in the cost of this charter. Trinity Inc. reserves the right to lease equipment from other companies in order to fulfill this agreement. Trinity Inc. shall not be liable for items left on the vehicles or loss of time due to mechanical failure or inclement weather. We can not guarantee the assignment of drivers or vehicles.

A signed contract and deposit (if required) will confirm your reservation and acknowledge your acceptance of this agreement. If paying by check, please write the charter number on the check.

* Trinity Inc. reserves the right to charge a cleaning and damage fee. *

Fuel Surcharge May Apply.

Signature



Date

3-28-16

TRINITY

Coach

4624 13th Street
 Wyandotte, MI 48192
 734-284-9229
 (Fax: 734-283-8418)
 www.trinitytransportation.com

Monroe County Community College
 Anthony Quinn
 1555 S. Raisinville Road
 Monroe, MI 48162

Charter # 138025
 Date Printed: Friday, March 25, 2016
 PO #:
 Group Name:
 Phone: 734-384-4279 Fax: 734-242-9711
 Salesperson: Natalie Lozon

Your Charter Includes:	# Units	Cost/Unit	Total	Note
Flat Rate	2.00	3397.00	6794.00	
Total Cost: \$ 6,794.00				
Deposit of \$ 100.00 is due: April 8, 2016				
Balance of \$ 6,694.00 is due: July 18, 2016				

Itinerary: *Contact: Anthony Quinn

*Booking Contact:
 Cheryl Prenkert
 MCCC (734) 384-4106 (M,TH)
 Airport High School (734) 869-7199 (TU)
 Monroe High School (734) 265-3469 (W)

August 1, 2016 - August 3, 2016 - Chicago, Ill
 Itinerary/Times - TBD
 Transportation needed for entire trip
 Pick Up - MCCC, Lot 4

Initial AO Date 3-28-16

Please initial here to indicate that you have read the terms and conditions on page 1 of this contract.

ITINERARY

August 1 - August 3	Confirmed	Chicago , Illinois
Chicago time - 1 hour behind	X	Trinity Transportation (est. until itinerary set)
Chicago to South Bend - 2 hrs	X	Hotel (includes room for bus drivers) Embassy Suites Chicago Downtown Magnificent Mile Group rate \$209.00/room includes breakfast
South Bend time same as us	X	Law Dog Security
Day 1 August 1, 2016		
Our Time 7:00 AM		Depart for Chicago from MCCC one stop for Restroom Break
Chicago Time 11:00 AM	X	Willis Tower - Sky Deck Allow at least 2 hours for tour
1:00 PM		Depart for Portillo's Restaurant 100 W. Ontario St.
1:30 PM	X	Portillos for lunch (have room for 1 hour)
2:30 PM		Depart for Shedd Aquarium
3:00 - 5:30 PM	X	Shedd Aquarium
5:45 PM		Depart for Millenium park
6:00 - 7:30 PM	X	Millenium Park - self guided Cloud Gate, Crown Fountain, Boeing Galleries, free concert at Jay Pritzker Pavilion 6:30, food available for snack purchase
7:30 PM		Depart for Whirly Ball
8:00 PM	X	Whirly Ball for 2 hours (depart for Whirly Ball @ 7:30) plus \$15.00 pp dinner Meal Vouchers (based on 84)
10:00 PM		Depart for Embassy Suites Chicago Downtown Magnificent Mile
10:30 PM		Hotel Lights out 11:00 PM
Day 2 August 2, 2016		
7:30 - 8:30 AM		Breakfast
8:45 - 9:45 AM	X	Mile of Murals (walking tour) waiting on invoice
10:00 AM		Depart for NWU
10:45/11:00 AM	X	North Western University check in/tour
12:15 PM		tour ends, depart for Gino's East Pizza
1:00 PM	X	Gina's East Pizza for lunch T/T Erica 312-266-5421 (5/4/16) sending packet
2:15 PM		Depart for Navy Pier
2:30 - 3:45 PM	X	Walk around Navy Pier - Meet at Sea Dog at 3:45 pm
Board @ 4:00 Cruise time 4:15 - 5:30	X	Sea Dog Boat Tour Skyline History \$19.95 pp 77 total people (can add but can't take people off)
5:45 PM		Depart for Wrigley Field
6:30 PM	X	Chicago Cubs Game \$34.00/ ticket plus \$15 for food/ person game starts at 7:00
Day 3 August 3, 2016		
6:30 - 7:45 AM		Breakfast leave 8:00 am chicago time
(Chicago time) 8:00 AM		Depart for Univ of Notre Dame (leave 9:00 am our time)
11:00 AM	X	University of Notre Dame Tour
12:00 PM		Lunch on campus vouchers or cash Huddle Food Court
1:15 PM- 2:00 PM	X	Information Session
2:15 PM		Depart for Mall
2:30 - 4:30 PM	X	South Bend Mall - Shopping
4:30 PM		Depart for Archibaold OH Dinner at Sauder Village
6:00 PM	X	Dinner at Sauder Village "The Barn Restaurant" \$21.25 pp buffet, plus pie for dessert
7:30 PM		Depart for MCCC
9:00 PM		Arrive at MCCC
		TOTAL \$36,944.00

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

EXPLANATION AND DATES:

Departure Date/Day August 1, 2016 Return Date/Day August 3, 2016

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

The purpose of this trip is Upward Bound Summer Cultural Trip and the group sponsoring the trip
is Monroe County Community College Upward Bound Program.

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

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

GENERAL INFORMATION:

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

Address _____ Phone _____

Parent/Guardian Name(s) _____ Emergency Phone _____

MEDICAL INFORMATION

Family Doctor _____ Phone _____

Last Tetanus Shot _____ Allergies (if any) _____

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

Other pertinent information _____

Your child will be in the care of (staff member name) Anthony Quinn, Dannielle Lambert, UB Staff

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

INSURANCE INFORMATION:

Insurance Company _____ Contract No. _____

Name of Policy holder _____ Policy Number: _____

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

Signed before me this _____ day of _____ 20____

(Parent(s)/Guardian(s))

Notary Public
My commission expires _____

RETURN TO MS. LAMBERT or the UB OFFICE BY July 18, 2016

Personal Comportment Code:

Parents please review these rules over with your student(s). This will help avoid confusion during our trip.

Students must follow appropriate dress code as stated in the *"Dress Code Agreement Form."* Students breaking the below dress code will be sent back to their room to change clothing. **NO EXCEPTIONS!**

- No scarves, do-rags, hats, or sunglasses should be worn in any building.
- No sagging pants or mini skirts
- No low cut shirts
- No short shorts
- No ear pieces during tours, presentations or while staff is talking
- No Pajama wear and/or bed slippers to be worn outside of the hotel.
- No shirts that show off midriff or has offensive symbolism or language on it.
- No male and female sitting together on bus
- No Public Display of Affection
- You should only be in the hotel room you have been assigned to. You are not allowed in any other room in the hotel. If a student (male or female) are in a room not assigned to them, they will be sent home.
- ✓ No hair comb/pick sitting in hair
- ✓ No Yelling, cursing, constant walking back and forth to seats on bus or other distractions for our driver
- ✓ No camera flashes on the bus.
- ✓ No electronic devices should be on during tours and no headphones in your ears regardless if device is on or off.
- ✓ If you are taking medication please provide note to the program. Staff members are NOT ALLOW TO GIVE OUT MEDICATION OF ANY KIND.
- ✓ Students must report to their rooms at 10:30 PM. Students are not allowed out of their room after 10:30 PM. If a student is caught outside of their room after this time they will be sent home. No excuses! We want to keep our students safe, free from trouble, harm and to have fun (Boston MA. Trip). Please discuss the importance of this with your student(s).
- ✓ Students will not be allowed to go swimming at the hotel.

If any student is dressed inappropriately during the UB summer cultural trip, students will be asked to return to their room to change clothes before returning to bus and/or UB activities. If they refused they will remain on the bus while the others go on to their activities for the day. We have very limited time and we can't allow one student to ruin the entire group's day.

Students must, in addition, adhere to all policies stated during in the MCCC Upward Bound parent/student handbook:

These rules include, but are not limited to:

- ✓ No alcohol, tobacco, smoking or drugs.
- ✓ No gambling.
- ✓ No Energy Drinks
- ✓ No damage, tampering, misuse or theft of College property, this includes your classrooms, lounges, etc... You will be assessed damage charges and be held responsible for all damage charges. Students will forfeit all Upward Bound privileges, including field trips and stipends if unpaid assessed charges are incurred.
- ✓ No firearms, weapons or explosives.
- ✓ No disruptive conduct, i.e., active participation in disturbances or harassment (physical, sexual, or otherwise) of any member of the College community (and MCCC visitors or during field trips.) Please be aware that MCCC has a zero tolerance policy for sexual harassment.
- ✓ No foul language, racial epithet.
- **No fighting, instigating fights will be tolerated!**

STUDENTS BREAKING ANY OF THESE RULES WILL BE SUBJECTED TO BE SENT HOME. PARENTS/GUARDIANS WILL BE NOTIFIED IMMEDIATELY IF ANY STUDENT(S) IS IN SERIOUS VIOLATION OF ANY OF THESE RULES. STUDENTS WILL BE SENT HOME VIA GREYHOUND AND WILL BE RELEASED FROM THE PROGRAM. PLEASE MAKE SURE THAT YOU SPEAK TO YOUR STUDENTS ABOUT THE RULES. WE ALL OF OUR STUDENTS TO HAVE FUN, LEARN AND BE RESPONSIBLE YOUNG MEN AND WOMEN ON THIS TRIP.

Off-Campus Code

In the event that the MCCC Upward Bound Program takes the students off-campus for an activity, all participants are still bound by the College and MCCC Upward Bound Code of Conduct. Illegal and inappropriate conduct will result in disciplinary action up to and including dismissal from the program and any criminal charges when such conduct is clear violation of College policy and civil law.

Students are not allowed off campus, out of classrooms or designated MCCC Upward Bound areas (such as Hotel Room in Philadelphia, PA) without direct supervision of a MCCC Upward Bound staff member or designee. Students found in violation of this policy will be dismissed from the MCCC Upward Bound program. Those student violation(s) determined to be serious and/or be extreme in nature may face dismissal from the Upward Bound program.

Out of Class Learning Experience Trip to: Chicago, IL

August 1, 2016 – August 3, 2016

Agreement

We the undersigned acknowledge that we have fully read and understood all the preceding sections of this contract. We acknowledge and agree that _____ (insert student name) will adhere to all provisions of the contract outlined above. We acknowledge that all MCCC Upward Bound rules are an addition to, not a supplanting of, the Monroe County Community College Code of Conduct. In the event that _____ (insert student name) violates any of the above provisions or the Monroe County Community College Code of Conduct, we accept that the MCCC Upward Bound staff has the complete and final authority to determine and administer the appropriate disciplinary action, up to and including dismissal from the program. In the event of dismissal or other disciplinary action, we furthermore agree to abide by the decision of the MCCC Upward Bound staff or to follow the appropriate appeals process by completing the “**MCCC Upward Bound Summer Program 2014-2015 Disciplinary Appeal Form.**” We agree that any decision by the Monroe County Community College UB program staff regarding an appeal is final.

MCCC Upward Bound Participant Name (please print)

Parent/Guardian Name (please print)

MCCC Upward Bound Participant Name (please sign)

Parent/Guardian Name (please sign)

Date

Date

Monroe County Community College
Upward Bound ~ Summer Program 2016

Waiver of Liability & Field-Trip Form

I hereby give my permission for the Monroe County Community College Upward Bound Summer Program Staff and/or other local medical treatment providers to provide any needed medical treatment for my student while he/she is attending MCCC Upward Bound, which also includes the following components:

August 1 to August 3 2016

Out of Class Learning Experience Trip (Chicago, IL)

I specifically give my permission for necessary and emergency care to be given to _____ (name of student) by Monroe County Community College, Hospital and other medical treatment providers. I attest that my student has had a physical within the last twelve months and the physical disclosed no medical condition, other than those listed in their Medical Consent Form that would make participation in the MCCC Upward Bound Summer Program a risk.

I hereby acknowledge that my student's participation in the MCCC Upward Bound Summer Program and related activities is at the sole discretion and judgment of the parent or guardian and may involve an inherent risk of physical injury. I, as the parent/guardian, on behalf of my student, hereby assume all such risk. I hereby release and agree to hold harmless MCCC, its Board of trustees, students, and employees from all claims, actions, damages, and liabilities for personal injury or damage relating to or arising out of any student activity except where the injury or damage is caused by the gross negligence of the College's employees. MCCC is not responsible for any lost or stolen property.

Upward Bound Student Name: _____

Parent Signature: _____

Date: _____

Contact Phone Number: _____

*****Remember all students must pass all of their summer UB course work to be eligible for this trip!!!!

**VARSIY FOOTBALL
TEAM BONDING EVENT
STAGECOACH STOP – IRISH HILLS**

BACKGROUND

Monroe High School Athletic Director, Dr. John Ray, would like to petition the Board of Education for permission for the varsity football team to attend a team bonding event at the Stagecoach Stop in Irish Hills, Michigan, July 27 -28, 2016. The purpose of this trip is to review what was learned at camp and to bond as a team. Students will be transported in private vehicles.

ENCLOSURE(S)

The Field Trip and Excursion check list along with a template of the permission slip that will be used.

RECOMMENDATION

Move to approve the attendance of the varsity football team at a team bonding event at the Stagecoach Stop in Irish Hills, Michigan, July 27-28, 2016, in accordance with board policies for field trips and excursions.

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

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

Monroe Public Schools
Field Trip Information Form

Overnight

Date of Trip: July 27th

Grade/Team/Organization Making Request: Varsity Football

Destination: Stage Coach Stop - Irish Hills, MI

Address: 7203 US HWY 12

City: Onsted State: MI Zip: 48765

Means of Transportation: Coaches / Mothers Club

Number of Students and Adults Involved: 55-60

Exact Loading Location: Monroe High

Estimated Time of Departure: 2:00 pm

Estimated Time of Departure from Destination: 11:00 am next day

Expected Time of Arrival: 12:00 pm July 28th

Purpose of Trip: End of Camp / Team Bonding

Faculty Supervisor: Nick Notarvio

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

Principal's Signature: [Signature] Date: _____
 Approved Denied

Assistant Superintendent's Signature: [Signature] Date: 6/8/14
 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:

After our 3 day camp, the varsity football team will head to Stage Coach resort in Irish Hills. The purpose of the trip is to review what was learned in camp and to bond as a team.

School(s): Monroe

Chaperones: Randy Knapp Jay Clark
Nick Notario Kyle Reed

(additional mothers club members and coaches)

Method of Transportation: Trucks / Vans

Date of Departure: 7/27/16

Time of Departure: 2:00 pm

If overnight, number of nights: 1

Date of Return: 7/28/16

Time of Return: 12:00 pm

Number of Students Participating: 50

Number of Staff Supervising: 10

Number of Other Adults Assisting: 6

Number of School Days Student will be Attending Trip: 0

Cost Per Child: 0

Cost Per Chaperone: 0

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes

No

Chaperones: Yes

No

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

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

Updated: 09/12/06

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

EXPLANATION AND DATES:

Departure Date/Day July 27, 16 Return Date/Day July 28, 16

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

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

The purpose of this trip is Overnight + Camp and the group sponsoring the trip is Monroe First Downers.

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

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

GENERAL INFORMATION:

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

Address _____ Phone _____

Parent/Guardian Name(s) _____ Emergency Phone _____

MEDICAL INFORMATION

Family Doctor _____ Phone _____

Last Tetanus Shot _____ Allergies (if any) _____

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

Other pertinent information _____

Your child will be in the care of (staff member name) nick notario, Kyle Rees

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

INSURANCE INFORMATION:

Insurance Company _____ Contract No. _____

Name of Policy holder _____ Policy Number: _____

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

Signed before me this _____ day of _____ 20____

Notary Public

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

MHS WRESTLING TEAM CAMP

BACKGROUND

Monroe High School Athletic Director, Dr. John Ray, would like to petition the Board of Education for permission for the wrestling team to attend a team camp at Monroe High School. This camp will be held July 14-17, 2016. The purpose of this camp is to review strategies, condition, wrestle, and have team building time.

ENCLOSURE(S)

The Field Trip and Excursion check list along with a template of the permission slip that will be used.

RECOMMENDATION

Move to approve the Monroe High School wrestling team camp at Monroe High School July 14-17, 2016, in accordance with board policies for field trips and excursions.

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

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

Monroe Public Schools
Field Trip Information Form

overnight
@
MHS

Date of Trip: July 14 - July 17

Grade/Team/Organization Making Request: MHS Wrestling

Destination: MHS

Address: 901 Herr

City: Monroe State: MI Zip: 48161

Means of Transportation: na

Number of Students and Adults Involved: 20

Exact Loading Location: na

Estimated Time of Departure: _____

Estimated Time of Departure from Destination: _____

Expected Time of Arrival: _____

Purpose of Trip: High School Camp.

Faculty Supervisor: Jordan Mayes

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

Principal's Signature: [Signature] Date: _____

Approved Denied

Assistant Superintendent's Signature: [Signature] Date: 6/2/14

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:

This is a 3 day wrestling
CAMP at MHS.

School(s): Monroe High

Chaperones: Don Maxwell Sean Turner
Derek Dawson

Method of Transportation: None

Date of Departure: ___/___/___

Time of Departure: ___

If overnight, number of nights: _____

Date of Return: ___/___/___

Time of Return: ___

Number of Students Participating: up to 20

Number of Staff Supervising: 3

~~Monday July 13th Camp~~

Hosted: Coach Mayes

14 July 2016

17 July 2016

Coaches: Sean Turner
Derek Davison

14 July 2016

7:00 am check-in

8:30 - 10:30 Session 1

10:30 - 12 Lunch

1-3 Session 2

3-5 Break

5-7 Session 3

7-8 Dinner

8-10 Free Time

10:00 lights out

17 July 2016

6:30 wake up

6:30 - 7:30 Breakfast

8-11 Session 10

11-1 Break (lunch)

1-4 Session 11

4:30 Check-out

15-16 July 2016

6:30 wake up

7-8 Breakfast

8:30 - 10:30 Session 4, 7

10:30 - 12 lunch

1-3 Session 5, 8

3-5 Break

5-7 Session 6, 9

7-8 Dinner

8-10 Free Time

10:00 lights out

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

EXPLANATION AND DATES:

Departure Date/Day July 14 Return Date/Day July 17

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

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

The purpose of this trip is Wrestling Camp and the group sponsoring the trip is monroe Wrestling.

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

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

GENERAL INFORMATION:

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

Address _____ Phone _____

Parent/Guardian Name(s) _____ Emergency Phone _____

MEDICAL INFORMATION

Family Doctor _____ Phone _____

Last Tetanus Shot _____ Allergies (if any) _____

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

Other pertinent information _____

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

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

INSURANCE INFORMATION:

Insurance Company _____ Contract No. _____

Name of Policy holder _____ Policy Number: _____

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

X _____

Signed before me this _____ day of _____ 20____

(Parent(s)/Guardian(s))

Notary Public

My commission expires _____

FORD TRANSIT – 8 PASSENGER VEHICLE

BACKGROUND

Please see attached memo from Bill Ferrara.

ENCLOSURE(S)

Memo from Bill Ferrara
Quote from Gorno Ford
DTMB Purchasing Operations, Appendix B, Specification Information

RECOMMENDATION

Move to approve the purchase of a 2016 Ford Transit-150 XLT 8 passenger vehicle from Gorno Ford of Woodhaven, Michigan, at a cost not to exceed \$29,853.00. Funds for this purchase will come from CTE Added Cost and the General 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 HIGH SCHOOL CAREER & TECHNICAL EDUCATION

Bill Ferrara, Director

Reda Biniecki, Administrative Assistant 901 Herr Road Monroe, MI 48161 Ph. 734.265.3450 Fax 734.265.3451

CTE MEMO #018 15.16

TO: Julie Everly, Deputy Superintendent, MPS
FROM: Bill Ferrara, Director, CTE
DATE: June 7, 2016
RE: **Purchase Approval, Ford Transit, 8 Passenger Vehicle, \$29,853.00**
Encl: (1) MiDEAL Quote #3905-0035

Hi Julie,

I'm requesting our Board Of Education's approval for the purchase of a 2016 Ford Transit-150 XLT, 8 Passenger Wagon. This vehicle is being purchased through the Michigan Department of Technology, Management and Budget, (DTMB), MiDEAL, Extended Purchasing Program, MiDEAL #3905-0035 – Contract # 071B1300005. Gorno Ford of Woodhaven, MI, is an active participant of the program, and has made available the vehicle to be purchased at a pre-approved government rate, in accordance with the MiDEAL parameters, no further quotes are required. The purchase of this vehicle will enable all CTE teachers to safely and legally transport up to 8 passengers while attending competitions and other Career and Technical Student Organization events. The vehicle can also be used for other short-range trips to transport any district-wide students as needed, when available.

Total Requested: **\$29,853.00, Ford Transit, 150 XLT, 8 Passenger Wagon, Gorno Ford, Woodhaven, MI.** Funds will come from CTE Added Cost and General Fund budgets.

Sincerely,

Bill Ferrara, Director
Career & Technical Education

Cc
Barry Martin, Superintendent
Sandy Kreps, Principal, MHS
Kathy Eighmey, Director Business and Finance
Reda Biniecki, CTE Admin Asst.

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.

GORNO FORD
22025 ALLEN ROAD
WOODHAVEN, MI 48183

DATE: 6/3/16 **(OSS-Out of Stock Sale)**

TO: BILL FERRARA, MONROE PUBLIC SCHOOLS
734-265-3453 (DIRECT) ferrara@monroe.k12.mi.us

FROM: JIM AGNEY, GORNO FORD, GOVERNMENT & FLEET SALES
734-671-4033 (DIRECT) (FAX) 734-676-7647 jagney@gornoford.com

RE: **MiDEAL # 3905-0035 – CONTRACT# 071B1300005**
2016 FORD TRANSIT-150 XLT Option, LR 8 Pass. WAGON, STD. ROOF,
130WB, DK. BLUE MET./PEWTER LTHR. w/PWR., 3.5L L V6 EcoBoost, 6spd.A/T,
H.D. ALT., 235/65R17AS, FULL SIZE WHEEL COVERS, XLT TRIM PKG,
3.31 LTD SLIP AXLE, PASS. SIDE CARGO DOORS, AM/FM/CDw/CLOCK –
MSG. CTR ., ADVANCE TRACKw/ROLL STABILITY CNTRL., TPMS,
PWR. DISC BRKSw/ABS, FULL AIRBAGS, FRNT./REAR A/C, TILT/CRUISE,
8,550# GVWR, PWR. WINDOWS/LOCKS/MIRRORS, AUTO-LAMP,
REVERSE SAFETY BEEPER, PRIVACY TINTED GLASSw/REAR DEFOG,
REAR VIEW CAMERA, REVERSE PARK AID, CARPET FLOOR,
REAR WINDOW DEFOG, TRAILER TOW PKG.

F.O.B. DELIVERED TO MONROE , MI \$29,674.00
(MSRP = \$40,973.00)


RECOMMENDED OPTIONS:

REMOTE START 495.00
H.D. ALL-WEATHER FRONT FLOOR MATS 179.00

TOTAL w/ Floor Mat Option: \$29,853.00

Above quoted unit is currently in stock for 1 week delivery upon receipt of signed quote or P.O.

Please review, **SELECT OPTIONS**, sign and fax/e-mail back or fax/e/mail Purchase Order to Jim Agney.

Customer Signature: 

Thank you,

Jim Agney

This quotation is confidential and privileged and is intended solely for the use of Gorno Ford and Monroe Public Schools. This quotation is compiled in association with the MiDEAL Contract and intended for use by MiDEAL Members and State of Michigan government agencies stated above. Information/specifications in this quotation have been established by and are intended only for use by the stated parties. This document is not to be disclosed, distributed, used/re-used as a basis for specifications subsequent bids or request(s) for quotation(s) to any other party or bidders other than the intended parties and/or their authorized personnel.



Technology, Management & Budget
Purchasing Operations

APPENDIX B

SPECIFICATION INFORMATION

Patrol and Passenger Vehicles, Trucks, Vans,
Cab & Chassis



**THESE SPECIFICATIONS APPLY TO ANY CONTRACTS
RESULTING FROM RFP#07110200131 AND WILL BE
REFERRED TO IN QUARTERLY BID CYCLES BEGINNING
2011 MODEL YEAR. THESE SPECIFICATIONS ARE
APPLICABLE TO MODEL YEARS 2011- 2016 UNLESS
OTHERWISE SPECIFIED.**

**STATE OF MICHIGAN
DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
PURCHASING OPERATIONS**

3958-0026	LIGHT DUTY TRUCK I: PICK-UP BODY, REGULAR CAB, (8 Foot Box) (Payload-1,600 lbs., min.)	140
3958-0026A	LIGHT DUTY TRUCK I: PICK-UP BODY, REGULAR CAB, ALTERNATE FUEL VEHICLES, (8 Foot Box) (Payload-1,500 lbs., min.)	141
3958-0027	LIGHT DUTY TRUCK I: PICK-UP BODY, EXTENDED CAB, (8 Foot Box, Payload-1,400 lbs., min.)	142
3958-0027A	LIGHT DUTY TRUCK I: PICK-UP BODY, EXTENDED CAB, ALTERNATE FUEL VEHICLES, (8 Foot Box) (Payload-1,400 lbs., min.)	143
3958-0028	LIGHT DUTY TRUCK I: PICK-UP BODY, EXTENDED CAB, (6 Foot Box, Payload-1,400 lbs., min.)	144
3958-0028A	LIGHT DUTY TRUCK I: PICK-UP BODY, EXTENDED CAB, ALTERNATE FUEL VEHICLES, (6 Foot Box) (Payload-1,400 lbs., min.)	145
3958-0029	LIGHT DUTY TRUCK I: PICK-UP BODY, REGULAR CAB, (8' Box) (Payload-3,240 lbs., min.)	146
3958-0029D	LIGHT DUTY TRUCK I: PICK-UP BODY, REGULAR CAB, DIESEL, (8' Box) (Payload-3,240 lbs., min.)	147
3958-0030	LIGHT DUTY TRUCK I: PICK-UP BODY, EXTENDED CAB, (8 Foot Box) (Payload-3,000 lbs., min.)	148
3958-0030A	LIGHT DUTY TRUCK I: PICK-UP BODY, EXTENDED CAB, ALTERNATE FUEL VEHICLES, (8 Foot Box) (Payload-1,400 lbs., min.)	149
3958-0030D	LIGHT DUTY TRUCK I: PICK-UP BODY, EXTENDED CAB, DIESEL, (8 Foot Box) (Payload-3,000 lbs., min.)	150
3958-0031	LIGHT DUTY TRUCK I: PICK-UP BODY, EXTENDED CAB, (6 Foot Box) (Payload-3,000 lbs., min.)	151
3958-0031D	LIGHT DUTY TRUCK I: PICK-UP BODY, EXTENDED CAB, DIESEL, (6 Foot Box) (Payload-3,000 lbs., min.)	152
VANS AND LARGE UTILITY VEHICLES		153
3958-0032	VANS AND LARGE UTILITY VEHICLES: CARGO VAN BODY, (Payload-1,700 lbs., min.)	153
3958-0032A	VANS AND LARGE UTILITY VEHICLES: CARGO VAN BODY, ALTERNATIVE FUEL, (Payload-1,700 lbs., min.)	154
3905-0034	VANS AND LARGE UTILITY VEHICLES: UTILITY, 4-DOOR, 5-6 PASSENGER, FULL SIZE, (Payload-1,500 lbs., min.)	155
3905-0034A	VANS AND LARGE UTILITY VEHICLES: UTILITY, 4-DOOR, 5-6 PASSENGER, FULL SIZE, ALTERNATIVE FUEL, (Payload-1,500 lbs., min.)	156
* 3905-0035	VANS AND LARGE UTILITY VEHICLES: VAN, 8 PASSENGER, (Payload-1,600 lbs., min.)	157 *
3905-0035A	VANS AND LARGE UTILITY VEHICLES: VAN, 8 PASSENGER, ALTERNATIVE FUEL, (Payload-1,600 lbs., min.)	158
3905-0036	VANS AND LARGE UTILITY VEHICLES: UTILITY VEHICLE, 6-PASSENGER, HALF TON, (Payload-1,500 lbs., min.)	159
3905-0036A	VANS AND LARGE UTILITY VEHICLES: UTILITY VEHICLE, 6-PASSENGER, HALF TON, ALTERNATIVE FUEL, (Payload-1,500 lbs., min.)	160
3905-0037	VANS AND LARGE UTILITY VEHICLES: VAN, 12 PASSENGER, (Payload-2,649 lbs., min.)	161
3905-0037A	VANS AND LARGE UTILITY VEHICLES: VAN, 12 PASSENGER, ALTERNATIVE FUEL	162
3905-0038	VANS AND LARGE UTILITY VEHICLES: UTILITY VEHICLE, EXTENDED 6-PASSENGER, THREE-QUARTER TON, (Payload-2,400 lbs., min.)	163
3958-0039	VANS AND LARGE UTILITY VEHICLES: CARGO VAN BODY, THREE-QUARTER TON, (Payload-3,100 lbs., min.)	164

**STATE OF MICHIGAN
DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
PURCHASING OPERATIONS**

**3905-0035 VANS AND LARGE UTILITY VEHICLES: VAN, 8 PASSENGER,
(Payload-1,600 lbs., min.)**

MODEL-2011 CURRENT NEW

PRELIMINARY REQUIREMENTS

Engine: Type & No. of Cylinders, 8 minimum

TO BE STANDARD FACTORY EQUIPPED AS FOLLOWS:

The items listed in the general specifications for Passenger Vehicle Equipment are to be supplied on all vehicles, even though they may be optional with the manufacturer (refer to page A).

ADDITIONAL OPTIONS:

These options are in addition to the options listed above as "STANDARD FACTORY EQUIPPED" and are to be included on this vehicle.

Axle, rear-limited slip.

Battery-12 Volts; 600 CCA minimum.

Body-Finished interior, (no exposed outside body sheet metal), full length Headliner.

Bumper-Rear, Mfg. Std.

Door-Right Side, hinged.

Fuel capacity-largest available from mfg.

Spare tire and wheel. Full size. Mfg. Std. mounting.

Wrench-wheel.

STATE OF MICHIGAN
 DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
 PROCUREMENT
 P.O. BOX 30026, LANSING, MI 4890
 OR
 525 W. ALLEGAN, LANSING, MI 48933

CHANGE NOTICE NO. 10
 to
CONTRACT NO. 071B1300005
 between
THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF CONTRACTOR	PRIMARY CONTACT	EMAIL
GORN FORD INC 22025 Allen Road Woodhaven Michigan 48183	Jim Agney	jagney@gornoford.com
	PHONE	CONTRACTOR'S TAX ID NO. (LAST FOUR DIGITS ONLY)
	734-671-4033	4520

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
PROGRAM MANAGER / CCI	MDOT	Dan Smith	517-334-7767	smithd4@michigan.gov
CONTRACT ADMINISTRATOR	DTMB	Yvon Dufour	(517) 284-6996	dufour@michigan.gov

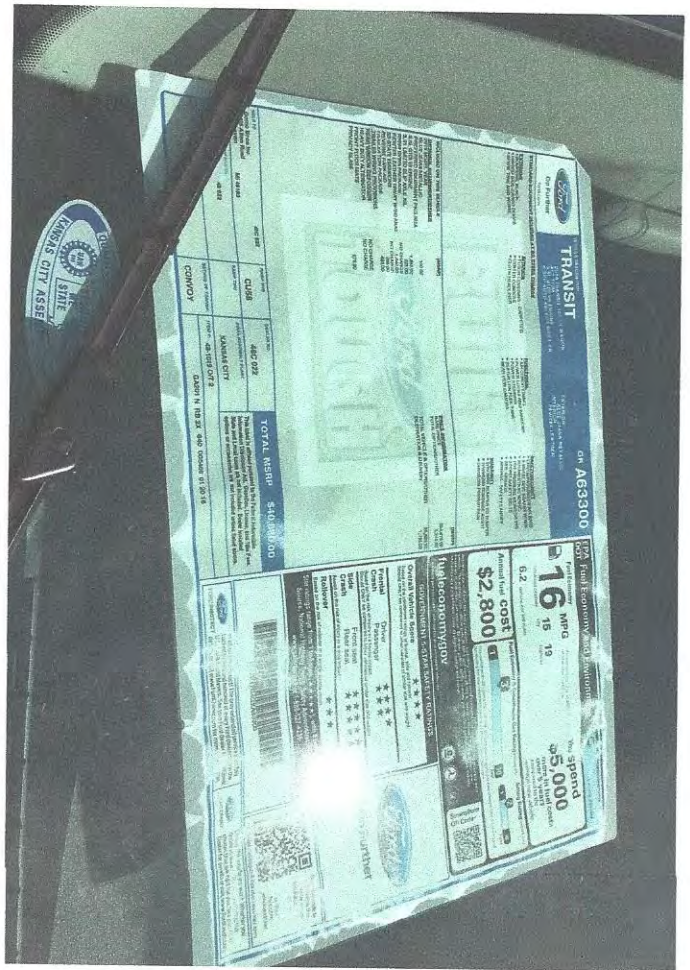
CONTRACT SUMMARY			
DESCRIPTION: Vehicles, Patrol and Passenger Vehicles, Trucks, Vans, Cabs & Chassis			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE (S) NOTED BELOW
October 01, 2010	September 30, 2015	2, 1 year	September 30, 2016
PAYMENT TERMS		DELIVERY TIMEFRAME	
Net 45		30 Days	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P Card: <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS			
N/A			

DESCRIPTION OF CHANGE NOTICE				
EXERCISE OPTION?	LENGTH OF OPTION	EXERCISE EXTENSION?	LENGTH OF EXTENSION	REVISED EXPIRATION DATE
<input type="checkbox"/>		<input type="checkbox"/>		
CURRENT VALUE		VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE	
\$1,615,494.00		\$0.00	\$1,615,494.00	

DESCRIPTION:
 Effective October 15, 2015, the following amendment is hereby incorporated into the contract: contract vehicle pricing is REVISED per the attached spreadsheet. All other terms, conditions, specifications and pricing remain the same. Per contractor proposal and agency agreement, and DTMB Procurement approval.

Vehicle Type	Vehicle Size	Spec. No.	Make	Model Year	Model	Eng. CYL.	MDOT Price (Delivered)	MIDEAL Price (Dest.)	Deliv. Fee/mile	Exceptions to Spec.
Passenger	4-Door Sedan, Subcompact	3905-0001	Ford	2016	Fiesta	4	\$14,299.00	\$14,399.00	\$2.00	w/o speed control \$13,299.00
Passenger	5-Door Hatchback, Subcompact	3905-0001B	Ford	2016	Fiesta	4	\$14,599.00	\$14,645.00	\$2.00	w/o speed control \$13,599.00
Passenger	4-Door Sedan, Small	3905-0002	Ford	2016	Focus SE	4		\$15,600.00	\$2.00	WITH CRUISE AND FLOOR MATS
Passenger	4-Door Sedan, Mid-size	3905-0004	Ford	2016	Fusion	4	\$16,715.00	\$16,535.00	\$2.00	
Hybrid	Passenger, 4-Door Sedan, Mid-size, Hybrid	3905-0006H-P01	Ford	2016	Focus Electric		\$35,399.00	\$35,195.00	\$2.00	
Hybrid	Utility, 5 Passenger, 2WD, 4-Door, Hybrid	3905-0007H-U01	Ford	2016	C Max Hybrid	4	\$21,995.00	\$21,835.00	\$2.00	
Hybrid	Utility, 5 Passenger, 2WD, 4-Door, Hybrid	3905-0007H-U01	Ford	2016	C Max Hybrid w/Electric Plug	4	\$29,815.00	\$29,715.00	\$2.00	
Patrol	Police, Large, 4-Door Sedan, Front Wheel Drive	3905-0009B	Ford	2016	Police Intercept or Sedan	6	\$22,319.00	\$22,325.00	\$2.00	
Patrol	Police, Large, 4-Door Sedan, Rear Wheel Drive (CVPI) or FWD/AWD (NGPI)	3905-0010A	Ford	2016	Police Intercept or Sedan (E-85)	6	\$23,528.00	\$23,565.00	\$2.00	
Patrol	Police, Large, 4-Door Sedan, Rear Wheel Drive (CVPI) or FWD/AWD (NGPI)	3905-0010B	Ford	2016	Police Intercept or Sedan-Turbo Charge	6	\$27,263.00	\$27,295.00	\$2.00	
Patrol	Police, Pursuit, Large, 4-Door Sport Utility, 2-Wheel Drive	3905-0013B	Ford	2016	Police Intercept or Utility	6	\$24,129.00	\$24,165.00	\$2.00	
Patrol	Police, Special Services Vehicle, Large, 4-Door Sport Utility, Alt. Fuel, 2-Wheel Drive	3905-0014A	Ford	2016	Expedition (E-85)	6	\$27,655.00	\$27,719.00	\$2.00	E-85, n/a
Patrol	Police, Special Services Vehicle, Large, 4-Door Sport Utility, Alt. Fuel, 4-Wheel Drive	3905-0015A	Ford	2016	Expedition (E-85)	6		\$30,295.00	\$2.00	E-85, n/a
Patrol	Police, Pursuit, Large, 4-Door Sport Utility, All-Wheel Drive	3905-0016	Ford	2016	Police Intercept or Utility	6	\$25,211.00	\$25,285.00	\$2.00	
2WD Utility	5 Passenger, 4-Door	3905-0018	Ford	2016	Edge (FWD)	6		\$24,217.00	\$2.00	
2WD Utility	5 Passenger, 4-Door	3905-0018	Ford	2016	Escape S	4		\$19,049.00	\$2.00	
2WD Utility	5 Passenger, 4-Door (FWD)	3905-0018	Ford	2016	Escape SE	4		\$21,568.00	\$2.00	
2WD Utility	5 Passenger, 4-Door (RWD)	3905-0018B	Ford	2016	Escape SE	4		\$23,089.00	\$2.00	

2WD Utility	6-8 Passenger, 4-Door	3905-0019	Ford	2016	Edge (FWD)	6		\$24,217.00	\$2.00	5 passenger seating
2WD Utility	6-8 Passenger, 4-Door	3905-0019	Ford	2016	Flex (FWD)	6	\$24,313.00	\$24,270.00	\$2.00	
Vans and Large Utility Vehicles	Utility, Full Size, 4-Door, 5-6 Passenger, 1,500 lbs. min. Payload	3905-0034	Ford	2016	Expedition	6	\$27,700.00	\$27,630.00	\$2.00	Limited Slip Not Available
Vans and Large Utility Vehicles	Passenger-Van, 8 Passenger, 1,600 lbs. min. Payload	3905-0035	Ford	2016	Transit Wagon 150	6		\$22,325.00	\$2.00	V6 increased HP decreased torque over discontinued Econoline V8. Low roof.
Vans and Large Utility Vehicles	Passenger-Van, 8 Passenger, Alt. Fuel, 1,600 lbs. min. Payload	3905-0035A	Ford	2016	Transit Wagon 150 (E85)	6		\$22,315.00	\$2.00	V6 increased HP decreased torque over discontinued Econoline V8. Low roof.
Vans and Large Utility Vehicles	Utility, 6 Passenger, 1,500 lbs min. Payload, 1/2 Ton	3905-0036	Ford	2016	Expedition EL	6	\$30,200.00	\$30,235.00	\$2.00	5 pass \$29700.00
Vans and Large Utility Vehicles	Passenger-Van, 12 Passenger, 2,649 lbs. min. Payload, 1/2 Ton	3905-0037	Ford	2016	Transit Wagon 350	6		\$25,235.00	\$2.00	V6 but increased HP decreased torque over discontinued Econoline. Low roof.
Vans and Large Utility Vehicles	Passenger-Van, Alt. Fuel, 12 Passenger, 2,649 lbs. min. Payload	3905-0037A	Ford	2016	Transit Wagon 350	6		\$25,230.00	\$2.00	V6 increased HP decreased torque over discontinued Econoline V8. Low roof.
Vans and Large Utility Vehicles	Passenger-Van, 15 Passenger	3905-0040	Ford	2016	Transit Wagon 350	6		\$25,940.00	\$2.00	V6 increased HP decreased torque over discontinued Econoline V8. Low roof.
Vans and Large Utility Vehicles	Passenger-Van, Alt. Fuel, 15 Passenger	3905-0040A	Ford	2016	Transit Wagon 350 (E85)	6		\$25,945.00	\$2.00	V6 increased HP decreased torque over discontinued Econoline V8. Low roof.
Light Duty Trucks & Utility 4X4	Utility, Full Size, 4-Door, 6 Passenger, 1,480 lbs. min. Payload	3905-0085	Ford	2016	Expedition (E-85 Capable)	6		\$31,000.00	\$2.00	E 85, n/a. 5 pass \$30,398
Light Duty Trucks	Pick-Up, 6' Box, Standard Cab, 1,600 lbs. min. Payload	3958-0025	Ford	2016	F150 (E-85 Capable)	6		\$18,520.00	\$2.00	
Light Duty Trucks	Pick-Up, 8' Box, Standard Cab, 1,600 lbs. min. Payload	3958-0026	Ford	2016	F150 (E-85 Capable)	6		\$18,925.00	\$2.00	



OPERATIONS CENTER ROOF REPLACEMENT

BACKGROUND

See attached memo from Jerry Oley for details.

ENCLOSURES

Memo from Mr. Oley
Bids from Watt's Roofing & Siding and Wandell's Working Crew.

RECOMMENDATION

Move to accept the bid of \$34,450.00 from Watt's Roofing & Siding of Maybee, Michigan, for a complete roof replacement at the Operations Center. Money for this purchase will come from the Site Sinking Fund.

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

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



MONROE PUBLIC SCHOOLS

4920 W. Albain Rd. Monroe, MI 48161

www.monroe.k12.mi.us

Operations

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

Jerry Oley

Executive Director of Operations

Tim Salenbien

Custodial/Maintenance Supervisor

Frank Henry

Transportation Supervisor

Transportation

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

May 18, 2016

To: Board Of Education
Monroe Public Schools

From: Jerry Oley
Director of Operations

Re: Operations Center Roof Replacement

Bids were requested from three companies for a complete roof replacement for the Operations Center due to deteriorating conditions. Two bids were returned.

Bid summary is as follows:

Wandell's Working Crew \$59,500.00
Monroe, MI

Watt's Roofing & Siding \$34,450.00
Maybee, MI

It is my recommendation for **Watts Roofing & Siding** to complete the Operations Center Roof Replacement in the amount of **\$34,450.00**.

Funds for roof repair will be taken from Site Sinking Funds.

If you need further information, please let me know.

JAO/jle

NOTICE OF NONDISCRIMINATION

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



BOB WATTS

WATTS ROOFING & SIDING

30 YEARS EXPERIENCE

11040 GRAMES RD.

FULLY INSURED

MAYBEE, MI 48159

PHONE: 734 564-5776

Proposal submitted to <i>Monroe - Public Schools</i>		Phone <i>755-8449</i>	Date <i>4-18-16</i>
Street <i>4920 W Albain</i>		Job Name	
City, State, and Zip Code <i>Monroe MI</i>		Job Location	
Architect	Date of Plans	Job Phone	

We hereby propose to furnish materials and labor necessary for the completion of:

1. REMOVE EXISTING ROOFING
2. INSPECT AND RENAIL OLD ROOF BOARDS (SHEATING)
3. INSTALL ICE AND WATER SHIELDS 3' UP ON EAVES
4. WRAP ENTIRE ROOF PERIMETER WITH NEW ALUMINUM DRIP EDGE
5. NEW 15 LB. FELT UNDERLAYMENT APPLIED
6. VALLEYS (IF ANY) TO HAVE ICE SHIELD INSTALLED WITH CLOSED VALLEY
7. REPLACE PIPE FLANGES AND ADD NEW STEP FLASHING
8. REPLACE EXISTING VENTS AND ADD _____ TOTAL: *Existing 3 Breezways*
9. INSTALL WITH 30 YR. WARRENTED SHINGLES
10. CLEAN UP AND HAUL AWAY DEBRIS
11. ROTTED WOOD REPLACED AT \$3.00 PER FOOT/EXTRA CHARGE
12. PLYWOOD REPLACED AT \$40.00 PER SHEET
13. 10 YR. WARRANTY ON WORKMANSHIP IN WRITING
14. NO MONEY DOWN - PAID ON COMPLETION

Total \$34,450

We Propose hereby to furnish materials and labor - complete in accordance with above specification, for the sum of:

<i>MAIN</i>	<i>Twenty six Thousand & Nine Hundred & Fifty</i>	dollars (\$ <i>26,950</i>)
<i>Breezeway</i>	<i>Three Thousand & 00</i>	<i>3,000</i>
<i>Silo</i>	<i>Fourty Five Hundred & 00</i>	<i>4,500</i>

Comments: _____

Authorized Signature: *Bob Watts*

Note: This proposal may be withdrawn by us if not accepted within 30 days

ACCEPTANCE OF PROPOSAL The above prices, specifications and Conditions are satisfactory and are hereby accepted. You are authorized to do the Work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ Signature: _____

FULLY LICENSED AND INSURED * IN THE BUSINESS SINCE 1977



Proposal



Name *Tim Salenbien*
 Street *4920 W. Albain Rd.*
 City *Monroe* State *MI*
 Phone *734-265-3333*

Wandell's Working Crew
 308 East Fifth Street • Monroe, MI 48161
 Monroe (734) 243-0733 • Cell (734) 777-6494
 wandell1958@aol.com

Work performed at: _____ Date: *Any questions Plz. Contact*
 Street: *11* *Paul 734-672-5507*
 City: _____

Price Includes:	
Quality Aluminum Box Vents _____	Oakridge Lifetime Shingle (70 mph Wind Resistance) <i>\$55,000.00</i>
Venture Ridge Vent _____	True Definition Duration Lifetime Shingle (110 mph Wind Resistance) <i>\$57,000.00</i>
Removal of Old Roofing	Designer Color <i>\$59,500.00</i>
Install New Shingle	<i>Tear off and dispose of all old material. Install all new underlayment, Ice guard on all bottom & valleys. new pipe collars & vents.</i>
Dispose of Debris	
Install Ice Guard	
Felt Paper	
Drip Edge of Appropriate Color	
Pipe Flanges	
Reflash Chimney	
All Required Permits	
15 Year Guarantee on Labor	

Additional Charges (If Applicable)
 Occasionally we find damaged wood while stripping off the old roof, these prices indicate what you will be charged to replace this damaged wood and includes the material and labor.

1/2" plywood 4'x8' sheet \$ <i>40.00</i> each	<i>would require half down due to size of the job.</i>
3/4" plywood 4'x8' sheet \$ <i>50.00</i> each	
1x6 fascia board \$4.00/foot	

Carpentry and other work 40 per hour plus materials

LIABILITY

It is understood by the parties involved that Wandell's Working Crew is an independent contractor and shall maintain (as appropriate) workers compensating insurance while performing work at the job location.

Payments to be made as follows: **PAID IN FULL UPON COMPLETION** with cash, check, or money order.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Respectfully Submitted *[Signature]*

Signature _____ Date _____

If you have any questions or concerns regarding this proposal feel free to contact me.
To Contact Dave Wandell Direct Call: (734) 777-6494
or visit our website at www.wandellsworkingcrew.com

DISTRICT FIRE ALARM TESTING AND INSPECTIONS

BACKGROUND

See attached memo from Jerry Oley for details.

ENCLOSURE(S)

Memo from Mr. Oley
Bid from Cintas Corporation

RECOMMENDATION

Move to accept the bid of \$7,500.00 from Cintas Corporation of Troy, Michigan, for fire alarm testing and inspections throughout the district. Money for this purchase will come from the Operations Budget.

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

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



MONROE PUBLIC SCHOOLS

4920 W. Albain Rd. Monroe, MI 48161

www.monroe.k12.mi.us

Operations

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

Jerry Oley

Executive Director of Operations

Tim Salenbien

Custodial/Maintenance Supervisor

Frank Henry

Transportation Supervisor

Transportation

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

June 10, 2016

To: Board of Education
Monroe Public Schools

From: Jerry Oley
Director of Operations

Re: District Fire Alarm Testing and Inspections

Bids were requested from six companies for district fire alarm testing and inspections. One bid was returned.

It is my recommendation the bidder, Cintas Corporation of Troy MI, to be awarded the 2016 district fire alarm testing and inspection bid.

Bid Summary is as follows:

Cintas Corporation	\$ 7,500.00
Troy, MI	

Funds for district fire alarm testing and inspection will be taken from the Operations budget. If you need further information, please let me know.

[Type here]

NOTICE OF NONDISCRIMINATION

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

Project: Fire Alarm Testing for sixteen (15) Monroe Public Schools Locations
Quote Due No later than 2:00 p.m. on June 9, 2016

Proposal to complete the following work on above mentioned project.

<u>Administration Building</u> for the sum of	\$500.00
<u>Arborwood North Elementary</u> for the sum of	\$500.00
<u>Arborwood South Elementary</u> for the sum of	\$500.00
<u>Custer I Elementary</u> for the sum of	\$500.00
<u>Custer II Elementary</u> for the sum of	\$500.00
<u>Knabusch Math and Science Center</u> for the sum of	\$500.00
<u>Manor Elementary</u> for the sum of	\$500.00
<u>Monroe High School</u> for the sum of	\$500.00
<u>Monroe High School Vocational Building</u> for the sum of	\$500.00
<u>Monroe Middle School</u> for the sum of	\$500.00
<u>Navarre Fieldhouse</u> for the sum of	\$500.00
<u>Orchard Center High School</u> for the sum of	\$500.00
<u>Raisinville Elementary</u> for the sum of	\$500.00
<u>Riverside Elementary</u> for the sum of	\$500.00
<u>Waterloo Elementary</u> , for the sum of	\$500.00

GRAND TOTAL ALL for the sum of \$ 7,500.00

Contractor warrants work will be started by July 11, 2016 and be completed on or before August 11, 2016.

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 Cintas Corporation

ADDRESS 232 E. Maple Rd

CITY Troy STATE MI ZIP 48083

CONTACT PERSON Neil Bower

TELEPHONE 734.634.8804 FAX 855.901.2097

SIGNATURE OF RESPONSIBLE PARTY

SEND SEALED QUOTE TO:

Monroe Public Schools
Atten: Tim Salenbien, Maintenance/Custodial Supervisor
Operations Center
4920 W. Albain Road
Monroe, MI 48161

CONSENT AGENDA – TECHNOLOGY DEPARTMENT PURCHASES

ENCLOSURES

- C.13 Computer Upgrades
- C.14 Poster Makers
- C.15 School Messenger
- C.16 Teacher Desks

RECOMMENDATION

Move that Agenda Items C.13 through C.16 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

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

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

COMPUTER UPGRADES

BACKGROUND

See attached memo from David Payne for details.

ENCLOSURE(S)

Memo from Mr. Payne
Quotes from CDWG

RECOMMENDATION

Move to approve the purchase of memory and solid state drives to upgrade our district desktop and laptop computers from CDWG at a total cost not to exceed \$49,957.75. This purchase 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: 6-9-16

Subject: Computer Upgrades

We are recommending the approval to purchase memory and solid state drives to upgrade our district desktop and laptop computers. The total cost of this project would not exceed \$49,957.75 and would be funded by the Technology Millage. CDWG currently has the lowest price and is also on the REMC competitive bid list. All three quotes are attached, which include costs for desktop memory, laptop memory, and solid state drive replacements for all desktop and laptop computers. Currently our computers are between three and four years old. As they are no longer under warranty, we are recommending the upgrade to provide the performance we need to run our current applications and increase their longevity a few more years.



SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
HBXH726	6412653	5/16/2016

BILL TO:
 MONROE PUBLIC SCHOOLS
 1275 N MACOMB ST

SHIP TO:
 MONROE PUBLIC SCHOOLS
 Attention To: ACCTS PAYABLE
 1275 N MACOMB ST

Accounts Payable
 MONROE , MI 48162-3196

MONROE , MI 48162-3196
 Contact: ASHLEY
 WAGNER 734.265.3150

Customer Phone #734.241.0330

Customer P.O. # HBXH726 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
MICHELLE RIETEMA 866.224.4820		FEDEX Ground	NET 30 Days-Govt/Ed	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
884	3674581	EDGE 120GB SE847 SSD 2.5IN SATA Mfg#: PE245788 Contract: REMC Computer & Networking 2014 Computer & Network 2014	42.00	37,128.00
SUBTOTAL				37,128.00
FREIGHT				0.00
TAX				0.00
				US Currency
TOTAL				37,128.00

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

Fax: 312.705.9452

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



SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
HBXF283	6412653	5/16/2016

BILL TO:
 MONROE PUBLIC SCHOOLS
 1275 N MACOMB ST

SHIP TO:
 MONROE PUBLIC SCHOOLS
 Attention To: ACCTS PAYABLE
 1275 N MACOMB ST

Accounts Payable
 MONROE , MI 48162-3196

MONROE , MI 48162-3196
 Contact: ASHLEY
 WAGNER 734.265.3150

Customer Phone #734.241.0330

Customer P.O. # HBXF283 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
MICHELLE RIETEMA 866.224.4820		FEDEX Ground	NET 30 Days-Govt/Ed	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
605	3578089	CRUCIAL 4GB DDR3 PC3-14900 CL13 Mfg#: CT51264BD186DJ Contract: REMC Computer & Networking 2014 Computer & Network 2014	14.75	8,923.75
			SUBTOTAL	8,923.75
			FREIGHT	0.00
			TAX	0.00
				US Currency
TOTAL				8,923.75

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

Fax: 312.705.9452

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



SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
HBXF323	6412653	5/16/2016

BILL TO:
 MONROE PUBLIC SCHOOLS
 1275 N MACOMB ST

SHIP TO:
 MONROE PUBLIC SCHOOLS
 Attention To: ACCTS PAYABLE
 1275 N MACOMB ST

Accounts Payable
 MONROE , MI 48162-3196

MONROE , MI 48162-3196
 Contact: ASHLEY
 WAGNER 734.265.3150

Customer Phone #734.241.0330

Customer P.O. # HBXF323 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
MICHELLE RIETEMA 866.224.4820		FEDEX Ground	NET 30 Days-Govt/Ed	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
279	3056344	CRUCIAL 4GB DDR3 SODIMM Mfg#: CT51264BF160BJ Contract: REMC Computer & Networking 2014 Computer & Network 2014	14.00	3,906.00
SUBTOTAL				3,906.00
FREIGHT				0.00
TAX				0.00
				US Currency
TOTAL				3,906.00

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

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

Fax: 312.705.9452

POSTER MAKERS

BACKGROUND

See attached memo from David Payne for details.

ENCLOSURE(S)

Memo from Mr. Payne
VariQuest documentation

RECOMMENDATION

Move to approve the purchase of four Poster Makers from VariQuest at a cost not to exceed \$15,980.00. This purchase 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: 6-9-16

Subject: Poster Makers

We are recommending the purchase of 4 Poster Makers at a cost not to exceed \$15,980.00 from VariQuest. This would be purchased with Technology Millage funds if approved. We use the term Poster Maker loosely as these are design centers engineered for teachers to support their curriculum. These packages include a large format printer and stand, pre-installed computer with touch screen, along with software, supplies, and templates. These would be setup at four schools and accessible to all staff to utilize. These will also include free on site training that we will coordinate during our summer Tech Fest. VariQuest is a sole source vendor of this solution and we have attached documentation. We are excited to offer this to our teachers as we have personally seen it work at MACUL the past couple years. This will give our teachers another way to introduce their creativity to our students and enhance the learning process.

Varitronics, LLC
 7200 93rd Ave N, Ste 120
 Brooklyn Park, MN 55445
 Fed ID#: 20-4454248

Tel: (800) 328-0585
 Fax: (800) 543-8966
 customerservice@variquest.com
 www.variquest.com



QUOTE NO: Q-63415	EDUCATION CONSULTANT: Kristy Flavin
QUOTE DATE: 06/07/2016	(734) 646-5082
VALID THRU: 06/29/2016	kristy_flavin@variquest.com
VENDOR ID: MONROE PUBLIC SCHOOLS	QUOTE CONTACT: David Payne
NOTES: FREE SHIPPING WHEN PO ARRIVES BY JUNE 29 AT 12:00 EST!	(734) 265-3158
	payne@monroe.k12.mi.us

BILL TO:	SHIP TO:
MONROE PUBLIC SCHOOL DISTRICT PO BOX 733 MONROE, MI 48161 United States	David Payne MONROE PUBLIC SCHOOL DISTRICT 1275 N MACOMB ST MONROE, MI 48162 United States

ITEM	DESCRIPTION	QTY	RETAIL PRICE	YOUR PRICE	SAVINGS	TOTAL
PT2400PLUS	VARIQUEST PROMO - PERFECTA™ 2400 PLUS PACKAGE (see no charge items)	4	\$ 5,995.00	\$ 4,995.00	\$ 4,000.00	\$ 19,980.00
<i>PT2400</i>	VARIQUEST PERFECTA™ PRINTER PKGD	4	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<i>DC2300</i>	VARIQUEST DESIGN CENTER 2300B	4	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	PERFECTA ONE YEAR MANUFACTURER WARRANTY	4	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	DESIGN CENTER ONE YEAR MANUFACTURER WARRANTY	4	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	VARIQUEST PERFECTA PAPER 13" x 19" 5-SHEETS	4	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<i>PTSCAN1</i>	VARIQUEST PERFECTA™ SCANNER	4	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
FREE 2401	VARIQUEST PERFECTA™ PAPER PROMO FREE HEAVYWEIGHT COATED PAPER	4	\$ 99.95	\$ 0.00	\$ 399.80	\$ 0.00
DSC-1000	\$1,000 OFF CUSTOMER SPECIAL	4	\$- 1,000.00	\$- 1,000.00	\$ 0.00	\$- 4,000.00

All VariQuest Products include a 1 year warranty.

All currency listed in US dollars.

Email Purchase Orders to:

customerservice@variquest.com or

Fax to: 800-543-8966.

SUBTOTAL	\$ 15,980.00
SALES TAX	
S&H	USD 0.0000
QUOTE TOTAL	\$ 15,980.00
YOUR SAVINGS	\$ 4,399.80

Date: January 1, 2016
To: Valued Educator
From: Varitronics, LLC
Subject: VariQuest™ Visual Learning Tools - Sole Authorized Dealer

Thank you for your interest in our VariQuest® Visual Learning Tools. These tools are helping schools throughout North America to effectively Educate. Motivate. Communicate.™

VariQuest® Visual Learning Tools is an integrated suite of learning tools that includes the following components:

- VariQuest® Poster Maker 3600
- VariQuest® Cutout Maker 1800
- VariQuest® Awards Maker 400
- VariQuest® Design Center 1000 & Design Center 2300
- VariQuest® Cold Laminator 2510
- VariQuest® Perfecta™ 2400 Full Color Poster Design System
- VariQuest® Trifecta™ 800 3D Printer

Our proprietary VariQuest® version 5.0 software which is included with the Poster Maker 3600, Cutout Maker 1800, Awards Maker 400, Design Center 1000/2300, Perfecta™ 2400 Full Color Poster Design System and Trifecta™800 3D Printer is designed to maximize the potential of these tools both individually and collectively.

Varitronics, LLC is the only dealer authorized to sell the VariQuest® brand equipment (listed above) and VariQuest® brand supplies, software and content in the following assigned sales and service territories:

- **Alaska**
- **Michigan**
- **Kentucky**

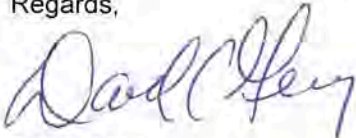
The Varitronics, LLC (Direct Sales) representative assigned to your school district is Kristy Flavin, Senior Education Consultant. Kristy Flavin can be reached at 800-328-0585 Ext. 6451 or 734-646-5082 and via e-mail at kristy_flavin@variquest.com

Varitronics, LLC offers new VariQuest® equipment for sale, promotes Varitronics sponsored programs and provides service and support, including our product warranties. In addition we provide knowledgeable sales, installation, user training, and customer/technical service for our VariQuest® products.

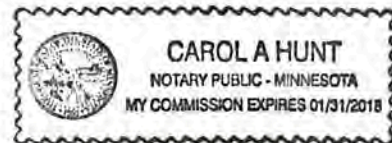
Please note that the information above is current as of the date above. If you have any further questions or need updated information, please feel free to contact me at 800-328-0585 ext. 6971 or e-mail me at david_grey@variquest.com.

Thanks again for your interest in VariQuest™ Visual Learning Tools.

Regards,



David Grey
President and CEO
Varitronics, LLC



CarolA Hunt 1/6/16



SCHOOL MESSENGER

BACKGROUND

See attached memo from David Payne for details.

ENCLOSURE(S)

Memo from Mr. Payne
Renewal quote from Reliance Communications for School Messenger

RECOMMENDATION

Move to approve the renewal of School Messenger at a cost not to exceed \$9,006.00. This renewal will be funded by the General 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: 6-9-16

Subject: School Messenger

We are recommending the approval to renew School Messenger for another school year. If approved, it would be paid for by the general fund at a cost not to exceed \$9,006.00. We have had this solution in place for one year and are extremely happy with its functionality as well as its integration within PowerSchool. As this is a yearly renewal we normally present this to the Board of Education with all the other software renewals but did not receive this quote in time for the last meeting.

Reliance Communications, LLC.

SchoolMessenger
P.O. Box 561484
Denver, CO 80256-1484
PH: 888-527-5225 | FAX: 800-360-7732
<http://www.schoolmessenger.com>

Date 6/2/2016
Renewal Quote # 84696

Expires 6/30/2016
Type
Representative Jeremy Dobberstein

Prepared for:

Monroe Public Schools
1275 N Macomb St
Monroe MI 48162-3128

Item	Quantity	Description	Rate	Amount
R-SM Complete	1	Renewal SchoolMessenger Complete -- 12-month Unlimited Notification Service	7,505.00	7,505.00
R-SMASP-CImsg	1	Classroom Messaging added to CommSuite Hosted. Renewal.	1,501.00	1,501.00

Thank you for your order!
Please make checks payable to: Reliance Communications, LLC.

Total \$9,006.00

The terms and conditions available at www.schoolmessenger.com/webterms apply to this Quote, unless the parties have entered into a separate mutually executed agreement.



84696

TEACHER DESKS

BACKGROUND

See attached memo from David Payne for details.

ENCLOSURE(S)

Memo from Mr. Payne
Quote from CDWG

RECOMMENDATION

Move to approve the purchase of 30 Spectrum Teacher Desks from CDWG at a cost not to exceed \$26,850.00. This purchase 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: 6-9-16

Subject: Teacher Desks

We are recommending the purchase of 30 Spectrum Teacher Desks at a cost not to exceed \$26,850.00 from CDWG. This would be purchased with Technology Millage funds if approved. We have utilized Spectrum desk for over 15 years and still have our original lab and teacher desks. These hold up well and provide protection from cables, and allow movement without damaging the technology or the furniture. We usually purchase a few of these each year to replace lower quality desks or rooms with no computer desks.



Prepared by Michelle Rietema
 date 5/28/2016
 Prepared for Monroe Public Schools



OPTION 1

<u>Part Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price</u>	<u>Extended Price</u>
22422KP	Evolution Teacher Instructor Center 48" Casters Oak/Putty	30	\$795.00	\$23,850.00
0116975KP	Box 1 48" Evolution TIC Worksurface Oak/Putty	30	\$0.00	\$0.00
0116976P	Box 2 Evol TIC Legs 48" Putty	30	\$0.00	\$0.00
98501	Caster 4" Locking Swivel Set (38598)	30	\$0.00	\$0.00
97502	Rack Mount Cantilever Shelf 3RU	60	\$50.00	\$3,000.00

Option 1 Total \$26,850.00

OPTION 2

<u>Part Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price</u>	<u>Extended Price</u>
22422KP	Evolution Teacher Instructor Center 48" Casters Oak/Putty	60	\$755.00	\$45,300.00
0116975KP	Box 1 48" Evolution TIC Worksurface Oak/Putty	60	\$0.00	\$0.00
0116976P	Box 2 Evol TIC Legs 48" Putty	60	\$0.00	\$0.00
98501	Caster 4" Locking Swivel Set (38598)	60	\$0.00	\$0.00
97502	Rack Mount Cantilever Shelf 3RU	120	\$50.00	\$6,000.00

Option 2 Total \$51,300.00

ADJOURNMENT

RECOMMENDATION

Move to adjourn the June 14, 2016, Board Meeting #11.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____